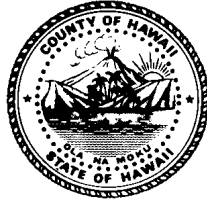


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PUNA COMMUNITY DEVELOPMENT PLAN ACTION COMMITTEE

Friday, November 20, 2009
Meeting Minutes (Draft)

CALL TO ORDER

1. Larry Brown called the inaugural meeting of the PCDP Action Committee to order at 3:01 p.m. at the Kea'au Community Center with the following persons present:

Action Committee (all present): Barbara Bell, Frank Commendador, Madie Greene, Larry Higgins, Keikialoha Kekipi, Jeffrey Krepps, Wesley Owens, Daniel Taylor, Tim Tunison

Staff: Larry Brown (County of Hawai'i Planning Department, Project Manager), Rachelle Ley (Community Planning Assistant), Cynthia Lahilahi Verschuur (Recorder); Amy Self (Deputy Corporation Counsel); JoAnn Tallett (Notary Public)

Invited Guest: Kylie Alexandra (Community Planning Assistant for EnVision Downtown Hilo 2025)

Public servants: RJ Hampton (County Councilwoman Emily Naeole-Beason's office, 5th District)

Members of the public: Jon Olson (former PCDP Steering Committee Chairperson and Leilani resident), Bett Bidleman (Friends of Puna's Future board member and Leilani resident), James and Elizabeth Weatherford, Robin Wright, Barbara Kahn-Langer (HPP resident), Hannah Hedrick (Fern Forest resident), Toby Hazel (Nanawale resident), Matthew Jamison (Seaview resident), John Begg (Wa'a Wa'a resident)

2. Larry B. welcomed everyone, making note that it has been 14 months plus since the adoption of the PCDP. He explained the absence of the Planning Director due to prior commitments, went over the layout of the meeting, and noted the distribution of the Land Use Pattern Allocation Guide (LUPAG) map as requested by members at the AC orientation on Nov. 14. He invited the AC members to make brief introductions.

Barbara Bell- Kapoho 16 yrs, interested in ocean health and sewer systems

Frank Commendador- Upper Puna area

Larry Higgins- Upper Volcano, architect 55 yrs, background in community land planning, community centers, senior housing

Keikialoha Kekipi- Kaueleau, Lower Puna

Jeffrey Krepps- HI Acres, social service background, interested in sustainability and controlled growth

Wesley Owens- Orchidland 3 yrs

Daniel Taylor- lives between Upper Puna and Volcano, res 30 yrs, involved in planning, worked for national parks, did community work in Southeast Asia and Africa. Impressed by the PCDP and effort that went into it, interested in connecting remaining chunks of forest with conservation areas.

Madie Greene- Nanawale 13 yrs, community involvement in Pahoa and other areas

Tim Tunison- Volcano, impressed by direction of action plan, hopes to help with implementation

PUBLIC TESTIMONY ON AGENDA ITEMS

1. **Kylie Alexandra**, EnVision Downtown Hilo Community Planning Assistant, testified on the importance of having a vision statement, mission statement, and community partnerships. EnVision Downtown Hilo found that branding their plan and process with a logo has been a useful way to anchor their plan into the community. She offered their web link as a helpful resource (<http://www.co.hawaii.us/edh2025>). She recommended brainstorming to create a vision statement, defining a subcommittee to refine it, and noted that it will evolve over time. She is available to share and help, and can be contacted through Rachelle.

Upon the arrival of Deputy Corporation Counsel at 3:20 p.m., public testimony was interrupted in order for AC members to take their oath of office. All members were sworn in and directed to sign their oaths individually with the Notary Public during the public testimony period. 3:26 p.m. Public testimony resumed...

2. **John Olson** testified that the Steering Committee adopted their vision plan from the community and advised that the minority voice is valuable and has to be persistent in order to effect change.

3. **James Weatherford** related that he has been involved since the get-go, thanked the AC and advised them not to be afraid to seek people out.

4. **Bett Bidleman** read written testimony on behalf of Friends for Puna's Future. The organization thanked the AC, pledged their support, and offered assistance in the areas of community outreach and gathering public input. FoPF made suggestions on Sections V, IX, and XIII of the (Draft) Operating Guidelines, regarding termination of AC members, advance public notification of meetings, agendas, and minutes, and the content of minutes to include brief summaries of public testimony.

5. **Barbara Kahn-Langer** thanked the AC and identified herself as a participant from the beginning. She pointed out that the Kea'au Pahoa Bypass group is holding regular meetings and that the AC should be attentive to projects that are moving forward concurrently. She said the Bypass group is going forward with 4-way stop intersections and the steering committee had been pushing for roundabouts.

6. Hannah Hedrick testified on item VIII. b of the (Draft) Operating Guidelines concerning ground rules for the AC meetings. She suggested it be stated in the ground rules that the AC should focus on areas where the CDP can truly have an impact so that time is not wasted. She felt the steering committee's time had been wasted pursuing and planning roundabouts.

Larry Brown reminded everyone that there is a second public testimony period at the end of New Business, and that anyone can testify by submitting a new testimony sign-up form.

NEW BUSINESS

1. Election of officers:

Larry Brown defined roles of Chair and Vice Chair. Took five minute recess to allow members to finish oath signing.

3:45 p.m. **Larry H. nominated Barbara Bell as Chair and Frank Commendador as Vice Chair. Dan seconded his nomination** and offered statements of support. Keiki asked if those nominated would accept. Frank affirmed. Barbara said she is willing and happy to do it for the one-year term. **Voice affirm vote was held for Barbara to serve as chair. All were in favor. Voice affirm vote called for Frank to serve as vice chair. All were in favor.**

3:50 p.m. Larry Brown turned over meeting to Barbara.

2. Adoption of Group Agreement:

Frank moved to adopt the group agreement as drafted by the Planning Department. Keiki seconded. Tim brought up Jon Olson's testimony regarding minority viewpoints and suggested deleting line 5 ("Know when to concede on a position that is not supported by a majority"). Frank and Keiki withdrew their motion and second. Jeffrey moved to strike line 5 and Maddie seconded. All voted in favor. **Dan moved to accept group agreement as amended. Keiki seconded. All voted in favor.**

3. Adoption of Operating Guidelines:

Larry Brown explained that a few items were itemized in the agenda as suggested points for possible amendment and that he or Amy Self would make known any County Code that applies to a change being discussed. He also pointed out that members could take previous testimony into consideration and amend or augment any part of the guidelines.

a. Notification. Frank stated his desire to make it mandatory to inform all community associations of the AC's activities by sending them agendas and minutes of all meetings. Also that the Planning Department assist the AC on an annual basis in making sure information on community associations in the district is updated. Larry Brown directed the AC to look at section IX. "Notice", which details the minimum notification required by County Code and suggested amending item d. to include community associations, and also to mandate the planning department to continue posting minutes and agendas on their website. Larry stated he will bring language for an amendment to section IX to the next meeting.

b. Conflicts of Interest. Wes brought up section XV. "Conflicts of Interest". He felt a member with a conflict of interest should be able to discuss the matter. Amy Self said that these guidelines are more restrictive than the County Code of Ethics. Wes moved to amend item a. to

read “the affected person shall... (2) withdraw from discussion and voting on the matter.” Frank seconded the motion. All in favor but Keiki, who suggested that withdrawing from voting be left up to the individual rather than being mandated. Wes moved to reconsider the previous motion, Larry H. seconded. All in favor. **Wes made a motion to amend section XV a. to read “AC members shall act in compliance with County Code of Ethics.” Larry H. seconded.** Larry Brown pointed out that the AC has very little decision-making authority on anything that would make a financial impact and is an advisory body. Amy pointed out that advisory boards are not covered under the county’s code of ethics and that the decision-making body is the Planning Department. Keiki asked whether section XV is necessary. Amy said it could be deleted. Barbara said she felt it should be left in. Dan called for question, **motion passed with none opposed.**

c. Permit applications. Frank asked for clarification on section IV. k. Larry Brown explained that the planning director would only ask for input on projects having land-use compliance issues in the Puna CDP project area. When directed, Larry would put such items on the AC agenda; the AC would have 60 days to review and 30 days to issue comments. Frank asked if permit requests for Puna are tracked separately. Larry informed him they are not.

d. Membership termination. Frank made a motion to strike section V. g. 2. “by direction of the mayor” to read “mayor submits recommendation to remove AC member, and the County Council confirms termination”, which he said is consistent with county charter section 13-4 “Boards and Commissions” item d. Amy Self said that guideline is in conflict with the county charter. She said she is in the process of making other changes to the guidelines. Frank asked if the guidelines could be marked to indicate those mandated by law. **Larry H. moved to table discussion until more information is available. Maddie seconded. All voted in favor.**

e. Frank brought attention to section XVI of the guidelines regarding how amendments of the rules of practice and procedure can be approved. Amy said she will go through and take out what shouldn’t be in the guidelines with respect to chapters 13 and 16 of the county charter. The chair clarified that agenda item 5, “Adoption of operating guidelines”, was tabled until the next draft is presented.

4. Determine regular meeting schedule:

Larry Brown pointed out that the AC should not hold meetings that would require him to work overtime due to budget limitations. He said he could adjust his work day to accommodate a 4-6 p.m. meeting time. Because of special considerations next month, Barbara determined it best to schedule the December meeting separately and decide on a regular meeting schedule later. Discussion indicated regular meetings would most likely be held on Thursdays. Wes asked if two hours was enough time to conduct business. Larry said he didn’t want to go beyond that to prevent burnout. **Wes moved the next meeting be held Friday, Dec. 18 from 4-6 p.m. at the Kea’au Community Center. Frank seconded. All voted in favor.** Larry said he would confirm the meeting venue.

Frank brought up the need for educational workshops, and was advised to wait until discussing next meeting’s agenda.

5. Puna CDP Action Committee Vision Statement, Mission Statement and Logo Adoption:

Dan suggested making a subcommittee to draft a vision and mission statement. Amy reminded members about Sunshine Law stipulations. Larry Brown and members discussed the intention

behind having a vision statement to honor the work of the people who created the CDP and a mission statement related to implementing the plan. Dan and Jeff volunteered to draft something for consideration at the next meeting.

5. Annual Report:

Larry Brown asked for discussion and eventual decision on when an annual report be published for the PCDP implementation. He remarked that despite calling it an “annual” report, it doesn’t have to happen every 12 months, but is something that needs to be planned for in advance. **Larry H. moved to table the matter, which was seconded and voted for unanimously.**

ANNOUNCEMENTS

Toby Hazel from the PCDP Steering Committee’s Parks and Recreation Working Group announced that the mayor has said the former Pahoia Firehouse will be the senior center that was called for in the PCDP. The group, which is still meeting, received a Healing Your Island Grant and will be having a Senior Day event at the Pahoia Community Center on Saturday, Dec. 12 from 10-2. She invited the AC members to come to support.

PUBLIC TESTIMONY

Hannah Hedrick asked that at the next meeting there be an agenda item to focus on broadening community awareness and that subcommittees formed by the AC not be restricted to AC members. She felt those actions would indicate to the community that the AC is welcoming community participation at this time. Amy Self noted that a meeting with community members would not be subject to Sunshine Law as long as only one or two AC members are participating in the meeting.

AGENDA FOR NEXT MEETING

1. Larry Brown reminded the AC that items must be detailed with intention/action so public can understand. He took suggestions and Rachelle Ley recorded them. Suggestions:
 - Form subcommittee to review amendments composed during the adoption phase of the PCDP.
 - Identify and form standing subcommittees on important issues such as transportation. Amy clarified that Planning Department staff would not be required to attend or provide recording services for subcommittee meetings.
 - Identify informational seminars/workshops needed by the AC, what topics and when.
 - Prioritize action items-Larry Brown suggested forming a subcommittee to do that.
 - Invite Manager of Mass Transit Authority to give report on buses, routes, projections. Larry Brown clarified that Tom Brown is Mass Transit Authority Manager for county and that Cheryl Soon is SSFM project manager for the HWY 130 Improvement Project environmental study. State DOT is responsible for making facilities available (like bus turnouts) on state roads, which Cheryl could address. Amy said to make sure there is enough time scheduled for such presentations, which need to be part of a public meeting because the AC will be asking questions and AC input may be requested. Larry said when the Environmental Impact Statement comes out, he can add it to the agenda with the chair’s approval. He also recommended inviting Cheryl Soon to update the AC at its January meeting.
 - Organize island-wide meeting of CDP AC’s to brainstorm ways to fund CDP support staff.
2. Old Business:
 - Adoption of revised operating guidelines

- Report from Dan and Jeff on creation of Vision/Mission statement
- Annual report-continue discussion on when to publish.

Discussion ensued on which items to include and how much time to allot for each (see agenda).

ADJOURNMENT

Frank moved to adjourn. Wes seconded. All in favor.

Meeting adjourned at 5:29 p.m.