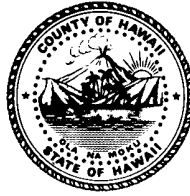


Mitchell D. Roth
Mayor

Lee E. Lord
Managing Director

West Hawai'i Office
74-5044 Ane Keohokālole Hwy
Kailua-Kona, Hawai'i 96740
Phone (808) 323-4770
Fax (808) 327-3563



County of Hawai'i

PLANNING DEPARTMENT

Zendo Kern
Director

Jeffrey W. Darrow
Deputy Director

East Hawai'i Office
101 Pauahi Street, Suite 3
Hilo, Hawai'i 96720
Phone (808) 961-8288
Fax (808) 961-8742

NOTICE OF PUBLIC MEETING

SOUTH KOHALA COMMUNITY DEVELOPMENT PLAN ACTION COMMITTEE

NOTICE IS HEREBY GIVEN of the following matters to be considered by the South Kohala Action Committee in accordance with the provisions of Section 92-7, Hawai'i Revised Statutes.

DATE: Monday, October 24, 2022

TIME: 5:00 P.M.

PLACE: Hokuloa United Church of Christ (UCC)
69-100 Puakō Beach Drive
Waikoloa Village, HI 96738

Please note there will not be a Zoom attendance option for this meeting.

AGENDA

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

- Information Sharing on Recent Events in the South Kohala District
- Report back from committee member Nagata on tour of the Hawai'i Water Service utility in Waikoloa

PUBLIC COMMENT ON AGENDA ITEMS: Written testimony may be submitted via email at cdp@hawaiiicounty.gov or in person at the Hilo or Kona Planning Department, up to two (2) business days prior (Thursday, October 20, 2022) to the meeting (see the Notice Section below). In addition, members of the public may provide oral testimony at the meeting on any of the agenda items. Comments may be made either during the public comment portion of the agenda or just prior to the relevant business item. With discretion of the Chair of the CDP Action Committee, comments may be limited to three (3) minutes in length per agenda item.

APPROVAL OF THE MINUTES: The Action Committee will consider the draft minutes for the May 9, 2022 meeting.

BUSINESS:

1. **A Review of the Action Committee Framework:** The Action Committee will review the legal framework and guidelines that govern Action Committees.
 - Communication no. 2022-18: Action Committee Framework Packet
2. **Hawai'i Island Tourism Discussion:** The Action Committee will review the Hawai'i Island Destination Management Plan and discuss best practices for tourism in the South Kohala district. This could lead to the creation of investigatory subcommittees and community liaison groups, as applicable.
 - Communication No. 2022-19: Hawai'i Island Destination Management Action Plan
3. **South Kohala Community Development Plan (CDP) Discussion:** The Action Committee will discuss a project to review the South Kohala CDP in preparation for a future update. The South Kohala CDP update is not anticipated to begin in the near future and must be initiated by the Planning Director. This is an Action Committee driven project to identify specific areas that may need to be updated, revisit the CDP implementation table and monitoring plan, and other efforts to assist the future planning effort. This could lead to the creation of investigatory subcommittees and community liaison groups, as applicable.
4. **Discussion on the Action Committee Request for a Mānā Road Wildfire After-Action Report:** The Action Committee will discuss the request they had made for an after-action report on the 2021 Mānā Road fire and evacuation of the Waikoloa Village and discuss ways they may choose to follow-up.
 - Communication No. 2021-07: South Kohala Action Committee Letter Regarding the Mānā Road Fire
5. **Action Committee Community Project Discussion.** The Action Committee will discuss and propose possible community action initiatives. This will include exploring mutual interests between Action Committee members to potentially create investigatory subcommittees and community liaison groups, as applicable. Joint initiatives with community members or partner organizations are encouraged.
 - Possible creation of a Waimea Historic Preservation subcommittee
 - Possible creation of a Roads and Bridges subcommittee

AGENDA FOR NEXT MEETING: Action Committee members will discuss logistics (meeting date/time) and potential agenda topics for the next meeting.

ADJOURNMENT

This agenda and all related documents are available in the Planning Department's South Kohala Community Development Plan Action Committee folder via the County of Hawai'i Public Documents Repository: <https://records.hawaiicounty.gov/WebLink/1/fol/17198/Row1.aspx>. These documents may also be requested from the Planning Department by calling (808) 961-8288 or emailing cdp@hawaiicounty.gov.

NOTICE: The purpose of the public hearings is to afford all interested persons a reasonable opportunity to be heard on the above items. A person desiring to submit oral or written testimony shall indicate their name and whether the testimony is on their behalf or as a representative of an organization or individual. Written testimony can be submitted via email or hard copy. Hard copies should include an original and nine copies and be submitted no later than 4:30pm two days prior to the hearing date.

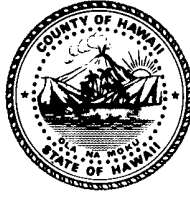
Anyone who requires an auxiliary aid or service, other reasonable modification, or language interpretation to access this meeting please contact the Planning Department at (808) 961-8288 as soon as possible, but no later than five working days prior to the meeting date, to arrange for accommodations. "Other reasonable modification" refers to communication methods or devices for people with disabilities who are mentally and/or physically challenged.

If you are a lobbyist, you must register with the Hawai'i County Clerk within five days of becoming a lobbyist. (Article 15, Section 2-91.3(b), Hawai'i County Code). A lobbyist means, "any individual engaged for pay or other consideration who spends more than five hours in any month or \$275 in any six-month period for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials." (Article 15, Section 2-91.3(a)(6), Hawai'i County Code). Registration forms and expenditure report documents are available at the Office of the County Clerk-Council, 25 Aupuni Street, Hilo, Hawai'i 96720.

SOUTH KOHALA CDP ACTION COMMITTEE

Mitchell D. Roth
Mayor

Lee E. Lord
Managing Director



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Director

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County of Hawai'i
PLANNING DEPARTMENT
SOUTH KOHALA COMMUNITY DEVELOPMENT PLAN ACTION COMMITTEE

Aupuni Center • 101 Pauahi Street, Suite 3 • Hilo, Hawai'i 96720
Phone (808) 961-8288 • Fax (808) 961-8742

Monday, May 9, 2022
DRAFT Meeting Minutes

CALL TO ORDER

Chair Smith called the South Kohala Community Development Plan (SKCDP) Action Committee (AC) to order at 5:10 P.M. This meeting was held via the Zoom interactive video platform. The onsite location to view this meeting in-person was in the West Hawai'i Civic Center Community Hale, building G.

ROLL CALL

AC Members Present: Karen Anderson, Pete Hendricks, Kevin McLaughlin (Vice Chair), Scott Nagata, Bill Sanborn, Ruth Smith (Chair)

AC Members Absent-Excused: Julia Alos and Mark Gordon

County Staff: Heather Bartlett, Keiko Mercado, Elyse Stevens (Long Range Div. Planners); Shawna Blackford (Long Range Div. Staff)

1 member of the public attended the meeting via Zoom. The meeting was also available for synchronous viewing via the [COH Planning Department YouTube Livestream](#). The livestream is available at [South Kohala CDP Action Committee Meeting May 9, 2022 - YouTube](#).

ANNOUNCEMENTS:

1. **Calendar Events:** Chair Smith provided information on upcoming calendar events and community meetings related to the South Kohala District:
 - April – July 2022, 12:00 PM – 1:00 PM, SKCP Speaker Series – South Kohala Coastal Partnership
 - May 10, 2022, 5:00 PM – 6:00 PM, South Kohala Traffic Safety Community Meeting
 - May 11, 2022, 5:00 PM – 7:00 PM, County of Hawai'i – Department of Research & Development Information Session at the Waikōloa Village Banquet Room
 - May 17, 2022, 5:00 PM, Hawai'i County Council – Notice of Public Hearing for FY 2022-2023 Operating and CIP Budget at the Hawai'i County Building, Council Chambers
 - May 18, 2022, 5:00 PM – 7:00 PM, County of Hawai'i – Department of Research & Development Information Session at the Waimea Community Center

- May 18, 2022, 5:00 PM – 6:30 PM, Public Meeting Notice – Former Waikōloa Maneuver Area, Restoration Advisory Board Meeting
 - June 18, 2022, Firewise Committee in coordination with the County of Hawai‘i – Practice use of the emergency exit road in Waikōloa
 - July 13, 2022, What’s the Scoop on the Poop at Puakō
2. **Update on Second Access Road in Waikōloa:** Chair Smith informed that Waikōloa Heights, Waikōloa Village Association, and the Kamakoa community, have a memorandum of understanding to grant rights to conduct a feasibility study to develop a second road out of Waikōloa. She shared that the study would be conducted from May 1, 2022 through May 1, 2023.

APPROVAL OF MINUTES:

Committee Member Hendricks made a motion to approve the March 14, 2022 minutes. Motion seconded by Committee Member Anderson. Motion passed with 6 votes aye, 0 votes nay.

PUBLIC COMMENT ON AGENDA ITEMS:

One (1) member of the public provided written testimony:

Jojo Tanimoto submitted written testimony on agenda item 2, regarding CDP priority projects for the Kawaihae area.

See Communication No. 2022-11 and 2022-12 for Ms. Tanimoto’s written testimony

[https://records.hawaiicounty.gov/Weblink/1/edoc/116548/Communication%20No.%202022-11%20Jojo%20Tanimoto%20Testimony%20Priority%20Projects%20\(Redacted\).pdf](https://records.hawaiicounty.gov/Weblink/1/edoc/116548/Communication%20No.%202022-11%20Jojo%20Tanimoto%20Testimony%20Priority%20Projects%20(Redacted).pdf)

[https://records.hawaiicounty.gov/Weblink/1/edoc/116549/Communication%20No.%202022-12%20Jojo%20Tanimoto%20Testimony%20CDP%20Additions%20\(Redacted\).pdf](https://records.hawaiicounty.gov/Weblink/1/edoc/116549/Communication%20No.%202022-12%20Jojo%20Tanimoto%20Testimony%20CDP%20Additions%20(Redacted).pdf)

One (1) member of the public provided oral testimony:

Margaret Wille, representing herself, testified on agenda item 1. She stressed the importance of prioritizing Federal funding for a connector road from Kawaihae Road to Māmalahoa Highway known as the Waimea Bypass Road. She noted that this project has been put aside and opposed due to the significant funding that would be required. Ms. Wille encouraged the AC to take into account the significance of this road as it would affect all island traffic and access to the Waimea hospital.

BUSINESS:

1. **Infrastructure Priority Discussion:** Ms. Bartlett shared a list of infrastructure projects established by the South Kohala AC as high priority, along with other projects from the South Kohala CDP. She encouraged AC members to discuss all current projects, even those that may not be in the CDP, that are a priority for the district as the landscape has changed since 2008. She shared that this would be an avenue for all Action Committees to provide decision makers with what their AC and community see as priorities for their district. She also encouraged discussion on any projects that may be under State jurisdiction to stimulate cohesion in working together, as all projects would impact the district. Ms. Bartlett shared that the purpose of the discussion is to be prepared for next steps moving forward with regard to the process of negotiating and allocating funds between State and County projects.

She noted that staff would provide the AC with notes of the discussion for review and feedback before providing the list of projects to the Planning Director.

Chair Smith informed that the item regarding the Puakō evacuation route could be removed from the list as that project was completed. She also noted that the Wai'aka Bridge project could be added to the list under the Waimea area, but it would be under State jurisdiction.

Discussions were had regarding Waimea walkways and bikeways. Committee Member Sanborn informed that there is an agreement to improve the Waimea Trails and Greenways, by having the trail go across Lindsey Road, past Parker School, and connect to Church Row. Committee Members Sanborn and Hendricks shared information on a government road in limbo that starts behind Church Row and connects to Mānā Road and the forest reserve. They noted that utilizing it as a connector road would be a nice extension to the trails and greenways. Committee Member Hendricks also noted that the next immediate phase of the project would be from Hale Kea down to Clark Park at Lālāmilo.

Community Member Margaret Wille informed that Parker School agreed to provide an alignment for trails behind the school.

Committee Member Nagata requested information on Waimea Trails and Greenways as he was not aware of the project, its phases or trail location. He noted that he had not seen advertisements or signage in the area and felt that there was a lack of outreach regarding the trail's access. Committee Member Hendricks advised Committee Member Nagata to look at the Waimea Trails and Greenways website for detailed information.

Additional information can be found here:

<https://www.hawaiicounty.gov/our-county/mayor/waimea-trails-and-greenways-project#ad-image-21>

Chair Smith noted that it would be helpful to have a map that outlines potential connector roads that have not yet been established. She also expressed concern with adding priority projects as outlined in their letter to the Planning Director. She noted that they may “muddy the waters” regarding their highest priorities if they were to add more projects to the list.

Ms. Mercado explained that the purpose of the conversation was to gather information and assured the AC that the projects listed in their letter would be noted as the top priorities. She shared that the discussion would be an opportunity to assist the Administration's task force when they begin prioritizing suggested projects.

Committee Member Anderson shared that the AC did a great job drafting that letter and that adding to the list would dilute the priorities.

Committee Member Hendricks noted that he would prioritize bullet items 1, 2, and 3 on the list for Waimea.

Chair Smith requested clarification on the item regarding potable water in Kawaihae. Ms. Bartlett informed that there has been an ongoing concern with Kawaihae receiving water from Kohala Ranch, as it is a private source. She explained that their price of water is expensive, and the cost continues to rise, resulting in an initiative to connect to County water from Waimea. Vice-Chair McLaughlin also informed that there has been an issue with the

ability to grant new leases to residents because they are limited by the amount of potable water that is available for new homes.

Vice-Chair McLaughlin suggested that the AC stick with the list of priority projects mentioned in the letter and wait for the next discussion to decide if any other projects should be added or prioritized. He felt that the AC should wait until the process becomes more defined to make an informed decision.

2. **Action Committee Project Prioritization Discussion:** Ms. Bartlett shared a prioritization spreadsheet of various projects, goals and action items. Action Committee members used the spreadsheet to explore mutual interests and discuss investigatory subcommittees and community liaison groups, as applicable.

Vice-Chair McLaughlin expressed interest in action item 10, Promoting Responsible Tourism and the HTA Destination Management Action Plan. He also suggested another action item where the AC would begin discussion to prepare for the upcoming revisions to the CDP. He noted that other priority projects have been raised, but are not mentioned in the CDP, and wondered if it would be beneficial to get a head start on updates and revisions to the SKCDP.

Ms. Bartlett informed that a full comprehensive review of the CDP cannot be done until the General Plan (GP) has been adopted. She expressed support of the AC exploring preliminary work for a future CDP update.

Chair Smith shared her support to form a subcommittee to look at changes to be made or structures that could be added to the CDP. She expressed her frustration that the revisions to the GP did not have a definite timeline. Ms. Mercado shared that the GP is a priority to the Planning Director and that the department is working assiduously to get a second draft out to community. She assured the AC that timeline updates would be shared with them.

Committee Member Anderson shared her concern on work to update the SKCDP. She suggested the AC clarify the purpose of revising the CDP in order to avoid making it bigger and more complex. Vice-Chair McLaughlin reiterated that many projects are not listed in the CDP as they were not priorities then but are now. He also noted that there are gaps in the current CDP, as other parts of South Kohala are not well represented.

Chair Smith and Vice Chair McLaughlin agreed to explore preliminary work for a future CDP update.

Chair Smith noted that action items 4 and 6, Waikōloa Intersection and Waikōloa Access Road, are high priorities, but subcommittees were not needed as those studies were completed in 2019. She confirmed no current action was required, and the AC would continue to monitor those projects.

Committee Member Sanborn informed that action item 8, Minuke'ole Park, is a private park owned by Parker Ranch and is on a long term lease to the YMCA in Hilo. He shared that the property should be under historical preservation, as it is a historic site in connection with the Kamehameha vacation homes. He and Committee Member Hendricks have been working towards ensuring that the property is historically preserved.

Chair Smith expressed interest in action item 10. She mentioned that tourism helps the island to function, as it is the main source of our economy. She acknowledged that there is often push back from the community regarding tourism and that the AC could help in facilitating that connection. Committee Member Hendricks commented that the HTA Destination Management Action Plan is not only for tourists, but a good management plan that would affect the island residents, as well.

Committee Member Hendricks expressed interest in historic preservation. He also suggested the development of a “Hitchhiker’s Guide” for the area of South Kohala. He noted that there are not many places to walk in the district legally.

Committee Member Nagata expressed interest in action items 7, Waimea Town Center, 4 and 10. He would like the AC to help the Waikōloa Intersection project move forward. He also shared his experience in traveling around the moku. Specifically, with issues regarding, traffic safety on the Kohala Mountain Road, in the Wai’aka, Waikōloa, and Kona areas, and the faulty bridges along the Hāmākua coast.

Vice-Chair McLaughlin suggested that one or two AC members start investigative work on action item 10, as multiple members expressed interest. Ms. Mercado shared that they would also reach out to the Tourism Specialist at Research and Development so she may provide a framework on how the Destination Management Action Plan is being implemented.

Vice-Chair McLaughlin and Committee Member Nagata agreed to explore possible actions to encourage responsible tourism in the South Kohala district.

3. **Framework for Action Committee Hosted Meetings:** In continuing previous discussion regarding Action Committee hosted meetings, Ms. Bartlett presented a framework that established roles/responsibilities and efforts to ensure adherence to Sunshine Law requirements. She explained the required steps ACs would need to take prior to, during, and after AC hosted meetings. She informed that Planning Staff would provide resource materials and would support the AC to a limited capacity in organizing their self-run meetings. Staff would also continue to post the agenda and meeting materials to ensure compliance with the Sunshine Law. AC members would be responsible for providing their own minutes for staff to post.

Chair Smith requested clarification on how the meeting could be recorded.

Ms. Bartlett clarified that recording could be done on a cellular phone, through note taking, etc. She informed that this would be at the AC’s discretion, but staff have found recording meetings to be helpful in capturing input from community members and to assist with drafting the meeting minutes.

Chair Smith questioned if AC hosted meeting minutes would be formally approved at the following AC meeting, regardless of Planning staff presence. Ms. Bartlett confirmed that they would need to be approved and noted that AC hosted meetings would be legitimate and run in the same way, just organized, and conducted by the AC.

See the Framework for Action Committee Hosted Meetings Presentation here:

<https://records.hawaiicounty.gov/WebLink/1/edoc/116550/Communication%20No.%202022-13%20AC%20Framework%20Detailed.pdf>

Chair Smith requested that the SKCDP Onboarding Packet be sent to all AC members as it would be a helpful resource and contains current members' contact information.

4. **Update on the Budget:** Ms. Bartlett provided a brief update on the current County budget adoption process. She shared project items and descriptions within and related to the South Kohala district that were proposed for the Capital Improvement Project (CIP) for fiscal year 2022-2023. She informed that the next public hearing regarding fiscal year 2022-2023 Operating and CIP budgets were scheduled for May 17 through May 19. She encouraged AC members and the community to share their thoughts and feedback with their council members during that time.

Chair Smith shared that the housing project would require the largest allocation of funds and was included in both the Operating and CIP budgets. She also noted the three projects specific to district 9.

See Communication No. 2022-10 May CIP Budget

<https://records.hawaiicounty.gov/Weblink/1/edoc/115852/Communication%20No.%202022-10%20May%20CIP%20FY2022-23.pdf>

PROPOSED AGENDA ITEMS FOR NEXT MEETING: None

ADJOURNMENT: *Committee Member Hendricks made a motion to adjourn. Motion seconded by Committee Member McLaughlin. Motion passed unanimously.*

The meeting was adjourned at 7:18 P.M.

These meeting minutes and all related documents are available in the Planning Department's South Kohala Community Development Plan Action Committee folder via [the County of Hawai'i Public Documents Repository](#). These documents may also be requested from the Planning Department by calling (808) 961-8288 or emailing cdp@hawaiicounty.gov.

[Aloha New Action Committee Members,](#)

We would like to welcome you to the South Kohala Community Development Plan (SKCDP) Action Committee (AC) and thank you for volunteering to help the South Kohala Community. As an AC member, you are tasked with helping to implement the South Kohala CDP. Moving forward, the decisions you make as an AC member should be grounded within the context of the SKCDP. We hope that this resource guide is helpful for quickly filtering through the expanse of materials we'll be sharing.

[Authority - The County Charter, General Plan \(GP\), Community Development Plan \(CDP\), and Hawai'i County Code \(HCC\)](#)

[County Charter](#)

Effective on January 2, 1969, the County Charter serves as the “constitution” of the government of the County of Hawai'i and provides the basic framework for its organization and operation. Section 3-15 requires the County Council to adopt by ordinance a general plan which shall set forth the council's policy for long-range comprehensive physical development of the county.

[General Plan \(GP\)](#)

The County of Hawai'i General Plan is the blueprint that guides the long-term development of Hawai'i Island. It considers the needs of the entire island and provides a sound growth strategy that directs future opportunities related to land use, zoning amendments, and capital expenditures. The GP strives to position Hawai'i Island for economic progress while preserving the environment and strengthening community foundations. Chapter 15 of the 2005 General Plan established a process—the Community Development Plan (CDP) program—to translate island-wide goals and priorities put forth in the General Plan into action-items that could be executed on a district level. The CDP program has been a forum for communities across Hawai'i Island to express their views related to planning the future of their immediate area.

[Community Development Plan \(CDP\)](#)

The purpose of a CDP is to implement the broad goals within the General Plan on a regional basis and translate the broad General Plan statements to specific actions. CDPs are the forum for community input into coordinating the delivery of government services to the community. Please note that a plan, like a CDP, is a guide to future actions. A plan exists to create a long-range framework and direction for specific decisions. It is not self-implementing, and it is not the action itself. A CDP, for example, may direct that rezoning in the CDP area follow certain criteria, but it does not in itself rezone land.

[Hawai'i County Code \(HCC\)](#)

The SKCDP Action Committee derives its authority from Hawai'i County Code Chapter 16 which is available in your resource binder. Chapter 16 codifies the CDPs and details the requirements of the Action Committees and its members. Chapter 16 provides important information pertaining to the Action Committees and their roles and responsibilities. Please read Chapter 16, it is only a few pages long.

The South Kohala Community Development Plan (SKCDP)

You have received a copy of the South Kohala CDP and should familiarize yourself with it. We know that it will take some time to get familiar with the SKCDP, so please don't hesitate to reach out if you have questions.

The Action Committee

Committee's Composition

As defined in Chapter 16 of the HCC, each CDP has an Action Committee (AC) consisting of nine members. Each member is required to live in their respective CDP area and the committee should reflect a broad cross section of the community.

Membership Appointment and Seat Term

Members are appointed by the Mayor and confirmed/approved by the County Council to fill a "seat" on the Action Committee. Seats on an Action Committee are typically planned or organized in 4-year terms and in "blocks" of three. These blocks are "staggered" to maintain committee quorum and ensure that only three committee member's terms expire at the same time. Please note that a Committee Member may be appointed to a seat that has less than four years left in that block. That being said, a Committee Member may be asked to serve as a "holdover" until a new appointment is made for a seat. Members' terms are tracked by the CDP Team. For any questions on your particular seat and term, please contact us.

Committee's Role

The overarching role of an Action Committee is to be a proactive, community-based steward for implementation of their respective CDP. The Action Committee will provide ongoing feedback, advocacy, and action to advance implementation of the CDP goals and objectives and acts in an advisory capacity to the Planning Director.

Committee Member's Role

An important role of an Action Committee Member is community outreach or liaising. Participating in community organizations, groups, or events can help AC members broaden the community's awareness of the CDP and build partnerships that help to implement the CDP's goals, objectives, policies, and actions. If you feel that a particular community issue is relevant to the SKCDP and Action Committee, please feel free to ask the CDP Team or Committee Chair about it so discussion and consideration at a subsequent Action Committee meeting can take place. Please note that the Action Committee is not the forum for community complaints or personal agendas; but is a venue for community initiatives that are aligned with the SKCDP's goals and objectives.

The CDP Team's Role

The role of the CDP Team is to partner with the Action Committee, community, agencies, and organizations in the implementation of CDP goals and objectives. The CDP Team administers to the needs of the Action Committee in fulfilling their duties and responsibilities and serves as a planning resource. We are also "procedural and administrative leaders" that keep the Action Committee operating within State Law and County Regulations.

Please note, in order for the Action Committee to effectively operate within the parameters of Sunshine Law, it is important for Committee Members to be mindful of Action Committee deadlines and review communications. Please contact the CDP Team at any time if you are unclear about any communications or deadlines.

Meetings – Procedural Guidance

Robert’s Rules of Order

As for committee meetings, we follow a modified version of Robert’s Rules of Order. This protocol is intended to be a guide for conducting meetings and making decisions as a group. These rules help to define how a committee conducts committee business and also helps committee members understand the appropriate way to participate in a cooperative manner. We have located a series of videos that are available online. Please take some time to familiarize yourself with some of the basics but do not worry if you can’t remember all the rules because the SKCDP Chair and CDP Team will help you as necessary.

- Mastering the 3 most important motions - https://www.youtube.com/watch?v=eYwKX_P8YkU&list=PLk-ADWH1SPlgaaWScqkVTV2RRND2wA3MS&index=5
- How to Handle “Friendly Amendments” - <https://www.youtube.com/watch?v=CNxMz6dXKzw&index=6&list=PLk-ADWH1SPlgaaWScqkVTV2RRND2wA3MS>
- Effective Debating in Meetings - <https://www.youtube.com/watch?v=oluyFEaGnyM&index=9&list=PLk-ADWH1SPlgaaWScqkVTV2RRND2wA3MS>
- How to Use Point of Order - <https://www.youtube.com/watch?v=rGWTLLwLTDY&index=11&list=PLk-ADWH1SPlgaaWScqkVTV2RRND2wA3MS>

Sunshine Law

Since the AC is a County administered, advisory committee to the Planning Director, it becomes an “extension” of the Planning Department and is subject to the Sunshine Law. The Sunshine Law is Hawai’i’s open meeting law. It governs the manner in which all state and county boards must conduct their business. The Sunshine Law outlines requirements for committee and subcommittee meetings. It also dictates how committee members are allowed to interact with each other concerning committee business. The law is updated from time to time and the current version is included in your resource folder. The CDP Team will keep the AC apprised of any changes. In addition to the resource in your binder, we have provided some links to Sunshine Law videos below.

- Sunshine Law Training Resources - <https://oip.hawaii.gov/training/>
- Sunshine Law Test - https://www.gocongr.com/en-US/p/34761830?frame=true&link_uid=hc3COz0jRQNCQ4maDITbVQ

Ethics Guide

Chapter 2, Article 15 of the Hawai’i County Code established the Code of Ethics. The code provides standards of conduct which the Action Committee is subject to. Please take time to review the Ethics Guide provided in your resource binder.

Committee Information and Resources

Committee/Meeting Information and Notifications

Action Committee and CDP related information is disseminated in various ways.

To Action Committee Members:

The CDP Team will email AC members the meeting agenda and all other meeting materials about a week prior to the meeting when the agenda is published. Important notices, written public testimony, and other AC communications may be provided via email between meetings to Action Committee members. Email communications to and from Planning Staff could be to/from the individual Planner's or the CDP team's joint email address (see contact information below). We do our best to be available via phone and to drop in visits to the Hilo Planning Department office as well. If in doubt about how to contact us, don't overthink it! Our team works closely with each other and we will be sure that your question or comment gets to the right person. Any member that has limited capacity to receive emails should notify us to coordinate alternative ways of receiving meeting materials and other communications.

To the General Community:

Planning Staff provides CDP related information to the general public in various formats. We maintain an email list of interested community members, agencies, and organizations for all CDP related notifications. We also maintain CDP portion of the Planning Department website and strive to keep it updated with current information (see below).

SKCDP Website - <https://www.planning.hawaiicounty.gov/general-plan-community-planning/cdp/skohala>

The South Kohala CDP website is a great resource for information pertaining to the SKCDP and AC. It is also a great resource to learn about our other CDPs, the General Plan, and other related community planning projects.

Contact Information

We have a joint email address, if you send an email to this address it will reach our whole team:

cdp@hawaiiicounty.gov

You can also contact us individually

Thank you!

Thank you again for volunteering to be a part of the South Kohala Community Development Plan Action Committee. Please don't get overwhelmed with all the information you have been given. The SKCDP Chair, and the CDP Planning Team are here to help you as you start to develop a familiarity with the SKCDP and the Action Committee.

Thank you and welcome to the SKCDP Action Committee!

SOUTH KOHALA COMMUNITY DEVELOPMENT PLAN (CDP) ACTION COMMITTEE (AC)

Updated: March 22, 2022

PURPOSE: The purpose of the CDP Action Committee is to be a proactive, community-based steward responsible for implementing resident-driven solutions from the Community Development Plan that positively transform the community in partnership with a network of businesses, non-profits, and community leaders.

AUTHORITY: Hawai'i County Code, [Chapter 16](#)

FULL MEMBERSHIP: Nine members

SPECIFIC REPRESENTATION: Primary residence must be in the Planning area of the CDP.

REQUIRED COMMITMENTS: Possess a deep love for their community; a passion for equity; and a motivation to work for the greater good of their community.

Commit to a term of up to four years; attend regular meetings; invest a minimum of 8 hours of work each month advancing CDP implementation; organize/attend public meetings, workshops, and trainings; identify capacity building needs and opportunities within community; and agree to follow rules and operating principles of the committee and the Planning Department.

Commit to intentionally and explicitly engaging all factions of the community equitably while working to develop partnerships with individuals, non-profits, businesses, and community groups/associations to implement grass roots actions; serve as a point of contact for CDP and AC initiatives; and transmit project updates and opportunities to community within the CDP region.

MEETINGS: Meetings are scheduled as required to address new and existing actions. Please visit <https://www.planning.hawaiicounty.gov/about-us/planning-department-calendar> for up-to-date meeting information.

REAPPOINTMENT: Reappointment shall be in compliance with Hawai'i County Code §16-5(b).

CURRENT MEMBERS:	<u>Seat #</u>	<u>Committee Member</u>	<u>Seat Term Expiration</u>
	1	LICOAN, Tristie [Holdover]*	2020-01-31
	2	SANBORN, William [Holdover]*	2020-01-31
	3	SMITH, Ruth Annette [Holdover]*	2020-01-31
	4	GORDON, Mark [Holdover]*	2021-01-31
	5	ALOS, Julia Ann [Holdover]*	2021-01-31
	6	McLAUGHLIN, Kevin [Holdover]*	2021-01-31
	7	NAGATA, Scott	2026-01-31
	8	HENDRICKS, Peter [Holdover]*	2022-01-31
	9	ANDERSON, Karen [Holdover]*	2022-01-31

*Holdover seats are eligible for replacement

CONTACT INFORMATION: cdp@hawaiicounty.gov; <https://www.planning.hawaiicounty.gov/home>

ATTORNEY ASSIGNED: Jean Campbell, Deputy Corporation Counsel

***Please note that the information on this sheet is condensed. For full information see appropriate Sections of the County Charter, County Code and/or Hawai'i Revised Statutes.**

CHAPTER 16

PLANNING

Article 1. General Plan.

Section 16-1. The County of Hawai'i general plan.

Article 2. Community Development Plans.

Section 16-2. Adoption of community development plans.

Section 16-3. Review and amendment.

Article 3. CDP Action Committees.

Section 16-4. CDP action committees.

Section 16-5. Membership and tenure.

Section 16-6. Duties and responsibilities of the CDP action committees.

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CHAPTER 16**PLANNING****Article 1. General Plan.****Section 16-1. The County of Hawai'i general plan.**

- (a) That certain planning code known and designated as “County of Hawai'i general plan,” as adopted on December 5, 1971, by the council of the County of Hawai'i, is hereby adopted by reference, subject to later amendments by ordinance, and may be cited as the “general plan.”
- (b) A copy of the general plan and amendments shall be available for public inspection at the planning department.

(1983 CC, c 16, sec 16-1; am 2006, ord 06-153, sec 1; am 2007, ord 07-70, secs 2, 3 and 4; am 2008, ord 08-98, sec 2; am 2009, ord 09-150, sec 2, ord 09-161, secs 1, 2, 3 and 4.)

Article 2. Community Development Plans.**Section 16-2. Adoption of community development plans.**

The community development plans listed below are adopted and incorporated by reference. A copy of the plans and amendments shall be available for public inspection at the planning department.

HĀMĀKUA. The document identified as “Hāmākua Community Development Plan” is adopted by reference, subject to later amendments by ordinance, and may be cited as the “Hāmākua CDP.” The planning area for the Hāmākua CDP encompasses the Judicial District of Hāmākua, North Hilo, and a portion of the South Hilo District in the County of Hawai'i.

KA'Ū. The document identified as “Ka'ū Community Development Plan” is adopted by reference, subject to later amendments by ordinance, and may be cited as the “Ka'ū CDP.” The planning area for the Ka'ū CDP encompasses most of Judicial District 9 in the County of Hawai'i. Eastern portions of the district near and including Volcano Village were included in the Puna CDP planning area and were, therefore, not incorporated into the Ka'ū CDP.

KONA. The document identified as “Mapping the Future: Kona Community Development Plan Volume 1” is adopted by reference subject to later amendments by ordinance, and may be cited as the “Kona CDP.” The planning area for the Kona CDP encompasses the judicial districts of North and South Kona.

NORTH KOHALA. The document identified as “North Kohala Community Development Plan” is adopted by reference subject to later amendments by ordinance, and may be cited as the “North Kohala CDP.” The planning area for the North Kohala CDP encompasses the judicial district of North Kohala.

PUNA. The document identified as “Puna Community Development Plan” is adopted by reference subject to later amendments by ordinance, and may be cited as the “Puna CDP.” The planning area for the Puna CDP encompasses the judicial district of Puna and the Volcano Census Designated Place that includes the Volcano Golf Course subdivision in the district of Ka'ū.

SOUTH KOHALA. The document identified as “South Kohala Community Development Plan” is adopted by reference subject to later amendments by ordinance, and may be cited as the “South Kohala CDP.” The planning area for the South Kohala CDP encompasses the judicial district of South Kohala.

(2008, ord 08-98, sec 3; am 2008, ord 08-116, sec 2; ord 08-131, sec 2; ord 08-151, sec 2; am 2008, ord 08-159, sec 2; am 2017, ord 17-66, sec 2; am 2018, ord 18-78, sec 2.)

Section 16-3. Review and amendment.

A comprehensive review of the community development plans shall commence within ten years from the date of adoption.

(2008, ord 08-98, sec 3.)

Article 3. CDP Action Committees.

Section 16-4. CDP action committees.

- (a) A community development plan (CDP) action committee shall succeed each CDP steering committee upon adoption of a community development plan.
- (b) The purpose of the CDP action committee is to be a proactive, community-based steward of the plan’s implementation and update.
- (c) The planning department shall administer the CDP action committees and be responsible for developing a selection process for committee members and establishing rules of procedure, as needed.

(2008, ord 08-98, sec 4.)

Section 16-5. Membership and tenure.

- (a) The CDP action committee shall consist of nine members. All members shall have a primary residence in the area covered by the CDP. The members shall be appointed by the mayor and approved by the County council. Prior service as a member of a CDP steering committee shall not disqualify an individual from serving on the CDP action committee.
- (b) The members shall serve staggered terms of four years. Upon the initial appointment of the committee, three members shall serve for a term of two years, three members for a term of three years, and three members for a term of four years. When the term of a member expires, the member may, at the discretion of the member, continue to serve until a successor is appointed. Members whose terms expire may not be reappointed for at least two years, however, members appointed for one year or less may be reappointed for an additional term without the passage of two years’ time. Existing vacant positions shall be filled before filling any position occupied by a member whose term has expired but who is willing to continue serving until their position is filled.
- (c) The membership should reflect a broad cross-section of the community. The community development plan may specify more detailed selection criteria consistent with this objective.
- (d) A chairperson shall be elected from its membership annually.
- (e) Except as provided for in this section, the committee shall be governed by the County Charter, section 13-4.

(2008, ord 08-98, sec 4; am 2016, ord 16-77, sec 2.)

Section 16-6. Duties and responsibilities of the CDP action committees.

The duties and responsibilities of the committee are:

- (1) Provide ongoing guidance and advocacy to advance implementation of the CDP goals, objectives, policies, and actions;
- (2) Broaden community awareness of the CDP and build partnerships, as appropriate, with governmental and community-based organizations to implement CDP policies and actions;
- (3) Take into consideration statewide objectives and legislation for long-term and sustainable plans for the island as a whole;
- (4) Provide timely recommendations to the County on priorities relating to the County operational budget and the CIP budget and program;
- (5) Receive briefings, as requested, from the planning department on pending and approved permit applications involving property located within the planning area, and on other issues related to the CDP;
- (6) Receive briefings from other County agencies, as requested, on priority actions identified in the CDP, which briefings may be integrated and consolidated by the mayor's office or the planning department into a plan of action for the forthcoming year and a status report on the current year's plan of action;
- (7) Monitor the progress and effectiveness of the CDP including the need for CDP revisions based on emerging statewide plans, new technologies, innovative ideas, or changing conditions;
- (8) Review and make recommendations on interim amendments to the CDP;
- (9) Serve as the steering committee, as set forth in the general plan, in any comprehensive update of the CDP;
- (10) Provide recommendations to amend the general plan; and
- (11) Carry out other duties specified in the CDP and/or in agreement with the planning department.

(2008, ord 08-98, sec 4.)

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PLAN IMPLEMENTATION

The General Plan sets forth broad goals, objectives, and policies. Implementation requires translating these broad statements to specific actions, systematically evaluating progress, and active community participation. In this regard, follow-up planning efforts will involve the preparation of Community Development Plans, Capital Improvements Program, and an annual report.

15.1 COMMUNITY DEVELOPMENT PLANS

The Community Development Plans are intended to be the forum for community input into managing growth and coordinating the delivery of government services to the community. The Community Development Plans will translate the broad General Plan statements to specific actions as they apply to specific geographical areas.

A Community Development Plan should direct physical development and public improvements within a specific area. The Community development Plan may contain detailed land use and zoning guide maps, plans for roadways, drainage, parks, and other infrastructure and public facilities, architectural design guidelines, planning for watersheds and other natural features, and any other matters relating to the planning area.

The Planning Director or Council may initiate a Community Development Plan. Each Community Development Plan shall have a steering committee composed of members appointed by the mayor and confirmed by the council. The members shall be broadly representative of the affected communities.

The steering committee shall work in conjunction with the Planning Department and with any professional consultants hired to assist in the preparation of the plan. The exact boundaries of the planning area may be determined during the preparation of the plan.

It is not mandatory that there be a Community Development Plan for each region. Although the previous General Plan called for Community Development Plans, in the thirty years since the enactment of the first General Plan, only one Community Development Plan has been enacted by ordinance, one by County Council Resolution, and two by Planning Commission Resolution. Time, cost, the degree of effort, and, in some cases, the inability to achieve a sufficient consensus, has been the limiting factors.

§15.1: Community Development Plans

The need for a Community Development Plan for a particular area should be assessed considering a number of factors, including how much is public infrastructure challenged by recent or anticipated growth and whether there are significant efforts to change the zoning and land use in the area.

After the steering committee has recommended approval of the Community Development Plan, it shall be forwarded to either the Windward or Leeward Planning Commission, or both meeting as a joint commission as provided for in the Hawai‘i County Charter, for review and recommendation to the County Council. The County Council may modify or amend the Community Development Plan before enacting it by ordinance, but it shall give the steering committee and the designated Planning Commission, or joint commission, as the case may be, an opportunity to review and comment upon substantive amendments and modifications before final adoption of the plan.

In the process of creating the Community Development Plan, it may be determined that the General Plan should be amended. The Planning Director or County Council may initiate amendments to the General Plan, and the steering committee may recommend amendments, that would be enacted at the same time as the Community Development Plan, or as a follow-up to the Community Development Plan. If there is a direct conflict between the Community Development Plan and the General Plan, the General Plan shall be controlling.

The Community Development Plans shall focus on action. The courses of action specified in each element of the General Plan need greater detail and need to be coordinated by district. The Community Development Plans shall identify appropriate governmental actions that include:

- Regulatory actions. Regulations rely on government's police power to control what people can and cannot do in the interest of the public's health, safety, or welfare. The County administers and enforces various regulations to control land use. These regulations include the zoning code, subdivision code, flood control code, grading code, sign code, and building code. The County also administers requirements imposed by the Federal and State governments, such as the Coastal Zone Management Act and the State Land Use Law. The Community Development Plans shall recommend amendments as appropriate to the codes, maps, or administration and enforcement.
- Incentive measures. Where regulatory controls are the government's “sticks”, incentives are the “carrots” to encourage certain actions. Too often, regulation is the solution. Regulation can be restrictive, reactive, and divisive. Incentive measures, on the other hand, can invite creative “win-win” solutions. Examples of incentive measures include property tax exemptions such as for agricultural or native forest dedications, expedited permit processing, density bonuses, and discounted facility fees. Community Development Plans shall consider appropriate incentive measures to achieve various objectives, as applicable.

- **Acquisition actions.** Where significant resources are located on private property, it may be more appropriate for government to purchase the development rights or fee simple title rather than to severely regulate the owner's use of the property. Obviously, purchasing in reaction to development proposals is expensive. The Community Development Plans shall identify acquisition priorities, as appropriate, and seek means to leverage financing by working creatively with the landowner, other levels of government, land trusts, and/or nonprofit groups.
- **Capital budgeting actions.** The County annually prepares a capital improvements budget where public facility projects (new construction or major repairs) are identified. The budget is accompanied by a six-year capital improvements program (CIP). The CIP process is explained in more detail below. The Community Development Plans shall identify and prioritize public facility projects important to the community. The CIP shall take into consideration the recommendations in the Community Development Plans, recognizing that the CIP must reconcile competing interests for a limited amount of funds.
- **Programs.** Certain community needs do not necessarily require land or a new facility, but rather a focused commitment of time and money towards achieving specific objectives. These operational projects are referred to as programs. Examples include an after-school youth program, neighborhood watch program, or mediation training program. Too often, resources are diverted to studies that could be more effectively used for pilot programs that actually try to achieve results and provide lessons through action. Community Development Plans shall identify desired programs and the community's role in planning and implementing the programs.
- **Development/Redevelopment.** In very special situations, it may be appropriate for government to take the lead and act as developer either singly or as a public/private partnership. These situations arise when the private market fails to address certain needs, such as very low income housing, or when the situation is quite large-scale, complex, and especially requires government's power of eminent domain to assemble land for redevelopment. Community Development Plans shall identify desired projects for public development or redevelopment, and shall coordinate input from appropriate agencies such as the Office of Housing and Community Development or the U.S. Department of Housing and Urban Development.

15.2 CAPITAL IMPROVEMENTS PROGRAM (CIP)

Capital improvement projects have the potential to influence where growth occurs, to more equitably distribute County services, and to promote important objectives such as affordable housing. The County Charter sets forth the procedure for the submittal and adoption of the CIP:

The various departments and agencies submit project requests and cost estimates to the Mayor. The Planning Director reviews the lists and recommends priorities.

§15.3: Annual Report

The Mayor reviews the lists in preparing the CIP.

- 1 By March 1, the Mayor submits the CIP to the Council together with a message explaining each project proposed in the capital budget, estimated cost, and proposed method of financing.
- 2 4. By May 5, the Mayor may submit amendments (adjustments may be necessary depending on actions taken by the State Legislature) together with a message that describes the changes and the circumstances, which justify the changes.
- 3 On or before June 30, the Council shall adopt the capital budget. The capital budget for the upcoming fiscal year is adopted by ordinance. The six-year CIP is for information purposes.

The capital budget appropriates funds for the specified projects. Capital appropriations lapse at the end of the second fiscal year following the year in which they are appropriated. Prior to lapsing, the agency responsible to implement the project may request the Mayor to allot the funds. Once allotted, the agency may proceed to encumber (e.g., execute contracts, issue purchase orders) and expend the funds.

In order for the CIP to comprehensively prioritize and allocate the financial resources available to the County within the context of the General Plan, the CIP shall be prepared as follows:

- The CIP shall be based on clear priority criteria;
- The CIP shall integrate the several sources of funding improvements, including the fuel tax and the County Water Board projects;
- The CIP shall coordinate County projects with State CIP projects and available Federal funding;
- The total County costs for the projects selected for the CIP shall not exceed an amount that could be prudently financed taking into consideration the debt service capacity of the County;
- The CIP process shall provide opportunity for community review of the CIP proposed by the administration prior to submittal to the County Council;
- Where additional studies are needed to prioritize projects from an islandwide or regional perspective, functional plans may be funded through the CIP;
- A system shall be established to monitor the status of appropriated projects.

15.3 ANNUAL REPORT

The Planning Department shall prepare an annual report to monitor progress towards achieving the General Plan goals, objectives, and policies. To the extent possible, the annual report should develop measurable indicators related to the policies. The Planning Department shall submit the annual report to the Mayor for review. The Mayor shall submit the annual report to the Council together with the capital and operational

§15.3: Annual Report

budgets in accordance with the budget submittal timetable set forth in the Charter. The annual report and CIP shall be the means to reconcile and prioritize competing community needs from a County-wide perspective. The Planning Department may organize an interagency committee to provide input for inclusion in the annual report.



A.C. Subcommittees vs. Member-Community Liaison: Types, Purposes, Limits of Organizations

Communication Number 2022-18

Types of Organization	Purpose	AC Representation	Community Representation	Sunshine Law Applicability
Investigatory Subcommittee of the Action Committee	Defined by AC with clear purpose and possible deadline or end date	At least 2 AC members but less than quorum (4)	Defined by AC	- Investigatory Subcommittee meetings NOT subject to Sunshine Law - Agendized on minimum of 3 AC meetings: scope, recommendations, decision
Any other Subcommittee of the Action Committee (e.g., formed to do its work on an ongoing basis, whether constant or sporadic, such as a "standing committee.")	Defined by AC with clear purpose	No limitation on number of AC members	Defined by AC	- Any other Subcommittee meetings ARE subject to Sunshine Law: notice, agenda, open meetings, testimony, minutes. - NOT subject to 3 meeting rule but should always be clear on agenda especially when decisions are expected to be made.
Community Partner Group (Independent community group, but CDP aware & supportive)	Defined by community group	Up to 2 AC representatives	Defined by community group	- These groups are not government-affiliated and ARE NOT subject to Sunshine Law. - Reports or communications are not subject to 3 meeting rule but should always be clear on agenda especially when decisions are expected to be made.

ROBERT'S RULES SIMPLIFIED

1. To MAKE A MOTION

The mover of a motion addresses the Chair and introduces the motion by stating, "I move..." The motion is repeated by the Chair. If the motion is long and involved, the Chair will ask the mover to submit it in writing.

2. To SECOND a motion

A second is indicated by stating, "Second" or "I second the motion." This may be done without rising or addressing the Chair. All important motions should be seconded.

3. To AMEND

This motion is to change, add, or omit words in the original main motion. It is DEBATABLE; MAJORITY VOTE.

To AMEND THE AMENDMENT

This is a motion to change, add, or omit words in the first amendment. It is DEBATABLE; MAJORITY VOTE.

METHOD

The first vote is on changing words on the second amendment. The second vote (if the first vote adopts a change) is on the first amendment as changed. The third vote is on adopting the main motion as changed.

4. To COMMIT

When a motion becomes involved through amendments or when it is wise to investigate a question more carefully, it may be moved to COMMIT the motion to a committee for further consideration. DEBATABLE; AMENDABLE. COMMITTEE MUST MAKE A REPORT ON SUCH QUESTION.

5. To TABLE

This motion postpones the subject under discussion in such a way that it can be taken up at some time in the near future when a motion "to take from the table" would be in order. This motion is NOT DEBATABLE or AMENDABLE; MAJORITY VOTE.

6. To DEFER

A motion to defer the question being discussed to some future time is in order, except when a speaker has the floor. DEBATABLE; MAJORITY VOTE.

7. To SUSPEND

This motion is always in order except:

- a. when a speaker has the floor;
- b. when a vote is being taken;
- c. after it has just been voted down;
- d. when the committee is in the midst of some business which cannot be abruptly stopped.

The time of reconvening must be specified. There is NO DEBATE; MAJORITY VOTE.

8. To ADJOURN

This motion is always in order except:

- a. when a speaker has the floor;
- b. when a vote is being taken;
- c. after it has just been voted down;
- d. when the committee is in the midst of some business which cannot be abruptly stopped.

Under all the above circumstances, the motion is NOT DEBATABLE; MAJORITY VOTE.

9. To RECONSIDER

The motion to reconsider a motion that was carried or lost is in order if made on the same day or the next calendar day. The motion must be made by one who voted with the prevailing side. No question can be twice reconsidered. DEBATABLE; MAJORITY VOTE.

10. The PREVIOUS QUESTION

This motion closes debate on the pending question. This motion may be made when debate becomes long or drawn out. It is NOT DEBATABLE.

The form is "Mr. (Madam) Chair, I move the previous question." The Chair then asks, "Shall debate be closed and the question now be put to a vote?" If this motion is adopted by a two-thirds (2/3) vote, the question before the Committee is immediately voted upon.

11. POINT OF ORDER

This motion is always in order, but can be used only to present an objection to a ruling of the Chair or some method of parliamentary procedure.

The form is "Mr. (Madam) Chair, I rise to a point of order." The Chair replies, "please state your point of order." After the member has stated his/her objection, the Chair answers:

"Your point of order is sustained," or

"Your point of order is denied" or

with the needed information.

If any member is not satisfied, he/she may appeal the decision of the Chair. The Chair shall address the Committee, "Shall the decision of the Chair be sustained?" This is debatable and the presiding officer may discuss it without leaving the chair. Voted on like any other motion, majority or tie vote sustains the decision of the Chair. A majority of "no" votes is required to reverse the decision of the Chair.

12. VOTING

Each member KCDP Steering Committee, present and voting at the time of voting, has ONE vote on any matter before the Committee.

Each vote is cast by a show of hands/placards or by responding "AYE" or "NO" on a voice vote or by responding "YES", "NO", or "ABSTAIN" on a roll call vote.

The Chair may ask, "Is there an objection to accepting this motion, report, etc.?"
If a member objects, then one of the above methods of voting is in order.

A roll call vote may be requested by any member immediately before a vote is taken.

A majority vote shall be the decision on any question except that of Previous Question, which shall require a two-thirds ($2/3$) majority. A tie vote means the motion has failed.

Chapter 92, Hawaii Revised Statutes
PUBLIC AGENCY MEETINGS AND RECORDS

The following is an unofficial copy of Part I of chapter 92, Hawaii Revised Statutes, which is current through the 2022 legislative session, including new provisions enacted by Acts 264 and 177, SLH 2022.

PART I. MEETINGS

Section

- 92-1 Declaration of Policy and Intent**
- 92-1.5 Administration of This Part**
- 92-2 Definitions**
- 92-2.5 Permitted Interactions of Members**
- 92-3 Open Meetings**
- 92-3.1 Limited Meetings**
- 92-3.5 Meeting by Interactive Conference Technology;
Notice; Quorum**
- 92-3.7 Remote meeting by Interactive Conference
Technology; Notice; Quorum.**
- 92-4 Executive Meetings**
- 92-5 Exceptions**
- 92-6 Judicial Branch, Quasi-Judicial Boards and Investigatory
Functions; Applicability**
- 92-7 Notice**
- 92-7.5 Board Packet; Filing; Public Inspection; Notice**
- 92-8 Emergency Meetings**
- 92-9 Minutes**
- 92-10 Legislative Branch; Applicability**
- 92-11 Voidability**
- 92-12 Enforcements**
- 92-13 Penalties**

§92-1 Declaration of policy and intent. In a democracy, the people are vested with the ultimate decision-making power. Governmental agencies exist to aid the people in the formation and conduct of public policy. Opening up the governmental processes to public scrutiny and participation is the only viable and reasonable method of protecting the public's interest. Therefore, the legislature declares that it is the policy of this State that the formation and conduct of public policy - the discussions, deliberations, decisions, and action of governmental agencies - shall be conducted as openly as possible. To implement this policy the legislature declares that:

- (1) It is the intent of this part to protect the people's right to know;
- (2) The provisions requiring open meetings shall be liberally construed;
and
- (3) The provisions providing for exceptions to the open meeting
requirements shall be strictly construed against closed meetings. [L

1975, c 166, pt of §1]

§92-1.5 Administration of this part. The director of the office of information practices shall administer this part. The director shall establish procedures for filing and responding to complaints filed by any person concerning the failure of any board to comply with this part. An agency may not appeal a decision by the office of information practices made under this chapter, except as provided in section 92F-43. The director of the office of information practices shall submit an annual report of these complaints along with final resolution of complaints, and other statistical data to the legislature, no later than twenty days prior to the convening of each regular session. [L 1998, c 137, §2; am L 2012, c 176, §2]

§92-2 Definitions. As used in this part:

“Board” means any agency, board, commission, authority, or committee of the State or its political subdivisions which is created by constitution, statute, rule, or executive order, to have supervision, control, jurisdiction, or advisory power over specific matters and which is required to conduct meetings and to take official actions.

“Board business” means specific matters over which a board has supervision, control, jurisdiction, or advisory power, that are actually pending before the board, or that can be reasonably anticipated to arise before the board in the foreseeable future.

“Informal gathering” means a social or informal assemblage of two or more board members at which matters relating to board business are not discussed.

“Interactive conference technology” means any form of audio and visual conference technology, or audio conference technology where permitted under this part, including teleconference, videoconference, and voice over internet protocol, that facilitates interaction between the public and board members.

“Meeting” means the convening of a board for which a quorum is required in order to make a decision or to deliberate toward a decision upon a matter over which the board has supervision, control, jurisdiction, or advisory power. [L 1975, c 166, pt of §1; am L 1976, c 212, §1; am L 2012, c 202, §1; am L 2021, c 220, §3; am L 2022, c 264, §2]

§92-2.5 Permitted interactions of members.

- (a) Two members of a board may discuss between themselves matters relating to board business to enable them to perform their duties faithfully, as long as no commitment to vote is made or sought and the two members do not constitute a quorum of their board.
- (b) Two or more members of a board, but less than the number of members that would constitute a quorum for the board, may be assigned to:
 - (1) Investigate a matter relating to board business; provided that:
 - (A) The scope of the investigation and the scope of each member’s authority are defined at a meeting of the board;
 - (B) All resulting findings and recommendations are presented to the board at a meeting of the board; and

- (C) Deliberation and decisionmaking on the matter investigated, if any, occurs only at a duly noticed meeting of the board held subsequent to the meeting at which the findings and recommendations of the investigation were presented to the board; or
- (2) Present, discuss, or negotiate any position that the board has adopted at a meeting of the board; provided that the assignment is made and the scope of each member's authority is defined at a meeting of the board before the presentation, discussion, or negotiation.
- (c) Discussions between two or more members of a board, but less than the number of members that would constitute a quorum for the board, concerning the selection of the board's officers may be conducted in private without limitation or subsequent reporting.
- (d) Board members present at a meeting that must be canceled for lack of quorum or terminated pursuant to section 92-3.5(c) may nonetheless receive testimony and presentations on items on the agenda and question the testifiers or presenters; provided that:
 - (1) Deliberation or decisionmaking on any item, for which testimony or presentations are received, occurs only at a duly noticed meeting of the board held subsequent to the meeting at which the testimony and presentations were received;
 - (2) The members present shall create a record of the oral testimony or presentations in the same manner as would be required by section 92-9 for testimony or presentations heard during a meeting of the board; and
 - (3) Before its deliberation or decisionmaking at a subsequent meeting, the board shall:
 - (A) Provide copies of the testimony and presentations received at the canceled meeting to all members of the board; and
 - (B) Receive a report by the members who were present at the canceled or terminated meeting about the testimony and presentations received.
- (e) Two or more members of a board, but less than the number of members that would constitute a quorum for the board, may attend an informational meeting or presentation on matters relating to board business, including a meeting of another entity, legislative hearing, convention, seminar, or community meeting; provided that the meeting or presentation is not specifically and exclusively organized for or directed toward members of the board. The board members in attendance may participate in discussions, including discussions among themselves; provided that the discussions occur during and as part of the informational meeting or presentation; provided further that no commitment relating to a vote on the matter is made or sought.

At the next duly noticed meeting of the board, the board members shall report their attendance and the matters presented and discussed that related to board business at the informational meeting or presentation.
- (f) Discussions between the governor and one or more members of a board may

be conducted in private without limitation or subsequent reporting; provided that the discussion does not relate to a matter over which a board is exercising its adjudicatory function.

- (g) Discussions between two or more members of a board and the head of a department to which the board is administratively assigned may be conducted in private without limitation; provided that the discussion is limited to matters specified in section 26-35.
- (h) Where notice of the deadline to submit testimony to the legislature is less than the notice requirements in this section, a board may circulate for approval a statement regarding a position previously adopted by the board; provided that the position previously adopted by the board, the statement to be submitted as testimony, and communications among board members about the statement, including drafts, shall be in writing and accessible to the public, within forty-eight hours of the statement's circulation to the board, on the board's website, or, if the board does not have a website, on an appropriate state or county website.
- (i) Communications, interactions, discussions, investigations, and presentations described in this section are not meetings for purposes of this part. [L 1996, c 267, §2; am L 2005, c 84, §1; am L 2012, c 177, §1; am L 2022, c 264, §3]

§92-3 Open meetings. Every meeting of all boards shall be open to the public and all persons shall be permitted to attend any meeting unless otherwise provided in the state constitution or as closed pursuant to sections 92-4 and 92-5; provided that the removal of any person or persons who wilfully disrupts a meeting to prevent and compromise the conduct of the meeting shall not be prohibited. The boards shall afford all interested persons an opportunity to submit data, views, or arguments, in writing, on any agenda item. The boards shall also afford all interested persons an opportunity to present oral testimony on any agenda item; provided that the oral testimonies of interested persons shall not be limited to the beginning of a board's agenda or meeting. The boards may provide for reasonable administration of oral testimony by rule. [L 1975, c 166, pt of § 1; am L 1985, c 278, §1; am L 2022, c 264, §4]

§92-3.1 Limited meetings.

- (a) If a board determines that it is necessary to meet at a location that is dangerous to health or safety, or if a board determines that it is necessary to conduct an on-site inspection of a location that is related to the board's business at which public attendance is not practicable, and the director of the office of information practices concurs, the board may hold a limited meeting at that location that shall not be open to the public; provided that at a regular meeting of the board prior to the limited meeting:
 - (1) The board determines, after sufficient public deliberation, that it is necessary to hold the limited meeting and specifies that the location is dangerous to health or safety or that the on-site inspection is necessary and public attendance is impracticable;
 - (2) Two-thirds of all members to which the board is entitled vote to adopt the determinations required by paragraph (1); and

- (3) Notice of the limited meeting is provided in accordance with section 92-7.
- (b) A county council may hold a limited meeting that is open to the public, as the guest of a board or community group holding its own meeting, and the council shall not be required to have a quorum of members in attendance or accept oral testimony; provided that:
 - (1) Notice of the limited meeting shall be provided in accordance with section 92-7, shall indicate the board or community group whose meeting the council is attending, and shall not be required to include an agenda;
 - (2) If the board or community group whose meeting the council is attending is subject to part I, chapter 92, then that board or community group shall comply with the notice, agenda, testimony, minutes, and other requirements of part I, chapter 92;
 - (3) No more than one limited meeting per month shall be held by a county council for any one board or community group;
 - (4) No limited meetings shall be held outside the State; and
 - (5) Limited meetings shall not be used to circumvent the purpose of part I, chapter 92.
- (c) At all limited meetings, the board shall:
 - (1) Videotape the meeting, unless the requirement is waived by the director of the office of information practices, and comply with all requirements of section 92-9;
 - (2) Make the videotape available at the next regular meeting; and
 - (3) Make no decisions at the meeting.
- (d) Each county council shall submit an annual report to the legislature no later than twenty days prior to the convening of each regular session on the effectiveness and application of limited meeting procedures provided in subsection (b), including any recommendations or proposed legislation. [L 1995, c 212, §1; am L 2008, c20, §1; am L 2014, c 221, §2; am L 2016, c 56, §1, 2]

§92-3.5 In-person meeting at multiple sites by interactive conference technology; notice; quorum.

- (a) A board may hold an in-person meeting at multiple meeting sites connected by interactive conference technology; provided that the interactive conference technology used by the board allows audio or audiovisual interaction among all members of the board participating in the meeting and all members of the public attending the meeting, and the notice required by section 92-7 identifies all of the locations where participating board members will be physically present and indicates that members of the public may join board members at any of the identified locations. The board may provide additional locations open for public participation but where no participating board members will be physically present. The notice required by section 92-7 shall list any additional locations open for public participation but where no participating board members will be physically present and specify, in the event one of those additional locations loses its audio connection to the

meeting, whether the meeting will continue without that location or will be automatically recessed to restore communication as provided in subsection (c).

- (b) Any board member participating in a meeting by interactive conference technology under this section shall be considered present at the meeting for the purpose of determining compliance with the quorum and voting requirements of the board.
- (c) A meeting held by interactive conference technology under this section shall be automatically recessed for up to thirty minutes to restore communication when audio communication cannot be maintained with all locations where the meeting by interactive technology is being held, even if a quorum of the board is physically present in one location. The meeting may reconvene when either audio or audiovisual communication is restored. Within fifteen minutes after audio-only communication is established, copies of nonconfidential visual aids that are required by or brought to the meeting by board members or as part of a scheduled presentation shall be made available either by posting on the Internet or by other means to all meeting participants, and those agenda items for which visual aids are not available for all participants at all meeting locations shall not be acted upon at the meeting. If it is not possible to reconvene the meeting as provided in this subsection within thirty minutes after an interruption to communication, and the board has not provided reasonable notice to the public as to how the meeting will be continued at an alternative date and time, then the meeting shall be automatically terminated.
- (d) Notwithstanding the other provisions of this section to the contrary, a board member with a disability that limits or impairs the member's ability to physically attend the meeting may participate in a board meeting from a location not accessible to the public; provided that the member with a disability is connected to other members of the board and the public by both visual and audio means, and the member identifies where the member is located and who, if anyone, is present at that location with the member. [L 1994, c 121, §1; am L 2000, c 284, §2; am L 2006, c 152, §1; am L 2012, c 202, §2; am L 2021, c 220, §4]

§92-3.7 Remote meeting by interactive conference technology; notice; quorum.

- (a) A board may hold a remote meeting by interactive conference technology; provided that the interactive conference technology used by the board allows audiovisual interaction among all members of the board participating in the meeting and all members of the public attending the meeting, except as otherwise provided under this section; provided further that there is at least one meeting location that is open to the public and has an audiovisual connection. A board holding a remote meeting pursuant to this section shall not be required to allow members of the public to join board members in person at nonpublic locations where board members are physically present or to identify those locations in the notice required by section 92-7; provided that at the meeting, each board member shall state the name of any person eighteen years of age or older who is present at the nonpublic

location with the member; provided further that the name of a person under the age of eighteen years shall be stated if the person has a personal business, property, or financial interest on any issue before the board at the meeting. The notice required by section 92-7 shall:

- (1) List at least one meeting location that is open to the public that shall have an audiovisual connection; and
- (2) Inform members of the public how to contemporaneously:
 - (A) Remotely view the video and audio of the meeting through internet streaming or other means; and
 - (B) Provide remote oral testimony in a manner that allows board members and other meeting participants to hear the testimony, whether through an internet link, a telephone conference, or other means.

The board may provide additional locations open for public participation. The notice required by section 92-7 shall list any additional locations open for public participation and specify, in the event an additional location loses its audiovisual connection to the remote meeting, whether the meeting will continue without that location or will be automatically recessed to restore communication as provided in subsection (c).

- (b) For a remote meeting held by interactive conference technology pursuant to this section:
 - (1) The interactive conference technology used by the board shall allow interaction among all members of the board participating in the meeting and all members of the public attending the meeting;
 - (2) Except as provided in subsections (c) and (d), a quorum of board members participating in the meeting shall be visible and audible to other members and the public during the meeting; provided that no other meeting participants shall be required to be visible during the meeting;
 - (3) Any board member participating in a meeting by interactive conference technology shall be considered present at the meeting for the purpose of determining compliance with the quorum and voting requirements of the board;
 - (4) At the start of the meeting the presiding officer shall announce the names of the participating members;
 - (5) All votes shall be conducted by roll call unless unanimous; and
 - (6) When practicable, boards shall record meetings open to the public and make the recording of any meeting electronically available to the public as soon as practicable after a meeting and until a time as the minutes required by section 92-9 are electronically posted on the board's website.
- (c) A meeting held by interactive conference technology shall be automatically recessed for up to thirty minutes to restore communication when audiovisual communication cannot be maintained with all members participating in the meeting or with the public location identified in the board's notice pursuant to subsection (a)(1) or with the remote public broadcast identified in the board's notice pursuant to subsection (a)(2)(A). This subsection shall not apply based on the inability of a member of the public to maintain an audiovisual connection to the remote public broadcast,

unless the remote public broadcast itself is not transmitting an audiovisual link to the meeting. The meeting may reconvene when either audiovisual communication is restored, or audio-only communication is established after an unsuccessful attempt to restore audiovisual communication, but only if the board has provided reasonable notice to the public as to how to access the reconvened meeting after an interruption to communication. If audio-only communication is established, then each speaker shall be required to state their name before making their remarks. Within fifteen minutes after audio-only communication is established, copies of nonconfidential visual aids that are required by or brought to the meeting by board members or as part of a scheduled presentation shall be made available either by posting on the Internet or by other means to all meeting participants, including those participating remotely, and those agenda items for which visual aids are not available for all participants shall not be acted upon at the meeting. If it is not possible to reconvene the meeting as provided in this subsection within thirty minutes after an interruption to communication and the board has not provided reasonable notice to the public as to how the meeting will be continued at an alternative date and time, then the meeting shall be automatically terminated.

- (d) During executive meetings from which the public has been excluded, board members shall be audible to other authorized participants but shall not be required to be visible. To preserve the executive nature of any portion of a meeting closed to the public, the presiding officer shall publicly state the names and titles of all authorized participants, and, upon convening the executive session, all participants shall confirm to the presiding officer that no unauthorized person is present or able to hear them at their remote locations or via another audio or audiovisual connection. The person organizing the interactive conference technology shall confirm that no unauthorized person has access to the executive meeting as indicated on the control panels of the interactive conference technology being used for the meeting, if applicable. [L 2021, c 220, §2; am L 2022, c 177, § 2]

§92-4 Executive meetings. A board may hold an executive meeting closed to the public upon an affirmative vote, taken at an open meeting, of two-thirds of the members present; provided the affirmative vote constitutes a majority of the members to which the board is entitled. A meeting closed to the public shall be limited to matters exempted by section 92-5. The reason for holding such a meeting shall be publicly announced and the vote of each member on the question of holding a meeting closed to the public shall be recorded, and entered into the minutes of the meeting. [L 1975, c 166, pt of §1; am L 1985, c 278, §2]

§92-5 Exceptions.

- (a) A board may hold a meeting closed to the public pursuant to section 92-4 for one or more of the following purposes:
 - (1) To consider and evaluate personal information relating to individuals applying for professional or vocational licenses cited in section 26-9 or both;
 - (2) To consider the hire, evaluation, dismissal, or discipline of an officer or

- employee or of charges brought against the officer or employee, where consideration of matters affecting privacy will be involved; provided that if the individual concerned requests an open meeting, an open meeting shall be held;
- (3) To deliberate concerning the authority of persons designated by the board to conduct labor negotiations or to negotiate the acquisition of public property, or during the conduct of such negotiations;
 - (4) To consult with the board's attorney on questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities;
 - (5) To investigate proceedings regarding criminal misconduct;
 - (6) To consider sensitive matters related to public safety or security;
 - (7) To consider matters relating to the solicitation and acceptance of private donations; and
 - (8) To deliberate or make a decision upon a matter that requires the consideration of information that must be kept confidential pursuant to a state or federal law, or a court order.
- (b) In no instance shall the board make a decision or deliberate toward a decision in an executive meeting on matters not directly related to the purposes specified in subsection (a). No informal gathering, permitted interaction, or electronic communication shall be used to circumvent the spirit or requirements of this part to make a decision or to deliberate toward a decision upon a matter over which the board has supervision, control, jurisdiction, or advisory power. [L 1975, c 166, pt of §1; am L 1985, c 278, §3; gen ch 1985; am L 1996, c 267, §3; am L 1998, c 48, §1; am L 1999, c 49, §1; am L 2022, c 264, §5]

§92-6 Judicial branch, quasi-judicial boards and investigatory functions; applicability.

- (a) This part shall not apply:
- (1) To the judicial branch.
 - (2) To adjudicatory functions exercised by a board and governed by sections 91-8 and 91-9, or authorized by other sections of the Hawaii Revised Statutes. In the application of this subsection, boards exercising adjudicatory functions include, but are not limited to, the following:
 - (A) Hawaii labor relations board, chapters 89 and 377;
 - (B) Labor and industrial relations appeals board, chapter 371;
 - (C) Hawaii paroling authority, chapter 353;
 - (D) Civil service commission, chapter 26;
 - (E) Board of trustees, employees' retirement system of the State of Hawaii, chapter 88;
 - (F) Crime victim compensation commission, chapter 351; and
 - (G) State ethics commission, chapter 84.
- (b) Notwithstanding provisions in this section to the contrary, this part shall apply to require open deliberation of the adjudicatory functions of the land use commission. [L 1975, c 166, pt of §1; am L 1976, c 92, §8; am L

1985, c 251, §11; am L 1998, c 240, §6]

§92-7 Notice.

- (a) The board shall give written public notice of any regular, special, emergency, or rescheduled meeting, or any executive meeting when anticipated in advance. The notice shall include an agenda that lists all of the items to be considered at the forthcoming meeting; the date, time, and place of the meeting; the board's electronic and postal contact information for submission of testimony before the meeting; instructions on how to request an auxiliary aid or service or an accommodation due to a disability, including a response deadline, if one is provided, that is reasonable; and in the case of an executive meeting the purpose shall be stated. If an item to be considered is the proposed adoption, amendment, or repeal of administrative rules, an agenda meets the requirements for public notice pursuant to this section if it contains a statement on the topic of the proposed rules or a general description of the subjects involved, as described in section 91-3(a)(1)(A), and a statement of when and where the proposed rules may be viewed in person and on the Internet as provided in section 91-2.6. The means specified by this section shall be the only means required for giving notice under this part notwithstanding any law to the contrary.
- (b) No less than six calendar days prior to the meeting, the board shall post the notice on an electronic calendar on a website maintained by the State or the appropriate county and post a notice in the board's office for public inspection. The notice shall also be posted at the site of the meeting whenever feasible. The board shall file a copy of the notice with the office of the lieutenant governor or the appropriate county clerk's office and retain a copy of proof of filing the notice, and the office of the lieutenant governor or the appropriate clerk's office shall timely post paper or electronic copies of all meeting notices in a central location in a public building; provided that a failure to do so by the board, the office of the lieutenant governor, or the appropriate county clerk's office shall not require cancellation of the meeting. The copy of the notice to be provided to the office of the lieutenant governor or the appropriate county clerk's office may be provided via electronic mail to an electronic mail address designated by the office of the lieutenant governor or the appropriate county clerk's office, as applicable.
- (c) If the written public notice is electronically posted on an electronic calendar less than six calendar days before the meeting, the meeting shall be canceled as a matter of law and shall not be held. The chairperson or the director shall ensure that a notice canceling the meeting is posted at the place of the meeting. If there is a dispute as to whether a notice was timely posted on an electronic calendar maintained by the State or appropriate county, a printout of the electronic time-stamped agenda shall be conclusive evidence of the electronic posting date. The board shall provide a copy of the time-stamped record upon request.
- (d) No board shall change the agenda, less than six calendar days prior to the meeting, by adding items thereto without a two-thirds recorded vote of all members to which the board is entitled; provided that no item shall be added to the agenda if it is of reasonably major importance and action thereon by the board will affect a significant number of persons. Items of reasonably

major importance not decided at a scheduled meeting shall be considered only at a meeting continued to a reasonable day and time.

- (e) The board shall maintain a list of names and postal or electronic mail addresses of persons who request notification of meetings and shall mail or electronically mail a copy of the notice to the persons by the means chosen by the persons at their last recorded postal or electronic mail address no later than the time the agenda is required to be electronically posted under subsection (b). [L 1975, c 166, pt of §1; am L 1976, c 212, §2; am L 1984, c 271, §1; am L 1985, c 278, §4; am L 1995, c 13, §2; am L 2012, c 177, §2; am L 2014, c 68, §1; am L 2017, c 64, §2; am L 2018, c 63, §1; am L 2019, c 244, §2; am L 2021, c 220, §5]

§92-7.5 Board packet; filing; public inspection; notice. At the time the board packet is distributed to the board members, but no later than forty-eight hours before the meeting time, the board shall also make the board packet available for public inspection in the board's office; provided that nothing in this section shall require creation of a board packet. The board shall provide notice to persons requesting notification of meetings pursuant to section 92-7(e) that the board packet is available for inspection in the board's office and shall provide reasonably prompt access to the board packet to any person upon request. The board is not required to mail board packets. As soon as practicable, the board shall accommodate requests for electronic access to the board packet.

For purposes of this section, "board packet" means documents that are compiled by the board and distributed to board members before a meeting for use at that meeting, to the extent the documents are public under chapter 92F; provided that this section shall not require disclosure of executive session minutes, license applications, or other records for which the board cannot reasonably complete its redaction of nonpublic information in the time available before the public inspection required by this section. [L 2017, c 64, §1; am L 2022, c 264, §6]

§92-8 Emergency meetings.

- (a) If a board finds that an imminent peril to the public health, safety, or welfare requires a meeting in less time than is provided for in section 92-7, the board may hold an emergency meeting provided that:
 - (1) The board states in writing the reasons for its findings;
 - (2) Two-thirds of all members to which the board is entitled agree that the findings are correct and an emergency exists;
 - (3) An emergency agenda and the findings are electronically posted pursuant to section 92-7(b), filed with the office of the lieutenant governor or the appropriate county clerk's office, and posted in the board's office; provided further that the six calendar day requirement for filing and electronic posting shall not apply; and
 - (4) Persons requesting notification on a regular basis are contacted by postal or electronic mail or telephone as soon as practicable.
- (b) If an unanticipated event requires a board to take action on a matter over which it has supervision, control, jurisdiction, or advisory power, with less time than is provided for in section 92-7 to notice and convene a meeting of the board, the board may hold an emergency meeting to deliberate and decide whether and

how to act in response to the unanticipated event; provided that:

- (1) The board states in writing the reasons for its finding that an unanticipated event has occurred and that an emergency meeting is necessary and the attorney general concurs that the conditions necessary for an emergency meeting under this subsection exist;
 - (2) Two-thirds of all members to which the board is entitled agree that the conditions necessary for an emergency meeting under this subsection exist;
 - (3) The finding that an unanticipated event has occurred and that an emergency meeting is necessary and the agenda for the emergency meeting under this subsection are electronically posted pursuant to section 92-7(b), filed with the office of the lieutenant governor or the appropriate county clerk's office, and posted in the board's office; provided further that the six calendar day requirement for filing and electronic posting shall not apply;
 - (4) Persons requesting notification on a regular basis are contacted by postal or electronic mail or telephone as soon as practicable; and
 - (5) The board limits its action to only that action which must be taken on or before the date that a meeting would have been held, had the board noticed the meeting pursuant to section 92-7.
- (c) For purposes of this part, an "unanticipated event" means:
- (1) An event which members of the board did not have sufficient advance knowledge of or reasonably could not have known about from information published by the media or information generally available in the community;
 - (2) A deadline established by a legislative body, a court, or a federal, state, or county agency beyond the control of a board; or
 - (3) A consequence of an event for which reasonably informed and knowledgeable board members could not have taken all necessary action. [L 1975, c 166, pt of §1; am L 1996, c 267, §4; am L 2017, c 64 §3; am L 2019, c 244 §3]

§92-9 Minutes.

- (a) The board shall keep written or recorded minutes of all meetings. Unless otherwise required by law, neither a full transcript nor a recording of the meeting is required, but the minutes shall give a true reflection of the matters discussed at the meeting and the views of the participants. Written minutes shall include, but need not be limited to:
 - (1) The date, time and place of the meeting;
 - (2) The members of the board recorded as either present or absent;
 - (3) The substance of all matters proposed, discussed, or decided; and a record, by individual member, of any votes taken; and
 - (4) Any other information that any member of the board requests be included or reflected in the minutes.
- (b) The minutes shall be made available to the public by posting on the board's website or, if the board does not have a website, on an appropriate state or county website within forty days after the meeting except where such disclosure would be inconsistent with section 92-5; provided that minutes of

executive meetings may be withheld so long as their publication would defeat the lawful purpose of the executive meeting, but no longer. A written summary shall accompany any minutes that are posted in a digital or analog recording format and shall include:

- (1) The date, time, and place of the meeting;
 - (2) The members of the board recorded as either present or absent, and the times when individual members entered or left the meeting;
 - (3) A record, by individual member, of motions and votes made by the board; and
 - (4) A time stamp or other reference indicating when in the recording the board began discussion of each agenda item and when motions and votes were made by the board.
- (c) All or any part of a meeting, of a board may be recorded by any person in attendance by any means of reproduction, except when a meeting is closed pursuant to section 92-4; provided the recording does not actively interfere with the conduct of the meeting. [L 1975, c 166, pt of §1; am L 2017, c 64, §4]

§92-10 Legislative branch; applicability. Notwithstanding any provisions contained in this chapter to the contrary, open meeting requirements, and provisions regarding enforcement, penalties and sanctions, as they are to relate to the state legislature or to any of its members shall be such as shall be from time to time prescribed by the respective rules and procedures of the senate and the house of representatives, which rules and procedures shall take precedence over this part. Similarly, provisions relating to notice, agenda and minutes of meetings, and such other requirements as may be necessary, shall also be governed by the respective rules and procedures of the senate and the house of representatives. [L 1975, c 166, pt of §1]

§92-11 Voidability. Any final action taken in violation of sections 92-3 and 92-7 may be voidable upon proof of violation. A suit to void any final action shall be commenced within ninety days of the action. [L 1975, c 166, pt of §1; am L 2005, c 84, §2]

§92-12 Enforcement.

- (a) The attorney general and the prosecuting attorney shall enforce this part.
- (b) The circuit courts of the State shall have jurisdiction to enforce the provisions of this part by injunction or other appropriate remedy.
- (c) Any person may commence a suit in the circuit court of the circuit in which a prohibited act occurs for the purpose of requiring compliance with or preventing violations of this part or to determine the applicability of this part to discussions or decisions of the public body. The court may order payment of reasonable attorney's fees and costs to the prevailing party in a suit brought under this section.
- (d) Opinions and rulings of the office of information practices shall be admissible in an action brought under this part and shall be considered as precedent unless found to be palpably erroneous.
- (e) The proceedings for review shall not stay the enforcement of any agency

decisions; but the reviewing court may order a stay if the following criteria have been met:

- (1) There is likelihood that the party bringing the action will prevail on the merits;
- (2) Irreparable damage will result if a stay is not ordered;
- (3) No irreparable damage to the public will result from the stay order; and
- (4) Public interest will be served by the stay order. [L 1975, c 166, pt of §1; am L 1985, c 278, §5; am L 2012, c 176, §3]

§92-13 Penalties. Any person who wilfully violates any provisions of this part shall be guilty of a misdemeanor, and upon conviction, may be summarily removed from the board unless otherwise provided by law. [L 1975, c 166, pt of §1]



**County of Hawai'i
Board of Ethics**

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INTRODUCTION

The Hawai'i County Charter's Article XIV established a Code of Ethics which is codified in Article 15 of the Hawai'i County Code. The Ethics Code provides standards of conduct for County officers and employees. This includes elected officials, appointed department heads and members of boards and commissions as well as regular civil service and non-civil service employees.

This guide is designed to give you a quick overview of the County's Ethics Code provisions. It is not intended as a comprehensive explanation of what is or what is not a permissible activity by County employees. Whenever in doubt, please seek an opinion from the Hawai'i County Board of Ethics.

You may contact the Board of Ethics through the Office of the Corporation Counsel at 961-8251 for samples of a request for an opinion, or for copies of Article 15, the Hawai'i County Ethics Code.

APPLICABILITY

The Hawai'i County Ethics Code, Article 15, Sections 2-79 through 2-91.6, applies to you if you are a County officer or employee. Officers include the Mayor, members of the Council, and any person elected or appointed as administrative head, deputy or division chief of any agency of the County, or appointed as a member of any board or commission provided for in the Charter. An employee is anyone (other than an officer) who is employed by the County or any County agency, but does not include independent contractors. **Hawai'i County Charter Section 13-1.**

GIFTS

You may not solicit or accept a gift under any circumstance in which it can reasonably be inferred that the gift is intended to influence you, as an officer or employee, in the performance of your duties or intended as a reward for any official action on your part. Hawai'i County Code (HCC) Section 2-91.1.4.

You must file a gifts disclosure statement with the Board of Ethics on June 30 of each year if:

- 1) You, a spouse or dependent child receives from one source any gift or gifts whose aggregate value exceeds \$100; and
- 2) The source of the gift(s) has interests that may be affected by official action that you take; and
- 3) The gift is not exempted by the Code from the reporting requirements. **HCC Section 2-91.5(a).**

CONFIDENTIAL INFORMATION

You may not disclose or use confidential information acquired in the course of your employment for your personal gain or the benefit of others. **HCC Section 2-91.6.**

FAIR TREATMENT

You may not use your County position to secure or grant unwarranted privileges, exemptions, advantages, contracts, or treatment, for yourself or others. **HCC Section 2-83.**

NOTE: Pursuant to the Hawai'i County Charter, Section 13-10, you may not appoint, employ, promote or advance an individual who is a relative of yours to any office or position under your supervision. A relative is defined as a father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, step-father, step-mother, step-son, step-brother, step-daughter, step-sister, half-brother, or half-sister.

You may not seek other employment or contracts by use of your government position. **HCC Section 2-83(b)(1).**

You may not solicit or receive other compensation for performance of your government duties except as provided by law. **HCC Section 2-83(b)(2).**

You may not use County time, equipment, or other facilities for private business or campaign purposes. **HCC Section 2-83(b)(3).**

Examples of Prohibited Campaign Activities: Prohibited campaign activities include performing campaign activities on County time; producing campaign literature or materials with County equipment or County supplies; and distributing or selling fundraiser tickets or soliciting campaign assistance at County offices. You should not attend a campaign event in a County vehicle. However, County facilities that are available to the public for use may be used for political activities on the same basis as the facilities are available to the general public.

Examples of Prohibited Private, Personal, or Business Activities: Prohibited private, personal, or business uses include use of County computers, email, tools, supplies, personnel or other resources. This includes things like mailing out a letter requesting donations for a non-profit organization, as this would be included in the definition of "private business." Similarly, using a County vehicle for a purely social or personal purpose would be prohibited. Use of County equipment to repair your vehicle or house is prohibited.

Exceptions: Occasional, incidental, reasonable personal use may be allowed. As an example, you may use your phone to check in with your spouse or children, and make medical, home and automobile repair and similar appointments. Whenever possible, do this before or after your work hours or during lunch or other authorized breaks. If calls are made during your normal work hours, keep the communications infrequent and short. You may not incur any long distance tolls or other usage fees chargeable to the County-you must use toll-free numbers or charge the communications or access fees to your personal credit card.

REMEMBER: Reasonable personal use does not extend to personal communications to solicit business, advertise, or engage in other selling activities in support of private business enterprises, fundraising activities (other than those supported by the County), or any other use that is incompatible with public service.

CONFLICTS OF INTEREST

Disqualification: You must disqualify yourself from taking any official action directly affecting a business or undertaking in which you have a substantial financial interest. **HCC Section 2-84(a).**

Generally, a conflict of interest occurs when your personal or financial interests could interfere with carrying out your duty to the public. Specifically, you must disqualify yourself from taking any official action directly affecting a business or matter in which you, your brother or sister, a parent, a child or household member has a substantial financial interest.

Exceptions: These provisions do not apply to a department head who cannot disqualify himself and who had filed the required public disclosure requirement of HCC Section 2-91.1. It also has

limited application to members of boards and commissions that are mandated by law to have particular qualifications.

The rule does not prohibit officers from introducing bills and resolutions, serving on committees or from making statements or taking action in the exercise of the officer's legislative functions. Officers are, however, required to file a full and public disclosure of the nature and extent of the interest or transaction that the officer believes may be affected by legislative action. **HCC Section 2-83(c).**

PROHIBITED ACQUISITION

You may not acquire a financial interest in a business if you have reason to believe that the business may be directly involved in official action you would normally be expected to take in your County position. **HCC Section 2-84(b).**

ASSISTANCE BEFORE COUNTY AGENCIES

You may not assist a business or person before a County agency for a contingent compensation. **HCC Section 2-84(c).**

You may not assist or represent a business or person for compensation on a matter in which you participated or will participate in your County capacity; you may not appear for compensation before your employing agency or an agency or council on which you sit. **HCC Section 2-84(d).**

You may not assist or represent a business for compensation before any County agency if you have official authority over the County agency unless you have complied with the disclosure requirements of Section 2-91.1. **HCC Section 2-84(e).**

PUBLIC CONTRACTS

The County may not enter into a contract with you or a business in which you have a controlling interest if the amount exceeds \$10,000 unless the contract was awarded pursuant to competitive sealed bids or proposals or the County has posted a notice of intent to award the contract and has filed a copy of the notice with the Board of Ethics ten (10) days before the contract is awarded. **HCC Section 2-85(a).**

The County Code states that a County agency may not enter into a contract with a person or business represented by a person who has been an employee of the agency within the preceding two (2) years and who participated in the subject matter of the contract. **HCC Section 2-85(b).**

RESTRICTIONS ON POST EMPLOYMENT

After you have terminated your service with the County, the provisions of Section 2-91.2 of the Hawai'i County Code will apply to you as follows:

- 1) You may not disclose or use confidential information gained during County employment for your personal gain or the benefit of others. **HCC Section 2-91.2(a).**
- 2) You may not within twelve (12) months of termination of employment or term of office assist and/or represent a person or business for compensation on matters in which you participated as an officer or employee or on matters involving official action by the agency or department you actually served while you were an officer or employee. **HCC Section 2-91.2(b).**

The term "represent" means to engage in direct communication on behalf of any person or business with a councilmember, a council employee, a particular County board, commission or agency, or their employees.

Exception: Any County agency may contract with you to act on a matter on behalf of the County; in the course of fulfilling such a contract, you may appear before any agency.

FINANCIAL DISCLOSURES

There are two types of financial disclosures: public and confidential.

Public Disclosures: All candidates for elective office, all elected officers, the administrative heads of the County agencies and their first deputies, and the managing director and deputy managing director are required to file public disclosures with the County Clerk. These disclosures are public records and are available for inspection by the public during office hours at the Office of the County Clerk. HCC 2-91.1(e).

Confidential Disclosures: Members of boards and commissions created by the Charter are required to file a financial disclosure. Members of other boards and commissions which have decision-making authority are also required to file. Members of boards and commissions that only have advisory powers and are not created by the Charter do not have to file a disclosure. Regulatory employees of the County are required to file.

Boards and Commissions Required to File Confidential Disclosures: Board of Appeals, Board of Ethics, Cost of Government Commission, Environmental Management Commission, Fire Board of Appeals, Fire Commission, Liquor Adjudication Board, Liquor Commission, Merit Appeals Board, Pension Board, Planning Commission, Police Commission, Reapportionment Commission, Salary Commission, Tax Board of Review, Transportation Commission, Water Board, Workforce Investment Board.

Regulatory Employees Required to File Confidential Disclosures: buyers and purchasing agents; supervisors of real property tax appraisers and real property tax appraisers with the Finance Department; the Legislative Auditor; supervisors of investigators and investigators with the Liquor Control Department; planners with the Planning Department; supervisors of inspectors and inspectors with the Public Works Department; and supervisors of inspectors and inspectors with the Water Supply Department.

WHEN TO FILE A DISCLOSURE

Candidates for Office: All candidates for elective office for the County shall file a financial disclosure within ten (10) days after the deadline for filing as a candidate for office.

Officers: All officers shall file a financial disclosure within twenty working days after taking the oath of office. All officers are also required to file an annual disclosure on or before January 31 of each year until the end of the term of office.

Regulatory Employees: All regulatory employees shall file a disclosure on or before January 31 of each even-numbered year (2008, 2010, and 2012, for example). All persons who become regulatory employees who have not previously filed a disclosure shall file the initial financial disclosure within thirty (30) working days of commencement of employment or term of office.

Requirement to File a Disclosure Upon Leaving Office or Employment: Any officer or regulatory employee of the County shall file a financial disclosure within ten working days before an officer is to leave his office or a regulatory employee is to terminate his employment with the County. This requirement applies even if transferring from the County to state or federal employment, or transferring from a regulatory to a non-regulatory position within the County.

Forms and Where to File: Forms can be located on the County's website (<http://co.hawaii.hi.us>), at the Office of the County Clerk, or at the Office of the Corporation Counsel. Public disclosures are filed with the County Clerk. Confidential disclosures are filed with the Board of Ethics, care of the Office of the Corporation Counsel.

PENALTIES FOR FAILURE TO FILE A DISCLOSURE

An officer or regulatory employee may be subject to discipline, including reprimand, probation, demotion, suspension or discharge. **HCC Section 2-91.**

Candidates for office who fail to file a financial disclosure shall be guilty of a misdemeanor and subject to a fine of \$1,000 and imprisonment of one year. **HCC Section 2-91.l(f) (2).**

ADVISORY OPINIONS

Who May Request an Advisory Opinion?

Informal Advisory Opinion: Any County officer or employee may petition the Board of Ethics for an informal advisory opinion concerning their own conduct by writing to the Board. Any person or the Board itself may petition for an informal advisory opinion on an alleged violation of the Code of Ethics by an officer or employee. All proceedings shall, upon the request of the petitioner, be confidential, provided that the Board determines that personal matters affecting the privacy of the petitioner are to be considered.

Formal Advisory Opinion: If an officer or employee fails to comply with an informal advisory opinion, the Board may institute proceedings for a formal opinion.

REFERRAL TO AUTHORITY FOR DISCIPLINARY ACTION

With respect to officers removable only by impeachment, if there is no compliance with a formal opinion issued against an officer, the Board shall issue a complaint and refer the matter to the Council.

With respect to employees and officers other than officers removable by impeachment, if there is no compliance with a formal opinion, the Board shall issue a complaint and refer the matter to the appointing authority for action.

AN ETHICS CHECKLIST

This is intended as a brief checklist that you can refer to when you are considering a proposed action, activity, outside employment, or are given a gift. This checklist is substantially similar to one published by the State Ethics Commission.

1. **Gifts:** Do not accept or solicit gifts unless you are sure of the application of the gifts section of the Hawai'i County Ethics Code, Section 2-91.4

No officer or employee shall solicit, accept, or receive, directly or indirectly, any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing, or promise or in any other form, under circumstances in which it be reasonably be inferred that the gift is intended to influence the officer or employee in the performance of the officer's or employee's official duties or is intended as a reward for any official action on the officer's or employee's part.

2. **Gifts Disclosure:** If you receive more than \$100 of legally acceptable gifts from a single source between June 1 of one year and May 31 of the following year, check with your office as to whether you need to file a gifts disclosure form.
3. **Confidential Information:** Do not disclose or use confidential information for your, or anyone's, personal benefit.
4. **Favoritism; Fair Treatment:** Do not use, or attempt to use, your official position to give yourself or anyone any preferential treatment or any unwarranted advantage.
5. **Supplemental Compensation:** Do not accept extra pay or anything of value in conjunction with the performance of your official duties, unless provided for by law.
6. **County Resources:** Do not use County time, equipment (computers, email, etc.), facilities, personnel, the County seal, office supplies or other County resources for non-County related purposes or political campaigning.
7. **Financial Transactions with Subordinates:** Do not engage in substantial financial transactions with subordinates, or persons or businesses you inspect or supervise. Check with your office as to the meaning of "substantial," as the application of that term may be different depending on the circumstances.

8. **Conflicts of Interest:** Do not take official action if the action affects your financial interests, or a business or undertaking in which you have a financial interest, unless you are sure of the application of the Hawai'i County Ethics Code. The financial interests of a spouse or dependent child are treated the same as your financial interests. Also, do not take action affecting an undertaking in which you, in your private capacity, represent a person or business.

NOTE: This section does not apply to Council members; instead, they are required to make a full public disclosure of the nature and extent of the interest or transaction that may be affected by legislative action.

9. **Acquiring New Employment or Financial Interests:** Do not accept new employment or new financial interests without checking with the Board of Ethics, if the business or undertaking you will work for, or have a financial interest in, may be subject to official action by you.

NOTE: This section is stronger than state law, as council members are not excluded from this provision, unlike state legislators who are excluded from the State Ethics Code provision.

10. **Contingent Compensation:** Do not assist or represent a person or business before a County agency for contingent compensation.
11. **Representing or Assisting Persons or Businesses:** Do not assist or represent a person or business for compensation:
- a) Before your own department or agency; or
 - b) On matters you have been officially involved in; or
 - c) On matters you will be officially involved in.

12. **County Contracts:**

- a) If you contract with the County, or have a significant interest in a company that contracts with the County, make sure the contract is awarded in accordance with HCC Section 2-85.
- b) Check with the Board of Ethics before privately assisting or representing a person or business trying to obtain a County contract, if you have been involved officially with the contract or its subject matter.

13. **Financial Interests Disclosure Statement:** File this statement at the appropriate times if required by the position you hold in County government.

14. **Post Employment:** After leaving your County agency or department:

- a) Do not disclose confidential information or use such information for your, or anyone's, personal benefit;

- b) For one year, do not personally represent any person or business for compensation on matters before your former agency or department unless you are sure of the application of the Hawai'i County Ethics Code; and
- c) For one year, do not personally represent a person or business for compensation regarding matters you have participated in officially.

HAWAII ISLAND

DESTINATION MANAGEMENT ACTION PLAN 2021–2023

‘Ōpelu ha‘alili i ke kai.

‘Ōpelu that make the sea ripple.

Said of active, quick-moving people.

HAWAII TOURISM
AUTHORITY

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ON THE COVER *This 'ōlelo no'eau speaks to the art of 'ōpelu fishing. Like the holili schools of 'ōpelu, fishermen look for the ripples on the ocean, but the real work is hidden and unseen.*

'Ōlelo No'eau—Hawai'i Proverbs & Poetical Sayings by Mary Kawena Pukui, Number 2532



I. Introduction

PURPOSE OF THE PLAN

In 2019, the Hawaiian Islands received a record high of 10.4 million visitors. While this brought in \$17.75 billion in total visitor spending to Hawai‘i’s businesses, \$2.07 billion in taxes generated, and supported 216,000 jobs statewide, it has also put pressure on some of our destinations and communities. This situation is not unique to Hawai‘i. Other popular destinations—from Venice, Italy to Machu Picchu, Peru, to Kyoto, Japan—also felt the negative effects of tourism, which not only impact the residents’ quality of life but also the quality of the visitor experience.

HAWAI'I ISLAND DESTINATION MANAGEMENT ACTION PLAN 2021–2023

The Hawai'i Tourism Authority (HTA), in partnership with the counties and the respective visitor bureaus, developed community-based Destination Management Action Plans (DMAPs) that aim to **rebuild, redefine and reset** the direction of tourism over a three-year period. The focus is on **stabilization, recovery, and rebuilding to the desired visitor industry for each island**. The actions put forth in the DMAPs are guided by an island-based Steering Committee for each island, and includes a collaborative process which encourages participation and vital input from the community, visitor industry and other sectors. The DMAPs identify areas of need as well as actionable solutions for enhancing the residents' quality of life and improving the visitor experience across the islands.

HTA's 2020–2025 Strategic Plan is organized around four interacting pillars—Natural Resources, Hawaiian Culture, Community, and Brand Marketing, with more emphasis on addressing tourism impacts and greater destination management. In it, HTA defined Destination Management to include:

- attracting and educating responsible visitors;
- advocating for solutions to overcrowded attractions, overtaxed infrastructure, and other tourism-related problems; and
- working with other responsible agencies to improve natural and cultural assets valued by both Hawai'i residents and visitors.

The DMAP initiative is a part of HTA's strategic vision and plan to manage Hawai'i tourism in a responsible and regenerative manner.

The idea of “regenerative tourism” has gained momentum in 2020, especially as the global COVID-19 pandemic has made people more aware of tourism's opportunities and vulnerabilities. What is regenerative tourism? About 15 years ago, the model for “sustainable tourism” was instituted, built on tourism that was environmentally friendly, culturally sensitive and had less impact than high numbers of visitors.

Regenerative tourism takes sustainability one step further and focuses on the net benefit of the visitor economy to a destination, looking at the social and cultural benefits. “Regenerative tourism is bolder and more inspiring. It aims not just to do less harm, but to go on and restore the harm that our system has already done to the natural world, and by using nature's principles, to create the conditions of life to flourish. It views wholes and not parts, and is a very different way of looking at the world.” (Anna Pollock, international tourism consultant and founder of Conscious Travel)

Many of the actions in this plan take a regenerative tourism approach.



FORMATION OF THE DMAP

The process of the development of the Hawai'i Island DMAP started in July 2020 with HTA and the County of Hawai'i building off of the 2020 Hawai'i Island Tourism Strategic Plan (TSP) process. Together, HTA and the county developed a list of Hawai'i Island residents who not only represented the visitor industry sectors (hotel, attractions, activities), different business sectors (e.g. agriculture, retail), the community (e.g. Hawaiian culture, education), and other nonprofit organizations, but also the communities that they live in. Invitations were sent, and 19 members volunteered their time to participate on the Hawai'i Island Steering Committee. Also fundamental to the DMAP process were the 38 members who have been volunteering their time to serve on the Hawai'i Island TSP Action Cohorts (see Acknowledgement section).

At the first Steering Committee virtual meeting, the members reviewed HTA's Strategic Plan in addition to the 2020 Hawai'i Island TSP, including HTA's key performance indicators and four pillars, as well as the county's tourism goals. These two plans are the foundation of the Hawai'i Island DMAP. From there, the Steering Committee and Hawai'i Island TSP Action Cohorts identified and prioritized actions that built on the Hawai'i Island TSP. The actions were grouped, and overarching actions and sub-actions were identified. They were presented to Hawai'i Island residents at two virtual public meetings via Zoom on November 17 and 23, 2020. The community was encouraged to provide input at the virtual public meetings, as well as through an online input form. The results to the online input form can be found on HTA's website.

On December 4, 2020, the Steering Committee gathered virtually to review the high-priority sub-actions under each of HTA's pillars. The Steering Committee members, along with representatives from HTA and the county, reviewed the proposed actions and, where necessary, provided additional feedback and clarification. The Steering Committee then met on January 15, 2021 to critically examine destination attributes valued only by residents, only by visitors, and by both residents and visitors. They also discussed the destination attributes that were at risk or threatened. The Steering Committee brainstormed actions—what to protect or mitigate, what to preserve or grow, and where the gap can be closed or bridged using the identified actions from prior meetings—and then developed new ones. On February 5, 2021, the Steering Committee reviewed the updated refined anchor actions. On February 12, 2021, the Steering Committee selected the 10 anchor actions that the DMAP would focus on. Employees of HTA, the county, and the Island of Hawai'i Visitors Bureau (IHVB) reviewed the proposed sub-actions to verify they could be done under their respective purviews. All of the actions were developed by the Steering Committee with input from the community.

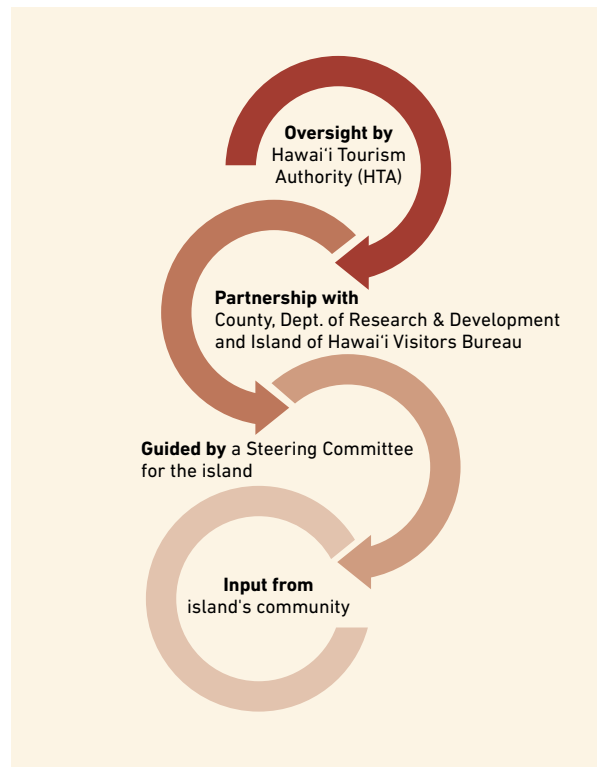


Figure 1 Collaborative Process



‘A’ohe hana nui ke alu ‘ia.
“No task is too big when
done together by all.”

‘ŌLELO NO‘EAU (HAWAIIAN PROVERB)

IMPLEMENTATION FRAMEWORK

Hawai‘i’s tourism industry is at a critical point and residents’ livelihoods depend on the recovery of the visitor industry—whether directly or indirectly. Tourism needs to be managed responsibly so that the residents and destination can thrive. HTA is leading many of the efforts in the Hawai‘i Island Destination Management Action Plan. However, there needs to be collaboration and support of other state and county agencies, in addition to the community, visitor industry and other sectors, to help move the actions forward. This three-year plan is a living document that will be evaluated annually.

II. Overview of Tourism in Hawai‘i

OVERALL TRENDS

Tourism has remained the primary economic driver for Hawai‘i’s economy across all islands. In 2019, tourism was 16.2% of Hawai‘i Gross Domestic Product (GDP), second to real estate and rental and leasing at 18.8% of Hawai‘i GDP. Jobs in the tourism industry accounted for 20% of total jobs in Hawai‘i while jobs in the real estate and rental and leasing sector accounted for 4.4% of total jobs. For the past eight years, the State of Hawai‘i’s visitor industry sustained annual growth in terms of arrivals and expenditures. In 2019, tourism was the largest single source of private capital for Hawai‘i’s economy. Total visitor spending reached \$17.84 billion (1.1% increase compared to 2018). Tourism generated \$2.08 billion in state tax revenue. A total of 10,424,995 visitors came to the Hawaiian Islands by either air service or cruise ship (5.4% increase over 2018).

The visitor industry has provided steady employment opportunities and supported the development of small businesses throughout the state. In 2019, tourism supported 216,000 jobs throughout the state. Hawai‘i experienced record arrivals over the past few years with no significant increase in the number of traditional lodging units (e.g., hotels and resorts). However, unpermitted short-term rentals grew in Hawai‘i’s neighborhoods.

Prior to the global COVID-19 pandemic, 2020 was set to be another year of record growth for Hawai‘i. However, the year ended with visitor arrivals down



73.8 percent to 2,716,195, with significantly fewer arrivals by air service (-73.8% to 2,686,403) and by cruise ship (-79.2% to 29,792). The average daily census or the number of visitors in Hawai‘i on any given day was 78,421 (68.3% decrease over 2019). Compared to 2019, the average length of stay increased by 21.5% to 10.57 days. This was a result of visitors staying double-digit days during the state’s trans-Pacific 14-day quarantine requirement that started on March 26, 2020. The state’s pre-travel testing program started on October 15, 2020 as a way for travelers to bypass the mandatory quarantine requirement.

The majority of visitors to Hawai‘i arrive by air, and thus air service to the islands is vital for Hawai‘i’s tourism industry. Total air capacity (number of seats) decreased 60.9 percent to 5,318,667 seats as a result of a reduction in air service to Honolulu (-60.0% to 3,370,122 seats), Kahului (-61.9% to 1,102,166 seats), Kona (-59.2% to 514,422 seats), Līhu‘e (-67.7% to 322,993 seats) and Hilo (-81.3% to 8,964 seats).

Sails on the Hawai‘i home-ported cruise ship, Norwegian Cruise Line’s *Pride of America*, were suspended since April 2020 and out-of-state cruise ships were not permitted into the islands due to the Center for Disease Control and Prevention’s (CDC) “No Sail Order” from March 14 to October 29, 2020. Thereafter, the CDC took a phased approach to resuming passenger operations.

Hawai‘i’s unemployment rate increased from 2.6 percent in the first quarter of 2020 to 20.3 percent in the second quarter and then decreased to 13.9 percent in the third quarter. The Hawai‘i Department of Business, Economic Development & Tourism (DBEDT) projects that for 2020 overall, the average annual employment rate will be at 11.2 percent, then decrease to 7.9 percent in 2021 and 7.1 percent in 2022. These rates are significantly higher than Hawai‘i’s average unemployment rate of 2.5% from 2017 to 2019.

TOURISM FORECAST

According to DBEDT’s 2020 fourth quarter Outlook for the Economy, total visitor expenditures is forecasted to end the year at \$5.11 billion (-71.4%) with 2.73 million visitor arrivals (-73.7%). Economists predict that it will take a couple of years before Hawai‘i’s visitor industry returns to previous levels.

RESIDENT SENTIMENT

HTA conducts an annual Resident Sentiment Survey (RSS) to gauge resident attitudes toward tourism in Hawai‘i and to identify perceived positive and negative impacts of the visitor industry on residents. Resident sentiment is important to maintain a healthy industry. The 2019 RSS report showed that resident sentiment had generally weakened compared to the previous year. The report identified that the visitor industry’s impact on the resident’s overall quality of life is essential to improving resident sentiment—the balance of economic, social and cultural, and community benefits from tourism. Furthermore, providing residents with a voice in tourism development, creating jobs with opportunities for advancement, and creating shopping, dining and entertainment opportunities are key to improving resident sentiment.



TOURISM ON HAWAII ISLAND

Visitor Statistics

According to HTA's Tourism Research Division, almost two million visitors came to Hawai'i Island in 2019 resulting in roughly 35,700 visitors (+1.9%) on any given day based on the average daily census. Provided that Hawai'i Island's resident population was 200,980 in 2018 and grew by 1% then, on average, visitors comprised of about 15% of all inhabitants on the island in 2019. Total visitor spending was \$2.315 billion. Half of the visitors stayed in hotels while condominiums, timeshare resorts and vacation rentals were also used. The majority of visitors were from the U.S., followed by Japan and Canada.

The global COVID-19 pandemic significantly affected visitor arrivals to Hawai'i Island in 2020. Visitor arrivals dropped 72.1 percent to 492,325 visitors. The average length of stay grew 37.5 percent to 10.11 days. The average daily census was 13,604 visitors, a decline of 61.7 percent over the same period a year ago. There were significantly fewer air seats (-59.2% to Ellison Onizukua Kona International Airport at Keāhole and -81.3% to Hilo International Airport from the domestic market and -75.3% to Kona from the international markets) year-over-year.

2019 Hawai'i Island Visitor Satisfaction

According to HTA's 2019 Visitor Satisfaction Report, U.S. visitors rated their Hawai'i Island visit "excellent" and were likely to recommend the destination. However, they expressed concerns about traffic, wanting to experience more local culture, and variety of restaurants/dining options.

2019 Resident Sentiment

According to HTA's 2019 Resident Sentiment Report, residents felt that visitors were responsible for traffic, showed no respect for culture/āina, contributed to the cost of living, played a role in damaging the environment, and also added to the issue of overcrowding. Though there was just a slight increase for residents

feeling that "tourism has brought more benefits than problems" compared to 2018, overall resident sentiment on this topic has actually decreased throughout the past decade. As the visitor industry seeks an equal balance of socio-economic, cultural, and community benefits, the key to improving resident sentiment will be improving the quality of life for residents.

Jobs

In the third quarter of 2020, Hawai'i County lost 10,900 jobs (-15.6% over the same quarter of 2019). Jobs decreased the most in the Accommodations sector which lost 4,000 jobs (-69.0%), followed by Food Services and Drinking Places which lost 1,500 jobs (-21.7%), Retail which lost 1,300 jobs (-13.4%), and Transportation, Warehousing, & Utilities which lost 1,200 jobs (-35.3%). Year-to-date third quarter 2020, the unemployment rate increased to 11.9 percent compared to 3.5 percent during the same period last year.

Visitor Accommodations

In 2020, hotel occupancy for Hawai'i declined to 38.0 percent (-39%) from 77.0 percent year-over-year. The average daily rate (ADR) dropped slightly to \$254.27 (-4.2%) from \$265.44 in 2019. Room demand was 674,000 room nights or 62.8 percent lower than 2019. The room supply was 1.772 million room nights (-24.7%).

In comparison, Hawai'i Island's vacation rental supply for 2020 was down 42.1 percent to 1.4 million unit nights. Hawai'i Island vacation rentals ended the year with 44.6 percent occupancy (-32.7 percentage points) and ADR of \$188 (-20.5%). A vacation rental is defined as the use of a rental house, condominium unit, private room in a private home, or share room/space in private home. The data does not determine or differentiate between units that are permitted or unpermitted. The "legality" of any given vacation rental is determined on a county basis.

SITUATION ANALYSIS SUMMARY

As a part of the DMAP process, a SWOT analysis was conducted by various community members and stakeholders who identified the destination's existing strengths and weaknesses, as well as opportunities and threats present in the external environment. The SWOT analysis is a useful tool in the decision-making process, as it can be used to evaluate strategic positioning, as well as identify projects that would be reasonable to execute in the short term.

This feedback was supplemented with research and data that helped to support the observations that were made. The information below provides more details on each section of the SWOT analysis matrix shown on page 13.

Strengths

The participating community members and stakeholders highlighted several strengths that would be important to leverage as plans are put into actions.

Collaborative nature of the Hawai'i Island tourism industry. Many industry representatives indicated that they were willing to work together and that they already had existing relationships with whom others might consider competitors. This willingness to communicate and collaborate will be necessary for many of the proposed actions to be successful.

The culture of Hawai'i Island. The strong sense of 'ohana and kuleana provides motivation to support actions happening on the island and also helps to support communication and collaboration. The multicultural diversity of Hawai'i Island was also mentioned as a strength. This diversity provides visitors with an experience that they cannot get anywhere else.

The uniqueness of Hawai'i Island as a tourist destination. Hawai'i Island is unique in terms of its atmosphere and the feelings that it evokes. It also has an abundance of natural and cultural resources, which are a draw for travelers from around the world and will continue to bring visitors to the island, as long as the resources are properly maintained and sustained.

Current projects that are already in development or are already being rolled out. For example, although transportation was mentioned as a challenge for many visitors, there are several transportation-related projects that could help to address this challenge. The County of Hawai'i has been researching and developing a hydrogen bus system for the island, and has taken into consideration major aspects of such a project, including the geographic placement of refueling stations and the cost of maintenance and repair.



Weaknesses

Although a significant number of existing weaknesses were mentioned by community members and stakeholders, many participants had already been thinking about how to overcome them. Some of the opportunities listed in the following section provide avenues for addressing these weaknesses.

The need to keep tourism dollars circulating on Hawai'i Island. After visitors spend money on the island, it has been difficult to keep those dollars in motion within the local economy. Finding more ways to allow community members to spend their income locally is a specific goal.

Getting visitors to understand that Hawai'i Island is more than just a tourist destination. For many visitors that view Hawai'i Island as an island paradise, it can be difficult to understand that this is home for many families and individuals. Helping visitors to understand this and to understand that what they do while on vacation can have significant negative impacts on those living here has been a challenge. Relatedly, the need to increase resident satisfaction with the visitor industry was also presented as a weakness. However, should visitors have a more positive impact on the island in the future, this would help to increase resident satisfaction.

Lack of training programs for workers. More training is needed in several areas, including natural resource management and cultural resource management. Such programs would help to promote the wonderful natural and cultural resources in an authentic way and help to educate visitors about the need to and importance of respecting, maintaining, and sustaining these resources. This would help to improve both the visitor mindset and resident satisfaction.

Measuring impacts and tracking data. This weakness is especially true of tracking and recording an inventory of natural resources, which can be very difficult. However, should this weakness be improved upon, it would create more opportunities to acquire various sources of funding. By attaching hard figures to illustrate the positive impacts of current projects and programs, funders will be more likely to support these programs, as well as similar programs in the future.

Siloing. Most community members and stakeholders have to work very hard to make a living on Hawai'i Island, which can make it difficult for them to think outside of their day-to-day activities. It can be hard to find time to connect with those outside of their inner circles and certainly those outside of their particular industry. However, more communication between industries and with other stakeholders could help to unearth additional opportunities for a wide range of community members.

Transportation for both visitors and community members alike. Given the geographic concentration of tourism industry jobs and the high cost of land and homes in the surrounding areas, many community members are forced to commute long distances. In addition, those without access to cars are often extremely limited in terms of the distance they can cover due to limited public transportation options. However, as previously mentioned, there are multiple projects underway that hope to address some of these weaknesses.

The lack of affordable workforce housing. Again, due to the high cost of land and homes in and around the resort areas where most of the jobs are, affordable housing within a reasonable distance is difficult to find. Finding creative solutions for workers to have affordable housing options near their place of work could help to address this weakness.

A lack of funding for public spaces. In particular, it was mentioned that more funding is needed to maintain parks and trails. The need for better management of public spaces in general was mentioned as a challenge, but the lack of funding also provides a barrier to the staffing and resources needed for that management activity.

Opportunities

Most community members and stakeholders had a very positive mindset and focused on the various opportunities currently available or available in the near term.

COVID-19 as an opportunity to make a change for the better. Given that the pandemic essentially put a halt to the tourism industry on Hawai'i Island, many see this as an opportunity to change the economy to have a tourism industry that is more sustainable than it has traditionally been.

Share an authentic Hawai'i with visitors. Survey findings show that an increased number of visitors are looking for more authentic experiences that are different from the conventional tourist vacation. To support this type of experience, more training programs for workers are needed so that they can provide accurate and authentic information to visitors. In addition, a resource center was presented as an opportunity to provide visitors and community members alike with historically and culturally accurate information. The use of the Pono Pledge is also an opportunity to support positive visitor interaction with Hawai'i Island.

Creative solutions to address affordable housing. Creative solutions include affordable housing land trusts and self-help housing. One looks to address the issue of the high cost of land, while the other one looks to significantly decrease the cost of the vertical construction. Either option would help to increase the possibility of community members living closer to their places of work.



Better align marketing and sales strategies between businesses and organizations. Better alignment would help to create clearer and more cohesive messaging to both visitors and residents. Relatedly, the current utilization of social media and existing websites leaves significant room for improvement. This is also an opportunity to improve marketing and sales strategies and alignment.

Community partnerships to manage resources. This could be an effective and cost-efficient way to manage both natural and cultural resources, as community groups are the most knowledgeable in regards to resources within the community and could

present a better alternative to outsourced resource management services. An increase in stewardship opportunities for community members would provide new, local, sustainable businesses with potential income generation. This would help to improve the management of natural and cultural resources, and provide local workforce opportunities for community members. In addition, stewardship opportunities could also be offered to visitors looking to make a positive impact in the communities they visit. This would be a low-cost way to additionally support the natural and cultural resources on Hawai'i Island.

Establish an airport and harbors “ambassadors” program. Members of this program would help to make airport signage and educate visitors, prior to or upon arrival, on basic information that will enhance their safety, enjoyment and understanding of local and Hawaiian culture and natural resources. Such a program would help to address several threats and weaknesses that have been identified and could potentially help to improve both visitor and resident sentiment and satisfaction.

Use currently underutilized facilities that are already in existence. Community members and stakeholders have already identified several different facilities that are currently not in use. These facilities present potential low-cost opportunities for both new ventures, as well as the expansion of existing businesses, organizations, programs and activities.

Reimagine measures of success. This can be achieved by developing measures that focus on supporting communities and residents rather than attracting visitors. For example, allocating a higher percentage of the Transient Accommodations Tax (TAT) to support community-driven initiatives and improving community facilities to demonstrate a relationship between tourism success and resident well-being.

Threats

The COVID-19 pandemic has clearly had a significant impact on the visitor industry, the economy, and the local workforce.

The pandemic initially halted virtually all travel and it is possible that visitor numbers for Hawai'i Island will never return to their pre-pandemic peak. Resorts and hotels are still dealing with low occupancy and the new regulations present new challenges for visitors who want to visit the island. All of this is in addition to the immediate COVID-19 health concerns.

Difficulty for hotels to purchase local goods and products. Working to break down these barriers would not only benefit the hotels and the visitors staying there, but it would also provide local producers and distributors with new revenue stream opportunities.

Lack of job opportunities and the need for greater diversity in terms of jobs available to community members. This has been an ongoing issue and drastic changes due to the COVID-19 situation will affect how people can travel. The type of visitor and the experiences they desire could also change significantly. This could necessitate the incorporation of new activities and a new way for visitors to experience Hawai'i Island. This, in turn, would require a workforce to help manage and operate these new activities, which would provide new job opportunities for community members.

Situational Analysis Summary

Strengths

- Collaborative nature of the Hawai'i Island tourism industry
- Strong sense of 'ohana and kuleana
- Hawai'i Island as a unique destination
 - Strong sense of place
- Abundance of natural and cultural resources
- Multicultural diversity
- Transportation projects already in the works
 - Hydrogen buses
 - Bikeshare program

Weaknesses

- Difficult to keep tourism dollars circulating on island
- Lack of understanding that Hawai'i Island is more than just a tourist destination.
- Measuring impacts and data tracking, including natural resources
- Siloing due to lack of communication between stakeholders, industries, etc.
- Need for more training programs
- Transportation is difficult given the size of the island and lack of options
- Need for increase in resident satisfaction with visitor industry
- Funding for parks and better management of public spaces overall
- Lack of affordable workforce housing

Opportunities

- COVID-19 and related impacts
 - Opportunity to positively change economy
- Share an authentic Hawai'i with visitors
 - Training programs for workers
 - Resource center
- Aligning marketing and sales strategies
 - Better utilization of social media and existing websites
- Use of the Pono Pledge

Threats

- COVID-19 and related impacts
 - Decrease in number of visitors
 - Low occupancy for hotels and resorts
 - Health concerns
- Barriers preventing hotels from purchasing local goods and products
- Lack of job opportunities and the need for a greater diversity of positions



III. Vision for Tourism on Hawai'i Island

The vision for Hawai'i Island's Destination Management Action Plan (DMAP) is "*Ola ka 'Āina, Ola ke Kānaka*" ("Healthy Land, Healthy People"), which uplifts the vision of Hawai'i Island's 2020–2025 Tourism Strategic Plan (TSP). "*Ola ka 'Āina, Ola ke Kānaka*" represents a vision affirmed by data and stakeholder feedback. The vision maintains a connection to our past, grounds us in the present, and envisions a collective future that puts this place and the people of this place first. It is carried forward from the 2006–2015 Hawai'i Island Tourism Strategic Plan and 2016 Hawai'i Island Tourism Roadmap, and lays the foundation of the TSP. Without *ola* (health), there is no responsible tourism.

The vision is supported by the Connections Framework that supports connection to place, community, past and future, and to your better self. It is also supported by the understanding that if we are grounded in place, we are able to intentionally share our love of place with others, beginning with our family, our community, and including visitors. This vision also sets out the importance of a high quality of life for residents and a focus on social benefits that will support a meaningful, reciprocal experience for residents and visitors.

IV. Goal

The goal of the Hawai'i Island DMAP is to rebuild, redefine, and reset the direction of tourism over a three-year period.



V. Objectives

There are six objectives to achieve the goals and vision of Hawai'i Island's DMAP.

OBJECTIVE 1

Create positive contributions to the quality of life for Hawai'i Island's residents.

OBJECTIVE 2

Support the maintenance, enhancement, and protection of Hawai'i Island's natural resources.

OBJECTIVE 3

Ensure the authentic Hawaiian culture is perpetuated and accurately presented in experiences for residents and visitors, materials and marketing efforts.

OBJECTIVE 4

Maintain and improve visitor satisfaction of their experience on Hawai'i Island.

OBJECTIVE 5

Strengthen the economic contribution of Hawai'i Island's visitor industry.

OBJECTIVE 6

Increase communication and understanding between the residents and visitor industry.

VI. Actions

The following actions were developed by the Steering Committee and the community, and they address what the residents desire for Hawai'i Island's visitor industry and their communities. In a few instances, HTA took the essence of the community's feedback and transformed them into actionable initiatives.

The actions were shaped by overarching themes that were identified by the Steering Committee and also appeared in the community input:

- Āina-based education and actions centered around community-driven stewardship.
- Opportunities for community-led decision making and involvement of āina-based/place-based organizations in tourism.
- Two-way communication and engagement between government, the visitor industry and communities.
- Importance of pono practices undertaken by both residents and visitors.
- Management and protection of natural and cultural resources.
- Residents' quality of life is looked after.

The actions were also cross-referenced against the four interacting pillars of HTA's Strategic Plan—Natural Resources, Hawaiian Culture, Community and Brand Marketing—to ensure alignment and for organizational purposes.

The following tables identify opportunities and needs for each of the anchor actions, including the identification of responsible agencies and timing of the action's commencement and/or delivery over a three-year period. As HTA carries out the DMAP, there will be more organizations and businesses identified to help move this plan forward.



The long-term **measures of success** will be measured through HTA's Strategic Plan's four overall Key Performance Measures: Resident Satisfaction, Visitor Satisfaction, Average Daily Visitor Spending, and Total Visitor Spending. A "milestone" is a qualitative way of determining progress toward accomplishing a specific defined action. The **milestones for success** are the completion of each sub-action in the phase indicated.

HAWAI'I ISLAND DESTINATION MANAGEMENT ACTION PLAN 2021–2023

*HAWAI'I ISLAND***Action A****Protect and preserve culturally significant places and hotspots.**

ACTION NO.	ACTION	LEAD (L) SUPPORT (S)	PHASING		
			1	2	3
A.1	Develop and support opportunities to mālama and steward the places and culture of Hawai'i Island for both residents and visitors, including using Native Hawaiian practices of resource and cultural stewardship.	L = County, Dept. of Land & Natural Resources (DLNR) S = HTA, Island of Hawai'i Visitors Bureau (IHVB)	X	X	X
A.2	Emphasize local area cultural history and expertise to further expand Hawaiian cultural values, knowledge, and language with an emphasis on connection to place.	L = County, DLNR S = HTA, IHVB	X	X	X
A.3	Increase opportunities for community-led initiatives that steward and manage these resources, including closure of areas and managing traffic.	L = County, DLNR S = HTA, IHVB	X	X	X
A.4	Work with the different stakeholders to communicate areas that need to be protected with the visitor industry and visitors.	L = County, DLNR S = HTA, IHVB	X	X	X

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Action B

Develop resources and educational programs to perpetuate authentic Hawaiian culture and 'Ōlelo Hawai'i.

ACTION NO.	ACTION	LEAD (L) SUPPORT (S)	PHASING		
			1	2	3
B.1	Identify and assess proper providers and learning tools.	L = Native Hawaiian Hospitality Association (NaHHA) S = HTA, County	X		
B.2	Support Hawaiian cultural educational and training programs – including 'Ōlelo Hawai'i (Hawaiian language) for the employees in the visitor industry (e.g. hotels, tour guides).	L = NaHHA S = HTA, County, IHVB	X	X	X
B.3	Develop a recognition program for businesses who complete the Native Hawaiian Hospitality Association (NaHHA) programs (e.g. placards/certification).	L = NaHHA S = HTA	X	X	
B.4	Actively promote HTA's Ma'ema'e Toolkit to the visitor industry and business communities.	L = HTA S = County, IHVB, other associations	X	X	
B.5	Increase support and opportunities for cultural practitioners and community members to interact. Educate the visitor industry and individual companies about place-based practices to become more place-based.	L = NaHHA S = HTA, County, IHVB	X	X	X
B.6	Support a Tour Guide Certification Program.	L = HTA S = County, IHVB		X	X
B.7	Continue support of programs and projects that perpetuate the Hawaiian culture with the community and visitors, such as HTA's Kūkulu Ola program.	L = HTA S = County, IHVB		X	X
B.8	Encourage the integration of 'Ōlelo Hawai'i into workforce and adult training programs.	L = NaHHA S = HTA, County	X	X	X

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Action C

Support and promote 'āina-based education and practices to protect and preserve our natural resources so that residents and visitors will aloha 'āina.

ACTION NO.	ACTION	LEAD (L) SUPPORT (S)	PHASING		
			1	2	3
C.1	Identify, support, and partner with existing and new 'āina-based groups that are protecting and stewarding wahi pana (legendary/celebrated places or landmarks), cultural practices, and people.	L = County, DLNR S = HTA	X	X	X
C.2	Create opportunities for community members to share in an ongoing way about the impact of tourism as well as the wahi pana, historically significant sites, and sacred sites that need to be protected.	L = County, DLNR S = HTA	X	X	X
C.3	Pilot a certification program, in collaboration with community leadership and the university system, for workers tied to natural resources, cultural resources, and stewardship. Identify and review existing 'āina-based curricula, and create new curricula when necessary, that emphasizes Native Hawaiian knowledge, culture, place, and pono practices-based management. Develop curriculum that is led by efforts from that area and connects firmly to place-based management and stewardship.	L = County S = University of Hawai'i (UH), HTA	X	X	X
C.4	Support interested 'āina-based groups to serve as interpretive educators, trainers, and/or cultural ambassadors to share cultural knowledge with the guest and visitor industry, tour operators, and other business owners.	L = County S = IHVB, HTA		X	
C.5	Support enhanced interpretation and education on Maunakea, including partnership with the Hawaiian community and residents.	L = UH – 'Imiloa S = County, IHVB, HTA	X	X	X
C.6	Work with the different stakeholders to communicate areas that need to be protected in collaboration with the visitor industry and visitors.	L = County S = HTA, IHVB, DLNR	X	X	X

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Action D

Connect with community networks and partner with community-based organizations to collaboratively identify sites, identify limits of acceptable change, and implement stewardship plans to protect and preserve our natural resources.

ACTION NO.	ACTION	LEAD (L) SUPPORT (S)	PHASING		
			1	2	3
D.1	Build capacity in communities to support increased opportunities for community-led stewardship actions and initiatives to manage resources, such as closing areas or limiting access (visitor and potentially resident) during certain times of the year.	L = DLNR, County S = HTA	X	X	X
D.2	Implement regenerative management strategies, like those found in the kapu system, Hā'ena on Kaua'i, East Maui, and Hanauma Bay on O'ahu. Provide clear opportunities and processes for local communities to participate in visitor access and resource and congestion management in their communities.	L = County, DLNR S = HTA		X	X
D.3	Support and advocate for stewardship efforts of coastal waters and beaches that incorporate and emphasize a mauka to makai collaborative approach given broader environmental implications.	L = County, DLNR S = HTA		X	X
D.4	Work with communities in each place to identify the limits of acceptable change as associated with public impact on natural and cultural resources and develop a process for ongoing stewardship that is community-led. Explore the creation of pilot projects and employ adaptive management principals to find the optimal balance between visitation and associated impact.	L = DLNR S = County, HTA		X	X
D.5	Support opportunities that tie in Native Hawaiian practices of resource and cultural stewardship.	L = HTA, OHA S = County	X	X	X
D.6	Explore policies and regulations that aid in the implementation of stewardship plans and enforcement of critical need areas.	L = County S = HTA	X	X	X
D.7	Explore implementation of geo-fencing technology to aid management of sites.	L = HTA S = DLNR, County, IHVB	X	X	X
D.8	Find ways to support communities who do not know how to deal with "rogue" users of natural and cultural resources.	L = County S = DLNR, HTA, IHVB	X	X	X

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Action E

Create opportunities for ongoing dialogue, communications, and engagement between the visitor industry, government and communities to improve community-industry relations and better serve the community.

ACTION NO.	ACTION	LEAD (L) SUPPORT (S)	PHASING		
			1	2	3
E.1	Develop an education and awareness campaign targeted at residents using traditional and social media vehicles.	L = HTA S = County, IHVB	X	X	
E.2	Create opportunities for visitor industry, government, and community stakeholders to connect on a regular basis for ongoing dialogue to 1) create shared understanding of the issues that our communities and the visitor industry face; 2) ensure that the visitor industry is supporting a sustainable and healthy Hawai'i Island; and 3) inform about tourism's contributions to the community.	L = HTA S = County, IHVB	X	X	X
E.3	Increase and maintain regular opportunities to collaborate with HTA on its outreach efforts in the community to ensure a more robust and coordinated effort. This includes informing the industry and community about HTA's mission and its resources, and sharing the destination's marketing efforts and activities to orient businesses and communities about HTA, IHVB and the Global Marketing Team's initiatives.	L = HTA S = County, IHVB	X	X	X

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Action F

Implement a comprehensive communications and education plan that facilitates positive community-visitor relations and pono practices, including the Pono Pledge.

ACTION NO.	ACTION	LEAD (L) SUPPORT (S)	PHASING		
			1	2	3
F.1	Increase messaging efforts to uplift and improve access to the Pono Pledge, and shift visitor and resident mindsets as they travel around Hawai'i Island.	L = IHVB, County S = HTA, private sector, community	X	X	
F.2	Provide visitors with easy access to messaging, including increasing information pathways and educational materials, related to protecting culture and sense of place (i.e. in-flight videos on in-bound flights in multiple languages; rental cars; radio station public service announcements; podcasts; required place-based visitor orientation, etc.).	L = IHVB S = HTA, GMT	X	X	
F.3	Continue to encourage and work with visitor industry stakeholders and businesses to integrate the Pono Pledge into their practices, such as business booking reservations, QR codes, phone apps, and monitors at the baggage claim.	L = IHVB, County S = HTA, private sector, community	X	X	
F.4	Collaborate with all segments of the visitor industry and community-based organizations for stewardship opportunities for visitors to leave Hawai'i Island a better place.	L = IHVB S = HTA, County	X	X	

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Action G

Promote agritourism, and partner with Hawai'i Island's agriculture industry to support local food security.

ACTION NO.	ACTION	LEAD (L) SUPPORT (S)	PHASING		
			1	2	3
G.1	Create, support, and promote agritourism initiatives to connect local producers with visitors; provide visitors an active experience with nature and agriculture; and support legal vacation rentals in rural areas (e.g. farm stays) to alleviate the need for illegal vacation rentals in rural areas.	L = HTA S = County, IHVB	X	X	X
G.2	Encourage the visitor industry (e.g. hotels and restaurants) to buy local produce, products, and goods.	L = HTA S = County, IHVB	X	X	X
G.3	Support efforts of local producers to sell their goods online by strengthening online infrastructure, transportation of goods, marketing, and fulfillment of orders.	L = County	X	X	

Action H

Invest in community-based programs that enhance quality of life for communities.

ACTION NO.	ACTION	LEAD (L) SUPPORT (S)	PHASING		
			1	2	3
H.1	Support community-led and activated efforts and offer capacity building/education opportunities to strengthen Hawai'i Island's product offerings.	L = HTA S = County	X	X	
H.2	Uplift approaches to tourism that are reflective of Hawai'i Island and its different communities.	L = IHVB S = HTA, County, GMT	X	X	
H.3	Revisit measures of success and visitor industry activities so that the relationship between increased tourism and resident well-being would lead to an increase in community improvements and benefits.	L = HTA S = IHVB			X

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Action I

Advocate/create more funding sources to improve infrastructure.

ACTION NO.	ACTION	LEAD (L) SUPPORT (S)	PHASING		
			1	2	3
I.1	Engage in cohesive infrastructure planning to address community and industry needs, such as incorporating plans to widen bike paths in tandem with other necessary road repairs.	L = County S = HTA	X	X	X
I.2	Coordinate with government entities, institutional stakeholders, and nearby private landowners.	L = County S = HTA	X	X	X
I.3	Advocate for CIP projects for infrastructure related to residents and visitors.	L = HTA S = IHVB		X	X

Action J

Improve enforcement of vacation rental regulations.

ACTION NO.	ACTION	LEAD (L) SUPPORT (S)	PHASING		
			1	2	3
J.1	Confirm the existing baseline of (number of) vacation rentals. Gauge the capacity for current and new rentals.	L = County S = HTA	X	X	
J.2	Explore ways to improve enforcement.	L = County	X	X	
J.3	Work with the rental platforms (i.e. AirBNB, VRBO) to help with regulation.	L = County S = HTA		X	X

VII. Tourism Hotspots

A “hotspot” is an area/site that attracts visitors due to its popularity, and may result in overcrowding, congestion, degradation of resources, safety hazards, and a negative experience for both the resident and visitor. While HTA is not an enforcement agency, it can be a catalyst to bring together respective state and county agencies, the community and private sector to develop solutions to address hotspot sites/areas.

HTA reviewed the community input from the surveys and community meetings, in addition to receiving feedback from the county, IHVB and the Steering Committee. Below are the “hotspot” areas/sites that HTA will monitor and work with respective agencies as needed to help mitigate the issues. Other areas/sites were identified, but the ones listed below are the ones that are of utmost concern.



The following hotspots were carried forward from the County of Hawai‘i’s TSP:

- Waipi‘o Valley
- Ka‘ū – Papakōlea/Green Sands Beach
- South Kona – Ho‘okena, Miloli‘i
- Kahalu‘u Bay
- Kumukahi
- Keaukaha
- Maunakea
- Punalu‘u

The following additional hotspots were identified by community members and stakeholders through the HTA DMAP webform in November 2020:

- Ali‘i Drive
- Pololū Valley
- Māhukona
- Kalae (South Point)
- Kailua Pier
- Kealahou Bay State Historical Park
- Ho‘okena Beach
- La‘aloa Beach (Magic Sands Beach)
- ‘Akaka Falls State Park
- Keauhou Bay
- Banyan Drive
- Hawai‘i Volcanoes National Park
- Hōnaunau Bay, Captain Cook Monument
- Wailuku River State Park
- Hāpuna Beach State Recreation Area
- Kiholo State Park Reserve

Acknowledgement

HTA would like to mahalo all individuals who contributed their time and effort in the DMAP process for Hawai'i Island. Also, we mahalo all of the community members who attended the public meetings and shared their mana'o. We want to mahalo every person who participated in the list below. However, some names may have unintentionally been left off or misspelled and we apologize in advance for any oversight.

Steering Committee Members

Micah Alameda, *HTA Board member, Nā Leo o Hawai'i*

Craig Anderson, *Island of Hawai'i Chapter Chairperson, Hawai'i Lodging and Tourism Association*

Ross Birch, *Executive Director, Island of Hawai'i Visitors Bureau*

Ka'iulani Blankenfeld, *Director of Hawaiian Culture, Fairmont Orchid*

Margo Mau Bunnell, *General Manager, Roberts Hawai'i*

Ulu Ching, *Senior Program Manager, Conservation International*

Tane Datta, *Owner, Adaptations, Inc.*

Jessica Ferracane, *Public Affairs Specialist, Hawai'i Volcanoes National Park*

Ka'iu Kimura, *Executive Director, 'Imiloa Astronomy Center*

Ku'uipo Kumukahi, *HTA Board member, Hyatt Regency Waikiki*

Wendy Laros, *President and CEO, Kona-Kohala Chamber of Commerce*

Cheryl Kauhane Lupenui, *President and CEO, The Kohala Center*

Linda Nako, *President, Hawai'i Island Visitors Bureau and Sales Manager, Hilo Hawaiian Hotel*

Jesse Potter, *President, Pōhāhā I Ka Lani*

Rachel Solemsaas, *Chancellor, Hawai'i Community College*

Pomai Weigert, *AgBusiness Consultant, GoFarm Hawai'i*

Miles Yoshioka, *Executive Officer, Hawai'i Island Chamber of Commerce*

Charles Young, *Ho'okena Representative, 'Aha Moku Advisory Committee*

Kuha'o Zane, *Designer and Entrepreneur, Sig Zane Designs*

Hawai'i Island Tourism Strategic Plan Action Cohort Members

Anna Akaka
 Danny Akaka
 Karen Anderson
 Michael Bell
 Domino Cohn
 Jason Cohn
 Samantha Collins
 Noland Eskaran
 Becky Fernandez
 Leina'ala Fruean
 Pualilia Hanamaika'i
 Debbie Hogan
 Janice Ikeda
 'Aina Ioane
 Deanna Isbister
 Uilani Kanda
 Taimane Kaopua
 Ka'imi Kaupiko
 Leila Kealoha
 Grayden Ha'i Kelly
 Cindi Punihaole Kennedy
 Kea Keolanui
 Donna Kimura
 Brad Kurokawa
 Tristie Licoan
 Ilima Livingston
 Lauren Manuel
 Tamia McKeague
 Luka Mossman
 Darryl Olivera

Susie Osborne
 Rhonda Pollard
 Manu Powers
 Earl Regidor
 Pete Stackwoods
 Franz Weber

HTA Staff

John De Fries, *President and CEO*

Caroline Anderson, *Director, Community Enrichment*

Maka Casson-Fisher, *Hawaiian Culture & Natural Resources—Program Specialist*

Jennifer Chun, *Director, Tourism Research*

Pattie Herman, *Vice President, Marketing and Product Development*

Dede Howa, *Manager of Hawaiian Cultural Affairs*

Kalani Ka'anā'anā, *Director, Hawaiian Cultural Affairs & Natural Resources*

Michele Shiwaki, *Administrative Assistant*

Marisa Yamane, *Director, Communications & Public Relations*

HTA Board Members

Micah Alameda, *Assistant General Manager/Head of Marketing, Nā Leo o Hawai'i*

Ku'uipo Kumukahi, *Luna 'Ike Hawai'i a Pilina Kaiāulu, Hyatt Regency Waikiki*

HAWAI'I ISLAND DESTINATION MANAGEMENT ACTION PLAN 2021–2023

**County of Hawai'i
Staff**

Doug Adams, *Director,
Department of Research
and Development*

Michelle Agbigay,
*Economic Development
Specialist, Department of
Research and Development*

Bob Agres, *Manager
for Disaster Recovery,
Community Engagement
and Collaboration*

Frecia Cevallos, *Tourism
Specialist, Department of
Research & Development*

Keiko Mercado, *Long
Range Planner, Planning
Department*

Riley Saito, *Energy
Coordinator, Department of
Research and Development*

Marcia Timboy,
Community Member

**Hawai'i Alliance
For Community-
Based Economic
Development**

Brent Kakesako,
Executive Director

Keoki Noji, *Chief
Operating Officer*

Sean Tangco,
Program Specialist

Pua Yang, *Research
& Planning Support
AmeriCorps VISTA*

The Good Juju Co.

Cynthia Deroiser,
CEO/Principal

Lisa Webster, *Associate*

Trent Fish, *Tech Facilitator*

Anthology Group

Nathan Kam, *Partner/
President, Public Relations*

Erin Khan, *Vice President,
Public Relations*

Christine Ulandez,
*Assistant Account
Executive, Public
Relations*



Glossary

Adaptive Management: In natural resources, the term means learning by doing, and adapting based on what's learned (Walters and Holling 1990). It is based on the recognition that resource systems are only partially understood, and there is value in tracking resource conditions and using what is learned as the resources are being managed. Learning in adaptive management occurs through the practice of management itself, with adjustments as understanding improves. Source: U.S. Dept of the Interior

'Āina-Based: Bringing people to that 'āina and stewarding the different aspects and components of it.

Average Length of Stay: Number of days visitors are on the island, including the day of arrival and the day of departure.

Average Daily Census: Average number of visitors present in Hawai'i on a single day.

Limits of Acceptable Change: A proactive visitor management approach to identify how much visitor impact in a natural area is acceptable. The focus is on determining how much change is appropriate and acceptable for the natural area and how it should be managed. Collaborative planning, identifying indicators and measures, impact monitoring, and developing mitigation strategies for negative impacts are part of the process.

Regenerative Tourism: Regenerative tourism is “creating the conditions for life to continuously renew itself, to transcend into new forms, and to flourish amid ever-changing life conditions” (Hutchins and Storm, 2019)—through tourism. It “recognizes its communities and places are living systems, constantly interacting, evolving, self-organizing, efficient, learning, distinct, and vital to create abundance, balance and conditions to support other life, resilience and contribute to a greater system of well-being.” (Earth Changers, 2020)

Sustainable Tourism: Development that meets the needs of present tourist and host regions while protecting and enhancing opportunities for the future. It is envisaged as leading to management of all resources in such a way that economic, social and aesthetic needs can be fulfilled while maintaining cultural integrity, essential ecological processes, biological diversity, and life support systems. (World Tourism Organization)

Average Daily Visitor Spending: Total spending of an individual on a given day during their stay.

Visitor: Out-of-state traveler who stayed in Hawai'i for a period of time between one night, but less than one year.

Visitor Days: Total number of days visitors are on the island and/or in the state.

Total Visitor Spending: The U.S. dollar amount spent in Hawai'i attributed to a visitor. This includes direct spending by visitors while in Hawai'i, as well as any prepaid package purchased before arrival. The expenditure data does not include trans-Pacific airfare costs to-and-from Hawai'i, commissions paid to travel agents, or portions of the package in another state or country.



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Hawai'i Hotel Performance Report:

<https://hawaii tourism authority.org/media/6335/hta-december-2020-hawaii-hotels-performance-final.pdf>

Hawai'i Vacation Rental Performance Report:

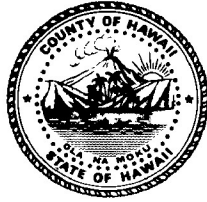
<https://hawaii tourism authority.org/media/6340/hta-december-2020-hawaii-vacation-rental-performance-final.pdf>



Mitchell D. Roth
Mayor

Lee E. Lord
Managing Director

West Hawai'i Office
74-5044 Ane Keohokālole Hwy
Kailua-Kona, Hawai'i 96740
Phone (808) 323-4770
Fax (808) 327-3563



County of Hawai'i

PLANNING DEPARTMENT

Zendo Kern
Director

Jeffrey W. Darrow
Deputy Director

East Hawai'i Office
101 Pauahi Street, Suite 3
Hilo, Hawai'i 96720
Phone (808) 961-8288
Fax (808) 961-8742

MEMORADUM

TO: Mitchell Roth, Mayor
Talmadge Magno, Civil Defense Administrator
Kazuo Todd, Fire Chief
Paul Ferreira, Police Chief
Ikaika Rodenhurst, Department of Public Works Director

FROM: Zendo Kern, Planning Director *Zendo Kern*
Zendo Kern (Sep 29, 2021 18:31 HST)

DATE: September 28, 2021

RE: South Kohala Community Development Plan Action Committee
Request for Information on Mānā Road Fire Emergency Evacuations

The South Kohala Action Committee met on Monday, September 13, 2021, via Zoom and voted unanimously to approve the attached letter. Members discussed at length the importance of data collection and information sharing after the occurrence of an emergency such as the Mānā Road Fire. Councilman Tim Richards was present and advised the Action Committee that an After-Action Report is currently being drafted and would include information from multiple County agencies. There are also several members of the South Kohala Action Committee who are working closely with County officials to assist in data collection.

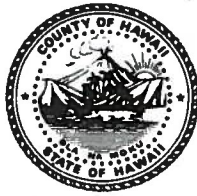
The Action Committee acknowledges that the information they are requesting in the attached letter is currently being gathered, analyzed, and compiled into the After-Action Report and respectfully requests that the After-Action Report be shared with them and the larger community when it is complete.

Should you have any questions, please contact Keiko M. Mercado at Keiko.Mercado@hawaiicounty.gov.

Mitchell D. Roth
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**SOUTH KOHALA COMMUNITY DEVELOPMENT PLAN
ACTION COMMITTEE**

September 13, 2021

Zendo Kern, Director
County of Hawai'i Planning Department
101 Pauahi Street, Suite 3
Hilo, HI 96720

Dear Director Kern:

SUBJECT: Request for Information on Mānā Road Fire Emergency Evacuations

On behalf of South Kohala communities, we are requesting information on the emergency evacuations of Pu'ukapu Hawaiian Homesteads, Waiki'i Ranch, and Waikoloa Village in late July/early August 2021 due to the Mānā Road fire. We have received general information but seek specific details and expertise from the County as outlined below. We ask that this request be forwarded to Mayor Roth and the following County departments: Civil Defense; Fire; Police; and the Department of Public Works.

Background information: A fire in South Kohala started on the morning of July 30, 2021, reportedly due to human error on Parker Ranch properties. High, blustery winds quickly moved the wildfire primarily south and west, threatening Pu'ukapu Hawaiian Homesteads and Waiki'i Ranch homes forcing evacuations of these sparsely populated areas. By Sunday, August 1, 2021, the fire spread and crossed Hwy. 19 to the point that it endangered Waikoloa, a village with 6,500 residents. Mayor Roth promptly issued the first-ever evacuation order for Waikoloa Village at 12:15 P.M. In response, the intersection of Waikoloa Road and Paniolo Avenue was blocked off by Hawai'i County Police and traffic was directed out of the Village.

Initially, people left via the one west bound lane of Waikoloa Road. Also, and for the first time, the fire emergency road off Hulu Street was opened to allow west bound traffic out of the Village to the Queen Ka'ahumanu Highway. This emergency exit gravel road was built by the County in 2006, in large part, as a response to the fire that threatened Waikoloa Village in August 2005. Many current Villagers are unaware of its location or how drivable this single lane

Mr. Zendo Kern, Director
Planning Department
September 13, 2021
Page 2

road is, which is now partially paved and can be used by a standard vehicle. There was no signage on Paniolo Avenue to indicate Hulu emergency exit was open, although the information was broadcast by radio. Both the westbound Waikoloa Road and Hulu Street exit feed off Paniolo Avenue, the Village's only main artery.

There was some east bound, incoming traffic, as residents returned to the Village to evacuate family, pets, etc. At some point, the east bound lane of Waikoloa Road, makai of Paniolo Avenue, was converted to an additional west bound lane to expedite the evacuation. At 7:00 P.M., the evacuation order was cancelled, regular traffic flow was established on Waikoloa Road, and people could return home.

Request: The South Kohala Community Development Plan-Action Committee requests an accounting of the evacuations of residents from the affected areas in South Kohala, including information from Police, Fire, and Civil Defense departments. Please reflect the timeline of activities and actions taken, communication efforts to the affected communities and their effectiveness, the data collection process from the departments and evacuees, the results on evacuation activities, any information on those who wanted to evacuate but were unable due to lack of transportation or medical needs, and any other pertinent information the County has gathered.

Finally, we would like to understand the County's process and plan for sharing back to community what worked well, lessons learned, and what revisions are being made to future evacuation plans as a result of this event.

We would like to thank everyone in the County who either worked or volunteered during this emergency, and the citizens for their orderly cooperation. We are especially grateful to Councilman Tim Richards for his communication efforts on the larger evacuation of Waikoloa Village on August 1. It was an important source of current, real-time information for many evacuees.

The SKCDP-AC meets again on November 8, 2021; however, a response would be appreciated as soon as it's available. We never know when the next fire might break out and want to be as prepared as possible.

Sincerely,



Ruth Annette Smith (Sep 28, 2021 14:22 HST)

RUTH A. SMITH, Chair
South Kohala Community Development Plan Action Committee

Mitchell D. Roth
Mayor

Lee E. Lord
Managing Director



Kazuo S. K. L. Todd
Fire Chief

Eric H. Moller
Deputy Fire Chief

County of Hawai'i
HAWAII FIRE DEPARTMENT
25 Aupuni Street • Suite 2501 • Hilo, Hawai'i 96720
(808) 932-2900 • Fax (808) 932-2928

October 20, 2021

Mr. Zendo Kern, Planning Director
County of Hawai'i Planning Department
101 Pauahi St., Ste. 3
Hilo, Hawai'i 96720

Dear Mr. Kern,

RE: South Kohala Community Development Plan Action Committee Request for Information on Mānā Road Fire Emergency Evacuations

Fire Department accounting of event: On August 1st during the morning hours, the Fire Department in concert with Civil Defense in the Emergency Operation Center set down watch out triggers based on expected wind and fire conditions:

- Fire crossing highway 190 (priority trigger)
- High winds 30+ MPH (contributing trigger)
- Uncontrolled fire head, or multiple fingers/spot fires (contributing trigger)
- Excessive airborne embers (contributing trigger)

Primary of which was the fire crossing Hwy. 190, with no containment or control, and the pathway heading towards Waikoloa. Should the triggers occur, the evacuation would of Waikoloa be considered based on prevailing conditions and expected fire behavior. At 0830 hours, the Department of Public Works (DPW) was directed to open the secondary egress road for possible evacuation should fire conditions warrant it. At 1000 hours, DPW reported back that the road had been opened. At 1155 hours, reports from the field had verified that multiple triggers for evacuation had been activated. At 1200 hours, I (Fire Chief Kazuo Todd) made the judgment call to evacuate Waikoloa Community and relayed this information to Mayor Mitch Roth, which was then disseminated out to the public through television, radio, and other forms of media.

The Fire Department has no other information regarding the evacuation. While it is the responsibility for the Fire Department to make the call on when an evacuation due to fire is issued, we do not handle the logistics or the actual evacuations, and cannot speak to the process, results, or issues. After the decision to evacuate Waikoloa was initiated, the Fire Department returned to focusing on fire suppression and containment.

Should you have any questions or concerns, please let us know.

Respectfully Submitted,

KAZUO S. K. L. TODD
Fire Chief

KT:lk

