

JOINT MEETING OF THE  
LEEWARD AND WINDWARD PLANNING COMMISSIONS  
COUNTY OF HAWAI‘I

DRAFT MINUTES  
DECEMBER 9, 2025

*A video recording is made part of these minutes, which can be viewed on the YouTube County of Hawai‘i Planning Department channel at <https://www.youtube.com/watch?v=7zbwXuncUZU>.*

*Timestamps are provided for reference in accordance with the provisions of Chapter 92, Hawai‘i Revised Statutes. In the event the video recording becomes unavailable at the above-mentioned URL address, the public can contact the Planning Department for assistance.*

The Leeward and Windward Planning Commissions met in joint session on December 9, 2025, at 9:47 a.m. in the County of Hawai‘i, Council Chambers, 25 Aupuni Street, Hilo, Hawai‘i and the West Hawai‘i Civic Center, Council Chambers, Building A, 74-5044 Ane Keohokālole Highway, Kailua-Kona, Hawai‘i, with Chair Dean Au presiding. This meeting was streamed live on YouTube.

LEEWARD COMMISSIONERS PRESENT: Dean Au (Chair), Donna “Kinuko” Noborikawa, Alexandria “Lexie” Ayers, Michael Dela Cruz, and Rebecca “Kawehi” Inaba.

WINDWARD COMMISSIONERS PRESENT: Louis Daniele III (Vice Chair), Lauren Balog (arrived at 9:56 a.m.), Thomas Fratinardo, and JoNelle Fukushima.

COMMISSIONERS ABSENT AND EXCUSED: Wayne De Luz (Windward), Clement “CJ” Kanuha III (Leeward), Chantel Perrin (Windward), and Armando Rodriguez (Leeward).

ALSO PRESENT: William “Bill” Jarrett, Esq. (Deputy Corporation Counsel to the Commission), Jean Campbell, Esq. (Deputy Corporation Counsel to the Planning Department), Jeffrey Darrow (Planning Director), and Planning Department staff.

No members of the public were present in the audience.

At 9:47 a.m. a quorum was present. Mr. Jarrett stated that the first order of business was to select the chairperson for the joint meeting in accordance with Planning Commission Rule 1-5(f), which shall be either Leeward Chairman Dean Au or Windward Chairman Louis Daniele III. A roll call vote was taken for Commissioner Daniele (Daniele, Fratinardo, Fukushima) and Commissioner Au (Au, Ayers, Dela Cruz, Inaba, Noborikawa). Four Commissioners were absent and excused (De Luz, Kanuha, Rodriguez, Balog). With a majority of the votes, Commissioner Au was selected to chair the meeting, and Commissioner Daniele was selected to serve as vice chair. [SEE YOUTUBE TIMESTAMP 3:34]

The meeting was called to order at 9:52 a.m. by Chair Dean Au with a quorum present. Commissioners and staff were introduced. Attendees were reminded to silence cell phones, and directions to restrooms and the sign-up process for public testimony were provided. *[SEE YOUTUBE TIMESTAMP 7:21]*

At 9:55 a.m., Chair Au asked the Commissioners to confirm that they had reviewed all materials related to the agenda items. Each Commissioner verbally confirmed. *[SEE YOUTUBE TIMESTAMP 10:25]*

### **STATEMENTS FROM THE PUBLIC ON AGENDA ITEMS**

At 9:55 a.m. Chair Au opened the floor for public testimony. There were no testifiers, either in person or on Zoom. *[SEE YOUTUBE TIMESTAMP 11:10]*

*Commissioner Balog joined the meeting at 9:56 a.m., and quorum was confirmed with nine Commissioners.*

Public testimony closed at 9:57 a.m.

### **NEW BUSINESS**

#### **1. Discussion of proposed amendment to Planning Commission's Rules of Practice and Procedure, Rule 1 regarding General Rules of the Commission. The Commission will discuss adding commissioner attendance standards to Rule 1.**

The Commission took up this item at 9:58 a.m. with no members of the public in attendance. *[SEE YOUTUBE TIMESTAMP 13:57]*

**Action:** Commissioner Fratinardo moved that the County of Hawai'i Planning Commission Rules of Practice and Procedure be amended to include a Rule regarding Commissioner Attendance Standards. Commissioner Noborikawa seconded the motion. *[SEE YOUTUBE TIMESTAMP 14:25]*

Chair Au opened the floor for discussion. *[SEE YOUTUBE TIMESTAMP 14:56]*

Vice Chair Daniele stated that since Commissioners are volunteering and receive no monetary compensation, there should not be attendance standards as long as quorum is met. He noted that Commissioners must rearrange their schedules and take time off from work, and therefore attendance should not be subject to formal standards. *[SEE YOUTUBE TIMESTAMP 15:31]*

Commissioner Fukushima emphasized the volunteer nature of the Commission and noted that service involves balancing multiple responsibilities. She explained that volunteers often work full-time jobs, raise families, manage households, and address personal health issues. Unlike paid board positions, volunteers have no financial incentive to prioritize board attendance over

their primary employment and expecting volunteers to attend with the same frequency as paid staff can be unrealistic and, at times, unfair. She acknowledged that attendance policies serve a legitimate purpose in ensuring board accountability and continuity of decision-making but stated that the issue is more complex given the Commission's volunteer status. [SEE YOUTUBE TIMESTAMP 16:51]

Commissioner Balog commented that the position is voluntary and noted that, despite experiencing personal family and health issues, her dedication to the Commission's work had not wavered. She stated that this commitment should be recognized by all Commissioners, emphasizing that their service is voluntary and driven by purpose. [SEE YOUTUBE TIMESTAMP 18:06]

Commissioner Fukushima stated that she supported encouragement over punishment and expressed concern that punishment-based policies could create an adversarial relationship between leadership and its members. She noted that positive reinforcement, such as thanking members for their attendance, is more effective in building morale than threats of removal, and that members who feel supported are more likely to prioritize board service when facing scheduling conflicts. [SEE YOUTUBE TIMESTAMP 18:57]

Commissioner Fratinardo stated that everyone has a reason for serving on the Commission and noted that, as a retiree, he has time to dedicate. He expressed agreement with the Commissioners in Hilo and suggested that, if a Commissioner will be absent, there should be a standard procedure for officially notifying the Planning Department of the absence. [SEE YOUTUBE TIMESTAMP 19:33]

Commissioner Noborikawa emphasized the importance of distinguishing between excused and unexcused absences. She highlighted that failure to constitute a quorum is a significant issue and noted that commissioners should provide notice of absences. She recommended establishing a standard of three consecutive unexcused absences affecting quorum, a limit of four unexcused absences per year, and at least 24 hours' advance notice for absences, citing policies from Exhibit 1, *Hawai'i State Boards and Commissions (HRS §92-15.5)* and *Cashmere, Washington Planning Commission Rules (Section 2.48.040)*. [SEE YOUTUBE TIMESTAMP 20:35]

Commissioner Inaba noted that, although all Commissioners serve as volunteers, it is important to attend meetings to fulfill their responsibilities to the community. She emphasized that volunteering does not eliminate the obligation to participate, as Commissioners make decisions affecting property rights, applicants, and the public. She explained that attendance directly impacts fairness and efficiency, with absences causing postponed hearings, lost quorums, and inconvenience to applicants and testifiers. Commissioner Inaba stated that attendance standards are intended to protect the group and establish shared expectations, not to punish individuals, and ensure fairness and consistency. She noted that most volunteer boards, including neighbor island commissions and the state board, have attendance expectations, and

emphasized that clear, reasonable standards help the Commission consistently meet quorum and serve the community effectively. *[SEE YOUTUBE TIMESTAMP 23:13]*

Chair Au noted that he previously served two terms on the Windward Planning Commission and is currently in his first term on the Leeward Planning Commission. He stated that achieving quorum has historically been a challenge for the Leeward Planning Commission and expressed support for establishing attendance standards to ensure meetings can address agenda items. He emphasized that missed meetings are unfair to the community and the public, citing instances when the Leeward Planning Commission was unable to meet for two consecutive months despite having substantial agendas. *[SEE YOUTUBE TIMESTAMP 25:34]*

Vice Chair Daniele expressed concern that imposing attendance standards could make it difficult to maintain a full body of commissioners. He inquired about the process for replacing members and the potential ramifications of removing Commissioners from the Commission. *[SEE YOUTUBE TIMESTAMP 26:59]*

Commissioner Fukushima acknowledged the importance of having attendance standards to ensure quorum while balancing the realities of volunteer service. She noted that life is unpredictable and absences can be unavoidable, citing that in her short term, two Commissioners were absent without coordination, affecting quorum. She suggested a minimum attendance standard of 70–75% of meetings before considering removal and emphasized that Commissioners are professional and ethical and would generally avoid unnecessary absences. She expressed concern about creating rules that are difficult to reverse and about the potential consequences of enforcing strict standards. *[SEE YOUTUBE TIMESTAMP 28:01]*

Commissioner Fratinardo emphasized the importance of attendance standards, citing his experience in previous positions, including the Salary Commission, where quorum was consistently maintained. He stressed the Commission’s commitment to serving the public and underscored the need to clearly define “excused” and “unexcused” absences. *[SEE YOUTUBE TIMESTAMP 30:15]*

Chair Au requested that staff clarify the definitions of “excused” and “unexcused” absences. Ms. Jackson reported that the Planning Commission Rules currently do not include any attendance standards or definitions for “excused” or “unexcused” absences. She noted that the commission could define these terms themselves or refer to other jurisdictions for examples. *[SEE YOUTUBE TIMESTAMP 32:10]*

Commissioner Noborikawa proposed a standard of three consecutive unexcused absences resulting in a lack of quorum for a meeting, or four unexcused absences in a calendar year. She stated that excuses must be communicated to staff and the Chair at least 24 hours prior to the meeting. She defined unexcused absences as instances where a Commissioner fails to notify staff, emphasizing the importance of advance notice to allow staff to inform the public and

other Commissioners and prevent unnecessary attendance at a canceled meeting. [SEE YOUTUBE TIMESTAMP 33:47]

Commissioner Fratinardo noted that factors such as roadwork or lack of reception in certain areas can prevent attendance and emphasized the need to differentiate these reasons. He recommended that absences be documented in writing. [SEE YOUTUBE TIMESTAMP 35:34]

Commissioner Ayers noted that, as a voluntary Commission, members should not be overly restricted but emphasized the responsibility to attend meetings for the benefit of the community. She suggested that, instead of defining “excused” and “unexcused” absences, a standard could be set for five missed meetings in a calendar year without notifying the Chair at least 24 hours in advance. She also recommended providing written notice to the Mayor, who could then hold a meeting to determine an appropriate course of action. [SEE YOUTUBE TIMESTAMP 36:52]

Commissioner Inaba stated that the goal was not to penalize Commissioners, but to establish reasonable expectations that respect their volunteer roles while ensuring quorum. She emphasized that continuity and fairness to the public are key. She recommended referring to Exhibit 1, *Roy City, Utah Planning Commission Rules*, as an example of balancing clarity, fairness, flexibility, accountability, and clear communication. [SEE YOUTUBE TIMESTAMP 38:19]

Chair Au recommended referring to Exhibit 1, *Maui County Planning Commission Rules* (§12-201-28), noting that the language addresses many Commissioners’ concerns. He suggested adding a provision that if a Commissioner misses five or six meetings in a year, the Chair could recommend to the Mayor that the Commissioner be replaced. [SEE YOUTUBE TIMESTAMP 42:35]

Vice Chair Daniele suggested a standard of five unexcused absences instead of six, with the determination made by the Chair to forward to the Mayor for consideration. [SEE YOUTUBE TIMESTAMP 44:44]

Commissioner Fratinardo recommended that removal of a Commissioner be determined by the Chair and forwarded to the Mayor. [SEE YOUTUBE TIMESTAMP 45:16]

Commissioner Noborikawa stated that attendance standards should be established. She recommended allowing up to 24 hours after a meeting for a Commissioner to call and explain the reason for missing the meeting. [SEE YOUTUBE TIMESTAMP 45:54]

Chair Au stated that absences should not be categorized as excused or unexcused but simply recorded as absences. He noted that missing five meetings, regardless of the reason, would still be considered five missed meetings. [SEE YOUTUBE TIMESTAMP 47:01]

Commissioner Fukushima expressed understanding of the need for a policy or standard but noted that absences occurring on the day of a meeting could still result in a lack of quorum. She stated that she was uncertain about the flexibility available to reschedule a meeting. *[SEE YOUTUBE TIMESTAMP 48:32]*

Commissioner Noborikawa asked staff how many times a Planning Commission was unable to meet quorum at the last minute due to insufficient attendance. Ms. Jackson responded that this occurred once for the Leeward Planning Commission and once for the Windward Planning Commission in the past year and noted that staff would normally know at least a day or more in advance. *[SEE YOUTUBE TIMESTAMP 49:57]*

Commissioner Fukushima asked about filling the vacancies on the Windward Planning Commission, stating that the vacancies created an inflexible situation and placed an undue burden on the remaining Commissioners. *[SEE YOUTUBE TIMESTAMP 51:18]*

Chair Au agreed that filling vacancies starts with the Mayor's office. He emphasized that the onboarding process for any Commissioner should include bullet points explaining the importance of attending meetings regularly and communicating with the Chair or staff. He noted the challenge of this process due to a new Mayor every four years and described it as an ongoing retention issue at all levels. *[SEE YOUTUBE TIMESTAMP 52:05]*

Commissioner Inaba agreed on the importance of filling vacancies and suggested establishing a simple, routine system for tracking Commissioner attendance. She expressed that Commissioners are connected not only to the community but also to one another and emphasized the importance of supporting fellow Commissioners. She recommended encouraging advance notice if a Commissioner cannot attend a meeting, noting that open and transparent communication helps others make an extra effort to cover for one another. *[SEE YOUTUBE TIMESTAMP 53:21]*

Commissioner Fukushima agreed with Commissioner Inaba regarding taking a united approach, noting that it makes the issue more solvable and that everyone present is committed to the process. *[SEE YOUTUBE TIMESTAMP 55:18]*

Commissioner Fratinardo noted that the Rules would be submitted to County Council, emphasized the need for Commissioner agreement, and recommended establishing a minimum number of allowable absences, whether excused or unexcused. *[SEE YOUTUBE TIMESTAMP 56:49]*

Commissioner Inaba mentioned Exhibit 1, *Maui County Planning Commission Rules (§12-201-28)*, noting that it appeared to be of interest to everyone. She suggested narrowing it down further and recommended adding specific language. *[SEE YOUTUBE TIMESTAMP 58:14]*

At 10:44 a.m. Commissioner Ayers moved, and Commissioner Noborikawa seconded, that the Commission enter executive session to consult with its attorney regarding legal questions on

procedure and issues pertaining to the Commission's powers, duties, privileges, immunities, and liabilities pursuant to HRS 92-5. *[SEE YOUTUBE TIMESTAMP 1:00:04]*

A roll call vote was taken, and the motion carried with nine ayes (Balog, Daniele, Fratinardo, Fukushima, Dela Cruz, Inaba, Ayers, Noborikawa, Au), no noes, and three absent and excused (De Luz, Kanuha, Rodriguez). *[SEE YOUTUBE TIMESTAMP 1:01:01]*

*The Commission entered executive session at 10:48 a.m.*

At 11:28 a.m. Chair Au called the meeting back to order. *[SEE YOUTUBE TIMESTAMP 1:44:31]*

**Action:** Commissioner Fratinardo moved that the motion to amend the Planning Commission Rules of Practice and Procedure to include a Rule regarding Commissioner Attendance Standards be postponed to the next Joint Planning Commission Rule Making Hearing to be held at a date to be determined. Commissioner Noborikawa seconded the motion. *[SEE YOUTUBE TIMESTAMP 1:44:48]*

With no further discussion, a roll call vote was taken, and the motion carried with nine ayes (Fratinardo, Noborikawa, Balog, Daniele, Fukushima, Ayers, Dela Cruz, Inaba, Au), no noes, and three absent and excused (De Luz, Kanuha, Rodriguez). *[SEE YOUTUBE TIMESTAMP 1:45:28]*

The hearing on this item concluded at 11:30 a.m.

- 2. Discussion and action of proposed amendment to Planning Commission's Rules of Practice and Procedure, Rule 9 regarding the Special Management Area (SMA). The proposed amendment will revise Section 9-16(a)(1) related to revocation of SMA Use Permits so that if a landowner requests to revoke the permit affecting their property, the Planning Director can revoke the permit rather than the Planning Commission.**

The Commission took up this item at 11:30 a.m. with no members of the public in attendance. *[SEE YOUTUBE TIMESTAMP 1:46:22]*

Staff presentation was given by Ms. Jackson. *[SEE YOUTUBE TIMESTAMP 1:47:34]*

Chair Au opened the floor to allow the Commission to ask questions to staff. *[SEE YOUTUBE TIMESTAMP 1:51:50]*

Commissioner Noborikawa requested clarification on the Director's authority to revoke permits. Ms. Jackson explained that the proposed amendment applies only when a landowner requests revocation, and existing rules already address other noncompliance issues. *[SEE YOUTUBE TIMESTAMP 1:52:08]*

Commissioner Inaba recommended that the Commission, in addition to the Director, have authority to revoke SMA permits based on community input or other issues. Director Darrow explained that monitoring and enforcement of permit conditions are typically the Director's responsibility. The Commission may request the Director to initiate revocation, with final authority resting with the Commission. Any change to allow the Commission to initiate revocation directly would require consultation with Corporation Counsel. The monthly SMA Director's report provides updates on permit activity. *[SEE YOUTUBE TIMESTAMP 1:53:42]*

Commissioner Noborikawa inquired about the process when testifiers report violations unknown to the Planning Department. Director Darrow explained that a complaint should be submitted, after which Planning Department staff would follow up, and the Commission could request information on the outcome. *[SEE YOUTUBE TIMESTAMP 2:02:07]*

Commissioner Fukushima noted that the amendment does not require a detailed written justification for permit revocation. Director Darrow explained that this is a housekeeping matter: if a landowner initiates revocation, the Planning Department may acknowledge receipt and revoke the permit without a background report. Commissioner Fukushima asked about language regarding dangerous situations and complaints. Director Darrow clarified that for health and safety matters, the Commission would still have the authority to revoke the permit. *[SEE YOUTUBE TIMESTAMP 2:03:52]*

Chair Au asked about revocation of an SMA permit when a complaint is filed and the complainant requests revocation, but the landowner disputes the complaint and wants the Commission to decide. Director Darrow explained that he would not have authority to revoke the permit; the matter would be brought before the Commission, and the landowner and complainant could present their position. *[SEE YOUTUBE TIMESTAMP 2:07:52]*

**Action:** Commissioner Fratinardo moved that the Planning Department's Proposed Amendment to Rule 9-16 Related to Revocation of Special Management Area Use Permits be approved for publication to initiate the rulemaking process. Commissioner Inaba seconded the motion. *[SEE YOUTUBE TIMESTAMP 2:10:51]*

Chair Au opened the floor for discussion. No discussion occurred. *[SEE YOUTUBE TIMESTAMP 2:11:26]*

Chair Au opened the floor for public testimony. There were no in-person or Zoom testifiers for this agenda item. *[SEE YOUTUBE TIMESTAMP 2:11:40]*

A roll call vote was taken, and the motion carried with nine ayes (Fratinardo, Inaba, Balog, Daniele, Fukushima, Ayers, Dela Cruz, Noborikawa, Au), no noes, and three absent and excused (De Luz, Kanuha, Rodriguez). *[SEE YOUTUBE TIMESTAMP 2:12:05]*

The hearing on this item concluded at 11:57 a.m.



### **3. Discussion of Planning Commissioners' suggestions for future amendments to the Planning Commission Rules of Practice and Procedure.**

The Commission took up this item at 11:57 a.m. with no members of the public in attendance. *[SEE YOUTUBE TIMESTAMP 2:12:51]*

Chair Au opened the floor for public testimony. There were no in-person or Zoom testifiers for this agenda item. *[SEE YOUTUBE TIMESTAMP 2:13:03]*

Staff presentation was given by Ms. Jackson. *[SEE YOUTUBE TIMESTAMP 2:13:41]*

Chair Au opened the floor to allow the Commission to ask questions to staff. *[SEE YOUTUBE TIMESTAMP 2:17:05]*

***At 12:02 p.m. the Chairman called for a recess [SEE YOUTUBE TIMESTAMP 2:18:00], and the hearing reconvened at 12:13 p.m. [SEE YOUTUBE TIMESTAMP 2:28:35]***

At 12:13 p.m. Commissioner Fratinardo moved, and Commissioner Dela Cruz seconded, that the Commission enter executive session to consult with its attorney regarding legal questions on procedure and issues pertaining to the Commission's powers, duties, privileges, immunities, and liabilities pursuant to HRS 92-5. *[SEE YOUTUBE TIMESTAMP 2:28:53]*

A roll call vote was taken, and the motion carried with nine ayes (Balog, Fratinardo, Dela Cruz, Daniele, Fukushima, Ayers, Inaba, Noborikawa, Au), no noes, and three absent and excused (De Luz, Kanuha, Rodriguez). *[SEE YOUTUBE TIMESTAMP 2:29:16]*

*The Commission entered executive session at 12:14 p.m.*

At 12:28 p.m. Chair Au called the meeting back to order. *[SEE YOUTUBE TIMESTAMP 2:44:15]*

Chair Au opened the floor for public testimony. There were no in-person or Zoom testifiers for this agenda item. *[SEE YOUTUBE TIMESTAMP 2:44:31]*

**Action:** Commissioner Noborikawa moved that amendments be made to the Planning Commission Rules of Practice and Procedure. Commissioner Fratinardo seconded the motion. No discussion occurred. Commissioner Noborikawa moved that the motion to make amendments to the Planning Commission Rules of Practice and Procedure be postponed to the next Joint Planning Commission Rule Making Hearing to be held at a date to be determined. Commissioner Ayers seconded the motion. *[SEE YOUTUBE TIMESTAMP 2:45:07]*

A roll call vote was taken, and the motion carried with nine ayes (Noborikawa, Ayers, Balog, Daniele, Fratinardo, Fukushima, Dela Cruz, Inaba, Au), no noes, and three absent and excused (De Luz, Kanuha, Rodriguez). *[SEE YOUTUBE TIMESTAMP 2:46:55]*

**Action:** Commissioner Dela Cruz moved to continue discussion on Agenda Item Nos. 1 and 3, with those discussions to be conducted individually by the Windward and Leeward Planning Commissions. Commissioner Noborikawa seconded the motion. No discussion occurred. *[SEE YOUTUBE TIMESTAMP 2:48:11]*

A roll call vote was taken, and the motion carried with nine ayes (Dela Cruz, Noborikawa, Balog, Daniele, Fratinardo, Fukushima, Ayers, Inaba, Au), no noes, and three absent and excused (De Luz, Kanuha, Rodriguez). *[SEE YOUTUBE TIMESTAMP 2:48:56]*

**Action:** Commissioner Noborikawa moved to set a date for the next Joint Windward and Leeward Planning Commission hearing. Commissioner Fratinardo seconded the motion. *[SEE YOUTUBE TIMESTAMP 2:49:55]*

Chair Au opened the floor for discussion and recommended allowing the Planning Department approximately ninety days or more to schedule the hearing. Ms. Jackson suggested a possible timeframe of early to mid-April. Chair Au noted that several Commissioners would be terming out, but that Commissioners would remain in a holdover status until March 2026 and expressed hope that the Mayor's Office would fill the vacancies. *[SEE YOUTUBE TIMESTAMP 2:50:23]*

Commissioner Fukushima recommended scheduling the hearing in June or July, and Commissioner Fratinardo agreed that June would be appropriate. Ms. Jackson asked whether the Commissioners preferred to meet jointly via Zoom or in person. Commissioner Fukushima responded that the meeting should be held in person in one room. Chair Au agreed and noted that eight Commissioners would constitute a quorum. *[SEE YOUTUBE TIMESTAMP 2:51:27]*

Ms. Jackson asked whether the meeting should be held on the West or East side of the Island. Chair Au recommended Hilo, noting that staff are primarily based there. Vice Chair Daniele, Commissioner Noborikawa, and Commissioner Inaba each agreed to hold the meeting in Hilo. *[SEE YOUTUBE TIMESTAMP 2:52:51]*

A roll call vote was taken to set the next Joint Planning Commission meeting to be held in June, in person, in Hilo, and the motion carried with nine ayes. (Noborikawa, Fratinardo, Balog, Daniele, Fukushima, Ayers, Dela Cruz, Inaba, Au), no noes, and three absent and excused (De Luz, Kanuha, Rodriguez). *[SEE YOUTUBE TIMESTAMP 2:54:45]*

The hearing on this item concluded at 12:40 p.m.

## **ADJOURNMENT**

There being no further business, Commissioner Dela Cruz moved, and Commissioner Noborikawa seconded, that the meeting be adjourned. The motion carried unanimously by voice vote, with three Commissioners absent and excused. *[SEE YOUTUBE TIMESTAMP 2:56:19]*

Chair Au adjourned the meeting at 12:41 p.m.

Respectfully submitted,

Ashley DeVera  
Secretary

ATTEST:

Dean Au, Chairperson  
Leeward Planning Commission

# ***Examples of Commission Attendance Standards from Other Jurisdictions***

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Provided by the Planning Department to the Joint Planning Commission for its 12/9/25 meeting, Agenda Item #1

## **Hawai'i State Boards and Commissions (HRS §92-15.5):**

- (a) Notwithstanding any law to the contrary, the term of a board member shall expire upon the failure of the member, without valid excuse, to attend three consecutive meetings duly noticed to all members of the board and where the board failed to constitute quorum necessary to transact board business. The chair or acting chair of the board shall determine if the absence of the member is excusable. The expiration of the member's term shall be effective immediately after the third consecutive unattended meeting and unexcused absence. The vacancy shall be filled in the same manner as the original appointment.
- (b) This section shall not apply to ex officio members of a board.
- (c) Notwithstanding the definition of "board" in section 92-2, this section shall apply only to a state board and shall not apply to a board of any political subdivision of the State or whose authority is strictly advisory.

## **Maui County Planning Commission Rules (§12-201-28):**

No member shall be absent for the service of the commission, unless the member is sick or otherwise unable to attend and has so advised the chairperson prior to the meeting. In accordance with subsection 13-2.5 of the revised charter of the County of Maui (1983), as amended, the chairperson shall request that the mayor recommend to the council the removal of any member who misses 50 percent or more of the commission's regular meetings over any 120-day period.

**Kauai County Planning Commission Rules (§1-2-24):**

No member shall be absent from the service of the Commission, unless the member has so advised the Chair prior to the Meeting or be sick and unable to attend.

**Roy City, Utah Planning Commission Rules:**

Every member of the Commission shall attend the meetings of the Commission unless duly excused or unless unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the secretary. The secretary shall call the same to the attention of the Chair. If a member of the Planning Commission is absent from three consecutive regular or work session meetings or four regular or work session meetings within a calendar year without being excused by the Chair, the Chair may recommend to the City Council that the member be removed from the Commission for cause. A member may be removed from office for misconduct or failure to comply with attendance requirements by an affirmative vote of the majority of the City Council.

**Cashmere, Washington Planning Commission Rules (Section 2.48.040):**

Any commissioner anticipating to be absent from any planning commission meeting shall notify the secretary at least 24 hours in advance. The secretary shall document the notice in the minutes of the planning commission meeting and provide immediate written notice to the mayor when any commissioner fails to attend three consecutive regularly scheduled meetings or five regularly scheduled meetings in a calendar year. The mayor shall review and consider the commissioner notices of intended absence, if any, and decide whether the commissioner should be removed from the planning commission. In the event the mayor determines that the planning commission member should be removed from the planning commission, the mayor shall provide notice of this written decision to the planning commission secretary, chairperson, and the removed planning commission member within 15 days following receipt of the written notice from the secretary.

**Hilton Head, South Carolina Commission Rules:**

Commissioners are expected to attend all Commission meetings and all Committee meetings to which they are appointed. If a Commissioner is unable to attend a meeting, the Chairperson or Secretary of the Commission shall be notified in advance of the scheduled meeting. The Chairperson will determine if the absence is excused or unexcused. The Secretary shall keep records on an annual basis of the number of unexcused absences of members. If a Commissioner has a total of three unexcused absences from the annually scheduled regular meetings, the Commission shall consider and may recommend to the Town Council that the Commissioner's appointment be revoked. The Town Council may remove a Commissioner for cause, according to Section 2-13-70(b) of the Code of the Town of Hilton Head Island. The cause may include, but shall not be limited to, nonattendance at the Commission's meetings.