

**KAKA‘AKO MAKAI COMMUNITY PLANNING ADVISORY COUNCIL
STEERING COMMITTEE MEETING SUMMARY
May 19, 2009**

Committee Members Present Mark Wong, Nancy Hedlund, Amy Anderson,
Michelle Matson, John Parkinson, Wayne Takamine

CPAC Members Present Geoff Miasnik, Reg White, Scott Furushima,
Christian O’Connor, Bill Sakaguchi

Attachments to the Agenda:

- Planning Process Outline
- Planning Process Diagram

CPAC April 14, 2009, Meeting Summary Approval for Posting

Review of the May 12 CPAC meeting summary and approval for posting was deferred pending completion of the submittal and attachments to be followed by Committee concurrence by email.

Kaka‘ako Makai Planning Process Scope of Work

The Steering Committee reviewed a modified planning process diagram, where the contributors to the process were defined in a separate contributor relationship diagram from the flow chart that illustrated the process with roles and responsibilities, and where input was illustrated throughout the process along with the deliverable(s) for each task.

- In response to CPAC concerns expressed about HCDA consultations being segmented between contributors, the contributor diagram was devised with a Project Management Team nucleus connected to contributor branches, including planning consultants, the CPAC and general public, the HCDA board and staff, landowners and lessees, architects and other professionals, and non-profit “heritage organizations” such as The Outdoor Circle, Hawaii’s Thousand Friends, Sierra Club, Historic Hawaii Foundation, Hawaii Capital Cultural Coalition, etc.
- The Project Team nucleus was discussed at length. It was determined that this would include the master plan consultant project manager(s) and the HCDA staff project manager, and should also include CPAC project representatives to ensure that the focused and functioning nucleus would have fair, consistent and inclusive representation for both the public interest and HCDA as the client.
 - It was noted that the HCDA staff could not speak for the community because historically it has not been within their job scope to do so.
 - It was emphasized that it is important to define how the CPAC, as the public entity, can interface with the consultant as the service provider and the HCDA as the client.
 - It was pointed out that the improved structure ensures that the Project Team would act in a decision-making capacity to implement the master planning project, as well as have the collaborative ability to effectively and efficiently communicate on objectives and benchmarks with the participating stakeholders.
- In response to the CPAC concerns expressed about the stratified HCDA diagram separating the CPAC from the general public without the benefit of the CPAC’s research and work, it was agreed that the CPAC has encompassed the general public’s interests from the outset as the voice of the public and as the communications conduit to the public, and that the general public is engaged through the CPAC public forum; thus the process diagram should illustrate this weight and integration within the CPAC scope of participatory interests.

- It was recommended that the HCDA should go to the public through the CPAC as the intended communications messenger that creates the venues to gather and shape the public's ideas.
 - It was noted that the general public is already a component of the CPAC, and, while people come and go, the CPAC has remained committed to organizational outreach associated with and inclusive of the public, and has the flexibility and ability to speak with and for the public at any time.
- It was emphasized that the Project Team structure should provide the CPAC with a place in the process as a consulting partner at the beginning of and during each task phase, together with offering review, evaluation and analysis for collaborative feedback at the conclusion of each task prior to final execution of the deliverable(s).
- In response to CPAC concerns expressed about the absence of the Vision and Guiding Principles for Kaka 'ako Makai in the HCDA planning process diagram, the Vision and Guiding Principles were illustrated on the revised planning process diagram as the basis for input spanning the series of tasks and deliverables.
 - It was pointed out that once the Vision and Guiding Principles are shared with the larger public from the outset with comments coming back to the CPAC in an inclusive process, this will be the mechanism with which the CPAC will follow through and move forward with the wide range of possibilities.

Additional comments:

- A recent news story refers to two planning phases and two consultant dollar amounts that might affect the CPAC's work:

"Planning work will involve holding community workshops and surveys to identify opportunities and constraints for development. Based on the input, a consultant hired by HCDA will identify potential master plan components and produce conceptual design features. The agency estimates this will take nine months to complete and cost \$600,000. Agency board directors approved spending the money, which is subject to release by Lingle." "A future planning phase for the consultant to develop schematic designs and an economic sustainability analysis is projected to take another three months and cost \$366,000, bringing the total planning cost to just under \$1 million."
- HCDA's rapid timeframe for a \$600,000 contract over 6 months is a full-time commitment for the CPAC's advisory role.
- It is important to define what is necessary to the CPAC for communication and what is necessary within the scope of work, and discuss these with HCDA staff to ensure they are included in the contract for the scope of work.
- As noted by the HCDA executive director at the CPAC meeting, tasks or other items found to be absent in the HCDA scope of work can be added for review and discussion, and it is better to provide more substance rather leaving the tasks open-ended with too little substance.

Priority Questions

It was determined that the issues related to each topic would be defined accordingly under each task, and that overriding questions should be presented to HCDA staff before the CPAC's recommended scope of work for the planning process is finalized. Chair Wong agreed to contact the HCDA executive director the next day with regard to the following priorities:

- Clarifying the news story specific to the stated funding for the planning consultant's scope of work and the estimated cost breakdown for each task phase of the planning process to which this applies.
- Defining the communication process between the CPAC and other contributors to the planning process during each task phase.
- Requesting a meeting between HCDA staff and CPAC Steering Committee members to review and clarify the recommended scope of work draft and revised planning process diagram, and to discuss how communications will work within each task and what is necessary to the CPAC for communication and the scope of work.

Scope of Work Narrative

It was further determined that the communication principles should be defined as rules of engagement between the planning consultant, the CPAC, and the HCDA. The following principles were suggested and supported by consensus to be included in the scope of work narrative:

- There will be no partitioning of the CPAC and other stakeholders. The CPAC is to be a participant in meetings with any other and all stakeholders; e.g., when HCDA staff meets with Kaka'ako Makai landowners or other stakeholders the CPAC's designated representatives should be included in these meetings.
- Communication will be beyond "input" alone, i.e. ensure interactive communication of ideas and recommendations.
- Ensure user-friendly timing of meetings for the contributing stakeholders, the community, and the larger public; e.g., advance notice of 10 business days for key meetings, presentations, charettes, etc.
- Post all planning documents for public review.

It was additionally recommended that each task phase should ensure efficiency of CPAC participation through the designated CPAC representatives authorized to:

- Speak and share information based on the context of the Vision and Guiding Principles and established CPAC positions;
- Report to and poll the CPAC Steering Committee for responses needed or required within given deadlines;
- Provide comprehensive reports and informative presentations at CPAC meetings.

In addition to the rules of engagement it was agreed that the Project Team should address environmental sustainability goals throughout the process, with clarification of essential work from the outset for this to be successful.

Scope of Work Outline

The planning process scope of work outline was discussed at length. The following points were noted:

- It is important to establish a clear framework to inform the planning consultant
- The scope of work should accurately reflect the master planning process
- The scope of work outline provides clarifications under each task and defines the planning process diagram
- Sustainability goals are included in scope of work outline with other related points from Steering Committee meeting discussions, including the consultants role in technical information gathering
- The planning consultant may already have expertise and knowledge in these areas.
- General objectives are listed within the outline, e.g., sustainability features and goals with general sustainability terms are in the outline's second phase, with the consultant overseeing the data gathering and collecting available technical data for emerging standards and practices for sustainability strategies and goals, to include:
 - emerging green technologies, standards and best practices
 - pertinent technical, cost/benefit and consumption data for on-site renewable and recaptured energy, potable water supply alternatives, wastewater reuse, and green waste and solid waste efficiency measures and management
 - shared on-site infrastructure location and cost responsibilities
 - tsunami vulnerability, sea rise assessments and other environmental considerations
 - public facilities operations and maintenance
 - determination and ratings of potential technologies to match specific applications
 - recommended options

It was noted that this format incorporates general ideas while leaving it open to determine how these things will lead to a quality sustainable product.

- A high level of detail can be incorporated in the consultants' scope of work for the planning process, and the CPAC's concerns should be conveyed as accurately as possible.

It was agreed that the planning process scope of work outline, as constructed from the four HCDA task narratives, related Steering Committee discussions and other consultant scope of work documents, would serve to incorporate the information determined to be absent from the HCDA document, and this would be sufficient detail to provide a comprehensive scope of work for the master planning process in alignment with what the HCDA needs to do.

It was further agreed that following the meeting with HCDA staff, the CPAC would adopt and send the final scope of work documents on an advisory level to the HCDA board to ensure accountability in communication of the final document, just as the CPAC 2007 Annual Report, the Vision and Guiding Principles for Kaka'ako Makai, and the CPAC Meaningful Participation Position Statement had been presented to the HCDA board.

Communications Committee Report

Communications Committee Chair Miasnik presented a draft press release for publicizing the Vision and Guiding Principles for Kaka'ako Makai. He explained that the press release is intended to accompany the Vision and Guiding Principles publication for comment by the larger public, and noted that background on the CPAC was also included together with CPAC meeting information. He encouraged the Committee's review of the press release, and refinement as desired.

Steering Committee members expressed appreciation for the work on the press release and supported its intent and content. Comments followed:

- A forthcoming CPAC-related event might serve as a trigger for the press release
- The 227 participants in CPAC meetings could be mentioned
- The HCDA should be notified of the press release as a courtesy

Distribution of the press release was briefly discussed to include local media contacts and possibly planning and architecture publications.

Secretary Matson noted that a letter to the Advertiser was needed for the purpose of addressing their recent article representing that the CPAC was formed in opposition to the General Growth plan for Kaka'ako Mauka but subsequently worked with Kamehameha Schools to develop their similar Kaka'ako Mauka master plan.

Communications Chair Miasnik agreed to draft a letter to the editor to correct the statements in the Advertiser story on the Kamehameha Schools master plan. Comments followed:

- The convening of the CPAC had nothing to do with General Growth at the time
- The CPAC has focused on Kaka'ako Makai and has remained independent of the Kamehameha Schools master plan effort, but Kamehameha Schools has participated as a stakeholder in the CPAC's development of the Vision and Guiding Principles for Kaka'ako Makai.
- Specific to Guiding Principle #3, the Kamehameha Schools proposal will adversely affect the documented significant mauka views from Kaka'ako Makai.
- The Kamehameha Schools master plan proposal was never presented to the CPAC.

Communications Committee Vice Chair Parkinson asked for suggestions on the CPAC web site configuration. Suggestions followed:

- Add a FAQs page, an About CPAC page, a Contact CPAC page; and a CPAC Meetings page.
- The aerial view of Kaka'ako Makai should be expanded to include Kewalo Basin
- The CPAC needs to be prominently identified on the home page as the provider of the content
- The slogan "Where Honolulu Greet the Sea" is very good.

Secretary Matson reported receiving an email from the Governor's office inviting comments on Senate Bill 1069 for its enactment. It was agreed that a reply in support of the bill should be drafted on behalf of the CPAC.

Presentation Requests

There were no additional presentation requests for the June meeting. However, a presentation on Community-Based Planning was recommended and agreed to be timely, and a presentation on the Seawater Air Conditioning project planned for the makai side of the Gold Bonding was suggested for a forthcoming CPAC meeting.

Proposed Agenda for the June 9 CPAC Meeting

- 1) Adoption of the May 12 Meeting Summary*
- 2) Presentation – “Community Based Planning”
- 3) HCDA Staff Updates
 - a) Vision and Guiding Principles Public Outreach
 - b) Planning Process Scope of Work
 - c) Pending Project Updates
- 4) Planning Process Comments, Scope of Work Outline and Flow Chart*
- 5) Kewalo Basin Report
- 6) CPAC Communications Report
- 7) Other Business and Announcements
- 8) Next Meeting Dates
 - a) Steering Committee Meeting – May 19
 - b) CPAC Meeting – June 9

* Actionable Items

The meeting adjourned at 8:03 pm.