

**KAKA'AKO MAKAI COMMUNITY PLANNING ADVISORY COUNCIL
STEERING COMMITTEE MEETING SUMMARY
April 15, 2008**

Committee Members Present: Mark Wong, Bob Crone, Ron Iwami,
Michelle Matson, John Thorpe,
Wayne Takamine, Mike Dang, Amy Anderson

Facilitators Present: Karen Cross, Kem Lowry, Anne Smoke

CPAC Chair Mark Wong called the meeting to order with a quorum present at 5:50 p.m.

1. Approval of Draft CPAC Meeting Summary

The draft CPAC Meeting Summary for April 8, 2008, was reviewed, discussed, and approved by consensus for posting.

It was noted that CPAC participants should be better prepared by reviewing meeting summaries prior to meetings so less time will be taken up by this at CPAC meetings.

It was agreed by consensus that, to save CPAC meeting time, CPAC participants would be instructed at the end of each meeting to review the meeting summary prior to the forthcoming meeting, and this request would also be noted on the HCDA's emailed Meeting Summary posting notice.

2. Document Submittals

The following document schedule was discussed and resolved:

- CPAC meeting agendas should be finalized least 8 working days and posted 6 working days before CPAC meetings, therefore the Committee should receive final draft agendas from the facilitators at least 10 days prior to the meetings.
 - It was noted that the Committee meeting date should be rescheduled to allow more time for completion of draft documents following CPAC meetings, and the 3rd Thursday or 4th Monday or Tuesday were suggested given recent progress in negotiating a more flexible HCDA monthly meeting deadline.
 - Determination of the Committee's new meeting day was deferred in order to include both remaining and newly-elected incoming Committee members.
 - Facilitators will continue to fax meeting information to one CPAC participant.

The Committee decided on the following by consensus:

- *From this time forward, the Committee will receive all new information for consideration of appropriate application and timing on future meeting agendas.*
- *Meeting attachments and documents received, reviewed, approved and legibly endorsed by both the Committee and facilitators will be sent to the HCDA for posting and copying.*
- *The facilitators will provide all material from each CPAC meeting to the CPAC Secretary, who will then send this to the HCDA together with the CPAC final draft meeting summary for posting on the web site.*

3. Questions and Answers

A. Visioning Framework

A question was raised about the facilitators' visioning guideline that reads "do not assume that the system will have the same framework as it does today," and whether this is related to visioning and planning to change a barren landscape or whether this refers to the State laws guiding redevelopment of Kaka`ako Makai. The facilitators responded that the implication of this is for people to think more freely, and once the broader vision is established the guiding principles would then reflect another consensus on "givens" and what is fixed. Committee members noted the following:

- A definition of "framework" is needed and would be helpful to the process.
- There is some confusion within the CPAC between a vision and guiding principles.
 - The vision is broader and more idealistic and the guiding principles are more realistic.
 - The vision statements drafted at the last meeting and the subsequent individual statements included some guiding principles as well.
 - The guiding principles mixed in with the vision statements can be redefined at the next meeting through a group exercise.
- Hot spots will be addressed and sorted out through consensus.
 - Craft guiding principles to integrate rather than divide.
 - Be aware that some concepts are not mutually compatible.
- The vision statement, guiding principles and ultimately the final product will need to be publicized through outreach to the general public for acceptance or modification.
 - HCDA may be purchasing public interaction software to accomplish this.

B. Definition of CPAC Participation and Membership

The CPAC Chair emphasized the need to define participation at CPAC meetings, and discussion resulted in the following points:

- There is no CPAC definition of what constitutes membership or who participates or not, but there are established standards for this ranging from eligible voting requirements for national elections to membership parameters for local advisory groups.
- From the outset there were registration forms to invite and define the working advisory group membership.
- Initially there was a concern that people would attend just to vote and then disappear; but overall there has been consistent participation and reasonable deliberation even with the limited meeting time.
- Fewer votes, more consensus, and use of the CPAC's developed procedures from time to time, including the super-majority voting rule when necessary, would serve to demonstrate inclusion and maintain a fair process with equal voice where the majority prevails.

- *HCR 30, 2006, defines the HCDA’s Kaka`ako Makai planning group as a “working group of interested stakeholders, particularly the groups and individuals that have surfaced in this (redevelopment) controversy, to meaningfully participate in the development, acceptance and implementation of any future plans for the development of Kaka‘ako Makai.”*
- *“Meaningfully participate” has been a repeated focus, and CPAC consensus has defined meaningful participation as regularly attending meetings.*

The following points were made by Committee members concerning continuity of attendance at meetings:

- The planning product can attain legitimacy by reflecting a deliberative process with continuity.
- Many of those involved in the CPAC from the outset meaningfully participated by attending the educational presentations and experiencing the learning curve, but new participants have been unfamiliar with the needed background and have lacked information for more meaningful participation.
- Integrity in the process is important to become an advisory group that has standing and credibility with the HCDA and the Legislature, and to proceed there needs to be a remedy for absence of information.
- Continuity of attendance provides stabilization in the process, and new participants should be encouraged to acquire background from the web site without sidetracking meeting time.
- Redundant questions and comments should be referred to the HCDA’s web site CPAC link.
- A CPAC educational handbook should be developed to provide condensed information that the CPAC has consensus on or has come to understand, especially the information provided at the HCDA’s August 2007 presentation.

Meeting attendance and the CPAC’s super-majority vote requirement of 2/3 were discussed with the following results:

- It was noted that the CPAC must properly count the meeting attendance to determine the 2/3 majority.
- HCDA staff can assist by providing the CPAC attendance count at the meeting so there is no question about the number of participants.

Concerns were conveyed regarding the election process for at-large Steering Committee members:

- Candidate profile: the longer profiles submitted early were followed by others instructed to be written within a confined 50-word limit, and this was not equitable and produced confusion.
 - The 10 profiles will be tailored by the facilitators to fit the allotted space on the candidate profile sheets.
- Ballot format: incumbents should be identified in some manner
 - Candidates will be listed alphabetically with the incumbents identified.

- Vote count: There is concern about potential vote stacking.
 - Eligible voters will be instructed to cast their votes for no more than 5 candidates each, with only one vote per candidate.

The CPAC Secretary provided a compilation of those eligible to vote and meetings attended: 59 eligible voters have attended 3 or more out of 12 CPAC meetings, including 15 students who have attended the last 3 meetings.

4. CPAC Meeting Agenda for May 13, 2008

A. Meeting information to be posted in advance

- 1) Instruction Sheet
 - a) Review CPAC materials on the HCDA web site.
 - b) Review April 8, 2008, draft CPAC Meeting Summary for approval.
 - c) Review vision statements from the April meeting and choose one as a starting statement for the May visioning discussion.
- 2) April 8, 2008, CPAC Meeting Summary
- 3) Visioning materials

B. Agenda

- 1) Welcome and overview
- 2) Approval of CPAC April 8, 2008, Meeting Summary
- 3) Vision exercise and consensus 90 minutes
 - a) Identify guiding principles in vision statements
 - b) Refine vision statement from chosen statement
- 4) Guiding principles - preparation for June meeting 10 minutes
 - a) Provide handouts for future work, including “givens” and other information.
 - b) Review guiding principle definition, examples and work done, including “givens”
 - c) Overview of essential information 5 minutes
(e.g., the charge of the CPAC; brief history including including public involvement; HCR 30 and statutory requirements; HCDA and DOH jurisdictional and GIS maps, etc.)
 - (1) Web site link
 - (2) Comprehensive list of preparatory documents from the HCDA web site’s CPAC link
- 5) Kewalo Keiki Fishing Conservancy Overview 8 minutes
- 6) New Business 5 minutes
 - a) Announcements
 - b) Additional instructions, information and comments
 - (1) Review Meeting Summary and guiding principal material for next meeting
 - (2) Other
 - c) Steering Committee and other referrals
- 6) Next meeting date – June 10, 2008