

**URBAN DESIGN REVIEW BOARD  
SPECIAL MEETING  
APRIL 27, 2020**

**A. CALL TO ORDER**

The special meeting of the Urban Design Review Board (Board) was called to order by Mr. Clayton Yoshida, Planning Program Administrator, Current Planning Division, at approximately 10:03 a.m., Monday, April 27, 2020, online via BlueJeans Meeting No. 473845263.

A quorum of the Board was present (See Record of Attendance).

Mr. Clayton Yoshida: Welcome to the --. Let's get started. It's 10:03 a.m. Welcome to this virtual meeting of the Maui Planning Urban Design Review Board. My name is Clayton Yoshida. I'm the administrator for the Current Planning Division. We have with us today, from the County besides myself, Leilani Ramoran-Quemado, Secretary. We have Jennifer Oana, Deputy Corporation Counsel. From the Board we have Caryl Hitchcock-Sprinzl. We have Marie Kimmey, Stuart Marlowe, Peter Niess, Darren Okimoto, Mandy Saito, Mikal Torgerson and Darren Unemori. The alternate members we have Paul Areus, Joshua Circle-Woodburn, Morgan Gerdel, and Tammy Yeh.

**B. PUBLIC TESTIMONY**

Mr. Yoshida: We didn't have anybody that signed up to testify. I don't know if anybody -- does anybody who want to testify? With that -- nobody wants to testify right now.

**C. INTRODUCTION OF NEW MEMBERS – Marie Kimmey, Mandy Saito, Paul Areus (alternate), Joshua Circle-Woodburn (alternate), and Morgan Gerdel (alternate)**

Mr. Yoshida: With that -- this the first meeting that we've had since we've had the new members so maybe the members can kind of introduce themselves to each other, you know, say a few words about who they are and their background. So maybe let's start with the Vice-Chair, Caryl Hitchcock-Sprinzl. Carly, do you want to say a few words?

Ms. Leilani Ramoran-Quemado: I don't see her on.

Ms. Jennifer Oana: She was on. I know I saw her name.

Ms. Ramoran-Quemado: Yeah, I'm scrolling on the name list and I don't see her name.

Mr. Yoshida: Okay, maybe let's start with Marie. Marie, do you want to start?

Ms. Kimmey: Hi, I'm here. I think most of you know me. I'm an architect. I've been in practice here on Maui since about '84. And I was on the Urban Design Review Board about gosh two terms but I was always an alternate. So I'm kind of looking forward to being on it as a permanent type member.

Mr. Yoshida: Okay. Stu Marlowe from Lanai. Stu, do you want to say a few words?

Mr. Stuart Marlowe: Yes, good morning. I'm assuming that we all agree that this is going to be not just for this Board but kind of the new normal in business between Zoom and this, this media, it's going to be very interesting going forward.

Anyhow, I'm a full-time resident on Lanai. Prior to the 15 years that I've been here, we were about 28 years on Oahu. Prior to that I was Vice-President National Sales and Marketing Director for London Records in New York, and I had been with them for about 20-plus years. So my background has been quite involved with music. And my time on Lanai has been spent -- I did five years on the planning commission, and now I am involved with Urban Design Review Board. And that's, that's basically my background.

Mr. Yoshida: Thanks Stu. The next one, Peter Niess. Peter?

Mr. Peter Niess: . . . (inaudible) . . . Maui Architectural Group. I know all of you, some of you known from birth, Josh. But yeah, it looks like a really good slate and I, I look forward having you guys all be a part of the UDRB team.

Mr. Yoshida: Okay thanks Peter. Next, the first of the two Darrens, Darren Okimoto.

Mr. Darren Okimoto: Hi. Darren Okimoto. Background is engineering and land survey. Formerly with the Subdivision and Engineering Standards and previously with the Public Works Commission. I decided to continue with the Urban Design Review Board. Thank you.

Mr. Yoshida: Okay thank you Darren. Mandy Saito. Mandy?

Ms. Mandy Saito: Hi. Mandy Saito. I have a civil engineering background and also a land surveying. I was an alternate for about a year. This is my first year term as a permanent member. And right now I work for Kaanapali Land so a little bit different job description now, but --

Mr. Yoshida: Okay, thank you Mandy. Next is Mikal Torgerson. Mikal.

Mr. Mikal Torgerson: Aloha folks. Mikal Torgerson. I'm an architect and planner. Longtime resident of Maui. I guess I previously served on Planning Commissions and Historic Preservation Commissions in other communities, and I've been on the UDRB here for a couple of years.

Mr. Yoshida: Okay, thank you Mikal. The next is Darren number two, Darren Unemori.

Mr. Darren Unemori: This is Darren Unemori. I'm a civil engineer based in Wailuku, Maui, and this will be my third year, I think, as a member of the Urban Design Board.

Mr. Yoshida: Okay. Thank you. Did we get Caryl? Are you out there Caryl? Okay, alternate members we have Paul, Paul Areus.

Mr. Paul Areus: Hi. This is Paul Areus, and I know a lot of you. I'm looking forward to meeting others of you, and looking forward to support the Urban Design Review Board as an alternate member.

Mr. Yoshida: Okay, next we have new member Joshua Circle-Woodburn.

Mr. Joshua Circle-Woodburn: Hi. Good morning. Hi, good morning, yes, Josh Woodburn here. Excited to be a part of the UDRB. I've been interested in joining for a while so I'm excited that the time is finally here. I know some of you. Like Pete said I've known Peter my whole life. I grew up in Haiku right next to him so I'm excited to work on the board alongside of him and the rest of you. And I'm looking forward to get going. Thank you.

Mr. Yoshida: Okay, thank you Joshua. Next, Morgan Gerdel. Morgan?

Mr. Morgan Gerdel: Hi. I'm Morgan Gerdel. I'm an architect. I've actually served on the Urban Design Review Board about five years ago. I did a five-year time as a full member so I'm looking forward to helping again as an alternate.

Mr. Yoshida: Okay, thank you Morgan. And fourth alternate is Tammy Yeh. Tammy Yeh. Okay. Did we get Caryl Hitchcock-Sprinzel?

Ms. Caryl Hitchcock-Sprinzel: Yes. Hi, Clayton. Good morning. I had a few technical issues and had to log out and come back in again, but I'm here now so happy to see all of you.

Mr. Yoshida: Caryl is from the friendly island of Molokai. And we have Gladys with the Mayor's Office.

Ms. Gladys Baisa: Yes, good morning. Good morning everybody. I wanted to get on to tell all of you how thankful I am for your service and I wish you all the best. Thank you.

Mr. Yoshida: Okay, thank you Gladys. So we have the two new members, regular members, Marie Kimmey, Mandy Saito, and the three alternate members, Paul Areus, Joshua Circle-Woodburn, and Morgan Gerdel. So we need elect our leadership for the 2020-2021 term. So I guess if you have a nominee --. I guess just the regular members will be involved in the voting as Jen said. If you have nominee for the Chair, if you can kind of raise your hand and then we'll go to the election of the Chair.

#### **D. ELECTION OF CHAIR AND VICE-CHAIR FOR THE 2020-2021 TERM**

Ms. Oana: Clayton, can I real fast? Sorry. I looked at the members and I saw everybody was here but there's only eight. So actually one more, one alternate can vote for the, for the officers. So, is anyone of you have been designated as a voting member today, from the alternate?

Ms. Baisa: Ms. Oana, could I say something?

Ms. Oana: Yes.

Ms. Baisa: We have a situation where we had appointed Chris Curtis to the Board. We had some issues and so he has withdrawn his -- he's resigned -- and we have nominated to fill his place on the regular membership, Josh Circle-Woodburn. But that is sitting before the Council. As you know, they're not meeting so we can't get an approval.

Ms. Oana: Okay, so is Josh a member now? An approved member?

Ms. Baisa: He's an alternate. He's an alternate, yes.

Ms. Oana: Approved by the Council already?

Ms. Baisa: Yes.

Ms. Oana: So let's see -- okay. So let's have Joshua vote also with the other eight members. Good?

Ms. Baisa: Makes sense. Thank you.

Mr. Yoshida: Okay, so --

Ms. Ramoran-Quemado: Can I interrupt? Can I interrupt? I don't think I got Joshua's Oath of Office though? Does that matter whether he can vote?

Mr. Circle-Woodburn: Yeah, we emailed actually on Friday. You said you did receive it. I dropped it last week outside your office, and I emailed a copy.

Ms. Ramoran-Quemado: Okay. Okay. Correct. Correct. Sorry about that.

Mr. Circle-Woodburn: It's okay.

Mr. Yoshida: Okay, so we have election of a Chair. Are there any nominees for Chair of the Urban Design Review Board for this upcoming term?

Mr. Okimoto: Clayton, I'd like to nominate Caryl. She was our Vice-Chair last year. I think she did a good job and she stepped in when Brandis couldn't make the meetings, and she handled the meetings pretty well so I nominate Caryl.

Mr. Yoshida: Okay, so Darren Okimoto nominates Caryl Hitchcock-Sprinzel for Chair. Is there a second?

Mr. Torgerson: I'll second that.

Mr. Yoshida: Any other nominees for Chair? So I guess the voting would be --. No other nominees so we'll close the nomination for Chair. All those in favor of Caryl Hitchcock-Sprinzel as Chair signify by raising your hand. And all those -- any other vote the other way raise your hand. Okay, well, Caryl congratulations, you're the new of the Urban Design Review Board for the new term. So I guess I'm going to turn it over to you for the election of the Vice-Chair.

Ms. Hitchcock-Sprinzel: Thank you Clayton.

Ms. Oana: Excuse me Clayton, can you just put on record -- can you just put on the record the vote? Was it unanimous?

Mr. Yoshida: Okay.

Ms. Oana: Was it unanimous? Clayton, was the vote unanimous, just for the record because it was a raise hand kind of a vote so we didn't hear it on the record.

Mr. Yoshida: Okay, so those who raised their hand were Marie, Stuart, Peter, Darren Okimoto, Mandy, Mikal, and Darren Unemori.

Ms. Oana: Thank you.

**It was moved by Mr. Darren Okimoto, seconded by Mr. Mikal Torgerson, then unanimously**

**VOTED: Ms. Caryl Hitchcock-Sprinzel as Chair for the 2020-2021 UDRB term.**  
*(Assenting: J. Circle-Woodburn, M. Kimmey, S. Marlowe, P. Niess, D. Okimoto, M. Saito, M. Torgerson, D. Unemori)*

Mr. Yoshida: Okay, can we proceed to the election of the Vice-Chair? Caryl?

Ms. Hitchcock-Sprinzel: Okay, thank you Clayton. And thank you everyone. I'll try and live up to your expectations. So do I have a motion for a Vice-Chair for the UDRB for 2021?

Ms. Kimmey: I'll nominate Peter Niess. This is Marie.

Ms. Hitchcock-Sprinzel: Thank you Marie. Do I have a second?

Mr. Torgerson: I'll second.

Ms. Hitchcock-Sprinzel: Thank you Mikal. Alright, then with a show of hands if you can make it very clean so that Clayton can record. All in favor, please raise your hand? Alright Clayton? Any opposed please raise your hand.

**It was moved by Ms. Marie Kimmey, seconded by Mr. Mikal Torgerson, then unanimously**

**VOTED: Mr. Peter Niess as Vice-Chair for the 2020-2021 UDRB term.**  
*(Assenting: J. Circle-Woodburn, M. Kimmey, S. Marlowe, D. Okimoto, M. Saito, M. Torgerson, D. Unemori)*

Ms. Hitchcock-Sprinzel: It's unanimous then as far as I can tell. I don't have everybody on my screen Clayton so you'll have to let me know. So congratulations Peter. Alright, so are we ready to proceed with the items on the agenda? Mr. Yoshida?

## **E. NEW BUSINESS**

### **1. Training for conducting board business using the videoconferencing platform BlueJeans.**

Ms. Hitchcock-Sprinzel: Okay I presume so did we receive any written testimony or folks who registered by video or audio who may want to provide testimony? Public testimony is open, if you could please indicate if there is such?

Mr. Yoshida: So we thought we'd have some training for conducting board business using the Bluejeans. We might have to do this for our next meeting which may be in May because we're still are kind of under the social distancing. So we would call upon the regular members to attend first. If they cannot attend based on the -- if they cannot attend the meeting or are conflicted out because they represent one of the -- they represent the applicant then we would -- Leilani would call upon the alternate members to see if they could attend.

We have to make sure that we have at least a quorum of five members, five voting members, present at the meeting. And we want everybody to -- when we take a vote to indicate such by raising their hand, or if they want to make a comment by raising your hand so the Chair can recognize you.

So I guess we'll --

Ms. Saito: Hi Clayton, I have a question about the whole raising your hand and being able to see everyone. Can you see everyone on the video or is it only people who are speaking take precedence and change throughout the meeting?

Mr. Yoshida: Well, it's kind of like the Hollywood square so I can only see nine people on the screen at one time. But...I guess they could --. Well, I also I guess have our Planning Director here, Michele Chouteau McLean. Morning Michele.

Ms. Michele McLean: Hi everyone. You all seem pretty familiar with Bluejeans. Has everyone used this before or have you gotten a little bit familiar with it? I'll just mention a couple of things. If you move, if you move your cursor to the top of the screen you can see those icons that can mute your audio and your video. I think you've all been able to mute your mics. The one that looks like a computer screen that says share screen, applicants and staff will be using that because we can put documents up on the screen for you to see.

If you go down to the lower left of your screen, you have different options for what shows up on your screen. There's the Hollywood squares or Brady Bunch view which is the gallery view where you can see just the speaker or a different layout that highlights who the speaker is. So those are just a couple of the functions. On the top right of the screen there are the icons for people and chat. And people just lists everyone who's on the, on the meeting. And then the chat function, this is something we'll need to be careful about. Using everyone, you can send a message that everyone would receive. And then there's also direct message where you can pick one person to send a message to. But because of the sunshine law we have to be careful about using this. This might be something where staff could communicate with an individual member, or with everyone who's on the call, we can give instructions to the public and to the commission by using everyone. But again we need to be careful because this is recorded and that's how we're documenting the meeting, not using the chat function.

We are getting another version of Bluejeans which is called Bluejeans Events which gives the moderator a lot more control. Control over the chat function. Control over the mute and the video. So when you finally have a real meeting we'll probably be using Bluejeans Events so we don't have to worry about some of these things so much. But for the time being it's pretty wide open. Bluejeans Events is what the County Council is using right now so we'll be getting that and we'll be practicing with it, and we'll probably be using that when you have your first real meeting with, with applications to consider. But thank you all for tuning in today.

Mr. Yoshida: Okay, any questions or comments from the members?

Ms. Hitchcock-Sprinzel: Clayton, this is Caryl. I think you can set how many folks are displayed on the screen. So right now it's nine. But I think you can increase that, but I'm not

sure. So maybe the folks who are doing the training for us today would be able to help us and then we would be able to see more people and respond accordingly.

Ms. Oana: I have a comment. You know when we're voting for what we have to vote for, I'm not quite sure if the raise hands will be entirely sufficient. I know, I think Darren Unemori is on the phone. Is that correct? So if he were to vote we would need to hear his vote. So whoever is moderating, whether it be the staff or Caryl, I think we have to make sure that we get all the members' votes taken down. Maybe we can follow what planning does if planning has a meeting. But we've got to be mindful of the people who are not on the video.

Ms. Hitchcock-Sprinzl: Thank you Jennifer. That's a very good point. We want everyone to be counted.

**F. NEXT MEETING DATE: May 5, 2020**

Mr. Yoshida: Okay, any other questions or comments? Okay, I guess we'll try to have our first actual meeting next week Tuesday your meeting date. We've kind of on a limited number of items and nothing really controversial. We just wanted to try this out to see if it works and if we can use we can start having meetings, regular meetings, next month. So we're kind of in the social distancing phase so we'll probably have, we'll probably have to do it by Bluejeans.

Ms. Baisa: Clayton, may I make an announcement? I want to ask everybody, we are on -- looking very hard and on the lookout for someone to fill Joshua Circle-Woodburn's alternate position. It has to be a licensed land architect. So if you know anyone, please, please let me know and we will go and beg them. Thank you.

**G. ADJOURNMENT**

Mr. Yoshida: Thank you Gladys. Any other questions or comments from the members? If not, it's good to see all of you again. It's been a while, but we'll try to carry on with the business of the Urban Design Review Board. You folks do play a vital role in the functioning of the Department, and the functioning for the County, and we do appreciate your time. Okay, so we'll try this again, for real, very shortly. Any other questions or comments? Okay, congratulations Caryl and everybody.

Ms. Hitchcock-Sprinzl: Thank you. I'm so happy to see everyone here. So the meeting is adjourned and thank you. So if you have any questions on the training or the use of Bluejeans maybe if you want to hang out. Michele seems to be an expert, and Clayton you could help us. I want to click a few buttons to see what happens. I hope I can see more people so that I can actually know who's there.

Ms. McLean: I don't know how to get more than nine people on the screen. But I can look into that and see if there is a way. Because most of our boards and commissions have nine members, and then you have Corp Counsel, you have the lead staff member who's supporting it so it is hard if you can only see nine.

Ms. Hitchcock-Sprinzel: Yeah because there are 25 people in the meeting right now so, you know, it's, it's kind of hard to know what's going on, what's not on the screen.

Ms. McLean: Yeah.

Ms. Hitchcock-Sprinzel: Okay.

Ms. McLean: So yeah, we'll, we'll explore. We'll explore that. Maybe Bluejeans Events that next, that next part of the system that we'll be using maybe that has more options like that.

Ms. Hitchcock-Sprinzel: Okay, and I know this morning for myself I had to download the app. Otherwise it didn't work. My browser wouldn't just, you know, log in so that's what it took me so long. I'm sorry I was a bit tied up doing that. But at least I got it to work in the end.

Ms. Saito: I have a comment just regarding the mics. Like I think if you're not speaking it's best to turn it off because there's a lot of feedback and it's really hard to hear.

Ms. Hitchcock-Sprinzel: Yes, that is really a good comment. I think the, the video conferencing etiquette is it's really great if everyone turns off their mic unless they are actually speaking to, as Michele said not press the share screen button. And really those are the two major things, and to leave your camera on so that we can see you.

Mr. Okimoto: Is there a way in Bluejeans is kind of like Zoom where anyone that signs in automatically their mic is muted and they have to actually physically turn it on? Is there a way you can do that so that people aren't accidentally talking in the background?

Ms. Hitchcock-Sprinzel: Good question Darren. I think it's a setting. So the people who have the Bluejeans access should be able to put that into the settings, which would be a great idea.

Ms. McLean: With Bluejeans Events the moderator does have complete control over that. With the system that we're using now, the moderator can mute your mic, but you can unmute yourself. So Bluejeans Events, though, the moderator can mute you and you stay muted. So that's why we're shifting over to that. And just, if you're curious, the reason that the County is using Bluejeans rather than Zoom is because it has greater security features. I mean, our meetings are all public so there really isn't anything -- I suppose if, if anyone

has to go into Executive Session, Bluejeans would have the greater security feature for that. It also has the recording function. The, the minutes can download really easily because we will still be transcribing the minutes. So it's being used County wide for those reasons.

Mr. Okimoto: Thank you. .

Ms. Hitchcock-Sprinzel: So one more question Michele. Who will be the moderator with the control for the meeting settings?

Ms. McLean: That can be either the lead staff person which for you folks is usually Clayton, or it can be the Chair. That's for the staff to work with the Chair and decide. Each of our boards and commissions function a little differently that way. Some rely on the staff quite a bit. Others the Chair really runs things. So it would either be the Chair or the lead staff person.

Ms. Hitchcock-Sprinzel: Thank you Michele.

Mr. Yoshida: Okay, any other questions or comments? If not, we'll try to start this up for real next month. Well thank you all for your time and for dealing with this new way of having Urban Design Review Board meetings. Okay, everybody take care and stay healthy.

Ms. McLean: Thanks everyone.

There being no further discussion brought forward to the Board, the meeting was adjourned at 10:36 a.m.

Respectfully submitted by,

LEILANI A. RAMORAN-QUEMADO  
Secretary to Boards and Commissions II

### **RECORD OF ATTENDANCE**

#### **PRESENT:**

Joshua Circle-Woodburn (alternate)  
Caryl Hitchcock-Sprinzel, Chair  
Marie Kimmey  
Stuart Marlowe  
Peter Niess, Vice-Chair  
Darren Okimoto

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Mandy Saito  
Darren Unemori  
Mikal Torgerson

**OTHERS:**

Michele McLean, Planning Director  
Clayton Yoshida, Planning Program Administrator, Current Planning Division  
Jennifer Oana, Deputy Corporation Counsel  
Kristina Toshikiyo, Deputy Corporation Counsel