

**LANA'I PLANNING COMMISSION  
SPECIAL MEETING  
MAY 6, 2020**

**A. CALL TO ORDER**

The special meeting of the Lanai Planning Commission (Commission) was called to order by Ms. Shelly Preza, Chair, at approximately 5:02 p.m., Wednesday, May 6, 2020, online via BlueJeans Meeting No. 693557800.

A quorum of the Commission was present (see Record of Attendance).

Ms. Shelly Preza: So thank you for coming everyone. This is very, you know -- I'm sure no one's ever having to meet this way, but thank you for making the time and I hope everyone is staying and well.

**B. PUBLIC TESTIMONY**

Ms. Preza: So the second item on the agenda is public testimony which could have been written into the Planning e-mail or if anyone would like to offer testimony now. I'm just kind of reading off what the agenda is saying what the rules are. So we're limiting testimony to a maximum of three minutes and I guess if you would like to testify you would need to write in the chat to Jordan letting him know that you would like to testify. And I believe we would start with video testifiers and then if anyone is calling in by phone and would like to testify then we'll move on to that. And I guess we're also asking if you are not testifying immediately, then to make sure your mute is on, please. But I don't see anything in the chat about anyone who would like to offer public testimony right now.

Mr. Jordan Hart: Chair, clarification. I had a direct message, but it wasn't a request to testify. I'll bring it up at a later time.

**C. INTRODUCTION OF NEW MEMBERS – SALLY KAYE and JOHN ORNELLAS**

Ms. Preza: Okay. Great. So if there is no one who would like to offer public testimony, then we'll close that time and Item C on the agenda is introduction of new members. Hi Sally.

Ms. Sally Kaye: Hi.

Ms. Preza: It's good to see you. Well, we just moved on to the agenda introducing new members. So welcome Sally Kaye and John Ornellas who has called in by phone. I'm glad to have you guys.

Ms. Kaye: Yeah thanks. I had a little bit of trouble logging in, but here I am.

Ms. Preza: Great. Yeah, you didn't really miss anything. We, we opened up public testimony but no one was testifying. There's not really anything on the agenda right now so -- I mean,

that someone who will offer public testimony on. But, yeah, we're moving on to Item D.1. which is what we're all here for today which is the training for conducting board business using the videoconferencing platform BlueJeans. So I believe Jordan, I'm handing it off to you.

## **D. NEW BUSINESS**

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

Mr. Hart: Sure. Thank you very much Chair. Jordan Hart, Deputy Director of Planning. So what I'm going to do is just briefly go through some of the general features of BlueJeans, and a little orientation.

For starters, most important I think is that when you're not the one speaking please mute yourself because there's just so many sources of noise it can get pretty crazy. It can get in reverb and things like that. So when you're not speaking, please mute yourself and then you unmute yourself when it's your time to speak. If you're participating by phone, you mute your own phone and that resolves the issue. For the people who are on video, if you hover on the lower left side of your screen there is a few view options for how you see the video happening. You can see it organized by a primary person, by a single person who's speaking, or by a gallery view. Generally gallery view is...the most effective way to see the most people at the same time.

If you look at the --. Let me say -- let me stop and say stop me at any time if you want to request clarification or revisit any of these things. And I'll just declare that I'm not an expert, but I've done a couple of these meetings at this point so I'm getting more familiar.

If you scroll up to the top of your screen there are four options there. The red one, don't press that. That is hang up on this meeting. The, the -- there's a mute video option, a mute audio option, and then there's a screen sharing option. The screen sharing option, I'll do that now. So that is, as an example I have the agenda up here on my web browser. This would be the option for somebody who's presenting materials to show the commission. And then as I've mentioned earlier on the --. Well, the last item on the upper, upper four icons is the hang up which is to end your participation in the conversation.

On the far right side, in the upper area, there is the people option and the chat option. Those would be the two primary ones that we'll be using. People lists everybody who is there. You can see what their status is on whether or not they are sharing video or audio. And then finally there's the chat or direct messages where you can type a message to everyone if you're announcing that you would like to testify or if you would like to testify in today's meeting you can send me a direct message and notify me of that.

And that's generally, generally how it is. I don't think that there's too much more. It's just an alternate venue to being here in person. You just seeing everybody by video. That's basically it.

Oh, sorry, let me add one other thing. When it's time to take votes, it would be necessary to do row call votes just because you won't be able to discern who's voting if you call for a vote all at one time. So you should just go in order by the agenda and call out each of the members and ask for their vote at that time and then tally it.

Ms. Preza: Okay. Thank you Jordan. Sorry, I unmuted myself because I had a question. So for those who are calling in --. So is it necessary to have the video so that --. If you're calling in, I'm guessing you can see the chat or anything. But is it okay if they just referenced, you know, whatever materials come in our, our physical packet, mailed packets? Or would you guys like everyone to be, like for future meetings, but hopefully not too many more future meetings like this, but would you prefer video or is calling in okay?

Mr. Hart: It's really preferred that any commissioners have video and it's important that you contact the department so that if we can make any arrangements that may be necessary. There can be situations where an applicant may present new information during the meeting and it would not be possible for a commissioner to review that if they're only participating by phone. But the applicant is, let's say they're presenting a last minute adjustment of plans or a new proposals, you know, that would, that would derail that option if the commissioner was only participating by phone. So ideally you're participating by video. If you need to contact Leilani and make additional arrangements or request assistance from the department we'll work with you on that.

Ms. Preza: Thank you. So for John and --. So I see pretty much everyone else has gotten the video conferencing working. But for John Ornellas or Shirley, I'm not sure. So I have a Mac lap top and so I had to -- I think in a previous email that Leilani sent depending on what platform you're calling in on, it's necessary to download the Bluejeans app to be able to use all the functions properly. So perhaps prior to the next meeting you guys can work with Leilani to, if you have any questions on that, or, yeah.

Mr. Hart: This is Jordan Hart. I do know that it is possible to download the app to android phones, but I haven't used it yet on my phone yet so I don't know if it offers the full video service or not but I'll look into that as well.

Ms. Preza: Thank you. Does anyone else have other questions about the platform?

Ms. Shirley Samonte: I do. Shelly, can you hear me? This is Shirley.

Ms. Preza: Yes, I can hear you.

Ms. Samonte: Yes. So like I'm looking at my computer and I guess I do have a Mac, but it

looks like my operating system is, is older than what this Bluejeans version that we're using is able handle I guess. I'm not sure. Would that be, would that be with Leilani?

Ms. Preza: Yeah. Maybe if you guys could --. Or Leilani, I don't know if you're on right now, if you can hear me, but if you could maybe work with Shirley to get it ready before the next meeting. Because it might be as simple as going into the app store and like downloading the latest version which should be free, like, for your soft, the Apple software, but I'm not sure right now. Leilani, could you work with Shirley?

Ms. Samonte: Okay.

Mr. Hart: The department will do that, yes.

Ms. Preza: Thank you.

Ms. Samonte: Okay. Alright.

Mr. Hart: One other thing I wanted to circle and address. Oh, go ahead Leilani. Go ahead.

Ms. Leilani Ramoran-Quemado: Go ahead Jordan. Go ahead.

Mr. Hart: Okay. I wanted to circle back and address. There was a comment about the chat. Typing into the chat when it is not your turn to testify would be equivalent of disrupting the meeting or circulating information. So it's not really appropriate that anybody that is writing anything in there that's not specifically appropriate to the meeting or requesting their opportunity to testify if they're a member of the public so please refrain from, from, you know, sharing your views or circulating information in that location during the regular meeting.

Ms. Preza: Thank you. So in the regular meeting, if someone would like to sign up to testify then Leilani will be compiling the list of people of who, like, the order that they are signing up in or am I supposed to go into the chat and try to --?

Mr. Hart: No, the department will do that. Yeah. So I was designated on this meeting, but I think that it should be, it should be Leilani in case, you know, there was a situation where I was responding to the commission or researching something and somebody was at the same time notifying me that they wanted to testify. I wouldn't want to miss somebody because I was doing something else at the time.

Ms. Preza: Thanks for the clarification. Great, do other commissioners -- commissioners, do you have other questions or comments about this platform?

Ms. Sherry Menze: Like when you go to the share screen and you have the agenda and such there, and you're reading through it and if they give information, is there a way to save what's on the shared screen so you could refer back to it?

Mr. Hart: Leilani may be able to answer. I'm --. I don't know. You may have screen capture options on your computer. Leilani, can you clarify? I believe the video is shared as well, or recorded as well, right?

Ms. Ramoran-Quemado: Yes, it's being recorded. We had a meeting yesterday with UDRB and they did have share screen. I didn't go through the whole thing, but I believe I was able to still see both the presentation that was presented on shared screen in that video. And I also could still see the members that was -- in my corner of the screen too. So, yes there are options that the materials are available in this video or the video that's recorded.

Ms. Menze: Oh, I see, okay.

Ms. Ramoran-Quemado: I believe I can share the video too, to you folks.

Ms. Menze: Oh perfect.

Mr. Hart: But I think the way to address your question might be the way you would do it normally if you had a presenter where they might have gone through the slide and you just ask them to go back to that slide to discuss it again. Unless you wanted to do your own screen capture on your own computer, then you could set it aside and refer it to your own there.

Ms. Preza: Great, thank you. Anyone else have any other questions or --

Ms. Kaye: Yeah I do, Shelly. Two things. One, I wonder for the May 20<sup>th</sup> meeting, I know an earlier time was suggested, and I'm wondering why we couldn't do it a little earlier so the County guys can do this during a regular work day and not have to do it at five o'clock since we're all, you know, at home anyways.

And second, I'm not clear how, for example, for the meeting, if there's, if there's a presenter from the County on some sort of legislation they want to us weigh in on. How are you going to solicit questions from the commissioners? I mean, how do we take our turns in asking questions?

Mr. Hart: The Chair would conduct the meeting. The Chair would conduct the meeting as normal. So however the Chair wants to organize the procedure of providing comment as appropriate.

Ms. Kaye: I just wondered how we don't trip over each other.

Ms. Preza: Right. Well --. Sorry, perhaps what we could do is, you know, depending on what the agenda is for the next meeting and if we all would like to be discussing I can go through each name and, you know, ask if they'd like --. For example, the members are listed on our agenda, Roxanne's name is first, so we just kind of go through so that we're not all trying to

talk at the same time. And if you don't have a comment, you can say no. And then if you do it will be your turn. Does that sound good for everyone?

Ms. Kaye: Yeah, I'm sorry, I didn't mean to make you come up with an answer tonight. It's just something that occurred to me that if we're doing this and we're all looking at each other down at the bottom of the screen how we would order it. So let us know.

Ms. Preza: Right. Well, that's the only thing that came to mind just right now, but I'm sure as we're also doing the next meeting, other issues might arise that we'll have to trouble shoot. But I think what will help is that if most people who are attending have their audio on mute and if only the commissioners, you know, like if we're discussing so we can hear if someone is trying to talk or make another comment, that will be helpful I think.

Sorry, did I answer your question? I'm not sure.

Ms. Kaye: Yes, thank you.

Ms. Chelsea Trevino: Can I comment on the next meeting time?

Ms. Preza: Yes.

Ms. Trevino: Okay, so right now for me personally I'm not working so earlier than five works. However, today I went in for a few hours, we could possibly be -- everything is up in the air. But you know, I was informed that maybe in the next couple weeks I might be going back to work. So I don't know if on the 20<sup>th</sup> I will be available earlier than five, and I may not know that until the week before. Outside of that normally I'm not available till five o'clock when there's regular work.

Ms. Preza: Thank you Chelsea. I think --. Oh, yeah, sorry I forgot that other part of Sally's question. So I think what happened was Leilani asked if we could meet earlier, but based on responses that we directly sent to her, she said that earlier time won't work. I'm working from home right now so I'm still kind of like doing things. I'm not just --. So I mean, I understand where Chelsea's coming from in terms of, like, not knowing if a much earlier would work. But perhaps I don't know if anyone has an interest in trying to meet earlier or if Leilani can kind of just of reach out to all of us via e-mail, you know, like how she usually does the week before and see if there's a more convenient time.

Ms. Trevino: If I can also comment. I think there may be some regard to notifications for the public too, yeah. I think there might be a time frame.

Ms. Preza: That's true. And actually -- sorry -- speaking of public, there are still people working, right? So, I mean, I'm not sure, like, if that makes sense for someone who would like to offer public testimony just to keep it at our regular scheduled time.

Ms. Roxanne Catiel: I'm working.

Ms. Trevino: Leilani was trying to raise her hand.

Ms. Preza: Sorry, I couldn't see you.

Ms. Ramoran-Quemado: Can I comment? I don't know how this affect because the next meeting, for May – when it is the next meeting -- I had to do public hearing notices so it was published for 5:00 p.m., so I don't know if we can move it or not because it was published. I don't know if we have Corp Counsel or Jordan, maybe you can comment?

Ms. Preza: I get the feeling that we'll have to keep it at the same time if it was already published that way.

Mr. Hart: I don't think that we can change it. Sorry Chair.

Ms. Preza: Yeah. No, no.

Ms. Kaye: Okay. I'm sorry. I see Leilani and she looks like she's in an office setting and it's after five, so that's the only reason I brought it up.

Mr. Hart: Chair, if I could add too, I think at one point I asked if the meeting could not be after five just because basically for family reasons. My wife has had our kids at home every day for the last, you know, however long we've been on stay-at-home, so I've been trying to do things during normal business hours and get home. But whatever the Commission needs to do is fine. You know, if I'm attending, I'll attending whatever hours it has to be.

Ms. Preza: Thank you. Thank you all that was very considerate. Perhaps for this upcoming meeting, let's keep it to five because it was already published that way and let's hope that, you know, perhaps we'll be able to meet in the future soon. And I think we should see how this next meeting goes, and then perhaps for June we can discuss, you know, if we would prefer it earlier depending on what the orders are from the County and State. Does that seem okay for everyone? Okay, I see nods.

Great. Jordan, is there --. I mean, I don't see anything else.

Ms. Trevino: . . . (inaudible) . . . a thumbs up on this one.

Ms. Preza: Yeah, I haven't used Bluejeans before. But, I think on Zoom or some of the other meetings, they have like a raise hand option so too bad this doesn't have that. Well, there's nothing else on the agenda.

**E. NEXT REGULAR MEETING DATE: May 20, 2020**

Mr. Hart: Chair?

Ms. Preza: Yes.

Mr. Hart: Not an agenda item, but one item I would like to ask the Commission if you are ready to hear the public hearing for the Manele Amphitheater by Pulama Lanai. They make likely be ready by June 17<sup>th</sup>.

Ms. Preza: That's fine with me. Commissioners, do we have anyone that doesn't work for? Hi Richelle, you just popped up.

Mr. Hart: Should I just take that as a yes then at this point?

Ms. Preza: I believe so. That's for June, right?

Mr. Hart: June 17<sup>th</sup>. Yeah, okay, so that will be tentative. You'll see the agenda before it's finalized.

Ms. Preza: Great. And so this coming meeting in May, I know you'll probably send us agenda, but are we just going to be discussing our Short-Term Rental Home, B&B revision proposal?

Mr. Hart: I haven't been able to turn my revisions into Corporation Counsel yet. I'll be working on that. I was trying to get it done in advance of this meeting, but I've been -- I've had other things that I couldn't get away from. So I'm trying to pull up the agenda, the draft agenda now. I think that I'll address that off line with you after this though. I'm not able to get to the, the agenda items.

Ms. Preza: Oh yeah, no worries. Thank you so much. Great, so does anyone else have any other final questions or comments before we --? Okay, so agenda item E is our next regular meeting date which is May 20<sup>th</sup>, or the time that we would have normally met at 5:00 p.m. We'll be using this Bluejeans platform. And I believe, Leilani, you'll send out a meeting link, correct?

Ms. Ramoran-Quemado: That's correct.

## **F. ADJOURNMENT**

Ms. Preza: For Shirley and perhaps John if you need help getting set up on the platform, then you can talk stories with Leilani ahead of that meeting so we can all try to be on the same page in case anyone is testifying with, you know, if you need to see a screen. Great, we'll if that's it then I guess we'll officially adjourn the meeting.



Mr. John Ornellas: I have a, I have a question.

Ms. Preza: Oh, okay. Sorry. Hi John.

Mr. Ornellas: Hey is this going to be something that is going to be forever from now on or is this just because of the virus? I mean, is this going to make it easier for you guys not to come to Lanai, but yet it will be a lot difficult for Lanaians to weigh in on different projects that would come before the planning commission.

Ms. Preza: John, and I'll let Jordan or Leilani answer this, but just from my understanding I think it's just because of the pandemic right now that we're meeting this way.

Mr. Ornellas: Okay.

Mr. Hart: Yeah, my understanding . . . (inaudible) . . . address the current pandemic situation. And there's no, at this time, there's no conversation about making this a future standard.

Mr. Ornellas: Okay. I just, I just have a feeling that, that the County will look at the next two months of doing this, they're going to see how much money they save, and then they may just continue on doing it.

Ms. Preza: Well, if that's the case I feel like we'll address when we get there. But I think that we all would prefer to meet in person and, you know, give Lanai people an opportunity to share their thoughts here and not have to tune in on video chat. But I think it's too early to tell, but thank you for bringing that up. Is there any other comments or questions? Okay, great. Well, it's 5:25 p.m. now, I guess we'll adjourn. I don't have the little gavel thing, but I hope you are all doing well and staying safe.

There being no further discussion brought forward to the Commission, the meeting was adjourned at 5:25 p.m.

Respectfully submitted by,

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

**RECORD OF ATTENDANCE**

**PRESENT:**

Roxanne Catiel  
John Delacruz

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Sally Kaye  
Sherry Menze  
John Ornellas  
Shelly Preza, Chair  
Shirley Samonte  
Chelsea Trevino, Vice-Chair

**OTHERS:**

Jordan Hart, Deputy Director  
Richelle Thomson, Deputy Corporation Counsel