

TOWNSCAPE, INC.

Environmental and Community Planning

900 Fort Street Mall, Suite 1160, Honolulu, HI 96813
Telephone (808) 536-6999 Facsimile (808) 524-4998
email address: mail@townscapeinc.com

South Kohala Community Development Plan

SUGGESTED ROLES, PROCESS AND SCHEDULE FOR FORMATION AND FACILITATION OF CDP FOCUS GROUPS

By: BT – Draft No. 1 – Sept. 18, 2007

Note: I have reviewed the Planning Department's guidelines for the Puna "Working Groups," but by and large have NOT incorporated these guidelines in the process outlined below. The Puna process sets up autonomous Working Groups that would require significant time/energy to organize and manage, with no assurance that the Working Groups will produce useful recommendations.

THE FOCUS GROUPS WILL BE BY GEOGRAPHIC AREA, RATHER THAN BY "ISSUES":

1. **Waimea Town Plan Focus Group**
2. **Waikoloa Village Plan Focus Group**
3. **Kawaihae Focus Group**
4. **Puako Focus Group**

THE "TOP 3" PRIORITY ISSUES THAT WERE IDENTIFIED BY SOUTH KOHALA STEERING COMMITTEE MEMBERS FOR THESE 4 AREAS WERE:

1. **Waimea:** Preserve Culture/Sense of Place, Roads/Transportation, Affordable Housing
2. **Waikoloa:** Roads/Transportation, Village/Civic Center, Emergency Preparedness
3. **Kawaihae:** Roads/Transportation, Harbor Improvements, Village Center
4. **Puako:** Roads/Transportation, Marine Water Quality, Emergency Preparedness

SUGGESTED ROLES AND RESPONSIBILITIES

1. **South Kohala Steering Committee Members**
 - o Recruit participants for the Focus Group
 - o Assist Planning Dept. with explanation of the CDP process to Focus Group participants
 - o Participate in the Focus Group discussions

2. Planning Department

- Logistics: coordinate meeting dates, meeting place(s), materials and equipment, water and snacks, etc.
- Assist planning consultant with meeting preparations and meeting facilitation

3. Planning Consultant

- Create/maintain list of Focus Group participants
- Prepare agenda, data, maps, hand-outs for the Focus Group meetings
- Notify Focus Group participants of meeting time and place
- Facilitate the meetings and record meeting discussion
- Provide technical information
- Write up and distribute meeting notes

4. Focus Group Participants

- Provide local knowledge and insight on various priority planning issues
- Provide ideas for appropriate action and implementation
- Assist the Planning Dept. with plans for “planning charrettes” for Waimea and Waikoloa

GENERAL WORK PLAN AND SCHEDULE FOR THE FOCUS GROUPS

1. **Week of Sept. 4** – Townscape create tabular tally of names/contact information for people who signed up at the Aug. 29 and 30 Community Meetings for “Focus Group” membership. Send to Allen.
2. **Early Sept. to early Oct.** – Steering Committee members individually identify knowledgeable community people who might be interested in serving on Focus Groups, and informally talk with these people about the process. “Recruit” people who will pitch in and do some good work!
3. **Sept. 26 – SKSC Meeting No. 4** – discuss roles and responsibilities, work plan, potential schedule and membership for the 4 Focus Groups. Details to discuss include: who coordinates, who facilitates, where to meet, at what time, expected outcomes of the Focus Group process. Note: Townscape has already developed a tentative schedule for Focus Group meetings for the period mid-Sept. to mid-Dec.
4. **October** – First Focus Group meetings for Waimea and Waikoloa; led by/facilitated by Townscape staff. SC members should participate in each Focus Group – which will mean that these meetings must be duly noticed per Sunshine Law requirements. Summary of material from Aug. 29 and 30 break-out sessions will be sent to Focus Group Members in advance, together with an Agenda for the meeting. One or more special technical subconsultants may be needed for the work with the Focus Groups.
5. **October 24 – SKSC Meeting No. 5** – Progress report to the SKSC, by participating SC members and by Townscape, on outcomes of first 2 Focus Group meetings.
6. **November** – Focus Group Meetings for Kawaihae and Puako, and, if needed, second Focus Group meetings for Waimea and Waikoloa.
7. **November – SKSC Meeting No. 6** – Progress report to the SKSC, by participating SC members and Townscape, on outcomes of November Focus Group meetings.