

# *Citizen Advisory Committee*

*for the Oahu Metropolitan Planning Organization*

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## **NOTICE OF MEETING**

**Wednesday, September 21, 2016 - 3:00 p.m.**  
**Honolulu Hale, Room 301**  
**530 South King Street, Honolulu, Hawaii**

### **AGENDA**

Estimated Meeting Duration: 60 minutes

All meeting materials can be downloaded from the following link: <http://www.oahumpo.org/about-mpo/committees/citizen-advisory-committee/>

#### **FOR DISCUSSION AND ACTION:**

- 1. Call to Order & Introductions**
- 2. Approval of the July 20, 2016 Meeting Minutes**
- 3. Reports of Policy Board and Technical Advisory Committee meetings**  
Summaries of July 29 Policy Board meeting and July 8 Technical Advisory Committee meeting
- 4. Unfinished Business**  
There is no unfinished business.
- 5. New Business**
  - a. Report from Permitted Interaction Group for Complete Streets – John Goody (10 min)**  
Representatives from the OahuMPO's Citizen Advisory Committee (CAC) Complete Streets Permitted Interaction Group (PIG) will discuss research and recommendations on the CAC's request that the process and procedures documents for the Transportation Improvement Program (TIP) and the Oahu Regional Transportation Plan (ORTP) be amended to require the submission of a Complete Streets checklist for any project.  
  
*Requested Action:* Endorse the Permitted Interaction Group's proposed Memo to the Policy Board on Complete Streets as presented.
  - b. OahuMPO Code of Conduct and Conflict of Interest Policies – Chris Clark (10 min)**  
The OahuMPO Financial and Compliance Report for the Fiscal Year Ended June 30, 2015 identified eight audit findings. The first of which is to "improve commitment to integrity and ethical values." The auditor went on to recommend that the "OahuMPO develop and implement a code of conduct policy and a conflict of interest policy to ensure that integrity and ethical values are maintain at the control environment level."

The OahuMPO staff has developed draft code of conduct and conflict of interest policies. At the July 20, 2015 Policy Board meeting, the Policy Board approved a draft of the OahuMPO code of conduct for staff subject to review by the State Attorney General's office, the State Ethics Commission's attorney, and the City's Corporation Counsel. The Attorney General's office recommended that the code of conduct policy include the Policy Board since they also are representatives of OahuMPO. The Ethics Commission noted that being State Boards the advisory committees should also be included. The enclosed drafts incorporate comments received from the City and County Department of Transportation Services (DTS), the Attorney General's office, and the State Ethics Commission. Comments were also requested from the City's Corporate Council through DTS on July 5, 2016.

*Requested Action:* Recommend Policy Board approval of the OahuMPO Code of Conduct and Conflict of Interest Policies as presented.

- c. **CAC Early Input Into FYs 2018 Overall Work Program (OWP) – Randolph Sykes (20 min)**  
OahuMPO staff will be soliciting the CAC's input for potential OWP candidate projects. A presentation on past studies and programs proposed by the CAC and the prioritization of these proposals will be included. Copies of documents will be provided at the meeting or by request to OahuMPO.

*Requested Action:* No formal action is being requested at this time.

- d. **Complete Streets Implementation Plan – Kelly Akasaki (5 min)**  
OahuMPO's 2014 Overall Work Program (OWP) provided funding to the Department of Transportation Services (DTS) for Work Element (WE) 203.05-14 the Complete Streets Implementation Study. The study's product and outcome was to provide a framework/roadmap for implementation of the Complete Streets ordinance into transportation projects in Honolulu. Work products will include a draft and final report that includes sections on benchmarks, existing conditions, constraints, opportunities for integration with existing and future projects, potential stand-alone projects, cost estimates, prioritized list, schedule, and a vision study for one urban corridor. The project deliverables are available at:  
<https://www.honolulu.gov/dts/aboutus/trafficengineering/912-site-dts-cat/site-dts-cat/21842-completestreets.html>

*Requested Action:* Recommend Policy Board approval as evidence that the work was carried out and direct staff to use the study recommendations in the OahuMPO's planning processes.

- e. **Honolulu Urban Core Parking Master Plan – Rae Gee (5 min)**  
OahuMPO's 2010 and 2012 Overall Work Programs (OWP) provided funding to the Department of Transportation Services (DTS) for Work Element (WE) 203.79-10/12 the Honolulu Urban Core Parking Master Plan. The last comprehensive parking study for Honolulu was done in 1973. Changes in parking demand, supply, and technology, as well as the impact of future transit plans, needs to be assessed and integrated into a comprehensive parking plan for the urban core. The study's product and outcome was to

update the 1973 study. The project deliverables are available at:

<http://www.oahumpo.org/projects/planning-studies/honolulu-urban-core-parking-master-plan/>

*Requested Action:* Recommend Policy Board approval as evidence that the work was carried out and direct staff to use the study recommendations in the OahuMPO's planning processes.

**6. Invitation to interested members of the public to be heard on matters not included on the agenda**

**7. Announcements**

**8. Announcement of next scheduled meeting**

**4:00: Adjournment**

*Information on transit access via TheBus is available by calling 848-5555 or by visiting [www.thebus.org](http://www.thebus.org). Pedestrian access is from Punchbowl and King Streets; bicycle racks are available at Honolulu Hale. Wheelchair access is provided in front of Honolulu Hale, parallel to King Street. Take elevators inside Honolulu Hale to the 3<sup>rd</sup> floor. Automobile parking is available in the City & County of Honolulu parking lot at the Fasi Municipal Building (free after 4:00 p.m.); entrances are located on Beretania & Alapai Streets.*

**Parking will not be validated.**

To request language interpretation, or an auxiliary aid or service (i.e., sign language interpreter, or materials in alternative format), contact OahuMPO at 587-2015 (voice only) six (6) business days prior to the meeting date. TTY users may use TRS to contact our office.