



**State Planning Act Task Force
Meeting #3
NOTICE OF MEETING AND AGENDA
December 18, 2025
1:30PM – 3:15PM**

The State Planning Act Task Force meetings will be switching from a Zoom meeting format to Zoom webinar. This change will ensure greater security and hopefully prevent any malicious meeting disruptions. With this change, remote attendees will not be able to speak, ask questions, show their video, or use screen share unless recognized by the Chair.

If you are attending remotely and have questions or would like to provide comments during the meeting, please use the raise hand function to notify the host that you would like to speak. The meeting facilitator will recognize you and unmute your microphone. Or, if you would prefer or don't have a microphone, you may ask your question or make comments using the Zoom Q&A function.

In-Person Meeting Location:

Office of Planning and Sustainable Development 6th Floor Conference Room
State Office Tower – Leiopapa A Kamehameha Building
235 South Beretania Street, Honolulu, HI

Virtual Meeting Information:

For videoconference participation:

<https://us06web.zoom.us/j/84120297505?pwd=064FDcSlhBOQCC6vTXhCdUDLUceNBj.1>

Audio call in (only): +1 719 359 4580, +1 253 205 0468

Meeting ID: 841 2029 7505

Passcode: 395360

1. Call to Order, Roll Call, and Quorum

2. Approval of Minutes from Task Force Meeting #2 on October 30, 2025

The Task Force will review/amend the minutes from the previous meeting and will vote on whether or not to approve them at this time. [Action Item]

3. **Approval of Revised Work Plan pursuant to Act 36, SLH 2024 § 2(b)**
Approval of the revised workplan, as amended by member comments/revisions. [Action Item]
4. **Approval of Draft Annual Report to the 2026 Legislature**
Approval of the draft Annual Report for transmittal as amended by member comments/revisions. [Action Item]
5. **Announcements**
 - a. Legislative Report
*Pursuant to Act 36, the Annual Report will be submitted by December 31, 2025.
[Not an Action Item]*
6. **Adjournment**

Meeting materials

Meeting materials are posted here: <https://planning.hawaii.gov/spb/hawaii-state-plan-update-phase-2/>

Meeting materials distributed to task force members (“board packet”) will be available for public review 48 hours in advance of the meeting in the Office of Planning and Sustainable Development (OPSD), 6th Floor, 235 South Beretania Street, Honolulu, and at the State Plan Phase II Update Webpage.

In-person meeting access

All visitors to the building must check in with building security on the ground floor and present their driver’s license, State ID, or State employee ID to security staff and sign the visitors log. Security staff will issue a visitor’s badge for the visitor entry to the building.

Virtual meeting and phone access

To participate via the Zoom link provided, you will need a computer or mobile device with internet access, video camera (recommended), and a microphone. You will be muted during the meeting unless you are providing comments or actively participating in a discussion. You may also access the Zoom meeting by phone only by using the dial-in phone number, meeting ID, and meeting passcode information provided at the top of this agenda. A guide for the use of Zoom is available at the following link:

[Accessing-an-online-Zoom-meeting-1.pdf](#)

In accordance with Act 220, Session Laws of Hawai‘i 2021, if the OPSD host Interactive Communication Technology (ICT) connection for the virtual remote meeting and physical location are lost, the meeting will be recessed for up to 30 minutes while the host attempts to restore connection. The public may access the reconvened meeting by clicking the meeting link again. If the meeting cannot be reconvened within 30 minutes, the meeting will be terminated and the meeting may be continued at another noticed date and time. Please check the OPSD Phase II Update website for information on whether the meeting has been cancelled or will be continued to another meeting date and time for which public notice will be provided.

Comments from the public

Oral and written comments may be submitted on any agenda item. Members of the public may provide oral comments during the meeting when public comments are requested by the State Plan Task Force Chair. When the Chair asks for public comments, please click the Raise Hand button on the Zoom screen, or if calling in by telephone, entering * and 9 on your phone keypad. When recognized by the Chair, please unmute yourself to begin speaking. If calling by phone, you can unmute and mute yourself by pressing * and 6 on the keypad. Before making your comments, please identify yourself and the organization, if any, that you represent. Please remember to mute yourself after speaking.

Written comments may be submitted as follows:

by email: [*claire.p.mccreery@hawaii.gov*](mailto:claire.p.mccreery@hawaii.gov)

by postal mail: Office of Planning and Sustainable Development (OPSD)

ATTN: State Planning Act Task Force Public Comments

P.O. Box 2359

Honolulu, HI 96804-2359

Request for auxiliary aids

If you need an auxiliary aid/service or other accommodation due to a disability, contact Claire McCreery

State Planning Act Task Force
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at claire.p.mccreery@hawaii.gov as soon as possible. Requests made as early as possible will have a greater likelihood of being fulfilled.

Upon request, this notice is available in alternate/accessibile formats.