

## Small Business Regulatory Review Board

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### MEETING MINUTES

December 11, 2025

- I. **CALL TO ORDER:** Chair Shick called the meeting to order at 10:01 a.m., with a quorum present.

**MEMBERS PRESENT:**

- Jonathan Shick, Chair
- Sanford Morioka, Vice Chair
- Mary Albitz, Second Vice Chair
- Nikki Ige
- Dr. Jennifer Salisbury
- Tessa Gomes
- Cynthia Hobson
- David Sikkink

**ABSENT MEMBERS:**

- James (Kimo) Lee
- Leelen Park

**STAFF:** DBEDT

Dori Palcovich  
Jet'aime Ariola

Office of the Attorney General

Alison Kato

II. **APPROVAL of NOVEMBER 20, 2025 MINUTES**

Dr. Salisbury motioned to approve the November 20, 2025 meeting minutes, as presented. Mr. Sikkink seconded the motion and the Board members unanimously agreed.

III. **NEW BUSINESS**

- A. Discussion and Action on the Small Business Impact Statement and Proposed Amendments to Special Management Area (SMA) Rules and Regulations, (Amendment and Replacement of Various Chapters), promulgated by Planning Department, County of Kauai

Ms. Jodi Higuchi Sayegusa, Deputy Director of Planning at the County of Kauai Planning Department, explained that the Special Management Area (SMA) rules are being amended, which are overdue for an update due to, among other reasons, several Acts having been instituted since the rules were first adopted. Overall, the purpose of the rules is to preserve, protect and restore the natural resources of the coastal zone of Hawaii.

This proposal pertains mainly to the governing of permitting of the various SMA activities, such as snorkel tours; the proposal also updates definitions and processing procedures. The changes could potentially impact small businesses where the businesses are located by proposing activities, uses, or development that will trigger an SMA permit.

Filing fees pertaining to any SMA assessment, minor permit application, use permit application, modification and emergency permit fees have been clarified and new fees imposed and/or increased. Specifically, there is a new assessment fee of \$50 as there hadn't previously been an assessment process. The use permit application will be increased from \$300 to \$500, minor modifications fees for SMA permits are proposed to be \$300, and major modifications fees for SMA permits are \$300 plus cost of the publication of \$1,776.46.

Dr. Salisbury thanked Ms. Higuchi Sayegusa for the hard work that went into these rules and completely supports this proposal. Discussion leader Ms. Ige concurs with Dr. Salisbury's sentiments.

Ms. Ige motioned to send the proposed amended rules to public hearing. Ms. Hobson seconded the motion, and the Board members unanimously agreed.

#### **IV. ADMINISTRATIVE MATTERS**

##### A. Update on the Board's Upcoming Advocacy Activities and Programs in accordance with the Board's Powers under Section 201M-5, Hawaii Revised Statutes (HRS)

1. Business Revitalization Taskforce's most recent meeting pursuant to Act 142 (Sessions Law Hawaii 2024, Senate Bill 2974 Relating to Economic Development) – Mandates that the Department of Business, Economic Development, and Tourism establish a task force in order to identify methods to improve Hawaii's general economic Competitiveness and business climate, including the mitigations of regulatory and tax burdens

Taskforce member Ms. Gomes stated that a final proposal was signed and sent out earlier this month. She will provide the final report to this Board.

2. Simplifying Permitting for Enhanced Economic Development (SPEED) Task Force's most recent meeting pursuant to Act 133 to identify actions taken, challenges encountered, and legislative measures necessary to facilitate, expediate, and coordinate state and intergovernmental permit processes; and appropriates funds

Taskforce member Dr. Salisbury stated that the three PIGS (permitted interaction groups) concluded last week; their reports were sent to the taskforce. On December 15<sup>th</sup> the PIGS' findings will be presented in a public Zoom meeting to the whole taskforce.

The next taskforce meeting will be held on January 6, 2026 at the State Capitol, which will be public; the taskforce will be taking testimony at this meeting. The taskforce is sending Dr. Salisbury to attend the meeting in person.

There will be another group of PIGS next summer that will be meeting from May to August 2026 and then a third group from September to December. The taskforce will then conclude in June 2027 prior to the expectation that it will be creating legislation for the State's permitting processes.

3. Discussion and Action on the adoption of reasonable time limits on oral testimony by members of the public

Second Vice Chair Albitz motioned to adopt a three-minute time limit per person, per agenda item on testimonies during the monthly Board meetings. Ms. Ige seconded the motion and the Board members unanimously agreed.

4. Discussion and Action of the Board's neighbor island meeting tentative for March 19, 2026

The Maui County's Office has confirmed that this Board's meeting will be held on March 19, 2026 at 1:00 p.m., on the 9<sup>th</sup> floor of the County of Maui Building. The Mayor is scheduled to speak for 10 minutes; as such, this Board will need to provide the Mayor with talking points for his staff to craft a speech and a Proclamation for this Board.

The initial plan is for members and staff to fly in the morning to Maui, drive to Lahaina, pick up a box-lunch, head to Wailuku to attend the 1:00 Board meeting, and then drive back to the airport to head back to the airport around 4:00–4:30 p.m.

Dr. Salisbury motioned to hold this Board's March 19<sup>th</sup>, 2026 monthly meeting on Maui Island. Second Vice Chair Albitz seconded the motion, and the Board members unanimously agreed.

5. Becker Communications Inc., regarding the Board's Small Business Outreach

Ms. Ariola met with Becker Communications recently to go over the 2026 calendar year for outreach purposes. Some of the outreach will include attending the Small Business Fair, which is tentatively expected to be held in February 2026, as well as an Entrepreneur's Conference held on Oahu, no date has been set.

6. Presentation to Industry Associations

Chair Shick attended the Hawaii Chamber of Commerce's "Business After Hours" event and will try to attend some of the events to be held in 2026. Ms. Ige will be attending the Kauai Chamber of Commerce meeting tonight.

7. Staff's Small Business Outreach

See Section 5. Becker Communications, Inc., regarding the Board's Small Business Outreach.

Ms. Keari Shibuya from the Hawaii State Procurement Office (SPO) introduced herself to the members, indicating that she is in the process of developing a program for small businesses in Hawaii Administrative Rules to obtain and succeed in State contracts. These rules will be especially for businesses that are Native Hawaiian, women-owned, and veteran-owned.

Further, this year SPO will be introducing a bill to the Hawaii legislature to make the small business procurement program permanent to assist small businesses in procurement.

- V. **NEXT MEETING** – Thursday, January 15, 2026 at 10:00 a.m., via Zoom and in Conference Room 436 at No. 1 Capitol District Building, 250 S. Hotel Street, Honolulu, HI 96813.
- VI. **ADJOURNMENT** – Second Vice Chair Albitz motioned to adjourn the meeting and Ms. Ige seconded the motion; the meeting adjourned at 10:51 a.m.