Department of Planning
County of Maui

William Spence, Director
Michele McLean, Deputy Director

Fiscal Year 2017
Reporting Period July 1, 2016 to June 30, 2017

Wailuku Block Redevelopment Plan
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EXECUTIVE SUMMARY

Mission

The mission of the Department of Planning is to manage growth in a sustainable manner that balances our economy, culture and the environment. As in prior years, the Department identified four strategies to accomplish its mission in FY17:

- Provide quality service to the public by offering accurate and timely information in a friendly and professional manner in the performance of the Department’s duties.

- Administer and enforce zoning and other land use regulations to ensure that all applicable laws and rules are being followed. Enforcement is generally complaint-based so that the Department can effectively respond to concerns raised by the public.

- Review and process applications for a wide variety of developments, from small bed-and-breakfast operations to large commercial or industrial projects. Applications are carefully considered with respect to their surrounding uses, potential impacts, and consistency with long-range plans.

- Prepare and implement long-range plans, such as the Countywide Policy Plan, Maui Island Plan, regional community plans, and various master plans. The development of these plans is an open public process with extensive community participation and involvement, as these plans will guide and direct development and growth for many years.

These goals are largely continual efforts that will extend into FY18 and beyond.

Highlights of Accomplishments

- The Lanai Community Plan update was adopted and signed into law by Mayor Arakawa on July 26, 2016; the County Council began its review of the Molokai Community Plan update; and the West Maui Community Plan update process was initiated with enhanced community engagement strategies.

- The first public meetings were held to discuss the “DSSRT” project to adopt digital zoning maps.

- ApplicationXtender was implemented to replace physical document storage, and all board and commission meeting materials are available online.

- The flood hazard areas ordinance was amended in accordance with federal requirements and allows Maui County to continue its participation in the National Flood Insurance Program.
DEPARTMENT HIGHLIGHTS

General Overview

Charter Provision
The Department of Planning is organized in accordance with Section 8-8.1 of the Charter of the County of Maui which states, “There shall be a department of planning consisting of a Maui planning commission, a Molokai planning commission and a Lanai planning commission, a planning director, a board of variances and appeals, and the necessary staff.”

Powers, Duties and Functions
Section 8-8.3 of the Charter states that the planning director shall:

1. Be the administrative head of the department of planning.
2. Serve as the chief planning officer of the county and as the technical advisor to the mayor, council and planning commissions on all planning and related matters.
3. Recommend revisions of the general plan at least every ten years to guide the development of the county.
4. Prepare, administer, and enforce long-range planning programs.
5. Prepare, administer, and enforce a cultural resource management program.
6. Prepare, administer, and enforce zoning ordinances, zoning maps and regulations and any amendments or modifications thereto.
7. Review the lists of proposed capital improvements projects contemplated by the county and recommend the order of their priority to the mayor.
8. Perform such other duties and functions as shall be required by law or as shall be assigned by the mayor.

The Department prepares, administers and strives to implement long-range plans, such as the Maui Island Plan and the nine regional community plans; administers and enforces the comprehensive zoning ordinance and other land use regulations; processes applications for a broad variety of discretionary permits; and provides staff support to eight permanent boards and commissions: Maui Planning Commission, Molokai Planning Commission, Lanai Planning Commission, Urban Design Review Board, Cultural Resources Commission, Board of Variances and Appeals, Hana Advisory to the Maui Planning Commission, and Maui Redevelopment Agency.

Accomplishments
During FY17, the Department achieved several important procedural and legislative goals. It now provides immediate online access to board and commission documents: as soon as a board or commission agenda is posted, the meeting materials are available online. Additionally, the Department has established a consistent procedure for notifying the Real Property Assessment Division of permit and land use decisions and approvals so that they may appropriately adjust the applicable real property tax
valuations. The Department also implemented the use of ApplicationXtender as its cloud-based document storage system and began the process to review and dispose of old documents in storage.

In FY17, the Planning Department endeavored to move beyond day-to-day planning and permitting, and being reactive, instead aiming to be forward-thinking and proactive. To this end, the Department worked with the County Council on the enactment of a variety of initiatives to improve our public service and promote efficiency: further revisions to the Short-Term Rental Home permit ordinance to allow for improved permitting and enforcement; an overhaul of the Kihei Research and Technology Park zoning district, which is the County’s first “form-based” code; amendments to the County’s flood hazard ordinance under the guidance of the Federal Emergency Management Agency; enactment of new enabling legislation to allow the creation of Special Improvement Districts, whereby communities such as Paia Town and Kahana Bay would voluntarily pay higher taxes with the increased revenue being returned to the community for public benefit projects; amendments to the commercial sign ordinance to provide greater flexibility and options for business signs and to create provisions for drive-through signs; and clarifications to allow commercial signs in the historic districts to be under the authority of the Cultural Resources Commission.

Additionally, staff participated in a variety of government and public forums to integrate planning efforts on both county and state levels. The Department is represented on: the statewide Interagency Climate Adaptation Committee, which is tasked with creating a statewide Sea Level Rise Vulnerability Assessment and Adaptation Report; the Ocean Resources Management Plan Policy Group, responsible for creating and updating the plan; and the Hawaii Interagency Council for Transit Oriented Development (or “Transit Ready Development” on the neighbor islands), seeking to facilitate collaboration on smart growth initiatives.

During FY17, the Department also participated in the State Department of Transportation’s Sustainable Transportation Forum, to discuss transportation planning with a variety of stakeholders. Additionally, the Department is represented on the Maui Metropolitan Planning Organizations’ Policy Board and Technical Advisory Committee. Lastly, the Department also attended and made presentations to a wide variety of organizations and events, including numerous community associations, rotary clubs, the Realtors Association of Maui, the Maui Energy Conference, and the Maui County Affordable Housing Summit.
CURRENT PLANNING DIVISION
PC-0017 Planning Program Administrator EM-07

CLERICAL SECTION
PC-0075 Secretary I SR-14 (1)
PC-0026 Office Operations Assistant II (Molokai) SR-10 (2)
PC-0038 Office Operations Assistant II (CZM) * SR-10
PC-0044 Office Operations Assistant II SR-10
PC-0054 Office Operations Assistant II SR-10

SECRETARIES TO BOARDS AND COMMISSIONS
PC-0025 Secretary to Boards/Commissions II SR-16
PC-0033 Secretary to Boards/Commissions II SR-16
PC-0023 Secretary to Boards/Commissions II SR-16

LAND USE PLANNING SECTION
PC-0018 Planner VI SR-26
PC-0031 Planner V SR-24
PC-0047 Planner V SR-24
PC-0035 Planner V SR-24
PC-0050 Planner V SR-24
PC-0055 Planner IV SR-22
PC-0059 Planner IV SR-22
PC-0021 Planner III SR-20

ENVIRONMENTAL PLANNING SECTION
PC-0076 Planner VI SR-26
PC-0031 Planner V (CZM) * SR-24
PC-0047 Planner V (CZM) * SR-24
PC-0050 Planner V (CZM) * SR-24
PC-0055 Planner IV (Molokai) SR-22
PC-0059 Planner IV (CZM) * SR-22
PC-0021 Planner III SR-20

ZONING ADMINISTRATION AND ENFORCEMENT DIVISION
DEPARTMENT OF PLANNING
COUNTRY OF MAUI
TABLE OF ORGANIZATION
As of January 1, 2017
PC-0037 Planning Program Administrator EM-07

ZONING ADMINISTRATION AND ENFORCEMENT DIVISION
PC-0041 Secretary to Boards/Commissions II SR-18
PC-0070 Secretary I SR-14 (1)
PC-0082 Office Operations Assistant I SR-08

ZONING ENFORCEMENT SECTION
PC-0072 Supervising Zoning Inspector SR-23
PC-0036 Zoning Inspector II SR-19
PC-0077 Zoning Inspector II SR-19
PC-0036 Zoning Inspector II SR-19
PC-0046 Zoning Inspector I (Molokai) SR-14 (2)
PC-0046 Zoning Inspector I (Molokai) SR-14 (2)

PLANS REVIEW SECTION
PC-0025 Administrative Planning Officer EM-03
PC-0037 Senior Land Use & Bldg Plans Examiner SR-01
PC-0036 Land Use & Bldg Plans Examiner SR-19
PC-0052 Land Use & Bldg Plans Examiner SR-19
PC-0056 Land Use & Bldg Plans Technician SR-12
PC-0051 Land Use & Building Plans Technician SR-15
PC-0078 Land Use Permit Clerk SR-12
PC-0076 Land Use Permit Clerk SR-12

PLANNING SECTION
PC-0023 Planner V SR-24
PC-0015 Planner IV SR-22
PC-0045 Planner III SR-10
PC-0027 Planner III SR-18
Department Budget
The Department’s approved FY17 general fund budget was virtually identical to the FY16 budget. The FY17 budget totaled $5,431,130, representing an increase of less than 1% over FY16. The most notable change was the decrease of 20.6% in Administration and Operations expense, which was offset by a 6.54% increase in Salaries and Wages and 1.83% increase in Line Item Grants and Programs. Salaries and Wages increased due to two expansion positions which were approved for the Zoning Administration and Enforcement Division (ZAED).

As in FY16, the majority of the FY17 budget – $3,982,048 or 73% – supported salaries and wages for the Department’s 64 general funded employees. Administration and operations – which includes office supplies and equipment, office rent, travel expenses for staff to attend meetings on the neighbor islands, and professional services contracts – totaled $944,639 or 17%. Leased office equipment totaled $31,968 or less than 1%. The remaining $472,475 or 9% was budgeted for grants and agency program line items, including funding for the Maui Redevelopment Agency, a grant for the University of Hawaii Sea Grant Extension Agent on Maui, an audit of the county’s zoning code, and cultural resources management and historic building documentation.

As of June 30, 2017, the Department spent approximately 92% of its approved FY17 budget, leaving $429,900 or 8% for carryover savings.

<table>
<thead>
<tr>
<th>General Fund Budget Item</th>
<th>FY16 Approved Budget</th>
<th>FY17 Approved Budget</th>
<th>FY17 Actual Expense</th>
<th>FY17 % spent</th>
<th>FY17 Balance</th>
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<tbody>
<tr>
<td>Salaries and Wages</td>
<td>$3,737,777</td>
<td>$3,982,048</td>
<td>$3,725,275</td>
<td>94%</td>
<td>$256,773</td>
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<tr>
<td>Administration and Operations</td>
<td>$1,189,913</td>
<td>$944,639</td>
<td>$839,777</td>
<td>89%</td>
<td>$104,862</td>
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<tr>
<td>Leased Equipment</td>
<td>$31,454</td>
<td>$31,968</td>
<td>$23,482</td>
<td>73%</td>
<td>$8,486</td>
</tr>
<tr>
<td>Line Item Grants and Programs</td>
<td>$463,975</td>
<td>$472,475</td>
<td>$412,696</td>
<td>87%</td>
<td>$59,779</td>
</tr>
<tr>
<td>TOTAL GENERAL FUNDS:</td>
<td>$5,423,119</td>
<td>$5,431,130</td>
<td>$4,001,230</td>
<td>92%</td>
<td>$429,900</td>
</tr>
</tbody>
</table>

Source: IFAS BA5104M Budget Actual as of 6/30/2016 and 6/30/2017
ACTIVITIES BY DIVISION

Current Planning Division

The Current Planning Division (Current) includes the land use section and the environmental section, and is responsible for the processing of major development applications in accordance with planning and zoning regulations. Current reviews and analyzes a broad variety of discretionary and administrative permits.

As part of these duties, Current also provides staff support to the Maui Planning Commission, Molokai Planning Commission, Lanai Planning Commission, Maui Redevelopment Agency, Urban Design Review Board and the Hana Advisory Committee to the Maui Planning Commission.

**FY17 Activities**

**MAPPS.** Moving toward the adoption and implementation of Maui’s Automated Permit Processing System (MAPPS), Current completed the process mapping for more than 60 permit types; these were provided to and discussed with representatives from the County’s Information Technology Services Division (ITS) and contractor Energov.

**Kahana Bay.** Members of the Shoreline Team attended various condominium association meetings to discuss the steps needed to implement a possible beach nourishment project based on the positive results of the sand study in near-shore waters of Kahana Bay.

Council Chair Mike White at Kahana Bay meeting

**STRHs.** In May 2016, another round of revisions to the Short-Term Rental Home ordinance took effect. In part, this was the result of the Department’s 2014 review of the ordinance. Significant amendments included an increase in the initial permit period from one year to three years; a loosening of one of the planning commission review triggers and notification requirement; a decrease in the cap for the Hana Community Plan region from 48 permits to 30 permits; and the creation of a six-month amnesty period to encourage operators to apply without being banned.

**Wailuku Civic Center.** Staff Planner Erin Wade, on assignment to the Mayor’s Office, worked with the Wailuku community, consultant Ferraro Choi and the Maui Redevelopment Agency (MRA) to conduct surveys for a proposed parking and events facility at the Wailuku municipal parking lot, to be known as the Wailuku Civic Center. Surveys and community outreach were conducted including interactive events at First Fridays, and Open Houses throughout the town.
**FY18 Goals**

**Coastal Zone Management.** Current has primary responsibility for administering the State Coastal Zone Management law in Maui County. As such, Current receives a federal grant each year that is administered through the State. For FY18, Current has received $47,000 in additional grant funding to use shoreline data to adjust shoreline area boundaries.

**Wailuku Civic Center.** The Wailuku Civic Center project will be further defined and planned during FY19, with the preferred alternative design being selected to move into the next phases. Additionally in Wailuku Town, the Clean and Safe Program will be well-developed with proven results that should result in secured future funding.

**Special Management Area Rules.** The management leaders in Current are working to complete the review of proposed amendments to the Maui Planning Commission’s Special Management Area Rules. These should be presented to the Commission for consideration in FY18. The Shoreline Team is also working on complementary amendments to the Maui Planning Commission’s Shoreline Area Rules.

Council Member Stacey Crivello at West Maui site visit with CZM staff

CZM Planner V Keith Scott at Kahana Sunset access sign
As its name indicates, the Zoning Administration and Enforcement Division (ZAED) administers and enforces state and county land use laws and rules. ZAED also serves as the Department’s primary advisor and information source for Maui County residents regarding the interpretation and application of land use laws and rules, permits, approvals, decisions and orders, and other enforcement matters.

ZAED provides administrative and technical support to the Board of Variances and Appeals (BVA). ZAED assists in the administration and enforcement of the Coastal Zone Management Program and processes appeals to the Planning Director and the planning commissions of Notices of Violation for Special Management Area and Shoreline Setback Violations. ZAED also processes Requests for Service, including complaints and requests for information and documents, and processes a variety of administrative permits. ZAED reviews a variety of applications, such as subdivisions and building permits, for compliance with land use laws and rules.
FY17 Activities
Collaboration with Real Property Tax. ZAED is currently working in collaboration with the Real Property Tax Division in implementing a program to collect outstanding fines due to zoning and other violations. Staff are working toward having outstanding fines listed with Real Property Tax bills, filing liens on real property, and obtaining outstanding fines through a collection agency.

Sign Ordinance Amendments. ZAED has played a major role in initiating updates to the commercial sign ordinance. Development of retail space and businesses has evolved in the County, thus making changes to the sign code critical. In FY17, the sign ordinance was amended to reflect the ever changing business environment on Maui, while still maintaining the small-town character of the island.

National Flood Insurance Program.
Since 1981, the County has regulated development in its floodplain areas through a flood ordinance which allows the County’s participation in the National Flood Insurance Program (NFIP). An important component of the NFIP is the Community Rating System (CRS) which "rewards" property owners in floodplains with discounted flood insurance premiums in communities that exceed the NFIP’s minimum standards for floodplain protection.

The Department is charged with maintaining the County’s standing in this program to provide County residents with not only flood protection, but also with reduced flood insurance premiums. Due to higher regulatory standards and the caliber of the flood program, the average insurance premium in the County is $770 per year, while the national average is $1,100 to $1,200 per year. This is in spite of average property values being much higher in the County than nationwide.

In addition, on top of the lower average insurance premium for County residents, there are ten classes for rate reduction, each providing a five percent reduction in premiums. County residents currently enjoy a Class 8 designation, which equates to a ten percent reduction on their flood insurance premiums. With over 12,300 policies and over $7.0 million in flood insurance premiums to insure properties valued at $2.6 billion, County residents enjoy an annual premium savings of more than $680,000 due to the Class 8 designation alone.

In FY17, federally mandated revisions to the County’s flood ordinance were reviewed by the three planning commissions and ultimately approved by the County Council.
An extremely demanding five-year CRS Audit was completed to ensure that Maui residents will continue to receive reduced and discounted flood insurance premiums. With extensive assistance from the Long Range Division’s GIS team, GIS maps and critical analyses were developed for the CRS Audit to show open space areas located in special flood hazard areas (SFHA). This earned the County even more points. Also completed for this audit was the calculation of the SFHA acreage for the entire County and a count of all insurable buildings in the SFHA.

**FY18 Goals**

**Parking Ordinance Amendments.** Throughout FY17, a team of ZAED staff and senior management has worked on proposed amendments to Chapter 19.36A, Maui County Code, which establishes parking requirements for commercial, residential, industrial, hotel and other uses. This parking ordinance has been problematic for years, restricting new development and the renovation or rehabilitation of existing development. A draft ordinance to overhaul Chapter 19.36A will be reviewed by the three planning commissions and transmitted to the County Council in FY18.

**Agricultural District Rule Amendments.** With the adoption of an ordinance to allow certain types of commercial agricultural structures, ZAED determined that the Department’s existing rules for farm dwellings should be expanded to provide greater clarity to the administration of the entire agricultural zoning district. A staff team has worked with the agricultural community on proposed administrative rules to regulate various agricultural uses and structures. The draft proposed rules will be released for public hearing in FY18.
The Long Range Division (LRD) looks at land use from a County and island-wide perspective, and works with the community to identify appropriate locations for a variety of land uses. This is accomplished through planning events and activities within the nine community plan regions that aim to meet the Department’s mission.

LRD formulates plans that will facilitate the development of a desirable living environment through dialogue with the community and the application of professional planning principles.

FY17 Activities

Moloka`i Community Plan update. The Department submitted its draft of the Moloka`i Community Plan update, which includes all of the Community Plan Advisory Committee (CPAC) and Moloka`i Planning Commission revisions, to the County Council in May 2016. The Maui County Council Planning Committee started their review nine months later in February 2017.
Improving the Community Planning Process. As directed by Mayor Arakawa in July 2016, LRD stopped work on the update of the West Maui Community Plan and began an intensive reassessment of the planning framework and process currently used in Maui County. LRD researched the long range planning framework and process of jurisdictions from across the country as well as best planning practices from the American Planning Association. The results of this research were that improvements could be accomplished by better administering the provisions of the existing enabling legislation by involving all County departments in the development of the plans. Such involvement would also spill over into each respective department’s budgeting and capital improvement project programming.

LRD also found that successful community plan updates are achieved through a rigorous community engagement phase. The community engagement phase is a critical component of the planning effort that strives to obtain balanced and representative participation and provides credibility to the process. Several elements are critical to successful community engagement, including: transparency and understanding of the process; clear identification of the roles and responsibilities of all parties involved; accessibility to the process by bringing the process to the community; and a thorough understanding of what the public desires for their community through the documentation of their ongoing interaction.

During the review and adoption phase of a community plan update, a clear understanding of the roles and responsibilities of all of the parties including the public, Community Planning Advisory Committee (CPAC), planning commission, County Council and the Department is critical. As such, LRD developed a Community Planning Process Handbook to provide an overview of the established planning process to develop and update Community Plans. The Handbook provides background information of the laws and policies that direct the development of the County of Maui General Plan and its components, as well as outlines the process required to complete the plan and subsequent updates.

MAPPS. LRD’s Geographic Information Systems (GIS) staff continued their involvement in major aspects of the county’s MAPPS and Enterprise GIS projects.

EOC Assistance – Wailuku River Flood Damage. LRD GIS staff provided assistance in mapping the Wailuku River flood damage that occurred on September 13. This included ground and aerial data collection (GPS data, photographs). In the few months following the flood, staff provided all the GIS operational support to multiple departments and agencies and provided various map products (debris, damage, and change detection) illustrating the extent of damage in support of securing a presidential disaster declaration.
FY18 Goals

*Molokai Community Plan Update.* This document was transmitted to the County Council in May 2016. It is expected that the Council will adopt the updated plan during FY18.

*West Maui Community Plan.* Just prior to the Mayor’s July 2016 directive, LRD had commenced research and updates of technical reports such as the socioeconomic forecast, land use forecast, on-going entitled development projects, and some interviews were held with civic and community leaders within West Maui. These efforts were put on hold while the overall update process was re-evaluated.

In FY18, LRD intends to complete a rigorous community engagement process through workshops, charrettes, presentations, open houses, and results from questionnaires on a variety of issues impacting of West Maui. A draft of the West Maui Community Plan update will then completed for the review by the Community Plan Advisory Committee (CPAC).

With the growing prevalence of technology and social media, many jurisdictions are trending toward using a variety of on-line tools to augment their traditional engagement practices. The LRD community engagement process will now include the development of an interactive website ([www.wearemaui.org](http://www.wearemaui.org)) allowing community members to retrieve information pertinent to the changing conditions of their community since the last CP update. The website will also provide a suite of tools and opportunities that will enable the community to participate through questionnaires, idea walls, mapping charrettes, and budget simulators just to name a few examples. Additionally, the information for all future community meetings, workshops and other events related to CP updates will be posted on the website. All relevant documents, PowerPoint presentations, videos, photos and other pertinent material will also be available through the website. Through this effort and our ability to now engage in social media platforms such as Facebook and Instagram, our objective to *bring the planning process to the community* and to target our outreach efforts to a more diverse representation of the community will be accomplished.
Historic District Regulations. LRD’s Cultural Resources Planner has presented the Cultural Resources Commission (CRC) with a variety of proposed amendments to update and clarify the CRC’s guidance documents. Many of these documents are dated and have not been evaluated by the CRC since they were created 30 to 50 years ago. The proposed changes will be drafted into a proposed bill for consideration by the County Council.

Lanai City Country-Town Business District Design Guidelines and Standards. In 2012, the Department began agency review of a revised Design Guideline document, but its adoption was postponed until the Lanai Community Plan update was adopted. With the plan’s adoption in 2016, LRD will update and recirculate the 2011 design guidelines for review.
Plan Implementation Division

Kathleen Ross Aoki (Administrator), Carolyn Cortez (Planner V) and Peter Graves (GIS Analyst V)

The Plan Implementation Division (PID) has a dedicated focus on the implementation of our General Plan, which includes the Countywide Policy Plan, the Maui Island Plan, and our regional community plans. These plans contain goals, objectives, policies and actions that require implementation once they are adopted.

By working with the County departments and State and Federal agencies, PID monitors the County’s progress towards the implementation of the General Plan and submits an annual report to the Mayor and County Council on the status of implementation on each general plan document.

FY17 Activities
Update to the Maui Island Coastal Erosion Rate Maps. PID continues to assist the Current Division’s shoreline planners with GIS and informational support on the analysis and optional implementation policies of these new coastal erosion rate maps which were received, through a contract, from the University of Hawaii Geology Department.
Capital Improvement Program Report. PID reviewed the Mayor’s proposed $156.7 FY18 County CIP Budget for consistency with the Maui Island Plan and Community Plans. Specifically, staff reviewed the CIP funding requests of other County departments to assess their consistency with and support for stated objectives, policies and action items within the Maui Island Plan and Community Plans. A report identifying all of the relevant and applicable objectives, policies, and action items from these documents, as well as a prioritization schedule, was submitted to the Budget Office.

FY18 Goals
Audit of Maui County Code Title 19 – Zoning. Maui County’s land use regulatory framework (Maui County Code, Title 19 - Zoning) has evolved over many years and has undergone scores of changes to accommodate new conditions and broader responsibilities. There are many problems encountered in administering the code which can be attributed to the piecemeal fashion in which it has been amended over the years. The result is a cumbersome and somewhat confusing organization of the code; provisions that are often ambiguous, inconsistent, outdated or obsolete, and redundant; complex permit review and code enforcement procedures; and standards that do not promote the livable built environment that is identified in the General Plan.

In FY17, the Department received funding to conduct an audit of MCC Title 19 – Zoning in order to address these issues. A contract was awarded to Orion Planning & Design in February 2017. Orion Planning & Design’s consultant team includes a number of skilled and experienced planning professional from around the country, including a past president of the American Planning Association. The team made their first trip to Maui for a week in May 2017. While here, they conducted a significant number of stakeholder interviews and meetings which included various county and state departments, landowners, developers, environmental, community, cultural and business groups, and consultants (planners, architects and engineers). The audit will continue through FY18, with a final report expected by the end of calendar year 2017.
Update to the Lanai Special Management Area Boundary Map. PID has been working with the Lanai Planning Commission on revising the Lanai SMA boundary map which was initially adopted in the mid 1970’s. The proposed revision to adjust existing boundaries is taking into consideration the most recent tsunami inundation maps, flood areas, land use, cultural and environmental sites, topography, shoreline access, etc. The updated map should be adopted by the Lanai Planning Commission in FY18.

Dead Sea Scroll Replacement Team (DSSRT). DSSRT is comprised of senior staff from all four divisions, and it reviewed necessary corrections to a draft digital zoning map and has formulated recommended zoning changes for the County Council. The complexity of the project has required ongoing review by the team, as well as input from other staff, senior management and the Community Plan update teams, and has been instrumental in discovering and determining parcel-by-parcel zoning inconsistencies. The review has been completed and a draft digital map was unveiled at community meetings held in March and April in Pukalani, Kihei, Lahaina and Wailuku. The extended process of drafting the digital zoning map and how limited land owners will be affected was explained. The draft digital zoning map and amendments to MCC Title 19 will be presented to the Maui, Molokai and Lanai Planning Commissions for their review and comment in mid/late 2017. The goal is to have the County Council adopt the digital map in FY18.
Administration

The Administration Division includes the Office of the Director and Deputy Director, and is responsible for the overall management and day-to-day administration of the department in accordance with the county charter and state and county laws.

FY17 Activities

In fiscal year 2017, the Administration oversaw the collection of $901,805.46, which was deposited through the iNovah cashiering system into the county's general fund.

With additional personnel in ZAED, new office space was secured for PID. This space also allows improved storage and access to open project files and provides an additional conference room.

With all board and commission meeting agendas posted online, the relevant meeting documents are also made available to the public as soon as agendas are posted.

FY18 Goals

For FY18, with increased efficiency in its processes, the Department will continue its efforts to provide quality customer service, update codes and procedures, and improve
opportunities for public participation. The Department will continue to pursue the same four goals as in prior years:

- Provide quality public service by offering accurate and timely information.
- Administer and enforce zoning and land use regulations, and ensure that all applicable laws and rules are followed.
- Review and process a wide variety of development applications, and appropriately consider their potential impacts.
- Prepare and implement long-range plans to guide and direct future development and growth.

Performance Measurements

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Department's Mission</th>
<th>Program Goal</th>
<th>Program Objective</th>
<th>Success Measure</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Actual</th>
<th>FY 2017 Estimate</th>
<th>FY 2017 Actual</th>
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<tbody>
<tr>
<td>Planning</td>
<td>To manage growth in a sustainable manner that balances our economy, culture and environment</td>
<td>Goal #1: Improve customer service and streamline permit application procedures.</td>
<td>1. Decrease the # of permit application forms and consolidate approximately 60 forms into fewer forms each year</td>
<td># of old forms eliminated</td>
<td>5</td>
<td>2</td>
<td>5</td>
<td>5</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>2. Process building permit reviews, zoning verification requests, complaints, permits and requests for information in an efficient and professional manner</td>
<td># of building permits reviewed</td>
<td>1,794</td>
<td>1,849</td>
<td>2,000</td>
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<td># of zoning verifications performed</td>
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<td># of zoning complaints investigated</td>
<td>1,052</td>
<td>636</td>
<td>1,000</td>
<td>512</td>
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<td></td>
<td></td>
<td># of conditional permits transmitted to Council</td>
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<td>1</td>
<td>7</td>
<td>8</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td># of Requests for Comments answered</td>
<td>148</td>
<td>185</td>
<td>150</td>
<td>118</td>
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<tr>
<td></td>
<td></td>
<td>Goal #2: Increase public participation and access to information by conducting public meetings, and by making more documents available online.</td>
<td>1. Post board and commission meetings, agendas and documents on the county’s website</td>
<td>% of documents relating to meetings posted online</td>
<td>62%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td># of public meetings conducted</td>
<td>93</td>
<td>137</td>
<td>85</td>
<td>83</td>
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<tr>
<td></td>
<td></td>
<td>Goal #3: Improve administration of land use ordinances and long range plans by revising and updating ordinances and rules, and implementing long-range plans.</td>
<td>1. Amend land use ordinances and administrative rules to clarify and modernize</td>
<td># of ordinances and rules amended annually</td>
<td>9</td>
<td>6</td>
<td>7</td>
<td>14</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td># of implementing actions initiated by department</td>
<td>3</td>
<td>0</td>
<td>3</td>
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</table>

Areas for Improvement

The Department will work with the Mayor, other County departments and the County Council on reviewing and improving the planning process for the general plan and
community plans. The current process takes longer than the prescribed duration of the plans themselves; clearly changes need to be made.

Through its work on MAPPS, the Department is improving its permit processing, finding further efficiencies and streamlining to improve customer service and public access to information.

Lastly, through the anticipated “audit” of the zoning code, major changes can be proposed to make the code more realistic, modern, flexible and user-friendly to the public and to the County.

The resources needed for these improvements rest predominantly with existing Department personnel; in some instances, contractors may be required, which would necessitate specific funding in the annual budget. For any successful initiative, the support of the Administration and the County Council will certainly be key.
DEPARTMENTAL PRIORITIES FOR FISCAL YEAR 2018

Priorities

For FY18, the Department has several top priorities. The first priority is to have the DSSRT project’s digital zoning map and accompanying ordinances adopted by the County Council. This will allow all zoning information for Maui island to be available online, thus providing an important service to the public. It will also set the stage for similar maps to be proposed for Lanai and Molokai.

Revisions to the parking ordinance, as provided by Chapter 19.36A, Maui County Code, are long overdue and should be enacted in FY18. Proposed changes will update and streamline parking requirements and provide flexibility in how this law is administered.

Additionally in FY18, the Department will have completed the initial phases of the first community plan on Maui to be updated since the adoption of the Maui Island Plan. The West Maui Community Plan update will be reviewed by the Community Plan Advisory Committee in late FY18, under the new and improved process that was initiated at the direction of the Mayor.

Another top priority is enacting revisions to the Maui Planning Commission’s Special Management Area rules. These changes will simplify the SMA permitting process and clearly define which projects are statutorily exempt and do not require any SMA review.

In early FY18, the result of the Title 19 audit will be completed. This will lay the blueprint for needed revisions to the entire zoning ordinance. It is too soon to predict how important this effort will be and the benefits that it will provide, but there is no doubt that it will greatly improve the land use regulatory regime that the Department administers and enforces, for the benefit of the public and for greater departmental efficiency.

Continuing in FY18 are two related initiatives: converting paper files to scanned electronic files, incorporating ApplicationExtender, and preparing for the conversion to the MAPPS online permitting program. These are labor-intensive and time-consuming investments that will result in beneficial returns in improved public service and efficiency.

Also continuing in FY18 is the Wailuku Civic Center project, which should reach important milestones in final planning and design.

Budgetary Requirements

In order to realize these priorities, some additional funding was provided in the Department’s FY18 budget. A total of $150,000 was approved to assist with the community plan update process for community outreach (including website
development and social media) and to update technical studies. The Department’s approved FY18 total budget increased by 7.9% compared to FY17.

The increases in Administration and Operations reflects an increase in Professional Services, which includes funding for interactive community planning outreach, updating community plan technical studies, and electronic scanning of old documents. The budget for office rent was also increased due to the 5% increase in common area maintenance for One Main Plaza.

The increase in Line Item Grants and Programs is primarily additional funding for the Wailuku Clean and Safe Program, and an increase in the UH Maui Sea Grant Operations grant, due to administrative costs and collective bargaining increases.

<table>
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<tr>
<th>Budget Item</th>
<th>FY17 Approved</th>
<th>FY18 Approved</th>
<th>Difference</th>
<th>Change</th>
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<td>Salaries and Wages</td>
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<td>$4,049,409</td>
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<td>$1,191,324</td>
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<td>$32</td>
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<td>Line Item Grants &amp; Programs</td>
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<td>$587,500</td>
<td>$115,025</td>
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<td><strong>TOTAL GENERAL FUNDS:</strong></td>
<td><strong>$5,431,130</strong></td>
<td><strong>$5,860,233</strong></td>
<td><strong>$429,103</strong></td>
<td><strong>7.9%</strong></td>
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</tbody>
</table>

Source: Fiscal Year 2018 Council Adopted Budget, Detail Budget Summary by Department and Fund Type
REPORT APPENDICES

Changes in Legislation

Ordinance No. 4343 adopted the Lanai Community Plan update.

Ordinance No. 4347 created a new “form-based” zoning code for the Kihei Research and Technology Park.

Ordinance No. 4369 established conditions under which transient vacation rentals would be considered lawful non-conforming uses ("grandfathered") in planned developments.

Ordinance No. 4380 created a definition of “wetbar” in the zoning code to differentiate this feature from a kitchen.

Ordinance No. 4382 created a new Special Improvement District process to allow communities to effectively self-tax in order to generate funds for public purpose projects.

Ordinance No. 4386 requires that members of each planning commission and the Hana advisory committee member participate in the Native Hawaiian Law Training Course for Boards, Commissions, Councils and Lawmakers, given by the Ka Huli Ao Center for Excellence in Native Hawaiian Law, provided funding for the training is available through the Office of Hawaiian Affairs.

Ordinance No. 4408 established that commercial signs in the County Historic Districts are regulated by the Cultural Resources Commission.

Ordinance No. 4411 revised the County’s flood hazard area regulations in accordance with requirements from the Federal Emergency Management Agency for the County to continue participating in the National Flood Insurance Program.

Ordinance No. 4431 requires that at least one member of each planning commission and the Hana advisory committee has demonstrated expertise in native Hawaiian traditional and customary practices.

Ordinance No. 4434 revised the County’s commercial sign ordinance to update and streamline the regulation of business signs.
Personnel Changes

At the end of FY17, the Department of Planning had 66 full-time employees and two vacancies. Seven new hires joined the department in this fiscal year, while departures include seven resignations, two transfers to other departments, and one termination of employment.

The Planning Department welcomed to its staff the following new hires and congratulate the well-deserved promotions:

**Current Planning Division**
*Summer Enfield-Carlos* accepted a promotional opportunity as Secretary I; she previously worked for the Prosecutor’s Office. Summer later switched positions with Secretary I *Linda Kim* and is now in ZAED. *Rachel Adams* accepted a transfer opportunity from the Maui Memorial Medical Center; she is now an Office Operations Assistant II. Congratulations to *Tara Furukawa*, who was promoted from Planner IV to Planner V.

**ZAED**
*Charmaine Kehau Keawehu* from the Maui Memorial Medical Center. She accepted a lateral transfer to Office Operations Assistant I. ZAED also welcomed *Jared Burkett* as a Planner III. The division welcomed *Danny Dias*, who was previously a Planner V in the Current Planning Division. He was promoted to Planner VI. *David Raatz* accepted a temporary position as Administrative Planning Officer; he was later selected to fill the position on a permanent basis.

The division also welcomed Land Use and Building Plans Examiners *James Aaron* from the Department of Water Supply and *Renee Segundo* from the Department of Public Works. *Pikake Fernandez Ruiz* was promoted from Zoning Inspector Trainee to Land Use and Building Plans Technician. *Avelina Cabais* accepted a transfer from Land Use and Building Plans Examiner to Planner III. *Gail Davis* was reallocated from Zoning Inspector I to Zoning Inspector II, and *Merle Tashiro* was reallocated from Zoning Inspector Trainee to Zoning Inspector I.

**Long Range Division**
New hires Planner III *Tiffany Bostwick* and Planner VI *Annie Alvarado* were welcomed to the division. Cultural Resources Planner *Annalise Kehler* was reallocated from Planner IV to Planner V.

**Plan Implementation Division**
*Carolyn Cortez* was welcomed as the Planner V in the division; she was previously a Planner VI in ZAED.
Departures
Office Operations Assistant II Nancy Tanji from the Current Planning Division left the department to accept a promotional opportunity at the Department of Finance. From ZAED, Planner I Malia Balberdi, Planner II Chelsea Rabago and Planner IV Paul Mikolay resigned. Administrative Planning Officer Joseph Alueta also resigned after 25 years of service. From the Long Range Division, Planner VI David Yamashita accepted a lateral transfer to the Department of Parks and Recreation. GIS Analyst III Kristana Erikson, Planner V Mary Jorgensen, and Planner VI Annie Alvarado also resigned.

Perfect Attendance for Calendar Year 2016
Congratulations to Clayton Yoshida for perfect attendance for 2016 (no sick leave taken).

Congratulations
The following employees are to be congratulated for their many years of admirable service:

10 Years
James Buika
Michael Napier
Pikake Fernandez Ruiz
Erin Wade

15 Years
Summer Enfield-Carlos

20 Years
Renee Segundo

25 Years
Suzette Esmeralda

30 Years
Carolyn Takayama-Corden

Congratulations also to Employee of the Year Michael Napier who is a GIS Analyst V in the Long Range Division; Manager of the Year Jay Arakawa (Supervising Zoning Inspector); and Team of the Year – the Shoreline Team, consisting of Current Division Planner VI Jeffrey Dack, Planner Vs James Buika and Keith Scott, and Tara Owens from UH Sea Grant.
## List of Applications

### Current Division

<table>
<thead>
<tr>
<th>Application or Review Type</th>
<th>FY2014</th>
<th>FY2015</th>
<th>FY2016</th>
<th>FY2017</th>
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<td>State District Boundary Amendments (&gt;15 acres)</td>
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<td>13</td>
<td>14</td>
<td>14</td>
<td>21</td>
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<td>State LUC Declaratory Rulings</td>
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<td>Project District Reviews</td>
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<td>21</td>
<td>10</td>
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<td>Changes In Zoning</td>
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<td>10</td>
<td>10</td>
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<td>Community Plan Amendments</td>
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<td>Conditional Permits</td>
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<td>County Special Use Permits</td>
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<td>5</td>
<td>9</td>
<td>5</td>
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<td>Use Determinations</td>
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<td>Planned Developments</td>
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<td>Historic District Permits</td>
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<td>34</td>
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<td>Historic District Signs</td>
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<td>48</td>
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<td>Bed and Breakfast Permits</td>
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<td>B&amp;B Permit Time Extensions</td>
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<td>Short-Term Rental Home Permits</td>
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### Current Division, cont.

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<td>Monitoring/Compliance Reports</td>
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<td>Minor Permits</td>
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<td>Major Permits (SM1)</td>
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<td>Lanai (SM7)</td>
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### Zoning Administration and Enforcement Division

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<td>Farm Plans</td>
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<td>Flood Development Permit</td>
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<td>Notices of Violation</td>
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<td>Parking Waivers/Off-site Approvals</td>
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* Landscape approvals, parking approvals, and comprehensive signage plans were moved to ZAED in FY15.

** SMA Exemptions (SM5) are reviewed by both Current and ZAED, and are recorded separately.
Boards and Commissions

Maui Planning Commission. The Maui Planning Commission is concerned with the area encompassing the islands of Maui and Kahoolawe.

23 Regular Meetings Scheduled  1 Special Meetings Held
23 Regular Meetings Held  1 Workshops/Site Inspections

Molokai Planning Commission. The Molokai Planning Commission is concerned with the area encompassing the island of Molokai, except the portion of the island known as Kalaupapa, Kalawao, and Waikolu and commonly known and designated as the Kalaupapa Settlement.

22 Regular Meetings Scheduled  0 Special Meetings Held
13 Regular Meetings Held  0 Workshops/Site Inspections

Lanai Planning Commission. The Lanai Planning Commission is concerned with the area encompassing the island of Lanai.

12 Regular Meetings Scheduled  0 Special Meetings Held
9 Regular Meetings Held  0 Workshops/Site Inspections

Hana Advisory Committee to the Maui Planning Commission. The Hana Advisory Committee advises the Maui Planning Commission as delegated on land use matters concerning the Hana District.

2 Regular Meetings Scheduled  0 Special Meetings Held
2 Regular Meetings Held  1 Workshops/Site Inspections

Maui County Urban Design Review Board. The Urban Design Review Board advises the planning commissions and the Department on project design.

12 Regular Meetings Scheduled  0 Special Meetings Held
6 Regular Meetings Held  0 Workshops/Site Inspections

Maui Redevelopment Agency. The Maui Redevelopment Agency deals with the area defined as the Wailuku Redevelopment Area.

12 Regular Meetings Scheduled  1 Special Meetings Held
10 Regular Meetings Held  0 Workshops/Site Inspections

Maui County Cultural Resources Commission. The Cultural Resources Commission works for the preservation of the County's historic and cultural resources.
Regular Meetings Scheduled 0 Special Meetings Held
8 Regular Meetings Held 0 Workshops/Site Inspections

Board of Variances and Appeals. The Board of Variances and Appeals hears and determines requests for variances from the County Code and appeals alleging error from any person aggrieved by a decision or order of any department.

23 Regular Meetings Scheduled 0 Special Meetings Held
6 Regular Meetings Held 0 Workshops/Site Inspections