

# Department of Planning County of Maui

William Spence, Director  
Michele McLean, Deputy Director

Fiscal Year 2018

Reporting Period July 1, 2017 to June 30, 2018



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## **SECTION 1**

### **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 FY18:

- 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 FY19 and beyond.

#### **Highlights of Accomplishments**

- The Special Management Area boundaries for the island of Lanai were amended by the Lanai Planning Commission, making it the first comprehensive, island-wide boundary change in the state since the boundary maps were adopted in the 1970s.
- A contractor was retained to provide technical support to the Department's enforcement of illegal bed-and-breakfast and short-term rental homes.
- The "DSSRT" project was transmitted to the Council for consideration and adoption of digital zoning maps.
- The packets for the Department's eight boards and commissions are now available in electronic form at the time meeting agendas are posted.

## **SECTION 2**

### **DEPARTMENT HIGHLIGHTS**

#### **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**

##### Legislative Changes

The Department worked with the County Council on the enactment of a variety of legislative initiatives.

- The bed-and-breakfast home and short-term rental home ordinances were further revised to address inconsistencies, close loopholes and further strengthen the Department's ability to administer and enforce these controversial laws; these changes also include a requirement that an applicant for a STRH permit must own the property for at least five years prior to applying to discourage real estate speculation of single-family homes.
- Working with the Department of Public Works and the Department of Parks and Recreation, an ordinance was adopted to clarify which department administers requirements for trees in subdivisions, in parks, and in parking lots.
- An ordinance was also adopted to provide guidance in the composition of Community Plan Advisory Committees to ensure that the membership is balanced and reflective of all segments of a community, promoting racial, gender, age, socio-economic and ideological diversity.
- The Department's rates and fees for permit reviews now allows the collection of additional fees when building permits require more than one review; this disincentive has resulted in a larger percentage of building permits being approved after only one or two reviews.

#### Proposed Legislative Changes

During FY18, the Department initiated a number of proposed bills to amend the Comprehensive Zoning Ordinance and received findings and recommendations from the Maui Planning Commission, Lanai Planning Commission, and Molokai Planning Commission on the following:

#### Short-Term Rental Homes in the Paia-Haiku Community Plan Area.

- The Department proposed two bills: one to amend Chapter 19.65, Maui County Code, to state that Short-Term Rental Home permits shall not be issued for properties abutting the shoreline in the Paia-Haiku Community Plan Area, consistent with the Community Plan; the other, an alternative to update the Paia-Haiku Community Plan (1995), consistent with Chapter 19.65, Maui County Code, by conditionally allowing Short-Term Rental Homes in the Community Plan Area.

#### Digital Zoning Map for Island of Maui ("DSSRT" Project).

- The Department drafted two bills: one to adopt a digital zoning map, consistent with previously enacted zoning ordinances, for the Island of Maui, and another to establish updated County policy on determining boundaries for zoning districts and to comprehensively update the digital zoning map for the Island of Maui.

#### New Parking Code.

- A proposed bill to repeal the old parking code and replace it with a new parking code was drafted in order to minimize demand for on-street parking to reduce public expense and street congestion; promote well-designed development that

further aesthetic values, public safety, economic development, and environmental sustainability; and avoid the imposition of unnecessary or unproductive construction and maintenance costs.

#### Loosening Accessory Dwelling Restrictions.

- In an effort to improve the quality of life for many residents, the Department proposed a bill to increase the maximum floor area of accessory dwellings to make them more livable for growing families and to allow more accessory dwellings in order to increase the County's housing stock.

#### New Definition of "Lot Width".

- Because the Department reviews subdivisions to ensure zoning compliance, we proposed a bill to eliminate anomalies and inaccuracies arising from the existing definition of "lot width" by establishing a simpler, clearer definition.

#### Prohibit New Permits on Lot with Existing Violations.

- With the goal of ensuring compliance with all land use regulations, the Department proposed a bill to prohibit or suspend the processing of an application for land use on a lot that is the subject of a pending enforcement action by the Planning Department.

#### Grace Period for Permits in Renewal.

- In an effort to codify longstanding practice, the Department proposed a bill to allow for the temporary extension of any State Special Permit, Conditional Permit, and Bed and Breakfast Home Permit, Short-Term Rental Home Permit, or County Special Use Permit while an application for the permit's extension or renewal is being processed, unless the applicant causes substantial delay in processing.

At the fiscal year's close, the planning commissions had concluded their review of the above-referenced legislation, and the bills were prepared for transmittal to the Maui County Council. It is hoped that these initiatives will be enacted in FY19.

#### Other Accomplishments

The Department has continued its efforts to improve the transparency and accessibility of the work conducted by its affiliated boards and commissions. The packets for the Department's eight boards and commissions are now available in electronic form at the time meeting agendas are posted. In addition, meeting minutes are provided to the public, sometimes with audio files.

During FY18, the Department received a final audit report of Title 19, the County's zoning code, from consultant Orion Planning + Design. It provides in-depth analysis of the fundamental flaws of our zoning code and makes recommendations for how the code can be revised. This blueprint will be used to frame the scope of work for a new contract to draft a new zoning code.

Another key accomplishment in FY18 was the Lanai Planning Commission's adoption of new Special Management Area (SMA) boundaries for the island of Lanai. Using the SMA criteria established in Chapter 205A, HRS, the Department proposed new boundaries to better reflect the goals and objectives of this coastal zone management law. The Lanai Planning Commission held several meetings to review these proposed boundaries and adopted a final map in February 2018

The Department also worked with the County Council on the enactment of a variety of legislative initiatives. The bed-and-breakfast home and short-term rental home ordinances were further revised to address inconsistencies, close loopholes and further strengthen the Department's ability to administer and enforce these controversial laws; these changes also include a requirement that an applicant for a STRH permit must own the property for at least five years prior to applying to discourage real estate speculation of single-family homes. Working with the Department of Public Works and the Department of Parks and Recreation, an ordinance was adopted to clarify which department administers requirements for trees in subdivisions, in parks, and in parking lots. The Department's rates and fees for permit reviews now allows the collection of additional fees when building permits require more than one review; this disincentive has resulted in a larger percentage of building permits being approved after only one or two reviews.

Additionally, the Department continued to represent the County on several statewide panels, including the Hawaii Climate Change Mitigation and Adaptation Commission (known as the Climate Commission, and formerly known as the 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.

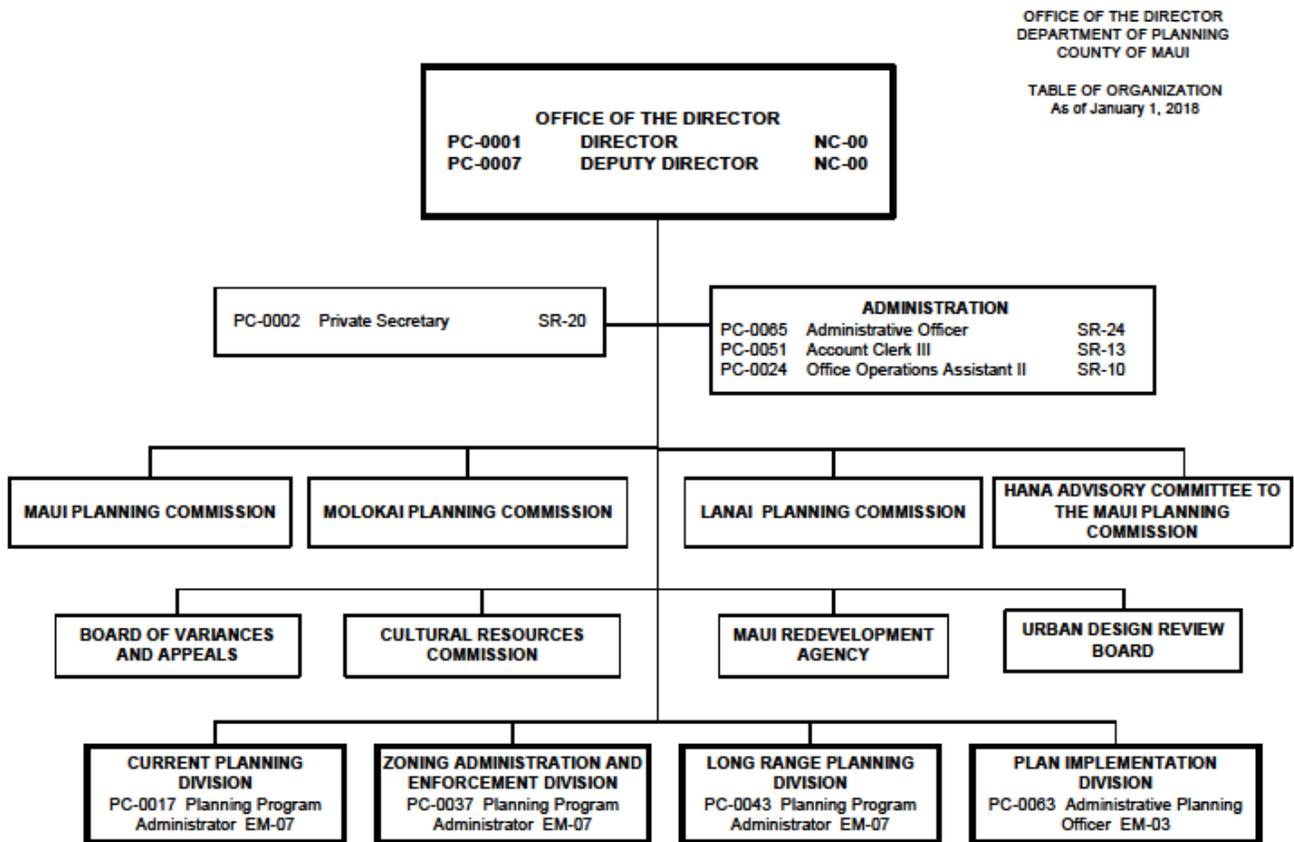
During FY18, the Department continued to participate in the State Department of Transportation's Sustainable Transportation Forum, to discuss transportation planning with a variety of stakeholders. The Department is also represented on the Maui Metropolitan Planning Organizations' Policy Board and Technical Advisory Committee.

Staff attended several key conferences and training sessions throughout FY18, including: Blue Zones Built Environment Mobile Study Tour in Seattle and Portland; annual ESRI International Users Conference in San Diego; a "peer-to-peer" exchange with Kauai County that involved our Mayors and Departments of Planning and Public Works, discussing "complete streets" and other place-making initiatives; annual Floodplain Managers conference on Oahu; International Sign Association Expo in Orlando to learn more about commercial sign laws and enforcement; annual Hawaii Congress of Planning Officials' session on Oahu; New Partners for Smart Growth conference in San Francisco (thanks to funding obtained by the Department of Public Works), which was also attended

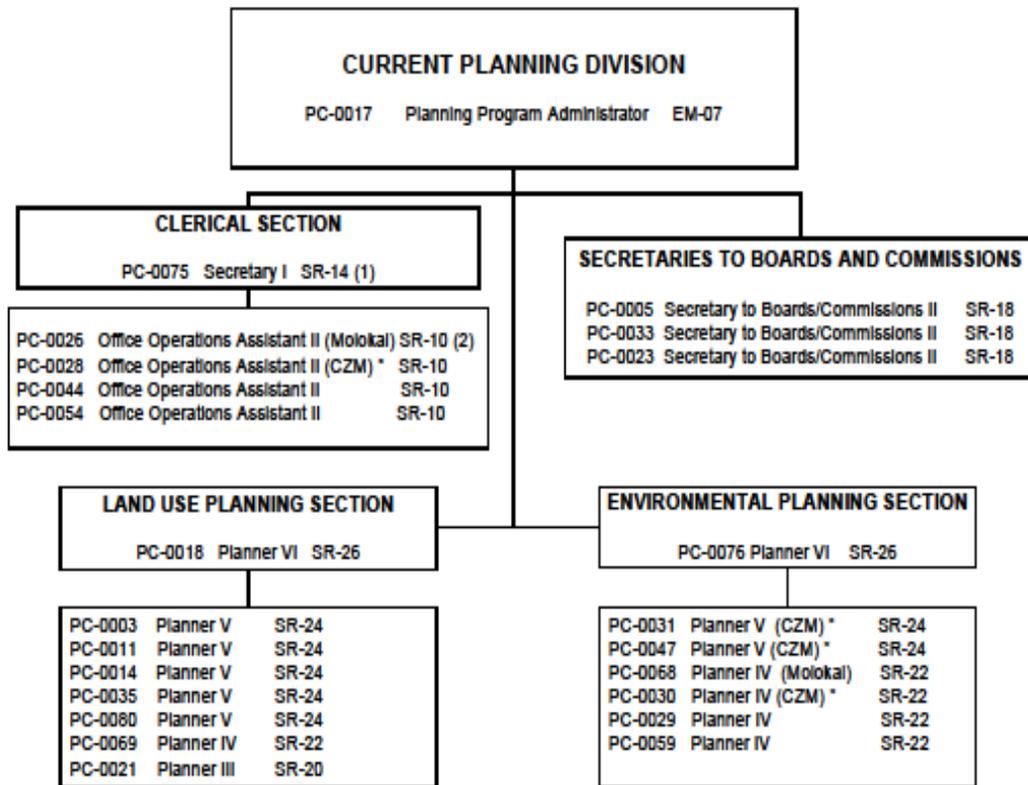
by several Councilmembers; a two-day seminar on Oahu – “Public Participation in a Polarized Era” – attended by several staff; annual American Planning Association conference in New Orleans; annual Tyler Connect conference in Boston; and training classes on Maui in blueprint reading and customer service

## Organization Charts

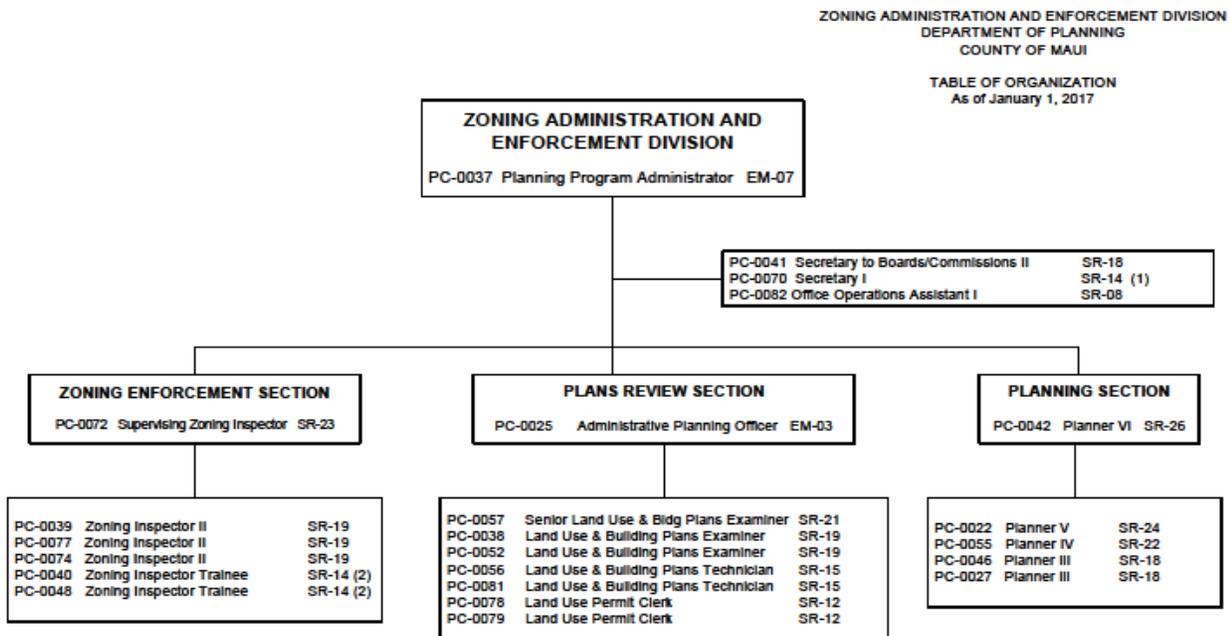
### Department



Current Division



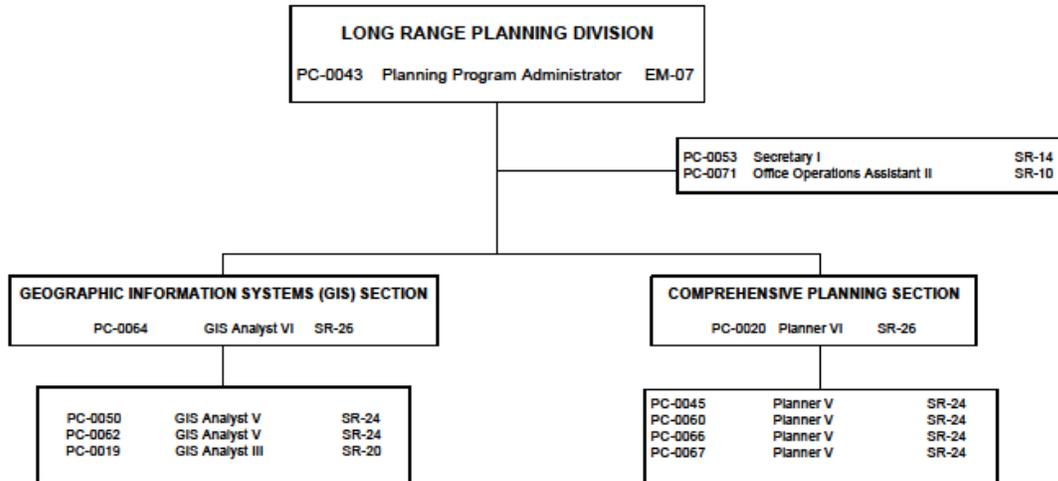
Zoning Administration and Enforcement Division



# Long Range Division

LONG RANGE PLANNING DIVISION  
DEPARTMENT OF PLANNING  
COUNTY OF MAUI

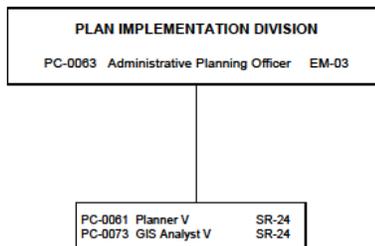
TABLE OF ORGANIZATION  
As of January 1, 2017



# Plan Implementation Division

PLAN ADMINISTRATION DIVISION  
DEPARTMENT OF PLANNING  
COUNTY OF MAUI

TABLE OF ORGANIZATION  
As of January 1, 2017



## Department Budget

The Department's approved FY18 general fund budget was similar to the FY17 budget. The FY18 budget totaled \$5,756,733, representing an increase of approximately 6% over FY17. The most notable change was the 20% and 15% increases in Administration and Operations and Line Item Grants and Programs, respectively. Salaries and Wages increased due to collective bargaining agreement provisions.

As in FY17, the majority of the FY18 budget – \$4,049,409 or 70% – 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 \$1,132,824 or 20%. Leased office equipment totaled \$32,000 or approximately 1%. The remaining \$542,500 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, a contract for enforcement of illegal vacation rental operations, and cultural resources management and historic building documentation.

As of June 30, 2018, the Department spent approximately 89% of its approved FY18 budget, leaving \$659,725 or 11% for carryover savings.

General Fund Budget Item	FY17 Approved Budget	FY18 Approved Budget	FY18 Actual Expense	FY18 % spent	FY18 Balance
Salaries and Wages	\$3,982,048	\$4,049,409	\$3,915,653	97%	\$133,756
Administration and Operations	\$944,639	\$1,132,824	\$869,705	77%	\$263,119
Leased Equipment	\$31,968	\$32,000	\$25,206	79%	\$6,794
Line Item Grants and Programs	\$472,475	\$542,500	\$286,444	53%	\$256,056
<b>TOTAL GENERAL FUNDS:</b>	<b>\$5,431,130</b>	<b>\$5,756,733</b>	<b>\$5,097,008</b>	<b>89%</b>	<b>\$659,725</b>

Source: IFAS BA5104M Budget Actual as of 6/30/2017 and 6/30/2018

In FY18, the Department collected \$665,889.86, which was deposited through the iNovah cashiering system into the County's general fund. Of this amount, \$438,833.50 was collected for permit application fees and \$225,000 was collected for fines for zoning violations.

## SECTION 3.

### ACTIVITIES BY DIVISION

#### Administration



(Clockwise from L): Charmaine Rodrigues, Karin Phaneuf, Michele McLean (Director), Joe Alueta (Deputy Director), Avis Teshima-Wong and Momi Maglente.

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.

This year, Director Will Spence and Deputy Director, Michele McLean, worked together to manage a team of 66 hardworking planners, administrators, clerical staff, building inspectors, GIS analysts, building plans examiners, permit clerks and secretaries



At the end of FY18, Director Spence was reassigned to direct the Department of Housing and Human Concerns and Deputy Director McLean took over as Director of Planning, with Joe Alueta returning to the Department as Deputy Director. Also at the end of FY18, Planner Erin Wade was reorganized to move to the Department of Management.

### FY18 Accomplishments

The Administration was directly involved with several of the bills that were drafted and reviewed by the three planning commissions in FY18 and that will be transmitted to Council for consideration in FY19. These bills include: a complete revision to the parking code to allow flexibility in surface material, to promote walking and mass transit, to adjust the parking requirement for different uses, and to allow flexibility with offsite parking and waivers; revisions to allow more accessory dwellings (or “ohanas”) than are currently allowed, and to increase the size of accessory dwellings to make them more livable; a procedural clarification to allow a grace period before permit expiration while a renewal application is being processed.

### FY19 Goals

For FY19, 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.

### Potential Areas for Improvement

The Department will continue to work with the Mayor, other County departments, the County Council and community stakeholders 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, the Department is establishing a detailed land use database to better track project conditions to ensure that they are fulfilled.

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 Mayor and the County Council will certainly be key.

## Current Planning Division



Top photo (L-R): Front: Ann Cua, Tara Owens, Kim Willenbrink, Sybil Lopez, Tara Furukawa, Candace Thackerson, Paul Fasi. Back: Jeff Dack, Keith Scott, Livit Callentine, Clayton Yoshida (Administrator). Missing: Ryan Quigless.

Below photo: Laury Kanae, Carolyn Takayama-Corden,



Below photo (L-R): Linda Kim, Rachel Adams, Edna Abe, Princess Dumelod, Leilani Ramoran-Quemado.  
Missing: Suzette Esmeralda, Nina Kawano.



### Description

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.

### FY18 Accomplishments

- **MAPPS.** Moving toward the adoption and implementation of Maui’s Automated Permit Processing System (MAPPS), Current staff has actively participated in the next phase of the project working with representatives from the County’s Information Technology Services Division (ITS) and contractor Energov. The Division sent its Information Technology (IT) planner to the Tyler Technologies Conference in Boston in March 2018 to learn more about the application of the system as used in other parts of the country.

- **Kahana Bay.** Members of the Shoreline Team continue to attend various condominium association meetings to further 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, which has suffered from periodic and chronic shoreline erosion in recent years.
- **STRHs and Bed and Breakfast Home Applications.** The Department received 46 Short-Term Rental Home Permits and 29 Bed and Breakfast Home Permits applications during the fiscal year.
- **Wailuku Civic Hub (Wailuku Civic Center) Project.** The project received a \$41 million appropriation in the FY 19 budget for the first phase of the project.
- **Coastal Zone Management.** Current has primary responsibility for the administering the State Coastal Zone Management law in Maui County. As such, the Department receives a federal grant each year that is administered through the State. For FY 18, the Department used almost \$44,000 in additional grant funding to use shoreline data to adjust shoreline area boundaries.

#### FY19 Goals

- **Special Management Area and Shoreline Area Rules.** The Mayor issued a Proclamation in February 2018 calling for County Departments to recognize the realities of sea level rise and to see that sea level rise is considered in project planning, He also asked the Planning Department to look at amending the Rules of the Maui, Lanai, and Molokai Planning Commissions to incorporate project analysis relative to the projected impacts from sea level rise.

A special team in Current is 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 FY19. The Shoreline Team is also working on complimentary amendments to the Maui Planning Commission's Shoreline Area Rules which should be presented to the Maui Planning Commission in FY19.

- **STRHs** – The Council passed legislation in March 2018 requiring that applicants of Short-Term Rental Home permits own the subject property for at least 5 years. The effective date of the ordinance is September 27, 2018. The Division will be revising its permit application form to note this additional permit requirement and will update the handling of applications submitted immediately prior to the effective date.

## Zoning Administration and Enforcement Division



Front (L-R): Princess Dumelod, Paul Critchlow, John Rapacz (Administrator), Conklin “Kai” Wright, Jay Arakawa. 2<sup>nd</sup> row: Pikake Fernandez, Domingo “Jay” Pacubas, Christi Keliikoa, Summer Enfield-Carlos, Ana Lillis, Russell Higa. 3<sup>rd</sup> row: Sheila Nakagawa, Charmaine “Kehau” Keaweehu, David Raatz, Renee Segundo, Melissa Tokushima, Chalsey Kwon, Rulan Waikiki, Gail Davis.

### Description

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 Special Management Area and Shoreline Setback regulations. ZAED also processes Requests for Service, including complaints and requests for information and documents; processes numerous types of administrative permits; and reviews a variety of applications, such as subdivisions and building permits, for compliance with land use laws and rules.

## FY18 Accomplishments

- **Violations.** ZAED worked in collaboration with the Department of the Corporation Counsel and the Department of Finance to expand options for collecting outstanding fines due to zoning and other violations. These include demand letters, injunctions, listing fines with Real Property Tax bills, filing liens on real property, and obtaining outstanding fines through a collection agency.
- **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.

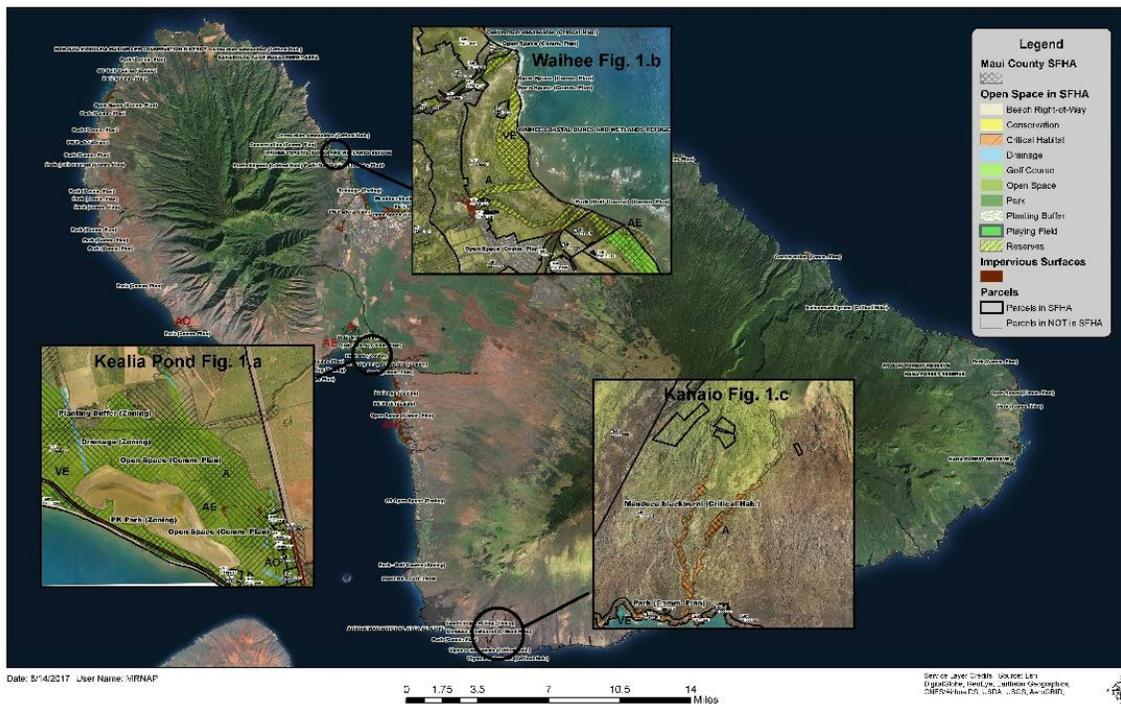


The Department is charged with maintaining the County's standing in this program to provide County residents with not only flood protection, but also with reduced flood insurance premiums. Due to higher regulatory standards and the caliber of the flood program, the average insurance premium in the County 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 previously enjoyed 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 previously enjoyed an annual premium savings of more than \$680,000 due to the Class 8 designation alone.

In FY18, 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 GIS analysts from the Long Range Division, GIS special analysis and mapping were completed for the CRS Audit which afforded the county many points. Through these efforts, the Class 8 designation was further reduced to a Class 7 designation, which will result in an increased discount from 10% to 15% on flood insurance premiums.

## Special Flood Hazard Areas for Maui Island



- **Commercial Signs.** ZAED played a major role in initiating recent updates to the commercial sign ordinance that were adopted in FY17, and in FY 2018 established and conducted proper administration of those updates. ZAED also greatly simplified the sign permit and comprehensive signage plan applications, resulting in greater efficiency for applicants and staff.
- **MAPPS.** ZAED has participated extensively in creating processes in the County's upcoming MAPPS system, establishing internal procedures for routing and processing of all kinds of land use and building permits, and for making the system accessible to the public for obtaining permits and information

### FY19 Goals

- **Vacation Rental Enforcement.** The number of illegal vacation rentals on Maui has proliferated in recent years. They have been able to thrive due to internet advertisements and web-based platforms such as AirBnb and VRBO, and they have affected the price of housing. In FY18, ZAED completed the procurement process and contracted with a vendor who will provide web-based investigation, identification and monitoring services to assist ZAED's inspectors in enforcing vacation rental laws.

In FY19, ZAED will establish and implement the internal and external procedures for a web-based vacation rental enforcement system, and propose any needed legislative measures to make enforcement efforts more efficient and effective. The main challenges to success are: the pace at which the current staff can pursue the expected volume; whether there will be sufficient funding for any unanticipated costs and extension of the program; and whether County Council will extend the Limited Term Appointment positions for the program.

- **Parking Ordinance Amendments.**

Throughout FY18, a team of ZAED staff and senior management 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 was reviewed by the three planning commissions and transmitted to the County Council in FY18. It is expected that the County Council will adopt this ordinance in FY2019.

- **Agricultural District Rule Amendments.** With the enactment of an ordinance in



2015 that allows 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. In FY 2018, a staff team 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 FY19.

### Potential Areas for Improvement

ZAED continuously evaluates and revises its internal procedures to improve its response time and accuracy in reviewing applications and serving the public, and to be more effective in enforcing land use regulations. At the same time, ZAED continuously seeks to improve the overall land use regulatory system by documenting issues that can be resolved through revisions to land use regulations, and pursuing the revisions through County Council and other agencies...all while adapting to and administering new, untested regulations, and changing priorities.

## Long Range Division



(L-R): Mike Napier, Pam Eaton (Administrator), Richele Lesa, Doug Miller, Tiffany Bostwick, Sean Birney, Mark King, Dan McNulty-Huffman, Kate Blystone, Jen Maydan, Annalise Kehler.

### Description

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.

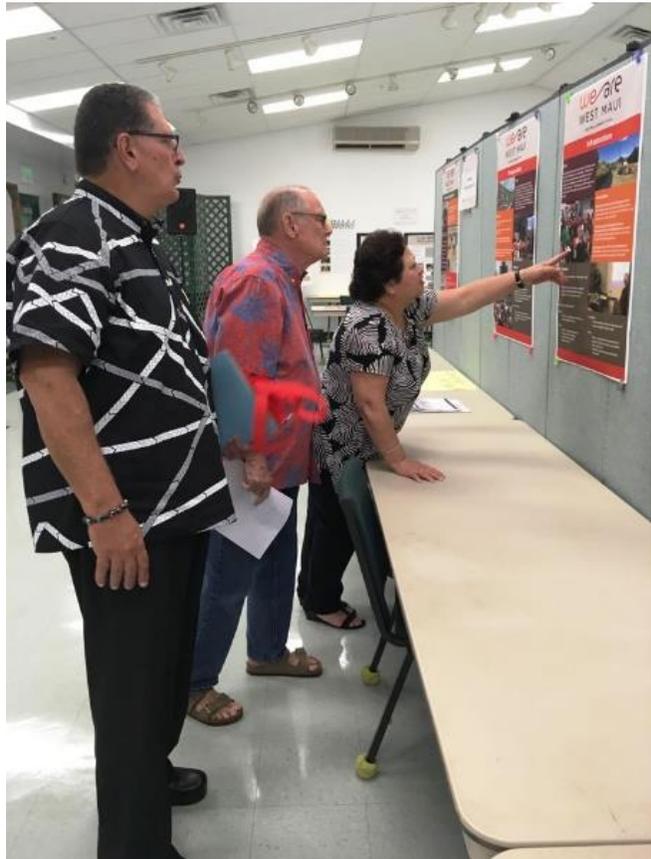
One of LRD's most important responsibilities is to prepare updates to our community plans that manage development, protect the County's natural and cultural resources, and

promote economic vitality. LRD also coordinates long range planning activities with other county, state, and federal agencies to meet the long term goals of the Department, and to maintain cooperation among the various agencies.

For the past year, LRD continued to work closely with the Maui Metropolitan Planning Organization (MPO) on a number of important island wide initiatives. The LRD Planning Program Administrator serves as the Chair of the MPO's Technical Advisory Committee (TAC) which meets monthly and over the past year has been involved with the projects described below.

### FY18 Accomplishments

- **Moloka`i Community Plan.** As was reported in the 2017 Annual Report, LRD transmitted to the County Council an update of the Moloka`i Community Plan in May 2016. Two staff members from LRD attended County Council Planning Committee meetings throughout FY17 and FY18 to answer questions related to the myriad of drafts that have been created from the Planning Committee. Preparation for these Planning Committee meetings and continued attendance has significantly impacted LRD staff time and delayed the start of the West Maui Community Plan update.
- **West Maui Community Plan.** LRD started the process to update the West Maui Community Plan with the goal of fostering a transparent and inclusive process that will reach a broader cross-section of residents and increase community trust and involvement. LRD's strategy to achieve this goal centers on the concept of bringing the process to the community. Over the past year, the LRD conducted stakeholder interviews, provided presentations and talk story sessions with various community groups and organizations in West Maui, conducted pop-up planning at the County Fair and the Ridge to Reef Rendezvous, and hosted nine community engagement events.



LRD hosted three open houses in West Maui with opportunities for community input involving County departments including Public Works, Transportation, Parks, Water, Environmental Management, Emergency Management, as well as Hawaii Department of Transportation, building industry representatives, and community leaders. Public participation at the events totaled over 800 people and the LRD received a lot of positive feedback on the community engagement approach. The LRD believes that the community engagement phase is a critical component of the planning effort that strives to obtain balance and representative participation and provides credibility to the process.

- **WeAreMaui Website.** LRD launched the **WeAreMaui.org** website in August of 2017 to connect residents to the County’s process to update the West Maui Community Plan. The interactive website is the County’s first online platform where residents can communicate their priorities, get updates on upcoming events and meetings, track progress of the community plan, sign up for updates and much more.

The creation and ongoing development of the WeAreMaui website was accomplished for the purposes of achieving this primary goal: to increase public participation and access to information by conducting public meetings of boards, commissions and community plan advisory committees, and by making more documents available through the county’s website.



Community members have the opportunity to submit their input through questionnaires and idea wall activities on the website. The website also displays

recap summaries of public meetings and links to informational boards, handouts, and other resources. Additional background information on the community planning process and links to resources were made available on the site.

Since launch to date, LRD has made 104 updates to the website. The community is using the website as a resource; website user traffic includes: 3,010 users, 5,548 web sessions, and 59,156 page views. The website and the online tools will be used as a model to complement community engagement efforts for the other Maui Island community plans.

LRD also extended its use of technology by engaging the community through social media. A total of 76 updates were posted to Facebook and Instagram.

- **Cultural Resources Program.** LRD staffs the Cultural Resources Commission and manages the County's historic preservation program. In 2018, LRD continued several projects that were initiated last year. These include an audit of the County's historic preservation program and revising the Design Guidelines for the Country Town Business District in Lanai City.

In 2018, LRD entered into a contract with a nationally renowned planning consultant, Lakota Group, to continue the audit of the County's historic preservation program. LRD applied for and received a Certified Local Government Grant for this project to assess the program and prepare an existing conditions report. The report will include a summary of existing preservation conditions, critical issues, challenges, and opportunities for action that will be handled under a separate contract in FY19.

As indicated in the 2017 Annual Report, LRD began updating the Design Guidelines and Standards for the Country Town Business District in Lanai City last year. In FY18, the Urban Design Review Board, the Cultural Resources Commission, and the Lanai Planning Commission reviewed the proposed updated document that will be transmitted to the County Council in FY19 for adoption.



- **Transportation Planning.** LRD worked with the Maui MPO (and its member agencies: State Department of Transportation, County Department of Transportation and Department of Public Works) and carried out a performance-based public selection of transportation projects to be programmed for federal funding in upcoming years, estimated at \$25

million annually for the island of Maui. In April 2018, the Maui MPO kicked off an update to the Maui Long Range Transportation Plan, named *Hele Mai Maui 2040*; LRD is a key participant in this planning effort that will include performance measures, a prioritized list of multimodal projects, and a financial plan.

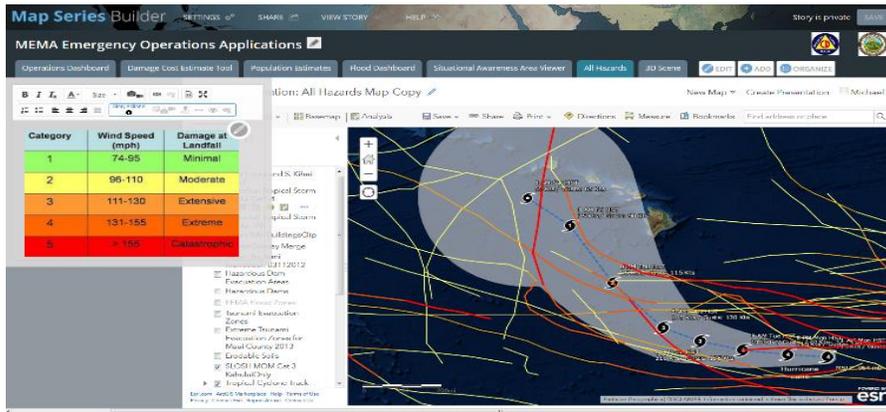
- **Healthy Eating Active Living (HEAL) Coalition / Blue Zones Project (BZP).** For the past year, the Long Range Division (LRD) Planning Supervisor has served as the Chair of the Healthy Eating Active Living (HEAL) Coalition for Maui, Molokai and Lanai. Formerly known as the Nutrition and Physical Activity Coalition (NPAC), the HEAL Coalition works for systemic changes necessary for the County's residents to participate in a lifestyle of healthy eating and active living. The HEAL Coalition has joined efforts with the Blue Zones Project® (BZP) to work with community partners to advocate for policies, principles and best practices enhance the built environment to promote active transportation, social connectedness and overall well-being through transportation and land use policies and practices.

Through participation with HEAL and BZP, the LRD collaborates with other County and State agencies, architects, landscape architects, builders, real estate developers, members of the public, healthcare professionals, business leaders, and school and service professionals to address community design challenges. Projects that the Coalition



has worked on in the last year include community advocacy to support the Maui Lani Roundabout, development of the County's Complete Street Design Guide, Complete Street makeover for Kane Street, Vision Zero Proclamation, and Safe Routes to School for Pomaika'i Elementary. Other notable initiatives include the Built Environment Policy Summit in March, where community leaders came together to strengthen their vision for Central Maui and identified built environment priorities and projects.

- **Support to MEMA.** LRD GIS staff continued to serve as the lead GIS support to the Maui Emergency Management Agency (MEMA). This involved the development of an ArcGIS Online based Operations Dashboard and various maps



(see graphic). Staff provided support during training exercises, during activations of the Emergency Operations Center during events, and post activation mapping/analysis.

## FY19 Goals

- **New Sign Rules for the Lahaina Historic Districts.** To help with sign enforcement and permitting problems in the Lahaina Historic Districts, LRD has translated the existing sign design guidelines into administrative rules and will continue working with the various County departments involved in the permitting and enforcement of signs to present proposed rules for adoption by the Cultural Resources Commission.
- **Adoption of the Moloka`i Community Plan Update.** This was transmitted to the Council in May 2016. By the end of FY18, it was still in the Planning Committee. At least one more time extension would be needed (the expiration date of the fourth time extension is September 30, 2018) in order for the plan to be adopted by the Council.
- **West Maui Community Plan Update.** In FY19, it is expected that a West Maui Community Plan Advisory Committee will be appointed by the Council and the Mayor and that they will complete their review of a draft community plan update.
- **Completion of the County's Historic Preservation Program Audit.** The goal of this endeavor, which began in FY18, is to create a long-term vision and a set of practicable and achievable strategies for improving the County's historic preservation program. Ultimately, a new plan will be adopted to serve as an update to the 1984 Cultural Resources Management Plan for Maui County.
- **Adoption of Guidelines for Country Town Business District in Lana`i City.** For FY19, LRD will finalize the document and will transmit it to the County Council for adoption.

- **Release of GIS Data Layers.** GIS land use data layers should be released to the public; these would include layers from the Maui Island Plan and various community plans. LRD also aims to develop services and applications for better distribution and dissemination of GIS data and better staff and public access to information via a variety of internal and public applications.

## Plan Implementation Division



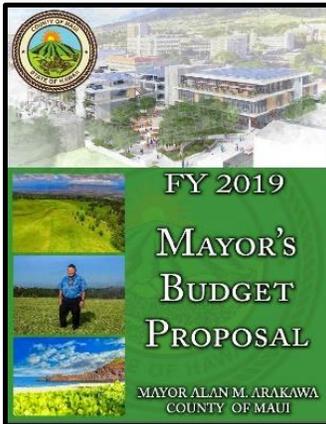
(L-R): Peter Graves, Carolyn Cortez, and Kathleen Ross Aoki (Administrator)

### Description

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 other divisions within the Planning Department, as well as other 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. PID accomplishes implementation of the General Plan through programs that monitor and track progress towards objectives and actions within the General Plan, through Capital Improvement Program (CIP) reporting from other departments, and through the initiation, preparation, and coordination of revisions to county zoning ordinances and regulations. In addition to providing input and guidance on permit and development review, PID also gives technical, informational, and GIS support to the other divisions within the department and has a dedicated staff person to serve on the Maui MPO TAC.

## FY18 Accomplishments

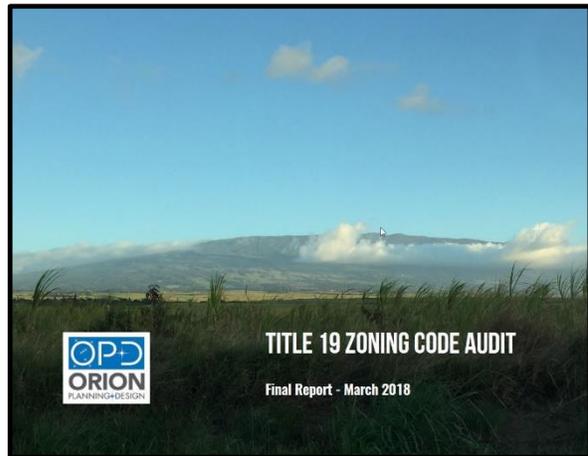


- **Capital Improvement Program Report.** PID reviewed the Mayor's proposed \$214.9 million FY19 County CIP Budget for consistency with the Maui Island Plan and Community Plans. Specifically, staff reviewed all CIP funding requests to assess their consistency with and support for stated objectives, policies 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.

- **Audit of Maui County Code Title 19**

– **Zoning.** Maui County's zoning code was adopted in 1960 shortly after Hawai'i became a state in 1959. While the code has undergone incremental changes over the years to accommodate new conditions and broader responsibilities, it has not been comprehensively updated since its adoption. The amendments made to the code have typically been stopgap measures and their relationship to other code sections

have created 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 FY18, the Department received a final audit of Maui County Code, Title 19 – Zoning from consultant team Orion Planning + Design, a skilled and experienced planning professional firm with planners from around the country. Orion conducted a significant number of stakeholder interviews and meetings that included various county and state departments, landowners, developers, environmental, community, cultural and business groups, and consultants (planners, architects and engineers). They also conducted a survey and reviewed Maui County's General Plan and other numerous articles, reports, websites, texts, statutes and codes related to Hawai'i planning law. The audit identified 16 Key Findings and six Recommendations; one of the recommendations being to create a simplified

hybrid code. The Department will move forward with this specific recommendation as it received allocated funding in FY19.



▪ **Update to the Lana'i Special Management Area Boundary Map.** PID led the effort to assist the Lana'i Planning Commission and the Lana'i community on revising the Lana'i Special Management Area (SMA) boundary and map that was adopted in 1975. The Commission unanimously adopted a revised SMA boundary and map for Lana'i on

February 21, 2018. The new boundary takes into consideration recent tsunami inundation maps, sea level rise and climate change, flood areas, land use, cultural and environmental sites, topography, and sand dunes.

- **Dead Sea Scroll Replacement Team (DSSRT).** DSSRT is comprised of senior staff from all four divisions, and it prepared a draft digital zoning map with recommended zoning changes for the Council to adopt. The complexity of the project has required ongoing review by the team, as well as input from others throughout the Department, and has been instrumental in determining parcel-by-parcel zoning inconsistencies. A draft digital map was unveiled at community meetings held in FY17 to explain how few land owners will be affected. The draft digital zoning map and required accompanying amendments to Title 19 were then presented to the Maui, Molokai and Lanai Planning Commissions in October 2017 for their review and recommendation. All three Commissions voted unanimously to recommend adoption of the new digital map and Title 19 amendments. The Department expects to submit these to the Council and receive final adoption in FY19.

## FY19 Goals

- **Title 19 Rewrite.** While this project will not be accomplished in a single year, FY19 will be an important part of the process as the Department selects a consultant to lead the effort to update the zoning code. The kickoff of the project and initial discussions with a variety of users and the community, who will invariably offer valuable input into the rewrite, will be instrumental in the first stage of the project.

- **Adoption of DSSRT Map and Ordinances.** It is expected that PID will transmit the proposed DSSRT map and ordinances to the Council in FY19 and that they will be adopted.
- **Preparation of a DSSRT Map for Lana'i.** If the Council adopts the DSSRT map for Maui Island and the accompanying ordinances, then PID can proceed with creating a DSSRT map for Lana'i.



## Departmental Performance Measures

To achieve the Department’s mission – to manage growth in a sustainable manner that balances our economy, culture and environment – the Department had three program goals for FY18. Each of these goals had program objectives and success measures as described below. It is difficult to separate these by division because many of these goals, objectives and measures pertain to two or more divisions; therefore, they are tracked department-wide.

Goal #1: Improve customer service and streamline permit application procedures.

Objective	Success Measure	FY18 Est.	FY18 Actual
1. Create “maps” for all permit and review processes in anticipation of MAPPS	% of processes mapped	100%	100%
2. Process building permit reviews, zoning verification requests, complaints, permits and requests for information in an efficient and professional manner	# of building permits reviewed	2,000	1,713
	Average # of building permits reviewed by each plans reviewer	400	428
	% of building permits reviewed within 30 days	100%	81%
	# of zoning verifications performed	3,000	3,794
	# of zoning complaints investigated	600	671
	% of zoning complaints resolved/ brought into compliance without a violation	85%	82%
	% of zoning complaints unresolved resulting in a violation	15%	18%
	# of Bed and Breakfast Home and Short-term Rental Home permits and renewals issued	60	116
	# of Special Management Area assessment applications received	500	459
	% of Special Management Area assessment applications that are complete	45%	64%
	# of Special Management Area major permits approved	10	7

	# of formal, written Requests for Comments answered	150	63
	# of Planner-on-Call inquiries (telephone and walk-in)	17,500	11,305

Discussion: many of these measures are data rather than indicators of performance. Those that call for numbers are important in terms of tracking our intake and output, but they do not necessarily reflect good or poor performance. The percentages, however, are indicators of performance. The first measure shows that we met our goal of mapping all of our processes. The percentage of building permits reviewed within 30 days indicates that we are falling short of this requirement and of our expectation. The percentage of zoning complaints that are resolved without issuing a violation shows that our enforcement efforts are successful in achieving compliance at an early stage without assessing fines. The percentage of SMA assessment applications that are complete shows that our application forms are reasonably thorough and explain all of the application requirements, but that they could be improved.

Goal #2: Increase public participation and access to information by conducting public meetings of boards, commissions and community plan advisory committees, and by making more documents available through the county’s website.

Objective	Success Measure	FY18 Est.	FY18 Actual
1. Update the department's website with proposed and enacted legislation, frequently asked questions, and other timely information	# of website updates	100	106
2. Conduct public meetings for boards, commissions and community plan advisory committees	# of public meetings conducted	130	132
	% of planning commission decisions that substantially follow the department's recommendations	80%	79%

Discussion: these measures indicate that we have been successful in providing information to the public, whether through website updates or public meetings of our boards and commissions. The last measure also shows that our analyses and recommendations to the three planning commissions has their support a majority of the time. While this percentage could improve, the commissions should not be a “rubber stamp” for the Department, particularly because issues or concerns that were not known to staff can often be raised at meetings; therefore, it is an overall positive indicator that this is a high – but not too high – percentage.

Goal #3: Improve the administration of our land use ordinances and long-range plans by revising and updating ordinances and departmental rules and by implementing long-range plans.

Objective	Success Measure	FY18 Est.	FY18 Actual
1. Amend land use ordinances and administrative rules to clarify and modernize	# of ordinances and rules amended annually	5	12
2. Initiate implementation of the Maui Island Plan and the community plans	# of implementing actions initiated by department	5	3

Discussion: unlike many of the previous measures, the first measure shows the degree to which the Department is being pro-active in making changes and improvements to our laws and processes. In FY18, we far exceeded our estimate, which is very positive. The second measure shows the pro-active efforts to implement our long range plans. While we did not meet our estimate, these were activities that succeeded in quality rather than quantity.

## **SECTION 4.**

### **DEPARTMENTAL PRIORITIES FOR FISCAL YEAR 2019**

#### **Priorities**

For FY19, the Department has several top priorities that have continued since FY18. 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 FY19. Proposed changes will update and streamline parking requirements and provide flexibility in how this law is administered. Revisions to the code that relate to accessory dwellings ("ohanas") should also be enacted in FY19.

The adoption of the Molokai Community Plan update by the Council is also a top priority for FY19. The Department transmitted the proposed update to the Council in March 2016 but the Council did not approve it throughout FY18.

Additionally in FY19, 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 FY19, under the new and improved process that was initiated at the direction of the Mayor in FY17.

Another top priority is enacting revisions to the Maui Planning Commission's Special Management Area and Shoreline rules. These changes will simplify the SMA permitting process, clearly define which projects are statutorily exempt and do not require any SMA review and incorporate sea level rise into coastal development.

#### **Continuing Efforts**

Other important rule changes that we expect to see in FY19 include sign regulations for the Lahaina Historic Districts, which have oversight by the Cultural Resources Commission, and improvements to the rules governing uses and structures in the Agricultural District.

Continuing in FY19 are two related initiatives that began in FY17: converting stored 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.

Improving enforcement of illegal bed-and-breakfast and short-term rental homes has long been a top priority. With the contract secured in FY18 for technical assistance in enforcement efforts, and with three new dedicated personnel, the Department expects to see a significant increase in the number of illegal operations that are cited.

Reconciling differences between community plans and the bed-and-breakfast home and short-term rental home ordinances is also a priority. The Paia-Haiku, Molokai and Hana Community Plans each have language relating to these types of visitor accommodations that seemingly conflict with what the ordinances allow; proposed bills to address these conflicts have been discussed at Council and could be enacted in FY19.

Another new priority for FY19 is securing a contractor to draft a new zoning code, which is the next step after receiving the Title 19 audit. This will be a multi-year project that will begin with executing a contract in FY19.

### **Budgetary Requirements**

In order to realize these priorities, additional funding was provided in the Department's FY19 budget. Approximately \$550,000 will be encumbered for the contract to overhaul Title 19. Additional funds were approved to update technical studies and conduct outreach needed for the community plan update process. Funds will also be used to continue with the technical assistance in vacation rental enforcement, to continue with scanning old documents that are being held in storage, and to replace the aging audio-visual system in the planning conference room.

The Department's approved FY19 total budget increased by 14.4% compared to FY18.

The increase in Salaries and Wages is somewhat attributed to collective bargaining requirements; it also includes three new personnel who will be dedicated to enforcing illegal vacation rental operations. The increase in Administration and Operations reflects an increase in Professional Services, which includes funding for the contracts noted above. The increase in equipment includes the new audio-visual system in the conference room, as well as a new large format plotter to replace an aging unit.

The decrease in Line Item Grants and Programs is primarily due to moving the Maui Redevelopment Agency's program and budget, including the Wailuku Clean and Safe Program, to the Department of Management.

<b>Budget Item</b>	<b>FY18 Approved</b>	<b>FY19 Approved</b>	<b>Difference</b>	<b>Change</b>
Salaries and Wages	\$4,049,409	\$4,478,782	\$429,373	10.8%
Administration and Operations	\$1,191,324	\$1,852,824	\$720,000	76.2%
Leased Equipment	\$32,000	\$78,000	\$46,000	143.9%
Line Item Grants & Programs	\$587,500	\$129,000	-\$413,500	-87.5%
<b>TOTAL GENERAL FUNDS:</b>	<b>\$5,860,233</b>	<b>\$6,538,606</b>	<b>\$781,873</b>	<b>14.4%</b>

*Source: Fiscal Year 2019 Council Adopted Budget, Detail Budget Summary by Department and Fund Type*

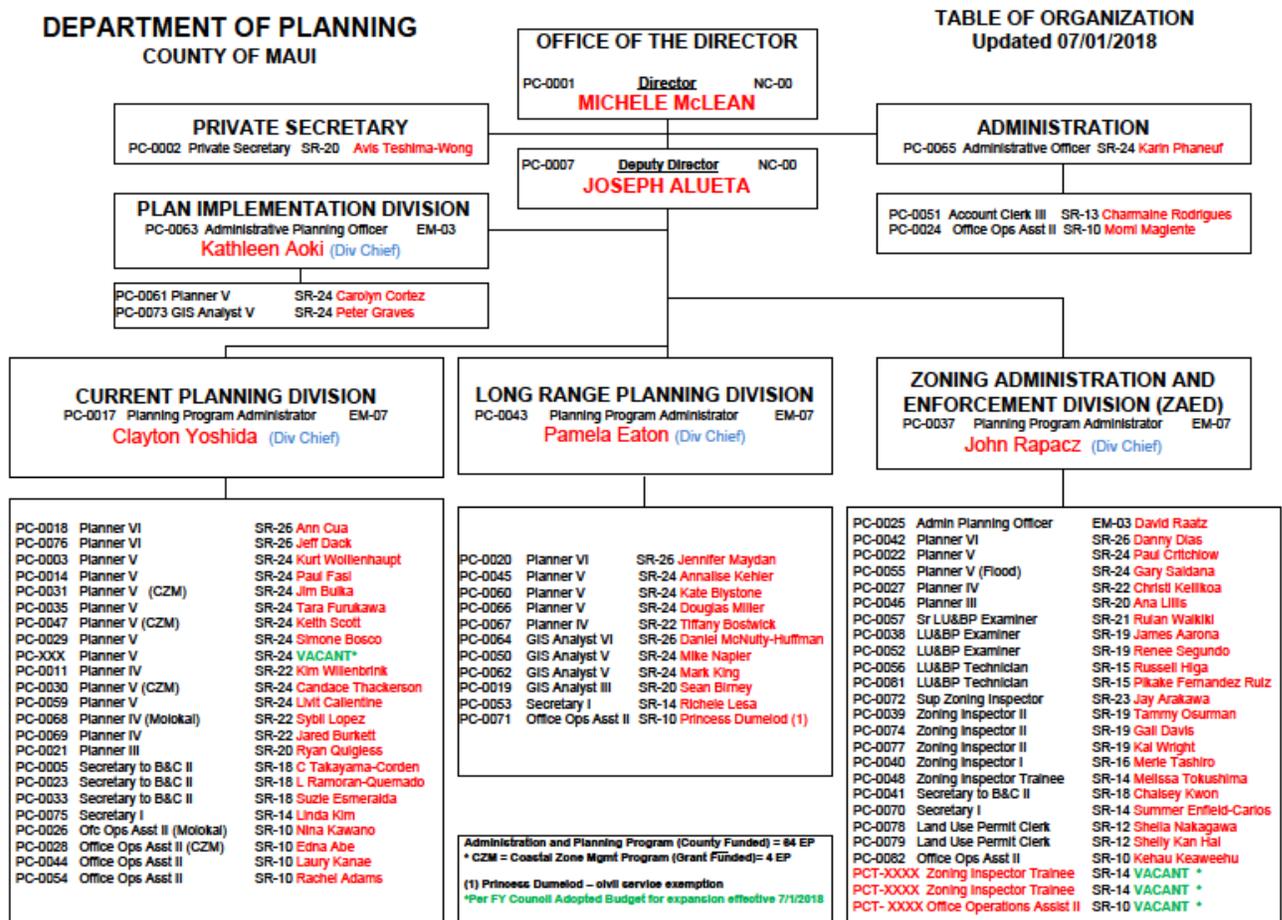
# SECTION 5

## REPORT APPENDICES

### Personnel

The Department of Planning chose Michael Napier as Employee of the Year for FY 2018. Michael is a Geographic Information Systems Analyst V with LRD. Manager of the year was Jay Arakawa, Supervising Zoning Inspector with ZAED, and our Team of the Year was the Shoreline Team from the Current Division (Planner VI Jeff Dack, Planner Vs Jim Buika and Keith Scott, and UH-Sea Grant Extension Agent Tara Owens).

The organizational chart below shows Departmental personnel as of the beginning of FY19.



Administration and Planning Program (County Funded) = 64 EP  
 \* CZM = Coastal Zone Mgmt Program (Grant Funded) = 4 EP  
 (1) Princess Dumelod - civil service exemption  
 \*Per FY Council Adopted Budget for expansion effective 7/1/2018

At the end of FY18, the Department had 68 full-time employees. Four new hires joined the department in this fiscal year, while departures included four resignations, four transfers into Planning from other departments, one transfer out of Planning to the Water Department, and one intra-departmental transfer. The Department welcomed to its staff the following new hires and congratulate the well-deserved promotions:

Administration Division

**Karin Phaneuf**, transferred into the Department from Parks as the Administrative Officer to replace outgoing **Jacky Takakura** who returned to the Water Department where she was the AO for many years.

Current Planning Division

**Kimberly Willenbrink** accepted an inter-departmental transfer from Council Services to a position as a Planner IV. **Simone Bosco** accepted an intra-departmental transfer as a Planner V from the Plan Implementation Division into the same position in our Current Division. The Current Division welcomed **Jared Burkett** after he accepted a promotion from Planner III in ZAED to Planner IV in Current.

Zoning Administration and Enforcement Division (ZAED)

ZAED welcomed **Ana Lillis** from the Department of Finance, Real Property Division. The move to the Department was a promotion for her. **Christi Keliikoa** moved from the Department of Housing and Human Concerns, Office on Aging to a permanent position as a Planner IV. **David Raatz** was hired as an Administrative Planning Officer in ZAED after working for many years in the Office of Council Services. New hire **Melissa Tokushima** joined the department as a Zoning Inspector Trainee while **Gilbert “Gary” Saldana** accepted a promotion from our Current Division to a position as the flood planner in ZAED. **Charmaine “Kehau” Keaweehu**, who welcomes the public into our ZAED offices daily, was reallocated from an Office Operations Assistant I to an Office Operations Assistant II.

Long Range Division

New hires GIS Analyst III **Sean Birney** and Planner VI **Garrett Smith** were welcomed into Long Range this year. **Tiffany Bostwick** earned a promotion from Planner III to a Planner IV, **Jennifer Maydan** also earned a promotion from Planner V to Planner VI, and **Richele Lesa** was promoted from Office Operations Assistant II to Secretary I.

PHANEUF, KARIN	Inter-Departmental Transfer	Parks AO to Planning AO
TAKAKURA, JACKY	Inter-Departmental Transfer	Planning AO to Water AO
WILLENBRINK, KIM	Inter-Departmental Transfer	Council Services to Planner IV
BOSCO, SIMONE	Intra-Department Transfer	PID to Current
BURKETT, JARED	Promotion	Planner 3 to Planner 4
LILLIS, ANA	Inter-Departmental Transfer	Real Property to Planning
KELIIOKA, Christi	Inter-Departmental Transfer	Office on Aging to ZAED

RAATZ, DAVID	New Hire	APO in ZAED
TOKUSHIMA, Melissa	New Hire	Zoning Inspector Trainee in ZAED
SALDANA, Gary	Promotion (Da Flood Guy)	Planner 4 in Current to Planner 5 in ZAED
KEAWEEHU, Charmaine	Reallocation	Office Ops 1 to Office Ops 2
BIRNEY, SEAN	New Hire	GIS Analyst 3 in LRD
SMITH, GARRETT	New Hire	Planner 6 in LRD
BOSTWICK, TIFFANY	Reallocation	Planner 3 to Planner 4
MAYDAN, Jennifer	Promotion	Planner 5 to Planner 6
LESA, Richele	Promotion	Office Ops 2 to Secretary 1

Departures

**Gina Flammer**, Planner V in Current, **Evelyn Aako**, Planner IV in Current, **Avelina Cabias**, Planner III in ZAED, and **Garret Smith**, Planner VI in Long Range all resigned this year to take positions outside the County.

Perfect Attendance for Calendar Year 2017

Congratulations to **Clayton Yoshida** for perfect attendance (no sick leave taken).

Anniversaries

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

10 Years

Paul B. Critchlow  
Peter Graves

15 Years

Kathleen Aoki

20 Years

Simone Bosco

30 Years

Carolyn Takayama-Corden

## List of Applications

### Current Division

Application or Review Type	Number of Applications			
	FY2015	FY2016	FY2017	FY2018
State District Boundary Amendments (>15 acres)	1	2	3	3
State District Boundary Amendments (<15 acres)	2	0	1	2
State LUC Special Use Permits	14	14	21	15
State LUC Declaratory Rulings	1	1	0	0
Project District Reviews	21	10	8	10
Changes In Zoning	10	10	5	9
Community Plan Amendments	6	2	4	8
Conditional Permits	7	9	4	5
County Special Use Permits	5	9	5	3
Use Determinations	3	0	1	1
Planned Developments	4	4	5	5
Historic District Permits	20	10	34	10
Historic District Signs	48	24	15	23
Bed and Breakfast Permits	27	19	29	29
B&B Permit Time Extensions	15	6	43	47
Short-Term Rental Home Permits	31	31	118	46
STRH Permit Time Extensions	21	27	61	67
Environmental Assessments	6	2	1	2
Environmental Impact Statements	0	0	1	0
EA Comments	7	16	12	15
EA Exemptions	104	101	78	50
Historic District Approvals	19	14	10	9
MRA Approvals	3	5	3	2
Country Town Business Reviews	11	10	6	9
Cluster Housing Developments	2	0	0	0
R-0 Overlays	1	1	0	0
Requests for Files	123	131	132	145
Requests for Comments	148	217	194	106

Current Division, cont.

Application or Review Type	Number of Applications			
	FY2015	FY2016	FY2017	FY2018
<b>Special Management Area</b>				
Major Permits (SM1)	8	10	7	11
Modifications	19	12	9	22
Monitoring/Compliance Reports	6	9	7	9
Minor Permits				
Maui (SM2)	144	126	135	88
Molokai (SM6)	10	8	1	2
Lanai (SM7)	1	1	3	1
Exemptions (SM5)*	232	210	199	229
Administrative Appeals	1	1	1	0
Emergency Permits (SM3)	11	10	7	11
Shoreline Setback Variances	1	0	3	0
Shoreline Setback Approvals	68	83	68	47
Shoreline Setback Determinations	2	0	1	0
<b>TOTAL</b>	<b>1,137</b>	<b>1,235</b>	<b>1,235</b>	<b>1,041</b>

Zoning Administration and Enforcement Division

Application or Review Type	Number of Applications			
	FY2015	FY2016	FY2017	FY2018
Building Permits	1794	1,778	2081	1713
Certificates of Occupancy	203	121	114	121
Comprehensive Signage Plans	17	20	11	10
Farm Plans	107	101	117	97
Flood Development Permit	1576	200	43	68
Landscape Planting Plan	41	56	38	34
Notices of Violation	58	109	101	95
Parking Waivers/Off-site Approvals	21	10	7	8
Sign Permits	88	Sign-30 Banner-223	Sign-91 Banner-298	Sign-69 Banner-238
SMA Exemptions (SM5)	215*	126*	336*	259*
Subdivisions	384	379	382	364
Variances and Appeals	39	24	14	12
Zoning Investigations	1052	645	499	671
Zoning Verification Forms	4320	2041	3340	3794

\*\* 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	0 Special Meetings Held
22 Regular Meetings Held	0 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
18 Regular Meetings Held	2 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.

4 Regular Meetings Scheduled	0 Special Meetings Held
4 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.

12 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
8 Regular Meetings Held	0 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  
9 Regular Meetings Held

0 Special 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  
9 Regular Meetings Held

2 Special Meetings Held  
0 Workshops/Site Inspections