

# Department of Planning County of Maui

## ANNUAL REPORT

Michele Chouteau McLean, AICP, Director  
Jordan Hart, Deputy Director



Fiscal Year 2019

Reporting Period July 1, 2018 to June 30, 2019

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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 FY19:

- 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 and regional community 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 FY20 and beyond.

#### **Highlights of Accomplishments**

- The Molokai Island Community Plan update was adopted, and the West Maui Community Plan update continued with enhanced community engagement strategies and the appointment of the Community Plan Advisory Committee.
- Three Department-initiated bills were adopted: a new definition of "lot width" to facilitate subdivision, an overhaul of the parking code to make it more flexible and user-friendly, and an initiative to increase the number and size of accessory dwellings to make them more livable and to increase our housing stock.
- Revisions to the Department's Administrative Rules for the Agricultural District were enacted with backing by the agricultural community to better support farmers.
- A contractor was hired to assist with enforcement of illegal vacation rentals.

## **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 seven 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, and the Hana Advisory to the Maui Planning Commission.

#### **Accomplishments**

During FY19, the Department succeeded in having several legislative initiatives adopted.

- **Illegal Vacation Rental Enforcement.** Due to the proliferation of unpermitted vacation rentals, which is a problem in Maui County and nationwide, the Department contracted a vendor, LODGINGRevs to provide web-based

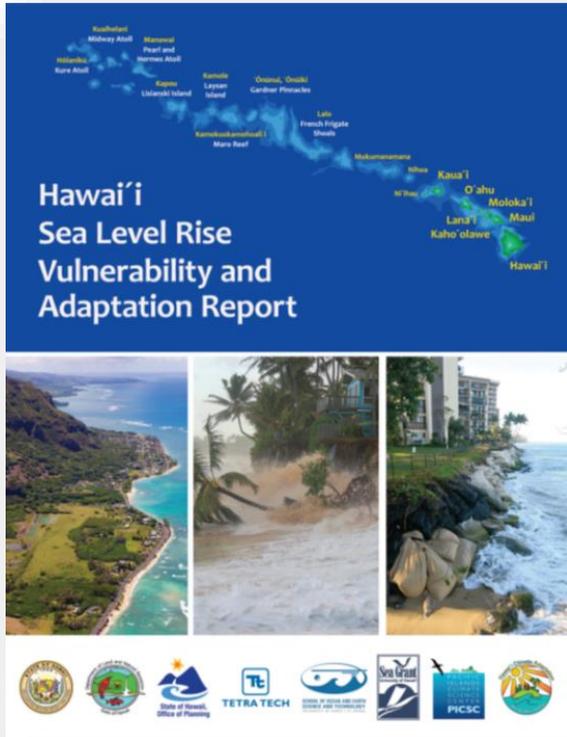
investigation, identification and monitoring services to assist with enforcement. With internet advertisements and web-based “hosting platforms” such as AirBnB and VRBO, the assistance of LODGINGRevs was crucial in reviewing up to 30,000 online ads.

- **Accessory Dwellings:** In order to increase the County’s housing stock, the Department proposed a bill to make accessory dwellings (or “ohanas”) more livable and to increase the number of permitted accessory dwellings. This bill was adopted in December 2018, thus increasing the maximum floor area of accessory dwellings, and increasing the number of accessory dwellings allowed on certain properties. The purpose of this new bill is to increase the amount of housing stock on the island and provide relief to the growing demands of housing for the County.
- **Digital Zoning Map:** Maui County’s first Digital Zoning Map adopted in October 2018. Unlike the old paper maps that were kept in an office, the online digital map allows the public to easily access and determine the zoning designation of any property on Maui Island.
- **Molokai Island Community Plan:** Adopted in December 2018, the Molokai Island Community Plan updated the prior Molokai Community Plan that was adopted in 2001. This is the second of Maui County’s community plans to be updated since the enactment of Bill 84 and Ordinance No. 3066 in 2004.
- **New Parking Code:** The Department proposed a bill to overhaul the parking code to make it more user-friendly; to update the parking requirements for a variety of uses, including new uses like food trucks; to clarify landscaping requirements; and to provide flexibility for reductions or waivers where warranted. These changes were adopted in December 2018.
- **Title 19 Contract:** -- The Department again contracted with planning firm Orion Planning + Design to begin the years-long process to rewrite the County’s zoning code based on the recommendations from an audit conducted of the code that was received in FY18.

In FY19, the Planning Department made progress on several internal initiatives to improve the permitting process and provide timely information to the public. Numerous staff are involved in preparing the Department for the conversion to Maui’s Automated Planning and Permitting System (MAPPS), which will allow permit applications to be submitted, reviewed and issued electronically; the future return on the investment of staff resources to this project will be for an easy, efficient and transparent process that will benefit the public, applicants and County staff.

Department staff also spent numerous hours in FY19 on an effort to convert all old paper files to electronic files. The Department’s old paper files, many of which are decades old,

are kept in storage, thus limiting immediate access to them and also allowing them to slowly degrade. These file boxes are being reviewed by hand; duplicative, unneeded and proprietary information is being removed; cover sheets with permit and property information are created; and the boxes are sent to a contractor to be scanned into the AX system. This makes the files readily accessible to staff, and will make many files available to the public.

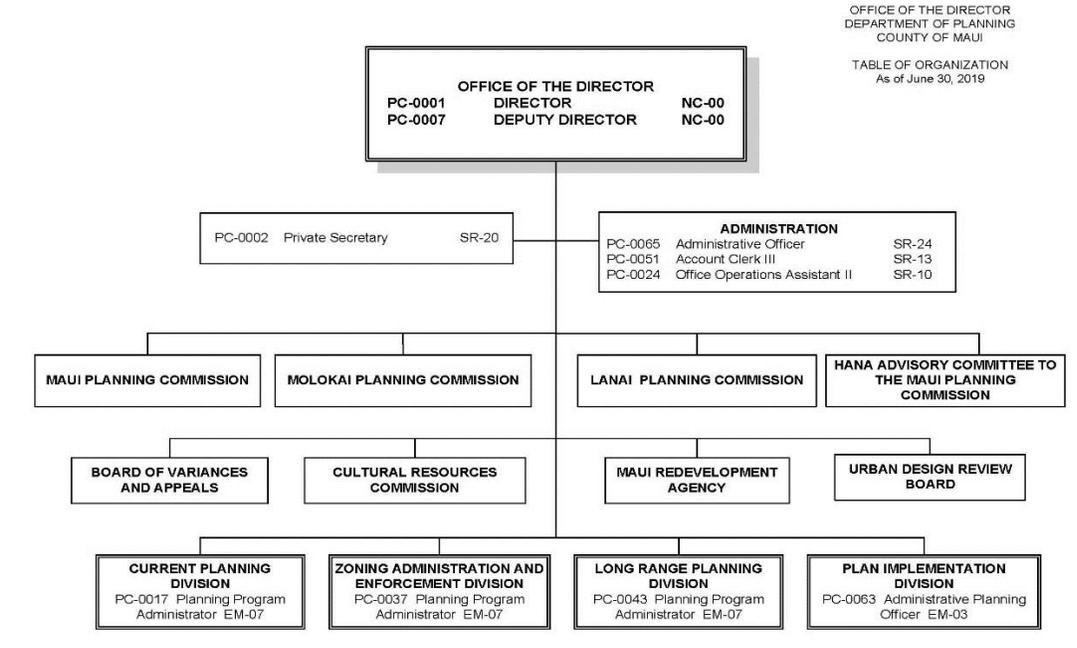


As in FY18, staff continued to participate in a variety of government and public forums at the county and state levels. The Department is represented on: the statewide Interagency Climate Adaptation Committee, which created the statewide Sea Level Rise Vulnerability Assessment and Adaptation Report; 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.

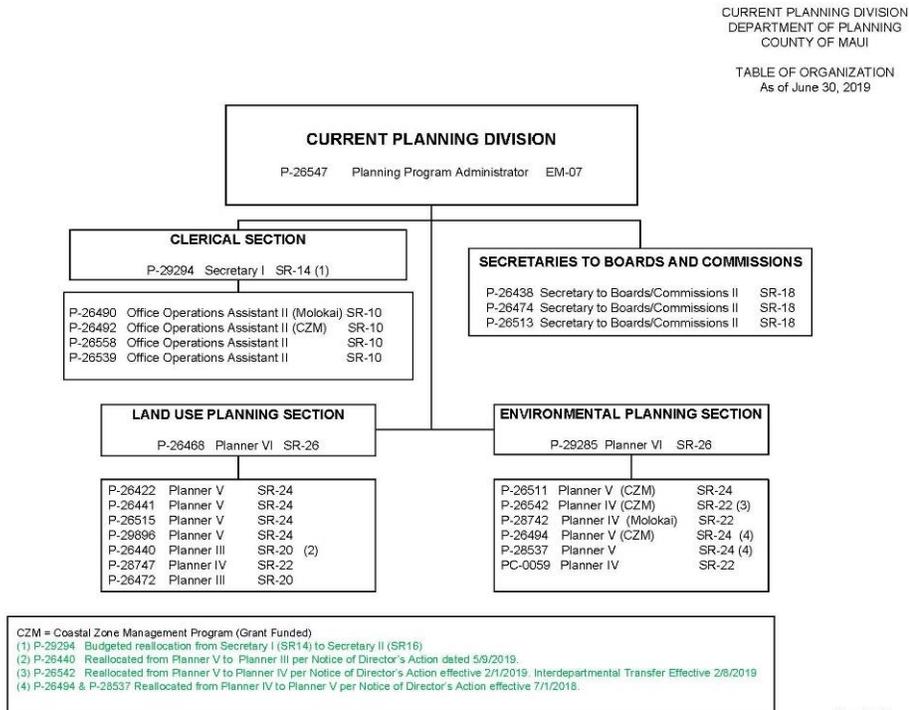
Also continuing from FY18, the Department continued its participation in the State Department of Transportation’s Sustainable Transportation Forum, to discuss transportation planning with a variety of stakeholders and the Department continues to be represented on the Maui Metropolitan Planning Organizations’ Policy Board and Technical Advisory Committee. The Department attended and made presentations to a wide variety of organizations and events, including numerous community associations, the Construction Industry of Maui, the Realtors Association of Maui, various realtor groups, and the Maui Facilities and Engineering Leadership Council on topics that they requested to discuss.

# Organization Charts

## Department



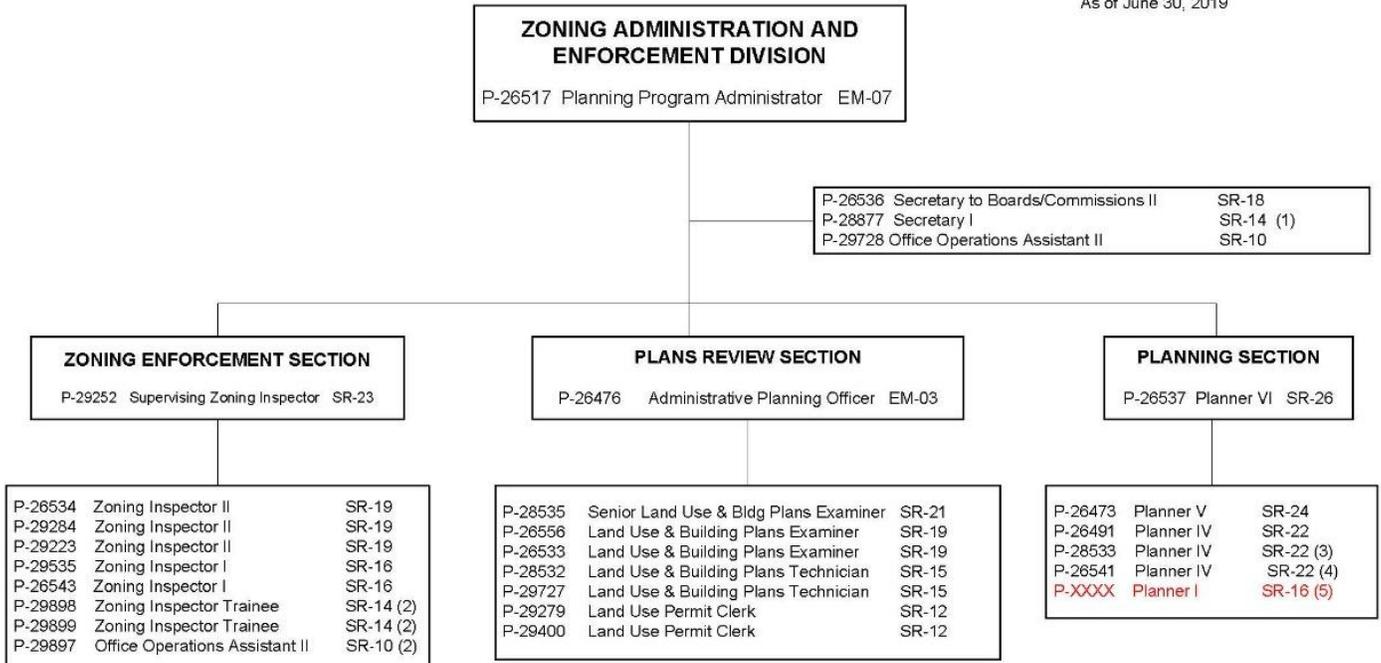
## Current Division



# Zoning Administration and Enforcement Division

ZONING ADMINISTRATION AND ENFORCEMENT DIVISION  
DEPARTMENT OF PLANNING  
COUNTY OF MAUI

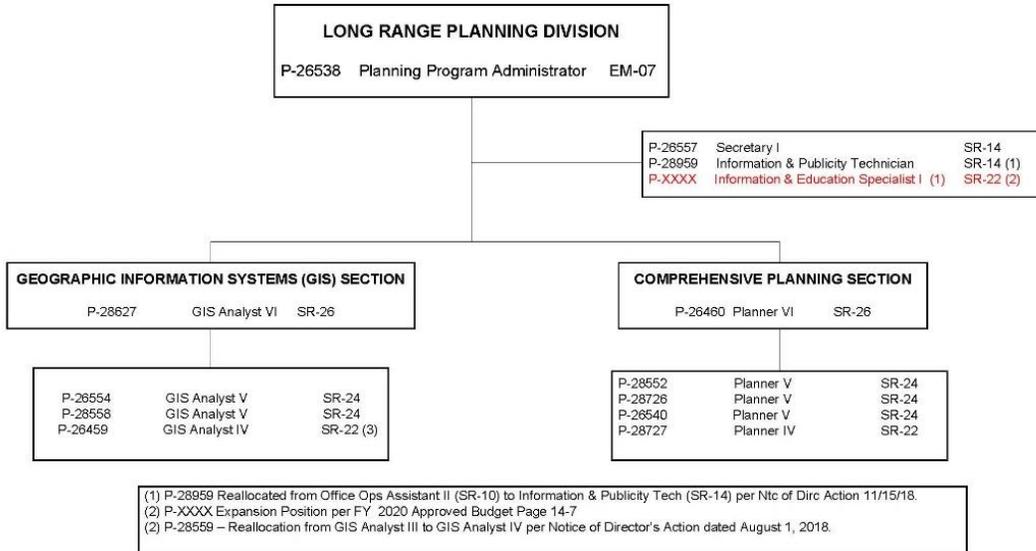
TABLE OF ORGANIZATION  
As of June 30, 2019



- (1) P-28877 Budgeted reallocation from Secretary I (SR14) to Secretary II (SR16)
- (2) P-29897, P-29898, and P-29899 all expansion positions approved in FY 2019 budget.
- (3) P-28533 Reallocated from Planner V to Planner IV per Notice of Director's Action effective May 1, 2019. Filled via Inter-departmental transfer.
- (4) P-26541 Incumbent reallocated to Planner IV effective 11/1/2018 per Notice of Director's Action effective 11/1/2018.
- (5) P-XXXX Expansion Position approved in FY 2019 budget available for recruitment 7/1/2019.

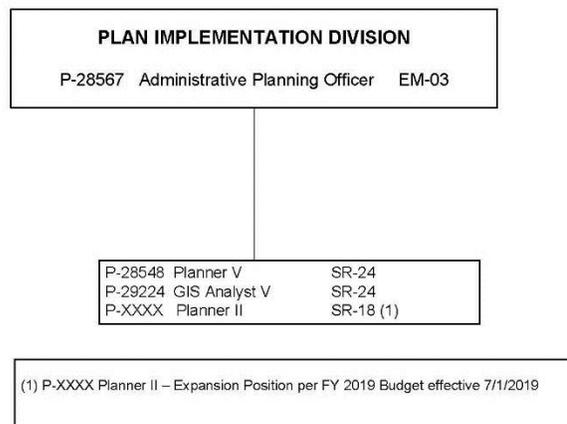
# Long Range Division

LONG RANGE PLANNING DIVISION  
 DEPARTMENT OF PLANNING  
 COUNTY OF MAUI  
 TABLE OF ORGANIZATION  
 As of June 30, 2019



# Plan Implementation Division

PLAN IMPLEMENTATION DIVISION  
 DEPARTMENT OF PLANNING  
 COUNTY OF MAUI  
 TABLE OF ORGANIZATION  
 As of June 30, 2019



## Department Budget

The Department's approved FY19 general fund budget was a notable increase over the approved FY18 budget. The FY19 budget totaled \$6,538,606 representing a 13.6% increase of over FY18. This includes a 10.6% increase in Salaries and Wages to allow for three new positions to be added to the Department's enforcement section, and an 18.3% increase in Operations for additional professional services.

As in FY18, the majority of the FY19 budget – \$4,478,782 or 69% – supported salaries and wages for the Department's 67 general funded employees. Operations – which includes office supplies and equipment; office rent; travel expenses for staff to attend meetings on the neighbor islands; professional services contracts; and a grant for the University of Hawaii Sea Grant Extension Agent on Maui – totaled \$1,981,824 or 30%. Leased and other office equipment totaled \$78,000 or approximately 1%.

As of June 30, 2019, the Department spent approximately 78% of its approved FY19 budget. However, this does not include FY19 funds that have been encumbered and will be spent beyond this timeframe, such as contracts for the Title 19 overhaul, document scanning of old files, and replacing the audio system in the Planning Commission Conference Room. It is estimated that less than \$700,000 or approximately 11% will be available for carryover savings.

<b>General Fund Budget Item</b>	<b>FY18 Approved Budget</b>	<b>FY19 Approved Budget</b>	<b>FY19 Actual Expense</b>	<b>FY19 % spent</b>	<b>FY19 Balance</b>
Salaries/ Wages	\$4,049,409	\$4,478,782	\$4,067,084	91%	\$411,698
Operations	\$1,675,324	\$1,981,824	\$1,010,084	51%	\$971,740
Equipment	\$32,000	\$78,000	\$35,585	46%	\$42,415
<b>TOTAL GENERAL FUNDS:</b>	<b>\$5,756,733</b>	<b>\$6,538,606</b>	<b>\$5,112,753</b>	<b>78%</b>	<b>\$1,425,853</b>

*Source: IFAS, Department Summary as of June 30, 2019*

In FY19, the Department collected \$865,599, which was deposited through the iNovah cashiering system into the County's general fund. Of this amount, \$356,099 was collected for permit application fees and \$509,500 was collected for fines for zoning violations.

## SECTION 3.

### ACTIVITIES BY DIVISION

#### **Administration**



*(Clockwise from L): Jordan Hart (Deputy Director), Avis Teshima-Wong, Michele McLean (Director), Karin Phaneuf, Theresa "Momi" Maglente and Charmaine Rodrigues.*

#### Description

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 Michele McLean and Deputy Director Jordan Hart, who began in February 2019, worked together to manage a team of 71 hardworking planners, administrators, clerical staff, building inspectors, GIS analysts, building plans examiners, permit clerks and secretaries.

#### FY 19 Accomplishments

The Administration was directly involved with several of the initiatives that were adopted in FY19. These include the bill to completely revise 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; the “ohana bill” to allow more accessory dwellings and to increase the size of accessory dwellings to make them more livable; and revisions to the Department’s Administrative Rules for the Agricultural District to facilitate the building of agricultural structures and simplify the lawful use of agricultural lands to better support farming and ranching.

The Administration also organized and hosted a one-day Department retreat in October 2018 for all personnel to enjoy a fun and informational setting to promote morale and teamwork, thank staff for their dedication and hard work, and motivate all personnel to strive for high-quality performance.



This was the first time in many years that the Department held such an event; it was well-attended, well-received and much needed.

This was followed-up by a half-day “policy retreat” in November 2018 that was open to any interested personnel who wanted to discuss the Department’s overall direction, priorities, needs and areas for improvement. Approximately 30 staff participated in this lively and informative discussion.

The Department was active at the State Legislature in FY19 to show support for proposed legislation to assist the counties in regulating and enforcing illegal vacation rentals. While these measures did not pass in FY19, the Department will continue these efforts in FY20.

### FY 20 Goals

For FY20, the Administration will continue its efforts to see that quality customer service is provided throughout the Department, to update codes and procedures when changes are needed, and to improve opportunities for public participation. The Department will continue to pursue the same four general 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

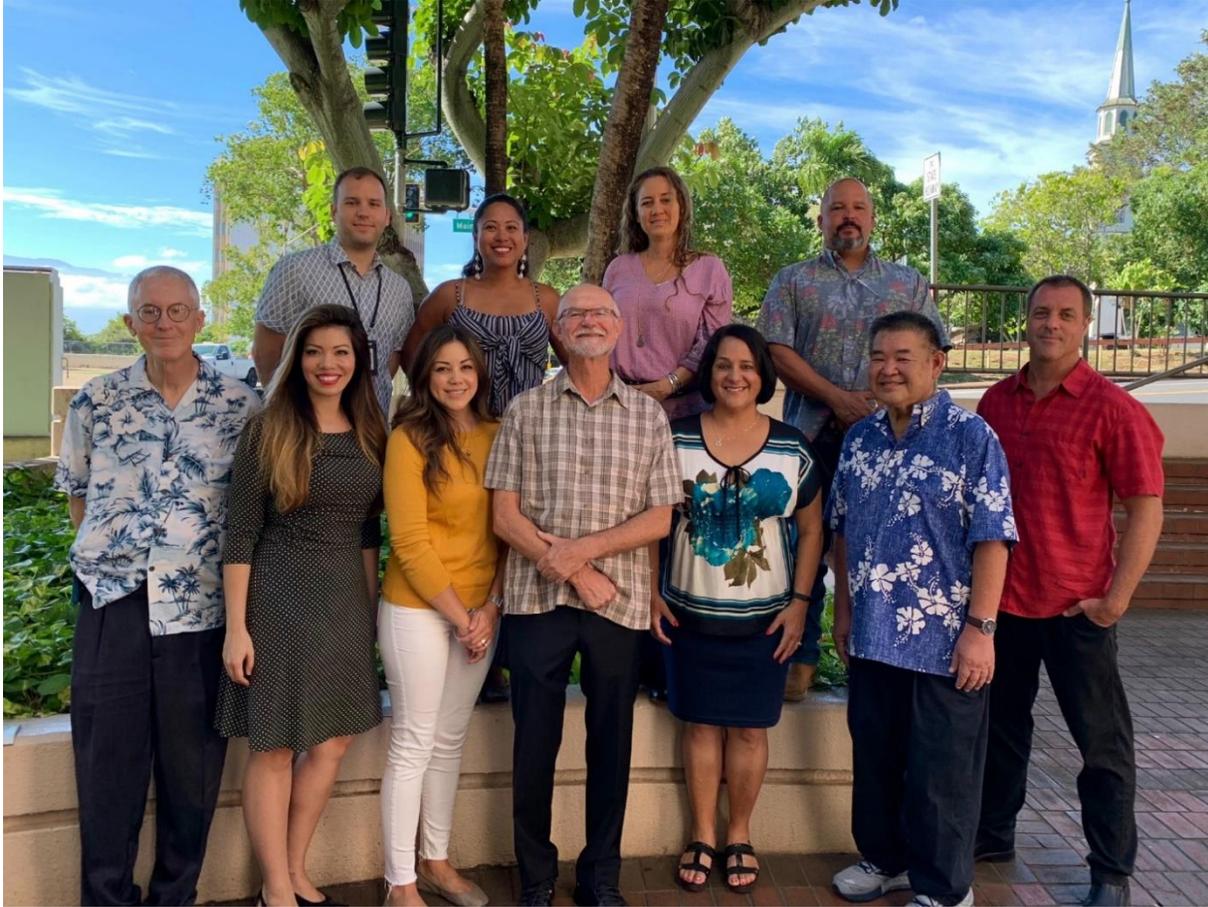
In addition to supporting the division-specific goals noted later in this report, the Administration will also begin the process to develop a Strategic Plan for the Department. This was one of the suggestions that came from the November 2018 policy retreat and is also a directive from Mayor Victorino.

With funding from the County Council and the State Legislature for FY20, the Administration expects to enter into contracts to develop a Transit-Oriented Development Plan for the Wailuku-Kahului corridor, and to begin the process to identify Important Agricultural Lands for designation. Additionally, funding was provided to potentially update and resubmit for Council consideration several initiatives that were introduced in previous years: establishing traffic impact fees and development impact fees for new

developments, and revising the Department's permit application fee structure so that it approaches cost recovery.

The resources needed for these improvements rest predominantly with existing Department personnel; in some instances, contractors will be required, which can be funded by the approved FY20 budget. For any of these initiatives to come to fruition and be successful, though, the support of the Mayor and the County Council will be key.

## Current Planning Division



Top photo (L-R): Front: Jeff Dack, Candace Thackerson, Keanu Lau-Hee, Jim Buika, Ann Cua, Clayton Yoshida (Division Chief), Scott Forsythe, (L-R Back Row): Jared Burkett, Sybil Lopez, Simone Bosco, Ryan Quigless.

Left photo (L-R): Livit Callentine, Kurt Wollenhaupt  
Right photo (L-R): Tara Furukawa, Paul Fasi



Right Photo (L-R): Rachel Adams, Laury Kanae, Suzie Esmeralda

Left Photo (L-R): Agnes Nolan, Linda Kim, Carolyn Takayama-Corden, Leilani Ramoran-Quemado



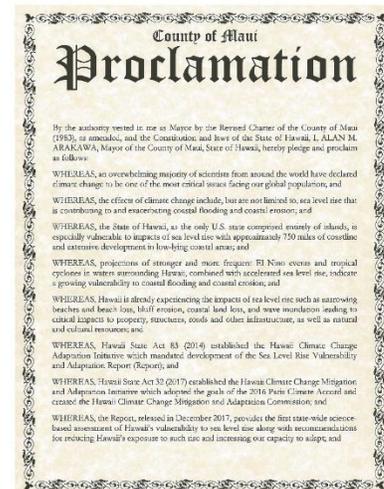
### Description

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.

### FY19 Accomplishments

During FY19, Current formally introduced proposed amendments to the Maui Planning Commission's Special Management Area (SMA) Rules and Shoreline Area Rules to account for projected impacts of sea level rise as noted in the State's Climate Commission Report. Both outgoing Maui Mayor Alan Arakawa and succeeding Maui Mayor Michael Victorino introduced proclamations to mitigate future impacts from sea level rise, coastal erosion and climate change. The Shoreline Team conducted various workshops in the fall of 2018 with the Maui Planning Commission and various community groups and organizations to review the proposed amendments and to obtain public input.



With the adoption of the Community Facilities Districts Ordinance in December 2018, condominium associations and other landowners adjacent to Kahana Bay now have enabling legislation to pay into a county-held fund to conduct environmental studies and

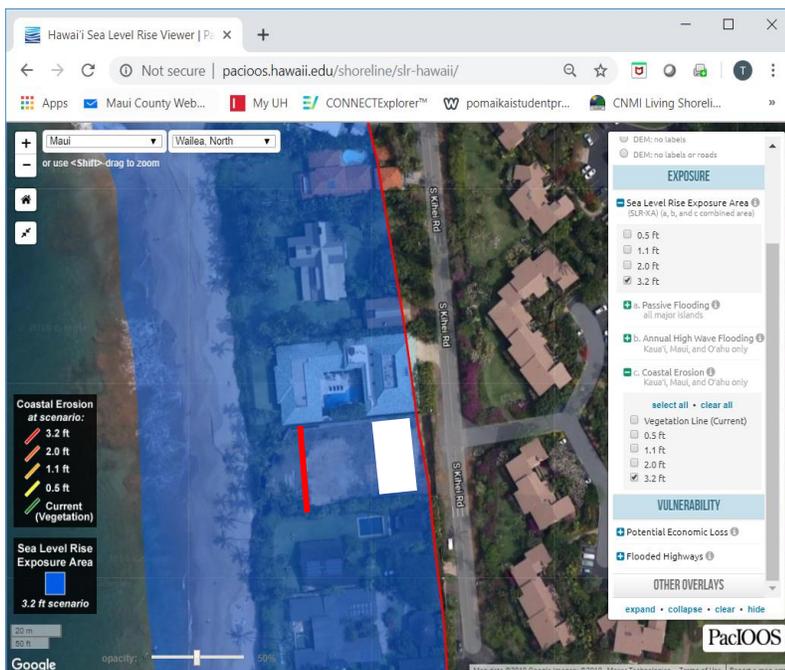
permitting studies for a joint beach nourishment project. The Shoreline Team conducted various meetings with community associations and landowners adjacent to Kahana Bay regarding how this effort can move forward.

In May 2019, the Shoreline Team met with legal representatives from the Napili Bay and Beach Restoration Foundation to explore the Community Facilities District ordinance for the purpose of raising \$3,000,000 for a hui of condominium properties to renourish Napili Bay, which has experienced significant shoreline erosion over the past decade. The Foundation has completed an offshore sand study which revealed an adequate clean sand supply very near to the shoreline.

Staff planners Livit Callentine, Candace Thackerson, and Simone Bosco attended the American Planning Association's national conference in San Francisco in April. Current Planning Supervisor Ann Cua and Deputy Planning Director Jordan Hart attended the Designing for Healthier Communities Conference in Seattle in mid-May.

The number of Special Management Area major permits issued in FY19 nearly doubled, with 13 being approved, exceeding the seven issued in FY17 and FY18. This can partly be attributed to an increase in public projects such as for the Kahoolawe Island Reserve Commission Education and Operation Center, Molokai Library Expansion project, Keanae Road improvements, and the UH – Maui College Photovoltaic System.

The number of Special Management assessment applications received increased from 459 in FY18 to 551 in FY19, also partly attributable to an increase in public permit projects.



### FY20 Goals

Funding in the FY20 budget will allow for a few new projects, and Current also hopes to complete some ongoing initiatives.

Continuing initiatives that should conclude in FY20 are the adoption of the proposed Maui Planning Commission SMA and Shoreline Area Rule amendments, the creation of a Community Facilities District for Kahana Bay, and the completion of the online shoreline access inventory database.

New projects will include issuing a grant for a Dune Management Coordinator who will hopefully fill the shoes of the outgoing community volunteers whose efforts have greatly assisted coastal preservation and access in South Maui. Additionally, funds were budgeted to conduct a “baseline” viewplane study, against which future developments can be analyzed.

#### Potential Areas for Improvement

Improvement could be found in the preparation for how applications will be processed under the MAPPS submittal process, and how staff will handle amendments to the SMA and Shoreline Area Rules. Resources needed for these improvement would be one additional support staff to handle the change to the MAPPS submittal of applications and one additional planner staff to help deal with the proposed changes to the SMA and Shoreline Area Rules.

## Zoning Administration and Enforcement Division



Front (L-R): Sarah Reichert, Paul Critchlow, Adam Parness, Danny Dias (Acting Administrator), Conklin “Kai” Wright, Diego Sanchez-Cortez. 2<sup>nd</sup> row (R-L): Jacky Takakura, Joy Paredes, Ana Lillis, Jay Arakawa 3<sup>rd</sup> row: (R-L) Chalsey Kwon, Pikake Fernandez, Melissa Tokushima, Gail Davis, Chelsea Rabago, Renee Segundo, Rulan Waikiki and Pikake Fernandez. Missing - Sheila Nakagawa,

### 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.

## FY19 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. ZAED is also working on expediting appeals on Violations in order to collect fines in a timelier manner.
- **Illegal vacation rental enforcement.** ZAED initiated a contract to hire a vendor (LODGINGRevs) to provide web-based investigation, identification and monitoring services to assist ZAED's inspectors in enforcing vacation rental laws. 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 assistance of LODGINGRevs was crucial in reviewing the thousands of online ads. The ZAED enforcement team worked closely with LODGINGRevs to create the framework for reviewing advertisements and determining which vacation rentals are lawful and which are not. These efforts will carry over into future years to control the proliferation of illegal vacation rentals.
- **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). Federally backed flood insurance would not be available to local residents if the County did not participate in the NFIP. Currently, over 2,300 properties maintain NFIP insurance which protects their home and personal belongings.



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 NFIP has rewarded Maui County's higher flood development standards with a CRS class 7 designation resulting in a 15% flood insurance discount for all NFIP flood insurance policy holders. This discount has provided total annual premium savings of more than \$714,000 County-wide.

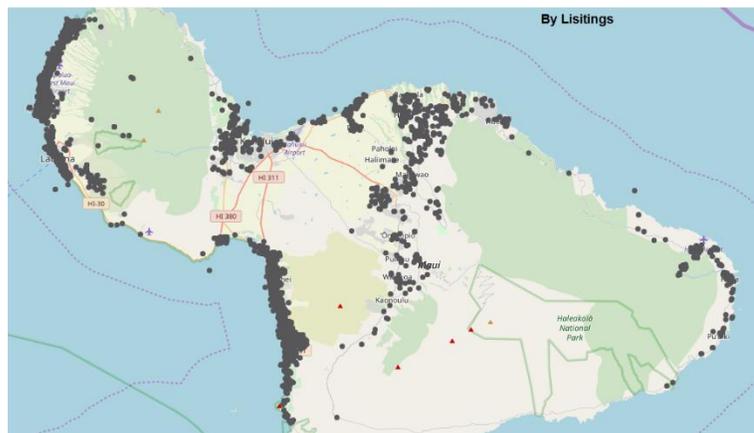
The Department is charged with maintaining the County's standing in the NFIP and CRS class status. This includes administration of the flood hazard area ordinance, processing flood development permits, community outreach activities, and ensuring audits conducted by the Federal Emergency Management Agency are thoroughly addressed for compliance. Due to these successful efforts in administering higher regulatory standards and the caliber of the flood program Maui County citizens receive the best CRS class status and flood insurance

discount in the State of Hawaii. 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.

- **New Parking Code:** A new parking code was adopted in December 2018 which incorporated new uses such as food trucks, and also readjusted parking requirements to more relevant and accurate needs. The new code also reduces the unnecessary or unproductive construction and maintenance costs of excessive parking stalls.
- **Accessory Dwellings:** A revised Accessory Dwellings Bill was adopted in December 2018 to increase the maximum floor area of accessory dwellings and increase the amount of accessory dwellings allowed on certain properties. The purpose of this new bill is to increase the amount of housing stock and provide relief to the growing demands of housing for the County.
- **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. ZAED is currently on track and on pace with the requirements and timeline of the vendor.

FY20 Goals

- **Vacation Rental Enforcement.** Data obtained from LODGINGRevs in September 2019 indicates that there were currently 26,925 ads for vacation rentals in the County of Maui. Of those ads, 25,559 were for properties or units that were outright permitted.



The remaining 1,366 ads represented 599 individual properties or units, as most vacation rentals run two or more ads. Of these 599 individual properties or units, 382 had a necessary permit to operate; the others were determined to be illegally operating. Therefore, the Department concludes that the current enforcement efforts and assistance from LODGINGRevs has greatly reduced the amount of proliferation of illegal vacation rentals throughout the County.

In addition, through the services provided over the course of FY19, it has become apparent that the main issue with vacation rentals in Maui County is not necessarily the amount of illegal rentals, but rather the amount that are outright permitted due to their zoning designation or year of construction.

In FY20, ZAED would like to explore changes in the County Code that would revisit the methodology behind the outright allowance of vacation rentals within the County's Apartment Districts. This amounts to thousands of units throughout the County that could potentially be utilized for long-term rental or owner-occupied residency.

Lastly, ZAED proposed a revision to the Maui County Code and its administrative rules relating to enforcement to match the amendments made to the Revised Charter of the County of Maui in the 2018 election. For unpermitted vacation rentals, the fines would increase from the current \$1,000 initial fine and \$1,000 daily fine, to an initial fine of \$20,000 and daily fine of \$10,000. In FY20, ZAED expects this will further discourage the illegal operation of vacation rentals, particularly those that were not deterred by the previous fine amounts.

- **Code Amendments.** ZAED is currently pursuing rule amendments that will allow grace periods for permit renewals. This would provide a temporary extension of any State Special Permit, Conditional Permit, Bed & Breakfast 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 the processing.

Also being proposed is an ordinance that will prohibit or suspend the processing of a land use application on any lot or property that is the subject of pending enforcement action by the Department. This will ensure that violations are resolved before any further development or use changes are allowed on the property.

#### 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. ZAED is also continuously analyzing the potential to use zoning regulations to assist with issues such as our homeless and affordable housing problem.

## Long Range Division



(L-R): Analise Kehler, Sean Birney, Doug Miller, Pam Eaton (Division Chief), Mike Napier, Jen Maydan, Kate Blystone, Jaime Paa, Dan McNulty Huffman, Richele Lesa, Tiffany Bostwick.

### 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.

## FY19 Accomplishments

Cultural Resources Planner Annalise Kehler received an individual achievement award from the Historic Hawaii Foundation for her role as an emerging leader. She also became a member of the Board of Directors for the Maui Historical Society.

- **Community Plan Land Use Designations Updated.** LRD updated the land use designations to be used in the community plan updates. The existing designations are outdated and no longer accurately reflect the existing conditions or future vision of Maui County residents. The new designations are consistent with the principles of Smart Growth, easier to understand and reflect best planning practices. They reflect feedback from years of outreach and interaction with the public and various stakeholder groups during the General Plan update. The newer designations are also intended to help preserve the character of Maui's smaller towns and communities and protect their sense of place and culture.
- **Community Engagement Achieved and CPAC Appointed.** LRD continued the public engagement process started in 2017 for the West Maui Community Plan update through the spring. Events in West Maui turned from community education to a focus on gathering input to formulate the Community Plan, starting with vision workshops in December. These workshops resulted in a draft Vision to help guide growth strategies and goal, policy and action development. In February, LRD followed up with four community design workshops held across West Maui and a community design open house in April where we shared the results of community input with four alternative development patterns for West Maui. Each of these in-person events and activities were paired with an online version so people who could not attend in-person meetings could still participate in the process. After the open house, initial community engagement efforts officially wrapped up and staff began writing the draft West Maui Community Plan. In December, the County Council appointed nine members of the West Maui Community Plan Advisory Committee (CPAC) and Mayor Arakawa appointed four members.



- **Healthy Eating Active Living (HEAL) Coalition / Blue Zones Project (BZP).** LRD Planning Supervisor continued to serve as the Chair of the Healthy Eating Active Living (HEAL) Coalition for Maui, Molokai and Lanai. 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 continued to collaborate 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. Projects that the Coalition has continued to work 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.



- **Countywide Historic Preservation Plan - Phase I.** The Lakota Group recently completed the draft existing conditions report for the new countywide historic preservation plan. This report is the first phase in a two phase effort to update the 1984 Cultural Resources Management Plan for Maui County. LRD will be reviewing and editing this document in the coming weeks. LRD will then take it to the Cultural Resources Commission for comments before the final draft is published. The purpose of phase I is to inventory existing regulations, plans, incentives, and community partners related to historic preservation in Maui County. The existing conditions report also identifies issues and challenges that need to be addressed during the plan making phase (phase II).
- **WeAreMaui Website.** LRD's WeAreMaui website played a significant role in the community engagement process for West Maui in FY19. From June 2018 to July 2019, a total of 7,316 users visited the website, generating 10,159 sessions with 87,818 page views. Significant website updates included launching the We Are West Maui Photo Contest, two Online Vision Workshops, and one Online Open House; uploading seven Technical Resource Papers; and posting webscrollers, recaps and photos for seven in-person community engagement events.
- **Support to MEMA.** During the first part of the year LRD GIS staff continued to serve as the lead GIS support to the Maui Emergency Management Agency (MEMA). This involved the continued update and improvement of various ArcGIS Online based maps. Staff provided support during activations of the Emergency Operations Center during events and post activation mapping/analysis.

#### FY20 Goals

- **West Maui Community Plan Update.** CPAC began their review of the DRAFT West Maui Community Plan July 2019. It is hoped that they will complete their review by late January 2020. The Maui Planning Commission review will begin in early spring 2020 and be completed by late summer 2020.

- **Countywide Historic Preservation Plan - Phase II.** Phase II is the plan-making phase to update the countywide historic preservation plan (formerly the cultural resources management plan). This effort will build on the information uncovered in the existing conditions report (phase I). While funds for this project will be encumbered in FY20, it is not likely to be completed this year. Though this plan is intended to be strategic in nature, community engagement and input is critical to the success of any government planning process.

- **Website.** As the CPAC process begins in July 2019, focus will shift from the main WeAreMaui website to the CPAC subpage, which will be the main hub for all information related to the CPAC process and the Draft West Maui Community Plan.



- **Development Projects Maps.** During FY19 GIS staff began an update (both of the structure and the data) of the development projects database, and expects to produce revised Development Projects Maps during this year.
- **Open Data.** During FY19 GIS staff began an update of GIS layers from the Maui Island Plan and various community plans, to bring them in alignment with other layers, particularly the latest parcels layer. LRD aims to complete the updates, and develop services and applications for better distribution and dissemination of GIS data, and for better staff and public access to information via a variety of internal and public applications.
- **South Maui Community Plan** With funding in FY20, LRD will begin the South Maui Community Plan update by revising and updating technical studies and initiating the beginning of the community engagement phase.

Resources needed to accomplish these goals primarily rest with existing staff. Funding was provided in the FY19 and FY20 budgets for website support, to begin the South Maui Community Plan update process, and to continue with the Historic Preservation Plan. Additionally, in future years, it would benefit LRD to have any additional GIS analyst to work with land use and other relevant data to support the community plan update process

and to assist others in the Department with GIS needs. Having an improved IT environment that allows full and efficient use of the enterprise GIS tools available to the Department would also assist, as well as up-to-date computer hardware and GIS applications.

## Plan Implementation Division



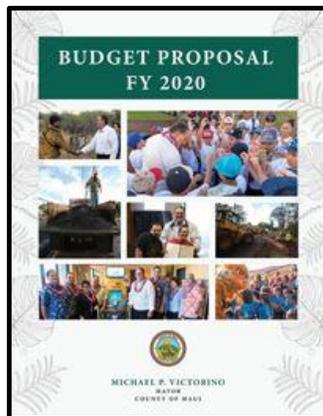
(L-R): Kathleen Ross Aoki (Administrator), Peter Graves and Carolyn Cortez

### 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 Maui Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC).

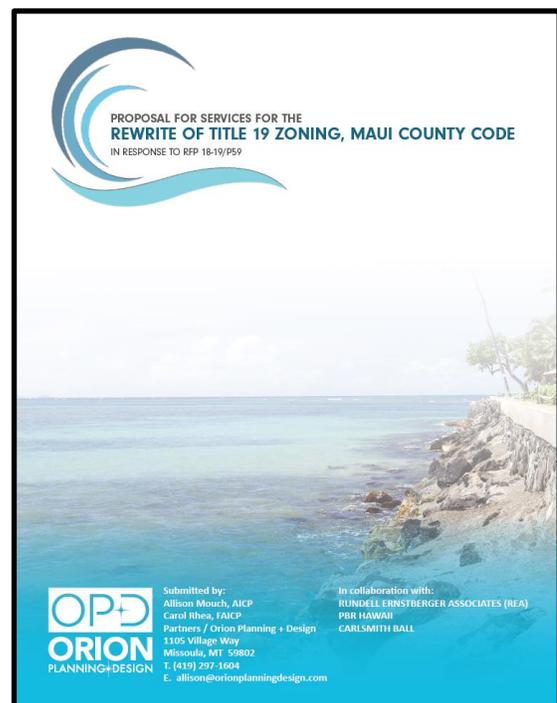
## FY19 Accomplishments



- **Capital Improvement Program (CIP) Report.** PID reviewed the Mayor’s proposed \$146 million FY20 County CIP Budget for consistency with the General Plan documents. Specifically, staff reviewed all CIP funding requests to assess their consistency with and support for stated objectives, policies and action items within the Countywide Policy Plan, Maui Island Plan and Community Plans.

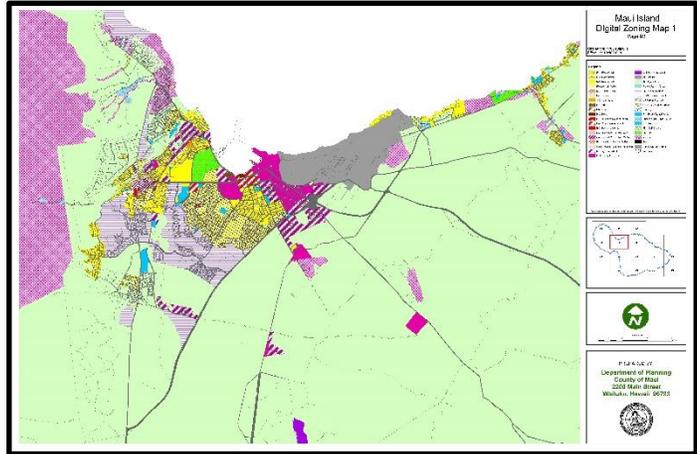
- **Maui County Code Title 19 – Zoning Re-Write.** Maui County’s zoning code was adopted in 1960 shortly after Hawai’i became a state in 1959. While the code has undergone incremental changes over the years to accommodate new conditions and broader responsibilities, it has not been comprehensively updated 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 (MCC), Title 19 – Zoning from consultant team Orion Planning + Design, a skilled and experienced planning professional firm with planners from around the country. The audit identified 16 Key Findings and six Recommendations; one of the recommendations being to create a simplified “hybrid” zoning code. The Department subsequently received funding in FY19 to hire a planning firm to draft a complete re-write of Title 19 based on the recommendations made in the audit. After Requests for Proposal (RFPs) were received, the Department selected Orion Planning & Design for this estimated four- year project.



- **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 since the early 2000s, as well as input from others throughout the Department, and has been instrumental in determining parcel-by-parcel zoning inconsistencies.



On October 5, 2018, after two years of public and planning commission review in 2017 and 2018, the Maui County Council adopted amendments to MCC Title 19 (adding language to include a digital zoning map for the island of Maui) and adopted a digital zoning map for the island of Maui. This map allows the public to easily access and determine the zoning designation of any property. Prior to the adoption of this map, the public would submit a Zoning Confirmation Form to the Department and wait until the zoning was confirmed. With the Digital Zoning Map, zoning information is readily available to the public.

- **Annual Implementation Report.** PID transmitted the Planning Director’s Report on the status of implementation of Maui County’s Countywide Policy Plan, Maui Island Plan and Community Plans to the Mayor and Maui County Council as required by Section 8-8.5, General and Community Plans, of the Revised Charter of the County of Maui (1983), as amended, and Section 2.80B.030, General Plan, Maui County Code. This annual report provides an explanation of the County’s progress towards implementation of the General Plan’s over 1,200 Actions derived primarily from agency reports.

### FY20 Goals

- **Title 19 Rewrite.** While this project will not be accomplished in a single year, FY20 will be an important part of the process as the Department will kickoff of the project in early 2020. A draft outline should be adopted by the end of the fiscal year.



## 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 FY19. 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.

1. 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	1,845
	Average # of building permits reviewed by each plans reviewer	400	461
	% of building permits reviewed within 30 days	100%	35%
	# of zoning verifications performed	2,500	4,933
	# of zoning complaints investigated	500	591
	% of zoning complaints resolved/ brought into compliance without a violation	85%	68%
	% of zoning complaints unresolved resulting in a violation	15%	32%
	# of Bed and Breakfast Home and Short-term Rental Home permits and renewals issued	65	55
	# of Special Management Area assessment applications received	400	551
	% of Special Management Area assessment applications that are complete	55%	81%
	# of Special Management Area major permits approved	8	13
	# of formal, written Requests for Comments answered	100	206
	# of Planner-on-Call inquiries (telephone and walk-in)	5,000	10,105

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 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, but still falls short of our expectations. 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	FY19 Est.	FY19 Actual
1. Update the department's website with proposed and enacted legislation, frequently asked questions, and other timely information	# of website updates	100	86
2. Conduct public meetings for boards, commissions and community plan advisory committees	# of public meetings conducted	100	120
	% of planning commission decisions that substantially follow the department's recommendations	80%	90%

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 have their support a majority of the time, and recent efforts have been made to provide greater balance in our reports. However, 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	FY19 Est.	FY19 Actual
1. Amend land use ordinances and administrative rules to clarify and modernize	# of ordinances and rules amended annually	5	8
2. Initiate implementation of the Maui Island Plan and the community plans	# of implementing actions initiated by department	3	1

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 FY19, 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 2020**

#### **Priorities**

For FY20, the Department has several priorities. Many were initiated in FY19 or prior years, and some continue beyond FY20, but ongoing work is needed for these to move forward.

A top priority is continued progress on the West Maui Community Plan update. This is the first community plan on Maui to be updated since the adoption of the Maui Island Plan. The West Maui Community Plan Advisory Committee will complete its review in late 2019 and the Maui Planning Commission will begin its review in early 2020. Similarly, the South Maui Community Plan update will begin with the preparation and update of technical studies and initial community outreach.

Another top priority is enacting revisions to the Maui Planning Commission's Special Management Area (SMA) and Shoreline rules. These proposed changes have been in the works for many years, with recent revisions being proposed to address sea level rise. The objectives are to 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 the required shoreline setback to protect future coastal development.

With funding from the County Council and the State Legislature for FY20, the Department will contract to develop a Transit-Oriented Development Plan for the Wailuku-Kahului corridor, and to begin the process to identify Important Agricultural Lands for designation.

Additionally, the Department anticipates that it will have sufficient funding in FY20 to update prior studies on impact fees and the Department's permit application fee structure. With updated studies, the Department can propose traffic and development impact fees for new development projects, as well as revisions to the Department's fee structure so that it approaches cost recovery.

#### **Continuing Efforts**

Continuing from FY19 will be the Title 19 rewrite project to overhaul the County's zoning code. This project will take several years and, therefore, needs to make steady and consistent progress each year.

Other important code and rule changes that we expect to see in FY20 include: updated Country Town Business Design Guidelines for Lanai City; administrative rule changes relating to enforcement to allow for the higher fines provided by the Revised Charter of the County of Maui for unpermitted vacation rentals; reconciling differences between the

community plans and the bed-and-breakfast home and short-term rental home ordinances;

Continuing in FY19 are two related initiatives that began in FY17: converting stored paper files to scanned electronic files 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.

Lastly, the Department hopes to further improve enforcement of illegal vacation rentals with the assistance of contractor LODGINGRevs and related legislative initiatives.

### **Budgetary Requirements**

In order to realize these priorities, additional funding was provided in the Department’s FY20 budget. A total of \$400,000 was budgeted for the South Maui Community Plan update and \$75,000 was budgeted to update the impact fee and permit application fee studies. Additionally, \$100,000 in County funding and \$500,000 in State funding was approved to create the Transit Oriented Development Plan, while \$125,000 was funded by the County and the State to begin the designation of Important Agricultural Lands. These funds will be encumbered in FY20 so that these projects can begin.

The Department’s approved FY20 total budget increased by 8.5% compared to FY19.

The increase in Salaries and Wages is attributed partially to collective bargaining requirements; it also includes three new planners for our Zoning Administration and Enforcement Division, our Long Range Planning Division, and our Plan Implementation Division. The increase in Operations reflects an increase in Professional Services, which includes funding for the initiatives noted above. The increase in equipment includes the purchase of two new vehicles for the additional zoning inspectors who were approved in FY19.

<b>General Fund Budget Item</b>	<b>FY19 Approved</b>	<b>FY20 Approved</b>	<b>Difference</b>	<b>Change</b>
Salaries/ Wages	\$4,478,782	\$4,574,766	\$95,84	2.1%
Operations	\$1,981,824	\$2,426,824	\$445,000	22.5%
Equipment	\$78,000	\$96,000	\$18,000	23.1%
<b>TOTAL GENERAL FUNDS:</b>	<b>\$6,538,606</b>	<b>\$7,097,590</b>	<b>\$558,984</b>	<b>8.5%</b>

*Source: Fiscal Year 2020 Council Adopted Budget*

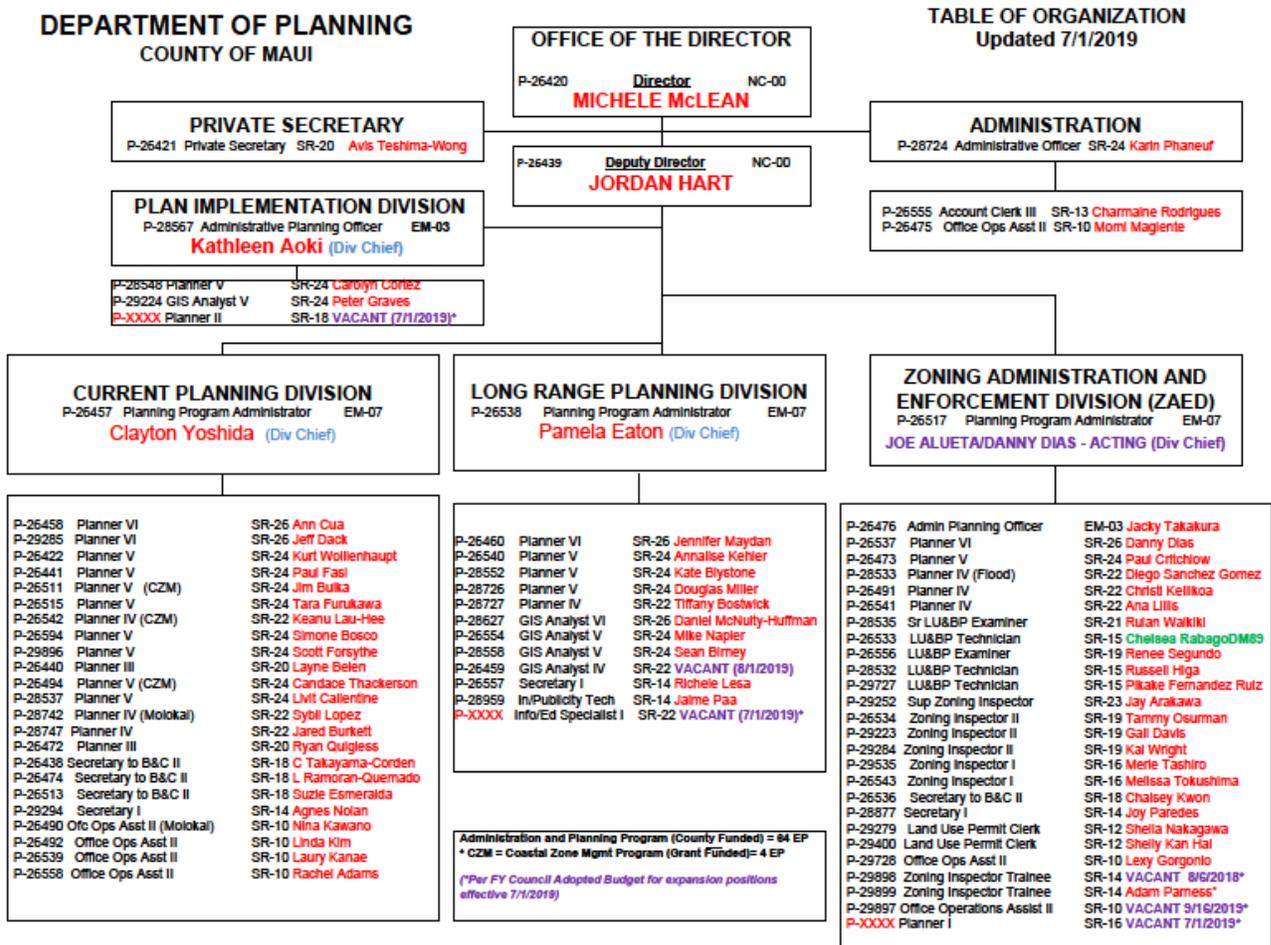
# SECTION 5

## REPORT APPENDICES

### Personnel

The Department of Planning chose Tara Furukawa as our Employee of the Year. Tara is a Planner V in the Current Division. Manager of the Year was Kathleen Aoki who was also chosen as the overall County of Maui Manager of the year. The Planning Department Team of the Year included four Board and Commission Secretaries, Carolyn Takayama-Corden, Leilani Ramoran-Quemado, Suzie Esmeralda and Chalsey Kwon and also our Administrative Officer, Jacky Takakura.

The organizational chart below shows Departmental personnel as of the beginning of FY20 as well as projected vacancies at the beginning of our fiscal year.



At the end of FY19, the Department had 71 full-time employees. New hires during this time period included our Deputy Director, Jordan Hart, who started with Planning in February 2019. Keanu Lau-Hee, Planner IV transferred to Planning on February 8, 2019 from the office of Emergency Management (MEMA). 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

**Jordan Hart**, was appointed as our new Deputy Director of Planning by incoming Mayor Michael Victorino in January 2019. He replaced our temporary Deputy, **Joseph Alueta** who stepped in for **Michele McLean** when she was promoted from Deputy Director to Director of Planning in July 2018.

#### Current Planning Division

**Scott Forsythe** accepted a “Small Town Planner,” Planner V position in January of 2019 when he replaced **Erin Wade**, Planner V, who transferred to the Mayor’s Office to manage the Wailuku Redevelopment Project. **Livit Callentine** and **Candace Thackerson** were reallocated from Planner IVs to Planner Vs because of their extensive experience and contributions to the Current Planning Division.

#### Zoning Administration and Enforcement Division (ZAED)

ZAED welcomed **Jacky Takakura** back from the Department of Water when she was promoted from Administrative Officer (Water) to the ZAED Administrative Planning Officer (APO) in April of 2019. In May, ZAED welcomed **Diego Sanchez Gomez** as our Planner IV, Flood Planner, when he replaced Planner V **Gary Saldana** when he moved to Council Services to work with Councilmember Mike Molina. We also added two Office Operations Assistant IIs, **Sarah Reichert**, who accepted a Temporary Assignment in September of 2018 which became permanent on July 1, 2019 and **Lexy Gorgonino** who replaced **Charmaine “Keahu” Keaweehu** when she transferred to the Public Works Director’s Office. **Joy Paredes** transferred from our Long Range Division to ZAED as the Secretary I in January 2019. **Summer Enfield-Carlos** accepted a promotion from her position in ZAED as Secretary I to Personnel Assistant I in Public Works.

#### Long Range Division

The Long Range Division welcomed Planner V, **Katie “Kate” Blystone**, in August of 2018 and also promoted **Sean Birney** from a GIS Analyst III to GIS Analyst IV in the same month. **Mark King**, GIS Analyst V, retired from his position in June of 2019. **Jaime Paa** moved from an appointed position with the Arakawa administration to a Civil Service position in the Long Range Division as the Information and Publicity Technician.

JORDAN HART	New Hire (Appointment)	Deputy Director
JACKY TAKAKURA	Inter-Departmental Transfer	AO of Water to Admin Planning Officer in ZAED
SCOTT FORSYTHE	New Hire	Planner V, CURRENT
ERIN WADE	Inter-Departmental Transfer	Planner V in CURRENT to Planner V in Mayor's Office
LIVIT CALLENTINE	Reallocation	Planner IV to V in CURRENT
CANDACE THACKERSON	Reallocation	Planner IV to V in CURRENT
DIEGO SANCHEZ GOMEZ	Inter-Departmental Transfer	Planner IV in WATER to Planner IV in ZAED
GARY SALDANA	Inter-Departmental Transfer	Planner V in ZAED to Council Services Staff
SARAH REICHERT	New Hire	Office Ops Assistant 2 ZAED
KEAWEEHU, "KEHAU" CHARMAINE	Inter-Departmental Transfer	Office Ops Assistant II, ZAED to Office Ops Assistant II at Public Works
SEAN BIRNEY	Reallocation	GIS Analyst III to IV in Long Range
SUMMER ENFIELD CARLOS	Promotion	Secretary I, ZAED to Personnel Assistant I at Public Works
LEXY GORGONIO	New Hire	Office Ops Assistant II, ZAED
JOY PAREDES	Intra-Departmental Transfer	From Long Range to ZAED as Secretary I
KATE BLYSTONE	New Hire	Planner V in Long Range
MARK KING	Retired	GIS Analyst V in Long Range
JAIME PAA	New Hire	Information and Publicity Technician in Long Range

Perfect Attendance for Calendar Year 2018

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:

<u>10 Years</u>	<u>15 Years</u>	<u>20 Years</u>	<u>35 Years</u>
Kai Wright	Joy Paredes	Jacky Takakura	Ann Cua
Kurt Wollenhaupt	Tammy Osurman	Lei Ramoran-Quemado	
Agnes Nolan	Dan McNulty-Huffman	Simone Bosco	
Chalsey Kwon	Paul Fasi		

## ABOVE AND BEYOND AWARDS:

Each month, Department of Planning employees honor coworkers by awarding the “Above and Beyond” award. This year, the awards went to the following employees:

<b>MONTH</b>	<b>EMPLOYEE</b>	<b>AWARDED TO</b>
July 2018	Ana Lillis	Gary Saldana
July 2018	David Raatz	Melissa Tokushima
August 2018	Melissa Tokushima	Shelly Kan-Hai
August 2018	Gary Saldana	Renee Segundo
September 2018	Renee Segundo	Pikake Fernandez
September 2018	Shelly Kan-Hai	Sheila Nakagawa
October 2018	Sheila Nakagawa	Karin Phaneuf
October 2018	Pikake Fernandez	Christi Keliikoa
November 2018	Karin Phaneuf	Jared Burkett
November 2018	Christi Keliikoa	Ryan Quigless
December 2018	Ryan Quigless	Jen Maydan
December	Jared Burkett	Tara Owens
Jan Feb 2019	Tara Owens	Kate Blystone
Jan Feb 2019	Jen Maydan	Kate Blystone
March 2019	Kate Blystone	Michele McLean
March 2019	Kate Blystone	Pameal Eaton
April 2019	Michele McLean	Don Couch
April 2019	Pamela Eaton	Sean Birney
May 2019	Sean Birney	Momi Maglente
May 2019	Don Couch	Rulan Waikiki
June 2019	Rulan Waikiki	Joy Paredes
June 2019	Momi Maglente	Jordan Hart

## List of Applications

### Current Division

Application or Review Type	Number of Applications			
	FY2016	FY2017	FY2018	FY2019
State District Boundary Amendments (>15 acres)	2	3	3	3
State District Boundary Amendments (<15 acres)	0	1	2	2
State LUC Special Use Permits	14	21	15	26
State LUC Declaratory Rulings	1	0	0	0
Project District Reviews	10	8	10	9
Changes In Zoning	10	5	9	6
Community Plan Amendments	2	4	8	1
Conditional Permits	9	4	5	2
County Special Use Permits	9	5	3	6
Use Determinations	0	1	1	2
Planned Developments	4	5	5	8
Historic District Permits	10	34	10	30
Historic District Signs	24	15	23	16
Bed and Breakfast Permits	19	29	29	24
B&B Permit Time Extensions	6	43	47	11
Short-Term Rental Home Permits	31	118	46	36
STRH Permit Time Extensions	27	61	67	26
Environmental Assessments	2	1	2	0
Environmental Impact Statements	0	1	0	1
EA Comments	16	12	15	11
EA Exemptions	101	78	50	74
Historic District Approvals	14	10	9	15
MRA Approvals	5	3	2	3
Country Town Business Reviews	10	6	9	9
Cluster Housing Developments	0	0	0	0
R-0 Overlays	1	0	0	0
Requests for Files	131	132	145	186
Requests for Comments	217	194	106	148

Current Division, cont.

Application or Review Type	Number of Applications			
	FY2016	FY2017	FY2018	FY2019
Special Management Area				
Major Permits (SM1)	10	7	11	11
Modifications	12	9	22	11
Monitoring/Compliance Reports	9	7	9	10
Minor Permits				
Maui (SM2)	126	135	88	102
Molokai (SM6)	8	1	2	2
Lanai (SM7)	1	3	1	1
Exemptions (SM5)*	210	199	229	144
Administrative Appeals	1	1	0	2
Emergency Permits (SM3)	10	7	11	6
Shoreline Setback Variances	0	3	0	0
Shoreline Setback Approvals	83	68	47	60
Shoreline Setback Determinations	0	1	0	5
<b>TOTAL</b>	<b>1,235</b>	<b>1,235</b>	<b>1,041</b>	<b>1,009</b>

Zoning Administration and Enforcement Division

Application or Review Type	Number of Applications			
	FY2016	FY2017	FY2018	FY2019
Building Permits	1,778	2081	1713	1845
Certificates of Occupancy	121	114	121	106
Comprehensive Signage Plans	20	11	10	16
Farm Plans**	101	117	97	20
Ag Declarations**	n/a	n/a	n/a	172
Flood Development Permit	200	43	68	80
Notices of Violation	109	101	95	149
Parking Waivers/ Off-site Approvals	10	7	8	2
Sign Permits	Sign-30 Banner-223	Sign-91 Banner-298	Sign-69 Banner-238	Sign-101 Banner-265
SMA Exemptions (SM5)*	126	336	259	271
Subdivisions	379	382	364	394
Variances and Appeals	24	14	12	29
Zoning Investigations	645	499	671	591
Zoning Verification Forms	2041	3340	3794	4,933

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

\*\* Farm Plans have been replaced by Ag Declarations

## **Boards and Commissions**

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

21 Regular Meetings Scheduled	0 Special Meetings Held
21 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
10 Regular Meetings Held	1 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
11 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  
8 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