

Department Submittal/Approved by:

Michele McLean Muhlstein
Printed Name/Signature of Department Director

1-4-21
Date

Approved by:

Sandy K. Baz
Sandy K. Baz, Managing Director

FEB 1 2021
Date

ZONING ADMINISTRATION AND
ENFORCEMENT DIVISION
DEPARTMENT OF PLANNING
COUNTY OF MAUI

FUNCTIONAL CHART
As of September 30, 2020

FY 2021 Organizational Chart

**ZONING ADMINISTRATION AND
ENFORCEMENT DIVISION**
(EP COUNT = 27)
(PC-0037) P-26517 Planning Program Administrator EM-07

- ZONING ENFORCEMENT SECTION**
- Responds to public complaints relating to land use violations.
 - Conducts investigations.
 - Issues Notices of Warning and Violation.
 - Provides information to the public and conducts special projects.

- PLANNING SECTION**
- Administers state and county land use laws, rules, codes, regulations, and the general and community plans.
 - Serves as primary departmental advisory and information branch regarding the interpretation and application of codes, ordinances, decision and orders, and other matters of enforcement.
 - Prepares and processes variance and appeal applications and advises the Board of Variances and Appeals.
 - Administers federal, state and county flood hazard regulations.
 - Provides information to the public and conducts special projects.
 - Assists with Coastal Zone Management Program and land use applications and permits review.
 - Processes landscape planting plans and sign permits.

- PLANS REVIEW SECTION**
- Reviews proposed building permits for land use compliance.
 - Assists with sign applications, Coastal Zone Management Program, and land use applications and permits review.
 - Provides information to the public and conducts special projects.
 - Confirms zoning, community plan, state land use district and other special designations.
 - Coordinates and prepares revisions to county zoning ordinances and regulations, and reviews state land use legislation and regulations.

Department Submittal/Approved by:

Jordan S. Hart
Printed Name/Signature of Department Director

2021-03-22
Date

ZONING ADMINISTRATION AND ENFORCEMENT DIVISION
DEPARTMENT OF PLANNING
COUNTY OF MAUI

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OFFICE OF THE MAYOR

TABLE OF ORGANIZATION
As of September 30, 2020

FY 2021 Organizational Chart

Approved by:

Sandy K. Bez
Sandy K. Bez, Managing Director

3/30/21
Date

ZONING ADMINISTRATION AND ENFORCEMENT DIVISION
(PC-0037) P-26517 Planning Program Administrator EM-07

(PC-0070) P-28877 Secretary I SR-14 (1)

(PC-0041) P-26536 Sec to Boards/Commissions II SR-18

(PC-0082) P-29728 Office Operations Assistant II SR-10

ZONING ENFORCEMENT SECTION

(PC-0072) P-29252 Supervising Zoning Inspector SR-23

(PCT-0010) P-29897 Office Ops Asst II SR-10

(PC-0077) P-29284 Zoning Inspector II SR-19 (3)
(PC-0074) P-29223 Zoning Inspector II SR-19
(PC-0040) P-26535 Zoning Inspector II SR-19
(PC-0039) P-26534 Zoning Inspector II SR-19
(PC-0048) P-26543 Zoning Inspector II SR-19 (4)

(PCT-0012) P-29899 Zoning Inspector I SR-16 (5)

(PCT-0011) P-29898 Zoning Insp Trainee SR-14

PLANS REVIEW SECTION

(PC-0025) P-26476
Administrative Planning Officer EM-03 (2)

(PC-0057) P-28535 Senior LU&B Plans Examiner SR-21 (2)

(PC-0052) P-26556 LU & Bldg Plans Examiner SR-19

(PC-0078) P-29279 Land Use Permit Clerk SR-12
(PC-0079) P-29400 Land Use Permit Clerk SR-12

(PC-0038) P-26533 LU & Bldg Plans Tech SR-15 (9)
(PC-0056) P-28532 LU & Bldg Plans Tech SR-15
(PC-0081) P-29727 LU & Bldg Plans Tech SR-15

PLANNING SECTION

(PC-0042) P-26537 Planner VI SR-26

(PC-0022) P-26473 Planner V SR-24
(PC-0027) P-26491 Planner V SR-24 (6)
(PC-0055) P-28533 Planner V SR-24 (7)
(Expansion) P-30946 Planner V SR-24

(PC-0046) P-26541 Planner III SR-20 (8)

- (1) (PC-0070) P-28877 Budgeted reallocation from Secretary I (SR 14) to Secretary II (SR 16)
- (2) (PC-0057) P-28535 Senior LU&BP Examiner is a working supervisor supervising P-26556, P-29279, P-29400, P-26533, P-28532 and P-29727 operationally with P-26476 APO which works effectively for this section. This actual reporting structure has been in place from previous years since 2016, however, it is not reflected in the subject positions PD's as it should be. Reorganizations requirements of ZAED, including corrections to the PD's will be completed by June 30, 2021 to formalize the reporting hierarchy in place in accordance with County policy.
- (3) (PC-0077) P-29284 Zoning Inspector II SR 19 is pending reallocation review and approval by DPS to the budgeted position of Supervising Zoning Inspector SR23.
- (4) (PC-0048) P-26543 Budgeted reallocation from Zoning Inspector I (SR16) to Zoning Inspector II (SR19) NDA Attached
- (5) (PCT-0012) P-29899 Budgeted reallocation from Zoning Inspector Trainee (SR14) to Zoning Inspector I (SR16) - NDA Attached
- (6) (PC-0027) P-26491 Budgeted reallocation from Planner IV (SR22) to Planner V (SR24) - NDA Attached
- (7) (PC-0055) P-28533 Budgeted reallocation from Planner IV (SR22) to Planner V (SR24) - NDA Attached
- (8) (PC-0046) P-26541 Budgeted reallocation from Planner IV (SR22) to Planner III (SR20) - NDA Attached
- (9) (PC-0038) P-26533 Budgeted reallocation from LU&BP Examiner (SR 19) to LU&BP Technician (SR-15) NDA Attached