

DEPARTMENT OF PLANNING AND PERMITTING

Henry Eng, FAICP, Director • David K. Tanoue, Deputy Director

POWER, DUTIES AND FUNCTIONS

The Department of Planning and Permitting (“DPP”) is responsible for the City’s long-range planning and community planning efforts and for the administration and enforcement of ordinances and regulations governing the development and use of land, various codes pertaining to the construction of buildings, and City standards and regulations pertaining to infrastructure requirements. The department consists of six divisions, Administrative Services Office, Customer Service Office, Planning, Land Use Permit, Building, and Site Development Divisions. The department also has five commissions, boards and committees:

The Planning Commission holds public hearings and makes recommendations through the mayor to the City Council on proposals to adopt or amend the General Plan, Development Plans, and zoning ordinances. It also holds public hearings and makes recommendations on State Land Use District boundary amendments for parcels of 15 acres or less in other than Conservation Districts, and approves state land use special use permit applications for uses on agricultural land.

The Zoning Board of Appeals hears and determines appeals from actions of the director of Planning and Permitting in the administration and enforcement of zoning, shoreline, and subdivision ordinances and regulations.

The Building Board of Appeals hears and determines appeals from actions of the director of Planning and Permitting in the administration and enforcement of building and related codes, and appeals from actions of the fire official in the administration of the Fire Code. It also hears and determines requests for variance from provisions in the building and related codes,

The Design Advisory Committee comments on design issues related to major project proposals in special districts.

The Mayor’s Historic Preservation Committee serves as a forum on matters related to local, current historic preservation issues.

HONOLULU LAND INFORMATION SYSTEM (HoLIS)

DUTIES AND FUNCTIONS

This organization provides direct support for maintaining and updating GIS data required for all city departments. HoLIS is responsible for the following functions:

- Oversee and direct citywide policies regarding the development and implementation of the Geographic Information System (GIS);
- Manage and direct the operations of the Department’s automated permit tracking and management system;
- Manage and maintain the GIS and the Department’s Internet web sites.
- Provide standards for entering and maintaining the geographic/spatial database of thematic maps;
- Implement user interfaces to provide easy access for spatial data queries, report generation, and map production;
- Integrate data and information from external databases of the city and from other agencies with GIS and Departmental land record information;
- Provide assistance and consultation to develop and define specifications for GIS applications and projects;
- Coordinate with all departments to develop management plans that ensure the maintenance of the individual spatial data layers, and ensure that the GIS is responsive to the individual users;
- Implement policies for the distribution of GIS data to the public and private industry.
- Pursue the development of inter-organization agreements to promote the use of GIS technology, and to develop cooperative arrangements for future database development.

ACCOMPLISHMENTS

AutoPermits (POSSE). As part of the effort to maintain a comprehensive and integrated Land Information System (LIS), the HoLIS program continues to provide key management and technical support in the development and use of the Department’s Automated Permit Tracking and Management System (AutoPermits). The AutoPermits program, commonly referred to as POSSE, enhances methods for processing development permits, and effectively identifies the

status of permit applications in the review process. The system is being used by all operations relating to the review, approval, inspection, and enforcement of departmental permits, Below are statistics of production from the POSSE system:

	FY05	FY06	FY07
New POSSE data records created	3,115,078	3,390,904	3,504,848
Percentage change		8.5%	3.4%

AutoPermits (HonLINE). The AutoPermits program continues to expand to allow other governmental agencies, private businesses, and the general public access to permit records and information using Internet technology, The Department’s Internet permitting program called HonLINE was expanded to allow the ability to apply, pay, and print permits using the Internet, Below are data illustrating the expanding use of the Department’s web site:

	FY06	FY07
Percentage of permits being issued through HonLINE	7.7%	10.7%
Percent increase of HonLINE permits issued/month from last year	= 82%	
Average monthly increase of HonLINE permits issued/month	= 9.8%	
Average monthly income	- \$16,000	
Labor savings	= 1,364 hours (170 work days)	

AutoPermits (Historical Document Scanning). In conjunction with the overall AutoPermits project, the department continues its conversion of historical hard copy documents into digital image formats to be accessible from the city’s computing systems, HoLIS is providing lead contract and technical support to this project, Approximately 5,500,000 documents have been scanned.

Department of Planning and Permitting Web Page. Customer services are continually enhanced through the departmental web page, www.honolulu.dpp.org, The HoLIS program coordinates the design, development, and management of the web page, This site provides information on how the public can obtain various types of permits and allows for the download of all of the departmental forms needed for permit applications.

	FY05	FY06	FY07
Total # of hits on DPP Web Site	5,821,156	12,834,392	16,572,171
% change from previous year		120%	29.1%

GIS Internet Web Page and Data Downloads. The City’s GIS web site <http://gis.hicentral.com> provides realtors, developers, retail businesses, engineering companies, and even the movie industry geographic information needed to assess site characteristics, The GIS data is also providing the public opportunities to use the data for community and educational programs.

	FY05	FY06	FY07
Total hits on GIS Web Site	34,456,431	39,754,483	47,785,303
Percentage Change		114.1%	15.4%
			20.2%

Digital Aerial Photography. The HoLIS program continues to acquire high resolution digital aerial images for the Island of Oahu through a variety of different sources, Coordination with Federal agencies resulted in the delivery of Island-wide imagery, and in the funding of higher resolution imagery for populated areas, The imagery from the digital photographs provide detailed information on buildings, roads, parks, natural features, and other land features needed for public safety, homeland security, and other city projects and programs, Imagery delivered includes:

- Hawaii HiTech - 0.5 foot resolution aerial photographs of Central and Leeward Oahu
- Oblique high resolution imagery of 25 critical facilities.
- IFSAR Island-wide Topography from NOAA

Building Outlines, and 3D Structure Modeling. HoLIS continues to develop three dimensional (3D) building shapes for non-residential structures, The 3D modeling of buildings and critical facilities allow analysis of urban development patterns and assist in security planning programs, A geo-database of building structures is being linked to other structural data for use with various City programs, Deliveries included:

- 2D building footprints and 3D structure shapes for over 130,000 properties.

Storm Water Quality Data Conversion. HoLIS is managing the update of the GIS Storm Drainage data set, Using hard copy maps, as built drawings, and GPS surveying an update of the City’s storm water facilities is underway to support federal requirements, A study of required data sets and sources of information was completed.

CityView 9 User Interface. HoLIS completed the development and deployment of a PC interface to the City geo-

database, The interface uses the most recent software capabilities to allow easy and fast access to over 70 map data layers and digital aerial imagery, Over 200 City personnel are using CityView9 with training on-going for over 12 different Departments.

Homeland Security Project Support. The HoLIS program assists the City Emergency Operations Center (EOC) with its use and access to GIS data, The EOC had its Intranet website updated with additional data, and additional personnel were trained on using GIS for emergency response purposes, A geodatabase was delivered that organized and standardized geospatial data to be used for homeland security, emergency response, and public safety programs.

GIS Day. For the 8th consecutive year, the HoLIS program coordinated the activities for GIS Day in Honolulu, GIS Day is a worldwide event to promote geography literacy in schools, communities, and organizations, with a focus on the education of children, Over 300 students ranging from 5th, 6th, and 7th grades participated in various hands-on activities that demonstrated the importance of geography and how GIS works,

Other Major Projects:

- Street and Site Addressing Updates;
- Enhanced 911 (e911) Dispatch System;
- Evacuation Planning Model;
- Honolulu Fire Department Dispatch (HOSES);
- Honolulu Police Department GIS deployment;
- Environmental Services Wastewater Facility Geo-Database Management.

HOLIS Work Loads and Map Production. HoLIS provides data maintenance and map production services to all City departments to assist with their mapping and data requirements, HoLIS Work Request decreased from the previous year primarily due to a loss of staff in the program, An increase in the number of data maintenance jobs illustrates the growth in housing development and increased data update responsibilities for various GIS data layers, It should be noted that the GIS is available to City personnel via the Internet or other desktop programs, and users are producing map products without assistance from HoLIS, which are not accounted for here.

	<u>FY01</u>	<u>FY02</u>	<u>FY03</u>	<u>FY04</u>	<u>FY05</u>	<u>FY06</u>	<u>FY07</u>
HoLIS Work Requests	244	311	606	369	404	450	376
Maps Produced	298	411	499	885	512	802	494
GIS Data Maintenance Jobs.....	761	657	433	374	203	341	482

CUSTOMER SERVICE OFFICE

DUTIES AND FUNCTIONS

The Customer Service Office (CSO) is within the Administration Division of the Department of Planning and Permitting, CSO is comprised of the Permit Issuance Branch, Data Access and Imaging Branch, Code Compliance Branch, Residential Code Enforcement Branch and the Commercial and Multi-Family Code Enforcement Branch, CSO enforces, through civil fine procedures, the Building, Electrical, Housing, Plumbing, Energy, Sidewalk and Zoning Codes and other pertinent ordinances; checks and approves all residential building plans submitted for compliance with code requirements; issues permits; and inspects existing buildings for compliance with various codes, CSO also manages the building permit centers in Honolulu and Kapolei, These process centers process residential building permits, provide a central intake point for other permit applicants, answer inquiries about land use permit requirements and collect all building permit payments, CSO also serves as the Department’s property information center, where historical and current property and permit records are available for the public’s use.

Permit Issuance Branch

Duties and Functions

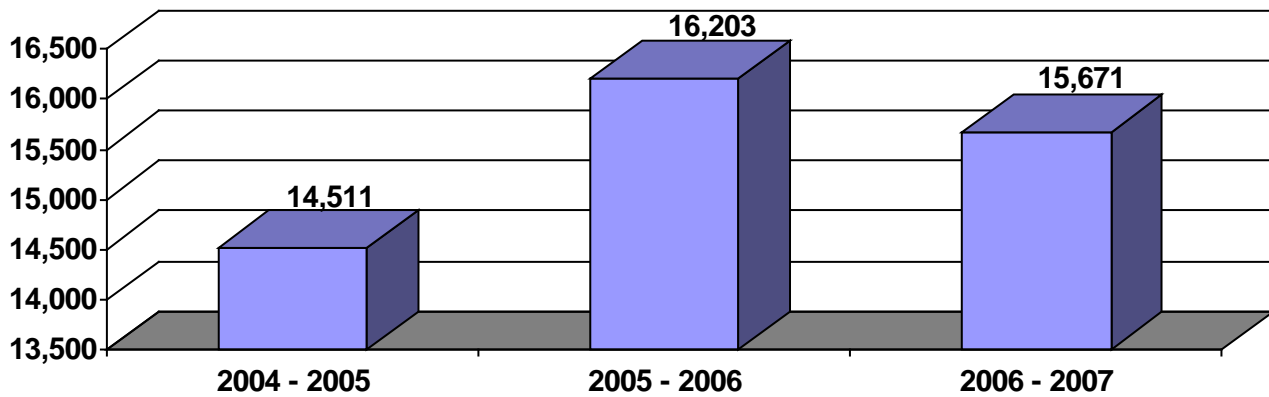
The Permit Issuance Branch greets customers, directs them to the appropriate service counter and provides information to the customers on various permit requirements, This branch processes minor permits over the counter or accept, review, and input permit application information for other major or complex projects, If requested, they will also coordinate consultation meetings between customers and technical staff, The Permit Issuance Branch is responsible for collecting all permit-related fees and receipt issuance.

Accomplishments

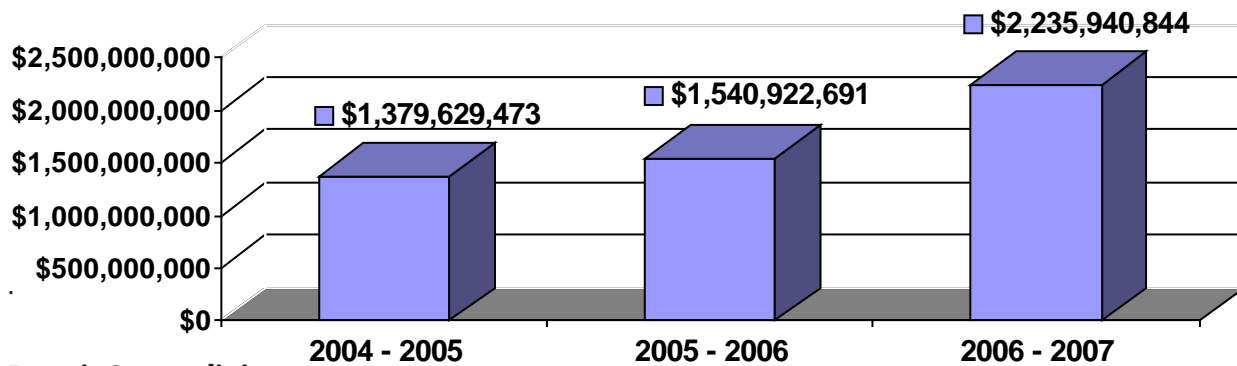
The number and valuation of building permits issued during fiscal year 2007 were 15,671 and \$2,235,940,844, respectively, as compared to 16,203 and \$1,540,922,691 for the previous fiscal year, This represents a slight decrease of 532

permits (3%) but a record increase in valuation of \$2,235,940,844 (47%), The increase in valuation for this fiscal year is due to a continued strong economy with increases of valuation in all building occupancy groups

No. of Building Permits Issued



Valuation of Building Permits Issued



Permit Streamlining

- **HONline** – Open for use in late February 2006 via the DPP web page, HONline allows licensed contractors to apply, pay, and print selected building permits for single-family residences, Currently, solar, electrical, plumbing and air conditioning permits are available.

HONline has proven to be a significant success in expedited permit processing, In FY 2007 CSO issued 2,558 solar permits as compared to 1,795 in FY 2006 and 1,067 in FY2005, In addition, as the result of the change from the 1997 Uniform Building Code to the 2003 International Building Code and quicker processing, HONline Internet building permit applications are now mandatory when filing for building permits, HONline is expected to expand its permit issuance to include fences later this year.

- **Shoreline Review** – In FY2007, CSO assumed responsibility for reviewing all single-family building permit applications involving the location of structures in proximity to the shoreline setback line, Review has been facilitated by an electronic inventory of all shoreline properties now available on the POSSE system.

Data Access and Imaging Branch (DAIB)

Duties and Functions

This branch is responsible for providing the public with a consolidated historical permits records archive; assists the general public with records access, permit inquires, general permit requirements, permit and records research, and reproduction of historical permits or other historical records; coordinates records management activities, including the storage, digital imaging, microfilming, and archiving of various records pertaining to properties and permits; operates an information center where public information materials, including various brochures, forms, and instruction sheets, are made readily accessible to the public; and oversees the use of computer terminals that provide the public with

direct access to property and project information in the city's land use management and optical records system.

Accomplishments

In the past year, the DAIB major activities include:

	<u>Fiscal Year 2006</u>	<u>Fiscal Year 2007</u>
Phone Calls Received.....	28,963	31,561
Walk-in Customers Served.....	24,534	24,801
Incoming Mail Received	NA	NA
Number of Files Retrieved for Customers	32,772	30,667
Copies of Maps Made	7,388	8,957
Copies of Document Pages Made	58,372	54,147
Construction Drawings Accessed.....	44,711	68,369
Research Requests	10,898	8,779
Subpoena's Received/Civil Suits	208	274

The annual statistics for this fiscal year shows an increase of 9% in the phone calls answered as opposed to the statistics during fiscal year 2006, The number of phone calls received continues to increase every year despite no increase in the number of DAIB staff.

While statistics shows an increase in the number of phone calls answered, DAIB also saw a slight increase in the number of customers that were assisted at the counter (267) with decreases in research requests and files retrieved for customers, Construction drawings requested increased significantly with 23,658 more retrieved than in FY2006, This represents a 53% increase in the number of drawings retrieved.

Authorization of overtime during the fiscal year 2007, continued to allow staff to reduce the backlog of records research and access requests, Without the authorized overtime, the DAIB and this Department would be in violation of the UIPA statutes that requires the maximum of ten (10) business days in which to provide a requestor with access to government records.

Code Compliance Branch

Duties and Functions

Customer Service Office's Code Compliance Branch is responsible for the issuance of Notices of Order (NOO's) for all violations of the following ordinances: Building, Housing, Plumbing, Electrical, Grading/Grubbing/Stockpiling/Trenching, Land Use, Special Management Area and Shoreline, This branch is also responsible for site inspections for all shoreline and Special Management Area matters, When appropriate, a Notice of Violation is issued for infractions of the Shoreline and Special Management Area Ordinances.

The NOO's are issued when Notices of Violation (NOV's) are not corrected within a required period of time, These NOV's are referred to the Code Compliance Branch and civil fines are assessed.

The primary objective of the code enforcement program is to obtain compliance, Enforcement measures can be either administrative or judicial (Prosecuting Attorney's Office), Except for rare occasions, administrative measures are preferred to judicial means.

The NOO's with the civil fines is the first phase of code enforcement initiatives used to achieve compliance with City codes, Other enforcement tools utilized to ensure compliance and the referral of cases to the City's Corporation Counsel for legal action are attachment of assessed civil fines to taxes, fees, and charges administered by the City, and the referral of cases to the City's contracted collection agency.

Accomplishments

For fiscal year 2007, the Department issued 2,912 NOV's, Of those NOV's, 491 were referred for issuance of NOO's, Of the 491 NOO jobs created, 66 cases were cancelled as erroneous referrals, Of the remaining 425 NOO's issued, 249 cases were closed, During this period, a record \$301,252 was collected as civil fines, This represents a 79% increase in fines collected in FY 2007.

This branch is also responsible for processing Nonconforming Use Certificates (NUC's), The NUC's are issued to allow the continuance of legal short-term rental units, The NUC's are renewed on the even numbered years, The 2006 NUC renewal was completed on October 15, 2006, The processing fee collected for the 2006 NUC renewal was \$385,200 (\$400 for each NUC renewal), Currently, there are 963 active NUC's on Oahu (906 transient vacation rentals and 57 bed and breakfast units).

Residential Code Enforcement Branch

Duties and Functions

The Residential Code Enforcement Branch conducts inspections in the City and County of Honolulu, enforcing the Housing Code, In addition, the Housing and Zoning Code inspectors investigate existing dwellings and structures in Residential, Country and Agricultural Districts in response to customer complaints and requests for investigation for possible violations of the Housing Code, Zoning Code, Building Code, vacant lot, sidewalk, driveway, litter, graffiti, house number, posters and relocation assistance regulations.

Accomplishments

The Residential Code Enforcement Branch performed the following number of inspections and other activities:

	<u>Fiscal Year 2006</u>	<u>Fiscal Year 2007</u>
No. of Initial Inspections (Housing Units)	1,527	2,003
No. of Units with Housing Code Deficiencies	230	240
No. of Units with Housing Code Deficiencies Corrected	213	168
No. of Units Demolished.....	25	19
No. of Zoning Violations Issued.....	210	254
No. of Zoning Violations Corrected	218	278
No. of Inspections of Vacant Lots	184	124
No. of Vacant Lots for Which Notices of Violation were Issued.....	99	53
No. of Vacant Lot Violations Corrected	72	47
No. of Inspections of Sidewalk Areas	3,195	2,772
No. of Inspections of Illegal Signs	798	383

Commercial Code Enforcement Branch

Duties and Functions

The Commercial and Multi-Family Code Enforcement Branch primary responsibilities are to inspect existing commercial, industrial and multi-family buildings for compliance to its applicable building, zoning and the related codes and regulations.

Investigations are normally initiated from complaints or requests from the public, referrals from other government agencies and requests from others as required by local ordinances or State statutes, The branch inspects, prepares and issues building inspection reports to the DOH, DHS and DOE on their proposed and licensed facilities, This branch also conducts investigations and research on proposed condominium property regimes (CPR) conversions of existing buildings to determine whether the buildings met all applicable building and zoning code requirements at the time of their construction and whether any variances or other permits were issued for any deviations.

Since 1999, the branch has also been responsible for investigating all complaints on illegal signs in industrial, commercial, apartment and mixed-use districts and, since 2002, has been assigned to respond to complaints on the revised smoking ordinance and posting of the required signage in existing buildings and facilities.

In the past year, the branch has experienced a dramatic increase in the number of sign complaints and CPR requests, Currently, it takes approximately three to five months to investigate and respond to these CPR requests, and the more complex the CPR requests are taking over six months to complete.

Accomplishments

The Commercial and Multi-Family Code Enforcement Branch performed the following number of inspections and other activities:

	<u>Fiscal Year 2006</u>	<u>Fiscal Year 2007</u>
Number of Complaints Investigated		
Sign Complaint	923	1,024
Other.....	220	213
Total.....	1,143	1,237

Notices of Violation (“NOV”)

No. of NOV's Issued.....	474	410
No. of NOV's Corrected.....	367	429
No. of NOV's Referred.....	117	111
No. of Follow Up Inspections	4,191	4,459

Number of Other Investigations - Inspections on Care Homes, Adult Residential Care

Homes, Day Care Centers, Elderly Care Centers, Private Schools, etc., for;

Licensing	115	127
Condominiums	263	175
Special Assignments Accepted	35	0

PLANNING DIVISION

DUTIES AND FUNCTIONS

The Planning Division is responsible for the following functions:

- Prepare and revise the Oahu General Plan;
- Prepare, regularly evaluate and update the long-range regional development plans;
- Represent the City & County of Honolulu (“City”) in state land use boundary amendments for parcels greater than 15 acres;
- Process applications for:
 - State land use boundary amendments for parcels equal to or less than 15 acres,
 - Revisions to the Regional Development Plans and Sustainable Communities Plans,
 - Public Infrastructure Map amendments,
 - Zone changes,
 - State Special Use Permit requests, and
 - Zoning District Boundary Adjustments;
- Monitor conditions of approval associated with the above actions, including affordable housing requirements;
- Develop community-based special area plans for selected neighborhoods;
- Review the Executive Capital Improvement Program and Budget for conformance to the General Plan and development plans;
- Prepare an annual report of the current status of land use and other data pertinent to the implementation of development plans;
- Develop land use forecasting models to prepare forecasts of population, housing and employment based on land use policies expressed in the Oahu General Plan and the development plans, These forecasts are used as the land-use basis for the Oahu Regional Transportation Plan and other long-range infrastructure master plans;
- Provide assistance to the Oahu Metropolitan Planning Organization (“OMPO”), with respect to land use and population planning issues, and participate on various standing and ad hoc OMPO Committees.
- As the City’s liaison to U.S. Bureau of Census, develop products to make the Census data relevant to planning applications and more useful to the public.

PLANNING COMMISSION

The Planning Commission consists of nine (9) members, is governed by the provisions of Section 13-103 of the 1973 Revised Charter of the City and County of Honolulu (2000 version) and primarily advises the Mayor, the City Council and the Director of Planning and Permitting on matters concerning the planning programs, They will hold public hearings and make recommendations on all proposals to adopt or amend the general plan, development plans, and zoning ordinances, They will also review, hold hearings, and take action on smaller State Special Use Permits and state land use boundary amendments.

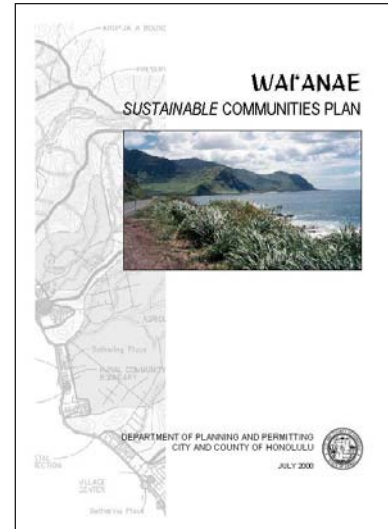
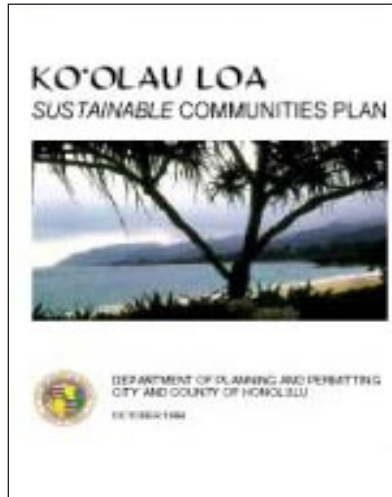
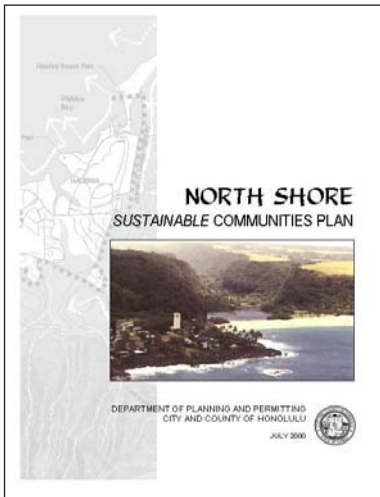
The membership of the Planning Commission as of June 30, 2007 are as follows:

- Karin Holma, Chairperson
- Polly Grace
- Andrew M. Jamila, Jr.

Rodney Kim
Kerry M. Komatsubara
Richard C. Lim
James Pacopac
Beadie Dawson
Vicky Gaynor

ACCOMPLISHMENTS

Land Use Planning and Development Plans/Sustainable Communities Plans



Five-Year Reviews are continuing for the Ewa Development Plan ("DP") and the East Honolulu Sustainable Communities Plan ("SCP"), Five-Year Reviews were initiated for the North Shore, Koolau Loa and Waianae, The Plan for Koolaupoko should begin during fiscal year 07-08.

The department transmitted its comprehensive assessment of the Public Infrastructure Map ("PIM") ordinance to City Council in June, 2007, and introduced as Bill 52 (2007), Proposed changes would amend Chapter 5, Article 8 of the ROH, A key recommendation would be to clarify the types of projects that must be shown on the regional PIM; specifically eliminating the current \$3 million threshold for defining what projects are affected



Fruitvale, California.

Traveling on Caltrain.

In October, 2006, Department staff, accompanied by city council officials, other city officials and private individuals toured four cities to better understand Transit-Oriented Development (TOD): Vancouver, Canada, Portland Oregon, San Diego, California, and the San Francisco Bay area, This experience provided an excellent first hand look at TOD projects, learn about the land use strategies that complement transit systems, and discussions with the people who develop and regulate TOD projects, The division continues to grow in its knowledge of TOD programs and projects across the country.

As the department representing the City before the State Land Use Commission (SLUC), the Planning Division continues to coordinate upcoming petitions before the SLUC, including the Horton-Schuler East Kapolei project called Ho'opili, the University of Hawaii West Oahu project and their development partner, Hunt, and the last increment of Campbell Estate land in West Kapolei that is still under the state agricultural district as of the end of the fiscal year.

Fiscal Year 2006 Fiscal Year 2007

State Land Use Boundary Amendments

Preliminary Reviews.....	1	1
Supplemental petitions processed	0	1
Amendments greater than 15 acres processed.....	2	3
Amendments of 15 acres or less processed.....	1	0

Zone Changes, Special Use Permits, Zoning District Boundary Adjustments

Zone Change applications processed	9	20
Applications rejected.....	2	6
Application approved.....	4	6
Applications denied	0	1
Special Use Permit ("SUP") applications processed	13	11
Applications accepted.....	6	4
Applications approved by Planning Commission	5	1
Amendments approved by Planning Commission.....	0	2
Zoning District Boundary Adjustments		
("ZDBA") requests processed.....	21	26
Requests approved.....	21	24
Unilateral Agreement compliance Permit Reviews.....	182	211

PIM Revisions and Project Reviews PIM

Requests processed	15	7
--------------------------	----	---

Environmental Documents

Environmental documents reviewed	42	67
Draft or Final Environmental Assessments.....	31	42
Environmental Impact Statements & EIS Preparation Notices.....	6	11
Pre-Consultation presentations for Env. Assessments.....	5	14

Budget Reviews

Executive-Branch projects reviewed	198	304
BWS projects reviewed		73

Planning Commission

Meetings held	12	11
Actions taken	18	16
Workshops held.....	0	0

Community-Based Initiatives

The Chinatown Economic Plan was completed.

Contract administration for the following planning projects continued:

- Kaneohe Town Plan
- Makaha Special Area Plan
- Chinatown Implementation Plan
- Waimanalo Business Training Center Definition and Development Plan
- Korean Cultural and Community Center Planning and Concept Development Study
- Ala Moana/Sheridan/Kaheka Neighborhood Plan
- Kahaluu Community Master Plan

Contracts were awarded for the following:

- Ewa Traffic Circulation Study
- Regional Development Plan Implementation Study, Phase One
- Sustainable Communities Plan 5-Year Update: Waianae, North Shore, Koolauloa, Koolaupoko, and Central Oahu

Functional Plans and Planning

The division continued to support the following programs:

- OMPO Technical Advisory Committee (“TAC”), OMPO 2030 Oahu Regional Transportation Plan, Intermodal Planning Group, and Congestion Management and SAFETLU Committees;
- The Board of Water Supply Watershed Management Plans which addresses the need for county water use and development plans by the State Water Code, Current plans address Waianae and Koolauloa and were finalized this year, with formal adoption next year;
- City Council Agricultural Development Task Force, which was established to make recommendations to enhance the viability of the agricultural industry on Oahu;
- State Department of Transportation’s Sub-Statewide Transportation Advisory Committee, The committee serves as a forum for the State and County planning and transportation agencies to discuss relevant issues which they have in common.
- Attend the State Sustainability Task Force and HCDA board meetings when the director cannot attend.

Policy Research and Support

- Continued refinement of the department’s land use model to generate land use forecasts to support the City’s planning efforts, The original land use forecast, which provided estimates of the future level of population, housing and employment by small area on Oahu based on the land use policies in the City’s Development Plans, was developed for the City’s High Capacity Transit Corridor project for estimating transit patronage, The refinements were undertaken to transition the forecast to more detailed applications, such as the planning of utilities in the Honolulu waterfront area;
- Prepared detailed data profiles for the 35 Neighborhood Board areas on Oahu to promote the planning and understanding of communities on the island, Each area was profiled in terms of four sets of characteristics: demographic, social, economic and housing;
- Developed procedures and programs in anticipation of the Census Bureau’s Local Update of Census Addresses (LUCA) program, The LUCA program enables the City to assist the Census Bureau to improve the completeness and coverage of the 2010 Census by providing information based on local knowledge;
- Consultant was selected to develop a system to update the department’s land use file, The system will enable changes in land use and other development events on the island to be tracked consistently over time;
- Completing scanning of the historical plat maps maintained by the former Planning Department, These maps integrated land parcel boundaries and attributes with regulatory and statistical boundaries to facilitate historical research of land use;
- Continued land use monitoring function, Building permits were examined and analyzed to identify changes in land use, Also completed was the updating of data on committed and proposed projects, as well as data on visitor units;
- Continued development of the digital representation of the conceptual urban growth boundaries shown in the City’s eight development plans;
- Continued development of mailing list and other special databases in support of Development Planning and community planning programs.

LAND USE PERMITS DIVISION

DUTIES AND FUNCTIONS

The Land Use Permits Division (“LUPD”) is comprised of three branches: the Urban Design, Land Use Approval, and Zoning Regulations & Permits Branches, The LUPD is responsible for administering the Land Use Ordinance (“LUO”) and other regulations pertaining to land use within the City and County of Honolulu.

The division reviews and prepares amendments to the LUO as required, coordinates interpretations of the LUO, and reviews and processes all LUO regulated land use permit applications, In addition, the division processes Shoreline Management Area Permits, Shoreline Setback Variances and Minor Shoreline Structure Permits.

ZONING BOARD OF APPEALS

The Zoning Board of Appeals ("ZBA") was established by Section 6-909 of the Revised Ordinances of Honolulu. The ZBA is governed by the provisions of Section 13-103 of the 1973 Revised Charter of the City and County of Honolulu (2000 version), The ZBA hears and determines appeals from the actions of the Director of the Department of Planning and Permitting ("Director") in the administration of the zoning code and subdivision ordinances and any rules and regulations adopted pursuant thereto, The ZBA consists of five (5) members who are appointed by the Mayor and confirmed by the City Council and serve a five-year term.

The current memberships of the ZBA are as follows:

David J. Minkin, Chairperson
Ronald T. Ogomori, Vice Chairperson
Herbert S.L. Chock
Signe A. Godfrey
Glenn Kaya

The powers and duties of the ZBA are to hold contested case hearings in conformity with the applicable provisions of Sections 91-9, 91-10 and 91-11 of the Hawaii Revised Statutes, They shall sustain an appeal only if the ZBA finds that the Director's action was based on an erroneous finding of a material fact, or that the Director had acted in an arbitrary or capricious manner or had manifestly abused discretion.

ACCOMPLISHMENTS

Historically, LUPD has processed approximately 600 land use permits per year, Since Fiscal Year 2002, permit volume has risen steadily, reflecting vigorous economic activity and a renewed interest in renovation and redevelopment at both small-scale and large-scale levels, For comparison purposes, the LUPD's Fiscal Years 2004 and 2005 permit volume was approximately 700 permits per annum, However, for Fiscal Year 2006, our total permit volume was down slightly to 582, For 2007, the total permit volume was 710.

In addition to its regular permit workload, other activities of LUPD included the review and processing of a number of significant LUO amendments, The department continues to work on LUO amendments regarding Transient Vacation Units and Bed and Breakfast Homes, One Council-initiated amendment is to add an additional enforcement-related tool for Transient Vacation Units, Another is to allow Bed and Breakfast Homes by Conditional Use Permit, Other proposed LUO amendments still under review by the Division are:

- Two (2) amendments proposed by the City Council to establish time limits on the Department of Planning and Permitting for processing Council-initiated LUO amendments;
- Three (3) amendments by City Council having to do with transient-oriented development, including a reduction in parking requirements for transit-oriented multi-family dwelling uses and hotels and other commercial uses in the vicinity of transient centers;
- Two (2) other City Council Resolutions directing the department to review transit-oriented zoning ordinances of other municipalities and urging the Administration to submit proposed legislation to enact a transit-oriented development overlay district, The LUPD is working on these efforts with the Department of Planning and Permitting, Planning Division;
- Two (2) amendments by City Council relating to alternative energy sources, i.e., photovoltaic systems and wind machines;
- Two (2) amendments by City Council, one relating to plant nurseries in the agricultural districts and the other to allow 10-foot security fences for agricultural uses;
- Three (3) amendments to allow affordable rental housing as a Conditional Use Permit, Major, provisions of incentives for affordable rental housing, and to allow multi-family dwellings in B-2 districts; and
- An amendment to allow office facilities of homeowners associations by Conditional Use Permit.

The following table of annual statistics illustrates permit volume and the diversity of the LUPD total workload.

Temporary Use Permits		
Applications Received	6	4
Applications Completed	6	4
Special Management Area Permits		
• Major/Minor		
Applications Received	76	67
Applications Completed	74	53
Shoreline Setback Variances		
Applications Received	8	11
Applications Completed	9	8
Minor Shoreline Structures		
Applications Received	16	25
Applications Completed	12	23
Environmental Documents	29	18
Special Districts		
• Major/Minor		
Applications Received	56	105
Applications Completed	62	103
Planned Development-Housing		
Applications Received	0	0
Applications Completed	1	0
Cluster Housing		
Applications Received	9	11
Applications Completed	8	10
Existing Use (Housing – Non-Residential)		
Applications Received	20	29
Applications Completed	18	25
Conditional Use Permits		
• Major/Minor		
Applications Received	107	138
Applications Completed	81	134
Plan Review Uses		
Applications Received	1	4
Applications Completed	0	4
Zoning Variances		
Applications Received	34	56
Applications	24	53
Zoning Adjustments		
Applications Received	38	54
Applications Completed	36	50
Waivers		
Applications Received	115	99
Applications Completed	114	77
Modifications Processed	102	87
Design Advisory Committee		
Meetings	3	2
Number of projects reviewed	3	2
Zoning Board Of Appeals		
Meetings	17	17
Appeals of Director's actions	11	20
- Withdrawn or invalid	1	6

- Upheld appeal	0.....	1
- Denied appeal.....	6.....	8
Hearings		
Zoning Variance	20.....	17
Special Management Area Permit/ Shoreline Setback Variance	18.....	8
Conditional Use Permit – Major	2.....	6
Site Plan Review	0.....	0
Planned Development-Housing.....	0.....	0
Special Districts.....	3.....	2
Other.....	0.....	0

BUILDING DIVISION

DUTIES AND FUNCTIONS

The Building Division enforces the Building, Electrical, Housing, Plumbing, Energy, and Zoning Codes and other pertinent ordinances; review and approve applications submitted for compliance with code requirements; inspect approved applications for compliance with various codes; review, update and recommend changes to the various codes; process variance and appeal requests to use alternated materials and methods of construction; and conduct examinations for individuals to become qualified special inspectors.

ACCOMPLISHMENTS

Code Review

The department is presently using the 1997 edition of the Uniform Building Code, the 2003 edition of the International Building Code (“IBC”) and the International Residential Code (“IRC”) published by the International Code Council (“ICC”) has been adopted as Honolulu’s Building Code effective September 18th, 2007.

The department is also currently evaluating the 2006 Uniform Plumbing Code and the 2006 International Building and Residential Code for future adoption.

The City and County of Honolulu (“City”) is currently using the 1997 edition of the Uniform Building and Plumbing Code, and the 2005 edition of the National Electrical Code (“NEC”), which are updated and published every 3 years for various jurisdictions to review for adoption,

Streamlining Measures

As of this publication, there are 20 individuals and 5 firms certified by this department to perform “third party” review, The first “third party” project approval occurred in October 2005.

During this fiscal year, 527 projects were processed under the “third party” review program an increase of 405 projects or 332%, Of these projects, 342 were approved and are either completed or under construction, compared to the 72 projects approved last fiscal year, an increase of 270 or 375%.

The Division has continued its aggressive recruitment to fill vacant positions in both inspectors and engineers.

ACTIVITIES FOR FISCAL YEAR 2007

The Department is also continuing its effort to update the Building and Plumbing Codes through the process of review and adoption of the 2006 International Building and Residential Codes and the 2006 Uniform Plumbing Code.

The Plans Examining Section reviewed 2,262 plans for fiscal year 2007 as compared to 2,573 plans for the previous fiscal year, which represents a decrease of 311 or 12.1%. The number of major plans reviewed decreased by 89 or 9.62% from 925 to 836, the number of minor plans reviewed decreased by 327 or 19.84% from 1,648 to 1,321.

The Building Inspection Section performed 71,331 inspections relating to codes under its jurisdiction as compared to 69,807 inspections during the previous fiscal year, which represents an increase of 1,524 or 2.2%. There were 752 notices of violations issued during the fiscal year as compared to 816 for the previous fiscal year, which represents a decrease of 64 or 7.8%. Complaints handled by the Building Inspection Unit increased to 1,281 during the fiscal year from 1,236 for the previous fiscal year. This represents an increase of 45 requests for investigations or 3.6%. There were also 285 certificates of occupancies processed during the fiscal year as compared to 320 during the previous fiscal year, which represents a decrease of 35 or 10.9%.

The Electrical Code Branch is responsible for the review of electrical plans and the subsequent inspection of these installations, including such work authorized by building permits issued without electrical plans. This branch reviewed

1,900 plans, a decrease of 8.3% from the previous fiscal year of 2,072 plans. This branch performed 39,871 inspections for the fiscal year 2006, an increase of 33% from the previous fiscal year of 29,971 inspections.

The Mechanical Code Branch is responsible for the review of mechanical and plumbing plans and the subsequent inspection of these installations, including such work authorized by building permits issued without mechanical plans. This branch reviewed 1,820 plans and performed 22,733 inspections during the fiscal year, in comparison to 2,140 and 22,733 respectively, for the previous fiscal year.

The Zoning Plan Review Branch reviewed 8,876 building/sign permit applications during the fiscal year, a decrease of 7.26% from the previous fiscal total of 9,571. Additionally, this branch reviewed 447 other permit applications for the fiscal year; in comparison to 435 the previous fiscal year for a 2.76% increase.

The Research Branch examined 10 requests for the approval of materials used and/or method of construction for use in structures governed by the City's codes during the fiscal year, compared to 13 during the previous fiscal year, This branch processed 41 applications for the Building Board of Appeals, as compared to 41 applications during the previous fiscal year; and processed 21 special inspector applications, compared to 12 the previous fiscal year. The department received 4 applications from individuals and certified 4 to be "third party" reviewers,

Additional information for fiscal year 2007 showing summary of performance compared with that for fiscal year 2006 and information pertaining to the activities of the Building Board of Appeals is attached.

BUILDING BOARD OF APPEALS

The Building Board of Appeals ("Board") was created by an ordinance established in October 1966, The nine (9) members are appointed by the Mayor, with the approval of the City Council, for a term of five (5) years, The terms are staggered to provide continuity in carrying out the business of the Board, Members must be qualified by training and experience to hear and resolve matters pertaining to building construction and fire safety, Four (4) members must be registered engineers or architects; one (1) must be experienced in electrical work; one (1) in plumbing work, two (2) in fire safety matters; and one (1) member must be a general contractor.

In 1972, authority of the Board was extended to matters pertaining to the Electrical and Plumbing Codes, The Board's authority was further extended in fiscal year 1975 to hear appeals from the suspension or revocation of building permits; in fiscal year 1978 to hear appeals from actions under Section 27-10.2 of the Housing Code; and in fiscal year 1980 to hear appeals from the decision of the Fire Official on matters pertaining to the Fire Code.

The membership of the Building Board of Appeals as of April 5, 2006 are as follows:

- Beverly Ishii-Nakayama, Chairperson
- William D. Alcon, Vice Chairperson
- Carolyn R. Allerdice
- Glen S. Arakaki
- Samuel T. Fujikawa
- Kevin K. Katayama
- Orlando L. Matias
- Karen T. Nakamura
- James C. M. Young

The powers and duties of the Board are to hear and determine appeals from the decisions of the Building Official or the Fire Official in the administration of the Building, Electrical, Plumbing, and Fire Codes; hear and determine appeals for varying the application of the Building, Electrical, Plumbing and Fire Codes; hear and determining appeals from the decision of the Building Official in the administrative enforcement of ROH Chapter 29, Article 4; and to hear and determine appeals from the action of the Building Official under Section 27-10.2 of the Housing Code.

ACTIVITIES OF BUILDING BOARD OF APPEALS

STATISTICAL REPORT FOR FISCAL YEARS 2006 TO 2007

	<u>Fiscal Year 2006</u>	<u>Fiscal Year 2007</u>
No. of Appeals Processed.....	42	44
No. of Appeals Heard.....	1	1
No. of Appeals Settled	42	45
No. of Appeals Pending.....	1	0

BUILDING DIVISION

PERFORMANCE REPORT FOR FISCAL YEARS 2006 AND 2007

I. Plans Examining Section

Major Plans (\$50,000 and More) Under Review

	<u>Fiscal Year 2006</u>	<u>Fiscal Year 2007</u>
No. Carried Over	450	481
No. Received	1,048	764
Review Completed	925	836
Projects Dropped	92	35
Projects Relogged	0	0
Carry Over	481	374

II. Zoning Plan Review Branch

Plan Review Function

	<u>Fiscal Year 2006</u>	<u>Fiscal Year 2007</u>
Building Permit and Sign Permit		
Applications Reviewed.....	9,571	8,876
Other Permits/Applications Reviewed	435	447

III. Inspection Section

	No. of Permits and/or Requests Carried Over	No. of Permits and/or Requests Received	No. Completed	No. Voided and/or Denied	No. Carried Over	Total No. of Inspections	Mileage
BUILDING PERMITS							
Building							
Fiscal Year 2006	10,910	15,210	15,078	93	10,949	69,807	185,512
Fiscal Year 2007	11,070	14,643	14,371	78	11,143	71,331	185,998
Electrical							
Fiscal Year 2006	15,535	11,774	9,653	19	17,856	29,971	183,633
Fiscal Year 2007	17,826	12,616	10,461	15	19,966	39,871	197,556
Plumbing							
Fiscal Year 2006	6,275	12,766	10,881	9	8,151	22,733	101,289
Fiscal Year 2007	8,151	11,334	9,423	7	10,055	26,180	122,933

SITE DEVELOPMENT DIVISION

DUTIES AND FUNCTIONS

The Site Development Division is responsible for the review, approval and inspection of new subdivisions and their associated improvements; proposed infrastructure improvements necessary to support new development such as streets, utilities, bridges, drainage, flood control, street lights, traffic signs and markings, etc.; work within city rights-of-way; improvements to existing city infrastructure; and grading work. The division is comprised of four (4) branches: Civil Engineering, Subdivision, Traffic Review and Wastewater branches.

Civil Engineering Branch

Duties and Functions

The Civil Engineering Branch administers ordinances, rules, and standards for road grades, pavement and sidewalk design, drainage within the city's rights-of-way and for site development work on private properties. The Branch reviews construction plans for projects in the city's rights-of-way and site development projects on private properties; reviews preliminary subdivision applications; reviews and approves applications, reports, plans, and permits related to grading, stockpiling, grubbing, trenching, erosion control, storm drain connection, and dewatering work; reviews requests and issues variances for street encroachments, driveways, sidewalk finishes, and slope easements; reviews work

within drainage and flowage easements; reviews submittals related to construction materials which will be dedicated to the city; and coordinates matters related to Ordinance No. 2412 (Chapter 14, Article 21 of the Revised Ordinances of Honolulu), including deferral agreements.

The Civil Engineering Branch is also responsible for inspecting projects under permit and those that will be dedicated to the city, It is responsible for the maintenance and coordination of the city's road and drainage standards and responds to inquiries and complaints related to grading and work in the city's rights-of-way.

The Branch consists of the Project Review and the Permitting and Inspection Sections.

Accomplishments

The inspection and enforcement workload for the Permitting and Inspection Section has increased substantially from prior fiscal year levels, These increases were a result of greater emphases placed on grading, grubbing, and stockpiling permit inspections as related to National Pollutant Discharge Elimination System ("NPDES") requirements, and investigations of non-compliant and/or unauthorized earthwork activities, There were also significant increases in the numbers of subdivision and Ordinance 2412 projects inspected, building permit and encroachment variance applications reviewed, and as-built plans filed.

The workload for the Project Review Section has continued to be heavy as evidenced by the 1,556 plans received, 383 subdivision applications reviewed, and 273 other miscellaneous reviews processed, While the number of dewatering and driveway permits were about the same as previous years, there was a substantial increase in the number of drain connection permits issued.

The Project Review Section has been working with the Department of Environmental Services and their consultant, M&E Pacific, to satisfy the new NPDES permit requirements, Work in this area included reviewing the Storm Water Management Plan, proposed plan review checklist, database information, and proposed revisions to soil erosion and drainage standards, Work on revisions to these standards continues.

The Section has also worked with consultants to complete drainage master plans for the City of Kapolei, Ewa Makai West, Turtle Bay, and Waiawa Ridge development projects; attended numerous meetings with the U.S. Natural Resources Conservation Service, U.S. Army Corps of Engineers, and other stakeholders regarding proposed flood mitigation improvements for the Manoa Watershed; and reviewed numerous geotechnical reports to address sensitive issues related to slope stability and rockfall hazards associated with new hillside developments.

Section staff has also attended several training classes and workshops, including various NPDES topics related to construction best management practices and storm water quality treatment, and changes to the State Department of Health's "Notice of Intent" permit requirements, Training classes included pavement and bridge design.

Despite the high number of plan submittals, the Project Review Section has tried to maintain a reasonable turnaround time for its plan reviews, On average, plans that are submitted for initial review are completed within 10-15 working days and subsequent submittals are completed within 5-10 working days, To further improve customer service, the Section has begun monitoring the number of times plans are submitted for review, Whenever there appears to be a problem in the review process, the consultant and/or applicant are called in to address the matter so that the process can be completed.

	<u>Fiscal Year 2006</u>	<u>Fiscal Year 2007</u>
Construction Plan Submittals received.....	1,566	1,556
Preliminary Subdivision Applications reviewed	350	383
Other reviews.....	277	273
Dewatering Permits issued.....	3	2
Drain Connection Permits issued	51	108
Driveway Variance Applications.....	24	19
Driveway Application Fees collected	\$2,400	\$1,900
Drain Connection and Dewatering Permits.....	\$6,650	\$7,800
Grading Permits Issued (includes Grubbing and Stockpiling).....	876	822
Trenching Permits issued	1,022	972
Permit fees collected.....	\$343,651	\$349,114
Major Complaints investigated/Reports prepared (non-permit-related).....	680	1,005
Notices of Violation and Order for Grading (includes Grubbing and Stockpiling) violations issued	64	124
Permit inspections	12,010	17,856

Subdivisions and Ordinance 2412 projects inspected	117	147
Building Permits reviewed	9,036	9,410
Encroachment Variance Applications reviewed.....	117	142
Encroachment Authorization Fees collected	\$ 9,000	\$12,100
As-Built Plans filed.....	453	1,097

Subdivision Branch

Duties and Functions

The Subdivision Branch is responsible for the processing of applications for subdivisions, consolidations, easements, street names, site development plans, park dedication applications, flood determinations and flood hazard variances.

This Branch also serves as the City's coordinator with the State Department of Land and Natural Resources and the Federal Emergency Management Agency regarding the City's responsibilities under the National Flood Insurance Program, Proper administration of this function allows the City and its residents to obtain flood insurance under the national program.

The Subdivision Branch also coordinates the review of plans for site development work, including infrastructure construction, i.e. new roads and utilities or work in existing rights-of-way, and grading, The Branch is also specifically responsible for the review of these plans for compliance with subdivision and land use regulations.

Accomplishments

In the past year, the number of subdivision applications processed by the Subdivision Branch has remained stable with only a very slight 2.5% increase in the number of applications, This modest increase was offset by a 13.8% decrease in the number of park dedication applications, A similar drop of 14% also occurred in the number of construction plans submitted for review.

As many of the larger residential developments (Mililani Mauka, Ewa by Gentry, Sea Country and Ocean Pointe) reach maturity or build-out, the number of proposed lots in the past year has fallen to 1,300, a substantial decrease of 50% when compared to the 2,500 lots proposed in Fiscal Year 2006.

Last year, only 4 subdivision applications involved 100 or more lots, However, the level of subdivision submittals did not decrease as almost 82% of new applications (295 out of 360) now consist of easements, consolidations and 2-lot subdivisions, Although the majority of subdivision applications involve few lots, these are not necessarily simple to process, as quite often the land involved is affected by potentially hazardous slopes, soils or flooding, or the lack of adequate infrastructure, Such challenging projects requiring additional engineering reports and analyses increase staff review and continue to place heavy demands on branch resources, Fewer lots per application is also due to a larger number of applications dealing with land zoned for multifamily, commercial, industrial and agricultural uses, where lots tend to be larger in size but fewer in numbers compared to single-family residential developments, Therefore, although the number of lots is smaller, the size of the subdivided area could be the same or larger along with the extent of site improvements, leading to similar demands in staff resources as subdivisions with larger number single-family residential lots.

Fiscal Year 2006 Fiscal Year 2007

SUBDIVISIONS/CONSOLIDATIONS/ EASEMENTS/SITE DEVELOPMENT PLANS

Applications received	351	360
Withdrawn or closed	11	41
Rejected (Incomplete)	13	3
Approved by Director	241	184
Denied by Director.....	7	4

PARK DEDICATION APPLICATIONS

Applications received	80	69
Withdrawn or closed	3	1
Rejected (incomplete)	0	0
Approved by Director	30	22
Denied by Director.....	0	0

FLOOD VARIANCES

Applications received	9	4
Withdrawn or closed	2	0
Rejected (incomplete)	4	4
Approved by Director	1	0
Denied by Director.....	0	0

OTHER APPLICATIONS PROCESSED

Street name applications.....	20	12
Flood determinations	36	15
Flood miscellaneous correspondence.....	8	4

PLANS REVIEWED

Construction plans (includes grading plans)	353	302
---	-----	-----



Traffic Review Branch investigation of a proposed fence wall at a corner of an intersection and determination of vehicular sight-distance clearance.

Traffic Review Branch

Duties and Functions

The Traffic Review Branch reviews, analyzes and assesses proposals for new developments to determine the associated traffic impacts from proposed developments and to establish the relative traffic requirements needed to mitigate the anticipated impacts to the existing and/or proposed street network; properly controls the overall development of streets and highways within the City and County of Honolulu; coordinates the review and approval of street lights and traffic signal plans with other City departments; reviews and approves traffic control plans which will direct traffic around construction work sites; processes building permit applications for intersection corner-wall variances, road-

widening setback requirements, and driveway configuration and location; and reviews subdivision applications to establish horizontal roadway geometric alignments and street layout, including coordination of bonding estimates for traffic signs, pavement striping, street lights and traffic signals.

Accomplishments

The Traffic Review Branch provided assistance in the development of the Drive Akamai program, in conjunction with the Departments of Transportation Services and Design and Construction, Also, during the past year, the branch has been involved with several major developments and projects, both new and ongoing, that included the review and approval of transportation master plans, traffic impact analysis reports, construction plans and providing review, and comments/recommendations for land use permits and community plans for the following:

- Royal Hawaiian Shopping Center - Buildings A, B & C
- Keola La'i Condominium - Queen Street
- Ocean Pointe Development
- Sugarmill Center – Roads "X" & "Z"
- Kapolei Business Park – Phase 2
- Mehana at Kapolei – Arterial Roads
- Trump International Tower – Waikiki
- Capitol Place Condominium
- Ewa by Gentry Development
- Sea Country Development
- Kamokila Boulevard Extension – Kapolei
- Mililani Mauka Development
- Outrigger Reef Hotel – Waikiki
- Ocean Pointe – Papipi Road Improvements
- Le Jardin – Off-Site Improvements
- Kapolei Parkway – DHHL
- Kamokila Traffic Signal Systems
- Keeaumoku Rehabilitation of Streets
- North-South Road – Phase 1
- McCully Fire Station
- Kapolei Corporation Yard – Phase 1
- Kinau Off-Ramp Improvements – H-1
- Kapiolani Boulevard – Water Main
- Lunalilo Home Road Improvements
- Round Top Drive Emergency Repairs
- Fort DeRussy Sewer Force Main
- Middle Street Intermodal Center
- Kapolei Commons
- Mill Town Center – Waipahu
- Royal Kunia Recreation Center
- Moana Vista – Water Laterals
- Leeward Coast Self-Help Cluster
- Longs Pharmacy – Liliha
- Kapolei Wal-Mart – Off-Site Roadway
- Kapolei City - Urban Core 3 Roads
- Ala Moana Expansion – Nordstrom
- Maryknoll School – Clark Street Parking
- The Woods at Ahuimanu
- Moana Pacific – Off-Site Improvements
- Leeward YMCA – Ordinance 2412
- Ironwoods at Kailua
- Ko Olina Center – Retail Complex

- Makakilo C & D – Phase 2
- Easter Seals Hawaii – Makakilo
- The Pinnacle – Beretania Street
- Kapolei Judiciary Complex
- Waialua Beach Road Street Light Improvements
- Boys & Girls Club of Hawaii – Nanakuli
- Keola O Pokai Bay
- The Contemporary Museum
- Marriott Vacation Club – Ko Olina
- Fairfield Hawaii – Beachwalk
- Ko Olina Beach Villas
- The Watermark – Waikiki
- Sam’s Club Fueling Station – Manana
- 909 Kapiolani Condo Project
- Kapahulu Safeway
- Victoria Ward – Auahi Street Shops
- Mokuola Vista – Waipahu
- UH Manoa – Frear Hall
- Allure – Waikiki

	<u>Fiscal Year 2006</u>	<u>Fiscal Year 2007</u>
Construction Plans reviewed/approved*	973	1,021
Land Use Permits/projects reviewed**	342	407
Building Permits approved	265	298
Subdivision Applications reviewed	383	434
Road-Widening Setback inquiries	755	826
Construction/Bond Estimate certifications.....	18	21

*Includes the review of traffic control plans for construction on City streets

**Includes the review of land use permits and the formal review of projects and proposals received by the Branch in conjunction with a proposed development, with the exception of building permits (i.e. Traffic Impact Analysis Reports, Site Plans, etc.)

Wastewater Branch

Duties and Functions

The Wastewater Branch is responsible for the review of various land use applications and the proposed developments’ impacts and needs regarding the city’s sewer system; review and approval of sewer master plans; issuance of sewer connection permits; review and approval of construction plans as they relate to the city’s sewer system; review and approval of requests to connect to the city’s sewer system including the review and approval of Ohana Permit Applications; providing approval or denial of alternative discharge schemes such as the temporary use of sewage holding tanks; collection of applicable fees; coordination with other agencies in resolving conflicts regarding sewer matters, review of proposals for future projects created by the Department of Design and Construction and submitting suggestions to the Standards Committee, which is responsible for the revision of sewer standards; and consultation with developers and their engineers to determine the most suitable route for their off-site sewer work.

The Branch also provides assistance to other divisions within the Department with streamlining processes for building permits and providing information to the Department of Environmental Services for processing of the appropriate sewer service charges, In addition, the Branch is responsible for the assurance that all properties required to connect to the city’s sewer system do so on a timely basis.

The Branch is responsible for maintaining the inspection records of all city sewer facilities, With this task, it is also required to provide testimony on cases involving disputes between the City and private entities.

Accomplishments

The number of sewer connection permits issued this past fiscal year reduced slightly from the previous year by approximately 10%, The majority of the permits issued were for developments from the Ewa area by Campbell Estates, Haseko, D.R. Horton/Schuler, Ko Olina, Ewa by Gentry and the State (primarily the Department of Hawaiian Home Lands), There

also was a significant decrease in the amount of dollars collected for the wastewater system facility charge (WSFC), This can be attributed to the increased use of WSFC sewer credits requested by the major land developers, The credits were derived from major sewer system improvements implemented by these developers at their own cost.

The number of sewer studies conducted increased slightly, due mainly from smaller developers seeking sewer capacity for projects in the Primary Urban Center, The number of subdivision applications reviewed remained approximately the same with the majority of applications being for developments in the Ewa area, Although the number of construction plans reviewed dropped significantly, the amount of time needed for this activity remained the same or increased because the number of smaller projects requesting approval declined, while the number of larger and more complex projects remained the same, mainly in the Ewa area,

Although the use of the Ohana ordinance is still available, the number of Ohana applications remains small, The number of projects requesting some sort of Land Use approval remained exactly the same, The amount of Sewer Master Plans submitted for approval remains about the same, but most of these required multiple reviews due to the complexity of the projects, Due to the inadequacy of many of the City's sewer lines, the approval for the use of temporary holding tanks remains an option for many developers and the number of approvals issued remains nearly the same.

A major addition to the City sewer system was made this year in the acquisition of the Laie sewer system, Along with the expanded city sewer service came the additional functions of review and approval of connections to this system and all its peripheral requirements, Also, with this addition, the City has allowed the use of Low-Pressure Sewer Systems for areas where projects are unable to be sewerred by gravity,

We continue dialog and consultation with the Departments of Environmental Services and Design and Construction for projects that cross areas of responsibilities and disciplines,

Completion of the revised Sewer Standards has slowed because there are differences between the departments that cannot be quickly resolved,

	<u>Fiscal Year 2006</u>	<u>Fiscal Year 2007</u>
Sewer Connection Permits issued.....	1,272	1,142
Preliminary Subdivision Plans reviewed.....	393	384
Subdivision/Development Construction Plans reviewed.....	713	533
Sewer Adequacy Studies conducted	884	896
Ohana Applications reviewed.....	30	44
Adequacy and Private Developments evaluated	110	110
Master Plans evaluated/Engineering Reports	13	10
Holding Tank requests, Adequacy Transmittals	42	41
Wastewater System Facility Charges collected.....	\$8,385,895.00	\$4,345,203.00