

DEPARTMENT OF PLANNING AND PERMITTING

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POWER, DUTIES, AND FUNCTIONS

The Department of Planning and Permitting (DPP) is responsible for the City and County of Honolulu’s long-range planning, community planning efforts, 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 is comprised of seven strategic groups: Administrative Services Office, Honolulu Land Information System, Customer Service Office, Planning, Land Use Permits, Building, and Site Development Divisions that conduct the planning, zoning, and permit issuance for the City and manages the Geographical Information System (GIS) used by various governmental agencies and private businesses. The Department also provides administrative support for various 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. The Commission holds public hearings, makes recommendations on state land use district boundary amendments for parcels of 15 acres or less (other than conservation districts), and approves state land use special use permit applications for changes of land use on agricultural land.

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

The Building Board of Appeals (Board) hears and determines appeals from actions of the Director in the administration and enforcement of Building, Electrical, and Plumbing codes, appeals from actions of the Fire Official in the enforcement of the fire code. The Board 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.

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 City wide 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; and
- Pursue the development of inter-organization agreements to promote the use of GIS technology, and to develop cooperative arrangements for future database development.

ACCOMPLISHMENTS

POSSE (AutoPermits)

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:

	FY07	FY08	FY09	FY10
New POSSE Jobs.....	70,624	78,138	84,198	79,420
New POSSE Data.....	3,504,848	3,877,744	4,178,483	3,941,366
Percentage Change.....	3.4%	10.6%	7.8%	-5.7%

HonLINE (AutoPermits)

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:

	FY07	FY08	FY09	FY10
Number of Permits issued using HonLINE.....	1,843	2,824	4,218	3,209
All Permits Issued by % (Permit Counter vs. HonLINE).....	12.5%	17.3%	27.8%	22.5%

HonLINE’s Increased Value for FY10 compared to FY09:

Percentage of Total Permits Issued	-24%
Annual Total Revenue.....	\$373,171 or -13%
Labor savings.....	300 work days or -24%

Department of Planning and Permitting Web Page

Customer services are continually enhanced through the Departmental web page, www.honoluluodpp.org. The HoLIS program coordinates the design, development, and management of this 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.

	FY07	FY08	FY09	FY10
Total Hits on Web Page	16,572,171	20,735,605	19,542,956	18,475,564
Percentage Change	29.1%	25.1%	-5.8%	-5.5%

Enhanced GIS Internet Web Site

The City’s GIS web site <http://gis.hicentral.com> deployed several new features to further expand the capabilities of the site. The public internet mapping program 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 education programs. New “Fast Maps” for parcel/zoning, parks, and others planned for deployment. The statistics that measure number of visits and page views the site receives annually indicate dramatic increases in usage.

	FY09	FY10
Total Visits to the GIS Web Site.....	159,468	238,568
Total Page Views	427,002	659,676

Document Scanning (AutoPermits)

To fully enable electronic document retrieval and research, the Department has begun the process of scanning microfilm records of permit plans. This process will ensure that all new permit plans are accessible in digital format. The Department also continues to scan new permit documents upon approval into digital image formats to be accessible through the POSSE system. Other enhancements were also deployed to improve research capabilities to the over six million scanned documents.

Storm Water Quality Data Conversion

HoLIS managed the completion of the data update of the GIS Storm Drainage data set, and has now established maintenance processes for the data. All new storm drain projects are being delivered in electronic format for data maintenance operations. Also, an internet based program was completed that provides upstream and downstream tracing of the MS4 network, to assist in tracking and locating possible toxic spills.

- A total of 1,482 structures and 3,724 conduits were added to the City GIS MS4 database.

Geospatial Technology Enhancement (GTE)

HoLIS is managing the development and deployment of an enhanced Common Operating Picture of geospatial technologies for the City Emergency Operations Center (EOC). The program will provide the EOC and other public safety agencies advance capabilities to view and analyze geospatial data for use with homeland security, emergency response, and public safety programs.

Public Safety and Homeland Security Project Support

HoLIS’s program responded to several emergency situations in this past year and has been providing continued assistance to the Police, Fire, Department of Emergency Management (EMS), and EOC personnel. Incidents such as brush fires, floods, hurricanes, and public demonstrations have required the involvement of HoLIS technical staff to produce maps and data required to assist with emergency planning and response efforts.

Pictometry Imagery

HoLIS provides key management support and coordination in the deployment of the Pictometry aerial imagery. The imagery provides first responders and emergency operations with unique detailed oblique and overhead aerial photos for the entire Island of Oahu. HoLIS has also provided key technical support in the completion of a “change detection” project to be used by tax assessors and permit inspectors in identifying changes in building structures.

CityView9 User Interface

HoLIS continued the development and deployment of improved and revised user interfaces to the City geo-database. The CityView 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.

Other Ongoing Major Projects

- Tsunami Evacuation Zone Maps;
- Street and Site Addressing Business Process Enhancements;
- Enhanced 911 (“e911”) Dispatch System Map Updates; and
- City Land and Building Asset Assessment and Mapping.

HoLIS’s 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. 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>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>
HoLIS Work Requests	376	303	474	371
Maps Produced.....	494	350	537	553
GIS Data Maintenance Jobs.....	482	416	689	333

CUSTOMER SERVICE OFFICE (“CSO”)

DUTIES AND FUNCTIONS

The CSO operates a consolidated permit counter to handle customer inquiries about various permit requirements and forms, processes residential and other minor permits, intakes permit applicants/plans to be routed to other appropriate divisions, and collects all permit fee payments; operates as the Department’s information center that maintains historical and current records pertaining to the City’s properties and permits, which are also available for the general public’s use; conducts research, gathers evidence, and prepares documentation to administer the code enforcement civil fine program; inspects existing buildings, apartments, dwellings and structures in response to customer complaints, requests for investigation for possible violations of various codes, requirements, rules, regulations, referrals from other government agencies to inspect establishments in conjunction with its programs for licensing. The CSO is comprised of five branches: Permit Issuance, Data Access and Imaging, Code Compliance, Residential Code Enforcement, and Commercial and Multi-Family Code Enforcement.

Permit Issuance Branch

Duties and Functions

The Permit Issuance Branch (two locations: Honolulu and Kapolei) greets customers, directs them to the appropriate service counter and provides information/forms on various permit requirements; processes/issues minor permits over the counter; accepts, reviews, and inputs permit application information for major or complex projects; if requested, also coordinates consultation meetings between customers and technical staff; and collects all permit-related fees and receipt issuance.

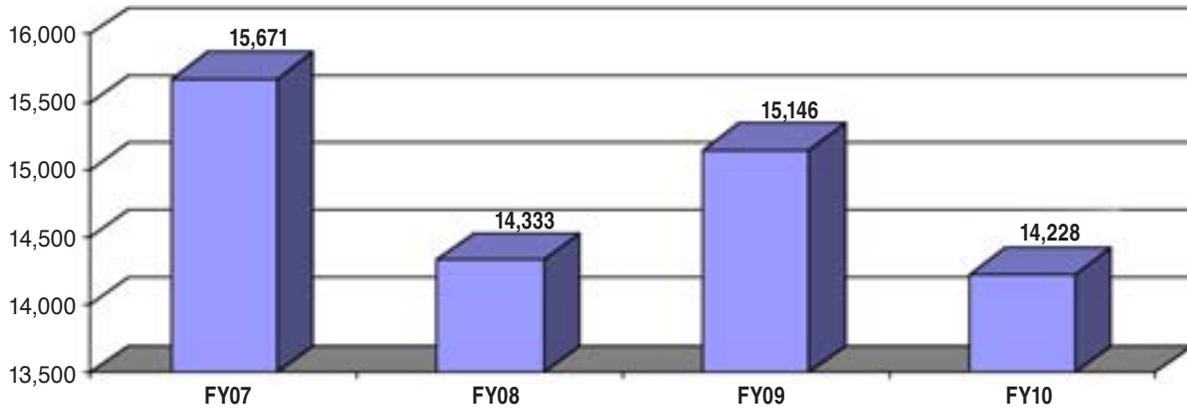
Accomplishments

The Permit Issuance Branch issued 14,228 building permits which generated a total construction valuation of \$1,996,237,417 this fiscal year, as compared to the 15,146 permits issued generating a total construction valuation of \$1,519,003,121 from the previous fiscal year. Although this represents a reduction of 918 permits issued or a 9% decrease for this fiscal year, the total construction valuation of those building permits issued in FY2010 increased \$477,234,296 or by 24%, when compared from the previous fiscal year.

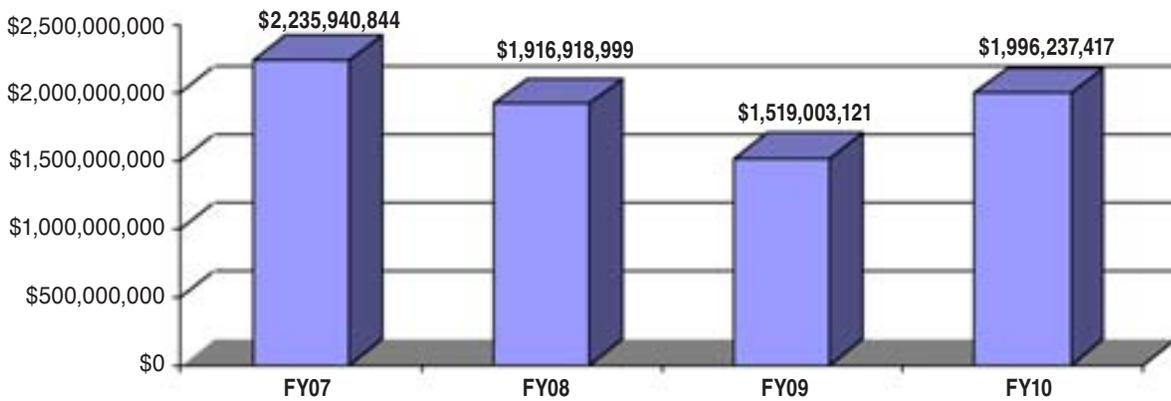
The increase in overall construction valuation for FY2010 is a promising indicator that the State’s economy is beginning to improve. Poor construction figures over previous years are due to the slump in the State’s economy, and also can be attributed to the decreasing number of permits for all building occupancy groups, particularly for new hotel room construction and new school construction. Total construction valuation for permits in FY 2010 for new buildings and the alteration/repair for existing schools remained steady at \$83,878,019 as compared to \$83,240,601 from the previous fiscal year. New hotel room construction showed the most improvement this fiscal year with 1,064 new rooms being added as compared to only 7 new rooms being added in FY09. However, this figure is offset by a downward trend in existing hotel renovation. In FY2010 the Permit Centers issued 71 permits with a valuation of \$19,348,353 compared to 112 permits issued with a valuation of \$126,187,903. Solar permits issued also declined in number this fiscal year, but increased in valuation. The total number of permits issued to install solar products was 3,305, boosting the total construction valuation to \$219,801,303 for this fiscal year, as compared to the 4,332 permits issued generating a valuation of \$94,073,335 for the previous fiscal year.

Solar permits and other types of residential permits continue in popularity with the public. The Department’s internet permitting program called HonLINE allows customers to apply, pay and print more types of minor permits 24 hours/7 days a week from the convenience at home or the jobsite using the internet. The Permit Issuance Branch performed the following major activities:

Number of Building Permits Issued



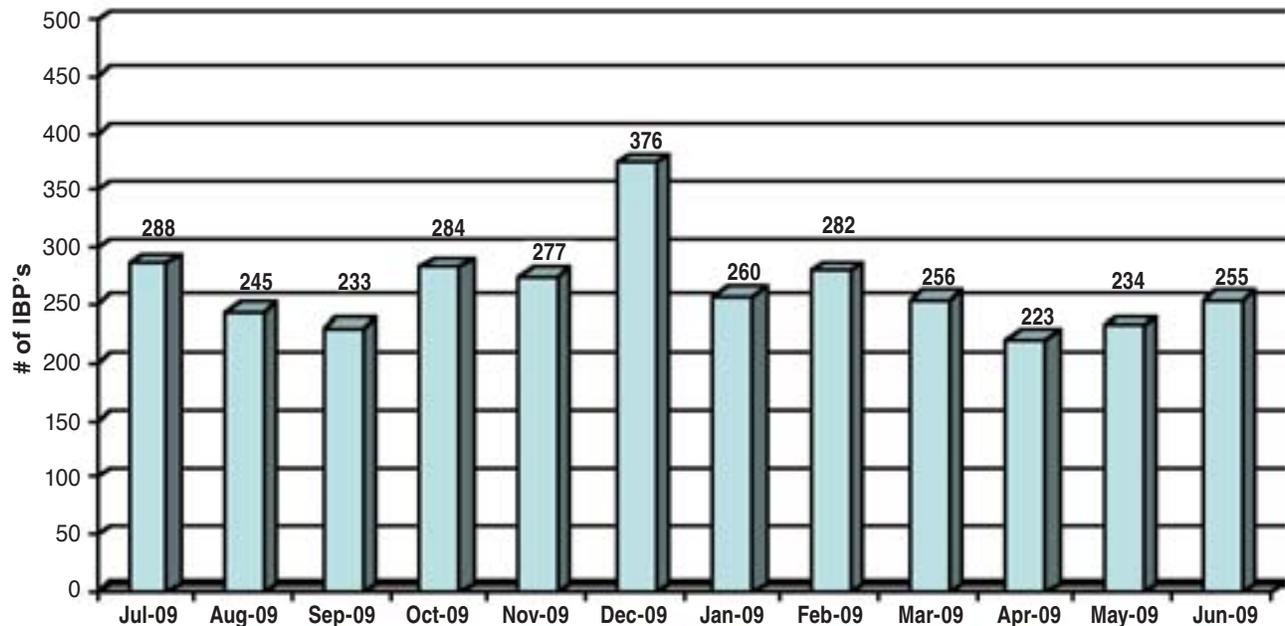
Total Construction Value for Building Permits Issued



Permit Streamlining

- HonLINE – Available for use by the general public in late February 2006 through the DPP web page, HonLINE allows licensed contractors the convenience to apply, pay and print several types of minor permits for single-family residences instead of waiting in line at one of the permit centers. The following table shows the number of permits issued through HonLINE in this fiscal year.

Number of Internet Building Permits (“IBP”) Issued by Month



- Shoreline Review –The Permit Issuance Branch reviews all single-family permit applications involving the location of structures in proximity to the shoreline setback line. Review and issuance of this type of permit has been facilitated by an electronic inventory of all shoreline properties that are available on the POSSE system. There were 183 shoreline-related permits issued this fiscal year, at an average of a one-day turnaround.
- “Dead Beat” Permit Program – In FY2010, CSO conducted a permit issuance initiative called the “Dead Beat” Program. This program was created due to the large number of approved building permit applications that were not being issued and fees not being paid. Essentially, a CSO staff member would call the applicants, advise them to pay for their permits and pick up their plans. Failure to do so would result in the plans being discarded and an inspector sent to the proposed job site to investigate if work was done. Due to the poor economy, the majority of applicants informed the staff that they were cancelling their projects. However, many applicants were prompted to pay for the permits and have them issued. As a result, CSO collected \$117,664 for building permit applications that would have likely not been issued as completed permits.

Dead Beat Permit Program

	<u>RESIDENTIAL</u>	<u>COMMERCIAL</u>	<u>TOTAL</u>
TOTAL FEES TO BE COLLECTED	\$341,702	\$437,828	\$779,530
CANCELLED.....	\$279,749	\$363,623	\$643,372
COLLECTED	\$43,928	\$73,736	\$117,664
POTENTIAL REMAINING FEES TO BE COLLECTED.....	\$18,025	\$468	\$18,493

	<u>RESIDENTIAL</u>	<u>COMMERCIAL</u>	<u>TOTAL</u>
TOTAL JOBS	326	549	875
CANCELLED.....	273	451	724
ISSUED.....	50	97	147
POTENTIAL PICK UP/NO RESPONSE.....	3	1	4

Data Access and Imaging Branch (DAIB)

Duties and Functions

DAIB’s main responsibility is to help the general public to utilize a consolidated historical permit record archive and to provide customer service for the following: responding to inquires for the research, ordering, or utilizing of computer terminals and microfiche machines provided to the public with direct access to property and project information in the City’s land use management and optical records system for record access; permit inquiries; general permit requirements; permit and record research; reproduction of historical permits and/or records (if available); coordinates record management activities, including the storage, digital imaging, microfilming and archiving of permits and other records pertaining to properties and its structures; and operates an information center where public information materials, including various brochures, forms and instruction sheets are readily accessible to the general public.

Accomplishments

While it was possible that the mortgage/refinancing stimulus programs enacted by President Obama should have helped to buoy homeowner confidence, and, thereby, increasing the need for prospective homebuyers to request more property records, proved irrelevant in this fiscal year. The continuing decline of the State’s economy in this fiscal year, especially within the local construction industry, seemed to heavily control the activity of this Branch. As a result, DAIB experienced a slight decrease of inquiries primarily in the customer service and record access in this fiscal year-all decreasing by the following: number of phone calls by 3.4%; customers served by 0.1%; files retrieved for customers by 12.1%; construction plans accessed by 2.8%; and research requests received/processed by 1.4%. In contrast, DAIB experienced a significant increase of inquiries for the following: civil lawsuits/subpoenas/tort claims by 154.5%; and reproduction of permit records (documents by 159.7%; and maps by 111.2%).

Authorization of overtime in this fiscal year was essential, allowing a skeleton crew of four employees (two position vacancies) to handle the growing backlog of researching records, and to maintain optimum customer service for patrons relying on DAIB to access, request and order reproduction of records. Without the authorized overtime, DAIB and the Department would have definitely been in violation of the Uniform Information Practices Act, which requires DAIB the maximum of ten business days to provide any requestor with access to government records. The Data Access and Imaging Branch performed the following major activities:

	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>
Phone Calls Received.....	34,440	33,293	29,824
Walk-in Customers Served	20,949	20,926	25,652
Number of Files Retrieved for Customers	31,825	27,720	29,592
Copies of Maps Made	9,488	10,551	16,924
Copies of Document Pages Made.....	59,767	95,447	89,208
Construction Drawings Accessed	47,131	43,912	28,248
Research Requests	12,798	12,627	13,200
Subpoena’s Received/Civil Suits/Torts	196	303	323

Code Compliance Branch

Duties and Functions

The primary objective of the code enforcement program is to obtain compliance for all violations. Enforcement measures are either Administrative (Civil Fines) or Judicial (Prosecuting Attorney's Office). When appropriate, a Notice of Violation (NOV) is issued by an inspector for infractions, including any violations to the shoreline and special management area ordinances. If the NOV's are not corrected within a required period of time, a Notice of Order (NOO) is issued to these violators. Considered the first phase of this Branch's code enforcement initiatives, past due NOO's and NOV's are referred by inspectors to this Branch and civil fines are assessed. The Branch conducts research, gathers evidence, and prepares documentation to enforce the civil fine. Except for rare occasions, administrative measures are preferred to judicial means. In rare cases, the second phase of this Branch's code enforcement initiatives are utilized to ensure compliance: the referral of cases to the City's Corporation Counsel (COR) for legal action; attachment of the assessed civil fines to taxes, additional fees and charges administered by the City; and administrative lien of the assessed civil fines placed on the property. Although not used recently, the cases may also be referral to the City's contracted collection agency.

The Code Compliance Branch is responsible for conducting field inspections to continually update the seawall inventory and shoreline construction with photographic archives to use for future permit applications where the property is placed near to the shoreline area to determine applicability of shoreline setback regulations.

This Branch is also responsible for processing and renewing Nonconforming Use Certificate (NUC) applications. The NUC's are issued to allow the continuance of legal short-term rental units. The NUC's are renewed on even numbered calendar years with the last NUC renewal completed on October 15, 2008. The 2010 NUC renewals are currently being processed. Currently, there are 929 active NUC's on Oahu (878 transient vacation rentals and 51 bed and breakfast units). The processing fee collected for these NUC renewals is \$400 for each NUC renewal.

Accomplishments

The department's inspectors issued 2,616 NOV's for non-compliance with the City's ordinances and codes. Of these NOV's, 341 were referred to the Code Compliance Branch for issuance of NOO's to include assessed civil fines. Of the 341 NOO's issued, 210 cases are corrected and closed and 131 cases remained active wherein either the violations are corrected but the civil fines remain outstanding or the violations are not corrected and the associated civil fines are not paid. The correction rate for the NOO's issued during the fiscal year is 65% and the amount of civil fines collected was \$278,632.

Residential Code Enforcement Branch

Duties and Functions

The Residential Code Enforcement Branch conducts inspections of 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. The Residential Code Enforcement Branch performed the following major activities:

	FY09	FY10
Number of Complaints Investigated.....	4,191	4,890
Number of Initial Inspections (Housing Units).....	1,300	1,130
Number of Units with Housing Code Deficiencies.....	316	235
Number of Units with Housing Code Deficiencies Corrected.....	287	210
Number of Units Demolished.....	29	11
Number of Zoning Violations Issued.....	135	124
Number of Zoning Violations Corrected.....	173	158
Number of Inspections of Vacant Lots.....	134	193
Number of Vacant Lots for which Notices of Violation were Issued.....	66	82
Number of Vacant Lot Violations Corrected.....	55	80
Number of Inspections of Sidewalk Areas.....	2,721	2,985
Number of Inspections of Illegal Signs.....	322	357

Commercial and Multi-Family Code Enforcement Branch

Duties and Functions

The Commercial and Multi-Family Code Enforcement Branch's main responsibilities are to:

- Enforce applicable codes and regulations through investigations and inspections that are normally initiated from complaints or requests from the public, referrals from other government agencies, and requests from others for licensing by the CSO as required by local ordinances or State statutes;
- Check up on requested establishments, prepare and issue building inspection reports in conjunction with licensing programs of the State Health, Education, and Social Services Departments for their proposed and licensed facilities (Care Homes, Adult Residential Care Homes, Day Care Centers, Elderly Care Centers, Institutions, Private Schools, etc.);
- Inspect apartments and other residential buildings to satisfy the condominium property regime (CPR) requirement for conversions to determine whether the building met all applicable building and zoning code requirements at the time of its construction and whether any variances or other permits were issued for any deviations;

- Inspect existing buildings and structures for possible violations of the building code, housing code, zoning code, sidewalk and swimming pool enclosure regulations;
- Evaluate buildings for the Department of Budget and Fiscal Services for relocation, disposition or acquisition;
- Conduct inspection of illegal signs in industrial, commercial, apartment, and mixed use districts;
- Conduct inspection for reported violations and postings of required signage in existing buildings and facilities; and
- Follow up on the Fire Department inquiries on existing buildings.

Accomplishments

The total number of complaints received decreased approximately by 10% in this fiscal year. There was a 54% decrease in the number of requests for care homes, daycare centers, etc., that are licensed by the State and a 5% decrease in sign complaints. NOV's, along with their related inspections and referrals, have also decrease compared to the previous fiscal year. The Commercial and Multi-Family Code Enforcement Branch performed the following major activities:

	FY09	FY10
Sign Complaints	853	809
Other (CPR's and Smoking Ordinances)	206	154
Number of NOV's Issued.....	363	264
Number of NOV's Corrected	310	326
Number of NOV's Referred to COR	76	49
Number of Follow Up Inspections	4,202	3,980

Number of Inspections for State Departments or other Agencies

Licensing.....	224	121
Condominiums.....	207	153
Special Assignments Accepted.....	50	1
Other Miscellaneous Assignments	4	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 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 (PIM) amendments;
 - Zone changes;
 - State special use permit requests; and
 - Zoning district boundary adjustments.
- Monitor and administer conditions of approval associated with the above actions, including affordable housing and urban design plan requirements;
- Develop community-based special area plans for selected neighborhoods, including Transit-Oriented Development (TOD) neighborhood plans in conjunction with rapid transit;
- 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; and
- As the City's liaison to the U.S. Bureau of Census, develop products to make the census data relevant to planning applications and more useful to the public.

ACCOMPLISHMENTS

Long-Range Policy Plans

Five-year reviews are continuing for the Ewa Development Plan (DP), the Sustainable Communities Plan (SCP) for East Honolulu, Central Oahu, North Shore, Koolau Loa, and Waianae. The planning process for Koolau Poko began in early 2010.

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 proposal by Tropic Land in Lualualei and the re-submittal of the Koa Ridge project in Central Oahu. Processing of zone changes continues for projects throughout the island.

A contract is underway to update the Oahu General Plan, which will evaluate several major issues, such as the visitor industry, agriculture, and affordable housing.

Community-Based Initiatives

The Transit-Oriented Development (TOD) program continues to move ahead in conjunction with the fixed guideway system initiative. The neighborhood TOD plans are in varying stages of completion for the following station areas:

- Waipahu (2 stations);
- East Kapolei (3 stations); and
- Aiea-Pearl City (3 stations).



Public meeting on transit-oriented development opportunities in Aiea-Pearl City



Concept ideas for transit-oriented development in Ho'opili, East Kapolei

The Department has retained consultants and is preparing to kick-off the TOD planning process for the Kalihi and Downtown station areas in Fall, 2010.

A successful TOD Symposium was held April, 2010. It involved an intensive two-day workshop for key stakeholders, and an evening forum for the public. Participants gained knowledge from TOD experts gathered from across the county. Topics included alternative financing strategies, the value of public-private partnerships, and active involvement by host neighborhoods and stakeholders.

As part of a contract under the Department of Budget and Fiscal Services, a study was completed, identifying the potential “value capture” associated with land value increases resulting from the construction of a transit station nearby. This will help the City negotiate with private developers for community benefits close to transit stations. The following planning projects were completed:

- Kaneohe Town Plan;
- Makaha Special Area Plan;
- Chinatown Implementation Plan, in association with the Office of Economic Development;
- Ala Moana/Sheridan/Kaheka Neighborhood Plan; and
- Ewa Traffic Circulation Study.

Functional Plans and Planning

The Division continued to support the following programs:

- The Board of Water Supply's (BWS) Watershed Management Plans which address the need for county water use and development plans required by the State water code, as well as the City requirement for an Oahu water management plan. Current plans address Waianae and Koolau Loa and are expected to be adopted in FY11. Plans for Koolau Poko are underway in FY10;
- 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; and
- Serve as members of the OMPO Technical Advisory Committee, which advises OMPO on technical matters related to transportation planning.

Policy Research and Support

- Continued refinement of the Department's land use model to generate land use forecasts to support planning programs in the City and State. To improve the theoretical underpinnings of the City's land use modeling process, a consultant has been retained through the OMPO to adapt the UrbanSim model for Honolulu. In addition to having a more transparent construct, the UrbanSim model will enable the City to engage in a greater range of policy analysis, taking into account the direct linkage between transportation planning and land use planning;
- Completed identification of housing units expected by Census Day (April 1, 2010) as part of the Census Bureau's New Construction program. This program enables the City to assist the Census Bureau to improve the completeness and coverage of the 2010 census by providing information based on recent building permits;
- Consultant completed contract 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. The contract is being extended to apply the system to update the land use file to 2010, in preparation for the City's need to review and verify population counts from the 2010 Census; and
- Completed development of program to extract race and occupation data from Census public-use microdata samples to assist City agencies dealing with Equal Employment Opportunity and Environmental Justice concerns. Specialized effort is necessitated by the fact that Honolulu has the most diverse racial make-up among the nation's metropolitan areas. The Planning Division performed the following major activities:

	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>
State Land Use Boundary Amendments			
Preliminary Reviews.....	1	1	2
Supplemental Petitions Processed.....	0	1	1
Amendments Greater Than 15 Acres Processed.....	4	5	5
Amendments of 15 Acres or Less Processed.....	0	0	0
Zone Changes			
Zone Change Applications Processed	14	10	8
Applications Rejected	1	2	0
Application Approved by City Council.....	4	6	3
Applications Denied	0	0	1
Special Use Permit (SUP) Applications Processed			
Applications Accepted.....	1	1	3
Applications Approved by Planning Commission.....	0	1	2
Amendments Approved by Planning Commission	0	0	0
Zoning District Boundary Adjustments (ZDBA)			
ZDBA Requests Processed	24	12	0
Requests Approved.....	24	12	0
Unilateral Agreement Compliance Permit Reviews.....	228	200	251
PIM Revisions and Project Reviews			
Requests Processed	3	7	9
Environmental Documents			
Environmental Documents Reviewed.....	40	62	41
Draft or Final Environmental Assessments	27	46	31
Environmental Impact Statements (EIS) and EIS Preparation Notices.....	6	6	7
Pre-Consultation Presentations for Environmental Assessments	7	10	3
Budget Reviews			
Executive Branch Projects Reviewed.....	189	190	169
BWS Projects Reviewed	0	0	0

Planning Commission

The Planning Commission consists of nine 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 on matters concerning the planning programs. They hold public hearings and make recommendations on all proposals to adopt or amend the general plan, development plans, and zoning ordinances. They also review, hold hearings, and take action on smaller State special use permits and State land use boundary amendments. The Planning Commission performed the following major activities:

	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>
Meetings Held.....	11	10	5
Actions Taken.....	14	14	6
Workshops Held.....	0	0	0

LAND USE PERMITS DIVISION (“LUPD”)

DUTIES AND FUNCTIONS

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

ACCOMPLISHMENTS

Over the past five years, the LUPD has processed an average of about 663 land use permits per year. Early in the decade, the number of land use permits increased, reflecting vigorous economic activity and a renewed interest in renovation and redevelopment at both small-scale and large-scale levels. For example, for FY05, there were approximately 700 LUPD land use permits processed. In FY06, the total land use permits processed decreased slightly to 582, but in FY07, the total number of land use permits increased to 710. Similarly, the number of land use permit totals for FY08 decreased to 572 (perhaps as a result of the downturn in the economy), but the land use permit totals for FY09 went back up to 752. During FY10, the permit count dropped slightly to 730.

In addition to its regular permit review, other activities of the LUPD include the review and processing of LUO amendments. For example, in FY10, the LUPD processed LUO amendment applications for regulations pertaining to agricultural fences and farm dwellings. The staff also worked on the LUO amendments having to do with meeting facilities in Industrial Districts. Other proposed LUO amendments under review by the Division are:

- An amendment proposed by the City Council to allow fences up to 10 feet in height within the required yards in agricultural districts;
- An amendment proposed by City Council to amend the definition of meeting facility to include principal office facilities of homeowners associations;
- Two amendments proposed by City Council to allow additional signage for meetings facilities and sports activities;
- An amendment proposed by City Council to allow hotels as accessory to a major motion picture and television production studio; and
- Miscellaneous housekeeping amendments.

The LUPD processed or reviewed a number of applications for planning, zoning, or construction standard exemptions for affordable housing projects pursuant to Chapter 201H-38, Hawaii Revised Statutes. Review or processing was completed on three projects. The following table illustrates the diversity and the number of applications the LUPD completed. The Land Use Permits Division performed the following major activities:

	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>
Temporary Use Permits			
Applications Received.....	8	3	10
Applications Completed	8	3	10
Special Management Area Permits Major/Minor			
Applications Received.....	73	70	98
Applications Completed	70	67	98
Shoreline Setback Variances			
Applications Received.....	8	10	18
Applications Completed	11	7	17
Minor Shoreline Structures			
Applications Received.....	18	20	12
Applications Completed	17	19	11
Environmental Documents.....	21	25	16
Special Districts Major/Minor			
Applications Received.....	90	100	98
Applications Completed	88	98	98
Planned Development-Housing			
Applications Received.....	0	1	0
Applications Completed	0	1	0
Cluster Housing			
Applications Received.....	2	8	6
Applications Completed	1	7	6
Existing Use (Housing and Non-Residential)			
Applications Received.....	26	30	6
Applications Completed	23	27	5

Conditional Use Permits Major/Minor			
Applications Received.....	120	120	104
Applications Completed	119	117	101
Zoning Clearances			
Applications Received.....	172	166	83
Applications Completed	122	118	83
Plan Review Uses			
Applications Received.....	3	3	8
Applications Completed	1	1	5
Zoning Variances			
Applications Received.....	63	55	40
Applications Completed	38	52	36
Zoning Adjustments			
Applications Received.....	32	50	35
Applications Completed	32	46	32
Waivers			
Applications Received.....	75	80	78
Applications Completed	59	62	75
Modifications			
Applications Received.....	86	90	115
Applications Completed	58	61	100
Affordable Housing Projects			
Applications Received.....	7	7	3
Applications Completed	1	3	2
Design Advisory Committee			
Meetings.....	4	3	3
Number of Projects Reviewed.....	4	3	4
Hearings			
Zoning Variance	14	15	14
Special Management Area Permit/			
Shoreline Setback Variance.....	16	8	28
Conditional Use Permit – Major	7	2	4
Site Plan Review	0	0	0
Planned Development Housing	0	0	0
Special Districts.....	3	3	0
Other.....	1	2	2

Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) is authorized by Section 6-1517 of the Revised Charter of the City and County of Honolulu 1973 (2000 Edition). The ZBA is governed by the provisions of Section 13-103 of the Revised Charter. The ZBA hears and determines appeals from the actions of the administration of the zoning code and subdivision ordinances and any rules and regulations adopted pursuant thereto.

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. The Zoning Board of Appeals performed the following major activities:

	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>
Meetings	9	8	9
Appeals of Director's Actions	10	3	8
- Withdrawn or Invalid.....	6	8	2
- Upheld Appeal.....	0	0	0
- Denied Appeal.....	2	1	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 alternate materials and methods of construction; and conduct examinations for individuals to become qualified special inspectors. The Building Division is comprised of five branches: Building Code, Electrical Code, Mechanical Code, Research, and Zoning Plan Review.

ACCOMPLISHMENTS

Code Review

The Department is currently evaluating the 2006 Uniform Plumbing Code, the 2006 International Building and Residential Codes, and the 2009 Energy Efficiency Code.

The City is currently using the 2003 edition of the International Building Code and Residential Code, 1997 edition of the Uniform Plumbing Code, the 2008 edition of the National Electrical Code, and the 2006 International Energy Conservation Code, which are updated and published every three years for various jurisdictions to review for adoption.

Streamlining Measures

As of this publication, there are 31 individuals and 7 firms certified by this Department to perform "third party" review.

There were 516 projects processed under the "third party" review program this fiscal year, as compared to 487 projects from the previous fiscal year, which represents an increase of 29 projects or 6.0% increase. There were 494 third party review projects approved and were either completed or are under construction, compared to the 443 projects from the previous fiscal year, which represents an additional 51 projects or an increase of 11.51%.

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

Activities for Fiscal Year 2010

The Department is also continuing its effort to update the building and plumbing codes through the process of reviews and adoptions of the 2006 International Building and Residential Codes, the 2006 Uniform Plumbing Code, and the 2008 National Electrical Code. In addition, review of Chapter 27, Revised Ordinances of Honolulu for updates to the existing Housing Code and Chapter 32, Revised Ordinances of Honolulu for update to the 2006 International Energy Efficiency Code are underway.

The Plans Examining Section of the Building Code Branch reviewed 2,349 plans as compared to 2,290 from the previous fiscal year, which represents an additional 59 plans reviewed or an increase of 5.1% for this fiscal year. Included in these reviewed plans were Major and Minor Plans. There were 759 major plan reviews compared to 802 from the previous fiscal year, which represents a decrease of 43 major plan reviews or a decrease of 5.36% this fiscal year. The number of minor plan reviews of 1,590, as compared to 1,408 from the previous fiscal year, represents an increase of 292 minor plan reviews or an increase of 20.74% for this fiscal year.

The Building Inspection Section of the Building Code Branch performed 75,071 inspections relating to codes under its jurisdiction, as compared to 76,166 from the previous fiscal year, which represents a decrease of 1,095 inspections or a decrease of 1% for this fiscal year. A total of 3,970 inspections from complaints were handled by the building inspection unit of the Building Code Branch as compared to 4,572 from the previous fiscal year, which represents a decrease of 602 requests for investigations or a decrease of 13%. There were also 168 Certificates of Occupancies processed as compared to 192 from the previous fiscal year, which represents a decrease of 24 or less 12%. Also, 643 Notices of Violations were issued compared to 524 from the previous fiscal year, which represents an increase of 119 or 23%.

The Electrical Code Branch is responsible for the review of electrical plans and the subsequent inspection of these installations included in this review is work authorized by permits issued without electrical plans. The Plans Examining Section of this Branch reviewed a total of 1,447 plans compared to 1,541 from the previous fiscal year, which represents a decrease of 94 or less 6.1%. The Inspection Section of this Branch performed 31,033 inspections as compared to 31,041 from the previous fiscal year, which represents a decrease of 619 or less 2%.

The Mechanical Code Branch is responsible for the review of mechanical and plumbing plans and the subsequent inspection of these installations included in this review is work authorized by permits issued without mechanical plans. The Plans Examining Section of this Branch reviewed a total of 1,330 plans compared to 1,310 from the previous fiscal year, which represents an increase of 20 or 1.5%. The Inspection Section of this Branch maintained a healthy 30,209 inspections as compared to 30,267 from the previous fiscal year, which represents a nominal decrease of 58 inspections for this section or less 0.2% for this fiscal year.

The Zoning Plan Review Branch reviewed a total of 5,669 permit applications for signs and buildings, as compared to 5,917 from the previous fiscal year, which represents a decrease of 248 or less 4%. This Branch also reviewed 358 other permit applications, compared to 405 from the previous fiscal year, which represents a decrease of 47 this fiscal year or less 11%.

The Research Branch examined a total of 11 requests for the approval of materials used and/or method of construction for use in structures governed by the City's codes, which represents an additional 2 examined or an increase of 22% this fiscal year. This Branch processed 29 applications for the Building Board of Appeals as compared to 8 applications from the previous fiscal year; processed 5 special inspector applications as compared to 13 from the previous fiscal year; and also processed 46 special inspection renewals this fiscal year. The Building Division performed the following major activities:

Building Code Branch, Plans Examining Section - Major Plans (\$50,000+) Under Review

	<u>FY09</u>	<u>FY10</u>
Number Carried Over	366	273
Number Received.....	809	691
Review Completed	802	633
Projects Dropped	100	173
Projects Relogged.....	-0-	-0-
Carry Over.....	273	158

Zoning Plan Review Branch - Plan Reviews – Building and Sign Permits

	<u>FY09</u>	<u>FY10</u>
Applications Reviewed.....	5,917	5,669
Other Permits/Applications Reviewed	405	358

Building Board of Appeals

The Building Board of Appeals (Board) was created by an ordinance established in October 1966. The nine members are appointed by the Mayor, with the approval of the City Council, for a term of five 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 members must be registered engineers or architects, one must be experienced in electrical work, one in plumbing work, two in fire safety matters, and one 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 FY75 to hear appeals from the suspension or revocation of permits; in FY78 to hear appeals from actions under Section 27-10.2 of the Housing Code; and in FY80 to hear appeals from the decision of the fire official on matters pertaining to the Fire Code.

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 building, electrical, plumbing and fire codes; hear and determine 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. The Building Board of Appeals performed the following major activities:

	<u>FY09</u>	<u>FY10</u>
Number of Appeals Processed	8	29
Number of Appeals Heard.....	2	0
Number of Appeals Settled	6	29
Number of Appeals Pending	0	0

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 the City’s rights-of-way; improvements to existing City infrastructure; and grading work. The Division is comprised of four branches: Civil Engineering, Subdivision, Traffic Review, and Wastewater.

Civil Engineering Branch

Duties and Functions

The Civil Engineering Branch is responsible for administering ordinances, rules and standards for road improvements, pavement and sidewalk design; reviewing drainage and construction plans for projects within the City’s rights-of-way and site development work/projects on private properties; reviewing preliminary subdivision applications as well as reviewing and approving applications, reports, plans, and permits relating to grading, stockpiling, grubbing, trenching, erosion control, storm drain connection, and dewatering work; reviewing requests and issuing variances for street encroachments, driveways, sidewalk finishes, and slope easements; reviewing work within drainage and flowage easements; inspecting projects under permits; reviewing submittals relating to construction materials and projects which would eventually be dedicated to the City and drainage standards; responding to inquiries and complaints related to grading and work in the City’s rights-of-way; and coordinating matters related to Ordinance No. 2412 (Chapter 14, Article 21 of the Revised Ordinances of Honolulu), including deferral agreements. The Civil Engineering Branch consists of the Project Review and Permitting and Inspection Sections.

Accomplishments

The Project Review Section reviewed 1,372 plans, 301 subdivision applications, and 193 miscellaneous land use and permitting-related documents this fiscal year. The Section continued its work with the Department of Environmental Services (ENV) and their consultant, AECOM, to revise the soil erosion and drainage standards, and worked alongside other consultants to complete

drainage master plans and reports for various development projects; participated in a trial electronic plan review program called ProjectDox; and reviewed numerous geotechnical reports to address sensitive issues related to slope stability and rockfall hazards associated with new hillside developments.

In addition to participating in the Project Review Section's ongoing work to update and revise the soil erosion and drainage standards, the Permitting and Inspection Section maintained its efforts to comply with the permit review and inspection requirements of the National Pollutant Discharge Elimination System's (NPDES) program.

All plan reviewers and inspectors in the Branch have again completed the required annual training sessions for the NPDES program this fiscal year.

While the numbers for most of the Permitting and Inspection's major activities remained fairly consistent, there were an additional 457 complaint actions this fiscal year, possibly due to recurring issues and the public's ongoing demand for City services. Attention to these complaints may have contributed to a decrease of 5,421 permit inspections; however, the frequency of these inspections has remained in compliance with the NPDES program.

Additional information comparing this fiscal year's performance summary with the previous year is shown below. The Civil Engineering Branch performed the following major activities:

	FY09	FY10
Construction Plan Submittals Received	1,435	1,372
Preliminary Subdivision Applications Reviewed.....	276	301
Other Reviews.....	249	193
Dewatering Permits Issued.....	2	0
Drain Connection Permits Issued.....	82	82
Driveway Variance Applications.....	29	34
Driveway Application Fees Collected	\$2,800	\$3,300
Drain Connection and Dewatering Permits	\$6,600	\$6,100
Grading Permits Issued (Includes Grubbing and Stockpiling)	777	697
Trenching Permits Issued.....	1,064	1,262
Permit Fees Collected.....	\$295,420	\$297,703
Major Complaints investigated/Reports Prepared (Non-Permit-Related).....	1,974	2,431

Notices of Violation and Order for Grading (Includes Grubbing and Stockpiling)

Violations Issued.....	96	72
Permit inspections.....	24,860	19,439
Subdivisions/Ordinance No. 2412 Projects Inspected	91	86
Building Permits Reviewed	7,614	7,675
Encroachment Variance Applications Reviewed.....	119	150
Encroachment Authorization Fees Collected	\$11,900	\$14,900
As-Built Plans Filed.....	1,236	581

Subdivision Branch

Duties and Functions

The Subdivision Branch is primarily responsible for the review of plans for site development work and for compliance with subdivision and land use regulations. The Branch is also responsible for the review and processing of applications and plans for compliance for subdivisions, consolidations, easements, street names, site development plans, park dedication applications, flood determinations, and flood hazard variances; coordinating the review of plans including infrastructure construction (i.e., new roads and utilities), work in existing rights-of-way, and grading; serving as the City's coordinator with the State Department of Land and Natural Resources (DLNR) and the Federal Emergency Management Agency (FEMA) 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.

Accomplishments

The Subdivision Branch received 286 new subdivision applications and 247 new construction plans this fiscal year, as compared to the 258 subdivision applications and 278 construction plans reviewed the previous year. This represents an increase of 28 subdivision applications (10.8%) and a decrease of 31 construction plans (11.1%) compared with last fiscal year. Of the 286 new subdivision applications received this fiscal year, the majority, 243 applications (85%), consisted mostly of easements, consolidations, and two-lot subdivisions. Of the 43 remaining applications, six were for large residential subdivisions involving 100 or more lots this fiscal year, adding to the few that remained active from the previous year (Ocean Pointe, Makakilo, Mailli, and Kapolei). There were a total of 1,353 proposed lots this fiscal year as compared to 866 last year, an increase of 487 lots (56.2%).

The Branch attributes the increase in the number of lots and subdivision applications as a sign of slight improvement in the real estate market and the State's economy, whereby developers see the need to increase their available house inventories in anticipation of a greater demand for housing units in the near future. The review of many of the smaller subdivision applications continued to challenge the Branch, although fewer lots were involved, these in-fill developments tended to be more complex and time-consuming for our planners and engineers due to more detailed engineering reports and analyses to address potentially hazardous slopes, varying soil types, flooding, or lack of adequate infrastructure.

In the past year, the Subdivision Branch prepared two amendments to the Subdivision Ordinance (Chapter 22, Revised Ordinances of Honolulu) relating to the dedication of streets and the park dedication ordinance. The bills are currently proceeding through City Council committee hearings.

The Subdivision Branch has also been involved in the adoption of the revised flood insurance rate maps for the City and County of Honolulu published by FEMA. The revised maps include data from a new hurricane study and map modernization initiative for levees. The Branch hosted a public informational meeting about the new maps at the Kilauea District Park Recreation Center on August 27, 2009. Public outreach included representatives from FEMA, the U.S. Army Corps of Engineers, and the Department of Land and Natural Resources (DLNR). The Subdivision Branch performed the following major activities:

Subdivisions/Consolidations/Easements/Site Development Plans	FY09	FY10
Applications Received.....	258.....	286
Actions Taken.....	658.....	637
Withdrawn or Closed.....	4.....	4
Rejected (Incomplete).....	4.....	8
Approved by Director.....	156.....	154
Denied by Director.....	4.....	4
Park Dedication Applications		
Applications Received.....	37.....	22
Withdrawn or Closed.....	2.....	1
Rejected (Incomplete).....	0.....	0
Approved by Director.....	21.....	6
Denied by Director.....	0.....	0
Flood Variances		
Applications Received.....	7.....	3
Withdrawn or Closed.....	2.....	0
Rejected (Incomplete).....	0.....	2
Approved by Director.....	2.....	1
Denied by Director.....	0.....	0
Other Applications Processed		
Street Name Applications.....	11.....	8
Flood Determinations.....	16.....	15
Miscellaneous Correspondence.....	55.....	46
Plans Received		
Construction Plans (Includes Grading Plans).....	278.....	247

Traffic Review Branch

Duties and Functions

The Traffic Review Branch reviews, analyzes, and assesses proposals for new developments to determine possible traffic impacts and to establish traffic requirements needed to mitigate anticipated impacts to existing and/or proposed street networks; oversees overall development of streets and highways within the City; coordinates review and approval of street lights and traffic signal plans with other City Departments; reviews and approves traffic control plans that direct traffic around construction worksites; processes permit applications for intersection corner-wall variances, road-widening setback requirements, driveway configuration and location; and reviews subdivision applications to establish horizontal roadway geometric alignments and street layouts, including coordination of bonding estimates for traffic signs, pavement striping, street lights, and traffic signals.

Accomplishments

The Traffic Review Branch continues to provide assistance with the development of the Drive Akamai program, revise the City's traffic standards, and assist with construction details; be involved with several major developments and projects, both new and ongoing, that include the review and approval of transportation master plans, traffic impact analysis reports, and construction plans; and provide review, comments, and/or recommendations for land use permits and community plans, some as follows:

- East Kapolei II Development
- Ewa by Gentry
- Joint Traffic Management Center
- Kapiolani Medical Center for Women and Children
- Kapolei City - Urban Core Roadways
- Kapolei Harborside Roadway Master Plan
- Makaiwa Hills Roadway Master Plan
- Ocean Pointe Development and Marina
- University of Hawaii - West Oahu

The Traffic Review Branch also performed the following major activities:

	<u>FY09</u>	<u>FY10</u>
Construction Plans Reviewed/Approved*	923	896
Land Use Permits/Projects Reviewed**	476	417
Building Permits Approved	283	268
Subdivision Applications Reviewed	372	355
Road-Widening Setback Inquiries.....	769	748
Construction and Bond Estimate Certifications	23	20

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

**Includes the review of permits for land use 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 (WWB) is responsible for the review of various land use applications with regard to the proposed developments' impacts to, and requirements of, the City's sewer system; review and approval of sewer master plans; issuance of sewer connection permits; review and approval of construction plans as related 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; 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 in sewer matters; review of proposals for future projects created by the Department of Design and Construction (DDC); 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. WWB also provides assistance to other divisions within the Department with streamlining processes for building permits and providing information to the Department of Environmental Services (ENV) for determination of appropriate sewer service charges. Additionally, the Branch is responsible for ensuring that all properties required to connect to the City's sewer system complete it on a timely basis. WWB also maintains the as-built drawings of all City sewer facilities. With this task, it is also required to provide testimony in cases involving disputes between the City and private entities.

Accomplishments

The number of sewer connection permits issued this past fiscal year increased significantly, due to the improvement in the economy and the presence of larger and more complex developments in the Ewa area. Monies collected for the Wastewater System Facility Charge also increased due to developers such as Haseko (Ocean Pointe), D.R. Horton, Gentry (Ewa by Gentry), and the Department of Hawaiian Home Lands resuming residential construction.

Sewer studies decreased significantly, with developers large and small delaying their projects until the economy improves. The number of proposed subdivisions being processed for review remained stable as major developers began subdividing larger parcels of land into smaller ones to ease development. The number of construction plans reviewed remained essentially the same, as most of them were for upgrades to existing developments. As these plans were more complex, they required additional time for review and approval.

There was a decrease in Ohana zoning applications for review, although this type of construction is more economically feasible. The number of sewer master plans submitted for review, mostly from the Ewa area, remained the same. Projects requiring land use approval increased, as these are projects that, although developable, require City approval. Requests for the temporary use of holding tank facilities have also declined, due to construction costs.

The City has acquired the sewer system in the Laie area, and the Branch is tasked with determining sewage capacity for the proposed additional development and the initiation of sewer work orders for the installation of Low Pressure Sewer Systems (LPSS). The Branch collects funds and initiates service work orders to install these LPSS, and ensures there is no proposed construction over the force mains. In Kalaeloa, the Branch advises ENV of proposed projects and requests their comments for approval or denial.

The WWB continues its revision of the City's sewer standards with the Departments of ENV and DDC. The Branch has completed scanning its records and subsequent records collected will be scanned by ENV. WWB continues to work with ENV to index its scanned material, making it more user friendly. The WWB performed the following major activities:

	<u>FY09</u>	<u>FY10</u>
Sewer Connection Permits Issued	385	533
Preliminary Subdivision Plans Reviewed	277	288
Subdivision/Development Construction Plans Reviewed	485	480
Sewer Adequacy Studies Conducted	792	533
Ohana Applications Reviewed.....	34	21
Adequacy and Private Developments Evaluated	95	99
Master Plans Evaluated/Engineering Reports	6	6
Holding Tank Requests, Adequacy Transmittals	20	12
Wastewater System Facility Fees Collected	\$3,447,635	\$4,642,805