

DEPARTMENT OF PLANNING AND PERMITTING

2020 ORGANIZATION CHART



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HONOLULU LAND INFORMATION SYSTEM (768-8058)
GIS Administrator: Ken Schmidt

- City-Wide Geographic Information Systems (GIS) Services
- Public One Stop Service (POSSE) Technical Support
- City-GIS and Department Web Pages
- Historical Map Archives
- HoLIS Data Distribution

ADMINISTRATION

Acting Director: Kathy K. Sokugawa
Director Secty.: Blanche Chong (768-8000)
Deputy Director: Tim Hiu
Deputy Dir. Secty.: Catherine Proctor (768-8001)
2ND Deputy Dir.: Eugene Takahashi (768-8035)

Information Officer
 (768-8284)
 Curtis Lum

ADMINISTRATIVE SERVICES
ASO: Wayne Miyashiro

- Personnel/Fiscal (768-8002)
- Planning Commission (768-8007)
- Zoning Board of Appeals (768-8006)

BUILDING DIVISION
 (768-8129)
 Wendel Ko (TA)

Mechanical Code Branch
 Clayton Oku (768-8242)

- Plumbing Code Compliance and Inspections
- Building Energy Efficiency Standards
- Plumbing Code Plan Review
- Grease Traps

Zoning Plan Review Branch
 Keith Tamura (768-8245)

- Building Permit Review for LUO Compliance

Building Code Branch
 Willard Nishigata (768-8232)

- Commercial Plans Examining Engineers
- Building Code Compliance and Inspections
- Certificates of Occupancy

Research Branch
 Nancy Zhang (768-8251)

- Building Code Amendments
- Special Inspector Certification
- Alternative Methods and Materials Approval
- Building Board of Appeals

Electrical Code Branch
 Dean Pang (768-8239)

- Electrical Code Compliance and Inspections (768-8172)
- Electrical Code Plan Review

National Pollutant Discharge Elimination System Branch
 Dawn Kimura (768-8106)

- Stormwater Quality
- Best Management Practice

PLANNING DIVISION
 (768-8053)
 Dina Wong (TA)

- Development Plans
- Sustainable Community Plans

Community Planning Branch
 (768-8036)

- Special Area/TOD Plans
- State Special Use Permits
- Urban Design Compliance

Policy Planning Branch
 (768-8055)
 Noelle Cole (TA)

- General Plan
- Functional Plan Coordination
- State Land Use District Boundary Amendments
- PIM Amendments

Development Plans and Zone Change Branch
 Lin Wong (768-8018)

- Zone Changes
- Affordable Housing
- Unilateral Agreement Monitoring
- Zoning District Boundary Adjustments

Planning Research Branch
 (768-8037)
 Steve Young

- Land Use Modeling and Forecasting
- Population and Socioeconomic Statistics
- Development Plan Annual Report
- U. S. Census Coordination

LAND USE PERMITS DIVISION
 (768-8011)
 Katia Balassiano

Urban Design Branch
 (768-8014)

- Special Districts
- Cluster Housing
- Planned Development Housing
- Street Trees
- Existing Use (Residential)

Zoning Regulations & Permits Branch
 (768-8017)
 Elizabeth Krueger

- Temporary Use Permits
- 201H Housing Projects
- Zoning Adjustments
- Waivers
- Conditional Use Permits (Minor) (e.g., Joint Development and Off-Site Parking)

Land Use Approval Branch
 (768-8014)
 Joyce Shoji

- Special Management Area Permits and Shoreline Setback Variances
- Conditional Use Permits (Major and Minor) (e.g., Meeting and Day-Care Facilities)
- Plan Review Uses
- Existing Use (Non-Residential)

Other Land Use Permits Processed by Division
 (768-8015)

- Land Use Ordinance Amendments
- Zoning Variances

SITE DEVELOPMENT DIVISION
 (768-8097)
 Weston Wataru

Traffic Review Branch
 (768-8083)
 Lance Watanabe

- Review Construction Plans for Compliance with City Streets and Traffic Standards
- Driveway/Access Locations for New Developments
- Traffic Impact Analysis Report Review and Approval
- Road Widening Setbacks
- Plan Review Coordination for the Installation of Street Lights (DDC – 768-8431); Traffic Signal (DTS 768-8388)

Wastewater Branch
 (768-8210)
 Tessa Ching

- Review of Subdivision and Private Projects for Compliance with City Wastewater (Sewer) Requirements (768-8197)
- Approval to Build Over Sewer Easements (768-8210)
- Wastewater System Facility Charge (768-8198)
- Industrial Wastewater Discharge Permits (ENV 768-3262, 768-3263)
- Sewer Lateral Location (768-8210)

Subdivision Branch
 (768-8098)
 Mario Siu-Li

- Land Subdivision and Lot Determination (768-8101)
- Construction Plan Review (Infrastructure) (768-8281)
- Flood Hazard Districts (768-8099)
- Park Dedication (768-8099)

CUSTOMER SERVICE DIVISION
 (768-8117)
 Wally Carvalho

Permit Issuance Branch
 (768-8223)
 Perry Tamayo

- Building Permit Intake
- Permit Fee Collection
- Housing Numbering
- Sign Permits

Data Access & Imaging Branch
 (768-8272)
 Jocelyn Godoy

- Document Imaging
- Historical Permit and Map Files, Including As-Built Drawings
- General Self-Service Research Center

Permitting & Inspection Branch
 (768-8215)
 Lynel Rabago

- Grading, Stockpiling, Grubbing, and Trenching Permits (768-8219)
- Variances – Sidewalk Surface Encroachments (768-8285)
- Permit and Subdivision Inspections (768-8084)

Project Review Branch
 (768-8104)
 Mel Takakura

- Review of Subdivision and Private Projects (Roads, Drainage and Soil Erosion Standards) (768-8108)
- Drain Connection and Dewatering Permits (768-8106)
- Variances – Driveways, Sidewalk Finishes, Materials (768-8106)
- Subdivision Construction Plans (768-8108)
- Ordinance 2412 (768-8106)
- Easements: Drainage, Flowage and Slope (768-8105)

TRANSIT-ORIENTED DEVELOPMENT DIVISION
 (768-8294)
 Harrison Rue

- TOD Plan Implementation
- Catalytic Projects
- Policies and Regulations
- Agency Coordination
- Public Outreach and Educ.

Commercial & Multi-Family Code Enforcement Branch
 (768-8152)
 Samuel Rowland

- Complaint Investigations Related to Zoning, Building and Housing Codes for Commercial and Multi-Family Buildings
- Site Inspections for State Licensing and Public Reports
- Complaint Investigations on Commercial Signs

Residential Code Enforcement Branch
 (768-8161)
 Catherine Weinhardt

- Complaint Investigations Related to Zoning and Housing Codes for One- and Two-Family Dwellings
- Sidewalk Maintenance
- Vacant Lot Overgrowth

Code Compliance Branch
 (768-8110)
 Terry Hildebrand

- Civil Fine Enforcement Program
- Nonconforming Use Certificates for Transient Vacation Units and Bed and Breakfast Homes
- SMA and Shoreline Setback Enforcement