

COUNTY OF HAWAI'I



PART I VOLUME II

The Operating Budget Proposal

2006 - 07

PLANNING

DEPARTMENT SUMMARY

Mission Statement

To foster the best quality of life through responsible and progressive planning with and for the Big Island community.

Department Goals

1. Long-Range Planning. To develop a long-range vision that protects and enhances our island's assets while fostering a diverse and vibrant economy;
2. Regulatory System. To develop and administer a land use management system that is based on clear and objective standards and efficient process;
3. Public Participation/Information. To develop alternative methods to seek community and interagency input that encourages broad-based participation in planning and regulatory decision making;
4. Organizational Capacity. To strive for competence, sensitivity, and responsiveness in the delivery of planning services to the people and other agencies of the County.

Program Description

The Planning Department carries out its responsibilities through its offices in East and West Hawai'i. Additionally, the department administers and staffs the Hawai'i County Planning Commission, Board of Appeals, Kailua Village Design Commission and the Arborist Advisory Committee which have jurisdiction over various land use and related permits or designations.

The Planning Director serves as the chief planning officer of the County and the technical advisor to the Mayor, Planning Commission and Council on all planning and related matters. These include: prepares the general plan and amendments; prepares proposed zoning and subdivision ordinances and any amendments and modifications; reviews and prioritizes proposed capital improvements; administers the subdivision and zoning ordinances and related regulations; approves proposed subdivision plans; approves variances as provided by law; and receives, processes and recommends to the Planning Commission appropriate action regarding rezoning applications, special permits, use permits, special management area permits and other similar requests.

Funding Source and Position Count

General Fund	\$ 2,767,769	General Fund	40
Grant Revenue	\$ 323,709	Grant Revenue	6
Total Budget:	\$ 3,099,478	Total Number of Positions	46

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Program Objectives

- 1) Long-Range Planning
 - a) Regional planning. Fine-tune the General Plan with proposed revisions, move towards completing the community development plans for Kona and Puna, initiate community development plans in at least two other areas, and conduct public outreach program in other parts of the island to prepare them for community development plans by June 2007.
 - b) Infrastructure planning. Adopt an impact fee ordinance to replace the fair share contribution system and develop a complementary infrastructure financing plan by June 2007.
 - c) Smart growth principles. Continue to investigate and implement smart growth principles such as affordable housing initiatives, agricultural lands policies, mixed-use infill development, and model pedestrian-oriented projects by June 2007.
 - d) State Land Use Law. Seek legislation to amend the State Land Use Law to facilitate State land use boundary amendments that are consistent with the General Plan by June 2007.
 - e) Hazards and emergency response planning. Coordinate with other agencies to implement the multi-hazard mitigation plan and continue to improve the addressing system that supports the E911 emergency response system by June 2007.
- 2) Regulatory System
 - a) Evaluate the County's subdivision code to include street standards and streamlined procedures by June 2007.
 - b) Maintain up-to-date versions of the zoning code, subdivision code, and various department rules that are accessible through the Internet.
- 3) Public Participation/Information
 - a) Explore innovative techniques for public participation and capacity building through the community development and community readiness planning programs in conjunction with the Department of Research and Development.
 - b) Support and provide training to the Planning Commission, Board of Appeals, Kailua Village Design Commission, and Arborist Advisory Committee.
 - c) Add to and improve the information available on the Internet.
- 4) Organizational Capacity
 - a) Refine the new permit tracking system to provide more efficient workflow, permit status tracking, workload allocation, and links to the GIS system by June 2007.
 - b) Add to the GIS capacity in terms of data development (street layer, aerial photography), software (spatial modeling, 3D visualization), and training (all key planning staff) by June 2007.

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Program Objectives (continued)

- c) Provide training opportunities to increase staff capacity in GIS and community planning skills by June 2007.
- d) Increase capability to digitally access key information in the files to increase speed to retrieve information and minimize need to transport files between Hilo and West Hawaii office. Evaluate filing system in terms of digital document management systems and additional filing storage systems.

Program Highlights

- 1) Long-Range Planning
 - a) General Plan. The County Council adopted the revised General Plan in February 2005.
 - b) Community planning. Community development plans for Kona and Puna have been started. A "community readiness program" has also been started to prepare the other parts of the island for community planning.
 - c) Infrastructure planning.
 - i) Impact fees. An infrastructure assessment study has been started.
 - ii) Kona Roads. The Department together with the Department of Public Works has started project management of \$40M worth of transportation projects appropriated by the FY 04-05 CIP.
 - iii) Puna Regional Circulation Plan. This regional multi-modal circulation plan has been completed, and will be interrelated with the Puna community development plan.
 - d) Affordable Housing. The Department worked with the Office of Housing and Community Development to draft amendments to the Affordable Housing Policy (Hawaii County Code Chapter 11).
- 2) Regulatory System
 - a) Zoning Code amendment. The Council approved an amendment exempting single-family residences from Plan Approval. A draft bill for agricultural tourism is still pending.
 - b) Rules. Public access rules have been adopted. Draft rules for water variances are pending.
- 3) Public Participation/Information
 - a) The Department has been learning new public participation techniques through the Kona Development Plan and community readiness efforts, such as facilitated small group meetings, "speakouts" (a type of open house format public event), and GIS simulation modeling to better visualize alternative scenarios.
 - b) The Department has made GIS data available to the public on a CD that includes a free GIS reader program (ArcExplorer) and ready-made GIS project.

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- 4) Organizational Capacity
 - a) GIS
 - i) Data. New data layers have been completed (e.g., subdivisions, point layer for addresses, updated street centerline). The public access and environmental assessments layers are near completion.
 - ii) Training. Staff attended a workshop on using GIS for census demographic data.
 - iii) Software. The Department ordered ArcPublisher to facilitate distribution of GIS data to the public and other agencies.
 - b) Permit Tracking System. The new permit tracking system is up and running, but needs refinement.
 - c) Land Records Management System. The Department continues to seek efficiency improvements to the tax mapping system and its integration with subdivision review, real property tax functions, and address assignments.
 - d) Facilitation training. The consultants for the Kona Development Plan have trained several staff members to facilitate meetings, and will also train staff to use a GIS modeling program called Community Viz.
 - e) West Hawaii Office Capacity. In recognition of the increasing demands, the Department continues to bolster the West Hawai'i Division by reallocating positions, purchasing equipment to increase capacity (e.g., computers), and training. With staff members living in the area, the department is more attuned to the issues developing in West Hawaii particularly with regard to the perceptions of sociological and economic impacts from land use decisions.

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Program Measures

The following table provides the quantitative data regarding the various permits and applications processed by the department. Also included is information referring to the number of meetings and contested case hearings conducted by the Boards and Commissions administered by this department.

	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Estimate
PERMITS			
Building Permits	5350	4,000	4,500
Letters/Memos Answered	17,470	18,500	21,500
Ohana Permits	33	50	60
Plan Approval Reviewed	259	250	250
Agreements			
Farm Dwelling Agreements	93	150	100
Other Agreements			
Subdivision – New Applications	239	210	300
Consolidation – New Applications	48	50	50
Applications Processed			
General Plan Amendment	0	2	5
Change of Zone	26	36	35
Special Permits	26	20	30
Use Permits	6	5	10
Special Management Area Major Permits	7	17	15
State Land Use Boundary Amendments (<15 acres)	6	3	10
State Land Use Boundary Amendments (>15 acres)	2	12	5
Shoreline Setback Variance	2	0	5
Other Misc Applications (amendments, city-initiated)	16	22	25
Administrative Variance	102	90	130
Planned Unit Development (PUD)	6	3	10
SMA Minor Permit	26	30	30
SMA Assessment	117	120	120
Appeals Processed	18	30	30
Sign Permits (Kona)	11	60	-
Arborist Advisory Committee Meetings	9	12	12
Board of Appeals Meetings	9	12	12
Planning Commission Meetings	19	30	30
KVDC Meetings	14	25	20
Contested Case Hearings – PC	3	15	10
Contested Case Hearings – BOA	15	30	30
ENFORCEMENT			
Complaints	193	150	220
CADASTRAL MAPPING			
New/Updated plat maps	12	35	30
% plat maps in CADD (86 out of 2,267)	4.3%	6%	8%
% plat maps scanned	100%	100%	100%
Copies of Tax Maps Requested	1,395	1,500	1,500
Percentage of Time Quarterly GIS Tax Maps Update Available	100%	100%	100%

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Program Measures (continued)

The Department's regulatory functions can be measured in terms of volume and responsiveness. The previous table provides an indication of volume, which should be considered relative to the number of personnel. The Zoning Code, Subdivision Code, Planning Commission Rules, and Planning Department Rules prescribe time limits in which the department is required to address the majority of the aforementioned applications and permits. Responsiveness measures are not available until an improved permit tracking system is implemented.

Program Expenditures

	FY 2004-05 Actual	FY 2005-06 Budget	FY 2006-07 Request
Number of Positions	34	38	40
Salaries and Wages	1,437,819.06	1,750,091	1,958,414
Operations	313,526.12	175,345	773,680
Equipment	5,326.66	23,800	35,675
Other	1,450.00	8,000	8,000
Program Total	1,758,121.84	1,957,236	2,767,769

Personnel Position Summary

Position Title	FY 2004-05 Authorized	FY 2005-06 Authorized	FY 2006-07 Request
Planning Director	1	1	1
Deputy Planning Director	1	1	1
Accountant I	-	1	1
Cartographic Drafting Technician III	1	-	-
Clerk II	-	1	1
Clerk II Temp	1	1	1
Clerk III	2	2	3
Geographic Information Systems Analyst I	1	1	1
Geographic Information Systems Analyst II	-	1	1
Planner III	-	1	1
Planner IV	4	3	3
Planner V	4	5	6
Planner VI	1	2	2
Planning Program Manager	4	4	4
Engineering Drafting Tech III	1	1	1
Private Secretary	1	1	1
Real Property Drafting Technician II	1	1	1
Real Property Drafting Technician III	1	1	1
Secretary to Board/Commissions	2	1	1
Secretary	-	1	1
Senior Account Clerk	1	-	-
Subdivision Applications Clerk	1	1	1
Tax Maps & Records Supervisor II	1	1	1
Zoning Clerk	3	4	4
Zoning Code Inspector I	1	1	1
Zoning Code Inspector II	1	1	1
Total	34	38	40