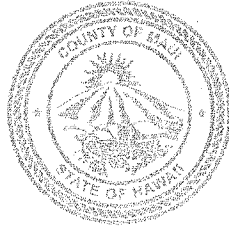


MICHAEL P. VICTORINO
MAYOR

MICHELE CHOUTEAU MCLEAN, AICP
DIRECTOR

JORDAN E. HART
DEPUTY DIRECTOR



RECEIVED

2019 MAR -7 PM 1:56

OFFICE OF THE MAYOR

DEPARTMENT OF PLANNING
COUNTY OF MAUI
ONE MAIN PLAZA, 2200 MAIN STREET, SUITE 315
WAILUKU, MAUI, HAWAII 96793

OFFICE OF THE
COUNTY COUNCIL

2019 MAR -8 PM 1:32

RECEIVED

March 7, 2019

Honorable Michael Victorino
Mayor, County of Maui
200 South High Street
Wailuku, Hawai'i 96793

APPROVED FOR TRANSMITTAL

Michael P. Victorino 3-8-19
Mayor Date

For Transmittal to:

Honorable Tamara Paltin
Chair, Planning and Sustainable Land Use Committee
Maui County Council
200 High Street
Wailuku, Hawai'i 96793

Dear Chair Paltin:

**SUBJECT: COMMUNITY ENGAGEMENT IN THE COMMUNITY PLAN
REVIEW PROCESS (PSLU-6)**

The Department of Planning is pleased to respond to your February 26, 2019 request for information pertaining to community engagement in the community plan update process. For ease of your reference, your requests are listed below with the Department's response.

1. *If funding to hire a consultant to handle an entire community plan update cannot be secured, hiring a consultant to conduct portions of an update may still be considered. Please provide a range of options and related estimated costs for contracting consultant services for portions of a community plan update.*

Response: There are three possible options in which the Planning Department could contract consulting services for portions of the community plan update. For the purposes of this response the scope of the community plan update consists of the following steps:

- 1) *Pre-Planning and Analysis* (includes preparation of technical papers and studies; update of existing conditions; issues identification; review of State Land Use, General Plan and zoning maps for consistency; and update of community profile);

- 2) *Community Engagement* (includes interviews with community members, workshops and open house series, visioning, coordinating all logistics, production of meeting and plan update materials production, web site development);
- 3) *Draft Plan Development* (includes Departmental and peer review and incorporation of revisions);
- 4) *CPAC review and recommendation* (includes attendance at all meetings, meeting preparation, meeting summaries and minutes, incorporation of revisions);
- 5) *Planning Commission review and recommendation* (includes attendance at all meetings, meeting preparation, meeting summaries; incorporation of revisions); and
- 6) *Preparation of County Council Draft and Transmittal* (includes attendance at all meetings, meeting preparation and meeting summaries; all revisions to be handled by Council Services staff)

Option 1: Consulting services would complete steps 1, 2 and 3. For steps 4 and 5, Planning Department staff would facilitate all meetings with CPAC and Planning Commission; however, consulting services would do the production work to incorporate revision from those bodies. The consultant would effectively administer the Plan update from step 1 through 6.

Cost - \$700,000. This estimated cost is based on a similar scope of work used in Kauai for the South Kauai Community Plan update in which the entire process took two years.

Option 2: Consulting services would complete steps 1 and 3. For step 2, consulting services would only be responsible for meeting logistics and materials production. Planning Department staff would facilitate all community engagement meetings. For steps 4 and 5, consulting services would be used to incorporate revisions from CPAC and Planning Commission. Consulting services would not be involved for any portion of step 6.

Cost - \$500,000

Option 3: Consulting services would be used for steps 1, 2 and 3 only. For step 2, consulting services would only be responsible for meeting logistics and materials production. Planning Department would facilitate all community engagement meetings. Consulting services would not be involved for any portion of steps 4, 5 or 6.

Cost - \$400,000

2. *If a consultant is hired to perform an entire community plan update, will staff from the Department still participate in the community plan advisory committee and planning commission meetings associated with the update?*

Honorable Michael P. Victorino, Mayor
For Transmittal to:
Honorable Tamara Paltin, Chair
March 7, 2019
Page 3

Response: Per Maui County Code 2.80(B).080D Community Plan Advisory Committees, *“The planning director shall be responsible for providing staff to support the work of the community plan advisory committee, which shall include department staff and, at the planning director’s discretion, outside consultant services.”*

No matter which option listed above is selected, the Planning Department will act as the public face of the Community Plan update. The Department will facilitate the community outreach process, and staff and administer the Community Plan Advisory Committee process and Planning Commission review. The Department will also manage the update process and review and accept the work product prepared by the consultant, as well as participate as a resource for Council review of the Plan update.

If you have any questions, please contact Pamela Eaton, Planning Program Administrator, at ext.7372.

Sincerely,



MICHELE MCLEAN, AICP
Planning Director

Attachment

xc: Michele McLean, Planning Director (pdf)
Jordan Hart, Deputy Planning Director (pdf)
Pam Eaton, Planning Program Administrator (pdf)
Jennifer Maydan, Senior Planner (pdf)

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