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Director of Council Services  
David M. Raatz, Jr., Esq.

Deputy Director of Council Services  
Richelle K. Kawasaki, Esq.

## COUNTY COUNCIL

COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.MauiCounty.us](http://www.MauiCounty.us)

July 19, 2024

Mr. Jordan Molina, Director  
Department of Public Works  
County of Maui  
Wailuku, Hawaii 96793

Dear Mr. Molina:

**SUBJECT: COUNTY PERMIT PROCESSING EFFICIENCIES**  
(WAI-1(16))

At its meeting of July 25, 2024, the Water and Infrastructure Committee intends to discuss improving the efficiencies of the County's permit review process.

May I please request your response to the following:

1. Please respond to the attached December 26, 2023, and January 17, 2024, correspondences.
2. Please review the attached building permit application routing schedule and explain why residential dwelling unit permit applications are reviewed by the State of Hawaii, Department of Education.
3. Has the building permit application routing schedule been updated since March 2023? If yes, please provide a copy of the updated routing schedule.
4. Ordinance 5629 (2024) established an expedited permitting process for structures in disaster-affected areas. Since its implementation, how has this process helped your Department and 4LEAF, Inc.? Can this expedited process be incorporated Countywide to reduce administrative burden?

Mr. Jordan Molina  
July 19, 2024  
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5. Has your Department made any revisions to its permitting process since the Committee's last discussion on January 11, 2024? If so, please explain what has changed and how it has improved efficiencies with processing permits.

May I further request you transmit your response to [wai.committee@mauicounty.us](mailto:wai.committee@mauicounty.us) by **July 24, 2024**. To ensure efficient processing, please include the Committee item number in the subject line.

Should you have any questions, please contact me or the Committee staff (Jarret Pascual at ext. 7141, or Pauline Martins at ext. 8039).

Sincerely,



TOM COOK, Chair  
Water and Infrastructure Committee

wai:ltr:001(16)apw03:jpp

Attachments

cc: Mayor Richard T. Bissen, Jr.  
Deputy Director of Public Works

Council Chair  
Alice L. Lee

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December 26, 2023

Mr. Jordan Molina, Director  
Department of Public Works  
County of Maui  
Wailuku, Hawaii 96793

Dear Mr. Molina:

SUBJECT: **EXPEDITED PERMITTING PROCESS** (WAI-1(10))

At its meeting of January 11, 2024, the Water and Infrastructure Committee intends to discuss matters on expediting the current permitting process.

Here is some background information on where we stand with this matter:

- At its meeting of October 2, 2023, the Water and Infrastructure Committee received a status report from the Administration's Permitting Process Working Group.
- At its meeting of October 30, 2023, the Government Relations, Ethics, and Transparency Committee noted some Lahaina residents would like to submit permit applications to rebuild their homes now, due to concerns of a lengthy approval process. At the meeting, the Administration stated that County departments have been working on solutions to expedite this process.
- On December 4, 2023, the Department of Public Works Development Services Administration Division issued a Request for Proposals on post-fire recovery and rebuilding assistance.
- At its meeting of December 15, 2023, the Council adopted Resolution 23-194, relating to developing a comprehensive recovery and resiliency plan in response to the Island of Maui's tragic wildfires of August 2023, and the challenges related to the County's current permitting process.

Mr. Jordan Molina  
December 26, 2023  
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To understand and address concerns with the current permitting process, may I please request a response to the following, as it relates to permit applications for residential, single-family dwellings:

1. Please provide a summary of the Department's discussions, proposed plans and modifications, and the potential timeline for expediting the permitting process.
2. Please provide copies of the Department's internal checklists used to review building permit applications. Please reference any applicable County Code sections or Administrative rules that correspond to your checklists.
3. Please provide a flowchart of the Department's permit review process. It should identify the moment the Development Services Administration (DSA) refers a permit review request to the Department, each section or specialists within the Department that reviews the request, the sequence within the Department that each section or specialist conducts the review or re-review, the general topic of the review during each phase, the period of time each section or specialist must (by statute, code, administrative rule, or otherwise) complete the review, and the statutes, code sections, or administrative rules applicable for each phase of the review.

May I further request your written response by **January 4, 2024**. To ensure efficient processing, please transmit your response to [wai.committee@mauicounty.us](mailto:wai.committee@mauicounty.us) and include the relevant Committee item number in the subject line of your response.

Should you have any questions, please contact me or the Committee staff (Jarret Pascual at ext. 7141, or Yvette Bouthillier at ext. 7758).

Sincerely,



TOM COOK, Chair  
Water and Infrastructure Committee

wai:ltr:001(10)apw01:jpp

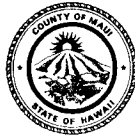
cc: Mayor Richard T. Bissen, Jr.  
Josiah K. Nishita, Director, Office of Recovery

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January 17, 2024

Mr. Jordan Molina, Director  
Department of Public Works  
County of Maui  
Wailuku, Hawaii 96793

Dear Mr. Molina:

SUBJECT: **COUNTY PERMIT PROCESSING EFFICIENCIES**  
(WAI-(16))

Thank you for participating in the Water and Infrastructure Committee's discussion of January 11, 2024, on improving the efficiency of the County's permitting process.

May I please request a response to each of the following:

1. For Fiscal Years ("FY") 2018 through 2023:
  - a. How many residential permit applications did the Department receive each fiscal year?
  - b. How many residential permit applications did the Department process each fiscal year?
2. Of the Department's overall vacancy rate, what are the staffing levels for positions directly involved in the residential permit review process?
3. If staffing levels were increased to improve the residential permit review process, how many of each type of position would be needed and to what programs would they be added?

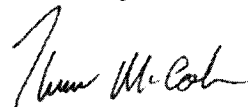
Mr. Jordan Molina  
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4. What are the Department's top three challenges to processing residential permit applications? How is the Department resolving these issues?
5. For the FY 2025 Budget, would the goal and objective of increasing the Department's overall permit processing efficiency be a priority the Department could consider in its Key Activity Goals & Measures? If yes, what steps are being taken to effectuate this? If no, please explain why not.

May I further request your written response by **January 30, 2024**. To ensure efficient processing, please consider consolidating your response to our previous correspondence dated December 26, 2023, transmit your response to [wai.committee@mauicounty.us](mailto:wai.committee@mauicounty.us), and include the relevant Committee item number in the subject line of your response.

Should you have any questions, please contact me or the Committee staff (Jarret Pascual at ext. 7141, or Yvette Bouthillier at ext. 7758).

Sincerely,



TOM COOK, Chair  
Water and Infrastructure Committee

wai:ltr:001(16)apw02:jpp

cc: Mayor Richard T. Bissen, Jr.

## BUILDING PERMIT APPLICATION ROUTING SCHEDULE

	Building Plans Rev	Civil Construction	Dept. of Education	Dept. of Health	Dept of Water Supply	Fire Department	Historic Preservation	Housing & Human Cn	Parks and Rec	Planning Dept.	Wastewater Reclamation
Res - 1 <sup>st</sup> Dwelling	yes	yes	yes	IWS or pvt sewer sys	county water	private water	Hold	yes	-	yes	-
Res - 2 <sup>nd</sup> Dwelling	yes	yes	yes	IWS or pvt sewer sys	county water	private water	Hold	yes	-	yes	acc dwell only
Res - 3 <sup>rd</sup> Dwelling	yes	yes	yes	IWS or pvt sewer sys	county water	yes	Hold	yes	-	yes	acc dwell only
Res - 4 <sup>th</sup> Dwelling or greater	yes	yes	yes	IWS or pvt sewer sys	yes (county & private)	yes	Hold	yes	4th unit or more	yes	acc dwell only
Res - Detached Structures (ex. garage, storage, etc.)	yes	yes	-	IWS or pvt sewer sys	county water	yes	Hold	-	-	yes	-
Res - alteration/addition	yes	new living units and/or add with ground work	new living units only	IWS or pvt sewer sys	county water	private water	over 50 yrs old in HD	-	-	yes	acc dwell only
Res - alt/add to individual apt. unit(s) (Puamana)	yes	ground work only	new living units only	IWS or pvt sewer sys	county water	yes	over 50 yrs old in HD	-	-	yes	-
Res - fence/retaining wall	yes	yes	-	-	-	yes	Hold	-	-	yes	-
Res - pool/spa	yes	yes	-	-	county water	-	Hold	-	-	yes	-
Res - repairs (exclude re-roof)	yes	-	-	IWS or pvt sewer sys	-	-	over 50 yrs old in HD	-	-	yes	-
Res - re-roof only or demolition	yes	-	-	-	-	-	over 50 yrs old in HD	-	-	yes	-
Water Tank (Res or Comm)	yes	yes	-	yes	yes (county & private)	yes	Hold	-	-	yes	yes (comm only)
Wind Turbine, Windmill, PV System (Res or Comm)	yes	yes	-	IWS or pvt sewer sys	county water	yes	Hold	-	-	yes	yes (comm only)
Comm - new/alt/add (ex. new apt. bldgs >3 units)	yes	yes (alt/add over \$25,000 or ground work)	new living units only	yes	county water	yes	Hold or over 50 yrs old in HD	-	4th unit or more (new)	yes	yes
Comm - repairs	yes	yes (alt over \$25,000)	-	yes	county water	no	Hold or over 50 yrs old in HD	-	-	yes	-
Comm - pool/spa	yes	yes	-	yes	county water	-	Hold	-	-	yes	-
Comm - re-roof only/demo & spalling repairs	yes	-	-	-	commercial demo only	-	over 50 yrs old in HD	-	-	yes	-
Comm - fences/ret walls	yes	yes	-	-	-	yes	Hold	-	-	yes	-
Temporary booth/ten/stage	-	-	-	-	-	yes	-	-	-	yes	-

NOTES: • CIP Projects - route to ITSD • Kalaupapa Settlement - not a part of Maui County, under State Dept. of Health.

REV 03.13.2023