

Department of Parks & Recreation

FY17 DPR Permits Update

To provide safe, satisfying and cost effective recreational opportunities for the residents of and visitors to Maui County.

Key Changes

- ▶ **Code Revisions - effective July 1, 2016**
- ▶ **Permits Re-Organization - processing through DPS**
- ▶ **Permit Administrative Rules**
 - ▶ **Posted**
 - ▶ **County of Maui Website October 14**
 - ▶ **Maui News October 19**
 - ▶ **Public Hearing November 22 at 6:00 PM**
Velma McWayne Community Center

Public Communication

▶ DPR Permitting Education Sessions

- ▶ August 18 at 6:00 p.m. Lahaina Civic Center
- ▶ September 1 at 6:00 p.m. Mayor Hannibal Tavares Community Center
- ▶ September 8 at 4:00 p.m. Helene Hall
- ▶ September 15 at 4:00 p.m. Mitchell Pauole Community Center
- ▶ September 29 at 4:00 p.m. Lanai Community Center
- ▶ October 13 at 6:00 p.m. Waikapu Community Center
- ▶ October 20 at 6:00 p.m. Kihei Community Center

Administrative Rules

Rules Relating to the Administration of Parks and Recreational Facilities and Permits for the Use of Parks and Recreational Facilities and, Pursuant to Chapter 13.04A, Maui County Code

- ▶ Subchapter 1 Administrative Provisions
- ▶ Subchapter 2 Rules
- ▶ Subchapter 3 Requirements Applicable to All Department Permits
- ▶ Subchapter 4 Additional Requirements Applicable to Specific Permits

Administrative Rules - Administrative Provisions

- ▶ Title
- ▶ Purpose
- ▶ Construction and severability
- ▶ Definitions
- ▶ Director's authority
- ▶ Appeals
- ▶ Hours of operation

Administrative Rules – Rules

- ▶ Conduct in parks and recreational facilities
- ▶ Permit compliance
- ▶ ADA compliance
- ▶ Park hours
- ▶ Health and safety
- ▶ Advertising
- ▶ Animals
- ▶ Archery
- ▶ Camping
- ▶ Classes, teaching, instruction
- ▶ Commercial activity
- ▶ Concessions
- ▶ Firearms
- ▶ Fires and cooking
- ▶ Fireworks
- ▶ Funerals, animal, and human remains
- ▶ Intoxicating liquor
- ▶ Loud speakers
- ▶ Picnic tables
- ▶ Refuse and disposal
- ▶ Rummage or second hand sales
- ▶ Shopping carts
- ▶ Signs
- ▶ Tobacco and smoking
- ▶ Unattended or abandoned personal property
- ▶ Vandalism and protection of department property
- ▶ Vehicles

Administrative Rules - General Permit Requirements

- ▶ Department Permits
- ▶ Priority for use of parks and recreational facilities
- ▶ Department sponsored activities
- ▶ Application periods and deadlines
- ▶ Duration of use
- ▶ Fees and deposits
- ▶ Denial
- ▶ Event advertisement
- ▶ Indemnification
- ▶ Insurance
- ▶ Keys
- ▶ Display of permits
- ▶ Cleaning
- ▶ Cancellation
- ▶ Non-transferable
- ▶ Revocation
- ▶ Rescheduling
- ▶ Refund of deposits
- ▶ Rental of department equipment

Administrative Rules - General Permit Requirements

- ▶ Priority for use of parks or recreational facilities. Should more than one applicant apply for a permit to use the same park or recreational facility at the same time, the priority of use shall be:
 - ▶ Department maintenance
 - ▶ Department programs
 - ▶ Department sponsored annual special events
 - ▶ Partnership leagues
 - ▶ Department sponsored special events
 - ▶ Department sponsored general use
 - ▶ Special events
 - ▶ General use

Administrative Rules - General Permit Requirements

- ▶ Department sponsored events.
 - ▶ Department sponsored annual special events shall meet the following criteria:
 - ▶ An established event that has been successfully conducted for a minimum of 2 years;
 - ▶ Event supports the mission of the department; and
 - ▶ Sponsoring organization has conformed and complied with the terms of the department sponsored annual special event agreement on an annual basis.
 - ▶ Partnership leagues shall meet the following criteria:
 - ▶ Sponsoring organization primarily serves a youth, senior, or ADA demographic.
 - ▶ Supports the mission of the department.
 - ▶ Sponsoring organization has conformed and complied with the Partnership League Agreement on an annual basis.

Administrative Rules - General Permit Requirements

- ▶ Application periods and deadlines

Table 4 Application Periods									
Government Permit	Submit up to 18 months in advance of event								
Camping Permit	Submit up to 12 months in advance of event								
Community Class Permit	Submit during the first two weeks of October								
General Use Permit - Private Party	Submit up to 12 months in advance of event								
General Use Permit Leagues / Recreational Enrichment Programs	<table border="0"> <thead> <tr> <th>Submit Date</th> <th>Activity Date</th> </tr> </thead> <tbody> <tr> <td>First two weeks of October</td> <td>January 1 – April 15</td> </tr> <tr> <td>First two weeks of January</td> <td>April 16 – July 31</td> </tr> <tr> <td>First two weeks of May</td> <td>August 1 – December 31</td> </tr> </tbody> </table>	Submit Date	Activity Date	First two weeks of October	January 1 – April 15	First two weeks of January	April 16 – July 31	First two weeks of May	August 1 – December 31
Submit Date	Activity Date								
First two weeks of October	January 1 – April 15								
First two weeks of January	April 16 – July 31								
First two weeks of May	August 1 – December 31								
Special Events Permit - Department Sponsored	Submit up to 18 months in advance of event								
Special Event Permit - Department Sponsored w/ Revenue	Submit up to 18 months in advance of event								
Special Event Permit – Non-profit or Political Fundraiser	Submit up to 12 months in advance of event								
Special Event Permit – Commercial	Submit up to 12 months in advance of event								

Administrative Rules - General Permit Requirements

▶ Duration of Use.

- ▶ Any event conducted in a park or recreational facility for more than 5 consecutive days shall be required to obtain approval by council resolution prior to the issuance of a permit.
- ▶ Permit applications for events exceeding 5 consecutive days shall submit a permit application at least 6 months prior to the date of the activity or event.
- ▶ This requirement shall not apply to leagues, leases, and licenses.

Administrative Rules - General Permit Requirements

► Fees and deposits

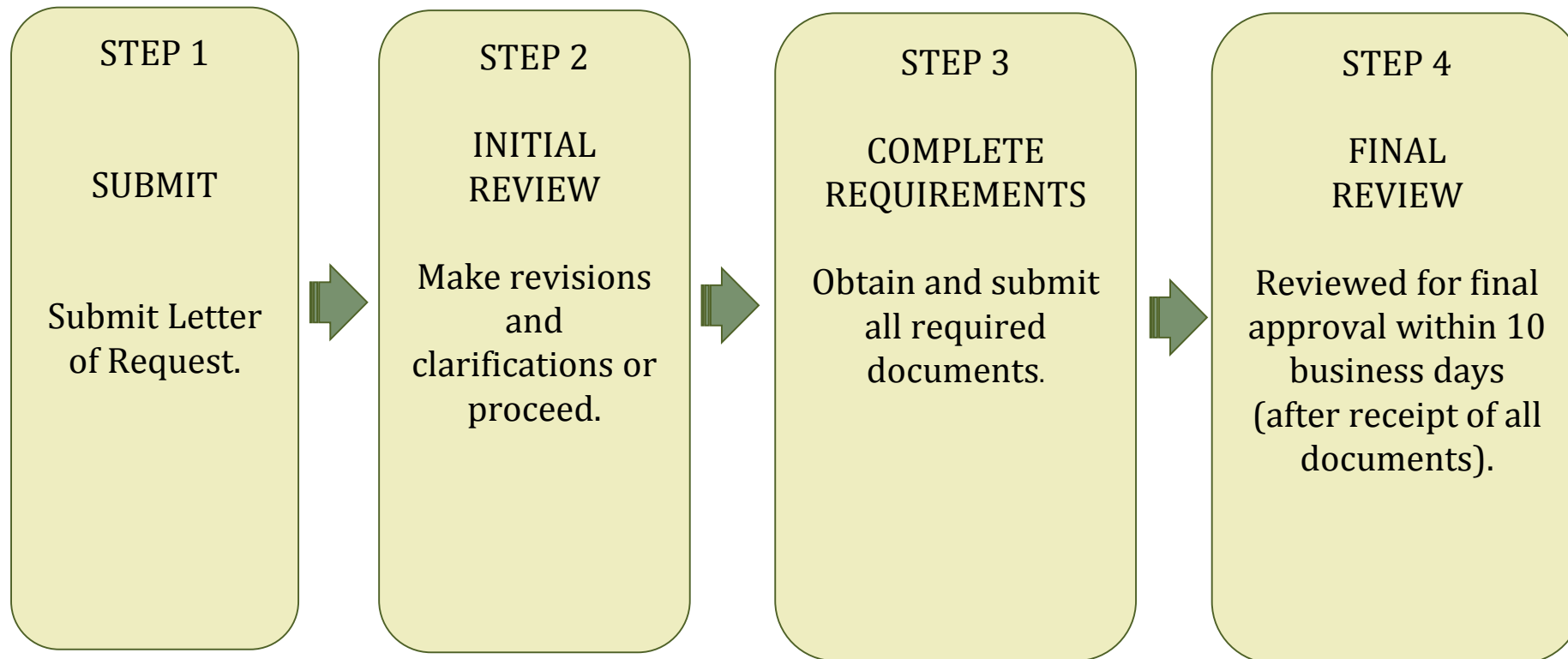
Table 5 Fee and Deposit Due Dates (If the due date falls on a weekend or holiday, payment is required prior to the weekend or the holiday)	
Government Permit	NA
Camping Permit	At the time the permit is issued
Community Class Permit	Within 15 days from notice of application approval
General Use Permit Private Parties	At the time the permit is issued
Leagues and Recreation Enrichment Programs	Within 15 days from notice of application approval
Special Events Permit Department sponsored Department sponsored w/ Revenue Non-profit or Political Fundraiser Commercial	Within 15 days from notice of application approval Permit applications submitted within 30 days of the desired activity or event may not be approved due to lack of sufficient time for processing, planning and review.

Administrative Rules - Specific Permit Requirements

- ▶ Government Permits
- ▶ Camping Permits
- ▶ Community Class Permits
- ▶ General Use Permits
- ▶ Special Events Permits
 - ▶ Department sponsored - no revenue
 - ▶ Department sponsored - revenue
 - ▶ Non-profit or political fundraiser
 - ▶ Commercial

Administrative Rules - Specific Permit Requirements

▶ Government Permits



Administrative Rules - Specific Permit Requirements

- ▶ Camping Permits

- ▶ 4 consecutive days maximum

- ▶ 8 days per month per camper

- ▶ Camping Rules see Campground Guide and Rules

Administrative Rules - Specific Permit Requirements

- ▶ General Use Permits
 - ▶ Private Parties
 - ▶ Leagues
 - ▶ Recreation Enrichment Programs

Administrative Rules - Specific Permit Requirements

▶ General Use Permits - Private Parties

ONE STEP

SUBMIT AT WINDOW:

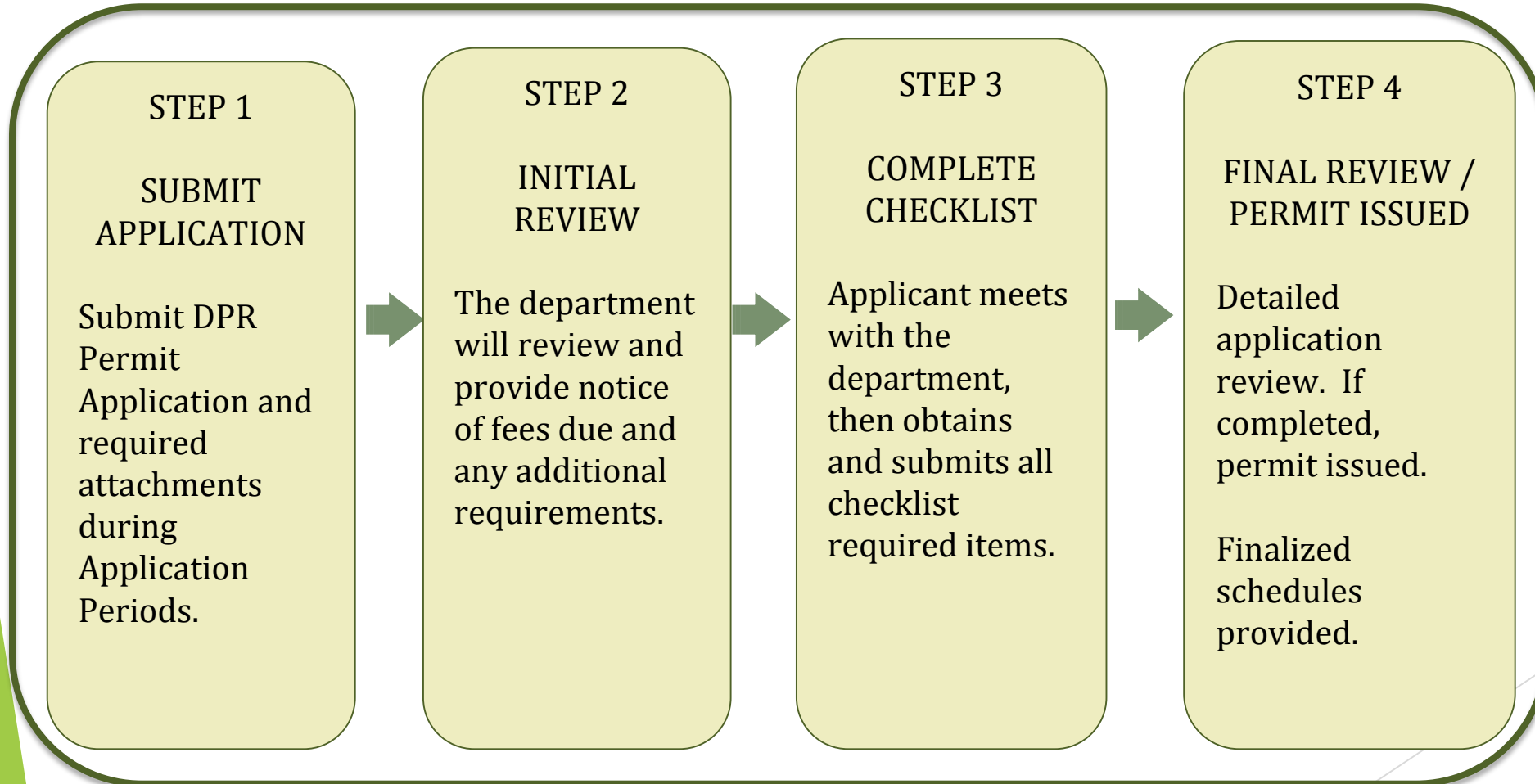
- DPR Permit Application
- Payment of fees and deposits
- Regulations and policies for use of parks facilities
- Release, Acknowledgement, and Indemnification

APPROVE AT WINDOW:

Issuance of recreational facility permit request at the time of application.

Administrative Rules - Specific Permit Requirements

► General Use Permits - Leagues and Recreation Enrichment Programs



Administrative Rules - Specific Permit Requirements

▶ General Use Permits - Leagues and Recreation Enrichment Programs

- ▶ Minimal cost to the participant

	<u>Application Period</u>	<u>Permit Issuance</u>	<u>Activity Window</u>
Summer	January 3 – 18, 2017	By February 22, 2017	April 16 – July 31, 2017
Fall	May 1 – 15, 2017	By June 21, 2017	August 1 – December 31, 2017
Winter/Spring	October 2 – 16, 2017	By November 22, 2017	January 1 – April 15, 2018

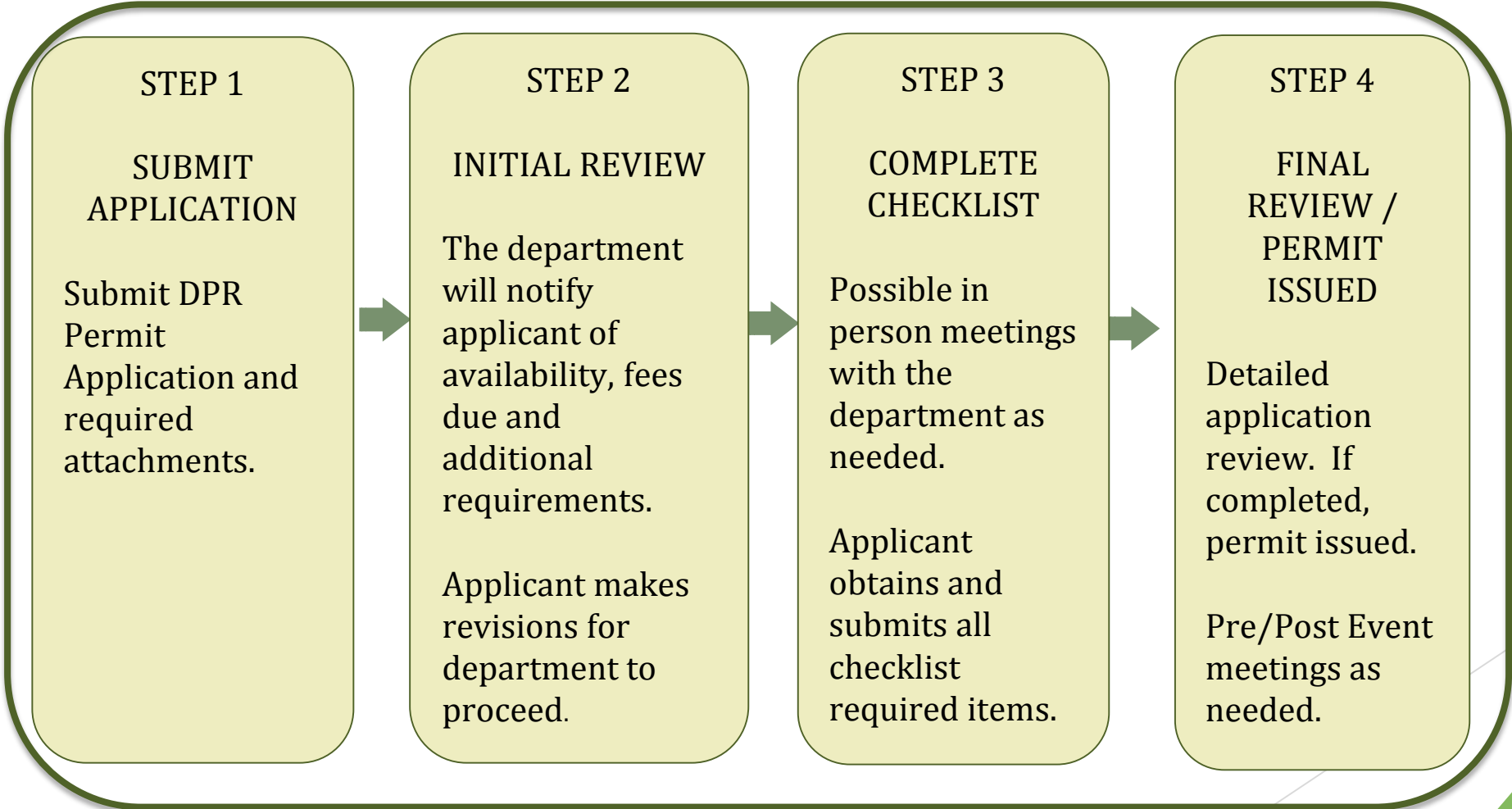
- ▶ If the league or recreation enrichment program begins in one activity window and ends in another activity window the application shall note this in the application information.

Administrative Rules - Specific Permit Requirements

- ▶ Special Events Permits
 - ▶ Department sponsored - no revenue
 - ▶ Department sponsored - revenue
 - ▶ Non-profit or political fundraiser
 - ▶ Commercial

Administrative Rules - Specific Permit Requirements

► Special Events Permits



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