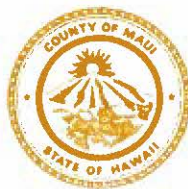


**RICHARD T. BISSEN, JR.**  
Mayor

**JOSIAH K. NISHITA**  
Managing Director

**JOHN STUFFLEBEAN, P.E.**  
Director

**JAMES A. LANDGRAF**  
Deputy Director



**DEPARTMENT OF WATER SUPPLY**  
COUNTY OF MAUI  
200 SOUTH HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
<http://www.mauicounty.gov/water>

July 23, 2024

Honorable Richard T. Bissen, Jr.  
Mayor, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

**APPROVED FOR TRANSMITTAL**

*Richard T. Bissen* 7-23-24  
Mayor Date

For Transmittal to:

Honorable Tom Cook, Chair  
Water and Infrastructure Committee  
Maui County Council  
200 South High Street  
Wailuku, Hawaii 96793

Dear Chair Cook:

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

In response to your letter dated July 18, 2024, Department of Water Supply provides the following comments:

1. In May 2023, a permit process working group was established in coordination with the Office of the Mayor and Department of Management. At its meeting of October 2, 2023, the working group informed the Committee that your Department reviews all permits even when no water utilities or fixtures are involved. Please explain why.
  - a. Does the Department have the discretion to remove itself from these types of permit reviews or are they mandated by the Maui County Code? If mandated, please provide the applicable sections of the Code.

*"By Water All Things Find Life"*

Response:

The Department does have the discretion to remove itself from specific permit application types and is working with Development Services Administration to evaluate revisions to the Building Permit Application Routing Schedule for opportunities to remove DWS from routing. Possible application types that can avoid DWS routing include commercial repair, commercial demolition, residential detached structures with no plumbing, residential alterations with no plumbing, and energy projects involving no water usage.

All building permit applications require the submittal of a Water Meter Sizing Worksheet. Many of these worksheets indicate no increase in water usage. DWS currently reviews and confirms these cases.

2. 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.

Response:

The Department has not made any official revisions to its permitting process; however, several potential revisions are being tested, including:

- Flagging applications within the service areas of private water companies so that we can be quicker in declaring "not applicable".
- Flagging Section 6409 eligible applications so that we can approve them within statutory timeframes.
- Flagging applications for parcels with no water service.
- Strict process adherence for applications that transfer from permit clerical staff to engineering staff for over meter capacity analysis and fire flow analysis.

Our water model development continues and we have been testing the model for fire flow analysis scenarios. The model is not yet ready for official use. Once completed, the model will replace the excel-based calculations our engineering staff currently perform, which we expect will shorten review time for all applications requiring system analysis. In addition to basic time savings in system analysis calculations, we anticipate that this time savings will allow for improvement in authoring of conditions of approval for entitlement applications, which will then reduce review time for construction permit applications.

We are also now holding regularly-scheduled check in meetings with larger scale applicants and their consultants to review projects in batches. We are finding that this coordination is facilitating timely forward movement of projects by regularly discussing status rather than

Honorable Tom Cook, Chair  
Water and Infrastructure Committee  
Maui County Council  
July 23, 2024  
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only meeting when issues arise, or only communicating through the submittal/review process.

We are currently developing a comprehensive amendment to Title 14 of the Maui County Code which will include procedural simplifications, improvement cost defrayment mechanisms, and other modifications intended to facilitate orderly development. We are also evaluating updates to the Water System Standards and Administrative Rules for the same purpose.

Thank you for the opportunity to provide our comments relating to this agenda item. If you have additional questions, please free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Stufflebean".

JOHN STUFFLEBEAN, P.E.  
Director

JJ:lk

## WAI Committee

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**From:** Michelle Santos <Michelle.Santos@co.maui.hi.us>  
**Sent:** Wednesday, July 24, 2024 7:59 AM  
**To:** WAI Committee  
**Cc:** Cynthia Sasada; James Landgraf; John Stufflebean; Josiah Nishita; Leo Caires; Linda Kimura; Louise Batoon; Pili Nahooikaika  
**Subject:** MT#10688 County Permit Processing Efficiencies  
**Attachments:** MT#10688-WAI Committee.pdf

**NOTE: PLEASE DO NOT FORWARD MY EMAIL TO ANYONE OUTSIDE OF THE COUNTY OF MAUI. YOU MAY CLICK ON THE ATTACHMENT ITSELF AND CREATE YOUR OWN EMAIL TO FORWARD THE DOCUMENT TO ANOTHER PERSON OUTSIDE OF THE COUNTY.**

*Michelle L. Santos*

## Office Operations Assistant

Office of the Mayor  
County of Maui  
200 S. High Street 9th Floor  
Wailuku, HI 96793  
phone: (808) 270-7855  
fax: (808) 270-7870