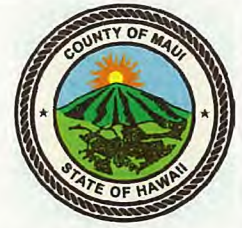


County of Maui  
Department of Planning



RECEIVED AT PEA MEETING ON 9/11/18  
(PLANNING DEPARTMENT)

# COMMUNITY PLANNING PROCESS HANDBOOK

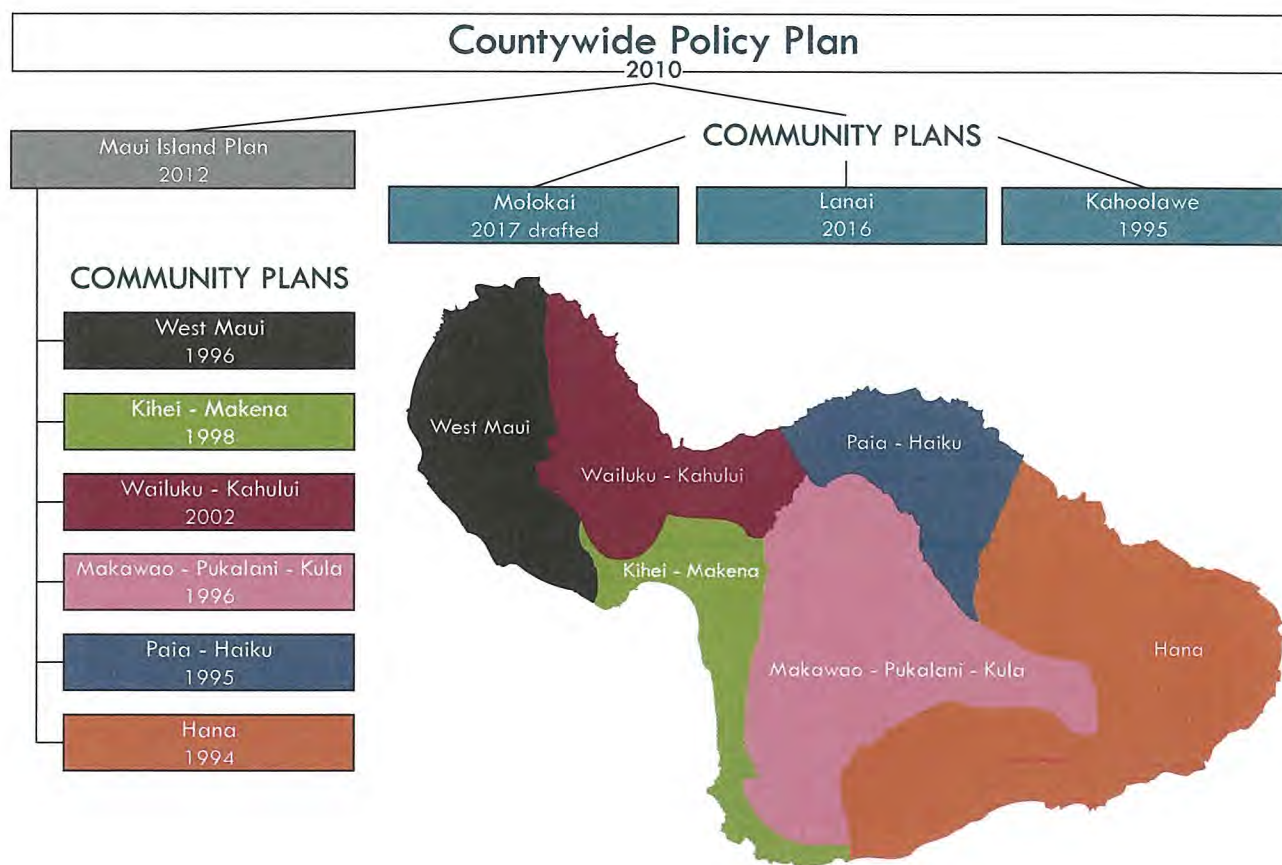
August 2017





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## BACKGROUND

The Office of the Mayor and the County Council have approved a comprehensive planning process for Maui County. The Countywide Policy Plan, Maui Island Plan, and nine Community Plans are designed to guide the direction of future growth for Maui County. The plans include maps and plan elements as required under Maui County Code (MCC) Chapter 2.80B – General Plan and Community Plans.



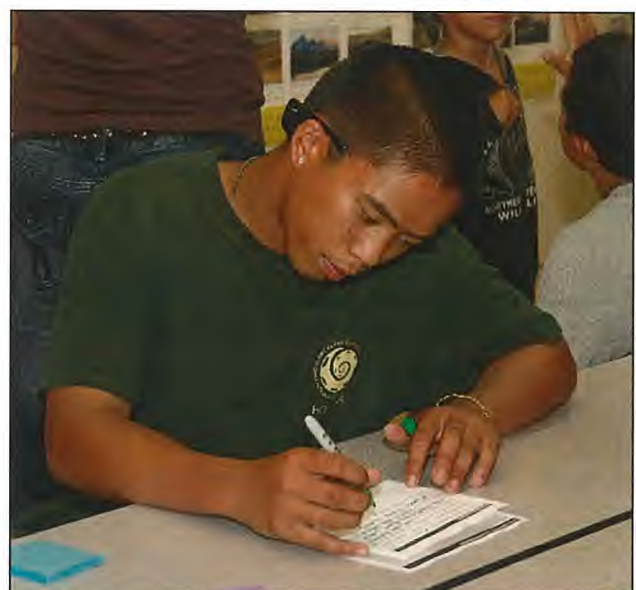
## INTRODUCTION

The purpose of this Community Planning Process Handbook is to provide community members with an overview of the established planning process to develop and update the Community Plans, which are an integral part of the County of Maui General Plan. This Handbook provides background information of the laws and policies that direct the development of the County of Maui General Plan, identifies the purpose of the General Plan and its components, as well as outlines the process required to complete the plan and subsequent updates. The intent of this document is to serve as a tool to members of the community to further their understanding of the planning process and facilitate community engagement within the process.

The General Plan consists of three parts:

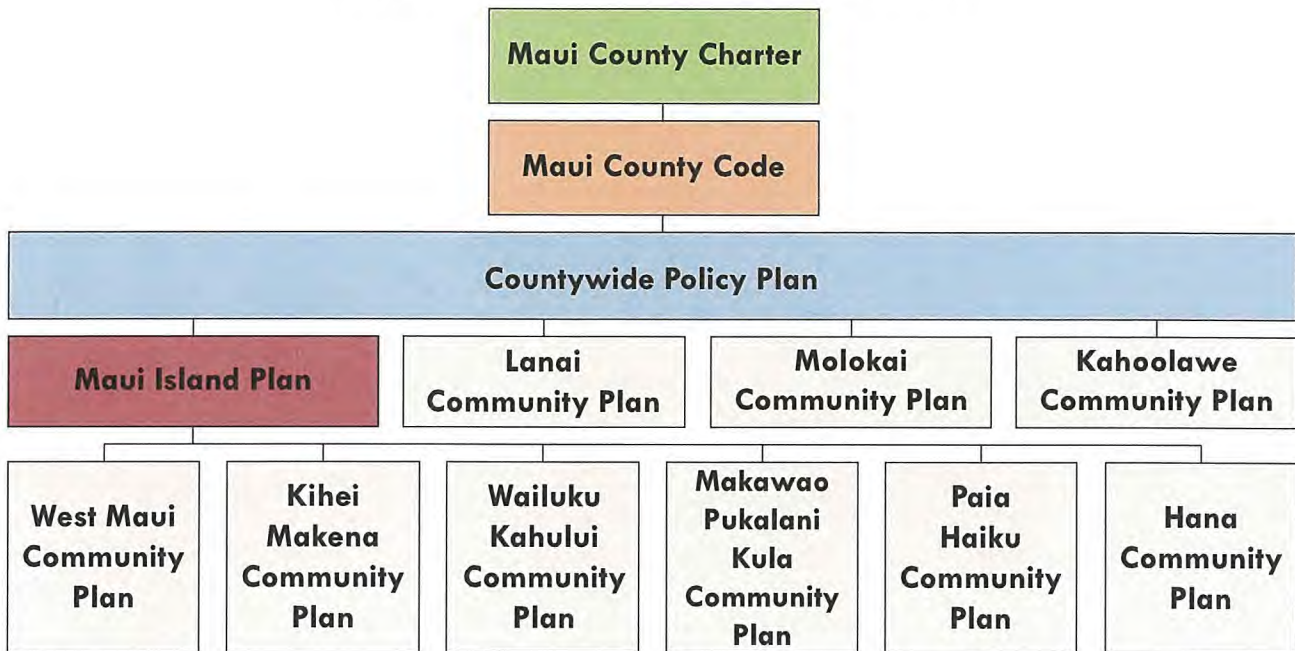
1. Countywide Policy Plan,
2. Maui Island Plan, and
3. Nine Community Plans.

The General Plan, adopted in 1980 and updated in 1990, sets forth the long-term social, economic, environmental, and land use needs of the County. A subsequent General Plan update began with the Countywide Policy Plan adoption in 2010, and the Maui Island Plan adoption in 2012. The General Plan supports the Hawaii State Plan and interrelates with the State Functional Plans. In 2011, the priority guidelines and principles to promote sustainability were adopted from the Hawaii 2050 Sustainability Plan as an amendment (ACT181) to the Hawaii State Plan. In 2012, climate change adaptation priority guidelines (ACT 286) were adopted specifying that county or state plans must address potential climate change impacts to agriculture, conservation lands, coastal and nearshore areas, natural and cultural resources, energy, the economy and many other sectors. Consideration of sustainability and climate change adaptation priority guidelines and principles will be integrated into the Community Plan updates.





## GENERAL PLAN FOUNDATION AND STRUCTURE



The diagram above provides an overview of the hierarchy of the County Charter, Maui County Code, and the General Plan consisting of the Countywide Policy Plan, Maui Island Plan, and nine Community Plans.

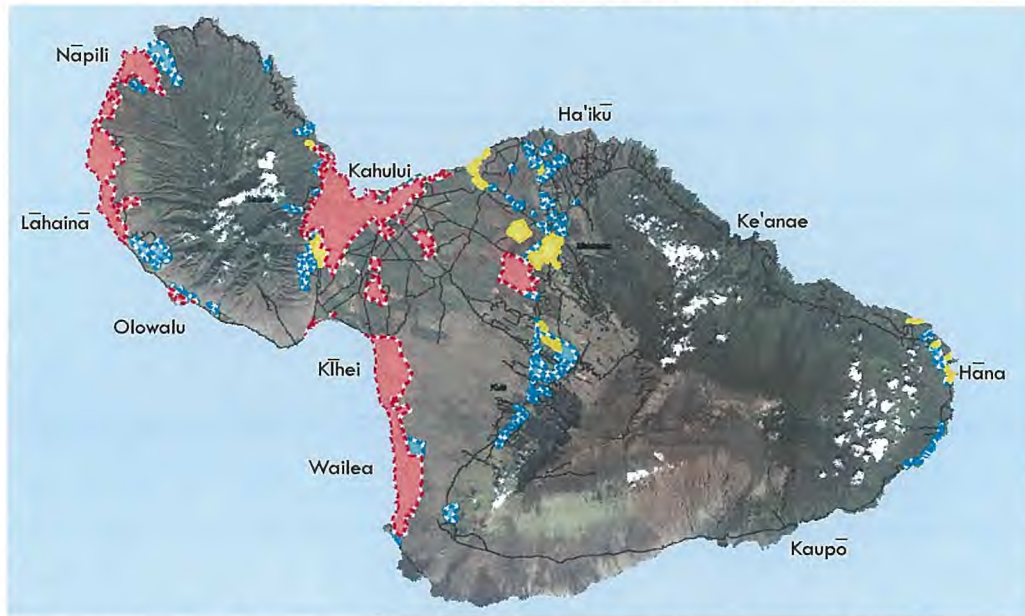
The County Council decides the order each community plan is updated. The following order of the plan updates was adopted by County Council Resolution No. 13-13.

1. Lanai Community Plan
2. Molokai Community Plan
3. West Maui Community Plan
4. Kihei-Makena Community Plan
5. Wailuku-Kahului Community Plan
6. Makawao-Pukalani-Kula Community Plan
7. Paia-Haiku Community Plan
8. Hana Community Plan
9. Kahoolawe Community Plan

Important documents which establish planning policy guidance and laws in Maui County are:

1. The **Charter of the County of Maui** as revised, establishes the structure and organization of the government of the County of Maui. It is a constitutional document, drafted in accordance with the will of the people, which defines the responsibilities of our local government. All Departments are defined in the Charter. The Planning Department is defined in Chapter 8, consisting of a Maui Planning Commission, a Molokai Planning Commission, and a Lanai Planning Commission. This section of the Charter also describes the processes and functions of the Planning Department, including the development of the General Plan and Community Plans.
2. The **Maui County Code** is organized to make the laws of the county as accessible as possible to county officials, county employees and private citizens. The purpose and intent of Chapter 2.80B – General Plan and Community Plans is to establish an improved process to update the General Plan and Community Plans.

## MAUI ISLAND PLAN GROWTH BOUNDARY MAP



The map above illustrates the growth boundaries established in the Maui Island Plan. These growth boundaries tell us we will grow *within* these boundaries in the next twenty years, *but not* outside of them.

### COUNTYWIDE POLICY PLAN

The Countywide Policy Plan is an overarching values statement and policy document that provides the framework for the development of the Maui Island Plan and the nine Community Plans. The Policy Plan portrays the desired direction of the County's future to the year 2030. The plan includes a vision statement, core principles, and countywide policies related to core themes:

- Protect the Natural Environment
- Preserve Local Cultures and Traditions
- Improve Education
- Strengthen Social and Healthcare Services
- Expand Housing Opportunities for Residents
- Strengthen the Local Economy
- Improve Parks and Public Facilities
- Diversify Transportation Options
- Improve Physical Infrastructure
- Promote Sustainable Land Use and Growth Management
- Strive for Good Governance

### MAUI ISLAND PLAN

The Maui Island Plan provides policy direction for future land use, infrastructure improvements, economic development, housing, and protection of natural and cultural resources. Maui Island Plan is the first regional planning effort for Maui Island. It examines regional issues and includes an island-wide Directed Growth Strategy to accommodate population growth to the year 2030. Specifically, the Maui Island Plan:

- Assesses existing conditions, trends, and issues specific to the island of Maui;
- Provides policy direction for the use and development of land, extension and improvement of transportation services and infrastructure, development of community facilities, expansion of the island's economic base, provision of housing, and protection of natural and cultural resources;
- Establishes policies to manage change and to direct decisions about future land use and development; and
- Provides the foundation to set capital improvement priorities, revise zoning ordinances, and develop other implementation tools.





## COMMUNITY PLANS

Community Plans implement the Countywide Policy Plan and the Maui Island Plan's vision, values, and policies. Community Plans contain land use maps showing the desired type and location of future development. These maps guide new zoning ordinances or changes to existing zoning ordinances. The Community Plans on Maui Island provide guidance on the implementation of Maui Island Plan's Directed Growth Strategy, which identifies areas appropriate for future urbanization and revitalization.

The planning period for each Community Plan is twenty years. Each of the County's nine Community Plans shall, to the extent practicable, be updated within ten years (decennially) of the respective plan's adoption. The decision as to the order of updating the nine Community Plans shall be decided by the Council. Below is a brief description of the required content of each community plan. For the exact requirements please refer to 2.80B.070- Community Plans section of the Maui County Code.

Community Plans are required to contain:

- A statement of the major problems and opportunities concerning the needs and development of the community plan area.
- A statement of the social, economic and environmental effects of development.
- The desired sequence, pattern and characteristic of future development.
- A description of community plan area.
- A statement of planning standards and land uses.
- A statement of urban design and/or rural design principles and objectives.
- For community plans on Maui Island, identify urban and rural growth boundaries consistent with the General Plan.
- For Maui Island, a designation of specific land uses within the urban and rural areas.
- A list of areas, sites, and structures recognized as having historical or archeological significance, and a list of scenic sites and resources.
- A description of a projected multi-modal transportation system showing existing and proposed roadways, transit corridors, bikeways, and major thoroughfares.
- Statements of intention related to location or improvement of all public service and transportation facilities.
- Statements identifying problems related to land use and projections related to social, economic, and environmental effects of proposed development.
- A statement of desired population density including visitors and residents.
- Specific land use designations based upon property lines, to the extent practicable.
- Streetscape and landscaping principles and desired streetscape and landscaping improvements.
- An action element identifying specific programs, projects, and regulations that need to be developed over the twenty year planning period to implement the community plan.





## Community Plan Advisory Committee

The County Charter and MCC Chapter 2.80B direct the appointment of the Community Plan Advisory Committees (CPAC) for each community plan area. Committee members are appointed to provide resident input in the planning process. CPAC members provide guidance on local issues that influence the physical, social, and economic development of their community and are charged with reviewing and recommending revisions to update the Community Plan. A total of 13 CPAC members are appointed by the Mayor and the County Council, consisting of residents of the corresponding Community Plan area. Four are appointed by the Mayor and nine are appointed by the County Council. The only exception to this process is the Kahoolawe Community Plan. The Mayor and Council appoint the members of each CPAC in accordance with the sequence established to complete the Community Plan updates.

If you are interested in becoming a Community Plan Advisory Committee member please contact either the Mayor's Office or the Office of Council Services.

## Rules of Operations

It is strongly urged to establish rules of operation. The following rules should be followed by all committees:

1. A majority of the appointed members of the committee will constitute a quorum for the transaction of business. The affirmative vote of a majority of the members present at a committee meeting is necessary to take formal action.
2. Each committee shall have a chairperson and vice- chair person. The Planning Department will provide staff to take summary minutes of the full committee meetings.
3. The Planning Director will appoint a planner to work with each committee. The planner will work with the chair and the committee to set agendas and facilitate meetings and workshops.
4. All committee meetings must be open to the public.



## Roles and Responsibilities

Whether you are a member of the public just interested in the planning process for your community or actively considering becoming a participant in the process, this section's intent is to provide you with insights about how the process is structured to complete the plans for each community. These lists should not be considered all inclusive, but instead they are guides for the general public.

### Planning Staff Role and Responsibilities

The Planning Director shall be responsible for providing staff to support the work of the CPAC, which shall include department staff and, at the discretion of the Planning Director, outside consultant services. Below is a brief summary of planning staff roles and responsibilities.

- Conduct research.
- Develop civic engagement plans.
- Engage the community and conduct public outreach.
- Manage and facilitate the Community Plan update review process.
- Staff CPAC meetings.
- Staff Planning Commission meetings.
- Follow Rules of Operation for CPAC and Planning Commission.
- Provide professional planning expertise.
- Draft the Community Plan updates, including the recommendations of the CPAC and Planning Commission.
- Provide meeting summaries (such as record of votes).
- Coordinate with County departments affected and ensure participation in community plans.
- Transmit community plans to County Council.
- Respond to all citizen requests in the process.

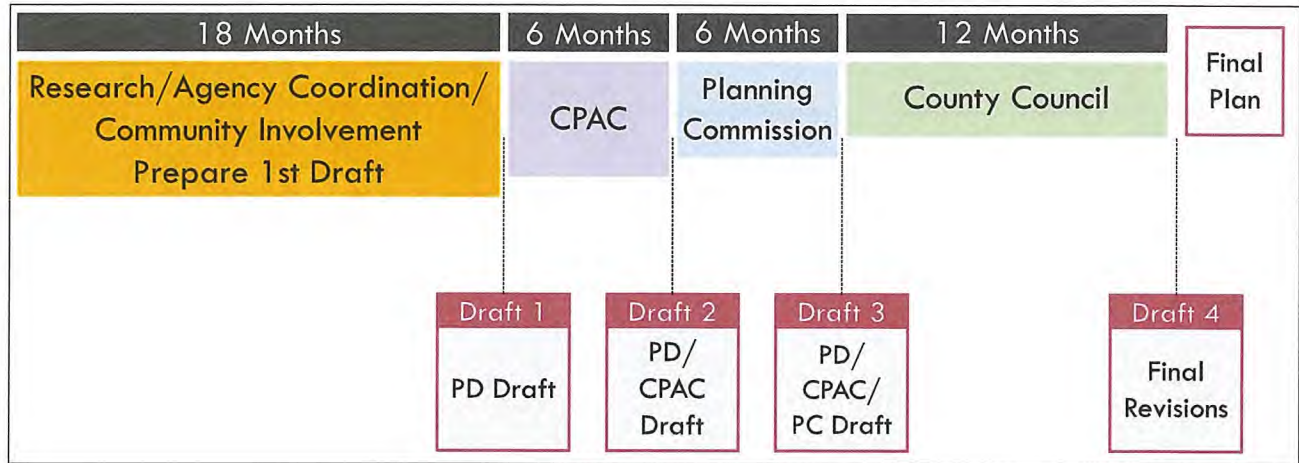
### CPAC Role and Responsibilities

- Review Draft Plan and supporting documents and data.
- Develop recommendations for Draft Plan.
- Elect Chair and Vice Chair of CPAC.
- Attend meetings and workshops prepared to participate (read materials prior to meetings).
- Comply with Rules of Operation.
- Comply with Sunshine Law - Hawaii's open meetings law. It governs the manner in which all state and county boards and committees must conduct their official business. The Office of Information Practices ("OIP") has been the agency in charge of administering the Sunshine Law since 1998.
- Listen to public testimony and serve the voice of the local community.
- Work with County Council as necessary during the planning process.
- Coordinate communication with staff and residents as appropriate.
- Meet with other staff for guidance or clarification during planning process.





## COMMUNITY PLANNING PROCESS TIMELINE



### Community Engagement

Community involvement is a critical part of the plan development process. Community engagement events, planning charrettes, public meetings, workshops, and public hearings are held to receive direct input from residents and individuals, the business community, and community organizations. Opportunities to engage the community through other avenues such as technology will also be explored. Input received from the public shapes and directs the actions that are identified in the Community Plans. Therefore, active participation by the members of the community is strongly encouraged throughout the Community Plan development process.

The plan is further revised in preparation of a second draft (PD/CPAC Draft Plan) for Planning Commission review (approximately 6 months). Public hearings are held during the Planning Commission (PC) plan review period and a third draft (PD/CPAC/PC Draft Plan) is prepared incorporating input from the Planning Commission. The revised draft plan is then transmitted to the Maui County Council for review. Additional public hearings are held during the Maui County Council review period. The final plan is prepared incorporating input and review from the Maui County Council (approximately 12 months) and adopted by County ordinance.

### Community Planning Process & Timeline

The Community Plan process involves preparation of the plan with community involvement, and engagement of the CPAC, Planning Commission, and Maui County Council in review and approval of the plan. As outlined in the figure above, the community plan development process begins with research, agency coordination, and community involvement facilitated by Planning Department staff, leading up to a first draft plan also known as a Planning Department (PD) Draft Plan (approximately 18 months). Following completion of the PD Draft Plan, a series of meetings are held with the CPAC for review of the PD Draft Plan and to receive input and guidance on the document.

### Community Plan Implementation

The Plan Implementation Division was created in late 2014 to have a dedicated focus on the implementation of our General Plan, which includes the Countywide Policy Plan, the Maui Island Plan, our regional Community Plans and other long-range plans.

The Plan Implementation Division coordinates with other County departments, and State and Federal agencies to monitor their progress towards the implementation of the General Plan. The Division develops implementation benchmarks and quality of life indicators to monitor progress towards the attainment of County goals and objectives and produces periodic Implementation Reports and Indicators Reports.





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