

October 6, 2016

MEMO TO: Members of the Planning Committee

F R O M: Elle Cochran, Chair
Temporary Investigative Group



SUBJECT: **INCREASING INVENTORY OF AVAILABLE HOUSING** (PC-37(2))

The Temporary Investigative Group of the Planning Committee ("TIG"), having met on August 1, 2016, August 8, 2016, August 10, 2016, August 12, 2016, and September 22, 2016, makes its report as follows:

I. Purpose and Scope

The TIG was formed by the members of the Planning Committee on July 19, 2016 having the purpose, scope, and membership as set forth in the proposal from Councilmember Don Couch dated July 13, 2016. Councilmember Elle Cochran was named as the TIG Chair with Councilmembers Gladys Baisa and Don Couch serving as Members. The purpose of the TIG is to make findings and recommendations relating to increasing the County's housing inventory. The scope of the investigation was to select no more than five items from the list provided in the instructions to the TIG dated August 2, 2016, as amended and adopted by the Planning Committee at its meeting of August 4, 2016 ("TIG Instructions," attached as Exhibit "A"). The TIG Instructions include a list of twenty items, in no particular order, which if implemented would likely increase the inventory of housing.

The TIG was authorized to have discussions with County personnel related to the County's role in providing or encouraging the development of housing inventory. The TIG was also authorized to conduct interviews and discussions with representatives from various groups (planners, architects, builders, trade unions, affordable housing advocates, community associations, landowners, and the real estate, business, and finance communities) for the purpose of identifying housing solutions, barriers to increasing housing, and steps the County could take to facilitate the development of housing.

The TIG was also instructed to: (1) prioritize and rank in order of importance at least the top three strategies and opportunities for increasing the availability of housing; (2) identify which of the top three strategies and opportunities require legislation by the Council; and (3) identify which of the top three strategies and opportunities require action by County departments.

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II. Deadlines

A report of the TIG's findings and recommendations is due by October 6, 2016. Following presentation of the report, a full discussion of its findings and recommendations may occur at a subsequently noticed meeting of the Planning Committee, in accordance with Section 92-2.5, Hawaii Revised Statutes. Discussion is tentatively scheduled for the Planning Committee meeting of October 12, 2016. The TIG will dissolve on November 30, 2016.

III. Membership

Chair: Councilmember Elle Cochran
Members: Councilmember Gladys Baisa
Councilmember Don Couch

IV. Meetings

The members of the TIG held an organizational meeting on August 1, 2016. The TIG decided to meet with County personnel and various stakeholders from the community to discuss the proposals identified in the TIG instructions. Three meetings were scheduled: (1) August 8, 2016 for representatives from the Departments of Planning, Public Works, Water Supply, and Environmental Management; (2) August 8, 2016 for representatives from the Departments of Planning, Housing and Human Concerns, Parks and Recreation, and Finance; and (3) August 10, 2016 with a cross-section of housing advocates from nonprofit groups, private developers and builders, a realtor's association, loan officers, landowners, and an architect. Attendees for the August 10, 2016 meeting were selected by the members of the TIG, who each submitted five names for consideration.

Prior to the above meetings, an online survey was prepared that included the list of items in the TIG's instructions and asked participants to rank the items based upon their expertise. (A copy of the survey results is attached as Exhibit "B".) The rankings by survey participants were used to aid the discussion at the meetings.

Meetings were conducted using a facilitated participation approach. The leader of the meetings chose the top seven to twelve items as ranked by the survey for discussion and the participants were asked to comment on each item. Then, the meeting participants discussed the items and worked together to identify ways that ideas could be implemented, resources that would be needed,

barriers to implementation, and solutions to problems that the participants had identified. At the end of each meeting, participants were given stickers to place next to the ranked items and comments that they felt were the most important. The tallied results formed the basis for the TIG's proposals.

Items 1) a. through j. of the TIG instructions fall squarely within the jurisdiction of the Planning Committee. Items 1) k. through t. are better suited for further consideration by other Council standing committees such as the Housing, Human Services, and Transportation Committee; the Budget and Finance Committee; and the Policy and Intergovernmental Affairs Committee. This report therefore makes recommendations to the Planning Committee for further investigation or action with respect to items relating to zoning, planning, and related subjects. For other items, this report includes recommendations for referral to the appropriate standing committee for discussion.

TIG staff met with local contractors and builders on August 18, 2016 to discuss actual costs of building affordable homes and creative ways to streamline the process to keep costs low.

V. Findings and Recommendations

The following five items from the TIG instructions are ranked as most important, in order of highest to lowest priority, for immediate consideration by the Planning Committee:

Item #1: Permitting accessory or affordable accessory dwellings on smaller lots.

Summary: Legislation is needed to amend the Comprehensive Zoning Ordinance to allow accessory or affordable accessory dwellings on smaller lots.

Recommended Action:

1. Schedule Item PC-28, introduced by Planning Committee Vice-Chair Robert Carroll. PC-28 legislation would permit affordable accessory dwellings on smaller lots in the residential district. The proposed bill has been reviewed by the planning commissions and the Department of Planning has submitted its comments. The Planning Committee may wish to consider if the use should be expanded to other zoning districts. TIG members support the provision prohibiting the use of these accessory dwellings on smaller lots as short-term rentals.

Pros:

- Passing this legislation will immediately result in the potential for building additional homes without the need for other land use entitlements or applications with the exception of ministerial permits for building, plumbing, and electrical work.

Cons:

- The bill has the potential to increase the density of development in already crowded or compact residential areas.

Time to implement: Two to three months.

Barriers to implementing: None.

Responsible department or organization: County Council.

Item #2: Comprehensive rezoning by the Council.

Summary: For those areas identified in the Maui Island Plan as within the urban growth boundary, identify which parcels are appropriate for comprehensive rezoning by the Council.

Recommended Actions:

1. Request that the Department of Planning develop zoning maps designating areas identified in the Maui Island Plan as within the urban growth boundary that are appropriate for comprehensive rezoning by council.
2. Council to prepare rezoning ordinance.

Pros:

- Comprehensive rezoning by the Council would give immediate legal weight to the choices and policies made in the Maui Island Plan, and the community plans, regarding land development.
- The costs, risk, and time investment associated with change in zoning applications for individual parcels increases costs for the landowner which are passed on to purchasers, and limits the supply of housing.

Cons:

- Council would forego the opportunity to attach conditions of zoning (as is done with individual applications).
- Plans are meant to be implemented over twenty to thirty years. If all land is fully entitled upfront, it may be difficult to revise plans based upon changed conditions over time.

Time to implement: Twelve to eighteen months.

Barriers to implementing: None.

Responsible department or organization: The Department of Planning would be responsible for identifying parcels to rezone based upon the Maui Island Plan and developing proposed zoning maps. Comprehensive rezoning would require an ordinance be passed by the Council. Review by the planning commissions may also be required.

Note: A related proposal, which is considered longer term and was ranked highly by the TIG, is to amend Chapter 2.80B, Maui County Code, to require preparation of new zoning maps after adoption of each community plan. It is the TIG members' understanding that the Department of Planning is in the process of preparing a proposal to revise and update Chapter 2.80B. To be clear, the TIG members support amending Chapter 2.80B to require preparation of new zoning maps simultaneously with adoption of community plans, reflecting and giving priority to the community plans' land use designations.

Item #3: Expediting the building plan review process by developing a catalog of pre-approved plans.

Summary: Allow building designs that have already been approved and given a design registration number to be kept in a catalog of pre-approved plans for use by the public. Interested parties can use a pre-approved design on their approved lot, saving the time and money that comes with the design and approval process. Architects may provide their designs free of charge or on a fee-per-use basis.

Recommended Action:

1. Investigate whether this would require that the Council pass an ordinance enabling this policy, or a resolution in support.

Pros:

- Less time and money spent on the design and permitting process equals lower building costs, which savings can be passed on to the home buyer. Reducing costs and time associated with the building permit process were identified by builders and housing advocates as key to making housing more affordable to local residents.
- Architects, and not County personnel, would be responsible for creating and submitting plans for the catalog.
- Many of these designs will have been built before, and contractors may be able to cut building and materials costs on some of the most-often used designs.
- Fee-per-use concept will promote creative design solutions for small spaces, and allow the architect/designer to promote his or her designs.
- Provides the cost benefits of a pre-fab home concept, without undermining the local economy. Turns pre-fab into “locally produced, pre-designed” homes.
- Will save three to six months in the design and permitting process, and will make costs of building more predictable and stable.

Cons:

- May initially result in increased permitting staff time to develop the catalog.

Time to implement: Six to nine months.

Barriers to implementation: None.

Responsible party or organizations: The Department of Public Works and the Council.

Note: Related to this item is the establishment of a “One Time Review” building permit process for single-family residential permits. The TIG recommends that the Planning Committee investigate this option which was established on Oahu by the Department of Planning and Permitting on January 4, 2016. Other ideas for shortening the building permits review and approval process are: (1) creating a “one stop shop” (see, referral item below); (2) allowing for electronic submission and approval of plans; (3) allowing outside, private consultants to review and approve plans on behalf of property owners on a fee basis; and (4) developing an appointment system for review of permit applications rather than relying solely upon walk-ins.

Resources attached:

1. Kent, Washington Permit Center Summary of "Basic" Building Plans.
2. Sacramento County Infill Home Plan Program.
3. "Santa Cruz Implements "Granny Flat" Program," Institute for Local Government.
4. "What's Not to Like? - Pre-Approved Plans Offer Faster Permitting, Cheaper Housing, Quality Design," Municipal Research and Services Center, July 2014.

Item #4: Explore zoning and permitting issues relating to the establishment of "tiny house" communities and tiny houses on existing lots.

Summary: Tiny homes are being used successfully in many communities on the mainland to provide for needed housing. Some tiny homes are smaller homes (less than 400 square feet) that are built from conventional materials in the conventional manner. These homes are permitted under the county building code, but are treated as any other home for zoning purposes. Other tiny homes are house-like construction built on a trailer chassis. It is unclear how tiny homes with wheels are treated for purposes of the building and zoning codes.

Recommended Actions:

1. Investigate the use of tiny homes in the County including how to define the term "tiny home," whether tiny homes could be clustered and where, what services (roadways, water, sanitation, etc.) would be required, and in what zoning districts tiny homes would be allowed.
2. Consider model ordinances from other jurisdictions where tiny homes programs have been successful.

Pros:

- Tiny homes could be used to meet the critical need for housing and are inexpensive to build.
- There is a growing local and national trend of people who are choosing small, simple homes. There is a local Maui builder of tiny homes.

Cons:

- If not properly regulated, they could proliferate in residential neighborhoods causing increased traffic, noise, and burdens on existing infrastructure.
- The long-term impact of tiny homes on the community is unknown. Creating separate, tiny home communities could lead to future urban blight.

Note: Related to this item is how changes made will allow for the use of mobile homes.

Time to implement: Nine to twelve months.

Barriers to implementation: None.

Responsible party or organizations: The Department of Planning, the Department of Public Works, and the Council.

Resources attached:

1. City of Fresno Development Code 15-2754, Amended January 2016, to allow a tiny house on wheels (THOW) to be used as a second dwelling unit, backyard cottage, and accessory living quarters on single-family residential lots.

Item #5: Identify underdeveloped properties with multifamily and industrial designations that could be targeted for redevelopment as multifamily housing.

Recommended Actions:

1. Ask Department of Planning to identify the properties that are underdeveloped and to query owners about their reasons for not building.
2. The Planning Committee would then use the information gathered by the Department of Planning to find solutions and incentives for the landowners who are willing to build multifamily housing projects on their property.

Pro:

- Housing would be developed relatively quickly since zoning and land use entitlements are already in place.

Time to implement: Six to nine months.

Barriers to implementation: None.

Responsible party or organizations: The Department of Planning and Council.

VI. Recommended Referrals

The following items are considered very important by the TIG members based upon their investigation, but are more suitable for consideration by other Council committees. TIG members ask that the Planning Committee consider referring the following items to the appropriate standing committee.

(1) **Prioritize County development of off-site infrastructure, especially water improvements, sewer, and traffic, to support housing and make it more affordable (reduce pass-through costs).**

Summary: Requirements for the developer to bear the full cost of off-site infrastructure has been identified as a major contributor to the high cost of homes. A solid commitment from the county to developing infrastructure that will support more housing is crucial to allowing for creative solutions to Maui's housing crisis.

Recommended Actions:

1. Request that the various departments provide lists of infrastructure needs that would support affordable housing, prioritized based on greatest impact.
2. Fund those requests during budget session.

(2) **Third party (not County employee) chief to coordinate construction of affordable housing.**

Summary: The proposal to have a person designated to coordinate affordable housing in the County was raised by many stakeholders. Effective coordination between the public and private sector, familiarity with programs and resources, and accountability were identified as key attributes of the housing chief.

Recommended Actions:

1. Research other jurisdictions that employ a private housing chief, coordinator, or czar.
2. Look at the scope of duties, how the position is funded, the costs, and the accomplishments of the program.
3. Develop legislation to implement the proposal in Maui County.

(3) “One stop shop” at the new County Service Center for processing permits.

Summary: Have employees with decision-making authority present from all departments that need to approve permits – planning/ZAED, building permits review, water, plumbing, electrical, etc.

Recommended Actions:

1. Ensure the design, review, and approvals for the new County Service Center include space for a “one stop shop.”
2. Include funding for a one stop shop in the budget for the Service Center.
3. Explore models used by other municipalities such as the City of San Jose, California.

Resources attached:

1. City of San Jose Planning Division Overview, City of San Jose website.

(4) Revise County housing policies, both Maui County Code Chapters 2.86 and 2.96, to encourage the development of affordable housing and reduce barriers and costs.

Recommended Actions:

1. Look at Kauai’s ordinance (No. 860). The Kauai County Council is considering land banking.
2. Research and identify how the County’s housing policy may be amended to improve success in getting affordable housing built.

Resources attached:

1. County of Kaua’i Resolution Reaffirming Council Policy to Acquire Land for the Development of Affordable Housing
2. Kauai’s Affordable Housing, Kaua’i County Housing Agency, January 2015

(5) **Consider sale of County-owned properties at Maui Lani Fairways and Sand Hill Estates Subdivision.** Use money from the sale of these projects to develop affordable housing. Alternatively, investigate the possibility of developing these lots for affordable housing.

Recommended Actions:

1. Investigate carrying costs of these properties, including interest paid and lost (opportunity costs), maintenance, homeowner association dues, and utilities.
2. Investigate the process for disposal of real property. Research whether the Council has the authority to initiate the sale of these properties, or if legislation is required to allow the Council to do so.

(6) **Propose an amendment to Maui County Code Section 3.35.010(B) to require a larger percentage (4 percent) of real property taxes be set aside in the affordable housing fund.** The Charter sets forth a minimum amount of 2 percent of net real property taxes be paid into the affordable housing fund, but sets no maximum amount for the fund. A recurrent theme during the TIG's investigation is that there is not enough money available to adequately address the need for affordable housing in the County. Setting aside a greater share of real property taxes would accomplish the goal of making more funds available. The Council may wish to consider including a sunset clause in legislation that gives effect to this increase.

(7) **Investigate building affordable homes or rentals on County-owned properties in West and South Maui.**

Summary: TIG members have identified two County-owned properties that are suitable to build affordable homes or rentals:

Property #1: A 4.02-acre lot in Honokowai is managed by the County under a 2004 Executive Order from the State of Hawaii "for affordable housing and emergency evacuation route" (tax map key (2) 4-4-001:106).

Note: The Executive Order states that "in the event of non-use or abandonment of the premises or any portion thereof for a continuous period of one year, or for any reason whatsoever, the County of Maui shall, within a reasonable time, restore the premises to a condition satisfactory and acceptable to the Department of Land

and Natural Resources, State of Hawaii.” Swift action to use this parcel for the building of affordable homes or rentals is recommended by the TIG members.

Property #2: Three parcels on Kilohana Drive in Kihei are owned by the County. The total land area is 5.75 acres, minus the area now occupied by the fire station. The land was originally planned for use as a police station; however, this plan has been abandoned with the construction of the new Kihei Police Station. The land therefore is available for use as an affordable housing site (tax map keys (2) 2-1-008:113, (2) 2-1-008:046, and (2) 3-9-038:026).

Resources attached:

1. Tax map key information for three Kilohana parcels in Kihei.
2. Tax map key information for Honokowai parcel.
3. Resolution Accepting Dedication of Real Property Situate at Honokowai, Lahaina, Maui, Hawaii, from the State of Hawaii Pursuant to Section 3.44.015, Maui County Code.

(8) Amend Chapter 19.30A of the Maui County Code to decrease the minimum lot size for farm labor dwellings on agricultural land.

Summary: Maui County Code Chapter 19.30A currently allows for: two farm dwellings per lot, one of which shall not exceed one thousand square feet of developable area; and one farm labor dwelling per five acres of lot area if certain conditions are satisfied. Per feedback received, the agricultural community recommends amending the agricultural zoning code to allow for one farm labor dwelling per two acres of land, so long as the farm labor dwelling is limited in developable area to 650-800 square feet.

Recommended Action:

1. Discuss item in committee. Encourage farmers and residents on agricultural property to discuss benefits and impacts.

Pro:

- Farmers throughout Maui are in need of more options to house their workers on property, in order to make farming financially sustainable. Allowing a very small increase in farm labor dwellings on agricultural land has the benefit of not only supporting the needs of local farmers, but also providing long-term housing for the residents who work on the farm.

Con:

- There is a need to address the administrative challenge of ensuring that dwellings are used to support agriculture, and not for luxury or short-term rental use.

(9) **Allow for an independent third-party building plan review process.**

Summary: The County of Marin, the City of San Jose, and the City and County of Honolulu have instituted a third-party building plans review process to help streamline the permitting process. Costs related to time spent in “permit purgatory” have been identified as a major contributor to the high cost of housing in the State. In Honolulu, engineers licensed by the State and registered by the County Department of Planning and Permitting may review plans for conformance to code, for a fee. Third-party reviewers must pass national, International Building Code, and/or department-administered Land Use Ordinance exams with a score of 70 percent or higher. City personnel receive the certified plans and have the option to review them again, or to issue a permit. City personnel maintain rights of final review and quality control.

Recommended Action:

1. Discussion item in Committee about how to support this process.

Notes:

- Honolulu has allowed for third-party review of commercial plans for 10 years with much success. This year Honolulu expanded authority to allow for third-party review of single-family-dwelling plans. Because that process includes the building and zoning codes, the Department of Planning and Permitting created a zoning exam as an additional requirement for third parties who wish to review single-family-dwelling plans.

- Third-party plan review has come up for discussion in the past, and there were concerns about privatization of the County process. These concerns are addressed by the fact that final right of review remains with County personnel.

Pros:

- In Honolulu, thirty percent of commercial projects go through third-party review, freeing up City personnel to process other permits faster.
- The third-party review process connects the industry to the administration, involving them in the process and creating a mechanism for feedback about how the code can be made better or more efficient.

Resources attached:

1. Honolulu Department of Planning and Permitting, Rules Relating to Administration of Codes, Chapter 7, Third Party Review.
2. Honolulu Department of Planning and Permitting, Third Party Review Certification Form.
3. Honolulu Department of Planning and Permitting, Application for Third Party Reviewer.
4. Honolulu Department of Planning and Permitting, Certified List of Individual Third Party Reviewers.
5. "Broken: Stuck in Permit Purgatory," *Hawaii Business*, September 2015.
6. Email correspondence from Bill Kelley, Deputy Director of Building and Safety, County of Marin.
7. County of Marin, Building and Safety Division, Third Party Services Application.

TIG-PC:TIGreport:gjg

Attachments

RECEIVED

August 2, 2016

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MEMO TO: Don Couch, Chair
Planning Committee

F R O M: Elle Cochran
Councilmember

EC

SUBJECT: **TRANSMITTAL OF LEGISLATIVE PROPOSAL RELATING TO
INCREASING INVENTORY OF AVAILABLE HOUSING** (PC-37(2))

The attached revised legislative proposal pertains to Item 37(2) on the Committee's agenda.

paf:gig:16-132c

Attachment

EXHIBIT "A"

Temporary Investigative Group of the Planning Committee

Note: Proposed additions to the text approved by the Committee on July 19, 2016 are underscored; deletions bracketed.

Purpose of investigation:

To make findings and recommendations on policies relating to increasing the County's housing inventory.

Scope of investigation:

The scope of investigation shall include the following:

1) As its first order of business, the temporary investigative group will select no more than five items from the following list to investigate:

a. Review ways to modify allowable densities in existing residential neighborhoods to increase the availability of housing, such as up-zoning properties; allowing additional cooking facilities or kitchens in dwelling units; permitting accessory or affordable accessory dwellings on smaller lots; revising height limits and setbacks; permitting basements in two-story structures; and other revisions to the Comprehensive Zoning [Code] Ordinance;

b. Identify existing single-family residential areas that would be appropriate to re-designate for duplex or multifamily use and explore the establishment of triplex and quadplex building types in the Comprehensive Zoning [Code] Ordinance;

c. Evaluate greater use of mixed-use zoning with increased densities, mixed residential and business/commercial use, and live-work development;

d. Consider increasing density in urban areas along public transit corridors with higher density near transit stops and decreasing density as development moves further away from the transit corridor;

e. Identify underdeveloped properties with multifamily and industrial designations that could be targeted for redevelopment as multifamily housing;

f. Consider comprehensive, County-initiated district boundary amendments, zoning changes, and community plan amendments to reduce the cost of development for landowners;

g. Identify lands with single-family and multifamily community plan designations, and change the zoning and State designations to complete their entitlements;

h. Consider enacting a streamlined subdivision process for the purpose of combining smaller residential lots for the development of multifamily uses;

i. Review parking requirements to allow for additional, street-level or below-grade parking in duplex and multifamily districts;

j. Consider the establishment of a fund for subdivision improvements, whereby developers could deposit a fee in lieu of constructing curb, gutter, and sidewalk improvements that would be expended by the County at the time streets are improved;

k. Review entitled projects that have affordable components and have stalled, determine why they are not proceeding, and evaluate if there is any County action that could be taken to move them forward;

l. Identify State- and County-owned properties that would be appropriate to re-designate for affordable development;

m. Evaluate ways in which developers could be required to build affordable housing units, including reducing, phasing out, or eliminating the payment of cash in lieu of creating affordable units and the use of credits to satisfy affordable housing requirements;

n. Explore providing a tax incentive for developers to create affordable rentals, including reducing or eliminating taxes on the improved value as long as the units meet affordability criteria;

o. Provide no-interest or low-interest loans to developers of affordable projects for their infrastructure or site construction, with an intent of allowing a developer's anticipated rate of return on the affordable project to be lower than banks typically require for financing;

p. Consider reducing or waiving park assessment fees for affordable projects;

q. Consider amending the Residential Workforce Housing [Ordinance] Policy (Chapter 2.96, Maui County Code) so developers receive 100 percent credit for affordable units they build; [and]

r. Explore hiring a County "housing czar" whose sole responsibility would be to promote affordable housing development[.];

s. Find ways to ensure that affordable rental and ownership properties remain affordable in perpetuity; and

t. Work to set lower price caps on residential affordable sales and rentals, independent of HUD guidelines, to reflect what residents can realistically afford.

2) During its investigation, the temporary investigative group may:

a. Conduct interviews and discussions with County personnel related to the County's role in providing or encouraging the development of housing inventory, including the following departments: Housing and Human Concerns, Planning, Public Works, Environmental Management, Water Supply, and Finance; and

b. Conduct interviews and discussions for the purpose of identifying housing solutions, barriers to increasing housing, and what steps the County can take to facilitate development of housing. Consult with representatives from the following groups: planners, architects, builders, trade unions, affordable housing advocates, environmental groups, community associations, landowners, and the development, real estate, business, and financial communities.

3) At the conclusion of its investigation, the temporary investigative group shall:

a. Prioritize and rank in order of importance at least the top three strategies and opportunities for increasing availability of housing;

b. Identify which of the top three strategies and opportunities require legislative proposals and action by the Council; and

c. Identify which of the top three strategies and opportunities require action by County departments.

Membership:

Elle Cochran, TIG Chair

Don Couch, TIG member

Gladys Baisa, TIG member

Authority:

Call, convene, and facilitate TIG discussions; request staff assistance from the Council Chair and the Administration; report findings and recommendations, if any, to the Planning Committee; establish and enforce parliamentary procedure. Voting member

Voting member.

Voting member.

General rules:

- 1) Discussion of matters relating to the purpose and scope of the investigation is restricted to only those Council members appointed as TIG members by the Planning Committee;
- 2) The physical presence of two TIG members for a discussion called and convened by the TIG Chair, or, in her absence, a meeting called by one of the other two voting members, shall constitute a quorum;
- 3) Discussion of matters relating to the purpose and scope of the investigation is only permitted during a discussion called and convened by the TIG Chair, or, in the absence of the TIG Chair, one of the other two voting members;
- 4) Two affirmative votes shall be required to establish a recommendation of the TIG. Items that do not receive two affirmative votes shall be disclosed as findings;
- 5) To the extent feasible, the TIG shall meet at least six times on substantive matters from August 8, 2016 through September 28, 2016;
- 6) To the extent feasible, TIG meetings shall be conducted twice a month, for three months, during weeks in which the Council does not meet;
- 7) The TIG Chair shall submit a report of the group's findings and recommendations, if any, to the Planning Committee no later than [August 18, 2016] October 6, 2016; [and]
- 8) Presentation of the TIG's findings and recommendations shall be made to the Planning Committee at its meeting of October 6, 2016, or as soon as practicable thereafter;
- 9) Full discussion of the report will occur at the Planning Committee's meeting on [September 1, 2016] October 20, 2016, or as soon as practicable thereafter; and
- 10) The TIG shall dissolve automatically on November 30, 2016.

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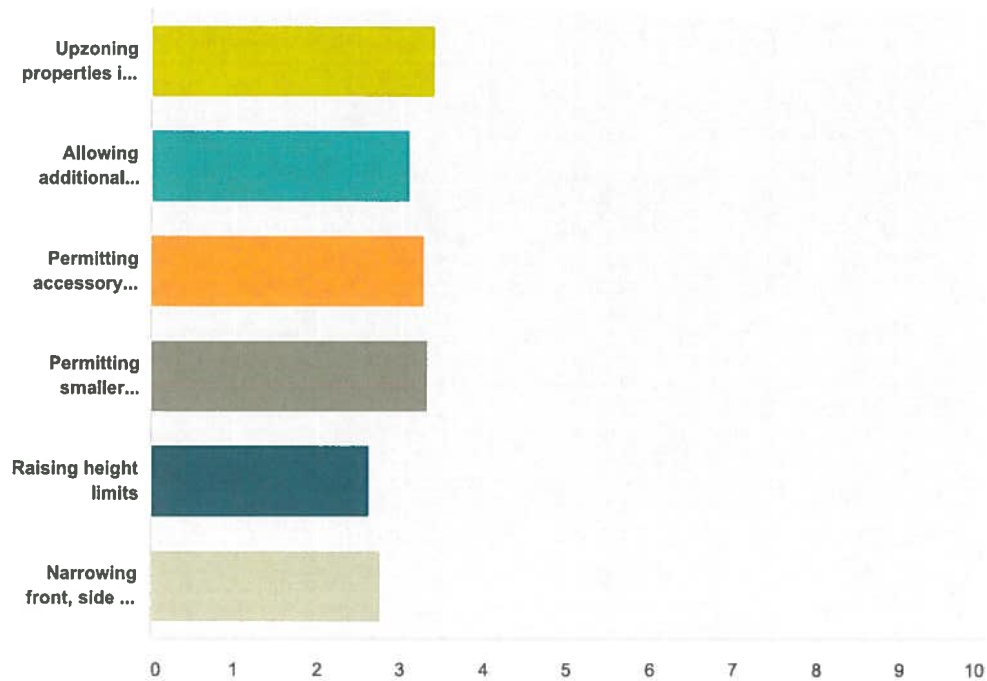
INCREASING INVENTORY OF AVAILABLE HOUSING SURVEY

August 11, 2016

EXHIBIT "B"

Q1 How important are each of the following items to increasing the availability of housing?

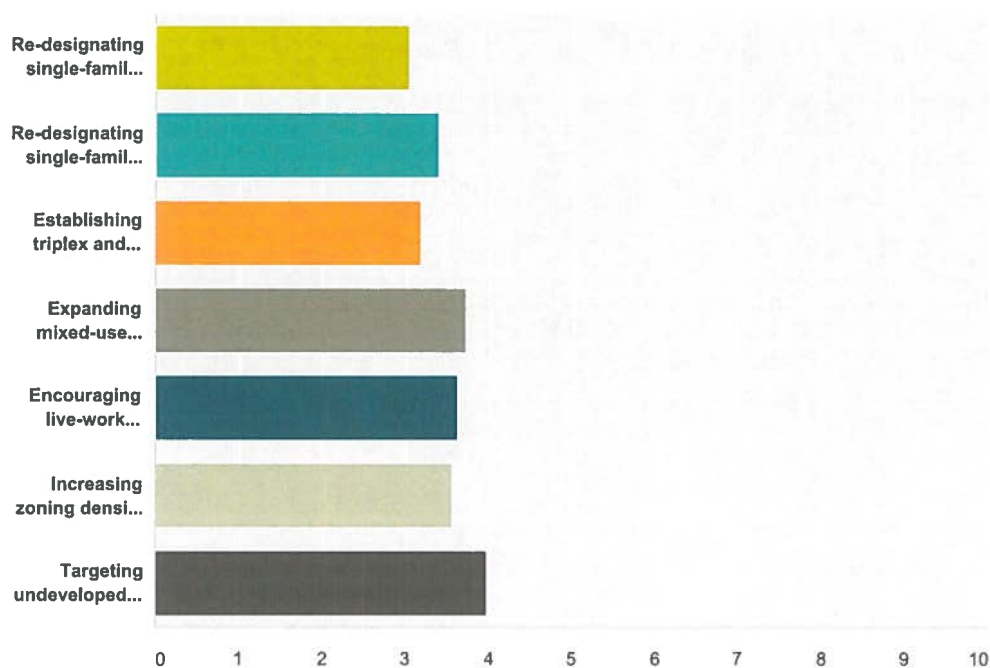
Answered: 29 Skipped: 1



	Not important at all	Somewhat important	Important	Very important	Most important	Total	Weighted Average
Upzoning properties in urban areas	3.45% 1	13.79% 4	34.48% 10	34.48% 10	13.79% 4	29	3.41
Allowing additional kitchens or cooking facilities in existing dwelling units	0.00% 0	27.59% 8	41.38% 12	24.14% 7	6.90% 2	29	3.10
Permitting accessory dwellings on smaller lots	0.00% 0	27.59% 8	31.03% 9	27.59% 8	13.79% 4	29	3.28
Permitting smaller dwellings (under 400 square feet)	0.00% 0	24.14% 7	34.48% 10	27.59% 8	13.79% 4	29	3.31
Raising height limits	25.00% 7	21.43% 6	28.57% 8	17.86% 5	7.14% 2	28	2.61
Narrowing front, side or rear setbacks	10.71% 3	35.71% 10	28.57% 8	17.86% 5	7.14% 2	28	2.75

Q2 Increasing zoning density has the potential to increase the availability of housing. Rank the following actions based on likelihood to result in additional housing being built.

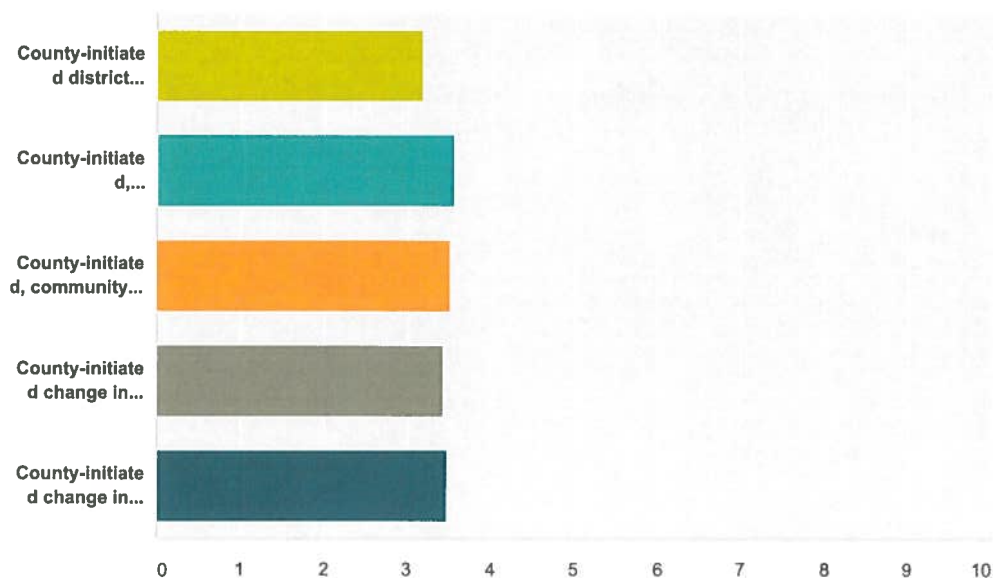
Answered: 29 Skipped: 1



	Not important at all	Somewhat important	Important	Very important	Most important	Total	Weighted Average
Re-designating single-family residential areas to duplex use.	3.45% 1	20.69% 6	48.28% 14	24.14% 7	3.45% 1	29	3.03
Re-designating single-family districts to multifamily use.	0.00% 0	17.24% 5	41.38% 12	27.59% 8	13.79% 4	29	3.38
Establishing triplex and quadplex building types in the zoning ordinance.	0.00% 0	27.59% 8	34.48% 10	31.03% 9	6.90% 2	29	3.17
Expanding mixed-use zoning with increased densities, mixed residential and business/commercial uses.	0.00% 0	14.29% 4	21.43% 6	42.86% 12	21.43% 6	28	3.71
Encouraging live-work development through incentives, planning and zoning.	3.57% 1	7.14% 2	35.71% 10	32.14% 9	21.43% 6	28	3.61
Increasing zoning density in urban areas along transit corridors.	0.00% 0	17.86% 5	28.57% 8	35.71% 10	17.86% 5	28	3.54
Targeting undeveloped properties with multifamily and industrial designations for redevelopment as multifamily housing.	0.00% 0	3.57% 1	25.00% 7	42.86% 12	28.57% 8	28	3.96

Q3 Obtaining land use entitlements increases the cost and limits the supply of housing. Which of the following activities would likely increase the availability of housing?

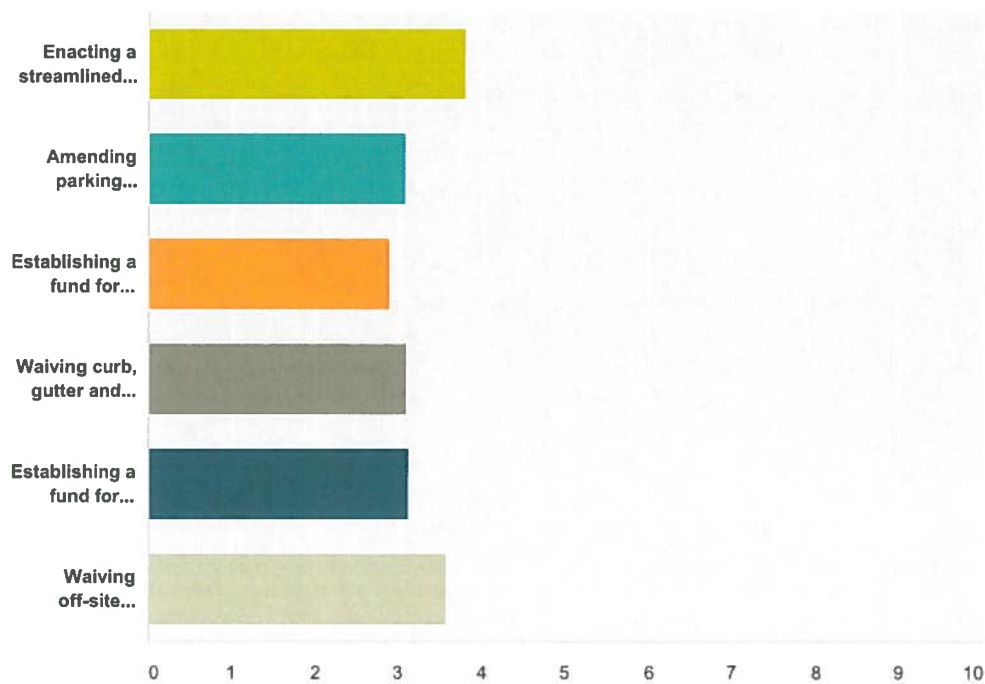
Answered: 28 Skipped: 2



	Not likely at all	Somewhat likely	Likely	Very likely	Certain	Total	Weighted Average
County-initiated district boundary amendments.	10.71% 3	17.86% 5	32.14% 9	21.43% 6	17.86% 5	28	3.18
County-initiated, comprehensive zoning changes.	7.14% 2	10.71% 3	25.00% 7	35.71% 10	21.43% 6	28	3.54
County-initiated, community plan designation changes.	7.14% 2	7.14% 2	32.14% 9	35.71% 10	17.86% 5	28	3.50
County-initiated change in zoning and State land use redesignation for parcels identified as single-family in community plans.	7.14% 2	14.29% 4	25.00% 7	35.71% 10	17.86% 5	28	3.43
County-initiated change in zoning and State land use redesignation for parcels identified as multifamily in community plans.	7.14% 2	14.29% 4	25.00% 7	32.14% 9	21.43% 6	28	3.46

Q4 The subdivision and building permit processes add to the cost of housing and may negatively affect housing affordability. Rank the following items in importance to making housing more affordable.

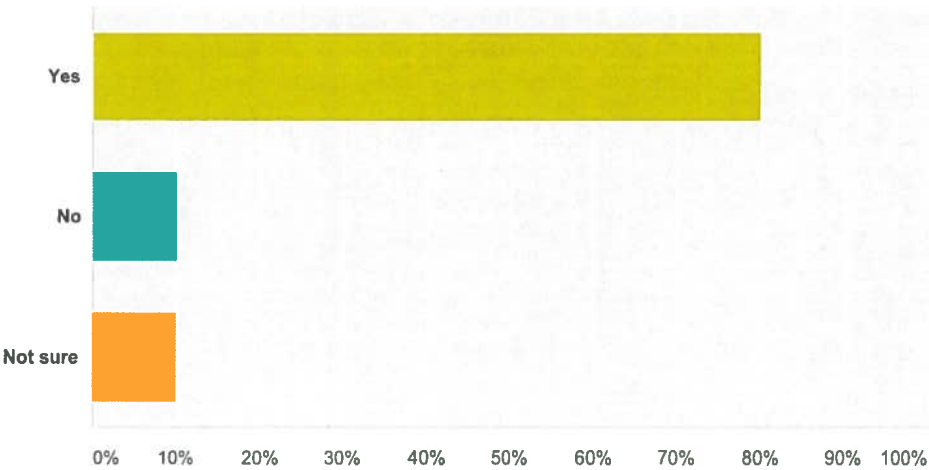
Answered: 29 Skipped: 1



	Not important at all	Somewhat important	Important	Very important	Most important	Total	Weighted Average
Enacting a streamlined subdivision process for the purpose of combining smaller residential lots for the development of multifamily uses.	3.57% 1	10.71% 3	14.29% 4	46.43% 13	25.00% 7	28	3.79
Amending parking requirements to allow additional street-level or below-grade parking in duplex and multifamily districts.	7.41% 2	25.93% 7	29.63% 8	25.93% 7	11.11% 3	27	3.07
Establishing a fund for subdivision improvements whereby developers could deposit a fee in lieu of constructing curb, gutter and sidewalk improvements that would be expended by the County at the time streets were improved.	14.81% 4	22.22% 6	33.33% 9	18.52% 5	11.11% 3	27	2.89
Waiving curb, gutter and sidewalk improvements for subdivisions that provide 100% affordable housing.	20.69% 6	6.90% 2	34.48% 10	17.24% 5	20.69% 6	29	3.10
Establishing a fund for off-site site improvements whereby developers could deposit a fee in lieu of constructing off-site roadway, water or sewer improvements for a development project that would be expended by the County at the time improvements were made.	10.71% 3	21.43% 6	28.57% 8	25.00% 7	14.29% 4	28	3.11
Waiving off-site improvements for projects that provide 100% affordable housing.	7.41% 2	7.41% 2	33.33% 9	25.93% 7	25.93% 7	27	3.56

Q5 There are existing housing projects on Maui that have affordable components that have stalled or not been built. Should a comprehensive review of these projects be conducted?

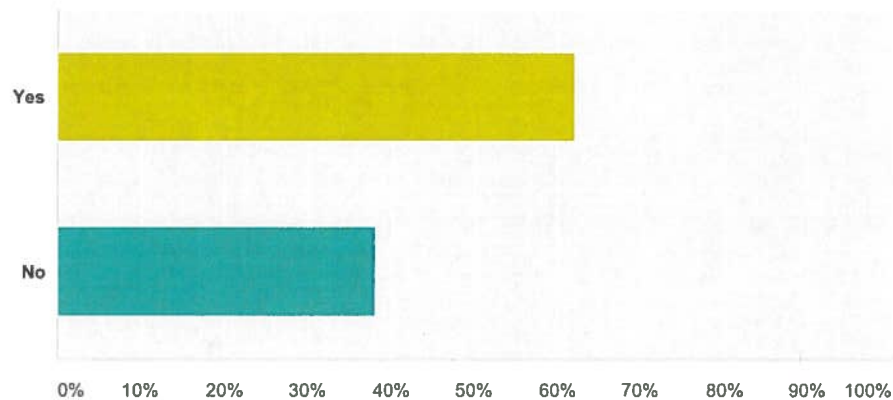
Answered: 30 Skipped: 0



Answer Choices	Responses	
Yes	80.00%	24
No	10.00%	3
Not sure	10.00%	3
Total		30

Q6 Are you familiar with any existing housing projects that have stalled?

Answered: 29 Skipped: 1



Answer Choices	Responses	
Yes	62.07%	18
No	37.93%	11
Total		29

**Q7 If you answered "yes" to question 6,
please indicate why the project has stalled.**

Answered: 17 Skipped: 13

#	Responses	Date
1	West maui project	8/10/2016 7:14 AM
2	SMA, too long of a process to move forward, too much investment to only get stalled by approvals	8/9/2016 4:36 PM
3	Intervention & water	8/9/2016 8:39 AM
4	Less profit for developers and County hasn't enforced	8/8/2016 10:50 AM
5	Entitlements and community	8/6/2016 9:44 AM
6	Market rate housing component is not stable enough to subsidize affordable component	8/6/2016 7:50 AM
7	Problem with funding to do waterline improvements	8/5/2016 9:25 PM
8	Puukolii, kawaihine, sterling Kim, there is a list with planning	8/5/2016 5:56 PM
9	50 percent affordable requirement proved to be not workable in the face of high infrastructure costs	8/5/2016 4:29 PM
10	Environmental issues	8/5/2016 3:43 PM
11	No available water; conditions (i.e.traffic mitigation, development of infrastructure) made project too expensive; financing was difficult to obtain	8/5/2016 3:09 PM
12	Sierra Club, Maui Tomorrow, NIMBY opposition	8/5/2016 2:31 PM
13	Financial difficulties.	8/5/2016 2:25 PM
14	Bridge construction cost - they need assistance with infrastructure	8/5/2016 10:03 AM
15	Water availability 2006	8/4/2016 4:46 PM
16	Mostly financial	8/4/2016 3:36 PM
17	Conditions are cost-prohibitive.	8/3/2016 6:20 PM

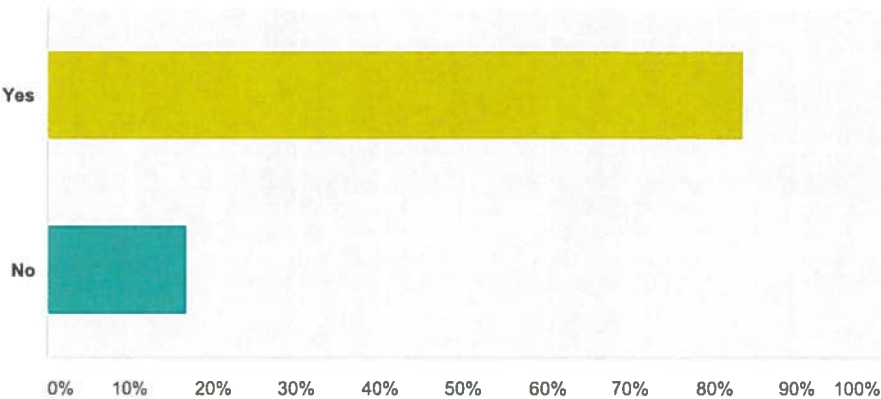
Q8 If you answered "yes" to question 6, is there any action that could be taken by the County to move the project forward?

Answered: 17 Skipped: 13

#	Responses	Date
1	Collaborate with developer in constructive manner. Lobby County Council to be part of the solution.	8/10/2016 7:14 AM
2	YEs, A streamline process where all the departments work together to approve housing that meets the criteria in a promised short term period and is not dragged out for more than 6 months	8/9/2016 4:36 PM
3	yes	8/9/2016 8:39 AM
4	File suit against developer as developer has other projects.	8/8/2016 10:50 AM
5	yes	8/6/2016 9:44 AM
6	Reduce fees to make affordable housing not cost prohibitive	8/6/2016 7:50 AM
7	The council is taking action but it has delayed the start of construction	8/5/2016 9:25 PM
8	We could explore alternate financing for infrastructure	8/5/2016 5:56 PM
9	Reduce the affordable requirement to 25 percent and/or subsidize the infrastructure	8/5/2016 4:29 PM
10	No	8/5/2016 3:43 PM
11	Not really, the project wasn't in the right location. Begin with the end in mind and determine the type of units we need built. Instead, landowners and developers are making that decision for the County. Do we need more single family residential homes or do we need affordable rentals? What's our priority? We should tell landowners and developers what we need and make that clear to them. We also need to revisit the 201H process with state legislators and create policy that states what kind of units should be built using that process.	8/5/2016 3:09 PM
12	Advocate for projects	8/5/2016 2:31 PM
13	Possible subsidy assistance.	8/5/2016 2:25 PM
14	Work with State to get funding and/or provide funding assistance	8/5/2016 10:03 AM
15	Possibly source development agreement	8/4/2016 4:46 PM
16	Provide subsidies/incentives for affordable projects.	8/4/2016 3:36 PM
17	Yes; amend the conditions to make them less onerous.	8/3/2016 6:20 PM

Q9 Do you support the use of County-owned properties for affordable development?

Answered: 30 Skipped: 0



Answer Choices	Responses	
Yes	83.33%	25
No	16.67%	5
Total		30

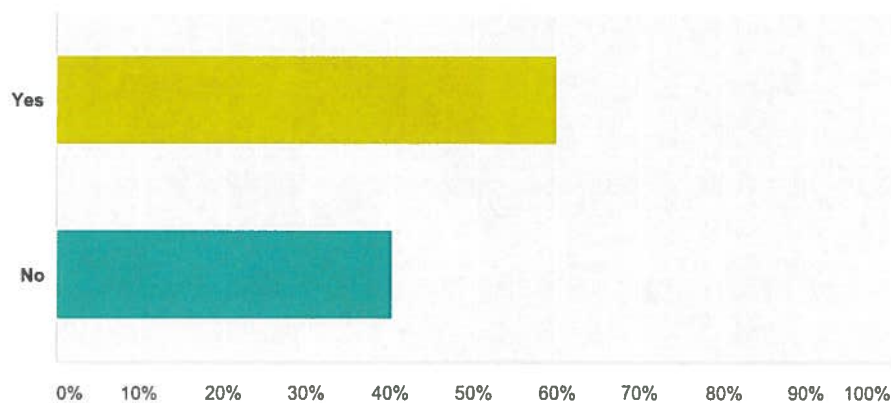
Q10 Why or why not?

Answered: 23 Skipped: 7

#	Responses	Date
1	I think Government housing is bad idea. Government needs simply to enable and support private projects including Na Hale O Maui	8/10/2016 7:14 AM
2	Land is a significant cost of development, plus difficulty of moving land through the entitlement process. The county would have the power to fast-track or exempt County development requirements.	8/9/2016 7:37 PM
3	rentals if we have the budget to manage it	8/9/2016 4:36 PM
4	Anything is better than what we have. I like the proactive way the County is going after this.	8/9/2016 10:42 AM
5	should be a priority	8/9/2016 8:39 AM
6	The County is not equipped to run housing developments.	8/8/2016 10:50 AM
7	It would lower the cost basis but where would the properties be and how much would be subsidized?	8/6/2016 7:50 AM
8	There would be too many strings attached	8/5/2016 9:25 PM
9	Depends on the lot and use, but could save land costs	8/5/2016 5:56 PM
10	Its the property cost is the bulk of the cost. If the county owned the properties with perhaps in 10 years the homeowner could have the right to buy the property from the county.	8/5/2016 4:34 PM
11	removes the land cost/ however county does not own much	8/5/2016 4:29 PM
12	We did it before and it was mostly successful.	8/5/2016 4:07 PM
13	Reduces cost to owners	8/5/2016 3:43 PM
14	If the County-owned properties close to commercial areas and services with transportation options, I'd support the development of affordable housing units on these properties.	8/5/2016 3:09 PM
15	The County does not have a profit motive and as a result can subsidize affordable housing. the county should concentrate on affordable rentals as opposed to affordable "for sale" units.	8/5/2016 2:54 PM
16	Inappropriate role for CoM	8/5/2016 2:31 PM
17	Land Costs are one of the biggest hurdles in development.	8/5/2016 2:25 PM
18	We control County-owned properties. We can RFP projects, find partners to build them for us. We know they will be built. We control it.	8/5/2016 10:03 AM
19	No exit strategy	8/4/2016 4:46 PM
20	One of the biggest costs to development is land cost. By using county property, it will reduce the overall cost to residents.	8/4/2016 3:36 PM
21	If there is no other proposed use	8/4/2016 8:36 AM
22	The County has no expertise in development, it is costly.	8/4/2016 8:20 AM
23	Costs of affordable housing are subsidized by the County one way or another. For example, 201H project get waivers from various fees and assessments while the services are nonetheless provided (and subsidized). Better to have clear and open County support for affordable projects. It used to be common for governments to provide subsidized housing ("public housing").	8/3/2016 6:20 PM

Q11 Should the County evaluate ways to require developers to build affordable units?

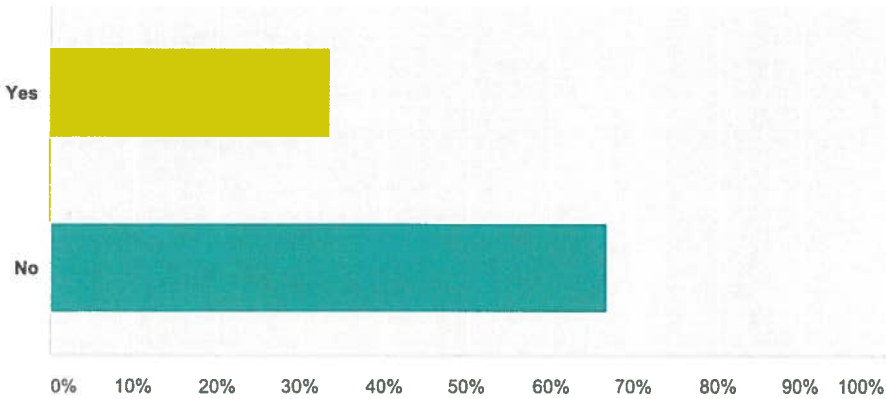
Answered: 30 Skipped: 0



Answer Choices	Responses	
Yes	60.00%	18
No	40.00%	12
Total		30

Q12 Should the payment of cash in lieu of building affordable units and the use of credits be reduced, phased out, or eliminated?

Answered: 30 Skipped: 0



Answer Choices	Responses	
Yes	33.33%	10
No	66.67%	20
Total		30

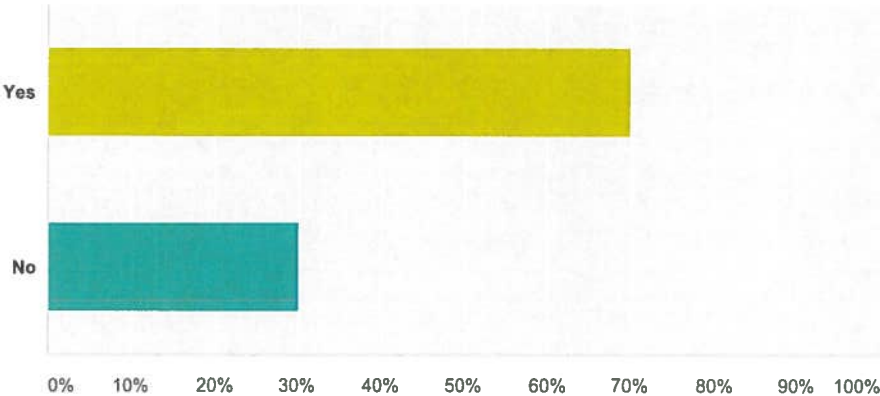
Q13 Please explain why you support or oppose the use of affordable housing credits or cash in lieu fees.

Answered: 23 Skipped: 7

#	Responses	Date
1	Providing capital assist small developers make a project pencil out. Tracking and linking housing credits needs to be done to limit Banking credits	8/10/2016 7:14 AM
2	Consider contributions of inkind lots/land. Support if the payment in lieu is timely used to fund affordable housing projects and there is a clear nexus to the development/district/area.	8/9/2016 7:37 PM
3	NO ENFORCEMENT	8/9/2016 6:45 PM
4	Where would the cash go? We need houses. Not more cash running around to be used for anything other than affordable houses	8/9/2016 10:42 AM
5	It help build Hawaiian homes	8/9/2016 8:39 AM
6	Developers can share the cost of affordable units with the market housing. The County can't.	8/8/2016 10:50 AM
7	i personally disagree with any mandated affordable housing, but if it must exist than credits allow companies that specialize in it do what they do best	8/6/2016 7:50 AM
8	No affordable houses get built	8/5/2016 9:25 PM
9	Better if private sector builds housing, paying fees kicks it down the road	8/5/2016 5:56 PM
10	credits are necessary to make building affordable housing make economic sense for the developer -- 2 questions: cash in lieu could be eliminated, credits can not	8/5/2016 4:29 PM
11	That question refers to two different issues.	8/5/2016 4:07 PM
12	We need the homes!	8/5/2016 3:43 PM
13	I think it should be revisited. There should be goals and actual performance measures made toward the use of these funds/credits.	8/5/2016 3:09 PM
14	These provide payment options for developers. Even if projects are built with no physical affordable housing component, theoretically some people will be moving "up" to this project and will need to sell their existing home and thus add it to the "available" inventory.	8/5/2016 2:54 PM
15	It can work well if administered properly.	8/5/2016 2:31 PM
16	Incentives for developers to build more affordable housing units.	8/5/2016 2:25 PM
17	This is the one carrot we have to get developers who are good at affordable housing to build the housing. Developers who are not good at it (and will find all kinds of ways not to do it) are at least building homes. It all contributes to the inventory of housing	8/5/2016 10:03 AM
18	True cost of SF development not compatible with work force salaries. Subsidies imposed on developer impede construction	8/4/2016 4:46 PM
19	Support because credits incentivize developers to build affordable housing. In lieu fees provide developers with options - certain subdivisions are not suitable for affordables.	8/4/2016 3:36 PM
20	Government procurement procedures do not allow efficient building of residential units	8/4/2016 8:36 AM
21	This should be a component of the housing program.	8/4/2016 8:20 AM
22	We need housing, not cash.	8/3/2016 6:20 PM
23	Credits, when transferrable, provide options to developers that can make projects work to increase the supply of housing.	8/3/2016 5:42 PM

Q14 Should the County explore providing a tax incentive for developers to created affordable rentals, including reducing or eliminating taxes on improved value as long as the units meet affordability criteria?

Answered: 30 Skipped: 0



Answer Choices	Responses	
Yes	70.00%	21
No	30.00%	9
Total		30

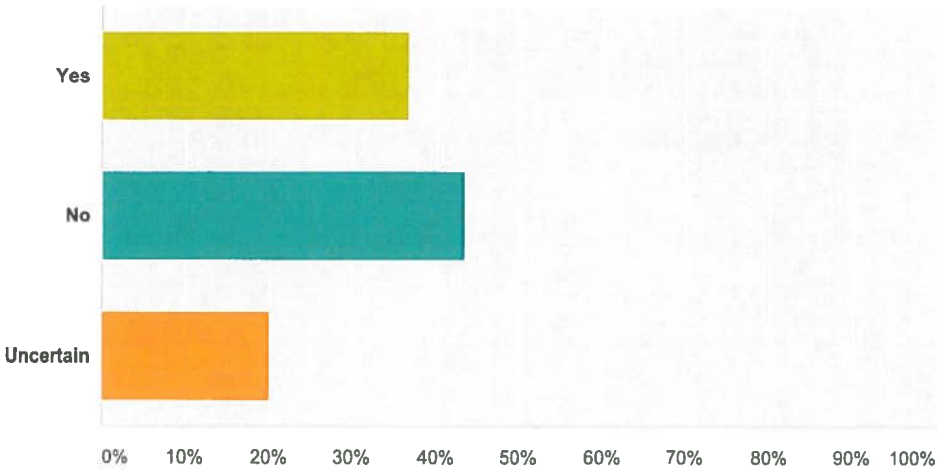
Q15 Please explain why you support or oppose County tax incentives for building affordable rental homes.

Answered: 24 Skipped: 6

#	Responses	Date
1	If the county grants entitlements to mega homes it can possibly afford to subsidize workforce houses with tax reduction	8/10/2016 7:14 AM
2	As a temporary inducement to build more affordable rentals. Affordability criteria is a separate issue.	8/9/2016 7:37 PM
3	SUPPORT	8/9/2016 4:36 PM
4	Again, we need anything that will house the homeless	8/9/2016 10:42 AM
5	I need an example	8/9/2016 8:39 AM
6	In order to remain affordable, expenses must be kept low.	8/8/2016 10:50 AM
7	Need to support tax incentives to make it happen	8/6/2016 9:44 AM
8	I would need to understand the concept better, to make a decision	8/6/2016 7:50 AM
9	Tax incentives can get abused	8/5/2016 9:25 PM
10	We've used too many "sticks" to force developers to something and it hasn't worked. Let's try incentives	8/5/2016 5:56 PM
11	Developers can always use tax breaks and affordable rentals is very much needed. Not everyone can afford to purchase an affordable house.	8/5/2016 4:34 PM
12	rentals don't pencil out without incentives - must be subsidized	8/5/2016 4:29 PM
13	The amount of taxes that we would receive from these types of units is not much. Not sure it would be enough of an incentive.	8/5/2016 4:07 PM
14	There are currently little to no incentives for landowners to rent units to long-term renters. I suggest creating a pilot program to measure the effectiveness of any proposed incentive. If it works, continue the program, if not, give a sunset date.	8/5/2016 3:09 PM
15	Developing affordable housing does not make economic sense without subsidies or tax incentives. If the county wants to encourage developers to create more affordable housing this would be an avenue that should be explored.	8/5/2016 2:54 PM
16	CoM needs revenue; imbalances taxation	8/5/2016 2:31 PM
17	Incentive to create more affordable rentals.	8/5/2016 2:25 PM
18	Yes, for rental properties. Anything that lowers the cost to manage a property will help the bottom line proforma, and help the property pencil out.	8/5/2016 10:03 AM
19	Developer can match to return on investment	8/4/2016 4:46 PM
20	It is an incentive for developers to create affordable rentals. Also, keeps units more affordable by reducing owner costs.	8/4/2016 3:36 PM
21	Tax incentives are better than direct funding. Enables the private sector.	8/4/2016 8:36 AM
22	Tax incentive is complex issue and requires some sort of administration.	8/4/2016 8:20 AM
23	The property taxes on improved value gets passed along to the tenant or owner; alleviating this cost is simply another way for the County to subsidize affordable housing.	8/3/2016 6:20 PM
24	Our tax rates are already quite low.	8/3/2016 5:42 PM

Q16 Should the County provide no-interest or low-interest loans to developers of affordable projects for their infrastructure or site construction?

Answered: 30 Skipped: 0



Answer Choices	Responses	
Yes	36.67%	11
No	43.33%	13
Uncertain	20.00%	6
Total		30

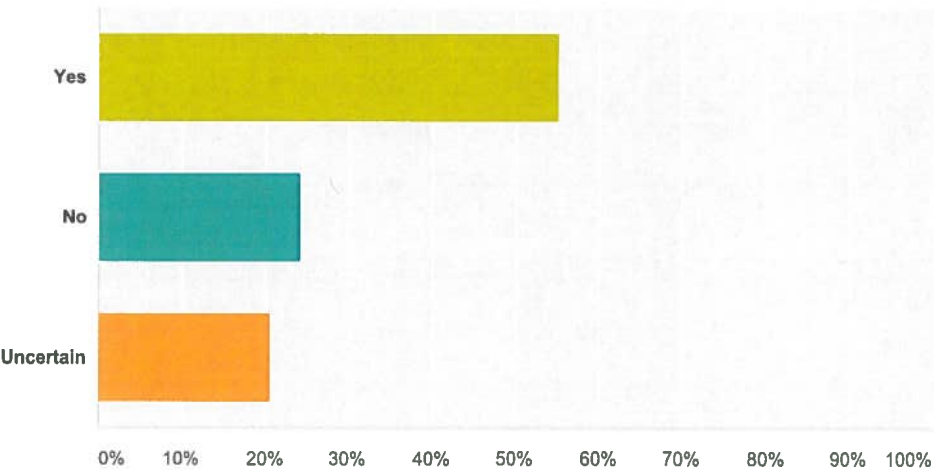
Q17 Please explain why you support or oppose loans by the County for infrastructure or site construction for affordable projects.

Answered: 18 Skipped: 12

#	Responses	Date
1	The County is not doing a great job of management now. Lack of water source development "improved but still VERY SLOW" County is not up to the task.	8/10/2016 7:14 AM
2	Off and on-site improvements add significant cost to development of housing. Reducing these costs make projects more affordable to develop and theoretically could have an impact on the price of housing. Reduced cost = lower price.	8/9/2016 7:37 PM
3	Support - this would advance our efforts	8/9/2016 4:36 PM
4	I was told that infrastructure is the biggest burden for developers. If we can help them, they help us get things done!	8/9/2016 10:42 AM
5	Other needs in the County for infrastructure need the County funds.	8/8/2016 10:50 AM
6	Financing from banks is a real problem for some projects getting a started	8/6/2016 7:50 AM
7	I would say yes to loans/bonds to help finance infrastructure	8/5/2016 5:56 PM
8	I'm not certain if the county wants to become a lending institute.	8/5/2016 4:34 PM
9	Subsidized infras.will reduce building costs -- tie the subsidy to reduced rents	8/5/2016 4:29 PM
10	Infrastructure is truly a large cost of upfront money. The cheaper the cost the cheaper the cost of the home.	8/5/2016 4:07 PM
11	The county has not proven to be an effective "lender" in the past. they should either provide tax incentives or grant money.	8/5/2016 2:54 PM
12	Inappropriaterole for CoM	8/5/2016 2:31 PM
13	County does not have the capacity to lend and follow all FDIC and other lending laws - lacks expertise and staffing.	8/5/2016 2:25 PM
14	We do not want to be in the business of providing loans and having to comply with lending laws	8/5/2016 10:03 AM
15	Once again, the Count does not have the expertise to get into the loan business.	8/4/2016 3:36 PM
16	Politics leads to poor business decisions. Banks are better at this.	8/4/2016 8:36 AM
17	The County has no capability to be a banker.	8/4/2016 8:20 AM
18	We don't do loans now, setting up that process will be a nightmare.	8/3/2016 5:42 PM

Q18 Should the County consider waiving or reducing parks assessment fees for affordable projects?

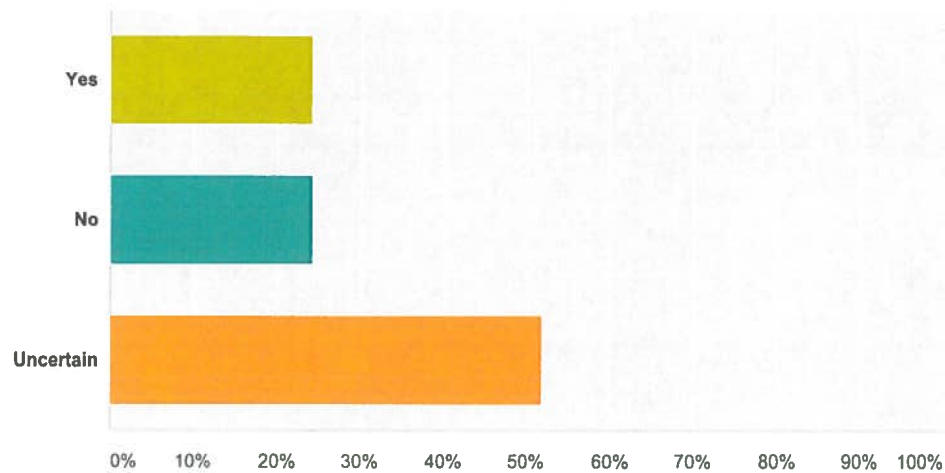
Answered: 29 Skipped: 1



Answer Choices	Responses	
Yes	55.17%	16
No	24.14%	7
Uncertain	20.69%	6
Total		29

Q19 Should the County amend the Residential Workforce Housing Ordinance so developers receive 100% credit for affordable units they build?

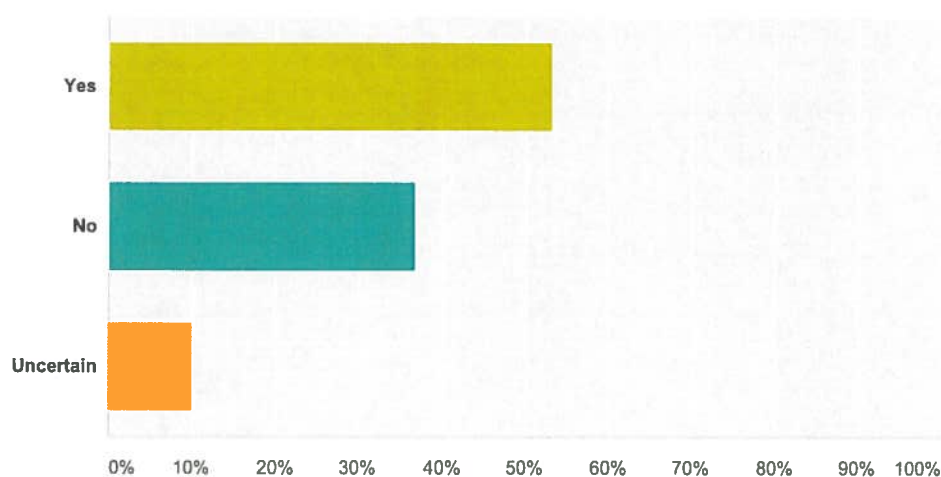
Answered: 29 Skipped: 1



Answer Choices	Responses
Yes	24.14%7
No	24.14%7
Uncertain	51.72%15
Total	29

Q20 Should the County hire an affordable housing facilitator whose sole responsibility would be to promote affordable housing development in the County?

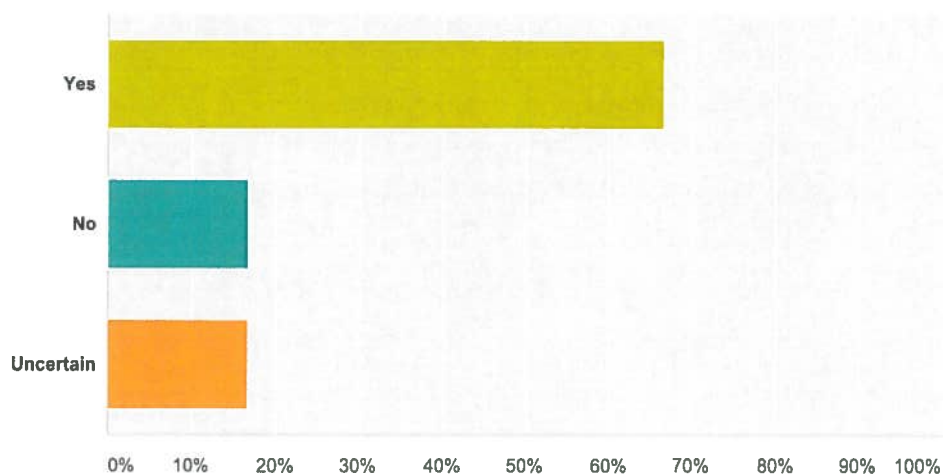
Answered: 30 Skipped: 0



Answer Choices	Responses
Yes	53.33% 16
No	36.67% 11
Uncertain	10.00% 3
Total	30

Q21 Should the County explore ways to ensure that affordable rental and ownership properties remain affordable in perpetuity?

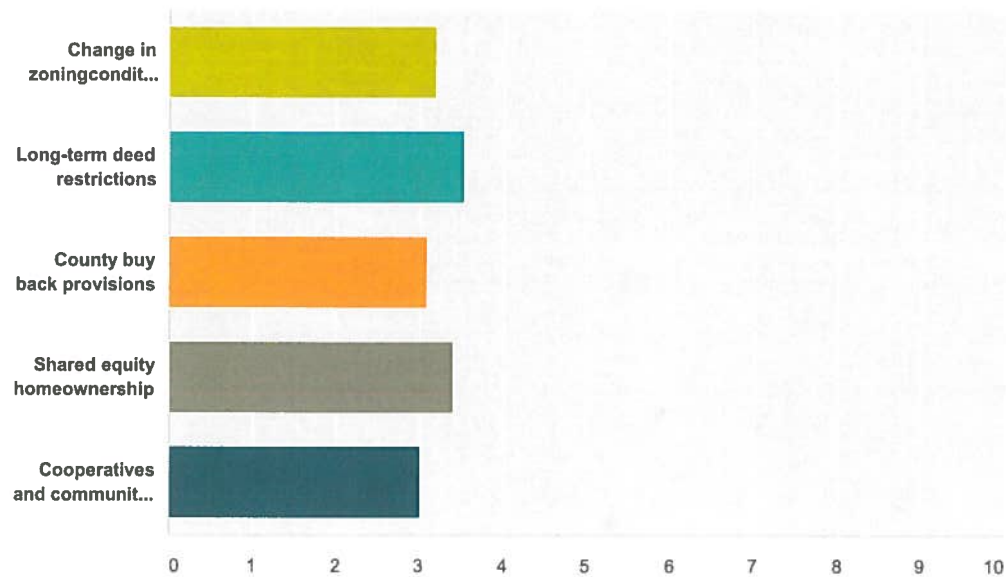
Answered: 30 Skipped: 0



Answer Choices	Responses
Yes	66.67% 20
No	16.67% 5
Uncertain	16.67% 5
Total	30

Q22 If you answered yes to Question 21, which of the following methods are most important?

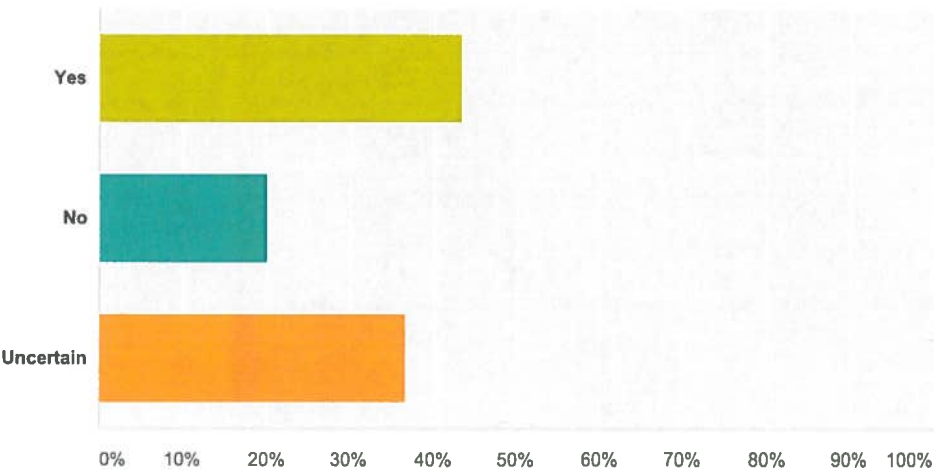
Answered: 21 Skipped: 9



	Not important at all	Somewhat important	Important	Very Important	Most important	Total	Weighted Average
Change in zoning conditions	9.52% 2	14.29% 3	33.33% 7	33.33% 7	9.52% 2	21	3.19
Long-term deed restrictions	4.76% 1	9.52% 2	33.33% 7	33.33% 7	19.05% 4	21	3.52
County buy back provisions	15.00% 3	10.00% 2	40.00% 8	20.00% 4	15.00% 3	20	3.10
Shared equity homeownership	0.00% 0	15.00% 3	40.00% 8	35.00% 7	10.00% 2	20	3.40
Cooperatives and community governance	9.52% 2	23.81% 5	38.10% 8	14.29% 3	14.29% 3	21	3.00

Q23 Should the County work to lower price caps on residential affordable sales and rentals, independent of HUD guidelines, to better reflect what residents can realistically afford?

Answered: 30 Skipped: 0



Answer Choices	Responses	
Yes	43.33%	13
No	20.00%	6
Uncertain	36.67%	11
Total		30

Item #3

Pre-Approved Plans



Permit Center
Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032-5895
(253) 856-5300 FAX: (253) 856-6412
www.ci.kent.wa.us/buildingservices

"Basic" Building Plans

A "basic" is a single family detached house design that has been pre-approved for construction, allowing a builder to construct houses of the same design on multiple sites without having to obtain plan approval each time. The use of "basic" building plans on sites in Kent is authorized by Council Resolution.

Plans submitted for approval as "basics" must be of sufficient clarity to indicate the design, nature and extent of the work proposed and show in detail that it will comply with minimum requirements of the applicable International and Uniform Codes as amended by the Washington Administrative Code (WAC) and all related codes and ordinances.

"Basic" plans must bear all of the authors' (including, but not limited to, the architect, engineer, or others) acknowledgments and approvals of the plans submitted for use in the construction of multiple buildings on multiple sites. If any portion of the structure is designed by a licensed architect or engineer, **state law requires that the plans must bear the original wet stamp and signature of the designer.**

Submittal Requirements

One set of construction drawings, energy code calculations, structural calculations, engineer-stamped truss drawings and related documents must be submitted to the Permit Center along with a non-refundable plan review fee. At the time of submittal, the plan review fee will be based on the structure's calculated valuation. The calculated valuation is determined by multiplying the square footages shown on the application of the various house components (house, garage, covered porch, deck, etc.) by the amounts contained in the square-foot valuation charts currently used by the City of Kent. The fee is based on R108 of the International Residential Code and Council Resolution. The final valuation will be determined by the plan reviewer and assessed fees will be adjusted as necessary. The square foot area of each floor, the total living

area and the total building area must be listed on the first page of each "basic" building plan.

Plans must be complete, specific and definitive. Allowable optional features are very limited on "basic" plans. Some options to a "basic" plan allowed without requiring a secondary "basic" plan to be approved, include: a) optional fireplace locations within the exterior envelope; b) skylights; c) optional floor plans not affecting load path, egress, or smoke detectors, and; d) optional foundation systems (excluding basements) for steeply sloped lots. Those plans containing options which alter the exterior dimensions or structure of the building will not be approved except as a secondary "basic" plan in conjunction with an approved primary "basic".

Additional optional features can, however, be included in a separate secondary "basic" plan identical to the initial primary "basic", except for those specific optional features, at a reduced fee. These additional "basic" plans may include features such as an additional (or deleted) garage bay, exterior fireplaces or bay windows, hip or gable roof versions, basement, crawl space or slab versions, sunrooms, or an additional bedroom or bonus room or other room expansions and similar feature options. A separate application must be made for each secondary basic and **the specific options included in the secondary "basic" plan must be listed on the first page of the plans and in the project description section of the permit application.** A full plan check fee is charged for the primary "basic" plan. Any additional "basic" plan that is identical to the primary "basic", except for certain specified optional features discussed above, will be reviewed for the optional features only, at a reduced rate of \$93 per hour, rather than a full plan review based on the building valuation.

Plan Review

Plans will be reviewed for compliance with all applicable codes and ordinances. If needed, a correction letter will be sent and/or redlined drawings and documents will be returned for corrections so that the applicant can make all necessary changes and corrections. The corrections shall be incorporated into a set of clean and complete plans and resubmitted, **along with the redlined drawings (if any)**, to the Permit Center for final review. Once all corrections are made and approved by the City, a final file copy on mylar or vellum of the plan and documentation must be provided to the Permit Center. At that time, the plan will be certified as a "basic" in the City of Kent and a "Basic Plan Approval Certification" letter will be sent to the applicant.

Once your "basic" plan is approved, you may apply for site-specific building permits. For each project based on an approved "basic", please provide a completed application form, one copy of the "Basic Plan Approval Certification" letter and five copies of the site plan. The Permit Center will provide an approved copy of the basic plan when an application for construction of that plan is approved for a specific site and a permit issued. The plan check fee for a site-specific application is \$69.00 for each permit, in addition to the normal permit and zoning fees, and building plan copy costs.

The normal processing time for a "basic" house plan review is approximately three weeks and one week for a site-specific plan review. However, increased workloads at certain times of the year may result in longer than anticipated review timelines.

Structural Design

Structures that do not comply with the conventional, light-framing construction provisions of the 2003 International Residential Code Section R301 and Chapters 4 through 8 and/or buildings of unusual shape, size or split levels must be designed by a Washington State licensed architect or engineer. Calculations and plans must be wet stamped by the Washington State licensed architect or engineer responsible for their preparation.

Connections which resist vertical or lateral forces shall be detailed on the drawings. The location, type, size, and spacing of holdowns and the location and nailing schedules for required shear walls and diaphragms and drag struts shall be shown on the drawings. Any inconsistencies between the "basic" plans and the design calculations

should be corrected before "basic" plans are submitted for review.

Energy Code

Plan review for "basics" includes a review for compliance with the 2003 Washington State Energy Code. The plans must clearly indicate whether the Energy Code compliance is achieved by the component method or by the prescriptive design method. In addition, plans must clearly show details of the heating system with specific heating appliances; a window schedule; and details of ventilating systems, including fresh air intake sources.

Foundations

Because "basic" plans will be used at various different sites with varying topography, foundations must be designed to comply with code requirements assuming a range of foundation heights up to eight (8') feet with not more than four (4') feet of unbalanced backfill. For a two-story dwelling built on soil with an assumed bearing capacity of 1500 pounds per square foot, concrete foundations comprised of footings supporting stem walls will need to have:

- Footings a minimum of 15 inches wide by 8 inches deep,
- One horizontal #4 rebar a minimum of 3 inches clear of the bottom of the footing,
- Vertical #4 standard hook rebars wet set to 3 inches clear of the footing bottom, not more than 4 feet on center, and extending a minimum of 14 inches into the stem wall,
- Stem walls a minimum of 8 inches thick, with one horizontal #4 rebar within the upper 12 inches, and
- 3000PSI air-entrained concrete.

Any sites so steeply sloped that the basic foundation design limitations will be exceeded must have a foundation system designed by a Washington State licensed engineer, submitted, approved and issued by the City as a revision to a site-specific permit.

Expiration of "Basic" Plan Review

"Basics" are approved subject to the laws and ordinances in effect at the time of the initial plan review. If codes or other pertinent laws or ordinances are amended subsequent to the date of the original approval, certification of "basic" plans will automatically expire.

Infill Home Plan Program

PROGRAM PARTNERS:

City of Sacramento



Program Adoption 5-18-2010
Updated 4-1-2013



County Sponsored Infill Home Plan Program

The County of Sacramento is joining the City of Sacramento in an Infill Home Plan Program. Established by the City of Sacramento, this program was developed to streamline the process for development of high quality single family homes in older neighborhoods and redevelopment areas.

Under this program, the public can purchase plans that are **pre-approved** by the County's Design Review and Building plan check review process, saving time and money. Because of the nature of the program and with financial support from SMUD and SHRA the cost to purchase these plans from the Architect, is significantly less than one would normally pay to have a home designed. Private Developers may also request to have their plans pre-approved for repeated use in a small subdivision.

There are several plans to choose from to accommodate two different lot sizes; one for lots that are 40 feet wide (approx 4,000-4,800sf) and the other for lots that are 50+ feet wide (5,000sf +). Each plan has 2-3 elevations, and range in size from 1,260 sq. ft to 1,670 sq. ft. All come with garages. All homes have been designed to be consistent with the SMUD So-Smart Energy Efficient Home design, which exceeds the new 2010 Title 24 energy efficiency requirements. Home Plan upgrades to accommodate solar are also available as well as Home of the Future increased efficiency plans.

Once a plan has been purchased, the following is the basic procedure required to obtain a building permit from the County of Sacramento:

- ✓ Complete Residential Building Permit applications parts "A" and "B"
- ✓ Submit applications, plans, front yard landscaping plan and possibly a soils report to any one of the four Sacramento County Building Inspection Offices.
- ✓ Route plans to other Departments for plan review approval i.e. Planning, Technical Resources, the Fire Department, etc.
- ✓ Once all approvals are completed return to Building Inspection and submit plans for comparison/review to the approved "Infill House Plans" on file.
- ✓ After the plan review is complete, all agencies/departments have cleared all holds on the parcel and all fees are paid, permit issuance will occur and inspections can proceed.

Please see attached Sacramento County Building Inspection Document "AD409 – Infill House Plan Program" for more details on requirements and processes to participate in the Infill House Plan Program. This program only applies to the plan check-review process. Building Inspection fees will need to be paid.

For Building Inspection forms, information, hours and locations, please visit our website at:

www.bldginspection.org

For specific program information contact:

Judy Robinson, Infill Coordinator
RobinsonJu@sacounty.net
(916) 874-4551

Available Models:



Plans Available for purchase from Piches Architecture:

40' lot Plan 2 story 1,648sf 3br/2.5ba

Plan 1648 - The English Gable

PICHES

Plan 1648 - The English Gable

PICHES



Elevation Scheme - A



Elevation Scheme - B

Plans Available for purchase from Piches Architecture:

50' lot Plan 1 story 1,435sf & 1,670sf 3br/2ba



SCHEME - 1
1/4" = 1'-0"



SCHEME - 3
1/4" = 1'-0"

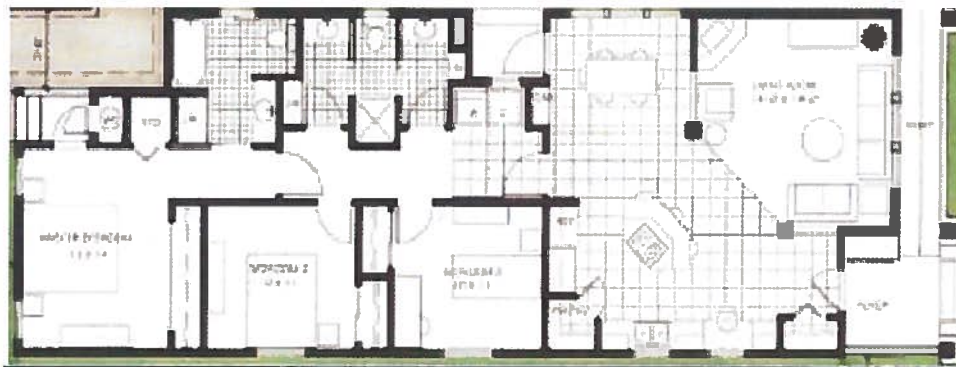


Plans Available for purchase from Cynthia Easton Architects:

40' lot Plans 1 story 1,262 & 1,350sf

Choices of: 2br/2ba; 3br/1ba; 3br/2ba and an accessible 3br/2ba unit.

(Note: a two story 1,600sf model, 4br/3ba is currently under design)



All architectural drawings and renderings are exclusive property of Cynthia Easton Architects and Piches Architecture. Any reproduction of drawings or renderings without written consent is punishable by law.

Frequently Asked Questions – Infill Home Plan Program

Where in the county can these plans be used?

The plans are approved for use throughout the county. There are certain neighborhoods that have specific design requirements where these plans might not be compatible (i.e. Neighborhood Preservation Areas, Special Planning Areas). It is important that you first check with the County Planning Department prior to purchasing these plans to check on compatibility as well as setback requirements.

(Note: these plans are also available for use in certain areas of the City of Sacramento. Contact Desmond Parrington email: dparrington@cityofsacramento.org or the infill house plan website:

<http://www.cityofsacramento.org/dsd/planning/infill-house-plan-program> for more information.

Where can I purchase plans and how much do they cost?

The plans can be purchased directly from the Architect. The cost is \$2,250 and also includes a site plan layout for the lot. The Architect will provide customers with **two** stamped sets of approved model home plans and a site plan.

What information will I need to submit and where do I submit them?

Bring the stamped plans and the site plan to any County Building Inspection Department Public Plan Check Counter to apply for building permits. **You will need to submit:** Completed Applications Parts A & B, two (2) stamped approved model home plans, a site plan that shows: the sitting of the home on the parcel, location of any easements and trees, driveway location and curb information; a landscape plan for the front yard that includes at least 1 shade tree¹, possibly a soils report and drainage conditions. Consult BID's "AD409-Infill House Plan Program" for specific information and procedures.

Additional information regarding hours, locations, applying for permits and fees can be found on line at: www.bldginspection.org.

What needs to be in the landscape plan?

Landscape plans shall be provided for the front yard only. This plan is very flexible and can be as simple or as elaborate as you desire. A basic landscape plan, prepared by the County, can also be used free of charge. It does not need to be done by a landscape architect or contractor. It shall include at least 1 shade tree. SMUD Shade Tree Program will provide you with a free tree. Visit [SMUD.org](http://www.smud.org) or

<http://www.smud.org/en/residential/trees/Pages/index.aspx> to learn more about their program. When you are ready to develop your plan, call the Sacramento Tree Foundation (916-924-8733) to schedule a site visit. A Community Forrester will meet you at the site to help you select a tree. Sacramento County Water Resources Department has helpful information on "River Friendly Landscaping" that can help lower your water bill. Visit this website for ideas and resources: <http://www.msa.saccounty.net/sactostormwater/RFL/default.asp>

What additional fees should I expect to pay?

While the plans have already been pre-approved, saving time and money, there are additional review fees the County collects. One hour of review time will be charged by BID to compare plans with the original approved plans, as well as seismic and soil conditions. The plans will be routed to other departments for their review and approval. To save time applicants can choose to hand-carry plans to the necessary approving agencies. The County also collects other fees required from other jurisdictions such as schools, parks, fire and sewer. Additional information can be found on line at: <http://www.msa2.saccounty.net/ce/cmid/bid/Pages/Documents/Fees.aspx>

What properties or lot sizes are eligible?

The lots need to be zoned for single family residential development. They need to be of adequate size to accommodate the home within the setbacks required by the zoning code, as well as a detached garage (if desired). The plans are designed to fit on the most common sizes of vacant lots. Minimum recommended lot sizes are 40' x 100' and 50' x 120' for the respective models. These homes can also be accommodated on larger lots and can support 1, 1 ½ or 2 car garages, again depending on lot size and configuration. The County Planning Department can assist you with zoning code requirements for your particular property. Contact the public information counter at: 916-874-6221 or e-mail: sacplan@saccounty.net.

What if I want to use the plans multiple times?

Plans may be used multiple times and at different locations. This is allowed and encouraged. The same submittal requirements and County fees apply. Plans used multiple times are subject to additional fees by the Architect. Check with each Architect for fee amount.

Plans may also be used in small subdivisions, but a single plan may not be utilized more than 35% on one block. If a county standard block is 400-600 feet then an ideal mix would consist of using three plans per block frontage. If building two of the same plan next to each other, different elevations with differing façades must be utilized.

What if I want to modify the home plans?

¹ The County has prepared a very basic landscape plan that is free, and available for use and meets 2013 water conservation requirements. Other plans may also be submitted but will need review. This review may add time to getting permits.

The plans have been approved through design review and building plan review processes, so there are very limited modifications that can occur without the plans losing their pre-approved status. Once the plans are purchased, they must be constructed using the approved materials. Modifications will be dealt with in one of the following ways:

- Upgrades or substitutions of equivalent quality materials can be approved administratively by County design review staff.
- Elevation changes shall be purely cosmetic and non structural. Other substitutions or changes to exterior materials or features (e.g. windows) must include a provision for additional design review, plan review and additional fees, due to the changes to the building envelope and energy budget of that home. Changes may also affect any energy rebates the property owner is eligible for.
- Alterations to the interior (i.e., changing the floor plan) can be negotiated with the individual architects. If these alterations materially change the approved building plans, the revised plans would need to be reviewed and approved through the regular building plan check process.

How much do the houses cost to build?

Generally, construction costs are expected to be comparable to any other single family residential construction in the area. One of the goals of the program is to design the homes as cost efficient as possible to keep construction costs affordable. As projects are built, that information will become more readily available

Can I use these plans outside the County?

The City of Sacramento utilizes these same plans within certain areas of the City. Contact the City of Sacramento for information on where these plans may be used. For use in other jurisdictions, you would need to negotiate a price with the architects since they are the owners of the plans.

How do I contact the Architects to purchase plans?

Piches Architecture	Cynthia Easton Architects
David Piches, Architect	Ida Clair, Architect
115 Taylor Street	4532 Freeport Blvd.
Roseville, CA 95678	Sacramento, CA 95822
Tel (916) 783-4624	Tel (916) 453-1505
dpiches@surewest.net	www.eastonarchitects.com
	ida@eastonarchitects.com

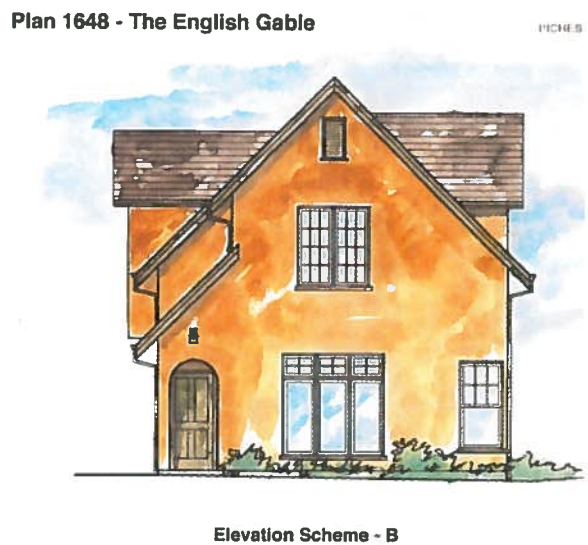
SETBACK INFORMATION

The table below provides general zoning information for your reference. Please contact the County Planning Department for more specific information.

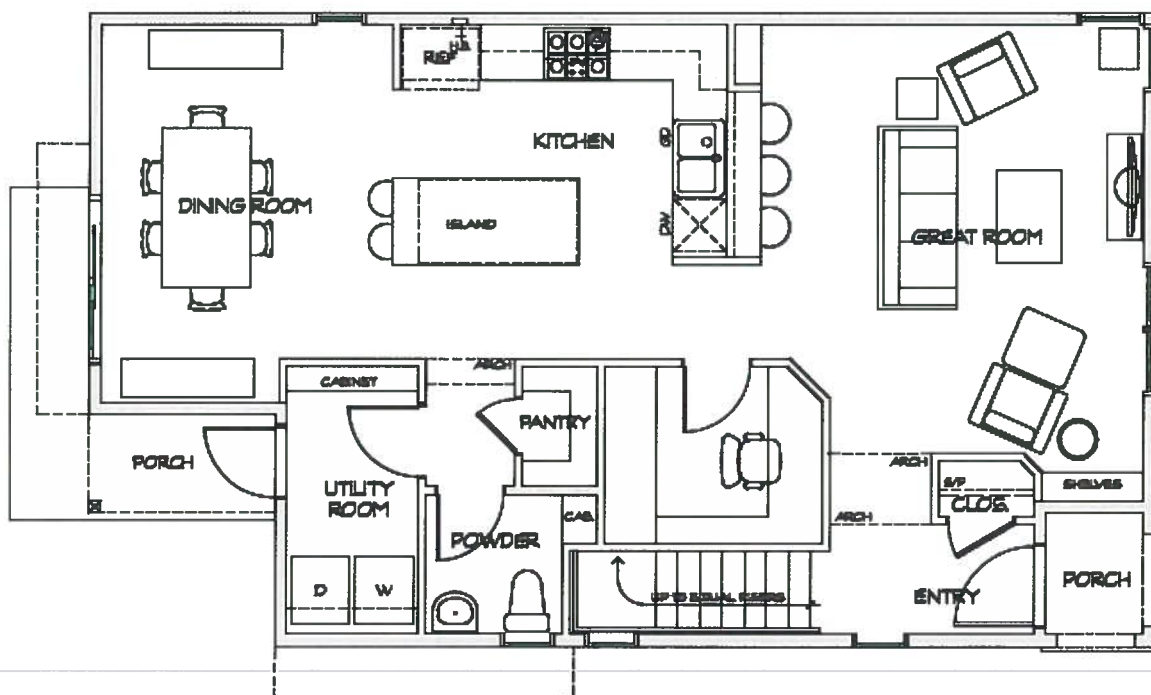
SETBACK CHART
Minimum Setback from:

LOT SIZE	Front Yard	Side Yard	Rear Yard
Interior Lots	—		
Depth – 125' or more	20' minimum	5' (footnote 1)	25' (footnotes 1, 2 & 3)
Depth – less than 125'	20' minimum	5' Minimum (footnote 1)	20% of average depth of lot (footnotes 1, 2 & 3)
Zero Side yards		Special requirements exist. Contact the Planning Department.	
Corner Lots (footnote 4)	20' minimum	12' 6" side street 5' interior side yard	same as above for interior lots
Footnotes:			
1.	Main building requires 5' side & 25' rear yard setbacks. Garages have a minimum 3' side and 3' rear yard setback.		
2.	In no case, less than 10' for 1-story bldg and 15' for 2 & 3 story buildings		
3.	The main building may project into the required rear yard provided an equal area is provided as a yard or court within the buildable portion of the lot.		
4.	Open Space for Corner Lots: each lot shall provide and maintain a minimum open space area within the buildable portion of the lot equivalent to 10% of the net lot area.		

PICHES ARCHITECTURE – 40' LOT

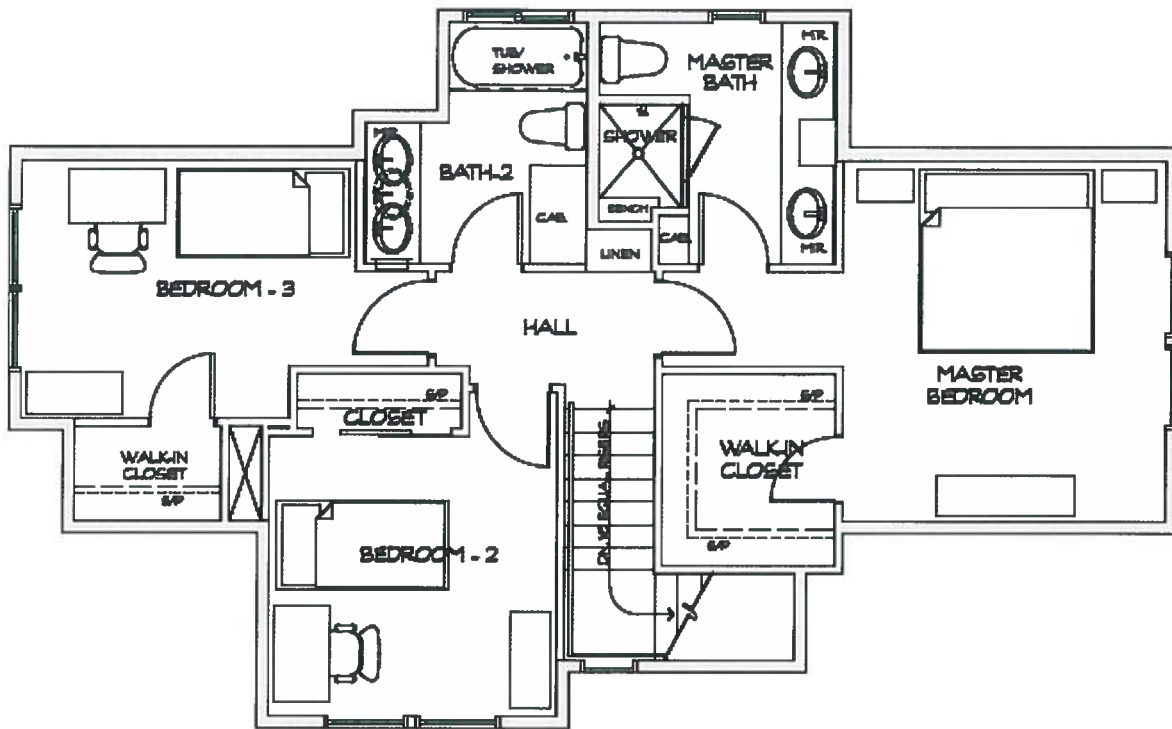


1,648 SF MODEL



FIRST FLOOR PLAN
1/4" = 1'-0"

PICHES - 1,648 SF MODEL (2nd floor)



SECOND FLOOR PLAN
1/4" = 1'-0"

First Floor	889sf
Second Floor	759sf

PICHES ARCHITECTURE – 50' LOT

Available and upgraded with SMUD's energy enhancements.

Piches Architecture Plan A – The Cottage

1,670 sq ft 3 Bedroom/ 2 Bath
w/ 397 sq ft Detached 1 Car Garage & Storage

- Covered Front Porch
- Large Open Kitchen
- Master Suite with Walk-in Closet
- Large Great Room with Fireplace



Piches Architecture Plan B – The Bungalow

1,435 sq ft 3 Bedroom/ 2 Bath
441 sq ft Detached 2 Car Garage & Storage Or
Optional 476 sq ft Attached 2 Car Tandem

- Large Covered Front Porch and Patio
- See Thru Kitchen
- Large Great Room with Fireplace
- Master Suite with Large Walk-In Closet

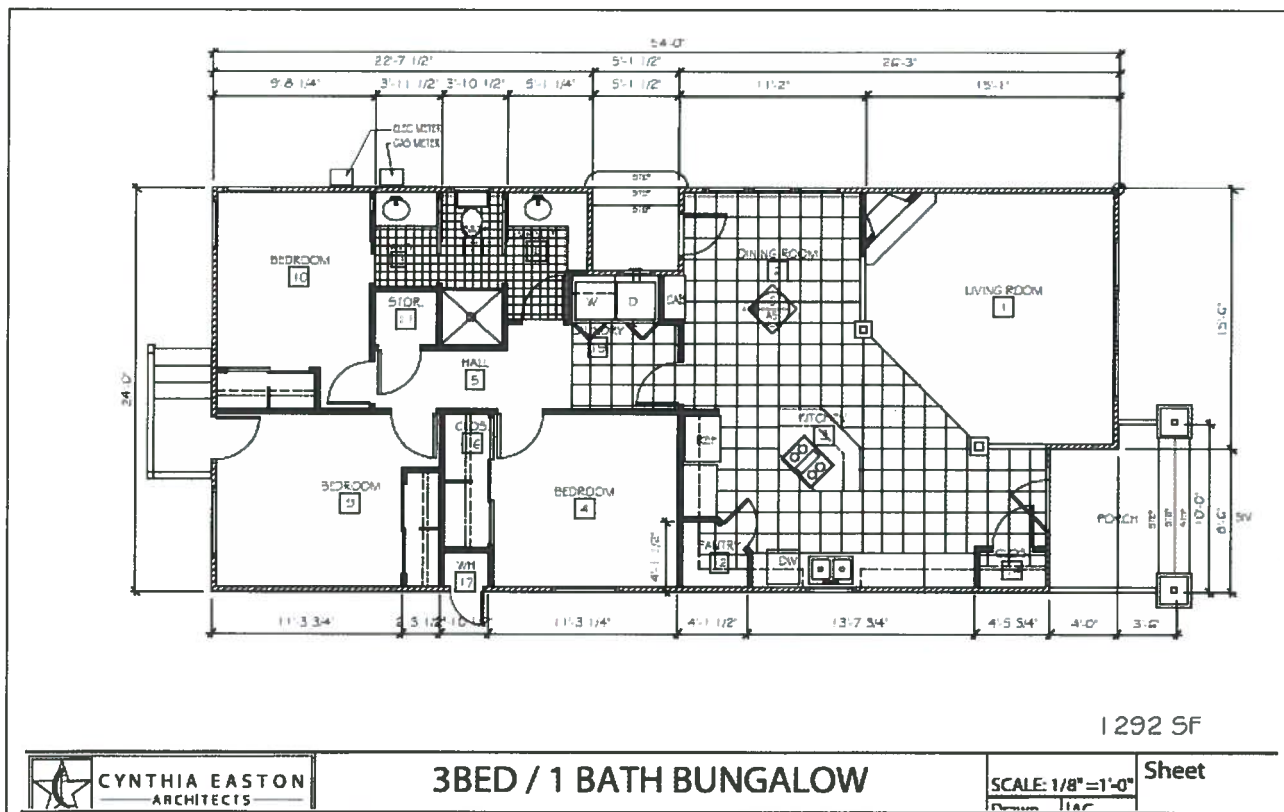


EASTON – 40' LOT

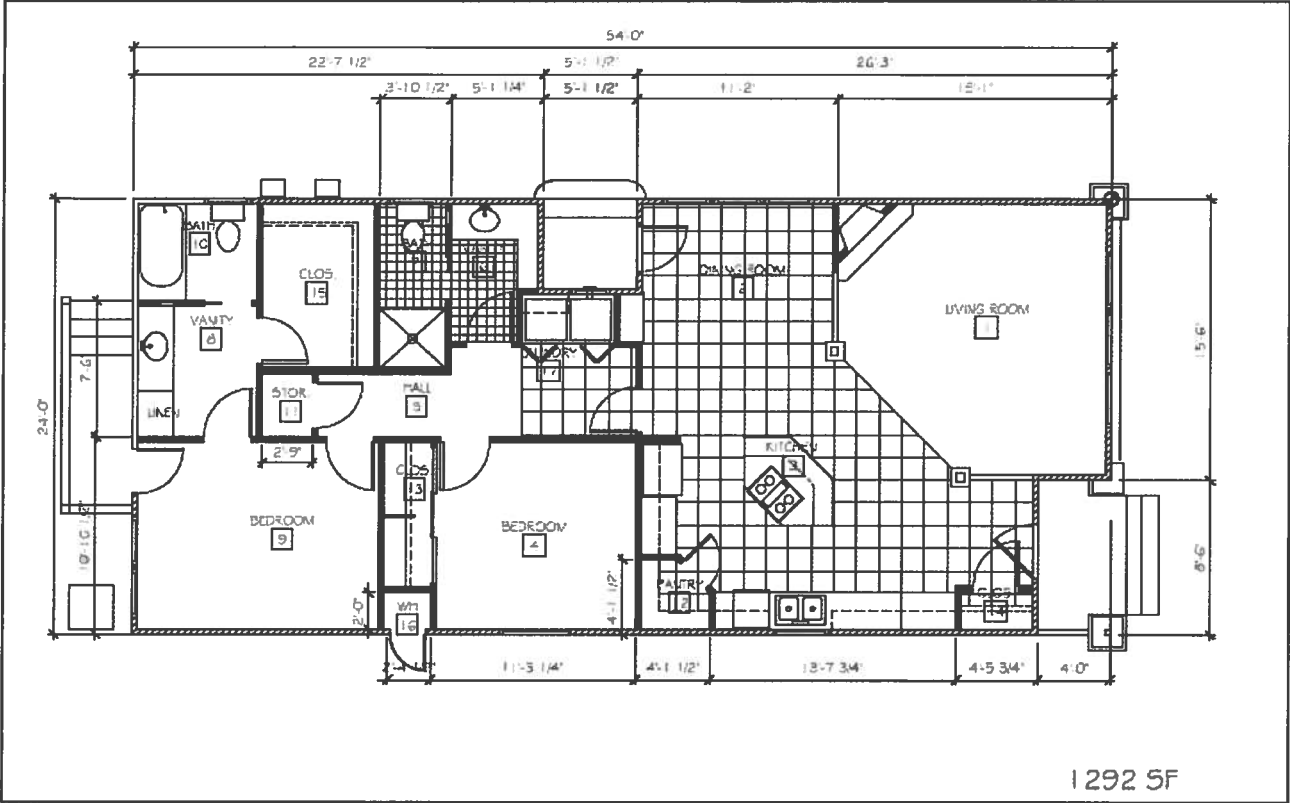


These single story homes are all available with these 3 elevations. **Bungalow:** Plan C 1,350sf 3br/2ba (also available in an accessible model). **Modified Bungalow:** Plan C1 1,262sf 2br/2ba and Plan C2 1,262 3br/1ba (both have the same footprint). A new two story plan is currently under-development that will be approximately 1,600sf and have 4br/3ba and will fit on a minimum 37' x'80' lot.

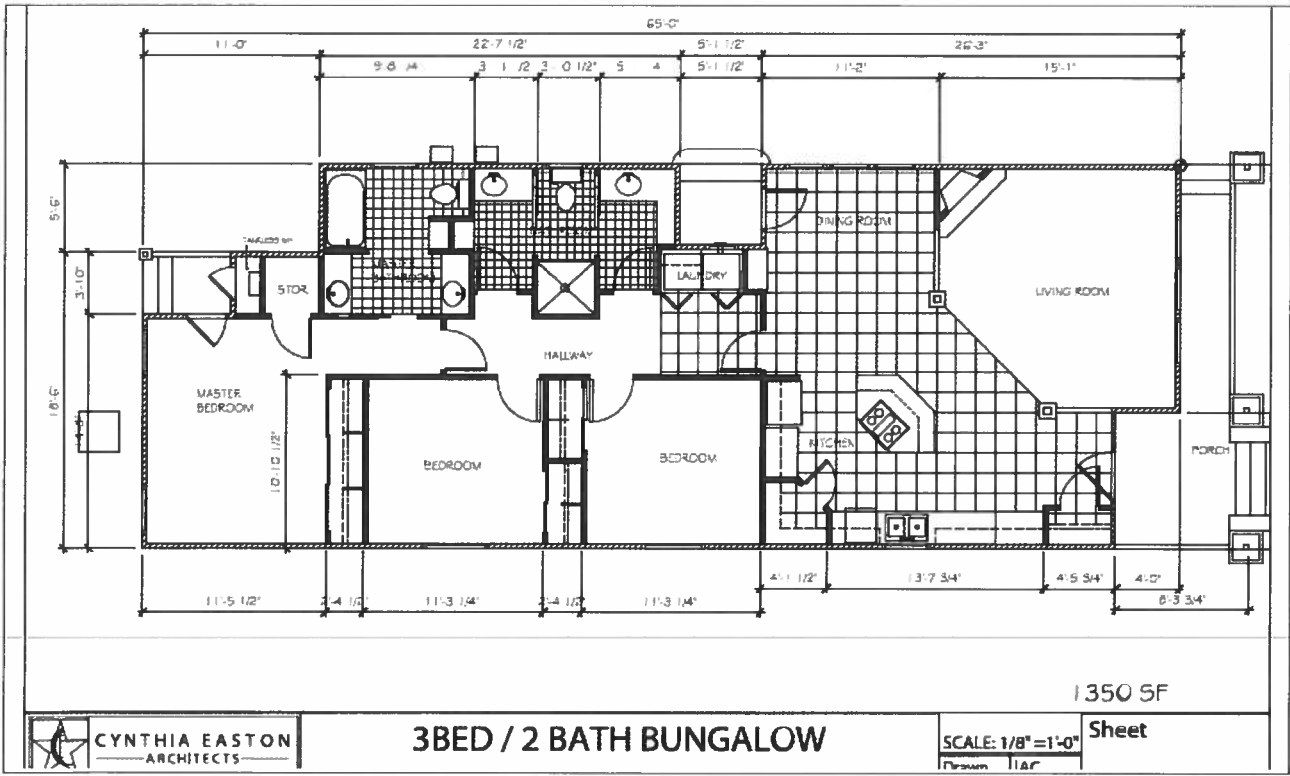
1,262 SF MODEL



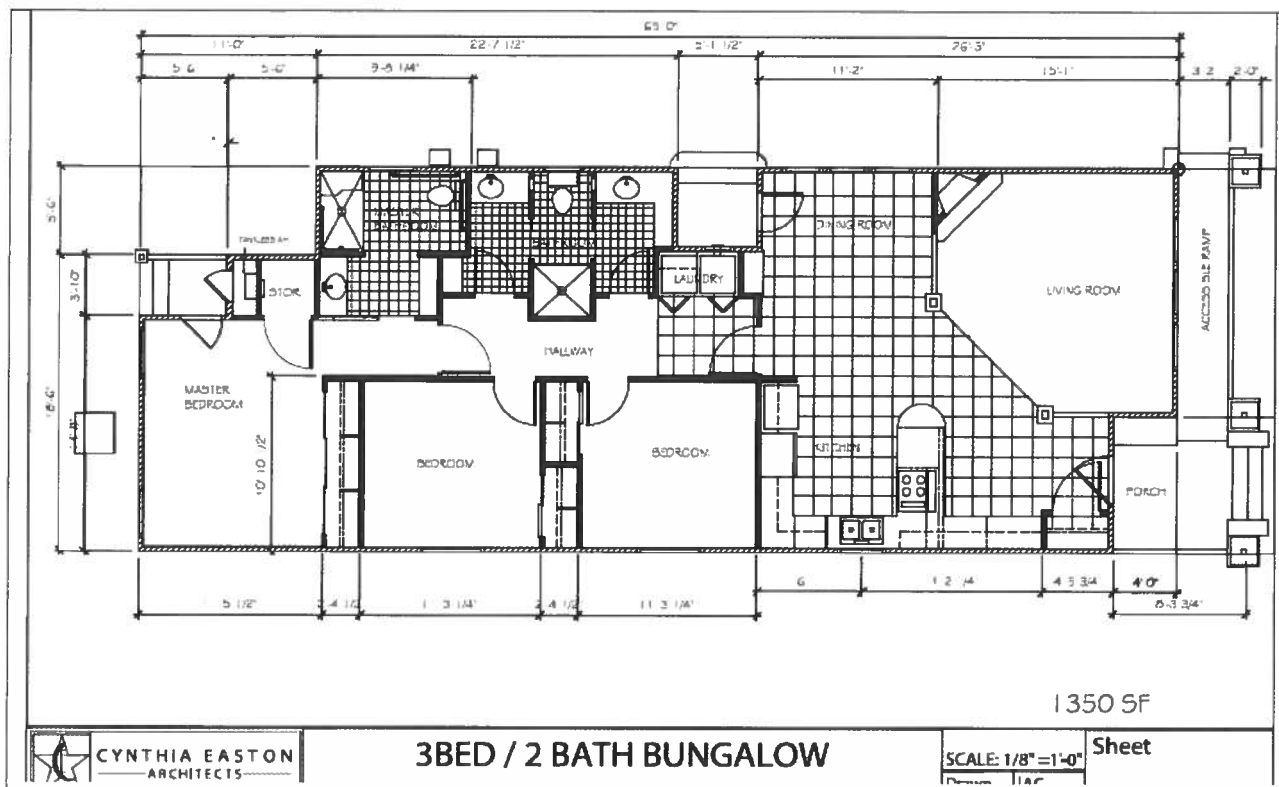
1,262 SF MODEL – 2 BED/2 BATH BUNGALOW



1,350 SF MODEL



1,350
SF
ACCE
SSIBL
E
MOD
EL



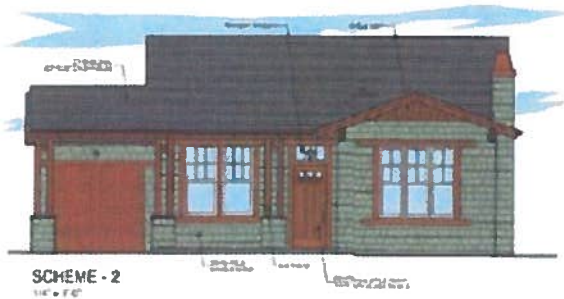
SMUD ENERGY EFFICIENCY PROGRAM COMPARISONS

Energy Efficiency Measure	SolarSmart 35-40% > Code* *2009 Title 24 Bldg Code	Home of the Future 65-70%> Code* *2009 Title 24 Bldg Code
Attic Insulation	R-38	R-50 ceiling assembly or equivalent
Radiant Barrier	Required	No
Wall Insulation	R-13 + R-4 Rigid Foam	Advanced Framing - 2x6, 24" o.c. R19-R21 cavity/R12 insulating sheathing (R-30 wall assembly) or equivalent
Quality Installation Inspection	Required	Required
Title-24 Low Air Infiltration Testing	Required	Required Tight Envelope, .0002 SLA (1 ACH50)
Windows	Energy Star Rated .40 U-Value/.30 SHGC	Energy Star Rate 0.30 U-value, 0.26 SHGC
Furnace AFUE	0.92	.92 + ECM
A/C SEER/EER	14.5/12 w/ TXV	18+/12 +

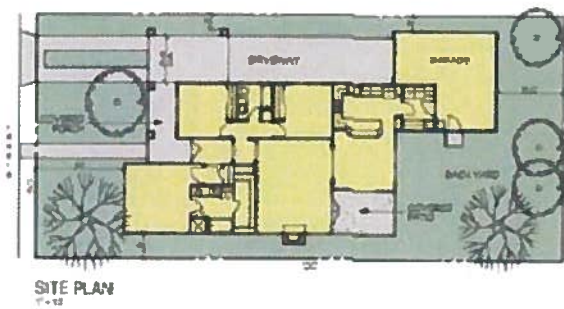
ACCA Design Manuals J,D, & S	Required	Required
Duct Insulation	R-6	R-6 Ducts inside conditioned space
Title -24 Duct Testing	Required	Required
Mechanical Ventilation to meet ASHRAE 62.2 Standards	Required	Required
Water Heating	.62 Energy Factor (EF) Gas Storage	Solar hot water with tankless gas water heater (.82 Energy Factor) or high efficiency gas boiler hot water (.82 Energy Factor) backup OR Condensing Tankless hot water heater (.90 Energy Factor) or Condensing Storage Hot Water Heater (.90 Energy Factor)
Home Energy Rating HERS II	Required	Required
Lighting	All Hardwire Light Fixtures Energy Star Rated Fixtures with Compact Fluorescent Lamps (CFLs)	All Hardwire Light Fixtures Energy Star Rated Fixtures with Compact Fluorescent Lamps (CFLs)
Solar Electric	2 kW AC Solar PV	3.5-4 AC kW Solar PV
Solar Thermal (Hot Water)	Not Required	Optional
Appliances (Clothes Washer & Drier, Refrigerator, Dishwasher)	Not Required	Energy Star Rated Tier II

**FRONT YARD LANDSCAPE DESIGNS
INFILL HOME PLAN PROGRAM**

Piches Plan A – Cottage with attached garage



Piches Plan B – Bungalow with detached garage



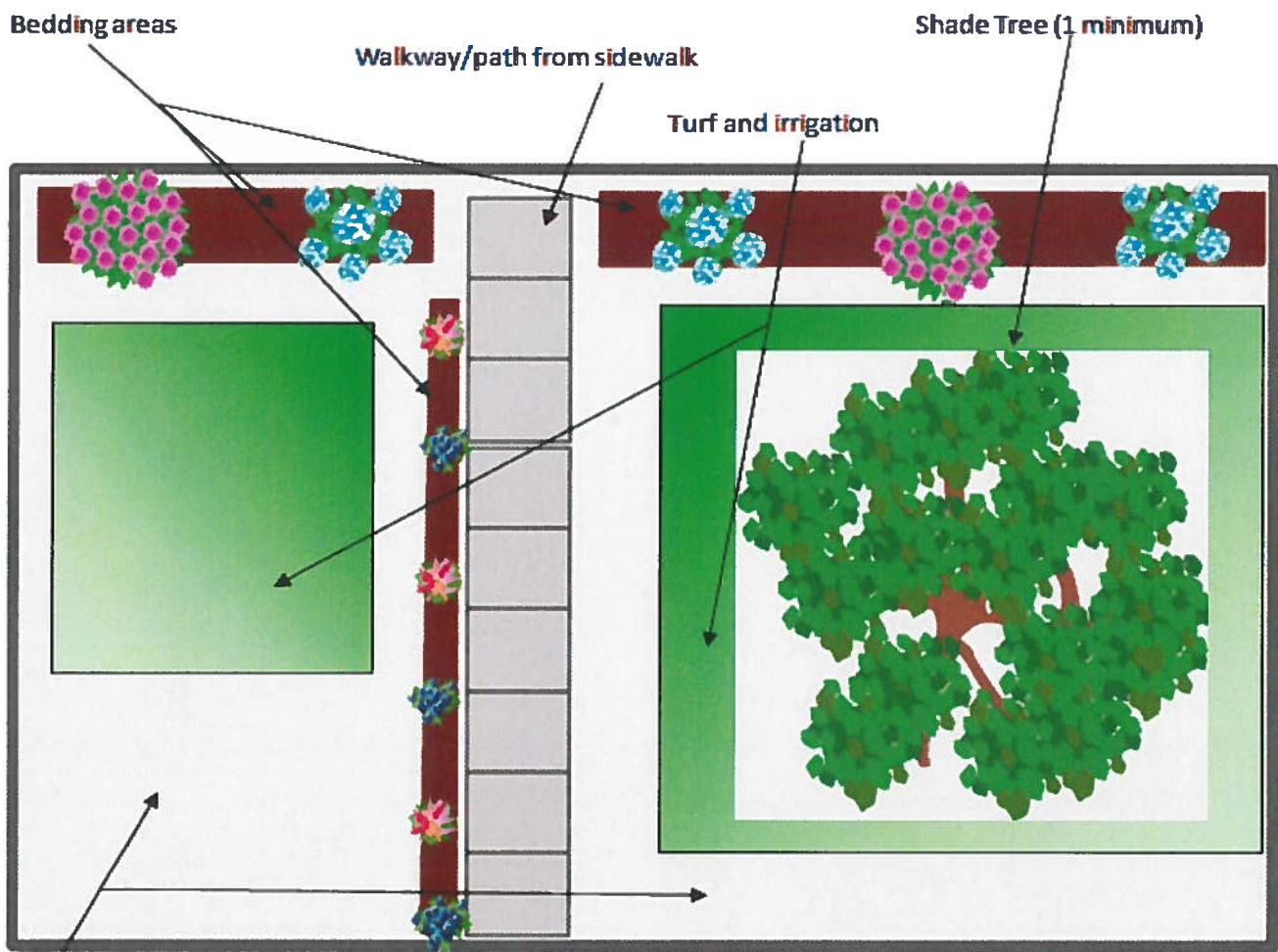
Easton Plans – Options 1, 2 & 3



Basic Landscape Plan Components
Free County Plans for use with Infill Home Plans

1. Shade Tree (1 minimum)
2. Bedding areas
3. Walkway/path from sidewalk to front porch (porous materials)
4. Turf and drought tolerant plantings
5. Irrigation (spray and drip)

FRONT OF HOME



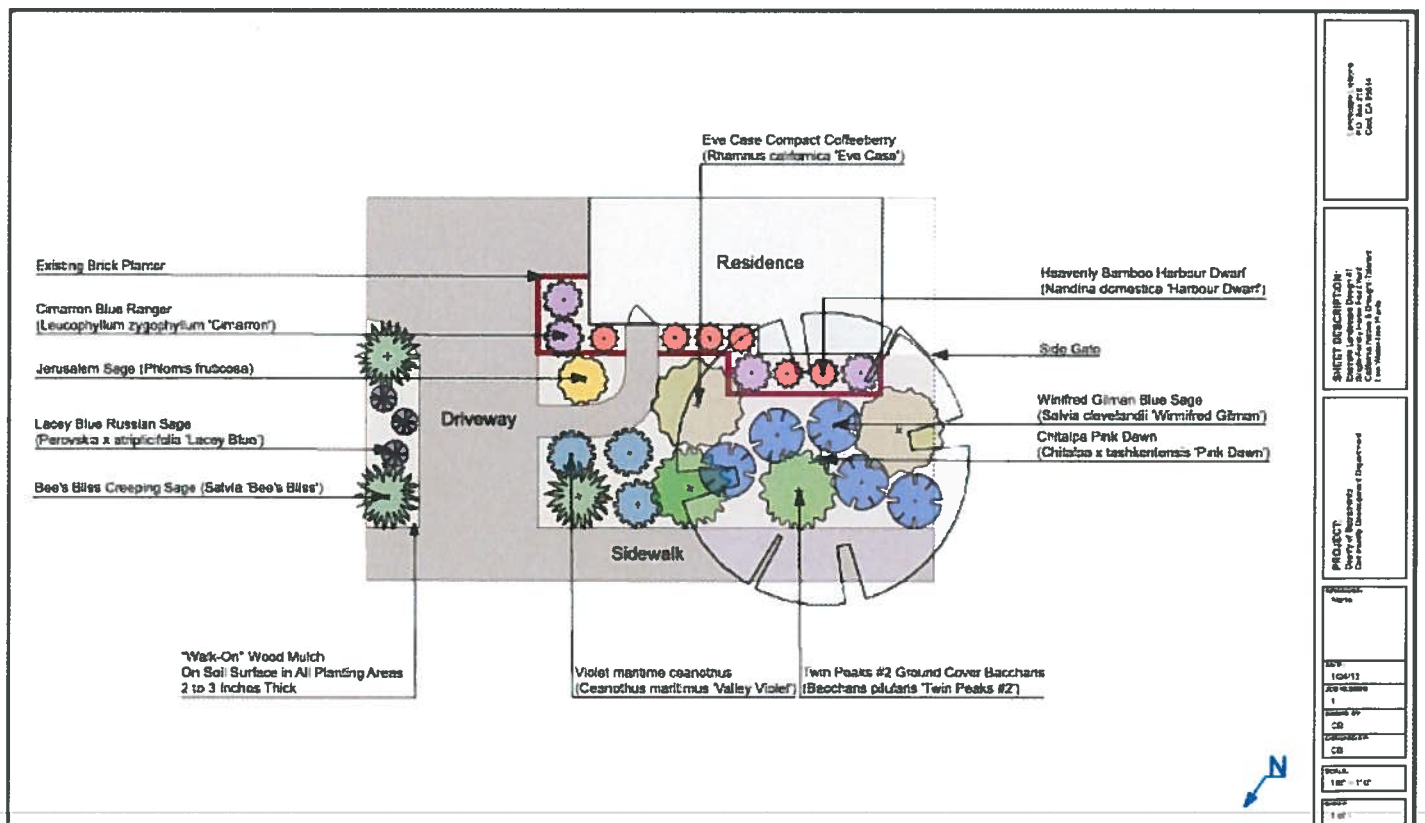
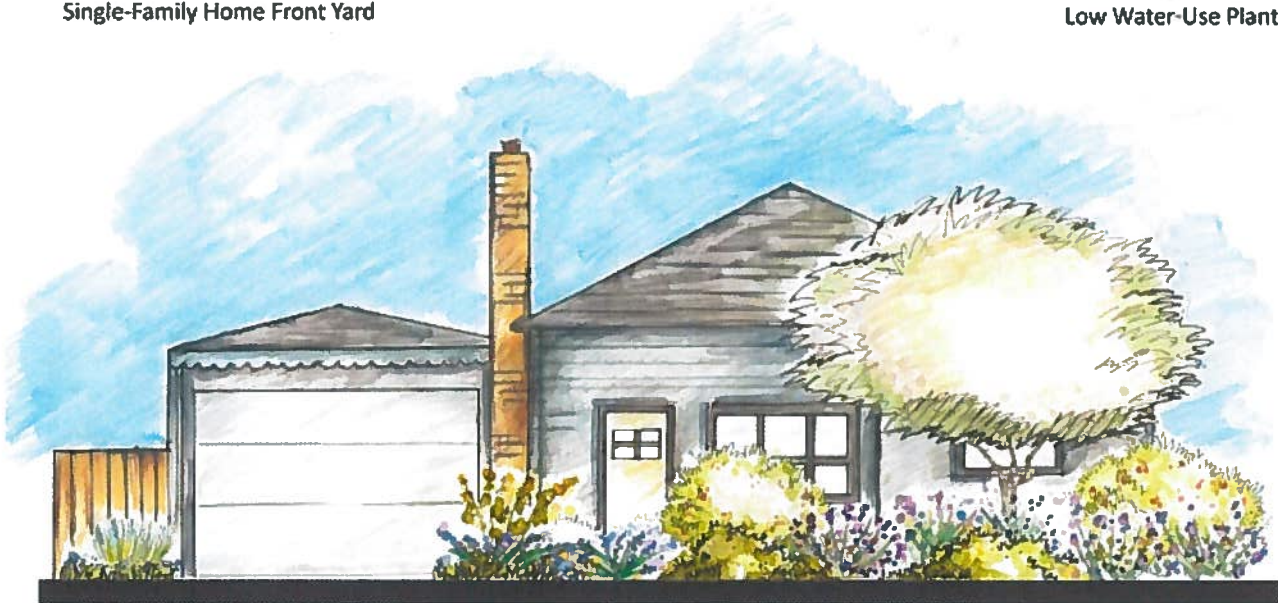
Native planting areas, use of other porous materials (pavers, decomposed granite). See next page for other water conserving designs.

SIDEWALK

County of Sacramento
Community Development Department

Example Landscape Plan
Single-Family Home Front Yard

California Native and Drought-Tolerant
Low Water-Use Plants



Single-Family Home California Native and Drought-Tolerant Low Water-Use Plants

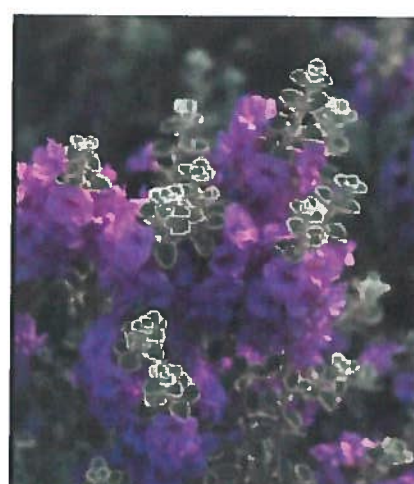
Botanical Name	Common Name	Qty.	Size	Mature Size
<i>Baccharis pilularis</i> 'Twin Peaks #2'	Twin Peaks #2 Ground Cover Baccharis	2	#1	3' T / 8' W
<i>Ceanothus maritimus</i> 'Valley Violet'	Violet maritime ceanothus	3	#1	2' T / 4' W
<i>Chitalpa X tashkentensis</i> 'Pink Dawn'	Chitalpa Pink Dawn	1	#5	30' T / W
<i>Leucophyllum zygophyllum</i> 'Cimarron'	Cimarron Blue Ranger	4	#2	3' T / 3' W
<i>Nandina domestica</i> 'Harbour Dwarf'	Heavenly Bamboo Harbour Dwarf	6	#1	2-3' T / W
<i>Phlomis fruticosa</i>	Jerusalem Sage	1	#1	4' T / W
<i>Rhamnus californica</i> 'Eve Case'	Eve Case Compact Coffeeberry	2	#5	4-8 T / W
<i>Salvia</i> 'Bee's Bliss'	Bee's Bliss Creeping Sage	3	#1	1-2' T / 6-8' W
<i>Salvia clevelandii</i> 'Winnifred Gilman'	Winifred Gilman Blue Sage	5	#1	3-5' T / 4-5' W
<i>Perovskia x atriplicifolia</i> 'Lacey Blue'	Lacey Blue Russian Sage	3	#1	1-1.5' T / 2-3' W



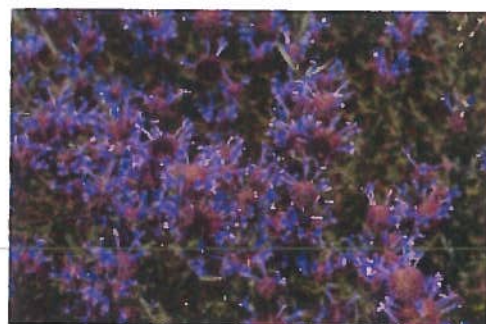
Nandina domestica
'Harbour Dwarf'
Heavenly Bamboo Harbour Dwarf



Chitalpa X tashkentensis
'Pink Dawn'
Chitalpa Pink Dawn



Leucophyllum zygophyllum
'Cimarron'
Cimarron Blue Ranger



Salvia clevelandii 'Winnifred Gilman'
Winifred Gilman Blue Sage



Salvia 'Bee's Bliss'
Bee's Bliss Creeping Sage

Irrigation Scheduling

for Sacramento County

Low-Water-Use Plant Sprinkler Runtimes

Month	Minutes Per Week	# of Days per week
January	2	1-2 days (if no rain)
February	5	2 days (if no rain)
March	7	2-3 days (if no rain)
April	11	3-4 days
May	15	3-4 days
June	18	5+ days
July	20	5+ days
August	17	5+ days
September	13	3-4 days
October	9	2-3 days
November	4	1-2 days
December	2	1-2 days (if dry)



Lawn Sprinkler Runtimes

Month	Minutes to irrigate per week	# of Days per week
January	2	1-2 (if no rain)
February	12	2 (if no rain)
March	20	2-3 (if no rain)
April	30	3-4 days
May	40	3-4 days
June	49	5+ days
July	52	5+ days
August	45	5+ days
September	35	3-4 days
October	23	2-3 days
November	11	1-2 (if no rain)
December	6	1-2 (if no rain)



These runtimes are for fixed spray sprinklers only. More time will need to be added for other watering methods, such as drip, rotary nozzles, or rotors. Cut these runtimes in half if using microsprays.

"Ball Park" Installation Cost Estimate

- Based on approximately 430 square feet of landscaping.
- Includes cost of materials and installation.
- Estimate only includes items listed below.
- Estimate does not include additional demolition or site preparation.
- Estimate does not include irrigation system (installation or repairs).

Lawn Removal	Top Soil	Plants	Mulch	Total
Based on \$1.50 per sq. ft. / 370 sq. ft. of lawn	Based on \$100 per yard / 2-3/4 yds.	23 - #1 / \$25 per plant = \$575	Based on \$100 per yard / 2-3/4 yds.	
		4 - #2 / \$40 per plant = \$160		
		3 - #5 / \$50 per plant = \$150		
\$555	\$275	\$885	\$275	\$1,990

Note regarding plant sizes:

#1 is accurate term/size for the nursery container; however, it is commonly referred to as a 1-gallon plant.

#2 also referred to as a 2-gallon plant.

#5 also referred to as a 5-gallon plant.

**BUILDING INSPECTION DEPARTMENT
AD409 – INFILL HOUSE PLAN PROGRAM**



**County of Sacramento
Municipal Services Agency
Building Inspection
General Information: (916) 875-5296
www.bldginspection.org**

INFILL HOUSE PLAN PROGRAM

Purpose

This program was developed to streamline the process for development of high quality single family homes on vacant lots in older neighborhoods and redevelopment areas.

Background

The County of Sacramento is joining the City of Sacramento in an Infill House Plan Program. Established by the City of Sacramento, This program was developed to streamline the process for development of high quality single family homes in older neighborhoods and redevelopment areas.

Under this program, the public can purchase plans that are pre-approved by the County's Design Review and Building Inspection plan review process, saving time and money. Because of the nature of the program and with the financial support from SMUD and SHRA the cost to purchase these plans from the architect is significantly less than one would normally pay to have a home designed. Private Developers may also request that their plans be pre-approved for repeated use for small subdivisions. This program only applies to the plan check-review process. Building Inspection fees will need to be paid.

All homes have been designed to be consistent with the SMUD So-Smart Energy Efficient Home design, which exceeds the new 2010 Title-24 energy efficiency requirements. Home plan upgrades to accommodate solar are also available.

The plans are approved for use throughout the County. The lots need to be zoned for single family residential development. They need to be of adequate size to accommodate the home within the setbacks required by the zoning code as well as a detached garage (if desired). The plans are designed to fit on the most common sizes of vacant lots. Minimum recommended lot sizes are 40'x100' and 50'x120' for the respective models. These homes can also be accommodated on larger lots and can support 1, 1 ½ or 2 car garages, again depending on lot size and configuration. The County Planning Department can assist you with zoning code requirements for your particular property. Contact the public information counter at (916) 874-6221 or e-mail: sacplan@saccounty.net

Wildland Urban Interface

Infill House Plan construction within Wildland Urban Interface areas are to comply with CBC Chapter 7-A. The Office of the State Fire Marshal in Sacramento can provide additional information. See their web site at: <http://www.fire.ca.gov/wildland.php>.

Procedure

1. Purchase plans directly from one of the architects participating in this program. The plans will also include a site plan layout for the lot. The architect will provide the customer with two stamped sets of approved plans and site plans.
2. Bring your plans with the following information to any one of the four Building Inspection Offices. Sacramento County Building Inspection office locations and hours can be found at the following website: www.bldginspection.org.

Submittal Requirements

You will need to submit two (2) complete, stamped, approved plans and site plan prepared by the architect that shows: the placement of the home on the parcel, location of any easements and trees, driveway location and curb information; a landscape plan for the front yard that includes at least 1 shade tree, and possibly a soils report and drainage conditions*. The submitted plans will receive an infill home plan case number.

Effective January 1, 2011 a separate submittal for Residential Fire Sprinkler Design must be provided to your local Fire District. Please contact them directly for submittal requirements, location, fees and business hours.

Cal Green Code requirements: Effective January 1, 2011 Div. 4.1 Site Development Storm Water Pollution Prevention Plan (SWPPP) and drainage plan will be additional submittals to Building for review.

Storm water drainage and retention during construction Section 4.106.2

Projects which disturb less than one acre of soil and are not part of a larger common plan of development which in total disturbs one acre or more, shall manage storm water drainage during construction. In order to manage storm water drainage during construction, one or more of the following measures shall be implemented to prevent flooding of adjacent property, prevent erosion and retain soil runoff on the site.

Retention basins of sufficient size shall be utilized to retain storm water on the site.

Where storm water is conveyed to a public drainage system, collection point, gutter, or similar disposal method, water shall be filtered by use of a barrier system, wattle or other method approved by the enforcing agency. Consult the California Green Code or CMID for additional drainage requirements.

Surface drainage Section 4.106.3

Site shall be planned and developed to keep surface water from entering buildings.

A "complete set of plans" consists of the following items:

a. Foundation Plan*.

Indicate if the foundation type is a slab on grade or a raised wood floor. Provide dimensioned details complying with the soil report. Accurately locate all interior, exterior, and isolated footings. Identify the type and location of any required hold-downs and hardware. Note the size and spacing of all floor-framing members, and provide under-floor ventilation calculations.

b. Floor Plan*.

Indicate room usages, window/door type and sizes, show locations of all heating and mechanical equipment, show firewall details, provide reference symbols to section details, identify the attic access location and show any options that increase the square footages to the house and garage areas.

c. Roof Plan*.

Indicate roof pitch and roofing material type.

(1) For conventional framing, show grade, size, and spacing of all framing members. Show the bearing points and framing sizes of all purlins and struts.

(2) For trussed roof frames, provide truss calculations and truss layout, cross-referencing the roof plan.

(3) Provide attic ventilation calculations.

d. Building Elevations.

Clearly identify each exterior elevation, specify exterior features and finishes, indicate building heights and chimney termination point and show all doors and windows.

e. Electrical Plan.

Indicate the service size and its location, identify the size and location of the service-grounding electrode (UFER), provide a receptacle and lighting layout; show the future electrical vehicle charging circuit; and show location and wiring of smoke detectors. The electrical plan may be incorporated within the floor plan.

f. Plumbing/Mechanical Isometrics.

Show location of all the mechanical equipment. If a duct design is used as part of the energy compliance methods, provide a duct layout and design calculations, hose bibs, water heater and all plumbing fixtures. If more than three water closets are installed, a drain, waste, and vent design will be required.

g. Engineering.

Engineering is required on all structural elements that do not comply with the conventional construction provisions of the California Building Code. Designed plan sheets need to be wet stamped and signed by the design professional.

h. Title 24 Energy Calculations.

Show compliance with the 2010 energy efficiency standards.

i. Structural Detail Sheets.

Directional reference symbols should reflect where, on the plan sheets, that each applicable detail applies.

j. Fees.

After submittal of plans and other documents, fee summaries will be created and sent to the applicant. It is the owner/developer/contractor's responsibility to provide payment prior to any plan review. Building Inspection fees will also need to be paid.

k. Cover sheet with the following:

Project name and address, design professional's name, title, address, and phone number, occupancy groups and type of construction, current applicable codes, square footage breakdowns of the dwelling, garage, porches/patios, and decks (including options), index of drawings and stamped and wet signatures of the design professionals. **Plans shall also be marked "County Infill Home Plan Program," by the Architect.**

l. Site Plan

Show the location of the new dwelling on the parcel, any existing structures, the location of any easements and trees, the driveway location and curb information, property lines and drainage conditions with arrows to show rain water flow.

* The foundation, floor, and roof framing plans need to be of matching scale.

2. Modifications.

Modifications are limited to non-structural and cosmetic changes only. Only one set of complete plans needs to be submitted for a modification, provided, the plans comply with the submittal requirements given in item 1 above and the plans clearly detail all of the modifications. An additional one (1) hour minimum of plan review will be assessed for each plan for processing costs. In addition any modifications may incur an hourly charge. (NOTE: Design Review will also be required by the Planning Department. Contact Planning to obtain costs for this additional Review).

3. Code and Updates.

Sacramento County enforces the California Building Standards Code. Approximately every three years, there is a code change. At that time, the owner/developer/contractor will be required to update all Infill House Plans on file with Sacramento County Building Inspection to comply with the new model

codes. The plans will receive a complete plan review as if it were a new submittal. New permits cannot be issued until the Infill House plans have been approved to the new model codes.

4. Replacement of Plans.

If the owner/developer/contractor's approved Infill House plans have been destroyed, lost, or an approved copy is needed, a duplicate plan must be obtained as follows:

- a. Submit a complete set of plans per the submittal requirements listed above.
- b. A plan review fee per the current labor rate schedule will be charged and will be billed by invoice.
- c. The plan reviewer will compare plan sets and documents and transfer all notes, comments, etc. to the replacement plan set.

Infill Home Plan Permit Intake Processing Requirements.

1. Submittal Requirements for each lot:

- a) Two sets of complete plans.
- b) Two copies of the plot plan with air conditioner locations on minimum 8½" x 14" paper.
- c) One copy of the floor plan sheet on minimum 11"x17" paper which identifies any option to be built.
- d) Residential Building Permit application, Part "A" and "B".
- e) Landscape plan for the front yard that includes at least 1 shade tree. (County landscape plan available free of charge).

2. Additional requirements after Building Inspection assigns a case/permit number and before permit issuance:

- a) Plans need to be routed to additional agencies i.e. Planning, Technical Resources, Water Resources, and Fire Department, etc. based on conditions and requirements for each particular lot. (Building Inspection can route plans, to do this, one additional complete set of plans must be submitted and this could extend the time required to approve plans). School district development fee form showing that any required fees have been paid.
- b) Fire Letter (If Required).

Note: All conditions and/or holds need to be complied with before issuance of a permit.

3. Plan Review Fee.

The initial infill housing plan review process fees will be paid by SMUD as per agreement between SMUD and the County of Sacramento.

Permit Applicants using pre-approved Infill Plans are subject to a flat rate of one (1) hour at the current county labor rate (this offsets costs related to departmental review costs, permit processing, and clerical functions) for minor review to check plan consistency with the original approved plans and site conditions.

Any plan review required due to modifications will be based on the current hourly rate with a minimum one (1) hour review.

4. Permit Applications.

Permit applications expire 180 days after the date of submittal. An extension of another 180 days may be granted under certain conditions. See Subsection 105.3.2 of SCC 16.02.160 for expiration of permits.

INFILL HOME PROGRAM COST COMPARISON

Piches Architecture

Model 1670 w/397 sq. ft. garage & 28 sq. ft. porch

	Standard	W/ Reduction
Permit Fee	\$1,967.44	\$1,967.44
Plan Review Fee	1311.63	100.99
Additional Fees:		
Zone Ck	170.51	170.51
Long Range Planning	229.53	229.53
AB1473	8	8
IT Recovery	110.61	110.61
Totals	3,797.73	2,587.08

Reduction of \$1,210.65

Model 1435 w/476 sq. ft. garage and 28 sq. ft. porch

	Standard	W/Reduction
Permit Fee	\$1,844.84	\$1,844.84
Plan Review Fee	1229.9	100.99
Additional Fees:		
Zone Ck	159.89	159.89
Long Range Planning	215.23	215.23
AB1473	7	7
IT Recovery	103.71	103.71
Totals	3,560.56	2,431.66

Reduction of \$2,431.66

Cynthia Easton Architects

Model 1292 w/ 400 sq. ft. garage and 40 sq. ft. porch

	Standard	W/Reduction
Permit Fee	\$1,745.60	\$1,745.60
Plan Review Fee	1163.73	100.99
Additional Fees:		
Zone Ck	151.29	151.29
Long Range Planning	203.65	203.65
AB1473	6	6
IT Recovery	98.11	98.11
Totals	3,368.38	2,305.64

Reduction of \$1,062.74

Easton cont.**Model 1350 w/ 400 sq. ft. garage and 40 sq. ft. porch**

	Standard	W/Reduction
Permit Fee	\$1,780.63	\$1,780.63
Plan Review Fee	1187.08	100.99
Additional Fees:		
Zone Ck	154.32	154.32
Long Range Planning	207.74	207.74
AB1473	7	7
IT Recovery	101.1	100.1
Totals	3,436.87	2350.78

Reduction of \$1086.09

Model 1600 w/400 sq. ft. garage and 40 sq. ft. porch

	Standard	W/Reduction
Permit Fee	\$1,932.41	\$1,932.41
Plan Review Fee	1288.28	100.99
Additional Fees:		
Zone Ck	167.48	167.48
Long range Planning	225.45	225.45
AB1473	8	8
IT Recovery	108.65	108.65
Totals	3,730.26	2,542.98

Reduction of \$1187.28

Prepared By:

Chuck Iniguez

Principal Building Inspector

Building Inspection - Construction Management and Inspection Division

Municipal Services Agency - Sacramento County

Office: (916) 875-1210 Cell: (916) 869-2512

ATTACHMENT 3
COMMENT LETTER FROM DESIGN REVIEW ADMINISTRATOR

January 19, 2010

I offer my wholehearted support to the Infill Model Homes Program. The design of each of the models available under this program is excellent. From an esthetic perspective I can state that each model as delineated will prove to be a positive addition to its neighborhood. The variation in exterior designs provide good options for fitting into existing contexts, and where little exists at present, to providing a positive direction for the future. The use of exterior elements such as porches, dormers, extensive trim and the like provide an enriched design vocabulary.

From a livability perspective each of the design plans is to be commended. Each has creatively dealt with small interior spaces and the interior room layout and circulation in a way that provides a truly usable living environment.

The fact that each of these homes incorporates sustainable energy saving elements should make them both desirable and a worthy addition to our housing stock now and in the future.

Infill development on small lots is a way to both add viably to our housing stock where needed and to improve the appearance and function of a number of our existing neighborhoods. The cost effective approach offered by this program should be commended and supported.

Barry L. Wasserman, FAIA
Design Review Administrator
Planning and Community Development Department
Municipal Services Agency
County of Sacramento

ATTACHMENT 4
PHOTOS OF BUILT HOMES-CITY OF SACRAMENTO
936 Hawk Avenue, North Sacramento (Piches Plan)



2525 – 37th Street, near Med Ctr (Easton Plan)



709 Grand Avenue, North Sacramento (Easton Plan)



2245 Empress Street, North Sacramento (Piches Plan)



4815 Mascot Avenue, Oak Park (Piches Plan)



5071 Martin Luther King Jr. Blvd., Oak Park (Easton Plan)



INTERIOR PHOTOS
2525 – 37th Street (Easton Plan)



2245 Empress Street (Piches Plan)





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Promoting Good Government at the Local Level

Santa Cruz Implements "Granny Flat" Program

Like many small cities across the country, Santa Cruz is struggling to maintain its small-town character despite enormous growth pressures. With few new development sites left, the city has turned to its primary asset for help – its single-family neighborhoods, where it is allowing property owners to develop accessory dwelling units, commonly known as a "granny flat."

Community Profile

Although Santa Cruz follows "smart growth" principles by encouraging greater density along transportation corridors, more housing is needed. The city has one of the least affordable housing markets in the country for both home buyers and renters. The availability of affordable housing is crucial for Santa Cruz to retain both its diverse neighborhoods and sense of community. The result is an innovative Accessory Dwelling Unit (ADU) Development Program. An ADU, commonly known as a "granny flat," is an additional rental unit on a single-family lot. It may be attached or detached from the primary residence.



Taking Advantage of an Existing Resource

This unconventional "lot-by-lot" development program sees backyards and garages as opportunities for new rental housing. And because 95 percent of Santa Cruz's homes are within a half-mile of public transportation, this program also supports smart growth. With ADU development, affordable rental housing is built at no cost to the city, renters have more diverse housing options and homeowners can earn extra income to help with their mortgage: a win-win-win situation.

Program Overview

Santa Cruz's ADU Development Program has four components:

1. **Zoning Incentives.** Under most zoning, three cars typically use at least 25 percent of a 5,000-square-foot lot. To help provide space for ADU development, Santa Cruz eliminated covered

parking requirements (thus freeing up the garage) and allowing up to three parking spaces in the driveway/front yard setback. Space once reserved for cars can now be used for housing.

2. "How To" Manual and Design Prototypes. Most homeowners are hesitant to build an ADU because they lack knowledge and experience. To help homeowners become developers, the city created a "how to" manual that goes step by step from designing the ADU through becoming a landlord. To further help with design, the city engaged seven architects to create a range of ADU prototypes, which were then pre-approved by the city's Planning Department. Sharing these designs saves the homeowner money, speeds up the permit process and results in well-designed ADUs.

3. Financing. The expense of building an ADU stops many homeowners who are already strapped with a mortgage. In exchange for affordability restrictions (the owner agrees to make the housing affordable for low-income households), the city offers an ADU Loan Program in partnership with a local credit union and a Development Fee Waiver Program. In addition, a Wage Subsidy Program, linked to an existing construction jobs training program, can further reduce costs.

4. Community Education. To both educate the public about ADUs and hear neighborhood concerns, the public was invited to a series of five workshops. More than 400 people attended at least one session. The local newspaper featured extensive coverage of each workshop and ran a series on the ADU prototypes. A video of the workshops appeared on the local public television station.

Anticipated Results

Though in its infancy, the ADU program has resulted in dramatic change. Prior to implementing the program, Santa Cruz averaged less than eight ADU building permits per year. Since the fall of 2002, when the zoning change came into effect, the average has jumped to eight ADU permits a quarter. Although these numbers may not sound like much, the cumulative effect can be considerable. As momentum builds, the city could easily average 10 or more units per quarter. Over a five-year period this equals a 200-plus unit development, which is significant for a small city of 56,000.

Serving as a Model for Other Communities

Perhaps the most useful lesson that other communities can learn from Santa Cruz is the importance of removing obstacles in the permitting process. By supplying a number of pre-approved prototypes and a "how to" manual for homeowners, the city streamlined the often cumbersome and costly procedure of planning and developing an ADU, which is frequently overwhelming for individuals. The other practical aspect of removing obstacles is reflected in the city's community education and outreach effort, which stimulated discussion and built widespread support for the ADU program.

MRSC Insight*The Blog of Municipal Research and Services Center***What's Not to Like? – Pre-Approved Plans Offer Faster Permitting, Cheaper Housing, Quality Design**Posted on July 3, 2014 by Sue Enger

It is probably fair to say that most homeowners or builders who visit city hall (or the county) for a single family or small project permit, have less than fond memories of the experience. Permit processes provide important protections for the community. But the array of zoning and building code and utility permit requirements can feel overwhelming, especially for the non-professional.



Sacramento Pre-Approved House Plan

Some West Coast communities have successfully initiated a pre-approved plan permit option that can reduce some of the frustration. They offer homeowners or contractors the opportunity to purchase and use house plans that have been reviewed for conformance with building codes and many other standards in advance. This simple, inexpensive-to-implement option reduces the permit process time for selected housing types and can contribute to more affordable housing. Some of these plan programs also seek to promote improved residential design that fits the neighborhood context.



Portland Cottage Cluster Prototype

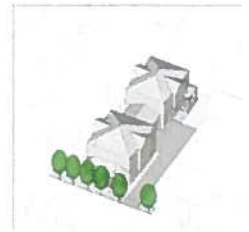
In the approach used in Portland, Sacramento, and Roanoke, the local jurisdictions have developed a library of pre-approved plans. The plans are prepared by architects who are chosen by the city, often through a competitive process. In contrast, in the approach that prevails in Washington communities, the applicant submits a “basic” plan. Once reviewed and approved, the jurisdiction keeps it on file. The applicant can reuse the pre-approved plan in the future for a reduced fee, with minimal review time required.

The programs vary from community to community targeting objectives of local concern. Sacramento offers “permit ready” plans for single family infill housing in older neighborhoods. The Portland program targets design solutions for small multiple-unit projects on infill sites, and Santa Cruz offers accessory dwelling unit plans for a variety of contexts. Lee County, FL even offers pre-approved plans for [sheds](#)!

Since time is money for a home builder, pre-approved plans can translate into reduced housing costs that can be passed on to the home buyer. A contractor's holding time costs for property taxes, construction loans, and similar costs can be reduced in addition to the contractor's time on the project. The jurisdiction can also reduce or even waive permit fees, since minimal review time is needed, even when minor changes are made to the base plan. And, of course, the pre-approved plans themselves can substantially reduce the design costs.

Many of these communities have the additional objective of using pre-approved plans to promote well-designed housing. For instance, Portland's prototype plans were developed based on design contest winners. The resulting

multi-family housing prototypes and site layouts, such as the house-plex, corner lot multi-family, contextual rowhouses, or cottages clustered along a green, significantly reduce the appearance of density. The designs tend to look like a large single family house from the street view. Sacramento developed its plans with considerable input from the recipient neighborhoods. Roanoke's plans are pre-approved as meeting neighborhood design district and building permit standards. Santa Cruz offers accessory dwelling unit plans for many different contexts and provides a step-by-step "how-to" manual for homeowners.



Portland House-plex
Prototype (3-4 units)

One potential concern is that using the same plans repeatedly could lead to the dreaded cookie cutter, look-alike neighborhoods. But, of course, some builders are already predisposed toward using standard plans repeatedly. Some of the approaches above can produce a generally improved quality that fits neighborhood context. Offering a variety of plans, with some variations allowed, can help. In some cases, communities limit the number of times a plan can be used in a given area, and plans in some communities expire after several years.

Some communities may be reluctant to offer this option because of anticipated opposition from design professionals who may fear lost business. Some of the tactics of the above communities, including the use of pre-approved plans on a more limited basis such as for ADU housing, may alleviate potential fears. Also, if the community uses plans prepared by a number of firms, and the firms can sell the plans multiple times, they are more likely to be supportive. Having a plan in the jurisdiction's library may provide good publicity. The Washington basic plan approach may mollify design professionals, since they still prepare plans for applicants.

The pre-approved plan is a simple idea, but it may take many such good practices added together to reduce housing costs, to make permit processes less frustrating, and to improve a community's visual quality. Here are some examples.

Examples from Other States

- [Portland Infill Design](#) and [Portland Housing Prototypes](#) – Solutions for achieving density and neighborhood-friendly design on small infill sites
- Sacramento CA [Infill House Plans](#)
- Roanoke VA [Residential Plans Library](#) and award-winning [Residential Pattern Book](#)
- [Historic Macon Pre-Approved House Plans](#) – Fully permitted plans and minimum specifications manual offered by a historic foundation
- [Santa Cruz Implements "Granny Flat" Program](#), Institute for Local Government – City provides "how-to" manual and design prototypes
- [Santa Cruz Accessory Dwelling Unit Manual](#) – Includes design prototypes for different contexts (See pp. 19 – 36)

Washington Examples

- King County [Residential Basics Program](#), Permitting Customer Information Bulletin 12A, 12/31/2012 – King County keeps an applicant's plan on file when they intend to build additional houses using the same basic plan. Limited review time and no plan review fee charged

- Pierce County [Guide to the Building Permit Application Process for Single-Family Dwellings](#) – See Residential Submittal Requirements Instructions, p. 8, N – P – Applicant can purchase one-time rights to a pre-approved “base plan” from a company that has submitted plans to the county
 - [A User's Guide for Base Plans](#), 05/2012 – Applicant can submit a base plan that will be kept on file for use for future buildings and that will be considered pre-approved
- Kent [“Basic” Building Plans](#)

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About Sue Enger

Sue helps cities and counties with planning and growth management information. She has authored guidebooks on transit-supportive land use, infill development, master-planned resorts, park planning, citizen participation, and a various growth management topics for MRSC and the State. She has directed planning departments and has extensive work experience with various-sized cities and counties.

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MRSC Insight

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Item #4
Tiny Homes

CITY OF FRESNO DEVELOPMENT CODE

15-2754 SECOND DWELLING UNITS, BACKYARD COTTAGES, AND ACCESSORY LIVING QUARTERS

A. Purpose. The purpose of this section is to:

1. Maintain the character of single-family neighborhoods;
2. Ensure that new units are in harmony with developed neighborhoods; and
3. Allow Second Dwelling Units as an accessory use to Single-Unit Dwellings, consistent with the Government Code (Section 65852.2).

B. Architectural Compatibility. If visible from a public street or park, the architectural design, roofing material, exterior materials and colors, roof pitch and style, type of windows, and trim details of the Second Dwelling Unit, Backyard Cottage, or Accessory Living Quarters shall be substantially the same as and visually compatible with the primary dwelling.

C. District Standards. Second Dwelling Units, Backyard Cottages and Accessory Living Quarters may be established on any lot in any residential district where single-unit dwellings are permitted. Only one Second Unit, Backyard Cottage or Accessory Living Quarters may be permitted on any one lot. Minor Deviations and/or Variances to meet the minimum lot sizes are not permitted.

D. Minimum Lot Sizes.

1. Second Dwelling Unit. 6,200 square feet.
2. Backyard Cottage.
 - a. Interior Lot Size: 6,000 square feet.
 - b. Corner Lot Size: 5,000 square feet.
3. Accessory Living Quarters. 5,000 square feet.

E. Type of Unit.

1. Second Dwelling Unit. May provide separate, independent living quarters for one household. Units may be attached, detached, or located within the living areas of the primary dwelling unit on the lot, subject to the standards of this subsection. Kitchens, including cooking devices are permitted.

2. Backyard Cottage. May provide separate, independent living quarters for one household. Units may be attached, detached, or located within the living areas of the primary dwelling unit on the lot, subject to the standards of this subsection. Kitchens, including cooking devices are permitted. Backyard Cottages shall be located behind the primary dwelling unit, unless attached and integral to the primary dwelling unit.

a. A Tiny House may be considered a Backyard Cottage if it meets all the requirements of this section.

b. The Director shall review the design of the Tiny House to insure that the structure is compatible with the main home and the neighborhood.

3. Accessory Living Quarters. Accessory Living Quarters provide dependent living quarters. They may be attached, detached, or located within the living areas of the primary dwelling unit on the lot, subject to the standards of this subsection. Accessory Living Quarters may not provide kitchen facilities, however a bar sink and an undercounter refrigerator are allowed, but no cooking devices or other food storage facilities are permitted. Accessory Living Quarters shall not be located in front of the primary single-family dwelling.

F. Maximum Floor Area. The following are the maximum square footages of habitable area. The following calculations only include habitable floor space. Minor Deviations and/or Variances are not permitted to increase the maximum floor areas.

1. Second Dwelling Units. 1,250 square feet.

2. Backyard Cottages. 440 square feet.

3. Accessory Living Quarters. 500 square feet or 30 percent of the primary single-family dwelling, whichever is less.

G. Development Standards. Units shall conform to the height, setbacks, lot coverage and other zoning requirements of the zoning district in which the site is located, the development standards as may be modified per this subsection, other requirements of the zoning ordinance, and other applicable City codes.

H. Lot Coverage. Per the underlying zone district.

I. Setbacks.

1. Front Yards. Per the underlying zone district.

2. Side Yards/Street Side Yards. Per the underlying district.

3. Rear Yards. Shall be separated from the main home by a minimum of six feet.

a. Second Dwelling Unit. Per the underlying zone district.

b. Backyard Cottage and Accessory Living Quarters.

i. Alley Present. Three feet.

ii. No Alley Present.

(1) Abutting an RS. 10 feet.

c. A tandem parking space may also be used to meet the parking requirement for the Second Dwelling Unit, providing such space will not encumber access to a required parking space for the primary single-unit dwelling.

d. An existing two vehicle garage and/or carport may not be provided in-lieu of these parking requirements unless the parking spaces are accessed from different garage doors.

4. Backyard Cottage. No additional parking required.

5. Accessory Living Quarters. No additional parking required.

J. Access. Vehicular access shall be provided in the following manner:

1. Driveways. Shall be provided per the underlying district.

2. Pedestrian Access. An all-weather surface path to the Second Dwelling Unit, Backyard Cottage, or Accessory Living Quarters shall be provided from the street frontage.

K. Mechanical Equipment. Mechanical equipment shall be located on the ground or, in the case of a tiny house on wheels, incorporated into the structure, but shall in no case be located on the roof.

L. Utility Meters/Addresses.

1. Second Dwelling Units. Separate gas and electric meters may be permitted if approved by the Building Official and Pacific Gas & Electric.

2. Backyard Cottage and Accessory Living Quarters. Separate utility meters and/or addresses are not permitted.

M. Home Occupations. Home occupations are permitted pursuant to Section 15-2735, Home Occupations.

N. Airports. All applications shall comply with operative airports plans.

O. Owner Occupancy Requirements. The following shall apply prior to the issuance of a building permit.

1. Second Dwelling Unit and Backyard Cottage.

a. Either the primary dwelling unit, the Second Dwelling Unit, or the Backyard Cottage shall be owner-occupied.

b. The property owner shall enter into a restrictive covenant with the City, which shall be recorded against the property.

c. The covenant shall confirm that either the primary dwelling unit, the Second Dwelling Unit, or the Backyard Cottage shall be owner-occupied and prohibit rental of both units at the same time.

d. It shall further provide that the Second Dwelling Unit or Backyard Cottage shall not be sold, or title thereto transferred separate and apart from the rest of the property.

DEFINITION OF TINY HOUSE ADDED TO CITY OF FRESNO DEVELOPMENT CODE

Tiny House. A structure intended for separate, independent living quarters for one household that meets these six conditions:

1. Is licensed and registered with the California Department of Motor Vehicles and meets ANSI 119.2 or 119.5 requirements;
2. Is towable by a bumper hitch, frame-towing hitch, or fifth-wheel connection. Cannot (and is designed not to) move under its own power. When sited on a parcel per requirements of this Code, the wheels and undercarriage shall be skirted;
3. Is no larger than allowed by California State Law for movement on public highways;
4. Has at least 100 square feet of first floor interior living space;
5. Is a detached self-contained unit which includes basic functional areas that support normal daily routines such as cooking, sleeping, and toiletry; and
6. Is designed and built to look like a conventional building structure.

Referral #3

“One-Stop Shop”

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Tuesday, September 27, 2016

[About Us](#)[Getting Started](#)[FAQs](#)[Hearings and Meetings](#)[Applications & Fees](#)[Calendar of Events](#)[Envision San Jose 2040](#)[General Plan](#)[San Jose 2020](#)[General Plan](#)[Diridon Station Area Plan](#)[Housing Element](#)[Specific Plans](#)[Zoning/Sign/Municipal](#)[Code](#)[Policies](#)[Historic Preservation](#)[Environmental Review](#)[Strong Neighborhoods](#)[Initiative](#)[Stormwater Management](#)[Maps/Data](#)[Smart Growth](#)[Evergreen-East Hills](#)[Development Policy](#)[County Island](#)[Annexations](#)[San Jose Medical Center](#)[Vision North San Jose](#)[Coyote Valley Specific](#)[Plan](#)[Links](#)[Site Index](#)

About Us

Building Division

[Organization Charts](#)

The mission of the Building Division is to oversee private construction for the purpose of protecting the safety of San Jose's citizens and facilitating the City's economic development objectives. This is accomplished through implementation of Building, Plumbing, Mechanical, Electrical, zoning, Engineering, Energy and disabled Access codes and laws for construction of residential, commercial and industrial developments.

The Building Division processes over \$1 billion worth of construction projects each year. The Division issues permits for more than 30,000 projects (one permit every five minutes), conducts over 190,000 inspections (one inspection every 45 seconds), and responds to over 300,000 phone inquiries (one phone customer every 25 seconds) each year.

[Visit the Building Division website](#)

Building Plan Review

Project approval begins with the review of all construction plans for residential, commercial, and industrial buildings and structures. The applicant submits a complete set of Building, Plumbing, Mechanical and Electrical plans, specifications, and supporting documentation. The Building Division analyzes the plans to verify that the proposed construction is designed to meet the minimum safety requirements specified in the codes. The Building Division staff must also verify that projects have obtained the necessary Planning, Public Works or Fire Department clearances.

Each year, the Building Division provides plan review services for approximately 5,000 projects. The Division recognizes the need to expedite project review services, and has developed several separate review and approval tracks depending upon the scope, complexity, and urgency of construction. These include:

1. Express Plan Check: This process is reserved for less complex residential and commercial/industrial projects. Customers make an appointment for their plans to be reviewed. The review process takes approximately one hour.
2. Consultant Plan Review: In order to facilitate a reasonable plan check turn-around time with our large workload particularly during peak activity periods, a large number of projects are sent out to consultant plan checkers. The plan check consultants are hired by and paid for by the City and work directly for the Building Division to supplement the workload that can be handled by the City Plan Check staff.
3. Third-Party Plan Review: In order to facilitate projects which require faster than normal plan check turn-around times, the Building Division allows the applicant to use the services of a third-party plan checker. In these cases the applicant hires and pays for a third-party plan checker from a pre-approved list. This allows the applicants to arrange for plan check services which meets their particular time demands. Although this service does not substitute for the city plan checker, it facilitates substantially faster plan approval and start of construction.

The Building Plan Review process results in the preparation of a set of plan check comments with required corrections. After all corrections are made, the plans are approved for permit issuance.

Permit Issuance

The Building Permit Center assists citizens and issues Building, Plumbing, Mechanical, Electrical and minor planning adjustment permits when applicants have obtained the appropriate plan approval. The Building Division also coordinates and ensures that applicants have obtained the necessary clearances from Planning, Public Works, Fire and outside agencies (e.g., school districts, Health

Department, etc.). The permit authorizes the customer to begin construction and request inspection services required to obtain a final inspection and/or a Certificate of Occupancy.

Each year the Building Permit Center serves over 40,000 walk-in customers, and issues over 30,000 permits. Building Division customers comment that the quality of service is much improved since the Permit Center redesign, despite the record number of permits issued and customers served. The Permit Center accepts major credit cards for the payment of Building Division permits and services.

The Building Division is in the process of developing an automated system for processing permit applications. The "Integrated Development Tracking System" (IDTS) will improve the response to information inquiries by citizens as well as expedite plan review and permit issuance.

Inspection Services

The Building Division provides inspection services within a 24-hour response time for 95% of its customers. Inspections are requested by telephone and taken by the Division's Phone and Records Section staff. Approximately 300,000 phone calls for inspections and other services are handled by the Division each year.

The Building Division completes approximately 190,000 inspections each year, as each one of the 30,000 permits issued requires an average of six (6) inspections. At the end of each business day, approximately 500 inspection requests are forwarded to the Building Inspection Section for scheduling the next day. Inspections are distributed to inspectors, who are assigned to 25 different areas within the City.

In order to provide better customer service, the Building Division created and implemented a combination inspection program in 1993. This program provides building, plumbing, mechanical, and electrical inspections by one inspector for residential buildings.

Building Division field inspectors and supervisors are equipped with cellular phones. This provides direct communication among staff and customers. Our field inspectors can contact supervisors or access voice mail messages where other telephone facilities are not available. This communication link allows improved communication capability during a state of emergency or disaster.

After various stages of construction have been inspected and approved, the Building Division approves the final inspection and issues a Certificate of Occupancy. This certifies that the building meets all the appropriate codes, structural, zoning, health, safety, and access regulations and is safe to inhabit or occupy.

Other Important Building Division Activities

Record Storage and Retrieval

The Building Division is required to retain all copies of permits and final building plans issued by the Division. Copies of permit documents are furnished to customers upon request. Approximately 5,000 requests for records are processed each year by the Records Section Staff. This task has been expedited by the Department's Document Imaging Records Management System. This system allows the Building Division to store digital pictures of all approved building plans and permits for immediate retrieval via computer.

Unreinforced Masonry Program

The Building Division oversees the construction work of unreinforced masonry (URM) buildings whose owners have chosen to retrofit their buildings. The program was established to ensure the retrofit of buildings which are susceptible to seismic activity. The Building Division provides extensive plan check and inspection services to ensure that the structures in this program are strengthened.

Improvements in the Building Division

Since 1992, several major improvements in the Building Division have been made to improve the services to San Jose development review customers and enhance economic development. The following is a summary of some of these achievements:

- Reorganized the Building Division to be responsive to customer's needs.
- Created a Building Division one-stop permit center.
- Merged Building, Plumbing, Mechanical, and Electrical plan check functions to allow concurrent review of all trades.
- Merged Building, Plumbing, Mechanical, and Electrical field inspection functions to provide greater flexibility and efficiency in inspection scheduling.
- Created combination inspection program to streamline and increase efficiency of residential tract and remodel inspection services.

- Created express plan check process for certain residential, commercial and industrial projects, substantially increasing same-day, over-the-counter project approval.
- Achieved approximately 50% reduction in turnaround time for all plan check services.
- Reduced inspection request lead-time from 3 to 4 days to a maximum of 24 hours for 95% of inspection requests.
- Eliminated requirement for most plumbing, mechanical, and electrical plan checks.
- Eliminated requirement for common interest development (CID) inspections.
- Instituted an appointment system for all Building Division permit services.
- Expanded the one-stop permit center concept by consolidating the Fire Department plan check staff, and some Planning staff in the Building Division.
- Instituted noon-hour (12-1) phone and permit center services.
- Instituted Automated Telephone Call Management System.
- Instituted payment of permits and services by credit card.

Last Modified Date: 6/15/2012

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As a customer-driven organization, the City of San José welcomes any suggestions you might have to help us serve you better.

Referral #4

Revise Housing Policies

COUNTY COUNCIL

COUNTY OF KAUAI

Resolution

No. 2016-54, Draft 1

RESOLUTION REAFFIRMING COUNCIL POLICY TO ACQUIRE LAND FOR THE DEVELOPMENT OF AFFORDABLE HOUSING

“WHEREAS, Resolution No. 2004-44, Draft 1, was adopted by the Kaua‘i County Council in 2004 to establish a Council policy to acquire land for the development of affordable housing; and

WHEREAS, since 2004, the average price of a single family home on Kaua‘i has increased from \$506,500 to \$600,000 as of June 2016; and

WHEREAS, due to the increase in housing prices, many of Kaua‘i’s families cannot afford to purchase a home; and

WHEREAS, the 2011 Hawai‘i Housing Policy Study stated that a shortage of affordable ownership and rental units on Kaua‘i will result in a need of approximately 925 units in the 0-80% United States Department of Housing and Urban Development (HUD) median income range, 167 units in the 80-120% HUD median income range, and 116 units in the 120-180% HUD median income range by the year 2016; and

WHEREAS, through efforts of the County of Kaua‘i Housing Agency and private developers from 2004 to 2016, there have been 315 affordable multi-family rental units developed and 203 multi-family and single family ownership units developed on Kaua‘i; and

WHEREAS, the County of Kaua‘i cannot only depend on private developers to solve the affordable housing crisis; and

WHEREAS, the Kaua‘i County Council and the Administration need to take an active and aggressive role in the development of affordable housing; now, therefore,

BE IT RESOLVED BY THE COUNCIL OF THE COUNTY OF KAUAI, STATE OF HAWAII, that the County work to acquire land, through condemnation if necessary, for the development of affordable housing.

BE IT FURTHER RESOLVED, that the County of Kaua‘i identify parcels that are 15 acres or less in size, and are in close proximity to infrastructure and jobs so as to minimize development and household transportation costs and traffic.

BE IT FURTHER RESOLVED, that the County of Kaua‘i pursue available financing mechanisms (tax exempt bonds, revenue bonds, State funding, Federal funding (United States Department of Agriculture (USDA) – Rural Development), etc.) to develop affordable housing for residents on Kaua‘i.

BE IT FURTHER RESOLVED, that the County of Kaua'i work in partnership with private non-profit organizations when feasible, to acquire land and develop the needed affordable housing units.

BE IT FURTHER RESOLVED, that the Kaua'i County Council and the County Housing Agency work together to develop "affordable housing incentives" (housing credits, etc.) that will encourage private landowners to participate with the County in addressing this critical social problem.

BE IT FURTHER RESOLVED, that the sellers of land acquired for affordable housing projects by the County will not be subject to the one-time subdivision rule regulating the subdivision of agricultural lands.

BE IT FURTHER RESOLVED, that the affordable housing units are intended for long-term ownership and will be subject to long-term buy-back provisions.

BE IT FURTHER RESOLVED, once purchased, parcels of land that cannot be immediately developed will be "land banked" by the County for future affordable housing development.

BE IT FURTHER RESOLVED, that the Council supports the County Housing Agency's work to proactively acquire land and develop affordable housing on Kaua'i.

BE IT FINALLY RESOLVED, that copies of this Resolution be transmitted to Mayor Bernard P. Carvalho, Jr., Kanani Fu, Housing Director, and Michael A. Dahilig, Planning Director.

Introduced by: /s/ MEL RAPOZO

V:\RESOLUTIONS\2014-2016 TERM\Reso. No. 2016-54, D1 Establishing Council Policy to Acquire Land for Affordable Housing YS_cy.docx

	Aye	Opp	Excused	Refused
Chock	X			
Hooser	X			
Kagawa	X			
Kaneshiro	X			
Kuali'i	X			
Rapoza	X			
Pukimura	X			
Total	7	0	0	0

Certificate Of Adoption

We hereby certify that Resolution No. 2016-54, Draft 1 was adopted by the Council of the County of Kaua'i, State of Hawai'i, Lihu'e, Kaua'i, Hawai'i, on August 17, 2016.


County Clerk
Dated August 18, 2016


Chairman & Presiding Officer

**Kauai County
Housing Agency**
Kamuela Cobb-Adams

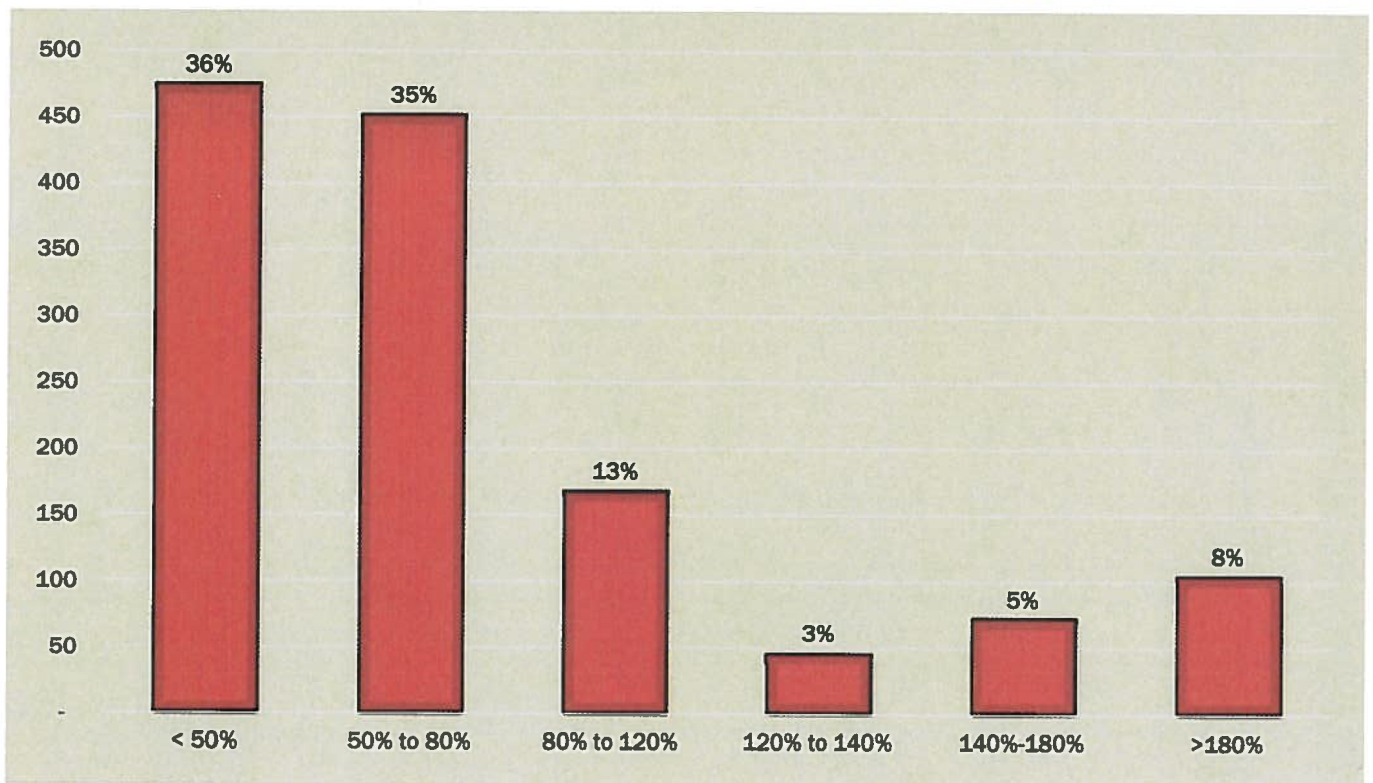
KAUA'I'S AFFORDABLE HOUSING

Kaua'i
County
Housing
Agency

January 2015

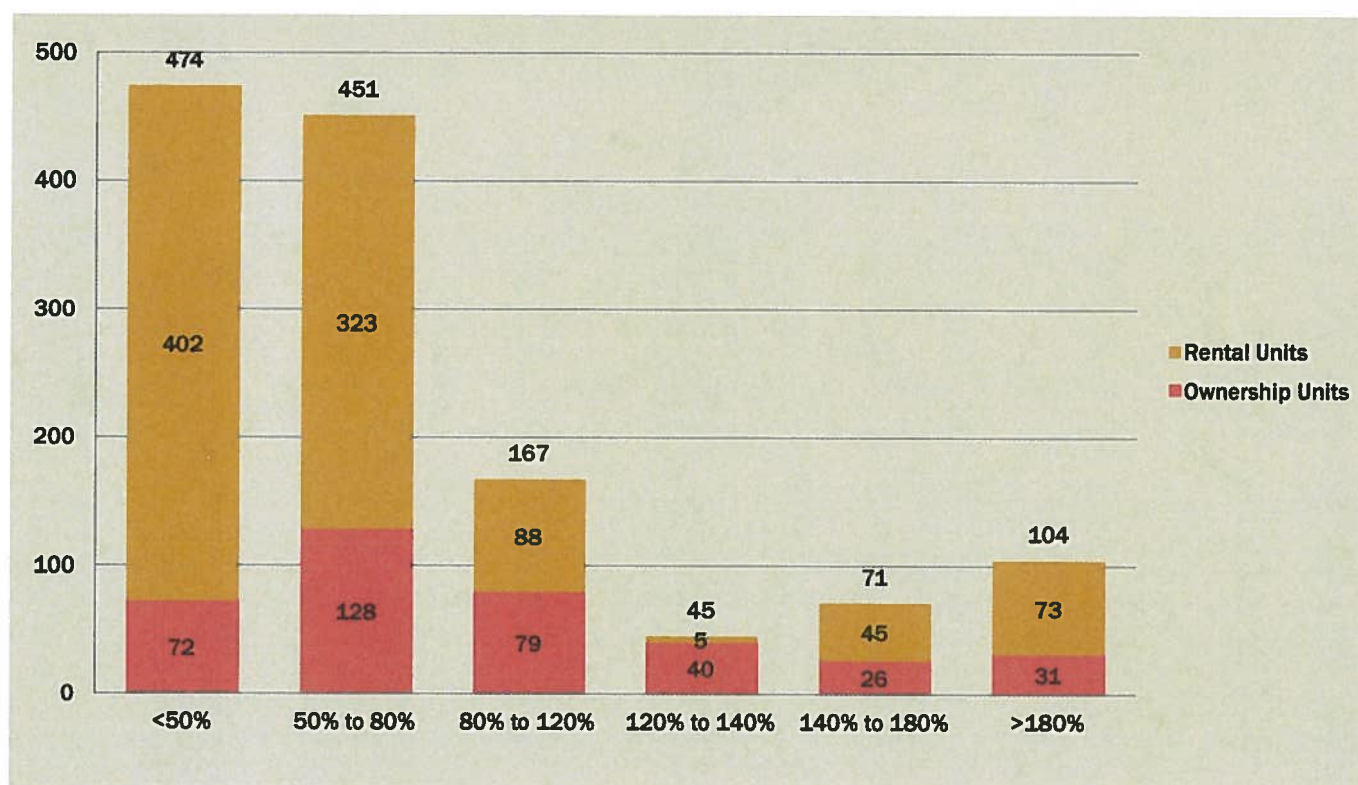
KAUA'I'S HOUSING NEEDS 1,312 UNITS BY 2016

HAWAII HOUSING PLANNING STUDY, 2011



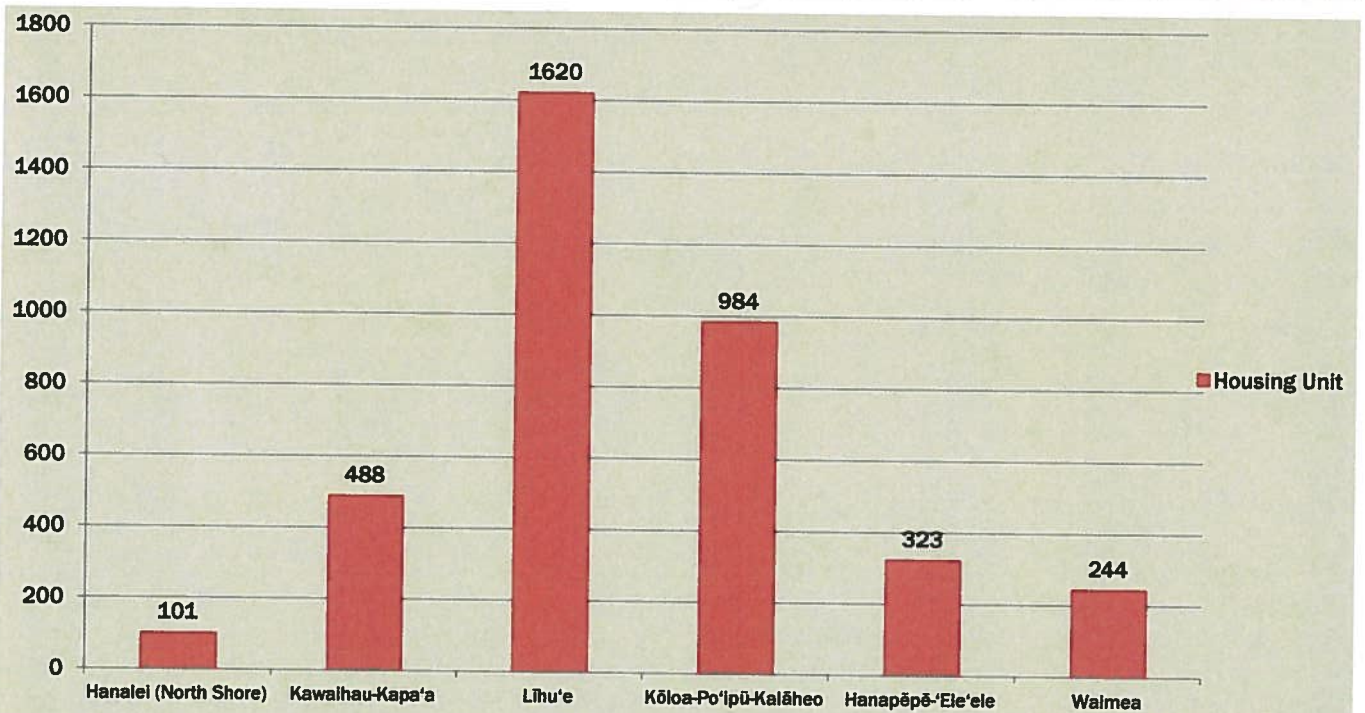
RENTAL & OWNERSHIP NEED BY 2016

HAWAII HOUSING PLANNING STUDY, 2011



3,760 HOUSING UNIT NEEDED FROM 2010 TO 2020

KAUA'I GENERAL PLAN UPDATE, FEBRUARY 2014



Housing Unit data includes approximately 16.4% seasonal, migrant, and housing units other than those for full time Kaua'i residents.

AFFORDABLE HOUSING DEVELOPMENT STRATEGY 2012-2017

Encourage, support and initiate the preservation and development of affordable housing to meet the needs of Kauai's population.

- *Identify and develop properties that are ideal for affordable housing.*
- *Leverage county resources to support and encourage development of affordable housing.*
- *Purchase and/or accept land/housing with off-site infrastructure suitable for the public/private development of affordable housing units through Ordinance 860 or other ordinances.*
- *Organize stake holders' common interest in order to partner & collaborate on efforts to leverage development resources.*
- *Actively support affordable housing projects through the organization of an Affordable Housing Task Force and by implementing "Fast Track Permitting" by the County of Kauai.*
- *Establish policies to "fast track" affordable housing development under Section 201H-38, HRS: exemption from statutes, ordinances, charter provisions, and rules.*
- *Track and participate in County, State, and Federal legislation.*
- *Amend Ordinance 860 to better support and promote affordable housing through developer exactions.*

PA`ANAU VILLAGE PHASE 2



Assisted Kaua'i Housing Development Corporation complete development of a 50-unit affordable rental housing project in Kōloa serving low-income households below 60% of AMI.



'ELE'ELE ILUNA - KAUA'I HABITAT



Site construction will be complete for 'Ele'ele Iluna Phase 2 by February 2015 with self-help home construction to follow. Infrastructure improvements for the first 48 lots is financed with \$1.92 million in HUD HOME funds.

RICE CAMP SENIOR HOUSING LIHUE, KAUAI

PHASE 1 - 60 rentals, construction complete March 2015

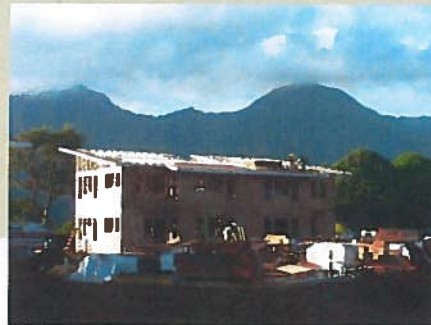
■ COST \$15M – LIHTC Equity (\$11M), Kaua'i County (\$1.4M), HUD HOME (\$1.2), private (\$1.4M)



KOLOPUA PRINCEVILLE, KAUAI

44 rentals, construction complete August 2015

- COST \$16.3M - LIHTC Equity (\$11.3M), private (\$11.3M), HUD HOME (\$1M)



LĪHU'E COURT TOWNHOMES REHABILITATION



- Awarded Mutual Housing Association of Hawai'i \$711,000 in HOME funds in 2014 to carry out exterior rehabilitations for 9 residential buildings (73 rental units)

RICE CAMP SENIOR HOUSING LIHUE, KAUAI

PHASE 2- 30 rentals, construction start March 2016

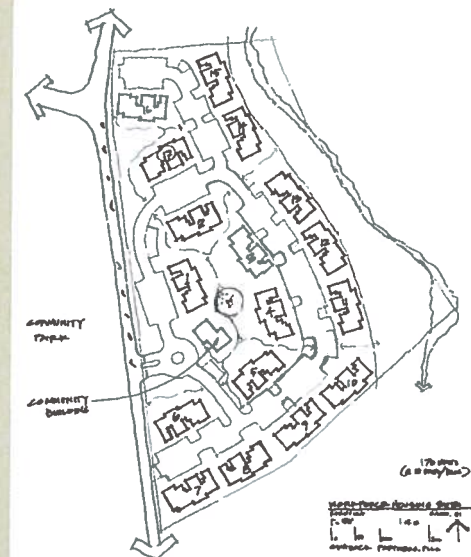
- COST \$11M – LIHTC Equity (\$8M), Kaua'i County (\$1M), HUD HOME (\$1), private (\$1M)



POIPU WORKFORCE

POIPU, KAUAI

- Kukuiula Zoning Exactions provides land and infrastructure to the County of Kauai for 130+ workforce housing units. ($\leq 140\%$ AMI)
- Environmental and preliminary engineering to start in March 2015.
- Request for Proposals issued in later 2015.



LIMA OLA `ELE`ELE, KAUAI



A 75-acre master planned community that will integrate workforce housing into a built environment that promotes healthy and sustainable lifestyles.



LIMA OLA `ELE`ELE, KAUAI



Project Summary:

- 550 multi-family and single family homes (rental & fore-sale) for families at or below 140% of the area median income. *(140% AMI and below make up 87% of the homes needed on Kaua'i by 2016) 2011 Hawai'i Housing Planning Study*
- Sustainable design will incorporate energy saving/production, storm water mitigation, and other green building concepts.
- A "Built Environment" that provides recreational opportunity and linkages, greater economic vitality, civic energy and strengthen the region's sense of community.
 - Multi-use paths will extend beyond the project borders to provide pedestrian/cycling options for transportation and recreation.
 - Public transit – new & improved bus stops accessible by multi-use path.
 - Connectivity via road and pedestrian improvements provide access to school, stores, & community resources.
 - Community center & park (gardens, exercise, and meeting)

POTENTIAL HOUSING EXACTIONS

KAUA'I COUNTY HOUSING ORD. 860

- **Kohea Loa (Lihue) – DR Horton**
- **Koloa Camp (Koloa) – Grove Farm**
- **Coco Palms Resort Workforce (Wailua) – Coco Palms**
- **Hanalei Plantation Resort (Princeville) – Ohana Real Estate Investors**

Referral #7

County-Owned Land



<u>Recent Sales in Neighborhood</u> <u>Recent Sales in Area</u>		<u>Previous Parcel</u>	<u>Next Parcel</u>	<u>Return to Main Search Page</u>	<u>MauI Home</u>
Owner and Parcel Information					
Owner Name	COUNTY OF MAUI	Fee Owner		Today's Date	September 26, 2016
Mailing Address				Parcel Number	210081130000
Location Address	0 KILOHANA DR			Parcel Map	Show Parcel Map
Neighborhood Code	2185-6			Land Area	1.038 Acres
Legal Information	LOT 14B MAP 41 LCAPPL 1804 1.038 AC SUBJ/ES			Parcel Note	
Generate Owner List By Radius					

		Assessment Information			Show Historical Assessments			
Year	Tax Class	Market Land Value	Agricultural Land Value	Assessed Land Value	Building Value	Total Assessed Value	Total Exemption Value	Total Net Taxable Value
2016	CONSERVATION	\$ 1,085,200	\$ 0	\$ 1,085,200	\$ 0	\$ 1,085,200	\$ 1,085,200	\$ 0

		Current Tax Bill Information		2016 Tax Payments		Show Historical Taxes			
Tax Period	Description	Original Due Date	Taxes Assessment	Tax Credits	Net Tax	Penalty	Interest	Other	Amount Due
	No Tax Information available on this parcel.								

	Improvement Information
	No improvement information available for this parcel.

Accessory Information					
Building Number	Description	Dimensions / Units	Year Built	Percent Complete	Value
	No accessory information associated with this parcel.				

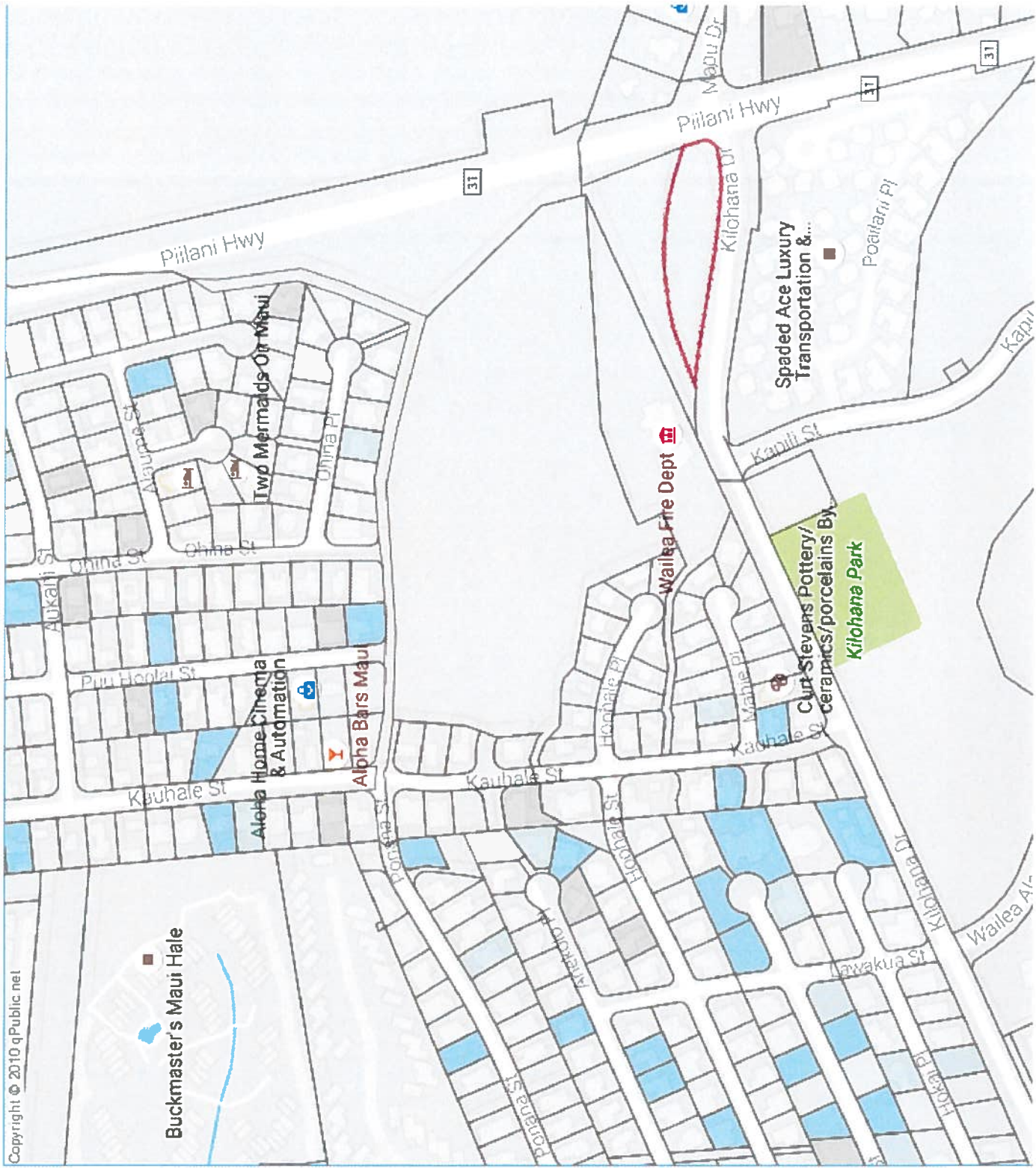
Sales Information								
Sale Date	Price	Instrument #	Instrument Type	Valid Sale or Other Reason	Document Type	Record Date	Land Court #	Land Court Cert
12/05/2000	\$ 0		Fee conveyance		Deed	01/18/2002	2771173	601654
06/09/1994	\$ 0	0000000000						

Permit Information



Controls

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<u>Recent Sales in Neighborhood</u> <u>Recent Sales in Area</u>		<u>Previous Parcel</u>	<u>Next Parcel</u>	<u>Return to Main Search Page</u>	<u>Maui Home</u>
Owner and Parcel Information					
Owner Name	COUNTY OF MAUI	Fee Owner		Today's Date	September 26, 2016
Mailing Address				Parcel Number	210080460000
Location Address	0 KILOHANA DR			Parcel Map	Show Parcel Map
Neighborhood Code	1100-1			Land Area	1.562 Acres
Legal Information	LOT 1A1 MAP 41 LCAPPL 1804 1.562 AC SUBJ/ES			Parcel Note	
Generate Owner List By Radius					

		Assessment Information		Show Historical Assessments				
Year	Tax Class	Market Land Value	Agricultural Land Value	Assessed Land Value	Building Value	Total Assessed Value	Total Exemption Value	Total Net Taxable Value
2016	RESIDENTIAL	\$ 200	\$ 0	\$ 200	\$ 0	\$ 200	\$ 200	\$ 0

Current Tax Bill Information		2016 Tax Payments			Show Historical Taxes				
Tax Period	Description	Original Due Date	Taxes Assessment	Tax Credits	Net Tax	Penalty	Interest	Other	Amount Due
	No Tax Information available on this parcel.								

Improvement Information	
No improvement information available for this parcel.	

Accessory Information					
Building Number	Description	Dimensions/Units	Year Built	Percent Complete	Value
No accessory information associated with this parcel.					

Sales Information								
Sale Date	Price	Instrument #	Instrument Type	Valid Sale or Other Reason	Document Type	Record Date	Land Court #	Land Court Cert
12/05/2000	\$ 0		Fee conveyance		Deed	01/18/2002	2771173	601654
02/10/1989	\$ 98,641,000	8900018846	Fee conveyance			02/10/1989	1612904	325213

Permit Information



<u>Recent Sales in Neighborhood</u>		<u>Previous Parcel</u>	<u>Next Parcel</u>	<u>Return to Main Search Page</u>	<u>Maui Home</u>
<u>Recent Sales in Area</u>					
Owner and Parcel Information					
Owner Name	COUNTY OF MAUI	Fee Owner		Today's Date	September 23, 2016
Mailing Address				Parcel Number	390380260000
Location Address	300 KILOHANA DR			Parcel Map	Show Parcel Map
Neighborhood Code	3925-8			Land Area	3.152 Acres
Legal Information	LOT 23-A-2 "HALE KILOHANA CONSOLIDATION" POR OF GR 548			Parcel Note	
Generate Owner List By Radius					

		Assessment Information		Show Historical Assessments				
Year	Tax Class	Market Land Value	Agricultural Land Value	Assessed Land Value	Building Value	Total Assessed Value	Total Exemption Value	Total Net Taxable Value
2016	RESIDENTIAL	\$ 569,600	\$ 0	\$ 569,600	\$ 0	\$ 569,600	\$ 569,600	\$ 0

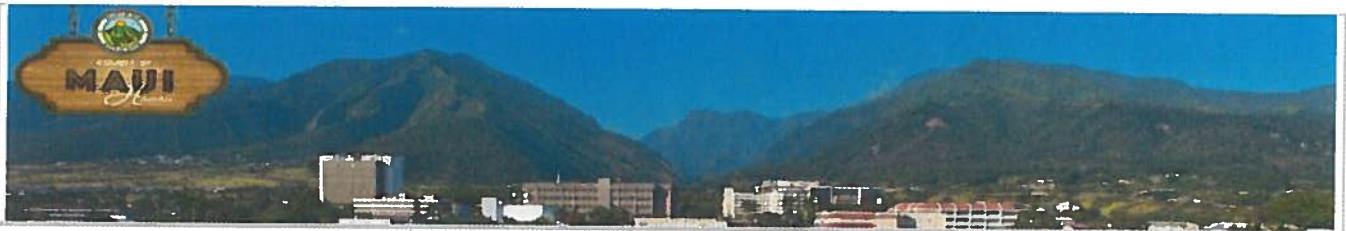
		<u>Current Tax Bill Information</u>		<u>2016 Tax Payments</u>		<u>Show Historical Taxes</u>			
Tax Period	Description	Original Due Date	Taxes Assessment	Tax Credits	Net Tax	Penalty	Interest	Other	Amount Due
No Tax Information available on this parcel.									

<u>Improvement Information</u>	
No improvement information available for this parcel.	

Accessory Information					
Building Number	Description	Dimensions/Units	Year Built	Percent Complete	Value
	No accessory information associated with this parcel.				

Sales Information								
Sale Date	Price	Instrument #	Instrument Type	Valid Sale or Other Reason	Document Type	Record Date	Land Court #	Land Court Cert
12/05/2000	\$ 0	02-010669	Fee conveyance		Deed	01/22/2002		
02/10/1989	\$ 98,641,000	8900018846	Fee conveyance			02/10/1989	1612904	325213

<u>Permit Information</u>	



Recent Sales in Neighborhood Recent Sales in Area	Previous Parcel	Next Parcel	Return to Main Search Page	Maui Home
Owner and Parcel Information				
Owner Name	STATE OF HAWAII Fee Owner COUNTY OF MAUI Leasee Show All Owners and Addresses		Today's Date	August 5, 2016
Mailing Address			Parcel Number	440011060000
Location Address	0 HONOAPIILANI HWY		Parcel Map	Show Parcel Map
Neighborhood Code	4411-2		Land Area	4.02 Acres
Legal Information			Parcel Note	
Generate Owner List By Radius				

Assessment Information Show Historical Assessments								
Year	Tax Class	Market Land Value	Agricultural Land Value	Assessed Land Value	Building Value	Total Assessed Value	Total Exemption Value	Total Net Taxable Value
2016	APARTMENT	\$ 924,600	\$ 0	\$ 924,600	\$ 0	\$ 924,600	\$ 924,600	\$ 0

Current Tax Bill Information 2016 Tax Payments Show Historical Taxes									
Tax Period	Description	Original Due Date	Taxes Assessment	Tax Credits	Net Tax	Penalty	Interest	Other	Amount Due
No Tax Information available on this parcel.									

Improvement Information
No improvement information available for this parcel.

Accessory Information					
Building Number	Description	Dimensions/Units	Year Built	Percent Complete	Value
No accessory information associated with this parcel.					

Sales Information								
Sale Date	Price	Instrument #	Instrument Type	Valid Sale or Other Reason	Document Type	Record Date	Land Court #	Land Court Cert
05/14/2012	\$ 0	A45380493	Lease		Cancellation lease or subs	06/04/2012		
09/04/2009	\$ 58,400	09-179091	Lease		Lease	11/03/2009		
01/20/2004	\$ 0		Lease		Executive order	11/23/2009		
02/28/2003	\$ 0		Dept of Land & Natural Resources		Cancellation revocable Permit	02/28/2003		
05/01/2001	\$ 0		Dept of Land & Natural Resources		Revocable Permit	05/01/2001		
12/14/1995	\$ 0	0000000000				12/31/1995		
02/26/1988	\$ 0	0000000000						
10/01/1987	\$ 316,666		Lease	Valid				
05/26/1987	\$ 316,666	8700086704	Lease			06/15/1987		

Permit Information			
Date	Permit Number	Reason	Permit Amount
No permit information associated with this parcel.			

Recent Sales in Neighborhood Recent Sales in Area	Previous Parcel	Next Parcel	Return to Main Search Page	Maui Home
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The Maui County Tax Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. Website Updated: July 30, 2016

Controls

Available Layers

- ☒ Parcels
- ☒ Yearly Sales
- ☐ Parcel Numbers
- ☐ Roads
- ☐ Tsunami Evacuation Zones
- ☐ Flood Hazard Areas
- ☐ State Land Use Districts
- ☐ Special Management Area
- ☒ Streets (Google)
- ☐ Satellite (Google)
- ☐ Hybrid (Google)
- ☐ Physical (Google)
- ☐ qPublic BaseMap



[Show Scale](#)

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Maui County makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided or change before the next certified taxroll.

Resolution

No. 04-146

ACCEPTING DEDICATION OF REAL PROPERTY SITUATE AT
HONOKOWAI, LAHAINA, MAUI, HAWAII, FROM THE STATE OF
HAWAII PURSUANT TO SECTION 3.44.015, MAUI COUNTY CODE

WHEREAS, the State of Hawaii (hereinafter "State") is the owner of that certain parcel of real property situate at Honokowai, Lahaina, Maui, Hawaii, area of 4.02 acres, more particularly identified as TMK (2)4-4-001:106 (hereinafter "the Property"); and

WHEREAS, on January 20, 2004, the Honorable Linda Lingle, Governor of the State of Hawaii, by authority of Section 171-11, Hawaii Revised Statutes, set aside the Property to the County of Maui by Executive Order No. 4033, for the public purposes of affordable housing and an emergency evacuation route, a true and correct copy of said Executive Order No. 4033 being attached hereto as Exhibit "1"; and

WHEREAS, the County of Maui desires to accept dedication of the Property and take over the management and control of the Property, all in accordance with Section 171-11, Hawaii Revised Statutes; and

WHEREAS, pursuant to Maui County Code Section 3.44.015(C), the County Council may accept gifts or donations of real property or any interest in real property by the passage of a resolution approved by a majority of its members; now, therefore,

BE IT RESOLVED by the Council of the County of Maui:

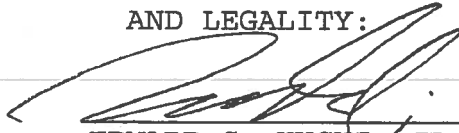
1. That it hereby accepts the Property as described in Exhibit "1", pursuant to Section 3.44.015(C), Maui County Code; and

2. That it does hereby authorize the Mayor of the County of Maui to execute all necessary documents in connection with the acceptance of said dedication; and

Resolution No. 04-146

3. That certified copies of this Resolution be transmitted to the Mayor of the County of Maui, the Director of Housing and Human Concerns, the Director of Parks and Recreation, the Director of Finance, the Director of Planning, the Director of Public Works and Environmental Management, and the State.

APPROVED AS TO FORM
AND LEGALITY:

 9/16/04
EDWARD S. KUSHI, JR.
Deputy Corporation Counsel
County of Maui

S:\ALL\ESK\RESO\state E.O. property; honokowai.wpd

Feb. 27

LAND COURT SYSTEM		REGULAR SYSTEM	
Return by Mail ()	Pickup ()	To:	

Total Number of Pages:
Tax Map Key No. (2)4-4-001:106

FROM: STATE OF HAWAII
BOARD OF LAND AND NATURAL RESOURCES

TO: COUNTY OF MAUI
200 South High Street
Wailuku, Hawaii 96793

EXECUTIVE ORDER NO. 4033

SETTING ASIDE LAND FOR PUBLIC PURPOSES

BY THIS EXECUTIVE ORDER, I, the undersigned, Governor of the State of Hawaii, by virtue of the authority in me vested by Section 171-11, Hawaii Revised Statutes, and every other authority me hereunto enabling, do hereby order that the public land hereinafter described be, and the same is, hereby set aside for the following public purposes:

74917 1

DEPARTMENT OF LAND AND NATURAL RESOURCES
LAND DIVISION
P.O. BOX 621
HONOLULU, HAWAII 96802

EXHIBIT - 1 -

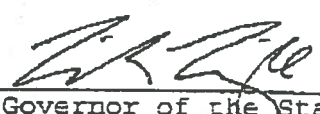
FOR AFFORDABLE HOUSING AND EMERGENCY EVACUATION ROUTE, to be under the control and management of the County of Maui, being that parcel of land situate at Honokowai, Lahaina, Maui, Hawaii, and identified as "Portions of the Government (Crown) Land of Honokowai and Portion of Royal Patent 4206, Land Commission Award 3852, Apana 1 to Pokole," containing an area of 4.02 acres, more particularly described in Exhibit "A" and delineated on Exhibit "B," both of which are attached hereto and made parts hereof, said exhibits being respectively, a survey description and survey map prepared by the Survey Division, Department of Accounting and General Services, State of Hawaii, both being designated C.S.F. No. 20,552 and dated May 5, 1987.

SUBJECT, HOWEVER, to the condition that upon cancellation of this executive order or in the event of non-use or abandonment of the premises or any portion thereof for a continuous period of one (1) year, or for any reason whatsoever, the County of Maui shall, within a reasonable time, restore the premises to a condition satisfactory and acceptable to the Department of Land and Natural Resources, State of Hawaii.

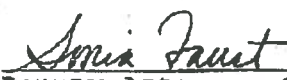
SUBJECT, FURTHER, to disapproval by the Legislature by two-thirds vote of either the Senate or the House of Representatives or by majority vote of both, in any regular or special session next following the date of this Executive Order.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Hawaii to be affixed. Done at the Capitol at Honolulu this 20th day of

January, 2004


Governor of the State of Hawaii

APPROVED AS TO FORM:


Deputy Attorney General

Dated: December 29, 2003

74217_1

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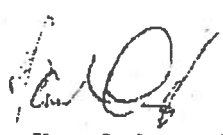
DEPARTMENT OF LAND AND NATURAL RESOURCES
LAND DIVISION
P.O. BOX 621
HONOLULU, HAWAII 96806

STATE OF HAWAII

Office of the Lieutenant Governor

THIS IS TO CERTIFY That the within is a true copy of
Executive Order No. 4033 setting aside land for public
purposes, the original of which is on file in this office.

IN TESTIMONY WHEREOF, the Lieutenant
Governor of the State of Hawaii, has
hereunto subscribed his name and caused
the Great Seal of the State to be affixed.


DONE in Honolulu, this 21st day of

January, A.D. 2004



STATE OF HAWAII

SURVEY DIVISION

DEPT. OF ACCOUNTING AND GENERAL SERVICES

HONOLULU

20,552

C.S.F. No.

May 6, 1967

PORTIONS OF THE GOVERNMENT (CROWN) LAND OF HONOKOWAI
AND PORTION OF
ROYAL PATENT 4206, LAND COMMISSION AWARD 3852, APANA 1 TO POKOLE

Honokowai, Lahaina, Maui, Hawaii

Comprising the following:

1. Portions of the Government (Crown) Land of Honokowai.
2. Portion of Royal Patent 4206, Land Commission Award 3852, Apana 1 to Pokole conveyed to the State of Hawaii by Pioneer Mill Company, Ltd. by deed dated January 16, 1973 and recorded in Liber 9767, Pages 367 to 373 (Land Office deed S-26183).

Beginning at the south corner of this parcel of land and on the westerly side of Honoapiilani Highway, Federal Aid Project No. RF-030-1(5), the coordinates of said point of beginning referred to Government Survey Triangulation Station "MANINI" being 8352.40 feet North and 12,169.52 feet West, thence running by azimuths measured clockwise from True South:-

- | | |
|-----------------|--|
| 1. 114° 08' | 87.21 feet along the remainder of the Government (Crown) Land of Honokowai; |
| 2. 196° 37' | 284.46 feet along R.P. 635, L.C.Aw. 4923, Ap. 1 to Kalua; |
| 3. 205° 24' | 181.20 feet along R.P. 4205, L.C.Aw. 4254, Ap. 1 to Kaulauna; |
| 4. 205° 25' | 240.02 feet along R.P. 4205, L.C.Aw. 4254, Ap. 1 to Kaulauna; |
| 5. 204° 31' | 330.83 feet along R.P. 4564, L.C.Aw. 4260, Ap. 6 to Kaulauna; |
| 6. 178° 55' 30" | 151.76 feet along R.P. 2153, L.C.Aw. 3927, Ap. 2 to Nakoholua; |
| 7. 180° 42' | 65.68 feet along R.P. 2153, L.C.Aw. 3927, Ap. 2 to Nakoholua and R.P. 7491, L.C.Aw. 3932, Ap. 3 to Nalopo; |

-1-

EXHIBIT "A"

C.S.F. No. 20,552

MAY 6, 1967

8. 101° 42' 210.53 feet along R.P. 7491, L.C.Aw. 3932, Ap. 3 to Nalepo;
9. 182° 02' 82.42 feet along R.P. 4581, L.C.Aw. 3930, Ap. 2 to Hauwele;
10. 281° 42' 400.21 feet along R.P. 425, L.C.Aw. 75 to Charles Cockett;
11. Thence along the westerly side of Honoapiilani Highway, F.A.P. No. RF-030-1(5) on a curve to the right with a radius of 5935.00 feet, the chord azimuth and distance being:
15° 37' 53" 10.82 feet;
12. 22° 10' 46" 148.94 feet along the westerly side of Honoapiilani Highway, F.A.P. No. RF-030-1(5);
13. 25° 18' 20" 198.49 feet along the westerly side of Honoapiilani Highway, F.A.P. No. RF-030-1(5);
14. 9° 54' 42" 200.16 feet along the westerly side of Honoapiilani Highway, F.A.P. No. RF-030-1(5);
15. Thence along the westerly side of Honoapiilani Highway, F.A.P. No. RF-030-1(5), on a curve to the right with a radius of 5930.00 feet, the chord azimuth and distance being:
21° 28' 19.5" 524.82 feet;
16. 26° 00' 30" 272.59 feet along the westerly side of Honoapiilani Highway, F.A.P. No. RF-030-1(5), to the point of beginning and containing an AREA OF 4.02 ACRES.

Vehicle access into and from Honoapiilani Highway shall not be permitted over and across Courses 11 to 16, inclusive, of the above-described parcel of land.

SURVEY DIVISION
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
STATE OF HAWAII

By: Joseph M. Matsuno
Joseph M. Matsuno
Land Surveyor

pt

Compiled from data furn. by
W. S. Unanori Engineering,
Inc. and Govt. Survey
Records.

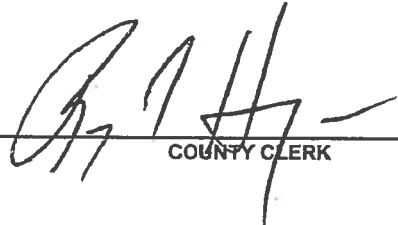
COUNCIL OF THE COUNTY OF MAUI

WAILUKU, HAWAII 96793

CERTIFICATION OF ADOPTION

It is HEREBY CERTIFIED that RESOLUTION NO. 04-146 was adopted by the Council of the County of Maui, State of Hawaii, on the 5th day of October, 2004, by the following vote:

MEMBERS	Dain P. KANE Chair	Robert CARROLL Vice-Chair	G. Riki HOKAMA	Jo Anne JOHNSON	Dennis A. MATEO	Michael J. MOLINA	Wayne K. NISHIKI	Joseph PONTANILLA	Charmaine TAVARES
ROLL CALL	Aye	Aye	Aye	Aye	Aye	Aye	Excused	Aye	Excused


COUNTY CLERK

Referral #9

Third-Party Review

DEPARTMENT OF PLANNING AND PERMITTING
RULES RELATING TO ADMINISTRATION OF CODES

CHAPTER

1 GENERAL PROVISIONS

- § 20-1-1 Definitions
- § 20-1-2 Public information
- § 20-1-3 Rulemaking
- § 20-1-4 Declaratory rulings

2 PERMIT PROCESSING

- § 20-2-1 Applicability
- § 20-2-2 Maximum time limits
- § 20-2-3 Exceptions
- § 20-2-4 Allowable areas of review
- § 20-2-5 Plans not approved after second review
- § 20-2-6 Extensions
- § 20-2-7 Additional plans
- § 20-2-8 Optional one time review process
- § 20-2-9 Optional "third party" review process

3 ENFORCEMENT

- § 20-3-1 Applicability
- § 20-3-2 Notice of Violation
- § 20-3-3 Administrative enforcement
- § 20-3-4 Addition of unpaid civil fines to taxes, fees and charges
- § 20-3-5 Enforcement procedure for graffiti damage to public property
- § 20-3-6 Housing code violator sign
- § 20-3-7 Other legal remedies

4 VIOLATIONS REQUIRING RELOCATION ASSISTANCE

- § 20-4-1 Applicability
- § 20-4-2 Information requirements
- § 20-4-3 Determining existence of displaced person
- § 20-4-4 Relocation expense
- § 20-4-5 Reimbursement of relocation expenses
- § 20-4-6 Right to appeal

5 SPECIAL INSPECTION

- § 20-5-1 Purpose
- § 20-5-2 Special inspectors
- § 20-5-3 Test for special inspectors
- § 20-5-4 Application requirements
- § 20-5-5 Renewal of registration

6 MATERIAL AND METHOD APPROVAL

- § 20-6-1 Purpose
- § 20-6-2 Request for approval
- § 20-6-3 Preapproval
- § 20-6-4 Disodium octaborate tetrahydrate (DOT)

7 THIRD PARTY REVIEW

- § 20-7-1 Purpose
- § 20-7-2 Eligibility
- § 20-7-3 Application requirements
- § 20-7-4 Renewal of registration
- § 20-7-5 Ethics declaration
- § 20-7-6 Duties of "Third Party" reviewers
- § 20-7-7 Fees

DEPARTMENT OF PLANNING AND PERMITTING
CITY AND COUNTY OF HONOLULU

REPEAL OF THE RULES OF THE BUILDING DEPARTMENT GOVERNING THE ENFORCEMENT OF CODES AND REGULATIONS BY THE BUILDING DEPARTMENT OF THE CITY AND COUNTY OF HONOLULU (1999); AND ADOPTION OF RULES RELATING TO ADMINISTRATION OF CODES OF THE DEPARTMENT OF PLANNING AND PERMITTING (adopted OCT 12 2004).

SUMMARY

1. Rules Governing the Enforcement of Codes and Regulations by the Building Department of the City and County of Honolulu, effective date December 15, 1999, is repealed.
2. Rules Relating to Administration of Codes of the Department of Planning and Permitting is adopted.

CHAPTER 7
THIRD PARTY REVIEW

- § 20-7-1 Purpose
- § 20-7-2 Eligibility
- § 20-7-3 Application and registration requirements
- § 20-7-4 Renewal of registration
- § 20-7-5 Ethics declaration
- § 20-7-6 Duties of third Party reviewers
- § 20-7-7 Fees for services performed by third party reviewers
- § 20-7-8 Review of work conducted by third party reviewers and suspension and revocation of registration.

§ 20-7-1 Purpose. The purpose of this chapter is to provide an optional process for review of plans and submittals for building permit applications and to establish requirements for individuals to become qualified "third party reviewers" to review plans and submittals for building permit applications.

§ 20-7-2 Eligibility. The following individuals and organizations are considered to be eligible to be qualified to perform a third party review:

- (1) Structural engineers licensed by the State of Hawaii and registered by the department under this chapter, may review for conformance to the structural portions of the Building Code of the City and County of Honolulu, including Regulations within Flood Hazard Districts and Developments Adjacent to Drainage Facilities.
- (2) Mechanical engineers licensed by the State of Hawaii, and registered by the department under this chapter, may review plans for conformance to the Plumbing Code of the City and County, ROH Chapter 32 - Building Energy

Efficiency Standards, Fire Protection systems requirements of the Building Code of the City and County of Honolulu, and State Department of Health Regulations regarding Air Conditioning and Mechanical Ventilation systems not reviewed by the State of Hawaii, Department of Health.

- (3) Electrical engineers licensed by the State of Hawaii, certified by the International Code Council ("ICC") as an Electrical Plans Examiner, and registered by the department, under this chapter, may review for conformance for the Electrical Code of the City and County of Honolulu and the Building Energy Efficiency Standards.
- (4) Architects licensed by the State of Hawaii and registered by the department under this chapter, may review for conformance for the non-discretionary requirements of the Land Use Ordinance. Individuals shall also pass a written exam for the Land Use Ordinance as administered by the department with a minimum passing score of 70 percent.
- (5) Architects Engineers licensed by the State of Hawaii, certified by the International Code Council ("ICC") as a Building Plans Examiner and registered by the department under this chapter, may review for conformance to the nonstructural portions of the Building Code of the City and County of Honolulu.
- (6) The International Code Council Architectural and Engineering Services may review for compliance with the Code.

§ 20-7-3 Application and registration requirements.

(a) Individuals or firms seeking third party review registration with the department, shall submit for the department's review, a completed department-supplied application form, evidencing that the individual or firm: (1) possesses the appropriate licenses, specialized knowledge, and experience to perform the review; (2) is in good standing and if the individual or firm was the subject of prior adverse determination(s) by a court or regulatory authority, including any disciplinary board; and (3) shall agree to thereafter, annually submit evidence to the department confirming the validity of such appropriate licensure.

(b) Individuals or entities seeking third party review registration must have one or more of the following qualifications: a minimum of nine years of licensed applicable full-time work experience, with full responsibility for interpreting, organizing, executing, and coordinating project design plans and specifications, and must meet all other job qualification requirements as set forth in the position description set forth in the City and County of Honolulu's Department of Human Resources' Class Specification for "Structural Engineer II," "Plans Examining Engineer III," "Mechanical Engineer V," "Electrical Engineer V," and "Land Use Plans Checker IV," and knowledge of State laws, City ordinances, and other applicable requirements relevant to review of the submittal documents.

(c) Each third party reviewer applicant, shall possess the required knowledge and experience to perform the code compliance reviews in the disciplines for which the individual or firm is seeking third party review registration. Such knowledge and experience, which shall include at a minimum possession of a current national certification as a plans reviewer, issued by a certifying agency recognized by the International Codes Council, in the

discipline or disciplines in which the reviewer is applying to perform reviews.

(d) Individuals or entities seeking third-party review registration to perform reviews of plans and specifications for buildings and other structures for compliance with Chapter 21 of the Revised Ordinances of Honolulu (as amended) ("Land Use Ordinance"), shall submit to a written examination administered by the department, and shall obtain a score of at least 70 percent to demonstrate sufficient knowledge of the Land Use Ordinance. The department reserves the right to require and administer a re-examination in the event that substantive, non-technical changes are made to the existing Land Use Ordinance.

- (1) For each examination or re-examination administered, the third party review applicant shall pay an examination fee of \$25.00.
- (2) Individuals or entities seeking third party review registration that fail to obtain a score of at least 70 percent on the examination, may apply to retake the examination. Applications to retake the examination shall be submitted not earlier than six (6) months from the date of the administration of the examination in which the applicant failed to obtain a passing score.

(e) Within five (5) business days of the department's notification to the individual or firm confirming the individual or firm's registration to conduct plan review, the individual or firm shall remit a registration fee of \$300.00 to the department.

(f) A list identifying individuals and/or organizations registered as third party reviewers shall be prepared, updated as necessary, and made available to the public.

§ 20-7-4 Renewal of Registration. A third party reviewer's registration shall automatically expire on July 31, two (2) years following the date of the individual or firm's registration. Third party reviewers may obtain a renewal of registration once every two (2) years by: (a) submitting a completed department-provided Renewal Form documenting the third-party's continued eligibility, including proof of requisite liability insurance; and (b) remitting a Renewal Fee of \$300.00 prior to the expiration of the third-party reviewer's registration. If the third-party reviewer fails to submit the required renewal information and fails to remit the required renewal fee prior to the expiration of the renewal deadline, the third-party reviewer's registration becomes null and void. Registrations which have expired for non-payment of renewal fees on or before the renewal deadline may be restored within one (1) year upon remittance to the department of an additional \$300.00 fee for each renewal. The third party reviewer must demonstrate continued eligibility at the time of renewal.

(a) The third party reviewer shall immediately notify the department in writing of any change affecting the third party reviewer's eligibility to conduct compliance reviews.

§ 20-7-5 Ethics Declaration. Individuals or firms seeking third party review registration shall submit a declaration to the department stating that the individual or firm shall maintain the individual's or firm's independence as registered until the expiration or relinquishment of such registration, and further acknowledging that the individual or firm:

-
- (1) Will not undertake a review of plans involving a project designed by the individual or firm, the individual or firm's

employees, or the individual or firm's contractors affiliated with the project;

- (2) Does not have a conflict of interest with the owner, the preparers of the submittal documents, or the City;
- (3) Has no prior pecuniary interest in the project for which the third party reviewer has been retained to perform third party review services, or other relationship with the owner, which would result in an ethical conflict;
- (4) Shall disclose the nature and extent of any conflict of interest, which shall be reviewable by the Director;
- (5) Will not appear on behalf of private interests before any agency other than a court of law, nor shall such person represent private interests in any action or proceeding against the interests of the City in any litigation to which the City is a party;
- (6) Will not acquire any financial interest in business enterprises which the third party reviewer has reason to believe may be directly involved with regard to services to be rendered by the third party reviewer;
- (7) Will not participate, as an agent or representative of any department or agency of the City and County of Honolulu, in any official action directly affecting a business or matter in which: (1) the third party reviewer such person has a substantial financial interest; or (2) by or for which a firm of which the third-party reviewer is a member, an associate, an employee has been engaged as a legal counsel or advisor or

consultant or representative in a matter directly related to such action;

- (8) Shall not disclose any information which by law or practice, is not available to the public, and which the third party reviewer acquired in the course of the third party reviewer's duties, and shall not use such information for third party reviewer's personal gain or the benefit of anyone.

The director shall report any violations of § 20-7-5 to the appropriate professional organization, and/or governmental agency authorized to investigate such complaints.

§ 20-7-6 Duties of third party reviewers.

(a) Third party reviewers who are retained by an owner to perform plan review services, shall conduct such review of the 100% design submission of plans and specifications for the purpose of certifying that the proposed design/project is in compliance with the Code, ordinances, rules, and other requirements;

(b) As deemed appropriate by the Director, third party reviewers shall perform independent analyses of the plans and specifications submitted to the department to confirm the conclusions of the submittal documents;

(c) Third party reviewers shall review, certify, and provide documentation in accordance with the City's requirement(s) for the project submitted for the building permit. Documentation may include, but shall not be limited to:

- (1) Building code compliance analysis such as type of construction, height and area limitations, and building separation or exposure protection, and copies of the comment sheets for the project;

- (2) Classification of occupancy;
 - (3) Land Use data, such as uses, floor and building areas, bonus areas, parking/loading space calculations, yard, height setbacks, open space;
 - (4) AutoCAD media for AutoCAD drawings;
 - (5) Restrictive Covenants;
 - (6) Copy of required discretionary approvals such as, Special district permit, Conditional Use permit, Park dedication;
 - (7) Requirements for fire-rated walls, fire-rated doors, fire dampers and corresponding fire-resistive ratings, smoke compartmentation, smoke barriers;
 - (8) Analysis of automatic fire suppression systems and fire protected areas;
 - (9) Smoke control systems;
 - (10) Fire alarm system (the type of alarm system and location of the fire alarm equipment and fire zones);
 - (11) Fire detection system (the type of alarm system and location of the fire alarm equipment and fire zones);
 - (12) Standpipe systems and fire extinguishers;
 - (13) Interior finish ratings;
 - (14) Identify the various occupancies and hazardous areas associated with the project;
-
- (15) Fire Department access;

- (16) Special Inspection form;
- (17) Called Inspection form;
- (18) Flood Certifications;
- (19) Lighting calculations;
- (20) Structural calculations;
- (21) Hydraulic calculations;
- (22) On-site fire protection;
- (23) The design review process, including the reasons for and results of any independent analyses;
- (24) Any design deficiencies identified by the third party reviewer and resolution of such deficiencies by the plan preparer;
- (25) Verification of the adequacy of the final design submittal documents. For the purposes of this section, "final design submittal documents" means the submittal documents with any amendments included as a result of the third party review process;
- (26) Information relating to any outstanding code interpretations pertaining to acceptance and approval by the building official;

(d) The third party reviewer's designated authority under this chapter is limited to acknowledging compliance with only those Federal, State, and other City agency requirements defined in § 20-1-1 herein.

(e) Certifications by third party reviewers shall be limited to only those areas/disciplines approved by the department and in which the third party reviewer is duly qualified.

(f) Third party reviewers shall not have any authority to approve alternate use of any material, alternate design or methods of construction, alternate construction materials, or performance-based designs.

(g) Third-party reviewers shall not have any authority to grant modifications, variances, waivers, exemptions, or other discretionary approvals. Approval of building permit applications are subject to compliance with any and all applicable discretionary permits and/or discretionary land use approvals, including but not limited to, variances, waivers, zoning adjustments, and exemptions. The issuance hereunder of any permit or third party approval of plans, specifications, and other data, permits the building permit applicant to proceed with the proposed work, and shall not be construed as a permit or other approval authorizing the violation, exception, or waiver from compliance with the Code or other applicable law, nor shall it be construed as a determination as to whether the building permit applicant has complied with any other applicable laws not specifically identified in this chapter. Notwithstanding third party review approval, owners remain subject to appropriate enforcement action by the Department.

(h) The third party reviewer shall immediately notify the department in writing upon the discovery of any discrepancies relating to the third party reviewer's review and analysis of the plans and specifications submitted to the Department. The disclosure requirement shall not extend to any matters of as-built construction, nor to any design changes made subsequent to the completion of the third party review.

(i) Certifications by third party reviewers shall be transmitted to the department in writing, and shall include submittal to the department of a completed department-provided certification form and a copy of the 100% design submission of plans and specifications reviewed. The department may provide a checklist to assist owners in the submittal process; however, such checklist is intended to serve as a general guide only and shall not be construed as a permit or other approval authorizing the violation, exception, or waiver from compliance with the Code or other applicable law, nor shall it be construed as a determination as to whether the building permit applicant/property owner has complied with any other applicable laws and/or regulations not specifically identified in this chapter.

(j) The completed certification form prepared by the third party reviewer shall be included with the third party reviewer's report and shall contain the third party reviewer's signature and a professional stamp stating that the plans have been reviewed for compliance with the code and the required number of copies as provided in ROH 18-4.2 shall be submitted to the building official.

§ 20-7-7 Fees for Services Performed by Third-Party Reviewers. Any fees and costs for services performed by third party reviewers shall not be governed by, nor monitored by the City and County of Honolulu.

[Eff **OCT 30 2004**] (Auth: ROH §16-1.1, §17-2.1, §18-4, §19-2.1, §21-1.30)

§ 20-7-8 Review Conducted by Third-Party Reviewers and Suspension and Revocation of Registration.

(a) The department reserves the right to monitor and conduct unannounced audits of work performed by third-party reviewers.

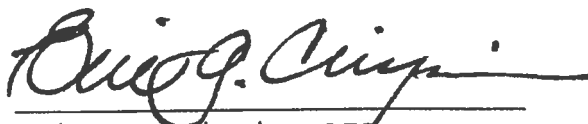
(b) If the department discovers that the plans review conducted by a third party reviewer does not meet the requirements of the Code, administrative rules and regulations herein, or if the department discovers that the third party reviewer has otherwise failed to comply with any requirements of this section, the department shall notify the third party reviewer of same and temporarily suspend the third-party reviewer's registration pending a review by the director to determine whether the third party reviewer's registration shall be permanently suspended and revoked.

(c) In connection with the review by the director to determine whether the third party reviewer's registration should be permanently suspended and revoked, the third party reviewer may submit information in response to the alleged violation(s) for the director's consideration.

(d) The third party reviewer's registration may be reinstated upon a determination by the director that the third party reviewer has corrected the violation that formed the basis for the suspension or revocation.

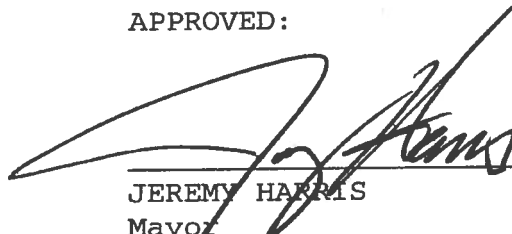
(e) Following such review, the department shall suspend or revoke the certification or registration of an individual or firm if the director determines that such certification or registration was issued on the basis of incorrect information or issued in violation of these rules, or if the approved third party reviewer refuses to comply with the rules or applicable statutes. If the department suspends or

revokes the approval of a third party review, the reviewer shall be given notice of the revocation with the reasons set forth therein.



Eric G. Crispin, AIA
Director
Department of Planning
and Permitting

APPROVED:



JEREMY HARRIS
Mayor
City and County of Honolulu

Dated: 10/12/04

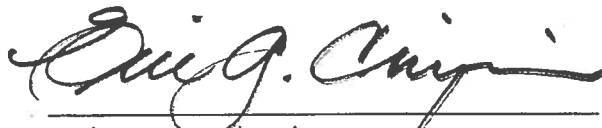
APPROVED AS TO FORM
AND LEGALITY:



Deputy Corporation Counsel

These rules were adopted on October 12, 2004,
following a public hearing held on December 12, 2003, after
public notice was given on November 10, 2003, in the
Honolulu Star-Bulletin.

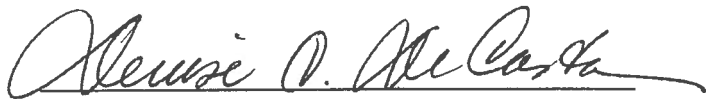
These rules shall take effect ten days after filing
with the City Clerk of the City and County of Honolulu.



Eric G. Crispin, AIA
Director
Department of Planning
And Permitting

FILED:

Given unto my hand and affixed
with the Seal of the City and
County of Honolulu this
20th day of October,
2004.



Denise C. De Costa
City Clerk

Department of Planning and Permitting
City and County of Honolulu

THIRD PARTY REVIEW CERTIFICATION FORM

Project Title: _____

Building Permit Application No.: _____

Tax Map Key Number (s): _____

Owner's Name (Print): _____

Signature of Owner: _____

The undersigned hereby certifies that the undersigned is duly qualified and registered with the Department of Planning and Permitting as a Third Party Reviewer as set forth in Sections 20-7-2 through 20-7-6 of the Department of Planning and Permitting's Administrative Rules, and that the undersigned has reviewed the owner's building permit submission, in compliance with applicable permitting requirements, Section 20-7-6 of the Department of Planning and Permitting's Administrative Rules, and that, in the undersigned's professional opinion, the building permit plans submitted by the owner, are in compliance with the codes, ordinances, rules, and other applicable requirements as set forth in Section 20-1-1 of the Department of Planning and Permitting's Administrative Rules.

Building Code of the City and County of Honolulu - Structural:

Name (Print): _____

State Registration Number: _____

Signature: _____ Phone: _____

Building/Housing Codes of the City and County of Honolulu - Nonstructural:

Name (Print): _____

State Registration Number: _____

Signature: _____ Phone: _____

Electrical Code of the City and County of Honolulu:

Name (Print): _____

State Registration Number: _____

Signature: _____ Phone: _____

Mechanical requirements as defined in Section 20-7-2(b), Department of Planning and Permitting's Administrative Rules Relating to Administration of Codes:

Name (Print): _____

State Registration Number: _____

Signature: _____ Phone: _____

Land Use Ordinance:

Name (Print): _____

State Registration Number: _____

Signature: _____ Phone: _____

Building Code of the City and County of Honolulu - Residential:

Name (Print): _____

State Registration Number: _____

Signature: _____ Phone: _____

APPLICATION FOR THIRD PARTY REVIEWER

☐ Building Code (Non Structural) ☐ Electrical ☐ Land Use
☐ Structural ☐ Plumbing/Mechanical

Name of School	Location	Dates Attended	Major	Degree

Page 1 of 3

CONVICTION FOR VIOLATION OF LAW:

1. Have you ever pleaded guilty or no contest (*nolo contendere*) to a MISDEMEANOR or FELONY, or is there any such charge now pending??

☐ YES*

☐ NO

If you answered YES, you must provide the following information: (if necessary, a separate sheet may be used and attached):

Nature of Criminal Violation: _____

Date of Criminal Violation: _____

Disposition / Outcome of Criminal Violation: _____

Date of Disposition /Outcome of Criminal Violation: _____

County: _____ City: _____ State: _____

Court: _____ Case number: _____

Are there any lawsuits, complaints, disciplinary actions or other administrative or judicial proceedings pending against you in which an adverse determination was rendered against you relating to services performed in your professional capacity?

☐ No

☐ Yes

If you answered YES, please explain in detail below (if necessary, a separate sheet may be used and attached):

I hereby certify that all statements on or in connection with this application, including those regarding my education and employment record, are true and correct to the best of my knowledge. I agree and understand that any misstatements or omissions of material facts may cause forfeiture on my part of all rights to registration as a Third Party Reviewer. I also agree that I possess the required errors and omissions insurance coverage in an amount to be determined by the City and County of Honolulu's Department of Budget and Fiscal Services.

Signature of Applicant

Date

Basic Fee: \$300.00

Please make check payable to: City and County of Honolulu

SUPPLEMENTAL SHEET FOR EXPERIENCE VERIFICATION

EXPERIENCE (List only experience in the specific fields for which certification is requested):

Dates: From _____ to _____ No. of Months: _____
(Month/Year) (Month/Year)

Project Name: _____

Brief Description of Project (Materials, Size, Etc.): _____

Name of Employer: _____

Address of Employer: _____

*Contact Person/Phone Number: _____

Your Title: _____

Your Duties: _____

EXPERIENCE (List only experience in the specific fields for which certification is requested):

Dates: From _____ to _____ No. of Months: _____
(Month/Year) (Month/Year)

Project Name: _____

Brief Description of Project (Materials, Size, Etc.): _____

Name of Employer: _____

Address of Employer: _____

*Contact Person/Phone Number: _____

Your Title: _____

Your Duties: _____

EXPERIENCE (List only experience in the specific fields for which certification is requested):

Dates: From _____ to _____ No. of Months: _____
(Month/Year) (Month/Year)

Project Name: _____

Brief Description of Project (Materials, Size, Etc.): _____

Name of Employer: _____

Address of Employer: _____

*Contact Person/Phone Number: _____

Your Title: _____

Your Duties: _____

*Required to verify experience.

**THIRD PARTY REVIEWERS
CERTIFIED LIST OF INDIVIDUALS
(UPDATED 09/08/16)**

TPR Registration No.	Name	Certified For	Expiration Date
TPR-001	David K. Wong dba Third Party Review Hawaii 2440 Date Street, #1004 Honolulu, Hawaii 96826 Bus. (808) 721-7432 Fax: (808) 946-0933	Structural	7/31/10 (EXPIRED)
TPR-002	Melek Yalcintas Amel Technologies, Inc. 1164 Bishop St., Ste.124-302 Honolulu, Hawaii 96813 Bus. 590-2340	Mechanical	7/31/07 (EXPIRED)
TPR-003	Charles J. Williams 22421 NE 20 th Street Sammamish, WA 98074 Bus. (425) 836-2833	Structural/ Building Code	7/31/07 (EXPIRED)
TPR-004	Chang Kim 1. Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665 2. Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Structural	7/31/18
TPR-005	Phiroze Wadia c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Structural	7/31/18
TPR-006	Consortio D. Manuel c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	7/31/18
TPR-007	Bernard Laporte c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Electrical Code Building Energy Efficiency	7/31/12 (EXPIRED)
TPR-008	Gene Albano 1. Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665 2. Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Electrical Code Building Energy Efficiency	7/31/18

TPR-009	Michael Krijnen c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Building Code	7/31/18
TPR-010	Anthony Wilkins c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Building Code	7/31/18
TPR-011	Marco Italia c/o Bureau Veritas North America, Inc. 970 N. Kalaheo Avenue, Suite C-316 Kailua, Hawaii 96734 Bus. (808) 531-6708 Fax (808) 537-4084	Structural	EXPIRED
TPR-012	Todd Bailey c/o TRB and Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583 Bus. (925) 866-2633 Fax (925) 790-0011	Nonstructural Building	7/31/18
TPR-013	Steven Block c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084	Electrical	7/31/16 (EXPIRED)
TPR-014	David A. Bartholomew c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	07/31/18
TPR-015	Garrick H. Koga c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Structural	07/31/18
TPR-016	Ricardo S. Sitjar c/o TRB and Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583 Bus. (925) 866-2633 Fax (925) 790-0011	Structural	7/31/16 (EXPIRED)
TPR-017	William R. Gebhardt c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	07/31/18
TPR-018	Frank Y. Katakura c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Building Code	07/31/18

TPR-019	Lawrence T. Higa c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	7/31/18
TPR-020	Xiang Yee c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Structural	7/31/18
TPR-021	Anthony M. Chan c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	7/31/18
TPR-022	Ronald E. Fitch c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Electrical Code Building Energy Efficiency	7/31/18
TPR-023	Thomas B. DeCosta c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Building Code	7/31/16 (EXPIRED)
TPR-024	Bahman Kheradpey c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Structural	7/31/18
TPR-025	Donald Shaw c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Building Code	7/31/18
TPR-026	Wyman K. Fong c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Electrical Code	7/31/18
TPR-027	John S. Chardoul c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	7/31/18
TPR-028	Robert F. Taylor c/o Bureau Veritas North America, Inc. 970 N. Kalaheo Avenue, Suite C-316 Kailua, Hawaii 96734 Bus. (808) 531-6708 Fax (808) 537-4084	Structural	7/31/10 (EXPIRED)

TPR-029	Mark Sunberg c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Building Code	7/31/12 (EXPIRED)
TPR-030	Lena Molnar c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Building Code	7/31/12 (EXPIRED)
TPR-031	Mike Elbanna c/o TRB and Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583 Bus. (925) 866-2633 Fax (925) 790-0011	Electrical Code	7/31/16 (EXPIRED)
TPR-032	Peter Kogan c/o TRB and Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583 Bus. (925) 866-2633 Fax (925) 790-0011	Mechanical Code	7/31/18
TPR-033	Zbigniew L. Drozd c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Electrical Code	7/31/18
TPR-034	Thomas R. Curtis c/o Bureau Veritas North America, Inc. 970 N. Kalaheo Avenue, Suite C-316 Kailua, Hawaii 96734 Bus. (808) 531-6708 Fax (808) 537-4084	Structural	7/31/10 (EXPIRED)
TPR-035	Daniel H. Lee c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084	Building Code Structural & Nonstructural	7/31/18
TPR-036	James R. Vinci c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Structural	7/31/18
TPR-037	Darren Y. T. Lee c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Building Code Residential	7/31/18
TPR-038	Robert D. Pittman c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Electrical Code	7/31/18

TPR-039	William John Zastrow c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Electrical Code	7/31/18
TPR-040	David H. Tobita c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	7/31/18
TPR-041	Tsuyoshi Bunden c/o TRB and Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583 Bus. (925) 866-2633 Fax (925) 790-0011	Structural	7/31/18
TPR-042	Garry D. Neavitt c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Building Code	7/31/18
TPR-043	Glen C. Kam c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Mechanical Code	7/31/18
TPR-044	Arnie C. Valero, AIA c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Building Code	7/31/18
TPR-045	John K. Maute c/o Enersol, LLC P.O. Box 6623 Kaneohe, Hawaii 96744 Bus. (808) 664-1068	Electrical Code	7/31/17
TPR-046	Paul W. Craig c/o Enersol, LLC P.O. Box 6623 Kaneohe, Hawaii 96744 Bus. (808) 664-1068	Electrical Code	7/31/17
TPR-047	Victor L. Russell c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Mechanical Code	7/31/18
TPR-048	Darin K. Okuda c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Structural	7/31/18

TPR-049	James S. Johnson 1. c/o Enersol, LLC P.O. Box 6623 Kaneohe, Hawaii 96744 Bus. (808) 664-1068 2. c/o TRB and Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583 Bus. (925) 866-2633 Fax (925) 790-0011	Electrical Code	7/31/17 7/31/18
TPR-050	Glenn Yokomichi c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Electrical Code	7/31/18
TPR-052	Cristian Son c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084	Electrical Code	7/31/18
TPR-053	Thomas Trimberger c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084	Building Code Mechanical Code Building Energy Efficiency Fire Protection Systems State Health Dept. Regs.	7/31/18
TPR-054	Shawn Y. Matsumoto c/o Enersol, LLC P.O. Box 6623 Kaneohe, Hawaii 96744 Bus. (808) 664-1068	Structural	7/31/17
TPR-055	Jagadish A. Patel c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Electrical Code	7/31/18
TPR-056	Bruce K. McClure c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Building Code	7/31/18
TPR-057	William W. Wong Asia Pacific Architectural Consultants P.O. Box 19232 Honolulu, Hawaii 96817 Bus. (808) 356-8788 (808) 778-5988	Residential	7/31/17
TPR-058	Jimmy S. Wu Prowork Pacific 2889 Ala Ilima Street #3B Honolulu, Hawaii 96818 Bus. (808) 384-3388	Residential	7/31/17

TPR-059	Iaokeng A. Ho c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084	Structural	7/31/18
TPR-060	Lance A. Uchida c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Plumbing Code Building Energy Efficiency Fire Protection Systems State Health Dept. Regs	7/31/18
TPR-061	Gregory A. Quinn c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Residential	7/31/18
TPR-062	Jeoffrey S. Cudiamat Structural Hawaii, Inc. 1255 Kuala Street #2 Pearl City, Hawaii 96782 Bus. (808) 488-5000	Building Code Structural & Nonstructural Residential	7/31/18
TPR-063	Shen-Gong Wu c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084	Structural	7/31/18
TPR-064	Jimmy Q. G. Lam c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Structural	7/31/18
TPR-065	Roy A. Noda c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Structural	7/31/18
TPR-066	Tonya M. Dale 4D Design-Build P.O. Box 686 Kailua, Hawaii 96734 Bus. (808) 636-9029	Residential	7/31/18
TPR-067	Umur A. Turkalp Residential Design LLC P.O. Box 17802 Honolulu, Hawaii 96817 Bus. (808) 371-6607	Residential	7/31/18
TPR-068	Michele L. D'Amico D'Amico Design Group, LLC P.O. Box 22578 Honolulu, Hawaii 96823 Bus. (808) 221-2868	Residential	7/31/18
TPR-069	Aly Haidar 225 Queen Street, #8-F Honolulu, Hawaii 96813 Bus. (808) 745-3656	Building Code (Nonstructural)	7/31/18

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/ September 2015 (<http://www.hawaiiibusiness.com/category/september-2015/>) / Broken: Stuck in Permit Purgatory

BROKEN: STUCK IN PERMIT PURGATORY

Almost everyone agrees the building permit system puts many ordinary businesses through agony. The county governments say they are not entirely to blame and are working to improve the system.

👤 Dennis Hollier | 📅 September, 2015

Hideo Simon can barely contain his frustration.

“It took me six months,” he says, “just to get my building permit for this place.”

We’re speaking in Square Barrels, his new restaurant in Bishop Square, and he has to raise his voice to be heard over the hubbub of the crowded dining room. It’s a bright, modern space, with tall ceilings and a row of high-backed booths against the wall.

Behind the bar, a rank of unmarked taps dispenses two dozen varieties of beer.

The stylish restaurant, Simon says, is the culmination of his lifelong obsession with gourmet burgers and craft beer, a taste that's clearly shared by the downtown Honolulu crowd. The place is packed for Wednesday's lunch hour. But, according to Simon, Square Barrels almost failed before it started, nearly done in by the City and County of Honolulu's byzantine system for issuing building permits.

The problem, he says, is it's just **too complicated and time-consuming to get even a basic building permit**. An application, particularly for a commercial project, may require a handful of departments to sign off. In addition to the review at the Department of Planning and Permitting, it may need to be stamped by the fire department, the Board of Water Supply, wastewater and elevator officials, the State Historic Preservation Division, et al. Navigating this process, Simon says, can be complex. And he's no neophyte. In 2012, he and his partners opened Pint + Jigger, a successful King Street gastropub that also stumbled its way through the permitting maze, so Simon knew what he was getting into. **This time, he even hired Bureau Veritas, one of the city's so-called third-party reviewers. These are city-certified private companies that officially review plans for building code compliance, and then act as expeditors, helping shepherd permit applications through the other departments that need to sign off.** But, according to Simon, even with a third-party reviewer, the process was painfully slow.

“It's ridiculous for the city to expect you to hang tight for six months.”

— **Hideo Simon**, Co-owner, Square Barrels restaurant

“Just for one person to sign off,” he says, “it takes at least a couple of weeks of review from each department. And that’s on top of the time it takes for the third-party review. So, I go to the third-party reviewer and they make their comments. Then, they take the plans to the DPP, and it comes back with notes. Then we get the architect to change the notes. Then it goes back to DPP and they say it needs more notes, and blah, blah, blah. Each and every step takes a month, it seems like. And I don’t even know which department needs to sign off on every one of these bits.”

All of this costs money, Simon says. The owners must pay for the permit, fees for the third-party reviewer, costs for a draftsman or architect to change the plans, plus rent and salaries for key employees while they wait for the restaurant to open. Most important, the business owners forego any income until the permits are approved and the actual construction is finished. It’s just too much to expect for a small-business man, Simon says.

“The reality is I built this place before I got the permit for it. I didn’t get my permit until three weeks after I opened the doors. If a building inspector had come by, he could have easily pulled the plug on the whole thing and I would have been hanging in the wind. I would be bankrupt. It’s ridiculous for the city to expect you to hang tight for six months.”

Simon’s story isn’t unique, of course. What sets him apart is that he’s willing to speak on the record about his permitting problems (to the chagrin, he says, of his wife and partner, Grace Simon). Most business owners won’t, fearing reprisal the next time they need a permit. That’s what makes it so difficult to report on the problems at DPP. But almost everyone knows a business owner, contractor or home builder with a nightmare permitting story to tell – a tale of applications lost in the system, of inspectors who never show up, of a seemingly endless succession of delays. But, absent

more business owners willing to come forward, like Simon, it's difficult to document how widespread the problem really is, or whether the blame lies with reviewers at DPP, or with applicants themselves.

Not everyone thinks DPP is doing a bad job. Heidi Levora, whose family owns Anchor Systems Hawaii, a foundation contractor, says she's been successfully running permits for several years and has developed a rapport with the people at the department.

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“So far, we’re not making much headway. All the measures we’ve taken just have us treading water” because of the boom in construction.”

— **George Atta**, Director, Honolulu Department of Planning and Permitting

“It’s nice to be on a first-name basis with these folks,” she says. “Sometimes they’ll engage in creative problem solving with me, which saves a trip back and streamlines the process greatly. I have not witnessed any favoritism at all, ever. They really try to make the system as fair as possible. I do see staff responding more warmly toward calm, pleasant individuals. That’s human nature.”

So, how do we resolve the differing experiences of Simon and Levora? How do we get beyond the inevitable contradictions in this kind of anecdotal evidence? Maybe the best approach is to look for honest brokers within the system itself.

SOURCE OF THE PROBLEM

One person with an interesting perspective is George Atta, a former principal of the architectural and design firm Group 70, and now the director of Honolulu’s Department of Planning and Permitting. As someone who’s been on both sides of the permitting counter, Atta isn’t shy about addressing criticism of the department.

“The standard complaint,” he says, “is that the review time takes too long. I would say that’s a valid complaint most of the time. The process does take a long time. Sometimes, that’s our fault. Sometimes we assign the review to a person who doesn’t follow through. Sometimes we have bad apples who will hold on to the permit. We don’t have a good enough supervisory system set up, so, whether out of intent or negligence, the permit gets held up. We often don’t know it at the upper management level until the customer complains. So, sometimes the problem employees end up holding permits for some time.”

But that’s not the whole story, Atta says.

“Other times, the fault is with the people preparing the plans. We have some people who we call ‘rubber stampers’. These are architects and engineers that will do things on the cheap.”

By that, he means they either create rudimentary, low-quality plans, or they stamp the unprofessional or incomplete plans of their clients with their own seal of approval and submit them for review at DPP.

“Our guys will red mark them and send them back,” Atta says. “What these rubber stampers are doing is using our staff for quality control rather than having good plans up front.” This takes additional time as plans go back and forth for comments and corrections. But that was the intention all along. “So the rubber stampers don’t complain, but their clients complain. But they just tell them, ‘It’s stuck at DPP.’ So, many times, our staff gets blamed because you end up going through multiple review cycles, and that takes time.”

However, Atta attributes most of the growth in permitting delays to the changing nature of regulation itself.

“Over the years, land-use regulations and building codes have become much more complex,” he says. “For example, historic site reviews never existed before. In the 1950s and 1960s, they didn’t have to go through NEPA (National Environmental Policy Act) reviews. They didn’t have to send their reviews to design access boards for American Disability Act compliance. That came in the late 1980s. Before that, they didn’t have to go through those compliance reviews. Every year, new things like these come up – new things to review. The building code back in, say, 1929 was only an inch thick. You could carry it in your back pocket. Today, you have a two- to three-foot stack of binders. The sheer volume of regulation has increased dramatically, and every one of those regulations has added complexity and additional time to the process. That has been a large factor in slowing things down.”

SOLUTION

So, how should we address these problems? In a sense, DPP itself was created to help solve them. Getting a building permit used to mean running all over town. Each step in the process required a visit to a different agency. To simplify things, most of the agencies involved in permit reviews underwent a kind of roll-up.

“The DPP is the consolidation of three whole departments and parts of two other departments,” Atta says. “One was called the Department of General Planning; another was called the Department of Land Utilization; and the third was called the Building Department. But, in 1998, under Mayor (Jeremy) Harris, these three were consolidated into one, much larger, department. Then, to consolidate all the permitting functions, they also brought in the wastewater branch, which issued sewer permits, and also Public Works site development, the civil engineering investigative body.”

This consolidation didn’t solve all the problems – applications still have to make the rounds at several different agencies – but it at least put them mostly under one roof. In theory, that should make the process more efficient.

That's not all DPP has done to address the permitting issues. In addition, Atta says, the department has tried to make it easier to get permits for simple projects.

“For example, we’re making it so you can get some permits online; it doesn’t have to come through staff review. PV panels, for example, can be permitted online. You fill in a form, pay a fee with a credit card and print your permit. ... This works for the projects that have a fairly standardized process. For these simpler projects, we’re trying to either put them online or use counter permitting. So, for things like fence permits and driveway permits, we’re saying the clerks up front can issue those. Hopefully, that can help eliminate the backlog.”

“The other thing we’re working on,” Atta says, “is something called the ‘one-time review.’ One of the things that delays projects is having multiple cycles of review. Plans are red marked and sent back to the designer several times. Over the years, reviewers have gotten into the habit of (using this approach to catch mistakes). My guys have just gotten used to doing it that way.”

The problem is that this can turn into a longwinded back and forth between designers and reviewers. One-time review was created to short circuit this cycle, Atta says.

“I tell my guys, ‘Now, you only have one bite at the apple. Make all your comments once rather than use multiple cycles of review.’ That forces our guys to do a thorough review up front. Then, after the applicant makes the changes, the next time we just do a cursory review. My guys are unhappy because they know they might miss things. If they have multiple bites of the apple, they’re less likely to miss anything. I tell them, ‘If you miss anything, the inspectors out in the field will catch it.’ ”

But this approach butts up against another problem for the department: There aren’t enough inspectors. Simon, for example, complains of waiting weeks for the follow-up inspections necessary to close his permit. In fact, the manpower shortage is a problem

throughout DPP. Dennis Enomoto, owner of the third-party reviewer Palekana Permitting and Planning, traces the human resources problem back to the reorganization of the department.

These land-use-plan checkers, with their newly created authority, have become the linchpin of the permitting system for the county.

“What happened was they had a hiring freeze, way back in Mayor Harris’ time. I don’t want to dis what they did, but they reorganized the department and they had a hiring freeze. I think that created a staff shortage as well as – I don’t know what you’d call it – an experience shortage. Now, for the last several years, a lot of the 30-year veterans are retiring. And, since they weren’t hiring people, you don’t have all these backfills.”

Still, Enomoto attributes 85 percent of the problems at DPP to the quality of the plans people submit for review. “Everybody disses on the guys and complains a lot, but, to me, there’s a lot of good people over there. Ninety-five percent are just trying to do a good job. But the basic responsibility for the building permit is that they’re a regulatory agency. They say, ‘You’ve got to do it like this,’ but people don’t want to hear that. They go out of their way to tell them how to do it, but customers still get upset.”

Even while acknowledging the human resource shortage is a problem, Atta, too, subtly shifts the responsibility to the applicants.

GETTING BETTER?

In the latest BOSS survey, we asked more than 100 leaders in the construction industry (including construction companies, architectural firms and suppliers), whether the counties’ permitting processes had improved over the past four years. A majority said no.



Source: QMark Research conducts the BOSS survey.

“During the height of the PV boom,” he says, “we sometimes had months when the inspectors couldn’t come out to close the permit. But now, with one-time review, the inspectors will have to catch things, if the plan checkers don’t catch it. My guys don’t like that. I try to remind them that

our job is protecting health and safety issues, but, at the end of the day, the liability rests with the contractor. The permit is not a guarantee that everything will be up to code and that all the regulations are enforced. After all, even if the drawings are correct, construction may not follow the plans, maybe in order to save money. But my guys are still unhappy with not getting multiple bites at the apple.”

Of course, another attempt to speed things up at DPP was the institution, in 2006, of the **third-party review system**. A summary of how that system works highlights both the complexity of the permitting process and its basic rationale. Enomoto walks us through the process when clients come to Palekana for help:

“We take their plans and try to go through them real quick to make sure the major elements are there. Then, we schedule up. We go down to the Building Department at DPP, log it in and start the routing process with the city. You actually have to go to the city and sit down with staff and they go through the plans and they see who all needs to look at the plans – zoning, Board of Water Supply, sometimes the State Historic Preservation, sometimes elevator. Then, they create this routing. They have to physically log it in. They have certain stamps that they have to put on the plans; that’s the log in. Then, you officially get an application number. That puts you in the queue. Then, based on the routing, you can start taking it around to the various agencies for review and approval.”

Concurrently, he says, Palekana consultants are reviewing the customer’s plans for code compliance. “More than likely, that would be building – that’s for almost everything – electrical, mechanical and sometimes structural.”

Then, Enomoto says, the third-party reviewer begins to run the plans by the different departments on the routing list. “In this process, we generate comments, and the city agencies generate comments as well, and then we send those to the design team to respond. So, they make their corrections and eventually we get the approvals from

everybody. We consolidate the sets, take them back to the Building Department, which does a quick review to make sure everything is in place, all the routing gets signed off and then they issue what they call an ‘approve to issue notice.’ Then, the contractor can take that and go down and pick up his permit.”

As complicated as third-party review sounds, Enomoto says it works well most of the time for Palekana. “For some of the simple projects, we take four to six weeks or so, versus three to four months” without third-party review.

But Enomoto is less sanguine about another method DPP introduced to speed up things: ePlans, a computerized system that, as the name suggests, was supposed to allow designers to file plans electronically.

“Everybody disses on the guys (at DPP) and complains a lot, but to me, there’s a lot of good people over there. Ninety-five percent are just trying to do a good job.”

— **Dennis Enomoto**, Principal, Palekana Permitting and Planning

“That’s not going well,” he says. “It’s a computer system that requires very specific formatting and that kind of thing. You know how it is: garbage in, garbage out. The system requires you to submit things really precisely, so it’s hard. Everybody messes up and that causes delays. Again, the city is busy, so it cannot get to the corrections right away, so that causes a lot of problems.”

Even strong advocates for DPP, like Heidi Levora, say the city’s digital effort falls short.

“I’ve heard the ePlan program is hard on the inputer’s eyes,” she writes. “If they hit one wrong key, everything they’ve been working on can disappear. They can’t be interrupted, which means even easy-to-answer questions have to wait. I sure hope, for

their sakes, they get a more user-friendly program soon.”

Like many permit applicants, Levora says she still prefers the face-to-face approach.

But the potential for a system like ePlans to help meliorate the problems at DPP is obvious. For example, Enomoto points out, it would allow the different agencies to review projects simultaneously rather than sequentially. Right now, permit applicants have to submit three identical sets of plans: site plans, which will stay at the building location; a tax set, which goes to the Tax Office for their records; and the building file set, which will ultimately remain with DPP. The problem, he says, is that, even though you have three sets of plans, all the agencies want to see the building file set, because it becomes the official plans.

“That means you’ve still got to run those plans by each department consecutively instead of concurrently. But, if everybody got to see an electronic copy, ePlans would allow them to look at it concurrently. It has a lot of features you can overlay, so you can see all the different changes.”

So, instead of fighting the ePlans system, Enomoto says, the staff at Palekana is trying to learn it. “I think we have about 80 plans in there now and they’re beginning to come out a lot faster. It’s a work in progress, but it seems like it’s getting better.”

ANOTHER APPROACH

Honolulu isn’t the only county with complaints about its permitting system. Even though they don’t experience the volume of permit applications that Oahu does, the Neighbor Islands still face many of the same problems. Like Honolulu, they’re scrounging for answers. In some instances, they adopt Honolulu’s approach. For example, Hawaii County has implemented a one-time review system similar to

Honolulu's. But the Neighbor Islands are also cognizant of the differences between them and Oahu. Duane Kanuha, planning director for Hawaii County, describes the impetus and direction of some recent changes to that county's permitting process.

"As an administration, we've been looking at how to improve the system for maybe a year already. Billy Kenoi, the mayor, basically said, 'I had three platforms when I was elected two terms ago. One of them was to improve the mass transit system. I believe we've done that,' he said. 'Another one was to provide more parks and complete more roadway projects, and we've done that,' he said. 'The third one was to improve the building and permitting process. And,' he said, 'I still get people grabbing me in the airport and at functions and venting at me in terms of how long it's been taking for what they consider a simple thing.' So, he had team members in the administration basically put their heads together to fix it."

Because planning directors throughout the state meet regularly to discuss common issues, Kanuha was familiar with what was happening at DPP in Honolulu.

"They've basically mushed everybody under Planning – all the line agencies: Permitting, what we call over here the Department of Environmental Management, sewers and all that stuff. All that got mushed under planning. So, when the mayor gave us this charge, I'm sitting there going, 'Ah, shoot! He's going to want to do the same thing they did in Honolulu. And, sure enough.'"

Kanuha's concern was well-founded, of course, but he also knew that Hawaii County isn't the same as the City and County of Honolulu. "The thing is, they've been into their system for 10 or 12 years and George (Atta) would be the first to admit there are still lots of bugs in it. But those of us on the Neighbor Islands look at it and go, 'Whatever the issues are, none of us have the flow of permitting that Honolulu has.' "

Even so, at first, he says, the Big Island's plan looked similar to Honolulu's. "Here in Hawaii County, the Hilo building that the Planning Department is in also has Parks and Recreation, Public Works, and Real Property Tax. So, one of the first things everybody looked at was: OK, either Planning moves across the hall to Public Works; or Public Works moves over to Planning. Then, we narrowed it down to: Maybe just the Building component of Public Works that moves over to Planning."

In the end, though, both approaches seemed pointless. Both would be costly and it wasn't clear that either department would have enough space to house the extra people. More important, moving people around could raise union issues and require Council approval. "By charter," Kanuha says, "the function of Public Works is really separate from Planning. Public Works does Building and Permitting. Planning is just planning. So, to integrate those two, there was some talk that there may be a charter concern. And I think that's what happened with the City and County of Honolulu – it had to redo the whole charter to make the move happen."

If merging departments wasn't the answer, how could they get the apparent efficiencies of a merger without actually moving people around?

"What we ended up doing," Kanuha says, "was we kept both departments separate, but we reclassified our existing zoning clerks in the Planning Department to 'land-use-plan checkers.' That position series allows them to look at both our land-use zoning components as well as building components. So, it's kind of like a merge of a zoning clerk and a building/permitting clerk. I think this is the same series that George (Atta) has in DPP. Then, we asked for three additional clerks, two in Hilo and one in Kona."

These land-use-plan checkers, with their newly created authority, have become the linchpin of the permitting system for the county. All applications now route through them, Kanuha says.

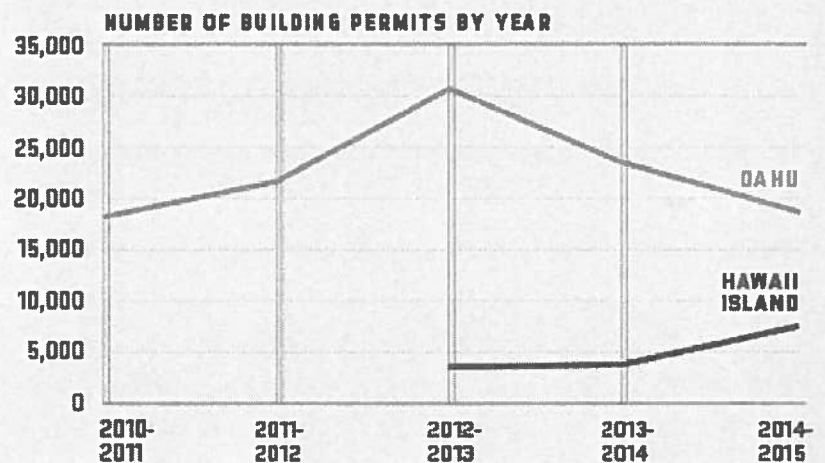
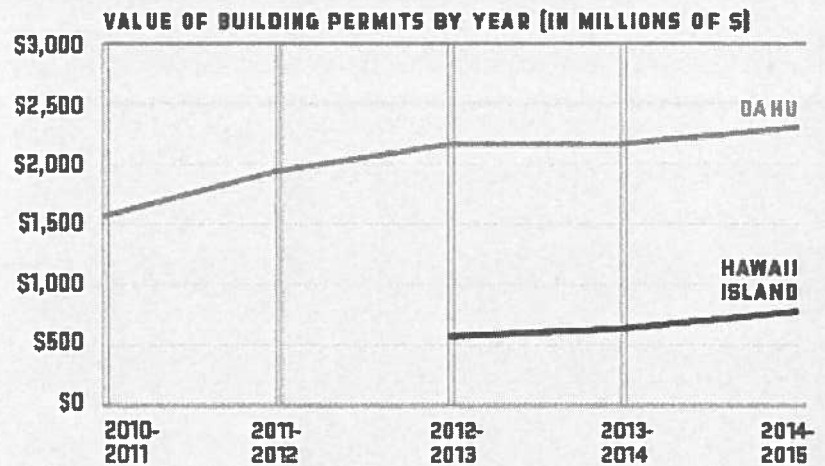
“In other words, you don’t go to Public Works anymore for your application. Every application for any building permit has to come to the Planning Department first. The reason is, we were finding over time, that someone would walk down to Public Works Building Division, hand in a set of plans for a project, get logged into the system, and then get into the planning review room, and our staff shows up, looks at this project and says, ‘Hey, you know you need this other permit in order to do this? You actually shouldn’t be here.’ What

happened was, in the planning review room, the project that hadn’t satisfied all of the land-use and zoning stuff gets kicked out. In the meantime, the applicant has put his project in and thinks he’s all good to go. He’s been in the system for maybe a couple of weeks, and then he gets bounced out and has to go back to Planning. So, you get this, ‘You told me to go here. He told me to go there.’

“One of our objectives is to make sure that whoever gets into the building permit process is all clear with the planning process first. Because sometimes there are things like special management area permits, or you need a variance or something, and it can take several months before you get it resolved. Some of the issues may require public hearings and all that stuff before you can even pull an application. So, the whole

THE PERMIT FLOW

Although both Oahu and the Neighbor Islands have many of the same permitting problems, there are huge differences of scale.



objective of shifting everything over here to Planning is that our land-use-plan checkers will be able to check all the plans to make sure all the information required for the building permit to actually get issued is also there.”

In addition to creating these land-use-plan checkers, Kanuha says, the county also held stakeholder meetings to see what specific improvements the industry wanted. “They said, ‘What would really help everybody out is some kind of an express lane.’ If I’ve got a PV system, and the policy is ‘first in/first out,’ and I’ve got a condo in front of me, I’ve got to wait until that condo gets processed before my PV system pops up.’ So, we said, ‘Okay, we’ll take that under advisement.’

“The other issue among the stakeholders was the back end, the inspection side – the long delay between when you call for an inspector and when one shows up. That was basically a manpower issue. Actually, when we were going through the process, I think Public Works said, ‘At any given time, we probably have five inspectors to cover the whole island.’ ”

This, of course, is a funding issue, like so many of the problems facing local government.

RESULTS

How are all these permitting improvements working? For the Big Island, it’s probably too early to tell, Kanuha says. “We only launched this on July 1, so we’ve only been at this for a few weeks now.” But this is Kanuha’s third time around in the government and he thinks he’s seen promising changes.

“Through my whole experience in government,” he says, “Public Works has always been Public Works and Planning has always been Planning. And a lot of times, people in Planning would say, ‘It’s not us; it’s over there in Public Works,’ or Public Works

would go, 'We don't have that; go see Planning.' That's why you've got these people feeling like they're being bounced back and forth, looking for whatever they're supposed to do."

Now, Kahuna says, even though the reorganization is new, he's seeing more cooperation between Planning and Permitting. "What's really interesting to me is the camaraderie between the Public Works people and my people in Planning. It's really cool because people we would normally say, 'It's them,' now, they're over here and they're saying, 'This is how we do it over there. They're on the counter with us folks, helping customers along – both in Hilo and in Kona. And we're starting to see where we have backlogs in our implementation – which is the same kind of backlog they used to have over in Public Works – but, now that everything is coming here and they have some catch-up time over there, they'll come over and say, 'You know, we can help you with some of this.'

"We had an example in Kona a couple of weeks ago where I think there were like 90 online applications – primarily PV things – that, because my guys were dealing with everything coming in over the counter, checking for land use requirements on everything, they just weren't able to get to everything. So, the Kona Public Works staff came up – they can see everything online – and they said, 'Looks like there's a backlog on the PV things.' And my guys said, 'Yeah, we just can't get to it.' And the Kona Public Works guys said, 'You know what, why don't you give it to us? We'll take care of that.' And they cleared off 90 applications in less than two days."

But most of the improvements seem to be coming from the increased authority of the land-use-plan checkers. For example, Kanuha says, some of the clerks are also getting training from the electrical inspectors on what they should be looking for in terms of electrical permits.

“The standard complaint is that the review time takes too long. I would say that’s a valid complaint most of the time.”

— **George Atta**, Director, Honolulu Department of Planning and Permitting

“Nobody has ever looked at that before except the electrical guys. But we’ve noticed that there’s a backup on the electrical side, again, because of processing. Since electrical permits and plumbing permits are all coming here along with the building permit applications, some of our clerks are learning how to do some preliminary calculations on the electrical permit side. That means, when the electrical guys over in Public Works get the stuff we’re through with, it’s kind of pre-checked, so they don’t get stuck having to start from zero.”

Plan receptionist/pre-checker?

Something similar is also happening with other agencies, he adds. “The program we’re trying to get into is what we call an ‘opt-out’ program. In other words, if somebody comes in with an application that meets your department’s specs, do you really have to see it and sign off? So, we’ve reached an agreement with some agencies that basically says, ‘If the application has A, B and Z in it, I don’t have to look at it.’ So, they’re basically saying, ‘We’re opting out.’ ”

Finally, Kanuha says, the reorganization is improving the interaction between the department and the public. “My guys are out there encouraging the clerks, saying, ‘Customer service is everything. Even if there’s some waiting involved, or the answer they get is not what they expected, just give them the customer service.’ And what I’m starting to hear is that when the clerks are helping with somebody’s issues, the people who are waiting are looking at the people being serviced by our clerks and they’re going, ‘This is interesting. People are taking the time to explain what you need, where you can get it, or saying we’ll help you do this.’ So, when their turn comes up, it’s not like a doctor’s office.”

“I have not witnessed any favoritism at all, ever.”

— **Heidi Levora**, Co-owner, Anchor Systems Hawaii

So, things look promising for Hawaii Island, though it's very early in the process. Even though there are few complaints at this point, it's unclear whether the changes in the Hawaii County permitting process will speed things up. Back at the City and County of Honolulu Department of Planning and Permitting, things are less ambiguous.

“So far, we're not making much headway,” Atta says. “All the measures we've taken just have us treading water. When I ask our guys, ‘How come we're not doing better?’ they say, ‘We're processing more permits than ever before.’ And it's true. With this construction boom, we're processing more permits even though it's not going any faster. But we would really like to shorten the time it takes to get a permit. By the end of the year, we're hoping the average wait period is 10 percent faster than it was last year.”

For entrepreneurs like Hideo Simon, that may not be enough. He suggests changing the permit system so that, if your permit isn't reviewed within a certain time, then it's automatically approved. Similarly, if your inspector doesn't show up by such and such a date, you pass. Mostly, though, Simon wants the city to play a more supportive role for local businesses.

“We're trying to make a state that loves small businesses,” he says, “where it's not about the permitting process. Personally, I love burgers and beer. I just want to put great burgers and beer in front of my customers. I don't know what happened to my love of burgers, but now all my energy and effort are caught up in the process.”

Autumn R. Ness

From: Kelley, Bill <BKelley@marincounty.org>
Sent: Wednesday, September 21, 2016 11:44 AM
To: Autumn R. Ness
Cc: Crawford, Brian
Subject: Marin County building permit streamlining initiatives
Attachments: construction_permit_application.pdf; express_permitting_package.pdf; v 11-4-15 Third Party Services Package.pdf; e_inspection_reroofapplication.pdf

Hi Autumn,

It appears the programs you refer to are the ones covered in the following video from our website:

<https://www.youtube.com/watch?v=1Pt6TKqP8gA>

I'll address these and if you have additional questions, please let me know.

1. Our Over-the-Counter (OTC) program has been in place for many years and provides on the spot permitting for simple applications consisting of isolated electrical, mechanical or plumbing scopes of work; reroofing, residing and non-structural window and/or door replacements. This class of permit is typically for maintenance purposes and, therefore, does not require any plans to be submitted or reviewed prior to permit issuance. Each applicant is required to complete the (attached) Construction Permit Application and provide a complete description of the scopes of work performed under Item #1 on the application form. Upon payment of a modest fee, the permit is issued while they are at the counter. This "maintenance" class of permits account for more than 50% of our annual building permit volume, with the majority of these types of permits pulled by licensed contractors.
 - a. We are finalizing improvements to our new permit tracking software that will enable licensed contractors to pull Maintenance Permits online 24/7. Our target date for go live is Oct 24, 2016 to launch our (contractor only) self-serve online permitting for this class of permits, without need of, or intervention by, our County permitting staff.
 - b. Licensed contractors can also choose to use electronic inspection (e-Inspection), which allows them to take detailed photos of their work and send them to us for review by our inspectors, in lieu of scheduling field inspections for certain scopes of work within the Maintenance class of permits, (please see attached e inspection reroof application), which allows them enhanced control over their construction workflow.
2. Our Express Permitting program has been in effect for several years and provides while-you-wait permitting for simple applications that require the submittal of plans, as well as plan review and approval by Planning, Building and Safety, Fire and Land Development prior to issuance. The program is currently available two mornings each week, by appointment, and is achieved through bringing all review/approval entities to our permit counter (one-stop shop) for immediate review and approval while the customer is present. The "Express" class of permits is limited to simple improvements and alterations including residential solar (PV) installations, minor interior remodels and prescriptively constructed landscape retaining walls, per the (attached) Express Permitting Package. This program accounts for most of the residential solar (PV) permits we issue annually.
 - a. Due to increased popularity of this program, we will be increasing Express Permitting to four mornings each week (beginning October 3rd, 2016), and will begin looking at how we can expand the types of permit applications we can safely approve under this model.

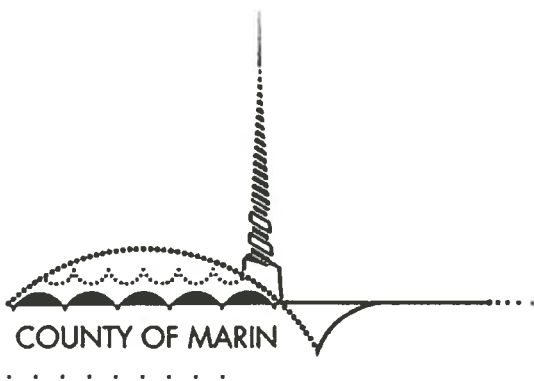
3. Expedited plan review is achieved through the following two customer options have been in place for several years:
- Third Party Services Program** (please see attached). Under this program, customers elect to choose to use qualified third party municipal service providers to perform either their plan review, field inspections, or both in lieu of having our County staff provide these same services in ensuring the project is compliant with all applicable codes and standards prior to permit issuance and permit final. This is a very popular choice with our customers because they perceive this option can save them permit processing time. We reduce our permit fees for customers electing to use this option.
 - Our Overtime (OT) Plan Review and Inspection Programs are another option that is chosen less frequently by our customers. It requires our staff to volunteer to provide this service (typically on a weekend), in exchange for overtime pay; and requires the willing customer to pay the additional OT fee to cover the additional expense of the staff member. This option is occasionally chosen by the customer when dealing with critical construction timelines translating to significant expense for each day their project is delayed.

As the short video mentions, these programs have been introduced as customer service options which allow our customers greater control over their permitting process. All of our customer service options are purely voluntary on the part of the customer.

Also, please note that these represent local efforts designed to meet local constituent needs and sentiments and may/may not be a good fit in other jurisdictions with differing needs.

Please let me know if you have additional questions regarding our approach to placing the customer first in our permitting programs.

I hope this is helpful,

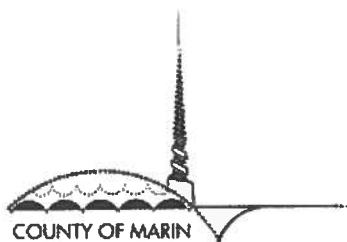


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COMMUNITY DEVELOPMENT AGENCY
BUILDING AND SAFETY DIVISION

THIRD PARTY SERVICES APPLICATION V8-7 12 2015

APN #: _____ Date of request: _____ Approved by: _____

Third Party Services is a private service option CDA-Building & Safety allows that may be used by a permit applicant seeking swifter service than our normal plan review and/or inspection process can accommodate. **Once Planning has approved your permit application, Third Party Services must be pre-approved by the Building Official.** Additional fees and coordination will be required between the permit applicant and the third party service provider. Smaller projects may not realize a time savings when choosing this option.

Building address: _____ Type of construction: _____

Scope of permit: _____ Type of occupancy: _____

☐ I wish to contract with the following private *plan reviewer*:

☐ I wish to contract with the following private *inspector*:

Permit applicant (print): _____ Telephone: _____

Email address: _____

By initialing and signing the following, the permit applicant understands and agrees to each of the following:

_____ I understand other County Agency approvals and/or inspections may still be required.

_____ I understand 2 sets of plans/documents with Planning approval are required by a private plan review agency. When private plan check is completed, return two sets of approved stamped plans/documents with Planning approval from the private plan reviewer to the Building Permit Counter for final review and processing prior to permit issuance. The processing may take two to five working days.

_____ I understand and agree the County's fees may not be waived or reduced because of my election to seek third party services for this permit application. I understand I will also compensate the private plan reviewer and/or private inspector for their service directly.

_____ I understand substantial changes, or deferred submittals, after issuance of the building permit, shall be reviewed by the same private plan reviewer, paid for directly by the permit applicant and may require additional County approvals.

_____ I understand and agree this application is elective and purely voluntary, and by willingly choosing to participate in this alternative plan review and/or inspection option I agree to save, indemnify and keep harmless the County of Marin against liabilities, judgments, costs and expenses which may in any way accrue against said County in consequence of granting this application.

By my signature below, I affirm I have read, understood and agree to the provisions of this application:

Permit applicant signature: _____ Date: _____

Instructions for using this *Third Party Services Application* option

General instructions:

1. Review our list of approved private plan review and/or inspection service providers on our *Approved Third Party Service Providers* list included with this form.
2. Complete, initial and sign our *Third Party Services Application* form on the other side of this page and submit with your building permit application for review and approval.
3. Once approved by the Building Official, follow the instructions (below) applicable to your permit.

Instructions for using private PLAN REVIEW services:

1. Coordinate with your third party plan review service provider directly to provide them the necessary documents and payment for their plan review services.
2. It is the third party plan review service provider's responsibility to understand and comply with all laws, regulations, ordinances and policies applicable to each plan review provided for projects within unincorporated Marin County.
3. Third party plan review service providers shall keep CDA-Building & Safety informed of all pertinent review and approval communication by emailing to buildinginspection@marincounty.org and including the words "**PLAN REVIEW FOR (project address)**" in the subject line of the email.
4. It is the permit applicant's responsibility to transmit all documents, stamped and approved by the private plan review service provider to CDA-Building & Safety for further processing and/or County review.

Instructions for using private INSPECTION services:

1. Coordinate with your third party inspection service provider directly to provide them the necessary documents and payment for their inspection services.
2. It is the third party inspection service provider's responsibility to understand and comply with all laws, regulations, ordinances and policies applicable to each type of inspection provided for projects within unincorporated Marin County.
3. Third party inspection service providers shall keep CDA-Building & Safety informed of all pertinent inspection and approval communication by emailing to buildinginspection@marincounty.org and including the words "**INSPECTION FOR (permit number(s))**" in the subject line of the email.
4. It is the permit applicant's responsibility schedule inspections directly with the private inspection service provider and to transmit any documents, required by the private inspection service provider, or the County, to CDA-Building & Safety for further processing and/or County archiving.
5. Upon review and acceptance of each third party inspection report, CDA-Building & Safety staff will log the inspection and inspection results into the County permit tracking software for permanent record keeping.

APPROVED THIRD PARTY SERVICE PROVIDERS

This list is intended for use with the form Third Party Services Application. Our normal permit fees collected by the Building & Safety Division may still be collected. This third party option is additional and is intended to be available on an 'as-approved' basis as determined by the Building Official. The permit applicant is expected to contact and coordinate with the third party service provider directly regarding transmittal of plans, corrections, scheduling inspections, etc.

The following is a list of third party service providers which have already been approved by the Building & Safety Division. Other service providers may be used upon approval of qualifications by the Building Official:

Plan Review & Inspection	Bureau Veritas 180 Promenade Circle, Suite 150 Sacramento, CA 95834	Phone: (925) 468-7400 Fax: (925) 468-7413
Plan Review & Inspection	Seabrook & Associates 1550 Airport Blvd. Suite 202 Santa Rosa, CA 95403	Phone: (707) 544-9500 Fax: (707) 544-9502
Plan Review & Inspection	Setterland and Associates 7895 Washington Avenue Sebastopol, CA 95472	Phone: (707) 829-3800 Fax: (707) 829-3854
Plan Review & Inspection	TRB & Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583	Phone: (925) 866-2633 Fax: (925) 790-0111
Plan Review & Inspection	Interwest Consulting Group 6280 Las Positas Blvd, Suite 220 Pleasanton, CA 94588	Phone: (925) 462-1114 Fax: (925) 462-1115
Plan Review & Inspection	Sally Swanson Architects, Inc. 220 Sansome Street, Suite 1100 San Francisco, CA 94104	Phone: (415) 445-3045 Fax: (415) 445-3055
Plan Review & Inspection	CSG Consultants Inc. 1257 Quarry Lane, Suite 100 Pleasanton, CA 9456	Phone (925) 931-0370 Fax (925) 931-0388
Plan Review	CodeSource CODEGREEN 7064 Corline Ct., Suite D Sebastopol, CA 95472	Phone (707) 823-8489 Fax (707) 823-8489