

# Department of Parks & Recreation

## FY17 DPR Permits Update

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

# Key Changes

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

# Public Communication

## ▶ DPR Permitting Education Sessions

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

# Administrative Rules

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

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

# Administrative Rules - Administrative Provisions

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

# Administrative Rules – Rules

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

# Administrative Rules - General Permit Requirements

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

# Administrative Rules - General Permit Requirements

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



# Administrative Rules - General Permit Requirements

- ▶ Department sponsored events.

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

# Administrative Rules - General Permit Requirements

► Application periods and deadlines

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

# Administrative Rules - General Permit Requirements

- ▶ Duration of Use.

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

# Administrative Rules - General Permit Requirements

## ► Fees and deposits

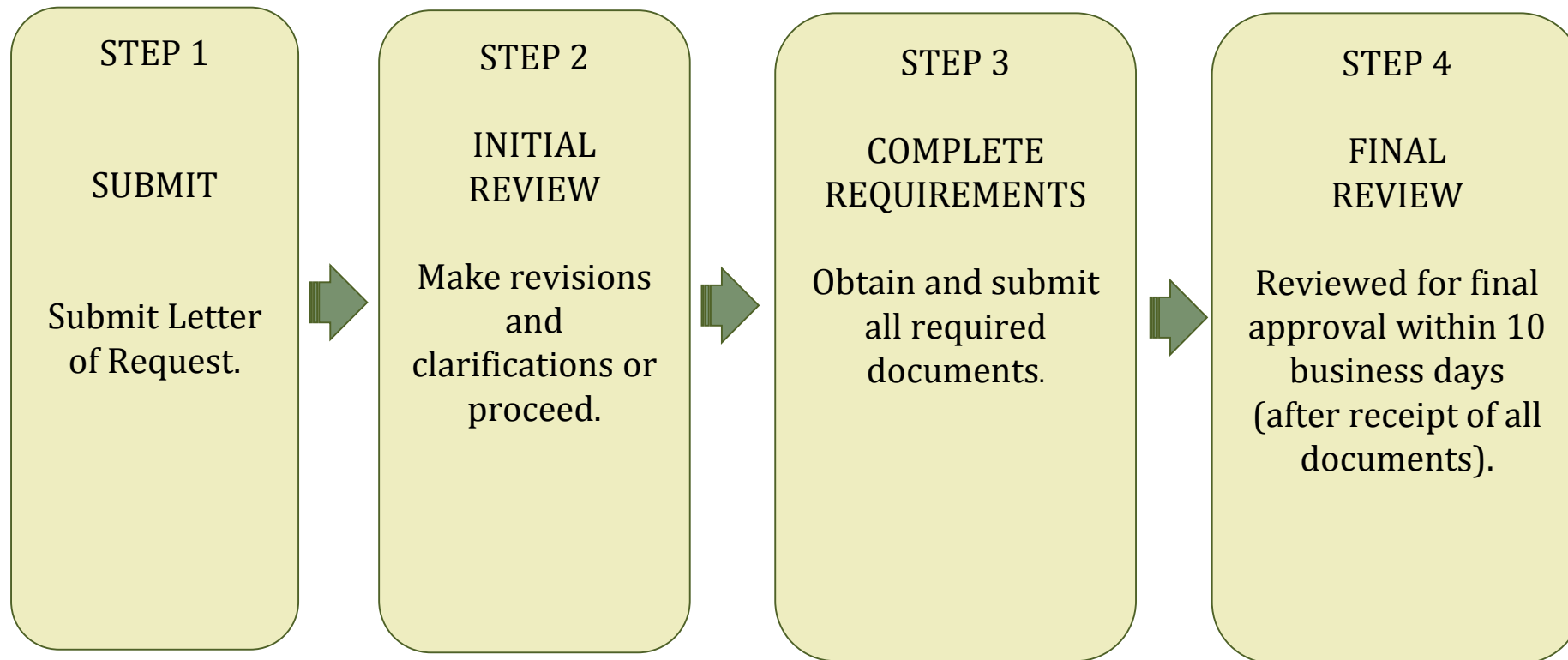
| Table 5<br>Fee and Deposit Due Dates (If the due date falls on a weekend or holiday, payment is required prior to the weekend or the holiday) |                                                                                                                                                           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

# Administrative Rules - Specific Permit Requirements

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

# Administrative Rules - Specific Permit Requirements

## ► Government Permits



# Administrative Rules - Specific Permit Requirements

- ▶ Camping Permits
  - ▶ 4 consecutive days maximum
  - ▶ 8 days per month per camper
- ▶ Camping Rules see Campground Guide and Rules

# Administrative Rules - Specific Permit Requirements

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



# Administrative Rules - Specific Permit Requirements

## ► General Use Permits - Private Parties

### ONE STEP

#### SUBMIT AT WINDOW:

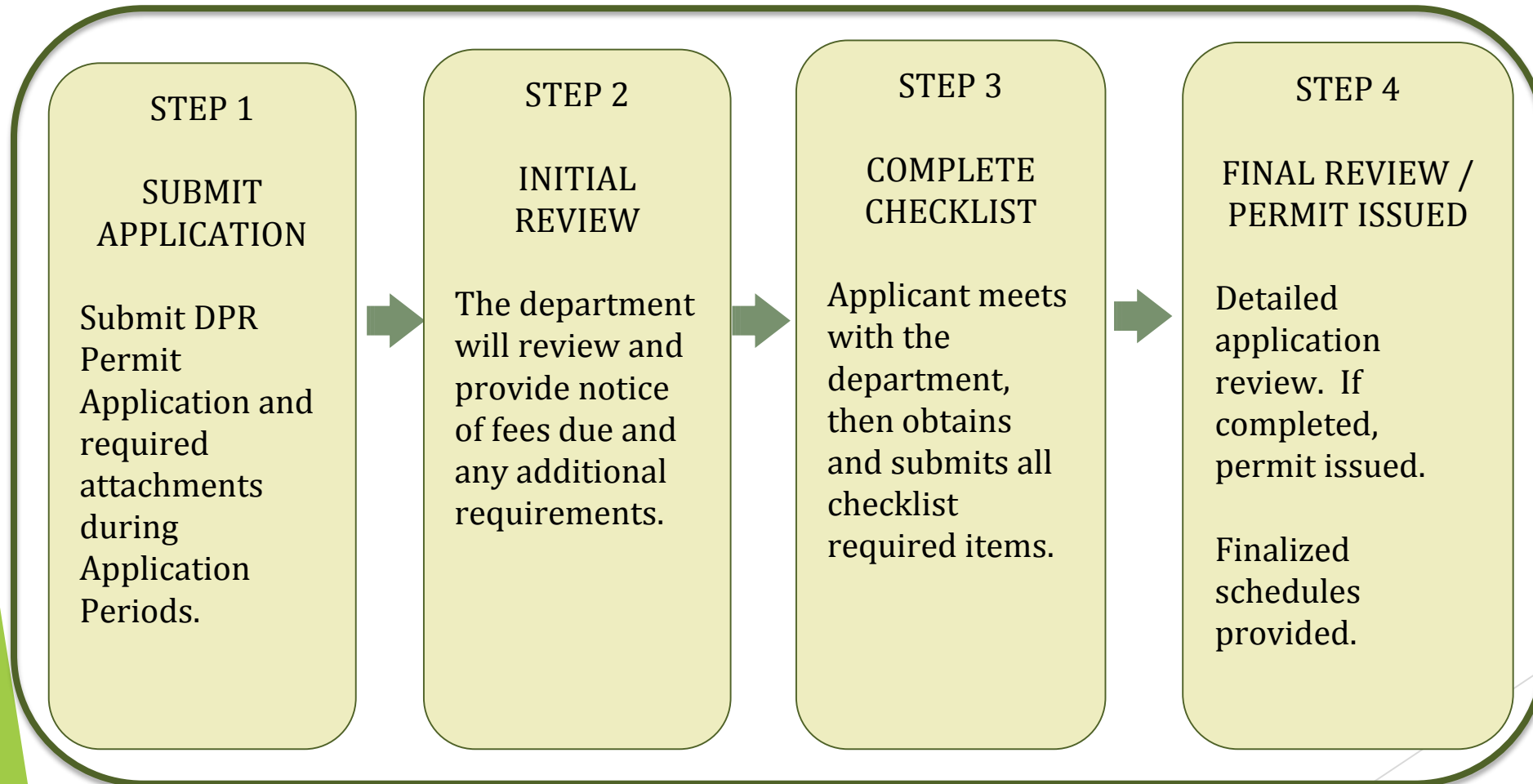
- DPR Permit Application
- Payment of fees and deposits
- Regulations and policies for use of parks facilities
- Release, Acknowledgement, and Indemnification

#### APPROVE AT WINDOW:

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

# Administrative Rules - Specific Permit Requirements

## ► General Use Permits - Leagues and Recreation Enrichment Programs



# Administrative Rules - Specific Permit Requirements

## ► General Use Permits - Leagues and Recreation Enrichment Programs

- Minimal cost to the participant

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

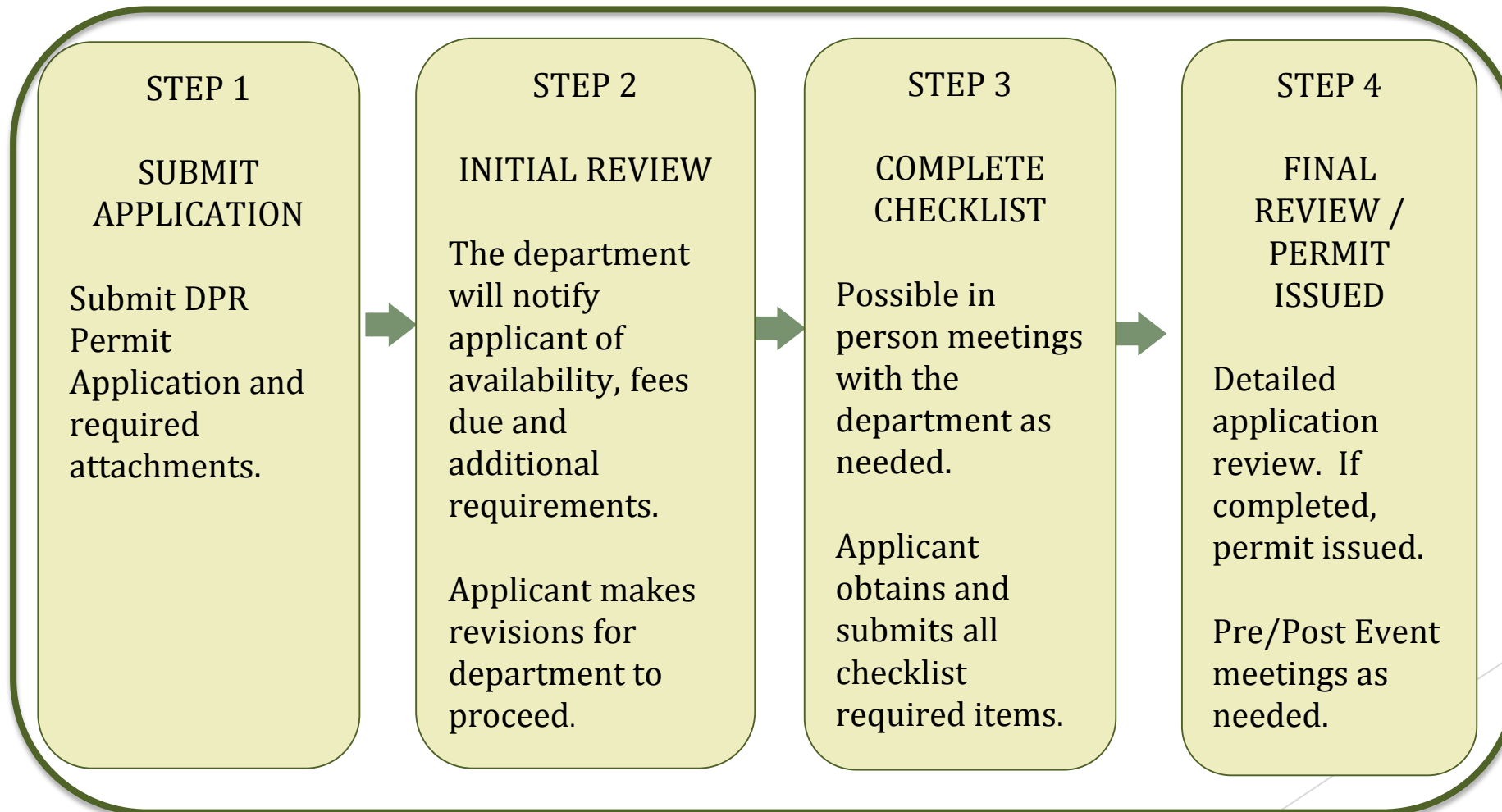
- If the league or recreation enrichment program begins in one activity window and ends in another activity window the application shall note this in the application information.

# Administrative Rules - Specific Permit Requirements

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

# Administrative Rules - Specific Permit Requirements

## ► Special Events Permits



# Department of Parks & Recreation

## FY17 DPR Permits Update

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