

PLANNED UNIT DEVELOPMENT (P.U.D) APPLICATION REQUIREMENTS

1. A written description of the proposed project, including the following information:
 - (a) A description of the property to provide the Planning Department with enough information to determine the location of the land involved in the P.U.D. You can provide an address, Tax Map Key(s), a metes and bounds survey, etc. Please note that the minimum land area for a P.U.D is 2.0 acres.
 - (b) A discussion of the objective, purpose, and reasons for your P.U.D. request and how it meets the criteria for approval of a P.U.D. indicated in section 16-9 of the Planning Commission Rules.
 - (c) A list of all requested deviations from the requirements of the Zoning Code (Chapter 25, Hawai'i County Code) and Subdivision Code (Chapter 23, Hawai'i County Code).
 - (d) A discussion of the construction timetable of the proposed development, including proposed start and completion timelines.
 - (e) A discussion of how the proposed development relates and conforms to the General Plan, and adopted community development plan for the project area, any adopted master plan for the project area, and any adopted design guidelines/standards for the project area.
2. A site plan, drawn to scale and fully dimensioned, comprising a general development plan covering the entire area of the P.U.D. clearly showing the following information:
 - (a) The uses, dimensions, and locations of all existing and proposed structures.
 - (b) Alignments of existing and proposed streets and existing and proposed access and utility easements. Separately provide cross sections and details showing existing and proposed street widths and pedestrian and drainage improvements.
 - (c) Any proposed subdivision of property for individual parcel sale.
 - (d) Parking areas, both on-and off-street.
 - (e) Public areas and uses.
 - (f) Landscaping and open spaces.

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3. Architectural drawings for all buildings demonstrating the design and character of the proposed buildings and uses. If the project area is within a special design district within Kailua Village or Pāhoa Village, the application will need to include architectural drawings for proposed single-family dwellings. Please contact the Planning Division to determine if this is applicable prior to submittal of the P.U.D. application.
4. A visual depiction of all of the requested deviations from code called for in Section 2 (c) above.
5. Flood Insurance Rate Map (FIRM) designation (contact Department of Public Works - Engineering Division).
6. Archaeological and Historical Resources: Describe and show on the site plan any known historic and archaeological resources on the property. Examples include human skeletal remains, structural remains, sand deposits, midden deposits, and lava tubes. Please be aware that a hearing before the Planning Commission may not be held until the Planning Department determines resources on the property are adequately identified, recorded, mitigated and/or preserved.
7. Valued Cultural Resources: Identify any traditional and customary native Hawaiian rights that are exercised in the area; the extent in which the proposed development will affect these rights; and feasible action to be taken to protect native Hawaiian rights if they exist. Examples include areas of traditional collection of terrestrial resources (kī leaf, aho chord, thatch, medicinal plants and ferns) or marine or riparian resources (limu, 'ōpae, 'o'opu, hīhīwai) used for subsistence, cultural and religious purposes. Traditional and customary rights may also include rights of access to the archaeological and historical resources of the property.
8. Floral and Faunal Resources: Describe the types of wildlife and vegetation on the property. Explain whether there are native, threatened or endangered species on the property or in the general area.
9. Public Access: Existing public access to and along the shoreline or to mountain areas and knowledge of whether public access is being used.

PLANNED UNIT DEVELOPMENT Q&A

For additional guidance on P.U.D.s please consult Planning Commission Rule 16

What is the Purpose of a P.U.D.?

The purpose of P.U.D. is to encourage comprehensive, inclusive site planning for a project area. This includes planning for structures (uses, sizes, locations, and architectural character), subdivision of land (including number of lots and lot layout), infrastructure (roads, access and utility easements, and pedestrian and drainage improvements), parking, public areas, and landscaping.

Additionally, project site planning should be compatible with the character of the surrounding community and that adapts the design of development to the particular characteristic of the land.

Finally, P.U.D.s allow for deviations from the zoning and subdivision codes to diversify the relationships of various uses, buildings, structures, open spaces and yards, building heights, and lot sizes in planned building groups in order to ensure the purpose of a P.U.D. as a comprehensive development that is compatible with the character of the surrounding community.

What is the minimum land area required for a P.U.D.?

The minimum land area required for a P.U.D. is two (2) acres.

What is the Processing Timeline for a P.U.D. permit?

The following is a summary of the common timelines for the P.U.D. permit process:

- 1. After submitting your P.U.D. application, the Planning Director has 15-days to review for completeness. The Director will either determine the application is complete and accept it, or determine it is incomplete and return the application listing the information missing from the application.*
- 2. Within 90-days from the acceptance of completed application, the Planning Commission will conduct a public hearing. During that 90-day period, the Planning Department consults with other federal, state, and county agencies to determine requirements you may need to meet to develop your project. The Planning Director will issue a Background and Recommendation report which may include conditions that need to be met based on consulted agency comments.*
- 3. During the public hearing, Planning Department staff will provide a presentation to the Planning Commission, the applicants will have an opportunity to present and answer*

questions from the Planning Commission, the public will have an opportunity to provide testimony and the Planning Commission will likely vote.

4. *Within 60-days following the close of the public hearing, the Planning Commission will either deny or approve the P.U.D. application with conditions.*

What criteria will the Planning Commission use to grant a P.U.D. Permit?

There are several criteria that the Planning Commission will use to grant a P.U.D. permit, these include:

1. *Whether a P.U.D. development can start and be completed within a reasonable period of time.*
2. *How well the proposed P.U.D. conforms to the General Plan, applicable Community Development Plans (CDPs), applicable master plans, and applicable design guidelines.*
3. *How well deviations/exceptions from the Zoning and Subdivision code create a development that is more in keeping with the character of the surrounding community.*
4. *For residential/agricultural P.U.D.s, the Planning Commission will look for how well the proposed P.U.D. design fits with the character of the surrounding area, while ensuring no increase in density, and maintaining open space standards of the zoning district the P.U.D. is located in.*
5. *For commercial P.U.D.s, the Planning Commission will look at how well the proposed P.U.D. design will create an attractive development, which does not adversely impact surrounding properties/developments, avoids excessive traffic congestion, and provides for proper access, internal traffic, and parking.*
6. *For industrial P.U.D.s, the Planning Commission will look for how well the proposed P.U.D. design will provide an efficient/well organized development, provide for adequate freight service and storage, no adverse impact on surrounding properties/developments.*

Please note, the Planning Commission is not required to approve all of the requested uses, plans, code deviation requests, etc.; rather the Planning Commission can approve some and deny others based on how well the proposed deviations meet approval criteria.

What are the requirements for notifying Surrounding Property Owners?

Between the time the application is accepted and the Public Hearing is held, you will need to post a sign on the property and notify surrounding property owners. See attached instruction sheet.

What are the next steps following approval of the P.U.D. Permit?

Once a P.U.D. permit is granted by the Planning Commission, the permittee will be responsible for complying with all conditions of approval which can include timelines to start and complete development, meeting minimum development standards, infrastructure and utility improvements, and compliance with other agency rules and regulations. Lack of compliance could lead the Planning Commission to revoke the P.U.D. permit.