

PĀHOA VILLAGE DESIGN GUIDELINES
DESIGN REVIEW COMMITTEE
Policies and Guidelines

Purpose

The purpose of the Pāhoa Village Design Review Committee, acting in an advisory capacity to the Hawai'i County Planning Department, is to review development projects within the Pāhoa Village Design District (PVD) as defined by and in accordance with Article 7 of Chapter 25, HCC, as amended, for consistency with the Pāhoa Village Design Guidelines (PVDG) adopted by Resolution No. 454-14 of the Hawai'i County Council on July 18, 2014, as they may be amended pursuant to Section 25-7-42(f), HCC.

The Pāhoa Village Design Review Committee (PVDRC) will be available to advise developers, architects, engineers and planners both in advance of the permit request and during the permitting process to assist in developing plans that are consistent with the Pāhoa Village Design Guidelines.

Members

The PVDRC shall consist of no more than five (5), and no less than three (3) persons. Committee membership should reflect a broad cross section of the Pāhoa Village service area. Committee appointees should be:

1. Full time residents of Hawai'i County, preferably within the Pāhoa Village service area;
2. Willing and able to accommodate the flexible schedule required to fulfill the responsibilities of the PVDRC; and
3. To the extent reasonably possible include representation from the construction industry, local businesses, and architecture and design professionals.

Membership of the PVDRC shall be determined by and administratively supported by the following supporting organizations:

- Main Street Pāhoa Association
- Kokua Pāhoa
- Malama O Puna

Term

PVDRC members shall serve one year terms, renewable indefinitely.

Compensation

No person shall receive compensation in any form for serving on the PVDRC

Removal

A member may be recommended for removal upon a petition to the supporting organizations by a two-thirds vote of committee members voting. Removal of a member shall require a two-thirds vote of the supporting organizations, whenever, in their judgement, the best interest of the PVDRC will be served by doing so. Each of the supporting organizations shall have one vote in any member removal process.

Removal of a PVRDC member from office shall be mandatory and automatic in the following circumstances:

1. When the PVRDC member no longer meets the qualifications of a candidate for membership on the PVRDC;
2. When a PVRDC member has three consecutive unexcused absences from scheduled meetings;
3. Upon receipt by any of the supporting organizations or PVRDC chair of a resignation notice from the member; and
4. When a PVRDC member has been removed by vote of the supporting organizations.

Organization

The members of the PVRDC will elect a chair person and secretary from amongst their membership on an annual basis. Members may serve as chair or secretary for up to three (3) consecutive one (1) year terms. Re-election to chair or secretary for up to three (3) additional consecutive one (1) year terms may occur only after at least a one (1) year absence from either office.

The chair shall be responsible for the scheduling and orderly conduct of all meetings in accordance with Robert's Rules of Order with modifications as may be adopted by the PVRDC.

The secretary shall be responsible for producing meeting notes or minutes, preparing written recommendations for signature by the chair and transmitting final meeting notes or minutes and written recommendations to the applicant, Planning Director, and Planning Department staff for posting on the Puna CDP website.

Voting

A simple majority vote of the filled committee membership seats is required for any recommendation to be submitted to the Planning Director. At least three (3) committee seats must be filled for the committee to be able to render any recommendations to the Director.

Meetings

The PVRDC shall strive to meet within not more than 10 days following any written request to PVRDC chair or secretary from a prospective project applicant or from the Planning Director for a pre-consultation project review with the applicant to preview a project proposal and to voice initial concerns and advice with regards to the PVDG.

The PVRDC shall meet within not more than twenty (20) days of receipt of all applications for plan approval, P.U.D. or sign permit from the Planning Director as prescribed under Section 25-7-42(c), HCC. Written recommendations and approved stamped plans, in accordance with Section 25-7-42(c)(1), HCC, shall be submitted to the Planning Director within twenty-five (25) days of receipt of all above noted applications.

As part of their project review, PVRDC members may consult with each other in person or electronically to share ideas and concerns about the proposed development project provided they make no agreement outside a public meeting to either approve or disapprove said project.

Meetings shall be open to the public and allow time for public testimony. Applicants shall be provided with notification of the meetings' time and location at the earliest possible time, but not later than 48 hours prior to the scheduled meeting. Public notice of all meetings shall be provided by posting on the gopahoa.com website not later than 48 hours prior to the scheduled meeting.

Duties

It shall be the duty of the PVRDC to:

1. Respond to requests for comments and/or advise from developers, owners, architects, engineers and planners on proposed projects in the PVD prior to the application for a permit;

2. Review applications for new structures and/or improvements to existing structures being proposed for any parcel within the PVD for consistency with the PVDG;
3. Review applications for signage within the PVD for consistency with Section 3-8, HCC;
4. Complete the review and submit a report with their findings and recommendations, which as provided in Section 25-7-42(c)(4), HCC, shall be consistent with the provisions of the County Charter, general plan, Puna community development plan, PVDG, zoning and other related ordinances and any master plan adopted for the PVD, to the Planning Director within the times prescribed in Section 25-2-73, HCC; and
5. Prepare and submit to the Puna CDP Action Committee recommendations for amendments to the PVDG and PVD boundaries every ten (10) years following adoption of the PVDG and on an interim basis as the PVDRC deems necessary, as prescribed by Section 25-7-42(f), HCC.

Conflict of Interest

Any PVDRC member who has a direct or indirect interest in any property or matter that is under review shall recuse him/herself from any vote on that matter.

Conduct

Members' conduct shall not be disruptive to the business of the PVDRC. Members actions must not at any time become disruptive, be considered hostile or show any threat to any persons present at any of their regularly scheduled meetings.

PVDRC members shall at all times conduct themselves in an ethical manner. Membership in the PVDRC may not be used for personal gain. Information obtained as a PVDRC member may not be disseminated or otherwise used for personal or professional gain, or in violation of the confidentiality rights of persons having matters under review by the PVDRC. Members must follow the same procedures as other owners/developers in securing approval for proposed developments.

Confidentiality

The details of projects under preview by the PVDRC for which no formal application has been submitted to the County of Hawai'i shall remain confidential.

Approved by:

For Mainstreet Pāhoa on 5/2/16
(Date)
Matthew Purvis
(Print Name) Matthew Purvis
(Signature)

For Kokua Pāhoa on 5/2/16
(Date)
MADIE GREENE
(Print Name) Madie Greene
(Signature)

For Malama O Puna on May 2, 2016
(Date)
René Sircusa
(Print Name) René Sircusa
(Signature)