

# DEPARTMENT OF PLANNING AND PERMITTING

## 2011 ORGANIZATION CHART

**ADMINISTRATION**  
 Director: David K. Tanoue  
 Director Secty.: Blanche Chong (768-8000)  
 Deputy Director: Jiro A. Sumada  
 Deputy Dir. Secty.: Sarah Tajima-Ueki (768-8001)

**HONOLULU LAND INFORMATION SYSTEM (768-8058)**  
 GIS Coordinator: Ken Schmidt

- City-Wide Geographic Information Systems (GIS) Services
- Public One Stop Service (POSSE) Technical Support
- City-GIS and Department Web Pages
- Historical Map Archives
- HoLIS Data Distribution

**ADMINISTRATIVE SERVICES**  
 ASO: Wayne Miyashiro

- Personnel/Fiscal (768-8002)
- Planning Commission (768-8007)
- Zoning Board of Appeals (768-8006)

**TRANSIT-ORIENTED DEVELOPMENT**  
 (768-8294)  
 Terrance Ware

**CUSTOMER SERVICE OFFICE**  
 (768-8117)  
 Art Challacombe

**BUILDING DIVISION**  
 (768-8120)  
 Tim Hiu (Acting)

**Mechanical Code Branch**  
 (768-8242)  
 Clayton Oku

- Plumbing Code Compliance and Inspections
- Building Energy Efficiency Standards
- Plumbing Code Plan Review
- Grease Traps

**Zoning Plan Review Branch**  
 (768-8245)  
 Anne Lau

- Building Permit Review for LUO Compliance

**Building Code Branch**  
 (768-8128)  
 Dennis Maielua

- Building Code Compliance and Inspections
- Certificates of Occupancy

**Research Branch**  
 (768-8122)  
 Willard Nishigata

- Building Code Amendments
- Special Inspector Certification
- Alternative Methods and Materials Approval
- Building Board of Appeals

**Electrical Code Branch**  
 (768-8239)  
 Glenn Yokomichi

- Electrical Code Compliance and Inspections (768-8172)
- Electrical Code Plan Review

**PLANNING DIVISION**  
 (768-8053)  
 Kathy Sokugawa

**Community Planning Branch**  
 (768-8048)  
 Bonnie Arakawa

- Special Area Plans
- Neighborhood Master Plans
- Special Projects
- State Special Use Permits

**Policy Planning Branch**  
 (768-8041)  
 Randy Hara

- General Plan and Functional Plan Reviews
- State Land Use District Boundary Amendments
- Capital Improvement Program (CIP) Budget Review
- Zone Changes

**Development Plans and Zone Change Branch**  
 (768-8051)  
 Robert Stanfield

- Development Plans and Sustainable Community Plans
- Unilateral Agreement Monitoring
- Zoning District Boundary Adjustments

**Planning Research Branch**  
 (768-8037)  
 Steve Young

- Land Use Monitoring
- Land Use Modeling and Forecasting
- Population and Socioeconomic Statistics
- Development Plan Annual Report
- U. S. Census Coordination

**LAND USE PERMITS DIVISION**  
 (768-8012)  
 Robert Bannister (Acting)

**Urban Design Branch**  
 (768-8028)  
 Tony Ching

- Special District
- Cluster Housing
- Planned Development Housing
- Street Trees
- Existing Use (Residential)

**Zoning Regulations & Permits Branch**  
 (768-8021)  
 Elizabeth Chinn

- Land Use Ordinance Amendments
- Temporary Use Permits
- 201H Housing Projects
- Zoning Adjustments
- Waivers
- Conditional Use Permits (Minor) (e.g., Joint Development and Off-Site Parking)

**Land Use Approval Branch**  
 (768-8014)  
 Jamie Peirson

- Shoreline Management Area Permits
- Conditional Use Permits (Major and Minor) (e.g., Meeting and Day-Care Facilities)
- Plan Review Uses
- Existing Use (Non-Residential)

**Other Land Use Permits Processed by Division**  
 (768-8022)

- Zoning Variances

**SITE DEVELOPMENT DIVISION**  
 (768-8097)  
 Marvin Fukagawa

**Traffic Review Branch**  
 (768-8078)  
 Mel Hirayama

- Review Construction Plans for Compliance with City Streets and Traffic Standards
- Driveway/Access Locations for New Developments
- Traffic Impact Analysis Report Review and Approval
- Road Widening Setbacks
- Plan Review Coordination for the Installation of Street Lights (DDC – 768-8431); Traffic Signal (DTS 768-8388)

**Wastewater Branch**  
 (768-8197)  
 Dennis Nishimura

- Review of Subdivision and Private Projects for Compliance with City Wastewater (Sewer) Requirements (768-8198)
- Approval to Build Over Sewer Easements (768-8210)
- General Sewer Information (768-8210)
- Wastewater System Facility Charge (768-8209)
- Industrial Wastewater Discharge Permits (ENV 692-5377)

**Subdivision Branch**  
 (768-8098)  
 Mario Siu-Li (Acting)

- Land Subdivision and Street Names (768-8099)
- Construction Plan Review (Infrastructure) (768-8101)
- Flood Hazard Districts (768-8098)
- Park Dedication (768-8099)

**Permit Issuance Branch**  
 (768-8223)  
 Wayne Inouye

- Building Permit Intake
- Permit Fee Collection
- Housing Numbering
- Sign Permits

**Data Access & Imaging Branch**  
 (768-8272)  
 JoAnn Lau

- Document Imaging
- Historical Permit and Map Files, Including As-Built Drawings
- General Self-Service Research Center

**Civil Engineering Branch**  
 (768-8102)  
 Marvin Fukagawa

- Review of Subdivision and Private Projects for Compliance with Standards for Roads and Drainage Systems (768-8108)
- Grading, Stockpiling, Grubbing, Trenching Permits (768-8219)
- Drain Connection and Dewatering Permits (768-8106)
- Variances – Sidewalk Surface Encroachments (768-8217)
- Variances – Driveways, Sidewalk Finishes & Materials (768-8106)
- Subdivision Construction Plans (768-8108)
- Ordinance 2412 (768-8106)
- Easements – Drainage, Flowage, and Slope (768-8105)
- Permit and Subdivision Inspections (768-8084)

**Commercial & Multi-Family Code Enforcement Branch**  
 (768-8151)  
 Alex Sugai

- Complaint Investigations Related to Zoning, Building and Housing Codes for Commercial and Multi-Family Buildings
- Site Inspections for State Licensing and Public Reports
- Complaint Investigations on Commercial Signs

**Residential Code Enforcement Branch**  
 (768-8159)  
 Wallace Carvalho

- Complaint Investigations Related to Zoning and Housing Codes for One- and Two-Family Dwellings
- Sidewalk Maintenance
- Vacant Lot Overgrowth

**Code Compliance Branch**  
 (768-8110)  
 J. Mike Friedel

- Civil Fine Enforcement Program
- Nonconforming Use Certificates for Transient Vacation Units (TVU) and Bed and Breakfast Homes (B&B)
- SMA and Shoreline Setback Enforcement