INTERPRETIVE ADMINISTRATIVE ZONING RULES AND REGULATIONS (2014)

OF THE

KAUAI PLANNING COMMISSION

RELATING TO CHAPTERS 8, 9 and 10 OF THE KAULAI COUNTY CODE (1987)
FOREWORD:

Generally, as relating to these codified rules, pursuant to Article XIV Section 14.03.E of the Kauai County Charter, the Planning Commission of the County of Kauai has adopted the following administrative rules and regulations pertaining to the responsibility of the Department to enforce various elements of the Kaua‘i County Code, 1987, as amended, (“Comprehensive Zoning Ordinance”) and other related zoning ordinances.
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DEFINITIONS, COMPREHENSIVE ZONING ORDINANCE
KITCHENS, INSTALLED EQUIPMENT
(Previously Adopted by the Commission February 26, 2013; Approved by the Mayor 3/21/2013)

AUTHORITY:
Pursuant to Article XIV Section 14.03.E of the Kauai County Charter the Planning Commission
of the County of Kaua‘i adopts the following administrative rules pertaining to the responsibility
of the Department to enforce Chapter 8, Section 8-1.5 of the Kaua‘i County Code, 1987, as
amended, concerning the definition of “Kitchen.”

Under the Comprehensive Zoning Ordinance, “Kitchen” is defined as, “any room used or
intended or designed to be used for cooking and preparing food.”

FINDINGS:
As enforcement of Ordinance 935 hinges upon the definition of “Kitchen,” and there have been
abuses to create structures considered “Dwelling, Multiple Family” from those previously
permitted as “Dwelling, Single Family Detached.”

RULE:

1. “Installed equipment” is further defined by the Commission and shall be interpreted by
the Department as any appliance used to cook and prepare food including but not limited
to a stove tops or ranges, griddle, rice cooker, toaster oven, microwave, hot plate, and or
depth fryer. Installation, by nature, shall be considered complete upon a connection to an
electrical socket or fuel source. Installed equipment can be distinguished from blenders
and food processors which are used only to prepare food.

2. Under Ordinance 935, “[a]ny room used or intended...for cooking and preparing food”
shall be interpreted by the Department as to include any room where installed equipment
is connected to or intended to be connected to an electrical socket. Evidence of any
instructions, written, oral or posted, to “unplug” installed equipment when the installed
equipment is not in use shall be considered installation.

3. All plans submitted to the Planning Department must demarcate surfaces where installed
equipment will be connected to an electrical socket and used. Surfaces shall be outlined
on all plans with a dashed line, labeled and cross hatched. Uses of installed equipment
outside these surfaces will be considered a violation of Ordinance 935.

4. Rooms “[d]esigned to be used for cooking and preparing food” shall require surfaces for
installed equipment to be no more than eight-feet from a sink and a refrigerator.
KPAR-8-1.5-2
DEFINITIONS, COMPREHENSIVE ZONING ORDINANCE
DWELLING UNITS: DWELLING, MULTIPLE FAMILY
(Previously Adopted by the Commission February 26, 2013; Approved by the Mayor 3/21/2013)

AUTHORITY:

Pursuant to Article XIV Section 14.03.E the Planning Commission of the County of Kaua‘i adopts the following administrative rules pertaining to the responsibility of the Department to enforce Chapter 8, Section 8-1.5 of the Kaua‘i County Code, 1987, as amended, concerning the definitions of “ Dwelling Unit” and “ Dwelling, Multiple Family.”

Under the Comprehensive Zoning Ordinance:

“Dwelling Unit” means any building or any portion thereof which is designed or intended for occupancy by one (1) family or persons living together or by a person living alone and providing complete living facilities, within the unit, for sleeping recreation, eating and sanitary facilities, including installed equipment for only one (1) kitchen. Any building or portion thereof that contains more than one (1) kitchen shall constitute as many dwelling units as there are kitchens.”

“Dwelling, Multiple Family” means a building or portion thereof consisting of two (2) or more dwelling units and designed for occupancy by two (2) or more families living independently of each other, where any (1) of the units is structurally dependent on any other unit.

RULE:

1. “[A]ny building or portion thereof” shall be interpreted by the Department as any enclosed portion of residential structure.

2. “Installed equipment” is further defined by the Commission and shall be interpreted by the Department as any appliance used to cook and prepare food including but not limited to a stove tops or ranges, griddle, rice cooker, toaster oven, microwave, hot plate, and or deep fryer. Installation, by nature, shall be considered complete upon a connection to an electrical socket. Installed equipment can be distinguished from blenders and food processors which are used only to prepare food.

3. “[L]iving independently of each other” shall be interpreted by the Department as any building or portion of residential structure designed and constructed in a manner to impede the free flow of all individuals permanently or temporarily residing in the structure from entering and exiting all rooms in the structure. This independence shall be evidenced by, for example, including but not limited to: locks on doors meant to only allow unlocked ingress in one direction; doors facing each other within the structure with keyed locks facing each other; and/or separate clearly marked or identified entrances to a building or portion thereof for complete living facilities.
KPAR-8-1.5-4
DEFINITIONS, COMPREHENSIVE ZONING ORDINANCE
FOOD TRUCKS

AUTHORITY:

Pursuant to Article XIV Section 14.03.E of the Kauai County Charter the Planning Commission of the County of Kauai'i adopts the following administrative rules pertaining to the responsibility of the Department to enforce Chapter 8, Section 8-1.5 of the Kauai'i County Code, 1987, as amended, concerning the definition of "Structure" and its applicability to the operation of vehicles used for food service activities.

Under the Comprehensive Zoning Ordinance, "Structure" is defined as, "anything constructed or erected which requires location on the ground or which is attached to something having location on the ground, excluding vehicles designed and used only for the transportation of people or goods, and excluding utility poles and towers constructed by a public utility."

These rules do not pertain to the Department’s application of Chapter 205A, Hawaii Revised Statutes and the County of Kauai'i Special Management Area Rules and Regulations.

FINDINGS:

As enforcement of Comprehensive Zoning Ordinance as it pertains to vehicles used for food service activities hinges upon the definition of "Structure," further clarification of the terms, "food service" and "vehicle" used within the Comprehensive Zoning Ordinance are necessary.

RULE:

1. "Food Service" as referenced throughout Chapter 8, Kauai County Code, yet without a definition set forth in Section 8-1.5 of the code shall be interpreted to mean "use of the property whereby consideration is paid by an invitee in exchange for food."

2. "Vehicle" as referenced throughout Chapter 8, Kauai County Code, yet without a definition set forth in Section 8-1.5 of the code shall be interpreted to mean "anything capable of usage and licensure by the state for the transport of persons or goods."

3. Vehicles utilized for food service activities shall not be interpreted as "structures" for the purposes of Chapter 8, Kauai County Code application provided that:
   a. Vehicles are maintained in full operable condition, and can be made immediately mobile at the request of a Planning Department official.
   b. Vehicles are self-contained and do not require external utilities on the parcel to engage in food service activities.
   c. Appurtenant structures including but not limited to pop-up tents, benches, tables clearly used for food service shall not remain stationary and shall be stored within
the vehicle or in a properly permitted enclosed structure when the food service is not in operation.

**KPAR-8-2.4-1**

**USES, COMPREHENSIVE ZONING ORDINANCE**

**FILM PRODUCTIONS AS ACCESSORY USES AND STRUCTURES TO ALL ZONING DISTRICTS**

**AUTHORITY:**

Pursuant to Article XIV Section 14.03.E the Planning Commission of the County of Kaua‘i adopts the following administrative rules pertaining to the responsibility of the Department to enforce Chapter 8, Section 8-2.4 of the Kaua‘i County Code, 1987, as amended, concerning uses. In particular, “accessory structures” and “accessory uses” are allowed in all zoning districts under Sections 8-2.4(a)(2); 8-2.4(g)(1); 8-2.4(i)(1); 8-2.4(j)(1); 8-2.4(m)(1); 8-2.4(n)(1); 8-2.4(q)(1); 8-2.4(s)(1), Kauai County Code

**FINDINGS:**

Kauai’s urban and natural form is a desired drop back for photography, film and television shoots. The images and scenery meant to be captured on film are the uses and/or structures already permitted under the zoning code.

Photography, film and television production shoots are limited in duration, and do not alter the permitted use beyond the process, again, of capturing the images on film.

**RULE:**

1. “Film Productions” shall mean the use of a parcel or erection of any temporary structure on a parcel related to a limited duration film operation holding a permit to conduct filming as approved by the Film Commissioner of the County of Kauai. Limited duration film operations without a permit from the Film Commissioner are not considered “Film Productions.”

2. Film Productions are considered an accessory use pursuant to Section 8-2.4, Kauai County Code, specifically Sections 8-2.4(a)(2); 8-2.4(g)(1); 8-2.4(i)(1); 8-2.4(j)(1); 8-2.4(m)(1); 8-2.4(n)(1); 8-2.4(q)(1); 8-2.4(s)(1).

3. Temporary structures to assist with the Film Production must be removed at the end of the limited duration film operation, unless subsequent permits are sought. Should a subsequent permit be sought to permit said structures, they shall not be considered after-the-fact provided the requisite applications are submitted within ninety (90) days of the expiration of the Film Commissioner’s permit.

4. Helicopter landings at the shoot location are beyond the scope of “Film Productions” and are considered a prohibited use without the proper zoning permits. Aerial helicopter
usage shall be in accordance with all Federal laws, and any additional conditions of the Film Commissioner’s permit.

5. Violation of the terms of the Film Commissioner’s permit shall lead to a determination by the Department that the activity is beyond a “Film Production” and shall be subject to civil and or criminal penalties by the Department or the Prosecutor.

6. These rules do not encompass compliance with Chapter 205A, Hawaii Revised Statutes and the County of Kaua‘i Special Management Area Rules and Regulations.

KPAR-8-19-1
TRANSIENT ACCOMMODATION UNITS

Pursuant to Article XIV Section 14.03.E of the Kauai County Charter, the Planning Commission of the County of Kaua‘i adopts the following administrative rules pertaining to the responsibility of the Planning Department to enforce Chapter 8, Article 17 of the Kauai County Code 1987, as amended, ("KCC") concerning to the certification and enforcement of Transient Vacation Rentals.

Pursuant to KCC Section 8-17.12(h), the annual renewal of a non-conforming use certificate is requires as prescribed in KCC Sections 8-17-10(a-h). The renewal documentation requires at a minimum:

...proof that there is a currently valid State of Hawaii general excise tax license and transient accommodations tax license for the nonconforming use. Failure to meet this condition will result in the automatic denial of the application for renewal of the nonconforming use certificates.

Non-conforming uses are defined under KCC Section 8-13.2, and specifically Section 8-13.2(b), which states as follows:

If any nonconforming use ceases for any reason for a continuous period of twelve (12) calendar months or for one (1) season if the use be seasonal, then the use shall not be resumed and any use of the land or building thereafter shall be in full conformity of the provisions of this chapter.

FINDINGS:

The requirements of the Chapter 8, Article 17 of the KCC lack specificity pertaining to the annual renewal process, including late filing, the documentation and evidence required to maintain a non-conforming use as defined in KCC Section 8-13, and the procedures necessary for a certificate holder to seek due process in the event of non-renewal.

RULE:

1. NON-CONFORMING USE CERTIFICATE (NCUC) RENEWAL
A. **Requirements for Renewal.** Applications for renewal shall only be accepted by the Department sixty (60) days prior to the certificate’s renewal date. The annual renewal deadline is the same month and day of the original determination made by the Planning Department certifying the non-conforming use. Along with the mandatory renewal form, the following documents must accompany the submittal, pursuant to KCC 8-17.12(h)(1):

1. Renewal fee in the amount set forth by ordinance;
2. Copy currently valid General Excise Tax (GET) certificate; and
3. Copy of currently valid Transient Accommodation Tax (TAT) certificate.

Further, in order to ascertain continuous use pursuant to KCC Section 8-23.2(b), the following shall also be submitted to the Planning Department:

1. A dated, updated copy of the “For Your Safety and Comfort” information document provided to vacation rental tenants;
2. A dated picture of the required transient vacation rental sign with the house in viewing range; and
3. Copies of redacted tax returns evidencing activity on the GET and TAT certificates with the address of the vacation rental clearly visible.
4. For the period of one (1) year from the date of approval of these Rules, the following shall also be required of renewing certificate holders:
   a. Where the Planning Department has identified missing documents required by the non-conforming use certificate application process, the applicant, in good faith, shall exercise best efforts in providing these documents to complete the file as part of the renewal application.

B. **Timely Renewal Notices.** The Planning Department shall notify the certificate holder if the renewal application has been approved, approved pending a certain action, withheld, or denied within forty-five (45) days of the certificate’s renewal deadline.

C. **Inspections.** The Planning Department may require an inspection to verify the non-conforming use.

D. **Renewal Applications.** Submittal by the renewal date is the certificate holder’s responsibility as the Planning Department shall not be responsible for notifying the holder of any pertinent deadlines. Renewals postmarked by the deadline and received within seven (7) days after the deadline shall be accepted by the Planning Department as submitted timely.

E. **Late Renewal Applications.** Renewal applications received by the Planning Department within thirty days (30) after the deadline may renew, provided that in addition to the renewal fee, a certificate holder shall pay an administrative processing fee of twice the renewal fee.

F. **Non Compliance Timeline.** After the thirtieth (30th) day after the renewal deadline,
the Department shall reject any renewal application and issue a forfeiture letter.

F. **Forfeiture.** Determination of forfeiture shall be subject to an appeal of the Planning Director’s Decision pursuant to Chapter 9 of the Rules of Practice and Procedure of the Planning Commission.

G. **Voluntary Forfeiture.** A certificate holder may voluntarily forfeit the non-conforming use certificate provided an declaration attesting to the voluntary action is submitted contemporaneously with a form provided by the Planning Department.

2. **VIOLATIONS**

A. **Transient Vacation Rentals with NCUC and Violations.** Pursuant to KCC Section 8-17.12(h)(2), the Planning Department may withhold the renewal of a NCUC if a violation of the Comprehensive Zoning Ordinance (CZO) or other pertinent land use laws are identified on the property. A temporary cease and desist order shall be issued to the certificate holder to immediately suspend vacation rental activities until the violation has been rectified. Should the vacation rental use continue in violation of the temporary cease and desist order, and the order has not been appealed pursuant to Chapter 9 of the Rules of Practice and Procedure of the Planning Commission, fines shall be applicable as a non-allowed use outside the Visitor Destination Area.

1. **CZO Violations.** For lots with active transient vacation rental NCUCs, the Planning Department shall keep a record of any complaints and violations on the property. Along with a withhold notice, any violations shall require the issuance of a notice of violation and/or a temporary cease and desist order where health and safety issues exist, to the certificate holder within ten (10) days from submittal of the renewal form. The letter shall clearly state that any vacation rental use must cease until the violation is rectified or if the order is appealed. Failure to rectify the violation within one (1) year of the temporary cease and desist order shall be considered abandonment pursuant to KCC Section 8-23.2(b). Fines for the actual CZO violations leading to certificate withholding shall be issued as a separate order and separately appealable.

2. **Violations of other Pertinent Land Use Laws.** For lots with active transient vacation rental NCUCs, the Planning Department shall notify other County agencies of the nonconforming use with instructions to carbon copy any violation notices of their relevant codes to the Planning Department. The Department shall catalog these violation notices. At the time of renewal, should a cataloged violation notice be present and active in the file, the Planning Department shall issue a notice of violation and/or a temporary cease and desist order where health and safety issues exist, along with information the certificate holder that the a future renewal will be withheld pending resolution of any violations. The letter shall clearly state that any vacation rental use must cease until the violation is rectified and the order is appealable. Failure to rectify the violation within one (1) year of the temporary cease and desist order shall be considered abandonment.
pursuant to KCC Section 8-23.2(b). A letter from the County agency that the violation has been rectified must be submitted to the Planning Department to release the hold on the renewal.

B. Single-Family Transient Vacation Rentals Operating Without Certificate. A Zoning Compliance notice shall be issued on a lot where an inspection has ascertained a Single-Family Transient Vacation Rental use. An after-the-fact NCUC shall not be issued by the Planning Department, the final appealable decision of the Director shall be upon the second notice, should the use persist, whereby the Director has levied a fine.

3. ENFORCEMENT

A. Zoning Compliance Notice. A Zoning Compliance Notice related to Single-Family use shall require a response from the person notified within ten (10) days of service. A withholding of the renewal and temporary cease and desist order shall be treated as a Zoning Compliance Notice.

B. Notice of Violation. Should no response be received after service of a Zoning Compliance Notice, or the Planning Director finds lack of progress to timely rectify the violation the Planning Department shall issue a Notice of Violation. The Notice of Violation shall include a levy of fines, which may be appealed pursuant to Chapter 9 of the Rules of Practice and Procedure of the Planning Commission.

4. FINE SCHEDULE

Fines shall be levied in addition to any permitting fees required to rectify the violation.

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<td>Not allowed in the zoning district</td>
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**OTHER VIOLATIONS**

| Non-Compliance with Ordinance | No NCUC Sign | Starting at $250 |

5. **COURTESY RENEWAL NOTICE**

Upon the approval of the annual renewal application, the Department may issue a voluntary renewal notice by e-mail no less than 60 days prior to the next annual renewal date provided the applicant has provided a current e-mail address on the most current renewal application form.

**KPAR-9-2.9**

**PUBLIC ACCESS RIGHT-OF-WAY FOR SUBDIVISIONS**

**Referral to Public Access, Open Space, and Natural Resources Preservation Fund Commission: Preferred Public Access Right-of-Way**

Pursuant to Article XIV Section 14.03.E the Planning Commission of the County of Kaua‘i adopts the following administrative rules pertaining to the responsibility of the Department to enforce Chapter 9, Section 9-2.9 of the Kaua‘i County Code, 1987, as amended, concerning the exaction of public rights of way as part of a subdivision action. In particular, specifications of the Planning Department are required as part of the approval documents to be submitted to the Kauai Planning Commission.

**FINDINGS:**

Since the recent creation of the Public Access, Open Space, and Natural Resources Preservation Fund Commission, there is a need to clearly integrate the role of the Commission in providing input to the application of this particular ordinance.

**RULE:**

1. Upon intake of a subdivision action, the Department shall determine whether a public accessway is required by ordinance pursuant to Section 9-2.9, Kauai County Code.

2. Should an accessway be required, the Department shall refer the application to the Public Access, Open Space, and Natural Resources Preservation Fund Commission for input concerning the location of the eventual access.
3. The Department shall also seek guidance from the Open Space Commission whether not only mauka-to-makai access is needed, but whether lateral access and the preservation of historical accesses should also be exacted.

4. The Department shall provide a 60-day window upon transmittal to the Open Space Commission to receive comments back before advancing any application documents to the Planning Commission.

KPAR-10-5A-1
LIHUE TOWN CORE URBAN DESIGN DISTRICT
PAINT COLORS
(Previously Adopted by the Commission February 26, 2013)

1-1. Purpose.

Pursuant to Chapter 10, Article 5A, Kaua‘i County Code, 1987, as amended, these rules define the Department of Planning’s statutory requirement to preserve, maintain and restore the appearance and design Līhu‘e Town Core Urban Design District.

1-2. Authority.

These rules are authorized under Hawai‘i Revised Statute Chapter 91, Kaua‘i County Charter Section 14.03.E. and incorporated by Kaua‘i County Code, 1987, as amended, Chapter 10 and Chapter 8, Article 3, which allows the Planning Director to enforce the requirements set forth in the Līhu‘e Town Core Urban Design District.

1-3. Definitions.

In addition to terms defined in Chapter 10, Article 5A, Kaua‘i County Code 1987, as amended:
(a) "Color Palette" means an array of “Dark Earth Tones”, “Light Earth Tones” and “Warm Earth Tones”, and “Earth Tones” and other colors commonly found in the Līhu‘e Town Core as approved by the Planning Director.
(b) "Dark Earth Tones" means colors that are of a darker shade that draw from a palette of browns, tans, greys, greens and some reds, and are muted and flat in emulation of the natural colors found in dirt, rocks and vegetation.
(c) “Earth Tones” means colors that draw from a palette of browns, tans, greys, greens and some reds, and are muted and flat in emulation of the natural colors found in dirt, rocks and vegetation.
(d) "Light Earth Tones" means colors that are of a lighter shade that draw from a palette of browns, tans, greys, greens and some reds, and are muted and flat in emulation of the natural colors found in dirt, rocks and vegetation.
(e) “Planning Director” means the Director of the Planning Department of the County of Kaua‘i.
(f) “Reflective” means colors or glass/metallic surfaces that are capable of reflecting light.
(g) “Special Planning Areas D, E, F, and G” means Special Planning Areas authorized under Kauai County Code, 1987 as Amended, Chapter 8, Article 11 and established by the Līhu‘e Town Core Urban Design District in Chapter 10, Article 5A. (h) “Warm Earth Tones” means
colors that have a red or yellow undertone and draw from a palette of browns, tans, greys, greens and some reds, and emulate the natural colors found in dirt, rocks and vegetation.

1-4 Setting of the Color Palette.

(a) The Planning Director shall form an advisory committee to recommend a Color Palette that identifies at least ten (10) colors each of Earth Tones, Dark Earth Tones, Light Earth Tones, Warm Earth tones, and other colors commonly found in the Līhu‘e Town Core. The advisory committee formed by the Planning Director shall review and decide colors to recommend to the Planning Director for approval of the Color Palette.
(b) The advisory committee formed by the Planning Director shall identify and determine which colors appropriately reflect the cultural and historical significance of the Līhu‘e Town Core as defined in the Līhu‘e Town Core Urban Design Plan.
(c) The Planning Director shall make the final decision based on the advisory committee’s determination of which colors shall constitute the Color Palette.
(d) Should an applicant wish to propose specific colors that are not substantially similar to the Color Palette, the Planning Director shall evaluate the proposed colors and make a decision that the proposed color(s) is consistent with the respective Special Planning Area. In evaluating an applicant’s proposed color(s), the Planning Director shall also find that the proposed color(s) significantly resembles that of any of the color(s) on the Color Palette.

1-5. Exterior Building Color Alterations/Appearance.

(a) The exterior of any new building or repainting of any building within any of the Special Planning Areas shall comply with the Color Palette as approved by the Planning Director, unless the Planning Director approves an applicant’s requested color pursuant to Sec. 1-4(d) of these Rules.
(b) All items affixed to buildings, including but not limited to awnings, canopies, overhangs, and other architectural features shall also comply with the Color Palette as approved by the Planning Director. This Section shall not apply to signs affixed to buildings given signage is regulated within each of the Special Planning Areas of the Līhu‘e Town Core Urban Design District.
(c) All roofs are required to be non-reflective and any items to be mounted or affixed on the roof of any building shall also be non-reflective. This Section shall not apply to photovoltaic equipment, solar water heating, air-conditioning equipment, skylight, or vents. Should an applicant propose other Reflective utility equipment, the applicant must seek approval by the Planning Director to ensure minimal non-reflectiveness. All roof-mounted or affixed utility equipment, other than photovoltaic or solar paneling, shall be screened to minimize the visibility from public streets and pedestrian connections. Screens shall be consistent with the building’s architectural design and finishes.
INTERPRETIVE ZONING RULES AND REGULATIONS (2014)
OF THE KAUA'I PLANNING COMMISSION
INTERPRETATION AND ENFORCEMENT OF KAUA'I COUNTY CODE CHAPTERS 8, 9 AND 10

Interpretive Zoning Rules and Regulations (2014) of the Kauai Planning Commission were adopted by a 6 to 0 vote of the members of the Planning Commission of the County of Ka‘u‘i, State of Hawai‘i at its meeting held on the 25th day of March, 2014 as follows:

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<th>ABSTAIN/ABSENT</th>
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<td>Anderson, Blake, Katayama, Kimura, Mendonca, Teixeira</td>
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The amendments shall become effective ten (10) days upon filing with the County Clerk of the County of Ka‘u‘i.

BY ORDER OF THE PLANNING COMMISSION OF THE COUNTY OF KAUA‘I, STATE OF HAWAI‘I.

[Signature]
Jan Kimura, Chairman

APPROVED AS TO LEGALITY AND FORM

[Signature]
Alfred B. Castillo, Jr.
County Attorney

APPROVED THIS 14th DAY OF April, 2014

[Signature]
Bernard P. Carvalho, Jr.
Mayor of the County of Ka‘u‘i

I HEREBY CERTIFY THAT THE FOREGOING RULES WERE RECEIVED AND FILED IN THE OFFICE OF THE COUNTY CLERK THIS 14th DAY OF April, 2014.

[Signature]
Ricky Watanabe
County Clerk

PUBLIC NOTICE: 10/13/13 (KPAR 8-19-1 only); 1/21/14; 2/17/14
PUBLIC HEARING: 11/12/13; 1/14/14; 2/25/14; 3/25/14