



P.O. Box 662 – Kihei, HI – 96753 – 808-879-5390 – info@KiheiCommunityAssociation.org

KCA Design Committee Review Procedure

Purpose: To provide a forum for the review of proposed developments within the Kihei/Makena Community Plan area. To provide the Applicant with KCA and community input in written form for personal use and/or presentation to approving agencies.

KCA Review: Upon receipt of all required documents, fee, and applicant project presentation the KCA Design Committee will review the project for conformity with KCA General Open Space and Design Guidelines and the Kihei/Makena Community Plan and make recommendations. KCA will publish a summary of the project on their website including a brief description and photos. The community will be given an opportunity to comment on the project.

Upon compliance with the guidelines and community plan, the KCA Design Committee and Board of Directors will provide a letter of “conditional approval,” if applicable. Conditional approval is granted to projects who meet the KCA requirements and guidelines. Community input will be considered when drafting the letter. Conditional approval means, the KCA approves of the project only as it was presented to us and that any future changes must be presented to and approved by the KCA in order for a project to obtain said approval.

Required documents include:

All relevant documents for the proposed development including but not limited to the following, where applicable:

1. Site, grading and topographical plans with indication of water sources and runoff considerations.
2. Subdivision plan.
3. Landscaping plan including proposed public amenities.
4. Building design, elevations, sections, colors and signage.
5. All relevant government submissions including SMA application.
6. A 250 word description of the project to be posted on our website.
7. Digital Copies of Plans (PDF or Image File) to be posted on KCA’s website.
8. Payment of KCA review application fee of \$500.

General Requirements for each project: see attached KCA General Open Space and Design Guidelines.

Review Process:

1. Applicant submits application, review fee, and all required documents.
2. A summary of the project will be posted on the KCA website for input from the general membership.
3. KCA Design Committee will schedule review meeting where applicant will present project, (approx. 20 to 30 min. time allotment)
4. **Following** presentation, questions will be asked and ideas exchanged.
5. Meeting will adjourn and committee will discuss.
6. KCA Design Committee will provide a letter with preliminary comments and recommendations.
7. After review of recommendations letter, Applicant shall advise the committee in writing of any changes to the project since the first meeting and the status of all government applications with regard to the project.
8. Upon receipt of above, the KCA Design Committee will a schedule 2nd presentation meeting,(if necessary or requested by applicant).
9. Following any second presentation meeting, KCA Design Committee **may** schedule Applicant for a presentation at a KCA Community Meeting for the General Membership. Presentations may run twenty minutes, with additional time for questions and answers.
10. Upon approval, the KCA Board of Directors will provide a letter of “conditional approval” with its comments and recommendations concerning the project to the Applicant with copies to relevant government agencies.