
I TANO'-TA

THE LAND USE PLAN FOR GUAM

MASTER IMPLEMENTATION PLAN

April 1997

THE TERRITORIAL PLANNING COUNCIL

EXECUTIVE SUMMARY

I TANO'-TA LAND USE PLAN

After the Council's meeting of March 4, the TAC met to finalize the Implementation Plan outline and develop a timeline chart detailing the various tasks required to effectively administer the I Tano'-ta Land Use Plan. An implementation period of twelve (12) months was deemed to be the minimal amount of time to prepare the phase-in of the Land Use Plan and Zoning Code as well as to hire/train the manpower associated with the compliance, enforcement and administration of I Tano'-ta.

On March 11, the TPC unanimously approved recommendation to adopt the I Tano'-ta Land Use Plan, the Zoning Code, the five (5) and twenty (20) years maps, the Implementation Outline and the timeline graph. The formal transmittal to the Governor occurred on March 14, 1997.

Through the efforts of the TPC, the Technical Advisory Committee, numerous public meetings, private consultants and the desire of the public, the I Tano'-ta Land Use Plan has progressed to its final form to maintain and improve the quality of life standards in the Territory of Guam.

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I TANO'-TA IMPLEMENTATION

I. Introduction

The implementation of I Tano'-ta, the Land Use Plan for Guam, involves major changes to planning, regulatory, permitting, review and enforcement activities within numerous departments and agencies of the Government of Guam. Additionally, the changes in these government procedures, should impact positively on land owners, developers and the public in general.

This plan describes the requirements and work mandates of individual departments and agencies or divisions of these departments/agencies that play a role in implementation of I Tano'-ta. It notes increases in responsibility and related needs of new resources to adequately carry out responsibilities under I Tano'-ta.

Major responsibilities for I Tano'-ta implementation lie within the Department of Land Management, including the institution of enforcement capabilities to cover most aspects of the zoning code and most of the performance standards that are integral to I Tano'-ta.

II. Printing of I Tano'-ta Products:

A. Maps

1. Five-year zoning districts
2. Year 2015 intensity districts
3. Twenty-one (21) village zoning district maps

B. Zoning Code

C. FLUP

D. Executive Summary

E. Development Review Manual

F. Checklists

Responsibility: TPC Staff, with assistance from Bureau of Planning, Guam Environmental Protection Agency and Department of Land Management Staff.

Schedule: Following passage of I Tano'-ta by law, if there are no legislative changes to latest draft of Zoning Code, and if TPC has staff planners, finalization and printing could be done in-house in one month. If changes to texts and maps are required, revisions could take two months or more.

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Budget: Finalization of Checklist and Development Review Manual done in-house, using proposed Implementation Plan budget, with help from Department of Land Management, Guam Environmental Protection Agency and Bureau of Planning staff.

Printing estimates:

20 sets of maps for reviewing agencies -	\$ 1,600
50 sets of Zoning Code, FLUP, Executive Summary and Development Review Manual -	\$ 2,420
100 sets of Checklists -	<u>\$ 980</u>
Total	\$ 5,000

III. Incorporation of Performance Standards in Standard Operating Procedures for Appropriate Government of Guam Agencies

The performance standards are presented in the form of regulations to be adopted by the Guam Legislature simultaneously with the adoption of the new zoning code. Any additional performance standards may be adopted through the AAA process.

The following standards must be legally applicable at the time the new zoning code requirements of I Tano'-ta are fully implemented.

Performance Standards

Government Agency

Residential Performance Standards	DLM
Nonresidential Performance Standards	DLM
Off-Street Parking and Loading Standards	DLM
Sign Standards	DLM
Hillside Development Performance Standards	DLM
Supplemental Regulations	DLM
Recreational and Open Space Standards	DLM/DP&R
Environmental Protection Standards	GEPA
Vegetation Protection Standards	AGR
Historic and Cultural Conservation	DP&R
Agricultural Land Protection Performance Standards	AGR
Stormwater Management Performance Standards	DPW/GEPA
Floodplain Protection Standards	DPW
Wellfield/Groundwater & Surface Water Protection Standards	GEPA
Landscape Performance Standards	DLM/AGR

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Existing regulations and permitting processes, including water quality regulations, historic preservation laws, wetland permits, clearing and grading permits, building permits, etcetera, remain in effect until they are supplanted by the I Tano'-ta performance standards.

Other performance standards for I Tano'-ta, such as Aircraft Noise Zone Regulations, Quarry Regulations and Impervious Surface Standards, may be developed and instituted through the AAA process, if necessary in future years.

Responsibility: TPC and the agencies listed above.

Schedule: The comprehensive handling of all development permit requirements through the One-Stop approach of the I Tano'-ta would be enhanced by the institution of all the performance standards, before the effective date of the I Tano'-ta .

Budget: The processing of performance standards through the AAA process would be done at no extra cost by the implementing agencies, as part of their regulatory duties.

IV. Development of forms, training and educational materials and Standard Operating Procedures and emplacement of GIS System.

Following passage of I Tano'-ta by law, forms and information packages for applicants must be finalized and printed to replace existing forms in use at Department of Land Management.

Standard Operating Procedures for handling all applications for development permits must be written and adopted in-house at the Department of Land Management. Procedures for other reviewing agencies to follow when reviewing development permits must also be formalized at Guam Environmental Protection Agency, Department of Agriculture, Department of Public Works, Department of Parks and Recreation, Guam Waterworks Authority, Bureau of Planning, Department of Commerce, Guam Police Department, Guam Fire Department, Department of Education, Guam Power Authority, Chamorro Language Commission, Guam Airport Authority and Department of Public Health and Social Services.

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The intensity districts and zoning districts mapping and GIS data files developed under I Tano'-ta need to be filed with government review agencies and master copies for these files should be secured at Department of Land Management and the Attorney General's Office.

Responsibility: Department of Land Management staff with assistance from the Territorial Planning Council staff, Bureau of Planning staff and other review agencies' staff.

Schedule: To be accomplished during the training period for review staff, following the provision of final printed copies of the Zoning Code, Performance Standards, Development Review Manual, Checklists and Zoning Maps. Estimated to require up to six months.

Budget: In addition to budgets for staffing and equipment for Department of Land Management's Planning Division and TPC, printing of the forms and materials they prepare is estimated to cost \$10,000.

V. Establish New Manpower and Resources in Government Agencies

Due to the character and nature of the position requirements and the probability of filling positions through promotions, the budgets for each Department or Agency personnel may reflect the ability to hire above Step 1.

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A. Department of Land Management

Overview of Division's Responsibilities

Under Title XIV, Chapter III of the Government Code of Guam, the Planning Division of the Department of Land Management, as the support entity of the Territorial Land Use Commission (TLUC) and the Territorial Seashore Protection Commission (TPC) is entrusted with the regulatory responsibility of administering the legislative intents of the following Public Laws, Executive Orders and programs of the Government of Guam:

1. The Zoning Law (21 GCA, Chapter 61)
2. The Subdivision Law (21 GCA, Chapter 62)
3. The Territorial Seashore Protection Act of 1974 (21 GCA, Chapter 63)
4. The Horizontal Property Regime (21 GCA, Chapter 45)
5. Time-Share Ownership (21 GCA, Chapter 47)
6. Flood Hazard Areas (Executive Order 78-20)
7. Wetlands (Executive Order 90-13) as amended; and
8. Improvement District Law (Public Law 14-76) as amended; and,
9. Special Projects

All nine programs have the same general goal. They support and provide for the orderly growth of Guam, by channeling future developments into meaningful and integrated direction, for the protection and enhancement of the quality of life, thus contributing to the public health, safety and welfare of the people of Guam. The standards, rules and regulations, processes and procedures are specifically designed to manage impacts of proposed developments. Furthermore, all rely on close coordination with the Application Review Committee (ARC) (Executive Order 96-26) formerly known as the Development Review Committee (DRC), the Territorial Land Use Commission (TLUC) formerly known as the Territorial Planning Commission (TPC), the Territorial Seashore Protection Commission (TSPC) and other government agencies.

1. ZONING LAW REQUIREMENTS

The Zoning Law is one land use control device used by our government to establish certain minimum regulations for the protection and promotion of the public health, safety and general welfare of the people of Guam. It works hand-in-hand with the Subdivision Law to encourage the most appropriate use of the land to provide

adequate open space about buildings for light and air, to prevent undue concentration of population and to assure adequate provisions for community utilities and facilities. As the entity responsible for carrying out the intent of the Zoning Law, by ensuring conformance of proposed development with the law, Planning Division reviews all building permit applications and direct those applications not in conformance with the law towards the TLUC Process.

2. SUBDIVISION LAW ADMINISTRATION

The Subdivision Law is a land use device used to achieve maximum utilization and liveability of property. As the entity responsible for carrying out the intent of the Subdivision Law, the Planning Division reviews all subdivision applications of real property for conformance to the Subdivision Law such as proper lot design for maximum overview utility and livability, provision for adequate light, air and open space, to insure adequate traffic circulation through coordinated street, road and highway systems; to secure adequate provisions for water supply, drainage, sanitary sewerage and other health requirements; to permit conveyance of land by accurate legal description; and to provide logical procedures for the achievement of this purpose; and to insure compliance with the Master Plan, etcetera. All necessary requirements are ingredients for the orderly growth and the harmonious development of the territory.

3. TERRITORIAL SEASHORE PROTECTION ADMINISTRATION

The Territorial Seashore Protection Act provides for the preservation and ecological balance of the Seashore Reserve and the prevention of its deterioration and destruction, for the enjoyment of the present and future residents of the island. It is the policy of this territory to protect the resources of the reserve and to accomplish this, it is necessary to study the seashore reserve to determine the ecological planning principles and assumptions needed to ensure conservation of its resources; to prepare a comprehensive, coordinated enforceable plan for the orderly, long-range conservation, management and development of the seashore reserve; to ensure that any development which occurs in the seashore reserve during the study and planning period will be consistent with the objectives of this Act; and, that the Board of Directors, Territorial Seashore Protection Commission are charged with the responsibility of implementing the provisions of this Act.

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In line with this Act, Section 13417, Title XIV, Chapter V-A, established interim permit control by establishing general provisions and procedures by which development may occur within the seashore reserve.

Additionally, the Seashore Reserve Conceptual Plan was completed and submitted to the Legislature in April of 1993 for their review and information. The conceptual plan was developed with the intent to serve as a foundation for the actual seashore reserve plan. The development of the actual plan is on-going.

4. HORIZONTAL PROPERTY REGIME (Condominium) ADMINISTRATION

The Horizontal Property (Act) Regime was designed to protect the buyers of condominiums from any misgivings by the developer. The fashion of development, like any other modern real estate project, particularly high-rise structures (condominium) must follow a three-dimensional description and choose between conveyance exclusively in terms of air space and one that would transfer the surface encompassing a unit to the grantee.

Condominium is a multiple unit structure, horizontal or vertical, which packs more units to the acre with an economic gain of high-scale construction and should result in a lower cost per unit to a home buyer versus purchasing a house and lot within a subdivision.

The law requires full disclosure of all legal documents, escrow agreement, management, rights and obligations of the owners in connection with their individual units and common elements, liens, mortgages, restrictions, alienation of units, etcetera. Section 45134 of the Guam Code Annotated designates the TLUC as the Administrator of the law to ensure that proper application of the provisions are adhered to.

The condominium market on Guam was extremely poor in its initial stages, improving somewhat during the development boom of the mid 80's. However, acceptance of condominiums in Guam has never been as anticipated or hoped for which is evident by their relatively slow sales.

5. TIME-SHARE PROGRAM

Time-Share Program means any arrangement for time-share intervals whereby the use, occupancy or possession of real property has been made subject to either a time-share estate or time-share use whereby such use, occupancy or possession circulates among purchasers of the time-share intervals according to a fixed or floating time schedule on a periodic basis occurring annually over any period of time in excess of three years in duration.

6. & 7. FLOOD HAZARD AND WETLAND AREAS

Rules and regulations governing development within flood hazard and wetland areas of particular concern are promulgated by Executive Orders 78-20, 90-13 and 91-27 to ensure that uncontrolled development within these areas do not occur or endanger the public's health, safety and welfare and that the ecological balance of the wetlands are not damaged permanently. This is reviewed and dealt with on a case-by-case basis as it may apply to building plans as well as subdivision maps submitted for this Division's review and approval. The Department of Public Works' responsibility is to ensure compliance with the Flood Hazard Rules and Regulations once the area is identified by Planning Division, Bureau of Planning or Guam Environmental Protection Agency as falling within a flood hazard area. On proposed projects falling within a Wetland, the project requires TLUC action which must be favorable in order for the necessary permits to be issued.

8. CODE DEVELOPMENT PROGRAM

This program is responsible for the updating of all procedures of the Division's programs, preparation of rules and regulations, guidelines and resolutions as directed by the Territorial Land Use Commission/Territorial Seashore Protection Commission, Director of Land Management, or by legislation with long range plans, goals and operation standardization, thus providing uniform public service consistent with sound development objectives. Accomplishments that have occurred under this program are:

a. The Rules and Regulations for the now defunct Development Review Committee (DRC) which were effective in April of 1993 in accordance with the Administrative Adjudication Act (AAA) process. The current interim rules and regulations under the Application Review Committee (ARC) as promulgated under Executive Order 96-26 will be reviewed and any revisions necessary as a result of the

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passage of the proposed I Tano'-ta Land Use Plan will be made in accordance with the Amended Administrative Adjudication Act process. Planning Division is responsible for taking the lead on finalizing the ARC Rules and Regulations for review and approval by the Governor followed by the submittal of said rules and regulations to the Legislature.

b. The guidelines for Housing Facilities for Temporary Workers (HFTW) adopted by TLUC resolution in December of 1993, were developed by Planning Division at the request of the Commission. The guidelines were developed with input provided by soliciting input from both the government and private entities. The guidelines were presented to the public at a special public hearing conducted by Planning Division, DLM;

c. The Development of the Territorial Seashore Reserve Plan as mandated by Public Law 12-108 is on-going. The committee, with Planning Division as the lead agency, is composed of representatives from the Bureau of Planning, Department of Agriculture, Department of Parks and Recreation, Environmental Protection Agency, University of Guam's Marine Lab, and the Territorial Planning Council.

d. Amended Rules and Regulations for the TLUC/TSPC adopted by TLUC Resolution in November of 1994;

e. The implementation of the Summary Zone Change (Fast Track Process) and the development and approval of its Rules and Regulations per Public Law 21-82 as amended by Public Law 21-144;

f. The development of a Fee Schedule for Conditional Use Applications under the Land Use Planning and Research Administration (LUPRA) (per Public Law 21-14 and 21-82 which came into effect on April 20, 1991 and January 5, 1992, respectively created an additional responsibility for Planning Division, Department of Land Management). The fee schedule developed by Planning Division and approved under the triple A process (AAA) in April of 1994 is currently in effect.

9. SPECIAL PROJECTS

Section I - Reassignment of Planning Staff

Under special projects, the Department participated in assisting the Chamorro Land Trust Commission (CLTC) in its current initial stages of operation and continues to assist through the detailing of staff to the CLTC. At one time, DLM had seven of the department's staff assigned to the CLTC of which four were staff members of Planning Division. Currently, we have one Senior Level Planner (Planner IV) detailed to CLTC for a period of 120 days. The individual may be extended depending on the needs of said Commission. Planning Division also provides assistance to the Guam Mass Transit Authority (GMTA) in the form of manpower. Initially three (3) staff members of the Planning Division were detailed to GMTA of which one opted to remain via a lateral transfer. This employee's position at Planning Division has never been refilled. Currently, we have one staff member, a Land Agency Supervisor assigned/detailed to GMTA and will return to the Division in April. We have also detailed personnel to the Chamorro Language Commission (CLC), Guam Housing and Urban Renewal Authority (GHURA) and the Base Realignment and Closure Commission (BRAC). Because the Department of Land Management employs Professional Planners with College Degrees, we are consistently bombarded with requests from agencies/departments via the Governor's Office for assistance. Although Planning Division is short-handed (we have gone from a staff of 29 to a staff of 21 with no replacements), members of this Division are consistently being detailed to other agencies due to their knowledge and expertise.

Additionally, the Division was tasked by the Director of Land Management to develop an implementation plan for submittal to the Legislature in the event the I Tano'-ta Land Use Plan is adopted and made law. The implementation plan was developed, completed and transmitted to the Legislature along with the I Tano'-ta Land Use Plan back in 1995. The implementation plan was updated and presented to the Legislative Committee during the FY 1996 Budget hearing. An updated implementation plan was prepared once again at the request of the Executive Assistant of TPC in April of 1996 for resubmittal to the Territorial Planning Council. Finally, input was provided for this revision of the I Tano'-ta Master Implementation Plan.

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**Section II - Responsibilities and Task of Planning Division, Department of
Land Management, Under the I Tano'-ta Land Use Plan**

In addition to the mandated areas identified in the overview, additional duties and responsibilities that will be absorbed by Planning Division, Department of Land Management are as follows:

1. Currently the Department of Public Works (DPW) is tasked with the responsibility of ensuring compliance of all development with the existing Zoning Ordinance. In addition, they also serve as the enforcement arm of the government. DPW accomplishes this function with the help of eleven (11) inspectors in addition to their clerical and administrative staff. This aspect of conducting inspections is a daily function in which all eleven inspectors remain out in the field for the majority of the eight hour work day. Upon implementation of the I Tano'-ta Land Use Plan, this responsibility of compliance and enforcement will fall under the arm of the Zoning Official, who is the Territorial Planner (Chief Planner of the Planning Division) for the Department of Land Management.

2. All applications for a building permit will have to undergo a Land Use Permit Review prior to any building permit being issued for any project. This review upon completion, requires written notification by the Zoning Official to the Building Official that the proposed project meets the standards set forth in the I Tano'-ta Land Use Plan. The review itself is quite extensive under the I Tano'-ta and will require additional time to complete said review.

3. Because of the increase in responsibilities and job task for Planning Division under the I Tano'-ta, additional staff, inclusive of clerical, equipment and supplies will be necessary in order to effectively carry out the mandates and intent of the I Tano'-ta Land Use Plan.

4. Extensive education and training on the application of the standards and requirements for development under the I Tano'-ta Land Use Plan will be necessary and is anticipated to entail the first six months after adoption of said plan. This aspect of the I Tano'-ta will encompass educating not only Planning staff but will involve professionals and business people in the private sector as well as the public at large. It is for this reason that Planning Division via the Territorial Planning Council has requested that the I Tano'-ta not take affect until twelve months (12) after its adoption.

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5. The development of documents/forms/procedures for in-house use will be necessary in order to properly administer the Code in the area of plan review, enforcement, compliance/violation forms, etcetera. Additionally, supplemental operating rules and regulations, i.e., Standard Operating Procedures (SOP) will also need to be developed. This supplemental SOP will pertain to enforcement and the issuance of Notices of Violation/Stop Work Orders.

Section III - Plan Implementation Schedule

In order to properly prepare and equip Planning Division with the necessary tools/staff/equipment during the first six months and the subsequent six months (a twelve (12) month implementation period proceeding the adoption of the I Tano'-ta Land Use Plan is proposed) to implement and administer the requirements and procedures of the I Tano'-ta Land Use Plan the following schedule is proposed/presented.

A. Initial Six (6) Months (First Period)

1) Training/Development and Preparatory Phase: This period is extremely critical and all emphasis and effort must be concentrated to train the staff/planners of Planning Division on the I Tano'-ta Land Use Plan documents. Since the I Tano'-ta package is comprised of eight documents, it is difficult for anyone to completely familiarize themselves with the contents of these documents much less the ability to apply them. The greatest impact to the public will come from the Zoning Code document (I Tano'-ta) and therefore, the initial six months should be restricted to a training regiment on the understanding and application of the new Zoning Code. The training can be done in-house by those knowledgeable of the I Tano'-ta.

2) Documents/Forms/Procedures: Planning Division needs to immediately develop, upon adoption of the I Tano'-ta, in-house procedural forms to properly administer the code in the area of plan review, enforcement, compliance/violation forms, etcetera. Additionally, the Department should begin developing supplemental operating rules and regulations to carry out the Code as provided in the I Tano'-ta Land Use Plan.

3) Enforcement: The scenario outlined for in the proposed I Tano'-ta Zoning Code calls for the Division of Land Planning, Department of Land Management, to assume full authority over enforcement for the new zoning code and performance standards relative to all future development in the Territory of Guam. Presently, this

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enforcement authority rest solely with the Department of Public Works and to a limited degree, the Guam Environmental Protection Agency. The Department of Land Management, although tasked with the authority to administer the current Zoning Laws (Chapter 61 of Title 21 GCA) has absolutely no enforcement authority in this respect, and as such planners within the Division cannot issue citations for violations to the zoning laws of Guam. Therefore, it makes it not only difficult for planners to ensure compliance with zoning development laws, but it also creates a degree of frustration in our abilities to ensure equality in development on the island. With the proposed I Tano'-ta, full enforcement over all zoning ordinances will be delegated to the Division within Land Management. This added new responsibility to the Division will require a complete re-structuring of the present staffing pattern of the Division that will result in a "unit" being created to conduct enforcement on a full-time basis. This unit, called the Code Development and Compliance will be headed by an experience senior level planner familiar with zoning laws, regulations and procedures. Planning Division needs to develop, upon adoption of the I Tano'-ta Land Use Plan, in-house procedures and rules and regulations on how it intends to administer this part of the Code. Planning Staff will need to work with Building Permits Section, DPW, to see if it can adopt some of their current practices and expand on them. We will also need to secure their records on past and current violations that are pending resolution so that Planning Division can take over that function as provided in the I Tano'-ta.

4) Support Assets/Equipment/Funding: The purchase of additional vehicles will be necessary to carry out the tasks required by Planning Division as a result of the adoption and eventual implementation of the I Tano'-ta. Specifically, for the functions involving site inspections, citing violations and enforcing compliance with the Code, at least five additional vehicles are needed, preferably 4x4's with extra cab. Also, needed will be the following:

a. LAN System/Computers/Hardware/Software: In line with the hiring of additional support staff, Planning Division will need additional computers, printers and accessories to fully automate all in-house documents and files into a database for quick and easy reference. Furthermore, the Division needs a state-of-the-art Permit Tracking System (PTS) to monitor all types of documents from business licenses, occupancy permits, building plan approvals, violations, inspection dates, applications, etcetera. (Note: There are two major companies in the West Coast that have developed such a program.) It is extremely critical that the Division secure such a "Permit Tracking System" that is specially designed and formatted to track every development aspect to every parcel of property in the Territory. By doing so, planners

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will be able to monitor all aspects of development on that property to ensure that it is in compliance with the proposed Zoning Code, Performance Standards as well as other governmental guidelines and regulations that will result in good development conducive to our environment. It must be **STRONGLY** emphasized that for too long, planners have not been able to keep track of development trends simply because we lack the basic tools in the form of computers and software programs to keep accurate records of all types of government permits issued for businesses and development. The days of monitoring development "manually" must stop and the Division must make a great stride to move into the 21st Century by automating its operations if it expects to effectively administer all provisions of the I Tano'-ta Zoning Code.

b. **Additional Funding/Supplies:** Planning Division will need additional funding for printing of necessary forms, brochures, and procedural documents that need to be developed as required by the Zoning Code.

5) **Additional Personnel/Support Staff and Office Space:** Planning Division will need additional staff to carry out the mandate of I Tano'-ta inclusive of plan review, compliance, inspections, enforcement, etcetera. Therefore, Planning Division will need additional planners, support staff, equipment and supplies as well as additional office space.

Currently, the Division of Planning occupies one-half of the first floor at the One-Stop Building. The other half of the floor is being occupied by the One-Stop permitting agencies and departments. As part of the Master Implementation Plan, the Division will be seeking to recruit an additional eleven (11) permanent positions to add on to its existing staff of planners and administrative staff. Presently, the Division has no additional space to house these new employees within the department. It is our informal understanding that there are future administration plans to eventually construct a new building for the One-Stop offices that will house the existing permitting agencies and department representatives as well as expand membership of the One-Stop office. Should this occur, the Division will eventually occupy the entire first floor of the Land Management building, which will make it more functional and responsive to its future mandates under I Tano'-ta scenario. It should be emphasized that over the past four (4) years, the Division has lost approximately four to five planners (resignations and/or transfers) and their permanent positions were never filled. In fact, those FTE's were eliminated from the department's budget. With the mandates of I Tano'-ta, it will be critical to secure those lost positions back into the Division's manpower as well as to supplement the existing administrative staff as reflected in Section IV.

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B. Subsequent Six Months up to Three Years of Adoption (Second Period)

1) **Public Awareness/Education Program:** A comprehensive public awareness and education program needs to be developed in the second stage of this period. This program must be geared to informing and advising the public at large as well as professional people, i.e., consultants, surveyors, architects/engineers, realtors, etcetera, of the impact of the new zoning code as it will affect all property owners as well as the business community within the territory. In particular, the Code allows landowners to retain their current zone designation for a period of three years and not be affected by the new proposed Intensity (zoning) District designation and requirements (Performance Standards). Retaining the old zoning designation and development guidelines under Title 21 Guam Code Annotated (GCA) is contingent on the property owner developing their property up to twenty-five percent (25%) as defined in the I Tano'-ta Zoning Code. Failure to do so within three (3) years of the adoption of I Tano'-ta will result in the property owner losing their designation and as such their property will then fall under the new Code. All property owners must be advised accordingly of this requirement through periodic advertisement through the media. Additionally, there may be a need to develop some type of simplified brochure or publication detailing some of the major requirements of the Code for distribution to the public at large for information purposes. As it stands now, only a select few in the government and private sectors have copies of the Zoning Code and are qualified to understand its numerous requirements.

2) **Implement Capital Improvement Program/Concurrency Management System and Development Review Committee (CIP/CMS and DRC):** In Year 1 of the Second Period, the government (Planning Division) needs to put in place these programs as developed by the Consultant. Failure to do so will hamper the effectiveness of implementing I Tano'-ta Zoning Code. These programs are supposed to go hand-in-hand with the code to be truly effective.

3) **Public Information/Education Program:** Planning Division will need to develop an interim program or set up a permanent section within its organization that will be responsible for developing information brochures, newsletters, pamphlets, guidelines or any other type of document that can be distributed to the public at large to advise them on the basic requirements of the new Zoning Code as it relates to development. This is a critical task, as stated previously, only a select few are knowledgeable of the proposed zoning code and its accompanying performance standards which are numerous. The average person's knowledge of the I Tano'-ta Land Use Plan was what was presented to them at public hearings over a year ago.

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Those meetings only focused on general concepts of the I Tano'-ta and did not go into specific details about development and procedures.

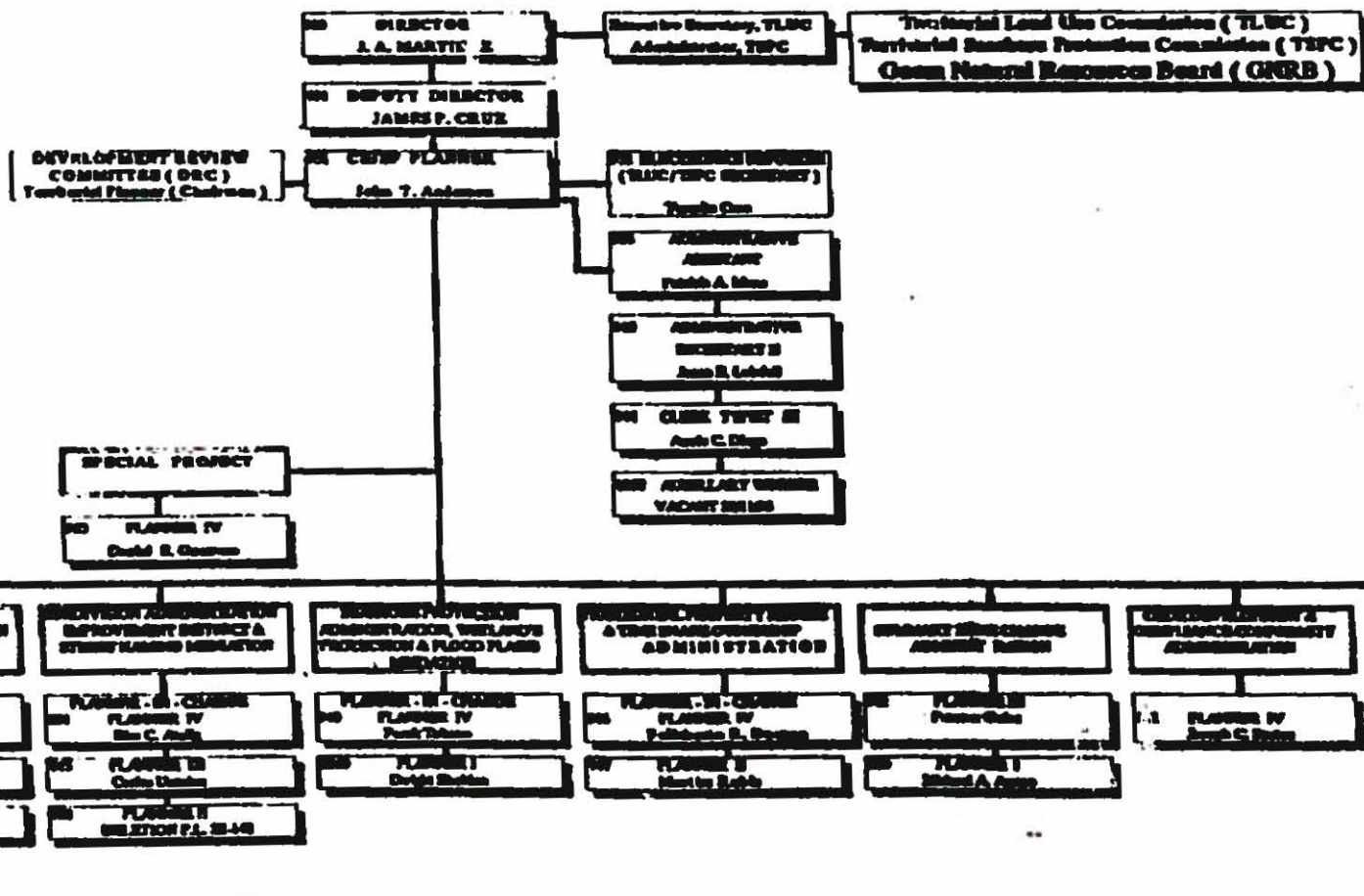
4) Coordinating the implementaton of the Zoning Code and Five Year Zoning Map and Related Documents: The government will then proceed to evaluate the I Tano'-ta Land Use Plan and update any portion of it that they feel may require changes. The revisions must be consistent with the 2015 Master Plan.

DEPARTMENT OF LAND MANAGEMENT

LAND PLANNING DIVISION

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**Section IV - Proposed Budget for Additional
 Personnel/Supplies/Equipment**

P E R S O N N E L					
<u>Position Type</u>	<u>Required</u>	<u>Estimated Salary</u>	<u>Total Salary</u>	<u>Total Benefits</u>	<u>Total</u>
Planner IV	2	\$ 31,064 (PR-N)	\$ 62,128	\$ 18,508	\$ 80,637
Planner III	3	\$ 28,678 (PR-M)	\$ 86,034	\$ 26,353	\$112,387
Planner II	2	\$ 26,520 (PR-L)	\$ 53,040	\$ 16,720	\$ 69,760
Planner I	2	\$ 24,656 (PR-K)	\$ 49,312	\$ 15,986	\$ 65,298
Admin. Sec.	1	\$ 21,389 (PR-I)	\$ 21,389	\$ 7,350	\$ 28,739
Messenger Clerk	1	\$ 15,133 (PR-C)	\$ 15,133	\$ 6,119	\$ 21,252
		Total	\$287,036	\$ 91,036	\$378,073

E Q U I P M E N T			
<u>Equipment Type</u>	<u>Required</u>	<u>Estimated Cost</u>	<u>Total Cost</u>
Motor Vehicle (4x4)	5	\$ 20,000	\$100,000
Fuel/Maintenance	5	\$ 1,500	\$ 7,500
Computer/Printer	10	\$ 5,000	\$ 50,000
Misc. Office Equip.	10	\$ 2,000	\$ 20,000
Printing		\$ 10,000	\$ 10,000
	Total	\$ 38,500	\$187,500

GRAND TOTAL FOR DEPARTMENT OF LAND MANAGEMENT: **\$565,573**

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B. Guam Environmental Protection Agency

At the present time the Guam Environmental Protection Agency's Environmental Planning and Review Division has four (4) personnel: one Chief Planner, one Planner IV, one Planner III and one Planner I. They are in the process of recruiting a Planner II for promotional purposes.

Even with a full complement of personnel, it is difficult to keep up with current mandated requirements. With the adoption of the "I Tano'-ta Land Use Plan", the additional workload would be greatly increased.

The Agency's plan would be to have the new Planner IV review the Environmental Impact Assessments (EIA's) that are required on all major and super major projects as his or her primary responsibility. In addition, the Planner IV would also be tasked with supervising the new Planner III and Planner I.

The Planner III's primary assignment would be to man the "ONE STOP" permit center for the Agency to review and assist in processing applications to expedite them through the required environmental performance standards. The Planner III would also be utilized for environmental enforcement in accordance with environmental standards and regulations.

The Planner I would function primarily as a field planner conducting site inspections of proposed projects, wetlands delineations, and preliminary enforcement investigations. The Planner III mentioned above, together with the Planner I, would represent a working team tasked with interrelated work duties and should be able to rotate their schedules, when properly trained.

The increase in personnel would bring the planning staff to a total of seven (7) planners who would be involved with many technical in-office, site and preliminary enforcement field work duties. All of this work and documentation would also necessitate a word processing secretary to type, record and organize the division's work.

Additionally, an inspector is required to monitor activities after they are permitted. In Inspector II would inspect permitted projects for compliance with I Tano'-ta Performance Standards and permit conditions. He/She would conduct field surveys to determine the degree of environmental damages or assessments of simple statistical summaries of non-compliance to environmental

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regulations and prepare reports and recommendations of findings; prepare reports on environmental inspection activities and make recommendations on inspections for corrective measures to be taken and follow-up investigations; prepare letters of violation and memoranda to other government agencies, departments and private organizations pertaining to environmental inspection activities.

The amount of field work requires the use of a 4-wheel drive vehicle that can accommodate groups in the field for site inspections, wetlands delineations and enforcement issues. This request is the bare minimum necessary to properly implement the I Tano'-ta Land Use Plan and Zoning Code.

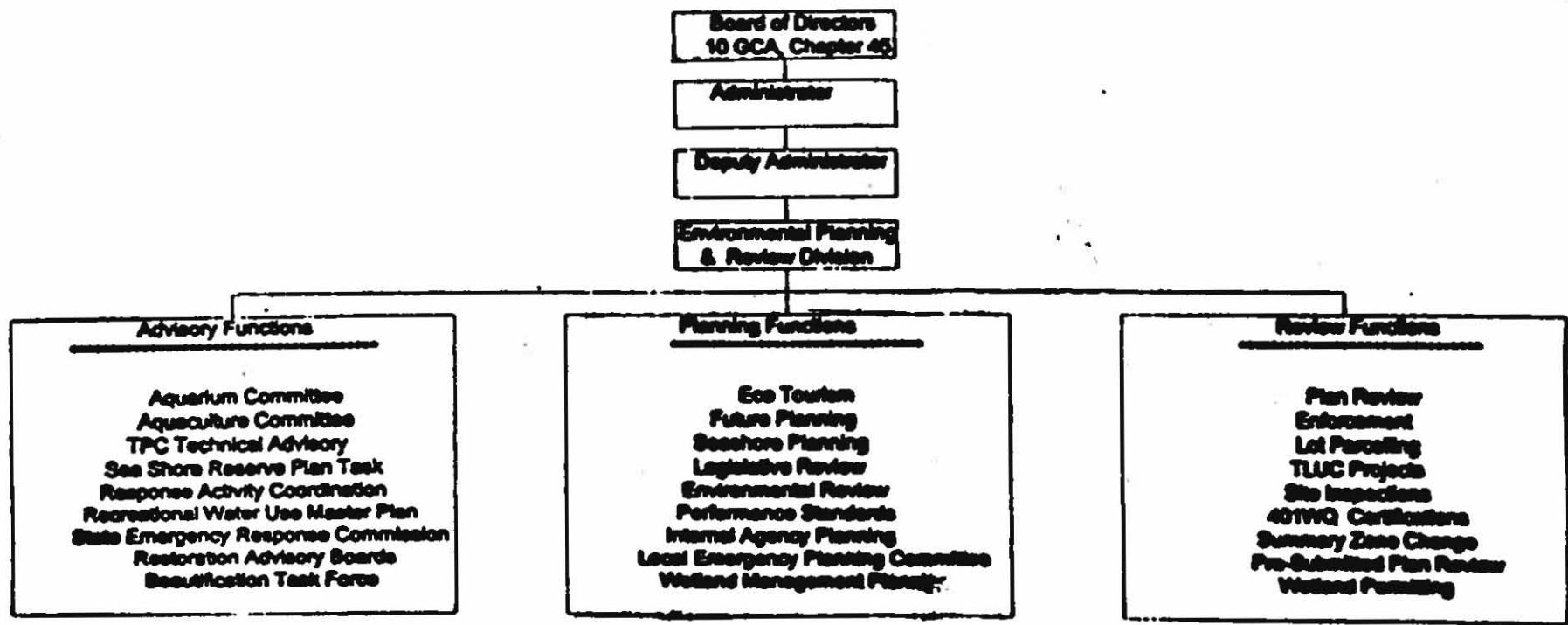
Enhancement of Guam Environmental Protection Agency building to house additional five staff, is estimated to cost \$150,000. If Guam Environmental Protection Agency is to acquire the adjacent building occupied by WIC/Department of Public Health and Social Services, there would be no need for funding for constructing new office space.

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Environmental Planning & Review
Staffing and Work Assignments with I Tano'-ta Implementation

<u>Position</u>	<u>Status</u>	<u>Work Duties/Responsibilities</u>
WP Secretary	New	Division clerical support
Planner II	Existing	Wetland, field investigation, preliminary enforcement, subdivision/parcelling and I Tano'-ta review
Planner I	New	Wetlands and field investigation/preliminary enforcement
Planner III	New	One Stop permitting
Planner III	Existing	Federal EIA's, wetlands, field investigations/enforcement, I Tano'-ta review
Planner IV	New	I Tano'-ta EIA, supervision of Planner I and II
Planner IV	Existing	Federal permits, Section 401 Program watershed planner, Legislative review, research, committees, special projects
Chief Planner	Existing	Division Head/supervisor
Inspector II	New	Primarily to inspect for compliance with performance standards as projects are completed.

**GUAM ENVIRONMENTAL PROTECTION AGENCY
ENVIRONMENTAL PLANNING & REVIEW DIVISION'S FUNCTIONAL CHART**



Legal Authority & Accompanying Regulation:

Part 2
Chapter 45

Government Code of Guam Environmental Protection
Guam Environmental Protection Agency Act Procedures governing Board of Directors & enforcement hearing

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PERSONNEL					
<u>Position Type</u>	<u>Required</u>	<u>Estimated Salary</u>	<u>Total Salary</u>	<u>Total Benefits</u>	<u>Total</u>
Planner IV	1	\$ 31,064	\$ 31,064	\$ 9,254	\$ 40,318
Planner III	1	\$ 28,678	\$ 28,678	\$ 8,784	\$ 37,462
Planner I	1	\$ 24,656	\$ 24,656	\$ 7,993	\$ 32,649
Inspector II	1	\$ 22,942	\$ 22,942	\$ 7,438	\$ 30,380
Word Proc. Sec II	1	\$ 19,974	\$ 19,974	\$ 7,072	\$ 27,046
Total		\$127,314	\$127,314	\$40,541	\$167,855

EQUIPMENT			
<u>Equipment Type</u>	<u>Required</u>	<u>Estimated Cost</u>	<u>Total Cost</u>
Desks	4	\$ 399	\$ 1,596
Chairs	4	\$ 99	\$ 396
File Cab/4 drawer)	1	\$ 188	\$ 188
File Cab/2 drawer)	3	\$ 128	\$ 384
Vehicle (4 W/Drive) (6 passenger)	1	\$35,000	\$ 35,000
Computer	2	\$ 3,000	\$ 6,000
Total			\$ 43,564
*Office Construction		\$150,000	
GRAND TOTAL FOR GUAM ENVIRONMENTAL PROTECTION AGENCY:			<u>\$361,419</u>

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C. Department of Agriculture

The divisions of the Department of Agriculture that will experience changes in responsibilities with I Tano'-ta are the Division of Forestry, the Division of Aquatic and Wildlife Resources (DAWR) and the Agriculture Development Service Division. Each division would need additional senior staff at the Forester III, Biologist III and Agriculture Management Specialist III levels, respectively. In addition, a supervisor at the Biologist/Forester/Planner IV level and a Clerk Typist II plus office equipment and one 2-wheel drive station wagon and one 4-wheel drive to 5 passenger vehicles are needed.

Primary responsibility at the Department of Agriculture for review of development applications and permits lies with the Technical Assistance Program (TAP) within the Aquatic and Wildlife Resources Division. This locally-funded program formerly included two positions, a Biologist I and a Biologist II, and was supervised by the Division's Assistant Chief. Currently, TAP consists of a single Biologist II supervised by the Division Chief. Clerical support is provided by the Division's Administrative Section, which is approximately 50% locally funded.

TAP is responsible for review and preparation of position statements for development and permit applications submitted to the Application Review Committee (ARC); Territorial Land Use Commission (TLUC) process, and serves as the primary Departmental representative to the ARC. In addition, TAP frequently serves as the Departmental representative on committees, task forces, etcetera, dealing with environmental matters. TAP is also responsible for reviewing other local and federal permit applications, such as Army Corp of Engineers (ACOE) permits, Federal Consistency Reviews under the Guam Coastal Management Program, clearing and grading permits under the Department of Public Works and Guam Environmental Protection Agency (GEPA), and for verifying wetland delineation maps in conjunction with the GEPA and ACOE. TAP responsibilities require frequent field inspections. TAP coordinates closely with Agriculture's Forestry, Agricultural Development Services, and Aquatic and Wildlife Divisions in the preparation of position statements.

When the I Tano'-ta Land Use Plan is implemented, Agriculture's review responsibilities will greatly increase and significant increase in staffing will be required. The new Zoning Code under I Tano'-ta will require Agriculture review of all applications for Major and Super-Major development projects, and the Performance Standards will require Agriculture review of many Minor development projects as well. Specifically, Agriculture will have direct review responsibilities for all projects involving

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Public Trust lands, submerged lands, or filled lands, and will have enforcement responsibilities for the "... transporting of sand, gravel, coral, aggregate, minerals or other natural products of the sea ...".

The Environmental Protection Standards, which deal primarily with wetland protection, require direct involvement of the Division of Aquatic and Wildlife Resources (DAWR) in wetland delineation, approval of wetland mitigation plans, review and approval of wetland permit applications and the required supporting documentation (sketch maps, delineation maps, environmental assessments, etcetera). They also require that the Department of Agriculture (DAWR) review and evaluate claims by private parties for exclusion of manmade wetlands from the wetland regulations.

The Vegetation Protection Standards call for protection of existing native vegetation, particularly limestone and ravine forests, and require "... special protection as determined by the Department of Agriculture, Forestry and Soil Resources Division and the Division of Aquatic and Wildlife Resources ...". The Standards apply to virtually all land clearing (including agricultural), with the limited exception of "... single-family detached homes or duplexes ... on their own individual lots ...", and require an extensive permitting process in which the Building Official "... shall request the appropriate government agency(s) to perform a review ...". It is clear from the documentation requirements for a permit application that the Department of Agriculture will be considered an "appropriate agency". In situations where an applicant desires to receive open-space credit for preservation of existing plant communities in excess of 10,000 square feet, a management plan approved by the Division of Forestry and Soil Resources is required.

Agriculture is preparing performance standards revisions that will define a set of standards and Best Management Practices to be met by persons engaged in agricultural activity that receives government assistance in the form of certificate for tax exemptions, business license waivers, the water subsidy program, crop compensation due to natural disasters, etcetera. These revised Standards will require additional staffing for the Department's Agriculture Development Service Division to meet the need for technical assistance, field inspections, etcetera.

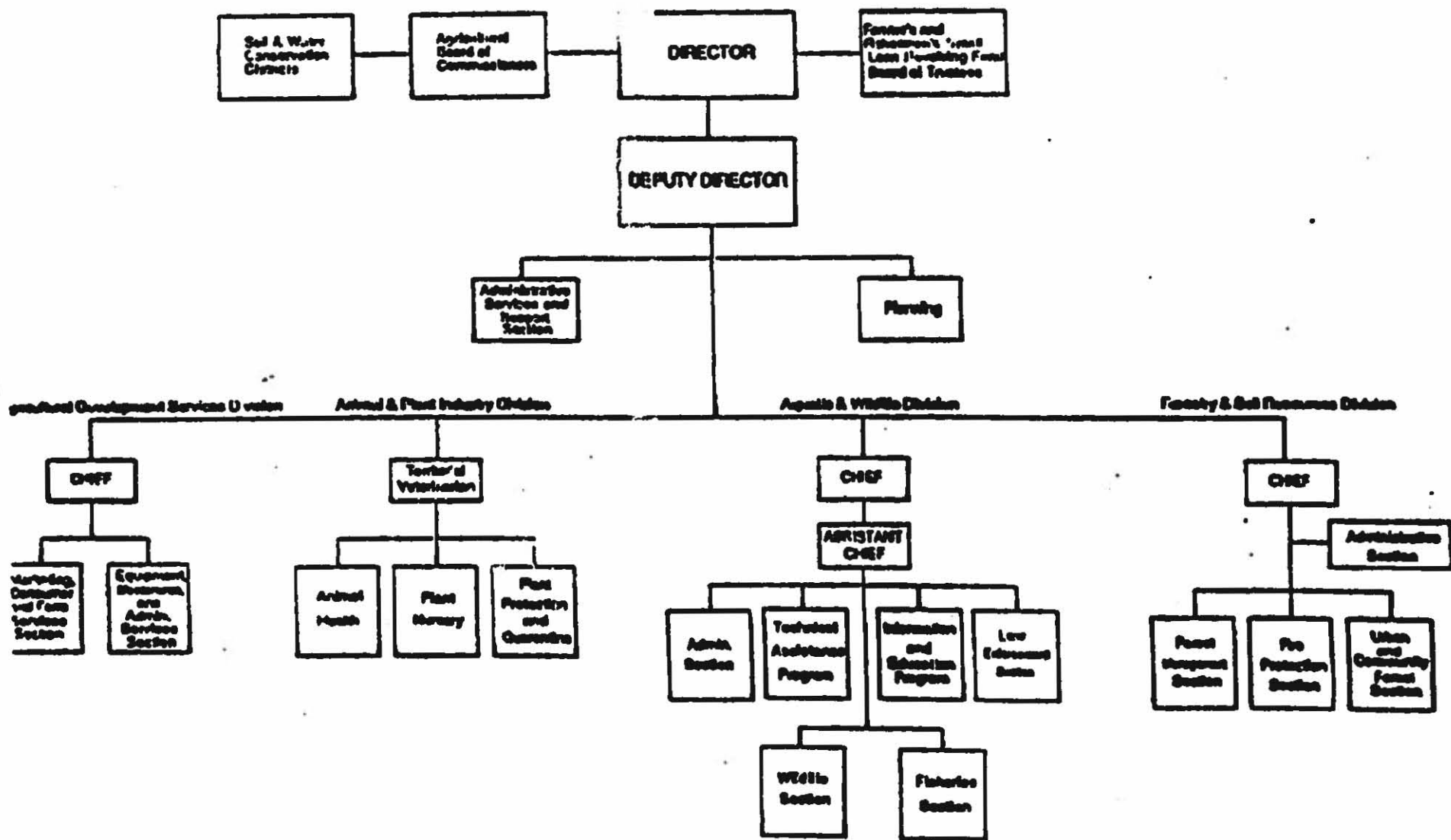
The Landscape Performance Standards apply to all new developments except "... single-family detached homes or duplexes ... on their own individual lots ...". These Standards impose major responsibilities on the Division of Forestry and Soil Resources for review and approval of landscape plans, inspection of landscaping,

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inspection of plant materials, approval of construction materials, approval of exceptions to landscaping material standards, approval of adjustments to landscaping requirements, and even the approval of performance bond requirements.

In order for Agriculture to effectively meet the additional responsibilities that will be imposed by the implementation of I Tano'-ta, it is anticipated that the following additional staff will be required: (Note: All salaries quoted at Step 1. If filled through promotion, as is likely for senior positions, costs will be significantly higher. In addition, because senior staff with special qualifications will be required by a number of agencies, it is likely that recruitment will be above-step.)

1.1 Department Organization



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PERSONNEL					
<u>Position Type</u>	<u>Required</u>	<u>Estimated Salary</u>	<u>Total Salary</u>	<u>Total Benefits</u>	<u>Total</u>
Biologist/Forester/Planner IV (TAP Supvr.)	1	\$ 31,064	\$ 31,064	\$ 9,164	\$ 40,228
Biologist III	1	\$ 28,678	\$ 28,678	\$ 8,178	\$ 38,856
Forester III	1	\$ 28,678	\$ 28,678	\$ 8,178	\$ 38,856
Agriculture Managment Specialist III	1	\$ 28,678	\$ 28,678	\$ 8,178	\$ 38,856
Clerk Typist II	1	\$ 16,656	\$ 16,656	\$ 6,329	\$ 22,985
		Total	\$133,754	\$ 40,027	\$179,781

EQUIPMENT			
<u>Equipment Type</u>	<u>Required</u>	<u>Estimated Cost</u>	<u>Total Cost</u>
2-Wheel Drive Vehicle (Station Wagon)	1	\$ 18,000	\$ 18,000
4-Wheel Drive Vehicle (5 passenger)	1	\$ 25,000	\$ 25,000
Computer	4	\$ 3,000	\$ 12,000
Office Furniture			\$ 8,500
Supplies			\$ 3,000
Fuel			\$ 4,500
Maintenance/Repair			\$ 4,500
		Total	\$ 75,500
Office Space (Tiyen Rental)			\$ 18,000
GRAND TOTAL FOR DEPARTMENT OF AGRICULTURE:			\$273,281

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D. Department of Public Works

Under I Tano'-ta Land Use Plan, the Department of Public Works' Building Permits and Inspection Section will have the same functions except that the responsibilities of zoning, including signs and parking regulations will be transferred to the Department of Land Management, Planning Division. However, DPW permitting and inspection section is currently understaffed. DPW is currently enforcing the Uniform Building Code, National Electrical Code, Plumbing/Mechanical Code, Zoning and other applicable laws. If the impact of I Tano'-ta encourages the construction of developments on Guam, then DPW will need additional staffs.

PERSONNEL					
<u>Position Type</u>	<u>Required</u>	<u>Estimated Salary</u>	<u>Total Salary</u>	<u>Total Benefits</u>	<u>Total</u>
Inspector II	2	\$ 22,942	\$ 22,942	\$ 14,876	\$ 75,636
		Total	\$ 22,942	\$ 14,876	\$ 75,636
EQUIPMENT					
<u>Equipment Type</u>	<u>Required</u>	<u>Estimated Cost</u>	<u>Total Cost</u>		
Motor Vehicle	2	\$ 15,000	\$ 30,000		
		Total	\$ 30,000		\$ 30,000
GRAND TOTAL FOR DEPARTMENT OF PUBLIC WORKS:					\$105,636

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E. Territorial Planning Council

The adoption of the I Tano'-ta Land Use Plan does not necessarily mean the culmination of the TPC's efforts. Rather, the enabling legislation, Public Law 20-147, notes that the TPC shall address "... all master plans, development plans, long-range plans and the like prepared by public agencies shall be submitted to the Council for processing as part of the comprehensive planning program." Elements of Guam's Comprehensive Development Plan include Community Design Plan, Transportation Plan, Regulations Plan, Public Facilities Plan, Public Buildings Plan, Redevelopment Plan, Conservation Plan, Recreational Plan, Safety Plan, Tourism Plan, Development Policy Plan, Capital Improvements Plan, Policy Statements Plan and other elements. In so far as the TPC's role in I Tano'-ta is passed onto the Department of Land Management, the same or similar planning process must be applied to each of the other elements of the Comprehensive Development Plan while ensuring the plans do not conflict with the I Tano'-ta.

Following Department of Land Management's assumption of responsibilities for I Tano'-ta implementation, the TPC will retain responsibility for evaluating and approving all future changes to be made to the Land Use Plan and the Land Use Plan Intensity District Map. It will need to coordinate additions and changes to the performance standards which are crucial to I Tano'-ta's success. It will need to regularly evaluate the operation of I Tano'-ta and develop revisions to the Land Use Plan in coordination with new community design, BRAC and releasable federal land plans.

Section I - Twelve Months Following Adoption of I Tano'-ta

Objective: Coordinate activities on implementation and administration of the I Tano'-ta Land Use Plan and its supporting documents (Inventory and Analysis of Existing Conditions, Performance Standards, Development Review Manual, Performance Standards Checklists Generalized Capital Improvement Projects and Concurrency Management System).

1. Training/Education/Development: Upon adoption of the I Tano'-ta Land Use Plan familiarization and training sessions must be implemented with reviewing agencies, particularly with Guam Environmental Protection Agency, Department of Land Management and Department of Agriculture. Further, the Development Review Manual and Performance Standards Checklist must be revised

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so as to ensure consistency with the Final Land Use Plan and Zoning Code. In addition, coordination with development and reviewing agencies on applying the Zoning Code Performance Standards Checklists and Development Review Manual is mandatory.

2. Documents/Forms/Procedures: Coordinate with reviewing agencies and develop a standardized procedural form to properly administer the Zoning Code. Coordinate with reviewing agencies any supplemental rules and regulations necessary to comply with the Zoning Code. Ensure proposed rules and regulations are formally adopted through the public hearing process and comply under the Administration Adjudication Act.

3. Equipment/Personnel: The existing TPC is comprised of an Executive Assistant and an Administrative Secretary. Upon adoption of I Tano'-ta, additional responsibilities will require the hiring of a Chief Planner, re-instatement of the Land Use Planner and Social/Environmental Planner positions; employ a GIS planner and a Word Processing Secretary.

A brief summary of the duties for each position (although not all inclusive) are as follows:

A. Chief Planner - Oversee changes to the Final Land Use Plan and Zoning Code should legislature require; oversee modifications/revisions to the ancillary documents since these were meant as "living" documents necessitating continual and constant updates; coordinate, develop, introduce and adopt new performance standards such as Aircraft Noise Regulations, Quarry Regulations and Impervious Surface Regulations; oversee training of government reviewers; educate private developers, general public and consultants; identify problems and propose solutions in implementing regulations and those responsible for enforcement of the Zoning Code; oversee progress of developments under new Zoning Code; oversee GIS applications; develop professional planning concepts with the other elements of the Comprehensive Development Plan as mandated by law; review other master plans from various agencies to ensure they comply with I Tano'-ta; evaluate I Tano'-ta applications and draft amendments, if needed, for TPC action.

B. Land Use Planner - Assist in the public educational process and training of government reviewers; assist in modifications to the ancillary documents as related to physical and economic aspects; assist in rules and regulations

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development and implementation; assist in other planning activities noted in the Comprehensive Development Plan.

C. Social/Environmental Planner - Assist in the public educational process and training of government reviewers; assist in modifications to the ancillary documents as related to social and environmental aspects; assist in rules and regulations development and implementation; assist in other planning activities as noted in the Comprehensive Development Plan.

D. GIS Planner - Develop and coordinate activities with other government agencies on implementing GIS applications to the I Tano'-ta Land Use Plan and other elements of the Comprehensive Development Plan; prepare corresponding maps (5 year and 25 year maps) using GIS applications; address concerns of Legislature using GIS applications; use GIS applications in addressing the other planning elements outlined in the Comprehensive Development Plan; maintain and update I Tano'-ta computerized mapping files.

E. Word Processing Secretary - Revise Land Use Plan and Zoning Code as required; update ancillary documents as required; provide administrative support to Executive Assistant and planners; work with planners to develop training materials as required; enter data for new developments under I Tano'-ta for planner review to ensure conformity; printing of informational brochures and pamphlets; maintain I Tano'-ta and other Comprehensive Development Plans hard copy and computerized files.

F. Computer/GIS License and Linkage/Maintenance: A new upgraded system is required to allow GIS capabilities, quicker processing of word processing and spreadsheet applications and access to the Government of Guam-wide network system.

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Section II - Short Term Period/Year 1 to 3

Objective: To monitor progress of developments under I Tano'-ta and make change as necessary.

1. Update all documents to I Tano'-ta. These ancillary documents must be continually updated and monitored to accurately gauge effectiveness. These documents include Inventory and Analysis of Existing Conditions, Performance Standards, Performance Standards Checklists, the Development Review Manual, the Five Year and Twenty-Five Year Maps and the Land Use Plan.

2. Review other Government agencies/departments master plans and ensure they comply with I Tano'-ta.

Section III - Year 4 and Beyond

Objective: Monitor progress of developments under Zoning Code and initiate professional planning with respect to other elements of the Comprehensive Development Plans to ensure compatability with the I Tano'-ta Land Use Plan.

1. Revision of ancillary documents.

2. Evaluate projects developed under the I Tano'-ta Land Use Plan and update any portion of the Land Use Plan and Zoning Code as required.

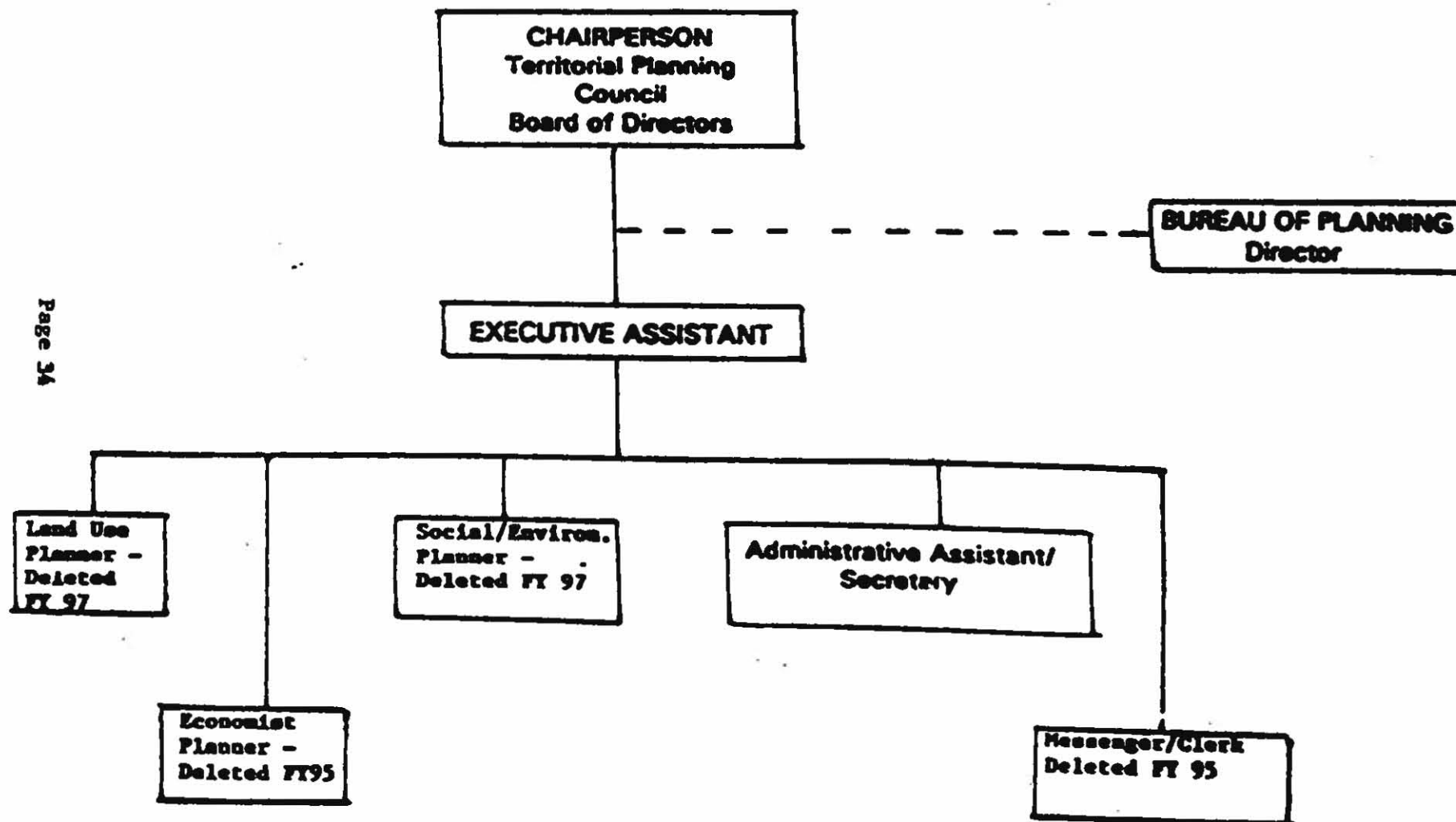
3. Review other Government agencies/departments master plan and ensure they comply with I Tano'-ta.

4. Address other elements of the Comprehensive Development Plan.

TERRITORIAL PLANNING COUNCIL

Organization Chart FY 1997

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P E R S O N N E L					
<u>Position</u> <u>Type</u>	<u>Required</u>	<u>Estimated</u> <u>Salary</u>	<u>Total</u> <u>Salary</u>	<u>Total</u> <u>Benefits</u>	<u>Total</u>
Chief Planner	1	\$ 55,274	\$ 55,274	\$ 13,060	\$ 68,334
Land Use Planner	1	\$ 35,848	\$ 35,848	\$ 9,543	\$ 45,391
Social/Env. Planner	1	\$ 35,848	\$ 35,848	\$ 9,543	\$ 45,391
GIS Mapping Tech	1	\$ 26,736	\$ 26,736	\$ 7,893	\$ 34,629
Word Proc. Sec. II	1	\$ 24,968	\$ 24,968	\$ 7,573	\$ 32,541
		Total	\$178,674	\$ 47,612	\$226,286

E Q U I P M E N T			
<u>Equipment</u> <u>Type</u>	<u>Required</u>	<u>Estimated Cost</u>	<u>Total Cost</u>
Computer	1	\$ 4,000	\$ 4,000
GIS License and Linkage	1	\$ 3,500	\$ 3,500
Computer Maintenance	1	\$ 1,800	\$ 1,800
Printing of Documents	1	\$ 5,000	\$ 5,000
	Total	\$14,300	\$14,300
GRAND TOTAL FOR TERRITORIAL PLANNING COUNCIL:			\$240,586

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F. Department of Parks and Recreation

Analysis of the requirements of the plan and its implementing procedures shows that there will be a substantially increased number of documents to review under the major and minor development permit application procedures, while at the same time there will still be clearing, grading and building permit applications which must continue to be reviewed substantially as at present. In order to staff the additional review load and to adequately participate in the more numerous public hearings and other procedural steps with mandated short response time-frames, the Department of Parks and Recreation will need additional staff in both the Historic Resources Division and the Parks Division.

Our current staff are already strained to keep pace with the existing pace of reviews, field inspections and monitoring necessitated through both the Application Review Committee to the Territorial Land Use Commission and through One-Stop Permitting Center. We are not currently able to provide full-time staffing at One-Stop center and still accomplish the other mandated duties of the Department. With the additional demands that I Tano'-ta will bring, we will need both to accommodate the additional duties and to coordinate them properly with continuing ones.

Parks Division

Staffing and Work Assignments with I Tano'-ta Implementation

<u>Position</u>	<u>Status</u>	<u>Work Duties/Responsibilities</u>
Parks Administrator	Vacant	Supervision of the Division Capital Improvement Projects; Park master planning; interpretive signs; rules and regulations
Assistant Parks Administrator	Existing	Assist division supervisor; Adopt-a-park program; budget management; contractual coordination; GVB committees
Program Coord. III	Existing	Real estate matters; reservations supervision; beach access program; cemetery matters
Program Coord. I	Existing	FEMA coordination; LWCF grants management; Americorp management

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Planner IV	New	Park vendor program administration; personnel matters; computer and camera administration
Word Processing Secretary I	Existing	Division clerical support; files custodian
Clerk III	Existing	Park reservations; burial reservations
Clerk Typist III	Existing	Parks reservations; burial reservations; gravemarker applications

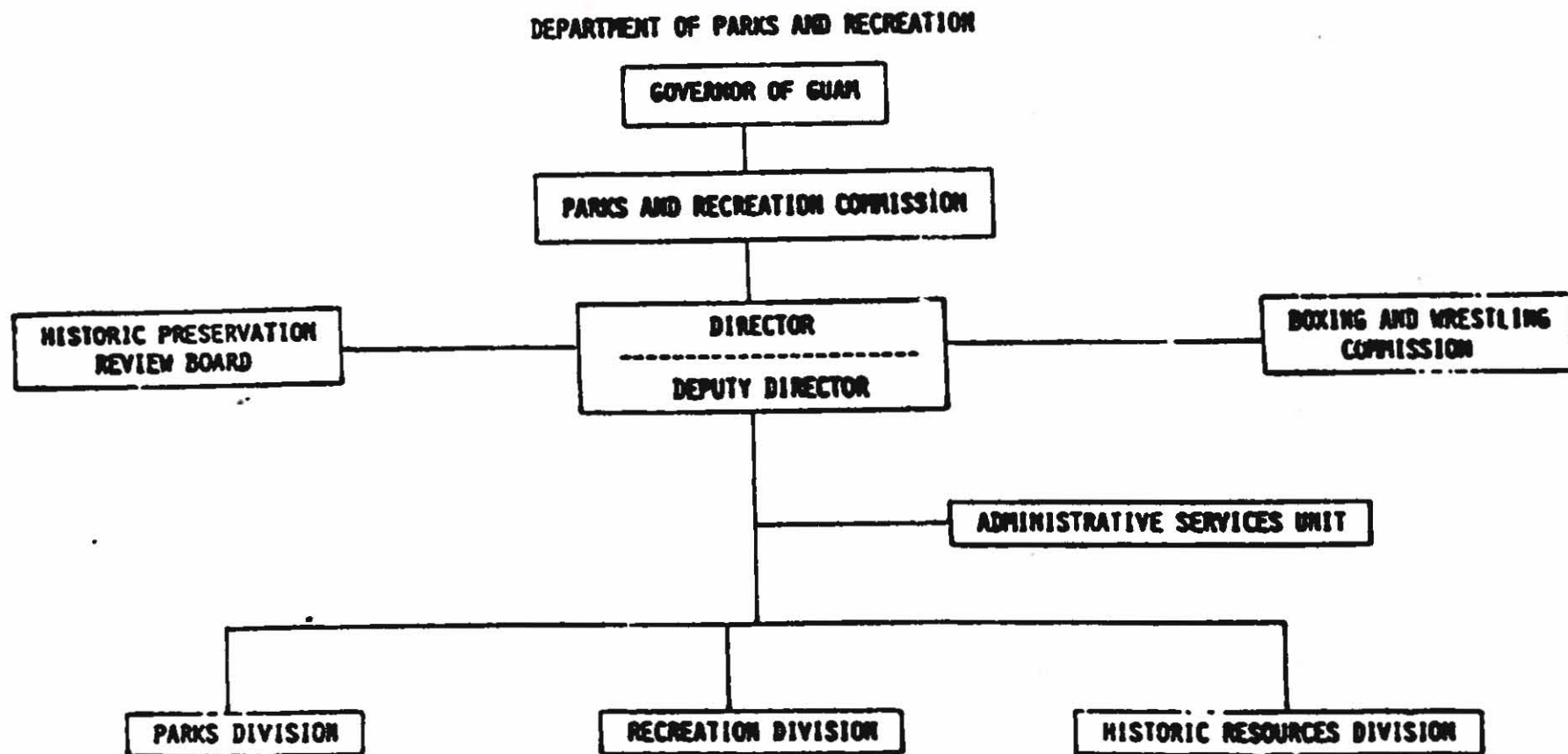
Historic Preservation Division
Staffing and Work Assignments with I Tano'-ta Implementation

<u>Position</u>	<u>Status</u>	<u>Work Duties/Responsibilities</u>
Territorial Archaeologist	Existing	Overall supervision and coordination of historic preservation reviews, under territorial and federal procedures, I Tano'-ta review
Historic Preservation Specialist II	Existing	Staffing One-Stop center, field inspections, monitoring of implementation, review of archaeological reports, CRMP documents, mitigation plan terms; I Tano'-ta review; participation in other H.P. programs and projects
Historic Preservation Specialist II	Existing	Staffing One-Stop center, field inspections, monitoring of implementation, review of archaeological reports, CRMP documents, mitigation plan terms; I Tano'-ta review; participation in other H.P. programs and projects

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Historic Preservation Specialist II	Existing	Staffing One-Stop center, field inspections, monitoring of implementation, review of archaeological reports, CRMP documents, mitigation plan terms; I Tano'-ta review; participation in other H.P. programs and projects
Historic Preservation Specialist I	Existing	Staffing One-Stop center, field inspections, monitoring of implementation, review of archaeological reports, CRMP documents, mitigation plan terms; I Tano'-ta review; participation in other H.P. programs and projects
Historic Preservation Specialist II	New	Staffing One-Stop center, field inspections, monitoring of implementation, review of archaeological reports, CRMP documents, mitigation plan terms; I Tano'-ta review; participation in other H.P. programs and projects
Historic Preservation Specialist II	New	Staffing One-Stop center, field inspections, monitoring of implementation, review of archaeological reports, CRMP documents, mitigation plan terms; I Tano'-ta review; participation in other H.P. programs and projects
Historian	New	Oral history and archival research in support of planning reviews, compilation and care of information produced through review process; consultation and assistance in reviews

ORGANIZATIONAL CHART



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PARKS DIVISION

PERSONNEL					
<u>Position Type</u>	<u>Required</u>	<u>Estimated Salary</u>	<u>Total Salary</u>	<u>Total Benefits</u>	<u>Total</u>
Planner IV (Parks)	1	\$31,064	\$ 31,064	\$ 9,254	\$ 40,318
		Total	\$ 31,064	\$ 9,254	\$ 40,318

EQUIPMENT			
<u>Equipment Type</u>	<u>Required</u>	<u>Estimated Cost</u>	<u>Total Cost</u>
Motor Vehicle (Parks)	1	\$15,000	\$ 15,000
Computer	1	\$ 3,000	\$ 3,000
Desk	1	\$ 400	\$ 400
Chair	1	\$ 100	\$ 100
File Cabinet	1	\$ 200	\$ 200
Office Supplies		\$ 500	\$ 500
Fuel		\$ 500	\$ 500
		Total	\$ 19,700
			\$ 19,700

TRAINING			
<u>Type</u>	<u>Required</u>	<u>Estimated Cost</u>	<u>Total Cost</u>
Park Planning		\$10,000	\$10,000
		Total	\$10,000
			\$ 10,000
		Sub-Total for Parks Division:	\$ 70,018

HISTORIC PRESERVATION DIVISION

PERSONNEL					
<u>Position Type</u>	<u>Required</u>	<u>Estimated Salary</u>	<u>Total Salary</u>	<u>Total Benefits</u>	<u>Total</u>
Historic Preservation Specialist II	2	\$ 30,820	\$ 61,640	\$ 17,424	\$ 79,064
Historian	1	\$ 28,678	\$ 28,678	\$ 8,030	\$ 36,708
	Total	\$59,498	\$ 90,318	\$ 25,454	\$115,772

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EQUIPMENT				
<u>Equipment</u> <u>Type</u>	<u>Required</u>	<u>Estimated Cost</u>	<u>Total Cost</u>	
Computer	3	\$ 3,000	\$ 9,000	
Desks	3	\$ 400	\$ 1,200	
Chairs	3	\$ 100	\$ 300	
		Total	\$ 10,500	\$ 10,500
TRAINING				
<u>Type</u>	<u>Required</u>	<u>Estimated Cost</u>	<u>Total Cost</u>	
H.P. Review Process	3	\$ 400	\$ 1,200	
Travel	3	\$ 2,000	\$ 6,000	
		Total	\$ 7,200	\$ 7,200
		Sub-Total for Historic/Preservation:	\$133,472	
		GRAND TOTAL FOR DEPARTMENT OF PARKS AND RECREATION:	\$203,490	

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G. Territorial Land Use Commission

The TLUC is to be re-established to meet requirements of the I Tano'-ta Zoning Code. Department of Land Management, as staff for TLUC, will be responsible for the TLUC changes, under approval and advice of the Governor and Attorney General. Revised by-laws and procedures for TLUC will be promulgated.

VI. Training and Education in Use of I Tano'-ta

- A. Government of Guam (Planners from Department of Land Management, Guam Environmental Protection Agency, Department of Public Works, Department of Agriculture, Bureau of Planning, Guam Waterworks Authority, Guam Power Authority, Department of Parks and Recreation, Mayor's Office, the Legislature and others.)
- B. Private Developers and Consultants
- C. Directors, Senators
- D. Media
- E. General Public

Responsibility: Territorial Planning Council Staff and Department of Land Management Staff:

Schedule: After printed documents and maps of I Tano'-ta are ready, four to six months.

Budget: In-house, existing FY 1997 budget with manpower assistance from Department of Land Management and Guam Environmental Protection Agency, plus additional new planners as indicated in manpower requirements in Section IV above.

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BUDGET REQUIREMENTS

<u>Agency</u>	<u>Category</u>	<u>FY '97 Supplement</u>
DLM	Personnel	\$ 378,073
DLM	Equipment	\$ 187,500
GEPA	Personnel	\$ 167,855
GEPA	Equipment	\$ 193,564
DoAGR	Personnel	\$ 179,781
DoAGR	Equipment	\$ 93,500
DPW	Personnel	\$ 75,636
DPW	Equipment	\$ 30,000
TPC	Personnel	\$ 226,286
TPC	Equipment	\$ 14,300
DP&R	Personnel	\$ 156,090
DP&R	Equipment	\$ 30,200
DP&R	Training	\$ 17,200
<u>Grand Total</u>		<u>\$1,749,985</u>

I Tano'-ta Master Implementation Plan
April 21, 1997

VIII. Implementation Schedule

To develop a realistic schedule in implementing the I Tano'-ta Land Use Plan, regulatory agencies and departments examined their existing mandates in comparison against the mandates required to effectively administer I Tano'-ta. A twelve (12) month period is required to develop the necessary forms, recruit and train the necessary personnel, educate the public, policymakers and private developers. In addition, the development of forms and procedures to supersede the 1966 Master Plan is required. The attached timeline graph further points out the tasks to be completed during the implementation phase.

I Tano'-la Land Use Plan
Implementation Outline
March 11, 1997

Description	Month 1-3	Month 4	Month 5	Month 6	Month 7	Month 8
Printing of Documents and Maps						
Job Announcement						
Interview/ Recruitment of Professional Staff/ Hiring Support Staff						
Staff Training/Development						
Bidding Procedures on Capital Equipment						
Procurement of Capital Equipment						
Public Education/ Training						
Development of Documents/ Forms/ Procedures						
Supplemental Operating Rules & Regulations Development						
Standard Operating Procedures Development						
Enforcement Procedure Development						
Coordinate Activities with DPW on Administration and Enforcement						
Public Awareness/Education Program						
Implement Capital Improvement Program/ Concurrency management System						
Development of DLM Public Information/ Development Program						
Zoning Code/ 5 Year Zoning Map Update						
Revision to Land Use Plan and Land Use Map						
Revision to Inventory & Analysis Document						
Revision to Development Review Manual						
Revision to Performance Standards Checklists Document						
Revision of Agricultural Land Protection Performance Standards						

I TANO'-TA

**MASTER
IMPLEMENTATION PLAN**

VEHICLE QUOTATIONS

April 21, 1997

facsimile
TRANSMITTAL



MAZDA
KOMATSU
FORKLIFTS

PACIFIC MOTORS CORPORATION

266 E. MARINE DRIVE • P.O. BOX AJ • AGANA, GUAM 96910
TEL: (671) 477-7807 FAX: (671) 477-7752

to: LT. VIGIER (DEPT. OF AGRICULTURE)
fax #: 734-6570
re: PRICE QUOTE
date: 2/12/97
pages: including this cover sheet.

SIR, THE FOLLOWING ARE YOUR QUOTES FOR THE 97 FORD EXPLORER XL
2DOOR & 4DOOR.

97. FORD EXPLORER XL 2DR. COMES WITH 4.0L SOHC/5 SPEED AUTO. TRANS
V-6 ENG., AIRCON, KNITTED, VINYL BUCKETS SEATS REAR SPLIT FOLDING,
REAR WINDOW INTERMITTENT WIPER, WASHER, DEFROSTER, AM/FM STEREO / CLK.

36,000 MILES BUMPER TO BUMPER, LIC & REG. ON YOU. FLEET PRICE BASED ON
NO TAX PAYABLE. REG. PRICE \$27,632.00 YOUR FLEET PRICE \$24,241.49.

97 FORD EXPLORER XL 4DR. COMES WITH SAME AS ABOVE AND SAME REQUIR-
MENTS. REG. PRICE \$28,986.00 YOUR FLEET PRICE \$25,465.96. WHEELBASE
FOR 2DR. IS 102" WHEELBASE FOR 4DR. 112". SIR I AM ALSO SENDING YOU
A COPY OF THE MAJOR STANDARD EQUIPMENT. IF YOU HAVE ANY QUESTIONS
PLEASE FEEL FREE TO CALL ME AT 477-7807 EXT. 39

REGARDS DON TELLEZ

From the desk of...

Don Tellez
Sales Manager
Pacific Motors Corporation
• P.O. Box AJ
Agana, Guam 96932

Tel: 671-477-7807
Fax: 671-477-7752

**facsimile
TRANSMITTAL**



PACIFIC MOTORS CORPORATION

228 E. MARINE DRIVE • P.O. BOX AJ • AGANA, GUAM 96910
TEL: (671) 477-7807 FAX: (671) 477-7752

to: LT. VIGLER (DEPT. OF AGRICULTURE)
fax #: 734-6570
re: PRICE QUOTE FOR RANGERS XL SC 4x4
date: 2/13/97
pages: 3, including this cover sheet.

SIR, THE FOLLOWING ARE YOUR FLEET QUOTE FOR NEW 97 FORD
RANGERS BASE MODELS. COMES WITH 3.0L V-6 ENJ. AUTOMATIC TRANS.,
DUAL AIR BAGS, AIRCON, AM/FM/CASS. /CLOCK, 60/40 SPLIT BENCH
SEAT, FLOOR CONSOLE, REAR A.B.S., SIDE DOOR GUARD BEAM,
POWER STEERING & BRAKES, AND A LOT MORE! WARRANTY 36MOS. 36K
MILES BUMPER TO BUMPER. LIC & REG. ON YOU. FLEET PRICE BASED
ON NO TAX PAYABLE. REG. PRICE \$23,805 YOUR FLEET PRICE \$18,330.64 ea.
IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CALL ME AT 477-7807x39

REGARDS DON TELLEZ

From the desk of...

Don Tellez
Sales Manager
Pacific Motors Corporation
• P.O. Box AJ
Agana, Guam 96922

Tel: 671-477-7807
Fax: 671-477-7752



Atkins Kroll
An Inchcape Motors Company

General Motors
643 South Marine Drive
Tamuning, Guam 96911
Tel: (671) 646-1876
646-2346
Fax: (671) 646-9392

DAWR

Feb 13 1997
RECEIVED
February 13, 1997

To: Roland Delfin
Dept. of Agriculture
Fax No: 734-6570

Fr: Moana F. Ngata
AK - GM

Re: Price Quote - 1997 Chevy S-10 4x4 Ext. Cab P/UP

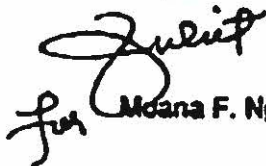
As requested following is a quote for the 1997 Chevy S-10 4x4 Ext. Cab P/UP.

1997 Chevy S-10 4x4 Ext. Cab P/UP
Model No: CT10533

4Spd Auto Transmission
Air Condition
AM/FM Radio
4.3 Litre V6 Engine
60/40 Split Front Seat
Fold down Rear Seats
Driver Side Air Bags
4 Wheel ABS
Daytime Running Lights
Intermittent Wipers
Floor mounted 4WD Transfer Case
Rear Bumper
3year/36,000 mile warranty
Fleet Price: \$22,995.00

I hope this information will assist you in your decision. Please call me if you have any further questions.

Regards,


for Moana F. Ngata

DAWR

FEB 10 1997

RECEIVED



Atkins Kroll
An Inchcape Motors Company

General Motors
443 South Marine Drive
Tamuning, Guam 96921
Tel: (671) 646-1876
646-2546
Fax: (671) 646-9592

February 10, 1997

To: Roland Delfin
Wayne Bigler
Dept. of Agriculture
Fax No. 734-6570

Fr. Moana F. Ngata
AK - GM

Re: Price Quote - 1997 Chevy Blazer 4DR, 4WD
Model No: CT10506

Thanks so much for your call regarding the Chevy Blazer. Following is a quote on the Base model 4Door 4WD listing standard Features and Price.

1997 Chevy Blazer 4DR, 4WD

4 Spd Auto Transmission
Air Condition
4.3 Litre V6 Engine
4 Wheel ABS
Air Bag - Driver's side
Daytime Running Lights
15" x 7" Steel Painted Rims with Bright Trim Rings
Floor mounted 4WD Transfer Case
60/40 Split Front Bench Seat (Vinyl Cloth)
50/50 Split Rear Bench Seat
AM/FM Radio
Power Steering
3year/36,000 Mile Warranty
Fleet Price: \$23,000.00

An actual Police Package is not available from GM for the Blazer. However, the Flashing Lights and other accessories needed to complete this package are available as After Market Items.

1997 Dodge Dakota Club Cab Pick Up Truck

3.9 Liter V-6 Engine

Automatic Transmission

Dual Air Bags

Air Conditioning

Am/Fm Cassette Stereo

4 Wheel Drive

Cloth Interior

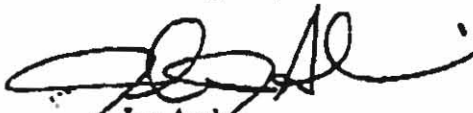
Heavy Duty Service Group

Retail Price: \$27,495.00

Your Price: \$22,970.00

If you have any questions or need any more information please don't hesitate to call or fax us at the numbers listed above.

Best regards,



Jay Andre
Sales Executive

Keico Motors, Ltd.



1406 N. Marine Drive
Ternung, Guam 96911
Phone: 671-848-0173
Fax: 671-848-2847
Service: 671-848-8100

February 24, 1997

To: Department of Agriculture
Attn: Roland Delfin

Fr: Jay Andre

Re: Price Quotes

Dear Mr. Delfin:

First allow me to apologize for the delay in faxing you these quotes. Below is the information you requested regarding our line of vehicles. I hope that these vehicles will meet your needs.

1997 Jeep Cherokee SE

4.0 Liter Straight 6 Cylinder Engine
4 Door
Dual Air Bags
Folding Rear Bench Seat
Am/Fm Cassette Stereo

Automatic Transmission
4 Wheel Drive
Air Conditioning
Full Size Spare Tire
Cloth Interior

Retail Price: \$29,695.00
Your Price: \$22,454.00

1997 Jeep Wrangler

4.0 Liter Straight 6 Cylinder Engine
4 Wheel Drive
Air Conditioning
Hard Top

Automatic Transmission
Dual Air Bags
Am/Fm Cassette Stereo
Full Size Spare Tire

Retail Price: \$27,495.00
Your Price: \$21,933.00