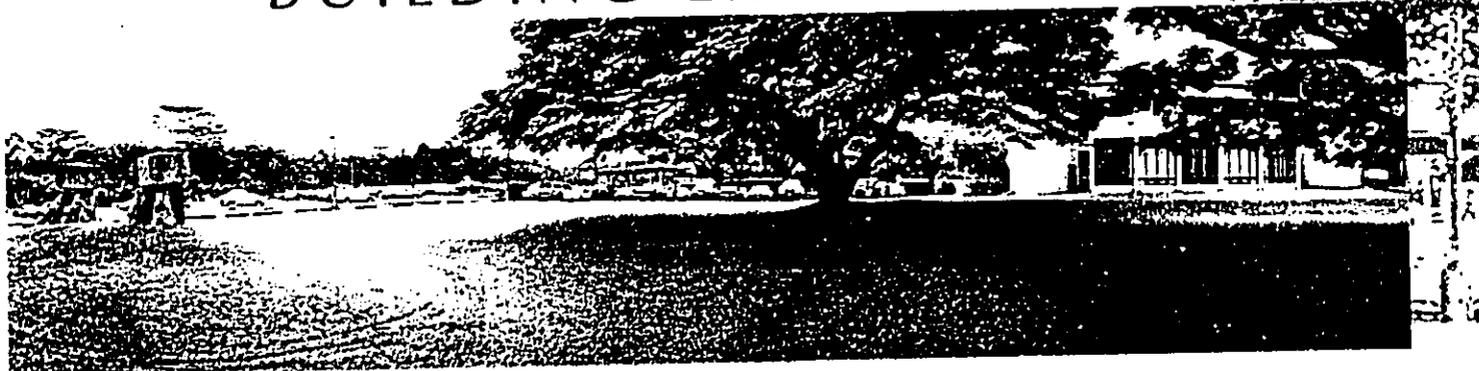


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UH HILO STUDENT SERVICES BUILDING EXPANSION



Final Environmental Assessment
TMK: (3)2-4-57:25 (por.) and 26 (por.)

Prepared for:
University of Hawaii at Hilo

Prepared by:



April 2005

UH HILO STUDENT SERVICES BUILDING EXPANSION

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UH HILO STUDENT SERVICES BUILDING EXPANSION
Final Environmental Assessment

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UH HILO STUDENT SERVICES BUILDING EXPANSION
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1. INTRODUCTION

1.1 PROJECT SUMMARY

Project Name: Expansion to Student Services Building #338

Applicant: University of Hawaii at Hilo (UHH)

Land Owner: State of Hawaii

Location: Hilo, Hawaii (Figure 1)

Tax Map Key: (3) 2-4-57: 025 (por.) and 026 (por.) (Figure 2)

Project Area: Approximately 1.4 acres

Existing Use: The site is currently occupied by existing Student Services Building #338, grass landscaping and an asphalt concrete pavement parking lot.

Proposed Use: Student Services Building Expansion – 27,112 SF building

Land Use Designations: State Land Use: Urban
General Plan: University Use
County Zoning: RS-10 Residential; 35-foot height limit
SMA: The subject property is not in the SMA

Permits/Approvals Required: Compliance with Chapter 343, Hawaii Revised Statutes (HRS)
Plan Approval, Grading / Building permits

Accepting Authority: University of Hawaii at Hilo

Anticipated Determination: Find of No Significant Impact

1.2 ENVIRONMENTAL COMPLIANCE

This environmental assessment is prepared in compliance of State of Hawaii, Chapter 343, *Hawaii Revised Statutes* for the use of state lands in accordance with Hawaii Administrative Rules, Title 11, Department of Health, Chapter 200.

1.3 LAND OWNERSHIP

The State of Hawaii owns the Project site as it is situated within the main campus of the University of Hawaii at Hilo.

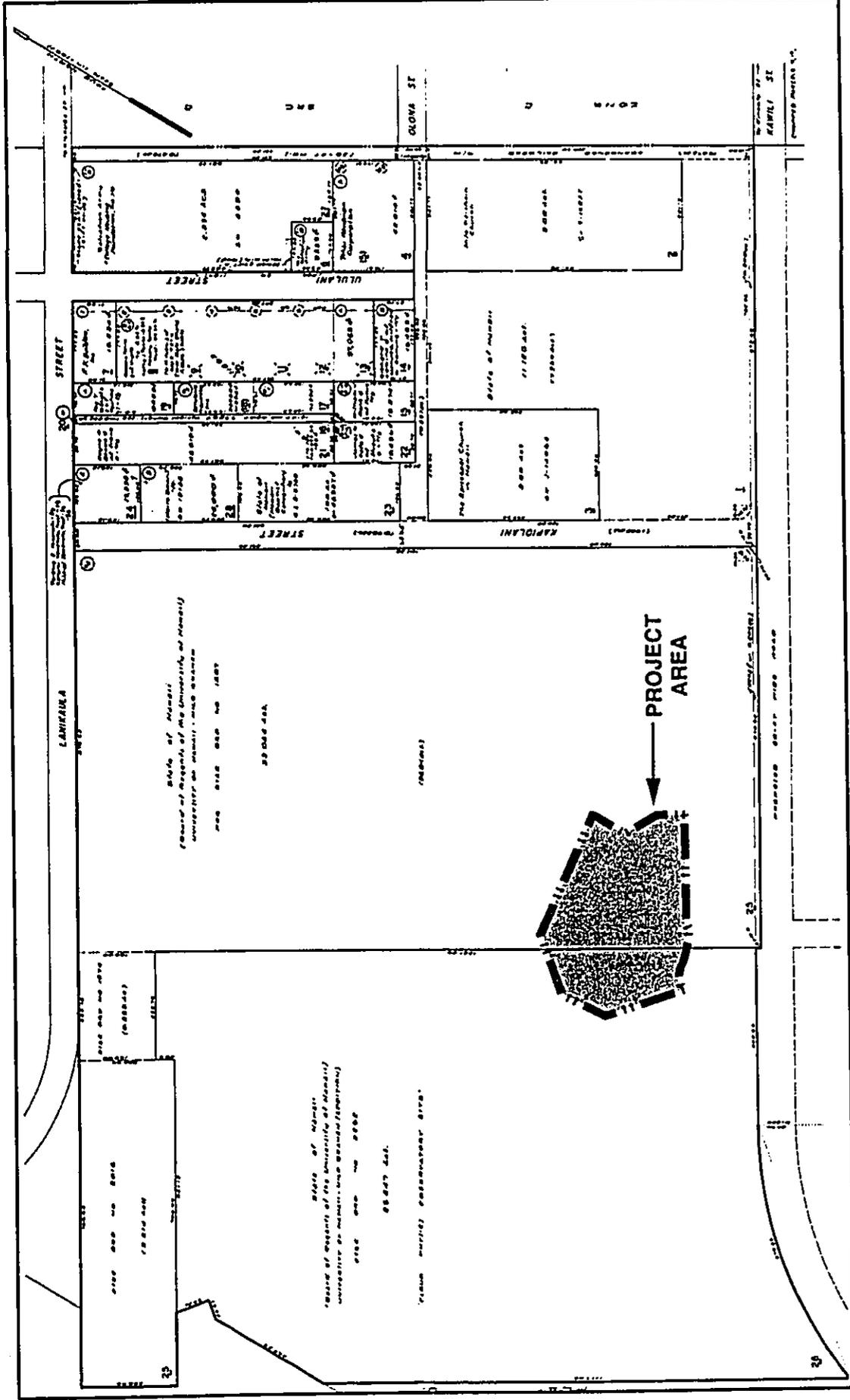


Figure 2
 Tax Map Key (3)2-4-57:25 and 26
UNIVERSITY OF HAWAII AT HILO
Student Services Building Expansion

LEGEND

 Project Area

Source:
 County of Hawaii Tax Map Key

Disclaimer:
 This graphic has been prepared for
 general planning purposes only.

HILLO ISLAND OF HAWAII



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1.4 IDENTIFICATION OF THE APPLICANT

The applicant is the State of Hawaii, University of Hawaii at Hilo.

1.5 IDENTIFICATION OF ACCEPTING AUTHORITY

In accordance with Chapter 343, HRS, and HAR, Title 200, Section 11-200-4, whenever an agency proposes an action, the final authority to accept a statement shall rest with the Governor, or an authorized representative, whenever an action proposes the use of state lands or the use of state funds. The University of Hawaii at Hilo is the Accepting Authority for the Final Environmental Assessment.

1.6 IDENTIFICATION OF AGENCIES, ORGANIZATIONS AND INDIVIDUALS CONTACTED

A number of agencies, organizations and individuals (listed below) were consulted during the course of planning for the proposed Student Services Building #338 Expansion Project, and for the purposes of this environmental assessment. Appendix A contains notes from user group meetings between the project architect and the University of Hawaii.

State of Hawaii

University of Hawaii

Office of Capital Improvements, Manager of Facilities Planning and Design

University of Hawaii at Hilo

Chancellor
Facilities Management
University Relations, Director
University Relations, Director of University Publications
University Relations, Director of Marketing and Alumni Affairs
Office of Student Affairs
Vice Chancellor
Admissions and Records,
Career Services
Counseling and Student Development Center
Financial Aid Services
Gender Equity
International Student Services
Women's Center
Vice Chancellor for Academic Affairs
Human Resources, Director (Administrative Affairs)

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County of Hawaii
Building Department
Planning Department

Public Utilities
Hawaiian Electric Company

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2. PROJECT DESCRIPTION

2.1 THE UNIVERSITY OF HAWAII AT HILO

The University of Hawaii at Hilo (hereafter referred to as UH Hilo) is a comprehensive regional four-year State University located on the eastern side of the Island of Hawaii. The University has grown and changed throughout the years to meet the educational needs of the community and in 1970 was organized under its present name. It is located just minutes away from Downtown Hilo, Hilo International Airport, and Hilo Bay.

UH Hilo is comprised of the 115-acre main campus, an adjoining 173-acre University Park of Science and Technology (University Park), and a 110-acre University Agricultural Farm Laboratory located in Panaewa Agricultural Park. The University also utilizes a number of buildings on the Hawaii Community College campus.

UH Hilo offers undergraduate and graduate education in a personalized atmosphere, encouraging student-faculty interaction and collaboration on research projects. It offers "hands-on" learning and leadership opportunities in an environment that is responsive to the needs of a diverse student population. Approximately one million square feet of space exists to serve the needs of the University. Those facilities include: classroom space, laboratory facilities, a library and media services center, faculty offices, administrative and student services facilities, residence halls, a theater, the campus center, student activities and athletic complex, tennis courts and play fields.

2.2 PROJECT NEED AND OBJECTIVES

In order to meet the needs of a growing student population and to improve student accessibility to critical administration functions, UH Hilo is proposing to construct a new building as an expansion to the existing Student Services Building #338. The new Expansion Building will be a "one-stop-shop" where students can access essential services in one location, such as admissions, student records, financial aid, and counseling. The primary function of the new building is to serve the student population; therefore the design has optimized convenience and efficiency for the students. The existing Student Services Building #338 will also undergo interior alterations to accommodate UH Hilo Administration offices that will move from Building #335 such as Office of the Chancellor, University Relations, the Vice Chancellor for Student Affairs, the Vice Chancellor for Academic Affairs and the Vice Chancellor for Administrative Affairs.

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The new 27,112 square foot two-story building will be located generally at the site of future "Building 6" – a Student Services-related building - as designated on the UH Long Range Development Plan (LRDP) illustrated in Figure 3. The project site is south of the existing Student Services Building #338, north of the parking lot that is off of Kawili Street, east of the Campus Center Building #336 and west of the Theater #342. Together Building #338 and the new Expansion Building will create a "front door" to the campus that is consistent with UH Hilo's LRDP, which calls for the new main campus entry to be located off of Kawili Street. The new Expansion Building will likely be the first building visited by potential students and parents, and therefore has been designed to be welcoming and enticing, and will flow into and integrate with the existing campus.

Project Goals – UH Hilo Student Services Building Expansion

#1. Project Goal

- Consolidate the Office of Student Affairs and its many related program offices that are currently scattered throughout the campus.

#2. Project Goal

- Locate the Chancellor's Office, University Relations, and the Offices of Academic Affairs, Student Affairs and Administrative Affairs, within the same "complex" (existing Building #338 and the new Expansion Building) so that these related functions are in close proximity to one another, and to provide improved accessibility for students.

The construction of the new building satisfies these goals and will serve to benefit the existing student population, prospective students and their families, and the University's staff and administration.

2.3 LOCATION OF THE PROJECT SITE AND SURROUNDING LAND USES

The project site is bordered by the existing Student Services Building #338 to the north, the Campus Center #336 to the west, the existing parking lot to the south, and the Theater #342 to the east (Figure 4). The project site is approximately 1.38 acres on a portion of Parcel 25 and a portion of Parcel 26 of Tax Map Key (3) 2-4-057. The lot has been consolidated and a subsequent change to the TMK is expected according to the County of Hawaii Planning Department. The photos of the existing site in Figure 5 show that the area is currently grass lawn landscaping and there is a small asphalt concrete pavement parking lot that services visitors and staff frequenting the Student Services Building #338. The existing small parking lot will be

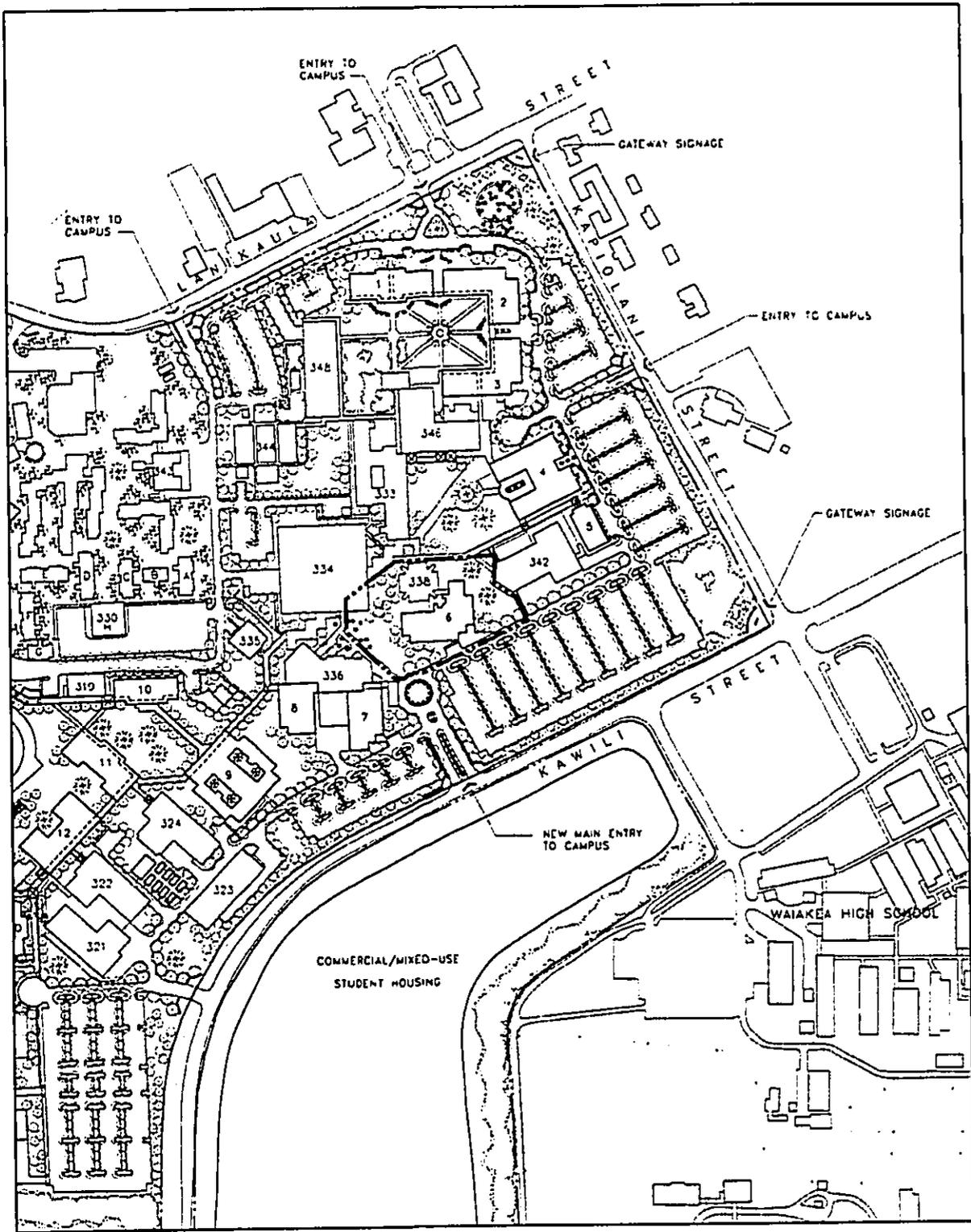
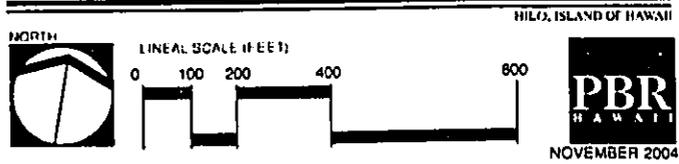


Figure 3
 UH Hilo Master Plan
UNIVERSITY OF HAWAI'I AT HILO
Student Services Building Expansion



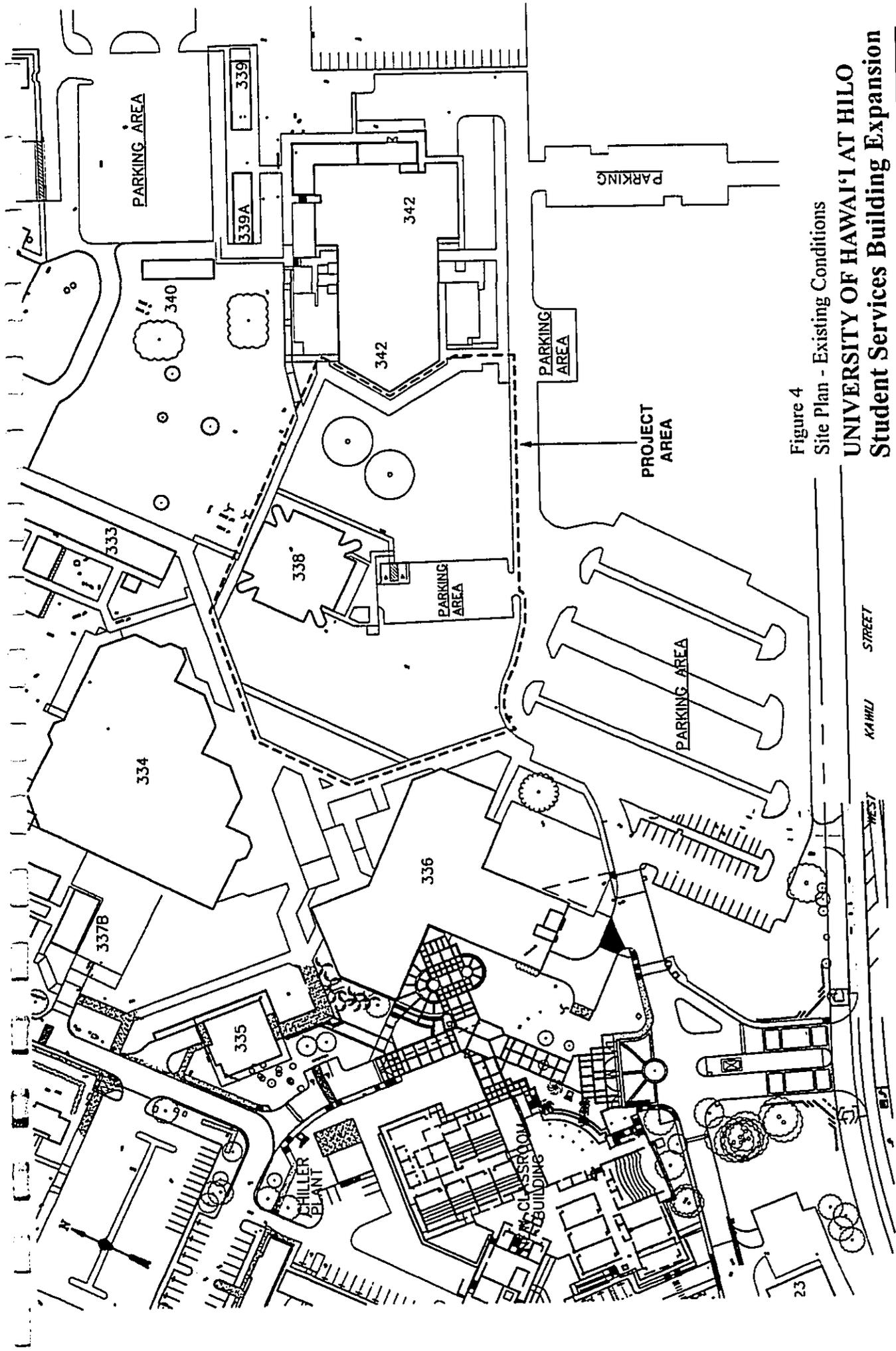


Figure 4
 Site Plan - Existing Conditions
UNIVERSITY OF HAWAII AT HILO
Student Services Building Expansion

FIELD ISLAND OF HAWAII

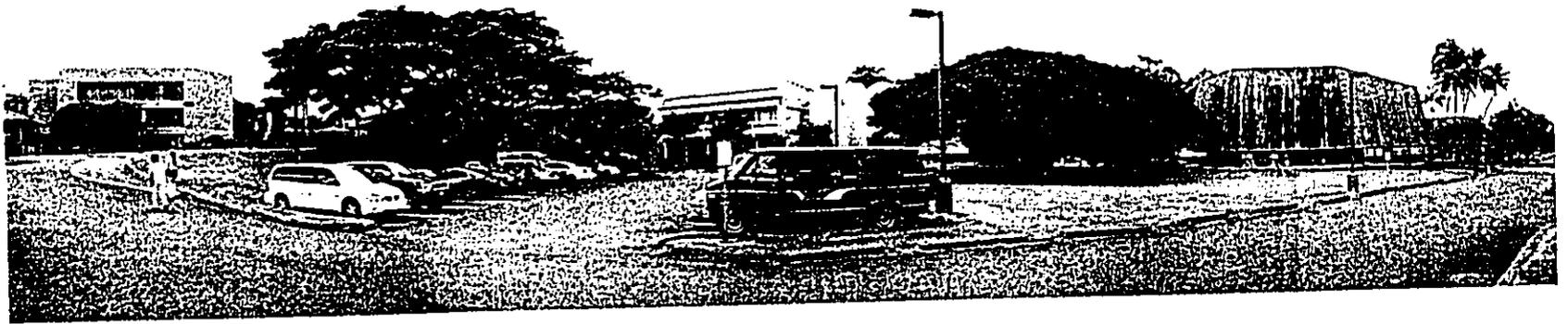


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LEGEND
 - - - - - Project Area



No. 1



No. 2



No. 3

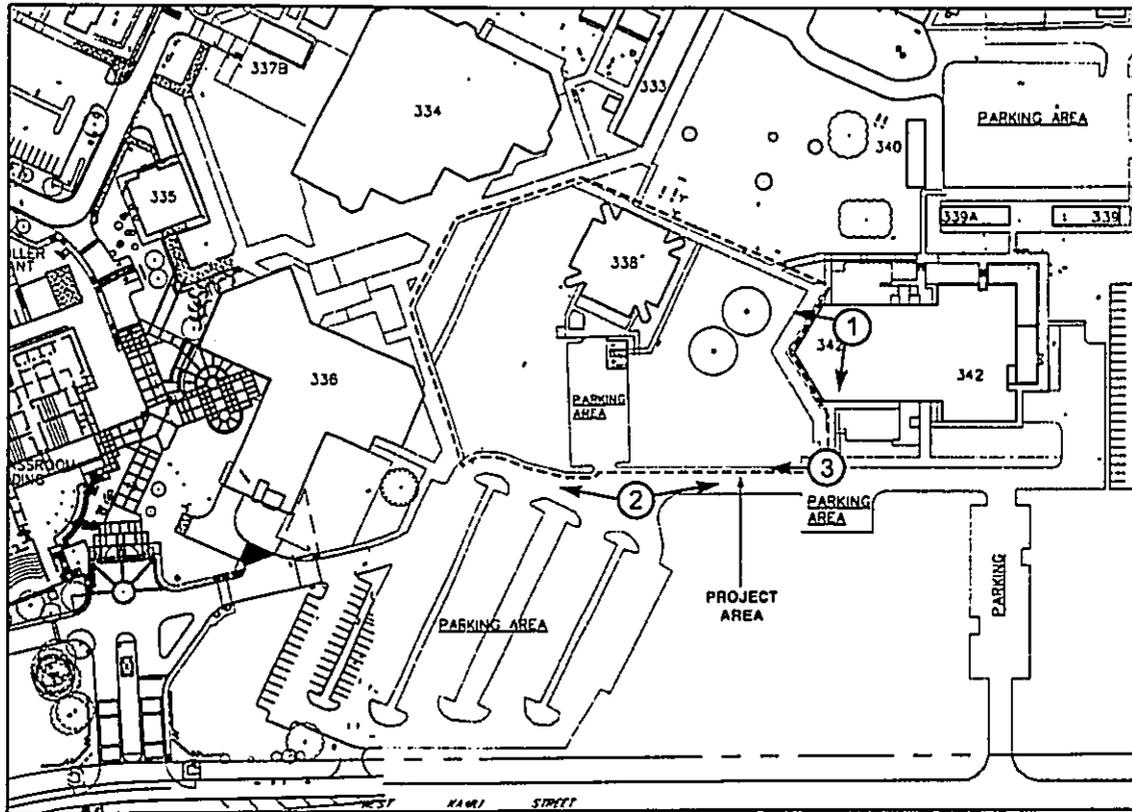
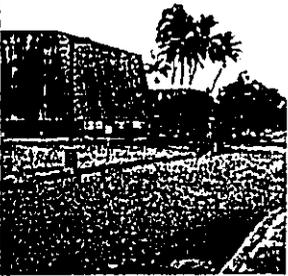


Figure 5
Site Photographs
UNIVERSITY OF HAWAII AT HILO
Student Services Building Expansion

HIGGINS ISLAND OF HAWAII



NOVEMBER 2004

UH HILO STUDENT SERVICES BUILDING EXPANSION
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demolished to prepare the site for the proposed construction. The project site is surrounded by student service-oriented functions. Just beyond the Learning Resource Center #334, Building #335 houses the Chancellor's Office, UH Hilo University Relations, and the Office of Academic Affairs.

2.4 PROJECT BACKGROUND

The University of Hawaii at Hilo retained the Oahu architectural firm Urban Works, Inc. to provide a building expansion/conceptual design study for a "complex" that would address the existing Student Services Building #338, the Chancellor's Offices in Building #335 and a new Expansion Building to the Student Services Building. The study began in 2002 when the design team first met with the UH Hilo Office of Facilities Planning to discuss the scope of the planning effort, visited the site, and walked through the existing Student Services Building #338 and other related facilities. In May 2002, a kickoff meeting at UH Hilo was held with representatives of the user groups to discuss project goals and objectives, followed by individual meetings with each user group to define functional square footage requirements and space adjacencies. Appendix A contains notes from user group meetings between the project architect and the University of Hawaii.

Over the next several months, a detailed space program with square footage requirements was developed and reviewed by the users and the UH Hilo Office of Facilities Planning. In December 2002, following the approval of the space program, three (3) conceptual site plan options were presented to the users for input and comment. The user groups were to evaluate the options and determine a preferred option. A preferred option was selected in January 2003. Plans, building elevations, building sections and computer renderings of the final preferred option/schematic design were then presented in March 2004.

As a means to illustrate the need to consolidate and co-locate various offices and functions within Building #338 and the proposed new Expansion Building, the following sections describe the existing conditions in Buildings #338 and #335 and the function of the Office of Student Affairs.

2.4.1. Existing Student Services Building #338

The Student Services Building #338, a two-story concrete building completed in the early 1970's, is located between the Learning Resource Center Building #334 to the west and the Theater Building #342 to the east. A small parking lot serving visitors and staff is located to the south. Building #338's main entrance and lobby are located on the north end of the building.

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Secondary entry and exit to the building can also be found at the southeast and southwest corners of the building.

The first floor contains "public-oriented" programs: Admissions, Financial Aid and the Registrar's Office. The lobby is characterized by bank teller-type windows where the public interfaces with the Admissions and Registrar's offices. Behind the bank teller windows is an open office area in the center of the building. The Admissions' offices are located on the east half of the first floor and the Registrar's offices are on the west half of the first floor. Other offices are also located along the south periphery of the building. The building's circulation pattern forms a "square doughnut" between the various offices along the periphery, the central open office area and the public lobby.

The second floor of Building #338 contains offices along the east, south and west sides of the building. Restrooms, the elevator, elevator machine room and storage are located at the south end of the building. An open roof terrace is located in the center of the second floor. The following Office of Student Affairs program offices are located on the second floor:

- Office of the Vice Chancellor for Student Affairs
- Hawaiian Leadership and Development
- Health Careers Opportunity Program (HCOP)
- Title III
- International Programs
- International Programs
- Minority Access and Achievement Program
- Student Support Program

2.4.2. Existing Building #335

The Chancellor's Office, University Relations, and the Office of Academic Affairs are located in Building #335, which was originally designed to house the Student Health Services Program. These offices have basically been assigned to existing rooms and spaces that were not intended for their present use. Furthermore, important support programs that are a part of University Relations are located in separate offices on the north end of the campus. As stated above in *Section 2.2 Project Need and Objectives*, the second Project Goal is to locate these offices within the same building complex near the Office of Student Affairs functions.

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2.4.3. Office of Student Affairs

The Office of Student Affairs supports the academic goals of UH Hilo through its programs and services that support the academic, personal and social development of students. A broad range of services are provided to facilitate access to higher education, encourage involvement in campus life, strengthen academic performance, develop leadership skills, enhance personal growth and interpersonal skills, and promote multicultural awareness. These services include: admissions and outreach; registration and records; financial aid; new student orientation; housing; student exchange programs; educational, personal and vocational counseling; testing; health services; student activities; service learning; career counseling and job placement; and educational opportunity programs.

Although a number of these programs and related offices are located in Building #338, there are many others that are scattered throughout the campus. The proposed new Expansion Building will provide a central location for the Office of Student Affairs programs, which will greatly benefit students by facilitating students' accessibility to these services. Additionally, the University's Administration and staff will benefit by having related functions located within close proximity to one another.

2.5 PROJECT'S CONCEPTUAL ARCHITECTURAL DESIGN

As stated previously, the new Expansion Building will likely be the first building visited by potential students and parents, and therefore has been designed to be inviting and will integrate with the design of the existing campus as illustrated in Figure 6's Proposed Site Plan. Figure 7 is a 3D Conceptual Plan depicting the new Expansion Building across from the Student Services Building #338 as viewed from the southeast looking to the northwest. There will be open areas and sidewalks around the proposed building. Additionally, there will be a new covered walkway linking the new Expansion Building with the existing Student Services Building #338. The new Expansion Building will be a multi-story structure that integrates with the existing topography of the site, as shown in the Building's elevations in Figure 8.

2.5.1. Design Goals

The design team developed the following goals and objectives that guided it through the conceptual design process.

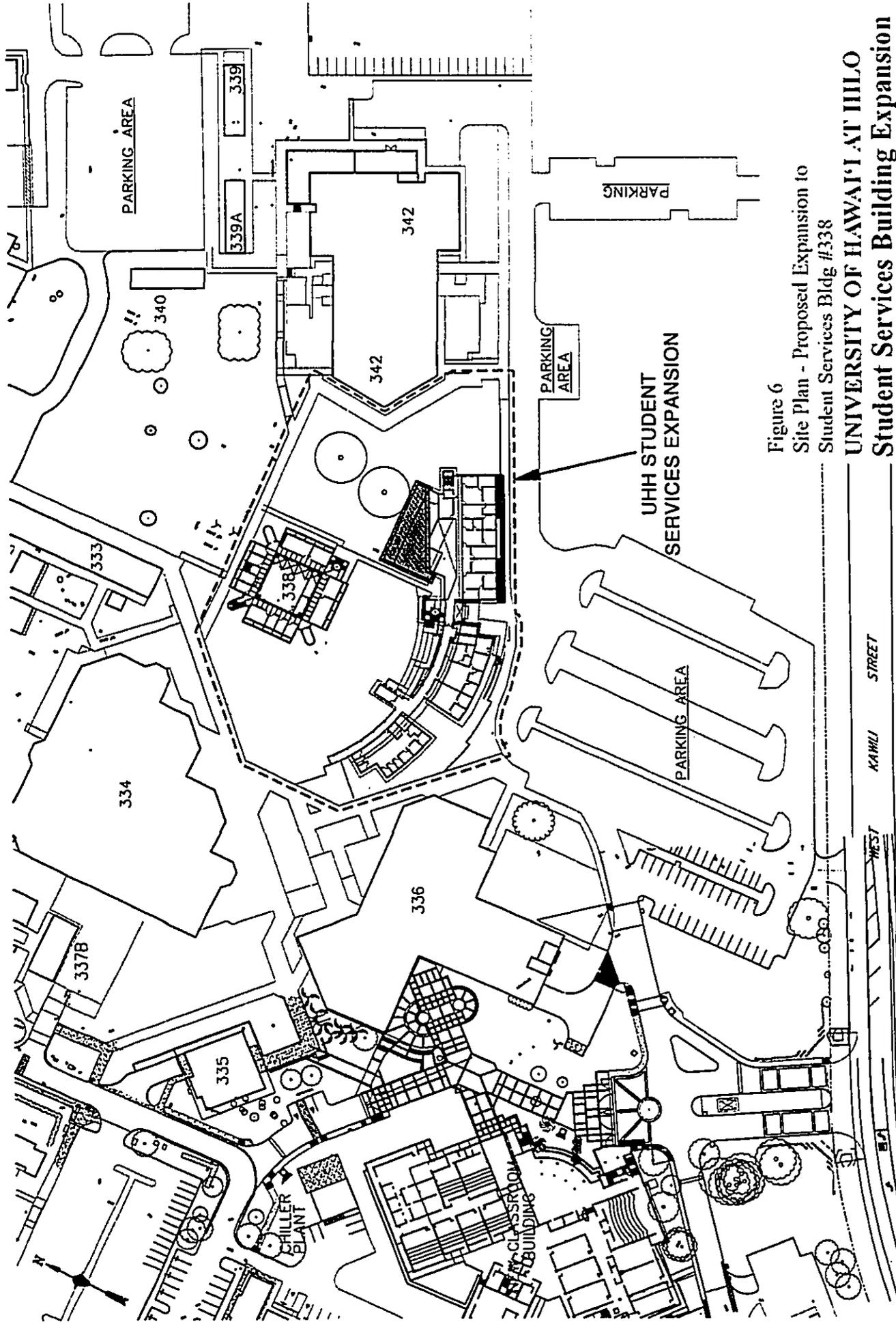


Figure 6
 Site Plan - Proposed Expansion to
 Student Services Bldg #338
UNIVERSITY OF HAWAII AT HILO
Student Services Building Expansion

HIC, LEI AND OF HAWAII



LEGEND
 Project Area



UH HILO STUDENT SERVICES BUILDING EXPANSION
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- A. The "front door" of the campus, according to the Long Range Development Plan, is to be located generally between the Campus Center Building #336, new Expansion Building and existing Student Services Building #338. The main pedestrian pathways between the parking area along West Kawili Street and the campus are located between these buildings. The new Expansion Building is located along the existing uphill walk between Campus Center and Student Services Building #338. This walk already serves as a main pedestrian artery on the campus and will be furthermore complemented by the following improvements associated with the new Expansion Building:
- A gracious and convenient promenade will be created between the Campus Center parking area, the existing pathway and into the new Expansion Building.
 - Clear and recognizable entry points into the campus, via the main pathway and the main entry into the new Expansion Building, will be created. The new Expansion Building's "Main Entry" located in the center of the Building will be clearly visible from Kawili Street, as depicted in the Kawili Street Elevation in Figure 8. First time visitors will be able to immediately distinguish how to get into the campus and into the new building.
 - As illustrated in the conceptual aerial view in Figure 7, the existing lawn and major canopy trees will be maintained between the Student Services Building #338 and the Theater, providing an inviting open space with views to the interior of the campus.
- B. The primary function of the new Expansion Building is to serve the student population; therefore, the design should optimize convenience and efficiency for the students.
- C. The new Expansion Building should recognize the "Chancellors Cluster", which will be relocated from Building #335 into the existing Student Services Building #338, as the administrative hub of the campus (Vice Chancellors for Academic Affairs office, Vice Chancellor for Administrative Affairs office, Vice Chancellor for Students Affairs office, and the University Relations office). The design of the new Expansion Building fosters a sense of collaborative synergy between and within the departments to be located in Building #338 and the new Expansion Building.
- D. Building materials should be durable and easy to maintain. Selection should take into account life-cycle costing, long-term weatherability and recycling capabilities. There should be generous roof overhangs to protect the new Expansion Building from sun and inclement weather. The new Expansion Building should be designed to optimize energy efficiency.

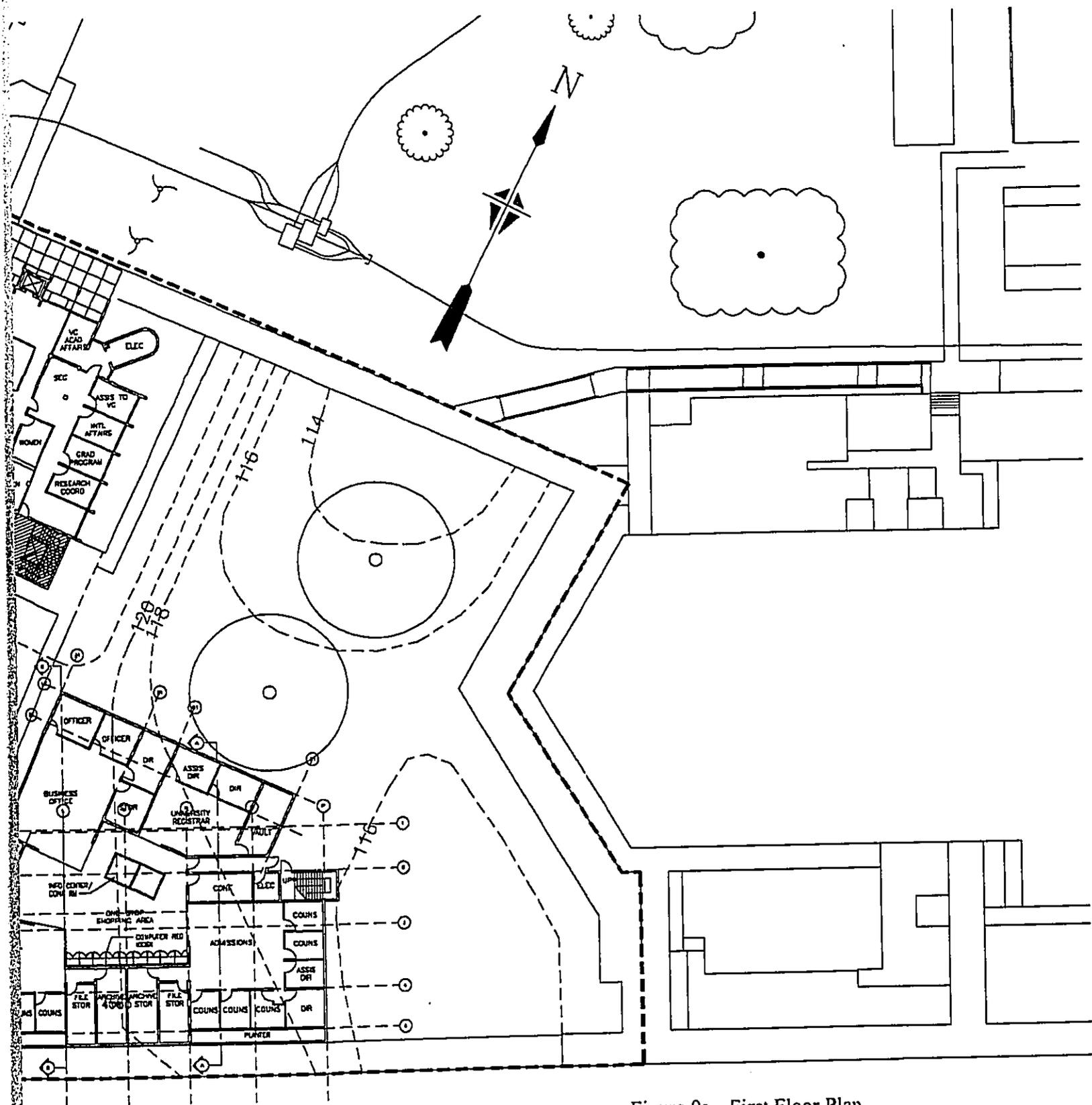


Figure 9a - First Floor Plan
 Proposed Floor Plan
UNIVERSITY OF HAWAI'I AT HILO
Student Services Building Expansion

UHH SSB

HILO, ISLAND OF HAWAII

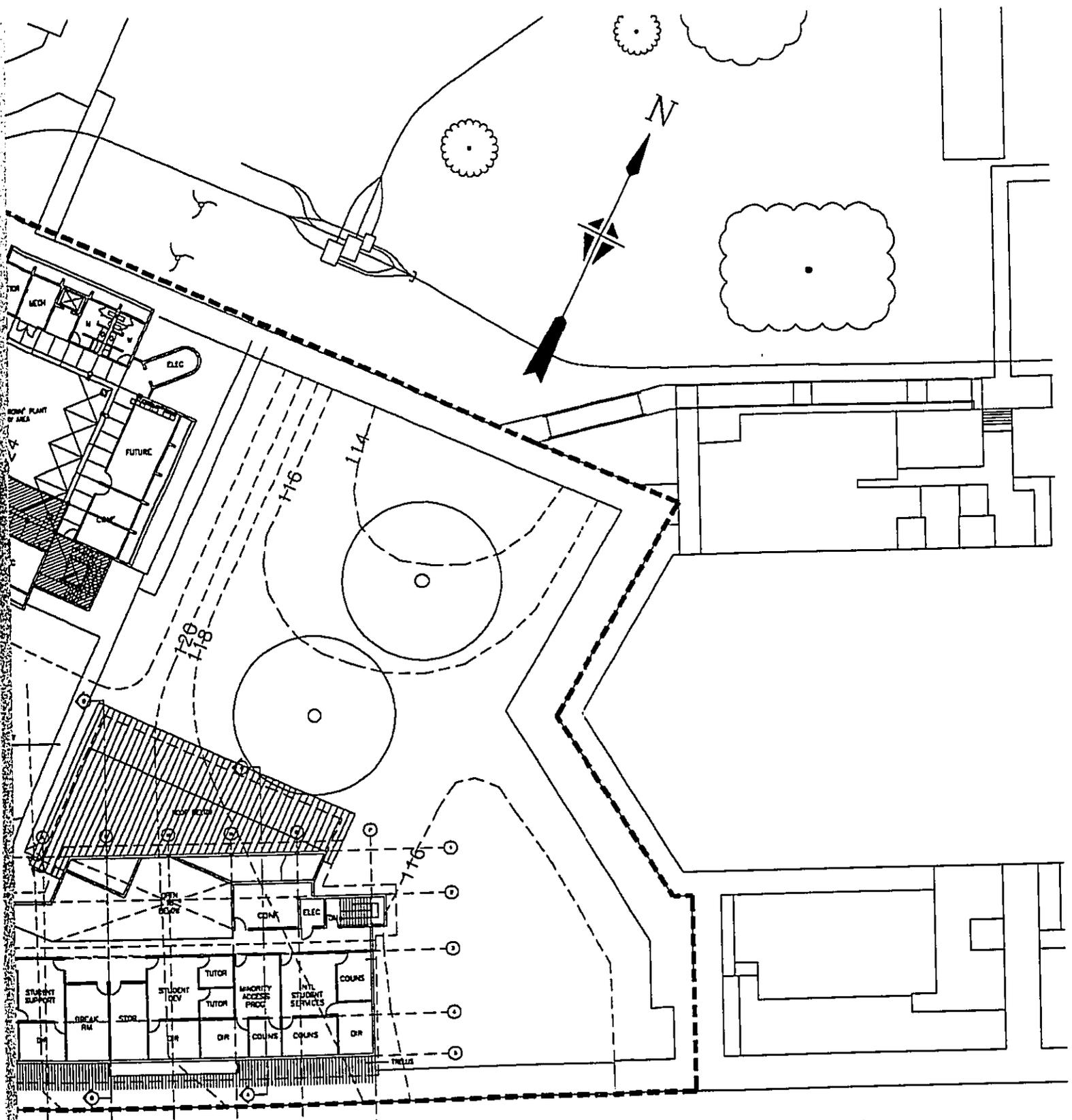
NORTH

LINEAL SCALE (FEET)

0 10 20 40 80

PBR
HAWAII

NOVEMBER 2004



UHH SSB

Figure 9b - Second Floor Plan
 Proposed Floor Plan
UNIVERSITY OF HAWAI'I AT HILO
Student Services Building Expansion

HILO, ISLAND OF HAWAII

NORTH

LINEAL SCALE (FEET)
 0 10 20 40 60

PBR
 HAWAII

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2nd Floor

14,397 SF

129 pn occupancy load

Advising Cluster and Student Support Cluster

Career Center
Advising Center
Counseling and Testing
Student Support
Student Development
Minority Access Program
International Student Services
Conference Rooms
Break Room

The following is a more detailed description of the three clusters, their function and their location within the new Expansion Building.

1) Enrollment Service Cluster

- The Enrollment Service Cluster is located adjacent to the main entry and circulation node (elevator/stairway), which connects the building's interior circulation spine and exterior walkway to Building #338.
- This cluster is organized around the first floor one-stop common area, which allows for student transactions to be self-initiated by means of a generalist located at the information center located at the center of the one-stop area. Trained specialists are to be located at the conference room located immediately adjacent to the one-stop area. Secured computer kiosk spaces are also provided for.
- The Business Office, University Registrar, Admissions, and Financial Aid will have raised flooring to allow for below floor computer networking.

2) Advising Cluster

- This cluster addresses student needs that may not necessarily relate to the one-stop-shop area. The Advising Cluster is to be used throughout the school year; therefore this cluster is located closest to the commons area between the Campus Center and the Learning Resource Center.

3) Student Support Cluster

- This cluster shares some student and staff interaction with the Enrollment Services cluster. The Student Support Cluster is located on the second floor above the one-stop-shop area on the first floor. There is a direct visual tie-in between the first floor and the second floor via the two-story open atrium space in the center.

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2.6.2. New Expansion Building - Site Plan Features

The new Expansion Building can be described as a series of linear two-story block-shaped buildings that front the Campus Center parking area and the pedestrian walkway between Building #338 and the Campus Center (Figure 7 – Aerial View). The new Building integrates with the existing topography. The western portion of the building is one-story in height which then transitions to two-stories at the eastern end as the site slopes from a higher elevation on the west to a lower elevation on the east (Figure 8 – Elevations).

The western end one-story portion of the building lies on an existing berm between the Learning Resource Center and Building #338. The one-story scale does not overpower the common space between the Campus Center and Learning Resource Center. The eastern end two-story portion of the building follows the existing drop in elevation from the top of the berm to the lower elevation at bottom of berm.

The new building footprint creates a courtyard area between Building #338 and the Learning Resource Center #334. As illustrated in the conceptual aerial view in Figure 7, the courtyard's landscaping, and a possible amphitheater, will accentuate the landscaping that already exists between Building #338 and the Learning Resource Center.

The site plan calls for a circulation spine that connects the outdoor common area, between the Campus Center and the Learning Resource Center, all the way to the eastern end of the new Expansion Building. The design benefits of the 2nd floor "spine" in the new Expansion Building include:

- The spine offers a simple and clear way to circulate the building.
- The covered walkway at the western end one-story portion of the spine is a common feature on campus.
- Air conditioning costs are minimized.
- The spine provides elevated views down to the courtyard area.
- The spine provides opportunities for student and staff interaction.
- There are opportunities for quiet contemplation.

The main entrance into the new Expansion Building occurs between the one-story and two-story transition. A gap at the transition clearly defines the building's entrance when viewed from the Campus Center parking lot area and West Kawili Street (Figure 8). The main stairway and

UH HILO STUDENT SERVICES BUILDING EXPANSION
Final Environmental Assessment

elevator are located near the main ground floor entry. An outdoor covered seating area, located on the western side of the entry, allows for student tour orientations, informal student meeting areas, and a pickup or drop off area for students and staff, etc.

Finally, the linear layout of the new Expansion Building, with ends facing west and east, provides optimum day lighting and shading design opportunities at building fenestrations.

2.6.3. Existing Student Services Building #338 Major Plan Features

Figures 9a and 9b include the new interior space plan for the existing Student Services Building #338. The first floor interior spaces will be extensively demolished to allow for the new interior space plan. However, the existing men's and women's restrooms will remain. Various offices, including the University Relations, Vice Chancellor for Student Affairs, and Vice Chancellor for Academic Affairs, are located at the west, south and east building perimeters. A common waiting area services these offices. A large conference room, equipped with a folding wall system to divide the room into two smaller spaces when needed, is located at the center of the building. A new elevator will comply with the ADA regulations.

The second floor will house the Chancellor's Office. Additional space for related support staff will be located within the open courtyard area. The open roof terrace will be designed for locally grown plant display and will accommodate receptions related to the Chancellor's Office and other university-related functions.

2.6.4. Conceptual Landscaping Plan Features

The preliminary conceptual landscaping plan featured in Figure 10 depicts the possible planting improvements that may be made.

The preliminary conceptual landscape design for the University of Hawaii Hilo Student Services Building Expansion conforms with the University's requirement for the use of native Hawaiian indigenous and endemic plant material.

The landscape design is intended to be simple but elegant. To establish a sense of Polynesia and the Pacific, native as well as flowering accent plant material will be used. The landscaping is intended to provide a sense of arrival as visitors and students are greeted with a variety of accent plants frame the entrance of the building.

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A sheltered planting, which is visible from the administration building, provides a unique opportunity of transition from indoors to outdoors. A "grove" planting would hint at the landscape spaces beyond, as well as create a natural backdrop.

Outside the new Student Services Building, a large expanse of lawn can serve as a passive use open area for University functions. Accent ground cover and canopy trees with color, texture, and fragrance further define the outdoor space, as well as provide a landscaped view for conference rooms situated on the perimeter of the building.

A lawn terrace utilizing native rock could create an informal amphitheater and help define the west edge of the lawn area. The existing stand of plant material on the west is proposed to be retained and incorporated into the landscape design.

The existing open-air atrium on the second floor of the existing Student Services building would serve to show case locally grown native plants, as well as provide a retreat for informal meetings or breaks. An automatic irrigation system will not be required due to the ample amount of rainfall throughout the year.

2.7 ARCHITECTURAL FEATURES

The preliminary concepts about the new Expansion Building's design are an outgrowth of the Preferred Conceptual Option. These concepts are in keeping with the University's Long Range Development Plan. The concepts strive to be consistent with the basic design ideas and goals mentioned previously. However, it should be noted that further refinement is required in conjunction with cost control. In accordance with Hawaii Revised Statutes 103D-407, recycled glass will be used in paving materials where practical.

2.8 PROJECT TIMETABLE AND APPROXIMATE COSTS

It is anticipated, pending availability of funding, that construction could begin in late 2005. The estimated cost of construction is approximately \$13,145,000. At the time of this writing, construction monies have not yet been budgeted by the State. Therefore, an estimate for the opening date for the proposed new building is not yet available.

This environmental assessment is being completed as a requirement because State lands and State funds are being used for the project.

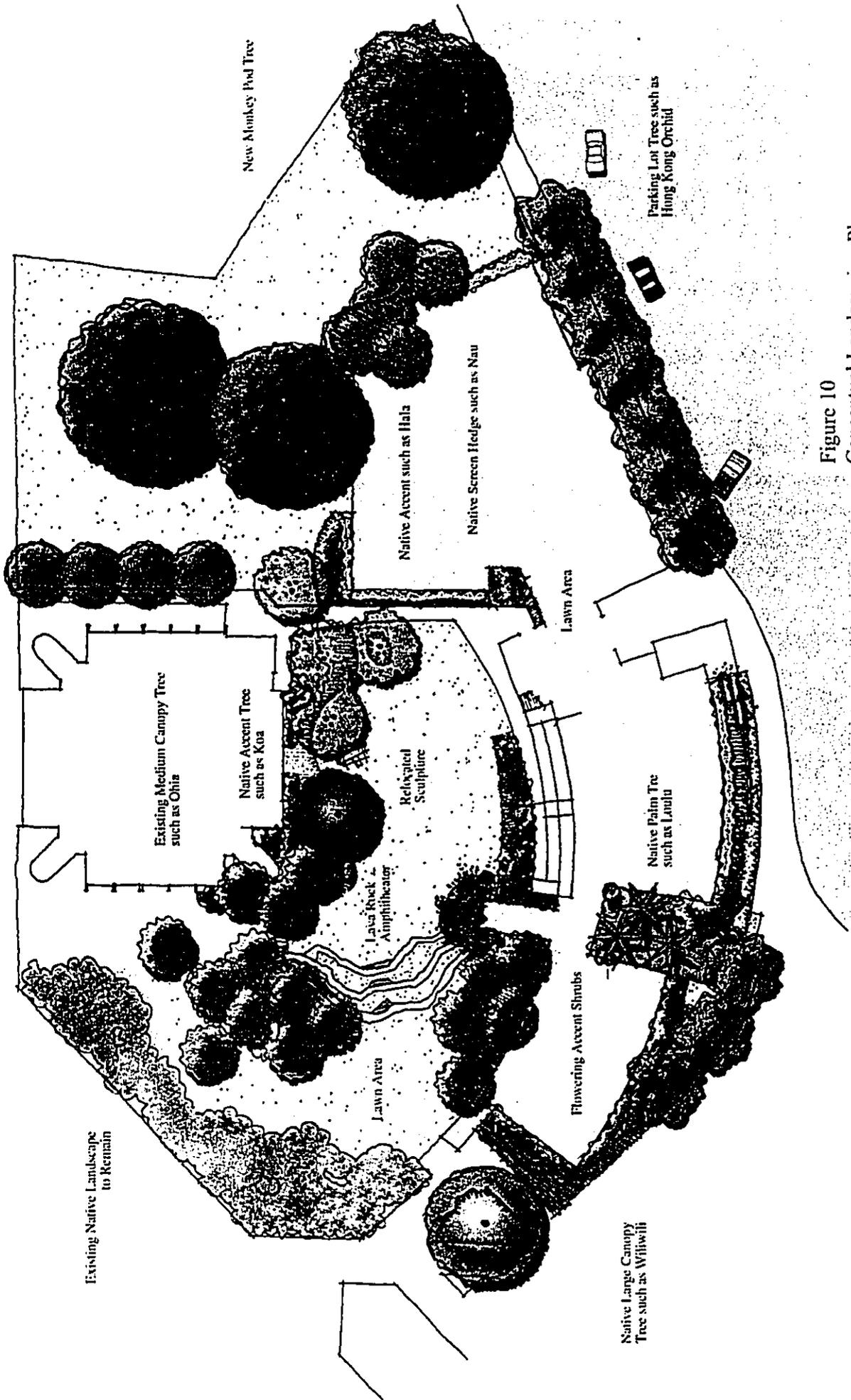


Figure 10
 Conceptual Landscaping Plan
 UNIVERSITY OF HAWAII AT HILO
 Student Services Building Expansion

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3. LAND USE CONFORMANCE

This section describes the State of Hawaii and Hawaii County land use plans, policies, and ordinances relevant to the proposed project. Each section includes a discussion of how the project conforms to each of the plans and requirements.

3.1 STATE OF HAWAII

3.1.1. State Environmental Impact Statement Law, Chapter 343, Hawaii Revised Statutes

The State Environmental Impact Statement Law (Chapter 343, HRS) requires an environmental assessment be prepared for use of State lands and funds for the project. The environmental assessment for this project covers the new building to be constructed as an expansion to the existing Student Services Building #338. The project site, located on the UH Hilo campus, is on land owned by the State of Hawaii. This document has been prepared in compliance with the State Environmental Impact Statement Law.

3.1.2. State Land Use Law, Chapter 205, Hawaii Revised Statutes

The State Land Use Law (Chapter 205, HRS) establishes the State Land Use Commission (LUC). This body has authority to designate all lands in the State into one of four districts: Urban, Rural, Agricultural, and Conservation. The project site is within the State Urban District.

3.2 COUNTY OF HAWAII

Relevant County of Hawaii land use regulatory policy documents and guidance plans that pertain to the project are *The General Plan – Hawaii County*, Land Use Pattern Allocation Guide (LUPAG) map, and the Hawaii County Code (Comprehensive Zoning Ordinance). The project site is located well outside of the Special Management Area (SMA).

3.2.1. General Plan

The Hawaii County *General Plan*, adopted by ordinance in 1989, is the policy document for the long-range development of the Island of Hawaii. The *General Plan* provides direction for the future growth of the County and contains a series of land use maps referred to as the Land Use Pattern Allocation Guide (LUPAG) maps. The proposed project is consistent with the project site's LUPAG map designation, which is "University Use".

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Specific General Plan (1989) goals and policies, along with proposed revisions under the present *General Plan Update* (December 2001), that are applicable to the Student Services Building Expansion Project are discussed below.

Energy

1. Policies

- a. *Provide incentives that will encourage the use of new energy sources and promote energy conservation.*
- b. *Coordinate energy research and development efforts of both the government and private sectors.*
- c. *Encourage energy-saving design in the construction of buildings.*

Discussion: The Project will be designed with energy-saving considerations, and contractors will be instructed to provide a job-site recycling plan for construction waste and to use products with recycled content, where feasible. The Project will promote cost-effective energy conservation through the adoption of energy-efficient practices and technologies.

Environmental Quality

1. Goals

- a. *Define the most desirable use of land within the County that achieves an ecological balance providing residents and visitors the quality of life and an environment in which the natural resources of the island are viable and sustainable.*
- b. *Maintain and, if feasible, improve the existing environmental quality of the island.*
- c. *Control pollution.*

2. Policies

- a. *Take positive action to further maintain the quality of the environment.*
- b. *Reinforce and strengthen established standards where it is necessary, principally by initiating, recommending, and adopting ordinances pertaining to the control of pollutants that affect the environment.*
- c. *Encourage the concept of recycling agricultural, industrial, and municipal waste material.*

3. Standards

- a. *Pollution shall be prevented, abated, and controlled at levels that will protect and preserve the public health and well being, through the enforcement of appropriate Federal, State and County standards.*
- b. *Federal and State environmental regulations shall be adhered to.*

Discussion: Mitigation measures during both the construction period and the operation of the new facility will help to control pollution and maintain the existing environmental quality of the island. Appropriate Federal, State, and County standards will be upheld, and construction waste will be recycled and products with recycled content will be used, where feasible.

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Land Use – Open Space and Public Land

1. Policies

- a. *Encourage uses of public lands that will satisfy specific public needs, such as housing, recreation, open space and education.*
- b. *A sub-classification, University use, shall continue to be utilized, permitting the primary institutional and numerous supportive and accessory uses required for establishing and/or expanding a public university. Its designation shall continue to be shown on the Land Use Pattern Allocation Guide map.*

Discussion: The Project will use public lands to satisfy public educational needs. The Project site is designated as "University Use" and is therefore consistent with the General Plan's Land Use Pattern Allocation Guide Map (LUPAG).

Natural Beauty

1. Goals

- a. *Protect, preserve and enhance the quality of areas endowed with natural beauty, including the quality of coastal scenic resources.*
- b. *Protect scenic vistas and view planes from becoming obstructed.*
- c. *Maximize opportunities for present and future generations to appreciate and enjoy natural and scenic beauty.*

2. Policies

- a. *Increase public pedestrian access opportunities to scenic places and vistas.*
- b. *Access easement to public or private lands that have natural or scenic value shall be provided or acquired for the public.*
- c. *Develop standard criteria for natural and scenic beauty as part of design plans.*
- d. *Protect the views of areas endowed with natural beauty by carefully considering the effects of proposed construction during all land use reviews.*
- a. *Do not allow incompatible construction in areas of natural beauty.*

3. Standards

- a. *Natural or native vegetation attractive to a particular area.*
- b. *Areas that are harmoniously developed and enhanced by man to appear natural.*

Discussion: The Project is located several miles inland from the shoreline. The quality of coastal scenic resources should not be affected. The new building has been designed to integrate with the existing topography of the site. Views from surrounding areas looking towards the mountains or looking towards the shoreline areas should not be altered by the Project. The Project site is surrounded by other existing multi-storied facilities. New native landscaping and the retention of existing mature trees will enhance the site, and will buffer and screen views of the new building from nearby areas.

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Public Facilities

1. Goals

- a. *Encourage the provision of public facilities that effectively service community and visitor needs and seek ways of improving public service through better and more functional facilities in keeping with the environmental and aesthetic concerns of the community.*

2. Policies

- a. *Continue to seek ways of improving public service through the coordination of service and maximizing the use of personnel and facilities.*
- b. *Coordinate with appropriate State agencies for the provision of public facilities to serve the needs of the community.*

3. Standards

- a. *In proposed communities, sufficient acreage shall be reserved for school facilities. Sites shall be free from flooding and drainage problems, excessive slope and shall incorporate appropriate street and driveway design and location to minimize traffic interference, pedestrian hazard, and enable safe and easy access for vehicles, bicycles and pedestrians.*

4. South Hilo Courses of Action

- a. *Provide pedestrian walkways to and around all school complexes.*
- b. *Support the continued expansion of the University system and the University of Hawaii at Hilo and Hawaii Community College campus and encourage the continuing education programs throughout the community. The transfer of State lands to the University should be actively pursued.*
- c. *Encourage continual improvements to existing educational facilities.*

Discussion: The Project site plan provides for safe and easy access for vehicles, bicycles, and pedestrians. Pedestrian walkways will be provided around the facility and will integrate with existing walkways. The project site is not in a flood zone and appropriate on-site drainage improvements will be made, which are discussed in *Section 5.8 Infrastructure* of this Draft EA.

Public Utilities

1. Goals

- a. *Ensure that properly regulated, adequate, efficient and dependable public and private utility services are available to users.*
- b. *Maximize efficiency and economy in the provision of public utility services.*

2. Policies

- a. *Improvement of existing utility services shall be encouraged to meet the needs of users.*
- b. *Encourage the clustering of developments in order to reduce the cost of providing utilities*

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- 3. Water Policies**
 - a. *Water system improvements shall correlate with the County's desired land use development pattern.*
 - b. *All water systems shall be designed and built to Department of Water Supply standards.*
 - c. *Improve and replace inadequate systems.*
 - d. *A coordinated effort by County, State and private interests shall be developed to identify sources of additional water supply and be implemented to ensure the development of sufficient quantities of water for existing and future needs of high growth areas and agricultural production.*
- 4. Water Standards**
 - a. *Public and private water systems shall meet the requirements of the Department of Water Supply and the Subdivision Control Code.*
- 5. Telecommunications Policies**
 - a. *Encourage underground telephone lines where they are economically and technically feasible.*
 - b. *Work closely with the telephone company to provide all users with efficient service.*
- 6. Telecommunications Standards**
 - a. *In the development and placement of telephone facilities, such as lines, telecommunications and cellular towers, poles, and substations, the design of the facilities shall consider the existing environment, and scenic view and vistas shall be considered and preserved where possible*
- 7. Electricity Policies**
 - a. *Power distribution shall be placed underground when and where practical. Encourage developers of new urban areas to place utilities underground.*
 - b. *Route selection for high voltage transmission lines should include consideration for setbacks from major thoroughfares and residential areas. Where feasible, delineate energy corridors for such high voltage transmission lines.*
 - c. *Conform to safety standards as established by appropriate regulatory authorities.*
- 8. Electricity Standards**
 - a. *There shall be minimal obstruction of scenic view and vistas by electrical facilities.*
- 9. Sewer Policies**
 - a. *Require major developments to connect to existing sewer treatment facilities or build their own.*
- 10. Sewer Standards**
 - a. *Sewerage systems shall be designed for a particular area, depending on topography, geology, density of population, costs, and other considerations of the specific area.*

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- b. *Applicable standards and regulations of the State Department of Health, Chapter 23 "Underground Injection Control."*
- c. *Applicable standards and regulations of the State Department of Health, Chapter 54 "Water Quality Standards."*
- d. *Applicable standards and regulations of the State Department of Health, Chapter 55 "Water Pollution Control."*
- e. *Applicable standards and regulations of the State Department of Health, Chapter 62, HRS, "Wastewater Systems."*
- f. *Applicable standards and regulations of Chapter 342, HRS; Act 282, Session Laws of Hawaii 1985; and Act 302, Session Laws of Hawaii 1986, Relating to Environmental Quality.*
- g. *All wastewater disposal systems shall conform to the applicable provisions of Chapter 11-62, Hawaii Administrative Rules for the Department of Health to ensure proper treatment and disposal of wastewater and to prevent further contamination of waterways, underground water sources, and the coastal waters.*

11. South Hilo Courses of Action

- a. *Encourage the State Department of Health to monitor the wastewater received to provide sufficient base line data regarding the need for any future extension or expansion of wastewater collection systems.*

Discussion: The proposed new Expansion Building's design has taken into account ways to the cost of utilities and increase energy efficiency. The water system would be designed and built to the County Department of Water Supply standards and meet the requirements of the Subdivision Control Code. Coordination with Verizon Hawaii and HELCO will take place at the appropriate stage of construction. The project would conform to the electricity safety standards established by appropriate regulatory authorities. The Project would connect to the existing sewer treatment facility. Construction of the project would also comply with applicable DOH standards and regulations.

3.2.2. Hilo Community Development Plan

The County of Hawaii *Hilo Community Development Plan* was adopted in May 1975 by the Hawaii County Planning Commission. The *Hilo Community Development Plan* recommends that the Project site be developed for single-family housing with lots a minimum of 10,000 square feet. This recommendation was consistent with the *General Plan* at the time; however, the *General Plan* LUPAG map has since been updated to designate the site for "University Use" (*The General Plan*, County of Hawaii, 1989). The *Hilo Community Development Plan (HCDP)* has not been updated since being adopted and its recommendation for the Project site is outdated and inconsistent with the *General Plan*. However, it should be noted that in 1975 at the time of the adoption of the HCDP, the County did not have a "University" zoning or General Plan designation. Typically, schools were shown in residential areas.

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3.2.3. Hawaii County Zoning

The Hawaii County General Plan is also the basis for Ordinance No. 63, the County Comprehensive Zoning Ordinance. The entire project site is zoned Single Family Residential (RS-10). According to the 1996 *University of Hawaii at Hilo Long Range Development Plan*, "Based on discussions with Hawaii County Planning Department officials, those facilities planned for expansion at the UH Hilo campus are generally consistent with the existing zoning designations..." (page 2-19 LRDP). The maximum building height within the RS-10 Single Family zoning district is thirty-five feet (35 feet). This generally limits buildings to a two-story to three-story configuration unless a special variance is granted by the County.

3.2.4. Special Management Area

The project site is not in the Special Management Area (SMA).

3.3 FEDERAL

3.3.1. Americans with Disabilities Act (ADA)

The *Americans with Disabilities Act* (ADA) of 1990 sets forth guidelines for accessibility to buildings and facilities by individuals with disability. Guidelines will be applied to the extent required by regulations issued by Federal agencies under the ADA.

3.4 UNIVERSITY OF HAWAII AT HILO LONG RANGE DEVELOPMENT PLAN

The location and function of the proposed new Student Services Building Expansion is consistent with the 1996 *University of Hawaii at Hilo Long Range Development Plan's* "Figure 6.2 - Ultimate Site Plan". The new building is located in the area designated by the LRDP as containing "Student Services and Institutional Support"-oriented functions.

More specifically, the 1996 LRDP's "List of Proposed Buildings" in Section 6 of that document calls for a 54,000 gross square foot three-story "Semi-separate addition to Student Services Building (#338)". Although the proposed new Expansion Building is not as large as the one suggested in the 1996 LRDP, the function and location of the new building is consistent with the Plan. The new Expansion Building has been designed to meet and/or be compatible with the LRDP Planning Design Guidelines for: pedestrian spine and paths; plazas and open space; landscaping; gateways, entries, and edges; vehicular and bicycle circulation and parking areas; and architecture.

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3.5 APPROVALS AND PERMITS

An approximate list of permits and approvals required for the proposed UH Hilo Student Services Building Expansion project is shown below.

Table 1. Required Permits and Approvals

Permit/Approval	Responsible Agency
Chapter 343, HRS compliance	University of Hawaii at Hilo Office of Environmental Quality Control
Plan Approval	County of Hawaii Department of Planning and Permitting
Grading / Building Permits	County of Hawaii Department of Public Works

4. DESCRIPTION OF THE AFFECTED NATURAL ENVIRONMENT, POTENTIAL IMPACTS OF THE PROPOSED ACTION, AND MITIGATIVE MEASURES

This chapter discusses the existing physical and biological environment of the Project and its probable impacts. Mitigative measures, if necessary, are also discussed.

4.1 APPROVALS AND PERMITS

4.1.1. Climate

The climate in the Hilo area is very moderate with average daily minimum and maximum temperatures ranging from 66 (low) to 82 (high) degrees Fahrenheit. Rainfall in the Hilo district is substantial with an average of 129 inches per year. Northeast trade winds typically occur during the day, while winds from the southwest typically occur during the night due to cold air drainage from the mountains. The mean annual wind speed recorded at the Hilo International Airport – about 1 miles east of the project site – is about 8 miles per hour (mph), and usually varies between about 4 mph to 12 mph during the day.

Potential Impacts and Mitigative Measures

The new Expansion Building will have no effect on climatic conditions in the area or region, and no mitigation strategies are warranted.

4.1.2. Topography

The Island of Hawaii is the largest island in the Hawaiian Archipelago, covering an area of approximately 4,000 square miles, which is larger than all of the other Hawaiian Islands combined. The Island of Hawaii was formed by five shield volcanoes: 1.) Kohala (long extinct); 2.) Mauna Kea (some activity during recent geologic times); 3.) Hualalai (last erupted in 1801 and considered dormant); 4.) Mauna Loa (active); and 5.) Kilauea (active). The Project site is located on the eastern side of the island on the lower, northwestern flank of the Mauna Loa Volcano.

The existing terrain of the project site has a tiered effect (Figure 11). The north end of the site sits at approximate elevation 134 feet above mean sea level (msl). There is an approximately

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25% slope in the area near the existing Student Services Building #338. The existing ground then slopes to the south at an approximate 3% slope. Storm runoff from the project site presently sheet flows to the south and drains into an existing drywell to the south of the existing Student Services Building.

The design of the new Expansion Building follows the contours of existing topography in order to minimize the need for grading and fill. The western wing of the new Expansion Building will sit at approximately the western existing ground elevation of 134.0 feet msl. Similarly, the eastern wing of the new Expansion Building will sit at approximately the existing eastern ground elevation of 124.0 feet. There will most likely be some new earthwork fill in the area of the center building to achieve the desired grading scheme.

The project site for the new Expansion Building will be graded to direct drainage away from the proposed building. Yet, the overall storm drainage pattern of the Student Services Building site will be maintained. Storm runoff will continue to flow to the south and east. In addition to preserving the current drainage paths, the proposed grading for the new Expansion Building will strive to prevent an excessive amount of material from being imported or exported off-site.

4.1.3. Soils – SCS Soils Survey

The U.S. Department of Agriculture, Soil Conservation Service's *Soil Survey of the Island of Hawaii, State of Hawaii*, includes general soils maps based on soil surveys (SCS 1973). These soil maps show the developed soil associations, which are classified by soil series and soil phase.

The project site consists of Oloo Extremely Stony Silty Clay Loam (OID) (Figure 12). In general, the Oloo soil series consists of well-drained silty clay loams that formed in volcanic ash. These soils are near level to moderately steep. They are on uplands at elevations ranging from 200 to 1,000 feet and receive from 100 to 175 inches of rainfall annually.

Specific to the Project site, the Oloo Extremely Stony Silty Clay Loam (OID) soil is undulating to rolling and has dominant slopes of about 12 percent. The surface and subsurface layers are dark brown extremely stony silty clay loam that overlays Aa lava. Permeability is rapid, runoff is slow and the erosion hazards is slight.



Figure 11
Topography

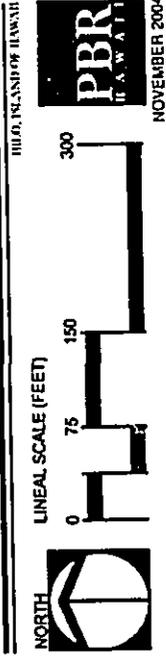
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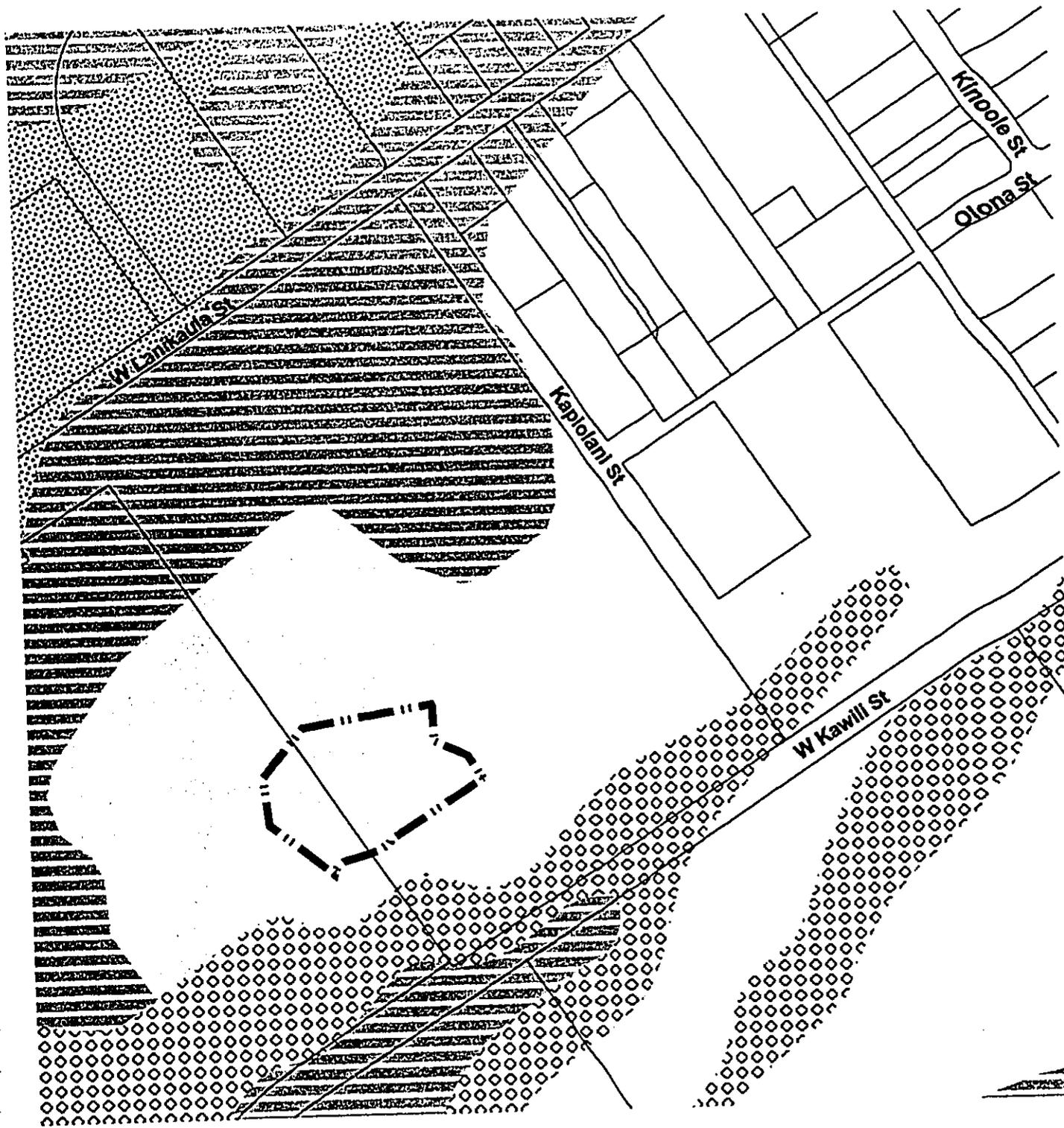
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 Project Site Boundary

Source: Kajioka Yamachi Architects

Disclaimer:
This graphic has been prepared for general planning purposes only.





LEGEND

Soil Types

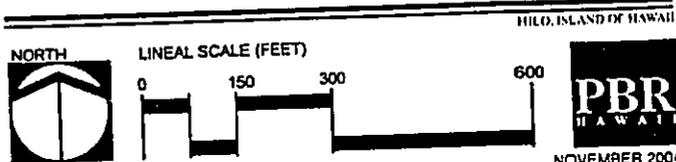
-  (OID) OLAA Extremely Stony Silty Clay Loam, 0-20% Slopes
-  (PeC) PANAWEA Very Rocky Silty Clay Loam, 0-10% Slopes
-  (rKFD) KEAUKAHA Extremely Rocky Muck, 6-20% Slopes
-  (rPAE) PAPAII Extremely Stony Muck, 3-25% Slopes

 Project Site Boundary

Source:
U.S. Natural Resources Conservation Service

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Figure 12
Soil Conservation Survey
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HILO, ISLAND OF HAWAII



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Topography and Soils - Potential Impacts and Mitigative Measures

The area surrounding the project site has been developed over a number of years as the UH Hilo Main Campus. Construction of the project is not expected to have a significant impact on the existing topography or physical character of the immediate area or Main Campus. Some excavation and grading work will occur with construction of the new building and related infrastructure. The effective design of the new building helps to minimize cut and fill disturbances. Grading activities will be conducted in accordance with permit provisions from the County of Hawaii and the State Department of Health (DOH).

Potential construction impacts from clearing, grading, and construction activities will be mitigated by erosion control measures such as silt fences and a gravel ingress/egress. The design of the new Student Services Building will also require that a geotechnical investigation be conducted to aide in the slope and pavement structure designs. All drainage, grading and erosion control activities will be designed and constructed in accordance with applicable Department of Public Works (DPW) standards.

Proposed erosion control measures would be developed during the final design of the project, and would comply with the County's Erosion and Sedimentation Control regulations as prescribed under Chapter 10 of the *Hawaii County Code*. Appropriate measures would be included in an Erosion Control Plan prepared and submitted to the County for ministerial approval.

4.2 NATURAL HAZARDS

The Island of Hawaii is subject to earthquakes, lava flows, hurricanes, tsunami, and flooding hazards. Hawaii experiences thousands of earthquakes each year, but most are only detectable by instruments. Since 1868, most of the larger, damaging earthquakes (magnitude 6 or greater) have occurred in the south eastern region of the Island of Hawaii. The largest earthquake near the Hilo area had a magnitude of 6.2 and occurred in Honouliuli in 1973.

The current United States Geological Service volcanic hazard zone map for the Island of Hawaii divides the island into zones ranked from 1 through 9 based on probability of coverage by lava flows. According to this map the entire Hilo District is within Zone 3. This hazard rating indicates that the area is a greater distance from active vents and the topography makes it less

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likely to be covered by lava flows. The area has had one to five percent covered by lava since 1800, and 15 to 75 percent covered in the last 750 years.

The Island of Hawaii has historically received less threat and damage from hurricanes as compared to Kauai. However, as with other existing and future developments in the South Hilo District and island-wide, structures built on the project site could potentially be damaged by high winds and heavy rainfall from a hurricane passing close to the island.

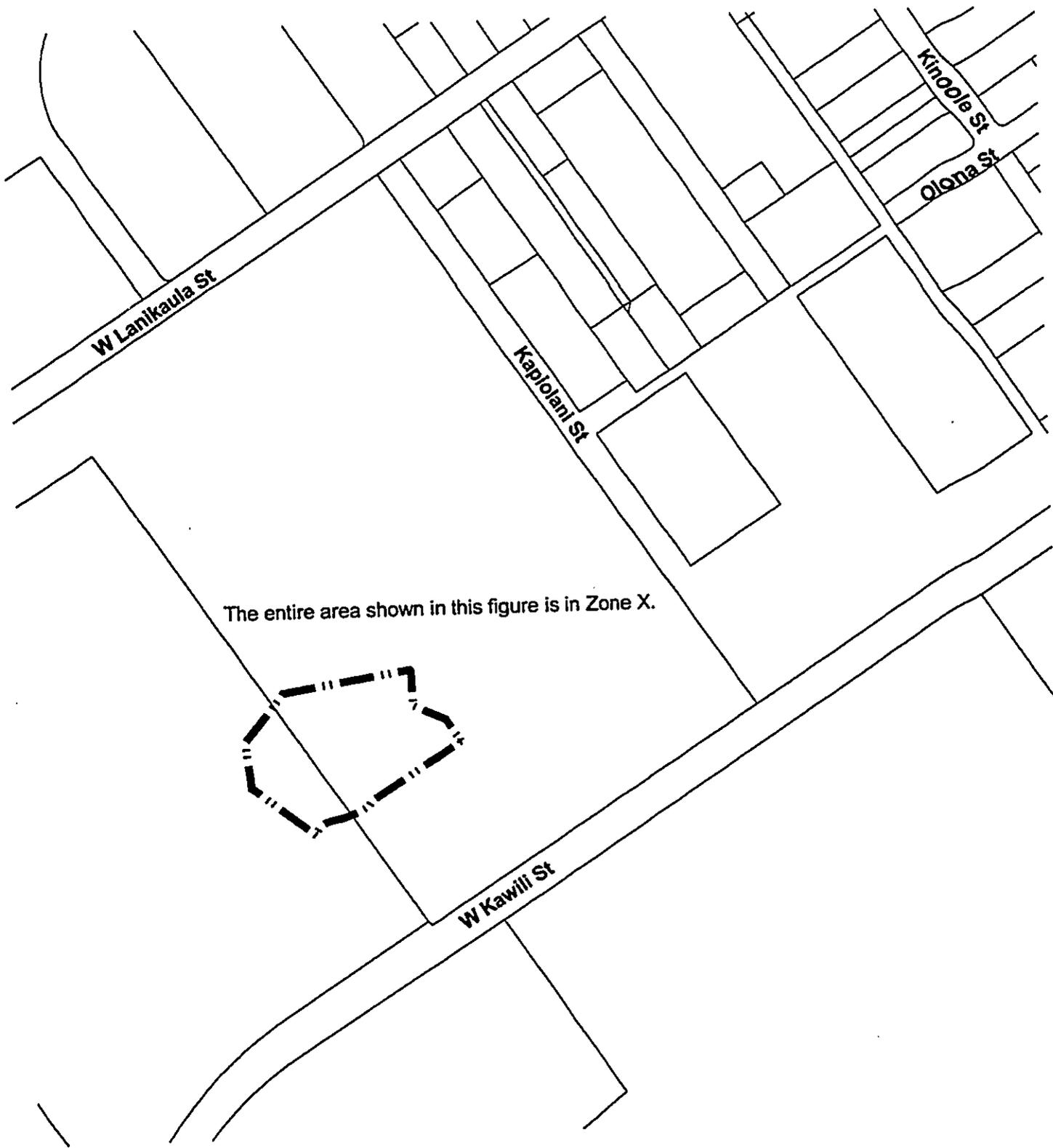
According to the Flood Insurance Rate Map (FIRM), Community Panel Number 155166 0880 C (revised September 16, 1988), the Project site and the immediate surrounding area is designated Zone X, which is an "area determined to be outside the 500-year floodplain" (Figure 13). The Project site is not located within a tsunami inundation area because at an elevation of over 120 feet mean sea level (msl) and it is several miles away from the shoreline.

Potential Impacts and Mitigative Measures

Although there is a low potential for future significant natural hazards, the project site may be subject to damage from unlikely but possible earthquakes, lava flows, hurricanes, and/or extreme flooding events. However, the Project site is no more susceptible to damage caused by natural hazards than other homes and buildings present in the surrounding Hilo community. To minimize potential damages from earthquakes, the new building would be structurally designed and constructed in accordance with applicable County design standards for Zone 3 areas.

To minimize potential damages, the project would be designed and constructed in accordance with appropriate County design requirements and standards. Utilities and infrastructure improvements should not be affected since they would be located underground.

The project site should not be subject to flooding hazards since it is located outside of designated floodways. Appropriate drainage improvements, discussed in *Section 5.8 Infrastructure*, will be provided in compliance with County building codes and design standards to serve the property and address surface runoff from increased impervious surfaces.



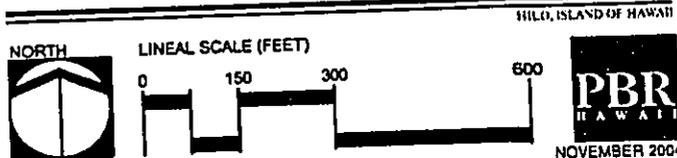
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- Flood Zone
-  Zone X: Beyond 100-year and 500-year Floodplains
-  Project Site Boundary

Source: State of Hawaii GIS Database

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Figure 13
Flood Insurance Rate Map
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4.3 BOTANICAL RESOURCES

The Project site is comprised of grassy lawn area and a small surface parking lot that services visitors and staff primarily accessing the existing Student Services Building #338. There are some mature trees and plant material on the site. The preliminary conceptual landscaping plan proposed to retain and incorporate the existing plant material along the west side of the project area.

Potential Impacts and Mitigative Measures

Act 73 of the Hawaii Revised Statutes mandates that any new or renovated landscapes for any building, housing or other facility developed with State funds must incorporate native Hawaiian plants wherever and whenever feasible. The proposed project includes a landscaping plan that uses native species and will result in more trees, plants and shrubs being planted on the site than currently exists.

4.4 MAMMALIAN AND AVIAN SPECIES

The project site is surrounded by the UH Hilo Main Campus, which is located in an urban area. Although a formal study for mammals and birds was not conducted, it is likely that the introduced species, not native species, would be found on the University's Campus. The recently published *Draft Environmental Impact Statement for the University of Hawaii at Hilo - Mauka Lands Master Plan* (October 2004) was referenced because the Mauka Lands are in relatively close proximity to the project area and that study's observed introduced species are likely to be very similar to what may be found at the project site. It should also be noted that the Mauka Lands is currently characterized as a thick forest, so the number and types of birds seen may have been greater and more diverse than the project site, which is located in a fully developed setting on the Main Campus.

Typical introduced mammalian species that may be found in the vicinity of the project area would include: Small Indian Mongooses (*Herpestes auropunctatus*), Cats (*Felis catus*), or Feral Dogs (*Canis familiaris*). Also likely to occur in the general area would be Rats (*Rattus* spp.) and House Mice (*Mus musculus*).

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With regards to avian species, it is generally accepted that stresses brought about by introduced plants, animals, diseases, and parasites have eliminated lowland populations of native birds. The *Wildlife Survey* conducted in October 2003 for the *Mauka Lands Mater Plan* notes that Pacific Golden Plovers (*Pluvialis dominica*) were seen in flight in the general area. Pueo (*Asio flammeus*) were not observed during the survey, and the project site can only support those foraging. Also no Hawaiian Hawks (*Buteo solitarius*) were observed.

Eight introduced species were observed during the October 2003 survey. The two most abundant include Melodious Laughing Thrushes (*Garrulax canorus*) and Japanese White-eyes (*Zosterops japonica*), which thrive in various habitats with suitable vegetation, feeding on insects, nectar, and fruit. Spotted Doves (*Streptopelia chinensis*) were seen and heard throughout the Mauka Lands parcel, foraging with other species, like Zebra Doves (*Geopelia striata*). Northern Cardinals (*Cardinalis*), Nutmeg Mannikins (*Lonchura punctulata*), and House Finches (*Carpodacus mexicanus*) are normally found in other environments, however were encountered, perhaps due to the diverse habitats and vegetation surrounding the project site. Common Mynas (*Acridotheres tristis*) were seen transiting to surrounding open areas, as the thick forest of the Mauka Lands is not an ideal habitat.

Potential Impacts and Mitigative Measures

Construction of the new Expansion Building is not expected to have a significant impact on mammalian and avian species because the project sit is a developed University campus setting. The predominate species found at the project site and the surrounding vicinity would be introduced species, not native species. Some existing avian species may be displaced during construction. However, the project's landscaping plan provides for an increased number of native trees and plants than currently exist on the site. Any displaced avian and mammal species may relocate to surrounding habitats and may eventually return to the site once the project and landscaping are completed.

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5. ASSESSMENT OF EXISTING HUMAN ENVIRONMENT, POTENTIAL IMPACTS, AND MITIGATIVE MEASURES

5.1 ARCHAEOLOGICAL AND CULTURAL RESOURCES

5.1.1. Archaeological Resources

According to the 1996 University of Hawaii at Hilo Long Range Development Plan, no archeological studies have been documented for the existing UH Hilo main campus, and there are no known archaeological sites on the existing campus (LRDP, page 2-23). The LRDP states that as of 1996, the State Department of Land and Natural Resources, State Historic Preservation Division indicated that none of the structures on campus appear on either the National or State Registries of Historic Places.

The project site consists of a small parking lot and grass-covered lawn. The area surrounding the project site has been previously disturbed as the UH Hilo campus has been developed. As stated previously, it appears that no known historical, archaeological or Native Hawaiian cultural resources are anticipated to be found on the project site.

5.1.2. Cultural Resources

History

Waiakea and Hilo have always been considered rich and sustainable areas to live in. Because of their resources, Waiakea and Hilo are associated with a number of Hawaii's most prominent *alii* (chiefs) and is often mentioned in Hawaiian folklore and history. Both Hilo and Waiakea are mentioned as being residences or as favorite visiting places in famous stories such as: Hiiaka and Pele, Umi-a-Liloa, Ulu, Kawelo, Keaomelemele, and Kuapakaa. In narratives recorded by Kepa Maly, the lands of Waiakea were actually named after a high chief:

...the lands of Waiakea were named for the high chief Waiakea-nui-kumuhonua. The brother of Piiahonua-a-ka-lani and Panaewa-nui-moku-lehua. After departing from Panaewa, Ka-Miki met Haili-kula-manu, who was a guardian of Waiakea. Haili led Ka-Miki and his companions to his chief's compound at Kalepolepo [February 17, 1916]. Arrangements were made for Ka-Miki to compete with the olohe - experts of Waiakea, with the events to be held at the kahua [contest site] at Kalepolepo...

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Waiakea was also the home of Ulu, a legendary man living in a time of famine. Ulu eventually died of starvation and was buried next to a fresh water spring. The next day, an *ulu* (breadfruit) tree filled with fruit stood where he was buried and put an end to the famine in Waiakea. In *Native Planters in Old Hawaii*, Handy and Handy recorded the agricultural development of Waiakea and Hilo:

In lava-strewn South Hilo there were no streams whose valleys or banks were capable of being developed in terraces, but [taro] cuttings were stuck into the ground on the shores and islets for many miles along the course of the Wailuku River far up into the forest zone. In the marshes surrounding Waiakea Bay, east of Hilo, taro was planted in a unique way known as *kanu kipi*...On the lava-strewn plain of Waiakea and the slopes between Waiakea and the Wailuku River, dry taro was formerly planted wherever there was enough soil. There were forest plantation in Panaewa and in the lower fern-forest zone above Hilo Town and along the course of the Wailuku River (Handy & Handy, 1972)

Waiakea was very rich in agriculture in ancient times and became a home for sugar plantations from the mid-1800s through the mid-1900s. Waiakea and Hilo's lands were filled with crops of sugar, as commercial sugar became the primary industry. Waiakea Mill was the largest mill in the district, but by the time of statehood, sugar production in Hilo had declined and the mill eventually shut down. Tourism soon replaced agriculture as the economic mainstay. Hilo now includes an airport, hotels built along Hilo Bay, residential subdivisions, and an accredited University.

The University of Hawaii at Hilo (UH Hilo) campus is situated in the city of Hilo, about 117 acres to the east of the Wailoa Flood Control Channel. West of the flood plain is an additional 173-acre area containing the University Park. With over 3,300 students, UH Hilo is continuously expanding its facilities and has quickly become one of Hawaii's premier universities and a center not only for education and research on the island, but a center for culture and the arts, and employment.

Existing Conditions

Prior to construction of the main campus, the area consisted of mostly Ohia and Uluhe trees. Scattered areas also show evidence of sugar cultivation from the plantation era. The proposed project is located on the main campus, surrounded by the Campus Center Building, the existing Student Services Building and the Theater Building.

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As stated previously, no archaeological studies have been conducted for the existing UH Hilo campus or the Kawili Street property and there are no known archaeological sites on the existing campus.

The following individuals were contacted via phone and/or electronic mail: Mrs. Pualani Kanahale (Professor at UH Hilo, noted Kumu Hula of Halau o Kekuhi, and co-founder of The Edith Kanakaole Foundation), Mr. Larry Kimura (Professor of Hawaiian Studies at UH Hilo), Mr. Jenno Enoncencio (Cultural Specialist / Historian), and Mr. Kepa Maly (Historian, Cultural Specialist).

Both Mr. Jenno Enoncencio and Mr. Kepa Maly were unavailable for comment. Mrs. Pua Kanahale, currently a faculty member of UH Hilo, said that she does not know of any cultural attachments to the project site. Another instructor at UH Hilo, Mr. Larry Kimura said he does not know of any cultural impacts to the proposed site. He added:

The space fronting the general area of the current Student Services building and the Campus Center is mostly in landscaping with an art sculpture, so it is not used in any other way. I have not seen any gatherings there except for some rare photo shots by conferencees in front of the sculpture.

Archaeological and Cultural Resources - Potential Impacts and Mitigative Measures

No known historical, archaeological or Native Hawaiian cultural resources are anticipated to be found on or associated with the project site. Recent consultation with the Department of Land and Natural Resources State Historical Preservation Division indicates that none of the structures on campus appear on either the National or State Registries of Historic Places. If during construction should significant archaeological features be uncovered, immediate archaeological consultation will be sought with the Department of Land and Natural Resources, State Historic Preservation Division in accordance with applicable regulations.

5.2 ROADWAYS AND TRAFFIC

From a regional perspective, the UH Hilo Campus is accessible via Kanoelehua Avenue/Volcano Highway/State Highway 11, the Saddle Road/Highway 20, and the Hilo Bayfront Highway/State Highway 19. Existing and proposed roadways in the more immediate vicinity include:

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Komohana Street, Mohouli Street, Puainako Street, Kapiolani Street, and Kawili Street which provides access to the Project site. Kawili Street (the portion fronting the project site is also referred to as West Kawili) is a two-lane secondary arterial with an 80-foot right-of-way.

Access to the project site will be via West Kawili Street, which then flows into the existing large parking area adjacent to the Campus Center Building. The proposed Expansion Building's location and function is consistent with the University's Long Range Development Plan which calls for the new main entry to campus to be off of West Kawili Street and leading into the general project area.

Potential Impacts and Mitigative Measures

Once completed, the new Expansion Building will not change existing campus roadway or public street traffic patterns. The new Expansion Building should not generate any new traffic because it is supportive of existing UH programs. Traffic associated with those programs will circulate in the future in the same location as it does now because the new Expansion Building will be adjacent to where those existing programs are now located. No new roadway or parking area is required for the project. The small existing parking area fronting the existing Student Services Building #338 will be demolished as part of the project because the new building will occupy that site. Parking for the new building, including staff parking, will be accommodated in the existing large parking lot off of West Kawili Street, near the Campus Center.

5.3 NOISE

5.3.1. Existing Acoustical Environment

Dominant noise sources in the Project vicinity are generated by vehicular traffic, wind, and occasional distant aircraft flybys. The closest public street is West Kawili Street. Existing noise levels reflect the present traffic volumes along major roadways serving the South Hilo District, the higher than posted traffic speeds, and the types of vehicles predominately traveling on the roads (trucks and SUVs with larger tires).

Potential Impacts and Mitigative Measures

Short-term noise impacts to the acoustical environment are likely to occur during the construction phase of the Project, as a result of excavation, grading, and construction activities.

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Typical construction equipment noise ranges between 70 and 95 dBA. Any noise impact from these construction activities would be short-term. Construction equipment would be equipped with mufflers, as required under State Department of Health (DOH) regulations.

In the event where construction noise exceeds, or is expected to exceed, the maximum permissible noise level allowable to property line limits (70 dBA), a permit would be obtained from the DOH to allow these activities and to mitigate potential short-term construction noise impacts. Specific permit restrictions for construction activities are:

“No permit shall allow any construction activities which emit noise in excess of the maximum permissible sound levels...before 7:00 a.m. and after 6:00 p.m. of the same day, Monday through Friday.”

“No permit shall allow any construction activities which emit noise in excess of the maximum permissible sound levels...before 9:00 a.m. and after 6:00 p.m. on Saturday.”

“No permit shall allow any construction activities which emit noise in excess of the maximum permissible sound levels on Sundays and on holidays.”

The project should not result in any significant long-term impacts to the acoustical environment. It is anticipated that the new building will not result in a significant increase in motor vehicle traffic on nearby roadways, which otherwise could potentially increase noise levels along West Kawili Street.

5.4 AIR QUALITY

5.4.1. Existing Air Quality

Air quality in the project area should be relatively good, except for occasional impacts from nearby volcanic emissions and localized traffic congestion. The limited air quality data available for the area from the State Department of Health (DOH) indicate that pollutant concentrations are well within State and Federal air quality standards.

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Potential Impacts and Mitigative Measures

Short-term impacts to air quality will likely occur during construction. Impacts may include fugitive dust, exhaust emissions from stationary and mobile construction equipment, traffic disruption, and workers' vehicles, which may occur to a lesser extent. There is a potential for fugitive dust emissions during all phases of construction. Dust and debris control measures will be implemented. Construction activities must comply with the provisions of *Hawaii Administrative Rules*, §11-60.1-33 on Fugitive Dust.

The project contractor(s) should provide adequate measures to control dust including, but not limited to, the following:

- a. Plan construction to minimize the amount of dust-generating materials and activities and locate potential dust-generating equipment in areas of the least impact;
- b. Provide an adequate water source at the site prior to beginning construction activities;
- c. Landscape and provide rapid covering of bare areas, including slopes, from the initial grading phase;
- d. Minimize dust from any access road;
- e. Provide adequate dust control measures during weekends, after hours, and prior to beginning daily construction activities; and
- f. Control dust from debris being hauled away from the project site.

The project should not result in any significant long-term impacts to air quality. It is anticipated that the new building, as an adjunct to existing university functions and student services, will not result in a significant increase in motor vehicle traffic on nearby roadways, which could potentially cause long-term impacts on ambient air quality in the vicinity of the Project.

5.5 VISUAL RESOURCES

5.5.1. Existing Visual Resources

Existing important visual resources in the Hilo area include major landforms, open spaces, viewing points, scenic drives, and other physical features. The *General Plan* of the County of Hawaii (County 1989) along with the current draft *General Plan Update* (County 2001) identify a number of sites as important scenic resources contributing to the natural beauty of the South

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Hilo District. Visual resources in this district are generally dominated by views associated with the coastline and of Mauna Kea and Mauna Loa. Other resources include the many waterfalls associated with Wailuku River Valley.

Campus Views

The project site, although surrounded by existing buildings and parking areas on the UH Hilo Campus, is located near the 1996 LRDP's proposed new main entry to the campus, which calls for widening and realignment of the existing entry fronting the Campus Center. The LRDP indicates that the proposed new main entry on Kawili Street is an opportunity to create enhanced roadway views into the campus. The new Expansion Building, as previously stated, has been designed to be a welcoming modern structure that faces the new main campus entry. The new building will enhance views into this area, which will add to the overall image of the campus.

Potential Impacts and Mitigative Measures

The Project is not expected to have significant impacts on the view planes toward the site or adversely effect important public viewing points or visual resources. New views of Mauna Kea, Mauna Loa, and the coastline would be created from within the Project site, as the property is currently inaccessible to the public.

Zoning regulations (RS-10 Single Family Residential) for the Project site limit the height of structures to thirty-five feet (35 feet). The proposed building is within the 35-foot height limit. It ranges from 18 feet in height (finish floor to top of roof) at the one-story west end to 32 feet in height (finish floor to top of roof) at the two-story east end. The new building is consistent with the scale of the surrounding buildings and is designed to integrate into the natural slope of the site. Design plans would incorporate existing trees and native plants into the landscaping concept to further minimize visual impacts.

5.6 SOCIAL IMPACT

Hilo is the capital of the County of Hawaii and the center of much of the island's agricultural activity. Since 1905 when the County government was instituted, Hilo has been the government center for the island.

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The long-term forecast for Hawaii County includes steady growth. The population is expected to grow by about one percent annually, with jobs and personal income growing at about 1.6 percent annually.

According to the 2000 U.S. Census data, the County's total population is 148,677 persons with Hilo being the most populous town. The Hilo Census Designated Place (CDP) has a total population of 40,759 persons and 14,577 households. The median age of residents in the Hilo CDP is the same as that for the County as a whole, 38.6 years old, which is slightly greater than the State median.

The majority of housing units are located within established subdivisions, many of which are located north above the UHH campus, south along Puainako Street, and within a two-mile radius in the urbanized area of Hilo town.

Potential Impacts and Mitigative Measures

The project is not expected to significantly impact the existing character of the South Hilo District. The proposed new Student Services Expansion Building will provide a centralized location for a number of scattered offices and programs that already exist on campus. Although it is likely that new staff, new students and families will move to Hilo from Oahu or areas outside the State, that relocation will occur slowly over several years. Population is not expected to increase due to the proposed project.

5.7 ECONOMIC IMPACT

Hawaii County has transformed over the last four decades, from a plantation economy to one of multiple economies. Tourism, diversified agriculture, construction, and local niche industries such as astronomy have replaced sugar as the primary economy. The largest industries in terms of employment are in trade (retail and wholesale) and services. Hotels accounted for approximately 6,800 jobs in 2000, while agriculture supported only 2,650 jobs. Tourism is especially important in East Hawaii, with Volcanoes national Park attracting 2.7 million visitors per year.

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Potential Impacts and Mitigative Measures

The proposed project's impact on the economic character of Hawaii County includes capital investment, employment during construction and operation, wages paid, and other regional monetary and employment effects. The project will result in short-term construction related jobs, both on and off-site, during the building phase. Once the new structure is completed, it is anticipated that the new Student Services Expansion Building project will not have a significant impact on long-term employment. This is because the new building will provide a centralized location for a number of scattered offices and programs that already exist on campus. At this time, there is no anticipated significant increase in employment or student enrollment due to the project.

5.8 INFRASTRUCTURE

The following information was prepared by SSFM International, Inc. in March 2004 as documentation for the Civil Engineering Basis of Design for the project.

5.8.1. Drainage and Grading

Drainage Standards

The County of Hawaii's Storm Drainage Standards (dated 1970) document was used to analyze the existing and proposed drainage conditions at the site. Per the County of Hawaii Drainage Standards, a 10-year recurrence interval will be used in the storm drainage analysis. Based upon the Storm Drainage Standards, the Rational Method will be used to calculate the peak storm water runoff flows.

Existing Drainage Conditions

The existing terrain of the project site has a tiered effect. The north end of the site sits at approximate elevation 134.0'. The existing ground then slopes to the south at an approximate 3% slope. There is an approximately 25% slope in the area of the existing Student Services Building. Storm runoff from the project site presently sheet flows to the south and drains into an existing drywell to the south of the existing Student Services Building.

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The Student Services Building is outside of any known flood boundaries. Furthermore, the project site is not a shoreline property and lies entirely outside of the coastal flood zone attributable to either high wave action or tsunami.

Proposed Drainage Improvements and Grading

The site of the new Expansion Building will be graded to direct drainage away from the proposed building. Yet, the overall storm drainage pattern of the project area will be maintained. Storm runoff will continue to flow to the south and east. The estimated existing storm runoff is 6.25 cubic feet per second (cfs) and the estimated runoff quantities with the improvements is 8.68 cfs. Thus, the project is estimated to increase runoff by 2.43 cfs. This increase in runoff is anticipated since the new building adds to the site's impervious area. Storm water runoff will be surface drained in grass-lined swales and then discharged into new drywells. The flow of rainwater through the grass-lined swales will have a bio-filtration effect on the rainwater. Several of the proposed downspouts will be tied directly into drywells.

In addition to preserving the current drainage paths, the proposed grading for the new Expansion Building will also strive to prevent an excessive amount of material from being imported or exported off-site.

The western wing of the new Expansion Building will sit at approximately the existing ground elevation of 134.0 feet. The center portion of the new Expansion Building will be a multi-story building with a finished floor elevation of 134.0 feet on the west side and approximately 132.0 feet on the east side. The eastern wing of the new Expansion Building will sit at approximately the existing ground elevation of 124.0 feet. It is likely that new earthwork fill will be required in the area of the center of the building in order to achieve the desired grading scheme.

Potential Impacts and Mitigative Measures

Potential downstream impacts from clearing, grading, and construction activities will be mitigated by erosion control measures such as silt fences and a gravel ingress/egress. The design of the new Student Services Building will also require that a geotechnical investigation be conducted to aide in the slope and pavement structure designs. All drainage, grading and erosion control activities will be designed and constructed in accordance with applicable Department of Public Works (DPW) standards.

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5.8.2. Water System

The County of Hawaii Water, System Standards (dated 2002) will be used to analyze and design the proposed water system. The fire protection requirements of the Hawaii County Fire Department will be adhered to.

Existing Water System Conditions

There is an existing 6-inch waterline and fire hydrant to the southeast of the new Expansion Building. This existing 6-inch waterline is connected to an 8-inch waterline in Kawili Street to the south. The 6-inch waterline is on the UH Hilo campus and the 8-inch waterline is owned and maintained by the Department of Water Supply (DWS). The existing fire hydrant to the southeast of the proposed new Expansion Building is available for fire protection purposes.

Proposed Improvements

Due to the new Expansion Building, a net water demand increase of approximately 124 fixture units is anticipated. Further analysis will be required to ensure the on-site water system and off-site water systems have adequate capacity to accommodate the proposed improvements. The proposed domestic water connection and the proposed fire protection connection to the new Expansion Building will be on the south side of the new building. In order to accomplish fire protection for the new building, a new 6-inch waterline will surround a portion of the new building. Additional fire hydrants will be installed to serve fire protection purposes. The design of the proposed water system shall comply with DWS's Water System Standards, 2002.

5.8.3. Wastewater System

The City and County of Honolulu, Design Standards of the Department of Wastewater Management (dated July 1993) will be used to analyze and design the wastewater collection system.

Existing Wastewater System Conditions

There is an existing 8-inch sewer line to the southeast of the new Expansion Building. An existing sewer line from the existing Student Services Building #338 will need to be rerouted around the new Building's footprint. The rerouted sewer line will connect back into the existing 8-inch sewer line.

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Proposed Improvements

The on-site sewer system improvements will collect and convey wastewater from the new Expansion Building to the existing 8-inch sewer line. The proposed sewer system will be designed in accordance with the County of Hawaii.

Due to the new Expansion Building, there will be an increase in the wastewater production from the Student Services Building. Per the County of Hawaii Wastewater standards, new sewer lines shall be designed on the basis of an average per capita flow of wastewater of 80 gallons per day. Therefore, based on this design criterion the proposed Average Daily Flow is:

$$\begin{aligned} \text{Average Daily Wastewater Flow} &= 337 \text{ persons} * 80 \text{ gallons/cap/day} \\ &= 70,960 \text{ gallons/day} \end{aligned}$$

New sewer laterals and sewer lines from the Student Services Building will be sized and designed adequately to convey the peak wastewater flow. In addition, the new sewer laterals and sewer lines will be adequately designed to achieve a "self-cleaning" velocity of 2.0 feet per second during the average daily wastewater flows. However, further analysis will be required to ensure the existing 8-inch sewer line is sized adequately for the increase in wastewater flows due to the new Expansion Building.

5.8.4. Plumbing

All plumbing fixtures will be specified to be low-flow or low-consumption type. The existing Student Service Building #338 will be provided with new plumbing fixtures using the existing rough-in water, waste, and vent piping. Existing above ground cast iron waste and vent piping will be replaced as the piping has been in service beyond its useful life. Existing copper domestic piping shall be reused where possible.

Existing below grade piping will be reused where feasible. Original building plans show a cesspool is used for sewer. It is recommend that this cesspool be removed and a new sewer lateral be provided for the existing building. Each toilet room will be isolated with separate shut off valves. Hot water shall be provided only for Janitor and Break rooms, via instantaneous electric water heaters. No hot water will be provided for restrooms. Hose bibbs will be provided on the new building exterior and in the chiller yard.

5.8.5. Fire Protection

The new building will be provided with a wet pipe fire sprinkler system throughout the entire building, including stairs. Covered walkways, attached to, but exterior to the building shall not

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be provided with fire sprinklers unless combustibles are present under them. The fire sprinkler system shall report to the fire alarm panel in the event of flow equivalent to a single sprinkler head.

The existing building #338 does not have an existing fire sprinkler system and will not be provided with a fire sprinkler system.

5.9 UTILITIES

The Hawaii Electric Light Company, Inc. (HELCO), a privately owned utility company regulated by the State Public Utilities Commission, provides electrical power to the Island of Hawaii. HELCO's network of power plants serving Hilo includes the Kanoiehua Power Plant, Puna Power Plant, Wailuku Hydro Power Plant, Hilo Coast Power Plant, and Shipman Power Plant. An overhead 12.57 kV line from the HELCO substation on Komohana Street runs along Kawili Street.

Verizon Hawaii provides telephone service to the area near the Project site from its switching station at the corner of Nowelo Street and South Aohökü Street. An overhead telephone line runs along the mauka side of Kawili Street from a telephone pole located at the corner of Kawili Street and Puainako. Cable is provided by Hawaiian Cablevision.

Potential Impacts and Mitigative Measures

Electrical, telecommunication and cable television services are all provided by independent privately owned utility companies that are regulated by the Public Utilities Commission. The proposed Project would not result in a significant increase in demand and therefore it is not anticipated to result in any adverse impacts at the site or on the ability of the utility companies to provide the services.

5.10 SOLID WASTE DISPOSAL

The Solid Waste Division of the County Department of Environmental Management is responsible for administering the island's solid waste management system. This division operates two active County landfills, South Hilo and Puuanahulu in West Hawaii. The County does not currently provide solid waste collection service in this area. Most large facilities, such as the UH Hilo, contract with a private company to haul solid waste to the County's landfill site in Hilo.

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Potential Impacts and Mitigative Measures

Construction of the project will generate solid waste that is typical of construction-related activities over a short time period. The contractor will be required to remove all debris from the site and properly dispose of it at the South Hilo Landfill in conformance with County regulations. Solid waste associated with the operation of the new facility would be removed from the site by the UH Hilo's private contractor. Such activities are expected to have a minor impact on County solid waste facilities.

5.11 PUBLIC SERVICES

The Hawaii County Police Department (HCPD), headquartered in Hilo, is divided into several districts and beats with law enforcement jurisdiction throughout the entire Island of Hawaii. There are over 500 administrative personnel and police officers. The Project site is located within the Police Department's South Hilo District. This district includes the department's central headquarters located in the County's Public Safety Building.

The Hawaii County Fire Department (HCFD) has fire protection jurisdiction throughout the entire Island of Hawaii. HCFD has a force of over 300 working administrative personnel and firefighters. In the South Hilo District, there are four 24-hour full-time fire stations, which are the Central, Waiakea, Kaumana, and Kawaihonihi substations. Amongst these four stations there is a total of between 22 and 26 personnel on every shift. The Kawaihonihi Fire Station, referred to as Station #3, is a fire and Emergency Medical Services operation, which is the closest station to the Project site. It would provide primary service if needed. The other three stations would provide any necessary back-up services.

In addition, there is the Hilo Medical Center, the only hospital in Hilo, which is located several miles from UH Hilo. There are many other public facilities in the form of recreational facilities, public parks, auditoriums, and recreation centers located in Hilo and the surrounding areas.

There are three public school complexes in Hilo: Waiakea High School, Waiakea Intermediate School, and Waiakea Elementary School. All of these public school facilities are somewhat close in proximity to the Project site. However, the scale of the new building is relatively minor in comparison with the scale and function of the existing UH Hilo Campus.

Potential Impacts and Mitigative Measures

Short-term construction activities associated with the Project may impact traffic flow on West Kawili Street. Off-duty police officers may be hired to assist with traffic control during such

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short-term construction activities. However, utilizing off-duty officers is not expected to negatively impact the Police Department's operations.

The Project is not expected to have a significant impact on the Police Department's ability to continue providing protective services for the area residents and general public. Daily patrols of the area should not be disrupted or negatively impacted by the Project.

The Project is not expected to have a significant impact on the Fire Department's ability to continue providing protective services for area residents, the general public and the UH Hilo Campus. The Project would be designated to meet fire code requirements. Emergency and fire vehicle access will be provided from existing entry roads and internal roadways.

It is anticipated that the new Project building will not have any significant direct, secondary or cumulative impacts on the County's ability to continue to provide public services. No mitigation is proposed.

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6. ALTERNATIVES TO THE PROPOSED ACTION

6.1 NO ACTION ALTERNATIVE

The "no-action" alternative would involve no changes to the existing conditions or to the project site. The Office of Student Affairs would continue to have numerous program offices scattered throughout the campus. The Chancellor's Cluster of offices would remain in Building #335 which was not designed for the current use.

Students would have to continue to go to a number of different buildings, offices and locations to address the closely related functions like registration, student records, financial aid, and student counseling. Similarly, the staff and administrative offices of these functions would not be co-located. The "no-action" alternative would maintain the existing inefficient and inconvenient student services experience for the increasing student population and the University Administration and staff.

The "no-action" alternative would not be consistent with the *UH Hilo Long Range Development Plan*, which calls for a new Student Services-related building to be constructed at the proposed project site. Under the "no-action" scenario, the project site would remain undeveloped and essentially retain its existing environmental setting.

6.2 ALTERNATIVE DESIGN SCHEMES

In the initial stages of the study for the proposed project, Urban Works, Inc. created a detailed space program with square footage requirements for each office position, which was developed and reviewed by the users and the UH Hilo Office of Facilities Planning.

In December 2002, following the approval of the space program, three (3) conceptual site plan options were presented to the users for input and comment. The user groups were to evaluate the options and determine a preferred option. A preferred option was selected in January 2003. Plans, building elevations, building sections and computer renderings of the final preferred option/schematic design were then presented in March 2004.

The other site plan proposals had included: a 4-story building configuration, rather than the preferred 2-story option; an entrance facing the Learning Resource Center rather than Kawili Street (which would not have been consistent with the LRDP); traditional "boxy" building mass, rather than the preferred design which integrates with the site's contours; and the "one-stop" service area was not included.

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6.3 THE PREFERRED ALTERNATIVE

The preferred alternative is to proceed with the construction of the new Student Services Expansion Building and interior renovation of the Existing Student Services Building #338, as approved by UH Hilo University's Administration. The preferred alternative serves the public purpose and is consistent with the UH Hilo Long Range Development Plan that calls for a new *student services-related building that is a "semi-separate addition to Student Services Building #338"*.

The new Expansion Building will meet the needs of a growing student population and will improve student accessibility to critical administration functions. It will offer a "one-stop" experience where students can access essential services in one location, including admissions, student records, financial aid, and counseling.

Together Building #338 and the new Student Services Expansion Building will create a "front door" to the campus that is consistent with UH Hilo's LRDP, which calls for the new main campus entry to be located off of Kawili Street. The new Expansion Building is a key facility that will likely be the first building visited by potential students and parents. It has been designed to be welcoming and enticing, and will flow into and integrate with the existing campus.

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7. DETERMINATION, FINDINGS, AND REASONS FOR SUPPORTING DETERMINATION

7.1 SIGNIFICANCE CRITERIA

Chapter 200 (Environmental Impact Statement Rules) of Title 11, Administrative Rules of the State Department of Health establishes criteria for determining whether an action may have a significant impact on the environment. The Rules establish "significance criteria" for making the determination. The relationship of the proposed project to the thirteen criteria is provided below.

- 1. Involves an irrevocable commitment to loss or destruction of any natural or cultural resource;**

The area surrounding the existing project site has been modified extensively as the UH Hilo campus has developed with the construction of buildings, walkways, underground infrastructure lines and landscaping. The proposed Expansion Building will not incur loss or destructions of natural or cultural resources in the area. The project site does not contain any known natural or cultural resources.

- 2. Curtails the range of beneficial uses of the environment;**

No change in the beneficial use of the environment is expected to occur as a result of the new Expansion Building. The proposed structure is located in the interior of the main campus and has been design to enhance the beneficial use of the surrounding environment through the creation of pathways and landscaping.

- 3. Conflicts with the state's long-term environmental policies or goals and guidelines as expressed in chapter 344, HRS, and any revisions thereof and amendments thereto, court decisions, or executive orders;**

The proposed Expansion Building does not conflict with the State of Hawaii environmental policy and is consistent with the University of Hawaii at Hilo's Long Range Development Plan.

- 4. Substantially affects the economic welfare, social welfare, and cultural practices of the community or State;**

The proposed Expansion Building will have a positive impact on the economic and social welfare of the University and the community by supporting the on-going programs at

UH HILO STUDENT SERVICES BUILDING EXPANSION
Final Environmental Assessment

UHH. The University of Hawaii at Hilo serves as a major employer and economic engine for Hawaii County. The construction of the new building will provide short-term employment opportunities for the construction industry.

5. Substantially affects public health;

Public health may be temporarily affected by air and noise impacts during the construction period. However, these will be short-term in duration and relatively insignificant, especially when weighted against the positive economic and social benefits associated with the project. The long-term operations of the new Expansion Building will not have a significant impact on air quality or noise levels.

6. Involves substantial secondary impacts, such as population changes or effects on public facilities;

The new Expansion Building project is not expected to involve substantial long-term secondary impacts associated with population. While more students may attend the University of Hawaii at Hilo in the future, that attendance is not directly due to the proposed project.

7. Involves a substantial degradation of environmental quality;

Impacts are anticipated to be minimal to air quality, noise levels, natural resources, and the existing land use associated with construction of the new Expansion Building. Mitigation measures will be employed as required by County regulations to minimize potential short-term effects from construction activities. The proposed project does not constitute substantial degradation of environmental quality.

8. Is individually limited but cumulatively has considerable effect upon the environment or involves a commitment for larger actions;

The proposed project does not involve a commitment for a larger action at this time. This scale of the new building is relatively small when contrasted with the overall campus and numerous existing buildings. The construction of the new Expansion Building is consistent in function and location with the University's LRDP. The proposed project does not create significant adverse effects upon the environment.

UH HILO STUDENT SERVICES BUILDING EXPANSION
Final Environmental Assessment

9. Substantially affects a rare, threatened, or endangered species, or its habitat;

There are no known rare, threatened or endangered species or its habitat at or near the project site, which is located in an urban setting.

10. Detrimently affects air or water quality or ambient noise levels;

The proposed project does not significantly detrimentally affect air or water quality or ambient noise levels. Site work will be in accordance with grading permit conditions to minimize erosion, non-point source pollution and dust. The drainage system will be designed in compliance with County and State regulations so as not to adversely impact adjacent property.

11. Affects or is likely to suffer damage by being located in an environmentally sensitive area such as a flood plain, tsunami zone, beach, erosion-prone area, geologically hazardous land, estuary, fresh water, or coastal waters;

The project site is not located near coastal waters. The Federal Emergency Management Agency's FIRM Insurance designation for the project site is Zone X – areas determined to be outside of the 500-year floodplain. The project is not located in an environmentally sensitive area and is unlikely to affect or suffer damage from natural forces such as flooding.

12. Substantially affects scenic vistas and view planes identified in county or state plans or studies;

The new Expansion Building will be designed and built to conform to the County zoning requirements and building codes, and will not affect any identified scenic vistas and view planes.

13. Requires substantial energy consumption.

Construction of the project will not require substantially more energy consumption that would be required for projects of similar type and scale. The project has been designed to incorporate energy saving features such as use of day lighting and energy efficient lighting systems. Proper building orientation, selection of materials and finishes, and provision of landscaping have been utilized to reduce heat loads where practical.

UH HILO STUDENT SERVICES BUILDING EXPANSION
Final Environmental Assessment

7.2 DETERMINATION

On the basis of impacts and mitigative measures examined in this document and analyzed under the above criteria, it is anticipated to be determined that the proposed Student Services Building Expansion project will not have a significant effect on the local, County or Statewide physical or human environments. Pursuant to Chapter 343, *Hawaii Revised Statutes*, the Accepting Authority, which in this case is the University of Hawaii at Hilo, would issue a Finding of No Significant Impact (FONSI).

UH HILO STUDENT SERVICES BUILDING EXPANSION
Final Environmental Assessment

8. AGENCY AND PUBLIC CONSULTATION AND REVIEW

The following agencies, organizations and individuals were consulted during the course of planning for the proposed Student Services Building #338 Expansion Project, and for the purposes of this environmental assessment.

State of Hawaii

University of Hawaii

Office of Capital Improvements, Manager of Facilities Planning and Design

University of Hawaii at Hilo

Chancellor

Facilities Management

University Relations, Director

University Relations, Director of University Publications

University Relations, Director of Marketing and Alumni Affairs

Office of Student Affairs

Vice Chancellor

Admissions and Records,

Career Services

Counseling and Student Development Center

Financial Aid Services

Gender Equity

International Student Services

Women's Center

Vice Chancellor for Academic Affairs

Human Resources, Director (Administrative Affairs)

County of Hawaii

Building Department

Planning Department

Public Utilities

Hawaiian Electric Company

UH HILO STUDENT SERVICES BUILDING EXPANSION
Final Environmental Assessment

9. COMMENTS AND RESPONSES ON THE DRAFT EA

Comments received on the Draft EA and response letters are contained in this section.

State of Hawaii
Office of Environmental Quality Control

County of Hawaii
Planning Department

LINDA LINGLE
GOVERNOR OF HAWAII



STATE OF HAWAII
OFFICE OF ENVIRONMENTAL QUALITY CONTROL

235 SOUTH BERETANIA STREET
SUITE 702
HONOLULU, HAWAII 96813
TELEPHONE (808) 586-4185
FACSIMILE (808) 586-4186
E-mail: oecc@health.state.hi.us

GENEVIEVE SALMONSON
DIRECTOR

February 8, 2005

Bill Chen
UHH Administrative Affairs
200 West Kawili Street
Hilo, HI 96720

Attn: Loli Chih

Dear Mr. Chen:

Subject: Draft environmental assessment (EA)
UHH Student Services Building Expansion

We have the following comments:

User group meetings: In the final EA give a synopsis of the issues raised at the user group meetings. A transcript is not required, just a synopsis.

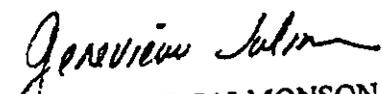
Consultations: In the final EA document all contacts made during the pre-consultation phase and include copies of any correspondence.

Timeframe: What is the anticipated date of opening of the new building?

Paving: Hawaii Revised Statutes 103D-407 requires the use of recycled glass in paving materials whenever possible. Indicate if this will be incorporated into the construction plans.

If you have any questions, call Nancy Heinrich at 586-4185.

Sincerely,


GENEVIEVE SALMONSON
Director

c: James Leonard



LAND PLANNING
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JAMES LEONARD, AICP
PRINCIPAL
HILO OFFICE

GRANT MURAKAMI, AICP
SENIOR ASSOCIATE

TOM SCHNELL, AICP
ASSOCIATE

RAYMOND T. HIGA, ASLA
ASSOCIATE

KEVIN NISHIKAWA, ASLA
ASSOCIATE

HONOLULU OFFICE
1001 BISHOP STREET
ASB TOWER, SUITE 650
HONOLULU, HAWAII 96813-3404
TEL: (808) 521-5631
FAX: (808) 523-1402
E-MAIL: sysadmin@pbrhawaii.com

HILO OFFICE
102 ADAMS STREET
HILO LAGOON CENTER BUILDING
HILO, HAWAII 96720-3500
TEL: (808) 935-3333
FAX: (808) 935-3333

March 29, 2005

Ms. Genevieve Salmonson
Director
State of Hawaii
Office of Environmental Quality Control
235 South Beretania Street, Suite 702
Honolulu, HI 96813

Dear Ms. Salmonson:

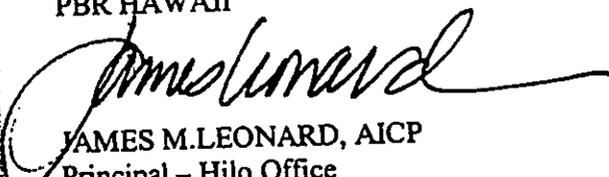
**SUBJECT: DRAFT ENVIRONMENTAL ASSESSMENT
UNIVERSITY OF HAWAII AT HILO
EXPANSION OF STUDENT SERVICES BUILDING #338
TMK: (3)2-4-57:25 (POR.) AND 26 (POR.)**

Thank you for your letter dated February 8, 2005. The following responds to your office's comments provided on the Draft Environmental Assessment (EA) for the subject project.

1. **User Group Meetings.** The Final EA will have an appendix that contains notes taken during the user group meetings.
2. **Consultations.** The Final EA will contain a list of individuals and agencies contacted during the planning stages of the project. Available written correspondence that was part of the pre-consultation period will also be included in the Final EA.
3. **Timeframe.** At the time of this writing, construction monies have not yet been budgeted by the State. Therefore, an estimate for the opening date for the proposed new building is not yet available.
4. **Paving.** The Final EA will contain a statement that, where practical, recycled glass will be used in paving materials.

A copy of your comment letter and this response letter will be included in the Final Environmental Assessment.

Sincerely,
PBR HAWAII


JAMES M. LEONARD, AICP
Principal - Hilo Office

Cc: Lo-li Chih, University of Hawaii at Hilo
Kyle Hamada, Urban Works

Harry Kim
Mayor



Christopher J. Yuen
Director

Roy R. Takemoto
Deputy Director

County of Hawaii
PLANNING DEPARTMENT
101 Pauahi Street, Suite 3 • Hilo, Hawaii 96720-3043
(808) 961-8288 • Fax (808) 961-8742

February 15, 2005

Mr. Lo-Li Chih
University of Hawaii at Hilo
200 West Kawili Street
Hilo HI 96720

Dear Mr. Chih:

Draft Environmental Assessment
Subject: University of Hawaii at Hilo
Expansion of Student Services Building #338
T Map Key: 2-4-57:por. of 25 and por. of 26

In response to the above referenced document submitted for our review, we have the following to offer:

1. By Consolidation No. 363 approved on March 13, 1979, TMK: 2-4-57:25 and 26 and TMK: 2-4-1:por. 07, 162 and 163 were consolidated into a 115.164 acre lot. We have enclosed a copy of this map for your file.

The County of Hawaii Real Property Tax Office does not have any record that this Consolidation Map for the University of Hawaii at Hilo was recorded with the Bureau of Conveyances. The Department of Accounting and General Services Land Survey Division should be contacted regarding the status of this consolidation.

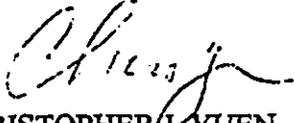
2. 3.5 Approvals and Permits: Plan Approval is required for the proposed project.

Hawai'i County is an equal opportunity provider and employer.

Mr. Lo-Li Chih
Page 2
February 15, 2005

If you have questions, please feel free to contact Esther Imamura or Larry Brown of our Department at 961-8288.

Sincerely,



CHRISTOPHER J. YUEN
Planning Director

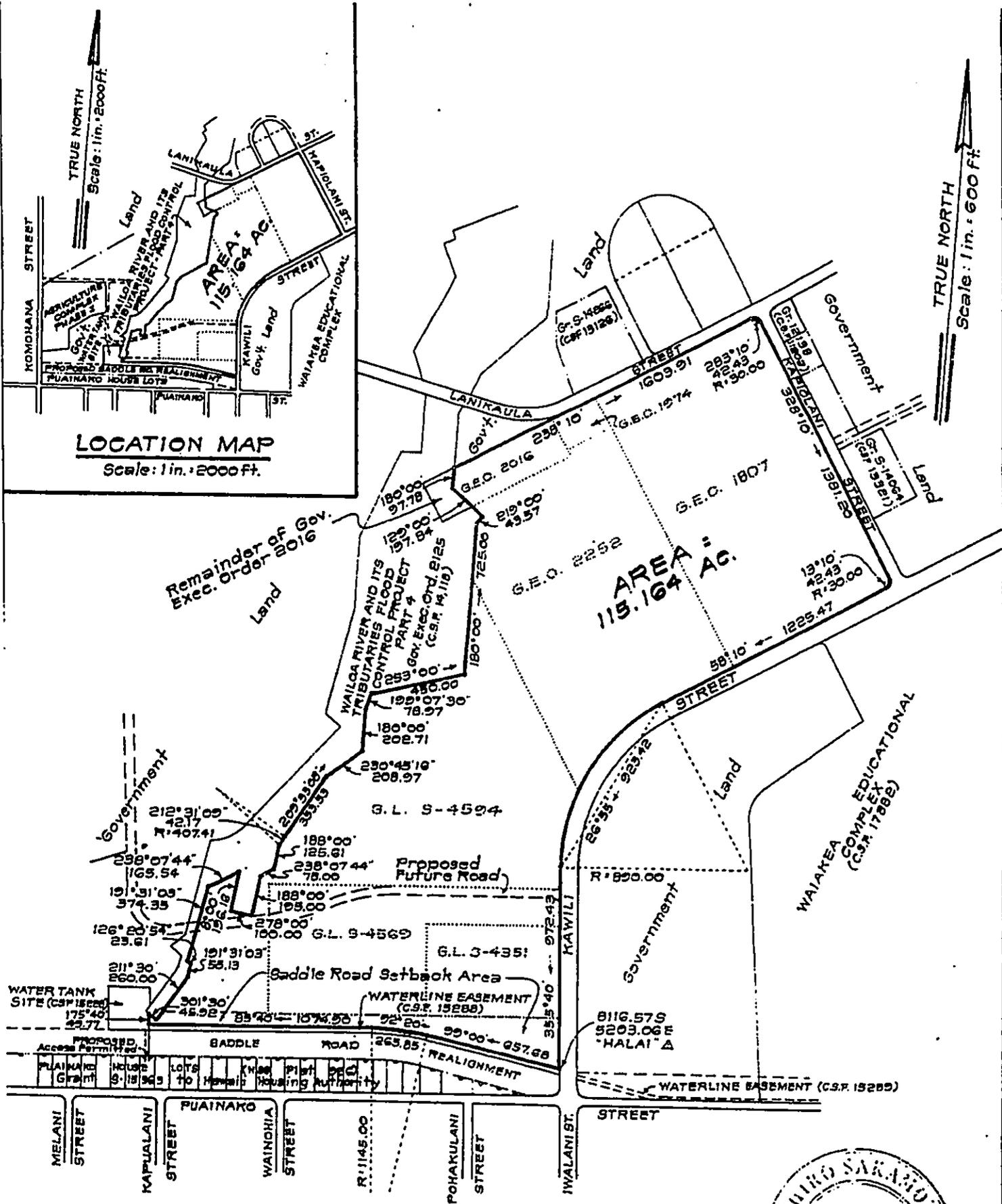
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PAWPWIN60\ETI\EA\draft\Pre-consul\ChihLeonardUHStudentServBldg.doc

Enclosure: Con. No. 363

xc: Office of Environmental Quality Control
235 South Beretania Street, Suite 702
Honolulu HI 96813

University of Hawaii at Hilo
Attn: Mr. Lo-Li Chih
200 West Kawili Street
Hilo HI 96720

Mr. James Leonard
PRB Hawaii
101 Aupuni Street, Suite 310
Hilo HI 96720



LOCATION MAP
Scale: 1 in. = 2000 ft.

TRUE NORTH
Scale: 1 in. = 2000 ft.

TRUE NORTH
Scale: 1 in. = 600 ft.

MELANI STREET
KAPUALANI STREET
PUAINAKO STREET
WAINOHIA STREET
R: 1145.00
FOKAKULANI STREET
IWALANI STREET



**CONSOLIDATION MAP
UNIVERSITY OF HAWAII
AT HULA**

This work was prepared by me or under



LAND PLANNING
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ENVIRONMENTAL STUDIES

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ASSOCIATE

HONOLULU OFFICE
1001 BISHOP STREET
ASB TOWER, SUITE 650
HONOLULU, HAWAII 96813-3484
TEL: (808) 521-5631
FAX: (808) 523-1402
E-MAIL: sysadmin@pbchawaii.com

HILO OFFICE
101 AUPUNU STREET
HILO LAGOON CENTER SUITE 310
HILO, HAWAII 96720-4262
TEL: (808) 961-3333
FAX: (808) 961-4989
E-MAIL: pbhilo@hawaii.com

WAILUKU OFFICE
2123 KALANANAKU DRIVE
WAILUKU, HAWAII 96793-2000
TEL: (808) 935-2000
FAX: (808) 935-2000
E-MAIL: pbwailuku@hawaii.com

April 5, 2005

Mr. Christopher J. Yuen
Planning Director
County of Hawaii
Planning Department
101 Pauahi Street, Suite 3
Hilo, Hawaii 96720-3043

Dear Mr. Yuen:

**SUBJECT: DRAFT ENVIRONMENTAL ASSESSMENT
UNIVERSITY OF HAWAII AT HILO
EXPANSION OF STUDENT SERVICES BUILDING #338
TMK: (3)2-4-57:25 (POR.) AND 26 (POR.)**

Thank you for your letter dated February 15, 2005. The following responds to your office's comments provided on the Draft Environmental Assessment for the subject project.

1. Following research at the State Department of Accounting and General Services (DAGS), Land Survey Division and consultation with your office, we understand that the consolidation of TMK:(3)2-4-01: 07 (por.), 162, and 163 has been fully documented and a new TMK number for the consolidated lot is being assigned by your office. Additionally, we understand that the parcel consolidation does not need to be recorded with the Bureau of Conveyances in that it involves the consolidation of existing parcels of land belonging to the State.
2. "Section 3.5 Approvals and Permits" of the Final Environmental Assessment will state that Plan Approval is required for the proposed project.

A copy of your comment letter and this response letter will be included in the Final Environmental Assessment.

Sincerely,
PBR HAWAII

JAMES M. LEONARD, AICP
Principal - Hilo Office

Cc: Lo-li Chih, University of Hawaii at Hilo
Kyle Hamada, Urban Works

UH HILO STUDENT SERVICES BUILDING EXPANSION
Final Environmental Assessment

10. REFERENCES

- County of Hawaii. (1989) *County of Hawaii: 1989 General Plan*.
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http://www.hawaii-county.com/general_plan_rev/gprevision.htm (December 2003).
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- Ohashi, Tim J. (2003) *Wildlife Survey University of Hawaii at Hilo Mauka Lands*. Volcano, Hawaii.
- PBR Hawaii. (2004) *University of Hawaii at Hilo Mauka Lands Master Plan Draft Environmental Impact Statement*. Honolulu, Hawaii.
- PBR Hawaii and Kajioka Okada Yamachi Architects. (1996) *Hawaii Community College Long Range Development Plan*. Honolulu, Hawaii.
- SSFM International, Inc. March 2004. *Civil Engineering Basis of Design for University of Hawaii at Hilo Expansion to Student Services Building #338*. Working paper.
- United States Department of Agriculture Soil Conservation Service. (1972) *Island of Hawaii, State of Hawaii*.
- University of Hawaii Press. 1998. *Atlas of Hawaii, Third Edition*.
- University of Hawaii at Hilo website, 2004, www.uhh.hawaii.edu, General Catalog.
- Urban Works, Inc. March 2004. *Architectural Basis of Design – Expansion to Student Services Building (#338)*. Working paper.

APPENDIX A

User Group Meeting Notes
(Urban Works)

Date:	March 10, 2004	Job Number:	0136
To:	UH Hilo	Job Name:	Expansion to Student Services Building (#338), UH Hilo Campus
		Subject:	Conceptual design final review
		Distribution:	UH Hilo meeting participants
Attention:	Meeting participants, Department Heads		

Meeting location: the CAS Dean's Conference Room 307

Date: March 8, 2004 @ 1:00 P.M.

Attendees:	Keith Miser (KM)	UHH Vice Chancellor for Student Affairs
	Bill Chen (BC)	UHH Vice Chancellor for Administrative Affairs
	Chris Lu (CL)	UHH Vice Chancellor Academic Affairs
	Maynard Young (MY)	UH Director of Facilities Planning Office
	Loli Chih (LC)	UHH Facilities Planning
	Jim Mellon (JM)	UHH
	Alyson Y. Kakugawa-Leong	UHH University Relations, Director University Publications
	Lorrin Matsunaga, AIA	Urban Works
	Kyle Hamada	Urban Works

Items Discussed:

Lorrin Matsunaga summarized the events leading to the final review of the Conceptual Design. The design presented today is based upon a preferred plan selected from three options presented in January 2003. The following comments were based upon a power point presentation presented by Lorrin Matsunaga.

1. CL: Air conditioning should be minimized as much as possible. Natural ventilation should be maximized. KM: air conditioning is a good idea, but computers, forms, records, etc requires an air conditioned environment. Note: Air conditioning is a requirement for UH projects.
2. CL: As much as possible modular office units should be used instead of built in offices. Modular office setup encourages interaction between staff and more flexibility for future use. KM: privacy issues must be considered with the modular office setup especially at the counseling offices.
3. KM: Likes clustering of functions with shared support spaces ie conference rooms, xerox rooms etc. CL: staff support should also be shared, ie secretarial.
4. BC: One stop information booth is too small for 8-9 people – will not work. KM: Suggests bank teller setup for the one stop information area – more people friendly. KM: suggests shifting Registrars and Business Office section northward for more one stop space.
5. BC: File and Archival storage at Financial Aid, Admissions, Business Office and Registrars office is too generous. Digital archiving in the future will require less space.

Unless written revisions are received within seven days, we shall assume the statements contained herein are accepted.

Note: Digital archiving has not fully been implemented to date. Existing archival storage at old gym is not fully water tight. Space is required for interim hard copy storage.

6. BC: Notes VC Administrative Affairs should be included in the existing SSB building. Budget Officer must be near his office.
7. BC: Move Academic Affairs from first floor to second floor near Chancellor.
8. BC: Include Human Resources in existing SSB building. Note: Urban Works was instructed by previous Administrative Affairs Vice Chancellor to exclude HR from program.
9. KM, JM: More areas for small student groups needed. Space should include benches and protected against rain.
10. JM: Admissions should be closer to entrance. Business Office and Financial aid should be closer together.
11. BC: Consider roofing in the existing SSB second floor courtyard for more space. Note: Roof addition is not included in the current estimated cost of construction (\$11,987,897)
12. MY: Include hazmat investigation at existing SSB into construction document fee proposal.
13. LC: Include space planning at existing Chancellor's office for relocated ADA office, Women's center and Student Health Services.

Action items:

1. It was agreed by all that the siting, massing, and major program adjacencies of the design was acceptable. Refinement within the major program spaces is needed, and will be the next step. Chris Lu has suggested that the refinement of the design be divided into the following areas: existing SSB building first floor (Human Resources, Vice Chancellor for Academic Affairs, University Relations, Vice Chancellor for Academic Affairs), existing SSB building second floor (Chancellors office, Vice Chancellor for Academic Affairs), and new building (Student Services). The following have agreed to head up each group: Keith Miser (new building), Bill Chen (SSB first floor), and Chris Lu (SSB second floor). Urban Works will coordinate the work in conjunction with Loli Chih's office.

END

Unless written revisions are received within seven days, we shall assume the statements contained herein are accepted.

Date: May 8, 2002	Job Number: 0206
To: UH Hilo	Job Name: Expansion to Student Services Building (#338), UH Hilo Campus
	Subject: Kick-off Meeting Minutes
	Distribution: UH Hilo meeting participants
Attention: Meeting participants	

Meeting held at: Campus Center Private Dining Room

Date: May 6, 2002 @ 11:00 AM

Attendees: Keith Miser (KM)
Neal Herbert
Lorrin Matsunaga, AIA
Kyle Hamada
Michael Yung

UHH Vice Chancellor for Student Affairs
UHH Facilities Planning
Urban Works
Urban Works
Urban Works

Items Discussed:

1. Office of Student Affairs provides support services for students to help them achieve success in college environment.
2. UH Hilo admits students who get second chance to succeed; average age is 26.
3. Following are departments in Office of Student Affairs:
 - a. Admissions: front door to campus; 1 director, 4 counselors, 2 clerks
 - b. Financial Aid: 3 counselors, 3 clerks, student workers
 - c. Registrar's Office: 2 registrars, 2 clerks, student workers
 - d. Records (grades/transcripts): part of Registrar's Office
 - e. Counseling: 3 counselors, 1 secretary; add 1 counselor in future
 - f. University Disabilities Services: 1 person; in the future, 1 person and 1 staff.
 - g. Health Services--2 persons
 - h. Career Center: student employment placement; 3 professional staff, 1 secretary
 - i. Women's Programs: 1 director, 1 clerical; large library
 - j. Hawaiian Leadership Program: 3 professional staff, 1 Title III staff, 1 clerical.
 - k. Minority Access Program (mostly Filipino students): 1 professional staff and 1 secretary
 - l. Special Student Services (tutoring): 1 director, 2 counselors, 1 secretary
 - m. Advising Center: 2 counselors, 1 secretary
 - n. International Student Services (housing): 2 professional staff, 1 clerk
4. Provide common reception spaces.
5. Thinking about 3-4 core functions or clusters:
 - a. Advising Center
 1. Career Advising (item h)

Unless written revisions are received within seven days, we shall assume the statements contained herein are accepted.

2. Counseling Center (item e)
3. Academic Advisor (item m)
- b. Admissions (very public function; traditionally, nicest building on campus; item a)
 1. pleasant reception area for parents and students
 2. series of offices
 3. presentation space or room for 20 persons
 4. Financial Advisor/Financial Aid (item b): scholarships and grants; 4 directors, 1 future position, 3 clerks
 5. Registrar (item c)
 - large work area--8 to 10 student workers
 - many file cabinets
 - mailings (student help will do this)
 6. Records (item d)
 - reception area
 - census information--recruitment; trying to increase effectiveness of recruitment effort using lists.
- c. Other Departments
 7. Less public functions; or maybe part of one-stop student services.
6. US/China Center--made up of villages; 3-phased development; provide housing for 700 additional students; presently 622 students dorm at UHH.
 1. Private-public partnership
 2. Commercial
 3. Housing (dorms)
 4. Conference Center
7. Existing SSB #338:

First Floor:

 1. Admissions
 2. Registrar/Records
 3. Financial Aids Office
 4. International Student Services

Second Floor

 1. Counseling
 2. Hawaiian Leadership Development
 3. Minority Access Program
 4. Title III Hawaiian Project
 5. Special Student Tutors
 6. Office of VC for Student Affairs
8. Campus Center, #336
 1. Health Services
 2. Women's Program
 3. Career Center

Unless written revisions are received within seven days, we shall assume the statements contained herein are accepted.

Meeting Minutes, Keith Miser
May 6, 2002
Page 3

9. PB9

1. Academic Advising

10. Building #330H

2. Housing

11. Building 335

3. Office of the Chancellor
4. Office of VC for Academic Affairs
5. Office of Director of UH Relations

12. Building 300/300A

1. Office of VC for Administrative Affairs
2. Business Office
3. Human Resources
4. Auxiliary Services

13. College Hall #345A

5. UH Relations

End

Cc: UH Hilo participants, Consultants

Unless written revisions are received within seven days, we shall assume the statements contained herein are accepted.

Date: May 8, 2002	Job Number: 0206
To: UH Hilo	Job Name: Expansion to Student Services Building (#338), UH Hilo Campus
	Subject: Kick-off Meeting Minutes
	Distribution: UH Hilo meeting participants
Attention: Meeting participants	

Meeting held at: Campus Center Private Dining Room

Date: May 6, 2002 @ 9:00 AM

Attendees: Keith Miser (KM)	UHH Vice Chancellor for Student Affairs
Chris Lu (CL)	UHH Vice Chancellor for Academic Affairs
Alyson Kakugawa-Leong (AL)	UHH University Relations, Director University Publications
Yu Yok Pearing (YP)	UHH University Relations, Director of Marketing and Alumni Affairs
Kerwin Iwamoto (KI)	UHH Human Resources, Director (Administrative Affairs)
Lo-Li Chih (LC)	UHH Facilities Planning
Neal Herbert (NH)	UHH Facilities Planning
Debra Gomez Ota (DO)	HELCO, Commercial Account Manager
<u>Design Team:</u>	
Lorrin Matsunaga, AIA (LM)	Urban Works, Inc. (Architecture)
Kyle Hamada (KH)	Urban Works, Inc.
Michael Yung (MY)	Urban Works, Inc.
Lee Takushi, P.E. (LT)	SSFM International (Structural Engineering)
Tyler Miyamoto, P.E. (TM)	SSFM International (Civil Engineering)
Keith Chan, P.E. (KC)	Notkin Hawaii, Inc. (Mechanical Engineering)
Al Kilberg, P.E. (AK)	DVM, Ltd. (Electrical Engineering)
Russel Chung, ASLA (RC)	PBR Hawaii (Landscape Architecture)

Items Discussed:

1. LC welcomes participants; gives project background.
2. LC explains additional \$800,000 provided for completion of design, although construction budget not available yet.
3. LM introduces project:
 - a. OSS building is 13,500 sq. ft., has 2 floor and was built in the 1960's.
4. LM introduces Urban Works team (KH, MY). UW consultants introduce themselves (LT, TM, KC, AK RC).
5. UHH attendees introduce themselves (KM, CL, AL, YP, KI, LC, NH).
6. LM project introduction via power point presentation.
7. Questions from consultants:

Unless written revisions are received within seven days, we shall assume the statements contained herein are accepted.

- a. TM: What are the project limits? Any adjacent projects we should be made aware of?
 - i. LC: Parking addition planned at southern edge of campus.
 - b. TM: Are current utility systems adequate to support this project?
 - c. TM: Will there be requirements for utility upgrades associated with this project?
 - d. TM: What are the vehicle access requirements for the project?
 - e. TM: What are the current conditions or requirements for fire access?
 - f. TM: Will there be a requirement for ADA accessible pedestrian routes?
 - i. LC: Suggests sit down meeting to go over TM (Civil) questions.
 - g. AK: Electrical and communications infrastructure upgrade not required.
 - h. AK: Will this building require emergency power? Work station flexibility for future? Lighting requirements, i.e. indirect lighting, natural lighting? AL notes Hilo ideal for natural day lighting.
 - i. KC: asked about computer rooms, whether existing mechanical systems should be gutted or reused, what is life expectancy of existing HVAC, where are hot water needs.
 - j. KC: Reviews his mechanical questions. Will meet with facilities management.
 - k. LT: Explains working with existing structure, therefore requests as-built drawings and soils report for Student Services Building. Requires information on special loading requirements, i.e. high-density storage, vibration criteria.
 - l. RC: Explains landscaping scope. Requests information on special requirements from UHH, i.e. sacred tree location(s), artwork master plan for campus.
8. LM adds sustainability aspect (i.e. natural lighting, sustainable materials) to Goals outlined in power point presentation. Are there benefits, vis-à-vis Helco?
 9. CL: Notes UHH utility bills are high (\$4 million a year – half of operations budget). Suggested design conserve energy as much as possible; suggested recycling program with stations around campus. Cites paperless type office model. Emphasizes functional efficiency for students in design.
 10. AK: Will HELCO help, i.e. rebates?
 11. DO: Existing two feeders sufficient for expansion. Explains energy efficiency standards – lighting, Air Conditioning.
 12. KC: How will rebates be affected by the lack of a energy efficiency code – similar to Honolulu code?
 13. AK: When is the target date for building occupancy?
 - a. LM: earliest date July/August 2003. Depends on how quickly we can complete Programming and Schematic Design phase and length of Bid Document phase. Also notes construction monies not allocated yet, might affect timeline.
 - b. DO notes at this point rebates levels will not change in the future.
 14. LM Requests UHH goals and objectives for the project from the user group.
 - a. LC outlines University Relations, Student Affairs, Academic Affairs, Chancellors Office, and Administrative affairs occupancy/building history.
 - b. YP: student's and their services cannot be interrupted during construction phase. Departments are not consolidated within convenient walking distances. Consider future needs.
 15. LM requests feedback on future growth.

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- a. YP: Year 2007 target is for 5000 students. Student services will also grow with enrollment increase, including increased Distance Learning Program. Existing student population is at approximately 3000 students.
16. LM: How is UHH trying to distinguish itself from UHM?
 - a. KM: Different programs (i.e. Astronomy, Volcanology), residential campus versus UHM urban campus, Native Hawaiian students, international students – Pacific regions, Micronesia, smaller student to faculty ratio.
 - b. YP: States UHH students and community are passionate about UHH. Community involvement is greater because of its position as one of the larger economic engines in Hilo.
 - c. KM outlines student enrollment profile: 30% mainland/international students, 1/3 Big Island (25% Hilo area),
 - i. YP: more neighbor island students should be targeted.
17. AK: What is your vision for the new building, are there any special requirements?
 - a. KM: Services need to be consolidated – convenience of services. Admissions office should be a showplace for potential students and their parents. New building to compliment campus.
 - b. KM: Advising center concept – synergy between office. Admissions Office/Advising center – Admissions office top of priority. Eight advisors.
 - c. KM: Noted low student to teacher ration of 14:1 at UHH; asked about impact of high traffic area at OSS on parking; suggested special meeting on energy conservations (review meters, billings to see who's using electricity); include video conferencing in design.
 - d. YP: Make sure to get meeting space requirements for each department. Requested phone system be well planned.
 - i. KM: 20 person conference room.
18. LM: Reviews UW itinerary for today and tomorrow.
 - a. AK requests special energy consumption meeting for electrical and mechanical consultants. Requests UW to schedule all appropriate members for meeting.
19. LM: States budget limits consultant flights to Hilo. Videoconferencing between Honolulu and Hilo to be used as an alternate.
 - a. YP mentions Oahu Community Colleges have capabilities.
20. LC: Reviews UHH energy conservation policy.
21. LM: Does HELCO have rebate program for photovoltaics?
 - a. DO: Solar rebate available, none for photovoltaics.
 - b. AK states this project might qualify under special projects because of its size. Research should be done.
22. LM: Status of ADA compliance at existing Student Services Building?
 - a. LL: building not in compliance. Notes any building built after 1977 requires it to be fully accessible.
23. LM: Requests information on UHH historic photos.
 - a. YP: located in LRC – see Junko Mowaki.
24. LM: Notes Student Services building reroofing and air conditioning renovation.

End Morning session.

Cc: UH Hilo participants, Consultants

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Date:	May 8, 2002	Job Number:	0206
To:	UH Hilo	Job Name:	Expansion to Student Services Building (#338), UH Hilo Campus
		Subject:	Kick-off Meeting Minutes
		Distribution:	UH Hilo meeting participants
Attention:	Meeting participants		

Meeting held at: Building 300 Business Office

Date: May 7, 2002 @ 9:00 A.M.

Attendees:	Jo-ann Nishioka	UHH Business Office, Administrative Officer
	Susan Horimoto	UHH Business Office, Adm Officer
	Neal Herbert	UHH Facilities Planning
	Lorrin Matsunaga, AIA	Urban Works
	Kyle Hamada	Urban Works

Items Discussed:

1. Business Office Goals:
 - a. Serve students better
 - b. Make it more convenient for students to access Financial Aid, Records (transcripts)
 - c. Serve other offices such as Purchasing Dept.
 - d. Accounts payables -- make it more efficient.
 - e. Bring administrative services together -- to be more efficient
 - f. Although HCC has separate payroll functions; however, UHH and HCC may be merged in future.
2. Staff:
 - a. 13 full time employees; 3 professional staff (Lois, Susan, Joanne), 10 support staff, 1 temporary cashier (at beginning of school year to handle tuition payments). Will eventually have 17 staff.
 - b. Lois Fujiyoshi is Director of Budget & Fiscal Affairs; Susan (Accts. Payables) and Joanne (Accts. Receivables) are Admin. Officers.
 - c. Accounts receivables involves over the counter payment of student fees and tuitions; need glass separation (irate customers).
3. Proximity to Records desirable--payment for transcripts in exchange for transcripts located in Records.
4. Purchasing needs to be in contact with Human Resources (Kerwin). Lois and Kerwin need to meet.
5. Accounts payables: Purchasing for variety of stuff:
6. Cars, equipment, furniture; get requests from the colleges.
7. Pay for design consultants and construction
8. Auxiliary services--groundskeeping, janitorial
9. Use vendor list generated on Oahu.
10. Hours of operations 7:45 p.m. to 4:30 p.m. but staff stays later.

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Meeting Minutes, Business Office
May 7, 2002
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11. Transaction windows: need 6; time stamp and computers.
12. Maintain files a big problem. 14-30 file boxes.
13. Need walk in safe; hold money, etc.
14. Need security camera.
15. Security locks--swipe card or alternative.
16. Separate lunch room that doubles as conference room.
17. John Whittaker VC of Administrative Affairs; not in; has private secretary and other support staff.
18. Need to keep records for 10 years. Student could come back in 10 years.
19. Plans for renovating Building 300A. Joanne gave us improvement sketch. Put Susan and staff together at AP and put Joanne near AR staff.
20. Alumni also served by BO cashier.

End

Cc: UH Hilo participants, Consultants

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*Urban
Works*

Memorandum

Date: May 8, 2002	Job Number: 0206
To: UH Hilo	Job Name: Expansion to Student Services Building (#338), UH Hilo Campus
	Subject: Kick-off Meeting Minutes
	Distribution: UH Hilo meeting participants
Attention: Meeting participants	

Meeting held at: Building 300 Business Office

Date: May 7, 2002 @ 10:30 A.M.

Attendees: Kerwin Iwamoto	UHH Human Resources, Director
Neal Herbert	UHH Facilities Planning
Lorrin Matsunaga, AIA	Urban Works
Kyle Hamada	Urban Works

Items Discussed:

1. Deals with employees and job applicants; lots of paperwork involved.
2. Interaction with employees, particularly on payroll issues.
3. Staff:
 - 5 fulltime + 1 future
 - 1 Asst. director
 - 3 personnel clerk typists
 - 1 vacant -- secretary
4. Deal with budgetary issues: State budget tables describing job positions available, frozen, etc.
5. Conference room important.
6. Group meetings: 6-7 per week?
7. Meeting with John Whittaker--say 5 persons + food service head + bookstore head
8. Payroll checks: Flown over to Big Island from Oahu Central Processing. Better efficiency is desired as far as getting checks cut and distributed.
9. Checks picked up by Auxiliary Services and taken to Business Office; checks are bundled and picked up by the colleges and departments; checks stored in safe; separated by distribution code.
10. Archives: 1/3 kept in office; 2/3 stored in adjacent silo structures; severe leaking from top of silos; space very damp with mildew.

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Meeting Minutes, KI; Human Resources
May 7, 2002
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11. Archival requirements

- humidity
- fire control
- mildew
- security

12. Public side: People come to apply for work or to go through orientation/filling out of forms.

- Filling in out space for job apps
- Orientation for new employees.
- Need meeting room
- ADA accessibility

13. Payroll--75% direct deposit

14. Lunch room share with Business Office; refrigerator and microwave.

15. Software: Peoplesoft (personnel data base); connected to main frame in Manoa (university wide email system).

16. Business office has separate business software.

17. Staff:

- 3 personnel clerk and assistant
- 2 offices
- 1 secure store area with swipe card
- 8 1/2 x 11 shredder

18. Needs to be near Business Office.

End

Cc: UH Hilo participants, Consultants

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Urban Works

Memorandum

Date: May 8, 2002	Job Number: 0206
To: UH Hilo	Job Name: Expansion to Student Services Building (#338), UH Hilo Campus
	Subject: Kick-off Meeting Minutes
	Distribution: UH Hilo meeting participants
Attention: Meeting participants	

Meeting held at: Student Services Building, Room 207

Date: May 7, 2002 @ 11:30 AM

Attendees: Keith Miser (KM)	UHH Vice Chancellor for Student Affairs
Neal Herbert	UHH Facilities Planning
Lorin Matsunaga, AIA	Urban Works
Kyle Hamada	Urban Works

Items Discussed:

1. Keep student folders 10 years. Lots of records stored in Old Gym locker room (about 3x size KM office).
2. January/February of each year is busiest. College applications to be turned in.
3. March admission letters go out.
4. Acceptances occur April; colleges agree to set dates to know if a student is coming or going to another school.
5. How is UHH different from other colleges in Hawaii:
 12. UH is larger urban commuter school
 13. HPU 90% international; pacific basin; more business-type majors
 14. BYU Hawaii in Laie religious
6. UH Hilo most similar to Evergreen State College in WA, Ft. Lewis College, CO, UT Galveston, UN Ashville. All about 4000 to 5000 enrollment.
7. UH Hilo--Many of poorest students go there. Family income under \$18K for family of 4. So, financial aid very important.
8. 70% of student body receiving some kind of financial aid; 43% below fed poverty level.
9. Students highly motivated. Student work scholarships
10. Most ethnically diverse campus in US

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Meeting Minutes, Keith Miser
May 7, 2002
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11. Jim Mellon Associate VC for Student Affairs.
12. Noted importance of second floor open patio area for meetings.

End

Cc: UH Hilo participants, Consultants

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Urban Works

Memorandum

Date: May 8, 2002	Job Number: 0206
To: UH Hilo	Job Name: Expansion to Student Services Building (#338), UH Hilo Campus
	Subject: Kick-off Meeting Minutes
	Distribution: UH Hilo meeting participants
Attention: Meeting participants	

Meeting held at: Building 335 Admin. conference room

Date: May 7, 2002 @ 1:00 P.M.

Attendees:	Rose Tseng	UHH Chancellor
	Chris Lu	UHH Vice Chancellor for Academic Affairs
	Gerald De Mello	UHH University Relations, Director
	Neal Herbert	UHH Facilities Planning
	Lorrin Matsunaga, AIA	Urban Works
	Kyle Hamada	Urban Works

Items Discussed:

1. Presented the project overview PowerPoint presentation.
2. Said that relationship to W. Kawili Street important from standpoint of front door to campus.
3. Discussed possible connection to US-China development across the street entry to campus from W. Kawili Street.
4. GDM and RT asked if the design team can examine overall entry sequence for SSB building.
5. Cost: GDM said that it is important to have a good idea of cost. He can get the construction money but hard to go back a second time if project costs more. Historically, this has occurred. Harder this time because Cayetano will be gone. Can't guarantee he can go back for more money.
6. Schedule: Money for programming and conceptual design. Also got money to do working drawings. Therefore, it may be possible to go directly from one job to the next. Rest of 2002 to be for programming and concept design. It might be possible to complete bid documents in July. Then, after, legislature get money to construct building, the 18 month construction period might be pau end of 2004 or early 2005.
7. RT suggested Bachman Hall and new Student Services building could be a model for new OSS; asked UW to visit.
8. Include special entrance/walkway/parking areas near Chancellors office.

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Meeting Minutes, Rose Tseng, Chris Lu, Gerald De Mello
May 7, 2002
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9. RT asked for one large (25 people) and one small (6 people) conference rooms.
End

Cc: UH Hilo participants, Consultants

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*Urban
Works*

Memorandum

Date:	May 8, 2002	Job Number:	0206
To:	UH Hilo	Job Name:	Expansion to Student Services Building (#338), UH Hilo Campus
		Subject:	Kick-off Meeting Minutes
		Distribution:	UH Hilo meeting participants
Attention:	Meeting participants		

Meeting held at: College Hall Room 9D University Relations Office

Date: May 7, 2002 @ 2:30 P.M.

Attendees: Alyson Y. Kakugawa-Leong	UHH University Relations, Director University Publications
Yu Yok Pearring	UHH University Relation, Director of Marketing and Alumni Affairs
Neal Herbert	UHH Facilities Planning
Lorrin Matsunaga, AIA	Urban Works
Kyle Hamada	Urban Works

Items Discussed:

1. PR office
2. Gerald De Mello is Director of UH Relations; former liaison for Waihee Administration. Has contact with Governor and Legislature.
3. Staff: 4 full-time workers: GDM, AKL and YYP; 2 part-time writers, 2 student helpers
4. Gerald: contact with Legislative; originally, entire UH Relations was with Chancellor's Office. AKL has been with UH Relations since 1989.
5. YYP: marketing, alumni relations (alumni board and friends of the alumni: select alumni of the year); work closely with Admissions; recruitment of new students.
6. Media Relations: AKL; deals with reporters. GDM is spokesman; if GDM is unavailable, AKL is next in line.
7. Special Events: Walter xx
8. Publications: AKL (WordPerfect 5)
9. Public Relations: community/legislature: AKL

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10. Outreach/Marketing Specialists (Note: position was recently frozen due to hiring freeze mandate throughout UH system). Alumni Coordinator (position highly needed and will be worked on after hiring freeze is lifted). O/M Specialist and coordinator report to YP.
11. UH Relations (YP and AK) work closely with VCs and Chancellor.
12. Storage: lockable, posters, flags, etc.
13. Views: have none now, would like.
14. Meeting space for 6 persons. Could be shared.
15. Break room--could be shared.
16. Private offices (YYP and AKL) should include TV and radio to monitor PR events and commercials.
17. Wall space for maps and schedule; recruiting maps (YP)
18. Recruiting budget determined by YYP.
19. YYP: Radio and TV ads.
20. YYP: UH Relations Goals:
 1. Accessibility to students and faculty
 2. improve quality of undergraduate education
 3. Utilize natural resources of the island for education / teaching: astronomy, marine sciences, Hawaiian studies and languages (only grad program in country).
 4. Appeal to small town atmosphere and values; everybody knows one another; 1:1 relationship between student and faculty.
 5. Focus group
 6. Second chance; chance to blossom
 7. Students tend to be non-traditional; 26 years old average age of undergrad.
 8. 69% from Hawaii
21. Work/layout tables.

End

Cc: UH Hilo participants, Consultants

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Urban Works

Memorandum

Date: May 8, 2002 Job Number: 0206
To: UH Hilo Job Name: Expansion to Student Services Building (#338), UH Hilo Campus
Subject: Kick-off Meeting Minutes
Distribution: UH Hilo meeting participants
Attention: Meeting participants

Meeting held at: Building 335 Admin

Date: May 7, 2002 @ 3:30 P.M.

Attendees: Chris Lu
Neal Herbert
Lorrin Matsunaga, AIA
Kyle Hamada

Vice Chancellor Academic Affairs
UHH Facilities Planning
Urban Works
Urban Works

Items Discussed:

1. Staff:

1. VC
2. Administrative Asst.
3. In the future, there will be Associate VC for Research or Associate VC for Graduate School; could be same person.
2. Meets regularly with 3 college deans. He oversees deans and Director of School of Business, which may become 4th college.
3. UH Manoa and UH Hilo supposed to be equal but not really. UHM gets \$180 mill each year + fed funding; UHH gets \$120 mill.
4. Chancellor's Board Room might have a lanai for dining or reception. Place to move out to. Right now, awkward.
5. Highest priority for the SSB project: one stop service for students.
6. Special room for CD presentation.
7. At NYSU, each university had Saturday Visitation for prospective or interested students; like an open house. About 175 persons per each school each Saturday.
8. Conference Room for VCs: for dean's meeting: 1 secretary, VC and 4-5 deans.
9. Largest is 1--12
10. Should try to share pool of secretaries.

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Meeting Minutes, Chris Lu
May 7, 2002
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11. Lots of work

12. Each VC should have secretary.

13. Problem with personnel files (faculty); need more storage space

End

Cc: UH Hilo participants, Consultants

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Urban Works

Memorandum

Date: May 8, 2002	Job Number: 0206
To: UH Hilo	Job Name: Expansion to Student Services Building (#338), UH Hilo Campus
	Subject: Kick-off Meeting Minutes
	Distribution: UH Hilo meeting participants
Attention: Meeting participants	

Meeting held at: Building 335 Admin conference room

Date: May 7, 2002 @ 4:00 P.M.

Attendees: Audrey Furukawa (AF)	UHH Executive Assistant to the Chancellor
Neal Herbert	UHH Facilities Planning
Lorrin Matsunaga, AIA	Urban Works
Kyle Hamada	Urban Works

Items Discussed:

1. Audrey gave us a list of staff positions and needs. 7 positions; in addition, there is a Director of Development, located elsewhere.
2. Needs space for Director of Development - may need secretary.
3. Student Assistant works 20 hours.
4. Assistant to Chancellor writes newsletters and more routine things for the Chancellor.
5. Executive Assistant (AF) writes more difficult position papers for Chancellor; involved in formulation of strategy for Chancellor; writing has more political nuances.
6. Chancellor and AF both have private secretaries.
7. Conference room needs to be state of the arts; present one is an embarrassment; dreary, no view. New conference space should have daylighting and view.
8. Conference room should allow for video conferencing; smart board, etc.
9. Need a small meeting space for 2-4 persons so as not to tie up the main conference room.
10. Storage--archives/library.
11. Small warming kitchen for catered food nearby.
12. Would like pull-down screen and layout table in separate room.
12. Need gift display area and waiting lounge or anteroom.

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Meeting Minutes, Keith Miser
May 6, 2002
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End
Cc: UH Hilo participants, Consultants

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