



# Commonwealth Zoning Board & Office

Zoning Office, 2nd floor Joeten Dandan Commercial Building  
Tel: 234-9661/2/3 Fax: 234-9666 Email: www.zoning.gov.mp

## FY 2019 Citizen Centric Report



### About Us:

The Commonwealth Zoning Board is governed by a seven-member Board of Directors appointed by the Governor of the Commonwealth of the Northern Mariana Islands, and subject to the confirmation of the Saipan & Northern Island Legislation Delegation (SNILD). The Zoning Office has a staff of 13 employed in the following sections: Administration, Permitting, and Enforcement. The Board, through its Zoning Office, is responsible with the task of regulating land uses and developments on the island of Saipan.

### Mission:

The Zoning Office administers the mandates of the Board relative to Saipan's land use planning and the Zoning Law of 2013. This is done through the provision of services to commercial and residential developers, property owners, or the business community. Helping people understand the often complex land use regulations and permitting process is essential. This is accomplished through various public outreach and village meetings conducted by the Zoning Office staff to continuously educate the public about the Zoning law and regulations.

### Overview:

The primary activities of the Zoning Office include analyzing complex zoning applications, coaching applicants, and responding to inquiries about the Saipan Zoning Law of 2013 from landowners, business owners, developers, contractors, and the general public. The Zoning Office works closely with both commercial and residential developers, as well as business and property owners to design projects and developments that will add to the island's economic, environmental, and social well-being. Enforcement and inspection activities ensures that development is in compliance with zoning design standards and regulations.

### THE BOARD

Mariano Taitano  
**Chairman**

Joe E. Ayuyu, Jr.  
**Vice Chairman**

Patrick V. Reyes  
**Secretary**

Tatiana Babauta  
**Treasurer**

Ignacio Demapan  
**Member**

Francisco C. Aguon  
**Member**

### THE STAFF

Therese T. Ogomoro, Administrator  
Marciana D. Igitol- Planner  
Verna Babauta—Admin Asst  
Doris DLGuerrero—Admin Clerk

#### Permitting

Peter Tomokane  
Ian Fleming  
Corbin Yamada

#### Enforcement

Yubert Alepuyo, Enforcement Chief  
Iva Pangelinan  
Walter Zachrias  
Juan T. Iguel  
Ray Villagomez

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San Vicente Park/ Playground

# Our Performance:

## Permitting:

In Fiscal Year 2019, the Zoning Office processed a total of **4,711** zoning permits, clearances, and violations. Of this total, the highest number of requests processed by our staff were zoning clearances (*varying from business license renewals, change of business name/owner, USCIS, certificate of occupancy, etc.*) at **2,874**, followed by zoning permits (*commercial uses within permitted areas*) at **390**, notices of violation at **368**, Single Family Dwelling permits at **230**, Sign permits at **211**, and Home Business permits at **210**.

### ZONING BOARD APPROVALS ON CONDITIONAL USE PERMITS

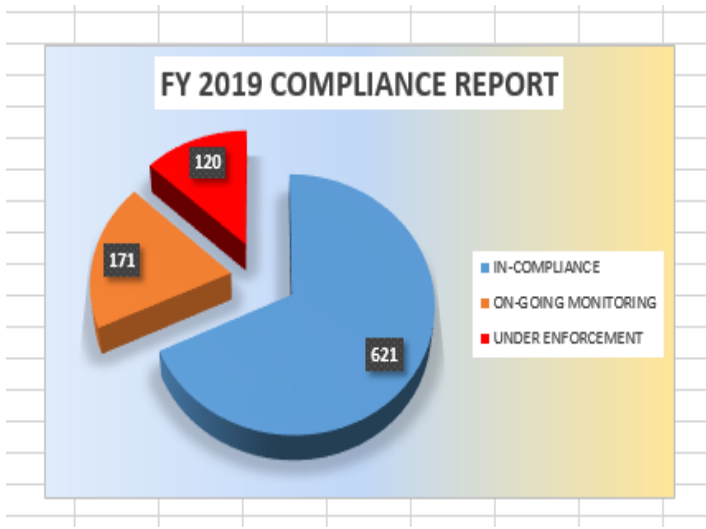
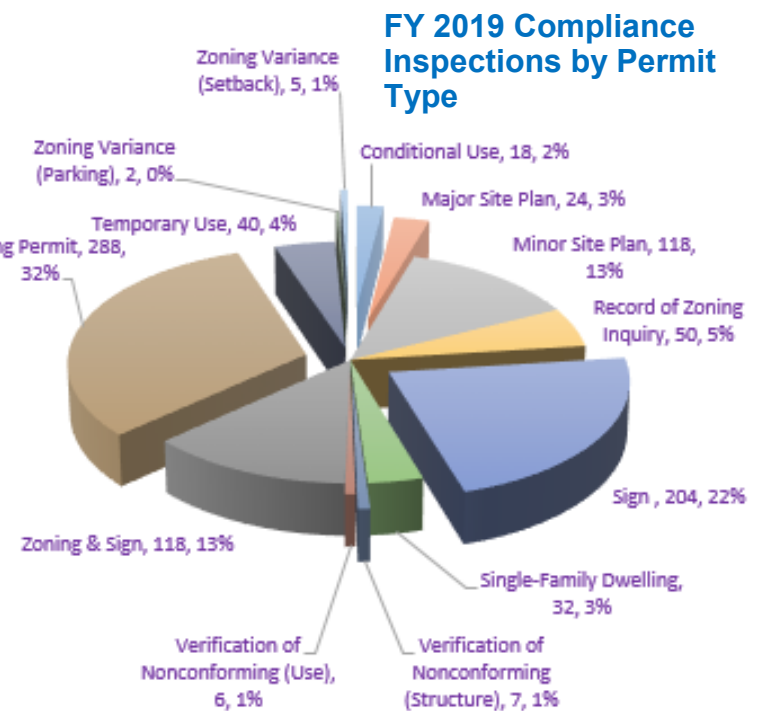
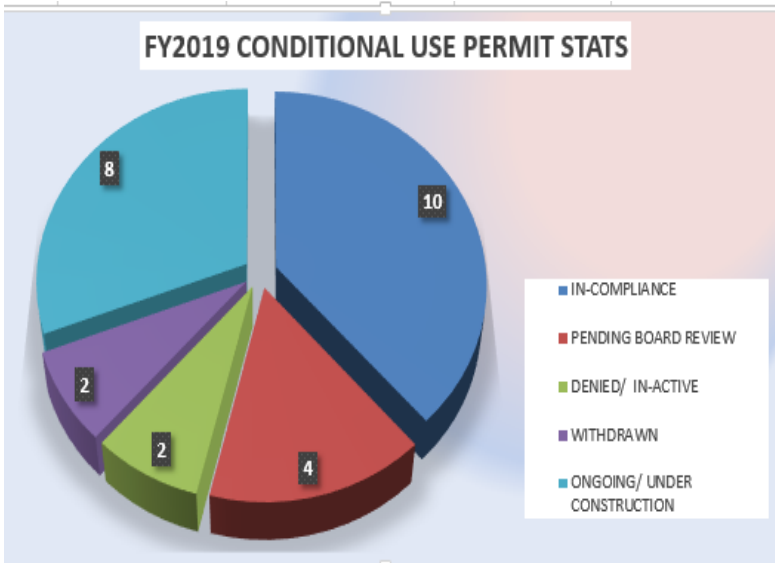
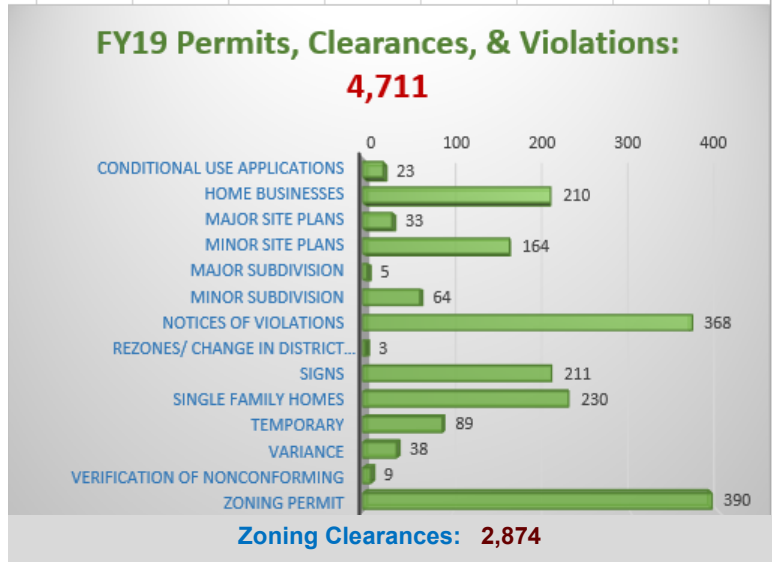
Despite the devastation of Super Typhoon Yutu and lack of board members to constitute a quorum at the beginning of the fiscal year, the Zoning Board was able to conduct 5 board meetings/public hearings and 1 special meeting, and took action on 15 Conditional Use applications and 3 Rezone applications.

### PUBLIC OUTREACH & EDUCATION

The Zoning Office conducted its 8<sup>th</sup> Annual Public Outreach and Education Awareness Program by conducting several meetings at specified locations around the island with community members, businesses, developers, property-owners, and interested members of the general public. These meetings served to educate the public about the Zoning Law of 2013 and the Official Zoning maps, as well as to engage them in discussions to assist with the Zoning Board's next update of the island's Zoning Law anticipated for early part of next year.

## Enforcement:

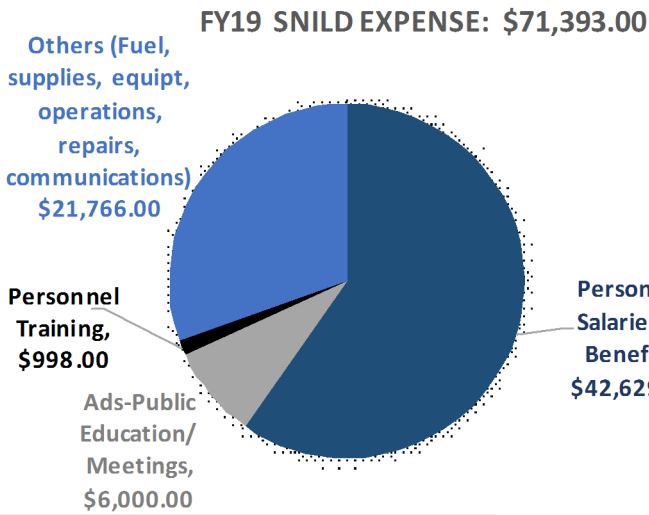
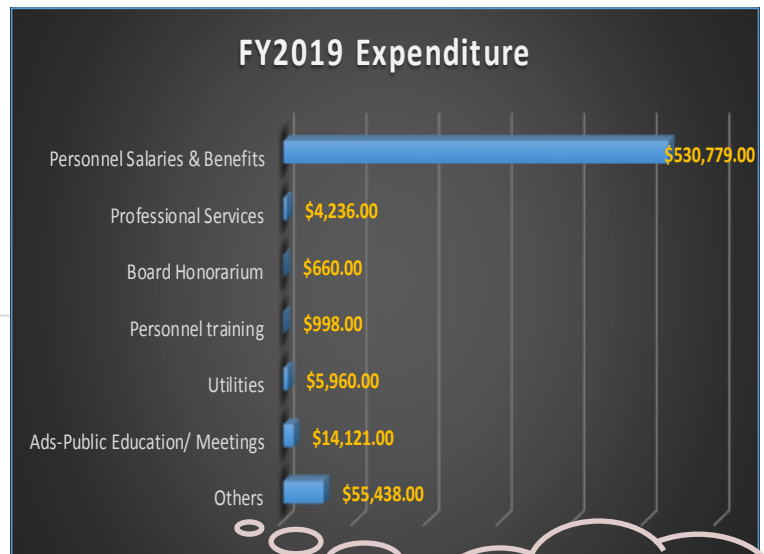
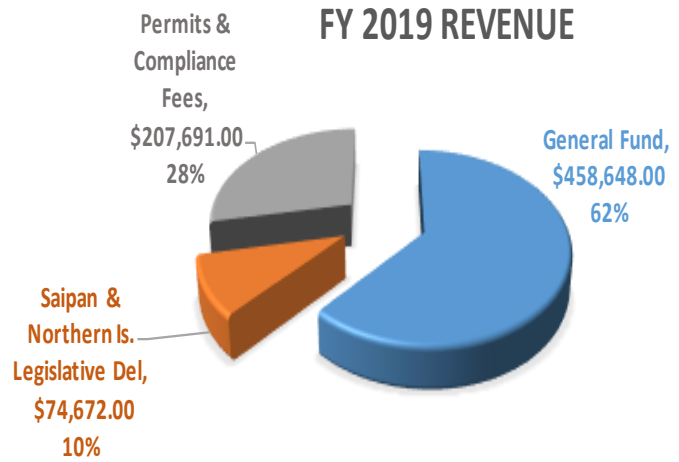
The Zoning Office conducted a total of 912 enforcement inspections during FY2019, out of which 621 permitted uses had been found to be in compliance with the Zoning Law.



# Finance:

The Zoning Board and Office received a total of \$741,011.00 to fund its operations during Fiscal Year 2019. The General Fund was the major source of funding for its personnel and all others expenditures. Yearly appropriations from the Saipan & Northern Islands Legislative Delegation also assisted to pay Enforcement personnel as well as All Others expenses. Zoning's revolving account, which receives fees from zoning permits and violations, has also been utilized to pay for enforcement techs and an admin clerk to assist with administrative works in permitting and enforcement sections. Additional expenses for operations supplies, fuel, and communication were also covered by this account.

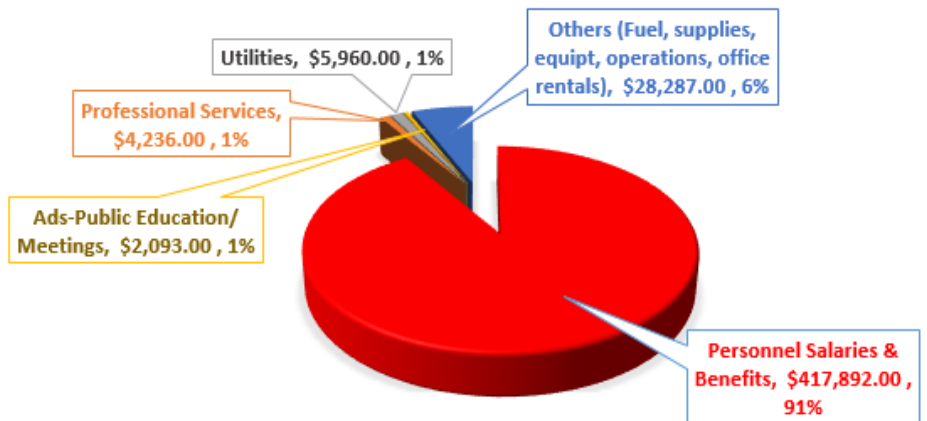
The overall expenses for FY2019, as illustrated in the Expenditure graph on the right, totals \$612,192. Personnel makes up the major expense, followed by "all others" category.



Communications, fuel, operations supplies, office/ equipment rentals, repair & maintenance, computer systems & equip., equipment under 5,000, printing/ photocopy

Upper pie graph shows overall expense from the Saipan & Northern Island Legislative Delegation's appropriation, totaling \$71,393 for FY2019, with major expense towards personnel.

Right pie graph reveals total expense at \$458,468 from the fiscal year's General Fund, with major expense also towards Personnel.



**FY19 GENERAL FUND EXPENSE: \$458,468**

Saipan Zoning Map - Zoning Districts  
Commonwealth of the Northern Mariana Islands

## Future Outlook:

In addition to the office's ongoing tasks of processing permits for developments as well as enforcing compliance with the Zoning Law, the following are projects which the Board and staff aim to accomplish within the new fiscal year:

- With the passage of Saipan Local Law 20-25 cited as the, **“Nuisance Abatement and Blighted Property Maintenance Act of 2018”**, the Zoning Board and Office will promulgate regulations as well as continue to conduct another series of public outreach forums throughout the villages to provide information and awareness to the community regarding the law. The law addresses the ongoing problems of abandoned and dilapidated buildings and properties throughout the island, and details steps necessary to abate such public nuisance.
- The Zoning Board adopted regulations for **all-terrain vehicles (ATVs), utility terrain vehicles (UTVs), and motorcycle** rental establishments with the Commonwealth Register in Volume 41, Number 09, on September 28, 2019. With these regulations in effect, Zoning will immediately will work with operators of non-conforming establishments to ensure they are in compliance with the regulations. In addition, Zoning will impose strict conditions upon the issuance of conditional use permits for all terrain vehicles (ATVs), utility vehicles (UTVs), and motorcycle rental establishments on the island of Saipan. These conditions will include but is not limited to: (1) ensuring that no ATVs, UTVs, or motorcycles be operated within 250 meters of the following: area of particular concern (as defined by the Division of Coastal Resource Management), Village Residential zoning district; Village Commercial zoning district; house, apartment, hotel, or bed and breakfast; church; school; daycare and other childcare facility; library; golf course; passive park; beach; or conservation area, mitigation bank, culturally sensitive or historically sensitive place; (2) ensuring that ATVs, UTVs, or motorcycles be limited to improved trails approved by the Division of Coastal Resource Management; and (3) ensuring that no ATVs, UTVs, or motorcycles shall be operated on any public highway, road, street, or right of way.
- Updating **text and official zoning maps of the Saipan Zoning Law of 2013**. The summary of changes include decreasing setback requirements for single family dwellings, to permit planting of crops & vegetables for subsistence farming within village residential and village commercial districts, and to add additional allowable uses in zoning districts including condominiums, guesthouse, and medical supplies.
- To conduct more rounds of **Public Outreach presentations** to the general public, landowners, business owners, contractors and developers to continue to increase public awareness and understanding of the requirements of the Saipan Zoning Law of 2013.
- Continued collaboration with **CHCC's Division of Public Health Services CNMI Walkability Program** which aims to assess the design features within our community landscape, such as pathways and sidewalks, that promotes safe pedestrian walking areas.



**“we want to hear from you”**

**Do you like this report?**

**Would you like to see other information?**

**Please let us know by contacting our office at 234-9661**

**For more information on our services, visit our website at <http://www.zoning.gov.mp>**