

## ADMINISTRATIVE REPORT

**TO:** Planning & Development Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** January 23, 2014  
**RE:** 4th Quarter Report 2013 Activity Report – For Information Only



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### 1.0 DEVELOPMENT SERVICES DEPARTMENT

#### 1.1 PLANNING

##### Q4 Activities

- Crown referral on 2 wind tower projects. Board direction to review wind tower development requirements.
- Staff report on medical marijuana. Board direction on local regulations.
- Staff report on standardized definition of building height and options for retaining wall regulations.
- Vacation Rentals OCP amendment bylaws for Area A, C, D (except Apex), E and F given third reading.
- Area A Agriculture Plan / Zoning – met with farmer focus group, reviewed options and recommendations
- Biodiversity Strategy – “Keeping Nature in Our Future”. Work in Implementation strategy
- Staff report on Winery Lounges and recommendation to refer amendments to the Zoning Bylaw Update Project.
- Climate Action Plan – work with Fortis on the \$2500 RD contribution for Energy Diet audits for 100 rural residents. Complete assessment of energy costs for all RDOS buildings and structures, secure Fortis grant to combine with remaining funds in Gas Tax Grant and prepare a contract for Energy Audits for 40 RD buildings and structures.
- Area D-2 Community Plan. Refer to MCSCD for approval.
- Secondary suite and carriage house report for Area F
- Provided planning services to Princeton, Oliver and Keremeos.
- Zoning Housekeeping Amendments – Proposed a Working Group of Electoral Area directors
- 24 Planning Reports to the Board, attendance at 6 Advisory Planning Committee meetings.
- See attachment for number of new Development Applications received in October, November, and December 2013

##### Planned Activities for Q1 - 2014

- Area D-2 Community Plan – final Adoption process
- Area D-2 zoning amendments to reflect new OCP
- Area D-1 Community Plan – Select consultants and commence project
- Planning services to Oliver, Princeton and Keremeos.
- Gallagher Lake Area Plan – Commence Area Plan process.
- Medical marijuana – report on regulatory approach

- Wind tower regulations report
- Area 'A'/Osoyoos Agriculture Plan – Zoning Bylaw Implementation Strategy – Farm community consultation and Area A APC
- Climate Action Plan – Oversee Building Energy Audits project, CARIP reporting and SMART TOOL reporting
- Biodiversity Strategy – commence OCP amendment process for selected areas
- Growth Strategy – 2012 Monitoring Report

## **1.2 BUILDING INSPECTIONS**

- 5 files for enforcement of Building Bylaw Violations
- Headwaters Lake building permit review
- Ongoing work on policies and procedures.

See below (page 5) for number of Building Permit applications, by Type and Area as of December 2013

## **1.3 BYLAW ENFORCEMENT**

### **Q4 Activity Highlights:**

- Kennedy Lake
  - Hearing date set to January 8, 2014
  - Hearing has been rescheduled to January 16, 2014
- Signage enforcement
  - Signage inventory is 80% complete
  - Notification letters are drafted pending MOTI approval
  - First phase notification of removal ready to implement upon receipt of MOTI approval to mail letters
- Animal Control
  - Animal Shelter contracts have been provided to partnering municipalities
  - Animal Control Service contracts 85% complete pending finalization of shelter contracts
- Bylaw Enforcement Procedures Policy finalized and adopted
- Untidy and Unsightly Bylaw adopted for Electoral Area 'H'

### **Planned Activities for First Quarter – 2014**

- Finalize Animal Shelter Contracts
- Finalize Animal Control Service Contracts
- Implement Ticket Tracking System pending completion by Finance Dept.
- Finalize Vacation Rental TUP Enforcement process
- Initiate amendments to and amalgamate Untidy and Unsightly Premises Bylaws
- Initiate amendments to Bylaw Offence Notice Bylaw (increase and add fines)

## Enforcement Activity - 4th QUARTER 2013

ELECTORAL AREAS	A	B	C	D	E	F	G	H	TOTAL
<b>RECEIVED 4th Quarter</b>									
Untidy and Unsightly	n/a	n/a	2	0	0	0	0	n/a	2
Land Use	0	n/a	2	1	1	0	0	1	5
WDP	0	n/a	0	0	1	0	n/a	1	2
ESDP	0	n/a	0	0	0	0	n/a	0	0
<b>TOTAL RECEIVED 4th Quarter</b>	<b>0</b>	<b>n/a</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>9</b>
<b>CLOSED 4th Quarter</b>									
Untidy and Unsightly	n/a	n/a	1	1	0	0	1	n/a	3
Land Use	0	n/a	1	7	4	3	n/a	5	20
WDP	0	n/a	1	1	0	0	0	2	4
ESDP	0	n/a	0	0	0	0	0	0	0
<b>TOTAL CLOSED 4th Quarter</b>	<b>0</b>	<b>n/a</b>	<b>3</b>	<b>9</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>7</b>	<b>27</b>
<b>TOTAL ACTIVE FILES</b>	<b>4</b>	<b>n/a</b>	<b>14</b>	<b>25</b>	<b>10</b>	<b>5</b>	<b>1</b>	<b>7</b>	<b>66</b>
Animal Complaints investigated	20	6	10	15	3	1	51	n/a	106
Noise Complaints investigated	n/a	n/a	1	7	6	4	n/a	n/a	18

### 1.4 SUBDIVISION SERVICING

#### Fourth Quarter Activities:

- **Subdivision Referrals** – 20 referrals received for 2013; and **49 referrals ongoing and pending applicants' action.**
- **Ongoing Major Subdivisions:**
  - Anarchist Mountain – Osoyoos Mountain Estates Inc. complete Raven Hill referral.
  - Twin Lakes – waiting for Developer's Water Availability Report, and Ministry of Transportation issued PLNA.
  - Deer Park (Gallagher Lake) sewer and water systems:
    - Letter of Intent for water and sewer infrastructure – completed;
    - Osoyoos Indian Band Operational agreement nearing completion;
    - Subdivision Development Servicing Agreement and bonding in place
    - Gallagher Lake Sewer and Water Service Area Established; and
    - Sewer and water operation bylaws going to the Board in January.
  - Arawana Road Subdivision – completed
  - Weyerhaeuser Subdivision – completed
  - Vintage Views Phase 3 – 30 Lot subdivision – Letter of Requirement issued.
  - Gammie – Tulameen – 15 lot strata subdivision access review.
  - Ridgeview Estates (north Naramata) – 17 lot strata on-going
  - Reflection Point – 6 strata lots, waiting for new drawings, LoR issued developer not doing phase development.
- **Other Projects:**
  - Planning Referrals.
  - Cooper Zoning – Area A
  - Water System Acquisition inquiries
  - Gallagher Lake:
    - Modular Home Park – Mobile Home Park permit, applying for Phase II.

- Proposed Distillery and multi-Family, securities are being held for a water connection and sewer.
- (Subdivision) Works and Services Bylaw.
- Area D Service Area Petitions – potential extended sewer service areas e.g. Thomas Place, South end of Cedar Street and Eastside Road.

**Planned Activities for First Quarter:**

- **Ongoing or Planned:**
  - Assist with Naramata DCC and Capital Plan
  - (Subdivision) Works and Services Bylaw review
  - Deer Park (Gallagher Lake) - Gallagher Lake Sewer and Water Service Area petitions, operations of infrastructure.
  - Assist with Gallagher Lake Area Plan review
  - Twin Lakes – pending developer's water report
  - Osoyoos Lake area – various proposed developments
  - Gallagher Lake Mobile Home Park - Phase II
  - North Naramata – proposed development
  - Assist with Area 'D-1' OCP review

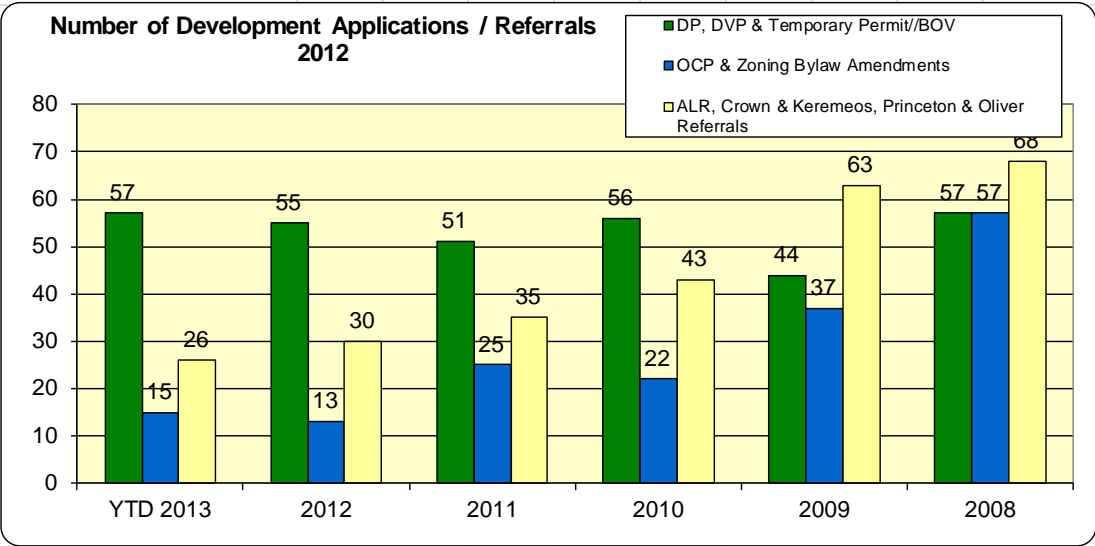
**Respectfully Submitted,**

*Donna Butler*

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Donna Butler, Development Services Manager

Number of Development Applications / Referrals 2013						
	YTD 2013	2012	2011	2010	2009	2008
Develop Permit & DVP/BOV						
Temp. Industr						
DP, DVP & Temporary Permit//BOV	57	55	51	56	44	57
ZONING						
OCP/ZONING						
OCP & Zoning Bylaw Amendments	15	13	25	22	37	57
ALR						
Crown Land						
Keremeos/Others						
ALR, Crown & Keremeos, Princeton & Oliver Referrals	26	30	35	43	63	68



**REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN  
SUMMARY OF BUILDING PERMITS FOR 2013**

<b>NUMBER OF PERMITS</b>								
<b>DESCRIPTION</b>	<b>A</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>H</b>	<b>TOTAL</b>	<b>2012</b>
RENEWAL/DEFICIENCY	9	2	6	3	0	7	27	63
S.F.D.	11	4	18	9	1	7	50	57
MOBILE/MANU HOMES	0	10	0	0	0	6	16	31
CABINS/REC	0	0	0	0	0	0	0	1
SEMI-DETACHED, DUPLEX, MULTI	0	0	1	0	0	0	1	0
DEMOLITION	1	3	4	3	1	3	15	26
ACCESSORY USES	15	13	25	10	5	19	87	87
ADDITIONS / REPAIRS / PLUMBING	13	20	28	24	13	20	118	119
COMMERCIAL	1	10	4	3	0	0	18	27
INDUSTRIAL	0	0	1	0	0	0	1	3
FARM BUILDING EXEMPTION	6	6	1	2	2	4	21	17
INSTITUTIONAL	0	0	0	0	0	2	2	3
SOLID FUEL APPLIANCE	0	0	4	0	2	1	7	5
<b>2013</b>	<b>56</b>	<b>68</b>	<b>92</b>	<b>54</b>	<b>24</b>	<b>69</b>	<b>363</b>	<b>439</b>
2012	62	93	126	48	23	87		

<b>DOLLAR VALUE OF PERMITS</b>								
<b>DESCRIPTION</b>	<b>A</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>H</b>	<b>TOTAL 2013</b>	<b>TOTAL 2012</b>
RENEWAL/DEFICIENCY	\$7,000	\$2,000	\$19,000	\$3,000	\$0	\$26,000	\$57,000	\$724,395
S.F.D.	\$3,655,345	\$1,089,625	\$5,381,751	\$3,482,090	\$93,600	\$994,075	\$14,696,486	\$17,891,133
MOBILE/MANU HOMES	\$0	\$1,800,201	\$0	\$0	\$0	\$897,100	\$2,697,301	\$6,038,540
CABINS/REC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$129,180
SEMI-DETACHED, DUPLEX, MULTI	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000	\$0
DEMOLITION	\$1,000	\$3,000	\$4,000	\$3,000	\$1,000	\$3,000	\$15,000	\$25,000
ACCESSORY USES	\$745,949	\$413,445	\$1,028,695	\$489,319	\$305,720	\$933,905	\$3,917,033	\$2,731,080
ADDITIONS / REPAIRS / PLUMBING	\$456,170	\$1,090,908	\$1,078,341	\$913,960	\$647,855	\$1,379,580	\$5,566,814	\$5,895,379
COMMERCIAL	\$48,000	\$1,563,600	\$773,979	\$731,500	\$0	\$0	\$3,117,079	\$4,649,145
INDUSTRIAL	\$0	\$0	\$31,110	\$0	\$0	\$0	\$31,110	\$780,200
FARM BUILDING EXEMPTION							not valued / no revenue	
INSTITUTIONAL	\$0	\$0	\$0	\$0	\$0	\$330,000	\$330,000	\$90,400
SOLID FUEL APPLIANCE	\$0	\$0	\$4,000	\$0	\$2,000	\$1,000	\$7,000	\$5,000
<b>2013</b>	<b>\$4,913,464</b>	<b>\$5,962,779</b>	<b>\$8,330,876</b>	<b>\$5,644,849</b>	<b>\$1,033,375</b>	<b>\$4,564,660</b>	<b>\$30,450,003</b>	<b>\$38,777,386</b>
2012	\$7,463,928	\$9,641,636	\$11,436,114	\$3,604,272	\$1,260,602	\$5,370,835		

<b>BUILDING INSPECTION REVENUE</b>							
<b>MONTH</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
JANUARY	\$15,685.04	\$25,214.69	\$11,809.60	\$11,777.72	\$17,959.62	\$16,098.23	\$15,847.48
FEBRUARY	\$14,566.50	\$30,704.24	\$23,237.39	\$22,148.93	\$18,531.97	\$14,200.42	\$18,055.76
MARCH	\$16,608.61	\$57,546.50	\$28,570.52	\$19,023.05	\$26,221.83	\$38,322.59	\$28,007.02
APRIL	\$30,280.44	\$59,265.00	\$32,345.79	\$67,151.59	\$31,870.85	\$18,059.44	\$20,973.73
MAY	\$39,709.96	\$40,570.53	\$30,856.22	\$38,836.72	\$42,136.91	\$30,849.83	\$43,054.17
JUNE	\$37,502.42	\$32,179.00	\$35,521.61	\$48,302.07	\$46,768.25	\$44,166.92	\$42,069.21
JULY	\$31,630.12	\$61,403.96	\$28,240.78	\$29,173.69	\$39,690.56	\$57,024.83	\$46,889.56
AUGUST	\$30,137.73	\$40,621.83	\$25,430.20	\$17,514.63	\$37,792.51	\$58,020.08	\$35,669.63
SEPTEMBER	\$26,072.10	\$29,447.83	\$28,606.77	\$58,038.24	\$40,835.92	\$24,513.20	\$24,607.81
OCTOBER	\$26,730.64	\$35,889.37	\$45,411.73	\$46,844.00	\$27,711.60	\$34,125.76	\$28,791.57
NOVEMBER	\$41,957.94	\$27,889.15	\$24,651.67	\$58,833.71	\$23,710.90	\$29,782.64	\$25,620.64
DECEMBER	\$5,871.19	\$11,435.43	\$17,219.44	\$19,991.95	\$41,386.71	\$33,035.38	\$16,484.32
<b>TOTAL YEAR</b>	<b>\$316,752.69</b>	<b>\$452,167.53</b>	<b>\$331,901.72</b>	<b>\$437,636.30</b>	<b>\$394,617.63</b>	<b>\$398,199.32</b>	<b>\$346,070.90</b>