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**TO:** Planning & Development Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 17, 2014  
**RE:** Second Quarter Report 2014 Activity Report – For Information Only

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## **1.0 DEVELOPMENT SERVICES DEPARTMENT**

### **1.1 PLANNING**

#### **Q2 Activities**

- Completion of Energy Audits for 40 RDOS buildings and facilities;
- Second Staff report on Temporary Use Permit Fees presented;
- Amended Bylaw amendments for vacation rentals at Apex Resort;
- Amendments to Delegation Bylaw for staff issuance of Hillside /steep Slope Development Permits;
- Amendments to Area H Zoning Bylaw for Community Plan implementation and housekeeping;
- Zoning Bylaw Amendments for Area D-2 for housekeeping items and to implement the new Community Plan, including support for secondary suites in residential and rural zones;
- Staff report on update of **Highway Signage enforcement** project, a review of public input, review of other local government signage bylaws and recommendations for amendments to RDOS signage regulations;
- Board report on Medical Marijuana with a review of regulatory options
- Identification of a Zoning Map error in Area A and staff reports to Board to initiate OCP and Zoning Bylaw amendment for corrective action;
- Review of Regional signage Action Plan options;
- Commenced project to update Environmentally Sensitive Development Permit (ESDP) Guidelines for Electoral Areas 'A', 'C', 'D-2', 'E' and 'F' Official Community Plans (as per "Keeping Nature in Our Future");
- "Keeping Nature in Our Future" Implementation Update Board presentation
- Prepared report regarding "carriage houses" and Okanagan Basin Water Board policy for 1 hectare minimum parcel size, including OBWB delegation to the Regional Board;
- **Continue to provide planning services to Osoyoos, Princeton, Oliver and Keremeos;**
- 33 Planning Reports to the Board, and 17 reports for Advisory Planning Committee meetings; and

See Attachment No. 1 for number of Planning Applications / Referrals received as of June 2014.

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### **Planned Activities for Q3 - 2014**

- Select consultants and commence project for **Electoral Area 'D-1' Official Community Plan**;
- Provide planning services to Osoyoos, Oliver, Princeton and Keremeos;
- **Commence Area Plan process for Gallagher Lake Area Plan**;
- Prepare Zoning Bylaw Amendments Electoral Area 'A'/Osoyoos - re: Agriculture Area Plan;
- Review of Building Energy Audits project and establish next steps for Climate Action Plan;
- Report on Livestock provisions in RDOS zoning bylaws;
- Prepare OCP Amendment Bylaw regarding update of Environmentally Sensitive Development Permit (ESDP) Area Guidelines – re: Keeping Nature in our Future;
- Present “Conservation Fund” proposal to Board.

### **1.2 BUILDING INSPECTIONS**

- 4 files for enforcement of Building Bylaw Violations
- Board Update on Kennedy Lake Enforcement, with strategy for building bylaw violations. Staff posting of Demolition Notices on every building and structure on the site. Establishment of a Kennedy Lake building permit application form and information package on RDOS web site, communication with applicants including 2 site visits by Building Officials.
- Ongoing work on policies and procedures.

See Attachment No. 2 for number of Building Permit applications from April to June 2014.

### **1.3 BYLAW ENFORCEMENT**

#### **Activity Highlights:**

- Highway Signage Enforcement
  - Enforcement to remove signage south of Oliver to USA border ongoing
  - Majority of owners are cooperative with less than 5 owners being difficult
- Enforcement Activity
  - 19 new complaints received
  - 17 files closed
- Animal Control
  - Two additional officers have been appointed to improve services provided
  - Streamlining of services ongoing

**REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN**  
**SUMMARY OF ENFORCEMENT FILES - January 1 to June 30, 2014**

**TOTAL ACTIVE FILES TO DATE (processed in office)**

| ELECTORAL AREA       | A        | B          | C         | D         | E        | F        | G        | H         | TOTAL     |
|----------------------|----------|------------|-----------|-----------|----------|----------|----------|-----------|-----------|
| Untidy and Unsightly | n/a      | N/A        | 2         | 4         | 1        | 0        | 2        | 1         | 10        |
| Land Use             | 2        | n/a        | 10        | 19        | 7        | 6        | 0        | 6         | 50        |
| WDP                  | 0        | n/a        | 0         | 1         | 0        | 0        | n/a      | 5         | 6         |
| ESDP                 | 1        | n/a        | 0         | 0         | 0        | 0        | n/a      | 0         | 1         |
| <b>TOTAL</b>         | <b>3</b> | <b>n/a</b> | <b>12</b> | <b>24</b> | <b>8</b> | <b>6</b> | <b>2</b> | <b>12</b> | <b>67</b> |

## 1.4 SUBDIVISION SERVICING

### Second Quarter Activities:

- **Subdivision Referrals**
  - 8 referrals received for 2014; and
  - 53 referrals ongoing and pending applicants' action.
- **Ongoing Major Subdivisions:**
  - Twin Lakes – received Draft Groundwater Availability Study
  - Deer Park (Gallagher Lake) 30 Lot bare land strata
    - ❖ RDOS responsible for sewer and water systems along Gallagher lake Frontage Road affective July 1, 2014;
    - ❖ Parkland Dedication still to be resolved;
  - Vintage Views Phase 3 (Chadwell Place) – 30 Lot subdivision – PLA issued by MOT, developer has indicated construction to begin in September.
  - Gammie – Tulameen – 15 lot strata subdivision pending applicant.
  - Ridgeview Estates (north Naramata) – 17 lot strata on-going
  - Reflection Point – 8 strata lots, reviewing revised new drawings.
- **Other Projects:**
  - Planning Referrals.
  - Cooper Zoning – Electoral Area 'A'
  - Peach Cliff MHP
  - Gallagher Lake Village MHP, Phase II.
  - Proposed Distillery, securities are being held for a water connection and sewer.
  - (Subdivision) Works and Services Bylaw.
  - Sanitary Sewer Service Areas, Ok Falls and Gallagher Lake RFP – proposals reviewed.

### Planned Activities for Third Quarter:

- **Ongoing or Planned:**
  - Finalize Naramata DCC and Capital Plan;

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- (Subdivision) Works and Services Bylaw review;
  - Deer Park subdivision;
  - Gallagher Lake:
    - ❖ Water and sewer operations of infrastructure;
    - ❖ Petitions for service area, west side of Hwy 97;
    - ❖ Assist with Gallagher Lake Area Plan;
  - Twin Lakes – review and comment of Draft Groundwater Availability Study.
  - Reflection Point subdivision;
  - Vintage Views Phase 3 (Chadwell Place) subdivision;
  - Gallagher Lake Mobile Home Park - Phase II; and
  - Assist with Electoral Area 'D-1' OCP review.

**Respectfully Submitted,**

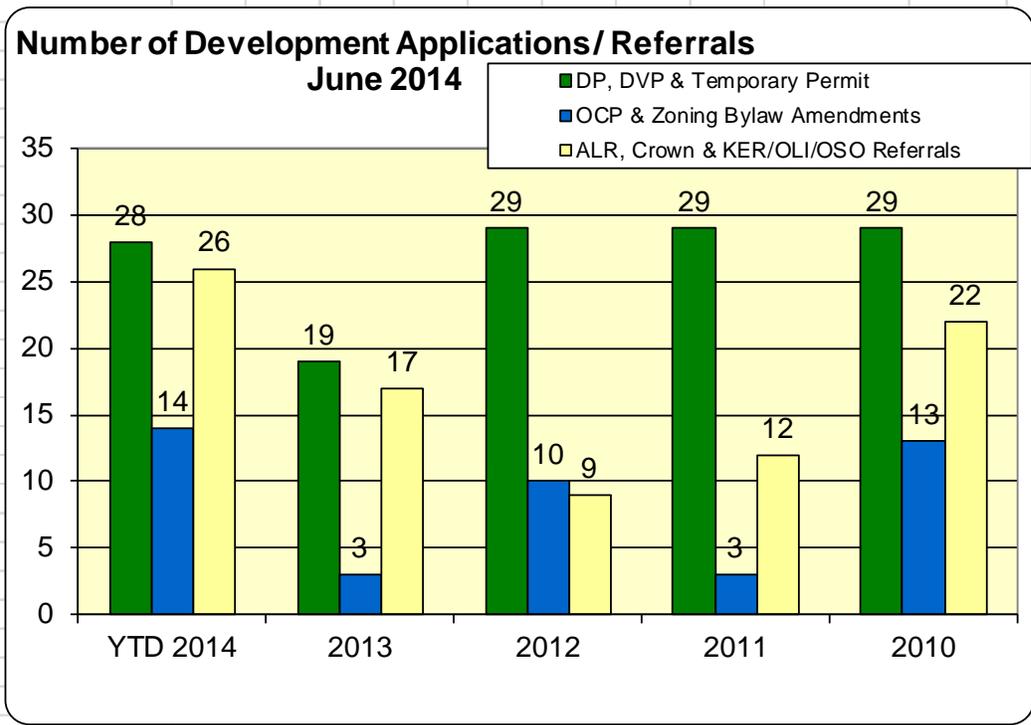
Donna Butler

Donna Butler, Development Services Manager

Attachments: Attachment No. 1 – Number of Development Applications / Referrals  
Attachment No. 2 – Summary of Building Permits (March 2014)

Attachment No. 1 - Number of Development Applications / Referrals

| Number of Development Applications / Referrals June 2014 Year to Date |   |   |   |   |   |   |   |   |             |          |      |      |      |      |
|---|---|---|---|---|---|---|---|---|-------------|----------|------|------|------|------|
|   | A | B | C | D | E | F | G | H | Month Total | YTD 2014 | 2013 | 2012 | 2011 | 2010 |
| Develop Permit & DVP  | 1 |   |   | 2 |   |   |   | 1 | 4           |          |      |      |      |      |
| Temp. Industr/Strata  |   |   |   |   |   |   |   |   | 0           |          |      |      |      |      |
| DP, DVP & Temporary Permit  |   |   |   |   |   |   |   |   | 4           | 28       | 19   | 29   | 29   | 29   |
| Zoning  |   |   | 1 |   |   | 1 |   |   | 2           |          |      |      |      |      |
| OCP/ZONING  |   |   |   |   |   |   |   | 1 | 1           |          |      |      |      |      |
| OCP & Zoning Bylaw Amendments   |   |   |   |   |   |   |   |   | 3           | 14       | 3    | 10   | 3    | 13   |
| ALR   |   |   |   |   |   |   |   | 1 | 1           |          |      |      |      |      |
| Crown Land  |   |   | 3 | 1 | 2 |   |   |   | 6           |          |      |      |      |      |
| KER/OLI/OSO   |   |   | 1 |   |   |   |   |   | 1           |          |      |      |      |      |
| ALR, Crown & KER/OLI/OSO Referrals                                    |   |   |   |   |   |   |   |   | 8           | 26       | 17   | 9    | 12   | 22   |



Attachment No. 2 – Summary of Building Permits (June 2014)

**REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN  
SUMMARY OF BUILDING PERMITS FOR THE MONTH OF JUNE 2014**

| NUMBER OF PERMITS                             |          |          |           |          |          |           |           |            |            |
|---|----------|----------|-----------|----------|----------|-----------|-----------|------------|------------|
| DESCRIPTION                                   | A        | C        | D         | E        | F        | H         | TOTAL     | 2014       | 2013       |
| RENEWAL/DEFICIENCY                            | 4        | 1        |           | 1        |          | 1         | 7         | 24         | 14         |
| S.F.D.  |          |          | 4         | 3        |          | 3         | 10        | 32         | 26         |
| MOBILE/MANU HOMES                             |          | 3        | 1         |          |          | 2         | 6         | 15         | 9          |
| CABINS/REC<br>SEMI-DETACHED,<br>DUPLEX, MULTI |          |          |           |          |          |           | 0         | 1          | 0          |
| DEMOLITION                                    | 1        |          |           |          |          | 1         | 2         | 11         | 9          |
| ACCESSORY USES                                | 2        |          | 2         |          |          | 1         | 5         | 32         | 40         |
| ADDITIONS / REPAIRS /<br>PLUMBING             | 2        | 1        | 8         | 3        | 2        | 8         | 24        | 57         | 49         |
| COMMERCIAL                                    |          |          |           | 1        |          |           | 1         | 10         | 7          |
| INDUSTRIAL                                    |          |          |           |          |          |           | 0         | 0          | 0          |
| FARM BUILDING<br>EXEMPTION                    |          | 1        |           |          |          | 1         | 2         | 15         | 11         |
| INSTITUTIONAL                                 |          |          |           |          |          |           | 0         | 1          | 1          |
| SOLID FUEL APPLIANCE                          |          |          |           |          |          | 1         | 1         | 1          | 2          |
| <b>MONTHLY TOTAL</b>                          | <b>9</b> | <b>6</b> | <b>15</b> | <b>8</b> | <b>2</b> | <b>18</b> | <b>58</b> | <b>199</b> | <b>168</b> |
| <b>YEAR TO DATE 2014</b>                      | 34       | 33       | 62        | 30       | 7        | 33        | 199       |            |            |
| <i>SAME MONTH 2013</i>                        | 10       | 7        | 9         | 8        | 7        | 8         | 49        |            |            |
| <i>YEAR TO DATE 2013</i>                      | 29       | 34       | 36        | 24       | 16       | 29        | 168       |            |            |

**DOLLAR VALUE OF PERMITS**

| DESCRIPTION                                   | A               | C                | D                  | E                  | F               | H                  | TOTAL                   | TOTAL YEAR          |
|---|-----------------|------------------|--------------------|--------------------|-----------------|--------------------|-------------------------|---------------------|
| RENEWAL/DEFICIENCY                            | \$2,000         | \$0              |                    | \$1,000            |                 | \$12,000           | \$15,000                | \$57,000            |
| S.F.D.  |                 |                  | \$1,311,473        | \$2,752,200        |                 | \$532,420          | \$4,596,093             | \$10,817,610        |
| MOBILE/MANU HOMES                             |                 | \$638,105        | \$310,230          |                    |                 | \$221,940          | \$1,170,275             | \$3,132,345         |
| CABINS/REC<br>SEMI-DETACHED,<br>DUPLEX, MULTI |                 |                  |                    |                    |                 |                    | \$0                     | \$12,420            |
| DEMOLITION                                    | \$1,000         |                  |                    |                    |                 | \$1,000            | \$2,000                 | \$29,000            |
| ACCESSORY USES                                | \$42,000        |                  | \$78,910           |                    |                 | \$24,200           | \$145,110               | \$1,218,610         |
| ADDITIONS / REPAIRS /<br>PLUMBING             | \$14,710        | \$60,480         | \$297,560          | \$38,500           | \$33,000        | \$397,430          | \$841,680               | \$2,032,807         |
| COMMERCIAL                                    |                 |                  |                    | \$25,000           |                 |                    | \$25,000                | \$733,704           |
| INDUSTRIAL                                    |                 |                  |                    |                    |                 |                    | \$0                     | \$0                 |
| FARM BUILDING<br>EXEMPTION                    |                 |                  |                    |                    |                 |                    | not valued / no revenue |                     |
| INSTITUTIONAL                                 |                 |                  |                    |                    |                 |                    | \$0                     | \$171,972           |
| SOLID FUEL APPLIANCE                          |                 |                  |                    |                    |                 | \$1,000            | \$1,000                 | \$1,000             |
| <b>MONTHLY TOTAL</b>                          | <b>\$59,710</b> | <b>\$698,585</b> | <b>\$1,998,173</b> | <b>\$2,816,700</b> | <b>\$33,000</b> | <b>\$1,189,990</b> | <b>\$6,796,158</b>      | <b>\$18,206,468</b> |
| <b>YEAR TO DATE 2014</b>                      | \$3,206,440     | \$2,855,777      | \$5,817,869        | \$3,622,767        | \$82,120        | \$2,621,495        | \$18,206,468            |                     |
| <i>SAME MONTH 2013</i>                        | \$1,238,544     | \$639,125        | \$428,281          | \$772,750          | \$384,910       | \$155,640          | \$3,619,250             |                     |
| <i>YEAR TO DATE 2013</i>                      | \$2,966,644     | \$2,924,940      | \$3,562,286        | \$3,298,640        | \$743,560       | \$2,398,910        | \$15,894,980            |                     |

**BUILDING INSPECTION REVENUE**

| MONTH        | 2008                | 2009                | 2010                | 2011                | 2012                | 2013                | 2014                |
|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| JANUARY      | \$25,214.69         | \$11,809.60         | \$11,777.72         | \$17,959.62         | \$16,098.23         | \$15,847.48         | \$8,965.60          |
| FEBRUARY     | \$30,704.24         | \$23,237.39         | \$22,148.93         | \$18,531.97         | \$14,200.42         | \$18,055.76         | \$25,842.00         |
| MARCH        | \$57,546.50         | \$28,570.52         | \$19,023.05         | \$26,221.83         | \$38,322.59         | \$28,007.02         | \$30,397.81         |
| APRIL        | \$59,265.00         | \$32,345.79         | \$67,151.59         | \$31,870.85         | \$18,059.44         | \$20,973.73         | \$28,055.24         |
| MAY          | \$40,570.53         | \$30,856.22         | \$38,836.72         | \$42,136.91         | \$30,849.83         | \$43,054.17         | \$47,678.54         |
| JUNE         | \$32,179.00         | \$35,521.61         | \$48,302.07         | \$46,768.25         | \$44,166.92         | \$42,069.21         | \$78,964.49         |
| JULY         | \$61,403.96         | \$28,240.78         | \$29,173.69         | \$39,690.56         | \$57,024.83         | \$46,889.56         |                     |
| AUGUST       | \$40,621.83         | \$25,430.20         | \$17,514.63         | \$37,792.51         | \$58,020.08         | \$35,669.63         |                     |
| SEPTEMBER    | \$29,447.83         | \$28,606.77         | \$58,038.24         | \$40,835.92         | \$24,513.20         | \$24,607.81         |                     |
| OCTOBER      | \$35,889.37         | \$45,411.73         | \$46,844.00         | \$27,711.60         | \$34,125.76         | \$28,791.57         |                     |
| NOVEMBER     | \$27,889.15         | \$24,651.67         | \$58,833.71         | \$23,710.90         | \$29,782.64         | \$25,620.64         |                     |
| DECEMBER     | \$11,435.43         | \$17,219.44         | \$19,991.95         | \$41,386.71         | \$33,035.38         | \$16,484.32         |                     |
| <b>TOTAL</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> | <b>\$219,903.68</b> |