

ADMINISTRATIVE REPORT



TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: October 16, 2014
RE: Third Quarter Report 2014 Activity Report – For Information Only

1.0 DEVELOPMENT SERVICES DEPARTMENT

1.1 PLANNING

Q3 Activities

- Preparation of an Energy Efficiency Strategic Plan for 40 RDOS buildings and facilities;
- 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;
- Preparation of Community Plan and Zoning Bylaw Amendments to correct a Zoning Bylaw Map error in Area “A”;
- Staff Report and Board support in principle to establish a “Conservation Fund”;
- Staff Report on Livestock Regulations in Zoning Bylaws including a review of options;
- Vacation Rental Enforcement Policy approved by Board;
- Ongoing work on 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”);
- Proposed signage amendments for agricultural uses presented to Advisory Planning Commissions;
- Proposal Call and selection of consultant for Area “D-1” Community Plan;
- Call for credentials and selection of consultant for Gallagher Lake Area Plan;
- Continue to provide planning services to Osoyoos, Princeton, Oliver and Keremeos;
- 41 planning reports to the Board, 7 reports to the Planning Committee and 23 reports for Advisory Planning Committee meetings; and

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

Planned Activities for Q4 - 2014

- Commence project for Electoral Area “D-1” Official Community Plan, including preparation of public engagement plan and background research;
- Commence Gallagher Lake Area Plan including preparation of public engagement plan and background research;
- Provide planning services to Osoyoos, Oliver, Princeton and Keremeos;
- Public meetings for input on Agricultural Signage and Livestock amendments to zoning bylaws, and for “D-2” proposed zoning bylaw amendments;

- Board presentation on Energy Efficiency Strategic Plan for RDOS buildings and facilities and an update on Climate Action Plan initiatives;
- Board Report on key issues related to proposed OCP Amendment Bylaw regarding update of Environmentally Sensitive Development Permit (ESDP) Area Guidelines – re: Keeping Nature in our Future;

1.2 BUILDING INSPECTIONS

- 4 files for enforcement of Building Bylaw Violations
- Active engagement with Kennedy Lake tenants including on-site meetings, on-line and individual communication. Receipt of over 160 building permit applications for existing building structures.
- 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:

- Enforcement Activity
 - 14 new complaints received
 - 23 files closed
 - 71 active enforcement files
- Animal Control
 - Request for Qualifications/Expressions of Interest for provision of dog control has been prepared
 - Drafting of a Dog Control Bylaw is in initial stages
 - Penticton Animal Shelter is now being utilized
 - Osoyoos Animal Shelter agreement extension has been initiated
 - Discussion with the Town of Oliver with respect to entering into an agreement for construction of shared Animal Shelter in Oliver have been initiated
 - Streamlining of contract services ongoing
 - Maintenance and updating of Dog Licence Database in preparation of providing remote online access to Animal Control Officer(s)

Enforcement Activity Planned for 4th Quarter

- Award of 2015 Dog Control Contract
- Introduce Dog Control Bylaw to Board
- Ongoing discussion to partner with Town of Oliver for Animal Shelter use
- Amend Bylaw Notice Enforcement Bylaw No. 2507 to introduce new fine structure

**REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN
SUMMARY OF ENFORCEMENT FILES - 3rd QUARTER 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	1	7	3	0	0	1	12
Land Use	2	n/a	7	20	6	7	0	8	50
WDP	0	n/a	1	1	1	0	n/a	5	8
ESDP	1	n/a	0	0	0	0	n/a	0	1
TOTAL	3	n/a	9	28	10	7	0	14	71

ANIMAL CONTROL - 3rd Quarter only (invoicing incomplete for third quarter - information not available at time of writing)

NOISE COMPLAINTS - 3rd Quarter only (processed by contractor)

ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Complaints	n/a	0	3	12	5	3	0	n/a	23
Warnings/Tickets	n/a	0	1	0	0	0	0	n/a	1
TOTAL		0	4	12	5	3	0	n/a	24

TOTAL FINE REVENUE COLLECTED IN 3rd QUARTER: \$1,420.00

TICKETS DISPUTED IN 3rd QUARTER: 0

1.4 SUBDIVISION SERVICING

Third Quarter Activities:

- **Subdivision Referrals**

- 9 referrals received for 2014; and
- 56 referrals ongoing and pending applicants' action.

- **Ongoing Major Subdivisions:**

- Twin Lakes – proposed 208 units
 - ❖ Received Draft Groundwater Availability Study;
 - ❖ Replied to developer and requested amendments to the study.
- Deer Park (Gallagher Lake) 30 Lot bare land strata
 - ❖ Phase 2 is going forward, current issue with strength of effluent discharge
 - ❖ 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 late September.
 - ❖ Possible parkland donation being considered
 - ❖ Street Light petition being worked on.
- Ridgeview Estates (north Naramata) – 17 lot strata pending applicant.
- Reflection Point – 8 strata lots
 - ❖ Dry hydrant system being proposed for strata;
 - ❖ Parkland Dedication being worked on;
 - ❖ Concepts for next phase of development being discussed.

- **Other Projects:**
 - Planning development application referrals.
 - Cooper Zoning – Electoral Area “A”;
 - Parkbridge, Campsite permit;
 - Gallagher Lake Village, Phase II, MHP permit.
 - (Subdivision) Works and Services Bylaw.

Planned Activities for Fourth Quarter:

- **Ongoing or Planned:**
 - Finalize Naramata DCC and Capital Plan.
 - (Subdivision) Works and Services Bylaw review.
 - Deer Park RDOS requesting appraisal done for Right of Way Agreement.
 - Gallagher Lake:
 - ❖ Petitions for sewer and water 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 is still in discussions over Parkland Dedication.
 - Vintage Views Phase 3 (Chadwell Place) subdivision, RDOS in discussions for the Parkland Donation.
 - Gallagher Lake Mobile Home Park - Phase II.
 - Assist with Electoral Area “D-1” OCP review.

Respectfully Submitted,

Donna Butler

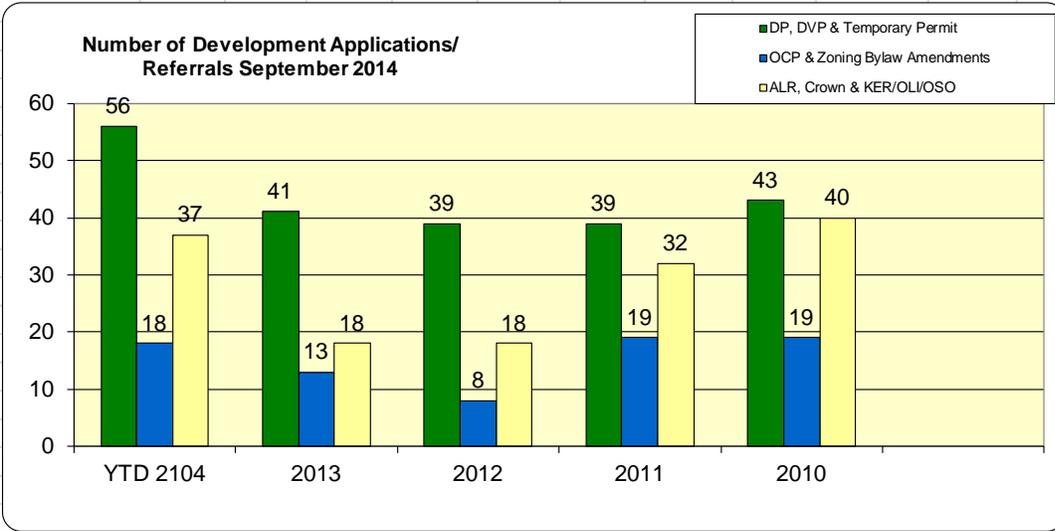
Donna Butler, Development Services Manager

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

Attachment No. 1 - Number of Development Applications / Referrals

Number of Development Applications / Referrals September 2014 Year to Date

	Month								Total	YTD 2104	2013	2012	2011	2010
	A	B	C	D	E	F	G	H						
Develop Permit & DVP	1		1	1	4	1		2	10					
Temp. Industr				1					1					
DP, DVP & Temporary Permit									11	56	41	39	39	43
Zoning								1	1					
OCP/ZONING									0					
OCP & Zoning Bylaw Amendments									1	18	13	8	19	19
ALR									0					
Crown Land									0					
KER/OL/OSO			2						2					
ALR, Crown & KER/OL/OSO									2	37	18	18	32	40



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

NUMBER OF PERMITS									
DESCRIPTION	A	C	D	E	F	H	TOTAL	2014	2013
RENEWAL/DEFICIENCY S.F.D.			4		1	2	0	27	20
MOBILE/MANU HOMES							7	47	37
CABINS/REC							0	15	12
SEMI-DETACHED, DUPLEX, MULTI							0	1	0
DEMOLITION		1			1		2	0	0
ACCESSORY USES			5	1		6	12	13	10
ADDITIONS / REPAIRS / PLUMBING	1	2	2	2		1	8	54	61
COMMERCIAL		1		1			2	76	77
INDUSTRIAL							2	13	10
FARM BUILDING EXEMPTION	2	1				1	0	0	0
INSTITUTIONAL							4	20	13
SOLID FUEL APPLIANCE							0	1	2
MONTHLY TOTAL	3	5	11	4	3	9	35	268	244
YEAR TO DATE 2014	43	41	80	40	12	52	268		
SAME MONTH 2013	4	4	9	5	2	4	28		
YEAR TO DATE 2013	39	47	57	37	18	46	244		

DOLLAR VALUE OF PERMITS

DESCRIPTION	A	C	D	E	F	H	TOTAL	TOTAL YEAR
RENEWAL/DEFICIENCY S.F.D.			\$1,228,912		\$217,050	\$409,755	\$0	\$423,835
MOBILE/MANU HOMES							\$1,855,717	\$15,452,057
CABINS/REC							\$0	\$3,132,345
SEMI-DETACHED, DUPLEX, MULTI							\$0	\$12,420
DEMOLITION		\$1,000			\$1,000		\$0	\$0
ACCESSORY USES			\$224,562	\$23,040		\$380,240	\$2,000	\$31,000
ADDITIONS / REPAIRS / PLUMBING	\$230,185	\$156,800	\$53,600	\$66,750		\$15,810	\$627,842	\$2,118,846
COMMERCIAL		\$82,400		\$38,000			\$523,145	\$3,356,472
INDUSTRIAL							\$120,400	\$855,104
FARM BUILDING EXEMPTION							\$0	\$0
INSTITUTIONAL							not valued / no revenue	
SOLID FUEL APPLIANCE							\$0	\$171,972
MONTHLY TOTAL	\$230,185	\$240,200	\$1,507,074	\$127,790	\$218,050	\$805,805	\$3,129,104	\$25,555,051
YEAR TO DATE 2014	\$4,452,310	\$3,461,602	\$7,887,137	\$4,814,962	\$307,580	\$4,631,460	\$25,555,051	
SAME MONTH 2013	\$117,270	\$874,888	\$1,221,225	\$376,875	\$77,860	\$413,960	\$3,082,078	
YEAR TO DATE 2013	\$3,921,099	\$4,196,558	\$5,871,016	\$4,275,290	\$821,420	\$3,659,060	\$22,744,442	

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	\$48,610.54
AUGUST	\$40,621.83	\$25,430.20	\$17,514.63	\$37,792.51	\$58,020.08	\$35,669.63	\$41,182.51
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	
TOTAL	\$452,167.53	\$331,901.72	\$437,636.30	\$394,617.63	\$398,199.32	\$346,070.90	\$309,696.73