

ADMINISTRATIVE REPORT



TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: January 22, 2015
RE: Fourth Quarter Report 2014 Activity Report – For Information Only

1.0 **DEVELOPMENT SERVICES DEPARTMENT**

1.1 **PLANNING**

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

Q4 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;
- Ongoing work on project to update Environmentally Sensitive Development Permit (ESDP) Guidelines for Electoral Areas “A”, “C”, “D”, “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; and
- 31 planning reports to the Board, 3 reports to the Planning Committee and 4 reports for Advisory Planning Committee meetings.

Planned Activities for Q1 - 2015

- 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 Workshop on key issues related to proposed Update of Environmentally Sensitive Development Permit (ESDP) Area Guidelines and Mapping – re: Keeping Nature in our Future;
- Board Workshop on key issues related to proposed Update of Okanagan Electoral Area Zoning Bylaws.

1.2 BUILDING INSPECTIONS

- Ongoing enforcement files
- Continue to receive, and process applications for Kennedy Lake. Ongoing communications with leaseholders and various stakeholders (IH, HPO). First 4 permits were issued December 19, 2014.
- Ongoing work on policies and procedures.
- Review of Code amendments for Energy Provisions which came into effect December 19, 2014
- Preparation & draft updated Building Bylaw

See Attachment No. 2 for the summary of issued Building Permits for 2014.

1.3 BYLAW ENFORCEMENT

Activity Highlights:

- Enforcement Activity
 - 5 new complaints received
 - 16 files closed
 - 62 active enforcement files
 - Vacation Rental Enforcement Policy approved by Board;
- Animal Control
 - Request for Qualifications/Expressions of Interest process for provision of dog control services has been completed
 - 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 1st 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

TOTAL ACTIVE FILES (processed in office)									
ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Untidy and Unsightly	n/a	N/A	1	5	1	0	0	1	8
Land Use	0	n/a	8	15	5	8	0	8	44
WDP	0	n/a	1	1	1	0	n/a	5	8
ESDP	2	n/a	0	0	0	0	n/a	0	2
TOTAL	2	n/a	10	21	7	8	0	14	62

- Ongoing Vacation Rental TUP education and enforcement

1.4 SUBDIVISION SERVICING

4th Quarter Activities:

- **Subdivision Referrals**
 - 15 referrals received for 2014
 - 52 referrals ongoing and pending applicants' action
- **Ongoing Major Subdivisions:**
 - Twin Lakes – proposed 208 units
 - ❖ Received Draft Groundwater Availability Study
 - Review term of reference for draft report
 - Deer Park (Gallagher Lake) 30 Lot bare land strata
 - ❖ Phase 2 on-going completing parkland statutory right-of-way and reviewing Development Permits
 - Vintage Views Phase 3 (Chadwell Place) – 30 Lot subdivision
 - ❖ PLA issued by MOT
 - ❖ Construction began in Fall 2014
 - ❖ Parkland donation in discussions
 - ❖ Street Light petition in progress
 - Reflection Point – 8 strata lots
 - ❖ Developer is applying for a variance for fire protection
 - ❖ Parkland Dedication being worked on
 - ❖ Concepts for next phase of development being discussed
 - Naramata Benchlands
 - ❖ Water Service Area Petition
 - Covenant review
 - Reservoir land acquisition
- **Other Projects:**
 - Planning development application referrals and assisting with OCP reviews
 - Cooper Zoning – Electoral Area “A”;

- Parkbridge, Campsite permit;
- Gallagher Lake Village, Phase II, MHP permit
- (Subdivision) Works and Services Bylaw

Planned Activities for 1st Quarter:

• **Ongoing or Planned:**

- Finalize Naramata DCC and Capital Plan
- (Subdivision) Works and Services Bylaw review
- Deer Park subdivision completion
- Reflection Point subdivision
- Willow Beach proposal anticipated
- Gallagher Lake Area
 - ❖ 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
- Vintage Views Phase 3 (Chadwell Place) subdivision
- Gallagher Lake Mobile Home Park - Phase II
- Assist with Electoral Area “D-1” OCP review

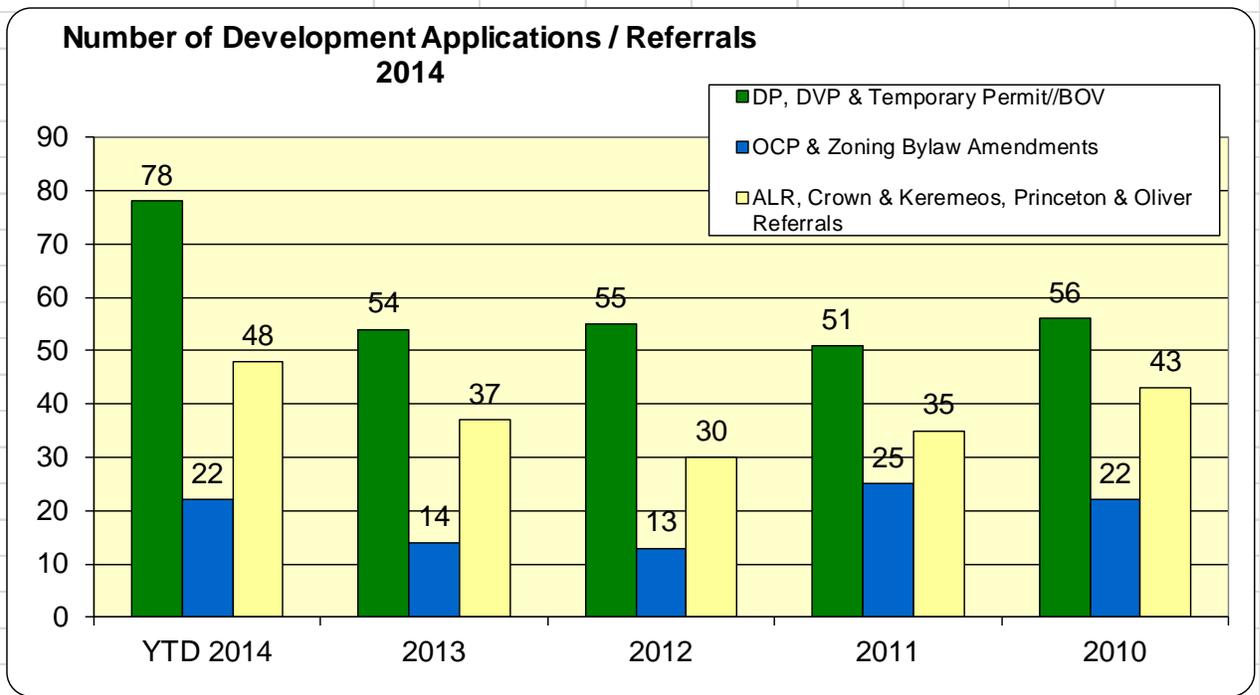
Respectfully Submitted,

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)

Number of Development Applications / Referrals 2014					
	YTD 2014	2013	2012	2011	2010
Develop Permit & DVP/BOV					
Temp. Industr					
DP, DVP & Temporary Permit//BOV	78	54	55	51	56
ZONING					
OCP/ZONING					
OCP & Zoning Bylaw Amendments	22	14	13	25	22
ALR					
Crown Land					
Keremeos/Others					
ALR, Crown & Keremeos, Princeton & Oliver Referrals	48	37	30	35	43



Attachment No. 1 - Number of Development Applications / Referrals

Attachment No. 2 – Summary of Building Permits for 2014

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN SUMMARY OF BUILDING PERMITS FOR 2014								
NUMBER OF PERMITS ISSUED								
DESCRIPTION	A	C	D	E	F	H	TOTAL	2013
RENEWAL/DEFICIENCY	8	8	8	7	4	5	40	27
S.F.D.	11	6	24	15	1	18	75	50
MOBILE/MANU HOMES	2	12	4	0	2	3	23	16
CABINS/REC	0	0	1	0	0	1	2	0
SEMI-DETACHED, DUPLEX, MULTI	0	0	0	0	0	0	0	1
DEMOLITION / MOVE	4	8	5	6	1	1	25	15
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING	15	7	30	16	1	18	87	87
COMMERCIAL	12	14	33	22	9	23	113	118
INDUSTRIAL	4	5	6	5	0	0	20	18
FARM BUILDING EXEMPTION	0	0	0	0	0	0	0	1
INSTITUTIONAL	8	10	1	3	3	2	27	21
SOLID FUEL APPLIANCE	0	0	2	1	0	0	3	2
	0	1	0	0	1	2	4	7
2014	64	71	114	75	22	73	419	363
2013	56	68	92	54	24	69		
DOLLAR VALUE OF PERMITS								
DESCRIPTION	A	C	D	E	F	H	TOTAL 2014	TOTAL 2013
RENEWAL/DEFICIENCY	\$384,835	\$6,000	\$36,000	\$28,000	\$22,000	\$32,000	\$508,835	\$57,000
S.F.D.	\$3,523,230	\$1,846,572	\$7,527,173	\$7,502,490	\$217,050	\$3,494,950	\$24,111,465	\$14,696,486
MOBILE/MANU HOMES	\$472,735	\$2,544,165	\$802,820	\$0	\$444,240	\$521,940	\$4,785,900	\$2,697,301
CABINS/REC	\$47,320	\$0	\$12,420	\$0	\$0	\$6,400	\$66,140	\$0
SEMI-DETACHED, DUPLEX, MULTI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
DEMOLITION / MOVE	\$4,000	\$8,000	\$23,000	\$6,000	\$1,000	\$1,000	\$43,000	\$15,000
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING	\$410,040	\$225,550	\$1,324,658	\$619,425	\$156,495	\$676,550	\$3,412,718	\$3,917,033
COMMERCIAL	\$624,929	\$500,190	\$1,607,647	\$727,055	\$179,970	\$965,764	\$4,605,555	\$5,566,814
INDUSTRIAL	\$452,795	\$3,100,960	\$161,569	\$258,000	\$0	\$0	\$3,973,324	\$3,117,079
FARM BUILDING EXEMPTION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,110
INSTITUTIONAL	\$0	\$0	\$55,836	\$171,972	\$0	\$0	\$227,808	\$330,000
SOLID FUEL APPLIANCE	\$0	\$1,000	\$0	\$0	\$1,000	\$2,000	\$4,000	\$7,000
2014	\$5,872,564	\$8,232,437	\$11,551,123	\$9,332,942	\$874,260	\$5,700,604	\$41,563,930	\$30,450,003
2013	\$4,913,464	\$5,962,779	\$8,330,876	\$5,644,849	\$1,033,375	\$4,564,660		
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	\$68,044.72	
OCTOBER	\$35,889.37	\$45,411.73	\$46,844.00	\$27,711.60	\$34,125.76	\$28,791.57	\$36,694.11	
NOVEMBER	\$27,889.15	\$24,651.67	\$58,833.71	\$23,710.90	\$29,782.64	\$25,620.64	\$40,766.83	
DECEMBER	\$11,435.43	\$17,219.44	\$19,991.95	\$41,386.71	\$33,035.38	\$16,484.32	\$39,792.14	
TOTAL YEAR	\$452,167.53	\$331,901.72	\$437,636.30	\$394,617.63	\$398,199.32	\$346,070.90	\$494,994.53	