

ADMINISTRATIVE REPORT

TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: January 21, 2016
RE: Fourth Quarter 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 31, 2015.

Q4 Activities

- Public consultation and preparation of new zoning bylaws for discharge and termination of the Land Use Contract at Heritage ;
- Issuance of a number of Temporary Use Permits for vacation rentals;
- Commenced public and APC consultation on the proposed 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”;
- Work on Area “D-1” Community Plan with consultant, including Citizen’s Committee meetings and preparation of Draft Area D-1 Community Plan. Board presentation on Draft Plan.
- Post charrette follow up on Okanagan Falls Town Centre Charrette and attendance at event;
- Attend several First Nations Referrals Workshops
- Work on Gallagher Lake Area Plan with consultant, including preparation of Draft Plan;
- Participation in a Lean Sensei Kaizen review of the Zoning Bylaw Amendment Process, to identify process efficiencies and improved customer service. Preparation of an Implementation Schedule for 2016;
- Review and report on a number of planning related Board policies;
- Regional Growth Strategy Board Report and presentation on preliminary 5-year review project.
- Ongoing liaison with solicitor on Grelish legal action;
- Continue to provide planning services to Oliver and Keremeos, including work on a major development application in Oliver and in the preparation of Terms of Reference for a new Oliver Community Plan;

- 38 planning reports to the Board / Planning Committee and 12 reports for Advisory Planning Committee meetings.

Planned Activities for Q1 - 2016

- Ongoing work on Electoral Area “D-1” Official Community Plan, including preparation of Final Plan, agency referrals, and adoption process;
- Ongoing work on Gallagher Lake Area Plan including third public open house, Citizen’s Committee meeting, preparation of final plan and adoption process;
- Complete Advisory Planning Committee Meetings and Public Open Houses for Okanagan Valley Electoral Areas to present the Environmentally Sensitive Development Permit Area Community Plan Amendments and preparation of Final Bylaws;
- Provide planning services to Oliver and Keremeos;
- Meetings with Board on key issues related to proposed Update of Okanagan Electoral Area Zoning Bylaws;
- Regional Growth Strategy, retain consultant for the Minor Amendment project.
- Establish Project Team for coordinating of multi-agency approvals for the Weyerhaeuser industrial development
- New Kennedy Lake zone and bylaw amendment process.

1.2 BUILDING INSPECTIONS

- Ongoing enforcement files
- Continue to process applications for Kennedy Lake. 93 permits have been issued to the end of December. There are 55 permits left to issue, 37 of these 55 are in area “B” and cannot be issued until the potential rezoning is completed.
- Ongoing work and review of policies and procedures.
- Review of further Code amendments which came into effect December 11, 2015
- Preparation & draft updated Building Bylaw

See Attachment No. 2 for the summary of issued Building Permits for the year 2015.

1.3 BYLAW ENFORCEMENT

Activity Highlights:

- Q4 Enforcement Activity
 - 8 BON (fines) paid (total \$2,700.00);
 - 3 BON’s (fines) disputed; Adjudication Hearing has not yet been scheduled
 - Agreement discussions to utilize Town of Oliver Animal Shelter ongoing

- Conducted field inspection and met with owners and tenant of property on Road 5, Oliver
- Attended Southern Bylaw Adjudication Stakeholders meeting
- Attended Open House meeting with Anarchist Mountain residents
- Dog Bylaw completed
- Development Services Clerk training ongoing

Enforcement Activity Planned for 1st Quarter, 2016

- Finalize Town of Oliver Animal Shelter Use Agreement
- Introduce new Dog Control Bylaw to Board
- Initiate discussion with IS staff to implement Ticket Tracking Database
- Explore purchase of Complaint Tracking Software to streamline process
- Process one vacation rental file for Board direction
- Review Dog Control Contract for year end and discuss modifications with contractor
- Bylaw Officers to conduct door to door Noise Bylaw and Dog Control education in Willowbrook, Electoral Area 'C'

A	B	C	D	E	F	G	H	I	J
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	7	2	0	2	3	16
Land Use	5	n/a	11	23	7	12	1	9	68
WDP	0	n/a	1	2	1	0	0	4	8
ESDP	1	n/a	0	0	0	0	0	0	1
Total	6	n/a	14	32	10	12	0	13	
GRAND TOTAL									
ANIMAL CONTROL - 4th Quarter only (processed by contractor)									
ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Impounded	1		4	2	1		1	n/a	9
Claimed by Owner								n/a	0
Euthanised								n/a	0
Adopted								n/a	0
Complaints	1		11	13	8	1	3	n/a	37
Warnings/Tickets								n/a	0
Total	2	0	15	15	9	1	4	0	
GRAND TOTAL									
NOISE COMPLAINTS - 4th Quarter only (processed by contractor)									
ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Complaints	n/a		12	17		3			32
Warnings/Tickets	n/a								0
Total	0	0	12	17	0	3	0	0	32
GRAND TOTAL									

1.4 SUBDIVISION SERVICING

4th Quarter Activities:

- **Subdivision Referrals**

- 17 referrals received for 2015
- 58 referrals ongoing and pending applicants' action
- **Ongoing Major Subdivisions:**
 - Twin Lakes Golf Resort – proposed 208 units
 - ❖ RDOS received Consultants comments back and working on reply.
 - Grelish Subdivision (Area “A”) proposed 11 Lot bare land strata
 - ❖ Under provision of the Local Government Act, S.943 until August 21st.
 - Vintage Views Phase 3 (Chadwell Place) – 30 Lot subdivision
 - ❖ PLA issued by MOTI
 - ❖ Parkland acquisition complete and donation is on-going. Estimate time of completion December 2015.
 - Reflection Point – 8 strata lots
 - ❖ Applicant has submitted for final approval, but many items outstanding
 - ❖ PLA extension issued by MOTI
 - ❖ Parkland Dedication – works for park are being completed
 - ❖ Developer applied for Phase 2
 - Naramata Benchlands
 - ❖ Revised subdivision plan
- **Other Projects:**
 - Planning development application referrals
 - Assisting with Area “D-1” OCP review
 - Parkbridge, Gallagher Lake Resort Rezoning;
 - Gallagher Lake: Area Plan and water and sanitary service areas
 - (Subdivision) Works and Services Bylaw
 - Willowbrook water system
 - Okanagan Falls Sanitary: service area expansion and DCC review

Planned Activities for 1st Quarter:

- **Ongoing or Planned:**
 - Review of Area “D-1” subdivision relating to future Area “D-1” OCP
 - Finalize Naramata DCC and Capital Plan

- Assist with Electoral Area “D-1” OCP review
- Willowbrook water system
- Reflection Point subdivision: Phase 1 completion and start of Phase 2
- Gallagher Lake Area
 - ❖ Petitions for sewer and water service area, west side of Hwy 97
 - ❖ Assist with Gallagher Lake Area Plan
- Twin Lakes –Draft Groundwater Availability Study - the applicant to complete
- Vintage Views Phase 3 (Chadwell Place) subdivision
- Gallagher Lake Mobile Home Park - Phase II
- Willow Beach proposal anticipated
- (Subdivision) Works and Services Bylaw review

Respectfully Submitted,

Donna Butler

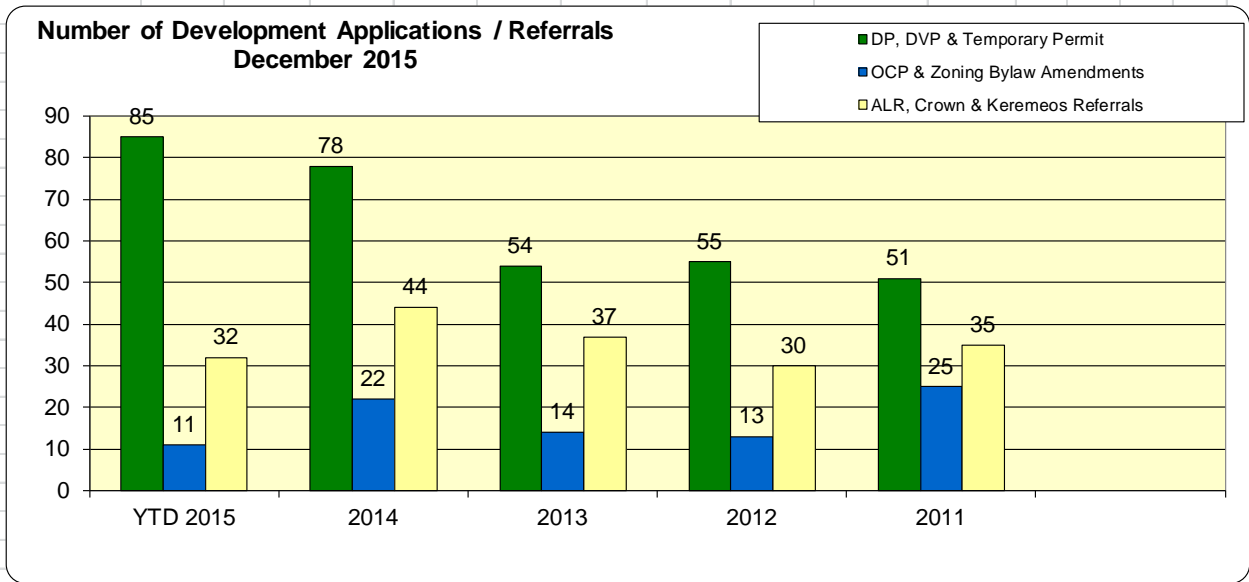
Donna Butler, Development Services Manager

Attachments: Attachment No. 1 – Number of Development Applications / Referrals (YTD 2015)
Attachment No. 2 – Summary of Building Permits (December 31, 2015)

Attachment No. 1 - Number of Development Applications / Referrals

Number of Development Applications / Referrals December 2015 Year to Date														
	A	B	C	D	E	F	G	H	Month Total	YTD 2015	2014	2013	2012	2011
Develop Permit & DVP/BOV/TUP				3					3					
Temp. Industr					2				2					
DP, DVP & Temporary Permit									5	85	78	54	55	51
Rezoning & RLUB				1					1					
OCP/ZONING									0					
OCP & Zoning Bylaw Amendments									1	11	22	14	13	25
ALR									0					
Crown Land									0					
Oliver/Princeton/Keremeos/Others									0					
ALR, Crown & Keremeos Referrals									0	32	44	37	30	35

* Town of Princeton, Village of Keremeos & Town of Oliver



Attachment No. 2 – Summary of Building Permits for 2015

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN SUMMARY OF BUILDING PERMITS FOR 2015									
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NUMBER OF PERMITS ISSUED									
DESCRIPTION	A	C	D	E	F	H	TOTAL	2014	KL
RENEWAL/DEFICIENCY	3	4	6	4	2	21	40	40	9
S.F.D.	8	3	38	14	3	18	84	75	6
MOBILE/MANU HOMES	1	20	3	0	2	4	30	23	0
CABINS/REC	0	0	0	0	0	38	38	2	38
SEMI-DETACHED, DUPLEX, MULTI	0	0	1	0	0	0	1	0	
DEMOLITION / MOVE	2	6	3	1	2	2	16	25	
ACCESSORY USES	12	6	37	22	14	101	192	87	76
ADDITIONS / REPAIRS / PLUMBING	12	15	35	22	11	37	132	113	9
COMMERCIAL	1	4	4	2	2	1	14	20	
INDUSTRIAL	0	0	0	0	0	0	0	0	
FARM BUILDING EXEMPTION	6	9	5	0	1	10	31	27	
INSTITUTIONAL	0	0	0	0	0	3	3	3	
SOLID FUEL APPLIANCE	0	1	0	0	1	1	3	4	1
2015	45	68	132	65	38	236	584	419	139
2014	64	71	114	75	22	73			

DOLLAR VALUE OF PERMITS									
DESCRIPTION	A	C	D	E	F	H	TOTAL 2015	TOTAL 2014	KL
RENEWAL/DEFICIENCY	\$45,000	\$4,000	\$44,500	\$24,500	\$12,500	\$230,520	\$361,020	\$508,835	\$111,520
S.F.D.	\$3,097,340	\$1,244,919	\$10,712,005	\$5,302,624	\$685,390	\$3,522,885	\$24,565,162	\$24,111,465	\$535,255
MOBILE/MANU HOMES	\$216,500	\$4,123,663	\$653,530	\$0	\$228,420	\$667,980	\$5,890,093	\$4,785,900	
CABINS/REC	\$199,200	\$0	\$0	\$0	\$0	\$859,635	\$1,058,835	\$66,140	\$859,635
SEMI-DETACHED, DUPLEX, MULTI	\$0	\$0	\$224,994	\$0	\$0	\$0	\$224,994	\$0	
DEMOLITION / MOVE	\$2,000	\$6,000	\$3,000	\$1,000	\$2,000	\$2,000	\$16,000	\$43,000	
ACCESSORY USES	\$756,810	\$112,760	\$1,004,206	\$570,175	\$561,760	\$1,571,735	\$4,577,446	\$3,412,718	\$975,780
ADDITIONS / REPAIRS / PLUMBING	\$402,528	\$393,530	\$2,030,595	\$1,305,095	\$505,135	\$1,484,262	\$6,121,144	\$4,605,555	\$183,387
COMMERCIAL	\$15,000	\$347,855	\$607,627	\$105,104	\$2,512,000	\$62,775	\$3,650,361	\$3,973,324	
INDUSTRIAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FARM BUILDING EXEMPTION							not valued / no revenue		
INSTITUTIONAL	\$0	\$0	\$0	\$0	\$0	\$6,555,000	\$6,555,000	\$227,808	
SOLID FUEL APPLIANCE	\$0	\$1,000	\$0	\$0	\$1,000	\$1,000	\$3,000	\$4,000	\$1,000
2015	\$4,535,178	\$6,233,726	\$15,280,456	\$7,513,948	\$4,509,205	\$14,957,792	\$53,030,305	\$41,563,930	\$2,666,577
2014	\$5,872,564	\$8,232,437	\$11,551,123	\$9,332,942	\$874,260	\$5,700,604			

BUILDING INSPECTION REVENUE									
MONTH	2009	2010	2011	2012	2013	2014	2015	Kennedy Lake	
JANUARY	\$11,809.60	\$11,777.72	\$17,959.62	\$16,098.23	\$15,847.48	\$8,965.60	\$17,905.98		
FEBRUARY	\$23,237.39	\$22,148.93	\$18,531.97	\$14,200.42	\$18,055.76	\$25,842.00	\$19,575.32		
MARCH	\$28,570.52	\$19,023.05	\$26,221.83	\$38,322.59	\$28,007.02	\$30,397.81	\$32,251.07		
APRIL	\$32,345.79	\$67,151.59	\$31,870.85	\$18,059.44	\$20,973.73	\$28,055.24	\$47,883.66	\$6,776.30	
MAY	\$30,856.22	\$38,836.72	\$42,136.91	\$30,849.83	\$43,054.17	\$47,678.54	\$34,819.01	\$3,791.87	
JUNE	\$35,521.61	\$48,302.07	\$46,768.25	\$44,166.92	\$42,069.21	\$78,964.49	\$62,473.80	\$2,164.42	
JULY	\$28,240.78	\$29,173.69	\$39,690.56	\$57,024.83	\$46,889.56	\$48,610.54	\$93,218.43	\$7,424.34	
AUGUST	\$25,430.20	\$17,514.63	\$37,792.51	\$58,020.08	\$35,669.63	\$41,182.51	\$59,620.80	\$8,101.95	
SEPTEMBER	\$28,606.77	\$58,038.24	\$40,835.92	\$24,513.20	\$24,607.81	\$68,044.72	\$121,384.59	\$11,267.36	
OCTOBER	\$45,411.73	\$46,844.00	\$27,711.60	\$34,125.76	\$28,791.57	\$36,694.11	\$39,069.81	\$750.20	
NOVEMBER	\$24,651.67	\$58,833.71	\$23,710.90	\$29,782.64	\$25,620.64	\$40,766.83	\$58,845.97	\$2,373.80	
DECEMBER	\$17,219.44	\$19,991.95	\$41,386.71	\$33,035.38	\$16,484.32	\$39,792.14	\$40,132.41	\$1,398.00	
TOTAL YEAR	\$331,901.72	\$437,636.30	\$394,617.63	\$398,199.32	\$346,070.90	\$494,994.53	\$627,180.85	\$44,048.24	