

ADMINISTRATIVE REPORT

TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: July 21, 2016
RE: Second 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 June 30, 2016.

Q2 Activities

- Prepared revised guidelines and Planning and Development Committee report to reflect legal, APC and public comments 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”)
- Consultant selection for 5 Year Regional Growth Strategy Review project
- **Area “D-1” Community Plan**, receipt of legal review and preparation of final amendments
- Receipt of Okanagan Falls Town Centre Plan, Phase 2 Report
- Comments on new Provincial Climate Action Plan
- **Conservation Fund** – reports on outline of proposal, costs and structure of program
- Report on process for APC referrals for variance permits
- Report on zoning issues related to **manufacture homes**
- Advisory Planning Committee education and consultation session in Okanagan Falls
- Zoning Amendment Process Kaizen; work on Inquiries Wizard, brochures, application forms; file management items such as new GIS maps, redesign of web site and work on on-line application tracker
- Revised policy for Decommissioning Dwellings and related zoning bylaw amendments report.
- Attend several First Nations Referrals Workshops
- **Gallagher Lake Area Plan** - preparation of Final Plan, Public Open House.
- Continue to provide planning services to Oliver and Keremeos, including work on a major development application in Oliver and new Oliver Community Plan;
- 32 planning reports to the Board / Planning Committee and 22 reports for Advisory

Planning Committee meetings.

Planned Activities for Q3 - 2016

- Final Official Community Plan for Electoral Area “D-1”, including adoption process;
- Final Gallagher Lake Area Plan, including adoption process;
- Okanagan Valley Electoral Areas to present the Environmentally Sensitive Development Permit Area Community Plan Amendments - preparation of Final Bylaws and adoption process;
- Zoning amendments for Livestock and Manufactured Housing
- 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, work on project and consultation with Technical Committee.

1.2 BUILDING INSPECTIONS

- Seven enforcement reports to the Board
- Permits are being applied for and issued at a higher rate than 2015 (which was a record year).
- Processing of about 40 new building permits at Kennedy Lake.
- Ongoing work and review of policies and procedures.

See Attachment No. 2 for the summary of issued Building Permits for the year 2016.

1.3 BYLAW ENFORCEMENT

Activity Highlights:

- **Q2 Enforcement Activity**
 - Oliver Shelter Agreement signed and is currently in use
 - Participated in “Team Up to Clean Up Hedley” weekend event
 - Completed Bylaw 2507 amendment for issuance of fines at Kennedy Lake
 - Attended Licence Inspectors and Bylaw Officers of BC AGM (BEC currently a Zone Representative for Interior Okanagan and member of Executive)
 - Filed documents in Small Claims Court to recoup \$1,800.00 in outstanding fines - ongoing
 - Attended Bylaw Adjudication Hearing for three disputed fines – successful outcome
 - Field trip With Planning Tech to Moto Cross track currently being constructed on farmland in Meadow Valley – high priority and controversial for area

- **Enforcement Activity Planned for 3rd Quarter, 2016**
 - Ongoing work with IT Programmer to develop a Ticket Tracking Database
 - Continue to work towards implementation of a Dog Control Bylaw
 - Draft a Livestock Control Bylaw for Electoral Areas “B” and “G”
 - Explore purchase of Complaint Tracking Software to streamline process
 - Initiate review of Untidy and Unsightly Premises Bylaws – One bylaw for all participating Electoral Areas
 - Continue with moving files in EDMS
 - Processing older files is ongoing

1.4 SUBDIVISION SERVICING

2nd Quarter Activities:

- **Subdivision Referrals**
 - 23 referrals received for 2015
 - 6 referrals received for 2016 to date
 - 59 referrals ongoing and pending applicants’ action
- **Ongoing Major Subdivisions:**
 - **Twin Lakes Golf Resort** – DVP to the Subdivision Bylaw
 - ❖ RDOS received Developer’s hydrogeological report and a zoning amendment would be required for the 50 units.
 - Vintage Views Phase 3 (Chadwell Place) – 24 Lot subdivision –completed
 - ❖ Parkland donation and acquisition completed
 - Reflection Point
 - ❖ – Phase 1 - 8 strata lots - completed
 - ❖ – Phase 2 - 20 strata lots –Letter of Requirement issued – pending developer
 - Naramata Benchlands
 - ❖ Revised subdivision plan for Phase 2 – 42 strata lots–revised Letter of Requirement issued – pending developer. Water System review needed.
 - ❖ Phase 3 nearing registration (large lot subdivision)
 - Kettle Ridge - Phase 2 - 19 strata lots
 - ❖ Letter of Requirement issued – pending developer
 - ❖ Water System review needed
 - ❖ Water Service Area Petition

- Kettle Ridge - Phase 3 - 19 strata lots
 - ❖ At Letter of Requirement review
- St Andrews - Phase 4 - 25 strata lots
 - ❖ At Letter of Requirement review
- Shuttleworth Properties - 7 (industrial) lots
 - ❖ At Letter of Requirement review
- Bassett Avenue Subdivision, 6 lots
 - ❖ Pending subdivision construction
- **Other Projects:**
 - Service Area Petitions
 - ❖ Olalla water petition
 - ❖ Gallagher Lake water and sewer
 - Planning development application referrals
 - Gallagher Lake: Area Plan and water and sanitary service areas
 - (Subdivision) Works and Services Bylaw
 - Water and Sewer Regulatory Bylaws review

Planned Activities for 3rd Quarter:

- **Ongoing or Planned:**
 - Major Subdivisions
 - ❖ Twin Lakes Golf Resort
 - ❖ Vintage Views, Phase 3
 - ❖ Reflection Point, Phase 2
 - ❖ Kettle Ridge, Phase 2
 - ❖ St Andrews, Phase 4
 - ❖ Shuttleworth Properties
 - ❖ Bassett Avenue Subdivision
 - ❖ Willow Beach (proposed zoning and subdivision)
 - Assist with finalizing Naramata DCC and Capital Plan
 - Gallagher Lake Area
 - ❖ Petitions for sewer and water service area, west side of Hwy 97
 - ❖ Assist with Gallagher Lake Area Plan

- ❖ Meet with Osoyoos Indian Band to discuss water and sewer
- (Subdivision) Works and Services Bylaw review
- Water and Sewer Regulatory Bylaws review

Respectfully Submitted,

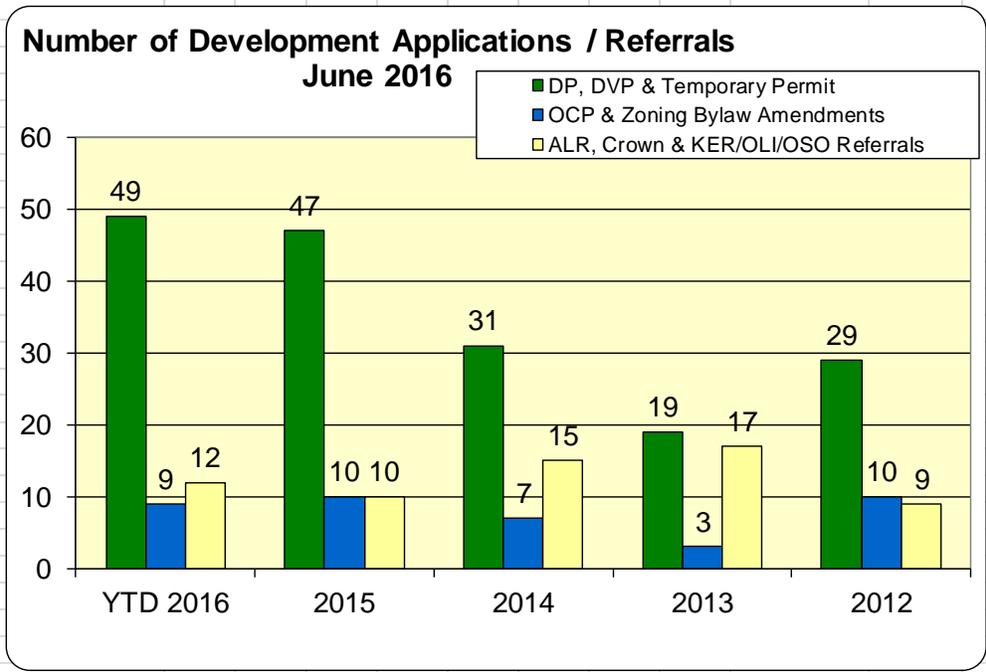
Donna Butler

Donna Butler, Development Services Manager

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

Attachment No. 1 - Number of Development Applications / Referrals

Number of Development Applications / Referrals June 2016 Year to Date														
	A	B	C	D	E	F	G	H	Month Total	YTD 2016	2015	2014	2013	2012
Develop Permit & DVP			2	6	2			3	13					
Temp. Industr/Strata	1								1					
DP, DVP & Temporary Permit									14	49	47	31	19	29
Zoning									0					
OCP/ZONING			1						1					
OCP & Zoning Bylaw Amendments									1	9	10	7	3	10
ALR				1					1					
Crown Land			1						1					
KER/OLI/OSO			2						2					
ALR, Crown & KER/OLI/OSO Referrals									4	12	10	15	17	9



Attachment No. 2 – Summary of Building Permits Issued to Date, 2016

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
SUMMARY OF BUILDING PERMITS FOR THE MONTH OF MARCH 2016**

NUMBER OF PERMITS ISSUED

DESCRIPTION	A	C	D	E	F	H	TOTAL	2016	2015	KL
RENEWAL/DEFICIENCY		1					1	7	7	
S.F.D.	1	2	2	2		2	9	19	12	
MOBILE/MANU HOMES							0	3	1	
CABINS/REC						1	1	3	0	1
SEMI-DETACHED, DUPLEX, MULTI							0	0	0	
DEMOLITION / MOVE	1		1			1	3	5	4	
ACCESSORY USES		2	1	1	2	1	7	20	12	
ADDITIONS / REPAIRS / PLUMBING	1		2	3	3	1	10	25	11	
COMMERCIAL		1					1	4	4	
INDUSTRIAL							0	0	0	
FARM BUILDING							0	2	2	
EXEMPTION							0			
INSTITUTIONAL						1	1	1	1	
SOLID FUEL APPLIANCE		1			1		2	3	0	
MONTHLY TOTAL	3	7	6	6	6	7	35	92	54	1
YEAR TO DATE 2016	8	15	31	13	8	17	92			3
<i>SAME MONTH 2015</i>	<i>2</i>	<i>3</i>	<i>5</i>	<i>9</i>	<i>2</i>	<i>0</i>	<i>21</i>			
<i>YEAR TO DATE 2015</i>	<i>7</i>	<i>6</i>	<i>18</i>	<i>11</i>	<i>2</i>	<i>10</i>	<i>54</i>			

DOLLAR VALUE OF PERMITS

DESCRIPTION	A	C	D	E	F	H	TOTAL	TOTAL YEAR	KL
RENEWAL/DEFICIENCY		\$1,000					\$1,000	\$19,000	
S.F.D.	\$285,115	\$657,010	\$522,947	\$433,673		\$616,305	\$2,515,050	\$5,785,316	
MOBILE/MANU HOMES							\$0	\$509,447	
CABINS/REC						\$23,360	\$23,360	\$36,160	\$23,360
SEMI-DETACHED, DUPLEX, MULTI							\$0	\$0	
DEMOLITION / MOVE	\$1,000		\$1,000			\$1,000	\$3,000	\$5,000	
ACCESSORY USES		\$93,760	\$6,080	\$6,000	\$29,855	\$7,200	\$142,895	\$620,451	
ADDITIONS / REPAIRS / PLUMBING	\$6,400		\$37,200	\$162,460	\$182,537	\$800	\$389,397	\$923,665	
COMMERCIAL		\$69,120					\$69,120	\$811,920	
INDUSTRIAL							\$0	\$0	
FARM BUILDING									
EXEMPTION								not valued / no revenue	
INSTITUTIONAL						\$15,360	\$15,360	\$15,360	
SOLID FUEL APPLIANCE		\$1,000			\$1,000		\$2,000	\$3,000	
MONTHLY TOTAL	\$292,515	\$821,890	\$567,227	\$602,133	\$213,392	\$664,025	\$3,161,182	\$8,729,319	\$23,360
YEAR TO DATE 2016	\$319,715	\$1,917,550	\$3,514,939	\$1,038,153	\$322,752	\$1,616,210	\$8,729,319		\$36,160
<i>SAME MONTH 2015</i>	<i>\$344,630</i>	<i>\$248,855</i>	<i>\$1,247,300</i>	<i>\$733,095</i>	<i>\$13,240</i>	<i>\$0</i>	<i>\$2,587,120</i>		
<i>YEAR TO DATE 2015</i>	<i>\$936,155</i>	<i>\$250,855</i>	<i>\$2,698,583</i>	<i>\$750,095</i>	<i>\$13,240</i>	<i>\$820,530</i>	<i>\$5,469,458</i>		

BUILDING INSPECTION REVENUE

MONTH	2010	2011	2012	2013	2014	2015	2016	Kennedy Lake
JANUARY	\$11,777.72	\$17,959.62	\$16,098.23	\$15,847.48	\$8,965.60	\$17,905.98	\$38,090.55	\$375.00
FEBRUARY	\$22,148.93	\$18,531.97	\$14,200.42	\$18,055.76	\$25,842.00	\$19,575.32	\$29,419.02	
MARCH	\$19,023.05	\$26,221.83	\$38,322.59	\$28,007.02	\$30,397.81	\$32,251.07	\$41,406.24	\$150.00
APRIL	\$67,151.59	\$31,870.85	\$18,059.44	\$20,973.73	\$28,055.24	\$47,883.66		
MAY	\$38,836.72	\$42,136.91	\$30,849.83	\$43,054.17	\$47,678.54	\$34,819.01		
JUNE	\$48,302.07	\$46,768.25	\$44,166.92	\$42,069.21	\$78,964.49	\$62,473.80		
JULY	\$29,173.69	\$39,690.56	\$57,024.83	\$46,889.56	\$48,610.54	\$93,218.43		
AUGUST	\$17,514.63	\$37,792.51	\$58,020.08	\$35,669.63	\$41,182.51	\$59,620.80		
SEPTEMBER	\$58,038.24	\$40,835.92	\$24,513.20	\$24,607.81	\$68,044.72	\$121,384.59		
OCTOBER	\$46,844.00	\$27,711.60	\$34,125.76	\$28,791.57	\$36,694.11	\$39,069.81		
NOVEMBER	\$58,833.71	\$23,710.90	\$29,782.64	\$25,620.64	\$40,766.83	\$58,845.97		
DECEMBER	\$19,991.95	\$41,386.71	\$33,035.38	\$16,484.32	\$39,792.14	\$40,132.41		
TOTAL	\$437,636.30	\$394,617.63	\$398,199.32	\$346,070.90	\$494,994.53	\$627,180.85	\$108,915.81	\$525.00