

ADMINISTRATIVE REPORT

TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: October 20, 2016
RE: Third 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 September 30, 2016.

Q3 Activities

- Finalized revised proposed Environmentally Sensitive Development Permit (ESDP) Guidelines for Electoral Areas “A”, “C”, “D”, “E” and “F” and worked on Map Schedules for Official Community Plans (as per “Keeping Nature in Our Future)
- Worked with Consultant on 5 Year Regional Growth Strategy Review project and organized Board presentation by Provincial RGS staff;
- First and second reading of “D-1” Community Plan.
- Retain consultant for Okanagan Falls Town Centre Plan, Phase 3.
- Conservation Service Area – public information
- Adoption of zoning bylaw amendments for manufacture housing
- 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
- Attend several First Nations Referrals Workshops;
- Coordinate with Public Works on the Twin Lakes Development Variance Permit for water requirements;
- Housekeeping amemdments Okanagan Falls commercial zones;
- Report on proposed Agricultural zone amendments for livestock, kennels, building setbacks and limited agriculture in Small Holdings zones;
- Report on Area “H” boundary changes and related zoning and OCP amendments;
- Gallagher Lake Area Plan - Public Open House and Final Plan,.
- Continue to provide planning services to Oliver and Keremeos, including work on a major development application in Oliver and new Oliver Community Plan;

- Work with Carpool organization and local government partners to advise the public of the service;
- 42 planning reports to the Board / Planning Committee and 10 reports for Advisory Planning Committee meetings.

Planned Activities for Q4 - 2016

- Final Adoption of Official Community Plan for Electoral Area “D-1”;
- Adoption of Gallagher Lake Area Plan;
- Adoption of Environmentally Sensitive Development Permit Area Community Plan Amendments;
- Okanagan Falls Town Centre Plan – consultation with property owners and work on Community Plan amendments;
- Participation in Strategic Planning and Budget process;
- Provide planning services to Oliver and Keremeos;
- Regional Growth Strategy, work on project and consultation with Technical Committee.

1.2 BUILDING INSPECTIONS

- Permits are being applied for and issued at a higher rate than 2015 (which was a record year).
- to end of August we have issued 375 permits and accepted 362 applications for building permits. Last year for the same period we had accepted 335 applications.
- We have issued 53 permits in Kennedy Lake this year for a total of 192. Only 6 permits remain to be issued.
- Ongoing work and review of policies and procedures.

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

1.3 BYLAW ENFORCEMENT

Activity Highlights:

- **Q3 Enforcement Activity**
 - Ticket Tracking Database has been completed
 - Dog Control Bylaw has been drafted
 - Animal Control Bylaw has been drafted for Areas “B” and “G”
 - Exploration of purchase of Complaint Tracking Software to streamline process ongoing
 - Fourteen (14) files opened
 - Forty (40) files closed

**REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN
SUMMARY OF ENFORCEMENT - 3rd QUARTER 2016**

ACTIVE FILES TO DATE (processed in office)

ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Land Use	3	n/a	9	17	2	8	n/a	6	45
Untidy & Unsightly	n/a	n/a	3	3	1	1	2	3	13
Other				1		1			2
TOTAL	3	n/a	12	21	3	10	2	9	60

ANIMAL CONTROL

ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Complaints	13	3	21	16	10	2	7	n/a	72
Tickets	0	0	0	0	0	1	0	n/a	1

NOISE COMPLAINTS

ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Complaints	n/a	n/a	7	23	3	14	n/a	6	53
Tickets	n/a	n/a	0	2	0	0	n/a	0	2

MISC TICKETS ISSUED

• **Enforcement Activity Planned for 4th Quarter, 2016**

- Initiate review of Untidy and Unsightly Premises Bylaws – One bylaw for all participating Electoral Areas
- Continue with moving files into EDMS
- Processing older files is ongoing
- Input outstanding ticket information into new ticketing tracking
- Notify current holders of 2016 licences that 2017 tags are available Dec 12
- Rescind and replace dated bylaws to recognize new Animal Shelter facilities
- Amend schedules to BON Bylaw to recognize new Dog Control Bylaw
- Amend schedules to BON Bylaw to recognize new Animal Control Bylaw
- Work with Public Works staff to initiate review of Apex Mountain Waste Transfer Station Bylaw for inclusion into BON Bylaw

1.4 SUBDIVISION SERVICING

3rd Quarter Activities:

• **Subdivision Referrals**

- 10 referrals received for 2016 to date
- 54 referrals ongoing and pending applicants' action

• **Ongoing Major Subdivisions:**

- Twin Lakes Golf Resort – DVP to the Subdivision Bylaw registered
 - ❖ Developer submitted revised plan for 50 units. Staff are in discussion with Developer.
- Reflection Point
 - ❖ – 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 fee simple lots
 - ❖ Letter of Requirement issued – pending developer
 - ❖ Water System review needed pending
 - ❖ Water Service Area Petition
- Kettle Ridge - Phase 3 - 31 fee simple lots
 - ❖ Review of subdivision desing needed
- St Andrews - Phase 4 - 25 strata lots
 - ❖ Pending revised subdivision plan
- Shuttleworth Properties - 7 (industrial) lots
 - ❖ Letter of Requirement issued
- Bassett Avenue Subdivision, 6 lots
 - ❖ Under subdivision construction
- **Other Projects:**
 - Service Area Petitions
 - ❖ 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 4th Quarter:

- **Ongoing or Planned:**
 - Major Subdivisions
 - ❖ Twin Lakes Golf Resort

- ❖ Naramata Benchlands, Phase 2
- ❖ Reflection Point, Phase 2
- ❖ Kettle Ridge, Phase 2 and 3
- ❖ St Andrews, Phase 4
- ❖ Shuttleworth Properties
- ❖ Bassett Avenue Subdivision
- ❖ Acherman 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
 - ❖ 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

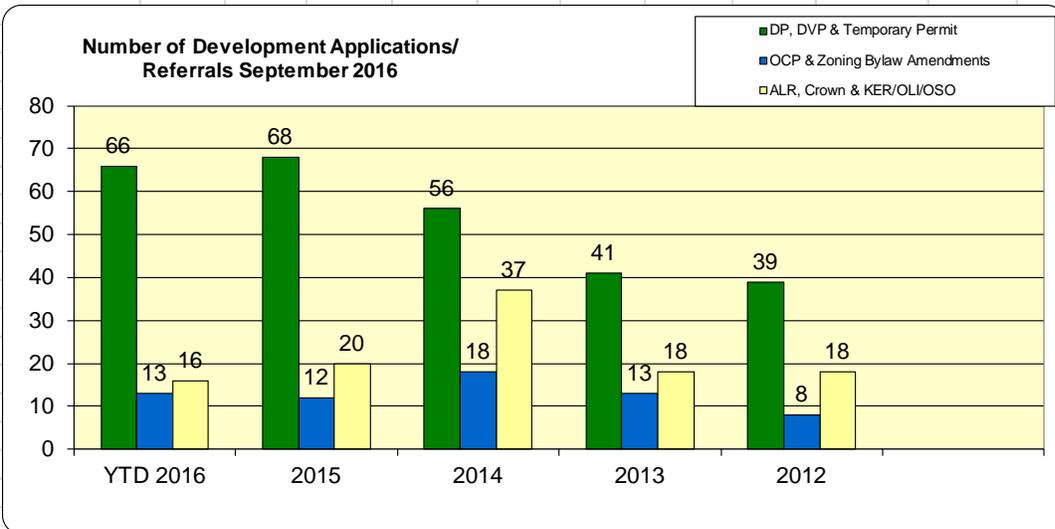
Attachments: Attachment No. 1 – Number of Development Applications / Referrals (YTD - September)

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

Attachment No. 1 - Number of Development Applications / Referrals

Number of Development Applications / Referrals September 2016 Year to Date

	Month								Total	YTD 2016	2015	2014	2013	2012
	A	B	C	D	E	F	G	H						
Develop Permit & DVP	1			1	1			1	4					
Temp. Industr				1		1			2					
DP, DVP & Temporary Permit									6	66	68	56	41	39
Zoning				2					2					
OCP/ZONING									0					
OCP & Zoning Bylaw Amendments									2	13	12	18	13	8
ALR		1							1					
Crown Land									0					
KER/OLI/OSO									0					
ALR, Crown & KER/OLI/OSO									1	16	20	37	18	18



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

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

NUMBER OF PERMITS ISSUED										
DESCRIPTION	A	C	D	E	F	H	TOTAL	2016	2015	KL
RENEWAL/DEFICIENCY							0	20	35	
S.F.D.	1	1	5	2		1	10	59	50	
MOBILE/MANU HOMES	1	3	1			1	6	22	18	
CABINS/REC						6	6	34	26	6
SEMI-DETACHED, DUPLEX, MULTI							0	2	1	
DEMOLITION / MOVE				1	1	1	3	17	11	
ACCESSORY USES	3		5	2	1	7	18	102	133	5
ADDITIONS / REPAIRS / PLUMBING	2		6	3	1	2	14	82	82	
COMMERCIAL		2		1			3	18	8	
INDUSTRIAL							0	1	0	
FARM BUILDING										
EXEMPTION		1		1		1	3	14	16	
INSTITUTIONAL							0	1	2	
SOLID FUEL APPLIANCE							0	3	1	
MONTHLY TOTAL	7	7	17	10	3	19	63	375	383	11
YEAR TO DATE 2016	34	46	100	49	26	120	375			53
<i>SAME MONTH 2015</i>	<i>4</i>	<i>7</i>	<i>10</i>	<i>4</i>	<i>5</i>	<i>44</i>	<i>74</i>			
<i>YEAR TO DATE 2015</i>	<i>27</i>	<i>41</i>	<i>82</i>	<i>44</i>	<i>25</i>	<i>164</i>	<i>383</i>			

DOLLAR VALUE OF PERMITS										
DESCRIPTION	A	C	D	E	F	H	TOTAL	TOTAL YEAR	KL	
RENEWAL/DEFICIENCY							\$0	\$112,800		
S.F.D.	\$253,290	\$321,970	\$1,498,145	\$706,525		\$164,110	\$2,944,040	\$17,919,398		
MOBILE/MANU HOMES	\$149,040	\$618,170	\$238,980			\$216,270	\$1,222,460	\$4,201,982		
CABINS/REC						\$286,605	\$286,605	\$1,188,195	\$286,605	
SEMI-DETACHED, DUPLEX, MULTI							\$0	\$1,879,370		
DEMOLITION / MOVE				\$1,000	\$1,000	\$1,000	\$3,000	\$15,000		
ACCESSORY USES	\$96,960		\$280,240	\$21,335	\$25,000	\$118,985	\$542,520	\$2,713,761	\$66,185	
ADDITIONS / REPAIRS / PLUMBING	\$110,400		\$141,680	\$350,575	\$36,000	\$15,280	\$653,935	\$3,233,817		
COMMERCIAL		\$317,160		\$133,985			\$451,145	\$3,130,585		
INDUSTRIAL							\$0	\$4,188,755		
FARM BUILDING										
EXEMPTION							not valued / no revenue			
INSTITUTIONAL							\$0	\$15,360		
SOLID FUEL APPLIANCE							\$0	\$3,000		
MONTHLY TOTAL	\$609,690	\$1,257,300	\$2,159,045	\$1,213,420	\$62,000	\$802,250	\$6,103,705	\$38,602,023	\$352,790	
YEAR TO DATE 2016	\$2,887,622	\$7,363,715	\$17,153,996	\$4,098,733	\$1,165,872	\$5,932,085	\$38,602,023			\$1,596,880
<i>SAME MONTH 2015</i>	<i>\$768,675</i>	<i>\$495,055</i>	<i>\$634,574</i>	<i>\$301,725</i>	<i>\$295,980</i>	<i>\$2,137,610</i>	<i>\$4,633,619</i>			
<i>YEAR TO DATE 2015</i>	<i>\$3,192,820</i>	<i>\$2,770,264</i>	<i>\$8,786,430</i>	<i>\$5,619,143</i>	<i>\$3,976,130</i>	<i>\$5,507,877</i>	<i>\$29,852,664</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	\$0.00		
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	\$15,209.80	\$0.00		
MAY	\$38,836.72	\$42,136.91	\$30,849.83	\$43,054.17	\$47,678.54	\$34,819.01	\$88,336.89	\$1,143.10		
JUNE	\$48,302.07	\$46,768.25	\$44,166.92	\$42,069.21	\$78,964.49	\$62,473.80	\$105,215.54	\$5,500.30		
JULY	\$29,173.69	\$39,690.56	\$57,024.83	\$46,889.56	\$48,610.54	\$93,218.43	\$70,891.24	\$13,942.98		
AUGUST	\$17,514.63	\$37,792.51	\$58,020.08	\$35,669.63	\$41,182.51	\$59,620.80	\$73,568.01	\$6,255.78		
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	\$462,137.29	\$27,367.16		