

ADMINISTRATIVE REPORT

TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: April 20, 2017
RE: First 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 March 31, 2017.

Q1 Activities

- Planning Committee report on proposed amendments to Community Plan and Zoning Map Schedules to address a range of mapping issues and to finalize the Environmentally Sensitive Development Permit (ESDP) Guidelines for Electoral Areas “A”, “C”, “D”, “E” and “F” project;
- Retained consultant for **Area “F” Community Plan Review** project and commenced the first phase including advertising for Citizen’s Advisory Committee;
- Adopted revised Regional Growth Strategy and received Regional Snapshot monitoring report;
- Commenced Okanagan Falls Town Centre Plan, Phase 3 by retaining consultants for project;
- Conservation Fund Service Area – review of operational / administrative details;
- First Nations Referrals Board Report;
- Continued to provide planning services to Oliver and Keremeos, including the new Oliver Community Plan;
- Climate Action Plan – work on CARIP report;
- 25 planning reports to the Board / Planning Committee and 12 reports for Advisory Planning Committee meetings.

Planned Activities for Q2 - 2017

- Work on the **Area “F” Community Plan** – Inventory, Issues, infrastructure and public consultation;
- Adoption of Environmentally Sensitive Development Permit Area Community Plan Amendments;

- Okanagan Falls Town Centre Plan – prepare Area Plan and proceed with property owner/community consultation and work on Community Plan amendments;
- Zoning Bylaw amendments for retaining walls and building height, review of Hillside Development Permit Area;
- Zoning Bylaw amendments for livestock and agricultural accessory dwellings;
- Commence Bylaw Enforcement Policy review;
- Provide planning services to Oliver and Keremeos;

1.2 BUILDING INSPECTIONS

- In the first 3 month of 2017, permits are being applied for and issued at a higher rate than 2016 (which was a record year).
- To end of March we have issued **101 permits, up from 92 in 2016.**
- Review of Kennedy Lake permits underway to access number of non-compliant files to be notified with demolition orders and to continue with inspections.
- Ongoing work and review of policies and procedures.

See Attachment No. 2 for the summary of issued Building Permits for the 2017 1st quarter.

1.3 BYLAW ENFORCEMENT

Activity Highlights:

- **Q1 Enforcement Activity**
 - Thirteen (13) files opened
 - Twenty (20) files closed
 - Bylaw Enforcement Clerk position has been posted, candidates interviewed and position filled
 - Introduced Regional Dog Control Bylaw to Board
 - Introduced Animal Control Bylaw for Areas “B” and “G” to Board
 - Issued two (2) fines for Building Bylaw infractions
 - Entered into Compliance Agreement to rectify occupancy of recreational vehicle
 - Four Hundred and Twenty dollars (\$420.00) received for paid fines
 - Dog Control Bylaw preparation for Recreation Commission meeting attendance in 2nd Quarter
 - Processing of Untidy and Unsightly Property file in Coalmont for legal review ongoing
 - Review and update of Bylaw Enforcement Officer contract

- **Enforcement Activity Planned for Q2, 2017**

- Amalgamated Untidy and Unsightly Premises Bylaw to be introduced to Board
- Continue with moving files into EDMS
- Processing older files is ongoing
- Input outstanding ticket information into new ticketing tracking
- Rescind and replace dated bylaws to recognize new Animal Shelter facilities
- Work with Public Works staff to initiate review of Apex Mountain Waste Transfer Station Bylaw for inclusion into BON Bylaw
- Work with new Bylaw Enforcement Clerk to familiarize with departmental duties
- Attend meetings to introduce Regional Dog Control Bylaw to Recreation Commissions in all Electoral Areas except “H”
- Sign updated contract with South Okanagan Security for Bylaw Enforcement Services

1.4 SUBDIVISION SERVICING

Q1 Activities:

- **Subdivision Referrals**

- 14 referrals received for 2017 to date
- 53 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
 - ❖ Pending developer – anticipating completion in early 2017.
 - ❖ Phase 3 nearing registration (large lot subdivision)
- Kettle Ridge - Phase 2 - 19 fee simple lots
 - ❖ Pending developer – anticipating completion in early 2017.
 - ❖ Water Service Area Petition complete

- Kettle Ridge - Phase 3 - 31 fee simple lots
 - ❖ Developer split Phase 3, review of subdivision design 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
 - ❖ Pending developer – anticipating completion in early 2017.
- **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 Q2:

- **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)
- Naramata DCC and Capital Plan
- Gallagher Lake Area
 - ❖ Petitions for sewer and water service area
 - ❖ Gallagher Lake Village, Phase 3

- (Subdivision) Works and Services Bylaw review
- Water and Sewer Regulatory Bylaws review

Respectfully Submitted,

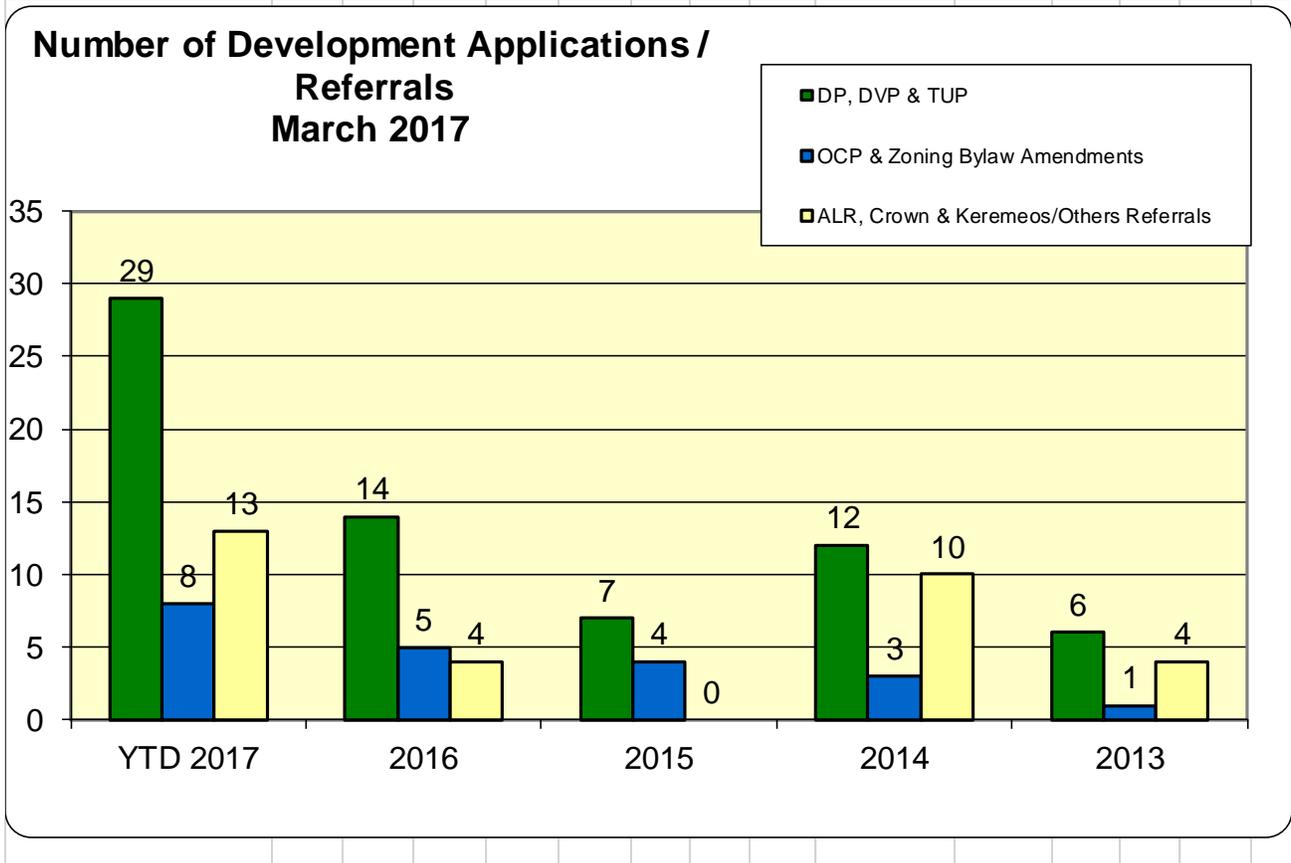
Donna Butler

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 March 2017 Year to Date | | | | | | | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|-------------|-----------|------|------|------|------|--|
| | A | B | C | D | E | F | G | H | Month Total | YTD 2017 | 2016 | 2015 | 2014 | 2013 | |
| Develop Permit & DVP | 4 | | 1 | 4 | 3 | 1 | | 1 | 14 | | | | | | |
| TUP | | | | | 1 | | | | 1 | | | | | | |
| DP, DVP & TUP | | | | | | | | | 15 | 29 | 14 | 7 | 12 | 6 | |
| Zoning | | | | | 1 | | | 1 | 2 | | | | | | |
| OCP/Zoning OCP & Zoning Bylaw Amendments | | | | | | | | 1 | 1 | | | | | | |
| OCP & Zoning Bylaw Amendments | | | | | | | | | 3 | 8 | 5 | 4 | 3 | 1 | |
| ALR | | | | | | | 1 | | 1 | | | | | | |
| Crown Land | | | 1 | | | 1 | | 2 | 4 | | | | | | |
| KER/OLI/OSO ALR, Crown & Keremeos/Others Referrals | | | 2 | | | | 1 | | 3 | | | | | | |
| KER/OLI/OSO ALR, Crown & Keremeos/Others Referrals | | | | | | | | | 8 | 13 | 4 | 0 | 10 | 4 | |



Attachment No. 2 – Summary of Building Permits Issued to Date, 2017

| NUMBER OF PERMITS ISSUED | | | | | | | | | |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|-----------|
| DESCRIPTION | A | C | D | E | F | H | TOTAL | 2017 | 2016 |
| RENEWAL/DEFICIENCY | | | 3 | 1 | | | 4 | 9 | 7 |
| S.F.D. | 2 | 1 | 4 | | | 3 | 10 | 25 | 19 |
| MOBILE/MANU HOMES | | 3 | 1 | | | 1 | 5 | 10 | 3 |
| CABINS/REC | | | | | | | 0 | 0 | 3 |
| SEMI-DETACHED, DUPLEX, MULTI | | | | | | | 0 | 0 | 0 |
| DEMOLITION / MOVE | | | 1 | | | | 1 | 4 | 5 |
| ACCESSORY USES | | 1 | 2 | 1 | 2 | | 6 | 15 | 20 |
| ADDITIONS / REPAIRS / PLUMBING | 1 | 3 | 1 | 3 | 1 | 1 | 10 | 28 | 25 |
| COMMERCIAL | | 1 | | | | | 1 | 5 | 4 |
| INDUSTRIAL | | | | | | | 0 | 0 | 0 |
| FARM BUILDING | | | | | | | | | |
| EXEMPTION | | | 1 | | | | 1 | 5 | 2 |
| INSTITUTIONAL | | | | | | | 0 | 0 | 1 |
| SOLID FUEL APPLIANCE | | | | | | | 0 | 0 | 3 |
| MONTHLY TOTAL | 3 | 9 | 13 | 5 | 3 | 5 | 38 | 101 | 92 |
| YEAR TO DATE 2017 | 15 | 22 | 40 | 9 | 6 | 9 | 101 | | |
| <i>SAME MONTH 2016</i> | 3 | 7 | 6 | 6 | 6 | 7 | 35 | | |
| <i>YEAR TO DATE 2016</i> | 8 | 15 | 31 | 13 | 8 | 17 | 92 | | |
| DOLLAR VALUE OF PERMITS | | | | | | | | | |
| DESCRIPTION | A | C | D | E | F | H | TOTAL | TOTAL YEAR | |
| RENEWAL/DEFICIENCY | \$662,950 | | \$62,500 | \$12,500 | | | \$737,950 | \$740,950 | |
| S.F.D. | | \$462,840 | \$1,045,818 | | | \$727,615 | \$2,236,273 | \$6,927,708 | |
| MOBILE/MANU HOMES | | \$627,910 | \$215,260 | | | \$142,560 | \$985,730 | \$1,799,005 | |
| CABINS/REC | | | | | | | \$0 | \$0 | |
| SEMI-DETACHED, DUPLEX, MULTI | | | | | | | \$0 | \$0 | |
| DEMOLITION / MOVE | | | \$1,000 | | | | \$1,000 | \$4,000 | |
| ACCESSORY USES | | \$50,000 | \$36,200 | \$78,520 | \$257,385 | | \$422,105 | \$537,573 | |
| ADDITIONS / REPAIRS / PLUMBING | \$45,780 | \$86,000 | \$25,000 | \$370,475 | \$67,580 | \$19,200 | \$614,035 | \$1,529,078 | |
| COMMERCIAL | | \$70,000 | | | | | \$70,000 | \$504,000 | |
| INDUSTRIAL | | | | | | | \$0 | \$0 | |
| FARM BUILDING | | | | | | | | | |
| EXEMPTION | | | | | | | | not valued / no revenue | |
| INSTITUTIONAL | | | | | | | \$0 | \$0 | |
| SOLID FUEL APPLIANCE | | | | | | | \$0 | \$0 | |
| MONTHLY TOTAL | \$708,730 | \$1,296,750 | \$1,385,778 | \$461,495 | \$324,965 | \$889,375 | \$5,067,093 | \$12,042,313 | |
| YEAR TO DATE 2017 | \$1,972,965 | \$2,483,525 | \$5,252,403 | \$574,495 | \$790,550 | \$968,375 | \$12,042,313 | | |
| <i>SAME MONTH 2016</i> | \$292,515 | \$821,890 | \$567,227 | \$602,133 | \$213,392 | \$664,025 | \$3,161,182 | | |
| <i>YEAR TO DATE 2016</i> | \$319,715 | \$1,917,550 | \$3,514,939 | \$1,038,153 | \$322,752 | \$1,616,210 | \$8,729,319 | | |
| BUILDING INSPECTION REVENUE | | | | | | | | | |
| MONTH | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | | |
| JANUARY | \$17,959.62 | \$16,098.23 | \$15,847.48 | \$8,965.60 | \$17,905.98 | \$38,090.55 | \$39,602.01 | | |
| FEBRUARY | \$18,531.97 | \$14,200.42 | \$18,055.76 | \$25,842.00 | \$19,575.32 | \$29,419.02 | \$44,897.41 | | |
| MARCH | \$26,221.83 | \$38,322.59 | \$28,007.02 | \$30,397.81 | \$32,251.07 | \$41,406.24 | \$62,053.58 | | |
| APRIL | \$31,870.85 | \$18,059.44 | \$20,973.73 | \$28,055.24 | \$47,883.66 | \$15,209.80 | | | |
| MAY | \$42,136.91 | \$30,849.83 | \$43,054.17 | \$47,678.54 | \$34,819.01 | \$88,336.89 | | | |
| JUNE | \$46,768.25 | \$44,166.92 | \$42,069.21 | \$78,964.49 | \$62,473.80 | \$105,215.54 | | | |
| JULY | \$39,690.56 | \$57,024.83 | \$46,889.56 | \$48,610.54 | \$93,218.43 | \$70,891.24 | | | |
| AUGUST | \$37,792.51 | \$58,020.08 | \$35,669.63 | \$41,182.51 | \$59,620.80 | \$73,568.01 | | | |
| SEPTEMBER | \$40,835.92 | \$24,513.20 | \$24,607.81 | \$68,044.72 | \$121,384.59 | \$102,226.37 | | | |
| OCTOBER | \$27,711.60 | \$34,125.76 | \$28,791.57 | \$36,694.11 | \$39,069.81 | \$44,894.56 | | | |
| NOVEMBER | \$23,710.90 | \$29,782.64 | \$25,620.64 | \$40,766.83 | \$58,845.97 | \$32,663.33 | | | |
| DECEMBER | \$41,386.71 | \$33,035.38 | \$16,484.32 | \$39,792.14 | \$40,132.41 | \$29,147.95 | | | |
| TOTAL | \$394,617.63 | \$398,199.32 | \$346,070.90 | \$494,994.53 | \$627,180.85 | \$671,069.50 | \$146,553.00 | | |