

**TO:** Planning & Development Committee

**FROM:** B. Newell, Chief Administrative Officer

**DATE:** July 20, 2017

**RE:** Second Quarter Activity Report – For Information Only

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## **1.0 DEVELOPMENT SERVICES DEPARTMENT**

### **1.1 PLANNING**

#### **Q2 Activities (April-June)**

- Adoption of the Environmentally Sensitive Development Permit (ESDP) Area Update in the Electoral Areas “A”, “C”, “D”, “E” and “F” Official Community Plan Bylaws has been completed.
- Electoral Area “F” Official Community Plan Review is ongoing with the establishment and involvement of a citizen’s advisory body, open houses hosted on June 13 and 14, and distribution of a newsletter.
- Completion of the “State of the Basin Report” (2016), an interregional initiative conducted between the three Okanagan Regional Districts to develop a monitoring and evaluation framework to track progress on economic, ecological and social matters.
- Ongoing work on Okanagan Falls Town Centre Plan (Phase 3) by consultants, including planned open house and draft plan presentation for September 2017.
- The following reports were prepared for consideration by the Planning and Development Committee:
  - Development Procedures Bylaw Update (Public Hearings);
  - AG Zone Update (accessory dwellings, honeybees and Protection of Farming DP);
  - Retaining Walls and Height Definition Update;
  - Hillside Steep Slope Development Permit Update;
  - Update of Regulations related to Dominion Radio Astrophysical Observatory;
  - Regulation of Metal Storage (“Shipping”) Containers; and
  - Industrial Zone consolidation review.
- The following reports were prepared for consideration by the Board:
  - 7 Joint Official Community Plan Bylaw & Zoning Bylaw Amendments\*;
  - 8 Zoning Bylaw Amendments\*;
  - 1 Discharge/Termination of a Land Use Contract\*;
  - 3 Development Procedures Bylaw Amendments\*;

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- 9 Development Variance Permits;
  - 2 Floodplain Exemption; and
  - 1 Regional Context Statement (Town of Osoyoos).

\* may include multiple readings of same amendment bylaw(s)

- 20 Development Permits (i.e. Hillside Steep Slope, Industrial, Watercourse, etc.) were issued under delegated authority.
- 4 referrals from the Province regarding proposed use of Crown land were responded to.
- 12 Advisory Planning Commission (APC) Meetings were scheduled.
- 7 Public Information Meetings for Bylaw Amendments or Temporary Use Permits were scheduled.
- 6 Public Hearings were scheduled.
- Provision of planning services to the Town of Oliver, including:
  - 5 Official Community Plan Bylaw & Zoning Bylaw Amendments;
  - 1 Industrial Development Permit;
  - 2 Subdivision referrals; and
  - 1 Strata conversion.
- Provision of planning services to the Village of Keremeos, including:
  - 2 Development Variance Permits; and
  - 1 Manufactured Home Park (MHP) Permit.
- Climate Action Plan – completion of the CARIP report for 2016 and draft work plan for Climate Action for 2017-2018.
- A total of 4 Liquor License referrals for Lounge and Special Event Area Applications:
  - Burrowing Owl Vineyards
  - Nichol Vineyards
  - Oliver Twist Winery
  - Corcelettes Estate Winery

### **Planned Activities for Q3 – 2017 (July-September)**

- On-going processing of land use applications and queries;
- Continue work on the Electoral Area “F” Official Community Plan Bylaw Review;
- Monitor implementation of new ESDP Area Guidelines and permit scheme;
- Prepare Draft Okanagan Falls Town Centre Plan and schedule public engagement meeting for September;
- Review of Tourist Commercial and Commercial Zones and Campground Bylaw (Zoning Bylaw Update);

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- Early Termination of Land Use Contracts (Electoral Area “C”);
  - Implementation of AG Zone Updates;
  - Prepare RFP for an Employment Lands Study; and
  - Continue to provide planning services to the Town of Oliver and Village of Keremeos.

## **1.2 BUILDING INSPECTIONS**

- Permit activity remains higher than 2016.
- To the end of June we have issued 273 permits , compared to 239 permits issued during the same time period in 2016.
- Kennedy Lake inspections are ongoing. After the June 30, 2017 deadline for completion of work for the majority of structures, 110 permits remain outstanding at varying degrees of completeness. 104 permits have been closed. Review is currently underway to identify the non-compliant structures and determine the number of demolitions which will occur late in the 3<sup>rd</sup> quarter or early in the 4<sup>th</sup> quarter. Structures which have had no permits, no inspections or little or no progress will be the focus of this round of demolitions. 10 to 20 demolitions are anticipated.
- Kaizen is targeted to be completed for Building permit processing in Q4.
- See Attachment No. 2 for the summary of issued Building Permits for the 2017 2<sup>nd</sup> quarter.

## **1.3 BYLAW ENFORCEMENT**

### **Activity Highlights:**

- **Q2 Enforcement Activity**
  - 28 files opened
  - 26 files closed
  - 64 Active files
  - Initiated presentation of Dog Control Bylaw to the Recreation Commissions;
  - Animal Control Bylaw presented to Similkameen Recreation Commission;
  - Processing of Untidy and Unsightly Property file in Coalmont for legal review ongoing;
  - Reviewed Bylaw Enforcement Officer contract - will be completing RFP of this contract in Q3.
- **Enforcement Activity Planned for Q3, 2017**
  - Processing older files is ongoing
  - Input outstanding ticket information into ticket tracking
  - Rescind and replace dated bylaws to recognize Animal Shelter facilities
  - Initiate RFP process for Bylaw Enforcement Services and Animal Control Services

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- Complete presentations of the draft Dog Control Bylaw to remaining Recreation Commissions.
  - Continue with adoption process for Dog Control Bylaw.

## 1.4 SUBDIVISION

### Q2 Activities:

- **Subdivision Referrals**

- 9 referrals received for 2017 to date
- 43 referrals ongoing and pending applicants' action

- **Ongoing Major Subdivisions:**

- Twin Lakes Golf Resort
  - OCP and Zoning amendment submitted for a 50 unit building strata development.
  - Reviewing infrastructure requirements.
- Naramata Benchlands, Phase 2, Outlook
  - 42 strata lots
  - Almost ready to submit to the Approving Officer
  - Naramata Benchlands, Phase 3
  - Developer has applied for a zoning amendment to increase density
- Kettle Ridge - Phase 2
  - 19 fee simple lots nearing registration
  - Almost ready to submit to the Approving Officer
- Kettle Ridge - Phase 3
  - 31 fee simple lots, development under construction, review of subdivision on-going
- Reflection Point
  - Phase 2 – proposed bareland strata – pending developer
- St Andrews - Phase 4 - 25 strata lots
  - Reviewing subdivision documents for the Provincial Approving Officer to decide to change from a PLNA to a PLA

- **Other Projects:**

- Fire Flow Responsibility and Authorities
  - In discussions with Okanagan Falls Irrigation District
- Service Area Petitions
  - Gallagher Lake water and sewer
- Planning development application referrals
- Gallagher Lake: Area Plan and water and sanitary service areas

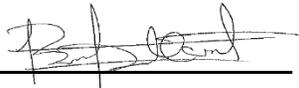
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- (Subdivision) Works and Services Bylaw
    - Pending consultant's agreement

**Planned Activities for Q3:**

• **Ongoing or Planned:**

- Major Subdivisions
  - Twin Lakes Golf Resort
  - Reflection Point, Phase 2
  - Kettle Ridge, Phase 3
  - St Andrews, Phase 4
  - 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

**Respectfully Submitted,**



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Brad Dollevoet, Development Services Manager

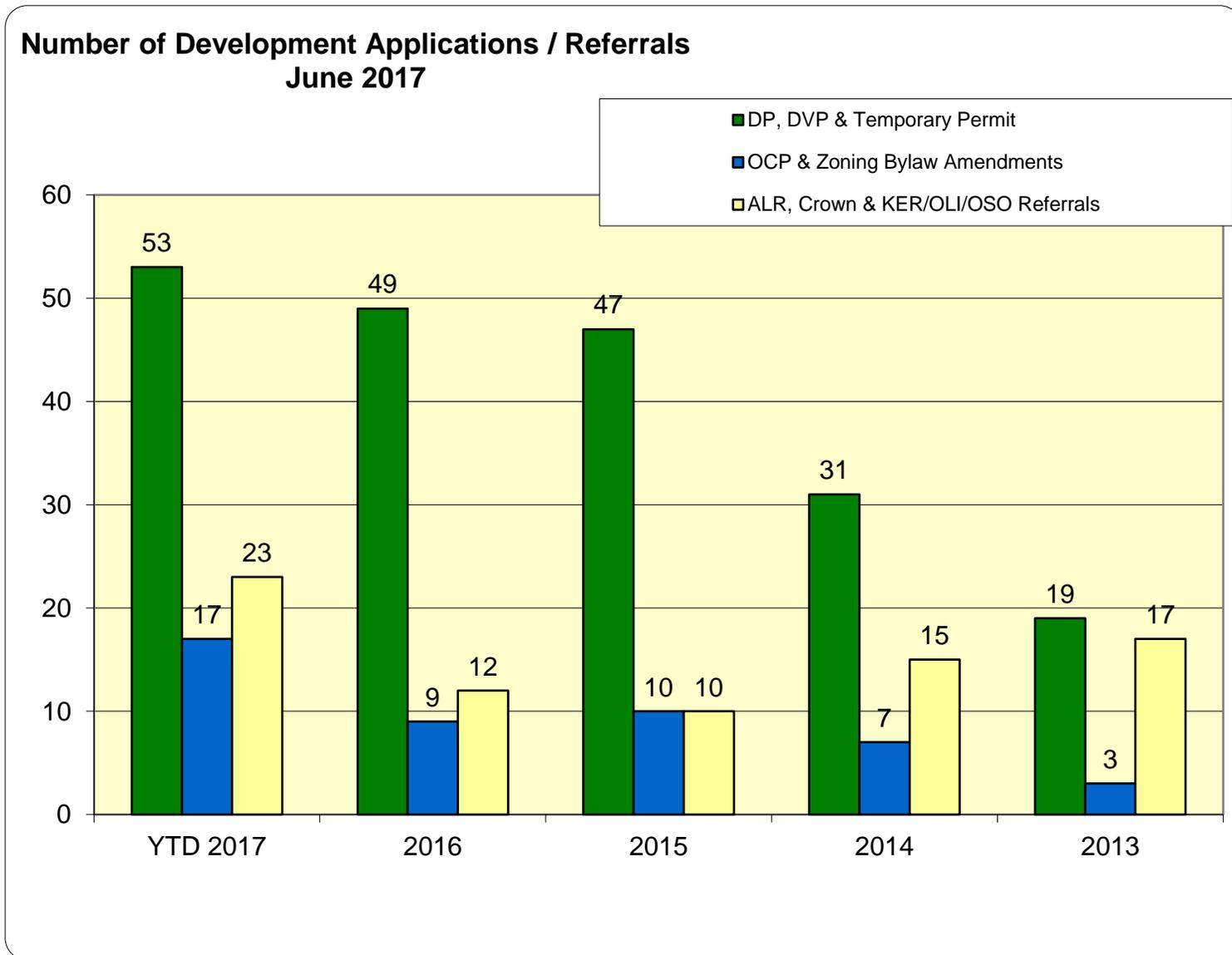
**Attachments:** No. 1 – Number of Development Applications / Referrals (YTD – March)  
No. 2 – Summary of Building Permits (YTD – March)

Attachment No. 1 - Number of Development Applications / Referrals

Number of Development Applications / Referrals June 2017 Year to Date

	A	B	C	D	E	F	G	H	Month Total	YTD 2017	2016	2015	2014	2013
Develop Permit & DVP	2			3	2			3	10					
Temp. Industr/Strata			1		1				2					
<b>DP, DVP &amp; Temporary Permit</b>									<b>12</b>	<b>53</b>	49	47	31	19
Zoning			2	1					3					
OCP/ZONING									0					
<b>OCP &amp; Zoning Bylaw Amendments</b>									<b>3</b>	<b>17</b>	9	10	7	3
ALR				1					1					
Crown Land	2							1	3					
KER/OLI/OSO									0					
<b>ALR, Crown &amp; KER/OLI/OSO Referrals</b>									<b>4</b>	<b>23</b>	12	10	15	17

Attachment No. 1 - Number of Development Applications / Referrals



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

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
SUMMARY OF BUILDING PERMITS FOR THE MONTH OF JUNE 2017**

**NUMBER OF PERMITS ISSUED**

DESCRIPTION	A	C	D	E	F	H	TOTAL	2017	2016
RENEWAL/DEFICIENCY			1	1			2	18	17
S.F.D.	1		3	3	1	3	11	46	41
MOBILE/MANU HOMES		3				1	4	20	11
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI						1	1	1	11
DEMOLITION / MOVE	1	2					3	15	14
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING	2	4	3	4	1	2	16	60	69
COMMERCIAL		1		1			2	20	13
INDUSTRIAL FARM BUILDING EXEMPTION	2	2	1				5	15	9
INSTITUTIONAL							0	0	1
SOLID FUEL APPLIANCE			25				25	26	3
<b>MONTHLY TOTAL</b>	<b>7</b>	<b>14</b>	<b>43</b>	<b>10</b>	<b>4</b>	<b>12</b>	<b>90</b>	<b>288</b>	<b>245</b>
<b>YEAR TO DATE 2017</b>	37	62	101	25	19	44	288		
<i>SAME MONTH 2016</i>	8	8	15	7	4	19	61		
<i>YEAR TO DATE 2016</i>	25	34	68	36	19	63	245		

**DOLLAR VALUE OF PERMITS**

DESCRIPTION	A	C	D	E	F	H	TOTAL	TOTAL YEAR
RENEWAL/DEFICIENCY			\$10,000	\$25,000			\$35,000	\$791,450
S.F.D.	\$417,900		\$851,380	\$773,065	\$411,825	\$845,915	\$3,300,085	\$13,513,253
MOBILE/MANU HOMES		\$467,910				\$124,740	\$592,650	\$3,452,411
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI						\$40,320	\$40,320	\$40,320
DEMOLITION / MOVE	\$1,000	\$2,000					\$3,000	\$15,000
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING	\$37,080	\$85,850	\$106,705	\$71,800	\$17,920	\$53,060	\$372,415	\$1,656,978
COMMERCIAL		\$450,000		\$67,800			\$517,800	\$3,296,043
INDUSTRIAL FARM BUILDING EXEMPTION			\$100,000				\$100,000	\$100,000
INSTITUTIONAL							not valued / no revenue	
SOLID FUEL APPLIANCE			\$25,000				\$25,000	\$26,000
<b>MONTHLY TOTAL</b>	<b>\$465,980</b>	<b>\$1,027,420</b>	<b>\$1,311,685</b>	<b>\$952,365</b>	<b>\$549,985</b>	<b>\$1,143,815</b>	<b>\$5,451,250</b>	<b>\$55,738,113</b>
<b>YEAR TO DATE 2017</b>	\$3,763,236	\$36,619,421	\$7,991,813	\$2,081,480	\$2,259,428	\$3,022,735	\$55,738,113	
<i>SAME MONTH 2016</i>	\$352,775	\$1,447,340	\$6,753,615	\$405,105	\$83,130	\$733,035	\$9,775,000	
<i>YEAR TO DATE 2016</i>	\$1,834,197	\$5,419,895	\$12,475,126	\$2,628,873	\$1,050,322	\$3,406,825	\$26,815,238	

**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	\$35,550.35
MAY	\$42,136.91	\$30,849.83	\$43,054.17	\$47,678.54	\$34,819.01	\$88,336.89	\$335,459.36
JUNE	\$46,768.25	\$44,166.92	\$42,069.21	\$78,964.49	\$62,473.80	\$105,215.54	\$66,954.09
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	
<b>TOTAL</b>	<b>\$394,617.63</b>	<b>\$398,199.32</b>	<b>\$346,070.90</b>	<b>\$494,994.53</b>	<b>\$627,180.85</b>	<b>\$671,069.50</b>	<b>\$584,516.80</b>