

TO: Planning & Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: October 19, 2017

RE: Third Quarter Activity Report – Development Services Department

Administrative Recommendation:

For information only

Purpose:

The purpose of this report is to present the Board with an overview of activities undertaken by the Development Services Department during the previous quarter.

Background:

The Development Services Department provides a quarterly update to the Regional District Board in April (Q1), July (Q2), October (Q3) and January (Q4) of each year.

Overview:

The Development Services Department comprises Planning Services, Building Inspection Services and Bylaw Enforcement and is generally responsible for planning for and regulating development within the Regional District. The following is an overview of activities undertaken by the Department by division:

PLANNING:

Q3 Activities (July - September)

- Adoption of the Agriculture Zone and Regulations Update in the Electoral Areas “A”, “C”, “D”, “E”, “F” & “H” Official Community Plan and Zoning Bylaws was completed.
- Electoral Area “F” Official Community Plan Review is ongoing. Round 1 survey results has been collected and analyzed. Currently preparing Round 2 survey for public release.
- 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 consultant, including open house and draft plan presentation in September 2017.
- The following reports were prepared for consideration by the Planning and Development Committee:
 - Hillside Steep Slope Development Permit Update;
 - Update of Regulations related to Dominion Radio Astrophysical Observatory;

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- Commercial Zone consolidation and review; and
 - Commercial Tourist Zone consolidation and review (including Campground Bylaw review).
 - The following reports were prepared for consideration by the Board:
 - 1 Joint Official Community Plan Bylaw & Zoning Bylaw Amendments*;
 - 3 Official Community Plan Bylaw Amendment*;
 - 13 Zoning Bylaw Amendments*;
 - 1 Discharge/Termination of a Land Use Contract*;
 - 10 Development Variance Permits;
 - 4 Temporary Use Permit.
 - 1 Floodplain Exemption;
 - 1 Agricultural Land Commission (ALC) referral; and
 - 1 Crown Land Use Referral.

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

- 22 Development Permits (i.e. Hillside Steep Slope, Industrial, Watercourse, etc.) were issued under delegated authority.
- 5 referrals from the Province regarding proposed use of Crown land were processed.
- 9 Advisory Planning Commission (APC) Meetings were scheduled.
- 8 Public Information Meetings for Bylaw Amendments or Temporary Use Permits were scheduled.
- 8 Public Hearings were scheduled.
- Provision of planning services to the Town of Oliver, including:
 - 1 Zoning Bylaw Amendment;
 - 1 Town Centre Development Permit;
 - 1 Subdivision referral.
- Provision of planning services to the Village of Keremeos, including:
 - 1 Development Variance Permit.
- 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 Q4 – 2017 (October to December)

- 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;
- Present Okanagan Falls Town Centre Plan and OCP amendment Bylaw to reflect the Plan;
- Continue work on Zoning Bylaw Update (Large Holdings and Small Holdings zones, etc.); and
- Continue to provide planning services to the Town of Oliver and Village of Keremeos.

BUILDING INSPECTIONS

Q3 Activities (July - September)

- To the end of September we issued 453 permits year to date, compared to 448 permits issued during the same time period in 2016 (see Attachment No. 2 for the summary of issued Building Permits in Q3).
- Kennedy Lake inspections are ongoing. As at September 30, 2017, 88 permits remain outstanding at varying degrees of completeness. 128 permits have been closed. 14 non-compliant structures had been targeted for demolition which is to occur by the end of October, 2017. Of those 14, 3 of the structures have been completed leaving 11 structures to be demolished during this round of demolitions. Structures which have had no permits, no inspections or little or no progress will be the focus of this round of demolitions.

Planned Activities for Q4 – 2017 (October to December)

- Kaizen is targeted to be completed for Building Permit processing in Q4.

BYLAW ENFORCEMENT

Q3 Activities (July - September)

- Dog Control Bylaw and Animal Control Bylaw was presented to the Board for adoption;
- Reviewed Bylaw Enforcement Officer contract
- Reviewed and updated Animal Control Contract
- Initiated draft for Request For Proposals for Dog Control Enforcement.

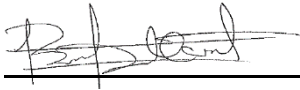
REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN SUMMARY OF ENFORCEMENT - 3rd QUARTER 2017									
ACTIVE FILES TO DATE	A	B	C	D	E	F	G	H	TOTAL
Land Use	2	n/a	9	19	4	10	1	4	49
Untidy & Unsightly	n/a	n/a	4	4	1	2	8	3	22
Other	0	0	0	2	2	1	0	1	6
TOTAL	2	0	13	25	7	13	9	8	77
NOISE COMPLAINTS	A	B	C	D	E	F			
Complaints received	n/a	n/a	5	34	9	8	n/a	1	57
ANIMAL CONTROL	A	B	C	D	E	F	G	FIRST NATION	TOTAL
Impounded	1	1	0	6	1	1	3	1	14
Claimed by Owner	1	1	0	5	1	0	3	0	11
To Rescue or Adoption	0	0	0	0	0	1	0	1	2
Euthanized	0	0	0	1	0	0	0	0	1

<https://portal.rdos.bc.ca/departments/officeofthecao/BoardReports/2017/20171019/PlanningAndDevelopment/B.>

Q3Activity_Report.docx

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- Planned Activities for Q4 – 2017 (October to December)
 - Mail dog licence renewal letters to 2017 dog licence holders
 - Supply vendors with 2018 dog licences and initiate dog licence sales
 - Complete any amendments to Dog Control Bylaw prior to adoption
 - Distribute new dog bylaw regulations through media, updated information brochures
 - Present Animal Control Bylaw for adoption
 - Finalize draft RFP for Dog Control Services and engage a Service Provider
 - Complete review and update of Bylaw Enforcement Contract
 - Initiate RFP process for Bylaw Enforcement and engage a Service Provider
 - Initiate Bylaw Enforcement Policy Review – This 2017 business plan project will continue into 2018

Respectfully Submitted,



Brad Dollevoet, Development Services Manager

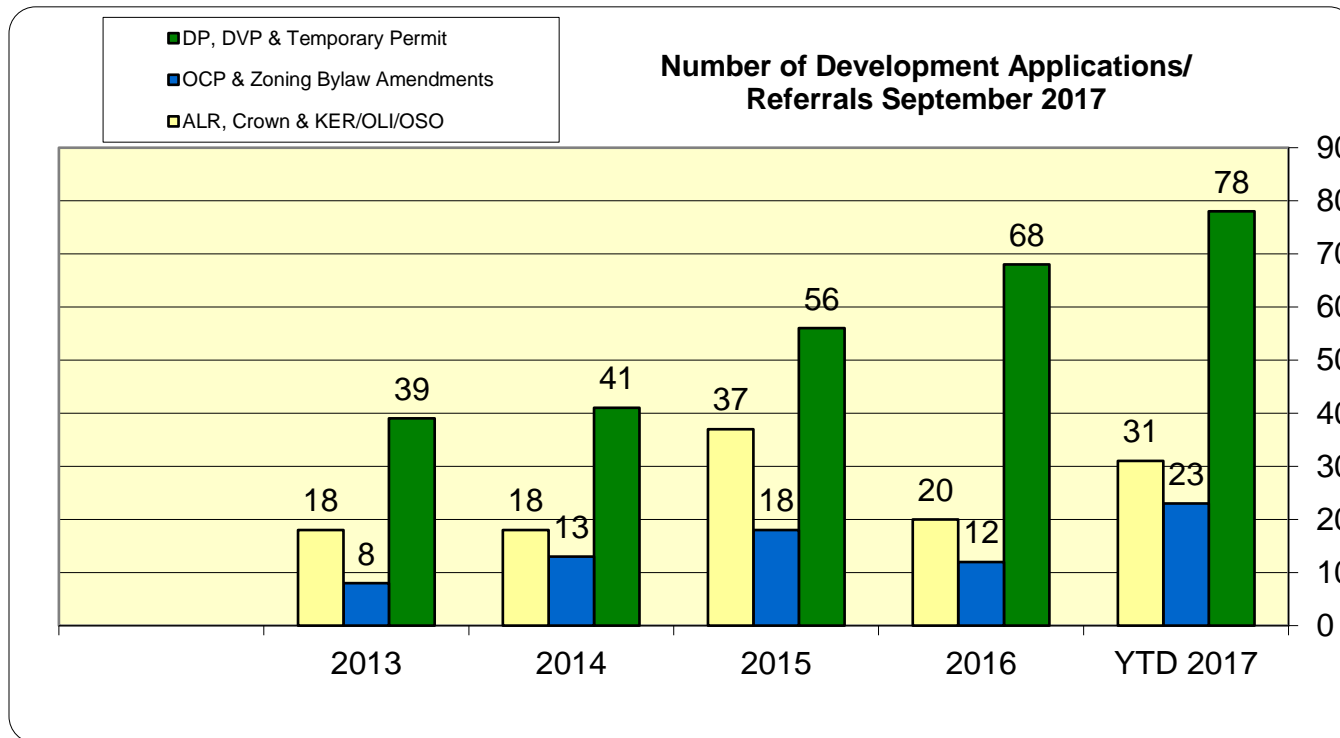
Attachments: No. 1 – Number of Development Applications / Referrals (YTD – September)
No. 2 – Summary of Building Permits (YTD – September)

Attachment No. 1 - Number of Development Applications / Referrals

Number of Development Applications / Referrals September 2017 Year to Date

	Month								Total	YTD 2017	2016	2015	2014	2013
	A	B	C	D	E	F	G	H						
Develop Permit & DVP			1	4				1	6					
Temp. Industr									0					
DP, DVP & Temporary Permit									6	78	68	56	41	39
Zoning						1			1					
OCP/ZONING									0					
OCP & Zoning Bylaw Amendments									1	23	12	18	13	8
ALR			1					1	2					
Crown Land								1	1					
KER/OLI/OSO			2						2					
ALR, Crown & KER/OLI/OSO									5	31	20	37	18	18

Attachment No. 1 - Number of Development Applications / Referrals



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

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

NUMBER OF PERMITS ISSUED

DESCRIPTION	A	C	D	E	F	H	TOTAL	2017	2016
RENEWAL/DEFICIENCY	2						2	26	24
S.F.D.	2	2	4	3		1	12	85	73
MOBILE/MANU HOMES		3				1	4	28	31
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI			1				1	2	2
DEMOLITION / MOVE		1	1	2			4	26	20
ACCESSORY USES	2	4		5	1	2	14	98	116
ADDITIONS / REPAIRS / PLUMBING	1	3	11	1	1	1	18	104	98
COMMERCIAL							0	23	19
INDUSTRIAL							0	1	1
FARM BUILDING EXEMPTION	1			1		2	4	26	16
INSTITUTIONAL							0	1	1
SOLID FUEL APPLIANCE	1	1	1				3	32	5
MONTHLY TOTAL	9	14	18	12	2	7	62	453	448
YEAR TO DATE 2017	63	93	154	56	23	64	453		
<i>SAME MONTH 2016</i>	8	17	11	12	6	19	73		
<i>YEAR TO DATE 2016</i>	42	63	111	61	32	139	448		

DOLLAR VALUE OF PERMITS

DESCRIPTION	A	C	D	E	F	H	TOTAL	TOTAL YEAR
RENEWAL/DEFICIENCY	\$1,500						\$1,500	\$882,950
S.F.D.	\$624,015	\$672,920	\$1,583,405	\$1,440,655		\$321,500	\$4,642,495	\$27,158,858
MOBILE/MANU HOMES		\$611,955				\$160,785	\$772,740	\$5,113,331
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI			\$352,845				\$0	\$40,320
DEMOLITION / MOVE		\$1,000	\$1,000	\$2,000			\$4,000	\$26,000
ACCESSORY USES	\$106,800	\$219,315		\$104,240	\$15,000	\$80,150	\$525,505	\$2,834,428
ADDITIONS / REPAIRS / PLUMBING	\$144,300	\$364,475	\$807,140	\$52,500	\$12,000	\$20,000	\$1,400,415	\$4,788,119
COMMERCIAL							\$0	\$33,415,898
INDUSTRIAL							\$0	\$100,000
FARM BUILDING EXEMPTION								not valued / no revenue
INSTITUTIONAL							\$0	\$70,400
SOLID FUEL APPLIANCE	\$1,000	\$1,000	\$1,000				\$3,000	\$32,000
MONTHLY TOTAL	\$877,615	\$1,870,665	\$2,745,390	\$1,599,395	\$27,000	\$582,435	\$7,702,500	\$75,302,088
YEAR TO DATE 2017	\$7,458,341	\$40,113,376	\$15,244,458	\$5,698,455	\$2,313,503	\$4,473,955	\$75,302,088	
<i>SAME MONTH 2016</i>	\$1,649,170	\$2,165,050	\$1,613,835	\$2,070,885	\$669,235	\$707,390	\$8,875,565	
<i>YEAR TO DATE 2016</i>	\$4,536,792	\$9,528,765	\$18,767,831	\$6,169,618	\$1,835,107	\$6,639,475	\$47,477,588	

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	\$95,394.43
AUGUST	\$37,792.51	\$58,020.08	\$35,669.63	\$41,182.51	\$59,620.80	\$73,568.01	\$47,165.53
SEPTEMBER	\$40,835.92	\$24,513.20	\$24,607.81	\$68,044.72	\$121,384.59	\$102,226.37	\$90,566.53
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	\$817,643.29