

TO: Planning & Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: October 18, 2018

RE: Third Quarter, 2018 Activity Report – Development Services Department

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

PLANNING:

Q3 Activities

- Electoral Area “F” Official Community Plan Review is ongoing. The final two public open houses were to held to show the Round 3 survey results and provide feedback as to what is moving forward to the Draft Plan. The OCP draft plan was completed and advertised to the public and put on RDOS website. Expectation is a mid-summer Board report for first reading.
- The following reports were prepared for consideration by the Planning and Development Committee:
 - Foreshore Stewardship
 - Climate Change Staff Grant
 - RGS Legislation
 - Policy changes Area F OCP
 - Zoning for retail Sales of Cannabis
 - Referral Procedures for Cannabis and Liquor
 - Cannabis Production in the ALR

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- Electoral Area “I” & LGA Update
 - The following reports were prepared for consideration by the Board:
 - 20 Official Community Plan and/or Zoning Bylaw Amendments*;
 - 5 Development Variance Permits;
 - 1 Temporary Use Permits; and
 - 1 Covenant.

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

- 25 Development Permits (i.e. Environmentally Sensitive, Watercourse, etc.) were issued under delegated authority.
- 9 Advisory Planning Commission (APC) Meetings were scheduled.
- 10 Public Information Meetings for Bylaw Amendments or Temporary Use Permits were scheduled.
- 14 Public Hearings were scheduled.
- A total of 2 Liquor License referral for Lounge and Special Event Area Applications:
 - 436167 BC Ltd. (Rising Tide)
 - Twisted Hills Craft Cider
- Provision of planning services to the Town of Oliver, including:
 - 1 Zoning Bylaw Amendments;
 - 1 Development Variance Permit;
 - 1 Watercourse Development Permit;
 - 3 Subdivision Referrals;
 - Discussion Paper – Zoning Regulations for Building Projections;
 - Discussion Paper & Amendment Bylaw – Termination of LUC No. LU-3-C-77;
 - Discussion Paper & Amendment Bylaw – Bicycle & Mobilty Scotter DP Area Guidelines;
 - Discussion Paper & Amendment Bylaw – Procedures for LCRB Referrals.
- Provision of planning services to the Village of Keremeos, including:
 - 1 Zoning Amendment;
 - 1 Development Variance Permit;
- Provision of planning services to the Town of Princeton, including:
 - 1 Development Variance Permit; and
 - 2 Development Permits.

Planned Activities for Q4 – 2018

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- Bring forward Zoning Amendment Bylaw related to Okanagan Falls Town Centre Plan for Board review and consideration of 1st reading;
 - Continue work in support of South Okanagan Electoral Area Zoning Bylaw No. 2800 (i.e. Small Holdings & Residential zones, etc.);
 - Exploration and research of zoning bylaw options for within the lakeshore of the Okanagan Valley lakes; and
 - Continue to provide planning services to the Town of Oliver, Village of Keremeos and Town of Princeton.

BUILDING INSPECTION:

Q3 Activities

- A total of year-to-date of 357 permits were issued to September 30, 2018, compared to 427 which were issued to September 30, 2017 (see Attachment No. 2 for the summary of issued Building Permits in Q2).
- Building Bylaw #2805, 2018 has been prepared and is ready for Board first reading review and public consultation.
- The 2018 Building Code has been adopted and will be effective December 10, 2018.
- New fees have been added to the Fees and Charges Bylaw for additional services that are being introduced in the new building bylaw.
- Active enforcement of Building bylaw violations and continued work on bringing all enforcement files up to date. A total of ten (10) Board reports seeking a notice on title or injunction actions were brought forward in Q3.

Planned Activities for Q4 – 2018

- Public consultation, review and adoption of Building Bylaw #2805, 2018.

BYLAW ENFORCEMENT:

Q3 Activities

- Continued work with new Animal Control provider to streamline service and provide enhanced level of service within the contract.

Planned Activities for Q4 – 2018

- Amend Untidy and Unsightly Premises Bylaws by rescinding schedules and to allow these bylaws to follow the newly adopted Bylaw Enforcement Procedures Policy.
- Revision of internal land use assessment referral procedure following the consolidation of Building Inspection and Bylaw enforcement under one Manager (Internal Org. Review recommendation).

DEVELOPMENT ENGINEERING:

Q3 Activities

- MoTI Subdivision Referrals
 - 15 Received from Jan to Sept 2017 and a total of 21 for 2017
 - 19 Received from Jan to Sept 2018
 - 44 Active subdivision referrals pending applicants' action
- Review of off-site infrastructure requirements at two Building Permit application
 - Expansion of the Okanagan Falls sanitary infrastructure and requiring two Works and Services Agreements and a Service Area petition for a major development (Sunniva).
 - Expansion of the Okanagan Falls sanitary infrastructure and requiring one Works and Services Agreement for seniors housing facility.
- Provision of Development Engineering services to the Village of Keremeos, including:
 - 2 reviews of off-site infrastructure requirements at Building Permit application for seniors housing facility.
 - 1 Preliminary review of subdivision requirement
 - 1 Review of Subdivision Application for PLA
- Twin Lake Golf Resort
 - Water and sewer infratructre review
 - Water Monitoring Terms of Reference
- Service Area Petitions
 - Sanitary Sewer petition of Okanagan Falls
 - Water and Sanitary Sewer for Gallagher Lake
 - Street Lighting petitions for Heritage Hills and Naramata
 - (Subdivision) Works and Services BylawProject being initiated with consultants identified.

Planned Activities for Q4 – 2018

- Sunniva Development Servicing Agreement preparation
- Twin Lakes Golf Resort Terms of Reference for Monitoring Service, Servicing Agreement.
- Works and Services Bylaw Schedule preparation.
- Continue to provide development engineering services to the Village of Keremeos.

Respectfully Submitted



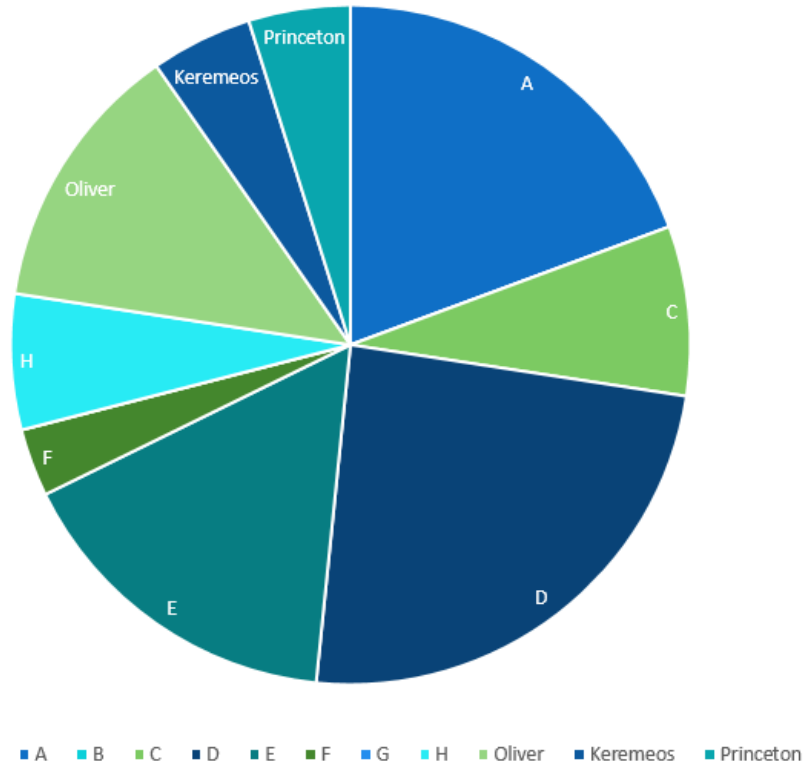
B. Dollevoet, Development Services Manager

Attachments: No. 1 – Number of Development Applications / Referrals (3rd Quarter)

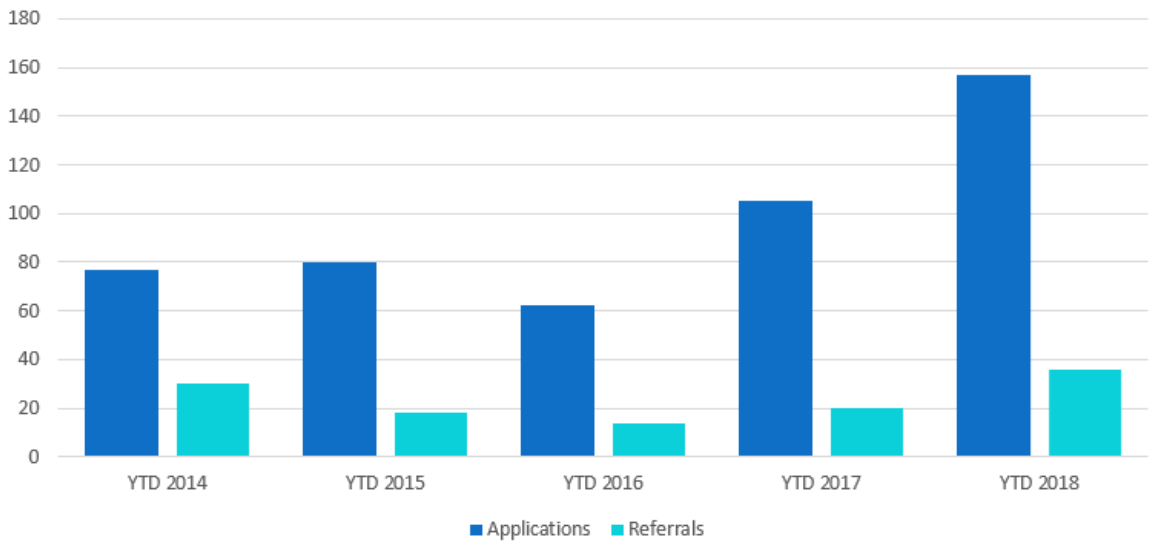
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- No. 2 – Summary of Building Permits (YTD – September)
 - No. 3 – Summary of Bylaw Enforcement Complaints (3rd Quarter)

Attachment No. 1 - Number of Development Applications / Referrals

Development Applications - Electoral Areas/Member municipalities



Year-to-date Applications & Referrals



Attachment No. 2 – Summary of Building Permits Issued, 3rd Quarter 2018

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
SUMMARY OF BUILDING PERMITS FOR THE MONTH OF SEPTEMBER 2018**

NUMBER OF PERMITS ISSUED									
DESCRIPTION	A	C	D	E	F	H	TOTAL	2018	2017
RENEWAL/DEFICIENCY	1		1			2	4	34	26
S.F.D.	2	1		4		4	11	67	85
MOBILE/MANU HOMES	1					1	2	26	28
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI							0	1	1
DEMOLITION / MOVE	1				1		2	18	26
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING	1		4	3	2	1	11	86	98
COMMERCIAL	3	1	4		1		9	87	104
INDUSTRIAL FARM BUILDING EXEMPTION				1		1	1	21	23
INSTITUTIONAL		1					2	16	26
SOLID FUEL APPLIANCE							0	1	1
MONTHLY TOTAL	9	3	9	8	4	10	43	367	453
YEAR TO DATE 2018	56	52	105	64	22	68	367		
<i>SAME MONTH 2017</i>	9	14	18	12	2	7	62		
<i>YEAR TO DATE 2017</i>	63	93	154	56	23	64	453		

DOLLAR VALUE OF PERMITS									
DESCRIPTION	A	C	D	E	F	H	TOTAL	TOTAL YEAR	
RENEWAL/DEFICIENCY	\$1,000		\$0			\$2,000	\$3,000	\$86,500	
S.F.D.	\$553,550	\$97,200		\$1,346,500		\$930,350	\$2,927,600	\$21,102,065	
MOBILE/MANU HOMES	\$240,570					\$110,720	\$351,290	\$5,152,980	
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI							\$0	\$72,720	
DEMOLITION / MOVE	\$1,000				\$1,000		\$2,000	\$18,000	
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING	\$12,285		\$78,580	\$23,520	\$30,000		\$144,385	\$3,198,395	
COMMERCIAL	\$267,250	\$24,600	\$73,800		\$60,000	\$7,000	\$432,650	\$4,226,570	
INDUSTRIAL FARM BUILDING EXEMPTION						\$9,600	\$9,600	\$5,093,327	
INSTITUTIONAL						\$86,400	\$86,400	\$5,286,400	
SOLID FUEL APPLIANCE								not valued / no revenue	
MONTHLY TOTAL	\$1,075,655	\$121,800	\$152,380	\$1,370,020	\$91,000	\$1,146,070	\$3,956,925	\$45,444,193	
YEAR TO DATE 2018	\$7,093,635	\$6,905,150	\$15,899,718	\$9,267,350	\$1,313,630	\$5,308,740	\$45,444,193		
<i>SAME MONTH 2017</i>	\$877,615	\$1,870,665	\$2,745,390	\$1,599,395	\$27,000	\$582,435	\$7,702,500		
<i>YEAR TO DATE 2017</i>	\$7,458,341	\$40,113,376	\$15,244,458	\$5,698,455	\$2,313,503	\$4,473,955	\$75,302,088		

BUILDING INSPECTION REVENUE								
MONTH	2012	2013	2014	2015	2016	2017	2018	
JANUARY	\$16,098.23	\$15,847.48	\$8,965.60	\$17,905.98	\$38,090.55	\$39,602.01	\$55,887.27	
FEBRUARY	\$14,200.42	\$18,055.76	\$25,842.00	\$19,575.32	\$29,419.02	\$44,897.41	\$37,396.10	
MARCH	\$38,322.59	\$28,007.02	\$30,397.81	\$32,251.07	\$41,406.24	\$62,053.58	\$72,804.20	
APRIL	\$18,059.44	\$20,973.73	\$28,055.24	\$47,883.66	\$15,209.80	\$35,550.35	\$41,018.96	
MAY	\$30,849.83	\$43,054.17	\$47,678.54	\$34,819.01	\$88,336.89	\$335,459.36	\$61,771.86	
JUNE	\$44,166.92	\$42,069.21	\$78,964.49	\$62,473.80	\$105,215.54	\$66,954.09	\$70,972.42	
JULY	\$57,024.83	\$46,889.56	\$48,610.54	\$93,218.43	\$70,891.24	\$95,394.43	\$71,463.33	
AUGUST	\$58,020.08	\$35,669.63	\$41,182.51	\$59,620.80	\$73,568.01	\$47,165.53	\$42,822.93	
SEPTEMBER	\$24,513.20	\$24,607.81	\$68,044.72	\$121,384.59	\$102,226.37	\$90,566.53	\$45,924.16	
OCTOBER	\$34,125.76	\$28,791.57	\$36,694.11	\$39,069.81	\$44,894.56	\$43,695.30		
NOVEMBER	\$29,782.64	\$25,620.64	\$40,766.83	\$58,845.97	\$32,663.33	\$58,442.60		
DECEMBER	\$33,035.38	\$16,484.32	\$39,792.14	\$40,132.41	\$29,147.95	\$41,432.10		
TOTAL	\$398,199.32	\$346,070.90	\$494,994.53	\$627,180.85	\$671,069.50	\$961,213.29	\$500,061.23	

Attachment No. 3 – Summary of Bylaw Enforcement Complaints, 3rd Quarter

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
SUMMARY OF BYLAW INFRACTIONS
3RD QUARTER (July-September 2018)

COMPLAINTS RECEIVED July - September 2018											
DESCRIPTION	A	B	C	D	E	F	G	H	TOTAL	2018	2017
LAND USE	1	0	2	6	1	1	0	0	11	11	12
ESDP	0	0	0	0	0	0	0	0	0	0	0
WDP	3	0	0	1	0	0	0	0	4	4	2
MULTIPLE	0	0	0	0	0	0	0	1	1	1	1
UNTIDY/UNSIGHTLY	0	0	0	1	1	0	0	2	4	4	12
BUIDING BYLAW	0	0	1	2	0	0	0	3	6	6	1
ANIMAL CONTROL	7	3	5	12	6	0	4	0	37	37	2
NOISE CONTROL	0	0	1	60	7	7	0	0	75	75	1
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0
Totals	11	3	9	82	15	8	4	6	138	138	31
COMPLAINTS RESOLVED July - September 2018											
DESCRIPTION	A	B	C	D	E	F	G	H	TOTAL	2018	2017
LAND USE	0	0	0	5	1	1	0	0	7	7	9
ESDP	0	0	0	1	1	0	0	0	2	2	0
WDP	0	0	1	0	0	1	0	0	2	2	1
MULTIPLE	0	0	0	0	0	0	0	0	0	0	0
UNTIDY/UNSIGHTLY	0	0	0	0	1	1	1	1	4	4	4
BUIDING BYLAW	0	0	1	0	0	0	0	0	1	1	1
ANIMAL CONTROL	1	1	0	2	0	0	0	0	4	4	0
NOISE CONTROL	0	0	1	60	7	7	0	0	75	75	0
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0
Totals	1	1	3	68	10	10	1	1	95	95	15
TOTAL ACTIVE COMPLAINTS July - September 2018											
DESCRIPTION	A	B	C	D	E	F	G	H	TOTAL	2018	2017
LAND USE	7	0	11	16	3	10	1	2	50	50	10
ESDP	0	0	1	1	0	0	0	0	2	2	2
WDP	4	0	0	3	0	0	0	0	7	7	2
MULTIPLE	0	0	0	2	0	0	0	1	3	3	1
UNTIDY/UNSIGHTLY	0	0	4	8	4	1	4	4	25	25	10
BUIDING BYLAW	0	0	0	4	1	0	0	2	7	7	2
ANIMAL CONTROL	2	3	5	7	2	1	2	0	22	22	0
NOISE CONTROL	0	0	1	60	7	7	0	0	75	75	1
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0
Totals	13	3	22	101	17	19	7	9	191	191	28