

TO: Planning & Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: January 17, 2019

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

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:

Q4 Activities

- Electoral Area “F” Official Community Plan was adopted on September 20, 2018.
- The following reports were prepared for consideration by the Planning and Development Committee:
 - Subdivision Referral Kaizen Update; and
 - Re-Structuring of Advisory Planning Commissions;
 - Agricultural Land Commission Act Amendments (residential dwellings); and
 - Board of Variance (BoV) Overview.
- The following reports were prepared for consideration by the Board:
 - 13 Official Community Plan and/or Zoning Bylaw Amendments*;
 - 10 Development Variance Permits;
 - 3 Temporary Use Permits;
 - 5 Agriculture Land Commission Referrals
 - 1 Flood Plain Exemption

- 8 Subdivision Referrals
- Cell Tower Policy Update
- Rescind Liquor License Referral Policy

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

- 12 Development Permits (i.e. Environmentally Sensitive, Watercourse, etc.) were issued under delegated authority. Yearly totals for 2018 are as follows:

Environmentally Sensitive Development Permits

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
Development (i.e. construction)	7	0	5	12	0	1	0	0	2	27
Land Alteration	1	0	0	0	1	0	0	0	1	3
Subdivision	1	0	2	3	0	1	0	0	0	7
Yearly Total (2018)	9	0	7	15	1	2	0	0	3	37

Watercourse Development Permits

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
Development (i.e. construction)	1		2	6	3	1		2		15
Land Alteration	1			1	1					3
Subdivision	1		2	2				1		6
Yearly Total (2018)	3		4	9	4	1		3		24

- 1 Industrial Development Permit
- 4 Advisory Planning Commission (APC) Meetings were scheduled.
- 3 Public Information Meetings for Bylaw Amendments or Temporary Use Permits were scheduled.
- 2 Public Hearings were scheduled.
- A total of 3 Liquor License referral for Lounge and Special Event Area Applications:
 - Harbans Dhaliwal (x2);
 - Mark Anthony Group (x2);
 - Wow Golf Club.
- The following represents the subdivision referrals that were received from the Ministry of Transportation and Infrastructure (MoTI):

Subdivisions Referrals Received: October 1, 2018 to December 31, 2018

	A	B	C	D	E	F	G	H	I	Total
Fee Simple				1	1				2	4
Bare Land Strata				1					1	2
Year to Date	4	3	3	7	8	0	1	1	1	28

- Provision of planning services to the Town of Oliver
- Provision of planning services to the Village of Keremeos
- Provision of planning services to the Town of Princeton

Planned Activities for Q1 – 2019

- Review of 2017 amendments to the Environmentally Sensitive Development Permit Area Designation, Guidelines & Mapping.
- Continue work in support of South Okanagan Electoral Area Zoning Bylaw No. 2800 (i.e. Apex Zones, Small Holdings & Residential zones, etc.);
- Exploration and research of zoning bylaw options for within the lakeshore of the Okanagan Valley lakes;
- Continue to provide planning services to the Town of Oliver, Village of Keremeos and Town of Princeton.

BUILDING INSPECTION:

Q4 Activities

- A total of 505 permits were issued to December 31, 2018, compared to 576 which were issued in 2017 (see Attachment No. 2 for the annual summary of issued Building Permits).
- Building Bylaw #2805, 2018 has received first reading and public consultation is being organized.
- The 2018 Building Code is now in effect.
- Active enforcement of Building bylaw violations continues. Below is a chart of our active enforcement files and the year of violation.

	Category 2	Category 3	Total
2018	8	17	25
2017	3	7	10
2016	4	7	11

Planned Activities for Q1 – 2019

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

BYLAW ENFORCEMENT:

Q4 Activities

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

Planned Activities for Q1 – 2019

- Review of the Animal Control service through consultation with Electoral Area Directors regarding the level of service desired in rural areas. Prepare follow-up report to Board for discussion.
- Review internal processes to work towards standardizing and streamlining workflows
- Work with Legislative Services to update Schedules for Bylaw Notice Enforcement Bylaw (see Attachment 3 for Summary of Bylaw Enforcement Complaints)

DEVELOPMENT ENGINEERING:

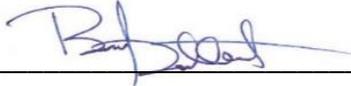
Q4 Activities

- Review of off-site infrastructure requirements for two Building Permit applications:
 - 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 a seniors housing facility.
- Provision of Development Engineering services to the Village of Keremeos
- Twin Lake Golf Course Resort development
 - Water and sewer infrastructure review
 - Preparation of Water Monitoring Terms of Reference (required prior to 2nd reading of rezoning)
- Service Area Petitions
 - Sanitary Sewer petition of Okanagan Falls
 - Street Lighting petitions for Heritage Hills and Naramata
- Works and Services Bylaw Project: legal review of the “front-end” bylaw and a consultant is reviewing the technical specifications.

Planned Activities for Q1 – 2019

- Twin Lakes Golf Course Resort Terms of Reference finalization, drafting of Servicing Agreement.
- Continue Works and Services Bylaw and Schedules preparation.
- Continue to provide development engineering services to the Village of Keremeos.
- Completing works and services reviews for subdivisions referrals from Planning Services.

Respectfully Submitted

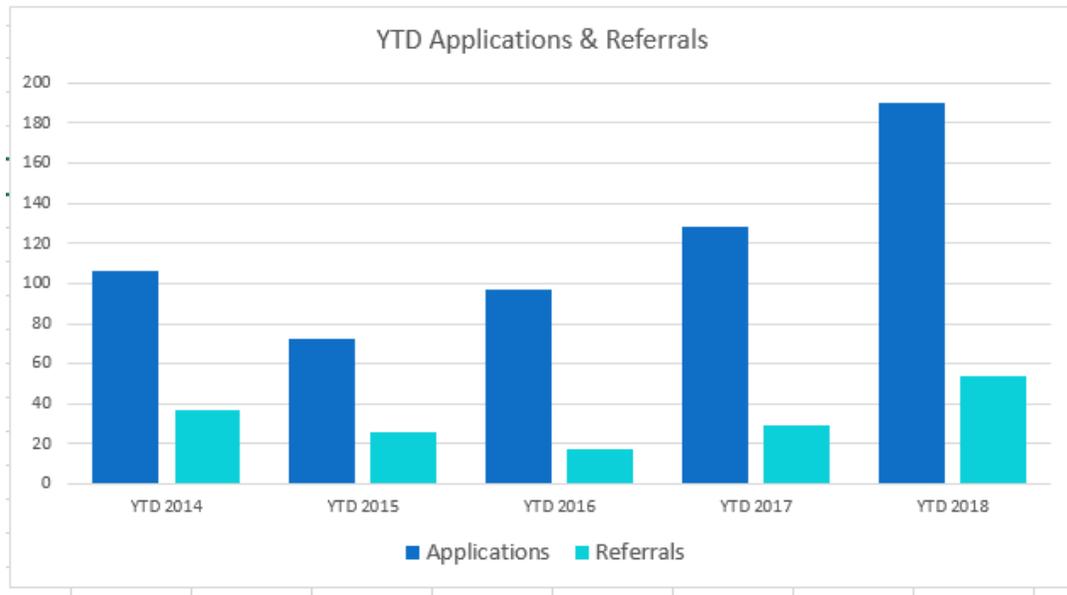
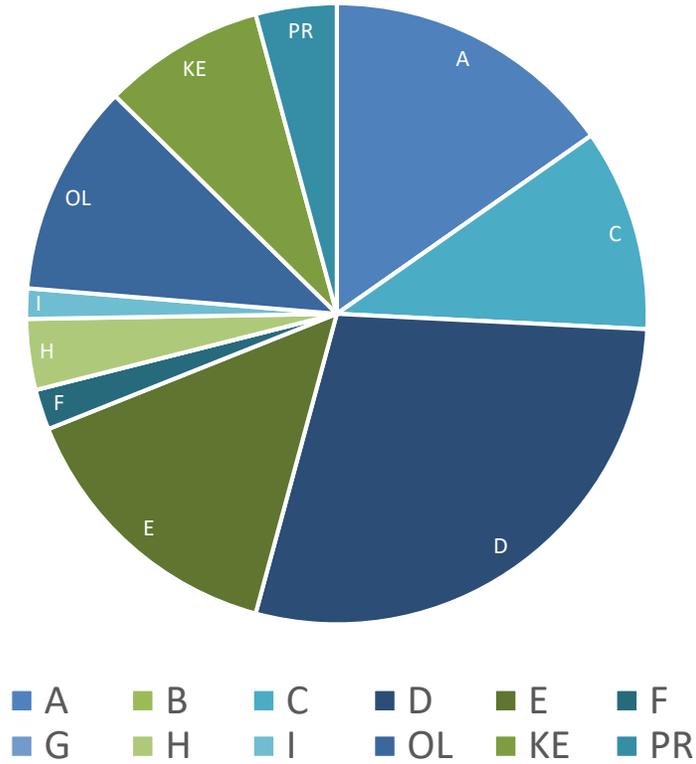


B. Dollevoet, General Manager, Development Services

Attachments: No. 1 – Number of Development Applications / Referrals (4th Quarter)
No. 2 – Summary of Building Permits (YTD – December)
No. 3 – Summary of Bylaw Enforcement Complaints (4th Quarter)

Attachment No. 1 - Number of Development Applications / Referrals

2018 Development Applications - Electoral Areas/Member Municipalities



Attachment No. 2 – Summary of Building Permits Issued, 4th Quarter 2018

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

NUMBER OF PERMITS ISSUED

DESCRIPTION	A	C	D	E	F	H	I	TOTAL	2018	2017
RENEWAL/DEFICIENCY						6	1	7	50	33
S.F.D.	2			2		1		5	87	101
MOBILE/MANU HOMES			2					2	39	50
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI						1		1	2	1
DEMOLITION / MOVE	2	3		1			1	7	30	33
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING	3		1	1	1		3	9	118	124
COMMERCIAL	1		3		1		1	6	120	137
INDUSTRIAL FARM BUILDING								0	24	25
EXEMPTION								0	2	1
INSTITUTIONAL								0	17	32
SOLID FUEL APPLIANCE							1	1	1	1
MONTHLY TOTAL	8	3	6	4	2	8	7	38	505	576
YEAR TO DATE 2018	81	66	135	83	27	91	22	505		
<i>SAME MONTH 2017</i>	<i>2</i>	<i>10</i>	<i>11</i>	<i>4</i>	<i>3</i>	<i>8</i>		<i>38</i>		
<i>YEAR TO DATE 2017</i>	<i>66</i>	<i>118</i>	<i>202</i>	<i>69</i>	<i>36</i>	<i>85</i>		<i>576</i>		

DOLLAR VALUE OF PERMITS

DESCRIPTION	A	C	D	E	F	H	I	TOTAL	TOTAL YEAR
RENEWAL/DEFICIENCY						\$43,000	\$12,500	\$55,500	\$519,000
S.F.D.	\$669,470			\$913,576		\$222,670		\$1,805,716	\$27,626,226
MOBILE/MANU HOMES			\$317,100					\$317,100	\$7,400,330
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI						\$107,760		\$107,760	\$180,480
DEMOLITION / MOVE	\$2,000	\$3,000		\$1,000			\$1,000	\$7,000	\$30,000
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING	\$63,560		\$20,000	\$25,000	\$19,500		\$146,460	\$274,520	\$4,085,265
COMMERCIAL	\$1,000		\$33,000		\$2,500		\$75,000	\$111,500	\$5,515,675
INDUSTRIAL FARM BUILDING								\$0	\$5,461,127
EXEMPTION									\$0
INSTITUTIONAL									\$5,286,400
SOLID FUEL APPLIANCE							\$1,000	\$1,000	\$12,000
MONTHLY TOTAL	\$736,030	\$3,000	\$370,100	\$939,576	\$22,000	\$373,430	\$235,960	\$2,680,096	\$61,897,739
YEAR TO DATE 2018	\$9,665,490	\$8,775,063	\$23,194,246	\$11,537,421	\$1,357,990	\$6,323,240	\$1,044,290	\$61,897,739	
<i>SAME MONTH 2017</i>	<i>\$156,720</i>	<i>\$1,681,840</i>	<i>\$915,265</i>	<i>\$721,240</i>	<i>\$89,050</i>	<i>\$338,210</i>	<i>\$0</i>	<i>\$3,902,325</i>	
<i>YEAR TO DATE 2017</i>	<i>\$7,816,271</i>	<i>\$43,856,196</i>	<i>\$19,367,486</i>	<i>\$8,658,345</i>	<i>\$2,834,338</i>	<i>\$5,575,480</i>	<i>\$0</i>	<i>\$88,108,116</i>	

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	\$84,294.81
NOVEMBER	\$29,782.64	\$25,620.64	\$40,766.83	\$58,845.97	\$32,663.33	\$58,442.60	\$43,348.80
DECEMBER	\$33,035.38	\$16,484.32	\$39,792.14	\$40,132.41	\$29,147.95	\$41,432.10	\$32,698.12
TOTAL	\$398,199.32	\$346,070.90	\$494,994.53	\$627,180.85	\$671,069.50	\$961,213.29	\$660,402.96

Attachment No. 3 – Summary of Bylaw Enforcement Complaints, 4th Quarter

COMPLAINTS RECEIVED October - December 2018

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2018	2017
LAND USE	1	0	3	3	0	4	1	1	0	13	13	6
ESDP	0	0	0	0	1	0	0	0	0	1	1	2
WDP	0	0	0	0	0	0	0	0	0	0	0	0
MULTIPLE	0	0	0	0	0	0	0	0	0	0	0	0
UNTIDY/UNSIGHTLY	0	0	1	0	1	0	0	1	0	3	3	3
BUIDING BYLAW	0	0	1	1	0	0	0	2	0	4	4	0
ANIMAL CONTROL	4	3	11	2	0	0	5	0	7	32	32	1
NOISE CONTROL	1	0	1	6	3	8	1	1	2	23	23	1
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	0
Totals	6	3	17	12	5	12	7	5	9	76	76	13

COMPLAINTS RESOLVED October - December 2018

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2018	2017
LAND USE	2	0	3	4	1	2	0	1	0	13	13	2
ESDP	0	0	1	1	0	0	0	0	0	2	2	0
WDP	0	0	0	1	0	1	0	0	0	2	2	0
MULTIPLE	0	0	0	1	0	0	0	0	0	1	1	0
UNTIDY/UNSIGHTLY	0	0	1	1	1	0	1	0	0	4	4	3
BUIDING BYLAW	0	0	0	1	0	0	0	1	0	2	2	0
ANIMAL CONTROL	0	1	0	1	1	1	0	0	0	4	4	1
NOISE CONTROL	1	0	1	6	3	8	1	1	2	23	23	0
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	0
Totals	3	1	6	16	6	12	2	3	2	51	51	6

TOTAL ACTIVE COMPLAINTS October -December 2018

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2018	2017
LAND USE	6	0	12	16	3	12	2	2	0	53	53	7
ESDP	0	0	0	1	1	0	0	0	0	2	2	1
WDP	4	0	0	2	0	0	0	0	0	6	6	2
MULTIPLE	0	0	1	1	0	0	0	1	0	3	3	1
UNTIDY/UNSIGHTLY	0	0	4	8	4	2	3	5	0	26	26	9
BUIDING BYLAW	0	0	1	4	1	0	0	4	0	10	10	2
ANIMAL CONTROL	1	2	1	3	0	0	0	0	0	7	7	0
NOISE CONTROL	1	0	1	6	3	8	1	1	2	23	23	0
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	0
Totals	12	2	20	41	12	22	6	13	2	130	130	22