

TO: Planning & Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: October 17, 2019

RE: Third Quarter, 2019 Activity Report – Development Services Department
For Information Only

Overview:

The Development Services Department comprises the functional areas of Planning, Building Inspection, Bylaw Enforcement, Heritage, Development Engineering, and recently added, Economic Development.

PLANNING:

Q3 Activities

Regional Growth Strategy:

- RGS Technical Advisory Committee has had a couple of meetings and has provided a recommendation for Board consideration of an RGS review in 2020.
- OBWB Floodplain grant management.
- Climate Projections stakeholder workshop held at RDOS offices on September, 27, 2019. Consultant now working on writing draft report.

Electoral Area Planning:

The following reports were prepared for consideration by the Planning and Development Committee:

- Park Land Dedication Policy – Draft
- Housing Needs Reports
- Hillside & Steep Slope DP Area Update, Electoral Area “D”

The following reports were prepared for consideration by the Board:

- 4 Official Community Plan and/or Zoning Bylaw Amendments*;
- 12 Development Variance Permits;
- 3 Temporary Use Permits;
- 1 Form and Character Development Permit;
- 7 Agriculture Land Commission Referrals; and
- Osoyoos Boundary Adjustment

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

- 17 Development Permits (i.e. Environmentally Sensitive, Watercourse, etc.) were issued under delegated authority.
- 12 Advisory Planning Commission (APC) Meetings were scheduled.

- 7 Public Information Meetings for Bylaw Amendments or Temporary Use Permits were scheduled.
- 3 Public Hearings were scheduled.
- The following Development Permits were approved:

Environmentally Sensitive Development Permits

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
Development (i.e. construction)	2	n/a	-	5	1	1	n/a	-	-	9
Land Alteration	-	n/a	-	-	-	-	n/a	-	-	-
Subdivision	-	n/a	-	-	-	-	n/a	-	-	-
3rd Quarter Total (2019)	2	n/a	-	5	1	1	n/a	-	-	9

Watercourse Development Permits

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
Development (i.e. construction)	1	n/a	-	2	1	1	n/a	1	1	7
Land Alteration	-	n/a	-	-	-	-	n/a	-	-	-
Subdivision	-	n/a	-	-	-	-	n/a	-	-	-
3rd Quarter Total (2019)	1	n/a	-	2	1	1	n/a	1	1	7

- A total of 1 Non-Medical Cannabis Retail Store License Applications:
 - Interior Cannabis ("B")
- A total of 1 Cannabis Retail Store License:
 - Green Light Cannabis (Fit and Proper Assessment complete)
- The following represents the subdivision referrals (YTD) that were received from the Ministry of Transportation and Infrastructure (MoTI):

Subdivisions Referrals Received: January 1 to June 30, 2019

	A	B	C	D	E	F	G	H	I	Total
Fee Simple										
Bare Land Strata										
Conventional	1		1							2
Road Closure						1				1
Year to Date										3

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

Planned Activities for Q4 – 2019

- Continue work in support of South Okanagan Electoral Area Zoning Bylaw No. 2800 (i.e. Apex Zones, Small Holdings & Residential zones, etc.);
- Bring forward amendments to allow Accessory Dwelling Units (i.e. “carriage houses”) in a wider range of zones;
- Adoption of amendments to the Hillside and Steep Slope Development Permit Area designation in the Electoral Area “D” Official Community Plan No. 2603, 2013;
- Bring forward amendments to the Development Procedures Bylaw related to the processing of subdivision referrals received from the Ministry of Transportation and Infrastructure (MoTI);
- Prepare amendments related to the regulation of docks through the various Electoral Area zoning bylaws;
- Bring forward amendment bylaws for Cannabis Production Facilities;
- Working with Avocette Technologies on the construction of software requirements needed for Regional District planning applications; and
- Continue to provide planning services to the Village of Keremeos and Town of Princeton.

BUILDING INSPECTION:

Q3 Activities

- Year-to-date 405 permits were issued (including 29 farm exemptions) to September 30, 2019, compared to 367 which were issued to the same date in 2018 (see Attachment No. 2 for the annual summary of issued Building Permits).
- Active enforcement of Building bylaw violations continues.
- Average timeline from application date to permit issuance is up to approximately 40 business days due to a key staff member’s family illness.
- Provision of inspection services to the Village of Keremeos and the Town of Princeton. Princeton has recently hired a Level 1 Building Official, but will still require Level 3 inspections from RDOS.
- Review of policies, procedures and forms related to adoption of Building Bylaw #2805.
- Meetings with Avocette Technologies Inc. for development of BasicGov software to be introduced for Development Services in June, 2020.

Planned Activities for Q4 – 2019

- Fee incentive program for Step Code implementation.
- Continued meetings and discussions with Avocette for implementation of BasicGov software for Building inspection modules.
- Town of Princeton has hired a full time building official and will result in reduced hours of service to the Town of Princeton.

BYLAW ENFORCEMENT:

Q3 Activities

- Execution of Dog Shelter contract with City of Penticton for next 3 years
- Appointment of additional Dog Control Officer

(see Attachment No. 3 for Summary of Bylaw Enforcement Complaints)

Planned Activities for Q4 – 2019

- Finalization of internal processes to work towards standardizing and streamlining workflows (Deliverable in the department business plan).
- Work with Legislative Services to develop processes for board hearings related to Untidy & Unsightly premises bylaw and Noise Bylaw.
- Initiation of consolidation of Untidy/Unsightly regulatory bylaws in conjunction with Legislative Services.

DEVELOPMENT ENGINEERING:

Q3 Activities

- Twin Lake Golf Course Resort development
 - Review of water and sewer infrastructure for servicing agreement. Nearing agreement on domestic water and sewer design.
- Village of Keremeos Building Permits Review:
 - Off-site infrastructure requirements for two Building Permits and one rezoning referrals
- Village of Keremeos Subdivisions:
 - Issued Preliminary Layout Review for S-2018-02
 - DVP application review for S-2018-02
- Town of Princeton
 - Review of development engineering for five subdivision applications and two rezoning referrals.
- Works and Services Bylaw Project
 - Finalizing draft of Sanitary Section
 - Reviewing Levels of Service
 - External agency consultation ongoing and project will continue into early 2020.
- Greater West Bench Geotechnical RFP
 - RFP closed in September. Planning to award to consultant in Q4
- Works and Services for Subdivisions
 - Grace Estates (Area E)

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- Naramata Benchlands (Area E)
 - Patterson and Hayman (Area E)

Planned Activities for Q4 – 2019

- Okanagan Falls sanitary sewer extension servicing agreement for Cannabis production facility building permit.
- Twin Lakes Golf Course Resort
 - Finalize concept of the water and sewer infrastructure
 - Draft Servicing Agreement(s) prior to scheduling public hearing for rezoning.
- Continue Works and Services Bylaw and Schedules preparation.
- Continue to provide development engineering services to the Village of Keremeos.
- Continue to provide development engineering services to the Town of Princeton.
- Completing works and services reviews for Planning Services applications.

AREA “D” ECONOMIC DEVELOPMENT:

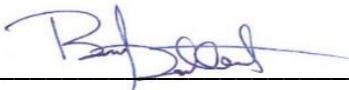
Q3 Activities

- Posted for two part-time positions: Economic Development Coordinator and Clerk.
- Working on small upgrades to office environment prior to staff coming online.
- Engaged with Visitors Centre society and attended Skaha Housing Society Grand Opening

Planned Activities for Q4 – 2019

- Soft opening of Okanagan Falls office in early November.
- Planning on a office “Grand Opening” event later in 2019.
- Develop 2020 Business Plan with Area Director.

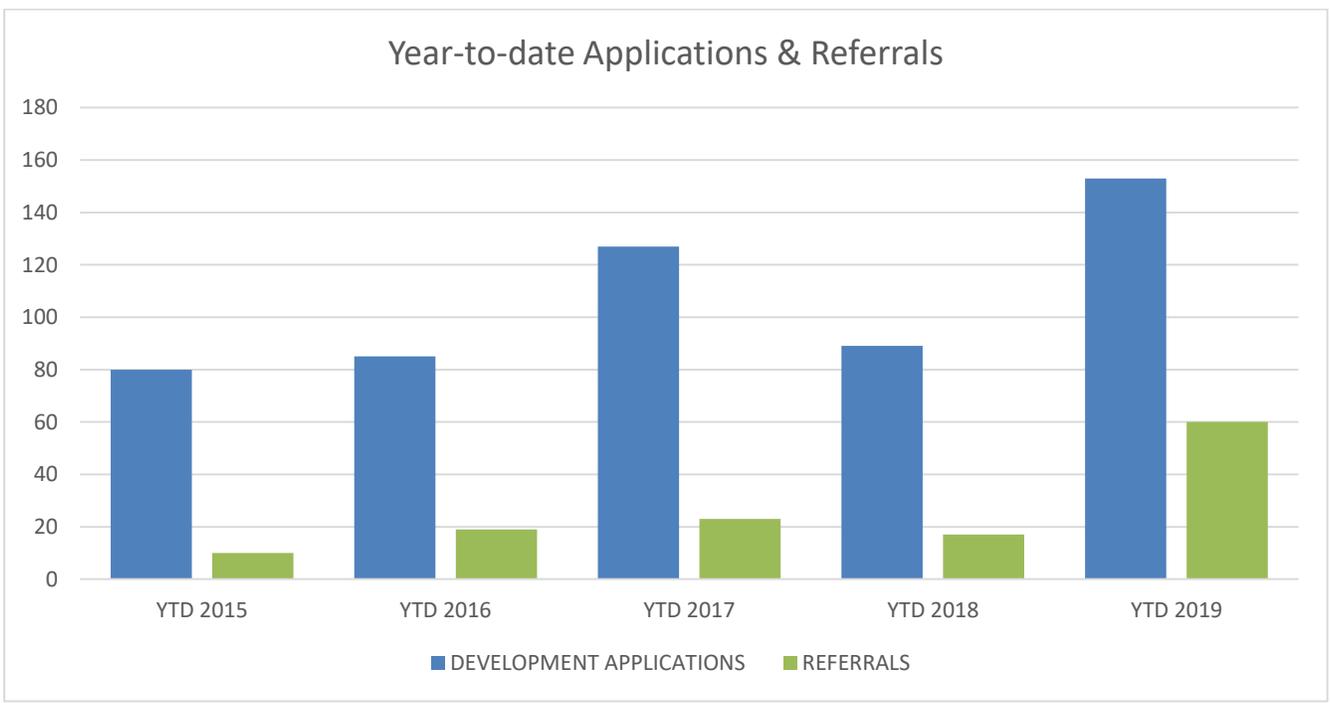
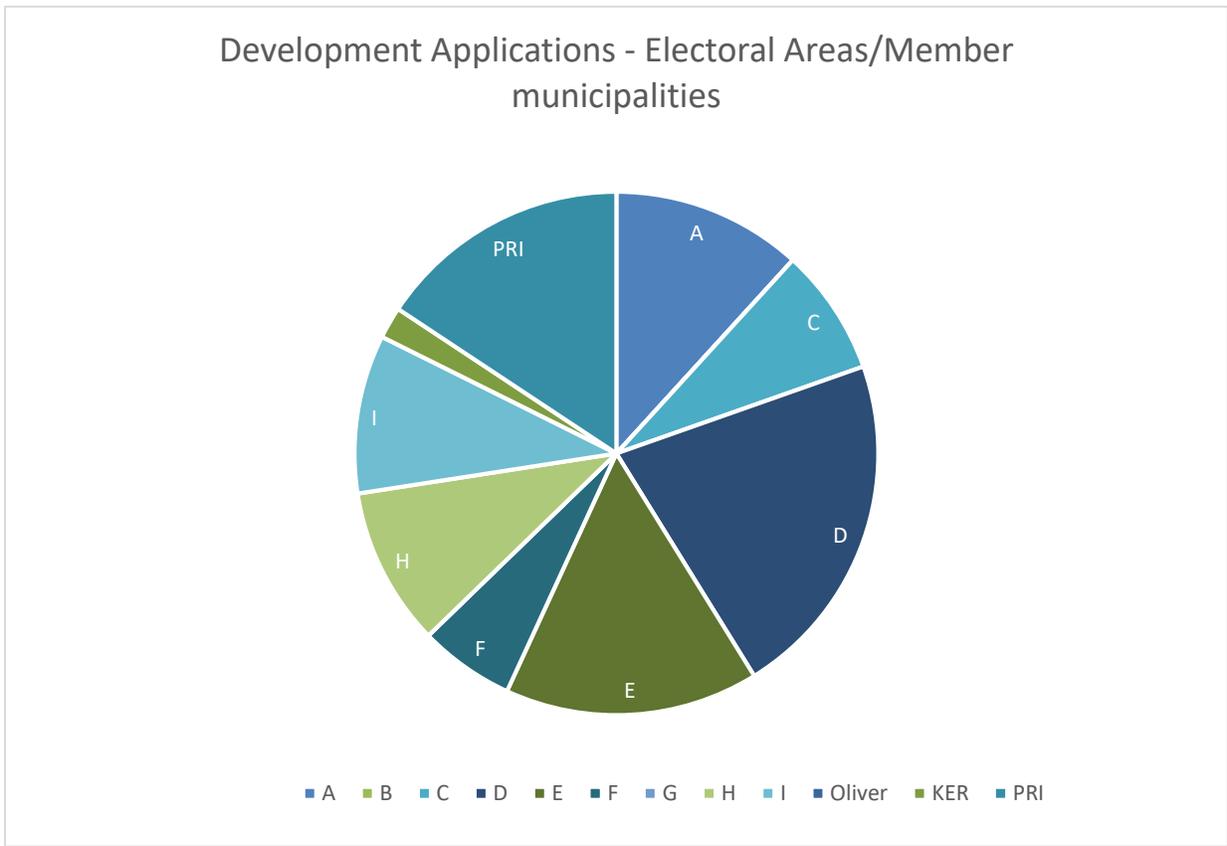
Respectfully Submitted



B. Dollevoet, General Manager, Development Services

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

Attachment No. 1 - Number of Development Applications / Referrals, 3rd Quarter, 2019



Attachment No. 2 – Summary of Building Permits Issued, 3rd Quarter 2019

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
SUMMARY OF BUILDING PERMITS FOR THE MONTH OF SEPTEMBER 2019**

NUMBER OF PERMITS ISSUED										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	2019	2018
RENEWAL/DEFICIENCY						2		2	25	34
S.F.D.				1		1	1	3	58	67
MOBILE/MANU HOMES			2					2	28	26
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI								0	12	1
DEMOLITION / MOVE	1	1	1			1		4	23	18
ACCESSORY USES	1		1	2			2	6	110	86
ADDITIONS / REPAIRS / PLUMBING	1		2		1	1	1	6	85	87
COMMERCIAL							1	1	14	21
INDUSTRIAL								0	1	2
FARM BUILDINGS		1		1				2	29	16
INSTITUTIONAL								0	1	1
SOLID FUEL APPLIANCE								0	18	6
MONTHLY TOTAL	3	2	6	4	1	5	5	26	405	367
YEAR TO DATE 2019	41	62	42	59	21	97	83	405		
<i>SAME MONTH 2018</i>	9	3	9	8	4	10	0	43		
<i>YEAR TO DATE 2018</i>	56	52	105	64	22	68	0	367		
DOLLAR VALUE OF PERMITS										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	TOTAL YEAR	
RENEWAL/DEFICIENCY						\$11,000		\$11,000	\$212,000	
S.F.D.				\$454,975		\$195,600	\$150,015	\$800,590	\$16,578,860	
MOBILE/MANU HOMES			\$436,210					\$436,210	\$3,491,107	
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI								\$0	\$1,573,135	
DEMOLITION / MOVE	\$1,000	\$1,000	\$1,000			\$1,000		\$4,000	\$23,000	
ACCESSORY USES	\$12,400		\$29,970	\$153,889			\$104,320	\$300,579	\$4,121,778	
ADDITIONS / REPAIRS / PLUMBING	\$36,000		\$5,520		\$193,853	\$21,820	\$187,920	\$445,113	\$4,744,550	
COMMERCIAL							\$600,000	\$600,000	\$5,590,019	
INDUSTRIAL								\$0	\$217,858	
FARM BUILDINGS				\$10,000				\$10,000	\$13,000	
INSTITUTIONAL								\$0	\$500,000	
SOLID FUEL APPLIANCE								\$0	\$18,000	
MONTHLY TOTAL	\$49,400	\$1,000	\$472,700	\$618,864	\$193,853	\$229,420	\$1,042,255	\$2,607,492	\$37,381,686	
YEAR TO DATE 2019	\$3,480,860	\$7,071,684	\$6,021,591	\$5,575,605	\$956,787	\$6,454,360	\$7,820,799	\$37,381,686		
<i>SAME MONTH 2018</i>	\$1,075,655	\$121,800	\$152,380	\$1,370,020	\$91,000	\$1,146,070	\$0	\$3,956,925		
<i>YEAR TO DATE 2018</i>	\$7,093,635	\$6,905,150	\$15,899,718	\$9,267,350	\$1,313,630	\$5,308,740	\$0	\$45,788,223		
BUILDING INSPECTION REVENUE										
MONTH	2013	2014	2015	2016	2017	2018	2019			
JANUARY	\$15,847.48	\$8,965.60	\$17,905.98	\$38,090.55	\$39,602.01	\$55,887.27	\$30,704.46			
FEBRUARY	\$18,055.76	\$25,842.00	\$19,575.32	\$29,419.02	\$44,897.41	\$37,396.10	\$86,493.92			
MARCH	\$28,007.02	\$30,397.81	\$32,251.07	\$41,406.24	\$62,053.58	\$72,804.20	\$51,199.20			
APRIL	\$20,973.73	\$28,055.24	\$47,883.66	\$15,209.80	\$35,550.35	\$41,018.96	\$42,268.02			
MAY	\$43,054.17	\$47,678.54	\$34,819.01	\$88,336.89	\$335,459.36	\$61,771.86	\$47,130.81			
JUNE	\$42,069.21	\$78,964.49	\$62,473.80	\$105,215.54	\$66,954.09	\$70,972.42	\$46,253.49			
JULY	\$46,889.56	\$48,610.54	\$93,218.43	\$70,891.24	\$95,394.43	\$71,463.33	\$70,064.71			
AUGUST	\$35,669.63	\$41,182.51	\$59,620.80	\$73,568.01	\$47,165.53	\$42,822.93	\$25,798.34			
SEPTEMBER	\$24,607.81	\$68,044.72	\$121,384.59	\$102,226.37	\$90,566.53	\$45,924.16	\$30,728.49			
OCTOBER	\$28,791.57	\$36,694.11	\$39,069.81	\$44,894.56	\$43,695.30	\$84,294.81				
NOVEMBER	\$25,620.64	\$40,766.83	\$58,845.97	\$32,663.33	\$58,442.60	\$43,348.80				
DECEMBER	\$16,484.32	\$39,792.14	\$40,132.41	\$29,147.95	\$41,432.10	\$32,698.12				
TOTAL	\$346,070.90	\$494,994.53	\$627,180.85	\$671,069.50	\$961,213.29	\$660,402.96	\$430,641.44			

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

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN													
SUMMARY OF BYLAW INFRACTIONS													
3RD QUARTER (July-September 2019)													
COMPLAINTS RECEIVED July - September 2019													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2019 YTD	2018	2018 YTD
LAND USE	0	0	4	2	0	4	0	1	3	14	33	11	28
ESDP	0	0	1	0	0	1	0	0	0	2	5	0	2
WDP	0	0	1	0	0	0	0	0	1	2	3	4	9
MULTIPLE	0	0	0	0	0	0	0	0	0	0	1	1	2
UNTIDY/UNSIGHTLY	0	0	1	1	1	1	0	0	1	5	13	4	12
BUILDING BYLAW	0	0	1	0	0	2	0	0	0	3	9	6	10
ANIMAL CONTROL	1	1	10	3	2	4	2	0	3	26	65	37	96
NOISE CONTROL	0	0	5	2	9	7	0	1	17	41	78	75	94
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	1	1	23	8	12	19	2	2	25	93	207	138	253
COMPLAINTS RESOLVED July - September 2019													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2019 YTD	2018	2018 YTD
LAND USE	1	0	1	4	2	7	0	1	2	18	31	7	58
ESDP	0	0	0	1	0	0	0	0	0	1	2	2	2
WDP	1	0	0	0	0	0	0	0	0	1	1	2	8
MULTIPLE	0	0	0	0	0	0	0	1	0	1	3	0	0
UNTIDY/UNSIGHTLY	0	0	3	2	3	0	1	1	0	10	14	4	24
BUILDING BYLAW	0	0	0	0	1	0	0	2	1	4	10	1	6
ANIMAL CONTROL	1	1	10	3	2	4	2	0	3	26	60	5	32
NOISE CONTROL	0	0	5	2	9	7	0	1	17	41	76	75	82
BURNING BYLAW	0	0	0	0	0	0	0	0	1	1	1	0	0
Totals	3	1	19	12	17	18	3	6	24	103	198	96	212
TOTAL ACTIVE COMPLAINTS													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL			
LAND USE	6	0	19	6	5	6	1	3	9	55			
ESDP	0	0	1	0	1	0	0	0	2	4			
WDP	2	0	0	2	0	0	0	0	2	6			
MULTIPLE	0	0	2	0	0	0	0	1	1	4			
UNTIDY/UNSIGHTLY	0	0	3	6	2	3	3	5	3	25			
BUILDING BYLAW	0	0	1	1	0	0	0	1	2	5			
ANIMAL CONTROL	0	0	2	1	1	2	1	0	0	7			
NOISE CONTROL	0	0	1	0	1	2	0	0	1	5			
BURNING BYLAW	0	0	0	1	0	0	0	0	0	1			
Totals	8	0	29	17	10	13	5	10	20	112			
Previous Quarter	10	0	27	24	12	16	6	16	22	133			
MILEAGE													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2019 YTD		
LAND USE	176	0	67	0	18	101	0	207	48	617	1756		
ESDP	0	0	0	0	0	0	0	0	0	0	0		
WDP	0	0	83	4	0	0	0	0	17	104	104		
MULTIPLE	0	0	0	0	0	0	0	0	0	0	0		
UNTIDY/UNSIGHTLY	0	0	182	160	102	26	308	299	236	1313	2161		
ANIMAL CONTROL	268	214	453	2233	2449	653.5	294		3000	9563.5	16956		
NOISE CONTROL	0	0	5281	84	162	167	0	230	629	6553	7301		
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0		
Totals	444	214	6066	2481	2731	947.5	602	736	3930	18151	28278		
YTD	1365	214	7185	5889	4155	2405	1066	2338	6399	31015			