

ADMINISTRATIVE REPORT



TO: Planning & Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: October 21, 2021

RE: 3rd Quarter Activity Report – Planning and Development

Overview:

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

PLANNING:

Q3 Activities

Regional Growth Strategy:

- Regional Growth Strategy (RGS) Review:
 - Ongoing background work

Electoral Area Planning:

- A summary of Applications and Referrals processed in Q3 is presented at Attachment No. 2.
- The following reports were prepared for consideration by the Board (including in Committee):
 - Review of Manufactured Home Park Redevelopment Policy;
 - Review of Hillside and Steep Slope Development Permit Area Policy;
 - Administrative Responses to Board Motions and APC Recommendations:
 - ❖ Cannabis Retail Uses in the Electoral Area Zoning Bylaws;
 - ❖ Expansion of Vacation Rental Uses;
 - ❖ Mobile Home Regulations for parcels in the ALR; and
 - ❖ Retail Cannabis Moratorium.
 - Initiation of a review of zoning/water in Faulder (Electoral Area “F”);
 - Street Lighting – OCP Policy and Subdivision Servicing Bylaw Regulation Review;
 - Review of bylaw amendment, temporary use permit and subdivision referral fees;
 - Landscaping Security review; and
 - Bylaw Amendment to address removal of Advisory Planning Commission (APC) members.
- Consultation with APCs regarding proposed zoning regulations for Metal Storage Containers.
- South Okanagan Zoning Bylaw Consolidation (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):
 - Review of draft commercial signage regulations;
 - Review of draft occupation of recreational vehicle regulations;

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- Review of landscaping regulations.
 - 1st & 2nd reading of Amendment Bylaw No. 2892 (Phase 4 of Residential Zone Update);
 - Adoption of C4 Zone Review (OK Falls Town Centre Implementation) amendment bylaws;
 - Electoral Area “G” OCP Bylaw Project:
 - Background research;
 - Citizen’s Committee meetings; and
 - Community Survey.
 - Provision of Planning Services to the Village of Keremeos.

Planned Activities for Q4 (2021):

Regional Growth Strategy:

- Regional Growth Strategy (RGS) Review:
 - Continue RGS review and analysis phase with RGS Technical Advisory Committee; and
 - Tentatively planning a 2nd presentation to Planning & Development Committee.

Electoral Area Planning:

- South Okanagan Zoning Bylaw Consolidation (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):
 - Complete Phase 4 of the Residential Zone Review (RS & SH Zones); and
 - Bring forward Draft Zoning Bylaw No. 2800 to Committee for review.
- Electoral Area “G” OCP Bylaw Project:
 - Citizen Committee Meetings;
 - In-person open houses in Hedley and Keremeos (October 2021).
- Electoral Area “E” OCP Bylaw Review:
 - Continue background research (i.e. community profile);
 - Form citizen’s forum of community volunteers to provide input on draft OCP;
 - Commence community consultation program.
- Complete consultation on Faulder Zone Review;
- Review of ESDP Area Designation (Electoral Areas “A”, “C”, “D”, “E”, “F”, “H” & “I”):
 - Electronic Public Information Meeting (PIM) – meeting date to be determined;
 - Consideration of 1st reading or proposed amendments.
- Review of Watercourse Development Permit (WDP) Areas to respond to provincial on “Compliance and Impact” reports;
- Bring forward discussion paper regarding Septic Compliance Inspection requirements for “vacation rental” temporary use permit (TUP) applications;
- Review of farm labour housing regulations in the zoning bylaws;

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- Discussion papers on various Board Motions (e.g. bunkies; increasing food security; ticketing DP infractions; etc.);
 - Continue working on implementation of new software application (BasicGov).
 - Provision of Planning Services to the Village of Keremeos.
 - Provision of Planning Services to the Town of Princeton on an “as needed” basis.

BUILDING INSPECTION:

Q3, 2021 Activities

- 503 Permits have been issued to September 30, 2021 compared to 399 for the same date in 2020 (see Attachment No. 3 for the summary of issued Building Permits).
- Budgeted revenue has been surpassed for 2021
- Provision of inspection services to the Village of Keremeos continues in addition to the mutual aid agreement with the Town of Princeton for building inspection backfill.
- Continuing with development of BasicGov software. Go live date Q4.
- Step Code consultation – community feedback pages set up on Regional Connections

Planned Activities for Q4

- Finalization of BasicGov software for Building inspection and Bylaw Enforcement modules.
- Building Bylaw amendments – various housekeeping amendments plus revisions required for implementation of new BasicGov software
- Continued coordination with Senior Energy Specialist for Step Code consultation prior to proposed implementation.

BYLAW ENFORCEMENT:

Q3 Activities

- Ongoing processing of complaints – 12 new complaints received and 31 enforcement files closed (see Attachment No. 4 for Summary of Bylaw Enforcement Complaints)
- Recruitment completed for additional Bylaw Enforcement Coordinator (COVID restart funding to March 31, 2022)

Planned Activities for Q4

- Final preparation for consolidation of Noise bylaws.
- Initial preparation for consolidation of Untidy and Unsightly Premises Bylaw
- Amendments to Bylaw Notice Enforcement Bylaw for various offences related to Dog Control, Noise Control Bylaws and Untidy and Unsightly Premises Bylaw
- Parking lot: Bylaw Enforcement Education Workshop (proposed for Q4 or 2022 Q1).

DEVELOPMENT ENGINEERING:

Q3 Activities

- Subdivision and Development Services Bylaw Update remains on-going.
- Reviewed draft report of Greater West Bench Geotechnical Review (Electoral Area “F”);
- Ongoing Works and Services consultations for Subdivisions.
- Provision of Development Engineering Services to the Village of Keremeos, as required.

Planned Activities for Q4

- Continuing review of Subdivision and Development Services Bylaw:
- Electoral Area “F” (Greater West Bench) Geotechnical Review:
 - Present to Planning and Development Committee; and
 - Initiate community consultation.
- Provision of Development Engineering Services to the Village of Keremeos.
- Provision of Development Engineering Services to the Town of Princeton “as needed”.

ECONOMIC DEVELOPMENT (ELECTORAL AREA “D”):

Q3 Activities

- Ongoing work on the development of a proposal concept for the establishment of an Okanagan Falls Community Cultural Centre.
- Completed the Okanagan Falls Relocation & Visitor Guide.
- Completed a grant application to etsiBC Grant (Economic Development Recovery) to develop a business case for high speed internet capacity building for the Okanagan Falls area.

Planned Activities for Q4

- Continue to support the work of OFCA to initiate a downtown beautification and revitalization program to incorporate artist murals, wayfinding signage, refreshing properties and improving outsides of buildings, etc.

Respectfully Submitted



C. Garrish, Planning Manager



L. Miller, Building & Enforcement Services Manager

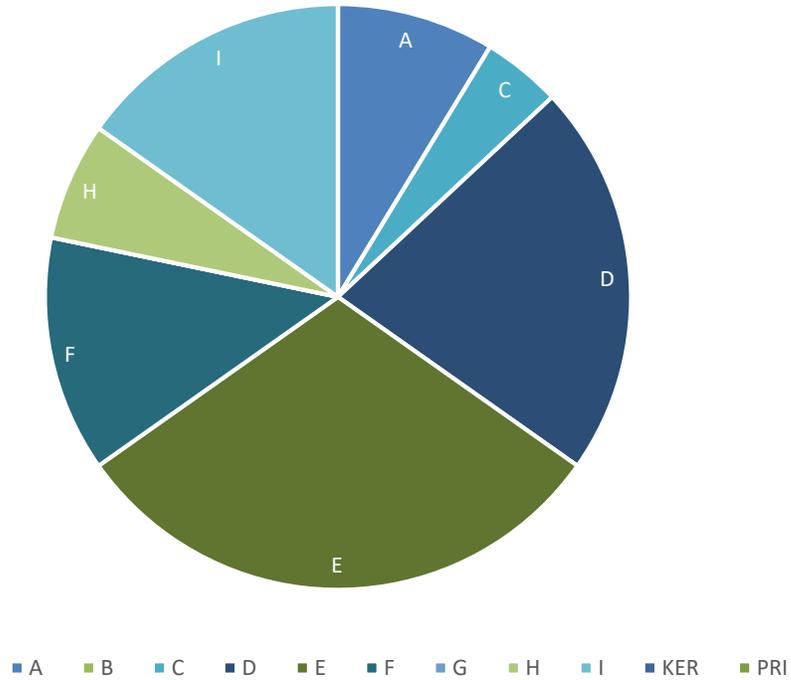
Attachments: No. 1 – Development Applications by Electoral Area & Year to Date (2021)

No. 2 – Summary of Application Activities

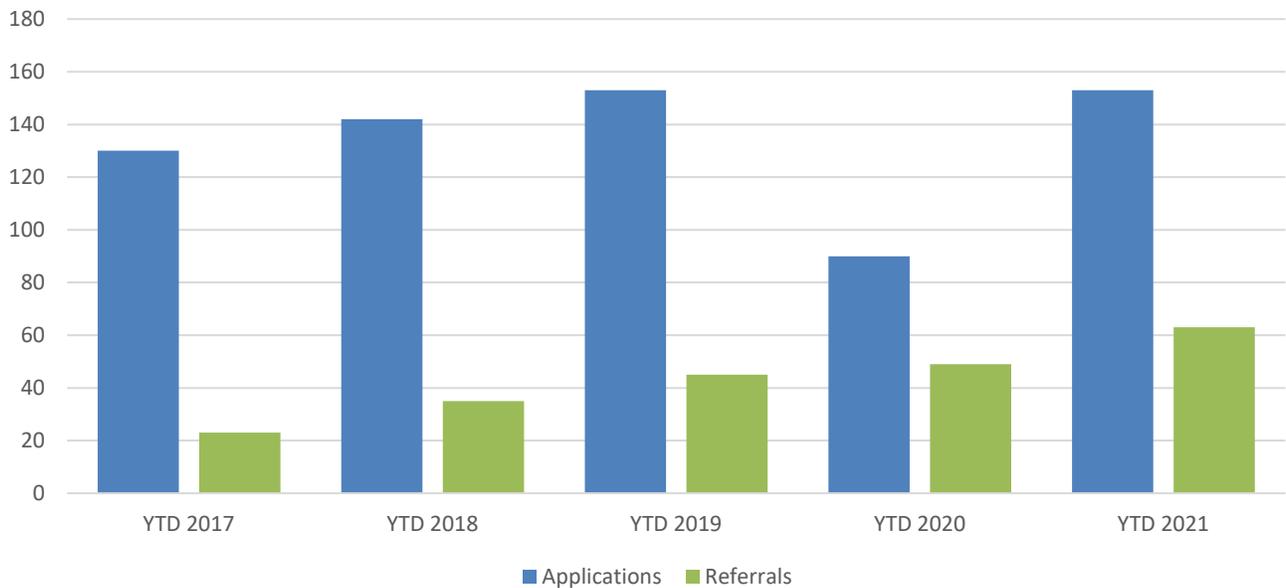
No. 3 – Summary of Building Permits (3rd Quarter)

No. 4 – Summary of Bylaw Enforcement Complaints (3rd Quarter)

Q3 Development Applications - Electoral Areas/Member municipalities



2021 Year-to-date Applications & Referrals



Attachment No. 2 – Summary of Application Activities

Board Reports – Q3 Land Use Applications

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	MULTI	Total
Board Reports – Land Use Applications											
Land Use Bylaw Amendments (OCP and/or Zoning)				2	1	3		1		2	9
Development Variance Permits	2		2	4	5	1		1	2		17
Temporary Use Permits					3	1			1		5
Agricultural Land Commission Referrals		1	1	1	1		1		1		6
Liquor and Cannabis Regulation Branch Referrals			2	3				1			6
Floodplain Exemptions											
Yearly Total (2021)	10	2	14	28	22	8	2	9	15	6	116

Public Consultation – Q3 Land Use Applications / Projects

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	MULTI	Total
Public Consultation Forum											
Advisory Planning Commission (APC) Meetings / Info Mailouts	3		3	3	3	2		2	2		18
Public Information Meeting	1				4	3		1	1		10
Public Hearing	2		2	1		2				1	8
Yearly Total (2021)	16		15	16	12	13	3	7	11	4	97

Delegated Development Permits & MoTI Referrals Processed

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
Environmentally Sensitive Development Permits										
Development, Land Alteration & Subdivision	2			2	4	1			3	12
Yearly Total (2021)	13		1	5	12	2			9	42
Watercourse Development Permits										
Development, Land Alteration & Subdivision				2	1	1		1	1	6
Yearly Total (2021)				3	5	2		7	3	20
MoTI Subdivisions Referrals										
Fee Simple, Strata, Road Closure, etc.				3	1	1			1	6
Yearly Total (2021)	1			5	4	1	2	4	4	21

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

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN SUMMARY OF BUILDING PERMITS FOR THE MONTH OF SEPTEMBER 2021										
NUMBER OF PERMITS ISSUED										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	2021	2020
RENEWAL/DEFICIENCY	2							2	30	20
S.F.D.	3			2		2		7	79	69
MOBILE/MANU HOMES						1		1	26	20
CABINS/REC								0	3	3
SEMI-DETACHED, DUPLEX, MULTI FAMILY								0	6	0
DEMOLITION / MOVE		1						1	39	23
ACCESSORY USES	3	1	1	6	1		1	13	135	110
ADDITIONS / REPAIRS / PLUMBING		3	2	2		2		9	141	101
COMMERCIAL		1	1					2	18	20
INDUSTRIAL								0	1	2
FARM BUILDINGS		1						1	22	25
INSITUATIONAL								0	3	6
SOLID FUEL APPLIANCE								0	0	0
MONTHLY TOTAL	8	7	4	10	1	5	1	36	503	399
YEAR TO DATE 2021	64	77	77	86	40	78	81	503		
SAME MONTH 2020	5	8	16	11	8	12	9	69		
YEAR TO DATE 2020	49	69	70	58	38	72	43	399		
DOLLAR VALUE OF PERMITS										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	TOTAL YTD	
RENEWAL/DEFICIENCY	\$2,000							\$2,000	\$36,583	
S.F.D.	\$1,128,546			\$1,517,930		\$479,000		\$3,125,476	\$32,963,775	
MOBILE/MANU HOMES						\$182,000		\$182,000	\$6,229,976	
CABINS/REC								\$0	\$162,725	
SEMI-DETACHED, DUPLEX, MULTI								\$0	\$9,476,960	
DEMOLITION / MOVE		\$1,000						\$1,000	\$39,000	
ACCESSORY USES	\$89,700	\$40,000	\$238,000	\$259,080	\$26,000		\$45,600	\$698,380	\$6,816,407	
ADDITIONS / REPAIRS / PLUMBING		\$112,539	\$10,940	\$19,150		\$158,415		\$473,394	\$5,771,726	
COMMERCIAL		\$25,000	\$80,000					\$105,000	\$2,758,867	
INDUSTRIAL								\$0	\$250,000	
FARM BUILDINGS		\$19,200						\$19,200	\$490,600	
INSITUATIONAL								\$0	\$1,378,875	
SOLID FUEL APPLIANCE								\$0	\$0	
MONTHLY TOTAL	\$1,220,246	\$197,739	\$328,940	\$1,968,510	\$26,000	\$819,415	\$45,600	\$4,606,450	\$66,375,494	
YEAR TO DATE 2021	\$10,751,834	\$5,321,480	\$12,710,472	\$19,199,294	\$2,650,780	\$9,444,437	\$6,297,197	\$66,375,494		
SAME MONTH 2020	\$692,210	\$1,410,970	\$1,698,860	\$1,176,175	\$510,753	\$325,530	\$834,374	\$6,648,872		
YEAR TO DATE 2020	\$9,454,280	\$6,366,310	\$7,065,380	\$6,261,637	\$2,895,421	\$4,976,625	\$4,865,525	\$41,885,178		
BUILDING INSPECTION REVENUE										
MONTH	2015	2016	2017	2018	2019	2020	2021			
JANUARY	\$17,905.98	\$38,090.55	\$39,602.01	\$55,887.27	\$30,704.46	\$47,538.46	\$46,158.04			
FEBRUARY	\$19,575.32	\$29,419.02	\$44,897.41	\$37,396.10	\$86,493.92	\$17,592.98	\$43,612.27			
MARCH	\$32,251.07	\$41,406.24	\$62,053.58	\$72,804.20	\$51,199.20	\$60,721.58	\$45,865.08			
APRIL	\$47,883.66	\$15,209.80	\$35,550.35	\$41,018.96	\$42,268.02	\$41,620.45	\$83,495.89			
MAY	\$34,819.01	\$88,336.89	\$35,459.36	\$61,771.86	\$47,130.81	\$52,842.35	\$37,469.43			
JUNE	\$62,473.80	\$105,215.54	\$66,954.09	\$70,972.42	\$46,253.49	\$75,271.11	\$133,808.41			
JULY	\$93,218.43	\$70,891.24	\$95,394.43	\$71,463.33	\$70,064.71	\$57,104.01	\$164,701.57			
AUGUST	\$59,620.80	\$73,568.01	\$47,165.53	\$42,822.93	\$25,798.34	\$42,437.50	\$139,578.47			
SEPTEMBER	\$121,384.59	\$102,226.37	\$90,566.53	\$45,924.16	\$30,728.49	\$77,667.72	\$61,285.69			
OCTOBER	\$39,069.81	\$44,894.56	\$43,695.30	\$84,294.81	\$55,999.70	\$48,451.14				
NOVEMBER	\$58,845.97	\$32,663.33	\$58,442.60	\$43,348.80	\$51,766.51	\$35,849.11				
DECEMBER	\$40,132.41	\$29,147.95	\$41,432.10	\$32,698.12	\$20,458.33	\$46,501.93				
TOTAL	\$627,180.85	\$671,069.50	\$961,213.29	\$660,402.96	\$558,865.98	\$603,598.34	\$755,974.85			

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

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN													
SUMMARY OF BYLAW INFRACTIONS													
3RD QUARTER (July-September 2021)													
COMPLAINTS RECEIVED July - September 2021													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2021 YTD	2020	2020 YTD
LAND USE	3		3	0	1	0	0	0	1	8	31	16	28
ESDP	0		0	0	0	0	0	0	0	0	3	0	0
WDP	0		0	0	0	0	0	0	0	0	0	2	2
MULTIPLE	0		0	0	0	0	0	0	0	0	2	1	5
UNTIDY/UNSIGHTLY			2	1	0	0	0	0	1	4	6	9	15
BUILDING BYLAW	0		0	0	0	0		0	0	0	0	0	7
ANIMAL/DOG CONTROL	0	0	0	0	0	0	0		0	0	4	28	56
NOISE CONTROL			0	0	0	0		0	0	0	0	35	52
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	1	0	0
Totals	3	0	5	1	1	0	0	0	2	12	47	91	165
COMPLAINTS RESOLVED July - September 2021													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2021 YTD	2020	2020 YTD
LAND USE	1		4	1	2	1	0	2	4	15	59	5	74
ESDP	1		0	0	1	0	0	1	0	3	6	0	1
WDP	0		0	1	0	0	0	0	0	1	2	1	4
MULTIPLE	0		1	0	0	0	0	0	0	1	8	1	1
UNTIDY/UNSIGHTLY			2	1	0	0	0	0	2	5	13	1	12
BUILDING BYLAW	2		0	2	0	1		0	0	5	11	0	19
ANIMAL/DOG CONTROL	0	0	0	0	0	0	0		1	1	10	28	63
NOISE CONTROL			0	0	0	0		0	0	0	0	35	53
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	1	0	0
Totals	4	0	7	5	3	2	0	3	7	31	110	71	227
TOTAL ACTIVE COMPLAINTS													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL			
LAND USE	17		13	9	10	10	1	2	7	69			
ESDP	0		0	1	0	1	0	0	0	2			
WDP	1		0	1	0	0	0	0	1	3			
MULTIPLE	0		4	4	1	1	1	1	0	12			
UNTIDY/UNSIGHTLY			2	3	2	2	2	2	1	14			
BUILDING BYLAW	1		2	0	0	0		1	1	5			
ANIMAL/DOG CONTROL	1	1	4	1	0	0	0		1	8			
NOISE CONTROL			1	1	0	0		0	1	3			
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0			
Totals	20	1	26	20	13	14	4	6	12	116			
Previous Quarter	14	1	23	21	11	11	5	6	15	107			
MILEAGE													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2021 YTD		
LAND USE	737		435.5	271.5	183	412	0	1355	349	3742.5	7806.5		
ESDP	138		0	0	0	0	0	0	0	138	138		
WDP	0		0	0	0	0	0	0	0	0	0		
MULTIPLE	0		0	0	0	0	0	0	0	0	0		
UNTIDY/UNSIGHTLY			129	305	0	0	242	66	21	763	841.5		
ANIMAL/DOG CONTROL	339	0	782	1462	1723	729	409		1677	7121	18429		
NOISE CONTROL			1018	546	95	571		0	132	2362	2979		
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0		
Totals	1214	0	2365	2585	2001	1712	651	1421	2179	14127	30194		
YTD	2261	0	5529	5976	5420	3501	1723	2245	5289	31941			