

ADMINISTRATIVE REPORT



TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: July 16, 2015
RE: Q2 2015 Activity Report – For Information Only

1.0 **DEVELOPMENT SERVICES DEPARTMENT**

1.1 **PLANNING**

See Attachment No. 1 for number of Planning Applications / Referrals received as of June 30, 2015.

Q2 Activities

- Climate Action activities including scheduling an air test of the 101 Martin Street building and preparation of an index of available grants for energy efficiency measures;
- Adoption of an Antenna siting and Public Consultation Policy for communication towers;
- Bylaws for Creekview Road area of Apex to remove commercial uses;
- Research and presentation of Land Use Contract issues at Heritage Hills and recommended strategy to establish zoning and consult with the public;
- Amendments to Notice Enforcement Bylaw for increased penalties and housekeeping;
- Ongoing work on project to update Environmentally Sensitive Development Permit (ESDP) Guidelines for Electoral Areas “A”, “C”, “D”, “E” and “F” Official Community Plans (as per “Keeping Nature in Our Future”), including review of mapping permit areas;
- Work on Area “D-1” Community Plan with consultant, including Citizen’s Committee meetings, public Open House with survey, web survey, stakeholder communications, completion of Inventory Report, and Reports on Forest Fire Hazard, Ground Water and Infrastructure and work on Draft Area D-1 Community Plan.
- Work on Gallagher Lake Area Plan with consultant, including meetings with Citizen’s Committee, Public Open House with survey, and Preliminary Policy Direction;
- Presentations of Regional Growth Strategy to 2 municipal councils;
- Ongoing liaison with solicitor on Grelish legal action;
- Preparation of “Residents Guide to Riparian Areas” brochure for Area H
- Amendments to Development Procedures Bylaw for Temporary use Permit, including a review of Health and Safety Inspections; and
- Continue to provide planning services to Osoyoos, Princeton, Oliver and Keremeos;
- 22 planning reports to the Board, 7 reports to the Planning Committee and 17 reports for Advisory Planning Committee meetings.

Planned Activities for Q3 - 2015

- Ongoing work on Electoral Area “D-1” Official Community Plan, including preparation of Draft Plan, Citizen’s Committee meetings, and public meeting/open house;
- Ongoing work on Gallagher Lake Area Plan including Draft Plan, Citizen’s Committee meetings, public meeting/open house, and Draft Plan;
- Ongoing work on Environmentally Sensitive Development Permit Area project, including final draft of mapping and guidelines, Board presentation, and public consultation;
- Provide planning services to Osoyoos, Oliver, Princeton and Keremeos;
- Meetings with Board on key issues related to proposed Update of Okanagan Electoral Area Zoning Bylaws;
- Regional Growth Strategy, establish the RGS review process and Terms of Reference and collaborate on establishing funding with NORD and CORD on a regional indicators report.

1.2 BUILDING INSPECTIONS

- Ongoing enforcement files
- Continue to receive, and process applications for Kennedy Lake. Ongoing communications with leaseholders and various stakeholders (IH, HPO). 40 permits have been issued to the end of May. The property owner has signed the Homeowner Protection Office covenant, which now allow us to issue permits for cabins.
- Ongoing work and review of policies and procedures.
- Review of Code amendments for Energy Provisions which came into effect December 19, 2014
- Preparation & draft updated Building Bylaw

See Attachment No. 2 for the summary of issued Building Permits to the end of May 2015.

1.3 BYLAW ENFORCEMENT

Activity Highlights:

- Enforcement Activity
 - 14 new complaints received
 - 82 active enforcement files
 - 30 Noise Complaints
 - Bylaw Offence Notice (Fine) Bylaw amendment presented to Board and adopted
 - 3 BON’s (fines) paid (total \$652.50);
 - Crucetti litigation completed with decision in favour of RDOS;
 - Drafting of a Dog Control Bylaw is in progress;
 - Agreement to utilize Town of Oliver Animal Shelter in Oliver in progress
 - Development Services Clerk has been hired to assist Coordinator and is currently being trained

Enforcement Activity Planned for 3rd Quarter

- Introduce Dog Control Bylaw to Board
- Finalize Town of Oliver Animal Shelter Use Agreement
- TUP education and enforcement ongoing
- Anticipate high volume of complaints relating to vacation rental use
- Initiate review of active enforcement files to assign priority to each
- Initiate closure of enforcement files pending until resources were available
- Continue with Development Services Clerk training for enforcement procedures
- Initiate development of Ticket Tracking Database by IT Department staff

1.4 SUBDIVISION SERVICING

2nd Quarter Activities:

- **Subdivision Referrals**
 - 9 referrals received for 2015
 - 58 referrals ongoing and pending applicants' action
- **Ongoing Major Subdivisions:**
 - Twin Lakes Golf Resort – proposed 208 units
 - ❖ RDOS received Consultants comments back and working on reply.
 - Grelish Subdivision (Area “A”) proposed 11 Lot bare land strata
 - ❖ Under provision of the Local Government Act, S.943
 - Vintage Views Phase 3 (Chadwell Place) – 30 Lot subdivision
 - ❖ PLA issued by MOTI
 - ❖ Parkland donation and acquisition is on-going
 - Reflection Point – 8 strata lots
 - ❖ PLA extension issued by MOTI
 - ❖ Parkland Dedication being worked on
 - ❖ Developer applied for Phase 2
 - Naramata Benchlands
 - ❖ Revised subdivision plan
- **Other Projects:**
 - Planning development application referrals
 - Assisting with Area “D-1” OCP reviews
 - Parkbridge, Gallagher Lake Resort Rezoning;

- Gallagher Lake, Area Plan
- (Subdivision) Works and Services Bylaw

Planned Activities for 3rd Quarter:

• **Ongoing or Planned:**

- Review of Area “D-2” subdivision relating to new Area “D-2” OCP
- Finalize Naramata DCC and Capital Plan
- (Subdivision) Works and Services Bylaw review
- Deer Park subdivision completion
- Reflection Point subdivision
- Willow Beach proposal anticipated
- Gallagher Lake Area
 - ❖ Petitions for sewer and water service area, west side of Hwy 97
 - ❖ Assist with Gallagher Lake Area Plan
- Twin Lakes –Draft Groundwater Availability Study
 - ❖ Work with the applicant to complete the hydrology report.
- Vintage Views Phase 3 (Chadwell Place) subdivision
- Gallagher Lake Mobile Home Park - Phase II
- Assist with Electoral Area “D-1” OCP review

Respectfully Submitted,

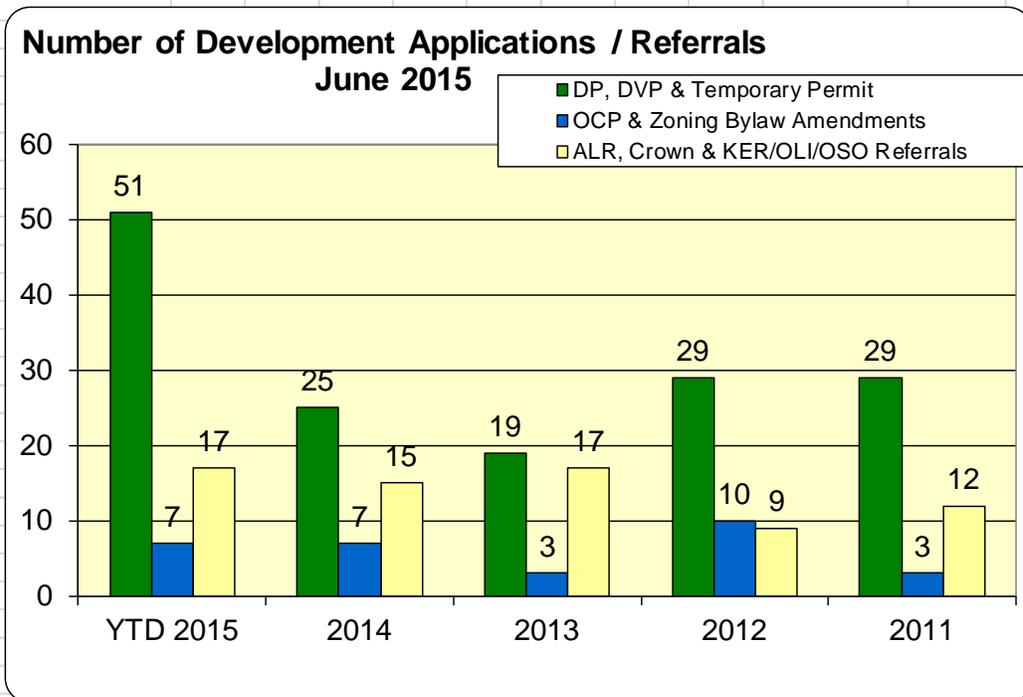
Donna Butler _____

Donna Butler, Development Services Manager

Attachments: Attachment No. 1 – Number of Development Applications / Referrals
Attachment No. 2 – Summary of Building Permits (May 2015)

Attachment No. 1 - Number of Development Applications / Referrals

Number of Development Applications / Referrals June 2015 Year to Date														
	A	B	C	D	E	F	G	H	Month Total	YTD 2015	2014	2013	2012	2011
Develop Permit & DVP	2		1	4		2		3	12					
Temp. Industr/Strata									0					
DP, DVP & Temporary Permit									12	51	25	19	29	29
Zoning									0					
OCP/ZONING			1	1					2					
OCP & Zoning Bylaw Amendments									2	7	7	3	10	3
ALR									0					
Crown Land				1					1					
KER/OLI/OSO			1						1					
ALR, Crown & KER/OLI/OSO Referrals									2	17	15	17	9	12



Attachment No. 2 – Summary of Building Permits for 2015

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
SUMMARY OF BUILDING PERMITS FOR THE MONTH OF MAY 2015**

NUMBER OF PERMITS ISSUED

DESCRIPTION	A	C	D	E	F	H	TOTAL	2015	2014	KL
RENEWAL/DEFICIENCY		1				1	2	20	17	
S.F.D.			3	1		2	6	24	22	1
MOBILE/MANU HOMES			1			1	2	4	9	
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI						6	6	8	1	6
DEMOLITION / MOVE		1					1	5	9	
ACCESSORY USES		1		2	1	9	13	59	27	5
ADDITIONS / REPAIRS / PLUMBING	2		2	1	2		7	40	33	
COMMERCIAL							0	4	9	
INDUSTRIAL							0	0	0	
FARM BUILDING EXEMPTION	1					1	2	9	13	
INSTITUTIONAL							0	2	1	
SOLID FUEL APPLIANCE							0	0	0	
MONTHLY TOTAL	3	3	6	4	3	20	39	176	141	12
YEAR TO DATE 2015	14	16	41	27	9	69	176			
SAME MONTH 2014	7	9	12	4	3	6	41			
YEAR TO DATE 2014	25	27	47	22	5	15	141			

DOLLAR VALUE OF PERMITS

DESCRIPTION	A	C	D	E	F	H	TOTAL	TOTAL YEAR	KL
RENEWAL/DEFICIENCY		\$1,000				\$1,000	\$2,000	\$130,900	
S.F.D.			\$733,300	\$605,440		\$244,020	\$1,582,760	\$7,168,777	\$91,500
MOBILE/MANU HOMES			\$238,050			\$126,900	\$364,950	\$714,390	
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI						\$54,360	\$54,360	\$95,130	\$54,360
DEMOLITION / MOVE		\$1,000					\$1,000	\$5,000	
ACCESSORY USES		\$10,080		\$37,120	\$7,200	\$192,090	\$246,490	\$1,227,736	\$110,970
ADDITIONS / REPAIRS / PLUMBING	\$47,790		\$90,000	\$189,585	\$263,610		\$590,985	\$2,116,317	
COMMERCIAL							\$0	\$307,630	
INDUSTRIAL							\$0	\$0	
FARM BUILDING EXEMPTION							not valued / no revenue		
INSTITUTIONAL							\$0	\$55,000	
SOLID FUEL APPLIANCE							\$0	\$0	
MONTHLY TOTAL	\$47,790	\$12,080	\$1,061,350	\$832,145	\$270,810	\$618,370	\$2,842,545	\$12,045,874	\$256,830
YEAR TO DATE 2015	\$1,035,795	\$628,355	\$5,465,242	\$2,451,530	\$441,900	\$2,023,052	\$12,045,874		
SAME MONTH 2014	\$748,480	\$791,542	\$1,399,140	\$10,000	\$2,000	\$1,108,560	\$4,059,722		
YEAR TO DATE 2014	\$3,146,730	\$2,157,192	\$3,819,696	\$806,067	\$49,120	\$1,431,505	\$11,410,310		

BUILDING INSPECTION REVENUE

MONTH	2009	2010	2011	2012	2013	2014	2015	Kennedy Lake
JANUARY	\$11,809.60	\$11,777.72	\$17,959.62	\$16,098.23	\$15,847.48	\$8,965.60	\$17,905.98	
FEBRUARY	\$23,237.39	\$22,148.93	\$18,531.97	\$14,200.42	\$18,055.76	\$25,842.00	\$19,067.80	
MARCH	\$28,570.52	\$19,023.05	\$26,221.83	\$38,322.59	\$28,007.02	\$30,397.81	\$30,861.07	
APRIL	\$32,345.79	\$67,151.59	\$31,870.85	\$18,059.44	\$20,973.73	\$28,055.24	\$45,893.66	\$6,376.30
MAY	\$30,856.22	\$38,836.72	\$42,136.91	\$30,849.83	\$43,054.17	\$47,678.54	\$33,189.01	\$3,491.87
JUNE	\$35,521.61	\$48,302.07	\$46,768.25	\$44,166.92	\$42,069.21	\$78,964.49		
JULY	\$28,240.78	\$29,173.69	\$39,690.56	\$57,024.83	\$46,889.56	\$48,610.54		
AUGUST	\$25,430.20	\$17,514.63	\$37,792.51	\$58,020.08	\$35,669.63	\$41,182.51		
SEPTEMBER	\$28,606.77	\$58,038.24	\$40,835.92	\$24,513.20	\$24,607.81	\$68,044.72		
OCTOBER	\$45,411.73	\$46,844.00	\$27,711.60	\$34,125.76	\$28,791.57	\$36,694.11		
NOVEMBER	\$24,651.67	\$58,833.71	\$23,710.90	\$29,782.64	\$25,620.64	\$40,766.83		
DECEMBER	\$17,219.44	\$19,991.95	\$41,386.71	\$33,035.38	\$16,484.32	\$39,792.14		
TOTAL	\$331,901.72	\$437,636.30	\$394,617.63	\$398,199.32	\$346,070.90	\$494,994.53	\$146,917.52	\$9,868.17