

## ADMINISTRATIVE REPORT



**TO:** Planning & Development Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** April 17, 2014  
**RE:** First Quarter Report 2014 Activity Report – For Information Only

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### 1.0 **DEVELOPMENT SERVICES DEPARTMENT**

#### 1.1 **PLANNING**

##### **Q1 Activities**

- Regional Snapshot 2012 – monitoring report for Regional Growth Strategy;
- Presentation on Climate Action Plan to update Board on progress to date. CARIP and Smart Tool reporting for Province;
- Completion of Energy Audits for 40 RDOS buildings and facilities;
- Staff report on Temporary Use Permit Fees presented;
- Adoption of Community Plan Amendments for Vacation Rentals for Electoral Area 'A', 'C', 'D', 'E' and 'F';
- Public Open House regarding Vacation Rental Amendment Bylaw for Apex Resort held;
- Electoral Area 'A' Agriculture Plan / Zoning – met with farmer focus group, reviewed options and recommendations;
- Commenced project to update Environmentally Sensitive Development Permit (ESDP) Guidelines for Electoral Areas 'A', 'C', 'D-2', 'E' and 'F' Official Community Plans (as per "Keeping Nature in Our Future");
- Hired new Planning Technician (Melinda Smyrl);
- Received MCSCD approval and final adoption of new Electoral Area 'D-2' Official Community Plan ;
- Prepared report regarding "carriage houses" in Electoral Area 'H';
- Entered into contract to provide planning services to Town of Osoyoos. Continue to provide planning services to Princeton, Oliver and Keremeos;
- 15 Planning Reports to the Board, and reports for Advisory Planning Committee meetings; and

See Attachment No. 1 for number of Planning Applications / Referrals received as of March 2014.

##### **Planned Activities for Q2 - 2014**

- Electoral Area 'D-2' zoning amendments to reflect new Official Community Plan;
- Select consultants and commence project for Electoral Area 'D-1' Official Community Plan;
- Provide planning services to Osoyoos, Oliver, Princeton and Keremeos;
- Commence Area Plan process for Gallagher Lake Area Plan;

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- Prepare report on potential regulatory approaches – re: Medical Marijuana Production Facilities;
  - Prepare report on potential regulatory approaches – re: Wind tower regulations;
  - Prepare Zoning Bylaw Amendments Electoral Area ‘A’/Osoyoos - re: Agriculture Area Plan;
  - Review of Building Energy Audits project and establish next steps for Climate Action Plan;
  - Prepare OCP Amendment Bylaw regarding update of Environmentally Sensitive Development Permit (ESDP) Area Guidelines – re: Keeping Nature in our Future;
  - Schedule Public Open House in Electoral Area ‘H’ regarding proposed OCP & Zoning Bylaw housekeeping amendments and introduction of “carriage houses”;
  - Schedule workshops with Okanagan Electoral Area Directors regarding proposed Zoning Bylaw Update;
  - Prepare updated report on fees charged for Temporary Use Permits; and
  - Prepare report regarding recent direction from OBWB on 1 ha policy and “carriage houses” and implications for Regional District Zoning Bylaws.

## **1.2 BUILDING INSPECTIONS**

- 4 files for enforcement of Building Bylaw Violations
- Headwaters Lake building permit review
- Ongoing work on policies and procedures.

See Attachment No. 2 for number of Building Permit applications as of March 2014.

## **1.3 BYLAW ENFORCEMENT**

### **Q1 Activity Highlights:**

- Kennedy Lake
  - RDOS successful in court proceedings;
  - Ongoing meetings with RDOS Administration and legal counsel to formulate course of action;
  - Probable next step is to post notices on each improvement to advise leasees of pending action.
- Highway Signage Enforcement
  - Signage inventory has been completed from Oliver south to USA border
  - Owners of signage along Highway 97 have been notified
  - RDOS Administration and MOTI attended public hearing in Oliver to hear concerns of sign owners
  - Report respecting amendments to sign provision in zoning bylaws to be presented to Board in next Quarter
  - Enforcement to remove signage ongoing
- Animal Control
  - Animal Shelter contracts have been secured from Town of Osoyoos and City of Penticton

- Animal Control Service to be provided by current contractors until end of year
- Secondary Suites
  - Suite in West Bench successfully decommissioned through removal of cupboards, 220v wiring and removal of kitchen appliances
  - Suite in Heritage Hills currently in process to legalize through zoning amendment
- Fine Collections
  - Fines incurred through enforcement of 3 files have been sent to Collections agency
  - Outstanding fines to Collections total \$1,200.00; costs to collect \$275.00; total to be collected \$1,485.00
  - Clean up costs incurred for property at Skaha Estates has been registered against property to be collected as outstanding property taxes
  - Fine issued for barking dog was disputed and a Bylaw Adjudication Hearing was held; Decision of Adjudicator was in favour of RDOS
  - One Notice issued; same notice paid; \$180.00 in fines collected in 1<sup>st</sup> Quarter

### **Planned Activities for Second Quarter – 2014**

- Implementation of tracking system for issued tickets (to be completed by Finance Dept.)
- Forward Policy for Vacation Rental TUP Enforcement for Board consideration
- Initiate amendments to and amalgamate Untidy and Unsightly Premises Bylaws
- Initiate amendments to Bylaw Notice Enforcement Bylaw to instate additional fines under Untidy and Unsightly Bylaws and Zoning Bylaws
- Initiate amendment to Bylaw Notice Enforcement Bylaw to bring fines into perspective with activity being enforced

**REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN  
SUMMARY OF ENFORCEMENT FILES - 1st QUARTER 2014**

**TOTAL ACTIVE FILES TO DATE (processed in office)**

ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Untidy and Unsightly	n/a	n/a	2	4	1	0	1	1	9
Land Use	1	n/a	9	16	5	5	0	5	41
WDP	0	n/a	0	1	0	0	n/a	4	5
ESDP	1	n/a	0	0	0	0	n/a	0	1
<b>TOTAL</b>	<b>2</b>	<b>n/a</b>	<b>11</b>	<b>21</b>	<b>6</b>	<b>5</b>	<b>1</b>	<b>10</b>	<b>56</b>

**ANIMAL CONTROL - 1st Quarter only**

ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Impounded	9	2	3	9	0	0	30	n/a	53
Claimed by Owner	0	0	1	5	0	0	0	n/a	6
Euthanised	2	1	1	0	0	0	15	n/a	19
Adopted	1	2	1	3	0	0	11	n/a	18
Complaints	0	5	24	22	4	0	28	n/a	83
Warnings/Tickets	0	0	2	2	0	0	0	n/a	4

**NOISE COMPLAINTS - 1st Quarter only (processed by contractor)**

ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Complaints	n/a	0	1	10	0	12	0	0	23
Warnings/Tickets	n/a	0	0	0	0	0	0	0	0

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## 1.4 SUBDIVISION SERVICING

### First Quarter Activities:

- **Subdivision Referrals**

- 4 referrals received for 2014; and
- 53 referrals ongoing and pending applicants' action.

- **Ongoing Major Subdivisions:**

- Anarchist Mountain – Osoyoos Mountain Estates Inc. complete Raven Hill referral.
- Twin Lakes – waiting for Developer's Water Availability Report, and Ministry of Transportation issued PLNA.
- Deer Park (Gallagher Lake) sewer and water systems:
  - ❖ Letter of Intent for water and sewer infrastructure – completed;
  - ❖ Osoyoos Indian Band Operational agreement - completed;
  - ❖ Subdivision Development Servicing Agreement and bonding in place
  - ❖ Gallagher Lake Sewer and Water Service Area Established; and
  - ❖ Sewer and water operation bylaws have been adopted.

- Arawana Road Subdivision – completed

- Weyerhaeuser Subdivision – completed

- Vintage Views Phase 3 – 30 Lot subdivision – Letter of Requirement issued.

- Gammie – Tulameen – 15 lot strata subdivision pending applicant.

- Ridgeview Estates (north Naramata) – 17 lot strata on-going

- Reflection Point – 6 strata lots, reviewing new drawings, LoR issued developer not doing phase development.

- **Other Projects:**

- Planning Referrals.

- Cooper Zoning – Electoral Area 'A'

- Water System Acquisition inquiries

- Gallagher Lake:

- ❖ Modular Home Park – Mobile Home Park permit, applying for Phase II.

- ❖ Proposed Distillery and multi-Family, securities are being held for a water connection and sewer.

- (Subdivision) Works and Services Bylaw.

- Electoral Area 'D' Service Area Petitions – potential extended sewer service areas e.g. Thomas Place, South end of Cedar Street and Eastside Road.

- Electoral Area 'D' – Peach Cliff MHP permit.

### Planned Activities for Second Quarter:

- **Ongoing or Planned:**

- Assist with Naramata DCC and Capital Plan;

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- (Subdivision) Works and Services Bylaw review;
  - Deer Park (Gallagher Lake) - Gallagher Lake Sewer and Water Service Area petitions, operations of infrastructure;
  - Assist with Gallagher Lake Area Plan review;
  - Twin Lakes – pending developer’s water report;
  - Osoyoos Lake area – various proposed developments;
  - Gallagher Lake Mobile Home Park - Phase II;
  - North Naramata – proposed development; and
  - Assist with Electoral Area ‘D-1’ OCP review.

**Respectfully Submitted,**

***Donna Butler***

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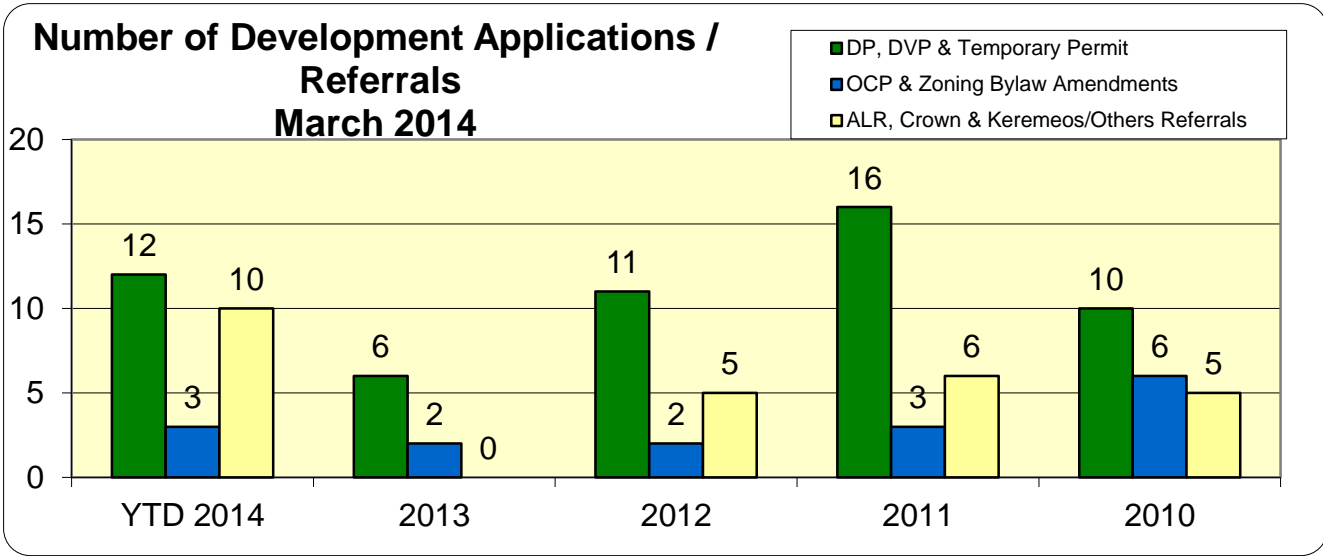
Donna Butler, Development Services Manager

Attachments: Attachment No. 1 – Number of Development Applications / Referrals  
Attachment No. 2 – Summary of Building Permits (March 2014)

Attachment No. 1 - Number of Development Applications / Referrals

Number of Development Applications / Referrals March 2014 Year to Date

	A	B	C	D	E	F	G	H	Month Total	YTD 2014	2013	2012	2011	2010
Develop Permit & DVP	3			2					5					
Temp. Industr			1						1					
<b>DP, DVP &amp; Temporary Permit</b>									<b>6</b>	<b>12</b>	6	11	16	10
Zoning									0					
OCP/Zoning						1			1					
<b>OCP &amp; Zoning Bylaw Amendments</b>									<b>1</b>	<b>3</b>	2	2	3	6
ALR	1								1					
Crown Land				1	1				2					
KER/OLI/OSO			1						1					
<b>ALR, Crown &amp; Keremeos/Others Referrals</b>									<b>4</b>	<b>10</b>	0	5	6	5



Attachment No. 2 – Summary of Building Permits (March 2014)

REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN SUMMARY OF BUILDING PERMITS FOR THE MONTH OF MARCH 2014									
<b>NUMBER OF PERMITS</b>									
DESCRIPTION	A	C	D	E	F	H	TOTAL	2014	2013
RENEWAL/DEFICIENCY		1	1				2	11	7
S.F.D.	2	1	2			1	6	10	13
MOBILE/MANU HOMES		1					1	2	3
CABINS/REC							0	0	0
SEMI-DETACHED, DUPLEX, MULTI							0	0	0
DEMOLITION		1	2				3	4	2
ACCESSORY USES	2			1		1	4	10	12
ADDITIONS / REPAIRS / PLUMBING		2	4	3	1		10	20	15
COMMERCIAL	1		1				2	4	2
INDUSTRIAL FARM BUILDING EXEMPTION							0	0	3
INSTITUTIONAL							0	1	1
SOLID FUEL APPLIANCE							0	0	1
<b>MONTHLY TOTAL</b>	<b>5</b>	<b>6</b>	<b>10</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>28</b>	<b>62</b>	<b>59</b>
<b>YEAR TO DATE 2014</b>	12	11	19	13	2	5	62		
<b>SAME MONTH 2013</b>	2	3	6	3	4	9	27		
<b>YEAR TO DATE 2013</b>	9	12	15	7	5	11	59		
<b>DOLLAR VALUE OF PERMITS</b>									
DESCRIPTION	A	C	D	E	F	H	TOTAL	TOTAL YEAR	
RENEWAL/DEFICIENCY		\$1,000	\$1,000				\$2,000	\$9,000	
S.F.D.	\$652,705	\$305,400	\$787,520			\$158,655	\$1,904,280	\$2,907,525	
MOBILE/MANU HOMES		\$219,030					\$219,030	\$397,410	
CABINS/REC							\$0	\$0	
SEMI-DETACHED, DUPLEX, MULTI							\$0	\$0	
DEMOLITION		\$1,000	\$6,000				\$7,000	\$8,000	
ACCESSORY USES	\$55,080			\$13,880		\$28,080	\$97,040	\$726,320	
ADDITIONS / REPAIRS / PLUMBING		\$8,650	\$48,350	\$95,420	\$42,800		\$195,220	\$469,480	
COMMERCIAL	\$22,500		\$13,000				\$35,500	\$344,135	
INDUSTRIAL FARM BUILDING EXEMPTION							\$0	\$0	
INSTITUTIONAL							\$0	\$171,972	
SOLID FUEL APPLIANCE							\$0	\$0	
<b>MONTHLY TOTAL</b>	<b>\$730,285</b>	<b>\$535,080</b>	<b>\$855,870</b>	<b>\$109,300</b>	<b>\$42,800</b>	<b>\$186,735</b>	<b>\$2,460,070</b>	<b>\$5,033,842</b>	
<b>YEAR TO DATE 2014</b>	\$1,662,570	\$872,600	\$1,462,830	\$763,067	\$47,120	\$225,655	\$5,033,842		
<b>SAME MONTH 2013</b>	\$48,960	\$95,120	\$783,030	\$722,805	\$199,050	\$877,050	\$2,726,015		
<b>YEAR TO DATE 2013</b>	\$534,375	\$1,000,375	\$1,366,345	\$1,755,910	\$292,650	\$877,050	\$5,826,705		
<b>BUILDING INSPECTION REVENUE</b>									
MONTH	2008	2009	2010	2011	2012	2013	2014		
JANUARY	\$25,214.69	\$11,809.60	\$11,777.72	\$17,959.62	\$16,098.23	\$15,847.48	\$8,965.60		
FEBRUARY	\$30,704.24	\$23,237.39	\$22,148.93	\$18,531.97	\$14,200.42	\$18,055.76	\$25,842.00		
MARCH	\$57,546.50	\$28,570.52	\$19,023.05	\$26,221.83	\$38,322.59	\$28,007.02	\$30,397.81		
APRIL	\$59,265.00	\$32,345.79	\$67,151.59	\$31,870.85	\$18,059.44	\$20,973.73			
MAY	\$40,570.53	\$30,856.22	\$38,836.72	\$42,136.91	\$30,849.83	\$43,054.17			
JUNE	\$32,179.00	\$35,521.61	\$48,302.07	\$46,768.25	\$44,166.92	\$42,069.21			
JULY	\$61,403.96	\$28,240.78	\$29,173.69	\$39,690.56	\$57,024.83	\$46,889.56			
AUGUST	\$40,621.83	\$25,430.20	\$17,514.63	\$37,792.51	\$58,020.08	\$35,669.63			
SEPTEMBER	\$29,447.83	\$28,606.77	\$58,038.24	\$40,835.92	\$24,513.20	\$24,607.81			
OCTOBER	\$35,889.37	\$45,411.73	\$46,844.00	\$27,711.60	\$34,125.76	\$28,791.57			
NOVEMBER	\$27,889.15	\$24,651.67	\$58,833.71	\$23,710.90	\$29,782.64	\$25,620.64			
DECEMBER	\$11,435.43	\$17,219.44	\$19,991.95	\$41,386.71	\$33,035.38	\$16,484.32			
<b>TOTAL</b>	<b>\$452,167.53</b>	<b>\$331,901.72</b>	<b>\$437,636.30</b>	<b>\$394,617.63</b>	<b>\$398,199.32</b>	<b>\$346,070.90</b>	<b>\$65,205.41</b>		