

ADMINISTRATIVE REPORT



TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2015
RE: Q1 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 March 31, 2015.

Q1 Activities

- Preparation of a Corporate Climate Action Work Plan for the year, with a focus on energy efficiency of buildings and facilities;
- Planning 101 Board Workshop with Jeopardy Game;
- Adoption of Zoning Bylaw Amendments for Area “D-2” for housekeeping items and to implement the new Community Plan, including support for secondary suites in residential and rural zones;
- Staff Report and Board support to commence process to determine public support to establish a “Conservation Fund”;
- 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”);
- Work on Area “D-1” Community Plan with consultant, including establishment of a Citizen’s Committee and web site, Public engagement Plan, Background research, Inventory Report, Reports on Forest Fire Hazard, Ground Water and Infrastructure, Committee meetings, web survey and public Open House;
- Work on Gallagher Lake Area Plan with consultant, including establishment of a Citizen’s Committee and web site, Background Research and Committee Meeting;
- Presentations of Regional Growth Strategy to 2 municipal councils;
- Continue to provide planning services to Osoyoos, Princeton, Oliver and Keremeos;
- Proposed amendments to Development Procedures Bylaw for Temporary use Permits; and
- 31 planning reports to the Board, 3 reports to the Planning Committee and 4 reports for Advisory Planning Committee meetings.

Planned Activities for Q2 - 2015

- Ongoing work on Electoral Area “D-1” Official Community Plan, including finalization of technical reports, summary report on public survey responses, preparation of Draft Plan, communication with key stakeholders, and public meeting/open house;

- Ongoing work on Gallagher Lake Area Plan including public engagement plan, stakeholders communication, Inventory and Issues Report, public meeting/open house, 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, complete presentations to municipal councils and establish the RGS review process and Terms of Reference

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). First 4 permits were issued December 19, 2014.
- Ongoing work on 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 for 2014.

1.3 BYLAW ENFORCEMENT

Activity Highlights:

- Enforcement Activity
 - 4 new complaints received
 - 6 files closed
 - 64 active enforcement files
 - TUP requirement for Vacation Rentals advertised proactively (Further vacation rental advertising relating to enforcement is forthcoming);
 - 1 BON (fine) issued;
 - 3 BON's (fines) paid (total \$520.00);
 - Amendments to Fine Bylaw 2507 have been initiated;
 - Affidavits and other paperwork for Crucetti litigation completed;
 - Animal Control Contract has been signed and in effect since February;
 - New Animal Control provider has been advertised extensively;
 - Drafting of a Dog Control Bylaw is in progress;
 - Discussion with the Town of Oliver for construction of shared Animal Shelter in Oliver ongoing
 - Streamlining of contract services ongoing
 - Dog Licence Database tracking completed and in use

**REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN
SUMMARY OF ENFORCEMENT FILES - 1st QUARTER 2015**

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	1	5	1	0	1	1	9
Land Use	0	n/a	9	14	5	9	0	8	45
WDP	0	n/a	1	1	1	0	n/a	5	8
ESDP	2	n/a	0	0	0	0	n/a	0	2
TOTAL	2	n/a	11	20	7	9	1	14	64

ANIMAL CONTROL - 1st Quarter only (processed by contractor)

ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Impounded	2	0	3	6	0	1	4	n/a	16
Claimed by Owner	2	0	1	5	0	1	4	n/a	13
Euthanised	0	0	0	0	0	0	0	n/a	0
Adopted	0	0	2	1	0	0	0	n/a	3
Complaints	2	1	8	15	1	4	7	n/a	38
Warnings/Tickets	1	0	3				4	n/a	8

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

ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Complaints	n/a	0	8	10	2	4	0	0	24
Warnings/Tickets	n/a	0	0	0	0	0	0	0	0

- Substantial increase in dog licences sold to date over previous years

Enforcement Activity Planned for 2nd Quarter

- Introduce Dog Control Bylaw to Board
- Ongoing discussion to partner with Town of Oliver for Animal Shelter use
- Introduce amendments to Bylaw Notice Enforcement Bylaw No. 2507
- TUP education and enforcement
- Anticipate high volume of complaints relating to vacation rental use
- Review of active enforcement files to assign priority to each
- Recruitment of and training administrative support to Coordinator
- Initiate development of Ticket Tracking Database by IT Department staff

1.4 SUBDIVISION SERVICING

1st Quarter Activities:

- **Subdivision Referrals**
 - 0 referrals received for 2015
 - 56 referrals ongoing and pending applicants' action
- **Ongoing Major Subdivisions:**
 - Twin Lakes – proposed 208 units
 - ❖ RDOS and MOTI responded to Draft Groundwater Availability Study.
 - Developer reviewing MOTI and RDOS comments.
 - Deer Park (Gallagher Lake) 30 Lot bare land strata

- ❖ Final Phase on-going, completing parkland statutory right-of-way and reviewing Development Permits
- Vintage Views Phase 3 (Chadwell Place) – 30 Lot subdivision
 - ❖ PLA issued by MOTI
 - ❖ RDOS supporting Temporary Use Permit
 - ❖ Parkland donation is with our lawyer reviewing conditions and improvements
 - ❖ Street Light petition in progress
- Reflection Point – 8 strata lots
 - ❖ Developer is applying for a variance for fire protection
 - ❖ PLA issued by MOTI
 - ❖ Parkland Dedication being worked on
 - ❖ Concepts for next phase of development being discussed
- Naramata Benchlands
 - ❖ Water Service Area Petition
 - Covenant review
 - Reservoir land acquisition
- **Other Projects:**
 - Planning development application referrals
 - Assisting with Area “D-1” OCP reviews
 - Parkbridge, Gallagher Lake Resort Rezoning;
 - Gallagher Lake Village, Phase II, MHP permit
 - (Subdivision) Works and Services Bylaw

Planned Activities for 2nd 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

- ❖ Informational report to the Board for DVP.
- Vintage Views Phase 3 (Chadwell Place) subdivision
- Gallagher Lake Mobile Home Park - Phase II
- Assist with Electoral Area “D-1” OCP review

Respectfully Submitted,

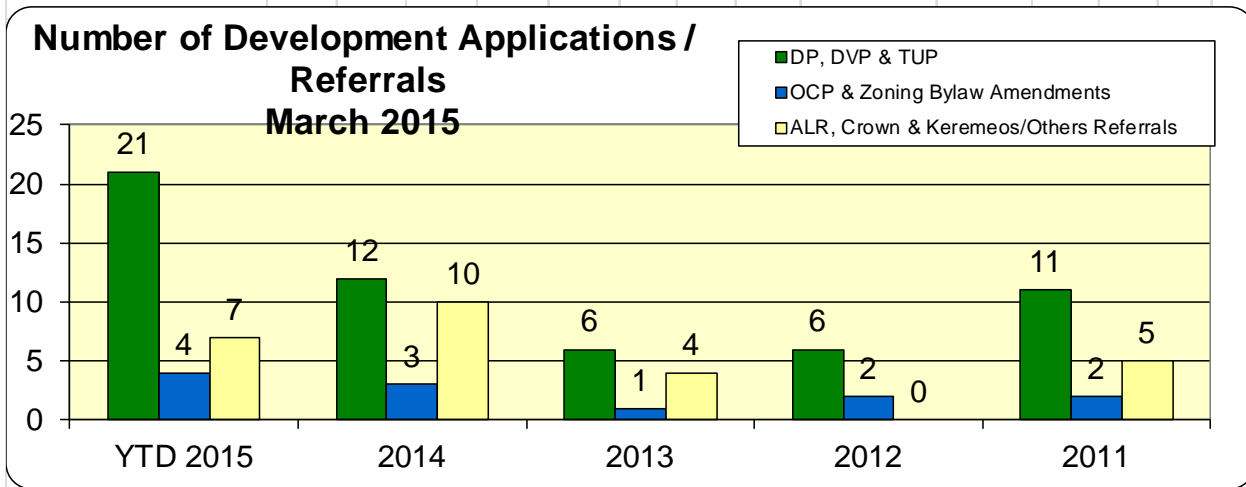
Donna Butler

Donna Butler, Development Services Manager

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

Attachment No. 1 - Number of Development Applications / Referrals

Number of Development Applications / Referrals March 2015 Year to Date														
	A	B	C	D	E	F	G	H	Month Total	YTD 2015	2014	2013	2012	2011
Develop Permit & DVP	1			5					6					
TUP					1				1					
DP, DVP & TUP									7	21	12	6	6	11
Zoning									0					
OCP/Zoning			1	3					4					
OCP & Zoning Bylaw Amendments									4	4	3	1	2	2
ALR									0					
Crown Land									0					
KER/OLI/OSO									0					
ALR, Crown & Keremeos/Others Referrals									0	7	10	4	0	5



Attachment No. 2 – Summary of Building Permits for 2014

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN SUMMARY OF BUILDING PERMITS FOR 2014								
NUMBER OF PERMITS ISSUED								
DESCRIPTION	A	C	D	E	F	H	TOTAL	2013
RENEWAL/DEFICIENCY	8	8	8	7	4	5	40	27
S.F.D.	11	6	24	15	1	18	75	50
MOBILE/MANU HOMES	2	12	4	0	2	3	23	16
CABINS/REC	0	0	1	0	0	1	2	0
SEMI-DETACHED, DUPLEX, MULTI	0	0	0	0	0	0	0	1
DEMOLITION / MOVE	4	8	5	6	1	1	25	15
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING	15	7	30	16	1	18	87	87
COMMERCIAL	12	14	33	22	9	23	113	118
INDUSTRIAL	4	5	6	5	0	0	20	18
FARM BUILDING EXEMPTION	0	0	0	0	0	0	0	1
INSTITUTIONAL	8	10	1	3	3	2	27	21
SOLID FUEL APPLIANCE	0	0	2	1	0	0	3	2
	0	1	0	0	1	2	4	7
2014	64	71	114	75	22	73	419	363
2013	56	68	92	54	24	69		
DOLLAR VALUE OF PERMITS								
DESCRIPTION	A	C	D	E	F	H	TOTAL 2014	TOTAL 2013
RENEWAL/DEFICIENCY	\$384,835	\$6,000	\$36,000	\$28,000	\$22,000	\$32,000	\$508,835	\$57,000
S.F.D.	\$3,523,230	\$1,846,572	\$7,527,173	\$7,502,490	\$217,050	\$3,494,950	\$24,111,465	\$14,696,486
MOBILE/MANU HOMES	\$472,735	\$2,544,165	\$802,820	\$0	\$444,240	\$521,940	\$4,785,900	\$2,697,301
CABINS/REC	\$47,320	\$0	\$12,420	\$0	\$0	\$6,400	\$66,140	\$0
SEMI-DETACHED, DUPLEX, MULTI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
DEMOLITION / MOVE	\$4,000	\$8,000	\$23,000	\$6,000	\$1,000	\$1,000	\$43,000	\$15,000
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING	\$410,040	\$225,550	\$1,324,658	\$619,425	\$156,495	\$676,550	\$3,412,718	\$3,917,033
COMMERCIAL	\$624,929	\$500,190	\$1,607,647	\$727,055	\$179,970	\$965,764	\$4,605,555	\$5,566,814
INDUSTRIAL	\$452,795	\$3,100,960	\$161,569	\$258,000	\$0	\$0	\$3,973,324	\$3,117,079
FARM BUILDING EXEMPTION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,110
INSTITUTIONAL	\$0	\$0	\$55,836	\$171,972	\$0	\$0	\$227,808	\$330,000
SOLID FUEL APPLIANCE	\$0	\$1,000	\$0	\$0	\$1,000	\$2,000	\$4,000	\$7,000
2014	\$5,872,564	\$8,232,437	\$11,551,123	\$9,332,942	\$874,260	\$5,700,604	\$41,563,930	\$30,450,003
2013	\$4,913,464	\$5,962,779	\$8,330,876	\$5,644,849	\$1,033,375	\$4,564,660		
BUILDING INSPECTION REVENUE								
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	\$28,055.24	
MAY	\$40,570.53	\$30,856.22	\$38,836.72	\$42,136.91	\$30,849.83	\$43,054.17	\$47,678.54	
JUNE	\$32,179.00	\$35,521.61	\$48,302.07	\$46,768.25	\$44,166.92	\$42,069.21	\$78,964.49	
JULY	\$61,403.96	\$28,240.78	\$29,173.69	\$39,690.56	\$57,024.83	\$46,889.56	\$48,610.54	
AUGUST	\$40,621.83	\$25,430.20	\$17,514.63	\$37,792.51	\$58,020.08	\$35,669.63	\$41,182.51	
SEPTEMBER	\$29,447.83	\$28,606.77	\$58,038.24	\$40,835.92	\$24,513.20	\$24,607.81	\$68,044.72	
OCTOBER	\$35,889.37	\$45,411.73	\$46,844.00	\$27,711.60	\$34,125.76	\$28,791.57	\$36,694.11	
NOVEMBER	\$27,889.15	\$24,651.67	\$58,833.71	\$23,710.90	\$29,782.64	\$25,620.64	\$40,766.83	
DECEMBER	\$11,435.43	\$17,219.44	\$19,991.95	\$41,386.71	\$33,035.38	\$16,484.32	\$39,792.14	
TOTAL YEAR	\$452,167.53	\$331,901.72	\$437,636.30	\$394,617.63	\$398,199.32	\$346,070.90	\$494,994.53	