

TO: Planning & Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: April 16, 2020

RE: Q1 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 Economic Development.

PLANNING:Q1 ActivitiesRegional Growth Strategy:

- A provincial grant of \$140,000 was received for completion of a Regional Housing Needs Assessment Report and the Request for Proposals (RFP) was developed.
- Preparation of an RFP for a review of the Regional Growth Strategy (RGS) Bylaw was completed.
- Presentation of the Okanagan Region Climate Projections Report to the Board was completed.

Electoral Area Planning:

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

- Micro Cannabis Production Facilities;
- Review of Residential Zones at Apex;
- Duplex Zone Review; and
- Regulation of Metal Storage (Shipping) Containers.

The following reports were prepared for consideration by the Board:

- 14 Official Community Plan and/or Zoning Bylaw Amendments*;
- 5 Development Variance Permits;
- 4 Temporary Use Permits;
- 3 Agriculture Land Commission Referrals;
- 5 Advisory Planning Commission (APC) Meetings were scheduled.
- 5 Public Information Meetings for Bylaw Amendments or Temporary Use Permits were scheduled.
- 6 Public Hearings were scheduled.
- 11 Development Permits (i.e. Environmentally Sensitive, Watercourse, etc.) were issued under delegated authority.

Environmentally Sensitive Development Permits (1st Quarter)

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
Development (i.e. construction)	2		1	1	2			2		8
Land Alteration										
Subdivision										
Yearly Total (2020)	2		1	1	2			2		8

Watercourse Development Permits (1st Quarter)

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
Development (i.e. construction)	1		1			1				3
Land Alteration										
Subdivision										
Yearly Total (2020)	1		1			1				3

- The following represents the subdivision referrals (YTD) that were received from the Ministry of Transportation and Infrastructure (MoTI):

Subdivisions Referrals Received: (1st Quarter)

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
Fee Simple										
Bare Land Strata										
Conventional				2	1	1		2		6
Road Closure										
Year to Date				2	1	1		2		6

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

Planned Activities for Q2 – 2020

- Continue work in support of South Okanagan Electoral Area Zoning Bylaw No. 2800 (i.e. Apex Zones, Small Holdings & Residential zones, etc.);
- Electoral Area "A" OCP Bylaw Review:
 - commence community engagement (i.e. visioning and goals), subject to status of health crisis;
 - commence drafting new OCP Bylaw.
- Amendments to the Development Procedures Bylaw related to the processing of parkland dedication proposals submitted in relation to subdivision applications;
- Present revised OCP and Zoning regulations and policies for docks for Board consideration;
- Schedule public hearing for Micro Cannabis Production Facilities amendment bylaw, but subject to status of pandemic;
- Continue working on the construction of software requirements needed for Regional District planning applications;

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- Prepare RFP in relation to preparation of an OCP Bylaw for Electoral Area “G”;
 - Prepare an RFQ in relation to the preparation of a Wildfire Development Permit Area designation for inclusion in the Electoral Area OCP Bylaws;
 - Commence review of ESDP Area designation (mapping and application requirements) in Okanagan Electoral Area OCP Bylaws;
 - Release RFP in relation to the 5-year review of the Regional Growth Strategy (RGS) Bylaw;
 - Release RFP in relation to Housing Needs Assessment Report; and
 - Continue to provide planning services to the Village of Keremeos and Town of Princeton.

BUILDING INSPECTION:

Q1 Activities

- 111 Permits have been issued to March 31, 2020 compared to 136 for the same date in 2019 (see Attachment No. 2 for the summary of issued Building Permits).
- Average timeline from application date to permit issuance is currently at 28 days. Applications continue to be submitted and enforcement efforts have risen with respect to construction without permits. There have been 91 permit applications received compared to 129 in the same time period in 2019.
- Provision of inspection services to the Village of Keremeos continues.
- Continued with development of BasicGov software to be introduced for Development Services in July 2020. This target date may change given the current situation with COVID.

Planned Activities for Q2

- Research into a fee incentive program for the Energy Step Code implementation was proposed for Q1. However, given the current situation with COVID this be deferred to Q3.
- Continued work for implementation of BasicGov software for Building inspection modules.
- It is anticipated that enforcement efforts with respect to construction without a valid permit will increase due to COVID. Fines will not be administered except in the most egregious circumstances.

BYLAW ENFORCEMENT:

Q1 Activities

- Ongoing processing of complaints – 15 new complaints received and 38 files closed
- 4 matters were brought before the Board for multiple offences related to Untidy/Unsightly, illegal use and building without permits (Areas C and H)
- Site clean up – Electoral Area H
(see Attachment No. 3 for Summary of Bylaw Enforcement Complaints)

Planned Activities for Q2

- Work on development of BasicGov software to be introduced for Development Services in July 2020.
- Work with Legislative Services to develop processes for board hearings.
- Initiation of consolidation of Untidy/Unsightly regulatory bylaws.
- Review of annual dog licensing – explore potential for lifetime dog licenses.
- Respond to complaints with respect to social distancing requirements. Preparing for increased uptake due to farm workers.

DEVELOPMENT ENGINEERING:

Q1 Activities

- Twin Lake Golf Course Resort development
 - Review of Works and Services Agreement is on-going. Agreement on domestic water and sewer systems design is pending.
- Village of Keremeos Building Permits Review:
 - Off-site infrastructure requirements for three on-going building permits.
- Village of Keremeos Subdivisions:
 - Re-issued Preliminary Layout Review for S-2018-02; and
 - DVP-2019-04 complete.
- Town of Princeton:
 - Completed review of development engineering requirement for subdivision applications.
- Works and Services Bylaw:
 - Finalizing draft of Sanitary Section;
 - Reviewing Levels of Service;
 - Reviewing standard drawing section;
 - Reviewing of front-end bylaw; and
 - External agency consultation pending ability to hold meetings.
- Greater West Bench Geotechnical:
 - Historical data review and public survey completed, draft report to be submitted mid-April.
- Ongoing Works and Services consultations for Subdivisions:
 - Grace Estates (Electoral Area “E”), pending water modelling
 - Naramata Benchlands (Electoral Area “E”), pending applicant submission for water design
 - Kettle Ridge – Phase 3a (Electoral Area “E”), pending applicant
 - Patterson and Hayman (Electoral Area “E”), reviewing water system requirements

Planned Activities for Q2

- Twin Lakes Golf Course Resort:
 - Finalize concept of the water and sewer infrastructure.
 - Finalize Works and Services Agreement prior to scheduling public hearing for rezoning
 - Work on future operational agreement for water and sanitary systems
- Continue Works and Services Bylaw and Schedules preparation:
 - Compile completed bylaw sections and review for consistency
 - Finalize all section for agency consultation, wait for consultation
 - Bring to Planning and Development Committee for information
- Greater West Bench Geotechnical:
 - Complete review of draft report
 - Consult with Staff for policy review
 - Submit to Planning and Development Committee for information
 - Public consultation
 - Submit final report
- Continue to provide development engineering services to the Village of Keremeos
- Consult with the Town of Princeton for services requested
- Complete works and services reviews for Planning Services applications.

Respectfully Submitted



C. Garrish, Planning Manager



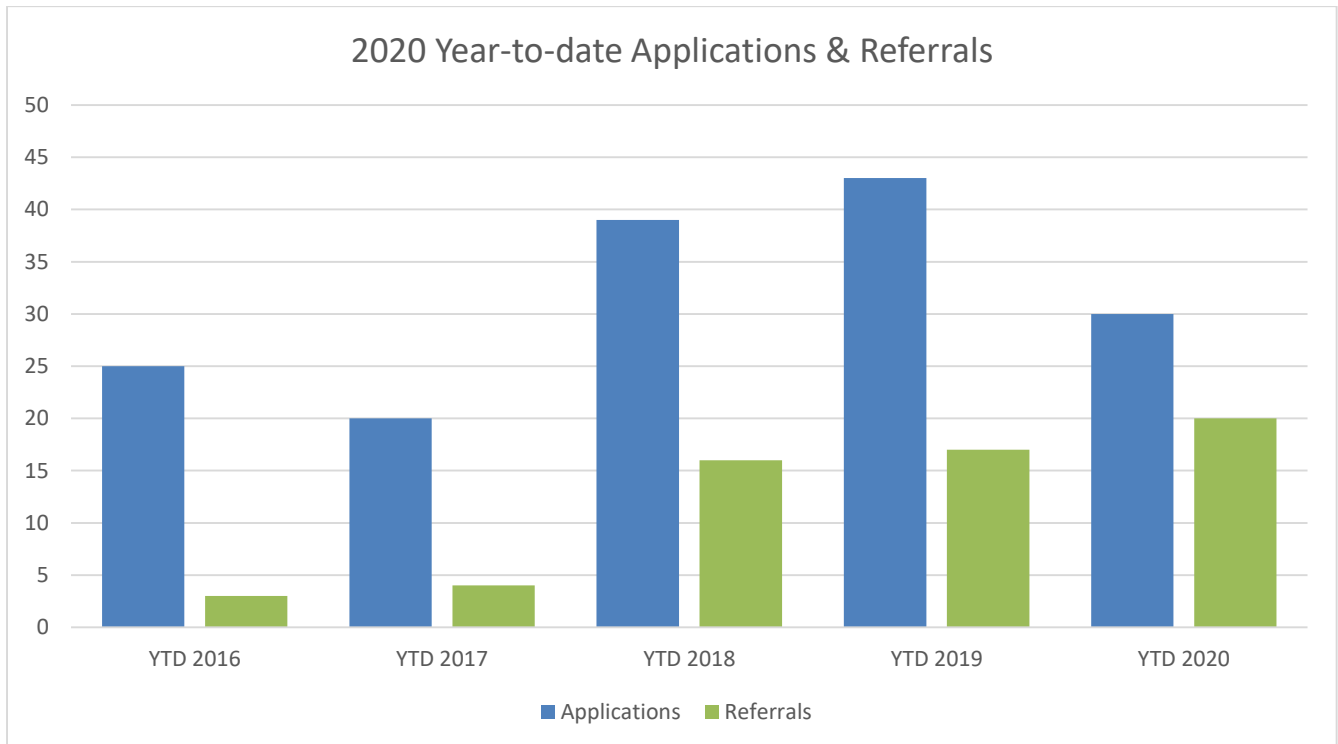
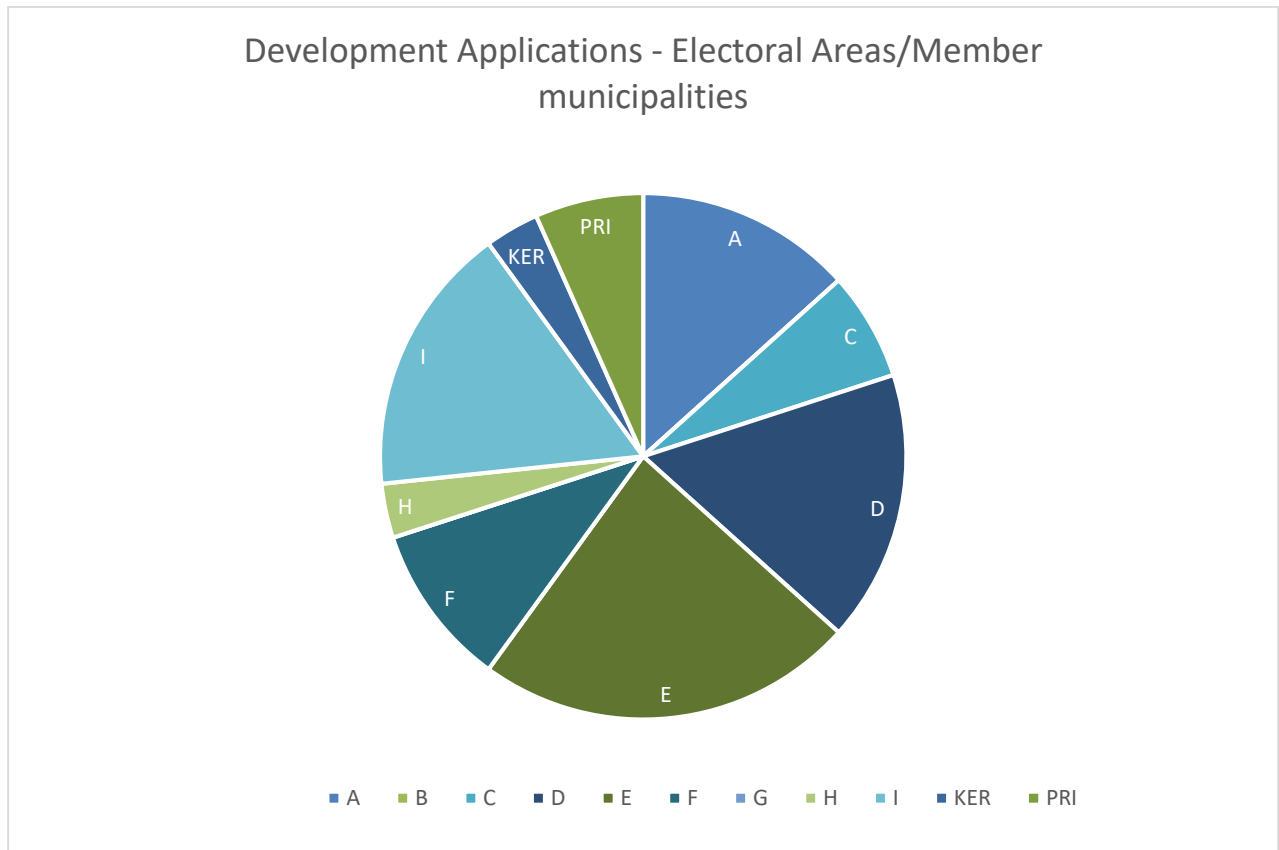
L. Miller, Building & Bylaw Enforcement Services Manager

Attachments: No. 1 – Number of Development Applications / Referrals (1st Quarter)

No. 2 – Summary of Building Permits (1st Quarter)

No. 3 – Summary of Bylaw Enforcement Complaints (1st Quarter)

Attachment No. 1 - Number of Development Applications / Referrals, Year to Date - 2020



Attachment No. 2 – Summary of Building Permits Issued, 1st Quarter

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
SUMMARY OF BUILDING PERMITS FOR THE MONTH OF MARCH 2020**

NUMBER OF PERMITS ISSUED										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	2020	2019
RENEWAL/DEFICIENCY						1	1	2	7	9
S.F.D.	5					2	1	8	16	24
MOBILE/MANU HOMES		1						1	4	9
CABINS/REC								0	3	1
SEMI-DETACHED, DUPLEX, MULTI FAMILY								0	0	0
DEMOLITION / MOVE								0	0	7
ACCESSORY USES		2	1	1	1	4		9	28	34
ADDITIONS / REPAIRS / PLUMBING	1	2	1	1	3		4	12	29	26
COMMERCIAL		1						1	7	5
INDUSTRIAL								0	0	0
FARM BUILDINGS	1	7				1		9	13	5
INSTITUTIONAL		2						2	4	0
SOLID FUEL APPLIANCE								0	0	16
MONTHLY TOTAL	7	15	2	2	4	8	6	44	111	136
YEAR TO DATE 2020	12	30	20	11	11	16	11	111		
<i>SAME MONTH 2019</i>	5	10	5	8	6	8	5	47		
<i>YEAR TO DATE 2019</i>	12	23	19	22	10	21	29	136		

DOLLAR VALUE OF PERMITS										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	TOTAL YTD	
RENEWAL/DEFICIENCY						\$1,000	\$1,000	\$2,000	\$6,000	
S.F.D.	\$1,600,809					\$445,365	\$559,541	\$2,605,715	\$5,487,652	
MOBILE/MANU HOMES		\$164,025						\$164,025	\$675,969	
CABINS/REC								\$0	\$40,500	
SEMI-DETACHED, DUPLEX, MULTI								\$0	\$0	
DEMOLITION / MOVE								\$0	\$0	
ACCESSORY USES		\$77,720	\$25,000	\$60,000	\$33,600	\$310,040		\$506,360	\$1,216,080	
ADDITIONS / REPAIRS / PLUMBING	\$10,000	\$27,680	\$1,500	\$12,500	\$575,022		\$57,600	\$684,302	\$1,088,507	
COMMERCIAL		\$10,800						\$10,800	\$589,140	
INDUSTRIAL								\$0	\$0	
FARM BUILDINGS	\$1,000	\$105,000				\$1,000		\$107,000	\$203,660	
INSTITUTIONAL		\$1,600,000						\$1,600,000	\$1,744,925	
SOLID FUEL APPLIANCE								\$0	\$0	
MONTHLY TOTAL	\$1,611,809	\$1,985,225	\$26,500	\$72,500	\$608,622	\$757,405	\$618,141	\$5,680,202	\$11,052,433	
YEAR TO DATE 2020	\$2,643,701	\$2,557,670	\$1,500,105	\$1,187,914	\$727,772	\$1,295,490	\$1,139,781	\$11,052,433		
<i>SAME MONTH 2019</i>	\$552,065	\$641,840	\$482,650	\$1,364,807	\$206,689	\$548,165	\$354,585	\$4,150,801		
<i>YEAR TO DATE 2019</i>	\$1,128,560	\$2,435,940	\$3,276,655	\$2,625,322	\$580,544	\$1,308,665	\$3,102,990	\$14,458,676		

BUILDING INSPECTION REVENUE										
MONTH	2014	2015	2016	2017	2018	2019	2020	Average of previous 6 years		
JANUARY	\$8,965.60	\$17,905.98	\$38,090.55	\$39,602.01	\$55,887.27	\$30,704.46	\$47,538.46	\$31,859.31		
FEBRUARY	\$25,842.00	\$19,575.32	\$29,419.02	\$44,897.41	\$37,396.10	\$86,493.92	\$17,592.98	\$40,603.96		
MARCH	\$30,397.81	\$32,251.07	\$41,406.24	\$62,053.58	\$72,804.20	\$51,199.20	\$60,721.58	\$48,352.02		
APRIL	\$28,055.24	\$47,883.66	\$15,209.80	\$35,550.35	\$41,018.96	\$42,268.02		\$34,997.67		
MAY	\$47,678.54	\$34,819.01	\$88,336.89	\$335,459.36	\$61,771.86	\$47,130.81		\$102,532.75		
JUNE	\$78,964.49	\$62,473.80	\$105,215.54	\$66,954.09	\$70,972.42	\$46,253.49		\$71,805.64		
JULY	\$48,610.54	\$93,218.43	\$70,891.24	\$95,394.43	\$71,463.33	\$70,064.71		\$74,940.45		
AUGUST	\$41,182.51	\$59,620.80	\$73,568.01	\$47,165.53	\$42,822.93	\$25,798.34		\$48,359.69		
SEPTEMBER	\$68,044.72	\$121,384.59	\$102,226.37	\$90,566.53	\$45,924.16	\$30,728.49		\$76,479.14		
OCTOBER	\$36,694.11	\$39,069.81	\$44,894.56	\$43,695.30	\$84,294.81	\$55,999.70		\$50,774.72		
NOVEMBER	\$40,766.83	\$58,845.97	\$32,663.33	\$58,442.60	\$43,348.80	\$51,766.51		\$47,639.01		
DECEMBER	\$39,792.14	\$40,132.41	\$29,147.95	\$41,432.10	\$32,698.12	\$20,458.33		\$33,943.51		
TOTAL	\$494,994.53	\$627,180.85	\$671,069.50	\$961,213.29	\$660,402.96	\$558,865.98	\$125,853.02	\$662,287.85		

Attachment No. 3 – Summary of Bylaw Enforcement Complaints, 1st Quarter

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
SUMMARY OF BYLAW INFRACTIONS
1ST QUARTER (JAN-MAR 2020)**

COMPLAINTS RECEIVED January - March 2019													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2020 YTD	2019	2019 YTD
LAND USE	1	0	1	0	0	1	0	1	2	6	6	4	4
ESDP	0	0	0	0	0	0	0	0	0	0	0	0	0
WDP	0	0	0	0	0	0	0	0	0	0	0	0	0
MULTIPLE	0	0	1	0	1	0	0	0	0	2	2	1	0
UNTIDY/UNSIGHTLY	0	0	0	0	0	1	1	0	0	2	2	2	2
BUILDING BYLAW	1	0	0	1	1	0	0	1	0	4	4	4	4
ANIMAL CONTROL	3	0	10	1	0	0	3	0	2	19	19	14	13
NOISE CONTROL	0	0	2	0	1	2	0	0	1	6	5	12	12
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	5	0	14	2	3	4	4	2	5	39	38	37	35
COMPLAINTS RESOLVED January - March													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2020 YTD	2019	2019 YTD
LAND USE	2	0	3	36	0	5	0	0	5	51	51	8	8
ESDP	1	0	0	0	0	0	0	0	0	1	1	1	1
WDP	0	0	0	1	0	0	0	0	1	2	2	0	0
MULTIPLE	0	0	0	0	0	0	0	0	0	0	0	1	1
UNTIDY/UNSIGHTLY	1	0	1	1	0	2	1	0	0	6	6	1	1
BUILDING BYLAW	0	0	2	7	1	1	0	1	1	13	13	3	3
ANIMAL CONTROL	3	0	10	1	0	0	3	0	2	19	19	8	8
NOISE CONTROL	0	0	2	0	1	2	0	0	1	6	6	10	10
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	7	0	18	46	2	10	4	1	10	98	98	32	32
TOTAL ACTIVE COMPLAINTS													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL			
LAND USE	6	0	22	5	5	7	1	5	8	59			
ESDP	1	0	0	1	0	1	0	0	1	4			
WDP	2	0	0	1	0	0	0	0	1	4			
MULTIPLE	0	0	2	0	1	0	0	3	0	6			
UNTIDY/UNSIGHTLY	0	0	1	5	1	1	3	2	1	14			
BUILDING BYLAW	2	0	0	3	1	0	0	1	1	8			
ANIMAL CONTROL	0	0	4	0	0	0	1	0	1	6			
NOISE CONTROL	0	0	1	0	1	0	0	0	0	2			
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0			
Totals	11	0	30	15	9	9	5	11	13	103			
MILEAGE													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2020 YTD		
LAND USE	7	0	943.5	88	103	191	0	314	171.5	1818	1818		
ESDP	0	0	0	0	37	0	0	0	0	37	37		
WDP	0	0	0	0	0	0	0	0	0	0	0		
MULTIPLE	0	0	0	0	0	0	0	0	0	0	0		
UNTIDY/UNSIGHTLY	0	0	71	20	0	14	64	14	0	183	183		
ANIMAL CONTROL	61.5	0	341	340	243	32	266		939	2222.5	2222.5		
NOISE CONTROL	0	0	64.5	0	34	62	0	0	59	219.5	219.5		
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0		
Totals	68.5	0	1420	448	417	299	330	328	1170	4480	4480		
YTD	68.5	0	1420	448	417	299	330	328	1170	4480			