

Date: May 5, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: Lisa Pedrini, Manager of Development Services
Subject: Development Services 2020 First Quarter Report: January – March

PURPOSE

The purpose of this report is to inform Council of the activities of the Development Services Department for the First Quarter of 2020.

BACKGROUND

Quarterly reports will be provided throughout the current year as a means of keeping Council up to date with building, planning and development activities.

DISCUSSION & COMMENTS

This report provides an overview of the number of permits issued and applications received between January 1st, 2020 and March 31st, 2020 in the Building and Planning Divisions of Development Services. Due to COVID-19, all Development Services Staff members have been working remotely since mid-March but have continued to receive applications, respond to enquiries and process payments.

Recruitment is still underway for a new Building Official; in the interim the Village has had two Officials who are assisting as contractors.

BUILDING DIVISION

January - March 2020 - Building Permit Overview

A breakdown of building permit data for the First Quarter of 2020 is provided below.

Type of Permit	# of BP's Issued	Value of Construction	Permit Fees
Single Family Dwelling	0	0	0
Single Family Dwelling with suite	3	\$1,884,563	\$15,587
Manufactured Homes (mobile)	0	0	0
Multi Family Dwelling (owned)	0	0	0
Multi Family Dwelling (rental)	0	0	0
Industrial (new)	3	\$3,789,100	\$27,423
Institutional	0	0	0
Farm Building	0	0	0
Other (Decks, Stairs, Reno's, Plumbing, etc.)	16	\$95,000	\$3,962
Tenancy Improvements (Commercial/Industrial)	2	\$65,000	\$725
TOTAL	24	\$5,833,663	\$47,699

Development Cost Charges Overview

The following Development Cost Charges were collected:

Fund	DCCs Collected in 1st Quarter
Roads	\$16,778
Drainage	\$1,735
Sewer	\$19,376
Water	\$9,718
Parks	\$0
TOTAL	\$47,608

PLANNING DIVISION

2020 Current Development Applications

A list of applications currently in-house is provided below; information new to the First Quarter is shown in **bold font**.

Application #	Project	Status
DP78	1430 Portage Road/Crestline –Multi-family Residential Development (36 units)	Authorized for issuance; rezoning may be forthcoming
DP86	Prospect Street/Harmony Reach (Wye Lands) – Combined Commercial Residential Development (68 townhouses/475 m ² micro-commercial)	In Process; DVP application required
DP87	7360 Crabapple Court/Mountain Side Collection (Coombs) – Multi-family Residential Development (30 units)	In Process
DPm114	Pemberton Museum – Construction Additions	Issued on March 31, 2020
DPm115	Sunstone (Phase 3) – Clearing & Preliminary Earthworks	In Process
DPm116	Sunstone (Phase 1B) – Construction of Building Pads	In Process
DVP124	1368 Fernwood – Road & Utility Variances	In Process
OR128	1400 Oak Street – PSS OCP and Zoning Amendment from Public to Residential	Approved January 28, 2020
OR129	Sunstone – Text Amendment to RTA-1 Zone	In Process
SO71	1368 Fernwood – 4 Lot Subdivision	In Process
SO74	1351 Cedar Street – Lot Split	In Process
SO75	1350 Aster Street- SLRD/VOP Lot Split	In Process
SO76	1400 Oak Street – PSS Lot Split	In Process
SO78	Sunstone Phase 2	In Process

SO79	1929 Stone Cutter Place – VOP & SLRD	In Process
SAP 2019-23	1950 Hwy 99	Application withdrawn
SAP 2020-01	3007 Tenquille Place (site prep for SFD)	Issued January 28, 2020
SAP 2020-02	3005 Tenquille Place (site prep for SFD)	Issued January 28, 2020
SAP 2020-03	7469 Dogwood Street	Application withdrawn
SAP 2020-04	7664 Cerulean Drive (landscape and slope stabilization)	Issued March 10, 2020
SAP 2020-05	7671 Cerulean Drive (site prep for SFD)	Application withdrawn
SAP 2020-06	1951 Venture Place (add fill to level property)	Issued March 25, 2020

DPA: Development Permit

DVP: Development Variance Permit

LL: Liquor Licence

SO: Subdivision

BoV: Board of Variance

CL: Cannabis Licence

DPm: Minor Development Permit

OR: OCP/Zoning Amendment

SAP: Site Alteration Permit

2019 Long Range Planning Projects

The following is a list of long range planning projects and policy work and their respective status as of March 31, 2020.

Project	Status
Hillside Development Design Guidelines	Nearing Completion
Affordable Housing Action Plan – Work Program	Adopted March 10, 2020
Cycling Network Plan	Nearing Completion
Climate Action Plan	Fall 2020
Development Procedures Bylaw Update	In Process
Community Amenity Contribution Policy	In Process
Sign Bylaw	On Hold
Mount Currie Rock Slide Risk Assessment Strategy	In Process
Retail Cannabis Policy Amendment	In Process
Advisory Planning Commission Bylaw Amendment	In Process
Village Plant List Update	In Process

COMMUNICATIONS

The Development Services Department works with the Communication Coordinator to regularly update the Village’s website with current information related to planning and building and to meet statutory requirements related to notification as needed.

LEGAL CONSIDERATIONS

There are no legal considerations as this report is being presented for information purposes.

IMPACT ON BUDGET & STAFFING

The Development Services Division operates on a cost recovery basis as per the *Development Procedures Bylaw No. 725, 2013*, as amended from time to time. All applications for development, subdivision, temporary use and building permits have fees associated with the review. If the review of development applications exceeds the deposit, then any additional time is cost-recoverable from the applicant.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Development Services Division works closely with all Village Departments through referrals and coordination of public hearings, reports, and presentations to Council, negotiations and financial impacts.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

This report is presented for information. There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

The services provided by the Development Services Division meet with Strategic Priority One: Economic Vitality; Strategic Theme Two: Good Governance; Strategic Theme Three: Excellence in Service; and Strategic Theme Four: Social Responsibility.

RECOMMENDATIONS

THAT the Development Services 2020 First Quarter Report be received for information.

Submitted by:	Lisa Pedrini, Manager of Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer