



THE CORPORATION OF THE  
DISTRICT OF SUMMERLAND  
**INFORMATION REPORT**

DATE: November 28, 2023  
 TO: Graham Statt, Chief Administrative Officer  
 FROM: Brad Dollevoet, Director of Development Services  
 SUBJECT: October 2023 Development Services Activities

FILE: 0640-30

STAFF RECOMMENDATION:

That Council pass the following resolution:

***THAT the October 2023 Development Services Monthly Report be received for information.***

PURPOSE:

To update Council about Development Services Department activities on a monthly basis.

BACKGROUND and DISCUSSION:

The Development Services Department reports monthly on the activity of the department including a summary of development applications received, building permits issued, and bylaw enforcement activity. Development Services also provides an annual statistical report of department activities in comparison to previous years. Recent activity on in-stream applications is also summarized.

Planning Acronym Legend:

APC – Advisory Planning Commission	TPC – Technical Planning Committee	DVP – Development Variance Permit
TIA – Traffic Impact Assessment	ALC – Agricultural Land Commission	PLA – Preliminary Layout Approval
MOTI – Ministry of Transportation and Infrastructure	QEP – Qualified Environmental Professional	AAC – Agricultural Advisory Committee
DP – Development Permit	OCP – Official Community Plan	

**Development Applications in Progress:**

<b>Development/Description</b>	<b>Recent Activity</b>	<b>Next Steps</b>
<b>Z21-010</b> <b>11815 Prairie Valley Road</b> <i>RSD1 to RMD</i>	Sent Development Information Request	ON HOLD -Applicant to Provide Requested Information
<b>Z21-012</b> <b>9800 Turner Street</b> <i>RSH to RDH</i>	Sent TPC Outcome Letter	ON HOLD as per Applicant’s Request
<b>Z22-008</b> <b>Lot 4, Garnet Valley Road</b> <i>A1 to A1 Site Specific</i>	TPC Outcome Letter	ON HOLD – Requested by Applicant - Prioritization of Subdivision application.

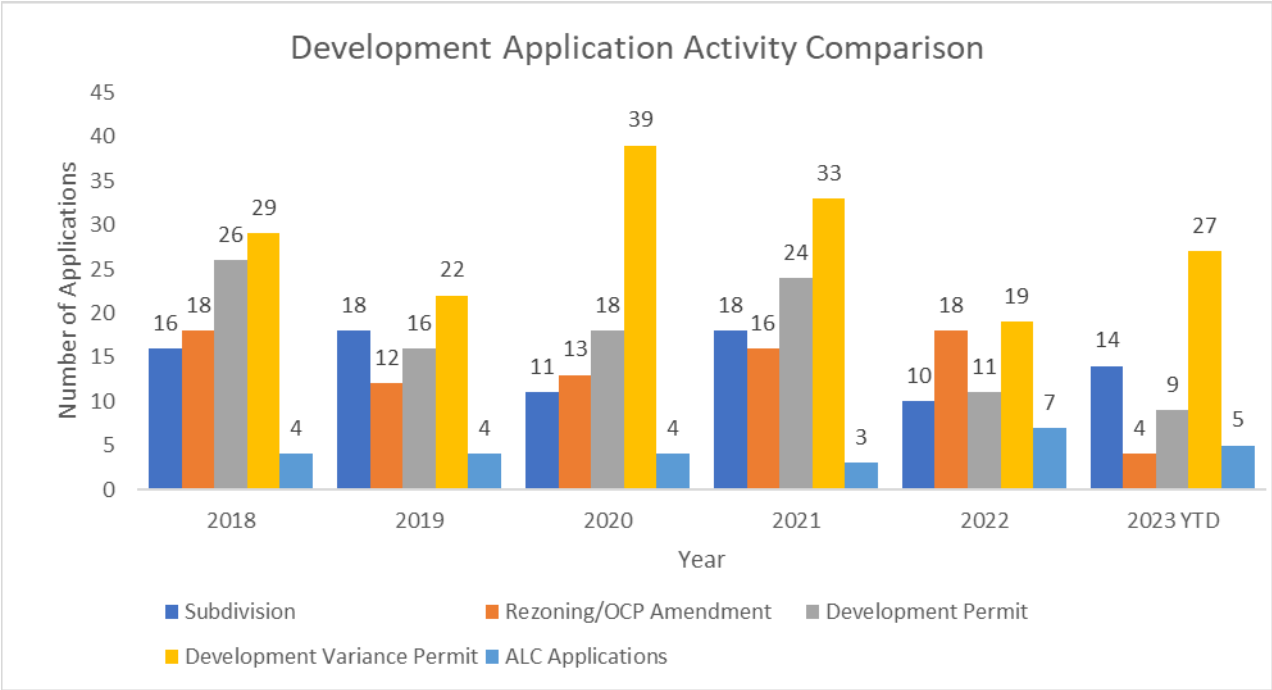
<b>Z22-016</b> <b>9514 &amp; 9518 Julia Street</b> <i>Institutional to RHD</i> <b>14406 &amp; 14408 Rosedale Avenue</b> <i>RSD1 to Tourist Commercial</i>	TIA and Revised Drawings package submitted. Re-circulated to internal staff and MOTI.	Second public open house – planned for first week of December December 19 – 1 <sup>st</sup> reading
<b>Z23-001</b> <b>13610, 13606 Banks Crescent</b> <i>Single Family (7 units) and Town Housing (97 Units)</i>	TPC Outcome Letter sent to applicant – Additional information requested	Revised plans being submitted by Applicant, including TIA. Waiting on new submission
<b>Z23-003</b> <b>10113 Quinpool Road</b> <i>RSD1 – RSD1(i)</i>	Public hearing and 3 <sup>rd</sup> reading provided by Council	Adoption at Council meeting of November 28, 2023
<b>Z23-004</b> <b>14003 &amp; 14009 King Avenue</b> <i>Institutional to RSD1</i>	TPC Presentation and Internal Referral Comments	Advisory Planning Commission on November 24, 2023
<b>DVP21-027</b> <b>9800 Turner Street</b> <i>La Vista Project</i>	Waiting on Rezoning	ON HOLD -Waiting on rezoning
<b>DVP21-032</b> <b>14815 Conway Crescent</b> <i>Section 8.1.5(a)</i>	ALC Decision received. APC meeting on November 16, 2023	Council consideration of DVP approval on November 28, 2023
<b>DVP22-013</b> <b>17003 Logie Road</b> <i>Farm Home Plate</i>	Referrals	ON HOLD – ALC Application Required
<b>DVP23-013 Minor Type II</b> <b>5408 Simpson Road</b> <i>Farm Home Plate</i>	Application Submitted	ON HOLD - ALC application required. Waiting until ALC approval granted.
<b>DVP23-019 Minor Type II</b> <b>12016 Trayler Place</b> <i>Driveway Access Widening</i>	Letters of opposition received. Reverted to Council decision DVP	Council approval on November 7, 2023
<b>DVP23-020 Council</b> <b>11467 Giants Head Road</b> <i>Lot Line Adjustment</i>	Council approval on Oct 17, 2023.	Issued DVP on October 18, 2023
<b>DVP23-021 Minor Type I</b> <b>5315 Beaver Street</b> <i>Over Height Carriage House Building</i>	Memo for Delegated Approval	Approved by Development Officer – October 19, 2023
<b>DVP23-022 Minor Type II</b> <b>6003 Pine Avenue</b> <i>Exterior Side Yard Setback</i>	Internal/External Referrals	Requested new site plan from Applicant
<b>DVP23-024 Council</b> <b>5277 Solly Road</b> <i>Driveway width/relax setback</i>	Internal/External Referrals	Council presentation on November 28, 2023
<b>DVP 23-025 Council</b> <b>13206 Kelly Avenue</b> <i>Ground floor apartments, parking</i>	Internal/External Referrals	Council presentation on November 28, 2023
<b>DVP23-026 Council</b>	Internal/External Referrals	

<b>5801 &amp; 5811 Andrew Avenue</b> <i>Dwelling outside Farm Home Plate</i>		
<b>S21-007</b> <b>6108 Solly Road</b> <i>2 lot subdivision</i>	PLA Issued	Final Subdivision upon submission
<b>S21-009</b> <b>12600 Blagborne Avenue</b> <i>1 to 17 lot subdivision</i>	PLA Issued	Final Subdivision upon submission
<b>S21-010</b> <b>6108 Austin Street</b> <i>1 to 2 lot subdivision</i>	PLA Issued	Final Subdivision upon submission
<b>S21-012</b> <b>20401 Highway 40</b> <i>1 to 2 lots</i>	TPC Outcome Letter Sent	ON HOLD - Applicant for Response
<b>S21-014</b> <b>19240 Lakeshore Drive N</b> <i>1 to 2 lots</i>	PLA Issued	Final submission upon completion
<b>S21-015</b> <b>11020 Ellis Avenue</b> <i>1 to 2 lots</i>	PLA Issued	Final submission upon completion
<b>S21-018</b> <b>9913 Gillard Avenue</b> <i>Lot Line Adjustment</i>	ON HOLD, ALC application needed	ON HOLD
<b>S22-001</b> <b>3240 Landry Crescent</b> <i>Strata Subdivision</i>	PLA Issued	Phase 1 registered. Phase 2 to be applied for in December, 2023
<b>S22-003</b> <b>1514 Wharf Street</b> <i>1 to 3 Lots</i>	PLA Issued	Final Approval recently applied for. Waiting on house removal.
<b>S22-004</b> <b>8709 Jubilee Street</b> <i>Strata Subdivision</i>	PLA Issued	Registration of Phase 1 upon completion
<b>S22-005</b> <b>1500 Harding Street</b> <i>1 to 2 lots</i>	PLA Issued	Final submission upon completion
<b>S22-006</b> <b>11612 Victoria Road</b> <i>1 to 2 lots</i>	PLA Issued	Final submission upon completion
<b>S22-007</b> <b>6359 Victoria Road</b> <i>1 to 2 lots</i>	PLA Issued	Final Approval provided. Application Complete
<b>S22-010</b> <b>12010 Lakeshore Drive</b> <i>4 residential lots</i>	PLA Issued	Final submission upon completion
<b>S23-001</b> <b>27410 Garnet Valley Road</b> <i>Lot Boundary Adjustment</i>	Internal/external referrals	Re-circulating application due to time delay of applicant hold
<b>S23-002</b> <b>1316 Johnson Road</b> <i>Two lot subdivision</i>	PLA Issued	Final submission upon completion

<b>S23-003</b> <b>1719 Britton Road</b> <i>Two lot subdivision</i>	PLA Issued	Final submission upon completion
<b>S23-004</b> <b>13316 Prairie Valley Road</b> <i>13 lot strata subdivision</i>	PLA Issued	Final submission upon completion
<b>S23-005</b> <b>5277 Solly Road</b> <i>Two lot subdivision</i>	PLA Issued	Draft PLA. DVP may be required
<b>S23-006</b> <b>14413 Downton Avenue</b> <i>Two lot subdivision</i>	PLA Issued	Final submission upon completion
<b>S23-007</b> <b>32-6709 Victoria Road S</b> <i>4 lot subdivision</i>	Internal/external referrals	Draft PLA
<b>S23-009</b> <b>8120 Purves Road</b> <i>2 lot subdivision</i>	Internal/external referrals	Draft PLA
<b>S23-010</b> <b>10113 Quinpool Road</b> <i>2 lot subdivision</i>	Internal/external referrals	Draft PLA
<b>S23-011</b> <b>15415 Pohlman Avenue</b> <i>Lot Line Adjustment</i>	Internal/external referrals	Draft PLA
<b>S23-012</b> <b>12914 Prairie Valley Road</b> <i>1 to 2 lots</i>	Internal/external referrals	Draft PLA
<b>DP20-016</b> <b>10830 Prior Place</b> <i>Watercourse DP</i>	QEP Report submitted to Province	ON HOLD - Awaiting Provincial Review
<b>DP21-018</b> <b>9800 Turner Street</b> <i>Multi-Family</i>	Waiting for Rezoning	ON HOLD Waiting for applicant information/rezoning
<b>DP22-009</b> <b>12600 Blagborne Avenue</b> <i>Environmentally Sensitive</i>	Received landscaping plan	Development Permit drafted. Awaiting security payment
<b>DP22-011</b> <b>9514 &amp; 9518 Julia Street</b> <i>Multi-Family Development (with variances)</i>	Internal/External Referrals	On Hold – Waiting on Rezoning (Z22-016)
<b>DP23-007</b> <b>13609 Dickson Avenue</b> <i>90 Unit High Density Residential – Multi-Family Development Permit</i>	APC Meeting held on September 29, 2023	Council Presentation on October 17, 2023
<b>DP23-008</b> <b>13016 Victoria Road N</b> <i>Downtown Form &amp; Character – Beanery Cafe</i>	Internal/External Referrals	TPC presentation
<b>ALC-65188</b> <b>7311 Hillborn Street</b>	ALC Payment made and Application complete to ALC	Waiting ALC decision

<i>Non-Adhering Residential Use</i>		
<b>ALC-66703</b> <b>26405 Garnet Valley Road</b> 2 lot subdivision	Internal/External Referrals	On Hold – by Applicant
<b>ALC-67253</b> <b>17003 Logie Road</b> <i>Non-adhering residential use</i>	ALC Payment made and Application complete to ALC	Waiting ALC decision
<b>ALC-68013</b> <b>25210 Wildhorse Road</b> <i>Carriage house (third dwelling)</i>	Application Submitted	Council Forwarded to ALC for Decision
<b>ALC-68919</b> <b>5408 Simpson Road</b> <i>Carriage house (third dwelling)</i>	ALC Payment made and Application complete to ALC	Waiting ALC decision
<b>ALC-69652</b> <b>18420 Garnet Valley Road</b> <i>Non-farm use – Tree Removal Contracting</i>	Application Submitted	Internal/External Referrals

**Development Application Activity Summary**



Up to the end of October 2023, a total of 59 planning applications have been submitted to the District office. Development Variance Permits are up in 2023, with a total of 27 variances submitted, as opposed to only 19 submitted in 2022. The delegated processing of ‘minor’ variances has been proving effective in efficiently processing variances and over 50% of these DVP applications have been able to be processed and approved as a minor variance by the Development Officer.

In October/November, the Province of BC has released a number of new pieces of legislation that will impact the District’s planning framework, including Zoning Bylaw, Development Application Procedures Bylaw, and OCP. Planning staff are currently reviewing this new legislation and determining what amendments will be required in the near future. As well, the Province will still be providing additional guidance on the legislative amendments to all local governments in crafting bylaw amendments that are needed to achieve conformance with the new legislation. These guidance documents are expected to be released in December of 2023.

District staff are preparing to update the proposed project plan for 2024-2025 for planning projects in light of the provincial legislative changes. These changes will be discussed with Council at Council’s Q3 quarterly update on their strategic priorities.

**Building Permit Activity (Five Year Comparison):**

<b>Month of October</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Permits Issued	10	31	18	19	23
Total Construction Value	\$859,000	\$7,976,000	\$3,596,800	\$4,770,000	\$7,182,900
<b>Year to Date</b>					
Permits Issued	165	149	174	202	167
Total Construction Value	\$31,327,000	\$27,610,600	\$54,146,300	\$46,082,000	\$44,110,023
<b>Total Annual</b>					
Permits Issued	206	200	203	232	
Revenue	\$445,982	\$399,304	\$557,236	\$444,590	
Total Construction Value	\$45,879,300	\$35,734,900	\$59,775,300	\$49,622,000	

*\*Note: Annual construction values may vary from published reports. The information contained above provides Actual values at year end. Previous reports may have included construction values for permits that were issued but not collected by the applicant or commenced construction before year end.*

October saw a total of 23 building permits issued and construction value of \$7,182,900. This is higher than the value experienced in 2022 and 2021 and on par with that experienced by the District in 2020.

In an effort to dedicate more time to plan reviewing and to reduce the timeline to building permit issuance, District staff have implemented some schedule changes to the two full-time Building Officials daily work schedule. Currently, both building officials are working 5 days a week, 8 hours a day. In order to free up more time for plan reviewing, the two officials are now staggering their inspection scheduling with dedicated building permit plan review each day in the office. One official completes all their building inspections in the morning, while the second official stays in the office to complete plan review and answer in-person inquiries. In the afternoon, the two officials switch, where the morning in-office official completes their in-field inspections, while the other official comes back to the office to continue plan reviewing. This consistent scheduling

guarantees a dedicated full 8 hours of both plan reviewing and building inspections being conducted each day (excluding staff breaks).

The result of these schedule changes has proven to be effective. The two officials have now been able to reduce the timeline to building permit issuance to a **one week** turn-around. This has improved customer service for building permit applicants, as well as contractors in the field.

**Bylaw Enforcement Department:**

**October Activities**

Bylaw Services opened 39 files in October, 2023 of which 18 are still open. Of the 39 files generated in October, District Staff generated 3 and Bylaw Staff generated 16. Significant resources have been spent this month dealing with an increased presence in the community of homeless/unhoused individuals, couples, and families. There have also been several properties with life safety concerns under the BC Building Code that have required significant staffing resources.

**Short Term Rentals Monthly Update:**

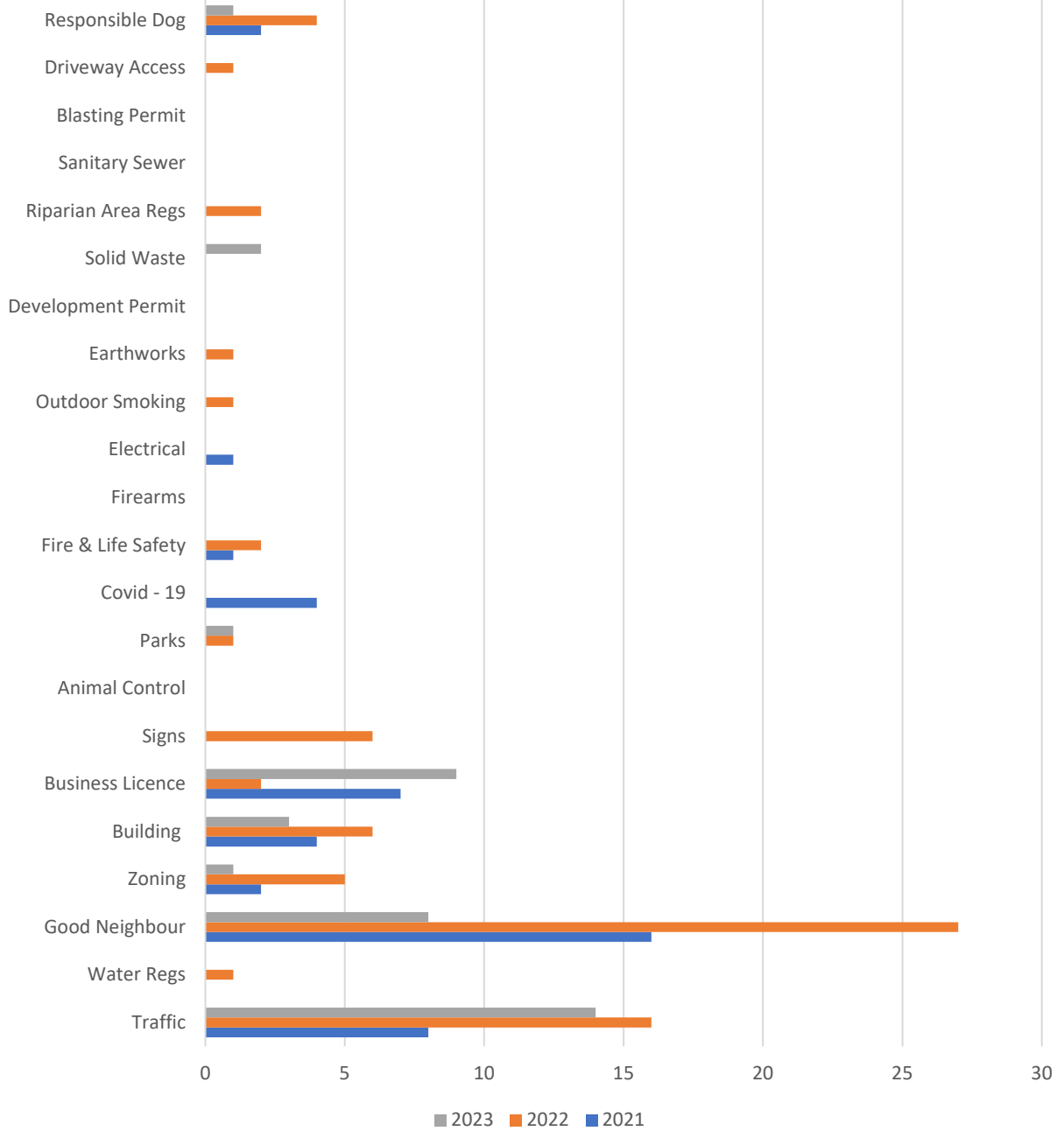
Current Active Unique Listings on Air BnB*	89
2023 Approved STR Business Licences	50
2023 STR Applications currently in process	23
Percentage of Active AirBnB Listings with Licences Applied For or Issued	82%
2023 STR Complaints (year-to-date)	10

*\*Listings from other STR websites were not included due to duplication of listings. It is anticipated that an additional ~20 unique listings would exist on these other websites.*

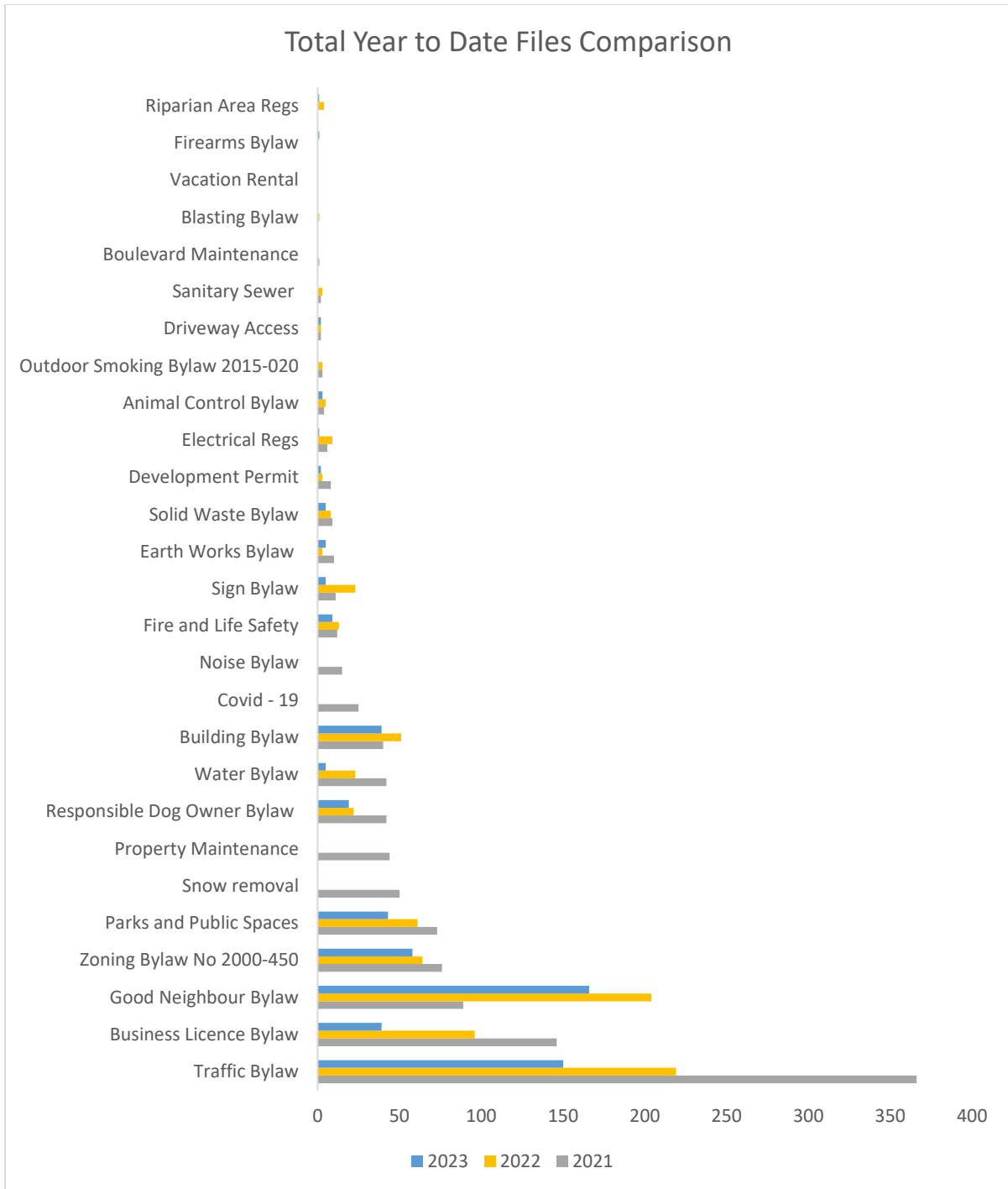
The number of active listings increased this month from 82 to 89. The *“Percentage of Active AirBnB Listings with Licences Applied For or Issued”* may be distorted as a result of the tourism season ending. Staff has started reaching out to the short-term rental applicants to complete the required inspections to licence them.

This month the Province of BC introduce new Short-Term Rental legislation that will significantly assist municipalities with the tracking and enforcement of Short-Term Rentals operating within their boundaries. It is anticipated that the District will see considerable increase in Short-Term Rental business licence applications as a result of the province’s legislative changes and the requirement for a short term rental listing company to include licence numbers. This will be a significant resource support to the Bylaw Services area.

## October Comparison







**October Animal Control**

- Barking dogs – 1
- Patrols – 14
- Impound – 1
- Attack (serious – person) – 1
- Cats (dead pick up) – 1
- Dog at large – 3
- Provide community support (food) - 3

LEGISLATION and POLICY:

- Regional Growth Strategy Bylaw No. 2770, 2017
- Official Community Plan Bylaw No. 2014-002
- Zoning Bylaw No. 2000-450
- Building Regulation Bylaw No. 2013-017
- Development Application Procedures Bylaw No. 2020-026

FINANCIAL IMPLICATIONS:

Development applications generate revenue to support the activities of the Development Services Department.

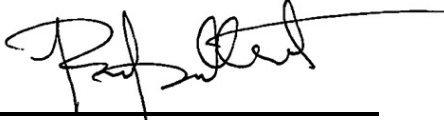
CONCLUSION:

Monthly reports will augment the information available to track and assess development activity.

OPTIONS:

1. Move the motion as recommended by staff.
2. Direct staff to provide additional or less information in subsequent months.

Submitted by,



*Brad Dollevoet*  
*Director of Development*  
*Services*

Endorsed by,



*Graham Statt*  
*Chief Administrative*  
*Officer*

Presentation: Yes  No