

Date: Tuesday, July 12, 2022

To: Elizabeth Tracy, Chief Administrative Officer

From: Scott McRae, Manager of Development Services

Subject: Development Services 2022 Second Quarter Report

PURPOSE

The purpose of this report is to inform Council of the activities of the Development Services department in the second quarter of 2022.

BACKGROUND

Quarterly reports are provided throughout the year to keep 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 April 1 and June 30, 2022, in the following areas:

BUILDING DIVISION

In the second quarter of 2022, 84 building permit applications were received, and 65 permits were issued. The time between submission of an application and issuance of a permit is estimated to be 3-5 weeks for minor permits and 10 weeks minimum for standard permits depending on the complexity of the project. This information is provided on the Village's website.

A breakdown of building permit data for the second quarter of 2022 is provided below:

Type of Permit	Permits Issued	Value of Construction	Permit Fees
Single Family Dwelling	4	\$ 4,520,669	\$ 32,844.00
Single Family Dwelling with suite	9	\$ 10,667,600	\$ 78,123.00
Duplex	6	\$ 7,087,641	\$ 51,413
Other (decks, stairs, renovations, pools, plumbing, etc.)	46	\$ 575,000	\$ 17,027
TOTAL	65	\$ 22,850,910	\$ 179,407

The following development cost charges were collected in the second quarter of 2022:

Fund	DCCs Collected
Roads	\$ 6,762.00
Drainage	\$ 343.00
Sewer	\$ 16,303.00
Water	\$ 7,918.00
Parks	\$ 10,522.00
TOTAL	\$ 41,850.48

The table below shows permit submissions, permits issued, and fees and charges collected in the first quarters of 2021 and 2022:

Description	Total for 2 st Quarter 2022	Total for 2 st Quarter 2021	Percent Change
Building Permit Applications	84	94	-11%
Building Permits Issued	65	94	-31%
Building Permit Fees Collected	\$ 179,407	\$ 285,269	-37%
Value of Construction	\$ 22,850,920	\$ 35,266,523	-35%
DCCs Collected	\$ 41,850	\$ 216,450	-81%

A reduction in permit volume- is evident in the 2nd Quarter of 2022 compared to 2021. As in the 1st Quarter of 2022, the number of submissions received was broadly similar to a year ago, however the number of permits issued and DCCs collected is lower. The main factors affecting permit issuance are the complexity of the application, the completeness of the application, and response time of the applicant. The difference in DCCs collected is primarily explained by the type of permits issued. Several permits for multifamily projects were issued in the 2nd Quarter of 2021.

PLANNING DIVISION

2022 Current Development Applications

A list of applications currently in-house is provided below with information new to the 2nd Quarter shown in **bold font**.

Application #	Project	Status
DP86	Harmony Reach (Wye Lands) – Combined Commercial Residential Development	On hold pending DVP125 (see below)
DP88	7340 Crabapple Court – Liveshare Co-Living	In Process

DP89	1422, 1426, 1430 Portage Road – The Aspect – Multi-family Building/Dedicated Rental	In Process, developer satisfying conditions of Issuance
DP90	7454 Prospect Street – Tenquille Building – Mixed Use Building	Permit Authorized for Issuance
DP91	Sunstone Phase 2B Lot Grading	Permit Issued, Pending registration
DP92	Sunstone Phase2C Lot Grading with Variance	Permit Issued, Pending registration
DPm122	7374 Pemberton Farm Road E - Redwoods Environmental Protection	Received 09.23.2021; Deferred
DPm123	7431 Prospect Street- Post Office Extension	Received 10.25.2021; In Process
DPm124	7426 Prospect Street – RONA Extension	Permit Issued, pending registration
DVP125	Harmony Reach (Wye Lands) – Combined Commercial Residential Development – road and parking variances	In Process; Awaiting info from Applicant
DVP131	7340 Crabapple Court – Liveshare Co-Living – Parking Variance	In Process; Direction to proceed from Committee of the Whole
OR131	Hwy 99 K- 12 Francophone School (SD93) –OCP & Zoning Bylaw Amendment	Adopted, completed
OR133	Nkwûkwma (Benchlands) OCP/Zoning Amendment	In Process, Sub Area Plan underway
OR134	7374 Pemberton Farm Road East – Redwoods	Received 12.01.2021; Deferred 01.18.2022
OR136	SSCS- Affordable Housing Project	Received 18.03.2022- In Process
S071	1368 Fernwood – 4 Lot Subdivision	In Process
S076	1400 Oak Street – PSS Lot Split	TAL renewed, In Process
S078	Sunstone Phase 2	TAL renewed, In Process
S081	Sunstone Phase 1C – 14 Fee Simple Lots + Remainder	Subdivision Complete
S082	Sunstone Phase 3 – 9 Lots	Received 27.01.22; TAL Issued
SAP 2022-4	7400 Arbutus Street – Tree Removal	Issued, work in progress
SAP 2022-5	1313 Eagle Drive – Site Prep	Issued, work in progress
SAP 2022-6	1315 Eagle Drive – Site Prep	Issued, work in progress

SAP 2022-7	8213 Merlot Peak	Issued, work in progress
SAP 2022-7-1	3006 Tenquille Place	Issued, work in progress
SAP 2022-8	7632 Pemberton	Issued, work in progress
SAP 2022-9	7470 Prospect St	Issued, work in progress
SAP 2022-10	8216 Merlot Peak Drive	Issued, work in progress
SAP 2022-11	1357 Elmwood Drive	Issued, work in progress
SAP 2022-12	1415 Poplar Street	Issued, work in progress
SAP 2022-14	1413 Poplar Street	Issued, work in progress
TUP010	6991 Hwy 99- Tisdale Storage	Received 10.13.2021; In Process

DP: Development Permit
 DVP: Development Variance Permit
 LL: Liquor Licence
 TUP: Temporary Use Permit

S: Subdivision
 BoV: Board of Variance
 CL: Cannabis Licence

DPm: Minor Development Permit
 OR: OCP/Zoning Amendment
 SAP: Site Alteration Permit

The following table identifies the number of applications received in the 2nd Quarter:

Permit/Application Type	Code	Number Received
OCP/Zoning Amendments	OR	0
Development Permits	DP	0
Development Variance Permit	DVP	0
Minor Development Permit	DPm	0
Board of Variance	BoV	0
Subdivision	S	0
Site Alteration Permit	SAP	8
Liquor Licence	LL	0
Cannabis Licence	CL	0
Temporary Use Permit	TUP	0

2022 Long Range Planning Projects

The following is a list of long-range planning projects and policy work and their respective status as of June 30, 2022.

Project	Status
Official Community Plan (OCP) Update	In Progress, Consultant selected and OCP Advisory Committee assigned first tasks
Development Cost Charge (DCC) Bylaw Review	In Progress, project list finalized
Subdivision Development and Control Bylaw Review	In Progress, Consultant selected and kickoff meeting scheduled
Pemberton Creek Pedestrian Bridge	Feasibility study completed, to be presented to CoW July 12

Official Community Plan (OCP) Progress Review

The OCP update project was kicked off at the end of the fourth quarter of 2021. The project work plan was presented to Council on March 8, 2022. Staff have completed a request for proposals (RFP) process and selected Urban Systems to deliver the bulk of the work plan. A kickoff meeting with the Urban Systems team was held on June 27, 2022. In addition, the OCP Advisory Committee had an inaugural meeting on June 23, 2022 and were tasked with auditing the current OCP over the summer to prepare for the next meeting in the fall.

COMMUNICATIONS

The Development Services department works with the Communications & Grants Coordinator to regularly update the Village website with information related to planning and building and to meet statutory requirements related to notification.

The new online public engagement platform, [HaveYourSay.Pemberton.ca](https://www.haveyoursay.pemberton.ca), is used to share information and seek input on long range planning projects.

Development Services provides an active listing of all building permits and development permits on the village website.

Beginning May 1, 2022, Building Services issues a monthly newsletter to keep the building community informed of relevant changes and information related to building in the Village.

LEGAL CONSIDERATIONS

There are no legal considerations.

IMPACT ON BUDGET & STAFFING

Development Services operates on a cost recovery basis as per Development Procedures Bylaw No. 887, 2020. Application fees are collected with development and building permit applications.

If the cost of review of a development application exceeds the deposit, additional staff time is cost-recoverable from the applicant.

Development Services is actively recruiting to fill the position of Building Official. Contract building officials have been brought online to ensure continuity of services should the recruitment of a new building official take longer than expected. The cost of the contract building official program is being monitored to ensure it can be maintained until a new building official is hired.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Development Services Department works closely with other departments through referrals and coordination of public hearings, reports, and presentations to Council.

COMMUNITY CLIMATE ACTION PLAN

Community Climate Action Plan – Implementation

Development Services will lead the implementation of the Community Climate Action Plan in 2022 to the extent possible without dedicated resources. Staff have reviewed the actions, ranked them by cost and term, and identified over 20 actions that may be implemented to some extent in 2022. Four actions were identified as already implemented:

Status of Action	Number of Actions
Implemented	4
Prioritized	22
Future	61

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.

RECOMMENDATIONS

THAT the Development Services 2022 Second Quarter Report be received for information.

ATTACHMENTS: NONE

Prepared by:	Nikki Segovia, Building and Planning Clerk
Manager Approval:	Scott McRae, Manager of Development Services
CAO Approval:	Elizabeth Tracy, Chief Administrative Officer