



**STAFF REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, NOVEMBER 13, 2007**

SUBJECT: Planning & Protective Services Department – Community Planning 2008 Budget and Workplan Overview

PURPOSE: To receive an overview of the 2008 Budget and Workplan Overview for Juan de Fuca Community Planning and Development Services.

BACKGROUND:

Community Planning Services

Committee and Advisory Planning Commission Administration

Prepare agendas, minutes and provide administrative support for the Juan De Fuca (JDF) Land Use Committee and six (6) Elected Advisory Planning Commissions.

Community Planning

Preparation, review and amendment of four (5) Official Community Plans and two (2) Comprehensive Official Community Development Plans for the JDF Electoral Area:

- Official Community Plan for Malahat
- Official Community Plan for Shirley/Jordan River
- Official Community Plan for East Sooke
- Official Community Plan for Otter Point
- Comprehensive Community Development Plan for Port Renfrew
- Comprehensive Community Development Plan for Willis Point
- Sooke Official Community Plan Bylaw - Bylaw No. 1645

Land Use Regulation and Development Application Review

Preparation and administration of Land Use and Subdivision Regulations, Development Variance Permits, Development Permits, and other Part 26 regulations for the JDF Electoral Area.

- Sooke Zoning Bylaw No. 2040
- Langford Zoning Bylaw No. 980
- Port Renfrew Comprehensive Development Zoning Bylaw No. 3109
- Willis Point Comprehensive Development Zoning Bylaw No. 3027
- Subdivision Bylaw No. 189

Board of Variance (BOV)

Provide BOV secretary and administration to 3 Board's of Variance (one additional to be established for Port Renfrew) including application review, notification, preparation of agendas, minutes and issuance of permits.

DEVELOPMENT ACTIVITY

Development enquiries and applications increased significantly in 2007 as a result of new OCPs being adopted and an increase in interest in development in the JDF Electoral Area.

Development applications and referral activity has increased as indicated below:

	Quantity 2006	Quantity 2007
Rezoning applications	2	4
Development Permits	10	20
Development Variance Permits	3	25
10% Frontage relation requests	9	4
MOT Subdivision application referrals	26	27
Building inspection permit referrals	176	135
Soil Deposit Permit applications	8	3
Building Strata	1	2
L/W referrals	4	14
Floodplain Exemptions	-	1
Advisory Planning Commission Meetings	7	3
Public Hearings	4	6
Open House	-	2

Building activity has slowed in the past year for the Sooke Office:

New Dwellings	2005 = 41	2006 = 71	2007 projected = 37
Total Permits	2005 = 335	2006 = 380	2007 projected = 292

Note: This does not include those permits issued by the Fisgard office for Willis Point and the Malahat areas.

2008 PERFORMANCE

Performance Standards/ Benchmarks

INDICATOR	BENCHMARK/TARGET	PERFORMANCE LEVEL
Application review time	3 weeks (for complete applications)	3-4 weeks
Review of regulatory bylaws	Every 5 years	Legislative, RGS and EA changes resulted in 4 OCPs being adopted, one other was reviewed and one being drafted. Ongoing review of OCPs and Land Use Plans to ensure consistency with legislation
Level of Public Awareness	High level of public awareness of plans and regulations	New Plans & Land Use Regulations, increased number of development permit areas, resulted in more public inquiries.
Consistency with Legislations and CRD policies	100% Consistent	New legislation and RGS required Official Community Plans to be

		updated.
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2007 ACCOMPLISHMENTS

Committee and Advisory Planning Commission Administration

The JDF Land Use Committee meets monthly and it is estimated that approximately 70 staff reports will be submitted to the Committee in 2007, an increase of at least 25 (56%) over the previous year.

Planning services have been the primary responsibility of the Manager of Local Area Planning who was hired in late September 2006 to manage planning service and provide professional planning advice. Prior to this the planning services were generally performed by consultants and a planning assistant. An auxiliary planning assistant position was created in late July and was occupied for 2 ½ months until mid-October. The position remains vacant with expectation that an auxiliary planning assistant will be hired by year end with the intent of making this full-time in 2008.

Community Planning

Official Community Plans for four (4) local areas were adopted as bylaws – Malahat, East Sooke, Otter Point and Shirley/Jordan River.

A Comprehensive Land Use and Development Plan for the Rural Resource Lands has received first reading with adoption expected in early 2008. This addresses the land use (OCP and zoning) in the balance of the Electoral Area.

A revised Zoning Bylaw for the entire JDF Electoral Area was initiated and is expected to be completed in early 2008. In the past, draft zoning bylaws have been created for each area, yet have not gone beyond the local community input stage. Staff's intention is to build on this information in order to bring together a single zoning bylaw.

A review of the Port Renfrew Comprehensive Community Plan was initiated with expected completion in the second quarter of 2008. Due to increased development pressures within the OCP area and external to it, a review was initiated in advance of the five year review period.

Land Use Regulation and Development Application Review

An increase in development applications resulted in an increase of 25 staff reports to the Land Use Committee over the previous year.

An amendment to the Development Procedures Bylaw No. 3110 was adopted. The revision updated legislation references, included permitting subdivision applications, and fee schedule changes.

A Delegation of Development Permit Approval Authority - Bylaw No. 3462 was adopted delegating the authority to staff to approve certain development permits that meet the guidelines and do not require a variance.

Board of Variance (BOV)

It is estimated that five (5) applications will proceed to the Board of Variance in 2007. These applications dealt with hardship or non-conforming issues only.

2008 KEY OBJECTIVES

- To establish one Land Use Zoning Bylaw for the entire JDF Electoral Area.
- To ensure that the Official Community Plans and Land Use and Subdivision policies and regulations are consistent with the Regional Growth Strategy.
- To complete the review of a Comprehensive Land Use and Development Plan for the Rural Resource Lands with adoption in early 2008.
- To continue with the review and revision of the Port Renfrew Comprehensive Community Plan.
- To ensure that there is an increased level of public awareness of planning policies and land use and subdivision regulation. Update website information and develop pamphlets for increased public awareness.
- To review plans and regulatory bylaws to ensure compliance with Provincial Legislation and consistency and continuity with CRD regional and local service authorities.
- Increase awareness of Provincial and local authority agencies and their representatives.
- Increase CRD interdepartmental awareness and cooperation.
- To hire a full time planning assistant to ensure that customer service levels can be maintained as development pressures increase along with customer demands.

Key Actions to Achieve 2008 Objectives

Committee and Advisory Planning Commission Administration

- Increase awareness of the Committee with respect to Regional Growth Strategy Implications, development trends, recommended application procedures, and public consultation process alternatives.

Community Planning

- Complete public hearing and bylaw review process for a consolidated Land Use Zoning Bylaw for the entire JDF Electoral Area.
- Complete the adoption of the Comprehensive Land Use and Development Plan for the Rural Resource Lands for the balance of the Electoral Area.
- Recommend amendments to Official Community Plans to ensure consistency with the Regional Growth Strategy and to respond to development trends and legislative changes.
- Complete preparation of a revised Comprehensive Community Plan for Port Renfrew.

Land Use Regulation and Development Application Review

- Increase public awareness and proposed land use and subdivision bylaws and/or amendments to implement new Official Community Plans.
- Achieve land use and subdivision regulations for the balance of the Electoral Area.
- Increase interdepartmental awareness, communication and coordination.

Board of Variance (BOV)

- Provide increased awareness and administrative support including technical assistance when required.
- Prepare a new BOV Bylaw for the Port Renfrew Comprehensive Development Plan Area and any new area subject to Land Use Regulations as required by the *Local Government Act*.

FINANCIAL IMPLICATIONS

The proposed tax requisition for the management of development is estimated to increase by 1.0 % to \$539,105.00 in consultation with the Electoral Area Director and subject to approval by the CRD Board. The key change in the budget is a reallocation of resources and adjustment to the budget for a full time planning assistant position in 2008. The budget has previously included a larger allowance for consulting resources and wages for auxiliary staff. There are a number of longer term projects to be completed in 2008 (i.e. new zoning bylaw, OCP updates, etc.) which along with increased development applications justify the addition of a planning assistant to the current staffing for Community Planning. Allowances are being made to accommodate the ability to hire consultants should special projects be identified in 2008.

SUMMARY

As part of budget preparation for 2008, staff has requested additional funding to support the hiring of a full time planning assistant. Prior to 2007, consultant services or contract wages were a major portion of the budget. Resources were reallocated with the hiring of a full time Planning Manager, but after a year of operation with one planner and with the number of projects, increased applications and development pressures it is necessary to increase the number of planning staff. While the overall operating costs have increased, the budget requisition is proposed to increase by 1.0% over the previous year. Development applications fees have been amended and should result in increased operating revenue.

RECOMMENDATION

That the overview of the Community Planning 2008 Budget and Workplan be received for information.

Kris Nichols, MCIP
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Protective Services

**COMMUNITY PLANNING - ORGANIZATION
CHART**

