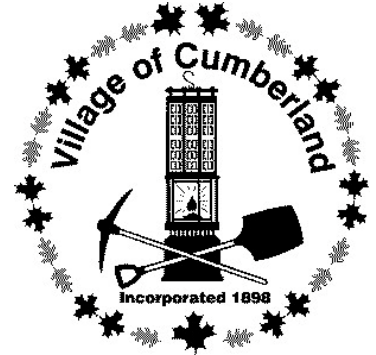


DEVELOPMENT SERVICES QUARTERLY REPORT



MEETING DATE: July 26, 2021
 REPORT PERIOD: April to June 2021
 FROM: Courtney Simpson, Manager of Development Services

QUARTERLY SUMMARY

In the second quarter of 2021 the Village received 20 new development applications including permits and subdivision. Twelve applications were closed (completed) and 30 are ongoing. This year is projected to have the highest number of development applications of any previous year. In addition, there were 13 new building permit applications. Building permit applications slowed in the second quarter over the first quarter. If the pace of the second quarter continues, there will be fewer building permit applications in 2021 than 2020.

To assist with the high workload from the increase in development applications, a temporary Development Services Assistant position was created and filled for a one year term at 28 hours per week.

Development Application Summary

Application Type	New	Ongoing	Closed / Issued	Total
Amendments (OCP and Zoning)	0	3	0	3
Temporary Use Permits (TUP)	0	2	0	2
Heritage Alteration Permits (HAP)	1	2	2	5
Development Variance Permits (DV)	10	3	5	18
Development Permits (DP)	5	4	5	14
Subdivision	1	16	0	17
Total	17	30	12	59

Note: When an application is both new and closed within the same quarter, it is counted in this table as closed.

ATTACHMENTS

1. Amendment Applications List to June 30, 2021
2. Permit Applications List to June 30, 2021
3. Subdivision Applications List to June 30, 2021
4. Building Permit Applications List to June 30, 2021

Attachment 1

Amendment Applications List to June 30, 2021

File Number	Address	Purpose	Recent Activity
2021-01-OCP	2782 Ulverston Ave	OCP and Zoning Amendment for a rental tenure zone with a base density of 8 units and a bonus density of 6 units.	Draft bylaw received second reading June 14, 2021. Public hearing scheduled for July 19, 2021.
2020-02-OCP	3345, 3341, 3339 Second St	OCP and Zoning Amendment for a 22 unit affordable rental apartment building	Third Reading Dec 14 2020. Working on completion of conditions (lot consolidation, access agreement with Island Health, housing agreement). Project did not receive provincial funding. Proponent exploring other funding options.
2019-02-OCP	Horbury Road (Comox Lake)	OCP and Zoning Amendment	Studies have been reviewed. Applicant providing additional information. Target date for initial report to Council: August 9, 2021

Attachment 2**Permit Applications List to June 30, 2021*****Temporary Use Permits***

File Number	Address	Street Name	Purpose	Status	Recent Activity
2021-01-TUP	4693	Cumberland Road	Automotive Shop	Open	Applicant to host public meeting and post sign.
2020-01-TUP	4640	Cumberland Road	Yoga, fitness and dance studio	Open	Permit approved Oct 14 2020 pending completion of conditions (accessible parking space).

Heritage Alteration Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2021-02-HAP	2714	Dunsmuir Avenue	Mixed use building	Open	Preparing initial staff report
2021-01-HAP	3274	Third Street	Urban bazaar	Issued	Referred to Heritage Committee. HAP approved at June 14, 2021 Council meeting.
2020-01-HAP	2731	Dunsmuir Avenue	Mixed use building	Issued	Considered by the Heritage Committee on September 21 Council meeting October 14, 2020. Conditions fulfilled. HAP issued.
2019-01-HAP	2700	Dunsmuir Avenue	Mixed use building	Open	Permit approved Nov 26 2019 pending conditions. (Applicant to submit new mural proposal for side wall. Waiting for security deposit to issue HAP.)
2015-01-HAP	2692	Dunsmuir Avenue	Renovation	Open	Outstanding issues with HAP. Final inspection ready to be scheduled.

Development Variance Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2021-17-DV	2710	Kendal Ave	Retaining wall height	Intake	Reviewing application
2021-16-DV	2415	Beaumont Cres	Retaining wall height	Intake	Reviewing application
2021-15-DV	2411	Beaumont Cres	Retaining wall height	Intake	Reviewing application
2021-14-DV	2486	Beaumont Cres	Retaining wall height	Intake	Reviewing application
2021-13-DV	3396	Bolton St	Retaining wall height	Open	Reviewing application
2021-12-DV	2719	Maryport Avenue	Side setback variance	Open	Reviewing application
2021-11-DV	2714	Dunsmuir Avenue	Mixed use building. Variances to be determined.	Intake	Waiting for revised drawings from applicant.
2021-09-DV	3392	Bolton St	Retaining wall height	Open	July 26 Council
2021-08-DV	2814	Sixth Street	Setback variance for proposed house on proposed lot	Open	Reviewing application
2021-07-DV	3400	Bolton St	Retaining wall height	Open	Referred to APC together with other retaining wall variances
2021-06-DV	2798	Ulverston Ave	To allow frontage from the lane	Denied	
2021-05-DV	3274	Third Street (Lot 12)	Maximum front yard setback increased for Urban Bazaar	Issued	See also 2021-01-HAP
2021-04-DV	3274	Third Street (Lot 11)	Reduce minimum ground floor to ceiling height for Urban Bazaar	Issued	See also 2021-01-HAP
2021-03-DV	2607	Maryport Avenue	To allow ADU in front yard for ADU conversion	Issued	
2021-01-DV	2749	Derwent Avenue	To vary height for ADU	Issued	Issued Feb 22 2021 (to be re-issued April 12 after notification).
2020-08-DV	3339	Second Street	To vary setback and parking requirement for multifamily affordable housing	Open	Referred to APC (Dec 10 2020) and HAH (Jan 20 2021). On hold pending adoption of OCP and Zoning amendments.
2020-03-DV	3284	Second Street	ADU conversion	Open	Reviewing Application. See also 2020-06-DP

2016-04-DV	2613	Dunsmuir Avenue	To vary setback, height and lot coverage for existing dwelling and proposed ADU	Open	Reviewing.
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Development Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2021-09-DP	2874	Ulverston Avenue	New ADU	Intake	
2021-08-DP	2607	Maryport Avenue	New ADU	Intake	Waiting for information
2021-06-DP	4723	Cumberland Road	New ADU	Open	Referred to APC
2021-05-DP	2601	Dunsmuir Avenue	New ADU	Open	Referred to APC
2021-04-DP	2694	Penrith Avenue	New ADU	Open	Referred to APC
2021-03-DP	3901	Bevan Road	New warehouse and processing facility	Issued	
2021-02-DP	2781	Maryport Avenue	ADU conversion	Issued	
2021-01-DP	2522	Dunsmuir Avenue	New ADU	Issued	
2020-12-DP	3132	Grant Street	Subdivision and new industrial building	Issued	
2020-11-DP	3339	Second Street	To vary setback and parking requirement	Open	Referred to APC (Dec 10 2020) and HAH Committee (Jan 20 2021). On hold pending adoption of OCP and Zoning amendments.
2020-08-DP	4135	Cumberland Road	Portable asphalt plant	Open	Referred to APC Dec 10 2020. Waiting on further information from applicant on stormwater management.
2020-06-DP	3284	Second Street	ADU conversion	Open	Reviewing Application. See also 2020-03-DVP. Had been put on hold by applicant recently re-started.
2020-12-DP	3699	Bevan Road	2021 DP Amendment for CVRD organics transfer station	Issued	
2019-15-DP			Environmental DP for Coal Valley Estates Phase 11subdivision	Open	Put on hold during CDA amendment discussions. Report to Council Dec 14, 2020 – to be processed in conjunction with subdivision application.

Attachment 3

Subdivision Applications List to June 30, 2021

File number	Address	Street Name	Purpose	Status	PLR Expiry	Maintenance Period End
2021-03-SV		Bevan Road	Lot line adjustment	PLR	2022-06-23	
2021-02-SV		Coal Valley Estates	Coal Valley Estates Phase 11, 69 lots	Review		
2021-01-SV		Bevan Road	6-lot subdivision	PLR	2022-04-01	
2020-10-SV	3132	Grant Road	3 lot bare land strata with building conversion	PLR	2022-03-17	
2020-09-SV	2631	Derwent Avenue	4 lots	PLR	2022-03-05	
2020-08-SV	3268	Fifth Street	2 lots	PLR	2021-09-28	
2020-07-SV	2798	Ulverston Avenue	7 lots	PLR	2022-03-30	
2020-06-SV		Second Street	Consolidation for VIHA Housing Project	Review		
2020-05-SV	4703	Cumberland Road	3 lots	PLR	2022-03-26	
2020-04-SV	2814	Dunsmuir Avenue	2 lots	PLR	2021-10-07	
2019-08-SV		Maple Street	24 lots	PLR	2022-03-23	
2019-05-SV	2828	Maryport Avenue	2 lots	PLR	2021-11-25	
2019-03-SV	4700	Cumberland Road	2 lots	PLR	2021-07-03	
2019-02-SV	2640	Derwent Avenue	3 lots	PLR	2021-07-03	
2017-04-SV		Carlisle Lane	8 lots	Maintenance		2024-06-22
2017-02-SV		Coal Valley Estates	Phase 8 – 22 lots	Maintenance		2024-04-18
2015-03-SV	3216	Sutton Road	3 lots	PLR	2021-02-07	

Attachment 4

Building Permit Applications to June 30, 2021

	2020 Totals	Q1 2021	Q2 2021	2021 to date
Single Family Dwellings	36	6	2	8
Secondary Suite Conversions	14	2	0	2
Duplex	0	0	0	0
SFD Addtns & Reno's	19	1	4	5
Accessory Dwelling Units	4	3	4	7
Residential Accessory	7	10	2	12
Multi-family	2	1	0	1
Industrial & Utility	1	2	1	3
Commercial	2	0	0	0
Institutional	1	0	0	0
Demolition	2	0	0	0
TOTALS	88	25	13	38