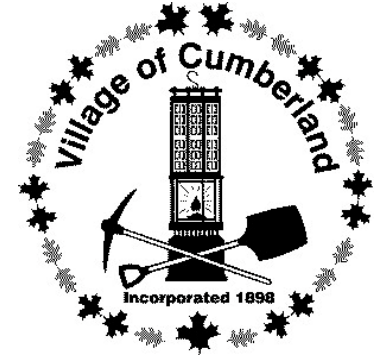


# DEVELOPMENT SERVICES QUARTERLY REPORT



MEETING DATE: January 24, 2022  
 REPORT PERIOD: October to December 2021  
 FROM: Courtney Simpson, Manager of Development Services

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## QUARTERLY SUMMARY

In the fourth quarter of 2021 the Village of Cumberland (the Village) received 7 new development applications. Six applications were closed and 33 are ongoing. In addition, 15 building permits were issued (see Attachments 1-4).

Also in this quarter, Coal Valley Estates re-activated their Phase 10/11 subdivision application, a proposal for a new manufactured home park was reviewed, and in December the Village received a rezoning application for a mixed-use development that includes 24 affordable dwellings, 25 small residential lots, and a day care. Significant projects were prepared for public launch in early 2022 including the Development Approvals Process Modernization and the Vacation Rental Regulations projects.

## Development Application Summary – Quarter 4, 2021

Application Type	New	Ongoing	Closed / Issued	Total
Amendments (OCP and Zoning)	1	3	0	4
Temporary Use Permits (TUP)	0	2	0	2
Heritage Alteration Permits (HAP)	1	1	2	4
Development Variance Permits (DV)	3	4	2	9
Development Permits (DP)	2	6	2	10
Subdivision	0	17	0	17
<b>Total</b>	<b>7</b>	<b>33</b>	<b>6</b>	<b>46</b>

## **ANNUAL SUMMARY**

In 2021 there were 45 new development application representing the second highest number of any previous year (see Attachment 5 – Development Applications 2016-2021). Also in 2021, there were 67 building permits issued which is down from a peak of 111 in 2018 (see Attachment 6 – Building Trends). Overall, new development applications tend to have a higher degree of complexity which is straining current systems and resources. The Development Approvals Process Modernization project currently underway will assist the Village in streamlining its processes and preparing for a continued high volume and complexity of applications in the coming years.

## **ATTACHMENTS**

1. Amendment Applications List Quarter 4, 2021
2. Permit Applications List to Quarter 4, 2021
3. Subdivision Applications List to Quarter 4, 2021
4. Building Permit Issued to Quarter 4, 2021
5. Development Applications 2016-2021
6. Building Trends

## ATTACHMENT 1

### Amendment Applications List Quarter 4, 2021

*This list includes active applications, and applications that closed within this quarter.*

<b>File Number</b>	<b>Address</b>	<b>Purpose</b>	<b>Recent Activity</b>
<b>2021-03-RZ</b>	Lot A, Ulverston Avenue (near Royston Road)	Zoning Amendment for a 2.66 ha undeveloped lot to new mixed use zone for 24 units of affordable home ownership, 25 small lot residential and a daycare facility.	Reviewing application
<b>2021-02-RZ</b>	3699 Bevan Road	To expand landfill lechate equalization pond. Zoning Amendment from I-2 Heavy Industrial to I-4 Refuse Industrial.	Preparing initial staff report
<b>2020-02-OCP</b>	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. Applicant seeking federal funding.
<b>2019-02-OCP</b>	Horbury Road (Comox Lake)	OCP and Zoning Amendment	Early agency referrals sent Dec 9, 2021. Presented at Watershed Advisory Group meeting on Dec 16, 2021. Deadline for referral comments Jan 21, 2022.

## ATTACHMENT 2

### Permit Applications List Quarter 4, 2021

*These lists includes active applications, and applications that closed within this quarter.*

#### **Temporary Use Permits**

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2021-01-TUP</b>	4693	Cumberland Road	Automotive Shop	Open	Approved by Council Sep 27 2021. To be issued pending payment of municipal tickets.
<b>2020-01-TUP</b>	4640	Cumberland Road	Yoga, fitness and dance studio	Open	Permit approved Oct 14 2020 pending completion of final condition (accessible parking space).

#### **Heritage Alteration Permits**

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2021-03-HAP</b>	2732	Dunsmuir Avenue	HAP amendment to extend covered patio roof	New	Reviewing application
<b>2021-02-HAP</b>	2714	Dunsmuir Avenue	New mixed-use building at site of Cumberland Hotel	Issued	Approved Dec 13, 2021
<b>2019-01-HAP</b>	2700	Dunsmuir Avenue	New mixed-use building on vacant lot	Issued	Permit approved Nov 26 2019 pending conditions. Revised November 2020. Permit issued. Mural design to be presented. Security deposit for mural due at Building Permit.
<b>2015-01-HAP</b>	2692	Dunsmuir Avenue	Renovation of Waverley Hotel	Open	Outstanding issues with HAP. Final inspection ready to be scheduled.

**Development Variance Permits**

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2021-24-DV</b>	2782	Ulverston Avenue	Reduce rear exterior setback from 3.0m to 1.5m for deck on fourplex	New	Reviewing application
<b>2021-23-DV</b>	2732	Dunsmuir Avenue	Increase lot coverage for patio roof extension	New	Reviewing application
<b>2021-21-DV</b>	3025	Royston Road	Reduce width of access to Manufactured Home Park to 6.5m from 8.0m and vary requirement for second access to a public road	Open	Reviewing application
<b>2021-20-DV</b>	2552	Kendal Avenue	Increase lot coverage for SFD addition	Issued	Approved Nov. 8, 2021
<b>2021-19-DV</b>	2779	Ulverston Avenue	Side and rear setback variance for ADU conversion	Open	Initial report to Council November 22, 2021 and referral to APC
<b>2021-11-DV</b>	2714	Dunsmuir Avenue	Vary parking, height and lot coverage for new Mixed use building at site of Cumberland Hotel.	Issued	Height and lot coverage variances issued Dec. 13, 2021. Parking variance denied.
<b>2020-08-DV</b>	3345, 3341, 3339	Second Street	Vary setback and parking requirement for multi-family affordable housing	Open	On hold pending adoption of OCP and Zoning amendments. See also 2020-02-OCP
<b>2020-03-DV</b>	3284	Second Street	ADU conversion	Open	Reviewing application. See also 2020-06-DP
<b>2016-04-DV</b>	2613	Dunsmuir Avenue	Vary setback, height and lot coverage for existing dwelling and proposed ADU	Open	Reviewing application

**Development Permits**

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2021-14-DP</b>	3699	Bevan Road	Landfill leachate equalization pond expansion	New	Reviewing application. See also 2021-02-RZ.
<b>2021-13-DP</b>	2721	Derwent Avenue	New ADU	New	Reviewing application
<b>2021-12-DP</b>	2779	Ulverston Avenue	ADU conversion	Open	Initial report to Council November 22, 2021 and referral to APC. See also 2021-19-DV.
<b>2021-10-DP</b>	3025	Royston Road	New Manufactured Home Park	Open	Reviewing application
<b>2021-09-DP</b>	2872	Ulverston Avenue	New ADU	Issued	Approved Nov. 8, 2021
<b>2021-08-DP</b>	2607	Maryport Avenue	New ADU	Open	Initial report to Council Nov. 22, 2021 and referral to APC.
<b>2020-11-DP</b>	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.
<b>2020-08-DP</b>	4135	Cumberland Road	Portable asphalt plant	Closed	Closed due to inactivity.
<b>2020-06-DP</b>	3284	Second Street	ADU conversion	Open	Reviewing Application. See also 2020-03-DVP. Had been put on hold by applicant recently re-started.
<b>2019-15-DP</b>			Environmental DP for Coal Valley Estates Phase 11 subdivision	Open	On hold. Initial report to Council Dec 14, 2020. To be processed in conjunction with subdivision application.

### ATTACHMENT 3

#### Subdivision Applications List Quarter 4, 2021

*This list includes active subdivision, and subdivision that closed within this quarter.*

File number	Address	Street Name	Purpose	Status	Recent Activity
2021-04-SV	3400	Mill Street	2 lots	PLR	
2021-02-SV		Coal Valley Estates	Coal Valley Estates Phase 10/11, 69 residential lots plus multi-family, seniors housing and mixed use	Review	Application re-activated Oct 2021. Working with applicant on information required to prepare PLR.
2021-01-SV		Beck Road (new road)	6-lot industrial	DSA	Construction underway
2020-10-SV	3132	Grant Road	3 lot bare land strata industrial with building conversion	PLR	
2020-09-SV	2631	Derwent Avenue	4 lot residential	PLR	
2020-08-SV	3268	Fifth Street	2 lot residential	Maintenance	
2020-07-SV	2798	Ulverston Avenue	4 lot residential (revised application)	Review	
2020-06-SV		Second Street	Consolidation for VIHA Housing Project	Complete	
2020-05-SV	4703	Cumberland Road	3 lot residential	PLR	
2020-04-SV	2814	Dunsmuir Avenue	2 lot residential	PLR	
2019-08-SV		Maple Street	24 lot residential	DSA	Construction underway
2019-05-SV	2828	Maryport Avenue	2 lot residential	Maintenance	
2019-03-SV	4700	Cumberland Road	2 lot residential	Maintenance	
2019-02-SV	2640	Derwent Avenue	3 lot residential	Maintenance	
2017-04-SV		Carlisle Lane	8 lot residential	Maintenance	
2017-02-SV		Coal Valley Estates	Phase 8 – 22 lot residential	Maintenance	
2015-03-SV	3216	Sutton Road	3 lot residential	PLR	

**ATTACHMENT 4****Building Permits Issued Quarter 4, 2021**

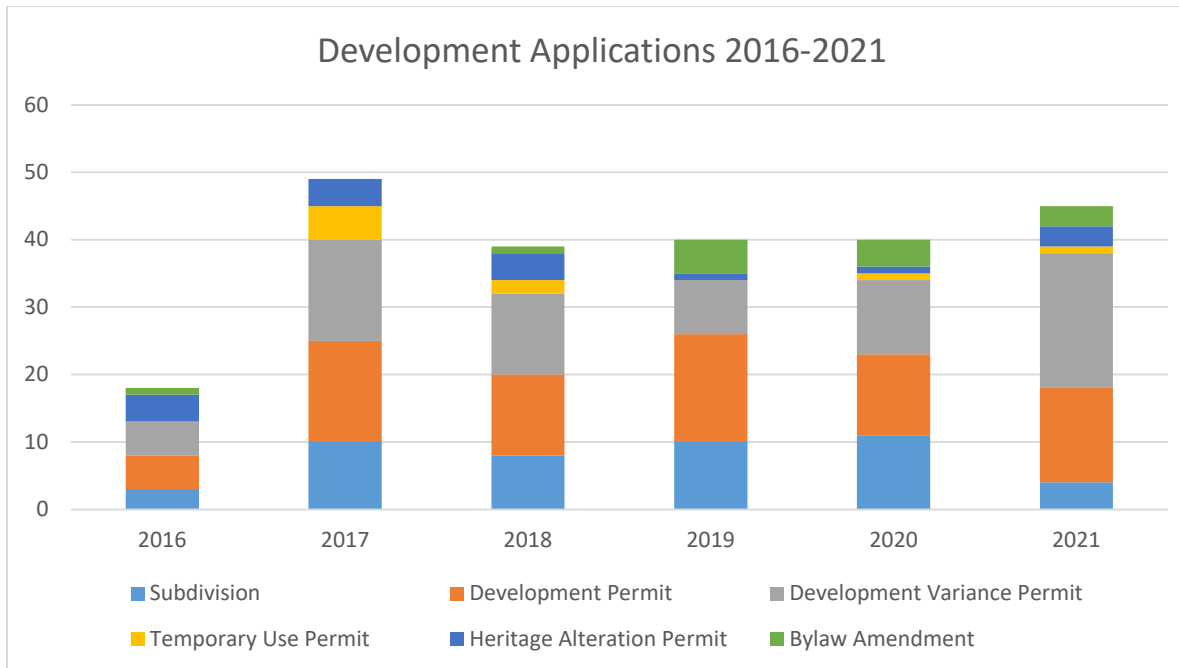
	<b>2020 Totals</b>	<b>Q1 2021</b>	<b>Q2 2021</b>	<b>Q3 2021</b>	<b>Q4 2021</b>	<b>2021 Totals</b>
<b>Single Family Dwellings</b>	36	6	2	4	5	17
<b>Secondary Suite Conversions</b>	14	2	0	0	3	5
<b>Duplex</b>	0	0	0	0	0	0
<b>SFD Addtns &amp; Reno's</b>	19	1	4	2	4	11
<b>Accessory Dwelling Units</b>	4	3	4	2	1	10
<b>Residential Accessory</b>	7	10	2	0	1	13
<b>Multi-family</b>	2	1	0	1	0	2
<b>Industrial &amp; Utility</b>	1	2	1	1	1	5
<b>Commercial</b>	2	0	0	1	0	1
<b>Institutional</b>	1	0	0	1	0	1
<b>Demolition</b>	2	0	0	2	0	2
<b>TOTALS</b>	<b>88</b>	<b>25</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>67</b>



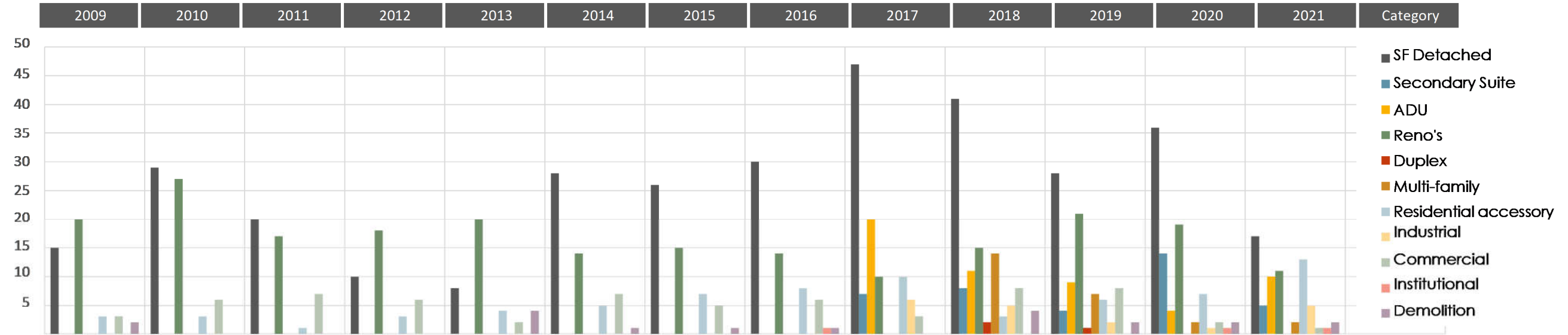
**ATTACHMENT 5**

**Development Applications 2016-2021**

Application type	2016	2017	2018	2019	2020	2021
Subdivision	3	10	8	10	11	4
Development Permit	5	15	12	16	12	14
Development Variance Permit	5	15	12	8	11	20
Temporary Use Permit	0	5	2	0	1	1
Heritage Alteration Permit	4	4	4	1	1	3
Bylaw Amendment	1	0	1	5	4	3
<b>Total</b>	<b>18</b>	<b>49</b>	<b>39</b>	<b>40</b>	<b>40</b>	<b>45</b>



# BUILDING TRENDS



year	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total	Trend
SF Detached	15	29	20	10	8	28	26	30	47	41	28	36	17	335	
Secondary Suite	0	0	0	0	0	0	0	0	7	8	4	14	5	38	
ADU	0	0	0	0	0	0	0	0	20	11	9	4	10	54	
Reno's	20	27	17	18	20	14	15	14	10	15	21	19	11	221	
Duplex	0	0	0	0	0	0	0	0	0	2	1	0	0	3	
Multi-family	0	0	0	0	0	0	0	0	0	14	7	2	2	25	
Residential accessory	3	3	1	3	4	5	7	8	10	3	6	7	13	73	
Industrial	0	0	0	0	0	0	0	0	6	5	2	1	5	19	
Commerical	3	6	7	6	2	7	5	6	3	8	8	2	1	64	
Institutional	0	0	0	0	0	0	0	1	0	0	0	1	1	3	
Demolition	2	0	0	0	4	1	1	1	0	4	2	2	2	19	
<b>Total Permits</b>	<b>43</b>	<b>65</b>	<b>45</b>	<b>37</b>	<b>38</b>	<b>55</b>	<b>54</b>	<b>60</b>	<b>103</b>	<b>111</b>	<b>88</b>	<b>88</b>	<b>67</b>	<b>854</b>	