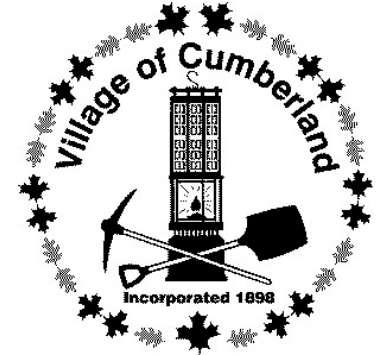


DEVELOPMENT SERVICES QUARTERLY REPORT



MEETING DATE: July 17, 2023
 REPORT PERIOD: April to June 2023
 FROM: Courtney Simpson, Manager of Development Services

QUARTERLY SUMMARY

In the first quarter of 2023 the Village of Cumberland received 12 new development applications. Five applications were closed and 24 are ongoing. Thirty-one building permits were issued, 16 of which are for new dwelling units.

The focus of policy work this quarter was launch of the Official Community Plan Review project with the “Plan Your Street” community engagement event in May. The new Development Procedures Bylaw was adopted as part of the Development Approvals Process Modernization project, and work progressed on the Tree Protection Bylaw project.

Staffing changes this quarter impacted departmental operations; the building inspection contract with the Comox Valley Regional District came to an end, and a new contract began with an independent Building Official. The Planner 1 position was vacant for much of June (and will be vacant for July).

Development Application Summary – Quarter 2, 2023

| Application Type | New | Ongoing | Closed / Issued | Total |
|-----------------------------------|-----------|-----------|-----------------|-----------|
| Amendments (OCP and Zoning) | 0 | 2 | 0 | 2 |
| Temporary Use Permits (TUP) | 1 | 0 | 0 | 1 |
| Heritage Alteration Permits (HAP) | 1 | 1 | 0 | 2 |
| Development Variance Permits (DV) | 4 | 2 | 4 | 8* |
| Board of Variance | 2 | 0 | 0 | 2 |
| Development Permits (DP) | 4 | 2 | 1 | 6* |
| Subdivision | 0 | 17 | 0 | 17 |
| Total | 12 | 24 | 5 | 38 |

*two DV’s and one DP were opened and issued within Quarter 2. Totals are adjusted to account for this.

ATTACHMENTS

1. Amendment Applications List Quarter 2, 2023
2. Permit Applications List Quarter 2, 2023
3. Board of Variance Applications List Quarter 2, 2023
4. Subdivision Applications List Quarter 2, 2023
5. Building Permit Issued to Quarter 2, 2023

ATTACHMENT 1 - Amendment Applications List Quarter 2, 2023

| File Number | Address | Purpose | Recent Activity |
|--------------------|-------------------------------|--|--|
| 2020-02-OCP | 3345, 3341, 3339 Second St | OCP and Zoning Amendment for a 22-unit affordable rental apartment building | Adopted July 10, 2023 |
| 2019-02-OCP | Horbury Road (Comox Lake) | OCP and Zoning Amendment for Comox Lake Land Corporation | Early agency referrals sent Dec 9, 2021. Report to Council Aug 8, 2022 with referral to APC. Applicant hosted public information meeting November 16, 2022. Preparing draft bylaws. |

ATTACHMENT 2 - Permit Applications List Quarter 2, 2023

Temporary Use Permits

| File Number | Address | Street Name | Purpose | Status | Recent Activity |
|--------------------|----------------|--------------------|-----------------|---------------|------------------------|
| 2023-01-TUP | 2701 | Dunsmuir Avenue | Cannabis Retail | Open | Reviewing application |

Heritage Alteration Permits

| File Number | Address | Street Name | Purpose | Status | Recent Activity |
|--------------------|----------------|--------------------|----------------------------|---------------|---------------------------|
| 2023-02-HAP | 2723 | Dunsmuir Avenue | Renovate King George Hotel | Open | Reviewing application |
| 2023-01-HAP | 2713c | Dunsmuir Avenue | New exterior door | Open | Applicant has put on hold |

Development Variance Permits

| File Number | Address | Street Name | Purpose | Status | Recent Activity |
|--------------------|----------------|---------------------|--|---------------|---|
| 2023-05-DV | 3274 | Third Street | Reduce parking requirement | Open | Reviewing file |
| 2023-04-DV | 2934 | Ulverston Avenue | Reduce setbacks to accommodate wastewater treatment plant | Issued | Approved by Council May 29, 2023 |
| 2023-03-DV | 2794 | Beck Avenue | Increase GFA for caretaker's residence | Issued | Approved by Council May 29, 2023 |
| 2023-02-DV | 3025 | Royston Road | To increase height of dwellings from 4.5m to 5.5m and allow for secondary access to manufactured home part to be emergency access to private road. | Issued | Approved by Council May 29, 2023 |
| 2022-11-DV | 2818 | Maryport Avenue | To increase GFA of ADU as a percentage of the primary dwelling | Issued | Approved by Council April 11, 2023 |
| 2022-09-10 | | Coal Valley Estates | To vary road standard in Subdivision and Development | Open | Reviewing application (see also 2022-07-DP) |

| | | | | | |
|-------------------|------------------------|-----------------|--|------|---|
| | | | Bylaw for one road in Phase 10/11 subdivision application | | |
| 2022-09-DV | 2540 | Dunsmuir Avenue | To reduce front setback for dwelling addition | Open | Approved by Council April 11, 2023 |
| 2020-08-DV | 3345, 3341, 3339 | Second Street | Vary setback and parking requirement for multi-family affordable housing | Open | Report for issuance in progress now that OCP and Zoning amendments adopted. |

Development Permits

| File Number | Address | Street Name | Purpose | Status | Recent Activity |
|--------------------|----------------|---------------------|---|---------------|---|
| 2023-04-DP | | Bevan Road | 2-lot subdivision | Issued | Approved by Council July 10, 2023 |
| 2023-03-DP | 2956 | Ulverston Avenue | New modular trailer for industrial use | Open | Applicant requested time to make changes |
| 2023-02-DP | 4640 | Cumberland Road | New warehouse building | Open | Waiting for further information |
| 2023-01-DP | 2793 | Beck Avenue | New industrial and yard | Open | Waiting for further information |
| 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. |
| 2019-15-DP | | Coal Valley Estates | Coal Valley Estates Phase 10/11, 69 residential lots plus multi-family, seniors housing and mixed use | Open | Application re-activated November 2022. Reviewing updated application. |

ATTACHMENT 3 – Board of Variance Applications List Quarter 2, 2023

| File Number | Address | Street Name | Purpose | Status | Recent Activity |
|--------------------|----------------|--------------------|--|---------------|------------------------|
| 2023-02-BOV | 3419 | Bevan Road | Reduce front and side setbacks for accessory buildings | Open | Reviewing File |
| 2023-01-BOV | 2560 | Dunsmuir Avenue | Reduce front setback for new porch (Camp Road) | Open | Reviewing File |

ATTACHMENT 3 - Subdivision Applications List Quarter 1, 2023

| File number | Address | Street Name | Purpose | Status | Recent Activity |
|--------------------|----------------|---------------------|---|---------------|---|
| 2023-01-SV | | Bevan Road | 2 lot industrial | PLR | Reviewing for final approval |
| 2022-02-SV | 2807 | Windermere Avenue | 2 lot residential | PLR | PLR expires October 27, 2023 |
| 2021-04-SV | 3400 | Mill Street | 2 lot residential | Maintenance | Plan registered 2 nd quarter 2022 |
| 2021-02-SV | | Coal Valley Estates | Coal Valley Estates Phase 10/11, 69 residential lots plus multi-family, seniors housing and mixed use | PLR | PLR Issued March 18, 2022. |
| 2021-01-SV | | Beck Avenue | 6 lot industrial | Maintenance | Plan registered 4 th quarter 2022 |
| 2020-10-SV | 3132 | Grant Road | 3 lot bare land strata industrial with building conversion | DSA | Final legal review |
| 2020-09-SV | 2631 | Derwent Avenue | 4 lot residential | DSA | Final legal review |
| 2020-08-SV | 3268 | Fifth Street | 2 lot residential | Maintenance | |
| 2020-07-SV | 2798 | Ulverston Avenue | 4 lot residential (revised application) | PLR | PLR extended to Oct 27, 2023 |
| 2020-04-SV | 2814 | Dunsmuir Avenue | 2 lot residential | Maintenance | |
| 2019-08-SV | | Maple Street | 24 lot residential | Maintenance | Park construction and boulevard planting still to occur |
| 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 | Maintenance | Plan registered 2 nd quarter 2022 |

ATTACHMENT 4 - Building Permits Issued Quarter 2, 2023

Note: A new dwelling with suite is now reported as "duplex" due to changes in the way Statistics Canada records this data.

| | 2022 Totals | Q1 2023 | Q2 2023 | Q3 2023 | Q4 2023 | 2023 Totals |
|--------------------------------------|--------------------|----------------|----------------|----------------|----------------|--------------------|
| Single Family Dwellings (SFD) | 17 | 5 | 9 | | | 14 |
| Secondary Suite Conversions | 5 | 2 | 4 | | | 6 |
| Duplex | 0 | 2 | 0 | | | 2 |
| SFD Addtns & Reno's | 11 | 5 | 10 | | | 15 |
| Accessory Dwelling Units | 10 | 1 | 3 | | | 4 |
| Residential Accessory | 13 | 0 | 1 | | | 1 |
| Multi-family | 2 | 0 | 0 | | | 0 |
| Industrial & Utility | 5 | 1 | 2 | | | 3 |
| Commercial | 1 | 0 | 0 | | | 0 |
| Institutional | 1 | 0 | 1 | | | 1 |
| Demolition | 2 | 1 | 1 | | | 2 |
| TOTALS | 67 | 17 | 31 | | | 48 |
| <i>New dwelling units</i> | <i>38</i> | <i>11</i> | <i>16</i> | | | <i>27</i> |