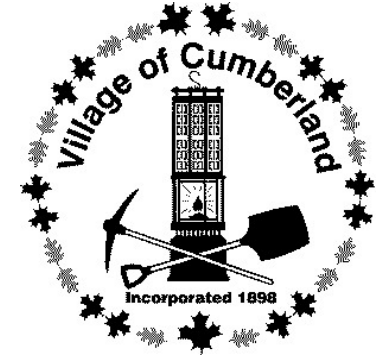


# DEVELOPMENT SERVICES QUARTERLY REPORT



MEETING DATE: October 30, 2023  
 REPORT PERIOD: July to September 2023  
 FROM: Courtney Simpson, Manager of Development Services

## QUARTERLY SUMMARY

In the third quarter of 2023 the Village of Cumberland received 8 new development applications. Twelve applications were closed and 25 are ongoing. Twenty-nine building permits were issued, 15 of which are for new dwelling units.

The focus of policy work this quarter was the Official Community Plan Review project with a summary of phase 1 engagement presented to Council in July, and background work with committees to prepare for the next phase of engagement over the summer. Work progressed on the Tree Protection Bylaw project with preparation of a draft bylaw for legal review. The Development Approvals Process Modernization project continues with work on internal procedures manual, new public application guides, and online application submission system.

The Planner 1 vacancy for the first month of this quarter impacted departmental operations, and the department is now fully staffed.

## Development Application Summary – Quarter 3, 2023

Application Type	New	Ongoing	Closed / Issued	Total
Amendments (OCP and Zoning)	1	1	1	3
Temporary Use Permits (TUP)	1	0	0	1
Heritage Alteration Permits (HAP)	0	2	0	2
Development Variance Permits (DV)	4	2	5	7*
Development Permits (DP)	0	3	3	6
Board of Variance	1	0	2	3
Subdivision	1	17	1	18
<b>Total</b>	<b>8</b>	<b>25</b>	<b>12</b>	<b>33</b>

\*four DV's were both opened and issued within Quarter 3. Totals are adjusted to account for this.

## **ATTACHMENTS**

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

**ATTACHMENT 1 - Amendment Applications List Quarter 3, 2023**

<b>File Number</b>	<b>Address</b>	<b>Purpose</b>	<b>Recent Activity</b>
<b>2023-01-RZ</b>	Lot A, Ulverston Avenue	Mixed use with 38 townhouses and apartment units contained within two 4-storey rental apartment buildings, and one 3-storey mixed use building with commercial space on the ground level and apartment units above.	Internal referral complete, comprehensive letter issued (in Q4). Awaiting response from agency referral, and APC review.
<b>2020-02-OCP</b>	3345, 3341, 3339 Second St	OCP and Zoning Amendment for a 22-unit affordable rental apartment building	Adopted July 10, 2023
<b>2019-02-OCP</b>	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 3, 2023**

***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>2023-01-TUP</b>	2701	Dunsmuir Avenue	Cannabis Retail	Open	Referral from LCRB received September 20. Awaiting LCRB referral application to Village from applicant (received Oct 20), and site plan.

***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>2023-02-HAP</b>	2723	Dunsmuir Avenue	Renovate King George Hotel	Open	Referred to Heritage Committee
<b>2023-01-HAP</b>	2713c	Dunsmuir Avenue	New exterior door	Open	Application transferred to new owner

***Development Variance Permits***

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Delegated Approval (y/n)</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2023-09-DV</b>	2516	Lindale Avenue	To increase maximum height of existing retaining wall along the east interior side lot line from 1.2m to 2.13m.	Y	Reviewing	Building permit for retaining wall noted as requirement on occupancy inspection slip for house in April 2021. Applicant now seeking to resolve.
<b>2023-08-DV</b>	2793	Beck Avenue	To increase height of an accessory building, the maintenance bay, from 4.5 m to 5.8 m.	N	Issued	Approved by Council September 25, 2023
<b>2023-07-DV</b>	2752	Maryport Avenue	To increase maximum length of a projection into a required setback from 40%	Y	Issued	Approved by Manager September 20, 2023

			of façade length to 100%, for new ADU			
<b>2023-06-DV</b>	2747	Windermere Avenue	To increase maximum length of a projection into a required setback from 40% of façade length to 100%, for new ADU	Y	Issued	Approved by Manager September 20, 2023
<b>2023-05-DV</b>	3274	Third Street	Reduce off street parking requirement from three to zero for new tenant, Gravity MTB	Y	Issued	Approved by Manager August 24, 2023
<b>2022-09-10</b>		Coal Valley Estates	To vary road standard in Subdivision and Development Bylaw for one road in Phase 10/11 subdivision application	N	Open	Waiting for updated environmental report from applicant for DP (see also 2022-07-DP)
<b>2020-08-DV</b>	3345, 3341, 3339	Second Street	To vary setback and parking requirement for multi-family affordable housing	N	Issued	Approved by Council September 11, 2023

***Development Permits***

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2023-04-DP</b>		Bevan Road	2-lot subdivision	Issued	Approved by Council July 10, 2023
<b>2023-03-DP</b>	2956	Ulverston Avenue	New modular trailer for industrial use	Open	Applicant requested time to make changes
<b>2023-02-DP</b>	4640	Cumberland Road	New warehouse building	Open	Waiting for further information
<b>2023-01-DP</b>	2793	Beck Avenue	New industrial and yard	Issued	Approved by Council September 25, 2023
<b>2020-11-DP</b>	3339	Second Street	To vary setback and parking requirement	Issued	Approved by Council September 11, 2023
<b>2019-15-DP</b>		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. Waiting for updated environmental report from applicant.

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

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2023-04-BOV</b>	2100	Horbury Road	To renovate the existing 118m <sup>2</sup> non-conforming cabin and construct a 14m <sup>2</sup> first storey addition and 38m <sup>2</sup> loft addition, for a total gross floor area of 170m <sup>2</sup>	Open	Reviewing file (approved October 10, in Q4)
<b>2023-03-BOV</b>	3419	Bevan Road	Reduce front and side setbacks for accessory buildings	Closed	BoV approved variance to setbacks for one accessory building and denied variance for setbacks to two others, August 16, 2023
<b>2023-02-BOV</b>	2560	Dunsmuir Avenue	Reduce front setback for new porch (Camp Road)	Closed	BoV approved variance August 16, 2023

**ATTACHMENT 4 - Subdivision Applications List Quarter 3, 2023**

<b>File number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2023-02-SV</b>	4703	Cumberland Road	7 lot residential bare land strata	Reviewing	PLR issued October 20, 2023 (Q4)
<b>2023-01-SV</b>		Bevan Road	2 lot industrial	Closed	No maintenance period required
<b>2022-02-SV</b>	2807	Windermere Avenue	2 lot residential	PLR	
<b>2021-04-SV</b>	3400	Mill Street	2 lot residential	Maintenance	
<b>2021-02-SV</b>		Coal Valley Estates	Coal Valley Estates Phase 10/11, 69 residential lots plus multi-family, seniors housing and mixed use	PLR	
<b>2021-01-SV</b>		Beck Avenue	6 lot industrial	Maintenance	
<b>2020-10-SV</b>	3132	Grant Road	3 lot bare land strata industrial with building conversion	Maintenance	
<b>2020-09-SV</b>	2631	Derwent Avenue	4 lot residential	Maintenance	
<b>2020-08-SV</b>	3268	Fifth Street	2 lot residential	Maintenance	
<b>2020-07-SV</b>	2798	Ulverston Avenue	4 lot residential (revised application)	PLR	
<b>2020-04-SV</b>	2814	Dunsmuir Avenue	2 lot residential	Maintenance	
<b>2019-08-SV</b>		Maple Street	24 lot residential	Maintenance	Park construction and boulevard planting still to occur
<b>2019-05-SV</b>	2828	Maryport Avenue	2 lot residential	Maintenance	
<b>2019-03-SV</b>	4700	Cumberland Road	2 lot residential	Maintenance	
<b>2019-02-SV</b>	2640	Derwent Avenue	3 lot residential	Maintenance	
<b>2017-04-SV</b>		Carlisle Lane	8 lot residential	Maintenance	
<b>2017-02-SV</b>		Coal Valley Estates	Phase 8 – 22 lot residential	Maintenance	
<b>2015-03-SV</b>	3216	Sutton Road	3 lot residential	Maintenance	

**ATTACHMENT 5 - Building Permits Issued Quarter 3, 2023**

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

	<b>2022 Totals</b>	<b>Q1 2023</b>	<b>Q2 2023</b>	<b>Q3 2023</b>	<b>Q4 2023</b>	<b>2023 Totals</b>
<b>Single Family Dwellings (SFD)</b>	17	5	9	7		21
<b>Secondary Suite Conversions</b>	5	2	4	3		9
<b>Duplex</b>	0	2	0	0		2
<b>SFD Addtns &amp; Reno's</b>	11	5	10	7		22
<b>Accessory Dwelling Units</b>	10	1	3	5		9
<b>Residential Accessory</b>	13	0	1	0		1
<b>Multi-family</b>	2	0	0	0		0
<b>Industrial &amp; Utility</b>	5	1	2	2		5
<b>Commercial</b>	1	0	0	2		2
<b>Institutional</b>	1	0	1	1		2
<b>Demolition</b>	2	1	1	0		2
<b>TOTALS</b>	<b>67</b>	<b>17</b>	<b>31</b>	<b>29</b>		<b>77</b>
<i>New dwelling units</i>	38	11	16	15		43