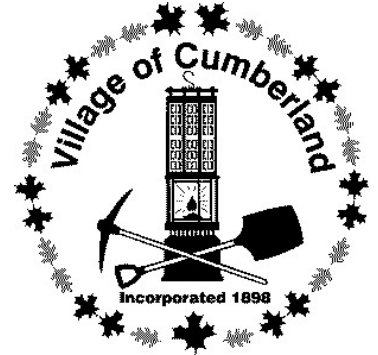


# DEVELOPMENT SERVICES QUARTERLY REPORT



MEETING DATE: January 22, 2024  
REPORT PERIOD: October to December 2023  
FROM: Courtney Simpson, Manager of Development Services

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## **QUARTERLY SUMMARY**

In the fourth quarter of 2023 the Village of Cumberland received no new development applications. Five applications were closed and 24 are ongoing. Thirteen building permits were issued, ten of which are for new dwelling units.

Work on the Official Community Plan (OCP) Review this quarter included continued work with Committees, launch of the Climate Action Plan led by a team of consultants, and awarding a contract for the Complete Communities Assessment project. The second phase of public engagement for the OCP Review was postponed from Fall 2023 after receipt of the grant for the Complete Communities Assessment and is now planned for spring 2024.

Public engagement on the Climate Action Plan is planned for winter 2024, starting with a Climate Action Cafe on Tuesday, February 6 from 5 p.m. - 8 p.m. at the Masonic Hall. The event invites the public to contribute their ideas and views on policies and actions that reduce greenhouse gas emissions and improve the resilience of Cumberland's natural and built infrastructure. An online meeting is planned the following week, on Thursday, February 15 from 6:30 to 8:30 pm. A summary of the draft actions will be presented to the Advisory Planning Commission and Council for feedback prior to finalizing the plan.

The draft Tree Protection Bylaw underwent legal review. The Development Approvals Process Modernization Project Phase 1 concluded with new development application guides and internal procedures received from the consultant. The new guides will be posted to the Village website. Phase 2 includes the online development application portal for completion in 2024.

In November, the Bylaw Enforcement Officer position moved from the Protective Services Department to Development Services. The new Planning Technologist position was filled and the new employee started work in December.

### Development Application Summary – Quarter 4, 2023

Application Type	New	Ongoing	Closed / Issued	Total
Amendments (OCP and Zoning)	0	2	0	2
Temporary Use Permits (TUP)	0	0	1	1
Heritage Alteration Permits (HAP)	0	1	1	2
Development Variance Permits (DV)	0	1	1	2
Development Permits (DP)	0	3	0	3
Board of Variance	0	0	1	1
Subdivision	0	17	1	18
<b>Total</b>	<b>0</b>	<b>24</b>	<b>5</b>	<b>29</b>

### ATTACHMENTS

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

**ATTACHMENT 1 - Amendment Applications List Quarter 4, 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. Applicant completing impact studies. Awaiting response from agency referral. Next step is referral to APC.
<b>2019-02-OCP</b>	Horbury Road (Comox Lake)	OCP and Zoning Amendment for Comox Lake Land Corporation	Preparing draft bylaws.

**ATTACHMENT 2 - Permit Applications List Quarter 4, 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	Issued	Approved by Council November 14, 2023

***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	Issued	Approved by Council October 30, 2023
<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	Issued	Approved by Manager November 23, 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)

**Development Permits**

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2023-03-DP</b>	2956	Ulverston Avenue	New modular trailer for industrial use	Open	Waiting for further information from applicant
<b>2023-02-DP</b>	4640	Cumberland Road	New warehouse building	Open	Requested information received, reviewing application.
<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	Waiting for updated environmental report from applicant.

**ATTACHMENT 3 – Board of Variance Applications List Quarter 4, 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	Approved by Board of Variance October 10, 2023

**ATTACHMENT 4 - Subdivision Applications List Quarter 4, 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
<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)	Expired	Expired in Q4
<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 4, 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	10	31
<b>Secondary Suite Conversions</b>	5	2	4	3	0	9
<b>Duplex</b>	0	2	0	0	0	2
<b>SFD Additions and Renovations</b>	11	5	10	7	2	24
<b>Accessory Dwelling Units</b>	10	1	3	5	1	10
<b>Residential Accessory</b>	13	0	1	0	0	1
<b>Multi-family</b>	2	0	0	0	0	0
<b>Industrial &amp; Utility</b>	5	1	2	2	0	5
<b>Commercial</b>	1	0	0	2	0	2
<b>Institutional</b>	1	0	1	1	1	3
<b>Demolition</b>	2	1	1	0	1	3
<b>TOTALS</b>	<b>67</b>	<b>17</b>	<b>31</b>	<b>29</b>	<b>13</b>	<b>90</b>
<i>New dwelling units</i>	<i>38</i>	<i>11</i>	<i>16</i>	<i>15</i>	<i>10</i>	<i>53</i>