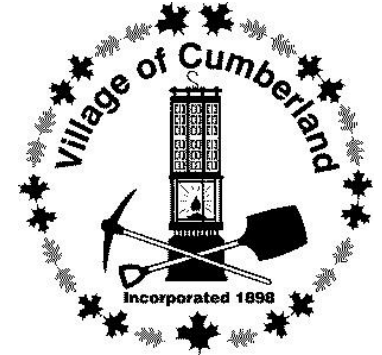


DEVELOPMENT AND BYLAW SERVICES QUARTERLY REPORT



MEETING DATE: April 6, 2024
REPORT PERIOD: January to March 2024
FROM: Courtney Simpson, Director of Development and Bylaw Services

QUARTERLY SUMMARY

In the first quarter of 2024, the Village of Cumberland received three new development applications. Seven applications were closed and 26 are ongoing. Thirteen building permits were issued, including two new dwelling units. In Bylaw Services, there was a slightly higher than average call volume.

At the end of 2023, the BC Government passed several new pieces of legislation that apply across the Province and impact the Village of Cumberland's land use planning framework. The intent of the provincial updates is to fulfill the [Homes for People](#) plan priorities to aggressively close the gap between housing supply and demand in BC. Learning the details of the new legislation they impact the Village has taken a significant amount of Development Services staff resources this quarter.

Development Services has been short-staffed since November when Bylaw Services came into the department as we have been unable to fill the permanent Planning Technician position. This position was intended to increase the capacity of the department so there were sufficient resources to free up some of the Director's time to assume management of Bylaw Services. There are several Council priority projects in Bylaw Services including a service review, adoption of a new nuisance bylaw, bylaw enforcement policy, and the bylaw offence notification system. Assistance of a planning consultant has provided some capacity but has not entirely filled the gap. As a consequence, some projects are behind schedule. A temporary Planning Technician was recently hired will begin full-time work in mid-April through August. We continue to work towards filling the position on a permanent basis.

Work on the Official Community Plan (OCP) Review is the top priority for long-range planning, and this quarter included continued public engagement on the Climate Action Plan and launch of the Complete Communities Assessment project. The second phase of public engagement for the OCP Review is planned for spring 2024.

Other long-range planning projects are behind schedule including the draft Tree Protection Bylaw and Development Approvals Process Modernization Project Phase 2, the online development application portal. A review of the cannabis retail policy and mobile vending regulations are also underway.

ATTACHMENTS

1. Development Applications Summary Quarter 1, 2024
 - a. Amendment Applications List
 - b. Permit Applications List
 - c. Subdivision Applications List
 - d. Building Permits Issued
2. Bylaw Services Summary Quarter 1, 2024

ATTACHMENT 1 – Development Application Summary Quarter 1, 2024

Application Type	New	Ongoing	Closed / Issued	Total
Amendments (OCP and Zoning)	0	2	0	2
Temporary Use Permits (TUP)	0	0	0	0
Heritage Alteration Permits (HAP)	2	0	1	3
Development Variance Permits (DV)	0	0	1	1
Development Permits (DP)	1	2	1	4
Board of Variance	0	0	0	0
Subdivision	0	12	4	16
Total	3	16	7	26

1.a) Amendment Applications List

File Number	Address	Purpose	Recent Activity
2023-01-RZ	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.	Public information meeting held March 14, 2024. Applicant completed most of the studies requested. Review of studies underway, and awaiting submission of all studies.
2019-02-OCP	Horbury Road (Comox Lake)	OCP and Zoning Amendment for Comox Lake Land Corporation	Draft bylaw presented to Council January 22, 2024, referred back to staff with changes and for more information.

1.b) Permit Applications List

Temporary Use Permits

None

Heritage Alteration Permits

File Number	Address	Street Name	Purpose	Delegated Approval (y/n)	Status	Recent Activity
2024-01-HAP	2699	Dunsmuir Avenue	New exterior door	N	Open	Re-application of 2023-01-HAP by new owner. Initial report to Council, referred to Heritage Committee.
2024-02-HAP	2720	Dunsmuir Avenue	Replacing wood window frame and glass with aluminum frames and new glass	Y	Open	Report prepared to Manager for issuance (issued April 4, in Q2)
2023-01-HAP	2699	Dunsmuir Avenue	New exterior door		Closed	Closed due to inactivity

Development Variance Permits

File Number	Address	Street Name	Purpose	Delegated Approval (y/n)	Status	Recent Activity
2022-09-10		Coal Valley Estates	To vary road standard in Subdivision and Development Bylaw for one road in Phase 10/11 subdivision application	N	Closed	Closed due to inactivity

Development Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2024-01-DP	2982	Ulverston Avenue	EV Charging stations for Emterra trucks	Open	Reviewing application
2023-03-DP	2956	Ulverston Avenue	New modular trailer for industrial use	Open	Waiting for further information from applicant
2023-02-DP	4640	Cumberland Road	New warehouse building	Open	Comprehensive letter sent January 24, 2024, waiting for information from applicant
2019-15-DP		Coal Valley Estates	Coal Valley Estates Phase 10/11, 69 residential lots plus multi-family, seniors housing and mixed use	Closed	Closed due to inactivity

1.c) Subdivision Applications List

File number	Address	Street Name	Purpose	Status	Recent Activity
2023-02-SV	4703	Cumberland Road	7 lot residential bare land strata	PLR	PLR issued October 20, 2023. Design drawings received for review
2022-02-SV	2807	Windermere Avenue	2 lot residential	PLR	PLR issued October 27, 2022, extended October 27, 2023
2021-04-SV	3400	Mill Street	2 lot residential	Closed	
2021-02-SV		Coal Valley Estates	Coal Valley Estates Phase 10/11, 69 residential lots plus multi-family, seniors housing and mixed use	Expired	PLR expired March 18, 2024
2021-01-SV		Beck Avenue	6 lot industrial	Maintenance	
2020-10-SV	3132	Grant Road	3 lot bare land strata industrial with building conversion	Maintenance	
2020-09-SV	2631	Derwent Avenue	4 lot residential	Maintenance	
2020-08-SV	3268	Fifth Street	4 lot residential	Maintenance	
2020-04-SV	2814	Dunsmuir Avenue	2 lot residential	Maintenance	
2019-08-SV		Maple Street	24 lot residential	Maintenance	Park construction and boulevard planting scheduled for Spring 2024
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	Closed	
2017-04-SV		Carlisle Lane	8 lot residential	Maintenance	Park planting still outstanding
2017-02-SV		Coal Valley Estates	Phase 8 – 22 lot residential	Maintenance	Street tree maintenance period
2015-03-SV	3216	Sutton Road	3 lot residential	Closed	

1.d) Building Permits Issued

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

	2023 Totals	Q1 2024	Q2 2024	Q3 2024	Q4 2024	2024 Totals
Single Family Dwellings (SFD)	31	0				0
Secondary Suite Conversions	9	0				0
Duplex	2	0				0
SFD Additions and Renovations	24	4				4
Accessory Dwelling Units	10	2				2
Residential Accessory	1	1				1
Multi-family	0	0				0
Industrial & Utility	5	0				0
Commercial	2	5				5
Institutional	3	1				1
Demolition	3	1				1
TOTALS	90	14				14
<i>New dwelling units</i>	<i>53</i>	<i>2</i>				<i>2</i>

ATTACHMENT 2 – Bylaw Services Summary Quarter 1, 2024

The Bylaw Services Department has been very busy with a slightly higher than average call volume. The department received approximately 75 “calls” (phone, in person, emails) resulting in approximately 37 new enforcement files being opened. Twenty-two of these new files are now closed. Calls regarding dogs at large/off leash are increasing in frequency.

Many of these calls required significant staff resources to investigate or respond to. Such examples are FOIPPA requests, dog attacks, and files with complex histories.

No patrols were conducted this quarter. Proactive engagement with the public is being considered for next quarter include dogs at large/off leash, and garbage to monitor for garbage put out for pick up too early, as it can be a wildlife attractant. Public communications on snow clearing, parking, sidewalks, business licenses, dog skat pick up, sidewalk biking, solid waste bylaw and wildlife education were published in Cumberland this quarter.

Response Summary

Response Type	Q1	Q2	Q3	Q4	Total
Animal Control					
Dog calls	20				20
Dog warnings	2				2
Dog at large					
Dog attack	12				12
Other animal complaints	6				6
Wildlife complaints					
Illegal suites/vacation rentals					
Illegal BNB/vacation rental					
Property inspections	2				2
Business complaints					
Do not occupy orders					
Stop work orders served	1				1
Vandalism					
Vandalism	1				1

Illegal camp	7				7
Closed park warnings					
Illegal dumping					
Noise complaints	1				1
parking/traffic calls	5				5
Parking tickets					
Parking Notices	2				2
Vehicles towed					
Covid-19 complaints					
RCMP calls/assists court calls					
Tickets served					
Ticket calls/disputed					
General Customer service request	16				16
TOTAL	75				