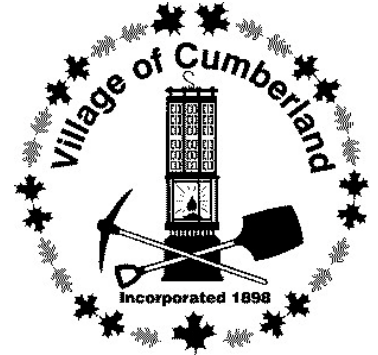


# DEVELOPMENT AND BYLAW SERVICES QUARTERLY REPORT



MEETING DATE: October 28, 2024  
REPORT PERIOD: July to September 2024  
FROM: Courtney Simpson, Director of Development and Bylaw Services

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## QUARTERLY SUMMARY

This report provides a status update and statistics for planning, subdivision and building applications. In the third quarter of 2024, the Village of Cumberland received eight new development applications. Six applications were closed and 18 are ongoing. Twenty-two building permits were issued, including eleven for new dwelling units.

In Bylaw Services, 58 new files were open, and 26 were closed. Detailed Bylaw statistics are not available for this quarter.

## ATTACHMENTS

1. Development Applications Summary Quarter 3, 2024
  - a. Amendment Applications List
  - b. Permit Applications List
  - c. Other Applications List
  - d. Subdivision Applications List
2. Building Permit Statistic Quarter 3, 2024

**ATTACHMENT 1 – Development Application Summary Quarter 3, 2024**

<b>Application Type</b>	<b>New</b>	<b>Ongoing</b>	<b>Closed / Issued</b>	<b>Total</b>
Amendments (OCP and Zoning)	0	3	0	3
Temporary Use Permits (TUP)	0	0	0	0
Heritage Alteration Permits (HAP)	0	1	2	3
Development Variance Permits (DV)	4	1	3	7*
Development Permits (DP)	2	1	1	4
Board of Variance	0	0	0	0
Other	1	0	0	1
Subdivision	1	12	0	13
<b>Total</b>	<b>8</b>	<b>18</b>	<b>6</b>	<b>31</b>

\*One DVP opened and issued in same quarter

**1.a) Amendment Applications List**

<b>File Number</b>	<b>Address</b>	<b>Purpose</b>	<b>Recent Activity</b>
<b>2024-01-OCP</b>	3284 Second Street	To redesignate from "residential" to Commercial Mixed Use" in OCP, and rezone from R1-A - Urban Infill to VCMU -1 Village Core Mixed Use - 1 to facilitate the continued operation of a vacation rental.	Notification sign posted. Staff reviewing application.
<b>2023-01-RZ</b>	Lot A, Ulverston Avenue	Rezone to Mixed use with townhouses and apartment units.	Presented to Council on October 1, 2024. Council discussion about desired changes. Resolution to refer to committees and applicant to hold second public information meeting.
<b>2019-02-OCP</b>	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. Staff preparing report.

## 1.b) Permit Applications List

### *Temporary Use Permits*

None

### *Heritage Alteration 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>2024-04-HAP</b>	2731	Dunsmuir Avenue	Installation of a second fascia sign, modification of existing fascia and addition of new lights	Y	Issued	Issued August 21, 2024 (see also 2024-02-DV)
<b>2024-03-HAP</b>	2714	Dunsmuir Avenue	HAP amendment for minor landscaping changes, updated material scheme (Cumberland Hotel site)	Y	Open	Initial review complete (see also 2024-01-DV)
<b>2024-01-HAP</b>	2699	Dunsmuir Avenue	New exterior door and new signage	N	Issued	Issued July 8, 2024 (see also 2024-03-DV)

**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>2024-08-DV</b>	3025	Royston Road	To reduce side setback for existing stairs for 5 already constructed Great Slaty models in the manufactured home park	Y	Open	(Issued on October 4 in Q4)
<b>2024-07-DV</b>	2739	Dunsmuir Avenue	To waive the requirement in VCMU-1 Zone that requires dwelling units to be located over or to the rear of the commercial building, to facilitate an apartment unit in the basement.	N	Open	Reviewing file
<b>2024-06-DV</b>	2815	Maryport Avenue	To reduce the rear setback of an existing accessory structure from 1.5m to 0m and the exterior side setback from 3.0m to 0.7m to allow for a building permit to be issued and stop work order to be removed. In conjunction with request to Council to enter into an encroachment agreement for the building as it encroaches approx. 0.5m into the 3.0m wide lane.	N	Open	Preparing report to Council
<b>2024-05-DV</b>	4724	Cumberland Road	To increase the maximum height of an accessory structure from 4.5m to 5.3m for a live fire training facility.	N	Open	(Issued on October 1 in Q4)

<b>2024-03-DV</b>	2699	Dunsmuir Avenue	Increase number of signs from 2 to 3 and increase number of fascia signs from 1 to 2.	N	Issued	Issued July 8, 2024
<b>2024-02-DV</b>	2731	Dunsmuir Avenue	Installation of a second fascia sign, modification of existing fascia	Y	Issued	Issued August 21, 2024 (see also 2024-04-HAP).
<b>2024-01-DV</b>	2714	Dunsmuir Avenue	To waive requirement for bus/RV parking space and off-street loading space, elevator shaft height (was exempt from max height for residential use but use now changed to hotel and not exempt) and increase to maximum setback. (Cumberland Hotel site)	Y	Open	Initial review complete (see also 2024-03-HAP).

***Development 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>2024-04-DP</b>		Bevan Road	DPA 1 Environmental Protection for 16-lot industrial subdivision	N	Open	Revised application received October 1, 2024
<b>2024-03-DP</b>	2794	Beck Avenue	Amendment to 2022-02-DP to facilitate a reconfiguration of the site for Cumberland storage	N	Open	
<b>2024-02-DP</b>		Kendal Avenue	DPA 1 Environmental Protection and DPA 4 Wildfire for Coal Valley Estates Phase 10/11 subdivision	N	Open	Reviewing application

<b>2024-01-DP</b>	2982	Ulverston Avenue	EV Charging stations for Emterra trucks	Y	Issued	Issued July, 2024
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**1.c) Other Permit and Approval Applications List**

<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>3220-2100 Horbury Road</b>	2100	Horbury Road	Floodplain exemption for Cabin 6 at Comox Lake Land Corporation.	N	Open	Preparing report to Council

**1.d) Subdivision Applications List**

<b>File number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2024-02-SV</b>		Kendal Avenue	74 residential and mixed-use lots – Coal Valley Estates Phase 10/11 re-application	Review	On hold waiting direction from applicant
<b>2024-01-SV</b>		Bevan Road	16 industrial lots – Acciano Phase 2	PLR	Revised PLR issued September 20, 2024 after application amended
<b>2023-02-SV</b>	4703	Cumberland Road	7 lot residential bare land strata	Construction	DSA issued
<b>2022-02-SV</b>	2807	Windermere Avenue	2 lot residential	DSA	DSA approved September 16, 2024, awaiting applicant pick up
<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	Boulevard planting outstanding
<b>2020-08-SV</b>	3268	Fifth Street	4 lot residential	Maintenance	
<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 outstanding
<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>2017-04-SV</b>		Carlisle Lane	8 lot residential	Maintenance	Park planting still outstanding
<b>2017-02-SV</b>		Coal Valley Estates	Phase 8 – 22 lot residential	Maintenance	Street tree maintenance period

**ATTACHMENT 2 – Building Permit Statistics, Quarter 3, 2024**

**New Building Permits Issued**

*Note: A new dwelling with suite is reported as “duplex”*

	<b>2023 Totals</b>	<b>Q1 2024</b>	<b>Q2 2024</b>	<b>Q3 2024</b>	<b>Q4 2024</b>	<b>2024 Totals</b>
<b>Single Family Dwellings (SFD)</b>	31	0	1	10		11
<b>Secondary Suite Conversions</b>	9	0	4	0		4
<b>Duplex</b>	2	0	0	0		0
<b>SFD Additions and Renovations</b>	24	4	4	9		17
<b>Accessory Dwelling Units</b>	10	2	2	1		5
<b>Residential Accessory</b>	1	1	1	0		2
<b>Multi-family</b>	0	0	0	0		0
<b>Industrial &amp; Utility</b>	5	0	0	0		0
<b>Commercial</b>	2	5	2	1		8
<b>Institutional</b>	3	1	0	1		2
<b>Demolition</b>	3	1	1	0		2
<b>TOTALS</b>	<b>90</b>	<b>14</b>	<b>16</b>	<b>22</b>		<b>52</b>
<i>New dwelling units</i>	<i>53</i>	<i>2</i>	<i>7</i>	<i>11</i>		<i>20</i>