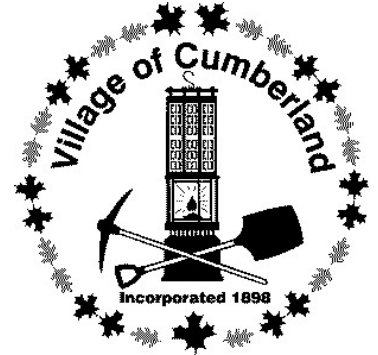


DEVELOPMENT AND BYLAW SERVICES QUARTERLY REPORT



MEETING DATE: July 22, 2024
REPORT PERIOD: April to June 2024
FROM: Courtney Simpson, Director of Development and Bylaw Services

QUARTERLY SUMMARY

In the first quarter of 2024, the Village of Cumberland received six new development applications. Three applications were closed and 16 are ongoing. Sixteen building permits were issued, including seven for new dwelling units. In Bylaw Services, 28 new files were open, and eight were closed. Detailed Bylaw statistics are not available for this quarter.

Accomplishments this quarter include:

- Approval of the new Village Climate Action Plan
- Report to Council on the implications of the new Housing Legislation
- Adoption of an amended Cannabis Retail Policy
- Completion of four new, and one updated statements of significance for heritage properties
- Adoption of the Community Nuisance Abatement Bylaw and Bylaw Enforcement Policy

Continued work on the Official Community Plan (OCP) Review is the top priority for long-range planning, and the second phase of public engagement took place this quarter. The Mobile Vending Regulations Review project continues. The Tree Protection Bylaw remained on hold this quarter, but work is expected to re-start in Q3. Work on the Development Approvals Process Modernization Project Phase 2, the online development application portal continues.

ATTACHMENTS

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

ATTACHMENT 1 – Development Application Summary Quarter 2, 2024

Application Type	New	Ongoing	Closed / Issued	Total
Amendments (OCP and Zoning)	1	2	0	3
Temporary Use Permits (TUP)	0	0	0	0
Heritage Alteration Permits (HAP)	1	1	1	3
Development Variance Permits (DV)	3	0	0	3
Development Permits (DP)	0	1	2	3
Board of Variance	0	0	0	0
Subdivision	1	12	0	13
Total	6	16	3	25

1.a) Amendment Applications List

File Number	Address	Purpose	Recent Activity
2024-01-RZ	3284 Second Street	For continued operation of a vacation rental previously permitted as lawful non-conforming. With provincial legislation change, lawful non-conforming use protection no longer applies.	Applicant preparing notification signage.
2023-01-RZ	Lot A, Ulverston Avenue	Mixed use with townhouses and apartment units.	Required studies received, preparing report to APC.
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. Staff preparing report.

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
2024-04-HAP	2731	Dunsmuir Avenue	Installation of a second fascia sign, modification of existing fascia and addition of new lights	Y	Open	Initial review complete, sign to be posted. (see also 2024-02-DV)
2024-03-HAP	2714	Dunsmuir Avenue	HAP amendment for minor landscaping changes, updated material scheme, and increased height of elevator shaft. (Cumberland Hotel site)	Y	Open	Initial review complete (see also 2024-01-DV)
2024-02-HAP	2720	Dunsmuir Avenue	Replacing wood window frame and glass with aluminum frames and new glass	Y	Issued	Issued April 4
2024-01-HAP	2699	Dunsmuir Avenue	New exterior door and new signage	N	Open	Re-application of 2023-01-HAP by new owner. Referred to Heritage Committee. (see also 2024-03-DV) (issued July 8, in Q3)

Development Variance Permits

File Number	Address	Street Name	Purpose	Delegated Approval (y/n)	Status	Recent Activity
2024-03-DV	2699	Dunsmuir Avenue	Increase number of signs from 2 to 3 and increase number of fascia signs from 1 to 2.	N	Open	(see also 2024-01-HAP) (issued July 8, in Q3)
2024-02-DV	2731	Dunsmuir Avenue	Installation of a second fascia sign, modification of existing fascia	Y	Open	Initial review complete, sign to be posted. (see also 2024-04-HAP)
2024-01-DV	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

File Number	Address	Street Name	Purpose	Delegated Approval (y/n)	Status	Recent Activity
2024-01-DP	2982	Ulverston Avenue	EV Charging stations for Emterra trucks	Y	Open	Waiting for applicant to decide on changes they are considering
2023-03-DP	2956	Ulverston Avenue	New modular trailer for industrial use	N	Issued	Issued by Council June 24, 2024
2023-02-DP	4640	Cumberland Road	New warehouse building	N	Closed	Comprehensive letter sent January 24, 2024, nothing further from applicant. Closed due to inactivity

1.c) Subdivision Applications List

File number	Address	Street Name	Purpose	Status	Recent Activity
2024-01-SV		Bevan Road	Acciano Phase 2 – 16 lots	PLR	PLR issued June 4, 2024
2023-02-SV	4703	Cumberland Road	7 lot residential bare land strata	Construction	DSA issued
2022-02-SV	2807	Windermere Avenue	2 lot residential	PLR	PLR issued October 27, 2022, extended October 27, 2023
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	Boulevard planting outstanding
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 still outstanding
2019-05-SV	2828	Maryport Avenue	2 lot residential	Maintenance	
2019-03-SV	4700	Cumberland Road	2 lot residential	Maintenance	
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

1.d) Building Permits Issued

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

	2023 Totals	Q1 2024	Q2 2024	Q3 2024	Q4 2024	2024 Totals
Single Family Dwellings (SFD)	31	0	1			1
Secondary Suite Conversions	9	0	4			4
Duplex	2	0	0			0
SFD Additions and Renovations	24	4	4			8
Accessory Dwelling Units	10	2	2			4
Residential Accessory	1	1	1			2
Multi-family	0	0	0			0
Industrial & Utility	5	0	0			0
Commercial	2	5	2			7
Institutional	3	1	0			1
Demolition	3	1	1			2
TOTALS	90	14	16			30
<i>New dwelling units</i>	53	2	7			9