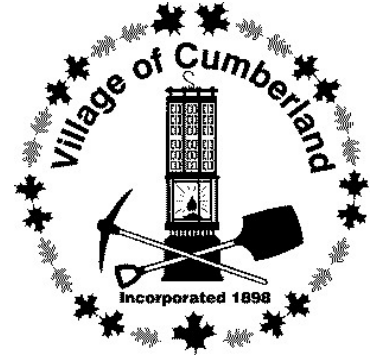


DEVELOPMENT AND BYLAW SERVICES QUARTERLY REPORT



MEETING DATE: April 28, 2025
REPORT PERIOD: January to March 2025
FROM: Courtney Simpson, Director of Development and Bylaw Services

QUARTERLY SUMMARY

This report provides a status update and statistics for planning, building and subdivision applications. In the first quarter of 2025, the Village of Cumberland received five new development applications. Seven applications were closed and 26 are ongoing. Twenty-one building permits were issued, including 14 for new dwelling units.

In Bylaw Services, 34 new files were open, and 41 were closed. Detailed Bylaw statistics are not available for this quarter.

ATTACHMENTS

1. Development Applications Summary Quarter 1, 2025
 - a. Amendment Applications List
 - b. Permit Applications List
 - c. Other Applications List
 - d. Subdivision Applications List
 - e. Building Permits Issued

ATTACHMENT 1 – Development Application Summary Quarter 4, 2024

Application Type	New	Ongoing	Closed / Issued	Total
Amendments (OCP and Zoning)	0	4	0	4
Temporary Use Permits (TUP)	1	0	0	1
Heritage Alteration Permits (HAP)	1	3	1	5
Development Variance Permits (DV)	2	5	3	10
Development Permits (DP)	0	2	2	4
Board of Variance	0	0	0	0
Other	0	0	1	1
Subdivision	1	12	0	13
Total	5	26	7	38

1.a) Amendment Applications List

File Number	Address	Purpose	Recent Activity
2024-02-RZ	3345 Second Street	To amend the RM-4 zone for this lot only to increase the height and density to allow an increase from 3 stories and 22 units to 4 stories and 34 units for an affordable housing development. The land is leased by the Village from Vancouver Island Health Authority and this rezoning was initiated by Council.	First and second reading given on January 13, 2025. Parking study being completed to support discussion with VIHA regarding sharing parking space on their adjacent lot. Will return to Council for further readings when discussion with VIHA on parking has concluded.
2024-01-OCP	3284 Second Street	To redesignate from "residential" to "Mixed Use" in OCP, and rezone to allow motel use for this lot only, zoned R1-A, to facilitate the continued operation of a vacation rental.	First and second reading given on March 24, 2025. Public hearing scheduled for May 12, 2025.
2023-01-RZ	Lot A, Ulverston Avenue	Rezone to Mixed use with townhouses and apartment units.	Public information meeting with revised plans held on February 3, 2025. Review by APC on March 13, 2025. Draft bylaws being prepared for Council.

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.
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1.b) Permit Applications List

Temporary Use Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2024-02-TUP	3276	Third Street	To permit a cannabis retail business	Open	Approved March 10, 2025 with pre-conditions. SRW required for staff to release TUP to applicant.

Heritage Alteration Permits

File Number	Address	Street Name	Purpose	Delegated Approval (y/n)	Status	Recent Activity
HAP2501	2691	Dunsmuir Avenue	To develop a parking lot, racking, add exterior doors and re-design fence (Ilo Ilo).	N	Open	Report to Council for referral to Heritage Committee prepared for April 7, 2025 Council meeting.
2024-07-HAP	2739	Dunsmuir Avenue	Parking reconfiguration and removal of security bars on basement window (Old Post Office)	N	Open	Reviewed by Heritage Committee on February 20, 2025. Waiting for updated plans from applicant based on Committee recommendation.
2024-06-HAP	2701	Dunsmuir Avenue	To authorize a new hanging sign (Stick and Stone)	Y	Open	Waiting for information from applicant.
2024-05-HAP	2712	Dunsmuir Avenue	Form and character updates, including new exterior materials and windows (Big Store)	Y	Open	Preparing report for delegated approval.
2024-03-HAP	2714	Dunsmuir Avenue	HAP amendment for minor landscaping changes,	Y	Withdrawn	Owner in pre-application discussion about alternate proposal.

			updated material scheme (Cumberland Hotel site)			
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Development Variance Permits

File Number	Address	Street Name	Purpose	Delegated Approval (y/n)	Status	Recent Activity
DVP2503	2674	Windermere Avenue	To reduce the bicycle parking requirement (Cumberland Community School expansion)	N	Open	Preparing report to Council.
DVP2501	3284	Second Street	To waive the off street loading space requirement (Cumberland Guest House)	N	Open	Preparing report to Council. To be presented with third reading for the concurrent OCP/RZ amendment application.
2024-11-DV	2750	Maryport Avenue	To reconstruct front porch	Y	Issued	Issued by Director on March 21, 2025.
2024-10-DV	2712	Dunsmuir Avenue	Increase number of signs from 2 to 3 and increase number of fascia signs from 1 to 2. (Big Store)	Y	Open	Preparing report for delegated approval. See also 2024-05-HAP
2024-09-DV		Bevan Road	Several variances to facilitate subdivision	N	Issued	Issued by Council January 27, 2025
2024-07-DV	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. (Old Post Office)	N	Open	Reviewed by Heritage Committee on February 20, 2025. Waiting for updated plans from applicant based on Committee recommendation. (see also 2024-07-HAP)
2024-01-DV	2714	Dunsmuir Avenue	To waive requirement for bus/RV parking space and off-street loading space, elevator shaft height (was	Y	Withdrawn	(see also 2024-03-HAP).

			exempt from max height for residential use but use now changed to hotel and not exempt) and increase to maximum setback. (Cumberland Hotel site)			
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Development Permits

File Number	Address	Street Name	Purpose	Delegated Approval (y/n)	Status	Recent Activity
2024-05-DP	2799	Beck Avenue	Amendment to 2022-02-DP. DPA 5 amendment to facilitate form and character changes, as well as implement a caretaker suite.	Y	Issued	Approved by Director January 6, 2025
2024-04-DP		Bevan Road	DPA 1 Environmental Protection for 16-lot industrial subdivision	N	Issued	Issued by Council January 31, 2025. See also 2024-01-SV and 2024-09-DV
2024-03-DP	2794	Beck Avenue	Amendment to 2022-02-DP to facilitate a reconfiguration of the site for Cumberland storage	N	Open	Preparing report to Council
2024-02-DP		Kendal Avenue	DPA 1 Environmental Protection and DPA 4 Wildfire for Coal Valley Estates Phase 10/11 subdivision	N	Open	Preparing report to Council

1.c) Other Permit and Approval Applications List

None

1.d) Subdivision Applications List

File number	Address	Street Name	Purpose	Status	Recent Activity
SV2501		Bevan Road	2 lot industrial subdivision to facilitate purchase and future lot creation – Acciano Phase 3	Review	Initial review underway
2024-02-SV		Kendal Avenue	74 residential and mixed-use lots – Coal Valley Estates Phase 10/11 re-application	Review	Preparing PLR
2024-01-SV		Bevan Road	16 industrial lots – Acciano Phase 2	PLR	Revised PLR issued September 20, 2024 after application amended
2023-02-SV	4703	Cumberland Road	7 lot residential bare land strata	Maintenance	Maintenance agreement and registration documents distributed for signature.
2022-02-SV	2807	Windermere Avenue	2 lot residential	DSA	DSA approved September 16, 2024, awaiting applicant pick up
2021-01-SV		Beck Avenue	6 lot industrial	Maintenance	Boulevard planting outstanding
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 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 and boulevard planting outstanding
2017-02-SV		Coal Valley Estates	Phase 8 – 22 lot residential	Maintenance	Street tree maintenance period

1.e) Building Permits Issued

	2024 Totals	Q1 2025	Q2 2025	Q3 2025	Q4 2025	2025 Totals
Single Family Dwellings (SFD)	14	14				14
Secondary Suite Conversions	4	0				0
Duplex (includes SFD with suite)	0	0				0
SFD Additions and Renovations	21	3				3
Accessory Dwelling Units	5	0				0
Residential Accessory	4	2				2
Multi-family	0	0				0
Industrial & Utility	2	0				0
Commercial	10	1				1
Institutional	4	1				1
Demolition	2	0				0
TOTALS	67	21				21
<i>New dwelling units</i>	<i>53</i>	<i>14</i>				<i>14</i>

*Data on progress towards meeting the Village's anticipated housing need will be provided in a future quarterly report. The Housing Needs Report can be found here: cumberland.ca/plans/