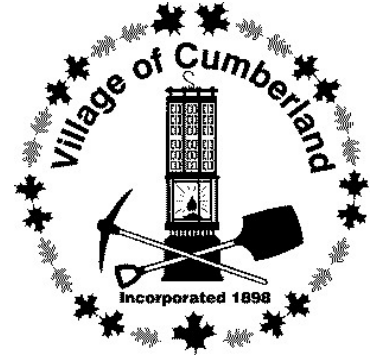


DEVELOPMENT SERVICES QUARTERLY REPORT



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

QUARTERLY SUMMARY

This report provides a status update and statistics for planning and subdivision applications. In the second quarter of 2025, the Village of Cumberland received nine new development applications. Eight applications were closed and 22 are ongoing. Development application volume is stable compared to last quarter.

For subdivision, two preliminary layout review letters were issued; one for Coal Valley Estates Phase 10/11 subdivision, and the other two create a new development lot for Phase 3 of the Acciano industrial subdivision.

ATTACHMENTS

1. Development Applications Summary Quarter 2, 2025
 - a. Amendment Applications List
 - b. Permit Applications List
 - c. Other Applications List
 - d. Subdivision Applications List

ATTACHMENT 1 – Development Application Summary Quarter 2, 2025

Application Type	New	Ongoing	Closed / Issued	Total
Amendments (OCP and Zoning)	0	2	2	4
Temporary Use Permits (TUP)	1	1	0	2
Heritage Alteration Permits (HAP)	1	4	1	6
Development Variance Permits (DV)	4	2	4	10
Development Permits (DP)	2	2	0	4
Board of Variance	1	0	0	1
Other	0	0	0	0
Subdivision	0	11	1	12
Total	9	22	8	39

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.	Bylaw adopted May 26, 2025.
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.	Bylaws adopted May 12, 2025
2023-01-RZ	Lot A, Ulverston Avenue	Rezone to Mixed use with townhouses and apartment units.	Bylaw received first and second reading April 28, 2025. Working on agreements to secure conditions of rezoning.

2019-02-OCF	Horbury Road (Comox Lake)	OCF 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
TUP2501	2714	Dunsmuir Avenue	For urban campground at site of Cumberland Hotel	Open	Reviewing application. (See also HAP2503)
2024-01-TUP	4693	Cumberland Road	TUP extension for automotive garage	Approved	Approved by Council on June 23, 2025. Issuance awaiting payment of fees and conditions.

Heritage Alteration Permits

File Number	Address	Street Name	Purpose	Delegated Approval (y/n)	Status	Recent Activity
HAP2503	2714	Dunsmuir Avenue	For urban campground at site of Cumberland Hotel	N	Open	Reviewing application. (See also TUP2501)
HAP2502	2687	Penrith Avenue	Extend fence on First Street in front of suite (Abbey Church)	TBD	Open	On hold by applicant
HAP2501	2691	Dunsmuir Avenue	To develop a parking lot, racking, add exterior doors and re-design fence (Ilo Ilo).	N	Open	Reviewed by Heritage Committee on May 15, 2025. Staff reviewing updated submission from applicant.
2024-07-HAP	2739	Dunsmuir Avenue	Parking reconfiguration and removal of security bars on basement window (Old Post Office)	N	Open	Approved by Council May 12, 2025. Applicant preparing documents for road dedication to widen lane.

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	Issued	Approved by Director April 7, 2025.

Development Variance Permits

File Number	Address	Street Name	Purpose	Delegated Approval (y/n)	Status	Recent Activity
DVP2508	2655	Dunsmuir Avenue	To increase the maximum number of fascia signs permitted on a property from one to two (Recreation Centre)	Y	Open	Notification letters sent to adjacent property owners and occupants.
DVP2507	2513	Dunsmuir Avenue	To reduce front setback to construct basement	TBD	Open	Reviewing file
DVP2506	3394	Nikkei Place	To increase height of accessory building	TBD	Open	Reviewing file
DVP2505	2564	Dunsmuir Avenue	To reduce front setback to addition	N	Open	Waiting for information from applicant.
DVP2504	2742	Windermere Avenue	To reduce 1.5m clear area beside principal dwelling for emergency access to ADU, instead providing 1.5 via easement on neighbouring lot.	N	Open	Preparing report to Council
DVP2503	2674	Windermere Avenue	To reduce the bicycle parking requirement (Cumberland Community School expansion)	N	Issued	Approved by Council April 28, 2025.
DVP2502	2738	Derwent Avenue	Decrease interior side setback to rebuild garage on existing foundation	Y	Issued	Approved by Director May 12, 2025.

DVP2501	3284	Second Street	To waive the off street loading space requirement (Cumberland Guest House)	N	Issued	Approved by Council May 12, 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	Issued	Approved by Director April 7, 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	Approved by Council May 12, 2025. Applicant preparing documents for road dedication to widen lane. (see also 2024-07-HAP)

Development Permits

File Number	Address	Street Name	Purpose	Delegated Approval (y/n)	Status	Recent Activity
DP2502	2787	Beck Avenue	DP renewal for industrial building	Y	Open	Reviewing file
DP2501	2788	Beck Avenue	Construct mini storage facility	Y	Open	Reviewing file
2024-03-DP	2794	Beck Avenue	Amendment to 2022-02-DP to facilitate a reconfiguration of the site for Cumberland storage	Y	Open	Waiting for information from applicant.
2024-02-DP		Kendal Avenue	DPA 1 Environmental Protection and DPA 4 Wildfire for Coal Valley Estates Phase 10/11 subdivision	N	Open	Waiting for information from applicant

1.c) Board of Variance

File Number	Address	Street Name	Purpose	Status	Recent Activity
BOV2501	2100	Horbury Road	Addition to existing non-conforming structure	Open	Awaiting information from applicant

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	PLR	PLR issued May 12, 2025
2024-02-SV		Coal Valley Estates	Phase 10/11 - 74 residential and mixed-use lots	PLR	PLR issued May 13, 2025
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	
2022-02-SV	2807	Windermere Avenue	2 lot residential	Withdrawn	
2021-01-SV		Beck Avenue	6 lot industrial – Acciano Phase 1	Maintenance	Notice to proceed with boulevard planting to be issued at 80% build out.
2020-09-SV	2631	Derwent Avenue	4 lot residential	Maintenance	Street tree maintenance period
2020-04-SV	2814	Dunsmuir Avenue	2 lot residential	Maintenance	Street tree maintenance period
2019-08-SV		Maple Street	24 lot residential	Maintenance	Park construction and boulevard planting outstanding
2019-01-SV		Coal Valley Estates	Phase 9 – 28 lot residential	Maintenance	Street tree maintenance period
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