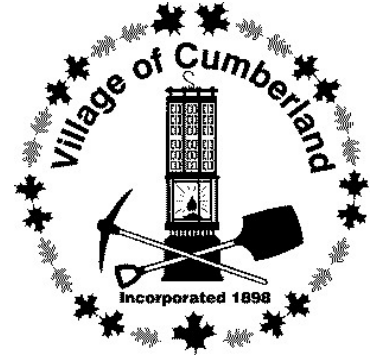


# DEVELOPMENT AND BYLAW SERVICES QUARTERLY REPORT



MEETING DATE: January 8, 2025  
REPORT PERIOD: October to December 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, building and subdivision applications. In the fourth quarter of 2024, the Village of Cumberland received nine new development applications. Four applications were closed and 21 are ongoing. Fifteen building permits were issued, including three for new dwelling units.

In Bylaw Services, 33 new files were open, and 46 were closed. Detailed Bylaw statistics are not available for this quarter.

## ATTACHMENTS

1. Development Applications Summary Quarter 4, 2024
  - 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)	1	3	0	4
Temporary Use Permits (TUP)	0	0	0	0
Heritage Alteration Permits (HAP)	3	1	0	4
Development Variance Permits (DV)	3	2	3	8
Development Permits (DP)	1	3	0	4
Board of Variance	0	0	0	0
Other	0	0	1	1
Subdivision	1	12	0	13
<b>Total</b>	<b>9</b>	<b>21</b>	<b>4</b>	<b>34</b>

### 1.a) Amendment Applications List

File Number	Address	Purpose	Recent Activity
<b>2024-02-RZ</b>	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.	Public Information Meeting held on December 10, 2024. Required notice of first reading of zoning amendment published in Comox Valley Record Jan 1 and 8. Mailed/delivered neighbourhood notice on rezoning and variance sent Jan 2.
<b>2024-01-OCP</b>	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.	Referral to APC in January.
<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.
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## 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
<b>2024-07-HAP</b>	2739	Dunsmuir Avenue	Parking reconfiguration and removal of security bars on basement window (Old Post Office)	N	Open	Waiting for applicant to post development sign (see also 2024-07-DV)
<b>2024-06-HAP</b>	2701	Dunsmuir Avenue	To authorize a new hanging sign (Stick and Stone)	Y	Open	Waiting for applicant to post development sign
<b>2024-05-HAP</b>	2712	Dunsmuir Avenue	Form and character updates, including new exterior materials and windows (Big Store)	N	Open	Finalizing development sign with applicant
<b>2024-03-HAP</b>	2714	Dunsmuir Avenue	HAP amendment for minor landscaping changes, updated material scheme (Cumberland Hotel site)	Y	Open	Waiting for further information from applicant (see also 2024-01-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>2024-11-DV</b>	2750	Maryport Avenue	To reconstruct front porch	N	Open	Reviewing file
<b>2024-10-DV</b>	2712	Dunsmuir Avenue	Increase number of signs from 2 to 3 and increase number of facia signs from 1 to 2. (Big Store)	N	Open	Finalizing development sign with applicant See also 2024-05-HAP
<b>2024-09-DV</b>		Bevan Road	Several variances to facilitate subdivision	N	Open	Preparing report to Council. See also 2024-01-SV and 2024-04-DP
<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
<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. (Old Post Office)	N	Open	Waiting for applicant to post development sign for associated HAP (see also 2024-07-HAP)
<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	N	Denied	Denied by Council on November 12, 2024

			encroachment agreement for the building as it encroaches approx. 0.5m into the 3.0m wide lane.			
<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	Issued	Issued on October 1
<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>2024-05-DP</b>	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	Open	Preparing report for delegated approval
<b>2024-04-DP</b>		Bevan Road	DPA 1 Environmental Protection for 16-lot industrial subdivision	N	Open	Preparing report to Council. See also 2024-01-SV and 2024-09-DV
<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	Preparing report to Council

<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	Revised application received December 23, 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	Issued	Issued October 28, 2024

### 1.d) Subdivision Applications List

File number	Address	Street Name	Purpose	Status	Recent Activity
2024-02-SV		Kendal Avenue	74 residential and mixed-use lots – Coal Valley Estates Phase 10/11 re-application	Review	Revised layout received December 23, 2024.
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	
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.e) 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	10	3	14
Secondary Suite Conversions	9	0	4	0	0	4
Duplex	2	0	0	0	0	0
SFD Additions and Renovations	24	4	4	9	4	21
Accessory Dwelling Units	10	2	2	1	0	5
Residential Accessory	1	1	1	0	3	4
Multi-family	0	0	0	0	0	0
Industrial & Utility	5	0	0	0	2	2
Commercial	2	5	2	1	2	10
Institutional	3	1	0	1	2	4
Demolition	3	1	1	0	0	2
<b>TOTALS</b>	<b>90</b>	<b>14</b>	<b>16</b>	<b>22</b>	<b>15</b>	<b>67</b>
<i>New dwelling units</i>	<i>53</i>	<i>2</i>	<i>7</i>	<i>11</i>	<i>3</i>	<i>23</i>