

## **MEETING MINUTES**

Town of Riverview Planning Advisory Committee  
Wednesday, April 9, 2025  
Council Chambers

Attendance: Shawn Dempsey, Chair  
Rob Bateman, 2<sup>nd</sup> Vice Chair  
Kevin Steen, Committee Member  
Rebecca Laffoley, Committee Member  
Debby Warren, Committee Member  
Chris Whalen, Committee Member  
Kyle Lewis, Committee Member  
Shauna McGraw, Executive Assistant, Town of Riverview  
Sam Gerrand, Planner, SE Regional Service Commission  
Lori Bickford, Planner, SE Regional Service Commission  
Jenna Stewart, SE Regional Service Commission

Regrets: Susan Steeves, Committee Member  
Daniel Primeau, 1<sup>st</sup> Vice Chair

### **1. CALL MEETING TO ORDER**

Shawn Dempsey, Chair, called the meeting to order at 6:01 pm

### **2. DECLARATION OF CONFLICT OF INTEREST**

Nil

### **3. ADOPTION OF MEETING AGENDA**

**Moved by D. Warren and seconded by R. Laffoley**

That the agenda for the Town of Riverview Planning Advisory Committee meeting of April 9, 2025 be APPROVED.

**MOTION CARRIED UNANIMOUSLY**

### **4. ADOPTION OF MINUTES**

Planning Advisory Committee Meeting- March 12, 2025

**Moved by C. Whalen and seconded by K. Steen**

That the minutes of the Town of Riverview Planning Advisory Committee meeting of March 12, 2025, be ADOPTED.

**MOTION CARRIED UNANIMOUSLY**

### **5. BUSINESS ARISING FROM THE MINUTES**

NIL

### **6. VARIANCE, TEMPORARY APPROVALS, CONDITIONAL USES, RULINGS OF COMPATIBILITY AND NON-CONFORMING USES**

a) Maurice Leblanc, MoeMar Homes (PID #05124581). Conditional Use application to permit a four-unit townhouse with a variance to reduce the required rear yard setback from Gm to 3.25m and a variance to reduce the minimum separation of a driveway to a street line from 11m to 8.76m. {File 25-0218 & 25-0219)

Sam Gerrand presented the proposal explaining that this is a conditional use application that is part of the Carriage Hills Subdivision secondary plan that was approved by Council in 2013. He confirmed that this parcel was identified in that plan as designated for townhouse development.

Additionally, a variance approval is required to reduce the rear yard setback from 6m to 3.25m and a second to reduce the driveway separation from the street line from 11m to 8.76m.

The setback variance comes into play because this is a corner lot so what is normally viewed as the rear yard is in this case the side yard and the side yard is the rear yard.

For the driveway variance it is acknowledged that although it is less than the 11m requirement to the edge of the property (8.76m) it is over the minimum to the edge of the curb.

The Town's Development Team reviewed the proposal with no concerns and a notice was sent to landowners within 60m with no concerns.

### **Motion 1**

The Riverview Planning Advisory Committee APPROVE the proposed conditional use on PID 05124581 to permit a townhouse in an RM zone subject to the following conditions:

- (1) That the project be developed in substantial conformity with the attached site plan and elevation drawings.
- (2) That as-built drawings for engineering submissions shall be required within 30 days after construction is completed.

**Moved by D. Warren and seconded by K. Steen**

That the motion be approved as written.

**MOTION CARRIED UNANIMOUSLY**

### **Motion 2**

The Riverview Planning Advisory Committee APPROVE the proposed variance on PID 05124581 to reduce the required rear yard setback from 6m to 3.25m as the intention of the by-law to provide adequate yards behind the building and to have buildings face actively onto the street are met.

**Moved by C. Whalen and seconded by K. Lewis**

That the motion be approved as written.

**MOTION CARRIED UNANIMOUSLY**

### **Motion 3**

The Riverview Planning Advisory Committee APPROVE a proposed variance on PID 05124581 to reduce the required distance between a residential driveway and a street line from 11m to 8.91m as the intention of the by-law to provide adequate separation of a driveway from the street line is met

**Moved by R. Laffoley and seconded by C. Whalen**

That the motion be approved as written.

**MOTION CARRIED UNANIMOUSLY**

S. Gerrand confirmed to Chair Dempsey that the road right of way ends where the property line begins so the technical requirement is measured from that line to the driveway which is less than the 11m requirement.

**b) Maurice LeBlanc, Moemar Homes {PIO #05124599}. Conditional Use application to permit a four-unit townhouse with a variance to reduce the required rear yard setback from 6m to 3.25m and a variance to reduce the minimum separation of a driveway to a street line from 11m to 8.91m. {File 25-0220 and 25-0221}**

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S. Gerrand explained that this is the same proposal as above but does stand alone on its own merits.

He also noted that there is a small adjustment from the original subdivision plan in that this is now to be a four-unit townhouse and not a three unit as originally shown in the plan.

The same definitions and variances are being requested here as above but it was noted that there are a few modifications including that the property lines are in a slightly different location due to the addition of one unit to the townhouse. 25-2015 is slightly smaller than 25-2014. The drainage plan and the servicing plan only show three stubs for servicing for the three-unit buildings so if approved they have to be amended to show the property line moved to allow space for the fourth servicing.

It was reviewed by the internal Development Team and Engineering did flag the drainage and servicing plan but did not see a concern once adjusted. Public notice was sent and no concerns were raised.

### **Motion 1**

The Riverview Planning Advisory Committee APPROVE the proposed conditional use on PIO 05124599 to permit a townhouse in an RM zone subject to the following conditions:

- (1) That the project be developed in substantial conformity with the attached site plan and elevation drawings.
- (2) That a subdivision plan adjusting the lot line between PIO 05124599 and PIO 05124581 as shown on the attached site plan is registered prior to the approval of a building permit.
- (3) That as-built drawings for engineering submissions shall be required within 30 days after construction is completed.

**Moved by D. Warren and seconded by R. Laffoley**

That the motion be approved as written.

**MOTION CARRIED UNANIMOUSLY**

### **Motion 2**

The Riverview Planning Advisory Committee APPROVE a proposed variance on PIO 05124599 to reduce the required rear yard setback from 6m to 3.25m as the intention of the by-law to provide adequate yards behind the building and to have buildings face actively onto the street are met..

**Moved by K. Lewis and seconded by K. Steen**

That the motion be approved as written.

**MOTION CARRIED UNANIMOUSLY**

### **Motion 3**

The Riverview Planning Advisory Committee APPROVE a proposed variance on PIO 05124599 to reduce the required distance between a residential driveway and a street line from 11m to 8.91m as the intention of the by-law to provide adequate separation of a driveway from the street line is met.

**Moved by K. Steen and seconded by C. Whalen**

That the motion be approved as written.

**MOTION CARRIED UNANIMOUSLY**

S. Gerrand confirmed to C. Whalen that the applicant submitted a site plan that showed both the buildings on the property and the setback from both buildings will be 3.25m.

**c) Alexis Daniel, Dannex Properties (PID #00663500). Conditional Use application for a**

**multiple unit dwelling and a variance application to adjust the landscaping requirements. (File 25-0271 and 25-0272)**

J. Stewart provided details on this file explaining that it is a conditional use application for a multiple unit dwelling in a SC zone and a variance for a small portion of the landscaping due to the slope of the lot along the northern property line.

She added that most of the nearby is SC and R3.

It will be a three storey 18 unit building and it is outside of the watercourse buffer for the Petitcodiac (30m).

The proposal was reviewed by the internal development team and there was a question raised about connection to the municipal sewer and Engineering and the applicant were able to determine that there is a private line that goes across some private property but it then connects into the public service. There was also a question about visibility entering and exiting the site and we are having further discussions with the applicant on the subject and adjustments if necessary can be made at the building permit stage.

J. Stewart indicated that a small watercourse shown on the mapping on the west side but Wetland and Watercourse Alteration have concluded that it is no longer active so therefore not a concern.

The variance request for the landscaping is for a small portion of the Northern edge since the applicant is proposing riprap for that area and that is agreeable to Planning.

Notice was sent to property owners within 60m and no concerns were raised.

The applicant was in attendance but did not wish to speak but would answer any questions if necessary.

**Motion 1**

The Riverview Planning Advisory Committee APPROVE the proposed conditional use on PID 00663500 to permit a multiple unit dwelling in an SC zone subject to the following conditions:

- (1} That the project be developed in substantial conformity with the submitted site plan, elevation drawings, and renderings; and
- {2} that as-built drawings for engineering submissions shall be required within 30 days after completion of construction

**Moved by D. Warren and seconded by K. Lewis**

That the motion be approved as written.

**MOTION CARRIED UNANIMOUSLY**

**Motion 2**

The Riverview Planning Advisory Committee APPROVE the variance to adjust the landscaping standards along the northern portion of the property bearing PID 00663500 due to the change in topography making it difficult to landscape and that the anticipated impact of this adjustment is minimal in nature subject to the following condition:

- (1) That the landscaping be developed in substantial conformity with the submitted site plan

**Moved by R. Laffoley and seconded by K. Steen**

That the motion be approved as written.

**MOTION CARRIED UNANIMOUSLY**

7. TENTATIVE SUBDIVISIONS

Nil

8. BY-LAW AMENDMENTS, ZONING AND MUNICIPAL PLAN MATTERS

Nil

9. OTHER BUSINESS

a) Planning Advisory Committee Policies and Procedures Review/Update

L. Bickford advised that she provided a document showing the proposed changes that she is suggesting based on a regular review of the Committee's policies and procedures. This is only a notice of motion tonight of the proposed changes; any discussion and decision on the proposed changes would take place at the next meeting. The proposed changes are:

3. (5) addition of wording concerning notification to applicant and attendees by email or phone

3. (7) addition of item concerning the wait time for quorum

6. (3) addition of item concerning posting of public letters received

8. (5) (c & d) addition of wording concerning public engagement on items and respectful conduct

L. Bickford confirmed with D. Warren that if there were disrespectful conduct the first step would be for the chair to address concern with the offending party(ies) and if it were to continue next steps would be initiated including, if necessary, pausing the meeting to bring in security. If there is an item that we believe may be contentious plans can be made preemptively to have security on standby to step in quickly if necessary.

She also invited any members to bring up additional items they feel should be addressed.

10. NEXT SCHEDULED MEETING

The date for the next scheduled meeting is Wednesday, May 14, 2025 at 6:00 p.m.

11. ADJOURNMENT

Moved by D. Warren that the meeting be adjourned at 6:42 pm



Shawn Dempsey, Chair