



TOWN OF RIVERVIEW

PLANNING ADVISORY COMMITTEE MEETING MINUTES

**30 Honour House Court
Wednesday, October 8, 2025
6:00 P.M.**

Present: Shawn Dempsey, Chair
Rob Bateman, 2nd Vice Chair
Susan Steeves (arrived at 6:05 p.m.)
Kyle Lewis
Chris Whalen
Rebecca Laffoley

Staff: Lori Bickford, Planning Manager, SE Regional Service Commission
Sam Gerrand, Planner, SE Regional Service Commission
Jenna Steward, Planner, SE Regional Service Commission
Denyse Richard, Deputy Town Clerk, Town of Riverview

Regrets: Debby Warren-Brown
Daniel Primeau
John Nason

1. CALL TO ORDER

S. Dempsey, Chair, called the meeting to order at 6:02 p.m. and took a verbal roll call and announced the Chair members. He stated that the Planning Advisory Committee serves two functions. The items listed under section 6 of the agenda are items on which PAC is the approving body. As such, member of the public who wish to speak on the conditional use and variance items will be invited to do so. For items under section 8 of the agenda, PAC is responsible to provide a recommendation to Town Council, which is the deciding body on by-law amendments and zoning matters. He advised that a separate public hearing will be held for these items, and that will be forum for public input. He explained that members of the public are welcome to stay for tonight's meeting but will not be invited to speak on those files in Section 8. He pointed out that the public hearing

for item 8a will be held at 6:30 p.m. on October 14, 2025 and people can register to speak at this hearing by emailing clerk@townofriverview.ca

2. DECLARATION OF CONFLICT

NIL

3. ADOPTION OF THE MEETING AGENDA

Moved by: Rebecca Laffoley

Seconded by: Chris Whalen

That the agenda for the Planning Advisory Committee meeting of October 8, 2025 be adopted.

MOTION CARRIED

4. ADOPTION OF MINUTES

a. Meeting – May 14, 2025

Moved by: Kyle Lewis

Seconded by: Rebecca LaFoffoley

That the minutes of the Planning Advisory Committee meeting of May 14, 2025 be approved.

MOTION CARRIED

The Chair recognized the entrance of Susan Steeves at 6:05 p.m.

5. BUSINESS ARISING FROM THE MINUTES

NIL

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

- a) **Josh Lirette, Aura Construction. 775 Coverdale Rd, (PID 00643726). Conditional use application for 2 story multiunit buildings with variance to reduce the requirement for a public entrance facing the street. (File #25-1258 and 25-1259)**

Sam Gerrand conducted a PowerPoint presentation outlining the particulars of this item which consists of a conditional use application with a variance for a public entrance requirement for two multiple unit (18 unit) dwellings at 775 Coverdale Road. He pointed out that there are two conditional uses with this application as well as a separate variance to waive the requirement for a public entrance facing a street.

He explained that the property on Coverdale Road is zoned suburban commercial (in close proximity to the Riverview Mall) in an area that has been actively redeveloping. (new commercial uses in this area and new apartment buildings) over the last few years. In the immediate area there is a residential urban residential zoning R3 (higher density residential zone) as well an R2 zone which has slightly lower residential density (duplexes and semidetached) uses in that zone. The subject property is designated for multiple unit dwelling and is the place where we would see those more intense land uses. S. Gerrand pointed out that what is being considered is conditional use for the use of a multiple unit dwelling but are not debating whether that use is permitted on the lot itself. Rather the committee has an opportunity to impose some terms and conditions and review the project to make sure it's appropriate at that location. He stated that the Municipal Plan does have policies which speaks to new multiple unit dwellings. He also referenced the

Zoning By-Law (section 30-2), which says that the committee may permit multiple buildings on a lot subject to terms and conditions, which is one of the conditional uses before the committee.

S. Gerrand continued that the second conditional use is for the use of the multiple unit dwelling itself, which is listed as a conditional use in the suburban commercial zone. And lastly, there's a zoning standard that all multiple unit dwellings need to provide a public entrance facing the street. In this instance, the applicant is seeking a variance to waive that requirement for a public entrance facing the street.

S. Gerrand reviewed the particulars of the site plan and also commented on the stormwater pond at the rear of the site and a turnaround provided between those buildings for emergency vehicles. He provided context to the public entrance variance which essentially is a private entrance does not meet that zoning requirements. He confirmed that the proposal was reviewed by the internal departments and as a result some revisions were made to the proposal by the developer (specifically with regards to the stormwater pond) which have been resolved and are reflected in the plans that are before the committee.

S. Gerrand reiterated that there is no issue with the conditional use but the role of Committee is to ensure the way that it's developed is appropriate given the context of the site. He suggested that staff are of the opinion that overall, it is in a place where we would want to see those higher density uses. The subject property is currently zoned for that and, generally speaking, is a good fit and does meet all of the requirements of the by-law (with the exception of that public entrance variance as explained). He noted that the plan does provide some buffering from the neighboring properties that are zoned R2 with a 6m landscape buffer along the rear of the property line as well as a 3m landscaped buffer on the north side of the property between the neighboring properties, but there is no fence for those properties that are not zoned R2 in that area (as there is no zoning requirement for one). He commented on the proposed height of the two-story building, which is about the same height as a single unit dwelling or a duplex and would be considered an appropriate amount of height and suits the area context.

He noted that with regard to the public entrance variance there are no internal or shared corridors within the building. Typically, an apartment building has a shared hallway with only a few public entrances. He explained that the Zoning By-law provides that because there's not that many entrances there is a need to have one facing the street, which is meant to make that street feel more pedestrian. He indicated that while the doorways in this project are provided, they don't provide public access to the building. Thus, the request for the variance. He highlighted that, in staff's opinion, the intention of the domestic plan is not to limit the form of housing, but to encourage urban form with the doorway facing the street. S. Gerrand stated it is for that reason the variance is within the intent of the Municipal Plan and would be considered desirable for the development of the property in this instance.

S. Gerrand stated that public notices had been issued as of September 23, 2025 to landowners within 60 meters of the property. He advised that 3 letters had been received. He pointed out that letter submitted last evening from Ralph MacKay (adjacent landowner of 779 Coverdale Road who is in the audience and may wish to add further comments) is not reflected in the presentation, but he verbally summarized Mr. MacKay's concerns consisting of privacy issues and light pollution shining into the driveways. S. Gerrand noted that there were similar concerns raised by other neighboring residents involving privacy and a change to the character of the neighborhood, increased traffic and safety concerns and potential strains on infrastructure as well as perceived increase of rodents in the area.

S. Gerrand explained that Committee gets its authority from the *Community Planning Act* for the conditional use applications. However, the Committee must keep in mind that when imposing terms and conditions it relates to properties that are within the zone or abutting zones and pertain to the health, safety and welfare of the general public.

He further explained that in regard to the variance, the Committee also receives its authority from the Community Planning Act as well as specific Zoning By-law regulation (varying the design, character and appearance of buildings and structures).

S. Gerrand read the three posed motions into the record as follows:

“Motion 1: that the Riverview Planning Advisory Committee approved the proposed conditional use on PID 00643726 to permit 2 multiple unit dwellings in the SC zone subject to the following conditions, one that the project be developed in general conformity with the attached site plan and elevation drawings and that as built drawings for engineering submissions shall be required within 30 days after the completion of construction.

Motion 2: That the review Planning Advisory Committee approved the conditional use on PID 00643726 to permit multiple buildings on a lot subject to the following conditions, one that the project be developed in general conformity with the attached site plan and elevation drawings and two that the as built drawings for engineering submissions shall be required within 30 days after completion of construction.

Motion 3: that the review Planning Advisory Committee approved the variance on PID 00643726 to waive the requirements for a public entrance facing the street as there are no publicly accessible spaces within the proposed building, the variance is subject to the following condition that the building be developed in general conformity with the attached elevation drawings.”

The Chair confirmed that the applicant declined the opportunity to address the Committee.

The Chair asked whether any members of the audience wish to ask questions or address the Committee.

Ralph MacKay of 35 Ritchie Road took the opportunity to voice his concerns. He advised that he is the owner of an adjacent property, six-unit dwelling, to the land in question. He outlined his concerns relating to privacy issues for his existing tenants and requested that a privacy fence be added into that landscaping buffer (although it's not required in the zoning By-Law) given the residential use of his neighboring property.

The Chair confirmed that the applicant had no comments.

S. Gerrand provided some background information on the area and also summarized the requirements contained in the Zoning By-Law which does require a fence when a property abuts an R1 zone, but that is not the case in this instance. He pointed out that the Committee can add this condition, but it is not required as per the Zoning By-Law.

S. Gerrand confirmed with R. Bateman that this option has not been previously discussed with the applicant as the concern had not been raised before tonight's meeting.

The applicant, Josh Lirette, confirmed that it was a reasonable request and agreed to install a commercial chain link fence with privacy slats.

The Chair clarified the additional condition being imposed was to add a clause for the requirement of a 2m tall opaque fence is to be provided within the 3m landscape buffer along the west property line. The additional condition would require an amendment to the motion.

Alison Meriault of 25 Townsend indicated that she is not in favour of the new development as it will add to the existing density and increased traffic. She also reference the garbage bins which could possibly attract rodents and persons experiencing homelessness. Also, her neighbor who has two small children and was unable to attend the meeting shared the same concerns.

Motion 1:

Moved by: Susan Steeves

Seconded by: Kyle Lewis

That the revised motion be approved:

That the Riverview Planning Advisory Committee APPROVE the proposed conditional use on PID 00643726 to permit two multiple unit dwellings in the SC zone subject to the following conditions:

- (1) That the project be developed in general conformity with the attached site plan and elevation drawings; and,*
- (2) That as-built drawings for engineering submissions shall be required within 30 days after the completion of construction.*
- (3) That a 2m tall opaque fence is provided within the 3m landscape buffer along the west property line.*

MOTION CARRIED UNANIMOUSLY

S. Gerrand read the proposed motion and included a slight amendment in the “in first paragraph to insert the word **buildings** in the phrase “... to permit multiple **buildings** on a lot subject to the following conditions:”

Motion 2:

Moved by: Chris Whalen

Seconded by: Rebecca Laffoley

That the Riverview Planning Advisory Committee APPROVE the conditional use on PID 00643726 to permit multiple buildings on a lot subject to the following conditions:

- (1) That the project be developed in general conformity with the attached site plan and elevation drawings; and,*
- (2) That as-built drawings for engineering submissions shall be required within 30 days after the completion of construction.*

MOTION CARRIED UNANIMOUSLY

Motion 3:

Moved by: Chris Whalen

Seconded by: Kyle Lewis

That the Riverview Planning Advisory Committee APPROVE the variance to waive the requirement for a public entrance facing the street as there are no publicly accessible spaces within the proposed building. The variance is subject

to the following condition:

- (1) *That the building be developed in general conformity with the attached elevation drawings.*

MOTION CARRIED UNANIMOUSLY

- b) Harsimran (Sim) Singh, Prosigns. 400 Whitepine (PID#05041348)**
Conditional Use application for a portion of a freestanding sign to be an electronic message sign/electronic static copy in the Parks, Recreation, and Institutional (PRI) zone. (File#25-1468)

Jenna Stewart conducted a PowerPoint presentation which included the definition of a free-standing sign, electronic messaging sign which is reference within the Zoning By-Law. She confirmed that the by-law states that an applicant must acknowledge and consent to the conditions outlined within the by-law relating to a free-standing electronic message sign. J. Stewart confirmed that the application had been reviewed by the Development Team as well as the Traffic Committee and no issues were identified. J. Stewart commented that the existing reader board will be converted into an LED digital sign. Public notice (sent prior to postal strike) had been given and no objections had been received.

The Chair confirmed that the applicant was not present.

The Committee expressed concern in regard to the congested area and suggested that it would be an added distraction and may present a safety hazard. It was also noted that the messaging can be changed not less than 20 seconds.

J. Stewart pointed out that the application is for a conditional use which is permitted but the members are able to impose terms and conditions in relation to the sign.

L. Bickford concurred and also added that any imposed conditions should relate specifically to the protection of property or health and safety of the public.

Moved by: Rebecca Loffoley

Seconded by: Kyle Lewis

That the proposed conditional use for a portion of a freestanding sign to be an electronic static copy in the PRI zone on the property bearing PID#05041348, also known as 400 Whitepine Road, be approved as it is meeting the Municipal Plan policies, and the impact on the streetscape is anticipated to be minimal in nature, subject to the following conditions:

- (1) That the project is developed in substantial conformity with the attached site plan and proposed sign plan*

MOTION CARRIED UNANIMOUSLY

7. TENTATIVE SUBDIVISIONS

NIL

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

a) Recommendation to Council for the Town of Riverview Municipal Plan and Zoning By-Law (File #24-0052)

S. Gerrand conducted a PowerPoint presentation outlining the proposed changes to the Municipal Plan and Zoning By-law. He summarized some of the significant changes being proposed to the plan. He read the proposed motions.

Staff responded to clarifying questions from the Committee concerning various elements of the proposed Municipal Plan.

Moved by: Chris Whalen

Seconded by: Kyle Lewis

That Staff respectfully recommends that the Riverview Planning Advisory Committee RECOMMENDS that the Town of Riverview Council proceed with the adoption of by-law No. 300-34 "Town of Riverview Municipal Plan".

MOTION CARRIED

Moved by: Kyle Lewis
Seconded by: Rebecca Laffoley

That the Riverview Planning Advisory Committee RECOMMENDS that the Town of Riverview Council adopt by-law 300-8 "Town of Riverview Zoning By-Law".

MOTION CARRIED

9. OTHER BUSINESS

NIL

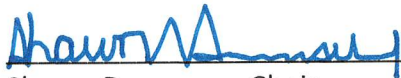
10. NEXT SCHEDULED MEETING

The next meeting will be held on Wednesday, November 12, 2025

11. ADJOURNMENT

Moved by: Chris Whalen

That the meeting adjourned at 7:21 p.m.


Shawn Dempsey, Chair