

**CONSULTATION VERSION
IN CASE OF DISCREPANCY, THE FRENCH VERSION SHALL PREVAIL**



**CANADA
PROVINCE OF QUEBEC
BROME MISSISQUOI REGIONAL COUNCIL**

TOWN OF BROME LAKE

Minutes of the regular meeting of the Brome Lake Town Planning Advisory Committee (CCU) held on Tuesday, May 19, 2026, at 6:00 p.m., at the Centre Lac-Brome, located at 270 Victoria Street, Brome Lake.

Present: [REDACTED], member of the West-Brome/Iron Hill district, and [REDACTED], member of the East-Hill district, as well as [REDACTED], member, [REDACTED], member of the business community, and [REDACTED], member of the Fulford/Bondville district.

All present constitute a quorum under the chairmanship of Councilor Claude Rajotte.

Also present: Director of the Planning Department, Ms. Camille Urli, Secretary, Mr. Justin Sultana and Mr. Patrick Ouvrard, Councilor.

Absent: [REDACTED], member of the Knowlton/Victoria district; [REDACTED] member of the Knowlton/Lakeside district; and [REDACTED], member of the Foster district

1. OPENING OF THE MEETING

The meeting was called to order at 6:00 p.m.

CCU-26-021 2. ADOPTION OF THE AGENDA

*It is
Proposed by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by a show of hands*

It is **RESOLVED THAT** the CCU adopt the agenda as presented.

APPROVED

CCU-26-022 3. APPROVAL OF THE MINUTES

*It is
Proposed by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by a show of hands*

It is **RESOLVED THAT** the CCU adopt the minutes of the meeting of April 20, 2026

APPROVED

4. FOLLOW-UP ON RECENT MEETINGS

CONSULTATION VERSION
IN CASE OF DISCREPANCY, THE FRENCH VERSION SHALL PREVAIL

The Chair reports that the Council has followed all of the CCU's recommendations regarding last month's cases. Regarding the SCAOPI request, the applicant requested its withdrawal following receipt of the CCU's comments.

5. MINOR EXEMPTION REQUESTS

CCU-26-023 5.1. 33 Spring Hill Road, Lot #4 265 839, Zone RFB-3-L17

Nature of the request: Expansion along the side boundary

- WHEREAS**
an application has been filed to expand the existing residence to 5.56 meters from the side property line of 31 Spring Hill and to a distance of 4.87 meters from the side property line of 35 Spring Hill;
- WHEREAS**
Appendix VII of Zoning By-law No. 596 stipulates that a main building must be located at least 10.5 meters from a property line;
- WHEREAS**
the residence in question currently exceeds the required side setbacks, and the proposed work would worsen the situation;
- WHEREAS**
the surrounding context has been analyzed and the applicant's lot is particularly narrow, unlike neighboring lots;
- WHEREAS**
the required 10.5-meter setbacks are standard in white zones, where density is lower than in urban areas;
- WHEREAS**
the setbacks required by the zoning by-law allow neighbors to maintain a certain degree of privacy;
- WHEREAS**
the applicant mentions the presence of a slope behind the residence, which would limit the possibility of an expansion in that direction;
- WHEREAS**
the members are of the opinion that the applicant has not demonstrated that other solutions have been evaluated and that, as a result, the application of the regulations does not cause him serious prejudice, since other compliant alternatives can be considered;
- WHEREAS**
the members are of the opinion that granting the variance would result in a loss of privacy for neighboring properties and, consequently, an infringement on their enjoyment;

THEREFORE, it is **RESOLVED THAT** the CCU recommend to Council that it deny the request for a minor exemption for the expansion into the side setbacks.

It is
Proposed by [redacted]
Seconded by [redacted]
And unanimously rejected by a vote

REJECTED

CCU-26-024 5.2. 58 Centre Road, Lots #4 266 863 & 6 289 271, Zones ID-27-J12 & UV-14-J13

Nature of the request: Fence height

- WHEREAS** a request to erect a fence with a height of 1.32 meters has been submitted;
- WHEREAS** Paragraph 3 of Section 38 of Zoning By-law No. 596 stipulates that the maximum height of a front yard fence shall not exceed 1.2 meters;
- WHEREAS** the property covered by the application has three front yards, meaning that the majority of the fence exceeds this standard;
- WHEREAS** the applicant justifies this height by the need to keep his dogs on the property as well as for safety reasons;
- WHEREAS** work on installing the fence has already begun, making it possible to visualize the proposal;
- WHEREAS** the CCU finds that the request does not cause any loss of enjoyment for neighboring properties and that the minor exemption is in place;

THEREFORE, it is **RESOLVED THAT** the CCU recommend that Council approve the request for a minor exemption.

*It is
Proposed by [redacted]
Seconded by [redacted]
And unanimously resolved by a show of hands*

ADOPTED

CCU-26-025 5.3. Moffat Road, Lot #4 266 031, Zones URA-8-L12

Nature of the request: Subdivision - lot depth

- WHEREAS** a request to allow the subdivision of a lot into two lots, each with a depth of 27.98 meters, has been filed;
- WHEREAS** Schedule II of Subdivision By-law No. 597, which provides for a depth of 30 meters for serviced lots located in zone URA-8-L12;
- WHEREAS** the current lot would allow for the construction of one residence, whereas the proposed cadastral transaction could allow for the construction of two residences;
- WHEREAS** the lot is located on a private street but may be connected to the water and sewer systems via a private connection;

**CONSULTATION VERSION
IN CASE OF DISCREPANCY, THE FRENCH VERSION SHALL PREVAIL**

- WHEREAS** the proposed subdivision creates two lots with an area smaller than that of the surrounding neighborhood, but remains in compliance with the minimum area requirement;
- WHEREAS** the respective widths and areas of the proposed lots comply with the minimum width and area requirements set forth in the current subdivision by-law;
- WHEREAS** this exemption complies with the guidelines of the Brome Lake Town's Housing Policy, which favors gentle densification;
- WHEREAS** the CCU finds that the request does not cause any loss of enjoyment for neighboring properties;

THEREFORE, it is **RESOLVED THAT** the CCU recommend that Council approve the request for a minor exemption.

*It is
Proposed by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by a show of hands*

ADOPTED

CCU-26-026 5.4. 291 Knowlton Road, Lot #4 471 096, Zones UCV-6-L15

Nature of the request: Height and location of a perpendicular sign

- WHEREAS** a request to allow the installation of a perpendicular sign above the first-floor windows has been submitted;
- WHEREAS** this same sign would be 0 m from the sidewalk;
- WHEREAS** Appendix IV of Zoning By-law 596 stipulates that a perpendicular sign must be located beneath the first-floor windows and at a minimum distance of 0.3 m from the sidewalk;
- WHEREAS** the members consider that strict enforcement of the regulations causes serious harm to the property owners;
- WHEREAS** the CCU finds that the request does not cause any loss of enjoyment for neighboring properties;

THEREFORE, it is **RESOLVED THAT** the CCU recommend that Council approve the request for a minor exemption.

*It is
Proposed by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by a show of hands*

ADOPTED

CCU-26-027 5.5. 1 Ball Street, Lot #4 266 563, Zone URA-18-K16

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IN CASE OF DISCREPANCY, THE FRENCH VERSION SHALL PREVAIL

Nature of the request: Residential expansion on the side boundary

- WHEREAS** an application has been filed to authorize an extension up to 1.57 m from the lot line;
- WHEREAS** Appendix VII of Zoning By-law No. 596 stipulates that the minimum side setback is 3 meters;
- WHEREAS** the proposed extension follows the line of the existing wall and is intended to connect to the rear section of the residence to ensure better alignment;
- WHEREAS** the new windows facing the extension on the side have been reduced in size to preserve the neighbor’s privacy;
- WHEREAS** the members of the CCU consider that the proposed extension does not cause any loss of enjoyment for neighboring properties;

THEREFORE, it is **RESOLVED THAT** the CCU recommend that Council approve the request for a minor exemption for the side extension.

It is
Proposed by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by a show of hands

ADOPTED

6. SPAIP APPLICATIONS

CCU-26-028 6.1. 1 Ball Street, Lot #4 266 563, Zone URA-18-K16

Nature of the application: Residential expansion

- WHEREAS** an application for an extension of the main building has been filed;
- WHEREAS** the work involves the demolition of a rear veranda, the addition of an entrance porch and a rear porch, the replacement of exterior siding, and the replacement of windows;
- WHEREAS** said application is subject to SPAIP-2 of By-law 601 on SPAIPs;
- WHEREAS** all plans, documents, and information required under the same by-law were submitted to the Urban Planning and Environment Department along with the application;
- WHEREAS** the Urban Planning and Environment Department forwarded the application to the members of the CCU within the prescribed time limits after verifying that it was complete;
- WHEREAS** the members evaluated the application and found it to be in compliance with the SPAIP criteria;

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IN CASE OF DISCREPANCY, THE FRENCH VERSION SHALL PREVAIL**

THEREFORE, it is **RESOLVED THAT** the CCU recommend that the Council approve this SPAIP application.

*It is
Proposed by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by a show of hands*

ADOPTED

CCU-26-029 6.2. 291 Knowlton Road, Lot #4 471 096, Zones UCV-6-L15

Nature of the request: Perpendicular sign

WHEREAS a request to install a perpendicular sign has been submitted;

WHEREAS said application is subject to SPAIP-5 of By-law 601 on SPAIPs;

WHEREAS all plans, documents, and information required under the same by-law were submitted to the Urban Planning and Environment Department along with the application;

WHEREAS the Urban Planning and Environment Department forwarded the application to the members of the CCU within the prescribed time limits after verifying that it was complete;

WHEREAS the members have evaluated the application and found it to be in compliance with the criteria of SPAIP-5;

THEREFORE, it is **RESOLVED THAT** the CCU recommend that the Council approve this SPAIP application.

*It is
Proposed by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by a show of hands*

ADOPTED

CCU-26-030 6.3. 3 McCurdy Road, Lot #4 992 008, Zone UMV-1-P3

Nature of the request: Installation of a sign

WHEREAS a request to install a sign on poles has been submitted;

WHEREAS said application is subject to SPAIP-5 of By-law 601 on SPAIPs;

WHEREAS all plans, documents, and information required under the same by-law were submitted to the Urban Planning and Environment Department along with the application;

**CONSULTATION VERSION
IN CASE OF DISCREPANCY, THE FRENCH VERSION SHALL PREVAIL**

WHEREAS the Urban Planning and Environment Department forwarded the application to the members of the CCU within the prescribed time limits after verifying that it was complete and in compliance;

WHEREAS the installation of the sign in question will be carried out on an existing structure;

WHEREAS the members have evaluated the application and found it to be in compliance with the criteria of SPAIP-5;

THEREFORE, it is **RESOLVED THAT** the CCU recommend that the Council approve this SPAIP application.

*It is
Proposed by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by a show of hands*

ADOPTED

CCU-26-031 6.4. 753 Lakeside Road, Lot #6 643 103, Zone UC-3-C15

Nature of the request: Installation of a sign

WHEREAS an application to install a sign on poles has been submitted;

WHEREAS said application is subject to SPAIP-5 of By-law 601 on SPAIPs;

WHEREAS all plans, documents, and information required under the same by-law were submitted to the Urban Planning and Environment Department along with the application;

WHEREAS the Urban Planning and Environment Department forwarded the application to the members of the CCU within the prescribed time limits after verifying that it was complete and compliant;

WHEREAS the members have evaluated the application and found it to be in compliance with the criteria of SPAIP-5;

THEREFORE, it is **RESOLVED THAT** the CCU recommend that the Council approve this SPAIP application.

*It is
Proposed by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by a show of hands*

ADOPTED

7. SCAOPI REQUESTS

CCU-26-032

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IN CASE OF DISCREPANCY, THE FRENCH VERSION SHALL PREVAIL

7.1. 635 Lakeside Road, lots #4 265 232 and #4 772 801, zone RBE-2-E16

Nature of the request: Construction of a residence and a garage on the waterfront, on the front property line, deviating from the maximum height, etc.

WHEREAS an application for a specific construction, modification, or occupancy project (SCAOPI) has been filed to allow for the construction of a single-family residence and a garage;

WHEREAS The Town of Brome Lake has adopted By-law No. 406 regarding specific projects for the construction, modification, or occupancy of a building (SCAOPI), which is in effect;

WHEREAS all plans, documents, and information required under By-law No. 406 have been filed with the Planning and Environment Department () in support of the application;

WHEREAS the aforementioned application was reviewed at the last meeting of the CCU and was not recommended for approval;

WHEREAS the architects responsible for the project, Pascale Toupin and Jean François St-Onge, have taken note of these points and have submitted an improved proposal including the following adjustments:

- compliance with the 3-meter side setbacks;
- a height reduced to 12.103 m instead of 12.78 m;
- the reduction in the height of the low wall on the facade to bring it into compliance with regulations, i.e., to a height of 1.2 m;

WHEREAS the Planning Advisory Committee has reviewed the application in light of the objectives of the urban plan, the criteria applicable to the SCAOPI by-law, and the specific characteristics of the site;

WHEREAS the members of the Urban Planning Advisory Committee consider that the following criteria are met or, as the case may be, not applicable to this application;

- Criteria deemed met or applicable**
- **Compliance with the objectives of the urban plan:** *met*;
 - **Compatibility of the proposed uses:** *met*;
 - **Enhancement of outdoor spaces:** *achieved*;
 - **Project feasibility:** *met*;
 - **Quality of integration, demolition, and enhancement of existing structures:** *not applicable*;
 - **Cultural or social components:** *not applicable*;

WHEREAS the committee members consider that the following SCAOPI criteria are not adequately met by the proposal as submitted:

QUALITY OF THE PROJECT’S INTEGRATION

**CONSULTATION VERSION
IN CASE OF DISCREPANCY, THE FRENCH VERSION SHALL PREVAIL**

Due to its location near the street and its height, the project's scale creates a massing effect that contrasts too sharply with the surrounding built environment. Although the integration of a sloped roof is requested, the proposed additional height is deemed excessive and should be reduced to comply with the definition of "height" and ensure better integration with the smaller neighboring houses located in the riparian zone.

INTEGRATION INTO HERITAGE ENVIRONMENTS

Even though the low wall has been reduced, the juxtaposition of the main building and the garage creates a continuous building frontage along the street. Committee members consider this configuration problematic, as it blocks existing visual perspectives between the street and the lake. Furthermore, the presence of a detached garage is viewed negatively, as it creates an additional visual barrier in the landscape.

WHEREAS some members of the Urban Planning Advisory Committee are of the opinion that certain components of the project must remain in compliance with applicable regulations to ensure respectful and harmonious integration into the surrounding environment;

WHEREAS the members consider, in this regard, that the proposed building must comply with the maximum height permitted in the zone, be equipped with a sloped roof, and not include a detached garage, in order to limit the built-up frontage effect and promote better integration into the area;

WHEREAS **5 out of 6 members** are in favor of the project, subject to compliance with these conditions and the requirement that the building permit application be subject to a SPAIP, which will validate the quality of the architectural and landscape integration of the final project.

THEREFORE, it is **RESOLVED THAT** the CCU recommend that Council approve the SCAOPI application for the construction of a main residential building within a 45-meter riparian zone of the Quilliams wetland, subject to the following conditions:

- that the height of the main building does not exceed 9.75 meters;
- that the front setback be reduced to 3.5 m
- that the building be designed with sloped roofs;
- that the building permit application be subject to SPAIP-2 (residential).

*It is
Proposed by [REDACTED]
Seconded by [REDACTED]
And by a majority of votes cast*

ADOPTED

8. ZONING CHANGE REQUESTS

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IN CASE OF DISCREPANCY, THE FRENCH VERSION SHALL PREVAIL**

8.1. 69-71 Davis Road, Lot #3 938 924, Zone UMV-4-C11

Nature of the request: Addition of a commercial use

- WHEREAS** a request for a regulatory amendment for zone UMV-4-C11 has been filed;
- WHEREAS** the request concerns the addition of use C71 to zone UMV-4-C1;
- WHEREAS** the members consider that the addition of this use would contribute to the consolidation of the mixed-use village hub by strengthening the availability of local services;
- WHEREAS** the Planning Advisory Committee considers that a café is a use compatible with the sector’s purpose and likely to promote community vitality as well as the creation of a gathering space for the community;
- WHEREAS** the Planning Advisory Committee recommends approval of the application and notes that special attention must be paid to parking.

8.2. Amendment to Appendix IV – Table of Miscellaneous Standards for Signs by Zone

Nature of the request: Regulatory adjustment regarding the signage standards

- WHEREAS** Appendix IV—the table of miscellaneous signage standards by zone in Zoning By-law No. 596—contains issues of application that warrant amendment;
- WHEREAS** Note 1, which stipulates that flat, perpendicular, and awning-style signs are permitted strictly under first-floor windows, makes the installation of these types of signs difficult, if not impossible;
- WHEREAS** the Urban Planning and Environment Department therefore proposes to amend Note 1 so that flat, perpendicular, and awning-mounted signs may be installed at a height of 6 m;
- WHEREAS** the CCU considers that the proposed regulation is favorable

9. MISCELLANEOUS

10. NEXT MEETING

The date of the next meeting is June 22, 2026.

CCU-26-033 11. ADJOURNMENT

The meeting is adjourned at 8:50 p.m.

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It is
Proposed by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by a show of hands

ADOPTED

Claude Rajotte
Council Member

Justin Sultana
Secretary