

**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 Urban Planning Advisory Committee (CCU) held on Monday, June 15, 2026, at 8:00 a.m. The meeting was held via videoconference.

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

All present constituted 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], council member for the East-Hill district; [REDACTED], council member for the Knowlton/Lakeside district; [REDACTED], council member for the Knowlton/Victoria district; and [REDACTED], council member for the Foster district

1. OPENING OF THE MEETING

The meeting was called to order at 8:02 a.m.

CCU-26-034

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 with the removal of item 5.3.

The minutes of the last meeting will be approved at the next meeting

APPROVED

3. SCAOPI REQUESTS

CCU-26-035

3.1. 637 Knowlton Road, Lot #4 266 718, Zone URA-8-L12

Nature of the request: Access for residential development

WHEREAS

The Town of Brome Lake has adopted By-law 406 regarding specific projects for the construction, modification, or occupancy of a building (SCAOPI), and that this by-law is in effect;

WHEREAS

an application for SCAOPI has been filed to allow for the development of four residential lots accessible via a driveway;

WHEREAS all plans, documents, and information required under By-law 406 concerning specific projects for the construction, modification, or occupancy of a building (SCAOPI) were submitted to the Urban Planning and Environment Department along with the application;

WHEREAS paragraph 3(b) of section 47 of Zoning By-law No. 596 permits a driveway as a shared access point;

WHEREAS the site includes a wetland that has been the subject of an environmental characterization;

WHEREAS this wetland is a marsh of low ecological value;

WHEREAS the marsh would be crossed by a driveway leading to four lots, each of which is zoned for a single-family residence;

WHEREAS details of the access road that will cross this area have not been provided to demonstrate that the connection between the two sides of the marsh will be maintained;

WHEREAS the CCE will review the request and issue recommendations;

WHEREAS the 6.5-meter width of the access road is acceptable to the Fire Department, provided that branches are removed to ensure adequate access for fire trucks with equipment;

WHEREAS the Technical Services Department would like a shelter for storing waste collection bins to be built near the road;

WHEREAS the URA-8-L12 zone in which the project is located is not subject to a residential SPAIP;

WHEREAS the CCU supports the project as a whole;

THEREFORE, it is **RESOLVED THAT** the CCU recommend that Council approve this SCAOPI application, subject to the following conditions:

- require a financial guarantee for the implementation of the submitted landscaping plan;
- provide a shelter near the road for storing waste collection bins;
- obtain details of the access road that will cross the wetland to demonstrate that the connection between the two sides of the marsh will be maintained;
- subject each of the four building permit applications to the SPAIP for residential buildings and lots

It is

Proposed by

Seconded by

And unanimously adopted by a show of hands

ADOPTED

4. MINOR EXEMPTION REQUESTS

CCU-26-036

4.1. 39 Sugar Hill Road, Lot #6 452 667, Zone ID-23-N14

Nature of the request: Tennis court and height of a front yard fence

- WHEREAS** a request to authorize a tennis court located 15.5 meters from the front property line has been filed;
- WHEREAS** this same request also seeks the installation of a 10-foot-high fence surrounding the tennis court;
- WHEREAS** Section 31 of Zoning By-law No. 596 stipulates that a tennis court must comply with a 60-meter setback from the front property line in this zone;
- WHEREAS** Section 38 of the same by-law stipulates that a fence located in the front yard must not exceed a height of 1.2 meters (4 feet).
- WHEREAS** one of the neighboring lots also includes a tennis court that qualifies for this exemption;
- WHEREAS** the applicant plans to install landscaping to conceal the tennis court from view from the roadway;
- WHEREAS** the CCU considers that the regulations cause some prejudice to the applicant;
- WHEREAS** the CCU considers that lighting may be an issue regarding the loss of enjoyment of neighboring properties;

THEREFORE, it is **RESOLVED THAT** the CCU recommends that Council approve the request for a minor exemption, provided that a landscaping plan is submitted and that lighting is limited to the access road leading to the site and not directed at the tennis court.

It is

Proposed by

Seconded by

And unanimously resolved by a show of hands

ADOPTED

CCU-26-037

4.2. 29 Rue des Peupliers, Lot #6 567 427, Zone UV-5-I12

Nature of the request: Main building facade

- WHEREAS** an application for the construction of a residence with a 6.83-meter-wide facade has been submitted;
- WHEREAS** the applicable regulations stipulate that the facade of a main building must measure at least 7.3 meters;
- WHEREAS** the facade covered by the application corresponds to that of an attached garage that is set back from the street and accessed from the side;

WHEREAS the second facade cannot be taken into account, since it is more than 5 meters away from the first;

WHEREAS the applicant points out that reducing the depth of the garage would compromise its functionality;

WHEREAS the CCU considers that the request constitutes a minor exemption and that it does not cause any loss of enjoyment to neighboring properties;

THEREFORE, it is **RESOLVED THAT** the CCU recommend that the 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-26-038 4.3. 16 Cedar Bay Road, Lot #3 938 762, Zones UV-2-G13 & UV-3-H12

Nature of the request: Height of the residence

WHEREAS a request to authorize a residence with a height of 11.09 m has been submitted;

WHEREAS the maximum height is 9.75 m in the zone in question;

WHEREAS a building permit has already been issued to authorize a residence with a height of 9.75 m;

WHEREAS the applicant justifies the request by explaining that this exemption would minimize earthwork and the need for retaining walls, and would allow for an architectural design adapted to the topography of the lot;

WHEREAS the lot is large and set back from the road, ensuring that the request does not cause any loss of enjoyment for neighboring properties;

WHEREAS the CCU finds that the regulations do not cause serious harm to the petitioner, since a compliant project has already been authorized;

WHEREAS the CCU also considers that other alternatives appear possible that would not exceed the maximum height;

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

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

REJECTED

Nature of the request: Occupancy percentage

██████████ recused herself from deliberations related to this matter

WHEREAS an application for the expansion of a residence that would occupy 23.9% of the lot has been filed;

WHEREAS the applicable regulations stipulate that the maximum building coverage for a main building is 20% in this UV-4-I12 zone;

WHEREAS the UV-4-I12 zone in question was recently subject to a regulatory amendment requiring a maximum coverage percentage of 20%, replacing the previous 30%;

WHEREAS the petitioner states that she was not made aware of this amendment during her inquiries with the Urban Planning Department;

WHEREAS the request consists, initially, of the demolition of the existing attached garage, which has structural deficiencies;

WHEREAS the proposed addition would be located on the same site as the existing garage; however, it would comply with the minimum 3-meter side setback, which is not currently the case for the garage to be demolished;

WHEREAS the existing residence, together with the existing attached garage, already exceeds the 20% limit;

WHEREAS the CCU considers that the request constitutes a minor exemption and that it does not cause any loss of enjoyment for neighboring properties, since several neighboring lots are of similar size;

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

It is

Proposed by ██████████

Seconded by ██████████

And unanimously resolved by a show of hands

ADOPTED

Nature of the request: Percentage of occupancy of an accessory building

WHEREAS an application for the construction of a permanent carport attached to the existing garage has been filed;

WHEREAS there are four existing outbuildings on the lot (carport/gazebo, shed, garage, and chicken coop) representing 5.4% of the lot's occupancy;

- WHEREAS** the addition of the proposed carport would result in the total floor area of all outbuildings accounting for approximately 7.5% of the lot's total area;
- WHEREAS** the applicable regulations stipulate that the total area of all outbuildings must not exceed 5% of the lot area in this zone.
- WHEREAS** the CCU considers the application to be incomplete, as it has not received a construction plan and is therefore unable to adequately evaluate the application;

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

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

REJECTED

4.6. 130 Lakeside Road, Lot #6 285 347, Zone UP-4-K15

POSTPONED

5. SPAIP APPLICATIONS

5.1. 130 Lakeside Road, Lot #6 285 347, Zone UP-4-K15

POSTPONED

CCU-26-041 5.2. 34 Sinclair Street, Lot #4 266 599, Zone URA-18-K16

Nature of the application: Construction of accessory buildings—shed and wood shed

- WHEREAS** an application to construct an outbuilding consisting of a shed and a wood shed has been filed;
- WHEREAS** the aforementioned application is subject to SPAIP-2 of By-law 601 on SPAIPs;
- WHEREAS** the proposed shed will be painted the same color as the main building (siding and posts);
- 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 in compliance;
- WHEREAS** the members evaluated the application and found it to be in compliance with the SPAIP criteria;

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

It is

Proposed by

Seconded by

And unanimously resolved by a show of hands

ADOPTED

5.3. 567 Knowlton Road, Lot #4 267 970, Zone UC-4-L13

POSTPONED

6. MISCELLANEOUS

7. NEXT MEETING

The next meeting will be held on June 22, 2026.

CCU-26-042

8. ADJOURNMENT OF THE MEETING

It is

Proposed by

Seconded by

And unanimously resolved by a show of hands

The meeting is adjourned at 9:30 a.m.

ADOPTED

Claude Rajotte
Council Member

Justin Sultana
Secretary

