

**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 Town of Brome Lake Planning Advisory Committee (CCU) held on Monday, June 22, 2026, at 6:00 p.m., at the Centre Lac-Brome, located at 270 Victoria Street, Brome Lake.

Present: ; [REDACTED], member representing the West-Brome/Iron Hill district; as well as Mr. Lee Patterson, Mayor; [REDACTED], Member; [REDACTED], member of the business community; [REDACTED], member representing the Foster district; and [REDACTED], member representing the Fulford/Bondville district.

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

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

[REDACTED], Architect

[REDACTED], Architect

Absent: [REDACTED], member representing the East-Hill district, and [REDACTED], member representing the Knowlton/Victoria district

1. OPENING OF THE MEETING

The meeting was called to order at 6:18 p.m.

Director Camille Urli explained that, going forward, deliberations will be recorded to facilitate the drafting of the minutes

CCU-26-043

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.

ADOPTED

CCU-26-044

3. APPROVAL OF THE MINUTES

It is

Proposed by [REDACTED]

Seconded by [REDACTED]

And unanimously resolved by a vote

It is **RESOLVED THAT** the CCU adopt the minutes of the meeting held on May 19, 2026.

ADOPTED

4. SPAIP APPLICATIONS

CCU-26-045 4.1. 276 Knowlton Road, Lot #4 266 296, Zone UCV-5-K15

Nature of the request: Library expansion

WHEREAS an application for a library expansion has been submitted;

WHEREAS said application is subject to SPAIP-1 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 in compliance;

WHEREAS [REDACTED] and [REDACTED], the architects on the project, attended the meeting to present the project to the committee members;

WHEREAS the members reviewed 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 [REDACTED]

Seconded by [REDACTED]

And unanimously resolved by a show of hands

ADOPTED

CCU-26-046 4.2. 567 Knowlton Road, Lot #4 267 970, Zone UC-4-L13

Nature of the request: Construction of a commercial building

WHEREAS an application for the construction of a commercial building has been filed;

WHEREAS the aforementioned application is subject to SPAIP-3 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 in compliance;

WHEREAS the members are wondering whether the parking area could be located further back or in the side yard;

WHEREAS the lot in question is characterized by a wetland with a riparian buffer zone at the rear, limiting the available building area;

WHEREAS members are questioning whether the materials used are sufficiently varied;

WHEREAS the members have evaluated the application and found that it meets the criteria of SPAIP-3;

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-26-047 4.3. 17 Davignon Street, Lot #4 266 423, Zone URA-15-K15

Nature of the request: Addition of a residential deck

WHEREAS an application to add a residential terrace has been filed;

WHEREAS said terrace is attached to a covered porch on the front of the building;

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 that it meets the criteria of the SPAIP-2;

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-26-048 4.4. 50 Saint-Paul Street, Lot #4 266 341, Zone URA-23-K15

Nature of the request: Gallery

- WHEREAS** an application to modify a gallery has been filed;
- 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 and in compliance;
- WHEREAS** the members reviewed the application and determined that it meets the criteria of the SPAIP-2;
- WHEREAS** the approved modifications will not be visible from the street;

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

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

ADOPTED

CCU-26-049 4.5. 96 Foster Road, Lot #4 265 142, Zone UMV-2-D16

Nature of the request: Expansion of primary residence

- WHEREAS** an application to expand the primary residence has been filed;
- 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 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 [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by a show of hands*

ADOPTED

CCU-26-050 4.6. 153 Knowlton Road, Lot #4 265 817, Zone URA-25-K16

Nature of the request: Renovations to a primary residence

WHEREAS an application to replace windows and a door has been submitted;

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

ADOPTED

CCU-26-051 4.7. 130 Lakeside Road, Lot #6 285 347, Zone UP-4-K15

Nature of the request: Expansion of an institutional building

WHEREAS an application for an expansion of the museum has been submitted;

WHEREAS said application is subject to SPAIP-1 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 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 [REDACTED]

Seconded by [REDACTED]

And unanimously resolved by a show of hands

ADOPTED

5. REQUESTS FOR MINOR EXEMPTIONS

CCU-26-052 5.1. 130 Lakeside Road, Lot #6 285 347, Zone UP-4-K15

Nature of the request: Parking spaces

WHEREAS an application seeking authorization for a total of 5 parking spaces, in conjunction with an expansion application, has been filed;

WHEREAS the applicable regulations require 5 parking spaces per person, which corresponds to 77 parking spaces to approve the submitted project;

WHEREAS the proposed expansion of the building in question requires approximately twenty additional parking spaces;

WHEREAS there are three additional parking spaces that were not taken into account by the applicant;

WHEREAS the applicant points out that this shortage of parking spaces is not an issue in the context of these visitors, who do not reflect the museum's actual foot traffic;

WHEREAS three-quarters of the buildings on the museum grounds are closed during the winter;

WHEREAS the CCU considers the request to be minor in terms of an exemption, since the majority of the museum's visitors are not exclusive users;

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 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

Nature of the request: Construction of a garage at the minimum front setback

(Kristen Gingera recused herself from the deliberations)

- WHEREAS** an application for the construction of a detached garage at a distance of 9.5 meters from the front lot line has been filed;
- WHEREAS** the applicable regulations require that an accessory building must be located outside the minimum front setback of 10.5 meters;
- WHEREAS** the residence is located more than twenty meters from the front property line;
- WHEREAS** the property in question features significant elevation changes that make it difficult to comply with the regulations;
- WHEREAS** the applicant has revised the application to bring it into greater compliance with regulations, whereas the initial proposal placed the proposed building 3 meters from the front property line;
- WHEREAS** the accessory building in question also includes a carport located at the rear;
- WHEREAS** the CCU considers that the regulations do not cause serious harm, insofar as compliant alternatives are feasible;
- WHEREAS** the CCU considers that the submitted request is a means of accommodating the applicant “as he sees fit”;

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

It is

Proposed by

Seconded by

And, by a majority of the votes cast,

REJECTED

Nature of the request: Accessory building on an adjacent lot

- WHEREAS** an application to construct a detached garage on a lot adjacent to that of the main building has been filed;
- WHEREAS** the applicable regulations stipulate that an accessory building may be constructed on a lot adjacent to that of the main building only if the lot on which the main building is situated does not permit the compliant construction of an accessory building;

WHEREAS this application also seeks authorization to construct a double garage with a floor area of 62 square meters on an adjacent lot;

WHEREAS the applicable regulations stipulate that an accessory building may not exceed an area of 60 square meters on a lot with an area of less than 3,000 square meters;

WHEREAS the applicant states that this size is necessary to ensure the functionality and safety of the proposed building;

WHEREAS the lot on which the main building is to be constructed was the subject of a building permit in 2024;

WHEREAS the front yard of the developed lot includes an existing shed and landscaping;

WHEREAS the front yard also includes a parking area adjacent to the street that provides several parking spaces;

WHEREAS it has been demonstrated that the lot on which the main building is located has sufficient area to accommodate a compliant accessory building (with a smaller area than the requested building);

WHEREAS the CCU considers that the regulations do not cause serious prejudice, insofar as compliant alternatives are feasible;

WHEREAS the CCU finds that the submitted request is a means for the applicant to “have it their way”;

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 roll call vote*

REJECTED

CCU-26-055 5.4. Lakeside Road, Lot #6 643 104, Zone UC-3-C15

Nature of the request: Minimum width for a commercial subdivision

WHEREAS an application has been filed for the subdivision of a commercial lot with a frontage on Lakeside Road of 55.65 meters;

WHEREAS the subdivision by-law stipulates that a lot for commercial use must have a minimum width of 60 meters in the zone in question;

WHEREAS the subdivision plan sets aside a 15-meter right-of-way for a potential street dedicated to a residential development project;

- WHEREAS** the commercial uses intended for the proposed lot are unknown;
- WHEREAS** the members would like to review the project as a whole in order to assess the compatibility of a commercial lot with the potential residential development project;
- WHEREAS** the CCU considers that the regulations do not cause any serious harm;
- WHEREAS** the CCU considers that the submitted application is a means of responding to the applicant “as he sees fit”;

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

6. SCAOPI REQUESTS

- CCU-26-056 6.1. 635 Lakeside Rd., Lot #6 491 995, Zone URB-2-L14**
- Nature of the request: Construction of a residence within the wetland buffer zone and within the minimum front setback**
- WHEREAS** an application for a specific project involving the construction, modification, or occupancy of a building (SCAOPI) has been filed to allow for the construction of a single-family residence;
- 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 submitted to the Urban 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 members consider, in this regard, that the proposed building should comply with the maximum height permitted in the zone, have a sloped roof, and not include a detached garage, in order to limit the built-up frontage effect and promote better integration into the neighborhood;

WHEREAS the architects responsible for the project, [REDACTED] and [REDACTED], have taken these points into account and have submitted an improved proposal that includes strictly the following two exemptions:

- minimum front setback of 3 m (originally 3.5 m);
- location of the main building within the 45-meter riparian zone of the wetland;

WHEREAS this new proposal reduces the number of exemptions to two (2), as opposed to the eight (8) initially submitted;

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

WHEREAS the members appreciate the effort made to comply with previous recommendations, the building volume, and the architectural concept submitted;

WHEREAS the CCU would nevertheless like to see improvements in terms of materials to ensure an appearance similar to that of the initial proposal;

THEREFORE, it is **RESOLVED THAT** the CCU recommend that Council approve this SCAOPI application, provided that the building permit application is subject to SPAIP-2 (residential)

It is

Proposed by [REDACTED]

Seconded by [REDACTED]

And unanimously resolved by a show of hands

ADOPTED

CCU-26-057 6.2. 710 Lakeside Rd., Lot #6 259 478, Zone RBE-1-E16

Nature of the request: Amendment to the SCAOPI to authorize various categories of uses

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 a SCAOPI has been filed to permit four principal uses in the main building;

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

WHEREAS the adoption of a SCAOPI in 2018 established the regulatory framework enabling the implementation of the Art de vivre development project;

WHEREAS the aforementioned 2018 SCAOPI authorized the following uses in the former clubhouse: neighborhood retail businesses, specifically a convenience store, a daycare center, or a specialty grocery store;

WHEREAS the specific uses requested in this application for a SCAOPI are, on the ground floor:

- a real estate agent's office, an artist's studio, and a high-end rental space combined with a conference room.

In the basement, in a second phase:

- golf simulators and a pickleball court;

WHEREAS the applicant nevertheless wishes to obtain authorization to carry out all possible uses within the four categories of use in their entirety, and not only the specifically requested uses;

WHEREAS the four categories of use requested as part of this SCAOPI application are: C31, C33, C51, and C52;

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

WHEREAS the CCU considers that the 2018 SCAOPI took into account the reality of a neighborhood suited to the new development project requested;

WHEREAS the CCU has raised several concerns regarding the proposed uses and believes that they deviate from the concept of commercial establishments that would be appropriate for the desired neighborhood sector;

WHEREAS several projects for new professional offices have already been approved within the urban area of Foster;

WHEREAS this same urban area could accommodate new residential units in the future, which underscores the importance of having local businesses in this area;

WHEREAS the immediate neighborhood has already expressed its dissatisfaction regarding the potential uses proposed in this application;

THEREFORE, it is **RESOLVED THAT** the CCU recommend that the Council deny this SCAOPI application.

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

REJECTED

7. MISCELLANEOUS

8. NEXT MEETING

The date of the next meeting is July 20, 2026.

CCU-26-058

9. ADJOURNMENT OF THE MEETING

It is

Proposed by

Seconded by

And unanimously resolved by a show of hands

The meeting is adjourned at 9:33 p.m.

ADOPTED

Claude Rajotte
Council Member

Justin Sultana
Secretary