

**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, September 21, 2026, at 6:00 p.m., at the Centre Lac-Brome, located at 270 Victoria Street, Brome Lake.

Present: Ms. [REDACTED], member representing the West-Brome/Iron Hill district; Ms. [REDACTED], member representing the East-Hill district; Mr. [REDACTED], member representing the agricultural community; Mr. [REDACTED], member representing the Foster district; and Mr. [REDACTED], member representing the Fulford/Bondville district.

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

Also present: the secretary, Mr. Marc-Olivier Lapointe; the Director of Urban Planning, Ms. Camille Urli; and Mr. Patrick Ouvrard, councilor and observer.

Absent: Mr. [REDACTED], member of the Knowlton/Victoria district, and Mr. [REDACTED], member of the business community

1. OPENING OF THE MEETING

The meeting was called to order at 6:02 p.m.

CCU-26-077 2. ADOPTION OF THE AGENDA

*It was
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-26-078 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It is **RESOLVED THAT** the CCU adopt the minutes of the meeting held on August 17, 2026, as well as the repealed minutes of the meetings held on November 18, 2025, December 15, 2025, February 16, 2026, March 16, 2026, April 20, 2026, May 19, 2026, June 15 & 22, 2026.

APPROVED

4. FOLLOW-UP ON RECENT MEETINGS

The Chair informed the committee members of the resolutions adopted by the Council regarding the requests presented at the Council meeting on September 8, 2026.

5. MINOR EXEMPTION REQUESTS

CCU-26-079 5.1. 20 Kimball Street, Lot #4 267 303, Zone RF-13-N16

Nature of the request: Setback and percentage of lot coverage

Recusing herself from deliberations: [REDACTED]

- WHEREAS** an application seeking permission to construct a residence, including four (4) variances, has been filed;
- WHEREAS** the floor area of the main building would represent 19.5% of the lot area;
- WHEREAS** the residence would be located 5 meters from the right-side property line and the rear property line;
- WHEREAS** the residence would be located 12.23 meters from the left side line;
- WHEREAS** the table of lot-size standards by zone in Appendix VII of Zoning By-law No. 596 stipulates that the maximum building coverage for the main structure is 10% in this zone;
- WHEREAS** the table of setback standards by zone in Appendix VII of Zoning By-law No. 596 stipulates that the minimum side and rear setbacks for a main building are 15 meters in this zone;
- WHEREAS** the existing residence and the shed on the property will be demolished;
- WHEREAS** the owners of the lot also own the adjacent lots, so that the project's impact on the current neighborhood would be considered minimal by the members;
- WHEREAS** the CCU considers that the sum of the variances constitutes a major variance;
- WHEREAS** the CCU considers an excess of 9.5% of the maximum floor area ratio for the main building to be a major deviation, whereas this percentage is limited to 10% in this zone;
- WHEREAS** the CCU considers an excess of 10 meters for the minimum side and rear setbacks to be major, whereas these are set at 5 meters in this zone;
- WHEREAS** the members of the CCU recognize that the application of the minimum setback distances set forth in the table of siting standards in Zoning By-law No. 596 limits the construction possibilities on Lot 4 267 303, which is smaller in area than lots typically found in this zone;

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WHEREAS the members note, however, that the applicant has not sufficiently demonstrated that the project could not be brought any closer to the standards prescribed by Zoning By-law No. 596;

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

CCU-26-080 5.2. 14 Davignon Street, Lot #4 266 419, Zone URA-15-K15

Nature of the request: Area of accessory building

Recusing herself from the deliberations: [REDACTED]

WHEREAS a revised application for the construction of an outbuilding to be used as an artist's studio has been submitted, with a floor area exceeding the permitted limit;

WHEREAS Lot 4 266 419 has an area of 1,058 square meters;

WHEREAS the application concerns the construction of an accessory building measuring 79.6 square meters;

WHEREAS Paragraph 6 of Section 35 of Zoning By-law No. 596 stipulates that the maximum area for an accessory building on a lot of less than 3,000 square meters is 60 square meters;

WHEREAS the outbuilding is intended to replace an existing garage with a new structure located on the same site;

WHEREAS the existing accessory building is located 1.48 meters from the rear property line and 1.4 meters from the left-side property line;

WHEREAS the proposed accessory building would be located 3.5 meters from the rear property line and 3 meters from the left-side property line;

WHEREAS there is a discrepancy of 19.6 square meters between the application and the standard set forth in paragraph 6 of Section 35 of By-law 596;

WHEREAS the CCU considers a discrepancy of 19.5 square meters to be significant, whereas the standard limits the area of an accessory building to 60 square meters;

WHEREAS the members of the CCU consider that the petitioner has not demonstrated the serious

prejudice that strict application of the by-law would cause him;

WHEREAS although the side neighbor agrees with the project, the members consider that the increase in building volume could ly infringe upon the rear neighbors' property rights regarding sunlight, since the lot is located in a densely developed area;

WHEREAS it is possible to modify the project to reduce the discrepancy between the proposed deviation and the standards of Zoning By-law 596;

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. SPAIP REQUESTS

CCU-26-081 6.1. 14 Davignon Street, Lot #4 266 419, Zone URA-15-K15

Nature of the request: Construction of an accessory building

Recusing herself from deliberations: [REDACTED]

WHEREAS an application to construct an outbuilding to be used as an artist's studio 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 permit application is accompanied by a request for a minor exemption for which the recommendation is unfavorable;

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

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

REJECTED

CCU-26-082 6.2. 22 Davignon Street, Lot #4 266 418, Zone URA-15-K15

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Nature of the request: Construction of an accessory building—shed

- WHEREAS** an application for the construction of an outbuilding (shed) 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-26-083 6.3. 122 Victoria Street, Lot #4 266 455, Zone URA-20-K15

Nature of the request: Expansion of the main building—modifications

- WHEREAS** an application for modifications to the expansion of the residential building has been filed;
- WHEREAS** said application is subject to SPAIP-2 of By-law 601 on SPAIPs;
- WHEREAS** an application for an expansion was submitted and approved by Council Resolution 2026-01-014;
- WHEREAS** this application concerns a modification to the front steps that were authorized by Resolution 2026-01-014;
- WHEREAS** all plans, documents, and information required under the same by-law were submitted to the Urban Planning and Environment Department along with the request;
- WHEREAS** the 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 that it meets the criteria of SPAIP-2, as it promotes a return to the building's original features;

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-26-084

6.4. 122 Victoria Street, Lot #4 266 455, Zone URA-20-K15

Nature of the request: Construction of an accessory building—garage

WHEREAS an application for the construction of a garage-type outbuilding 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

7. MISCELLANEOUS

Director Camille Urli invites the committee members present to the volunteer appreciation evening organized by the Town of Brome Lake.

The director informs the members that the urban planning department is currently working on the development of two new SPAIPs, which will be presented to the committee in the coming months.

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The director invites members to contact her if they wish to take training courses related to their roles on the committee.

The chair, Claude Rajotte, asks the members to move up the November meeting. He proposes November 16, which is accepted by all members.

8. NEXT MEETING

The date of the next meeting is October 19, 2026.

CCU-26-085

9. ADJOURNMENT

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

The meeting is adjourned at 7:17 p.m.

APPROVED

_____ Claude Rajotte Councilor	_____ Marc-Olivier Lapointe Secretary
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