



CANADA
PROVINCE OF QUEBEC
BROME MISSISQUOI MRC

TOWN OF BROME LAKE

Minutes of the Planning Advisory Committee meeting - Town of Brome Lake held Monday, March 24, 2025 at 7:00 p.m., at the Centre Lac-Brome, 270 Victoria Street, in Brome Lake.

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

All forming a quorum under the chairmanship of Councillor Lee Patterson.

Also present: the Director of Urban Planning, Camille Urli, and the Secretary, Justin Sultana.

Absent: Knowlton/Victoria district member [REDACTED], Knowlton/Lakeside district member [REDACTED] and business community member [REDACTED].

1. OPENING OF THE MEETING

The meeting was called to order at 7:06 p.m.

The members welcome new member [REDACTED]. He briefly describes himself.

CCU-25-016

2. ADOPTION OF THE AGENDA

*It is
Suggested by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by voice vote*

It was **RESOLVED THAT** the CCU adopt the agenda with the withdrawal of item 5.5 at the request of the owner, who will return with a compliant proposal.

ADOPTED

CCU-25-017

3. ADOPTION OF THE MINUTES

*It is
Suggested by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by voice vote*

RESOLVED THAT the CCU adopt the minutes of the meeting of February 24, 2025.

ADOPTED

4. FOLLOW-UP TO RECENT MEETINGS

The Chairman reports that the Council has followed all the recommendations made by last month's CCU.

DISCUSSIONS

-New member welcome

The members welcome new member [REDACTED]. He briefly describes himself. There is also a round-table discussion of the other members.

-Mandatory training

The Chairman informs us that two of our members must attend the training course. He will look into the possibility of distance learning.

Town planning follow-up

It is explained that two guides will be produced in the near future: Architectural Guide and Multi-Housing Guide. Workshops will be organized, allowing CCU members to get involved.

5. PIIA APPLICATIONS

CCU-25-018 5.1. 8, rue Birch, lot #4 266 481, zone URA-12-K15

Type of application: Home extension - garage

WHEREAS a request to enlarge the residence by adding an attached garage has been submitted;

WHEREAS this request consists specifically of rebuilding a new attached garage following the demolition of the existing one and adding a vestibule;

WHEREAS said request is subject to By-law 601 respecting SPAIPs (site planning and architectural integration program);

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

the Service de l'urbanisme et de l'environnement forwarded the request to the members of the CCU within the prescribed time frame, after having ascertained that it was complete and in conformity;

the materials and colors harmonize with the surrounding materials and colors;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council approve this request for a site planning program.

It is

Suggested by [REDACTED]

Seconded by [REDACTED]

And unanimously resolved by voice vote

ADOPTED

CCU-25-019 5.2. 22-36, rue des Bouleaux, lot #6 422 148, zone UC-4-L13

Type of application: Construction of apartment building

WHEREAS a request for the construction of an 8-unit building has been submitted;

WHEREAS said request is subject to SPAIP-11 of By-law 601 respecting SPAIPs;

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

the Service de l'urbanisme et de l'environnement forwarded the request to the members of the CCU within the prescribed time frame, after having ascertained that it was complete and in conformity;

WHEREAS comments on the proposal to have tiles and gables on the gallery roofs are addressed;

WHEREAS the lot is completely deforested and that it is a priority to plan its revegetation;

WHEREAS the revegetation strategy must be enhanced to reduce the visibility of parking lots and accessory buildings through the use of dense hedges;

WHEREAS the proposed construction is adjacent to a lot containing an already approved building belonging to the same owner;

the members deem it appropriate that the two contiguous constructions of the same style harmonize in terms of their components;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council approve this SPAIP request on the condition that an approved, compliant and professionally prepared vegetation plan be submitted.

It is

Suggested by

Seconded by

And unanimously resolved by voice vote

ADOPTED

CCU-25-020 5.3. 22-36, rue des Bouleaux, lot #6 422 148, zone UC-4-L13

Type of application: Construction of a residential accessory building - garden shed

WHEREAS a request has been submitted for the construction of a residential shed-type accessory building to accompany the construction of eight housing units;

WHEREAS

said request is subject to SPAIP-11 of By-law 601 respecting SPAIPs;

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

the Service de l'urbanisme et de l'environnement forwarded the request to the members of the CCU within the prescribed time frame after having ascertained that it was complete;

said accessory building is located at a distance of less than three metres from the main building;

the inspector responsible for this request has advised the owner of this non-compliance;

the materials, colors and style harmonize with the surrounding materials, colors and style;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council approve this request for a site planning and architectural integration program (SPAIP), provided that the accessory building complies with the applicable regulations.

It is

Suggested by [REDACTED]

Seconded by [REDACTED]

And unanimously resolved by voice vote

ADOPTED

CCU-25-021

5.4. 2-16, rue des Bouleaux, lot #6 422 149, zone UC-4-L13

Nature of request: Modify the layout of a new building

WHEREAS

a request to modify the layout of the building and parking lot so that its main façade provides shared parking with the building located at 22-36 rue des Bouleaux has been submitted;

all plans, documents and information required by By-law 601 respecting SPAIPs were submitted to the Planning and Environment Department with the request;

the Service de l'urbanisme et de l'environnement forwarded the request to the members of the CCU within the prescribed time frame, after having ascertained that it was complete and in conformity;

the materials, colors and style are similar to the previously approved plans and documents;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council approve this request for a site planning program.

It is

Suggested by [REDACTED]

Seconded by [REDACTED]

And unanimously resolved by voice vote

ADOPTED

5.5. 27, rue Lansdowne, lot #4 266 458, zone URA-12-K15

Type of request: Construction of an accessory building - garden shed

Withdrawn item

CCU-25-022 5.6. 34 Draper Road, Lot #4 601 750, Zone RF-9-P12

Type of application: Construction on steep slopes

WHEREAS a request for the construction of a main residential building on a steep slope has been submitted;

WHEREAS said request is subject to SPAIP-9 of By-law 601 respecting SPAIPs;

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

the Service de l'urbanisme et de l'environnement forwarded the request to the members of the CCU within the prescribed time frame, after having ascertained that it was complete and in conformity;

the members are of the opinion that the area included in the steep slope sector is minimal;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council approve this request for a site planning program.

It is

Suggested by [REDACTED]

Seconded by [REDACTED]

And unanimously resolved by voice vote

ADOPTED

CCU-25-023 5.7. 39, rue Victoria, lot #4 266 209, zone UCV-1-K15

Type of request: Renovations to commercial building

WHEREAS a request to replace windows and doors has been submitted;

WHEREAS said request is subject to By-law 601, site planning and architectural integration program (SPAIP) 3;

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

the Service de l'urbanisme et de l'environnement forwarded the request to the members of the CCU within the prescribed time frame, after having ascertained that it was complete and in conformity;

the property in question is listed as having a strong heritage value;

several contradictory pieces of information are presented, making it difficult to read and analyze the project;

the members consider that the black-white contrast is undesirable for such a style heritage building;

the size and positioning of the windows visible from the street do not respect the dimensions of the existing windows, the symmetry of the facade and the alignments with the preserved windows;

the galvanized steel proposed for the replacement of the upstairs railings is too contemporary given the heritage value of this building;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council refuse this request for a site planning program.

It is

Suggested by [REDACTED]

Seconded by [REDACTED]

And unanimously rejected by the votes cast

REJECTED

CCU-25-024

5.8. 60, rue Conférence, lot #4 266 516, zone URA-18-K16

Type of request: Home extension

WHEREAS

a request to extend the height of the main building has been submitted;

WHEREAS

said request is subject to By-law 601 respecting SPAIPs (site planning and architectural integration program);

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

the Service de l'urbanisme et de l'environnement forwarded the request to the members of the CCU within the prescribed time frame, after having ascertained that it was complete and in conformity;

the materials and colors harmonize with the surrounding materials and colors;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council approve this SPAIP request.

It is

Suggested by [REDACTED]

Seconded by [REDACTED]

And unanimously resolved by voice vote

ADOPTED

CCU-25-025 5.9. 160 Knowlton Road, lot #4 266 306, zone URA-25-K16

Type of request: Construction of a balcony

WHEREAS a request to rebuild an existing rear balcony has been submitted;

WHEREAS said request is subject to By-law 601 respecting SPAIPs (site planning and architectural integration program);

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

the Service de l'urbanisme et de l'environnement forwarded the request to the members of the CCU within the prescribed time frame, after having ascertained that it was complete and in conformity;

the materials and colors harmonize with the surrounding materials and colors;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council approve this request for a site planning program.

It is

Suggested by [REDACTED]

Seconded by [REDACTED]

And unanimously resolved by voice vote

ADOPTED

CCU-25-026 5.10. 307 Knowlton Road, lot #3 939 122, zone UV-6-I12

Nature of request: Installation of a sign

WHEREAS a request to install a perpendicular sign for a clothing store has been submitted;

WHEREAS said request is subject to SPAIP-5 of By-law 601 respecting SPAIPs;

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

WHEREAS the Service de l'urbanisme et de l'environnement forwarded the request to the members of the CCU within the prescribed time frame after having ascertained that it was complete and compliant;

WHEREAS the materials and colors harmonize with the materials and colors of surrounding signs;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council approve this request for a site planning program.

*It is
Suggested by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by voice vote*

ADOPTED

CCU-25-027 5.11. 1169 Knowlton Road, lot #3 939 811, zone UC-1-M2

Type of application: Commercial building extension

WHEREAS a request to enlarge the commercial building has been submitted;

WHEREAS said request is subject to By-law 601, site planning and architectural integration program (SPAIP) 3;

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

the Service de l'urbanisme et de l'environnement forwarded the request to the members of the CCU within the prescribed time frame, after having ascertained that it was complete and in conformity;

the two existing buildings are non-conforming in terms of their layout, which prevents the facades from being aligned in a conforming manner;

the members deem that an alignment of the facades would be preferable (by request for a minor exemption);

the roof slopes and heights of the three sections of the project need to be reviewed in order to propose a better layout;

the proposal, as a whole, should review its volumetry, proposed colors and integration;

WHEREAS the members do not consider that the materials and colors harmonize with the existing materials and colors;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council refuse this request for a site planning program.

It is

Suggested by [REDACTED]

Seconded by [REDACTED]

And unanimously rejected by the votes cast

REJECTED

CCU-25-028 5.12. lots #3 938 721 & 3 938 724, rue de Bondville, zone UMV-3-H12

Type of application: Integrated project

WHEREAS a request for an integrated project comprising 4 buildings with four dwellings has been submitted;

WHEREAS said request is subject to SPAIP-10 of By-law 601 respecting SPAIPs;

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

the Service de l'urbanisme et de l'environnement forwarded the request to the members of the CCU within the prescribed time frame, after having ascertained that it was complete and in conformity;

the project had originally been submitted as a SCAOPI to allow for 5 housing units per building;

the current proposal maintains the same density as the previous request;

the members are in favour of the proposal as a whole;

WHEREAS it is considered that a 3D representation would be adequate to demonstrate the use of colors and materiality;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council refuse this SPAIP request, pending submission of a 3D representation.

It is

Suggested by [REDACTED]

Seconded by [REDACTED]

And unanimously rejected by the votes cast

REJECTED

6. MINOR VARIANCE REQUESTS

CCU-25-029 6.1. lots #3 938 721 & 3 938 724, rue de Bondville, zone
UMV-3-H12

Nature of request: Number of buildings per lot

WHEREAS a request has been submitted for the construction, on the same lot, of four buildings, each containing four dwellings, as part of an integrated project;

WHEREAS article 78 of zoning by-law no. 596 requires that each building in an integrated project be located on a separate lot;

the CCU considers that the request is minor in terms of derogation;

the CCU deems that the request does not cause a loss of use to neighbouring properties;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council grant the request for a minor exemption.

It is

Suggested by [REDACTED]

Seconded by [REDACTED]

And unanimously resolved by voice vote

ADOPTED

CCU-25-030 6.2. 381, ch. de Knowlton, lots #6 484 810, zone URB-4-K15
& UP-6-K14

Nature of request: Lot size

WHEREAS a request to authorize the construction of a building containing six dwellings, on an existing lot with a surface area of 1,077 square metres, has been submitted;

Section 44 of Subdivision By-law No. 597 requires a minimum lot surface area of 1,104 square metres in order to permit a building containing six dwellings, which represents an exemption of 2.5%;

the request for the construction of a residential building has not yet been submitted, therefore the processing of the SPAIP is to be scheduled in the near future;

the lot in question and the neighbouring lot should be the subject of identical construction proposals;

the lots in question have already been the subject of two approved construction projects that were never carried out;

although the exemption appears minor given the small difference in surface area, its effects are major since it changes the nature of the authorized building, allowing the construction of a 6-unit building instead of the 5-unit building authorized by right;

the addition of a dwelling leads to an intensification of land use in a low-density sector;

the addition of a dwelling will result in at least one or 2 additional vehicles, which would increase the amount of non-vegetated surface and could aggravate off-street parking problems if an insufficient number of parking spaces is proposed on the site;

the applicant has not demonstrated that his request for a derogation has no impact on the immediate neighbourhood and is minor;

the lot includes a significant drop in elevation at the back, which will create issues with respect to the height to be respected;

WHEREAS the CCU considers that without having the complete permit application, it is difficult to know what will be authorized;

WHEREAS with the presence of the wetland in the back lot, for which authorization to destroy has not been granted, there is uncertainty as to the possibility of building;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council refuse the request for a minor exemption since it is considered too important.

*It is
Suggested by [REDACTED]
Seconded by [REDACTED]
And unanimously rejected by the votes cast*

REJECTED

CCU-25-031 6.3. 383, ch. de Knowlton, lots #6 484 809, zone URB-4-K15 & UP-6-K14

Nature of request: Lot size

WHEREAS a request to authorize the construction of a building containing six dwellings, on an existing lot with a surface area of 1,077 square metres, has been submitted;

WHEREAS Section 44 of Subdivision By-law No. 597 requires a minimum lot area of 1,104 square metres to permit a building comprising six dwellings;

the request for the construction of a residential building has not yet been submitted, therefore the processing of the SPAIP is to be scheduled in the near future;

the lot in question and the neighbouring lot should be subject to identical construction proposals;

the lots in question have already been the subject of two construction projects that were never carried out;

although the exemption appears minor given the small difference in surface area, its effects are major since it changes the nature of the authorized building, allowing the construction of a 6-unit building instead of the 5-unit building authorized by right;

the addition of a dwelling leads to an intensification of land use in a low-density sector;

the addition of a dwelling will result in at least one or 2 additional vehicles, which would increase the amount of non-vegetated surface and could aggravate off-street parking problems if an insufficient number of parking spaces are proposed on the site;

the applicant has not demonstrated that his request for a derogation has no impact on the immediate neighbourhood and is minor;

the lot includes a significant drop in elevation at the back, which will create issues with respect to the height to be respected;

WHEREAS the CCU considers that without having the complete permit application, it is difficult to know what will be authorized;

WHEREAS with the presence of the wetland in the back lot, for which authorization to destroy has not been granted, there is uncertainty as to the possibility of building;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council refuse the request for a minor exemption since it is considered too important.

It is

Suggested by [REDACTED]

Seconded by [REDACTED]

And unanimously rejected by the votes cast

REJECTED

7. VARIA

8. NEXT MEETING

The next meeting date is Tuesday, April 22, 2025.

CCU-25-032 9. END OF MEETING

*It is
Suggested by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by voice vote*

The meeting was adjourned at 9:18 p.m.

ADOPTED

Lee Patterson
Council

Justin Sultana
Secretary