

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



VILLE DE LAC-BROME
TOWN OF BROME LAKE

**BY-LAW ON
SITE PLANS AND
ARCHITECTURAL INTEGRATION
(SPAIP) No. 601**

October 2013

ADMINISTRATIVE CODIFICATION

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**Town of Brome Lake
City Clerk's Office**

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CANADA
PROVINCE OF QUEBEC
TOWN OF BROME LAKE

BY-LAW REGARDING SITE PLANS AND ARCHITECTURAL INTEGRATION

At a regular meeting of the Town Council held in Fulford Hall on August 5, 2013, in accordance with the Act, and attended by Councilors Marta Gubert Gomes and Cynthia Wilkinson and Councilors Donald Gagné, Thomas McGovern, Jacques Lecours, and Patrick Ouvrard, constituting a quorum under the chairmanship of Mayor Gilles Decelles.

BY-LAW No. 601

- WHEREAS that a municipality has the authority to revise its urban plan every five years, in accordance with section 10.3.1 of the Act respecting land use planning and development;
- WHEREAS that the Brome Lake Town decided to undertake such a procedure in 2009;
- WHEREAS that at the meeting of May 15, 2013, the City Council adopted a first draft by-law replacing the current Urban Plan, in accordance with sections 110.3.1 and 109.1 of the aforementioned Act;
- WHEREAS that in order to implement its new urban plan, the Town of Brome Lake wishes to avail itself of the special procedure for replacing its SPAIP by-law provided for in section 110.10.1 of the aforementioned Act;
- WHEREAS that at the meeting of July 2, 2013, a notice of motion with waiver of reading was given by Councilor Jacques Lecours;
- WHEREAS that all council members had the opportunity to review the said draft by-law and that it was made available to the public at Town Hall for consultation;
- WHEREAS that on June 8, 2013, this by-law was submitted for public consultation;
- WHEREAS that on that occasion, the City Council heard from those wishing to comment on the content of said by-law;

THEREFORE:

It is proposed by Councilor Patrick Ouvrard, seconded by Councilor Jacques Lecours, and adopted unanimously to adopt By-law No. 601 replacing By-law No. 361 on Site Plans and Architectural Integration.

CHAPTER I : GENERAL PROVISIONS

SECTION I: DECLARATORY PROVISIONS

1. TITLE

This by-law is entitled "By-law on Site Planning and SPAIP."

2. APPLICABLE TERRITORY

This by-law applies to zones AFB-4-D15, ID-18-G6, UC-1-M2, UC-2-N3, UC-3-C15, UC-4-L13, UC-5-L14, UCV-1-K15, UCV-2-K15, UCV-3-K15, UCV-4-K15, UCV-5-K15, UCV-6-L15, UMV-1-P3, UMV-2-D16, UMV-3-H12, UMV-4-C11, UI-3-L15, UP-2-K15, UP-4-K15, UP-5-K15, UP-6-K14, URA-12-K15, URA-15-K15, URA-17-K15, URA-18-K16, URA-20-K15, URA-21-K15, URA-23-K15, , URA-25-K16, URB-2-L14, URB-3-K14, URB-4-K15, URB-5-L15, URC-3-L14, URC-4-K15, URC-6-L15, UREC-3-J16, UV-7-E15, as shown on the zoning map, which forms an integral part of the zoning by-law, as well as to the entire territory in the case of works or structures on the shores of lakes and watercourses subject to this by-law. (*amendment to By-law 601-1*)

This by-law applies only to zones AFBI-1-B15, AFB-3-B15, AFB-2-B16, AFB-4-D15, AFB-5-D15, AFB-1-H11, RB-5-E15, RB-7-E15, RBE-1-E16, RB-1-H12, RFB-2-M13, RFB-3-L17, and UV-2-G13 in the case of new streets or street extensions outside urban boundaries.

This by-law applies only along road corridors identified as areas of aesthetic interest and shown in Appendix II: Map of Areas of Special Interest of the current Urban Plan, in the case of a cadastral operation aimed at creating a serviced lot permitting the construction of a new building. (*Amendment 601-6*)

This by-law applies to any cadastral operation aimed at carrying out an integrated project or to any permit application for construction carried out as part of an integrated project pursuant to section 78 of the zoning by-law. (*amend. by-law 601-7*)

This by-law also applies to all work, structures, or constructions of 30 square meters or more authorized within a steep slope zone of 30% to less than 50% in accordance with the rules established by the Brome-Missisquoi RCM. (*Amendment to By-law 601-7*)

This by-law also applies to any residential project comprising three (3) or more dwelling units, as well as to any work or structure on a building that, following the work, becomes a building comprising at least three (3) dwelling units. (*Amendment to By-law 601-8*)

This by-law also applies to any cadastral operation aimed at creating an irregular lot pursuant to the exceptions provided for in section 46 of Subdivision Bylaw 597. (*Amendment to By-law 601-8*)

3. REPLACED BY-LAW

This by-law replaces By-law No. 361 and its amendments.

4. TERMINOLOGY

The words and phrases used in these by-laws have the specific meanings assigned to them in the following order of precedence:

- 1° These by-laws;
- 2° The zoning by-law;
- 3° The subdivision by-law;
- 4° The Permit and Certificate By-law.

5. UNIT OF MEASUREMENT

All dimensions given in this by-law are expressed in metric units of the International System (SI).

CHAPTER II : ADMINISTRATIVE PROVISIONS

SECTION I: ENFORCEMENT OF THE BY-LAW

6. ADMINISTRATION OF THE BY-LAW

The Town's Department of Construction and Urban Planning is responsible for administering this by-law.

7. ENFORCEMENT

The building inspector is responsible for enforcing this by-law.

8. POWERS OF THE ENFORCEMENT OFFICER

The person responsible for enforcing the by-law shall exercise the powers conferred upon them by this by-law, including:

- 1° May visit and inspect, between 7:00 a.m. and 7:00 p.m., any real or personal property to determine whether this by-law, other by-laws, or council resolutions are being complied with;

2° May issue a formal notice to temporarily evacuate any building that could endanger the life of any person;

3° May issue a formal notice to carry out any repair work deemed necessary for the safety of the structure and recommend any emergency measures to the Council;

4° May issue a formal notice to rectify any situation constituting a violation of this by-law;

5° May take any necessary measures to halt the construction, occupation, or use of a portion of a lot, a parcel of land, a building, or a structure that is inconsistent with this by-law. (Amend. 601-2)

9. OBLIGATION TO ALLOW INSPECTION

The owner or occupant of any movable or immovable property, including houses, buildings, or structures of any kind, is required to allow the person responsible for enforcing the by-law to inspect any building or premises for the purpose of examination or verification between 7:00 a.m. and 7:00 p.m., in connection with the enforcement or compliance with this by-law, other by-laws, or council resolutions.

Upon request, the person responsible for enforcing the by-law who is conducting an inspection must establish their identity and present the certificate issued by the municipality attesting to their authority.

SECTION II: SUBJECT PERMITS AND CERTIFICATES AND PROCESSING OF APPLICATIONS

10. ISSUANCE OF A SUBJECT PERMIT OR CERTIFICATE

The issuance of a building permit, a subdivision permit for a regulated cadastral operation, a certificate of authorization for repairs applicable to all categories of structures, land, and work, a certificate of authorization for a sign or mural, a certificate of authorization for work on the shore of a lake or watercourse, or a certificate of authorization for the construction or extension of a street, is subject to this by-law. (*Amend. 601-8*)

Notwithstanding the first paragraph, the issuance of a building permit, a certificate of authorization for renovation or repair work on an existing building, or a certificate of authorization for work on the shore of a lake or watercourse, is not subject to this by-law in the following cases:

1° Work carried out entirely inside a building, provided that the work does not affect the exterior appearance of the building;

2° Work intended to replace the roofing material of a building, provided that the material to be installed is made of the same material as the one being replaced; this paragraph

does not authorize the use of a material whose use is prohibited; in the latter case, this by-law applies to the work.

3° Work involving the installation of a private swimming pool for residential purposes.

4° Work to replace sash windows of the same architectural style as the building;

5° Work to replace deteriorating exterior wood siding while preserving the original decorative elements and architectural details;

6° Clearing and planting native vegetation along the shore of a lake or watercourse;

7° Repair of a building constructed partially or entirely within the riparian zone.

11. REQUIREMENT TO SUBMIT SITE PLANS AND ARCHITECTURAL INTEGRATION PLANS

Any person wishing to obtain a permit or certificate subject to this by-law must submit to the Town documents relating to the site planning and architecture of the structures, as well as to the land development and related work.

12. MINIMUM CONTENT OF DOCUMENTS

Any document relating to site planning and architectural integration submitted to the Town must contain at least the following elements:

1° In the case of an application for a building permit, in addition to the plans provided as part of the permit application and required by the by-law on Permits and Certificates, the following information must be provided:

- a) Sketches of each elevation showing architectural details (fenestration, openings, exterior cladding materials, trim, color, etc.) with the proposed work;
- b) Provide photographs showing the building from each facade prior to the work, as well as a sequence of photographs showing the building covered by the application, along with the adjacent buildings on either side (three on each side);
- c) A scaled site plan of the entire property, showing the proposed parking areas and proposed private landscaping (sidewalk, shrubs, trees, fencing, earthworks, etc.).

This information must enable the members of the Urban Planning Advisory Committee, the Environmental Advisory Committee, and the Council to have a clear understanding of the work and to analyze its integration in accordance with the objectives and evaluation criteria set forth for the buildings covered by this application.

2° In the case of a repair or renovation

In addition to the plans and documents provided as part of the application for a certificate of authorization and required by the by-law on permits and certificates, the following information must be provided:

- a) Photos showing the building subject to the work;
- b) A sequence of photos showing the building in question and the adjacent buildings on either side;
- c) A sketch of the facades affected by the modifications (repair or renovation) showing the nature of the changes (material, color, openings, etc.);
- d) A scaled site plan of the entire lot facing the renovated facade.

This information must enable the members of the urban planning advisory committee and the council to have a clear understanding of the work and to analyze its integration in accordance with the objectives and evaluation criteria set forth for the work covered by this application.

3° In the case of a sign or mural

In addition to the plans and documents provided as part of the application for a certificate of authorization and required by the by-law on permits and certificates, the following information must be provided:

- a) Photos showing the building to which the sign will be affixed or the lot where the sign will be installed, with the building housing the establishment for which the signage application is being made in the background, if applicable;
- b) A series of photos showing the building or lot in question and the adjacent buildings on either side;
- c) A color sketch of the sign covered by the certificate.

This information must enable the members of the urban planning advisory committee and the council to fully understand the work and to assess its integration in accordance with the objectives and evaluation criteria set forth for the signs covered by this application.

4° In the case of work on the shore of a lake or watercourse

In addition to the plans and documents provided as part of the application for a certificate of authorization and required by the by-law on permits and certificates, the following information must be provided:

- a) Photos showing the current condition of the land;
- b) A series of photos showing the adjacent properties;

- c) A scaled site plan of the entire property, showing: buildings, parking areas, landscaping (sidewalk, shrubs, trees, fencing, earthworks, etc.), measures to minimize the impact of the proposed construction on stormwater runoff, the identification and preservation of permeable surfaces, the location of filtration or sedimentation basins, percolation wells, and rainwater harvesting measures and systems.
- d) A summary description of the benefits in terms of drainage, site development regarding stormwater infiltration, reduction of impervious surfaces, increased vegetation density, and improvement of the natural environment.

This information must enable members of the urban planning advisory committee and the council to gain a clear understanding of the work and to analyze its integration in accordance with the objectives and evaluation criteria set forth for the signs covered by this application.

5° In the case of a subdivision, the construction or extension of a street, or the implementation of an integrated project (*Amendment 601-7*)

In addition to the plans and documents provided as part of the subdivision application or certificate of authorization application and required by the by-law on Permits and Certificates, the following information must be provided:

- a) Photos showing the current condition of the lot and adjacent lots;
- b) A scaled project plan showing: the topography of the land before and after the proposed work; the location of existing and proposed public utilities serving the site; wooded areas; isolated mature trees; existing watercourses; the characteristics of the subdivision project; and the site's drainage and stormwater management measures.

Anyone wishing to carry out an integrated project must submit a detailed development plan showing:

- a) The detailed layout of buildings and all structures, including, for each:
 - I. The gross floor area;
 - II. The number of stories;
 - III. The type of dwelling or structure;
- b) The elevation of each facade of all buildings or of a typical building;
- c) The exterior cladding materials;
- d) The exact dimensions of the insulation margins;

- e) The site layout: landscaping, turfing, parking, roadways, pedestrian and bicycle paths, fences, etc.;
- f) Development phases;
- g) Public utility networks (water, sewer, gas, cable, electricity, street lighting, mailboxes, etc.) as well as waste disposal sites. (*Amendment to By-law 601-7*)

6° In the case of the issuance of a subdivision permit for a subject cadastral operation (*Amendment 601-8*)

In addition to the plans and documents provided as part of the application for a certificate of authorization and required by the by-law governing permits and certificates, the following information must be provided:

- a) The property boundaries, existing and proposed lot lines, as well as dimensions and areas;
- b) A topographic plan and a profile of the land, following completion of all proposed work (including backfilling or excavation work);
- c) The natural features of the land;
- d) The drainage characteristics of the land in its natural and current state;
- e) The location of services serving the site, as well as all related easements;
- f) The location of existing and proposed structures in relation to existing and proposed lot and property lines;
- g) Photographs of the surroundings illustrating the environment surrounding the land subject to the cadastral operation.

7° For all works, structures, or buildings of 30 square meters or more authorized within a steep slope zone of 30% to less than 50%, in addition to the applicable documents listed above:

- a) A scaled plan indicating:
 - I. the boundaries of the authorized construction areas and the measures used to identify the construction areas on the land (e.g., markers using colored tape or stakes);
 - II. the location of rainwater collection or retention structures;
 - III. topographic contours at two (2) meter intervals or, failing that, a sufficient number of elevation points to show the general topography of the property;

- IV. areas of steep slope, classified at a minimum into the following categories: less than 30%, 30% to less than 50%, and 50% or more.

The methodology used to establish the measurement points must accompany the plan;

- b) A study conducted by a geotechnical engineer demonstrating the feasibility of the project and the proposed retaining structures or supports when these are taller than 1.8 meters. Retaining structures or supports located less than 6 meters apart are considered part of the same structure;
- c) The methods for stabilizing embankments or excavated material that will be used to prevent the formation of long-term erosion hotspots;
- d) The proposed measures for:
 - I. manage stormwater runoff during and after construction;
 - II. prevent drainage and runoff from being directed toward slopes and the water system;
 - III. protect shrub and tree species during construction work;
- e) A diagram of the runoff drainage routes on the site;
- f) A written document accompanied by visuals, where relevant, containing a rationale demonstrating why the work, structures, or constructions cannot be carried out outside the steep-slope areas and how the planned interventions will limit impacts related to stormwater runoff and sediment transport;
- g) A plan, drawn to a sufficiently detailed scale, demonstrating that the alignment of any traffic route is designed (i) to keep it as far as possible from steep slopes, rock outcrops, and areas unsuitable for drainage; (ii) to minimize encroachment on shrub and tree cover as well as on vegetated strips at the top and bottom of embankments; and (iii) to minimize the width of the traffic lane right-of-way while allowing passage for emergency vehicles;
- h) When required, a copy of the authorization certificate issued by the Ministry of the Environment, Sustainable Development, and the Fight Against Climate Change;
- i) Any other information or additional documents that may be required for the purpose of analyzing the project's compliance;

8° In addition to the information and documents required in the preceding paragraph, for a structure of 30 square meters or more erected on stilts, piles, a structure, or a support system, with or without contact with the ground (self-supporting structure) in a steep slope area, the following additional information and documents are required:

- a) A description of the structure or support used for the construction;
- b) A plan showing that the space under the structure's floor allows, at a minimum, for the planting and maintenance of herbaceous species with 100% ground cover;
- c) A description of the proposed herbaceous species, or, where applicable, shrub and tree species, in order to assess whether they will adequately infiltrate and capture stormwater. (*Amendment to By-law 601-7*)

13. APPLICABLE PROCEDURE AND SUBMISSION OF THE APPLICATION

All plans, documents, and information required under this by-law must be submitted to the building inspector along with the application for a permit or certificate subject to this by-law.

14. COMPLIANCE WITH URBAN PLANNING REGULATIONS

The building inspector is responsible for verifying that the application is complete and complies with applicable urban planning by-laws. When the application is complete and compliant, the building inspector forwards the application to the Urban Planning Advisory Committee within a maximum of thirty (30) days of the filing of the duly completed application.

15. REVIEW BY THE URBAN PLANNING ADVISORY COMMITTEE

The Urban Planning Advisory Committee is responsible for evaluating the application based on the objectives and evaluation criteria established under this by-law. If it deems it appropriate, the Urban Planning Advisory Committee may require a meeting with the applicant and may visit the site.

The Urban Planning Advisory Committee is responsible for submitting its evaluation of the application to the council in writing. This evaluation must include a recommendation to approve or reject the submitted plans; in the latter case, it must include an explanation of the reasons prompting the committee to recommend rejection. This recommendation must include the opinion of the Environmental Advisory Committee in the case of work on the shore of a lake or watercourse. The assessment produced by the Planning Advisory Committee may also suggest modifications aimed at making the plans acceptable in light of the objectives and criteria established in this by-law. In such cases, these modifications must be approved by the applicant prior to the council's decision.

16. Council APPROVAL

Following the review by the Urban Planning Advisory Committee, the council must, by resolution, approve the site planning and architectural integration plans, or reject them if not. A copy of this resolution is sent to the person who submitted the plans.

17. OTHER CONDITIONS OF APPROVAL

The council may also require, as a condition for approving the plans, that the applicant carry out and complete the work included in the approved plans within a specified time frame and that the applicant provide the financial guarantees determined by the council in accordance with the powers conferred upon it by the Act.

SECTION III: VIOLATIONS AND PENALTIES

18. OFFENSES AND PENALTIES

Any person who contravenes a provision of this by-law commits an offence and is liable:

1° For a first offense, a fine of \$500 to \$1,000 in the case of a natural person or a fine of \$1,000 to \$2,000 in the case of a legal person; (amend. 601-2)

2° In the case of a repeat offense, a fine of \$1,000 to \$2,000 in the case of a natural person or of \$2,000 to \$4,000 in the case of a legal person. (Amend. 601-2)

19. CONTINUING OFFENSE

Where an offense has lasted more than one day, the penalty applies for each day or fraction of a day that the offense lasted.

20. REPEAT OFFENCE

Where the by-law provides for a higher penalty in the event of a repeat offense, it may be imposed only if the repeat offense occurred within two years of the offender's conviction for a violation of the same provision for which a higher penalty is sought.

21. CIVIL REMEDIES

In addition to criminal remedies, the Town may bring before the courts all civil remedies available to it to enforce the provisions of this by-law.

22. COSTS

Costs are in addition to the penalties provided for in this by-law. They include the costs associated with the enforcement of the judgment.

CHAPTER III : OBJECTIVES AND EVALUATION CRITERIA BY ZONE, CONSTRUCTION CATEGORY, LAND USE, OR TYPE OF WORK

23. GROUPING OF SPAIPs

This by-law is based on groupings of structures, works, or other items. These groupings are subject to statements of objectives and evaluation criteria.

Group	Name
SPAIP-1	Institutional or public buildings and land
SPAIP-2	Residential buildings and land
SPAIP-3	Commercial and mixed-use buildings and land
SPAIP-4	Industrial buildings and land
SPAIP-5	Signs and murals
SPAIP-6	Work on the shore of a lake or watercourse
SPAIP-7	New streets or street extensions outside urban areas
SPAIP-8 <i>(Amendment 601-6)</i>	Cadastral operation to create a serviced lot allowing for the construction of a new building
SPAIP-9 <i>(Amendment 601-7)</i>	Areas with steep slopes ranging from 30% to less than 50%
SPAIP-10 <i>(Amendment 601-7)</i>	Integrated project
SPAIP-11 <i>(Amendment 601-8)</i>	Housing project comprising 3 or more units
SPAIP-12 <i>(Amendment 601-8)</i>	Creation of an irregular lot

24. SPAIP-1

Institutional or public buildings are covered by SPAIP-1.

Objective

It is important to respect the main characteristics of existing public buildings while avoiding contrasts. For new buildings, the immediate neighborhood must be taken into account to ensure a significant contribution to the surrounding urban landscape. Furthermore, the privacy of adjacent properties must be ensured.

Evaluation Criteria

1° For buildings:

Volume, exterior cladding materials, types of openings, colors of cladding materials, architectural details, and roof shapes are characteristics that must be considered when renovating or expanding existing buildings to respect the existing architectural style, particularly when the building has architectural value;

For new construction, the architectural style and all related characteristics need not necessarily take the immediate neighborhood into account, except for colors, which should avoid stark contrasts;

In the case of municipal buildings in parks, it is desirable that the buildings have an architectural style that allows for easy identification by incorporating features common to such service buildings;

2° For lots:

Landscaping must be taken into account to ensure that the building sits well on the lot and does not appear as though it has been dropped onto the site;

If the site in question is equipped with a fence, wall, or hedge, these must be designed without creating lighting constraints for the neighborhood (sunlight);

The lighting scheme (evening) must also be adapted to ensure the privacy of the residential neighborhood, where applicable;

Public parking lots must be designed and composed of small, landscaped islands to minimize the visual impact of hard surfaces.

25. SPAIP-2

Residential buildings and lots are subject to SPAIP-2.

Objective

It primarily aims for integration with adjacent properties without, however, neglecting the building's architectural style, especially when the building has architectural value. In the latter case, it is important to respect the main characteristics of these buildings. The work must promote a certain continuity within the built and landscaped environment by avoiding contrasts.

It also aims to create a certain overall visual unity with adjacent properties without hindering the building's creativity and unique identity.

Evaluation Criteria

1° The volume of the building covered by the application must be similar to that of neighboring buildings, and a significant disparity must be avoided (e.g., more than twice the volume);

2° The choice of materials and their colors must take into account the architectural style and avoid stark contrasts. The number of exterior cladding materials is limited;

3° Transitional elements must be proportional to the building and take into account the architectural style;

4° Openings must be consistent with the architectural style and are generally taller than they are wide. Sliding windows are to be restricted;

5° For buildings of recognized architectural value, renovations or additions must particularly respect the characteristics of the existing building. Foundations must be covered, and traditional exterior cladding is preferred without necessarily excluding aluminum or vinyl;

6° Trees, hedges, and other landscaping features must help to highlight or enhance the building's main characteristics;

7° The layout on the site must take into account the general use of neighboring properties and ensure optimal use of the land;

8° The location of the access road and parking areas, as well as their layout, must be arranged in small clusters and in a landscaped manner to ensure the privacy of the neighborhood;

9° The shape of the roofs should preferably adapt to the immediate environment, unless the building has architectural value, in which case the existing architectural style must be respected. A single-slope roof is not desirable;

10° Significant architectural details are required to accentuate the building's distinctive character.

26. SPAIP-3

Buildings and lots intended for commercial use, whether or not accompanied by residential use, are covered by SPAIP-3.

Objective

These zones include plots of land in the downtown area with parcel-like or quasi-parcel-like use, featuring virtually no setbacks, and urban-style buildings where the architectural treatment of the ground floor differs from that of the upper floors, given the established commercial use on the ground floor, as well as more recently developed lots typical of roadside retail, where the building is set back from the road and the front yard is designed almost exclusively to accommodate vehicles.

Thus, in these areas, the work must either maintain or reinforce Knowlton's downtown area—which has a distinctly urban character—through a built environment that echoes the scale of the downtown, or ensure the redevelopment or landscaping of front yards to minimize large hard surfaces and introduce vegetation that accentuates the rural character.

Evaluation Criteria

1° The building volumes, types of openings, roof shapes, and the type and color of cladding materials must be taken into account to ensure harmony with the neighborhood by avoiding disproportions and contrasts, and by ensuring compatibility in heights, volumes, facades, and roof shapes. Of course, the architectural style of buildings with heritage value must be preserved. The addition of vegetation and the spacing of buildings from one another, where applicable, may serve as mitigating factors to make a project acceptable;

2° The arrangement of the facades must give the impression that each floor is in continuity with the floors of neighboring buildings when the buildings are on lots with similar levels;

3° The building's placement must avoid discontinuity and disruption of the intended built environment and take into account the physical characteristics of the site, particularly by minimizing earthworks and excessive deforestation;

4° There must be no blind walls on the front and side facades facing the sidewalk;

5° Street-level activity is encouraged by promoting open or glazed surfaces without necessarily creating a storefront effect;

6° The design of the front yard for the urban section of Knowlton must clearly highlight pedestrian entrances. These must be located on hard surfaces, excluding asphalt concrete, and be complemented by landscaping;

7° The side yards between buildings must be landscaped to frame the paved areas reserved for access and parking (planting);

8° By ensuring that the architectural treatment of the facades helps create vertical and horizontal rhythms that are perceptible from a certain distance on either side of the building and along the facade;

9° Horizontal and vertical alignment of buildings should be avoided;

10° Where attached or row buildings are permitted, or where the building has significant width, the facade must be articulated to create vertical and horizontal rhythm;

11° Significant architectural details, such as window and door frames, are encouraged;

12° Functional equipment providing heating, ventilation, or other services must be architecturally treated to conceal it;

13° By limiting the installation of fences or hedges that, due to their size and height, reduce visual openings in front yards.

27. SPAIP-4

Industrial buildings and lots, as well as woodlots, are covered by SPAIP-4.

Objective

For the UI-3-L15 zone, located in the heart of downtown Knowlton, modifications or expansions of buildings facing Route 104 (Chemin Knowlton), as well as land development, must aim to better integrate with the surrounding built environment.

For UC zones, industrial buildings and lots, as well as lumber yards, must be situated so that front yards limit hard surfaces other than parking that can be used for storage and the maneuvering of heavy vehicles. Additionally, outdoor storage areas must be specially treated to mitigate their visual impact on the street.

Evaluation Criteria

For the building:

1° For the UI-3-L15 zone, the architectural treatment of street-facing facades must aim to eliminate the current linearity by creating vertical and horizontal rhythms that reflect the surrounding environment. The installation of faux commercial facades with storefronts is one example. These storefronts could be used to display local products and inform passersby about various attractions and services. Breaks in wall alignments, choices of cladding materials and their colors, the type of openings, and the use of architectural devices such as street-facing gables, mock second stories, etc., are sought to mitigate the monolithic character of the existing building. Landscaping of the front yards that incorporates hard surfaces (sidewalks, thresholds, etc.) to guide pedestrians toward the faux commercial facades, where applicable, is desired;

2° For UC zones, industrial or service buildings for a lumberyard with large volumes, the architectural design should aim to mitigate this bulk. A monolithic effect should be avoided. Vertical and horizontal rhythms should be created. The landscaping of front yards must include trees and shrubs to reinforce the effect of reducing the building's monolithic character and to lessen the visual impact of hard surfaces designated for parking or maneuvering areas for heavy vehicles. Storage areas must be visually screened by fences or vegetation.

28. SPAIP-5

Signs and murals located in the zones listed in Section 2 for which a certificate of authorization is required are subject to SPAIP-5.

Objective

This SPAIP aims to ensure an appropriate choice of sign and mural type that complements the building, taking into account characteristics (materials, lighting, color, positioning) that enhance the identity of the building and the neighborhood.

Evaluation Criteria

1° The type of sign chosen must make a significant architectural contribution to the architectural style of the building;

2° The choice of materials must take into account the type of lighting envisaged, if applicable, to avoid glare or excessive reflection;

3° Colors must not be too bright or of a fluorescent, luminescent, or phosphorescent nature;

4° The location of the sign or mural on the building or on the property must be chosen with care to positively highlight or enhance the building's distinctive features. Consideration must also be given to the character of the street and the presence of signs in the immediate vicinity to ensure optimal visibility of the proposed sign and other existing signs in the immediate vicinity.

29. SPAIP 6

(Amendment 601-4) Deleted

30. SPAIP-7

New streets or street extensions outside urban boundaries and located within the zones listed in Article 2 are subject to SPAIP-7.

Objective

This SPAIP aims to ensure environmentally responsible development by preserving the natural characteristics of the environment. It also aims to direct development near existing infrastructure networks to facilitate their servicing and thereby prevent urban sprawl and the fragmentation of development.

Evaluation Criteria

1° The alignment of the proposed street and the project facilitate access to as many properties as possible so as not to increase the number of streets;

2° The alignment of the proposed street and the structures are located near existing road networks to facilitate their servicing;

3° The project allows for access to the site at all times by emergency services and public utilities. Thus, the road network leading to the proposed street must not present any major access constraints, such as a street that is too narrow, a slope that is too steep, etc.;

4° The alignment of the proposed street and the project are planned to protect and enhance the natural features of the landscape, including natural elements, woodlands, and points of interest;

5° Existing mature trees are incorporated into the project design;

6° The alignment of the proposed street and the project minimize excavation and backfilling operations as much as possible by adapting to the natural topography of the area and by running parallel or diagonally to the contour lines;

7° The alignment of the proposed street and the project are planned to protect and enhance the natural biophysical features of the environment, such as watercourses, wetlands, and riparian zones;

8° The development concept allows for natural drainage planned to promote on-site retention of stormwater;

9° The development project must allow for the use of natural plateaus for construction purposes;

10° The development project must propose an architectural concept that relates to the natural environment, and the building volumes must respect the topography of the land;

31. SPAIP-8

Any cadastral operation aimed at creating a serviced lot allowing for the construction of a new building is subject to SPAIP-8.

Objectives

- 1° Adapt the subdivision to the specific characteristics of the terrain (topography, traffic safety, etc.);
- 2° Minimize the project's impact on the natural environment;
- 3° Preserve as much as possible the landscape dominated by natural features, panoramic views, or open spaces (e.g., meadows, former golf course, farmland);
- 4° Ensure development that integrates with the surrounding built environment.

Evaluation Criteria

- 1° The shape and boundaries of the proposed lots are in harmony with the site and its immediate surroundings. To this end, the applicant must demonstrate that the proposed lots are adapted to the topography, natural features (waterways, woodlands,

or trees of interest), and the context of the built environment (size of lots in the immediate vicinity), all with the aim of promoting the preservation of a high-quality landscape and harmony within the municipality's built environment.

- 2° The subdivision must take into account views and sightlines from public roads, as well as, to the extent possible, from existing residences.
- 3° The proposed subdivision must preserve the attractions and quality of the natural environment.
- 4° Any lot that does not meet these criteria must have been the subject of in-depth architectural, urban planning, and environmental analysis. The applicant must demonstrate to the council that the proposed construction project on the building lot to be created by the cadastral operation meets the objectives and criteria of the SPAIP. In such cases, the applicant must submit the construction project they intend to carry out on the lot at the same time as the subdivision application. The subdivision will then be analyzed in light of the construction project, as the two applications are inseparable. This option does not limit the council's discretion to approve or deny an application if it considers that the cadastral operation application does not meet the objectives and criteria of the SPAIP-8.

32. SPAIP-9

This SPAIP applies to works, structures, or constructions located in a steep slope area with a gradient of 30% to less than 50%, with the exception of certain activities related to tree removal.

Objectives

This SPAIP aims to reduce the impact of construction work in natural environments with steep slopes.

Evaluation Criteria

- 1) All work must be planned to stay as far away as possible from steep-slope areas, while minimizing disturbed or stripped areas;
- 2) All activities must, to the extent possible, respect the natural drainage (runoff patterns) of the environment to minimize the impact on stormwater runoff and sediment transport;
- 3) Tree removal necessary for the implementation of any work, structure, or construction—including access for machinery—must be limited to the minimum required to maintain the highest possible percentage of forest cover;
- 4) At the base and top of the embankment, priority should be given to preserving a vegetated strip;
- 5) All construction must be located as close as possible to the traffic route in order to minimize tree removal on the site and impacts on vegetation (shrubs and trees);

- 6) The route of a traffic lane or recreational network must blend into the surrounding environment and be located so as to minimize the impact on stormwater runoff by staying as far as possible from steep slopes, vegetated strips, rocky outcrops, areas unsuitable for drainage, and shrub and tree-covered areas;
- 7) The width of the roadway right-of-way must be kept to a minimum while still allowing emergency vehicles to pass;
- 8) Runoff and drainage outlet water must be subject to retention measures that prevent it from being directed directly toward slopes and the water system;
- 9) Runoff from any building or building expansion, regardless of its footprint, must be directed to one or more rainwater retention structures (such as barrels, cisterns, or collectors) of sufficient capacity;
- 10) Excavation and backfilling work must be kept to a minimum, and excavation work should be prioritized over backfilling;
- 11) The subdivision is adapted to the topography of the land.

33. SPAIP-10

Integrated projects are subject to SPAIP-10.

An integrated project or master plan refers to a complex of buildings, consisting of three (3) or more main buildings, located on a single lot and sharing common uses and services, such as private streets, ancillary buildings, parking areas, and services and facilities.

Objectives

1. To ensure the project has a distinctive character by promoting architecture that creates a cohesive overall aesthetic;
2. Plan and carry out the project in a manner that respects the natural and landscape features of Brome Lake;
3. The preferred development approach aims to create a high-quality living environment for residents, within which common areas must be provided;
4. The proposed development concept aims to create a residential community rather than traditional projects that are unable to comply with applicable municipal regulations;
- 5° The involvement of professionals (architect, landscape architect, etc.) demonstrates the developer's consideration of the integration of architecture into the environment, the quality of the overall project and the building, as well as the project's positive

contribution to the aesthetic enhancement of Brome Lake's built environment.

General Evaluation Criteria

1. Site Planning:

- a) The main buildings are situated in a manner that respects neighboring structures, while promoting the protection of vegetation cover, the preservation of the natural topography, and the enhancement of visual perspectives of interest;
- b) The layout of the buildings minimizes visual impacts and preserves privacy between the various buildings;
- c) The project does not aim to use the integrated approach to increase the density of an area, but rather to optimize common areas and improve the quality of shared spaces;
- d) Landscapes and visual views from public streets are taken into account in the project's design;

2. Architecture:

- a) The form of the main buildings—including their footprint, height, width, and roofing, as well as their openings, projections, and ornamental elements—blends harmoniously with the neighborhood, drawing inspiration from architectural styles typical of the Eastern Townships;
- b) Buildings must be designed to promote sustainable, high-quality architecture that creates a living environment in harmony with the natural character of Brome Lake;
- c) The project proposes, to the extent possible, sustainable construction techniques for the buildings (white roofs, passive solar energy, energy efficiency, eco-friendly and renewable materials, drinking water conservation, etc.);
- d) The building volumes are articulated with recesses in the facades to avoid monotony in the built landscape;
- e) High-quality, durable, and premium materials are prioritized;
- f) South-facing facades are extensively glazed to promote energy conservation;
- g) Unfinished foundation walls are minimally visible from the streets;
- h) Garage doors, if applicable, do not dominate the facades and are not visible from the public street;
- i) The variation in building volumes along the same street or within the same project is gradual and seamless;

- j) The architecture of the buildings is designed to form a cohesive whole, while avoiding the excessive repetition of a single building type;
 - k) The appearance of ancillary structures harmonizes with the design and architectural character of the main buildings;
3. Natural Environment and Site Development:
- a) The project must preserve the attractions and quality of the natural environment:
 - i. Protection of the water system to ensure the integrity of shorelines and wetlands and to ensure environmentally sound management of surface drainage;
 - ii. Surface drainage and any changes to the overall profile of the development must be carried out without causing erosion or pollution of watercourses;
 - iii. Preservation of existing woodlands or provision for reforestation to ensure the project's harmony with the environment;
 - b) The site includes outdoor amenities that blend harmoniously with the area's natural setting and enhance the quality of the landscapes, such as panoramic views from the lake or public roads;
 - c) Buildings, parking areas, and traffic lanes are designed to be concealed by abundant landscaping and vegetation, while minimizing earthworks (filling and excavation), in order to preserve a natural character and avoid excessive mineralization of the environment;
 - d) When planting trees or shrubs, the selection of plants prioritizes native species typical of the Eastern Townships region, where deciduous species predominate;
 - e) Landscaping must be carried out using native, non-invasive, and drought-tolerant plants. To this end, grass is not overused in the landscaping design;
 - f) Proper stormwater management is planned to promote natural drainage of the site and prevent erosion;
 - g) Electrical wires are buried or routed so as not to interfere with the landscaping and are adequately concealed;
 - h) Lighting is minimal and designed to preserve the starry sky by not spilling off-site and by being directed toward the ground;
 - i) The project includes recreational areas, common spaces, and community areas that add value to the project, as well as paths that connect the buildings, recreational areas, and parking ;

- j) The walkways are functional while also enhancing the project's aesthetic appeal;
- k) The pedestrian and bicycle facilities are safe and pleasant, facilitate mobility for people with reduced mobility, and ensure connectivity between the buildings and the project's community amenities;
- l) The project includes spaces dedicated to waste management and storage (ancillary buildings) that blend harmoniously into the development and the neighborhood. (*Amendment to By-law 601-7*)

34. SPAIP-11 (*Amendment to By-law 601-8*)

Objectives and evaluation criteria according to the zones, construction categories, land types, or works in question

Objectives

This SPAIP aims to encourage smart densification of the territory while contributing to the creation of dynamic and sustainable living environments, the diversification of housing supply to meet the community's needs, and the regulation of the quality of new construction while taking affordability into account.

It also aims to ensure the building's harmonious integration by prioritizing a site layout and land development that respect the characteristics of the surrounding built environment and existing vegetation.

Finally, it aims to ensure the building's harmonious architectural integration through features and an appearance that take into account the surrounding built environment and the character of Brome Lake.

These objectives and criteria apply in addition to any other SPAIP applicable to the project under this by-law and are complementary to it.

Evaluation Criteria

1° Site Placement

- a) The building's site layout is carefully planned to minimize visual impact on neighboring buildings as much as possible. The building's site layout must respect neighboring structures while promoting the preservation of the natural topography and the enhancement of visual perspectives of interest;
- b) Strategies are implemented to minimize the effect of height and shading on adjacent properties, as well as to preserve the privacy of the neighborhood (set-back upper floors, variations in roof shapes, etc.);

- c) Harmonizing the dimensions of the yards with those of neighboring lots is prioritized.
- d) Priority is given to protecting vegetation cover through appropriate protective measures during construction.

2° Architecture

- a) The form of the main building, including its footprint, height, width, and roof, as well as its openings, projections, and ornamental elements, integrates harmoniously into the area by drawing inspiration from architectural styles typical of the Eastern Townships and the Town, while taking the surrounding context into account;
- b) The composition of the facades exhibits rhythm and articulation or modulation through the interplay of volumes, reducing the effect of mass and linearity (projections, recesses, changes in materials, overhangs, treatment of entrances and balconies, etc.);
- c) The architecture of the buildings is conceived as a coherent whole, while avoiding excessive repetition of the same building design. That said, changes in volume between buildings on the same street occur gradually and smoothly;
- d) Harmonizing the height of the building's ground floor with that of the ground floors of neighboring main buildings is prioritized. The design of entrances and staircases is integrated with the building's architecture, where applicable;
- e) The expansion of a main building must be subordinate to the existing building, respecting its architectural style and preserving the integrity of the façade. Modern-style expansions may be considered, but the project must demonstrate high-quality architectural features, particularly in terms of material selection and design by an architect;
- f) Buildings are designed to promote sustainable, high-quality architecture that harmonizes with the bucolic character of Brome Lake. The project incorporates, to the extent possible, sustainable construction techniques for the buildings (white roofs, passive solar energy, energy efficiency, eco-friendly and renewable materials, low- n drinking water consumption, etc.). High-quality and sustainable materials are prioritized;
- g) Garage doors, where applicable, do not dominate the facades;
- h) South-facing facades are largely glazed to promote natural sunlight and energy conservation;

- i) Foundation walls are not prominently visible from public roads;
- j) The appearance of ancillary structures harmonizes with the design and architectural character of the main building.

3. Natural Environment and Site Development

- a) The ground level on which the building will be constructed is consistent with that of neighboring lots;
- b) The impact of parking areas on neighboring lots is minimized, particularly with regard to their location, size, and type. To this end, preference is given to locating parking areas in the rear or on the side of the property and concealing them with landscaping;
- c) The proposed design minimizes impervious surfaces in favor of green spaces;
- d) The site includes outdoor features that blend harmoniously with the area's natural setting and enhance the quality of the landscape;
- e) When planting trees or shrubs, the selection of plants prioritizes native species typical of the Eastern Townships region, where deciduous species predominate;
- f) Compliance with by-laws is essential to ensure proper management of stormwater runoff, promoting functional and natural drainage of the site while preventing erosion.

35. SPAIP-12 (amendment to By-law 601-8)

Cadastral operations aimed at creating an irregular lot benefiting from exemptions under section 46 of By-law 597 are subject to SPAIP-12.

This section does not apply to cadastral operations listed in section 26(a) to (f) of By-law 597.

Objectives

This SPAIP also aims to ensure that any irregular lot is consistent with its surrounding context.

These objectives and criteria apply in addition to any other SPAIP applicable to the project under this by-law and are complementary to it.

General Evaluation Criteria

1° Subdivision

- a) The shape and boundaries of the lots are adapted to the surrounding environment and allow for the construction of a project that integrates harmoniously into the neighborhood;
- b) The proposed subdivision must preserve the attractions and quality of the natural environment, including the protection of vegetation cover, mature trees, wetlands, and water bodies, as well as the enhancement of the landscape;
- c) When the subdivision allows for construction behind existing buildings, the applicant must demonstrate that the project is compatible with the living environment and the neighborhood;
- d) The creation of irregular lots must be approved by the technical services to ensure the feasibility and acceptability of the proposed infrastructure connections or extensions.

ENTRY INTO FORCE

These by-laws shall enter into force,
in accordance with the law.

Done and adopted by the council of the
during the
meeting held on -----

Gilles Decelles, Mayor

Edwin John Sullivan, Esq, Clerk

Certified copy