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**Minutes of the Town Planning Advisory Committee meeting held at Halcro Cottage, on September 10<sup>th</sup>, 2015 at 7 P.M., at which are present:**

Present: Deborah Woodhead, Councillor and Chairperson, Nicole Durand, Councillor  
Miriam Tabori  
Chloe Hutchison  
Frank Hicks  
Timothy Mathieu

Invited and present: Nathalie Lavoie, Director of Urban Planning

Convened and absent: Phillip Avis

Invited and absent: Mayor Ed Prevost

**1. Minutes of the Previous Meeting**

The minutes of the regular Town Planning Advisory Committee meeting held on August 13<sup>th</sup>, 2015 were submitted to all members. It is **moved** and unanimously resolved that the minutes be **approved** as submitted with the following remarks:

- To avoid any future misunderstanding, a copy of the final draft of the Minutes will be circulated one last time to all attending TPAC members for possible last minute adjustments or corrections. Only when all attending TPAC members have agreed on the final content of the Minutes will they be formally submitted for Caucus and translation;
- The minutes of TPAC meetings will not appear at Town Council public meetings unless they have been previously approved by attending TPAC members.

**Adopted unanimously**

**2. 637 Main Road – Final plans for the Le Nichoir project**

**WHEREAS** the final plans for the Le Nichoir project were received;

**WHEREAS** there is no quorum as 2 members have recused themselves from the onset of this project and 1 member is absent from the meeting;

**THEREFORE** a special meeting will be held next week so that recommendations can be made to prevent any delay in the construction start-up.

**3. 875 Main Road – CPTAQ request**

**WHEREAS** at the time when the garage was built, the lots were already subdivided;

**WHEREAS** at that same time, no surveyor's plan showing future construction was required in the by-law. As a result, the garage sits across the lot line separating the 2 lots;

**WHEREAS** in order to correct this non-conformity, a request to the CPTAQ to change the shape of the lot is required;

**THEREFORE** it is **moved** and unanimously resolved that the Town Planning Advisory Committee **recommend** the approval of the CPTAQ request to calibrate the lot size so that it will now conform to the current zoning by-law.

**Adopted unanimously**

**4. 93 Cameron – New Sign**

**WHEREAS** a request was received for a proposed new sign at 93 Cameron;

**WHEREAS** the building is located in a mixed use area, not a commercial zone, but due to acquired rights it may have a commercial sign;



**THEREFORE** it is **moved** and unanimously resolved that the Town Planning Advisory Committee **recommend** the approval of the sign with the following conditions and recommendation:

**Conditions:**

- The sign should be scaled down with a maximum 30" height while keeping the height to width proportion submitted;
- The decorative detailing around the text is to be the cut-out edge of the panel to give it greater articulation and to best fit with the building and with other signs;
- The sign should align with the window;
- The border and letters are to be in relief;
- The existing sign on the door is to be removed as 2 signs are not allowed on a building.

**Recommendation:**

- The full description of the Commerce's services rendered cluttered the proposed sign, this supplementary information is to be removed or shortened as not to visually overload the sign;
- The sign is to have a textured background such as a wood grain or stucco as found on other local commercial signs.

**Adopted unanimously**

5. **472 B Main Road – New Sign**

**WHEREAS** a request was received for a proposed new sign at 472 B Main Road;

**WHEREAS** the Owner proposes to re-use a sign from the store's previous location;

**WHEREAS** option 2, the more compact of the 2 is retained;

**WHEREAS** the sign is in keeping with the character of other commercial signs on Main Road in the heart of the Village;

**WHEREAS** while the sign is larger than would have been best for this location, as it is a re-use, it is accepted;

**THEREFORE** it is **moved** and unanimously resolved that the Town Planning Advisory Committee **recommend** the approval of the sign with the following recommendation:

- The sign is to be centered horizontally between the vertical siding of the section in which it is proposed and raised so that the top of the Source letters line up with the base of the pediment of the display window to the right.

**Adopted unanimously**

6. **Discussion on TOD area**

An informal discussion regarding this item took place.

7. **Discussion on the Conversation Plan**

An informal discussion regarding this item took place.

8. **Miscellaneous**

As advised by the Chairperson, a discussion about the necessary modification of Architectural Control By-law N<sup>o</sup> 406 will be held at the next meeting.

9. **Termination of Meeting**

Having no other subjects to discuss, the meeting ends at 10:15 P.M.

Next meeting: October 8<sup>th</sup> 2015, 7 P.M.