



January 14, 2026

Tyler Duval, Senior Planner  
Town of Carleton Place  
175 Bridge Street  
Carleton Place, ON K7C 2V8

**RE: Planning Letter to Support a Class 2 Development Permit Application  
42 – 52 Lansdowne Avenue  
Part of Block A, Registered Plan 3133  
Town of Carleton Place  
Applicant: Carleton Place Mews Inc.**

Dear Mr. Duval,

Egis Canada has been retained by TGS Group to assist with the expansion of the commercial building located at 42 – 52 Lansdowne Avenue in Carleton Place. The building currently houses multiple uses including Baker Tilly REO LLP, Hearing Life, LifeLabs Medical Services, Kumon Math & Reading Centre of Carleton Place, and Service Canada. The proposed expansion would be to the south side of the building with the intent to increase the floor area for the Baker Tilly use within the building. The proposal is not adding any new washrooms or plumbing fixtures. The proposed expansion is to provide more office and meeting space for the growing business. The property is designated Mississippi Transitional Sector in both the Official Plan and Development Permit By-Law.

The subject property falls in the Transitional Sector designation of the Mississippi District pursuant to the Town of Carleton Place Official Plan Schedule A. The Mississippi District comprises a mixed-use development area and permits *“commercial and office uses (pedestrian-oriented retail, food service and professional service type uses). New vehicle-oriented large retail and automotive sales and service establishments shall not be permitted in the Mississippi District.”* The existing commercial uses within the current building will be maintained through the expansion. In accordance with the General Policies of Section 3.1.3 commercial development shall remain pedestrian-oriented on the ground floor (OP 3.1.3.5), will maintain the minimal setback from the sidewalk to maintain the walkable streetscape (OP 3.1.3.7), will maintain the character and appearance of the area (OP 3.1.3.9), will not impact tree canopies (OP 3.1.3.10), and will not impact linkages to the waterfront (OP 3.1.3.11). Expansion of the current commercial building would be consistent with the Town’s Official Plan.

The Town of Carleton Place is currently in the process of updating the Development Permit By-Law with the new By-Law planning to come into effect in the Fall of 2026. The Class II Development Permit application will be

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made under the current Development Permit By-Law 15-2015. Section 4.2 speaks to the Mississippi Transitional Sector with Non-Residential Use Development Standards outlined in Section 4.2.2. The existing and proposed standards are outlined in Table 1 below.

Development Standards – Non-Residential Uses (Sec. 4.2.2)			
Standards	Requirements	Existing	Proposed
Lot Area (minimum)	Nil	2,645m <sup>2</sup>	2,645m <sup>2</sup>
Lot Coverage	Nil	26.7%	34.0%
Lot Frontage (minimum)	Nil	55.2m (Lansdowne) 45.7m (Laura)	55.2m (Lansdowne) 45.7m (Laura)
Front Yard Build Within Area	4.5 metres, minimum 7.5 metres, maximum	4.9 – 5.3m	4.9 – 5.3m
Exterior Side Yard (maximum)	4.5 metres, minimum 7.5 metres, maximum	16.4 – 17.2m	5.7 – 6.4m
Interior Side Yard (minimum)	3.0 metres (9.8 feet), minimum where lot abuts Residential Use	2.7m	2.7m
Rear Yard Depth (minimum)	Nil	22.6m	22.2m
Usable Landscaped Open Space in rear yard (minimum)	Nil	Nil	Nil
Building Height (maximum)	22.0 metres	~4m	~4m
Parking Spaces	As per Section 3	39	27

A roof canopy extends around the front (west) and exterior side yard (south) sides of the existing building to provide a covered walkway for access to the various units. The proposed addition will include a similar canopy to match existing. The existing canopy projects past the minimum Front Yard Build Within Area of 4.5 metres falling between 2.8 to 3.1 metres from the front lot line. Once the building expansion is complete the roof canopy on the exterior side will project past the minimum exterior side yard to 3.7m from the exterior side lot line along Laura Street. The canopy is greater than 2.13 metres (7 feet) in vertical clearance above finished grade.

Pursuant to the Permitted Projections Section 3.32 of the Development Permit By-Law a canopy greater than 2.13 metres (7 feet) in vertical clearance above finished grade can project up to two (2) metres into any required front, rear or exterior side yard but is not permitted in the No Encroachment Zone. The No Encroachment Zone requirement in the Mississippi Transitional Sector is Nil. As such, the existing and proposed roof canopy



extending into the minimum front and exterior sides yards would be a permitted projection pursuant to Section 3.32 of the Development Permit By-Law.

Part of the parking requirement for the current building, including barrier-free parking, is provided for on the south side of the existing building where the expansion is proposed. Additionally, part of the existing parking area has increased stall lengths and deficient aisle widths pursuant to the requirements of the Development Permit By-Law. The total number of on-site spaces is thirty-nine (39). A site plan has been prepared by Egis showing changes to the proposed parking area to adjust aisles and re-locate the barrier-free parking spaces to a complying location. The total parking proposed for the site is twenty-seven (27) spaces. Pursuant to the policies of Section 3 of the Development Permit By-Law the required parking is forty-six (46) spaces. As such, an exception to the parking requirements of Section 3 would be required to reduce the number of parking spaces from forty-six (46) to twenty-seven (27).

Justification for the reduction in spaces is provided by the proposed changes to parking requirements in the new Development Permit By-Law 53-2025 taking effect Fall of 2026. Section 3.33 of the new DP By-Law speaks to Parking and Storage of Vehicles. Under the provisions for Number of Parking Spaces section 3.33.3.5 states:

*“Notwithstanding the parking requirements outlined in the tables below, where a proposed non-residential use is located in the Mississippi Transitional and Strategic Property Development Permit Area, as shown on Schedule ‘A’, the minimum parking requirements shall be reduced by half the requirement prescribed in the table.”*

The property falls in the Mississippi Transitional Sector in the draft DP By-Law. The parking rate requirements of the draft by-law for uses like clinic, office, and personal service business are the same parking rates as the current Development Permit By-Law 15-2015. As such, forty-six (46) spaces would still be required, which can be reduced by 50% to twenty-three (23) spaces, pursuant to Section 3.33.3.5 of the draft DP By-Law. The site plan prepared for the building expansion contains twenty-seven (27) parking spaces in compliance with the parking requirements of the draft Development Permit By-Law 53-2025. Additionally, the proponent TGS Group owns the parking lot across Laura Street from the site which could be used as additional parking if desired.

Rather than wait for the new Development Permit By-Law to take effect, a Class II Development Permit to By-Law 15-2015 is proposed with an exception to reduce the number of parking spaces from forty-six (46) to twenty-seven (27). Approval of the application will allow the property owner to proceed with the expansion prior to Fall of 2026. Necessary wording can be placed on title speaking to the parking arrangement until the new Development Permit By-Law takes effect.



**CLOSURE**

We trust this information will aid in the approvals of the proposed Class II Development Permit application for 42 – 52 Lansdowne Avenue. Should you have any questions or require further information in support of the application, please do not hesitate to contact the undersigned.

Sincerely,

A handwritten signature in blue ink that reads "Chris Clarke".

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Chris Clarke, Planner, B.Sc., CPT  
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(613) 315-9820

