

August 20, 2024

Corporation of the Town of Carleton Place  
175 Bridge Street  
Carleton Place, ON K7C 2V8

Attention: Niki Dwyer, Director of Development Services

**RE: Application for Development Permit Amendment  
Comrie Hills Subdivision 09-T-23004  
Part of Lots 1 and 2, Concession 7, Geographic Ramsay  
Applicants: Inverness Homes Inc.**

ZanderPlan has been retained to assist with an application to amend the Town of Carleton Place Development Permit By-law 15-2015 for the lands known as Comrie Hills Subdivision. The Development Permit Amendment (DPA) is required to satisfy conditions of Draft Plan Approval for the subdivision, based on the decision issued by the County of Lanark on June 12, 2024. In particular, the DPA is required to re-designate several Blocks on the Draft Plan from Residential District to the Parks and Open Space designation, and to implement site-specific provisions for the high density block within the subdivision. Per the pre-consultation with Town staff on June 7, 2024 and subsequent correspondence, this Development Permit Amendment application is supported by a site plan and colour perspective drawings, building materials samples and a built form inventory, the proposed Planned Unit Development performance standards and a zoning map, and this planning letter and associated application form.

#### PROPERTY CONTEXT

The subject property is located in the northeast part of the Town of Carleton Place abutting the Town's industrial campus, and the subdivision will be constructed as extensions to Carleton Street and Lanark Street. The total area of the subdivision is approximately 5.6 hectares, and includes Blocks for residential development as well as blocks for parks and open space. Specifically, Blocks 14, 15 and 16 on the approved Draft Plan are intended to be developed for park purposes. Block 13, located at the north end of the subdivision, is proposed to be developed with 168 housing units in the form of a Planned Unit Development, while the balance of the site is proposed to be developed with semi detached and townhouse units.

#### PROVINCIAL POLICY STATEMENT (PPS) 2020

The *Provincial Policy Statement (PPS, 2020)*, issued under the authority of Section 3 of the Planning Act, provides policy direction on matters of Provincial interest related to land use

planning and development and provides for appropriate development while protecting resources of provincial interest. Approval authorities are required to ensure that planning applications are consistent with these policies. The proposed development that is the subject of this Development Permit Amendment is unchanged from what was proposed in the plan of subdivision application. A complete analysis of the subdivision's consistency with the 2020 Provincial Policy Statement can be obtained in the original planning report prepared by ZanderPlan Inc. to support the plan of subdivision application, dated June 27, 2023.

#### LANARK COUNTY SUSTAINABLE COMMUNITIES OFFICIAL PLAN (SCOP)

The subject property falls within the Settlement Area designation on Schedule A – Land Use to the Lanark County Sustainable Communities Official Plan. A wide range of residential housing form as well as associated parks and open space uses are permitted within the Settlement Area designation. A complete analysis of the subdivision's conformity with the Lanark County Official Plan can be obtained in the original planning report prepared by ZanderPlan Inc. to support the plan of subdivision application, dated June 27, 2023.

#### TOWN OF CARLETON PLACE OFFICIAL PLAN

The subject property falls within the Residential District on Schedule A to the Town's Official Plan. A complete analysis of the subdivision's conformity with the Town's Official Plan can be obtained in the original planning report prepared by ZanderPlan Inc. to support the plan of subdivision application, dated June 27, 2023.

#### TOWN OF CARLETON PLACE DEVELOPMENT PERMIT BY-LAW 15-2015

The majority of the subdivision lands fall within the Residential District on Schedule A to the Town's Development Permit By-law, while a small portion at the north end falls within the Industrial Campus designation. The purpose of this Development Permit Amendment (DPA) is to achieve the following:

1. Place Blocks 14, 15 and 16 on the approved Draft Plan in the Parks and Open Space designation
2. Establish new site specific performance standards for the Planned Unit Development in Block 13 in a new Residential District – Special Exception zone
3. Implement the existing site specific performance standards know as Residential District – Special Exception Zone 1 for the balance of the subdivision lands

As shown on the enclosed Draft Plan approved by the County of Lanark in June of 2024, Block 14 is a large park block to be conveyed to the Town of Carleton Place. Blocks 15 and 16 represent smaller park blocks which will provide for paths and connecting linkages to an existing municipal trail system located to the west of the subject property. Parks, open spaces and recreational trails are an important asset to municipalities and a complement to residential areas; the proposed park blocks will help to facilitate pedestrian and cycling connectivity from the new residential development to other areas of the Town. The re-designation of Blocks 14, 15 and 16 to the Parks and Open Space designation satisfies Condition #19 of the subdivision's Draft Plan Approval.

The establishment of a building inventory and the creation of site specific zone provisions for the proposed high density development in Block 13 is also a requirement of Condition #19 of Draft Plan Approval. A detailed site plan has been developed by Peter Mansfield Architect (August 8, 2024) along with a complimentary Build Form Inventory (August 8, 2024) for the planned unit development. Through extensive consultation with Town staff, performance standards for the proposed Planned Unit Development (PUD) have been developed and are attached hereto. These include standards for setbacks, landscaped open space, parking and other provisions. In addition, the performance standards include provisions for fencing and privacy screening, particularly for the units that abut the park blocks. The Planned Unit Development is not an existing housing form recognized in the Town of Carleton Place Development Permit By-law, and therefore new provisions are required to regulate this use. The proposed Planned Unit Development contributes to the range of housing forms and densities in the Town, meeting the intent of upper and lower tier policy documents. The proposed performance standards will guide the future development of Block 13.

The balance of the site is proposed to be developed with semi detached and townhouse units. The Town already has a site specific designation known as Residential District – Special Exception Zone 1 which was created for another development in the Town. It is proposed that these provisions are applied to the balance of the site, to support the development of the semi detached and townhouse units.

The three proposed changes that are the subject of this Development Permit Amendment are shown on the attached zoning map.

Overall, the proposed Development Permit Amendment will establish the performance standards for the development of Comrie Hills Subdivision, including the high density block to be developed as a Planned Unit Development. The DPA will satisfy the relevant conditions of Draft

Plan Approval issued by the County of Lanark in June of 2024, and will establish a Built Form Inventory for this neighbourhood.

Should you require any additional information, please do not hesitate to contact the undersigned.

Sincerely,



Tracy Zander, M.Pl, MCIP, RPP