

May 19, 2026

Town of Carleton Place
Development Services – Planning Department
175 Bridge Street
Carleton Place, ON K7C 2V8

Attention: Niki Dwyer, Director of Development Services

**Reference: 41 Roe Street – Parking Lot Proposal
Class II Development Permit Application
Our File No.: 126002**

Novatech has been retained by the owner (Forlorn River Holdings Inc) of 41 Roe Street to prepare a Class II Development Permit Application for the Subject Property. A Class II Development Permit application is being sought to permit a parking lot on the property and obtain approval for the parking lot design. This letter provides details of the development proposed for the site and demonstrates the development is consistent with the Provincial Planning Statement, local Official Plan and complies with applicable provisions of the Town's Development Permit By-law.

Site Location and Project Description

The Subject Property is known municipally as 41 Roe Street, and legally described as Part Lot 16, Concession 7 being Part 3 & 8 of Plan 27R-11243. The property is located within the Hooper Street Business Park area, northeast of the Hooper Street and Roe Street intersection. The property is approximately 1.2 ha of vacant, undeveloped lands acquired by the owner from the Town of Carleton Place.

The purpose of the parking lot is to accommodate temporary and future parking requirements for various business needs of our client. Our client also owns and operates the Bean Cars dealership on McNeely Avenue and a truck centre at 119 Hooper Street. The immediate need is to accommodate additional parking requirements while the truck centre at 119 Hooper Street undergoes a building expansion. Over the long term, our client intends to develop 41 Roe Street with an autobody shop as part of their business expansion. The proposed parking has been designed to serve this purpose. The enclosed concept plan illustrates the layout for future phases.

Forlorn River Holdings Inc wishes to construct a parking lot of 124 surface parking spaces sited towards the northwestern portion of the property. The parking lot will be accessed from the southern side of the lot fronting on to Roe Street. The parking lot and access aisles will be paved with asphalt, and the remainder of the undeveloped site will be comprised of gravel and grassed areas. The site will be lit for security purposes and the property will be secured with safety bollards and a security gate at the entrance. Jersey barriers are proposed along the southern limit of the parking lot area as an interim security measure until such time the autobody phase is completed and the jersey barriers are replaced with bollards along the remaining sections of the site perimeter. Areas of the property not used for parking purposes will be landscaped with grass and hydro seed.

The intent is for the subject property to be fully developed with a future autobody shop and related parking lot once detailed designs for the building are finalized. The enclosed site plan drawings

conceptually demonstrate where a future autobody shop (collision centre) building may be sited on the property as part of Phase 2. A Development Permit application would be applied for any buildings proposed on the site in the future. It is anticipated that future phases of development on the property would occur in 2027-2028.

Class II Development Permit Approval

The purpose of the development approval application is to obtain a Class II Development Permit to regulate the site design and permit a 'parking lot' as a permitted discretionary use.

The subject property is designated in the Town's Development Permit By-law No. 15-2015 as Business Campus. This designation includes a 'parking lot' as a permitted discretionary use which are subject to a Class II development permit.

The proposed parking lot layout has been designed with consideration given to where future buildings will be located on the site. Further, the parking lot including access aisles and parking space dimensions have been designed per the requirements of the Town's Development Permit By-law and has been designed to provide appropriate level of stormwater management in accordance with the design for the Hooper Street Business Park.

Planning Analysis

The Subject Property is located within a developing business park in the Town of Carleton Place. Policies of the Provincial Planning Statement (2024) include focusing growth and development towards settlement areas (Section 2.3.1.1) and support economic development opportunities within employment areas. The proposed development will support economic opportunities within one of the Town's business parks. The proposed development is consistent with the Provincial Planning Statement.

The Subject Property is designated as Settlement Area on Schedule A of the Lanark County Sustainable Communities Official Plan. Policies of the County Plan direct development to settlement areas and to provide mixed use communities with appropriate employment uses (Section 2.6.1.5). The Official Plan notes that development shall be directed to communities which can provide water and wastewater services and stormwater management plans shall be required for industrial developments with large amounts of impervious areas (Section 4.4.1.2 & 4.4.3). A stormwater management brief and a lot grading & drainage plan has been prepared for the site. Future development on the property will be connected to full municipal services. The proposed development within an existing business park meets the intent of the County Official Plan.

The Subject Property is designated as Employment District, specifically within the Business Park Campus on Schedule A of the Town of Carleton Place Official Plan. The intent of the Business Park Campus district is to accommodate various types of non-industrial employment uses including transportation depots, automobile and commercial vehicle service centres (Section 3.3.3). The proposed development is found to meet the intent of the Town's Official Plan.

The property is designated as Business Park Campus on Schedule A of the Town's Development Permit By-law 15-2015. The Business Park Campus designation includes a 'parking lot' as a permitted discretionary use. The proposed parking lot meets the requirements of Section 5.2 and Section 3.29 of the By-law regarding parking standards. Future development of the balance of the

site for an autobody shop will give further consideration of the design criteria of Section 14 including landscaping requirements.

Conclusion

The proposed parking lot has been designed to meet the development standards of the Town's Development Permit By-law. The proposed grading design for the parking lot provides appropriate stormwater management in accordance with municipal requirements for the Hooper Street Business Park. The proposed development represents good land use planning and will support the owner's business parking needs both in the short term and long term, as the business grows to serve the local and regional community.

In support of the development permit application, please find the following enclosed:

- Cover Letter;
- Development Permit Application;
- Development Servicing Study;
- Grading, Erosion and Sediment Control Plan;
- Site Plan and Landscape Plan;
- Electrical & Lighting Plan; and
- One Cheque in the amount of \$5,500.

Please do not hesitate to contact the undersigned in the event that you require either additional information or clarification with respect to the Development Permit Application filed for 41 Roe Street.

Yours truly,

NOVATECH



Jordan Jackson, MCIP, RPP
Project Manager, Planning & Development