CHARLOTTETOWN

HERITAGE BOARD AGENDA
NOTICE OF MEETING

Monday, October 26, 2026, at 4:30 p.m.
Council Chambers, 2nd Floor, City Hall, 199 Queen Street
Live streaming: www.charlottetown.ca/video

1) **Call to Order**

2) **Declaration of Conflicts**

3) **Approval of Agenda –** Approval of Agenda for Monday, October 26, 2026

4) **Adoption of Minutes** – Approval of Meeting Minutes from Monday, September 28, 2026

5) **Business arising from Minutes**

6) **Reports/Discussions**

   a) 9–11 Sydney Street (PID 338988) – Proposed Exterior Renovations to a Designated Heritage Resource Located Within the City's 500-Lot Area

7) **Introduction of New Business**

8) **Adjournment of Public Session**

PLANNING AND HERITAGE: HERITAGE BOARD MINUTES
MONDAY, SEPTEMBER 28, at 4:30PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live Streaming: www.charlottetown.ca/video

Present:	**Deputy Mayor Alanna Jankov, Chair**	**Emile Gallant, RM**
	Councillor Julie McCabe	**Lucas MacArthur, RM**
	Councillor Norman Beck*	**Sharon Larter, RM**
	***arrived 5:15 PM**	**Tara Maloney, RM**
		Ken McInnis, RM
		Aaron Stavert, RM
Also:	**Mike Ruus, Dir. Int. Growth**	**Jason Doucette, IO/AA****
	Natalie Munn, HO	****minute taker**
	Brad Vince, PII, HO	
Applicants:	**Greg Munn, Munn Architecture Inc.**	
Regrets:	**Mayor Phillip Brown**	**Simon Moore, RM**
	Brad MacConnell, CAO	
	Donna Miller-Ayton, MGR, PH	

1. **Call to Order**

Chair Jankov called the meeting to order at 4:38 PM.

2. **Declaration of Conflicts**

Chair Jankov asked if there were any conflicts, Resident Member, Tara Maloney declared conflict for 2 Robertson Road and will exit Chambers during that presentation.

3. **Approval of Agenda**

Moved by Lucas MacArthur and seconded by Tara Maloney that the order of the agenda be amended to present items in the new order A, C, D, and B for Monday, September 28, 2026, be approved.

CARRIED

4. **Adoption of Minutes**

Moved by Sharon Larter and seconded by Emile Gallant that the minutes of Monday, August 24, 2026, be approved.

CARRIED

5. **Business arising from Minutes**

There was no business arising from the minutes.

6. **Reports:**

a) **91 Water Street (PID #335760)** – Application to complete Exterior Alterations

Summary:

It was said that the report was presented to review exterior alterations completed at 91 Water Street, a designated heritage property, without the required heritage permit. The purpose was to provide the Heritage Board with the background of the matter and seek direction regarding the appropriate outcome for the property.

It was stated that a City inspection conducted on April 22, 2026, identified exterior alterations that had been completed without the required heritage permit review or approval. These alterations included replacing the original asphalt shingle roof with an exposed-fastener metal roof and replacing wooden windows with vinyl windows.

It was also said that under the Heritage Preservation Bylaw, roof replacements involving a change in material and window replacements are considered minor heritage permit applications and must be reviewed before work proceeds. The bylaw further establishes restitution to a property's previous condition when development occurs without the permit required approval.

It was further explained that the application was initially reviewed as a minor application by the Heritage Officer. Because the proposed materials did not align with the bylaw's evaluation criteria or the Standards and Guidelines for Conservation of Historic Places in Canada, the application was rejected and the owners were advised of their options to either undertake restitution or seek further consideration by the Heritage Board.

It was noted that the Bonded Warehouse, located at 91 Water Street, is an important heritage resource dating from approximately 1859 to 1860. The building is valued for its association with Daniel Hodgson, its survival of the Great Fire of 1866, and its contribution to the historic Water Street streetscape.

It was highlighted that character-defining elements of the building include its brick construction, gable roof, historic window placement, stone detailing, shutters, and prominent location along Water Street. These features contribute significantly to the property's heritage value and historic appearance.

It was emphasized that the Standards and Guidelines for Conservation of Historic Places in Canada generally support repairing or replacing historic elements with materials that closely match the original appearance and character. Staff indicated that while some metal roofing products have been approved on heritage properties in the past, they were typically products that more closely reflected traditional roofing articulation and textures.

It was concluded that the Planning and Heritage Department had not been given the opportunity to provide guidance before the work was undertaken. Staff advised that more appropriate replacement materials could have included asphalt shingles or heritage-compatible metal shingles for the roof, and wood or other approved alternatives for the windows.

Discussion:

It was asked whether the property owners had obtained any permits before carrying out the work. Staff confirmed that the alterations, including the installation of the metal roof and vinyl windows, were completed without first obtaining the necessary heritage permit approvals. It was explained that the issue was only discovered when the property was being reviewed as part of a short-term rental licensing process.

It was stated that the Planning and Heritage Department had not been given the opportunity to work with the property owners before the renovations were completed. Staff indicated that there are heritage-compatible alternatives for both roofing and windows and noted that acceptable options might have been explored had the owners sought approval prior to undertaking the work.

It was also said that the property owners had expressed concerns regarding the financial impact of the situation. The applicants reportedly spent more than $30,000 on the roof replacement and advised that replacing it again with an approved heritage-compliant material could cost an additional $40,000. The owners indicated that they were not currently in a financial position to undertake further replacement work.

It was further explained that if the Heritage Board were to support the staff recommendation and reject the application, the matter would proceed into a compliance and enforcement process. Staff acknowledged that enforcement can be challenging and emphasized that the department generally strives to work collaboratively with heritage property owners to find acceptable solutions whenever possible.

It was expressed by members of the board that approving the application after the work had already been completed could create an undesirable precedent. Concerns were raised that other property owners might be encouraged to undertake unauthorized alterations and seek approval afterward if the board allowed the work to remain.

It was noted that the concerns extended beyond the visual appearance of the roof. One member highlighted potential technical issues associated with exposed-fastener metal roofing systems, including the possibility of water infiltration, loosening fasteners, trapped moisture, and long-term deterioration of the underlying roof structure if the roof had not been installed with appropriate detailing and flashing.

It was clarified that portions of the building visible in photographs, including a rear addition and differing brickwork, had been approved through previous planning and heritage processes. These alterations were not related to the current application and were completed by previous owners.

It was emphasized that property owners are responsible for ensuring that required permits and approvals are obtained before undertaking renovations on designated heritage resources. Several members observed that the applicants did not seek permits or consult with the City before proceeding with the work and therefore assumed the risk associated with unauthorized alterations.

It was further stated that the board has a duty to uphold the Heritage Preservation Bylaw and protect Charlottetown's heritage resources. Members indicated that failing to enforce the bylaw in this instance would weaken the effectiveness of the heritage conservation process and diminish the board's ability to preserve heritage properties in the future.

It was ultimately moved that the Heritage Board accept staff's recommendation and reject the application to retain the installed metal roof and vinyl windows. Members emphasized that the decision was difficult and that they sympathized with the property owners' circumstances.

It was concluded that, despite the financial hardship faced by the applicants, the board believed rejecting the application was the appropriate course of action.

MOTION:

Moved by Councillor McCabe and seconded by Lucas Macarthur that Heritage Board reject the application to install a metal roof and vinyl windows on the designated property at 91 Water Street, PID# 335760

CARRIED
(7-0)

b) 176 King Street (PID# 336271) – Application to Amend a Heritage Property

Summary:

Staff stated that the application concerned an amendment to the designated heritage resource located at 176 King Street (PID 336271). The amendment would allow the subdivision of a vacant portion of the heritage property while retaining and protecting the existing designated heritage dwelling.

Staff recommended that the Heritage Board approve the proposed amendment.

It was explained that the property, located within the 500 Lot Area and zoned Downtown Neighbourhood, was inadvertently subdivided in April 2026 without first obtaining Heritage Board approval. Once the oversight was identified, the lot was reconsolidated in September 2026. The owner now seeks formal heritage approval to subdivide the property and construct a single-family dwelling on the newly created eastern lot.

It was further noted that no alterations are proposed to the existing heritage building situated on the western portion of the property. The heritage designation applies to the building exterior and parcel, but not the interior. The application relates solely to the subdivision of the land and future development of the vacant eastern portion.

It was also said that the property's heritage value is derived from its architectural style, its association with several early Charlottetown residents, and its contribution to a neighbourhood containing numerous heritage homes of varying ages and styles.

It was noted that the current lot measures approximately 647 square metres and is significantly larger than most neighbouring lots along King Street. Lot size is not identified as a character-defining heritage element and that reducing the size of the property is not expected to negatively affect its heritage value. Following subdivision, the remaining lot would be more consistent with the size of surrounding properties.

It was highlighted that the portion proposed for severance contains no historic buildings or heritage features. Historical research indicated that the area once contained a garage that had long since been demolished. The designated heritage house would remain in its existing location and would continue to be preserved.

It was emphasized that the surrounding streetscape contains a wide variety of building ages, architectural styles, and lot configurations that have evolved through successive periods of development. A new dwelling on the vacant lot could be integrated into the neighbourhood while respecting the established character of the area.

Finally, it was recommended that Heritage Board approve the amendment to the designated heritage resource at 176 King Street. Staff concluded that the subdivision would not impact the property's character-defining heritage elements, would allow ongoing stewardship of the historic home, and would remain subject to all applicable planning approvals, zoning regulations, and 500 Lot Area design guidelines.

Discussion:

It was asked whether the proposed lot size and frontage met the required standards, noting that the house appeared to occupy a significant portion of the lot. The applicant explained that the subdivision required a minimum street frontage of approximately 34 feet and confirmed that the proposed lot has about 35.8 feet of frontage. It was further stated that this met the necessary planning requirements and was one of the reasons the subdivision had originally been approved.

It was also said that the proposal served as a positive example of balancing heritage preservation with the goal of increasing housing stock in Charlottetown. A committee member expressed support for the application and commended the effort made in bringing the proposal forward.

It was further explained by the property owner that considerable attention had been given to maintaining the character of the surrounding streetscape. The owner noted that the proposed home had been designed to be sympathetic to the neighbourhood’s existing appearance,

featuring traditional elements such as cedar shingles and architectural details intended to blend with nearby homes.

It was emphasized that discussions had taken place with neighbours and that preserving the area's character was a priority throughout the design process.

MOTION:

Moved by Emile Gallant and seconded by Ken McInnis that the Heritage Board approves the proposed amendment to the designated heritage resource located at 176 King Street (PID 336271)

CARRIED
(8-0)

*Councillor Beck Entered Chambers 5:15 PM

c) 88-90 Sydney Street (PID# 338053) – Application to Restore and Rehabilitate

Summary:

Staff stated that the application concerned the proposed exterior restoration of the designated heritage resource located at 88-90 Sydney Street (PID 338053). The purpose of the report was to obtain Heritage Board approval for restoration work that would preserve the building's heritage character while supporting the conversion of the structure into a nine-unit apartment building. Staff recommended approval of the proposed restoration.

It was explained that the building suffered significant fire damage on March 5, 2025, with the fire originating in a rear addition and spreading into the attic and roof structure. Subsequent exposure to weather over an eighteen-month period resulted in further deterioration. The roof could not be salvaged, the interior was extensively damaged, and much of the building required stabilization and reconstruction.

It was further noted that the new owner purchased the property approximately six weeks before the meeting and immediately undertook efforts to secure the structure. Damaged materials were removed, a temporary roof structure and tarp were installed to prevent additional weather damage, and structural assessments were completed to determine how the building could be restored.
It was also said that extensive research was conducted into the building's history and original appearance. Staff and the applicant determined that the house likely dates to 1847 and was originally constructed in the Georgian tradition. Historic evidence suggested that earlier architectural features included six-over-six windows, wide corner boards, and period-appropriate window trim similar to other historic buildings in the surrounding neighbourhood.

It was noted that much of the original heritage fabric had already been lost prior to the fire. Previous renovations had introduced vinyl windows, vinyl siding, metal siding, and numerous interior alterations. The applicant advised that little remained from the original 1847 construction other than the exterior shell itself.

It was highlighted that the rear addition, where the fire originated, was found to be structurally unsound and beyond repair. The addition will be demolished and replaced with a slightly larger structure that remains within applicable setbacks. The new addition will be designed to complement the historic building while remaining distinguishable through the use of simpler architectural detailing.

It was emphasized that restoring the building as a viable residential property requires making greater use of the attic space. To achieve this, the proposal includes the addition of Scottish dormers on the front elevation and a shed dormer at the rear. The applicant argued that such dormers are consistent with Charlottetown's architectural history and have precedent on other heritage buildings throughout the city.

It was explained that the restored building will feature authentic exterior materials, including wood siding, wood trim, cedar roof shingles, and historically appropriate architectural details. The applicant also proposed finishing the building in a traditional umber-coloured linseed oil paint to reflect paint colours commonly used during the Georgian period.

It was further noted that the project would reduce the number of residential units from twelve small apartments to nine larger and more functional units. The redesigned layout would provide three units per floor while creating safer access routes and improving the long-term viability of the building.

It was remarked by members of the Heritage Board that the restoration proposal represented a significant improvement to the property and a positive contribution to the streetscape. Board members praised both the architectural presentation and the commitment to restoring a heavily damaged heritage resource.

Finally, it was recommended that the Heritage Board approve the proposed exterior restoration of the designated heritage resource at 88-90 Sydney Street. The board expressed strong support for the project, recognizing its commitment to preserving the building's heritage character while returning the property to productive residential use.

Discussion:

It was remarked by Heritage Board members that the proposed restoration represented a significant improvement for the property. One member praised the architectural presentation and professional drawings, describing the project as an excellent facelift and expressing support for the application. The member further stated that they looked forward to seeing the completed restoration and indicated their willingness to move approval of the proposal.

It was asked how many residential units would be contained within the restored building. In response, the applicant clarified that the building currently contains twelve units but will be reconfigured to contain nine units upon completion of the restoration project.
It was further noted by a board member who had previously lived in the building that the structure once functioned as a duplex. The member recalled that the building was divided into two sides, with each occupying multiple levels, and described the house as considerably larger than its current interior layout suggests.

It was explained that over time the interior had been repeatedly altered and subdivided, resulting in a complex arrangement of small rooms and apartments. The applicant noted that the building had become heavily compartmentalized and that much of the original floor plan had been lost through successive renovations.

It was also said that the property held personal significance for at least one board member, who shared memories associated with the house and expressed enthusiasm about seeing the building restored. The comments reflected the community's connection to the historic property and its place within the neighbourhood.

It was clarified that while the building currently contains twelve apartments distributed across two floors, the proposed redevelopment would create nine larger units spread across three floors, including the rehabilitated attic level. The redesign is intended to provide more functional living spaces while enhancing the building's long-term viability.

Finally, it was indicated that members of the Heritage Board were supportive of the proposal, and no significant concerns were raised regarding the restoration plan. Discussion concluded with confirmation that the project would reduce the number of units from twelve to nine while preserving and enhancing the heritage character of the building.

MOTION:

Moved by Ken McInnis and seconded by Sharon Larter that the Heritage Board approves the proposed exterior restoration to the designated heritage resource located at 88-90 Sydney Street (PID# 338053)

CARRIED
(9-0)

d) 2 Robertson Road (PID# 1068535 and 192336) formerly 400 St Peters Road (PID# 192336) – Application to Complete Exterior Alterations

Summary:

Staff stated that the application concerns exterior alterations to the designated heritage property, Heartz Hall, located at 2 Robertson Road (PID 1068535 and PID 1192336), formerly known as 400 St. Peters Road. The purpose of the report is to review proposed accessibility improvements, including the addition and replacement of steps and the installation of a guardrail, and to obtain Heritage Board approval for these alterations. The proposed work is intended to improve accessibility while preserving the heritage character of the building.

It was explained that the application includes the request to replace previously approved pressure-treated wood steps, on the north and south side of the building, with preformed concrete steps. Reference was made to an earlier approval granted in June for pressure-treated wood steps; however, changes became necessary after site conditions were further assessed.

It was further noted that the originally proposed wood steps would have required the installation of helical piles. During the planning process, underground electrical and service infrastructure was identified in locations that would interfere with the required helical pile installation. As a result, preformed concrete steps were proposed as an alternative solution for both entrances, eliminating conflicts with underground services and reducing construction complexity.

It was also said that the preformed concrete steps would provide a cost savings of approximately $2,000 per set when compared to the originally approved pressure-treated wood design. Elevation drawings and site plans were presented to show the location of the new steps, landings, and guardrail, including the entrance facing St. Peters Road and the secondary entrance.

It was highlighted that the proposed work will improve long-term accessibility to Heartz Hall while maintaining its heritage form, character-defining elements, and overall heritage integrity. The alterations are considered reversible and are not expected to negatively affect any significant heritage features of the property.

Finally, it was recommended that the Heritage Board approve the proposed replacement of the previously approved wood steps with concrete steps, along with the addition of new concrete steps and related accessibility features at Heartz Hall. Staff concluded that the proposed changes meet accessibility needs, preserve the heritage resource, avoid impacts on underground services, and provide a more cost-effective solution.

Discussion:

Members of the Heritage Board discussed whether the proposed switch from pressure-treated wood steps to preformed concrete steps was appropriate for the Heartz Hall project. Concerns were raised regarding the rationale for changing the approved design, particularly given the significant public investment already committed to restoring the heritage property. One board member expressed difficulty supporting the change, noting that if wood steps were the preferred heritage option, the project should continue to follow that direction despite the additional costs involved.

It was explained that the original approval granted in June included pressure-treated wood steps. However, after further site investigation, it was discovered that helical piles required to support the wood steps would conflict with underground electrical infrastructure and other services. Staff noted that avoiding these conflicts through the use of preformed concrete steps would reduce construction complexity and lower costs.

It was further noted that concrete steps were not considered unacceptable from a heritage perspective. Staff indicated that similar concrete steps exist on other heritage properties throughout the city and that the proposed concrete structures would still satisfy accessibility and safety requirements. A board member questioned whether concrete steps would have been historically appropriate, prompting discussion about the balance between heritage authenticity and modern construction standards.

It was also said that the key issue was not whether wood was inherently better than concrete, but rather that the applicant's original proposal had specified wood steps. Staff clarified that the heritage board did not specifically require wood in the earlier approval; rather, it had approved the design that was submitted at that time.

It was emphasized that the proposed concrete steps would remain largely out of public view, with one being located at a newly created entrance and the other replacing an existing set of modest secondary steps. Staff further noted that the main entrance and accessibility ramp would continue to feature pressure-treated wood, preserving a wood-clad appearance at the building's primary point of access.

It was highlighted that the concrete steps offer an important benefit from a heritage conservation standpoint because they are reversible. Since the structures would not be attached directly to the historic building, they could be removed in the future without causing damage to the heritage resource. Staff suggested that this reversibility aligns with accepted heritage conservation principles and provides flexibility for future changes.

Finally, it was clarified that the matter is not a strict black-and-white heritage issue. Staff advised that both wood and concrete can be acceptable solutions depending on the circumstances and the design proposed by the applicant. Reference was made to another heritage property where a concrete porch had previously been approved because it was determined to be compatible with the property's historic character and consistent with the heritage bylaw. The discussion concluded with the understanding that the proposed concrete steps were considered an appropriate, practical, and reversible alternative while maintaining the building's heritage integrity.

MOTION:

Moved by Emile Gallant and seconded by Kenny McInnis that the Heritage Board approves the proposed replacements and additions of the steps to the designated heritage resource located at Heartz Hall, 2 Robertson Road (PID# 1068535 and 192336).

CARRIED
(8-0)

7. **New Business**
   There was no new business.

8. **Adjournment**
   Moved by Councillor McCabe and seconded by Lucas MacArthur that the meeting be adjourned.

CARRIED
(9-0)

The meeting was adjourned at 6:10 PM

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Deputy Mayor Jankov, Chair

City of Charlottetown Committee Report

Report No: HERT-2026-10-10

Date:
October 26, 2026

Directed to Council through the following Committee:
Heritage Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
None

Prepared by:
Natalie Munn, Heritage Officer

Applicant:
Red Dirt Properties (Lucas Welsh)

Attachments:

- Appendix A Existing Condition – Photos
- Appendix B Proposed Exterior Renovations

Report Title:
Alterations and Renovations to Designated Heritage Property at 9-11 Sydney Street (PID# 338988)

Report Purpose:
To review proposed exterior alterations and renovations to the designated heritage resource at 9-11 Sydney Street (PID# 338988) that will maintain the heritage character of the property and support interior renovations, and to seek Heritage Board's approval for these alterations to the building.

Staff Recommendation:
That the Heritage Board approves the proposed exterior alterations and renovations to the designated heritage resource located at 9-11 Sydney Street (PID# 338988).

Report Details:

Application

9-11 Sydney Street (PID# 338988) is a Designated Heritage Resource located inside the 500 Lot Area in the Downtown Neighbourhood Zone. The applicant proposes to restore the exterior of the building with a variety of improvements including various repairs and replacements. An interior renovation will be taking place at the property and to accommodate these changes, modifications to the exterior of the building are proposed, particularly on the west side and the north side (or back side) of the building are proposed. Heritage Board reviewed a previous plan in May 2026, and it was approved, however, through the building and development permitting processes some changes were found to be necessary, and a new application was developed.

Report Details Cont'd:

The application includes:

- Demolition of the unsympathetic and deteriorated, shed roofed sunroom extension (built in 1989) and replacement with a new extension that will have a gable roof, concrete footing and foundation wall underneath.

- The addition's current pair of two slider windows will be replaced with a with a larger nine lite, picture window. The other two windows on either side of the addition will be enlarged picture windows. All will match the windows of the south side of the addition and offer more light to the sunroom and differentiate the new structure from the 1805 house. Previously, in May 2026 a tripartite window, eight over eight in the centre and four over four on the sides was approved. The windows on the sides of the addition were smaller.

- The pre-1989 sunroom's brick foundation will be replaced with a new concrete footing and foundation wall. Originally, it was proposed to repair the sunroom's brick foundation wall, and any cracked and missing bricks were to be replaced to match the existing design size and texture, however the bricks were found to be beyond repair.

- Replacement of the asbestos siding with wood 5-inch reveal exposure siding. Wood siding will be applied to the façade and matching horizontal fibre-cement siding with a 5-inch reveal will be applied to the north, east and west sides. Previously the siding was to be wood, however due to building code restrictions, noncombustible siding was required on the east and west sides.

- Replacement of wood fascia and soffit.

- Repair, and if necessary, replace existing exterior woodwork, at windows, skirt boards, corner boards and trims to match existing profile and detail. It will be painted white for contrast.

- Replacement of all windows with wood/fiberglass windows to match existing profile, configuration and style except where noted below.

- On the east side, second floor, a new window opening will be cut and a new six over six window to match adjacent windows inserted.

- On the north/rear of the building, due to a change in the interior renovation and Building Code requirements, three windows on the main floor will be closed in and the door will move to the west slightly. On the second floor, one window will be closed in. It had been previously proposed that two main floor windows be moved and reduced in size and on the second floor one window was to be removed and replaced with a door, and a new six over six window inserted near the western end of the building.

- On the west side, two second floor six over six windows will be replaced and the openings enlarged to accommodate two tripartite windows that will match the main floor windows.

- Replacement of all doors with fiberglass doors.
- Replacement of the railing on the front porches to meet the National Building Code.
- Replacement of the back deck with a larger wood deck that runs to the western edge of the building. The previously proposed deck was larger and included stairs.
- Addition of a small deck on the back of the sunroom
- Replacement of the roof with gray asphalt shingles, the brick chimney will remain, and the metal chimney will be removed.

PROPERTY HISTORY

9-11 Sydney Street is a Georgian influenced home situated near the Charlottetown waterfront. Samuel May Williams (1774-1827), a local builder, built the home in 1805. It was home to the William Douse family for a time as well. The designation encompasses the building's exterior and parcel; it does not include the building's interior.

Heritage Value

The heritage value of 9-11 Sydney Street lies in its Georgian influenced architecture, its association with local builder Samuel May Williams, its association with Member of the Legislative Assembly, shipbuilder and land agent, William Douse (1800-1864) and its importance to the Sydney Street streetscape.

According to a letter written by Thomas Dawson, a resident of Charlottetown in the 1800s, local builder Samuel May Williams built 9-11 Sydney Street in 1805. The home was probably a log home that had been enlarged first with a plank, and later a frame addition. During a renovation all the construction materials were found within the home's walls. The renovation also revealed two cannon balls embedded in the home's sandstone foundation, likely from its former neighbour, George's Battery. Williams mortgaged the property in 1815, and the home is specifically mentioned in this document. In 1823, the home was also offered for sale. Samuel May Williams was a multi-talented man. He worked as a builder, an engraver and a merchant. The Georgian house is one of the earliest in the city and is notable for its symmetrical and balanced facade, prominent corner boards, and wooden construction.

Williams built Charlottetown's first Market House in 1813, which was described as a "framed and picketed" building. Williams passed away in 1827, however his wife, Maria (Allen) Williams, continued to live in the home until she sold it to William Douse in 1835.

Williams built Charlottetown's first Market House in 1813, which was described as a "framed and picketed" building. Williams passed away in 1827, however his wife, Maria (Allen) Williams, continued to live in the home until she sold it to William Douse in 1835.

William Douse was a prominent shipbuilder, land agent and Member of the Legislative Assembly. He came to Prince Edward Island from England in the early 1820s and soon became involved in farming,

shipbuilding, brewing and auctioneering. In 1833, he was named land agent by the 6th Earl of Selkirk and given power of attorney of an estate of over 100 000 acres. Douse was also active politically. He was first elected to the Legislative Assembly for Queens County in 1834 and was successful in all but two elections until his retirement in 1862.

One of the oldest homes in Charlottetown, the Williams Douse House is an important part of the Sydney Street streetscape and the Charlottetown waterfront.

Character-Defining Elements

The following Georgian influenced character-defining elements illustrate the heritage value of 9-11 Sydney Street:

- The overall massing of the home
- The placement and style of the windows, including the rectangular, multi-paned windows of the ground floor, the six over six windows and the arched window of the second floor, as well as the dormer windows
- The placement and style of the doors on either side of the porch
- The porch with its gable roof
- The contrasting white trim around the windows and doors, as well as the corner boards and belt course
- The rounded dormer
- The pitch of the gable roof
- The placement and style of the chimney

Other character-defining elements of 9-11 Sydney Street include:

The location of the building near the water at the end of Sydney Street

POLICY FRAMEWORK

Bylaw Requirements

In accordance with Section 4.2.4 of the Heritage Preservation By-law, this application is considered a Non-Substantive Application, ss. a. ii. New window or door opening, or Alterations to existing window or door openings; iii. Decks and other projections;

In accordance with the Heritage Preservation Bylaw Section 5, Evaluation Criteria for Heritage Permits, the Heritage Officer and Heritage Board will review the compatibility of the proposed renovations in relation to the criteria listed in Section 5.1.1., listed below, and provisions listed in Section 6 which includes:

a. The Standards and Guidelines for the Conservation of Historic Places in Canada, as may be amended from time to time;

b. The original character, construction and architectural details;

c. The original or existing materials;

d. The scale of a proposed Development in relation to the scale and proportions of the original or existing Building or Structure;

e. The size and alignment of existing doors and windows;

f. The material and style of existing windows and doors, including details such as the casements, sashes, mullions, muntins, trims, and glazing;

g. The pitch, direction and arrangement of the roof and any associated chimney;

h. The significance of the accessory Building to the historic nature of the property and the original design elements of the accessory structure; and

i. Any other historical elements or architectural design considerations as deemed relevant by the Heritage Officer.

Official Plan

Section 4.3.2 of the Official Plan, Heritage Development:

> c) Investigate options for adopting flexible development regulations for heritage properties, understanding that conservation and maintenance of heritage character is of primary importance.

The Standards and Guidelines for the Conservation of Historic Places in Canada ***https://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf***

Standard 10

Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.

Standard 11

Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. (b) Make the new work physically and visually compatible with, subordinate to, and distinguishable from the historic place.

Standard 12

Create any new additions or related new construction so that the essential form and integrity of an historic place will not be impaired if the new work is removed in the future.

Standard 13

Repair rather than replace character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.

Standard 14

Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.

MATERIALS GUIDELINES:

Recommended:
Accommodating new functions and services in non-character defining interior spaces as an alternative to constructing a new addition.

Not Recommended:
Constructing a new addition where the proposed functions and services could be accommodated by altering existing, non-character-defining interior spaces. The former addition had no foundation and was in bad condition.

ANALYSIS:

Since the original heritage permit was approved by the heritage Board in May 2026, the project has advanced through the building and development permit process. Revisions to the interior plans, together with building-code requirements, have resulted in corresponding exterior changes. Although the façade will remain unchanged, modifications to the north and west elevations require a new heritage application.

The changes to window openings on the east and west elevations, approved by the Heritage Board, will remain unchanged. On the east elevation, one new opening will be added and, on the west, two second-floor windows will be enlarged to match the existing windows. All new and enlarged windows will match the style and profile of the adjacent windows.

On the rear (north) elevation, the revised plan introduces no new window openings and closes three main-floor windows. The first-floor door will be moved slightly west in place of an existing window, retaining an entrance at this level that is more consistent with the original house.

All other windows and doors throughout the building will be replaced in their existing configurations. The replacements will match the established styles and profiles, thereby preserving the building's heritage character.

The sunroom was originally an open porch that was subsequently enclosed, with a brick foundation added beneath it. The May 2026 proposal called for repairs to the existing foundation and replacement of the brickwork with matching materials. However, a structural assessment determined that the foundation and brickwork were beyond repair and could not be salvaged. The applicant has therefore proposed installing a new footing and foundation to improve the structure's stability.

The unsympathetic 1989 extension to the west-side sunroom will be replaced with a better-constructed and more compatible addition, improving the property's livability and enhancing views to the front and west. The original proposal included a new footing and foundation wall, a tripartite window on the west elevation and smaller side windows. The revised design replaces the windows with larger picture windows on the end and side elevations. These more contemporary windows will complement the existing sunroom, increase natural light, and maintain a clear distinction between the addition and the historic house.

Although the revised addition will be more compatible with the existing sunroom, both will remain distinguishable from the 1805 house. As the addition is not identified as a character-defining element and the proposed work is reversible, the revised proposal is consistent with the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

Revisions to the interior design and applicable building-code requirements mean that the proposed rear deck will no longer serve as a means of egress. Accordingly, the deck will be reduced in size, constructed of wood, and built without stairs. As in the original proposal, the deck will not be visible from the front or side elevations. A small deck will also be added off the sunroom, consistent with the previous design, and will be screened from view by the sunroom.

The building is currently clad in asbestos siding with a 10-inch reveal. The siding is damaged in areas and is not historically accurate. The applicant proposes restoring the appearance of the original siding found on the building by installing traditional lap siding with a five-inch reveal. Wood clapboard will be used on the façade, while matching smooth-textured fibre-cement board will be installed on the other three elevations. Although wood siding was initially proposed throughout, revisions to the interior design and building-code requirements now require non-combustible cladding on the east and west elevations. The applicant proposes using the same material on the rear elevation to ensure consistency.

Throughout the restoration, the property's character-defining elements will be retained wherever possible. Where significant deterioration requires replacement, new components will match the original profiles and details. Repairs or matching replacements to the corner boards, eave returns, skirtboards, and window mouldings are consistent with the Standards and Guidelines for the Conservation of Historic Places in Canada.

The new roof will also improve the building's long-term durability. The building's entrance will be enhanced with a new wood railing that complies with current safety standards.

Overall, the revised proposal maintains the property's character-defining elements while accommodating necessary building-code and interior-design requirements. The changes are compatible with the Standards and Guidelines for the Conservation of Historic Places in Canada and are recommended for approval.

Conclusion:

The applicants have been willing to work with staff throughout the process to ensure that the heritage character of the building is maintained. The proposed work to 9-11 Sydney Street, with its changes will improve the longevity and viability of the building in the long term while conserving the character defining elements and heritage integrity of the building. It should be noted that the applicants are also restoring another "Douse House" at 13-15 Sydney Street. The two restored buildings in concert with the former Douse sail loft in the center, will cement the historic nature of the block which was once home to the shipbuilder's operations and dock during the age of sail. They will be tangible reminders of history but made viable housing for years to come.

Council or Committee History:
Heritage Board – May 25, 2026

Financial Implications:
None.

Public Engagement and Communication:
None.

Legislative Authority:
City of Charlottetown Official Plan
City of Charlottetown Heritage Preservation Bylaw
The Standards and Guidelines for Conservation of Historic Places in Canada

Strategic Alignment:
Infrastructure and the Environment
Community Building and Placemaking

Reviewed By:

Manager	**Director**
Original document signed by Donna Miller-Ayton	Original document signed by Michael Ruus

Committee Recommendation: (if differing from staff)

Attachments:

Attachment “A” - Existing Condition



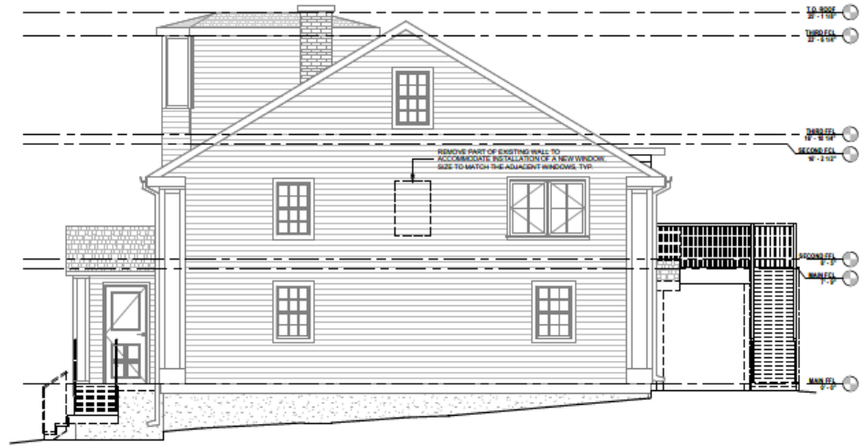




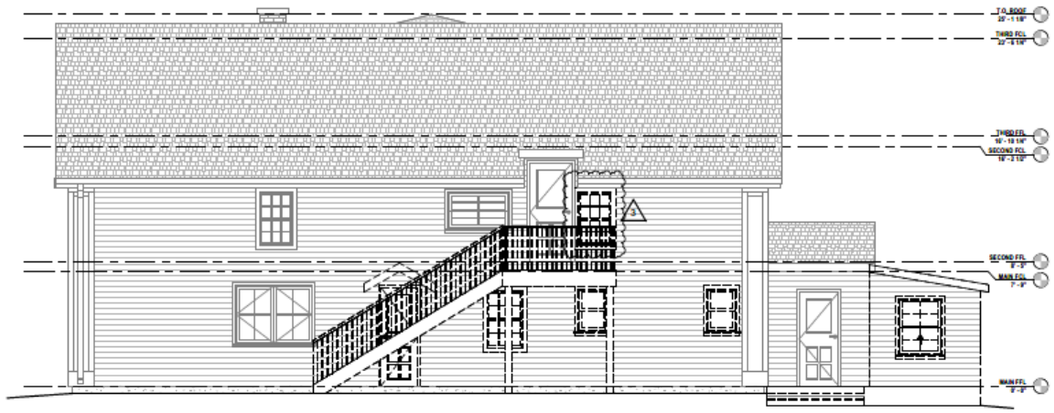
Attachment “B’ – Proposed Exterior Renovations



1 FRONT ELEVATION - DEMOLITION



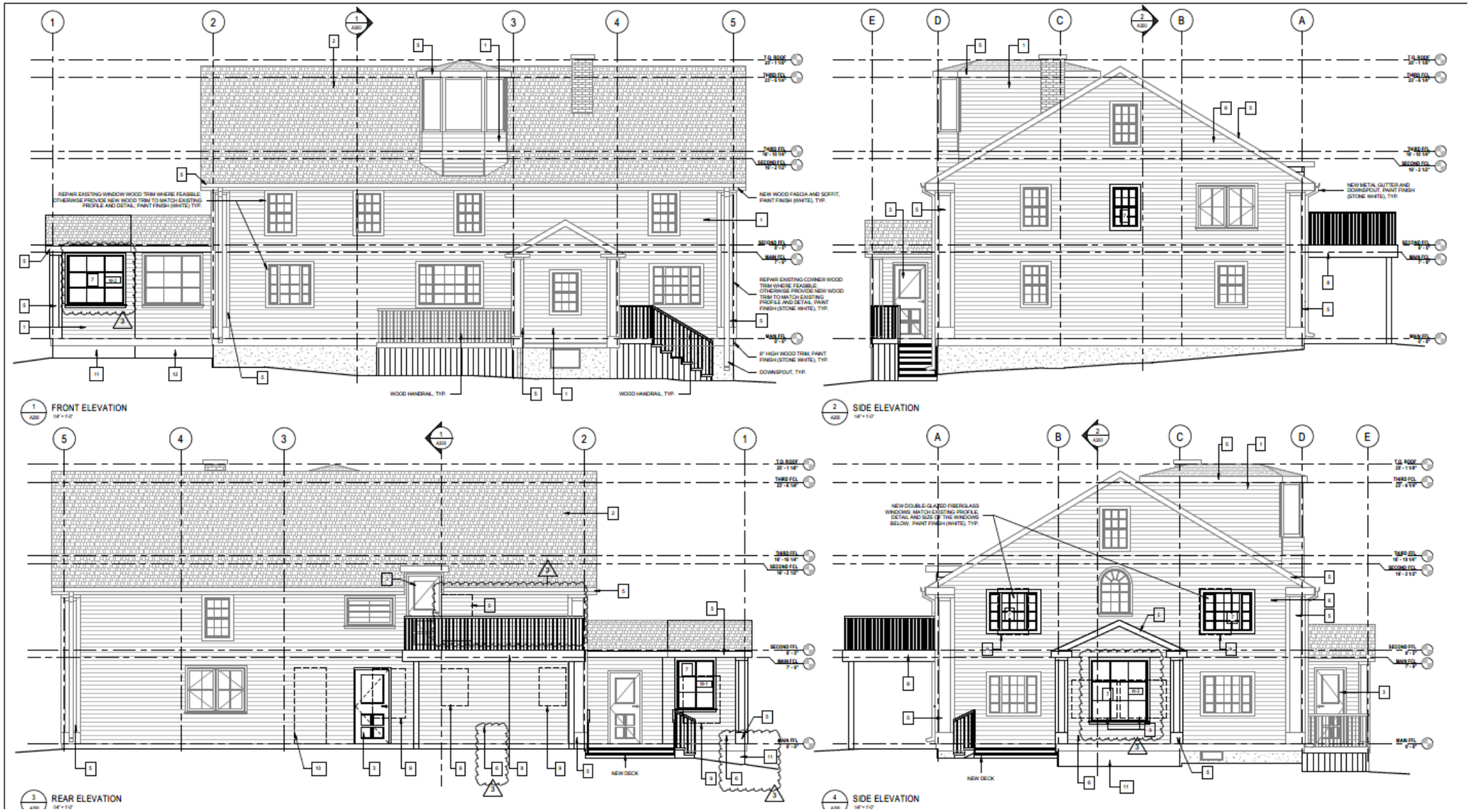
2 SIDE ELEVATION - DEMOLITION



3 REAR ELEVATION - DEMOLITION



4 SIDE ELEVATION - DEMOLITION


FRONT ELEVATION
SIDE ELEVATION
REAR ELEVATION
SIDE ELEVATION
REPAIR EXISTING WINDOW WOOD TRIM WHERE FEASIBLE, OTHERWISE PROVIDE NEW WOOD TRIM TO MATCH EXISTING PROFILE AND DETAIL; PAINT FINISH (WHITE) TYP.
NEW WOOD FASCIA AND SOFFIT, PAINT FINISH (WHITE), TYP.
REPAIR EXISTING CORNER WOOD TRIM WHERE FEASIBLE, OTHERWISE PROVIDE NEW WOOD TRIM TO MATCH EXISTING PROFILE AND DETAIL; PAINT FINISH (STONE WHITE), TYP.
6" HIGH WOOD TRIM, PAINT FINISH (STONE WHITE), TYP.
DOWNSPOUT, TYP.
WOOD HANDRAIL, TYP.
NEW METAL GUTTER AND DOWNSPOUT, PAINT FINISH (STONE WHITE), TYP.
NEW DOUBLE-GLAZED FIBERGLASS WINDOWS, MATCH EXISTING PROFILE, DETAIL AND SIZE OF THE WINDOWS BELOW; PAINT FINISH (WHITE), TYP.
NEW DECK