CHARLOTTETOWN

PLANNING BOARD AGENDA
NOTICE OF MEETING

Tuesday, May 5th, 2026, at 4:30 pm
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 Tuesday, May 5th, 2026
4. **Adoption of Minutes** – Minutes of Planning Board Meeting on Tuesday, April 7th, 2026
5. **Business arising from Minutes**
6. **Reports:**

a) Variances:

1. **15 Clonhaven Street, 35 Clonhaven Street and 165 Carraigbrook Avenue (PID# 1047562)**

David Gundrum, Manager of Development Planning

This is a request for Major Variances to allow for a maximum of up to 64 apartment units for property identified as 15 Clonhaven Street whereas a maximum of 44 apartment units are otherwise permitted, a maximum of up to 64 apartment units for property identified as 35 Clonhaven Street whereas a maximum of 48 apartment units are otherwise permitted and for a maximum of up to 64 apartment units for property identified as 165 Carraigbrook Avenue whereas a maximum of 59 apartment units are otherwise permitted. All three properties abut one other in the (R-4) Zone and form part of the same PID# 1047562.

b) Rezonings:

1. **307 Patterson Drive (PID# 676585)**

David Gundrum, Manager of Development Planning

This is a request to proceed to public consultation concerning a request to rezone the subject property from the existing Low Density Residential (R-2) Zone and place it in the Business Office Commercial (C-1) Zone for the purpose of harmonizing existing zoning across a common site containing an existing commercial building (convenience store).

2. **Towers Road (PID#s 390534, 1179670)**

   David Gundrum, Manager of Development Planning

   This is a request to proceed to public consultation concerning request to rezone the subject property identified as PID# 390534 from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and to rezone the subject property identified as PID# 1179670 from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone for the purpose of developing both sites in future with retail commercial uses.

3. **147 Hillsborough Street (PID# 342907)**

   David Gundrum, Manager of Development Planning

   This is a request for a site-specific amendment to the existing Downtown Mixed Use Neighbourhood (DMUN) Zone that applies to the subject property to allow for a transitional housing facility as an additional permitted use that is not otherwise permitted in the (DMUN) Zone. The proposed transitional housing facility would have capacity to accommodate eleven (11) individuals on-site. This application was previously deferred for recommendation at the meeting of Planning Board on April 7, 2026.

c) Queuing Space / Drive-thru:

1. **Unaddressed Property – University Avenue (PID# 387761)**

   David Gundrum, Manager of Development Planning

   This is a request to accept the traffic study prepared by EXP Group to permit a drive-thru MacDonald's restaurant at the subject location.

7. Introduction of New Business

8. Adjournment of Meeting

PLANNING & HERITAGE: PLANNING BOARD MINUTES
TUESDAY, APRIL 7, 2026, 4:30 PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present:	**Mayor Phillip Brown***	**Dave Essery, RM**
	Deputy Mayor Jankov, Chair	**Bobby Kenny, RM**
	Councillor Norman Beck	**Lea MacDonald, RM**
	Councillor Julie McCabe	**Jacqui Scaman, RM**
Also:	**Brad MacConnell, CAO**	**Sonia Kamal, PII**
	Mike Ruus, Director, Int. Growth	**Michael Fraser, PII**
	David Gundrum, Mgr, PH	**Stephanie MacDonald, PI**
	Laurel Palmer, PIII, Senior Planner	**Jason Doucette, IO/AA****
		***minute taker*

Regrets: **Paul Connolly, RM**
Satyajit Sen, RM

1. **Call to Order**
   Chair called the meeting to order at 4:42 PM

2. **Declaration of Conflicts**
   Chair Jankov asked if there were any conflicts. There were no conflicts.

3. **Approval of Agenda**
   Moved by Jacqui Scaman and seconded by Bobby Kenny that the order of the agenda for Tuesday, April 7, be approved.

   CARRIED

4. **Adoption of Minutes**
   Moved by Dave Essery and seconded by Councillor McCabe that the minutes of the Planning Board meeting held on Tuesday, March 3, 2026, as circulated, be approved.

   CARRIED

5. **Business arising from Minutes**
   There was no business arising from the minutes.

6. **Reports:**

1. 191 Cumberland Street (PID# 346718)

Stephanie MacDonald, Planner I

Property Information: Downtown Neighbourgood (DN) Zone
Staff Presenter: Stephanie MacDonald, Planner I
Applicant: Blaine Gauthier c/o Shad Wei Zhang
Reference: Planning Board Meeting Package

Request:

This is a request for Major Variance to allow for allow for an addition (covered exterior basement entry) to project into the rear yard setback by 4.03 m (13.22 ft) and for the eaves to project into the rear yard setback by 5.4 m (17.72 ft) for an existing single-detached dwelling in the Downtown Neighbourhood (DN) Zone.

Summary:

Stephanie presented a Major Variance request for the property at 191 Cumberland Street (PID #346718), seeking approval for a proposed addition to project into the rear yard setback. The proposal involves a covered exterior basement entrance projecting 4.03 metres (13.22 feet) into the rear yard setback, as well as eaves projecting 5.4 metres (17.72 feet). The subject property is an interior lot located within the Downtown Neighbourhood (DN) Zone, developed with a single-detached dwelling and surrounded by a mix of commercial, residential, and industrial uses. In accordance with Section 3.9 of the Zoning & Development Bylaw, notice of the Planning Board meeting was circulated on March 13, 2026, to 82 surrounding property owners within 100 metres of the site, and one objection was received. Stephanie stated that while the objection raised concerns related to emergency access, privacy, shadowing, and proximity to neighbouring parcels, these matters were reviewed and it was determined that the planning-related impacts would be minimal. The planning analysis identified limited to no impacts on surrounding properties, noted that the neighbouring parcel most affected is a parking lot, and confirmed that Fire Services had no concerns despite limited space between the façade and the rear property line. As the proposal does not comply with the current Zoning & Development Bylaw, a Major Variance is required, and the recommendation is that Council approve the requested variance.

Discussion:

Councillor Beck asked for the purpose of the proposed covered basement entrance, noting that the requested encroachment represents a significant reduction of the required rear yard setback. He asked why the addition was necessary and whether it was related to basement development.

Planner Stephanie explained that the application is limited to a covered exterior basement entrance only, with the cover required to meet building code requirements. She confirmed that no proposal related to basement use is included in the current application and emphasized that any future renovation, change of use, or development would require separate permits and approvals.

Stephanie outlined the planning rationale for supporting the variance, noting that staff considered privacy, shadowing, emergency access, and surrounding land uses. Fire Services were consulted and identified no concerns. She explained that the stairs descend into the ground, limiting impacts, and that the most affected neighbouring property is a parking lot, resulting in minimal planning impacts.

Wendy Paynter, a neighbouring resident raised concerns regarding drainage, soil conditions, and foundation stability, questioning the recommendation to approve a major variance.

Stephanie responded that drainage and structural matters are addressed during the building permit phase, including review of stamped engineering drawings, and that approval of the variance does not authorize construction beyond what was submitted.

Councillor McCabe and staff clarified that responsibility for construction compliance rests with the engineer of record once plans are approved and stamped. The City does not monitor construction beyond standard inspections, and any drainage disputes would be civil matters rather than enforcement issues related to the variance.

Blaine Gauthier, the applicant, explained that the home's foundation is deteriorating and that interior basement access is poor due to steep stairs. The exterior entrance was described as necessary for safe access and future repairs.

MOTION:

Moved by Lea Macdonald and seconded by Jacqui Scaman that Planning Board recommend that Council approve the proposed Major Variance for the subject property addressed as 191 Cumberland Street (PID# 346718) to allow for:

1. **An addition (covered exterior basement entry) to project into the rear yard setback by 4.03 m (13.22 ft); and**

2. **Eaves to project into the rear yard setback by 5.4 m (17.72 ft)**

CARRIED
(7-0)

2. **28 Lewis Point Road (PID# 586800)**
   Stephanie MacDonald, Planner I

Property Information: Single Detached Residential (R-1L)
Staff Presenter: Stephanie MacDonald, Planner I
Applicant: Stuart Wright
Reference: Planning Board Meeting Package

Request:

This is a request for Major Variance to allow for a Garden Suite to exceed the maximum height by 2.34 m (7.69 ft). whereas a Garden Suite is capped at a maximum building height of 4.6 metres (15.1 feet) as per Section 5.7 of the Zoning & Development Bylaw.

Summary:

Planner Stephanie presented a Major Variance request for the property located at 28 Lewis Point Road (PID #586800), seeking approval for an over-height accessory building intended to accommodate a future garden suite. The variance is required to allow the proposed structure to exceed the maximum permitted height of 4.6 metres (15.1 feet) by 2.34 metres (7.69 feet).

Stephanie explained that the subject property is a corner lot located within the Single Detached Residential (R-1L) Zone and currently contains a single-detached dwelling. Surrounding properties are also primarily zoned (R-1L), with land zoned Open Space (OS) and owned by the City abutting the rear of the subject property.

The proposal consists of an accessory building designed as a garage that can accommodate a future garden suite above and Stephanie noted that the requested height variance is necessary to achieve the design and functionality of the garden suite while remaining appropriate to the size and context of the lot.

Stephanie also stated that in accordance with Section 3.9 of the Zoning & Development Bylaw, notice of the Planning Board meeting was circulated on March 13, 2026 to 34 surrounding property owners within 100 metres of the subject property. No objections were received.

Planner Stephanie also advised that the analysis identified positive factors including adequate lot space and limited to no impact on surrounding properties. The sole shortcoming identified was non-compliance with the Zoning & Development Bylaw, requiring a Major Variance.

Discussion:

Chair Jankov questioned whether the property already contained two accessory buildings and whether one would need to be removed, noting limits on the number of buildings permitted on a residential lot. Planner Stephanie responded that, based on the submitted site plan, there is a small shed on the property in addition to the dwelling and that she was not aware of any additional structures beyond what was shown on the plans.

Councillor Beck asked for clarification on the location of the proposed garage and garden suite in relation to the existing house. Stephanie explained that the accessory building would be located entirely behind the house in the rear yard, near the treed area shown on the plans, and would not be positioned on the side of or in front of the dwelling.

MOTION:

Moved by Councillor McCabe and seconded by Lea MacDonald that Planning Board recommend that Council approve the proposed Major Variance for the subject property addressed as 28 Lewis Point Road (PID# 586800) to allow for a proposed Accessory Building (Garden Suite) to exceed the maximum height by 2.34 m (7.69 ft).

CARRIED
(7-0)

b) Rezonings & Site Specific Amendments

1. 68 Queen Street (PID# 336982)

Laurel Palmer, Planner III

Property Information: Downtown Main Street (DMS) Zone
Staff Presenter: Laurel Palmer, Planner III
Applicant: Weymouth Properties
Reference: Planning Board Meeting Package

Request:

This is a request to rezone the subject property identified as 68 Queen Street (PID# 336982) from the existing Downtown Main Street (DMS) Zone to the Downtown Mixed Use Neighbourhood (DMUN) Zone in order to allow for the future development of a 7-storey multi-use residential and commercial building on the subject property within the 500 Lot Area. The proposed future development would also overlap with nearby parcels identified as PID#s 336974, 336966, 336909, 336917 and 1172915. The proposed development is also subject to applications for Design Review, Major Variance and Lot Consolidation.

Summary:

Senior Planner Laurel Palmer presented an application to rezone multiple properties located along King and Dorchester Streets. The request proposes rezoning the subject lands from the Downtown Mixed-Use Neighbourhood Zone to the Downtown Main Street Zone and amending Appendix A of the Official Plan map.

The purpose of the rezoning is to enable the development of a seven-storey mixed-use building containing commercial space and multi-unit residential use, with parking located on the first and second floors. The application also includes requests for variances, lot consolidation, bonus height, and cash-in-lieu of parking.

Staff advised that the lands are situated within the Downtown 500 Lot Area, bounded by Queen, King, and Dorchester Streets, and share an interior lot line with Bishop's Palace. One parcel fronting Queen Street is already zoned Downtown Main Street, while the remaining parcels are zoned Downtown Mixed-Use Neighbourhood. The surrounding area contains a mix of uses including commercial, institutional, residential, and retail buildings.

Council authorized the application to proceed to public consultation by resolution on March 10, 2026, and a public meeting was held on March 26, 2026. Notice was circulated to 120 surrounding property owners within 100 metres of the site, on-site signage was posted, and advertisements were published in The Guardian. Planning staff received 18 submissions in total, the majority of which were supportive, with several identifying concerns, and one submission in opposition.

Concerns raised through public consultation included the extent of requested stepback reductions, overall building height and massing, potential impacts on views toward the cathedral spires, safety

related to parking access and egress, and suggestions for alternative parking approaches in the downtown core.

Staff explained that the proposal underwent the design review process and generally received positive feedback. While concerns were raised by the design reviewer regarding stepbacks on the upper storeys along King and Dorchester Streets, the Design Review Board did not agree with those comments and supported the remaining recommendations. Council approved the design submission on March 2, 2026, subject to the applicant entering into a development agreement if the rezoning and variances are approved.

The bonus height request was approved through the design review process, subject to confirmation of public benefits. The applicant proposed an activated alleyway as the public benefit, intended to improve pedestrian connectivity and support public art and seasonal activity. Staff noted that the proposed public benefit will be reviewed by the Planning Committee and that alternative options or a height variance would be required if the benefit is not supported.

Staff outlined that several variances are required, including reduced stepbacks on upper storeys, reduced interior yard setbacks adjacent to Bishop's Palace, increased allowable floor plate area, reduced frontage requirements for bonus height eligibility, cash-in-lieu of parking for six spaces, and consolidation of the subject properties to allow appropriate building placement.

In conclusion, planning staff advised that the proposal is supported by relevant Official Plan policies related to downtown vitality, housing supply, and development within the 500 Lot Area.

Staff indicated that the project would contribute additional housing, support economic activity, and enhance vibrancy in the downtown core, and therefore recommended approval of the rezoning and Official Plan amendment, the requested variances, cash-in-lieu of parking, and lot consolidation to facilitate the proposed development at 68 Queen Street.

Discussion:

Resident member Bobby Kenny asked for clarification regarding the cash-in-lieu of parking and inquired about the cost per parking space. Staff responded that the exact amount would need to be confirmed through the City's fee schedule but advised that it is approximately five to six thousand dollars per space.

Resident member Bobby Kenny expressed concern about parking availability downtown, and staff noted that the project provides a substantial amount of on-site parking and is deficient by only six spaces, which prompted the cash-in-lieu request.

His Worship asked the applicant to confirm whether redevelopment would occur solely at the corner of Queen and Dorchester Streets. The applicant, Robert Haggis confirmed that the former Allied building at the corner has been removed and that the remaining buildings extending south have already been renovated and will remain. His Worship thanked the applicant, design team, and planning staff for advancing the project through the review process.

Councillor Beck questioned the applicant regarding pedestrian safety and vehicle access associated with the parking garages, particularly given increased downtown activity and the proposed public alleyway. The applicant explained that safety measures include either convex mirrors or a CCTV camera system with visual displays, with the project leaning toward the CCTV option. The applicant further stated that the garage doors are set back to improve visibility and

that additional warning measures, such as flashing lights or audible alerts, could be incorporated if required.

Further clarification was provided on parking circulation within the building. The applicant explained that residential parking is accessed from King Street at grade, while commercial parking is accessed from Dorchester Street via a slight ramp due to existing grade changes. Residential users would access parking from King Street, while commercial vehicles would enter and exit from Dorchester Street.

Councillor Beck also raised broader questions regarding long-term downtown parking solutions, including underground or shared facilities. Staff advised that such initiatives fall outside the scope of the current application and would involve multiple municipal departments, including planning, public works, utilities, and sustainability, and are addressed through broader City strategies.

Board members discussed the proposed activated alleyway as a public benefit related to the bonus height request.

Resident member Jacqui Scaman asked how the alleyway concept was developed and how its suitability is assessed. Staff explained that while the bonus height and building design were approved through design review, the public benefit component must be reviewed separately by the Planning Committee based on criteria in the Zoning and Development Bylaw.

The applicant explained that the alleyway concept evolved through design discussions and public feedback and that extending the corridor through to Dorchester Street created opportunities for pedestrian connectivity, public art, seasonal activity, and access to existing and proposed commercial spaces fronting Queen Street.

MOTION:

Moved Mayor Brown and seconded by Councillor McCabe that Planning Board recommend to Council for the request to amend Appendix "A" the Future Land Use Map of the City of Charlottetown from Downtown Mixed-Use Neighbourhood to Downtown Main Street and a request to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from Downtown Mixed-Use Neighbourhood (DMUN) Zone to Downtown Main Street (DMS) Zone for the properties located on King and Dorchester Streets being (PID#s 336974, 336909, 336917, 336966 and 1172915).

And further to approve the following:

A lot consolidation of PID#'s 336982, 336974, 336909, 336917, 336966 and 1172915 subject to a final pinned survey plan.

- Payment of cash-in-lieu of parking for 6 parking spaces and;

- Approval of the following Variances:

- Stepback above the 4th and below the 7th floor on King and Dorchester Streets. The Bylaw requires a 3 meter stepback a 2meter stepback is proposed. Therefore, a 1 m variance is required for both sides.

- Stepback above the 7th floor on King and Dorchester Streets. The Bylaw requires a minimum 6.0 meter (19.7ft) Stepback. A 2 meter stepback is proposed. Therefore, a 4 meter variance is required on both sides.

- Step back above fourth floor interior lot line (east side) facing Bishop's Palace the Bylaw requires a minimum 10m (32.8ft) interior Yard Setback. A 2m (6.5ft.) stepback is proposed. Therefore, an 8 meter variance is required.

- Frontage or lot width requirement for bonus height on Queen St. The Bylaw requires 41 m (135 ft) and minimum Lot Depth of 36m (118ft) for Buildings taller than 21.3m (69.9 ft). The proposed lot frontage is 13 meters (42.6feet). Therefore, a 28 meter (91.8ft.) variance is required for frontage.

- Increase to the allowable floor plate from 750 m2 (8, 072 sq ft.) to 1,096 m2 (11,797 sq ft.) Therefore, a variance of 346 m2 (3,724.3 sq ft.) is required.

CARRIED
(7-0)

2. **147 Hillsborough Street (PID# 342907)**
   David Gundrum, Manager of Development Planning

Property Information: Downtown Mixed-Use Neighbourhood (DMUN)
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: PEI Housing Corporation
Reference: Planning Board Meeting Package

Request:

This is a request for a site-specific amendment to the existing Downtown Mixed Use Neighbourhood (DMUN) Zone that applies to the subject property to allow for a transitional housing facility as an additional permitted use that is not otherwise permitted in the (DMUN) Zone. The proposed transitional housing facility would have capacity to accommodate eleven (11) individuals on-site.

Summary:

Manager David Gundrum presented a site-specific zoning amendment request for the property located at 147 Hillsborough Street (PID #342907), which is currently zoned Downtown Mixed-Use Neighbourhood (DMUN). The application, submitted by PEI Housing Corporation, seeks to permit the development of a transitional housing facility within the existing three-storey residential building. The proposed use would accommodate 11 individuals on site, with interior renovations to be completed through a future building permit. Transitional housing is not currently a permitted use within the DMUN Zone, and therefore a site-specific amendment is required.

Staff explained that the subject property is a corner lot developed with an existing three-storey residential structure and is bounded by Hillsborough Street to the east and Clarke Street to the south. The proposed amendment would facilitate internal redevelopment only, with no changes proposed to the building's exterior massing or footprint.

Manager David stated that in accordance with Section 3.10.3 of the Zoning and Development Bylaw, Council authorized the application to proceed to public consultation by resolution on March 10, 2026. Notice of the public meeting was circulated on March 18, 2026, to 67 surrounding property owners within 100 metres of the subject property, advising them of the public meeting held on March 26, 2026. On-site signage was posted and notice was published in The Guardian on March 14 and March 21, 2026.

Staff also advised that five written submissions were received during the circulation period, all in opposition. Concerns raised at the public meeting included neighbourhood safety and security, potential loitering associated with the proposed use, lack of outdoor amenity space, potential impacts on nearby property values, neighbourhood perception, and the loss of existing rental units.

As part of the planning evaluation, staff referenced the new Official Plan policies related to housing, particularly Section 4.5.1, which emphasizes the need to provide housing options across the full housing spectrum and to enable transitional and supportive housing in locations close to transit, mixed-use areas, and the downtown. Transitional housing is defined in the Official Plan as housing that bridges the gap between homelessness and permanent housing while providing supports that foster self-reliance and stability.

Staff noted that the subject property is located approximately a five-minute walk from the City's primary transit interchange, providing access to the full transit network. Safety concerns were addressed through confirmation that the proposed facility would have 24-hour on-site supervision, exterior lighting, and security monitoring, with screening criteria applied by PEI Housing Corporation to support a harmonious and successful operation. Staff advised that potential impacts on property values are outside the scope of land-use compatibility analysis and cannot be considered.

In conclusion, planning staff advised that while the proposed use is not otherwise permitted within the DMUN Zone, it aligns with multiple objectives of the new Official Plan by addressing gaps in the housing continuum and supporting individuals transitioning out of homelessness. The proposal was found to be consistent with the intent of the Official Plan given the site's location within a mixed-use area near downtown and transit infrastructure.

Accordingly, the Planning and Heritage Department recommended that the Planning Board recommend to Council approval of the request for a site-specific amendment to the DMUN zoning for 147 Hillsborough Street to permit a transitional housing facility with 11 beds within the existing three-storey building.

Discussion:

Councillor McCabe acknowledged the importance of transitional housing as part of the housing continuum, while stressing the need to be responsive to concerns raised by neighbouring residents. She referenced the public meeting discussion regarding safety, accountability, and reassurance for nearby seniors and businesses, and emphasized that the Province, as the property

owner, must remain accountable for ensuring the use does not negatively impact the surrounding community.

Councillor McCabe also suggested that additional measures and expectations could be incorporated through a development agreement accompanying the site-specific zoning amendment.

Staff advised that, should the Board wish to include conditions, direction would be required regarding what a development agreement should address.

Councillor McCabe outlined considerations such as security cameras, expectations regarding loitering and nuisance behaviour, staffing levels, conflict management procedures, emergency response coordination, and clear accountability protocols. She indicated a preference to defer the application to allow these matters to be clearly defined rather than relying on informal commitments.

Councillor Beck echoed the concerns expressed by residents and nearby establishments during the public meeting, noting the emotional and legitimate nature of the feedback received. While expressing support for the objectives of the project and confidence in the applicant's intentions, he emphasized the importance of further dialogue with affected neighbours to identify practical mitigation measures. He supported proceeding in principle while ensuring that remaining issues are addressed through additional consultation and a development agreement.

Manager David Gundrum clarified that the Planning Board may recommend approval subject to conditions and that a development agreement can be broad in scope, with details negotiated between the City and the applicant following Board direction and it was noted that the applicant would be required to have an executed development agreement in place prior to securing a building permit for interior renovations.

Discussion also addressed the feasibility of returning the matter to the Board following further consultation. Staff advised that, subject to coordination between staff and the applicant, the application could reasonably return for consideration at the next Planning Board meeting.

Further comments were provided by Board members regarding the broader housing continuum, the concentration of supportive and transitional housing within the downtown, and the application of new Official Plan policies. While perspectives varied, there was general agreement that additional clarification and engagement would be beneficial before reaching a final decision.

A motion to defer the application was moved and the deferral directs staff to work with the applicant to develop criteria and details for a development agreement addressing safety, accountability, and neighbourhood concerns raised through public input.

MOTION:

Moved by Councillor McCabe and seconded by Lea MacDonald that Planning Board recommend that Council defer decision on the request for site-specific amendment for 147 Hillsborough Street (PID# 342907) concerning proposed establishment of a transitional housing facility (11 beds) on the subject property pending the confirmation of criteria and details for a future Development Agreement to be entered

into with the applicants and property owners (PEI Housing Corporation) regarding the proposed development of the transitional housing facility.

CARRIED
(7-0)

3. 231 Brackley Point Road (PID# 623090)

Michael Fraser, Planner II

Property Information: Institutional (I)
Staff Presenter: Michael Fraser, PII
Applicant: Breakwater Developments
Reference: Planning Board Meeting Package

Request:

This is a request to rezone the subject property from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone and to change the land-use designation in the Official Plan from Institutional to Workscapes in order to allow for the development of commercial condo buildings on the subject property that would involve future lot consolidation with neighbouring and abutting parcels identified as 235 Brackley Point Road (PID# 885269), 241 Brackley Point Road (PID# 437616) and unaddressed parcel identified as PID# 523073.

Summary:

Planner Michael presented a request for a rezoning and Official Plan amendment for the property located at 231 Brackley Point Road (PID #623090). The application seeks to change the Official Plan land-use designation from Institutional to Workscapes and to rezone the subject property from Institutional (I) to Business Park Industrial (M-3). Staff noted that the Workscapes designation replaces the former Industrial designation in the new Official Plan as of March 13, 2026, and that the application is intended to support future business park industrial development on the site.

Staff explained that the subject property is currently developed with a place of worship and that the existing Institutional designation and zoning are uncommon for the surrounding area. Lands to the south are zoned Single-Detached Residential (R-1L), lands to the west are zoned Light Industrial (M-1), lands across Brackley Point Road are within the Airport (A) zone, and lands to the north are already zoned Business Park Industrial (M-3), consistent with what is being proposed through this application.

Planner Michael stated that the property was described as being strategically located near major transportation and logistics infrastructure, including industrial and commercial airport lands directly across the roadway, the Charlottetown Airport entrance within approximately 0.9 kilometres, and the intersection of Brackley Point Road and the Trans-Canada Highway within

approximately 300 metres. Staff noted that Brackley Point Road provides direct access to surrounding industrial areas and to Route 2 via Sherwood Road.

Staff advised that the application has been submitted to support future coordinated Business Park Industrial development on this site together with adjacent lands to the north. It was noted that additional parcels may be included as part of a future development, and that a lot consolidation application would be required if the rezoning is approved. Any future development would be subject to building permit review and compliance with applicable provincial and federal regulations.

As part of the planning evaluation, staff referenced the new Official Plan, which contains significant support for Workscapes land uses. Sections 3.2.7 and 4.6.1 of the Official Plan direct the City to establish and protect lands for light industrial, manufacturing, warehousing, and logistics-oriented uses, particularly in proximity to the Trans-Canada Highway, airport infrastructure, and other employment lands. The policies also encourage buffering employment uses from residential neighbourhoods and clustering Workscapes uses in appropriate locations.

Staff advised that the proposed rezoning and Official Plan amendment are consistent with these policy directions, given the surrounding industrial context and proximity to transportation infrastructure. The Business Park Industrial (M-3) zoning was identified as providing an appropriate transition between existing residential uses to the south and heavier industrial or airport-related uses nearby.

Planner Michael also stated that in accordance with Section 3.10 of the Zoning and Development Bylaw, notice of the public meeting was circulated on March 18, 2026, to 32 surrounding property owners within 100 metres of the site, advising them of the public meeting held on March 26, 2026, and requesting comments on the application. Staff confirmed that no written submissions were received and that no members of the public spoke in relation to the application at the public meeting.

Discussion:

Resident member Dave Essery asked whether the subject property at 231 Brackley Point Road was currently listed for sale and noted that the real estate listing referenced potential uses such as businesses or campgrounds. Staff advised that the property is not currently zoned to permit those uses and confirmed that campgrounds are not permitted within the existing Institutional zoning. It was clarified that the parcel is limited to institutional uses at this time and that the listing language reflects speculative future potential rather than current permissions.

Member Dave further questioned whether the rezoning application was being pursued to facilitate the sale of the property and Planner Michael confirmed that the application is being made on behalf of a prospective purchaser and that the purchase is contingent upon approval of the requested rezoning and Official Plan amendment.

With no further questions from the Board, the Chair called the question. The Planning Board voted unanimously to support staff's recommendation, with no opposition, and the application was forwarded to Council for consideration at the following meeting.

MOTION:

Moved by Mayor Brown and seconded by Lea MacDonald that Planning Board recommend to Council to approve the proposed rezoning for the subject property addressed as 231 Brackley Point Road (PID# 623090) from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone and approve an Official Plan Amendment (OPA) to place the subject property within the Workscapes Future Land Use designation.

CARRIED
(7-0)

c) Lot Subdivisions & Consolidations:

1. **600 North River Road (PID#s 444679 & 600817)**
   Sonia Kamal, Planner II

Property Information: Shopping Centre Commercial (C3) Zone
Staff Presenter: Sonia Kamal, PII
Applicant: Bevan Enterprises Inc.
Reference: Planning Board Meeting Package

Request:

This is a request to consolidate portions of PID #444679 (two parcels) and PID #600817 (two parcels) at 600 North River Road, comprising a total of four parcels, in order to construct a five-storey, 48-unit mixed-use commercial building in the Shopping Centre Commercial (C3) Zone.

Summary:

Planner Sonia presented a lot consolidation request for the property located at 600 North River Road (PIDs #444679 and #600817). The application, submitted by Bevan Enterprises Inc., seeks to consolidate four existing parcels to enable the future development of a five-storey, forty-eight-unit mixed-use building with commercial use at grade. Staff explained that the site is currently developed with Action Car and Truck Accessories, formerly a KIA car dealership, and is located within the Shopping Centre Commercial (C-3) Zone.

Planner Sonia also outlined the surrounding land-use context, noting that large-format commercial lands forming part of a Power Centre are located to the east, light industrial lands to the north, and a mix of commercial and mixed-use corridor zoning to the south along North River Road. The two parcels identified as PID #600817 are landlocked and lack frontage on a public

road, and consolidation of all four parcels would bring the property into compliance with the frontage requirements of the Zoning and Development Bylaw.

She also stated that the purpose of the consolidation was described as facilitating a future mixed-use apartment development. Staff noted that while a major variance was approved in 2023 for a larger six-storey development, that approval has since expired and the current proposal represents a materially different concept. Staff emphasized that approval of the lot consolidation does not constitute approval of the proposed building design and that a new major variance would be required should the applicant pursue a development exceeding the maximum permitted height.

As part of the planning analysis, staff referenced the City's new Official Plan, highlighting policies that support efficient growth, increased housing choice, and higher-density development along commercial corridors with access to services, amenities, and public transit. Staff noted that rental housing is in demand in this area of the city and that the subject property's location supports the creation of a complete, walkable community.

Staff concluded that the proposed consolidation addresses technical requirements, brings landlocked parcels into conformity, and represents an appropriate location for future multi-unit residential development. The Planning and Heritage Department recommended that the Planning Board recommend to Council approval of the consolidation of the four parcels at 600 North River Road, noting that any future development would be subject to additional approvals.

Discussion:

Staff confirmed that the Major Variance approved on June 12, 2023, to support a six-storey mixed-use development has expired and is therefore null and void and it was clarified that should the applicant wish to proceed with a building height exceeding the maximum permitted limit, a new Major Variance application would be required.

Members of the Board acknowledged that the applicant is aware that the variance process would need to be restarted if the proposed height is pursued.

Councillor Beck requested clarification regarding the proposed parking layout and whether commercial and residential parking would be separated. The applicant advised that parking exceeding the minimum bylaw requirements is being provided, with parking facing North River Road dedicated to the commercial component and the majority of parking located in the rear portion of the L-shaped lot serving residential units. It was confirmed that more than one parking space per residential unit would be provided.

Councillor Beck further inquired about unit sizes, noting the reduction from the previously approved ninety-one-unit concept to the current forty-eight-unit proposal. The applicant explained that approximately forty percent of the units are one-bedroom units of roughly 850 square feet, with the remaining units being two-bedroom units of approximately 1,100 square feet, excluding balconies. The applicant advised that the project was scaled back due to economic feasibility and that the previous variance expiration was discovered during the permitting process.

Questions were also raised regarding transportation impacts and staff advised that the previously approved development was subject to a traffic impact study and that a similar requirement would apply if a new Major Variance is pursued. It was noted that the reduced number of units would

result in fewer traffic impacts than the previously approved scheme, subject to review by the Manager of Public Works.

*Mayor Brown left the meeting at 6:20PM

MOTION:

Moved by Dave Essery and seconded by Jacqui Scaman that Planning Board recommend that Council approve the consolidation of PID #444679 (two parcels) and PID #600817 (two parcels) on 600 North River Road subject to a final pinned survey plan.

CARRIED
(7-0)

7. **Introduction of New Business**
   There was no new business that arose.

8. **Adjournment of Public Session**
   Moved by Bobby Kenny and seconded by Dave Essery that the meeting be adjourned. The meeting was adjourned at 6:32 PM.

_____
Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report No:
PLAN-2026-05-MAY-6A-1

Date:
May 5, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
N/A

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photos
B. Zoning Maps
C. Building Site Plan (submitted by applicant)

Report Title:
Major Variances for increased apartment unit density on three (3) separate abutting lots within Hidden Valley subdivision. The applications have been made by Ashish Goel on behalf of the property owners.

Report Purpose:
Request for Major Variance to allow for a maximum of 64 apartment units on site (44 units otherwise permitted based on maximum permitted density with respect to existing lot area) within the (R-4) Zone on Lot 153 in the Hidden Valley subdivision (PID# 1047562) otherwise addressed as 15 Clonhaven Street.

Request for Major Variance to allow for a maximum of 64 apartment units on site (48 units otherwise permitted based on maximum permitted density with respect to existing lot area) within the (R-4) Zone on Lot 154 in the Hidden Valley subdivision (PID# 1047562) otherwise addressed as 35 Clonhaven Street.

Request for Major Variance to allow for a maximum of 64 apartment units on site (59 units otherwise permitted based on maximum permitted density with respect to existing lot area) within the (R-4) Zone on Lot 155 in the Hidden Valley subdivision (PID# 1047562) otherwise addressed as 165 Carraigbrook Street.

Staff Recommendation:
That Planning Board recommend that Council APPROVE the proposed Major Variance for the subject property identified as 15 Clonhaven Street (Lot 153) in the Hidden Valley Subdivision (PID# 1047562) to:

1) Increase the maximum number of apartment units on the site to be 64 units whereas current maximum density under zoning would allow for 44 apartment units; and

That Planning Board recommend that Council APPROVE the proposed Major Variance for the subject property identified as 35 Clonhaven Street (Lot 154) in the Hidden Valley Subdivision (PID# 1047562) to:

1) Increase the maximum number of apartment units on the site to be 64 units whereas current maximum density under zoning would allow for 48 apartment units; and

That Planning Board recommend that Council APPROVE the proposed Major Variance for the subject property identified as 165 Carraigbrook Avenue (Lot 155) in the Hidden Valley Subdivision (PID# 1047562) to:

1) Increase the maximum number of apartment units on the site to be 64 units whereas current maximum density under zoning would allow for 59 apartment units.

Report Details:

The Major Variance applications were submitted by applicant Ashish Goel on behalf of 103580 PEI Inc. on March 13, 2026. The three (3) subject properties are located within the Apartment Residential (R-4) Zone and are primarily surrounded by undeveloped parcels intended for future residential development (see Attachment B). The applicant is requesting approval to increase maximum allowable density on three (3) separate but inter-related and abutting sites to accommodate a total of six (6) separate 3-storey, 32-unit apartment buildings with two (2) buildings and a total of 64-units per each of the three (3) lots (see Attachment C).

Section 18.2 of the *Zoning & Development Bylaw* requires apartment buildings to have a minimum lot area of 140 square metres (1,507.0 square feet) per apartment unit for corner lots and a minimum lot area of 115 square metres (1,237.9 square feet) per apartment unit for interior lots. The applicant is proposing a maximum density of 64 units on three separate but abutting sites whereas a maximum of 44 units, 48 units and 59 units would otherwise be permitted for the properties identified as 15 Clonhaven Street (Lot 153), 35 Clonhaven Street (Lot 154) and 165 Carraigbrook Avenue (Lot 155), respectively.

On the basis of maximum permitted lot area for 15 Clonhaven Street (Lot 153), the proposed density of 64 units represents an increase of 45% over the existing limit while for 35 Clonhaven Street (Lot 154), the proposed density of 64 units represents an increase of 33% over the existing limit while lastly, for 165 Carraigbrook (Lot 155), the proposed density of 64 units represents an increase of 8% over the existing limit, all based on available existing lot area for each site.

Staff have reviewed the proposal and determined that there would be no risks or land-use impacts associated with allowing for the increased density on each lot. There would still exist sufficient land base on all lots to meet all setback requirements and provide for required parking on each property. The proposed density would still generally be consistent with the intent and purpose of the (R-4) zone which permits multi-unit residential apartment buildings to be developed. It is also noted that all six (6) proposed buildings across the three (3) sites would each be well within the maximum building height limit of 15 metres (49.2 feet) otherwise prescribed under Section 18.2 of the Zoning & Development Bylaw.

The proposed Major Variances can therefore be considered as consistent with the intent of the Zoning & Development Bylaw on the basis of the relief being requested in the context of the remaining regulations that apply.

Council or Committee History:

N/A

Financial Implications:

N/A

Public Engagement and Communication:
Notification of the proposed developments and associated Planning Board meeting was circulated on April 20, 2026, to twenty-eight (28) surrounding property owners within 100 m (328.1 ft) of the subject property. The deadline for circulated property owners to submit written comments was 4:30pm on Monday, May 4, 2026.

As of the writing of this report (May 1, 2026), no responses have been received.

Any responses received following publication of this report will be forwarded to Planning Board and Council for their consideration.

Legislative Authority:
Zoning and Development Bylaw
Official Plan
Strategic Plan

Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

Submitted by Planner:
David Douglas Gundrum, RPP, MCIP
Manager of Development Planning



Reviewed By:	
Manager	**Director/CAO** Michael Ruus, RPP, MCIP, 05/01/2026

Attachment "A" – Air Photos:

15 Clonhaven Street (Lot 153)



35 Clonhaven Street (Lot 154)

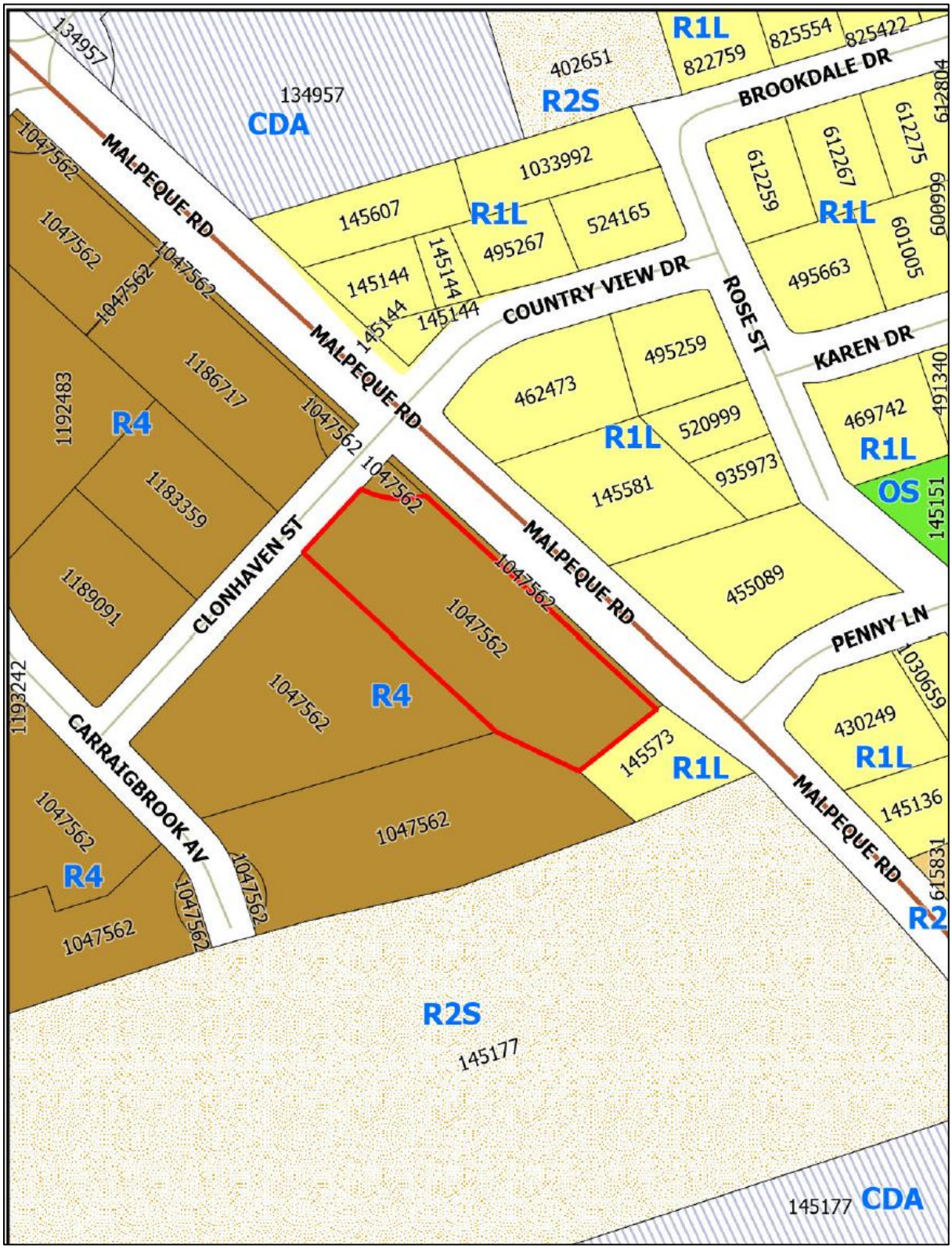


165 Carraigbrook Avenue (Lot 155)

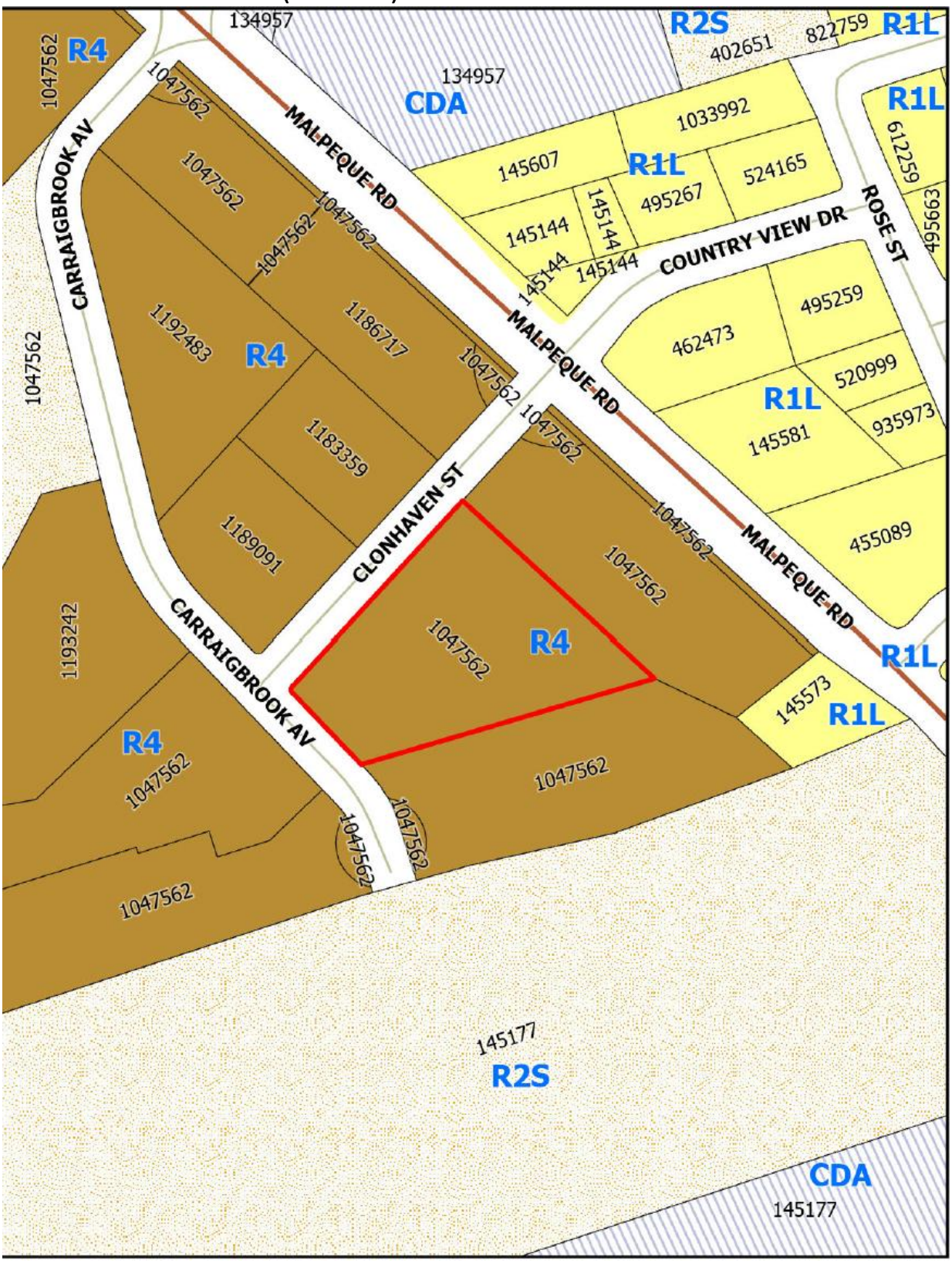


Attachment "B" – Zoning Maps:

15 Clonhaven Street (Lot 153)



35 Clonhaven Street (Lot 154)



165 Carraigbrook Avenue (Lot 155)



Attachment “C” – Building Site Plan (submitted by applicant)



City of Charlottetown Committee Report

Report No:
PLAN-2026-05-MAY-6B-1
307 Patterson Drive (PID# 676585)

Date:
May 5, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
None at this time.

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map

Report Title:

Request to proceed to public consultation concerning a proposed rezoning of the subject property from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone in order to harmonize the existing zoning for two parcels of land under the same PID number (311 and 307 Patterson Drive) containing an existing 1-storey commercial building (convenience store). The application has been made by 102461 PEI Inc. on behalf of the owners.

Report Purpose:

Evaluation of a request for rezoning from the (R-2) Zone to the (C-1) Zone to harmonize existing zoning among abutting parcels of land under the same PID number containing an existing 1-storey commercial building (convenience store) that is currently bisected by an existing property boundary. Consideration at this point is for a request to proceed to public consultation.

Staff Recommendation:

That Planning Board recommend that Council:

Approve the request to proceed to public consultation concerning a request to rezone the subject property identified as 307 Patterson Drive (PID# 676585) from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone in order to harmonize the existing zoning for two abutting parcels of land registered under the same PID number (311 and 307 Patterson Drive) containing an existing 1-storey commercial building (convenience store) currently bisected by an existing property boundary.

Report Details:

The request for rezoning was submitted by applicant representing the owners on April 15, 2026 to the City of Charlottetown Planning & Heritage Department in pursuit of changing the zoning for the property identified as 307 Patterson Drive (PID# 676585) from (R-2) to (C-1) in order to harmonize said zoning with that of the abutting parcel identified as 311 Patterson Drive (also PID# 676585) across the extents of both combined parcels which contain an existing 1-storey commercial building (convenience store) having an exterior footprint of approximately 172 square metres (1,851 square feet).

Development Context:

The subject property is an interior residential lot that is developed with a portion of an existing 1-storey neighbourhood commercial building (convenience store) which continues onto an abutting property to the west identified as 311 Patterson Drive (PID# 676585). Of the 172 square metre (1,851 square feet) footprint of the existing commercial building, approximately 49% of its coverage is present on the property subject to the proposed rezoning (307 Patterson Drive) while the remaining 51% of its coverage is present across on the abutting property to the west at 311 Patterson Drive.

The property is bounded to the east by residential property also in the (R-2) Zone containing an existing single-detached dwelling (303 Patterson Drive) and to the north by residential property in the (R-3) Zone containing a set of sixteen (16) townhouses arranged in 3 separate physical blocks (3 to 35 Westridge Crescent). Bounding also to the north are City-owned lands containing a City community park in the Open Space (OS) Zone and to the south the property fronts onto Patterson Drive (see Attachments A & B).

LEGISLATIVE REQUIREMENTS:

Notification

If the proposed rezoning is approved to proceed to the public consultation phase, the Planning & Heritage Department will notify the public of the future public meeting date in accordance with Section 3.10.4 of the Zoning & Development Bylaw.

ANALYSIS:

As per Section 3.10.3 of the Zoning & Development Bylaw, before amending the zoning of any parcel of land, Council shall conduct a public meeting to receive the views and opinions of the public and the applicant. Council may, for reasons that are in the best interests of the City, reject a proposed zoning amendment without public notice and without referral to a public meeting, but if an application goes to a public meeting, then Council shall determine the disposition of the application and the applicant may not be allowed to withdraw the application after the public meeting.

Planning staff are of the opinion that the project has merit with sufficient information provided to date by the applicant to allow for consideration of the proposed rezoning via the public meeting process with Council.

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request to proceed to public consultation concerning a proposed rezoning of the subject property identified as 307 Patterson Drive (PID# 676585) from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone in order to harmonize the existing zoning for two parcels of land under the same PID number (311 and 307 Patterson Drive) containing an existing 1-storey commercial building (convenience store).

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
None to date.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

Submitted By Planner:
David Douglas Gundrum, RPP, MCIP



Manager of Development Planning

Reviewed By:

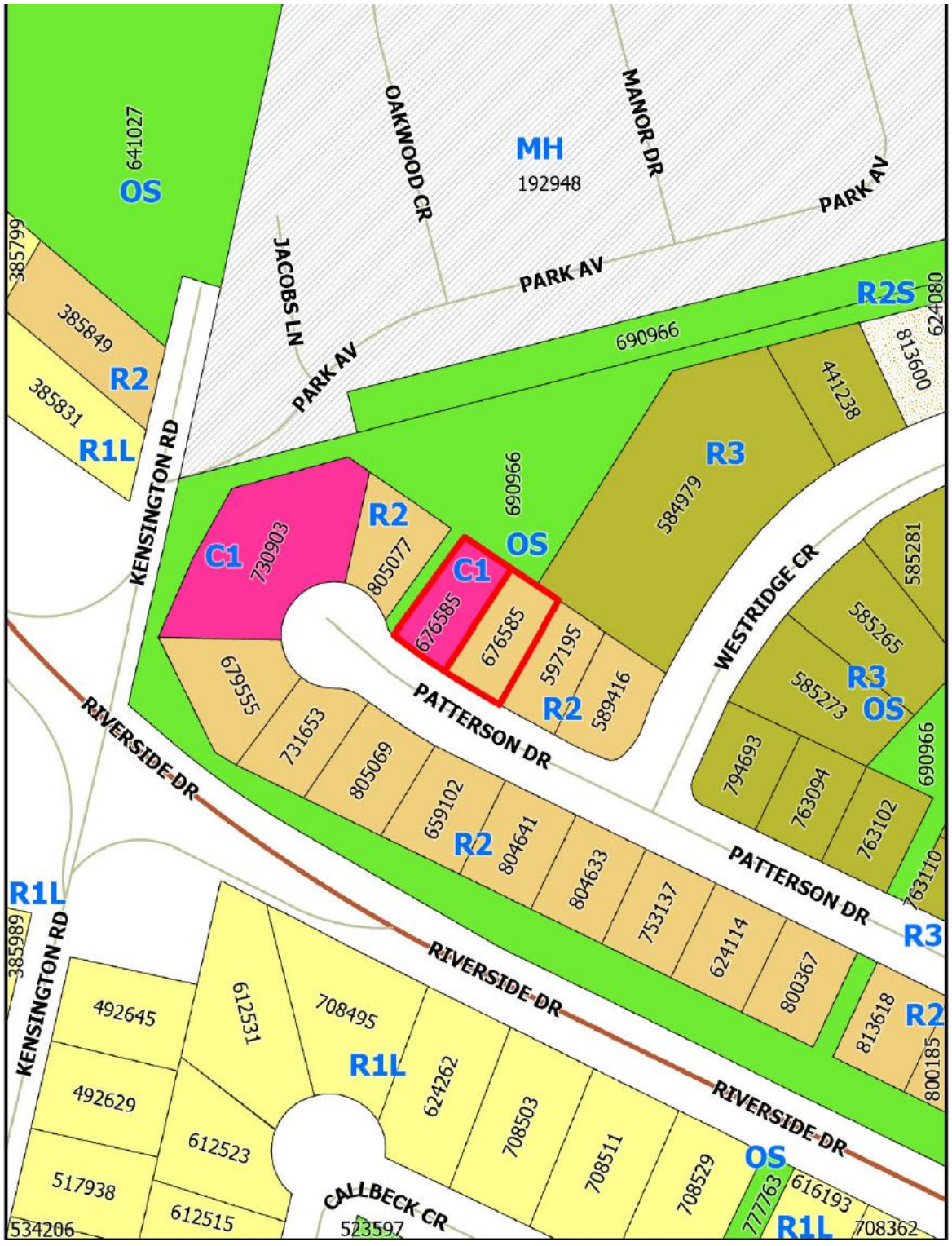
Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 05/01/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo



Attachment "B" – Zoning Map



City of Charlottetown Committee Report

Report No:
PLAN-2026-05-MAY-6B-3
Unaddressed Properties – Towers Road
(PID#s 390534, 1179670)

Date:
May 5, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
None at this time.

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map
C. Rezoning Master Plan (submitted by applicant)

Report Title:

Request to proceed to public consultation concerning a proposed rezoning of unaddressed subject property identified as PID# 390534 with frontage on Towers Road from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and proposed rezoning of unaddressed subject property identified as PID# 1179670 with frontage on Towers Road and Mount Edward Road from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone in order to facilitate future development of commercial uses on both sites. The application has been made by Cain Arsenault on behalf of the owners Pan American Properties Inc. and Killam Properties.

Report Purpose:

Evaluation of a request for rezoning of separate parcels from the (CDA) Zone to the (C-3) Zone and from the (CDA) Zone to the (MUC) Zone, respectively, which form part of the same overall master-planned mixed use development. Consideration at this point is for a request to proceed to public consultation.

Staff Recommendation:

That Planning Board recommend that Council:

Approve the request to proceed to public consultation concerning a request to rezone the unaddressed subject property identified as PID# 390534 from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and to rezone the unaddressed subject property identified as PID# 1179670 from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone in order to facilitate future commercial development on both sites.

Report Details:

The request for rezoning was submitted by the applicant representing the owners on March 10, 2026 to the City of Charlottetown Planning & Heritage Department in pursuit of changing the zoning for the unaddressed property identified as PID# 390534 from (CDA) to (C-3) to facilitate future development of a new retail shopping development (60,240 square feet) and new restaurant (4,500 square feet) on a common site as well as rezoning the unaddressed property identified as PID# 1179670 from (CDA) to (MUC) to facilitate future development of a new retail plaza (10,340 square feet).

Development Context:

The subject property identified as PID# 390534 is currently a vacant undeveloped interior lot measuring approximately 2.79 hectares (6.90 acres) in area with approximately 164 metres (538 feet) of frontage to the south along Towers Road. The unaddressed parcel (PID# 390534) abuts the Confederation Trail immediately to the west, undeveloped lands to the north and partially-developed lands to the east containing rowhouses. This property is proposed to be placed within the (C-3) Zone to facilitate larger-scale retail and commercial development (see Attachment C).

The subject property identified as PID# 1179670 is currently a vacant undeveloped corner lot measuring approximately 0.32 hectares (0.8 acres) in area with approximately 45 metres (147 feet) of frontage to the south along Towers Road and approximately 70 metres (230 feet) of frontage to the east along Mount Edward Road. The unaddressed parcel (PID# 1179670) abuts existing legal non-conforming commercial development (Mount Edward Grocery) to the north in the (R-2S) Zone and abuts Freda Lane to the west which provides access into a recent townhouse development further west. This property is proposed to be placed within the (MUC) Zone to facilitate neighbourhood-oriented commercial development in the form of a commercial plaza (see Attachment C).

LEGISLATIVE REQUIREMENTS:

Notification

If the proposed rezonings are approved to proceed to the public consultation phase, the Planning & Heritage Department will notify the public of the future public meeting date in accordance with Section 3.10.4 of the Zoning & Development Bylaw.

ANALYSIS:

As per Section 3.10.3 of the Zoning & Development Bylaw, before amending the zoning of any parcel of land, Council shall conduct a public meeting to receive the views and opinions of the public and the applicant. Council may, for reasons that are in the best interests of the City, reject a proposed zoning amendment without public notice and without referral to a public meeting, but if an application goes to a public meeting, then Council shall determine the disposition of the application and the applicant may not be allowed to withdraw the application after the public meeting.

Planning staff are of the opinion that the project has merit with sufficient information provided to date by the applicant to allow for consideration of the proposed rezonings via the public meeting process with Council.

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request to proceed to public consultation concerning proposed rezoning of unaddressed property identified as PID# 390534 with frontage on Towers Road from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial

(C-3) Zone and proposed rezoning of unaddressed property identified as PID# 1179670 with frontage on Towers Road and Mount Edward Road from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone in order to facilitate future development of commercial uses on both sites.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
None to date.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

Submitted By Planner:
David Douglas Gundrum, RPP, MCIP



Manager of Development Planning

Reviewed By:

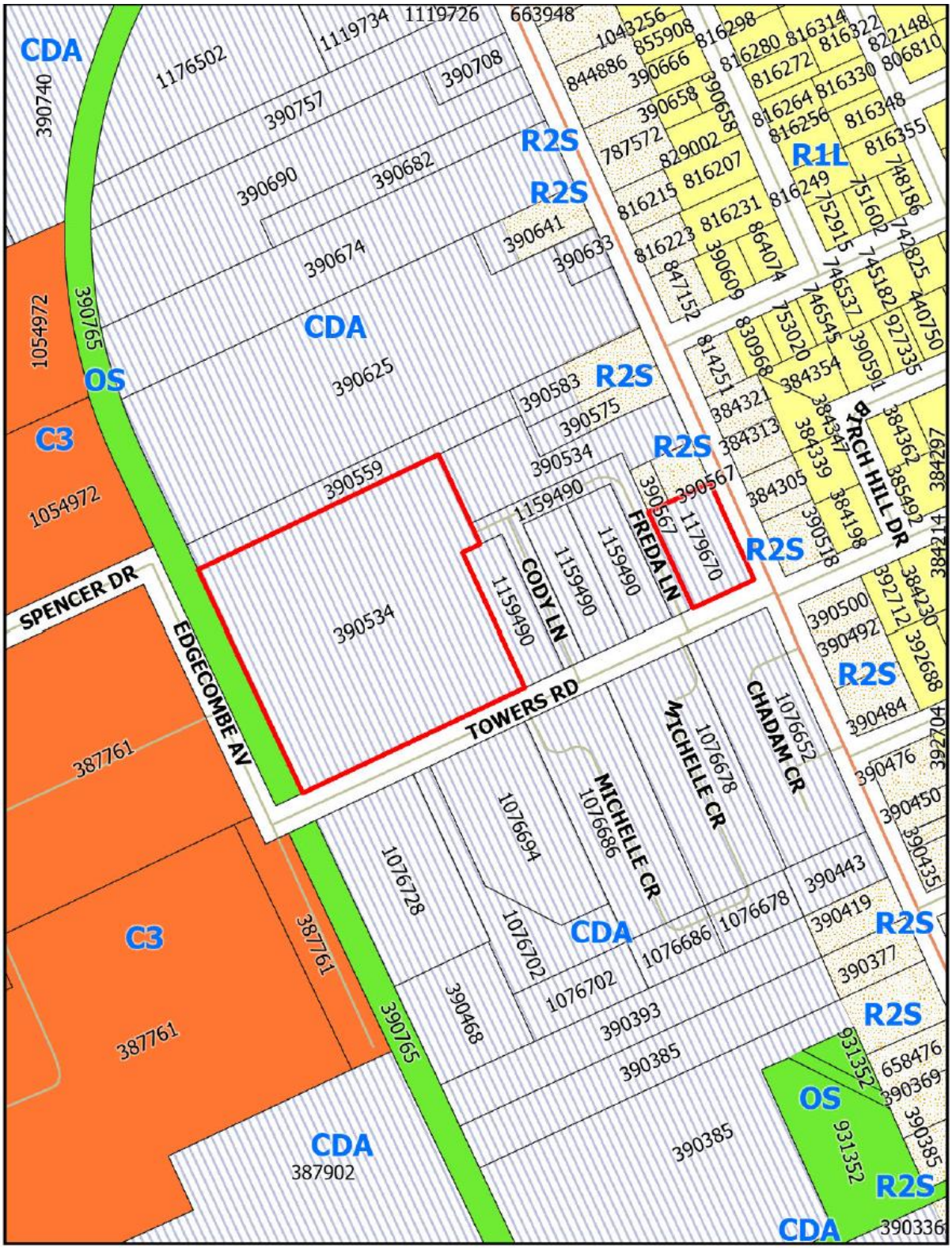
Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 05/01/2026

Committee Recommendation: (if differing from staff)

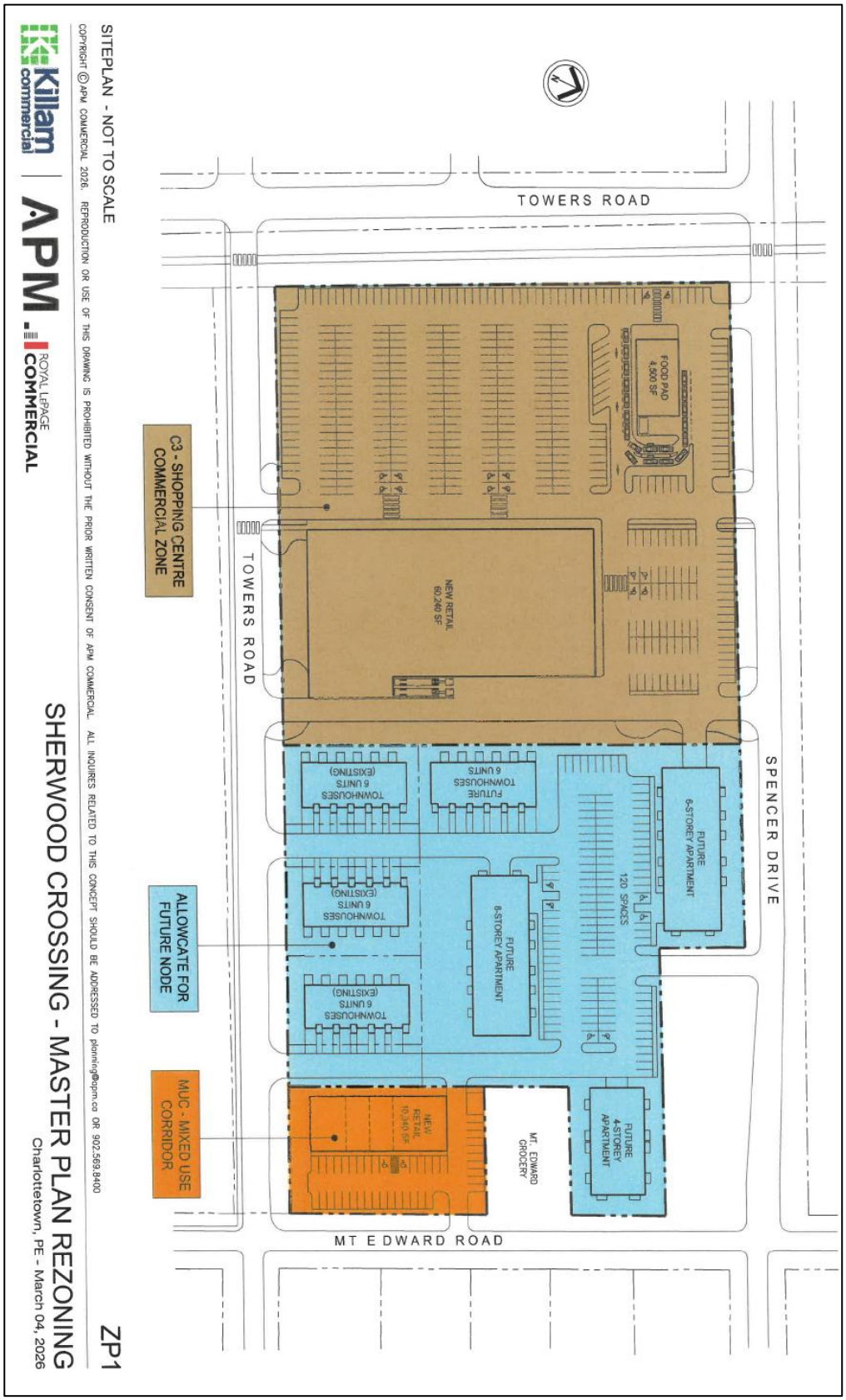
Attachment “A” – Air Photo



Attachment "B" – Zoning Map



Attachment "C" – Rezoning Master Plan (submitted by applicant)



City of Charlottetown Committee Report

Report No:
PLAN-2026-05-MAY-6B-3
147 Hillsborough Street (PID# 342907)

Date:
May 5, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
Public Works (comments provided)
Water-Sewer Utility (comments provided)
Environment & Sustainability (comments provided)

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map
C. Concept Floor Plan
D. Applicant Memo (December 2, 2025)
E. Circulation Letter (March 18, 2026)
F. Public Responses to Circulation
G. Public Meeting Minutes (March 26, 2026)
H. Planning Board Minutes (April 7, 2026)
I. Provincial Measures Proposed (April 14, 2026)

Report Title:
Proposed site-specific amendment to existing zoning (Downtown Mixed Use Neighbourhood (DMUN) Zone) to allow for a transitional housing facility capable of accommodating eleven (11) individuals within an existing building on subject property identified as 147 Hillsborough Street (PID# 342907). The application has been made by PEI Housing Corporation who are also the owners of the subject property.

Report Purpose:
Evaluation of a request for site-specific amendment to the existing (DMUN) zoning to allow for a transitional housing facility (11 beds for residents) whereas this land-use is not otherwise permitted within the existing zoning. Consideration at this point is for Planning Board to forward a recommendation to Council.

Staff Recommendation:
That Planning Board recommend that Council:

Approve the request for a site-specific amendment to the existing Downtown Mixed Use Neighbourhood (DMUN) Zone that applies to the subject property identified as 147 Hillsborough Street (PID# 342907) to allow for the existing 3-storey structure to be repurposed as a transitional housing facility having 11 beds for residents.

This approval will be subject to the public safety and security measures as suggested by the Provincial Department of Housing, Land and Communities as detailed in their correspondence to the City of Charlottetown dated April 14, 2026 to be codified in a future Development Agreement before any Building & Development Permit can be issued.

Report Details:

The site-specific amendment was submitted by applicant and owner of the property PEI Housing Corporation on January 29, 2026 to the City of Charlottetown Planning & Heritage Department in pursuit of allowing for a site-specific amendment to the existing (DMUN) zone that applies to the subject property that would expand the list of permitted uses to also include a transitional housing facility. A Public Meeting to solicit comments and feedback from Council and the general public was held on March 26, 2026 (see Attachment G for copy of meeting minutes).

Development Context:

The subject property is a corner residential lot that is developed with an existing 3-storey pitched-roof structure located within a mature mixed-use neighbourhood towards the east side of the 500 Lot Area (see Attachment A).

The property is bounded to the north and west by abutting properties also in the (DMUN) Zone containing existing residential development. A single-detached dwelling bounds to the north at 153 Hillsborough Street (PID# 342915) while the rear parking and driveway area for property identified as 220-222 Kent Street (PID# 342931) bounds immediately to the west. The subject property as mentioned is a corner lot and is bounded to the east by Hillsborough Street and to the south by Clarke Street (see Attachments A & B).

Comments Received from City Departments and External Agencies:

The following are the comments and feedback received from responding City Departments to date.

Charlottetown Water & Sewer Utility – provided the following feedback:

- No concerns.

Charlottetown Public Works – provided the following feedback:

- No significant concerns. It appears that the street access and overall site are not changing in any significant way as part of the renovations. One minor comment is that we would want to ensure that the front step does is set back from the sidewalk so-as to not interfere with snow clearing.

Charlottetown Environment & Sustainability – provided the following feedback:

- There are two City-owned street trees located along the edge of the proposed development area. These trees fall within the construction footprint and are therefore subject to the Tree Protection Bylaw. A tree protection zone would need to be established and maintained at all stages of construction. Note that both trees are high-risk specimens currently growing within three-phase powerlines, with the main stems well inside the minimum approach distance. If the proposed development requires removal of either tree, or if a compliant tree protection zone cannot be established, the Urban Forestry team should be engaged as early as possible to determine next steps and mitigation requirements.
- The population served by transitional housing is unlikely to possess a driver's licence or a private motor vehicle. Therefore, the **lack of dedicated residential parking on the site is acceptable** for this use and should not contribute to downtown-zone parking pressure.
- The property is very well-serviced by transit, a service on which the population served by transitional housing strongly relies. It is 440m (5.5 mins walk for an able-bodied adult) from the City's major transit interchange, from which every route in the T3 Transit network can be accessed. This is just beyond the 400m/5min recommended radius. There are stops within 150m (2 mins walk) on Routes 3 (which interlines with Route 2),

4 and 23. These routes provide direct access (without requiring a transfer between buses) to many destinations City-wide.

- This population is more likely than average to commute by bicycle, especially as year-round bicycle commuters, not only summer seasonal. Therefore, it is important that quality **bicycle parking/storage** is provided.
- Bike parking/storage should ideally include both outdoor parking racks (for guests or for short visits), and indoor racks within the building for residents/long-term storage, to avoid the risk of bicycle theft. Indoor bicycle storage space can also be multi-functional, providing storage space for mobility devices, prams, sporting equipment, or off-season clothing, outside of the bedroom space.
- Without having measured it: the narrow outdoor space between 147 and 153 Hillsborough St may offer bicycle storage opportunities, particularly if a small roof/shelter or bike locker can be added there to keep rain and snow off bikes.
- For indoor bike storage, consider changes to the floor plan so that at least some bicycle parking can be on the ground floor, so that it is easily accessible without needing to use stairs, which can help residents with mobility challenges. However, looking at the floor plan it is unclear whether any resident beds are accessible step-free, so this may be an irrelevant consideration, if all residents need to be able to handle stairs. Alternatively, storing bikes may become a staff responsibility.
- If most or all indoor bike storage is within the basement, then include a bicycle channel for ease of access up and down the stairs. Ideally the stairs to the basement would also be straight, rather than turning 90 degrees, which would create difficulty for bicycle access. (I couldn't read the attached floor plan clearly - am not sure if those stairs already exist or if they would be built.)
- A great resource on suggested Bike Rack Styles from the Association of Pedestrian and Bicycle Professionals (APBP)

Public Feedback:

In accordance with Section 3.10 (Amendments to the Bylaw and Rezonings) of the Zoning & Development Bylaw, on March 18, 2026, notice of a Public Meeting was circulated to sixty-seven (67) surrounding property owners within 100 metres of the subject property advising them of the Public Meeting that was held on March 26, 2026 requesting any comments and feedback concerning the proposed site-specific amendment to Zoning for the property identified as 147 Hillsborough Street (PID# 342907).

In response to the City's 100-metre circulation letter, the City received five (5) responses, all in opposition to the application. These responses can be found under Attachment F to this report.

Statements made by members of the public at the March 26, 2026 Public Meeting focused on a couple of themes, notably concerns around safety and security of the surrounding neighbourhood with respect to the proposed introduction of the new use (transitional housing facility) as well as impacts to existing nearby business (bed & breakfasts) and potential negative impacts to local property values.

Subsequent to the Public Meeting held on March 26, 2026, Planning staff brought a recommendation forward to Planning Board at their meeting on April 7, 2026 recommending for approval of the site-specific zoning amendment request. The outcome of the April 7, 2026 meeting was such that Planning Board recommended to defer decision on

the application pending the confirmation of criteria and details for a future Development Agreement to be entered into among the City and the property owners (PEI Housing Corporation) regarding the proposed development of the transitional housing facility (see Attachment H for Planning Board meeting minutes from April 7, 2026).

Following the April 7, 2026 Planning Board meeting, Planning staff participated in a meeting with senior Provincial housing staff, the outcome of which was a written list of criteria and details for a future Development Agreement to legally codify future measures to ensure community safety and security related to the proposed use (transitional housing facility). A copy of this correspondence from the Province can be found under Attachment I and forms the basis for the updated recommendation to the Planning Board versus the prior recommendation from April 7, 2026.

ANALYSIS:

As per Section 3.10.3 of the Zoning & Development Bylaw, before amending the zoning of any parcel of land, Council shall conduct a public meeting to receive the views and opinions of the public and the applicant. With the Public Meeting concerning this application having been held on March 26, 2026, Planning staff are now in a position to offer an evaluation and recommendation regarding the application for site-specific amendment to the (DMUN) Zone that applies to the subject property.

With regard to the newly established policy framework laid out in the new Official Plan (OP) for the City of Charlottetown that received Provincial ministerial approval on March 13, 2026, Section 4.5.1 (Housing Spectrum) of the new OP states that planning ahead for the needs of all residents means ensuring that Charlottetown has enough supply of places to live along the entire housing spectrum. A sub-section to this main policy section also states that in order to achieve these aims, that the City must enable transitional and supportive housing near multi-modal transportation routes (i.e. transit routes, bike lanes, and/or pathways) and also enable these uses to be located close to mixed-use areas (i.e. nodes, corridors and the downtown).

Under Section 4.5 (Housing) of the new OP, the document defines transitional housing as facilities that bridge the gap between homelessness and permanent housing on a temporary basis that often also involve social and/or skills development to build self-reliance and capability for the residents and individuals receiving services.

As noted by Environment & Sustainability staff, the proposed transitional housing facility is located within an approximate 5-minute walk of the City's major transit interchange from which every bus route in the T3 transit network can be accessed. The proposed use would also be located within an established and mature mixed-use area of the downtown of Charlottetown. On this basis, the use can be said to meet multiple policy objectives of the new Official Plan and therefore can also be said to be consistent with the intent and purpose of the new OP as it applies in this instance.

To help allay neighbourhood concerns around public safety and security, at the Public Meeting held March 26, 2026 it was made clear by the applicants (PEI Housing Corporation) that the proposed transitional housing facility at 147 Hillsborough Street would have round the clock on-site staff supervision and monitoring of residents and that exterior security features such as lighting and cameras would be installed to deter unwanted behaviour and activities. PEI Housing Corporation staff also noted that there would be screening for resident placements to ensure a good mix of residents who would benefit from the programs offered and minimize any neighbourhood impacts.

While it was noted by residents that a significant concern also relates to potential negative impact on local property values, this is not an aspect that the Planning Department can or ever evaluates for with respect to land-use impacts and land-use compatibility as it is out of scope. Property value fluctuations due to development activity exist outside the scope of compatibility analysis for land-use and are not something that can be taken into account either through the local Planning Board and Council discretionary approvals process nor through any related IRAC appeals process.

Further to the statements provided by Provincial staff at the Public Meeting, a subsequent follow-up meeting between City Planning staff and Provincial housing led to the City receiving an itemized list of all measures that the Province is willing to commit to through a future Development Agreement with the City for the proposed transitional housing facility (see Attachment I). Broadly, the six measures proposed include a 24-7 staffing model, exterior surveillance cameras, enhanced exterior lighting, community engagement, community education and collaboration with community policing all of which are intended to be codified into a future Development Agreement among the Province and the City.

Planning staff are of the opinion that while the proposed use is not otherwise permitted through the existing (DMUN) Zoning, it does fulfill multiple policy objectives of the new Official Plan to help fill a gap within the housing continuum that can assist individuals experiencing personal hardship transition from homelessness to a more stable, long-term living situation to be positive contributing members of society. Additionally, the Province has indicated future commitment to legally-binding measures to ensure compatibility and community safety in response to concerns raised by neighbourhood members. On this basis, staff are recommending in favour of the proposed site-specific amendment to Zoning as it would apply to 147 Hillsborough Street, subject to the signing and implementation of a future Development Agreement with the City.

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request for a site-specific amendment to the existing (DMUN) zoning that applies to the subject property identified as 147 Hillsborough Street (PID# 342907) to allow for a transitional housing facility having 11 beds for residents as an additional permitted land-use for the property and within the existing 3-storey structure on the site.

This approval will be subject to the public safety and security measures as suggested by the Provincial Department of Housing, Land and Communities as detailed in their correspondence to the City of Charlottetown dated April 14, 2026 to be codified in a future Development Agreement before any Building & Development Permit can be issued.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
None to date.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

Submitted By Planner:
David Douglas Gundrum, RPP, MCIP



Manager of Development Planning

Reviewed By:

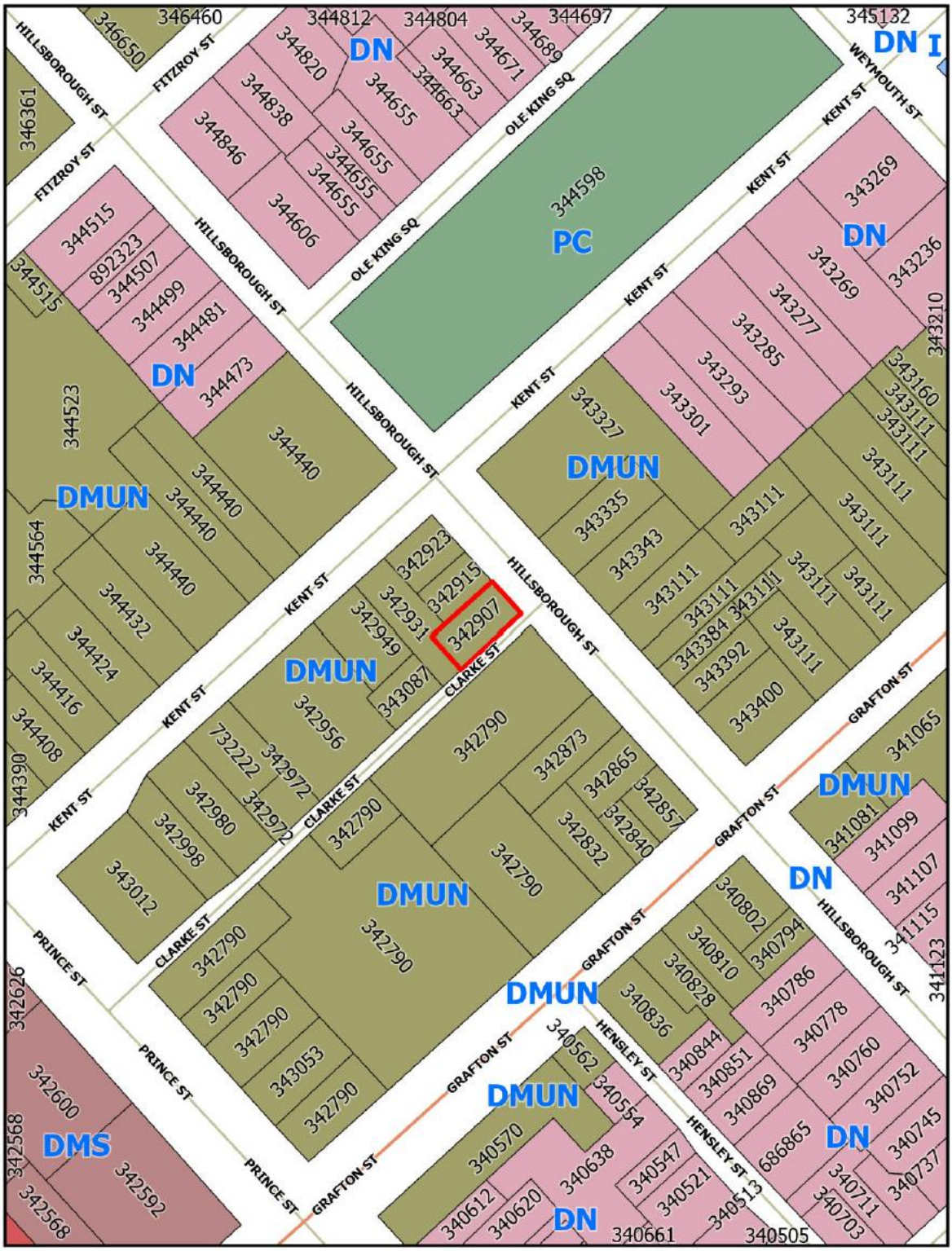
Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 05/01/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo



Attachment "B" – Zoning Map



Attachment “C” – Concept Floor Plan



Attachment "D" – Applicant Memo (December 2, 2025)

Prince Edward Island CANADA

Housing, Land and Communities

Logement, Terres et Communautés

Île-du-Prince-Édouard CANADA

PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

Planning and Heritage Department
City of Charlottetown
70 Kent Street
Charlottetown, PE C1A 1M9

December 2, 2025

Re: PEI Housing Corporation – Hillsborough Transitional Housing

The PEI Housing Corporation ("PEIHC") is requesting approval for a site-specific amendment to the existing Downtown Mixed Use Neighborhood zoning of a parcel on Hillsborough Street (PID 342907) to add Transitional Housing as an additional permitted use.

The provision of transitional housing services is critical to assist people to move from homelessness into more stable housing, by connecting individuals to essential resources and supporting development of life skills and relationships, within a safe, empowering environment. The goals of transitional housing are to foster independence over time and to promote long-term stability and integration into the broader community.

One of the Priority Actions in the PEI Housing Strategy is to address the critical gap in supportive housing (which includes transitional housing) to help Islanders most in need and this also forms a recommendation from the Province's Seniors Advisor for Islanders with Complex Needs Experiencing Homelessness, Carlene Donnelly. Based on an assessment of community needs there are 161 individuals in Queens County that are homeless as of September 2025. We recognize that there is a need for more transitional housing options in this region to help to alleviate the pressure on the shelter system by providing a more suitable housing option for some individuals facing homelessness, for a period of up to 18 months. This initiative also aligns with the City of Charlottetown's 2022-2026 Strategic Plan unifying principle - a community for everyone.

PEIHC purchased the Hillsborough Street property and is proposing to renovate and convert the building from 6 apartment units to 11 transitional housing beds. PEIHC will also engage a community partner organization to manage the building and participants through a public Request for Proposal process. There will be no illegal substances permitted on site, and staff on site 24 hours per day. The clients selected for these programs will engage with case management and relevant programs and must conduct themselves in such a manner as not to interfere with the occupancy and safety of other residents. Participation selection is proposed to be conducted by community case conferencing tables who are familiar with the individuals under consideration and also through referrals from PEIHC Housing Navigators.

PEIHC is proud to collaborate with the City of Charlottetown in fostering a safe, inclusive, and supportive environment for all residents. We are committed to addressing housing needs, promoting community well-being, and ensuring that every individual has access to the resources and support they need to thrive.

We appreciate the consideration of this request.

Yours truly,

Jason Doyle
Director of Housing Operations

Attachment "E" – Circulation Letter (March 18, 2026)

Planning & Heritage Department
City of Charlottetown
70 Kent Street
Charlottetown, PE C1A 1M9

CHARLOTTETOWN

t 902.629.4158
f 902.629.4156
e planning@charlottetown.ca
w www.charlottetown.ca

March 18, 2026

Re: 147 Hillsborough Street (PID# 342907)

Dear Property Owner:

The Planning and Heritage Department has received a request for a site-specific amendment to the existing Downtown Mixed Use Neighbourhood (DMUN) Zone that applies to the subject property identified as 147 Hillsborough Street (PID# 342907).

The purpose of the request is to facilitate the renovation of the existing building so that it can be used as a transitional housing facility that would have 11 beds for on-site residents. A transitional housing facility is not otherwise permitted within the existing (DMUN) Zone that applies to the subject property. The applicant and owner of the subject property is PEI Housing Corporation.

Pursuant to the requirements of the Zoning & Development Bylaw and as a property owner located within 100 meters of the subject property, you are being notified of this request. The public meeting to hear this application will be held at the **Council Chambers, City Hall (199 Queen Street) Thursday, March 26, 2026 @ 7:00 p.m.**

For those who are interested in participating via videoconference, residents are requested to contact the Planning & Heritage Department by email at planning@charlottetown.ca or call 902-629-4158 on or before 4:00 p.m. on Tuesday March 24, to provide their contact details (name, phone number and/or email address). Business hours are between 8:00 AM – 4:00 PM, Monday – Friday. Staff will contact interested participants on Tuesday, March 24, 2026, with details on how to participate in the meeting. Anyone who wants to observe the meeting without commenting can watch it at www.charlottetown.ca/video.

CHARLOTTETOWN

The City encourages written submissions to Council be received prior to the public meeting. Notwithstanding, all written submissions by letter may be delivered to the City's Planning & Heritage Department at P.O. Box 98, 199 Queen Street, Charlottetown, PE, C1A 7K2; or comments may be emailed to dgundrum@charlottetown.ca on or before **12:00 noon on Friday March 27, 2026.** All responses received will become part of the public record.

Oral submissions or comments may be made at the public meeting, but residents are required to keep their oral submissions to a maximum of five (5) minutes.

Anyone wishing to view the proposed amendments can visit the City's website at www.charlottetown.ca and find the Meeting Packages under the Mayor and Council section. As comments are received and meeting minutes are compiled, the package will be updated with additional information leading up to the public meeting.

If you have any questions in regard to the application, please contact the Planning & Heritage Department at (902) 629-4158.

Sincerely,

David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

Attachment "F" – Public Responses to Circulation

B.Doyle HOLDINGS INC.

330 University Avenue
Charlottetown, PE
C1A 4M6

City Council
City of Charlottetown

Re: Opposition to Proposed Site-Specific Amendment for Transitional Housing Facility

Dear Members of Council,

I am writing on behalf of B. Doyle Holdings Inc., the owner and operator of Polyclinic Professional Centre, a medical centre located in close proximity to the property subject to the proposed site-specific amendment for use as a transitional housing facility.

While we recognize and appreciate the importance of supporting housing initiatives within our community, we have significant concerns regarding the suitability of this particular location for such a development. Our medical centre serves a wide range of patients, including families, seniors, and individuals requiring a safe, stable, and professional healthcare environment. We believe that the introduction of a transitional housing facility in such close proximity may negatively impact both the perception and functionality of our business.

From a business and economic standpoint, we are concerned that this change could adversely affect surrounding property values and the long-term viability of nearby professional services. We have made substantial investments into our property and operations with the intention of contributing positively to the local community and economy. Developments that may introduce uncertainty or deter patients and clients from accessing our facility could undermine these efforts.

In addition, we have concerns regarding compatibility with the existing neighborhood. This area has developed as a hub for professional and medical services, and the proposed use does not align with the current character or planning intent of the surrounding properties. We believe that transitional housing facilities are best situated in locations that are carefully selected to ensure appropriate support infrastructure, accessibility, and minimal disruption to established uses.

We would respectfully request that Council consider the following:

- Whether this location is appropriate given the existing concentration of medical and professional services;

- The potential economic impact on nearby businesses and property owners;
- The long-term planning vision for this area and whether the proposed use aligns with that vision;
- Alternative locations that may be better suited for transitional housing, where residents can be supported without negatively impacting surrounding uses.

We strongly encourage Council to carefully evaluate the broader implications of this amendment before proceeding. We remain committed to being a positive contributor to our community and would welcome the opportunity to discuss our concerns further.

Thank you for your time and consideration.

Sincerely,

Brett Doyle

Brett Doyle
B. Doyle Holdings Inc.
330 University Avenue
Charlottetown, PE
C1A 4M6
[redacted]

Gundrum, David

From: [redacted]
Sent: Friday, March 27, 2026 11:01 AM
To: Planning Department
Subject: comments re 147 Hillsborough Site-Specific Amendment request

Follow Up Flag: Follow up
Flag Status: Completed

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please see my comments below.
I would appreciate acknowledgement of receipt of this email.

Thank you,

Andrea

~~~~~~

147 Hillsborough – Comments on Site Specific Amendment Request

My understanding is that transitional housing is only allowed in the Institutional Zone which allows other uses so by doing a Site Specific Amendment to the Zoning & Development bylaw, the intent is to limit it to transitional? Is that correct?

I appreciate the need for transitional housing however I am against the current proposal for the following reasons:

1. This change would remove six self-contained, likely reasonable rent, permanent homes from the housing market. Regardless of the fact that the building has been left empty, these could be reasonably priced self-contained units perhaps renovated for family units with multiple bedrooms, and possibly added to the subsidized rental properties and returned to the housing stock. Permanent homes are also a need in this city.

2. The downtown is also a neighbourhood community. It has been eroded by the influx of short term rentals replacing longterm housing. Creating even more transient housing adds to this problem. The PEIHC has been repurposing multiple properties downtown, many in my immediate neighbourhood. Perhaps they can put some of these units elsewhere in the city. I keep hearing that they need to be downtown because of access to services. The closest full service grocery store is the Sobey's on Allen Street. I wouldn't call that easy access.

3. Proposal would create 11 bedrooms with shared bathroom facilities and possibly a shared kitchen (resolution of plans is poor) that I saw and office space – is this really a net gain in housing?
~~~~~~

4. Creating transitional housing in new builds or converting a previous non-residential property or building to housing would make more sense and add to the total number of housing unit available vs switching them around.

5. I have noticed a trend by PEIHC to run transitional housing in the 500 Lot area without getting zoning amended – either rezone or by Site Specific Amendment.

a. Smith Lodge care home was purchased and residents had to leave as building used for transitional housing and/or people moved from McGill Ave facility into it , now New Roots I believe.

b. The new building at 37 Weymouth , (part of New Roots?), was presented as transitional housing with small apartments and office space for staff – neither use allowed in the Downtown Neighbourhood zone. It has been built but I'm unsure if it is operational yet. I'll also remind Planning Staff that a roof was on that building before a building permit was issued.

c. Old MacMillan lodge was converted to short term rental and now part of PEIHC - apparently with office space per comments at Public Meeting – again, not an approved use in Downtown Neighbourhood zone.

d. Are there others? How many and where are they located?

e. **Should we be expecting more requests from PEIHC for spot rezoning for these facilities?**

6. I would appreciate some comments from Planning Staff or Council as to how these types of transitional housing units are going to be handled in the new Z&D Bylaw if possible please? Will this be the new way of approaching this problem or, is this an exception that is being fit in before the new Z&D bylaw is in place?

Sincerely,

Andrea Battison
104 Prince Street

147 Hillsborough – Comments on Site Specific Amendment Request

My understanding is that transitional housing is only allowed in the Institutional Zone which allows other uses so by doing a Site Specific Amendment to the Zoning & Development bylaw, the intent is to limit it to transitional? Is that correct?

I appreciate the need for transitional housing however I am against the current proposal for the following reasons:

1. This change would remove six self-contained, likely reasonable rent, permanent homes from the housing market. Regardless of the fact that the building has been left empty, these could be reasonably priced self-contained units perhaps renovated for family units with multiple bedrooms, and possibly added to the subsidized rental properties and returned to the housing stock. Permanent homes are also a need in this city.

2. The downtown is also a neighbourhood community. It has been eroded by the influx of short term rentals replacing longterm housing. Creating even more transient housing adds to this problem. The PEIHC has been repurposing multiple properties downtown, many in my immediate neighbourhood. Perhaps they can put some of these units elsewhere in the city. I keep hearing that they need to be downtown because of access to services. The closest full service grocery store is the Sobey's on Allen Street. I wouldn't call that easy access.

3. Proposal would create 11 bedrooms with shared bathroom facilities and possibly a shared kitchen (resolution of plans is poor) that I saw and office space – is this really a net gain in housing?

4. Creating transitional housing in new builds or converting a previous non-residential property or building to housing would make more sense and add to the total number of housing unit available vs switching them around.

5. I have noticed a trend by PEIHC to run transitional housing in the 500 Lot area without getting zoning amended – either rezone or by Site Specific Amendment.

a. Smith Lodge care home was purchased and residents had to leave as building used for transitional housing and/or people moved from McGill Ave facility into it , now New Roots I believe.

b. The new building at 37 Weymouth , (part of New Roots?), was presented as transitional housing with small apartments and office space for staff – neither use allowed in the Downtown Neighbourhood zone. It has been built but I'm unsure if it is operational yet. I'll also remind Planning Staff that a roof was on that building before a building permit was issued.

c. Old MacMillan lodge was converted to short term rental and now part of PEIHC - apparently with office space per comments at Public Meeting – again, not an approved use in Downtown Neighbourhood zone.

d. Are there others? How many and where are they located?

e. **Should we be expecting more requests from PEIHC for spot rezoning for these facilities?**

6. I would appreciate some comments from Planning Staff or Council as to how these types of transitional housing units are going to be handled in the new Z&D Bylaw if possible please? Will this be the new way of approaching this problem or, is this an exception that is being fit in before the new Z&D bylaw is in place?

Sincerely,

Andrea Battison

104 Prince Street

Gundrum, David

From: David Raynor [redacted]
Sent: Friday, March 27, 2026 11:23 AM
To: Gundrum, David
Subject: 147 Hillsborough Street

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mr. Gundrum:

I do not support the request for a site-specific amendment for this property. I make no judgement as to the proposed use of this property in and of itself. My objection to the request for a site-specific amendment is chiefly prudential: I own a rental property (PID#342873) directly in sight of 147 Hillsborough Street, with nothing in between but a parking-lot and Clarke Street. I cannot take the risk that, if 147 were to become a transitional housing facility, it might make renting my property far more difficult than it is at present.

To me it appears that the Housing Corporation has purchased this property with this proposed end in view, assuming that the City and nearby property-owners will go along with it. This strikes me as an arrogant attitude on the part of the Housing Corporation, which should *beforehand* have consulted the City and nearby property-owners. My alternative suggestion would be for the Housing Corporation to remodel the building at 147 Hillsborough Street to house permanent residences for lower-income tenants, which would then be subsidized by it. For I believe it is in the interest of the City to maintain as many residential units as possible, even in an area which is zoned for mixed use.

Yours sincerely,

David Raynor

Post PM. comment.

Charlottetown City Planning & Heritage Dept
70 Kent St.
Charlottetown,PEI
Attn : David Gundrum

PLANNING
Rec'd 03/27/26 Int JL

Re: (PID # 342907)—
147 Hillsborough St. rezoning proposal for transitional housing

Dear Sir:
My name is Sharyn Dalrymple & I am submitting my concerns re: this proposal.
I (& my husband Doug) own & have lived year round since 1981 at 218 Kent St (a designated Heritage property).
In 1982,I opened the Duchess of Kent Inn – a 4 star B&B & have operated it for the past 43 years---2026 is my 44 th season in business.
Our property consists of 2 parcels from 218 Kent St through the block to 27 Clarke St. My B&B guests' off-street parking is located at 27 Clarke St…which is less than 30' away from the back of the building at 147 Hillsborough St.
My major concerns re: this rezoning proposal are:
a)the personal safety & security of my guests & their vehicles as well as that of our own property plus additional mental stress for me
b)my guests' possible negative perception of the increased presence of people outside along Clarke St (my guests' parking area) & along Hillsborough St.---this increase possibly due to no outdoor living space provided at 147 Hillsborough (only 1 car park spot).
Ours is an eclectic neighbourhood… a mix of nightclubs,restaurants & cafes, small businesses (some with apartments above),Talbot House, apartment buildings,my Duchess of Kent Inn B&B,a privately owned & operated care facility,a very active Central Christian Church with its various social programs,Sterns laundry,Co-op housing project,private homes/apartments around Kings Square Park.
Our neighbourhood "reclaimed" our park (Kings Square) after The OutReach Centre on Euston St was relocated to Park St. Now it is again a safe space to walk through or sit on a bench,have a picnic, watch the kids playing…..If this rezoning proposal is passed,it may lead to renewed concerns re: the safe usage of our Square.
We (Doug & I) recently supported (after a few tweaks addressed some concerns)the new apartment complex proposal for the Polyclinic parking lot (again next to our backyard).
We understand & can accept most changes to our neighbourhood…but not this time !
I don't feel it's fair that my current livelihood/tourism business be in jeopardy after 43+ years of hard work nor should our property be subjected to a decrease in value if this rezoning is approved.
Thanks to social media ,any negative comments from my guests due to the new use of the property at 147 Hillsborough St have the power to possibly destroy a thriving business (mine) almost overnight.

Therefore ,I (& Doug) are strongly opposed to this rezoning proposal at 147 Hillsborough St.

I'll be delivering my written submission to you tomorrow morning,Friday,March 27,2026.
Please read it carefully….hear my/our concerns…and say NO to this proposal.

Sharyn Dalrymple
Duchess of Kent Inn
218 Kent St.
Charlottetown C1A 1P2
[redacted]

PS-I presented the above comments at last night's (March 26,2026) public meeting. After the Q & A session ended,I am even more opposed to this rezoning proposal!!

Gundrum, David

From: Zita Roberts [redacted]
Sent: Friday, March 27, 2026 11:53 AM
To: City Planning
Subject: Re; 147 Hillsborough Proposal for Transitional Housing

Follow Up Flag: Follow up
Flag Status: Completed

You don't often get email from [redacted] Learn why this is important

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I wish to express my concern and firm objection to this proposal. My home is at 126 Hillsborough Street. I am a senior citizen who has invested a lot of funds in renovating my home and developing a small tourist business in the 500 Block. We are all familiar with the rules and restrictions that govern this area.

I have lived through many years of unrest with the Outreach Centre on Euston Street. My life was one of noise, thefts and living in fear.

1. Constant noise and folks on the street outside my home roaring very late at night. Often awaken at 2;00 a.m.

2. Unable to leave my windows open at night for safety reasons. People coming into my flower bed and peeking in the windows.

3. Walking through my yard and stealing items.

4. Using my outside tap for water and sometimes leaving it on.

5. One person set up camp in my yard complete with tent and all their supplies.
Police were very helpful and quick to help me and have individual removed.

6. Using my back deck to do drugs and leaving mess behind. Police were quick to respond to my concerns and remove all supplies.

Let'ts be clear of what we want for the Downtown Core and support the property owners who are working hard and investing funds to maintain their properties, develop business, expand tourism and live in peace.

We have moved the Outread Centre to Park Street and invested in housing and are facing much backlash with neighbours. We need to learn from these issues and rather than band-aid issues, look at long term solutions. Are we offering programs for education and solutions to support change?

Please listen to the residents of our City and support us to ensure our safety and that of our visitors.

Attachment "G" – Public Meeting Minutes (March 26, 2026)

DRAFT

Public Meeting of Council
Thursday, March 26, 2026, 7:00PM
City Hall, Council Chambers, 199 Queen St, Charlottetown, PE
Also available via Microsoft Teams; and
Live streaming at www.charlottetown.ca/video

Chair Phillip Brown Presiding

Council Members present:	Mayor Brown-Chair Councillor Norman Beck Deputy Mayor Alanna Jankov Councillor Justin Muttart Councillor Mitchell Tweel	Councillor Julie McCabe Councillor Trevor MacKinnon Councillor Kevin Ramsay Councillor John McAleer Councillor Robert Doiron*
Staff:	David Gundrum, Mgr, PD Laurel Palmer, Senior Planner, PIII Michael Fraser, PII	Jason Doucette, IO/AA**
Applicants/ Representatives:	Jason Doyle, PEI Housing Corp Robert Haggis, Sable Arc Studios Quentin Bevan, Weymouth Properties	
Also present:	Brad MacConnell, CAO Dave Essery, RM, Planning Board	
Regrets:	Councillor Terry Bernard	

*Participated via Teams
**Minute Taker

Meeting reminders were explained before calling the meeting to order. Mayor Brown also acknowledged that the meeting was taking place on the traditional and unceded territory of the Mi'kmaq people.

The deadline for submission of written comments is Friday, March 27th at 12:00pm Noon

1. **Call to Order**
   Mayor Brown called the meeting to order at 7:00 PM

2. **Declarations of Conflict of Interest**
   There were no conflicts.

3. **Approval of Agenda**
Moved by Deputy Mayor Jankov and seconded by Councillor Ramsay that the Agenda for the public meeting on March 26, 2026 be approved.

CARRIED (9-0)

4. **Rezoning – 231 Brackley Point Road (PID# 623090)**
Michael Fraser, Planner II

Request: This is a request to amend Appendix A – Future Land Use Map of the City of Charlottetown Official Plan from Institutional to Industrial; and amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone to facilitate the future development of commercial condo buildings on the subject property.

Property Information: Institutional (I) Zone
Staff Presenter: Michael Fraser, PII
Applicant: Breakwater Development Inc.
Reference: Public Meeting Package

Summary:

Staff stated that a rezoning application was submitted by Breakwater Development Inc. on behalf of the property owners for a property currently zoned Institutional (I) and developed with a place of worship.

It was also stated that the applicant is seeking to rezone the property to allow for a future commercial building, as commercial uses are not permitted in the Institutional zone under Section 22 of the Zoning & Development Bylaw.

Staff noted that properties to the north are zoned Business Park Industrial (M-3), and the proposed rezoning would align the subject property with surrounding land uses. The applicant advised that the rezoning is part of a broader redevelopment plan, which would include a future lot consolidation with the adjacent parcels to the north.

Comments:

Councillor Ramsay asked whether there were any specific plans for the subject properties at this time and whether that was an appropriate question to ask at the current stage.

Mr. Fraser responded that it was a reasonable question; however, the applicant is not yet at the design stage and has not determined what will be constructed, including access points or building

layout. He also advised that the development is intended to be consistent with the Business Park Industrial zone and would typically allow for retail-style plazas that support light industrial uses. While no access points or detailed design information are available at this time, the most likely form of development would be a plaza-style project with a mix of industrial and retail-type uses.

Councillor Tweel asked whether any conceptual designs had been provided and questioned why an industrial zoning designation was being requested if the development resembled a business plaza.

Staff also explained that the Business Park Industrial (M-3) zone is designed for a limited type of industrial development and excludes heavier industrial uses such as factories and large warehouses. The zone is intended for service-oriented and drive-up uses rather than large industrial parcels.

Staff further explained that conceptual designs are not required at the rezoning stage, as rezoning occurs earlier in the development process than detailed planning. Applicants often defer design work until zoning and related approvals, such as lot consolidation, are confirmed.

Staff advised that lot consolidation applications do not require public circulation or a public meeting; however, they do require approval by Planning Board and Council and would return for future consideration.

In response to further discussion, staff confirmed that the M-3 zone excludes heavier industrial uses and is limited to light industrial and related commercial uses.

The Deputy Mayor noted that although details are not confirmed, the applicant has indicated a long-term vision similar to existing light-industrial condominium-style developments along Brackley Point Road, which would be consistent with surrounding land uses if realized.

5. Rezoning – 68 Queen Street (PID# 336982)

Laurel Palmer, RPP, MCIP, Planner III (Senior Planner)

Request: This is a request to amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Downtown Main Street (DMS) Zone to the Downtown Mixed Use Neighbourhood (DMUN) Zone to facilitate the future development of a 7-storey multi-use residential and commercial building on the subject property in the 500 Lot Area. The proposed future development would also overlap with nearby parcels identified as PID#s 336974, 336966, 336909, 336917 and 1172915. The proposed development is also subject to applications for Design Review, Variance and future Lot Consolidation.

Property Information: Downtown Main Street (DMS) Zone
Staff Presenter: Laurel Palmer, RPP, MCIP, Senior Planner, PIII
Applicant: Sable Arc c/o Weymouth Properties
Reference: Public Meeting Package

Summary:

Staff stated that the application is a request to rezone lands located along King and Dorchester Streets, with a total land area of approximately 1,480 square metres.

Staff advised that the purpose of the rezoning request is to facilitate the construction of a proposed seven-storey mixed-use building on the subject property, consisting of commercial and multi-unit residential uses and that parking is proposed to be located on the first and second floors of the building.

Staff further noted that the application also involves requests for variances, lot consolidation, bonus height, and cash-in-lieu of parking.

Staff described the subject properties as being located within the Downtown 500-Lot Area and consisting of a group of lots bounded by Queen Street, Dorchester Street, and King Street. It was noted that the lands share an interior lot line with the Bishop's Palace.

Staff advised that development in the surrounding area includes a mix of commercial office buildings, single-detached dwellings, institutional uses, multi-unit apartment buildings, and commercial retail uses.

Staff also reviewed the requirements of the Zoning and Development Bylaw related to amendments and rezonings, noting that Section 3.10.3 requires Council to hold a public meeting to receive input from the public and the applicant prior to making a decision and confirmed that Council approved proceeding to public consultation by resolution on March 10, 2026.

Staff advised that, in accordance with the bylaw, notices of the public meeting were circulated on March 18, 2026 to 120 surrounding property owners within 100 metres of the subject property. Notice was also posted on site and published in The Guardian newspaper on March 14 and March 21, 2026.

Staff confirmed that, as of the date of the meeting, eleven written responses had been received, all in support of the rezoning request.

Staff then summarized the Design Review process, noting that the proponents submitted a design package including façade drawings, elevation drawings, and a proposed site plan.

Staff also advised that the Design Reviewer provided generally positive comments and support for the project, while raising concerns regarding stepback variance requests for the fifth, sixth, and seventh storeys along King and Dorchester Streets.

Staff advised that the Design Review Board did not agree with the Design Reviewer's comments related to the stepback variances but did support all other recommendations.

Staff noted that Council approved the design submission on March 2, 2026, subject to the applicant entering into a Development Agreement should the rezoning and variances be approved.

DRAFT UNTIL APPROVED BY COUNCIL

Staff outlined the requested variances applicable to the proposal, including a height variance to permit a seven-storey building, reduced stepbacks above the fourth storey and above the seventh storey on King and Dorchester Streets, a reduced interior yard stepback adjacent to the Bishop's Palace, reduced lot frontage and depth requirements to qualify for bonus height, and an increased maximum floor plate area.

Staff also identified a request for cash-in-lieu of approximately six parking spaces.

Staff advised that the applicant will be required to consolidate the subject parcels into one property to facilitate development of the building and further noted that approval of bonus height under the Zoning and Development Bylaw will be required, and that the applicant has identified a proposed public benefit consisting of a new activated alleyway that would provide space for public art murals, seasonal food vendors, and potential pedestrian access to commercial properties along Queen Street.

Staff advised that the public benefit component of the bonus height application would be deferred to Planning Committee for recommendation if the rezoning is approved.

Staff outlined the next steps in the process, advising that input received from the public meeting and written submissions would be compiled into a staff report for Planning Board consideration on April 7, 2026, and tentatively forwarded to Council for consideration on April 14, 2026.

Staff introduced the project architect and the property owner, noting that both were present at the meeting and available to answer questions, and advised that the architect would provide a brief presentation to Council.

Sable Arc Studios-Robert Haggis Presentation:

Summary:

Robert presented details of the proposed seven-storey mixed-use development. He advised that the project includes approximately 3,000 square feet of commercial space fronting Queen Street, along with residential units on multiple floors and additional commercial uses on the upper levels.

The architect explained that the building form was intentionally designed to maintain compatibility with the existing streetscape. The portion of the building facing Queen Street is similar in height to adjacent buildings, while the structure steps up toward the rear and east side of the site to reach the full seven storeys.

His presentation highlighted two-metre stepbacks along King Street, Dorchester Street, and the side adjacent to St. Dunstan's University. Rooftop deck areas were identified, and an activated alleyway running between the buildings was illustrated as part of the site design.

The architect reviewed the floor layout, noting that the first level contains parking with approximately 20 stalls and ground-floor commercial space facing Queen Street and additional parking is provided on the second level with access from Dorchester Street.

Residential units occupy the mid-levels of the building, while the top floors are dedicated to commercial use.

Elevation drawings were presented to illustrate the proposed appearance of the building and the architect noted that portions of the exterior were reduced in height to better address adjacent properties and that care was taken to ensure the building height does not obstruct views of the Basilica or exceed the ridge height of nearby rooflines.

Various building elevations were shown, including views from King Street, Dorchester Street, and toward the St. Dunstan's University property. Entrances for both the residential and commercial components of the building were identified.

With respect to materials, the architect stated that brick would be used extensively to reflect the character of downtown Charlottetown. Metal panel cladding in grey and light-grey tones, including faux wood accents, was also proposed, with a predominantly glass curtain wall treatment at the uppermost level.

It was explained that the material selections transition from heavier materials at the lower levels to lighter materials toward the top of the building in order to reduce the perceived mass of the structure.

Perspective renderings were shared showing views along Queen Street toward the waterfront, illustrating that the taller portions of the building are largely set back and not prominent from street level. Additional views demonstrated how the building would appear under different lighting conditions.

He also described the concept for the activated alleyway, noting that it is intended to function as a public amenity with space for public art, potential food vendors, and pedestrian connections between Queen, Dorchester, and King Streets. The alleyway was also described as a design feature that would contribute to site safety and activity.

The presentation concluded with images of the building's rear, where a green wall feature is proposed to provide visual interest and break up the brick façade.

Comments:

Steve Dunn addressed Council and advised that he was one of the eleven individuals who submitted written correspondence in support of the application. He stated that he is a downtown property owner with interests on Sydney Street, Water Street, and Queen Street, including the Gahan House property. Mr. Dunn expressed strong support for the proposed development at 68 Queen Street, noting that he has observed downtown development over the past twenty years and believes the project represents a very positive investment for the City. He stated that this type of mixed-use development supports a vibrant and economically resilient downtown. Mr. Dunn commended the architect and development team for a thoughtful design that respects the existing streetscape and indicated that projects of this size and complexity require vision, particularly in the current high-cost construction environment. He encouraged Council to support the requested rezoning and thanked the property owners and development team for advancing the project.

Charles spoke on behalf of Mr. Wilson Joe an owner of a nearby property. Mr. Charles advised that Mr. Joe supports the proposed development and believes it will contribute positively to responsible growth and development in downtown Charlottetown.

Reg McCarville, representing St. Dunstan's Basilica, addressed Council and inquired about the relative height of the proposed building compared to the Basilica steeples, noting that the renderings appeared distorted. In response, the project architect, Mr. Robert Haggis, confirmed that the images were to scale and advised that the proposed building height would be approximately 84 feet and would remain below the ridge height of the Basilica, whose steeples exceed that height.

Andrea Battison addressed Council remotely via Teams and thanked Council for the opportunity to comment. She expressed support for the activation of the alleyway and for incorporating art, culture, and unique commercial spaces, noting that these elements align with objectives of the new Official Plan. Andrea suggested that the Dorchester Street entrance could be more strongly emphasized to draw people into the site and stated that the corner treatment at Queen and Dorchester Streets is generally consistent with the 500-Lot Development Standards.

Ms. Battison also raised several concerns. She stated that she supported the recommendations of the external Design Reviewer regarding reducing upper-level massing and incorporating additional stepbacks at the seventh storey, and expressed concern that these recommendations were not supported by the Design Review Board or Council.

She stated that amending zoning and massing provisions so soon after adoption of the new Official Plan undermines the extensive planning work undertaken for the 500-Lot Area and creates a precedent and identified concerns regarding the appearance and safety of parking garage entrances, the treatment of parking façades, potential impacts on views of church spires, and the extent to which above-grade parking was driving the requested variances. She encouraged Council to explore alternative parking solutions, including off-site, shared, underground, or non-traditional parking arrangements, and cautioned that blank parking façades negatively impact the pedestrian realm.

Mr. Quentin Bevan on behalf of the applicant, thanked Andrea for her comments and noted that several design changes were made as a direct result of her feedback. He stated that the alleyway was originally designed as a dead-end and was revised to provide through-access from Dorchester Street to King Street based on her suggestions.

Robert Haggis, project architect, addressed the concerns raised. He stated that the design team began the project by working within the Zoning and Development Bylaw requirements and that variances were requested only where necessary to maintain project viability. Mr. Haggis advised that the difference between a two-metre and three-metre stepback at the upper floors would have minimal visual impact. He explained that parking garage doors are proposed to be flush with the brick façade and that safety measures, such as cameras and interior monitoring, could be implemented. He also referenced the proposed green wall treatment along the rear elevation as a means of breaking up the façade and animating the space.

During Council discussion, the Deputy Mayor clarified that variances and site-specific planning approvals are reviewed on an individual basis and are not precedent-setting, noting that each

application is evaluated on its own merits. Planning staff further confirmed that a common-law precedent approach is not applied in planning decisions or appeals.

Further discussion clarified that the development would meet approximately 86 percent of the required parking on site, with a request for cash-in-lieu for six spaces. It was also confirmed that residential and commercial uses have separate entrances and circulation, with residential access from King Street and commercial access from Dorchester Street, each served by its own elevator system.

Councillor Tweel and other members of Council spoke in support of the proposal, noting the scale, complexity, and economic significance of the project. Council members acknowledged the current challenges associated with construction costs and stated that the proposed development represents a major investment and long-term benefit to downtown Charlottetown. Council thanked the developer, architect, and staff for their collaboration and engagement throughout the process.

Staff advised that the public comment period would remain open until noon the following day, after which staff would review all submissions and prepare a report for Planning Board consideration. The application is expected to return to Council for final consideration at a regular Council meeting in April.

6. Site-Specific Amendment – 147 Hillsborough Street (PID# 342907)

David Gundrum, RPP, MCIP, Manager of Development Planning

Request: This is a request to amend Appendix C – Approved Site-Specific Exemptions of the City of Charlottetown Zoning and Development Bylaw to allow for a transitional housing facility as an additional permitted use on the subject property that is not otherwise permitted in the Downtown Mixed Use Neighbourhood (DMUN) Zone. The proposed transitional housing facility would have capacity to accommodate eleven (11) individual residents on-site with staff supervision.

Property Information: Downtown Mixed Use Neighbourhood (DMUN) Zone
Staff Presenter: David Gundrum, RPP, MCIP, Manager Planning Development
Applicant: Jason Doyle c/o Prince Edward Island Housing Corporation
Reference: Public Meeting Package

Summary:

Staff said that the final application for the evening's public meeting was a site-specific zoning amendment request for the property located at 147 Hillsborough Street (PID 342907).

Staff explained that the request is for a site-specific amendment to the existing Downtown Mixed-Use Neighbourhood (DMUN) zoning to permit the development of a transitional housing facility within an existing three-storey building. The proposed transitional housing facility would provide accommodation for eleven individuals (eleven beds).

Staff advised that the interior of the existing three-storey structure would be renovated under a future Building Permit to accommodate the proposed use should the site-specific amendment be approved. Staff noted that the application has been submitted by the Prince Edward Island Housing Corporation.

Staff identified the subject property on the air photo displayed and advised that the lot is currently developed with a three-storey residential structure and is located within the DMUN zone. The subject property is a corner lot bounded by Hillsborough Street to the east and Clark Street to the south.

Staff explained that the purpose of the site-specific amendment is to facilitate the renovation and redevelopment of the interior of the existing building to operate as a transitional housing facility with eleven beds and supervisory staff. Staff noted that a transitional housing facility is not a permitted use within the existing DMUN zone.

Staff referenced Section 3.10.3 of the Zoning and Development Bylaw, which requires Council to hold a public meeting to receive the views and opinions of the public and the applicant prior to amending the bylaw or rezoning any parcel of land. Staff further advised that Council approved proceeding to public consultation by resolution on March 10, 2026.

Staff advised that, in accordance with the Zoning and Development Bylaw, notice of the public meeting was circulated on March 18, 2026, to sixty-seven surrounding property owners within 100 metres (328 feet) of the subject property. The notice advised recipients of the public meeting being held on March 26, 2026, and requested comments and feedback regarding the proposed site-specific zoning amendment for 147 Hillsborough Street.

Staff reported that, as of the date of the meeting, one written response had been received in opposition to the proposed site-specific amendment and that this correspondence was circulated to Council in advance of the meeting.

Staff further advised that on-site posting of the property occurred on March 18, 2026, and that public notices were published in The Guardian newspaper on March 14 and March 21, 2026.

Staff outlined the next steps in the process, advising that following the public meeting, staff will prepare a recommendation for consideration by Planning Board on April 7, 2026, followed by consideration of a resolution by Council at its regular meeting scheduled for April 14, 2026.

Staff concluded by advising that representatives of the Prince Edward Island Housing Corporation were in attendance to speak to their application and returned the matter to the Chair for further discussion.

Comments:

Sharon Dalrymple, Charlottetown, addressed Council regarding the proposed site-specific zoning amendment at 147 Hillsborough Street for transitional housing and advised that she and her husband, Mr. Doug, have lived at 218 Kent Street since 1981 and that she has operated the Duchess of Kent Inn for over forty years.

She noted that guest parking for the bed and breakfast is located at 27 Clark Street, less than 30 feet from the rear of the subject property.

She also expressed strong opposition to the rezoning, citing concerns related to personal safety and security for her guests, their vehicles, and her property, as well as increased stress. She raised concerns about the potential increase in people congregating along Clark Street and Hillsborough Street due to the lack of outdoor amenity space at the proposed facility and she described the surrounding area as a diverse mixed-use neighbourhood and stated that approval could negatively impact the safe use of King Square.

She also stated that while she and her husband have supported other nearby developments when concerns were addressed, they do not support this proposal. She expressed concern that approval could jeopardize her livelihood, tourism business reputation, and property value, particularly through negative guest perceptions and social-media commentary and advised that she and her husband are strongly opposed to the rezoning and that a detailed written submission would be provided to Planning Staff.

Mr. Jason Doyle, Prince Edward Island Housing Corporation, responded by acknowledging the concerns raised. He advised that the proposed facility would be operated by a qualified non-profit organization, staffed 24 hours per day, and supported by participation agreements, case management, and programming. He stated that the ultimate objective of the project is to provide safe transitional housing and support individuals experiencing homelessness to move toward more independent living.

Mr. Doyle advised that PEI Housing would issue a request for proposals to select an experienced non-profit operator and that accountability, incident reporting, and safety requirements would be embedded in the operating agreement. He noted that security measures such as exterior cameras and on-site staff monitoring would be considered to address neighbourhood concerns.

The Deputy Mayor asked whether there was any green space on the subject property. Staff confirmed that the site has no existing green space and has historically been fully built out.

It was asked whether programming would be provided on site. Mr. Doyle responded that the non-profit operator would provide both housing management and case-management services and connect residents to additional mental-health, addictions, and social supports as required.

Councillor Ramsay asked why the downtown area was selected for the facility. Mr. Doyle responded that proximity to services, existing ownership of the building, and the transitional nature of the model made the site suitable. He advised that residents typically stay for approximately 12 to 18 months before transitioning to independent housing.

Andrea Battison, Charlottetown, addressed Council remotely via Teams. She acknowledged the need for transitional housing but opposed the proposal, citing concerns about the loss of existing rental units, net housing gain, spot zoning, and consistency with existing zoning policy. Ms. Battison questioned whether tenants had been displaced and asked how transitional housing would be addressed under the future Zoning and Development Bylaw and planning Staff clarified that the application is a site-specific zoning amendment under the current bylaw

and advised that other referenced projects on Weymouth Street and Richmond Street are permanent supportive housing and not transitional housing.

Councillors raised questions regarding security requirements, behavioural expectations, accountability of non-profit operators, and existing transitional-housing models in Charlottetown. Mr. Doyle advised that PEI Housing maintains oversight through formal funding agreements, safety plans, and ongoing monitoring of operators.

Doug Dalrymple addressed Council, reiterating concerns regarding exterior security, long-term accountability, and potential impacts on their tourism business and retirement. He questioned whether PEI Housing was aware of the adjacent bed and breakfast at the time the property was acquired and suggested that the building be used as subsidized housing rather than transitional housing.

Mr. Doyle responded that the building has been vacant for two to three years and requires significant repairs. He stated that the property was not originally acquired for transitional housing but was later identified as a suitable opportunity. He noted that a comparable transitional housing facility operates near a tourism property with limited issues and committed to providing ongoing communication and designated points of contact if the project proceeds.

Councillors McCabe and Tweel commented on the broader need for supportive and transitional housing, acknowledging the concerns raised by residents while emphasizing the importance of addressing homelessness in a structured and accountable manner. Council members stressed the need for consistency, oversight, and continued engagement with neighbouring property owners.

New Business
There was no new business that arose.

7. Adjournment of Public Session
Moved by Councillor MacKinnon and seconded by Councillor Ramsay that the Public Meeting be adjourned. The meeting adjourned at 8:36 PM.

Attachment "H" – Planning Board Meeting Minutes (April 7, 2026)

PLANNING & HERITAGE: PLANNING BOARD MINUTES
TUESDAY, APRIL 7, 2026, 4:30 PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present:	**Mayor Phillip Brown***	**Dave Essery, RM**
	Deputy Mayor Jankov, Chair	**Bobby Kenny, RM**
	Councillor Norman Beck	**Lea MacDonald, RM**
	Councillor Julie McCabe	**Jacqui Scaman, RM**
Also:	**Brad MacConnell, CAO**	**Sonia Kamal, PII**
	Mike Ruus, Director, Int. Growth	**Michael Fraser, PII**
	David Gundrum, Mgr, PH	**Stephanie MacDonald, PI**
	Laurel Palmer, PIII, Senior Planner	**Jason Doucette, IO/AA****
		***minute taker*

Regrets: **Paul Connolly, RM**
Satyajit Sen, RM

1. **Call to Order**
   Chair called the meeting to order at 4:42 PM

2. **Declaration of Conflicts**
   Chair Jankov asked if there were any conflicts. There were no conflicts.

3. **Approval of Agenda**
   Moved by Jacqui Scaman and seconded by Bobby Kenny that the order of the agenda for Tuesday, April 7, be approved.

   CARRIED

4. **Adoption of Minutes**
   Moved by Dave Essery and seconded by Councillor McCabe that the minutes of the Planning Board meeting held on Tuesday, March 3, 2026, as circulated, be approved.

   CARRIED

5. **Business arising from Minutes**
   There was no business arising from the minutes.

- Stepback above the 7th floor on King and Dorchester Streets. The Bylaw requires a minimum 6.0 meter (19.7ft) Stepback. A 2 meter stepback is proposed. Therefore, a 4 meter variance is required on both sides.

- Step back above fourth floor interior lot line (east side) facing Bishop's Palace the Bylaw requires a minimum 10m (32.8ft) interior Yard Setback. A 2m (6.5ft.) stepback is proposed. Therefore, an 8 meter variance is required.

- Frontage or lot width requirement for bonus height on Queen St. The Bylaw requires 41 m (135 ft) and minimum Lot Depth of 36m (118ft) for Buildings taller than 21.3m (69.9 ft). The proposed lot frontage is 13 meters (42.6feet). Therefore, a 28 meter (91.8ft.) variance is required for frontage.

- Increase to the allowable floor plate from 750 m2 (8, 072 sq ft.) to 1,096 m2 (11,797 sq ft.) Therefore, a variance of 346 m2 (3,724.3 sq ft.) is required.

CARRIED
(7-0)

2. **147 Hillsborough Street (PID# 342907)**
   David Gundrum, Manager of Development Planning

Property Information: Downtown Mixed-Use Neighbourhood (DMUN)
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: PEI Housing Corporation
Reference: Planning Board Meeting Package

Request:

This is a request for a site-specific amendment to the existing Downtown Mixed Use Neighbourhood (DMUN) Zone that applies to the subject property to allow for a transitional housing facility as an additional permitted use that is not otherwise permitted in the (DMUN) Zone. The proposed transitional housing facility would have capacity to accommodate eleven (11) individuals on-site.

Summary:

Manager David Gundrum presented a site-specific zoning amendment request for the property located at 147 Hillsborough Street (PID #342907), which is currently zoned Downtown Mixed-Use Neighbourhood (DMUN). The application, submitted by PEI Housing Corporation, seeks to permit the development of a transitional housing facility within the existing three-storey residential building. The proposed use would accommodate 11 individuals on site, with interior renovations to be completed through a future building permit. Transitional housing is not currently a permitted use within the DMUN Zone, and therefore a site-specific amendment is required.

Staff explained that the subject property is a corner lot developed with an existing three-storey residential structure and is bounded by Hillsborough Street to the east and Clarke Street to the south. The proposed amendment would facilitate internal redevelopment only, with no changes proposed to the building's exterior massing or footprint.

Manager David stated that in accordance with Section 3.10.3 of the Zoning and Development Bylaw, Council authorized the application to proceed to public consultation by resolution on March 10, 2026. Notice of the public meeting was circulated on March 18, 2026, to 67 surrounding property owners within 100 metres of the subject property, advising them of the public meeting held on March 26, 2026. On-site signage was posted and notice was published in The Guardian on March 14 and March 21, 2026.

Staff also advised that five written submissions were received during the circulation period, all in opposition. Concerns raised at the public meeting included neighbourhood safety and security, potential loitering associated with the proposed use, lack of outdoor amenity space, potential impacts on nearby property values, neighbourhood perception, and the loss of existing rental units.

As part of the planning evaluation, staff referenced the new Official Plan policies related to housing, particularly Section 4.5.1, which emphasizes the need to provide housing options across the full housing spectrum and to enable transitional and supportive housing in locations close to transit, mixed-use areas, and the downtown. Transitional housing is defined in the Official Plan as housing that bridges the gap between homelessness and permanent housing while providing supports that foster self-reliance and stability.

Staff noted that the subject property is located approximately a five-minute walk from the City's primary transit interchange, providing access to the full transit network. Safety concerns were addressed through confirmation that the proposed facility would have 24-hour on-site supervision, exterior lighting, and security monitoring, with screening criteria applied by PEI Housing Corporation to support a harmonious and successful operation. Staff advised that potential impacts on property values are outside the scope of land-use compatibility analysis and cannot be considered.

In conclusion, planning staff advised that while the proposed use is not otherwise permitted within the DMUN Zone, it aligns with multiple objectives of the new Official Plan by addressing gaps in the housing continuum and supporting individuals transitioning out of homelessness. The proposal was found to be consistent with the intent of the Official Plan given the site's location within a mixed-use area near downtown and transit infrastructure.

Accordingly, the Planning and Heritage Department recommended that the Planning Board recommend to Council approval of the request for a site-specific amendment to the DMUN zoning for 147 Hillsborough Street to permit a transitional housing facility with 11 beds within the existing three-storey building.

Discussion:

Councillor McCabe acknowledged the importance of transitional housing as part of the housing continuum, while stressing the need to be responsive to concerns raised by neighbouring residents. She referenced the public meeting discussion regarding safety, accountability, and reassurance for nearby seniors and businesses, and emphasized that the Province, as the property

owner, must remain accountable for ensuring the use does not negatively impact the surrounding community.

Councillor McCabe also suggested that additional measures and expectations could be incorporated through a development agreement accompanying the site-specific zoning amendment.

Staff advised that, should the Board wish to include conditions, direction would be required regarding what a development agreement should address.

Councillor McCabe outlined considerations such as security cameras, expectations regarding loitering and nuisance behaviour, staffing levels, conflict management procedures, emergency response coordination, and clear accountability protocols. She indicated a preference to defer the application to allow these matters to be clearly defined rather than relying on informal commitments.

Councillor Beck echoed the concerns expressed by residents and nearby establishments during the public meeting, noting the emotional and legitimate nature of the feedback received. While expressing support for the objectives of the project and confidence in the applicant's intentions, he emphasized the importance of further dialogue with affected neighbours to identify practical mitigation measures. He supported proceeding in principle while ensuring that remaining issues are addressed through additional consultation and a development agreement.

Manager David Gundrum clarified that the Planning Board may recommend approval subject to conditions and that a development agreement can be broad in scope, with details negotiated between the City and the applicant following Board direction and it was noted that the applicant would be required to have an executed development agreement in place prior to securing a building permit for interior renovations.

Discussion also addressed the feasibility of returning the matter to the Board following further consultation. Staff advised that, subject to coordination between staff and the applicant, the application could reasonably return for consideration at the next Planning Board meeting.

Further comments were provided by Board members regarding the broader housing continuum, the concentration of supportive and transitional housing within the downtown, and the application of new Official Plan policies. While perspectives varied, there was general agreement that additional clarification and engagement would be beneficial before reaching a final decision.

A motion to defer the application was moved and the deferral directs staff to work with the applicant to develop criteria and details for a development agreement addressing safety, accountability, and neighbourhood concerns raised through public input.

MOTION:

Moved by Councillor McCabe and seconded by Lea MacDonald that Planning Board recommend that Council defer decision on the request for site-specific amendment for 147 Hillsborough Street (PID# 342907) concerning proposed establishment of a transitional housing facility (11 beds) on the subject property pending the confirmation of criteria and details for a future Development Agreement to be entered

b

into with the applicants and property owners (PEI Housing Corporation) regarding the proposed development of the transitional housing facility.

CARRIED
(7-0)

3. 231 Brackley Point Road (PID# 623090)

Michael Fraser, Planner II

Property Information: Institutional (I)
Staff Presenter: Michael Fraser, PII
Applicant: Breakwater Developments
Reference: Planning Board Meeting Package

Request:

This is a request to rezone the subject property from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone and to change the land-use designation in the Official Plan from Institutional to Workscapes in order to allow for the development of commercial condo buildings on the subject property that would involve future lot consolidation with neighbouring and abutting parcels identified as 235 Brackley Point Road (PID# 885269), 241 Brackley Point Road (PID# 437616) and unaddressed parcel identified as PID# 523073.

Summary:

Planner Michael presented a request for a rezoning and Official Plan amendment for the property located at 231 Brackley Point Road (PID #623090). The application seeks to change the Official Plan land-use designation from Institutional to Workscapes and to rezone the subject property from Institutional (I) to Business Park Industrial (M-3). Staff noted that the Workscapes designation replaces the former Industrial designation in the new Official Plan as of March 13, 2026, and that the application is intended to support future business park industrial development on the site.

Staff explained that the subject property is currently developed with a place of worship and that the existing Institutional designation and zoning are uncommon for the surrounding area. Lands to the south are zoned Single-Detached Residential (R-1L), lands to the west are zoned Light Industrial (M-1), lands across Brackley Point Road are within the Airport (A) zone, and lands to the north are already zoned Business Park Industrial (M-3), consistent with what is being proposed through this application.

Planner Michael stated that the property was described as being strategically located near major transportation and logistics infrastructure, including industrial and commercial airport lands directly across the roadway, the Charlottetown Airport entrance within approximately 0.9 kilometres, and the intersection of Brackley Point Road and the Trans-Canada Highway within

Attachment "I" – Provincial Measures Proposed (April 14, 2026)

Gundrum, David

From: Jason Doyle [redacted]
Sent: Tuesday, April 14, 2026 10:50 AM
To: Gundrum, David
Cc: Ashley Gillis
Subject: RE: 147 Hillsborough Street - Next Steps

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi David,

In response to concerns raised during the public meeting and from our discussion regarding the proposed site-specific amendment at 147 Hillsborough Street, the Province will implement several measures aimed at ensuring the safety and well-being of both residents and surrounding community members. These measures include the following:

- **24/7 Staffing Model:** The proposed transitional housing units will operate with staff onsite at all times. Staff will engage participants through structured programming, provide daily support, and assist individuals in identifying and pursuing pathways to stability and longer-term housing.
- **Exterior Surveillance Cameras:** The Province commits to installing exterior security cameras around the property. These cameras will be monitored by onsite staff to ensure that any concerning or unwanted activity is identified promptly and addressed appropriately.
- **Enhanced Exterior Lighting:** Additional lighting around the building is proposed to improve visibility and increase safety for residents, staff, participants, and neighboring community members.
- **Community Engagement and Communication:** The Province is committed to providing a designated point of contact within the department, as well as within the service-delivery organization operating onsite. This will ensure neighboring residents and businesses can raise concerns and receive timely responses. An email address and phone numbers will be provided.
- **Community Canvassing and Education:** Outreach will undertake walk-abouts within the surrounding neighborhood to share information about the program, outline what to expect, and provide education on the transitional housing model being implemented.
- **Collaboration with Community Policing:** The Province will work closely with the community police team assigned to downtown foot patrols to maintain clear communication and address any issues that may arise.

In addition, as discussed yesterday, I want to confirm that the Department is not willing to pay for the installation of any E-Watch cameras.

City of Charlottetown Committee Report

Report No:
PLAN-2026-05-MAY-6C-1

Date:
May 5, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
N/A

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:
A. Proposed Site Plan
B. Traffic Impact Statement
C. Aerial View

Report Title:
Request for a new MacDonald's drive-thru queuing and stacking plan for property identified as PID# 387761 (University Avenue). The application has been made by Cain Arsenault on behalf of the owners (Killam Investments).

Report Purpose:
The subject property is zoned Shopping Centre Commercial (C-3) Zone, where an automobile service station and an eating and drinking establishment are permitted uses among many others. Surrounding land uses along the established University Avenue corridor primarily include eating and drinking establishments, retail stores, and grocery stores among other complimentary uses (see Attachment C).

The subject property is currently vacant and undeveloped with a lot area of approximately 3,775 square metres (0.93 acres) and a lot frontage along the west side of University Avenue of approximately 35 metres (115 feet). The property is bounded to the north by a commercial lot in the (C-3) Zone containing an existing commercial plaza, to the south by a lot also in the (C-3) Zone containing an existing Bank of Montreal branch and to the east by parking lot areas that form part of the larger site for the Royalty Crossing shopping mall, also in the (C-3) Zone.

The proposed site for the MacDonald's drive-thru has frontage and access to University Avenue from the east side of the street. University Avenue in this area is a 4-lane arterial roadway having a fifth lane which functions as a centre turning lane as well as bike lanes and sidewalks to facilitate and support active transportation. Planning staff note that this application is primarily traffic related and that the accompanying professional traffic report submitted by experts in this field provide a qualified analysis and opinion to assess the overall impact of the proposed drive-thru with respect to the local road network.

Report Details:
The Traffic Impact Statement (TIS) report completed by EXP Group (see Attachment B), dated April 2, 2026, analyzed an existing MacDonald's drive-thru location in Fredericton, NB and an existing Tim Horton's drive-thru in Moncton, NB for the purpose of this study. These observations were taken during peak drive-thru hours during the morning period (8:00am-9:00am) and afternoon period (12:00pm-1:00pm).

Based on the TIS report, the new MacDonald's drive-thru location is anticipated to generate a total of 135 new trips in the AM peak hour and a total of 128 trips in the PM peak hour. Based on an analysis of the number of queuing spaces proposed (19 spaces) in addition to another nine (9) spaces beyond, the development has been deemed by the reviewing third-party traffic engineer to provide sufficient queuing capacity to handle peak traffic demands without the drive-thru queuing interfering with site circulation, parking or access based on comparison to similar sites.

The TIS report also recommends that to ensure that vehicles are discouraged from making a left turn out of the primary access to University Avenue that the existing median barrier on University Avenue adjacent to the proposed development be extended by an additional 10 metres being approximately half-way between the existing Benjamin Moore & Co site access and the proposed development access. The TIS also notes that it is not expected that there would be any sight line issues for the proposed development access.

Conclusion:
The proposed site and queuing plan provides sufficient space to safely operate a drive-thru restaurant located at the unaddressed parcel on the east side of University Avenue identified as PID# 387761. Therefore and on this basis, the Planning & Heritage Department recommends that the City Planning Board recommends to City Council that the application submitted by the owner's agent (Cain Arsenault) and supporting traffic study prepared by EXP Group dated April 2, 2026 for the development of a drive-thru and queuing spaces at PID# 387761 for a MacDonald's eating and drinking establishment be accepted.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
Notification is not required for this application. The provision to forward such requests to Planning Board and Council for consideration in the Zoning and Development By-law was put in place to ensure that the technical merits associated with the queuing spaces for a drive-thru were properly addressed through professional review. Upon the recommendation of Council with input from Public Works as well as the findings of the supporting professional traffic report completed by a licensed traffic engineer, approval can be supported and provided.

Legislative Authority:
Zoning and Development Bylaw
Official Plan
Strategic Plan

Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

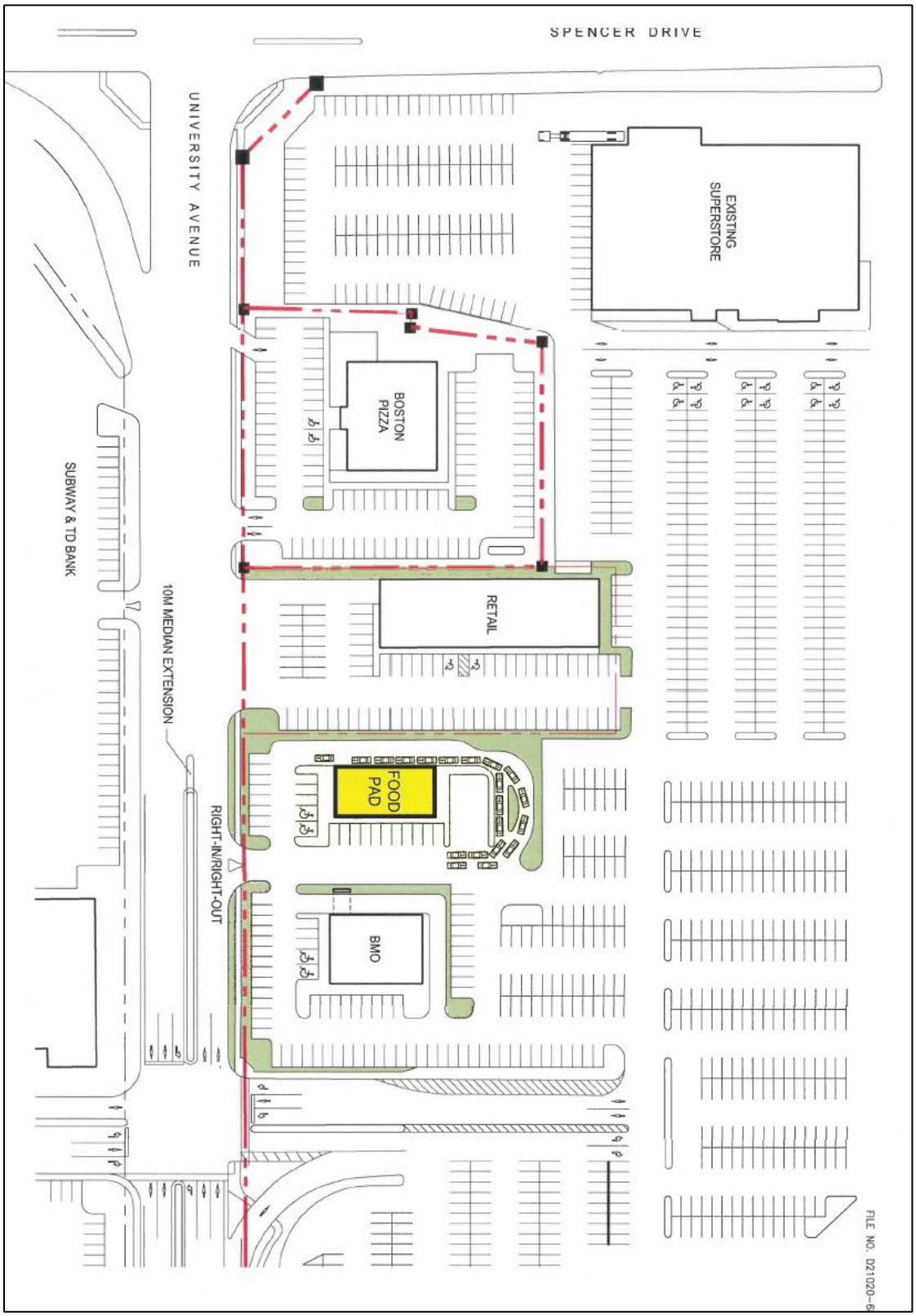
Submitted by Planner:
David Douglas Gundrum, RPP, MCIP
Manager of Development Planning



Reviewed By:

Manager	**Director/CAO** Michael Ruus, RPP, MCIP, 05/01/2026

Proposed Site Plan



Attachment "B" – Traffic Impact Statement:

THE ASSOCIATION OF PROFESSIONAL ENGINEERS OF THE PROVINCE OF PRINCE EDWARD ISLAND
VALID FOR THE YEAR 2026
Katie Hazzard
Katie Hazzard
No. 3372
DATE: April 2, 2026
LICENSED PROFESSIONAL ENGINEER
PROVINCE OF PRINCE EDWARD ISLAND

Final Memorandum

Project: Traffic Impact Statement for Development on University Ave in Charlottetown, PEI - Final

Subject: Traffic Impact Statement for McDonald's at Royalty Crossing Mall

Date: April 2, 2026

To: Cain Arsenault From: Katie Hazzard, P.Eng.

1 Introduction

Background

APM is proposing a McDonald's restaurant at Royalty Crossing Mall in Charlottetown, PEI. The development includes a 376 m^2 (4048 sq.ft.) restaurant building with a double queue drive through and 24 parking spaces, including two (2) barrier free spaces. The proposed access is a right-in, right-out only on University Avenue. The existing site plan also provides access for vehicles to use the adjacent University Avenue/Mall Entrance signalized intersection. The site plan is shown in **Figure 1** below. A larger version of the site plan can be found in **Appendix 1**.

The City of Charlottetown has expressed their concerns with queueing spill back from the two existing signalized intersections adjacent to the proposed access, as well as on-site circulation, site access, and potential queueing spill back from the development drive through onto University Avenue.



Figure 1: Site Plan

Study Area

The Study Area consists of the following intersections:

- University Ave/Capital Dr (signalized)
- University Ave/Mall Entrance (signalized)
- Proposed development access on University Ave (right-in/right-out)

Approach

The objective of this project is to complete a Traffic Impact Statement for the new proposed development to address the City's concerns. The following work activities were undertaken to complete the study.

1 The two (2) existing signalized intersections were modelled using Synchro software to determine the 95th percentile queue lengths for the northbound approach at the University Ave/Capital Dr intersection and for the southbound approach at the University Ave/Mall Entrance intersection. The analyses were completed under existing and future background traffic volumes without development for a 5-year horizon period (2031).

2 The Synchro results were used to determine if the queues at the Study Area signalized intersections are expected to spill back to the proposed development access. Any comments/recommendations to address any queueing issues were made.

3 An estimate of the trips that will be generated to and from the proposed McDonald's restaurant in the AM and PM peak hour periods was completed using the Institute of Transportation Engineers (ITE) trip rates. These trip rates are published in the ITE document entitled "Trip Generation-12th Edition".

4 The generated peak hour volumes were assigned to the existing Study Area intersections, and the Synchro analyses were re-run to determine queueing on University Avenue with the proposed development in place for the horizon period.

5 General comments/recommendations were made with respect to on-site circulation, queueing, and site access.

6 Based on discussions with the City of Charlottetown traffic engineer, no evaluation of traffic operations in terms of Level of Service (LOS) or capacity (v/c ratios) was required for the Study Area intersections.

7 A Draft Memo was submitted to the Client for review.

8 After addressing any comments from the Client, a Final Memo will be submitted.

2 Traffic Operations and Queueing

Existing Traffic Volumes

The City of Charlottetown provided turning movement counts for the two (2) Study Area signalized intersections (University Ave/Capital Dr and University Ave/Mall Entrance). The University Ave/Capital Dr intersection counts were collected in July 2023. The University Ave/Mall Entrance intersection counts were collected in December 2019. Based on discussions with the City of Charlottetown traffic engineer, a growth factor of 1% was applied to all movements at the University Ave/Capital Dr intersection and for northbound and southbound (University Ave) through movements at the University Ave/Mall Entrance intersection to estimate existing 2026 traffic volumes. To be conservative, traffic volumes were balanced between the two intersections. The estimated existing 2026 traffic volumes for the AM and PM peak periods are shown in **Figure 1** below.

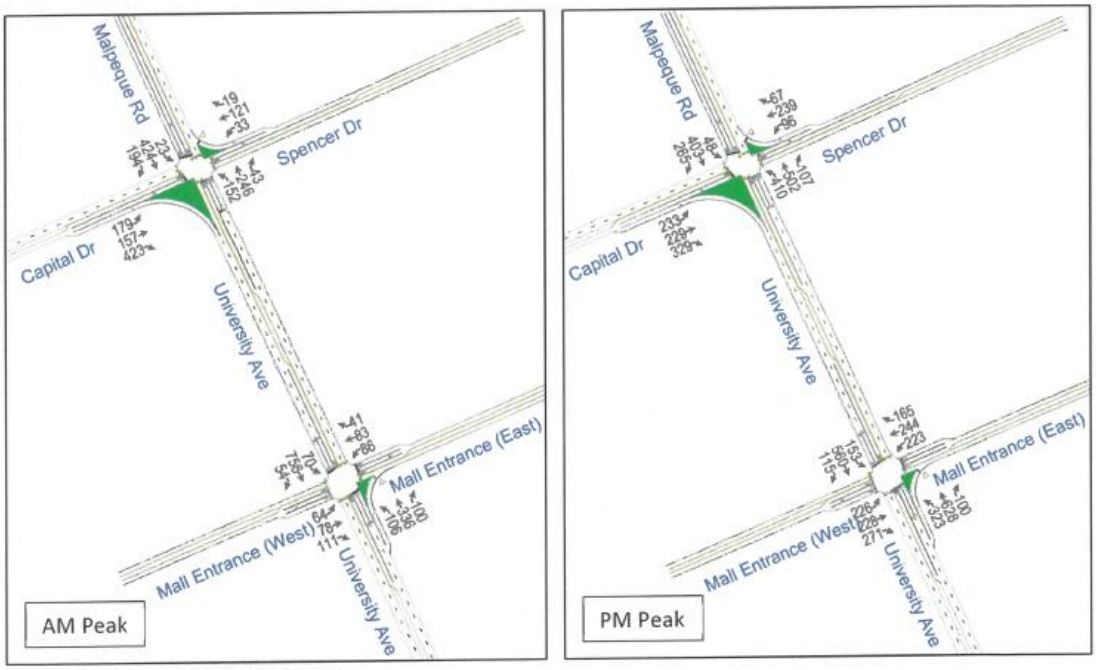


Figure 2: Existing 2026 Traffic Volumes

Future 2031 Traffic Volumes without Development

The proposed development is expected to be operational this year. Based on discussions with the City traffic engineer, a five (5) year horizon period (2031) was used for future conditions. The future 2031 traffic volumes were estimated using the 1% annual growth rate, applied to all movements at the University Ave/Capital Dr intersection and for northbound and southbound (University Ave) through movements at the University Ave/Mall Entrance intersection. The estimated future 2031 traffic volumes without development are shown in **Figure 3**, below.



Figure 3: Future 2031 Traffic Volumes without Development

Trip Generation

Generally, when estimating the amount of traffic that will be generated by a new development, the Institute of Transportation Engineers (ITE) trip rates are utilized. ITE has developed trip rates for various types of developments based on the development characteristics such as floor area, number of employees, lot size and/or number of units. ITE has published their trip rates for various developments in a document entitled "Trip Generation". The 12th edition has been utilized to estimate the trips to and from the proposed development.

The McDonald's restaurant falls under the ITE land use category of "Fast Food Restaurant With Drive Through" and trips are estimated based on square footage of gross floor area. The total traffic generated by a development is comprised of new trips, diverted trips, and pass-by trips. New traffic is generated by a new development being constructed and in operation. This is traffic that would not have been on the adjacent street network without the new development and needs to be added to the adjacent street and intersection approaches. Diverted traffic is traffic that has been diverted from other nearby areas as a result of the development and also increases the traffic on adjacent streets and intersection approaches. Pass-by traffic is traffic that is already on the adjacent street and intersection approaches and makes an intermediate trip to the development as part of some overall trip. This traffic is not new to the adjacent street network. The percentage of pass-by trips varies between different types of developments. Based on the ITE trip rate experience for fast food restaurants with drive through, a 50 percent (AM Peak) and 55 percent (PM Peak) pass-by trip percentage is assumed for traffic generated during these peak periods.

This estimated pass-by and net new trips that are expected to be generated by the proposed development are shown in **Table 1**. The proposed development is estimated to generate a total of **135 trips in the AM peak hour and 128 trips in the PM peak hour**.

Table 1: Trip Generation

Land Use Category Description and Code	Sq.Ft.	AM Peak Hour			PM Peak Hour		
		Entering	Exiting	Total	Entering	Exiting	Total
Fast-Food Restaurant with Drive Through Window ITE Land Use #934	4048	69	66	135	67	61	128
Total Pass-By Trips Generated (vph) (50% AM, 55% PM)		**35**	**33**	**68**	**37**	**34**	**70**
Total New Trips Generated (vph)		**34**	**33**	**67**	**30**	**27**	**58**

Trip Assignment

The generated trips were assigned to the Study Area streets and intersections based on existing traffic patterns during peak periods and engineering judgement. The trip assignment is as follows:

- Trips to/from the North: 65% (AM Peak), 45% (PM Peak)
- Trips to/from the South: 35% (AM Peak), 55% (PM Peak)

The trip assignment was based on the only direct access on University Avenue for the proposed development being the right-in, right-out only access, as indicated in the most recent site plan dated April 1, 2026. Left turns to/from the development would be available for customers at the University Ave/Mall Entrance intersection, as there is a connection to the proposed development. It was assumed that all trips generated from the north/to the south would use the University Ave/Mall Entrance intersection to make a left turn to access the development. All trips generated from the south/to the north were assumed to use the right-in, right-out access.

The trip assignment for both the AM and PM peak hours is shown in **Figure 4**.

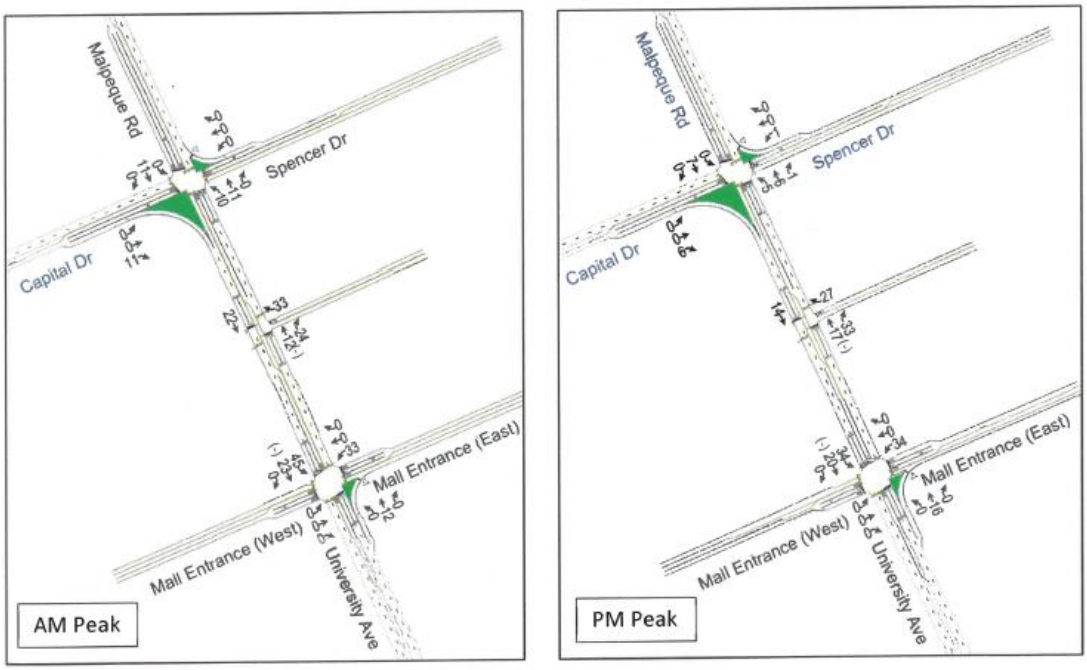


Figure 4: Trip Assignment

Future 2031 Traffic Volumes with Development

The generated trips from the development were added to the future 2031 background traffic to estimate the future 2031 traffic volumes with the development in place. These volumes are shown in **Figure 5**, below.



Figure 5: Future 2031 Traffic Volumes with Development

Queueing from Adjacent Signalized Intersections

The existing, future 2031 without development, and future 2031 with development traffic volumes were modelled for the two Study Area signalized intersections using Synchro 11 software. An analysis was run for each scenario to get the northbound 95th percentile queue for the University Avenue/Capital Drive intersection and the southbound 95th percentile queue for the University Avenue/Mall Entrance intersection to determine if these queues would be expected to extend beyond the proposed development access. Note that signal timings were provided by the City of Charlottetown. Minimum green, yellow, and all red times were input into the model and signal timings were optimized for each scenario. The results of the queues from these analyses are provided in **Table 2**, below. Synchro reports can be found in **Appendix 2**.

Table 2: Synchro 95th Percentile Queue Results

Scenario		95th Percentile NB Queue at University Ave/Capital Dr	95th Percentile SB Queue at University Ave/Mall Entrance
Existing (2026)	AM	25 m	73 m
	PM	85 m	87 m
Future 2031 Without Development	AM	33 m	78 m
	PM	95 m	90 m
Future 2031 With Development	AM	38 m	76 m
	PM	97 m	85 m

The distance north from the proposed right in, right out access to the University Avenue/Capital Drive intersection is approximately 200 m. The results of the Synchro analyses indicate that the maximum northbound 95th percentile queue at the University Avenue/Capital Drive intersection is 97 m (PM Peak). **This queue is not expected to extend back to the development access under existing or future 2031 conditions (without or with development).**

The distance south to the University Avenue/Mall Entrance intersection is approximately 65 m. The maximum southbound 95th percentile queue at the University Avenue/Mall Entrance intersection is 90 m (PM Peak), which would extend beyond the proposed access. It should be noted, however, that the only way to access the development is via the proposed right-in, right-out only driveway on University Avenue, or via left turns in/out at the University Avenue/Mall Entrance, therefore, **the southbound queue at the University Avenue/Mall Entrance intersection does not affect the proposed right-in, right-out only development driveway.**

4 Site Review

Drive Through Queueing

The proposed McDonald's drive through will have two order points, thus providing faster service. The Site Plan shows 19 vehicle queue spaces measured from the point where the parking area ends and the drive through begins to the "presenter booth" at the drive through. There is additional space for 1-2 vehicles beyond the presenter booth to the "fast forward" window. In addition, there are at least nine (9) more queuing spaces before the queue would extend onto University Avenue. This means there is room for approximately 28 vehicles to queue on the development site before spill back onto University Avenue would be expected.

In a previous study completed by EXP, a queuing survey was conducted at a Tim Hortons in Moncton which had a two-order point drive through, similar in size to what is being proposed at this development. The maximum queue observed in the morning peak hour was 13 vehicles. It would be expected that a Tim Hortons would be a conservative comparison to the proposed McDonald's in terms of generated trips, and therefore expected drive through queueing. The ITE Trip Gen rates for a "coffee and donut shop with drive through" (Tim Hortons) are over double the trip rates for a "fast food restaurant with drive through" (McDonald's) for the AM peak and approximately 20% higher for the PM peak.

The proposed site layout was also compared to the site layouts of two existing McDonald's in Fredericton, NB that are similar in size. The first is located adjacent to Prospect Street on the south side of Fredericton, NB. The Prospect Street McDonald's has a double queue drive through with queueing space for 25 vehicles from the "presenter booth" until the beginning of the development access, before vehicle spill back would be experienced on Prospect Street. The existing McDonald's on Prospect Street was not observed to have queueing spill back onto Prospect Street.

The second existing comparison McDonald's is located off Main Street on Ferry Avenue on the north side of Fredericton, NB. This McDonald's has 15 vehicle spaces in the designated drive through queue space plus an additional five (5) vehicle spaces that can used without affecting parking and another four (4) spaces before the queue would block the access. This results in a total of 24 drive through vehicle queue spaces before spill back onto Ferry Avenue would occur. The drive through queue at this location was not observed to extend beyond the 20 vehicle space.

Based on these observations, the proposed McDonald's layout shown in Figure 1 with 19 minimum vehicle queue spaces in the designated drive through area plus an additional nine (9) spaces beyond should provide sufficient queuing capacity to handle peak demand without the drive through queue interfering with site circulation, parking, or access based on comparison to similar sites.

Proposed Development Access

The site plan shows a right-in, right-out only access on University Avenue. **To further discourage vehicles from making a left turn out of this access, it is recommended to extend the existing median barrier on University Avenue adjacent to the proposed development to the north by an additional 10 m, approximately halfway between the existing Benjamin Moore & Co access and the proposed development access.** This is indicated on the most recent site plan dated April 1, 2026.

The only direct access from University Avenue to the proposed development is a right-in, right-out only access. As mentioned in the Trip Assignment section, traffic from the north/to the south are able to make a left turn to/from the development via the University Avenue/Mall Entrance intersection. Discussions with the City of Charlottetown indicated that there isn't a concern with capacity constraints at this signalized intersection.

The University Avenue roadway adjacent to the proposed development is a straight road for a distance well beyond both the 85 m (collector street) and 170 m (arterial street) minimum stopping sight distance requirement both to

the left and right of the development access. There are also existing accesses along University Avenue within the Study Area. **It is not expected that there would be any sight line issues for the proposed development access.**

It should also be noted that there is a similar existing right-in, right-out only access on the opposite side of University Avenue providing access to a Subway restaurant. There was no indication that there are any issues with this access, and it is expected that the proposed access would function in a similar manner.

The distance between the proposed development access and the existing Benjamin Moore & Co access is approximately 36 m. The City of Charlottetown Zoning and Development By-Law does not appear to specify driveway spacing requirements, however, TAC states that for commercial access the distance between accesses on arterial streets should be a minimum of 20 metres, measured from curb return to curb return. **The proposed site access meets TAC requirements for driveway spacing.**

On-Site Circulation

The proposed McDonald's layout shown in **Figure 1** should permit efficient internal site circulation to and from parking spaces without interference from the drive through. The aisle next to the parking spaces adjacent to the building provides two-way vehicle access, allowing vehicles to access these parking spaces without being blocked by any potential drive through queueing. The site plan shows sufficient space available for design vehicles to maneuver throughout the site and provides access for deliveries.

5 Summary of Findings

APM is proposing a McDonald's restaurant at Royalty Crossing Mall in Charlottetown, PEI. The following is a summary of findings of the Traffic Impact Statement completed for the proposed development.

Traffic Operations and Queuing

The proposed development is estimated to generate a total of 135 trips in the AM peak hour (69 entering and 66 exiting) and 128 trips in the PM peak hour (67 entering and 61 exiting). The trip assignment of the generated trips is based on a right-in, right-out only access, as indicated in the latest site plan from April 1, 2026. Left turns to/from the development would be available for customers at the University Ave/Mall Entrance intersection, as there is a connection to the proposed development.

Exiting, future 2031 without development, and future 2031 with development conditions were modelled to obtain 95th percentile queue lengths for the adjacent existing signalized intersections. The distance north from the proposed access to the University Avenue/Capital Drive intersection is approximately 200 m. The results of the Synchro analyses indicate that the maximum northbound 95th percentile queue at the University Avenue/Capital Drive intersection is 97 m (PM Peak). **This queue is not expected to extend back to the development access under existing or future 2031 conditions (without or with development).**

The distance south to the University Avenue/Mall Entrance intersection is approximately 65 m. The maximum southbound 95th percentile queue at the University Avenue/Mall Entrance intersection is 90 m (PM Peak), which would extend beyond the proposed access. It should be noted, however, that the only way to access the development is via the proposed right-in, right-out only driveway on University Avenue, or via left turns in/out at the University Avenue/Mall Entrance, therefore, **the southbound queue at the University Avenue/Mall Entrance intersection does not affect the proposed right-in, right-out only development driveway.**

Drive Through Queueing

Queueing observations were completed at two existing McDonald's in Fredericton, NB as well as at a Tim Hortons in Moncton, NB, all with similar restaurant sizes and double drive through queueing. Based on observations, **the proposed McDonald's layout with 19 minimum vehicle queue spaces in the designated drive through area plus an additional nine (9) spaces beyond should provide sufficient queueing capacity to handle peak demand without the drive through queue interfering with site circulation, parking, or access based on comparison to similar sites.**

Proposed Development Access

The site plan shows a right-in, right-out only access on University Avenue. **To ensure that vehicles are discouraged from making a left turn out of this access, it is recommended to extend the existing median barrier on University Avenue adjacent to the proposed development to the north by an additional 10 m, approximately halfway between the existing Benjamin Moore & Co access and the proposed development access.** This is indicated on the most recent site plan from April 1, 2026.

It is not expected that there would be any sight line issues for the proposed development access. The proposed site access meets TAC requirements for driveway spacing. It should also be noted that there is a similar existing right-in, right-out only access on the opposite side of University Avenue providing access to a Subway restaurant. There was no indication that there are any issues with this access, and it is expected that the proposed access would function in a similar manner.

On-Site Circulation

The proposed McDonald's layout should permit efficient internal site circulation to and from parking spaces without interference from the drive through. The aisle next to the parking spaces adjacent to the building provides two-way vehicle access, allowing vehicles to access these parking spaces without being blocked by any potential drive through queueing. The site plan shows sufficient space available for design vehicles to maneuver throughout the site and provides access for deliveries.

Attachment “C” – Aerial View

