CHARLOTTETOWN

DESIGN REVIEW BOARD AGENDA
NOTICE OF MEETING

Monday, January 19th, 2026 at 5:00 p.m.
City Council Chambers, 2nd Floor City Hall, 199 Queen Street
Live streaming: www.charlottetown.ca/video

1. **Call to Order**
2. **Declaration of Conflicts**
3. **Approval of Agenda –** Approval of Agenda for Monday, January 19th, 2026
4. **Adoption of Minutes** - Design Review Meeting Minutes Monday, November 17th, 2025
5. **Business arising from Minutes**
6. **Report:**
    a. **1 West Street (PID# 365833)** *Laurel Palmer*
    Request to review an exterior design proposal for a single-detached dwelling located in the 500 Lot Area within the Downtown Neighbourhood (DN) Zone.
7. **Introduction of New Business**
8. **Adjournment**

PLANNING AND HERITAGE: DESIGN REVIEW BOARD MINUTES
MONDAY, NOVEMBER 17TH, 2025, 3:30 P.M.
COUNCIL CHAMBERS, 2nd FLOOR, CITY HALL
Live Streaming: www.charlottetown.ca/video

Present:	**Deputy Mayor Jankov, Chair** **Councillor Julie McCabe** **Councillor Norman Beck**	**Brian Gillis, RM** **Jacqui Scaman, RM***
Also:	**Mike Ruus, Dir, Int. Growth** **David Gundrum, MP&D**	**Melissa Kitson, IO/AA**** ***minute taker* **Attended virtually*
Also in attendance: *(applicants)*	**Sean Day, SDC Planning & Design*** **Chris Galea, Micro Boutique Living*** **Paul Jenkins, Property Owner**	
Regrets:	**Mayor Phillip Brown** **Aaron Stavert, RM**	
Absent:	**Mary Nicholson, RM**	

1. **Call to Order**
   Deputy Mayor Jankov called the meeting to order on November 17th, at 3:52 pm. The meeting reconvened following a recess; call to order was not required.

2. **Declaration of Conflicts**
   Deputy Mayor Jankov declared one conflict; Aaron Stavert did not participate due to a conflict of interest.

3. **Approval of Agenda**
   Approval of the agenda for was moved by Brian Gillis and seconded by Councillor Beck on Tuesday, November 5th, 2025. Approval of the Agenda was not necessary.

4. **Adoption of Minutes**
   Approval of the adoption of the Monday, February 10th minutes was moved by Councillor McCabe and seconded by Councillor Beck on Tuesday, November 5th, 2025; approval of the adoption of minutes was not necessary.

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

6. Report

a) Prince Street (PID# 1106905)

Request: Request to review an exterior design proposal for a ten (10) storey, multi-unit, mixed-use building that would have over (300) apartment units in the Waterfront (WF) Zone.

Property Information: Waterfront (WF) Zone
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: Chris Galea, Micro Boutique Living
Reference: Design Review Board Meeting Package

Summary:

- An updated design package and staff report was provided to reflect a reduced building height from ten (10) stories to eight (8) stories in response to prior concerns which included the third-party design reviewer comments:
  - Street wall height
  - 5th-floor stepback
  - Balcony projection
  - Height reduction
  - Material upgrades
  - Streetscape renderings
  - Rooftop netting and design elements
- There is no change to building footprint or site placement.
- Staff recommended support for revised 8-story design, praising improvements and reduction in height.

Discussion:

- The applicant confirmed that all recommendations were incorporated and confirmed the height is now as-of-right.
- A Board member requested a detailed unit breakdown. The applicant explained that the removal of top floors resulted in the loss of the 3-bedroom units and there are now approximately (285) units. The applicant offered to confirm the total number of units.
- A Board member asked how far the 5th floor was stepped back from the street. The applicant noted it was roughly nine (9) feet and that it would provide a deck for those residents.
- A Board member expressed support and noted sustainability features were strong.
- A Board member expressed satisfaction with the revisions stating the applicant clearly followed reviewer guidance.

MOTION:

Moved by Brian Gillis and seconded by Coucillor Beck that the Design Review Board approve the updated exterior design proposal for an eight (8) storey, multi-unit, mixed-use building that would have approximately (285) apartment units in the Waterfront (WF) Zone.

Carried
(4-0)

7. New Business

A request was made to shift all Design Review Board Meetings from 3:30pm to 4:00pm or 4:30pm going forward.

- Staff agreed to adjust future calendar notices.
- A short discussion was had regarding a 4:00pm start time that may be most suitable.

8. Adjournment

Moved by Councillor Beck and seconded by Brian Gillis that the meeting be adjourned. The meeting was adjourned at 4:44 p.m.

_____

Deputy Mayor Alanna Jankov, Chair

DRAFT UNTIL APPROVED BY COMMITTEE

City of Charlottetown Committee Report

Report No: DR-2026-01-19-6a

Date:
January 19, 2026

Directed to Council through the following Committee:
Design Review Board

Reporting Department:
Planning and Heritage Department

Other Associated Departments:
N/A

Prepared by:
Laurel Palmer, RPP, MCIP
Senior Planner (Planner III)

Attachments:

- A- Maps showing subject property
- B- West Street street view and Victoria Park View Scape Photos – September 2024
- C- Current Photos
- D- Architectural Elevations and Floor Plans
- E- Most recent plan showing building footprint.
- F- Site Plan Drainage Plan

Report Title:
Design Review Recommendation – 1B West Street (PID 365833)

Report Purpose:

The purpose of this report is to seek direction from the Design Review Board on whether staff should approve an application to alter a building within the 500 Lot Area, being the property identified as (PID# 365833) 1B West Street or to send the application through the Design Review process.

Staff Recommendation:
The Planning Department requests that the Design Review Board directs staff to advance the application to renovate 1B West Street (PID # 365833) through the Design Review process as per Section 3.14.1.d. of the Zoning and Development Bylaw.

Report Details:

BACKGROUND

The Planning and Heritage Department has received a development application for 1B West Street (PID# 365833), located within the 500 Lot Area (zoned downtown neighbourhood) which proposes significant renovations and alterations to the existing building. The property is not designated as a Heritage Resource however the property does hold prominence along the streetscape and is appreciated as a prominent landmark within the City. The dwelling is celebrated by many within the City for its Georgian architectural style and its design has been the subject of numerous Island architectural enthusiasts' publications. Due to its grandeur the residence has also been featured on

several architectural tours of the city along with many of the prominent homes that make up the established streetscape.

This report is being brought forward to the Design Review Board following the review of a recent Building and Development Permit application submitted by the owners of 1B West St. where concerns have been raised by staff that approval of the application may compromise the character-defining elements of the existing building. A review of the submitted architectural renderings indicates that the proposed renovations and alterations would result in significant changes to the character-defining elements of the property. Character-defining-elements are defined in the Zoning and Development Bylaw as:

Character-defining elements include the overall shape of the building, its materials, craftsmanship, decorative details, exterior façade features, as well as the various aspects of its site and environment.

ANALYSIS:

1B West Street is a prominent landmark located on an established street in the 500 Lot Area that holds a pronounced view from Victoria Park. Its elaborate architecture and setting establish its importance to the West Street streetscape as well as the Victoria Park view plane. Its scale and massing remain consistent with adjacent properties located on the street.

The home design was influenced by the Georgian Adaptation style and there are many prominent architectural elements that define its character including the massing, hipped roof, chimneys, symmetrical façade, center two-storey portico, the fenestration, most of the moldings including the swan neck molding above the door, dentilated frieze and pilasters, the two-storey sun porch and the garage.

Site Significance:

Set back off the street with a curved driveway, the house at 1B West Street is made more impressive due to its setting. Like the surrounding neighbourhood, it is a grand house on a street with large, impressive houses. The area has a mix of largely wood framed, two- and three-story homes that are of a variety of ages. Most of the area was constructed in the 19th and earlier part of the 20th century, except for the two new homes to the south that were built on empty lots more recently. Many of the houses on West Street were designed by the city's most talented architects, including James Harris, William Critchlow Harris and C.B. Chappell. Like its neighbours, 1B West Street has a stunning water view and is part of the viewscape from Victoria Park.

Due to its elaborate architecture and grand setting on the waterside of West Street, 1B West Street is a landmark in Charlottetown. The home is one of a kind in the city. Most locals know the house with the centre portico and similar look but smaller scale than Government House.

The recently submitted proposal to renovate and alter the property includes an addition of a 3rd storey, substantial additions on the north and south sides of the building and the addition on the rear façade

of a series of 2nd and 3rd storey balconies with a mixture of modern style glass panel windows and arched windows. This work would result in the removal of the sun porch and garage which in staff's opinion would significantly alter the character-defining elements of the property.

Section 3.14 d of the Zoning and Development Bylaw states:

When in the opinion of the Development Officer a development application that compromises the character-defining elements of any building in the 500 Lot Area, the application shall be forwarded to the Design Review Board for a recommendation to either direct staff to approve the application or to direct staff to send the application through the Design Review process.

The plans submitted by the applicant show a series of alterations to the building's exterior. The following is a table outlining some of the major changes that are shown on the architectural renderings.

Existing Architectural Details Georgian Style	**Proposed Architectural Details Italianate Style**
Demolition of the south wing, 2 storey flat roofed sunroom.	Replacing it with a 3 storey addition containing a garage on the 1st storey.
Hipped roof in Georgian style.	Converting it to a mansard roof in Italianate style.
Existing arched windows on the 1st storey of the sunroom and existing garage are in keeping with Georgian style. The main body of the house contains 6 over 6 sash windows with Boston headers in Georgian style.	Replacing these with arched windows in Italianate style that have keystones and arched moldings. The front façade main body of the house would contain a series of arched windows on the second and 3rd storeys and the 1st storey would contain 2 prominent garage doors and what appears to be floor to ceiling casement windows.
Georgian style shutters are being removed.	Replacing with what appears to be either Juliet balconies or shutters on the lower half of the arched windows on the 2nd storey.
2 storey front portico in Georgian style containing a semi-circle window with a sunburst pattern being removed.	Replacing with a 2 storey Italianate covered porch with additional living space above on the 3rd storey. The change featuring a centre mansard roof with two Italianate style windows on the 2nd and 3rd stories.
Existing south wing (sunporch) and north wing (garage) are 1 ½ stories and are setback from the main body of the building with its prominent front portico. These wings are set back from the main body of the house and are subordinate allowing the front portico to be the main feature of the house along the streetscape.	The 3 storey additions to the south and north wings extend past the existing main body of the house and sit level with the portico making it difficult to discern what portion of the building is original diminishing the prominence of the centre portion of the front façade.

In addition to the changes listed above, staff are unable to determine what form of cladding is proposed to be used on the exterior of the renovated building. The building currently has several chimneys which lend to its Georgian character. The proposed architectural elevations show one chimney remaining. One of the most significant changes is to the mass, scale and bulk of the building. The home is currently a 2-storey dwelling with a hipped roof. The elevations show an additional story being added but of note is the size of the additions particularly the one on the south end of the building. The additions almost double the size of the building which completely changes the overall shape and mass of the building. Such a significant change to the overall shape and mass of the building diminishes the prominence of the building's appearance on the site and the streetscape.

POLICY FRAMEWORK

Section 4.2 A Vibrant Downtown – The 500 Lot Area

4.2.1 A Starting Point – The Vision:

The 500 Lot Area is the City of Charlottetown's historic, cultural, civic and symbolic core and functions as the primary shopping, education, entertainment, recreational, service and employment hub within the City and the larger Region. The area is also a charming historical neighbourhood, home to many residents and visited by thousands of tourists each year. The 500 Lot Area benefits from its waterfront and its inventory of magnificent heritage buildings and features. Through the relevant policies of the CHARLOTTETOWN PLAN, the City should ensure that future planning actions within the 500 Lot Area continue to protect, restore and build upon the heritage resources in the area. New development, redevelopment, intensification and changes in land use should not be discouraged as they can have positive influences and make significant contributions to the evolution of the area. However, any proposed changes need to be carefully considered and managed to ensure that they do not undermine or destroy the very elements and qualities that define this area, but rather continue to create a distinct sense of place and contribute to its success.

4.2.2 Defining Our Direction

*1. Our **objective** is to recognize the 500 Lot Area is a special place warranting special rules and privileges.*

- *Our **policy** shall be to recognize each Urban Character Area or neighbourhood, including important streets and streetscapes, civic and cultural elements, heritage resources, squares and parks, public/institutional buildings, gateways and view planes and terminate within the 500 Lot Area, and to establish a new and more detailed Zoning By-Law regime to protect and enhance these resources accordingly.*

*6. Our **objective** is to protect and strengthen the character of the residential neighbourhoods in the 500 Lot Area.*

- *Our **policy** shall be to protect and maintain the health and stability of the existing residential neighbourhoods in the 500 Lot Area to ensure a broad mix of housing and demographic*

characteristics within proximity to the downtown, which make an important contribution to the area's historic nature and charm.

- *Our **policy** shall be to not permit new development, infill nor redevelopment that is out of scale and character with the neighbourhood and which can undermine the community's stability and impact upon the health of the downtown.*
- *Our **policy** shall be to recognize the importance of the elements that define or contribute to the quality and character of the existing streetscapes within the residential neighbourhoods, including the type of existing built forms, their size, height and massing, the pattern, size and rhythm of the lot fabric and building setbacks, and to preclude any new development, infill or redevelopment in these areas that alters or differs from these elements in such a way that it impairs the quality of these streetscapes.*
- *Our **policy** shall be to ensure that new development, redevelopment or infilling within these residential neighbourhoods is designed to ensure that change will be modest and compatible with the adjacent community. The Implementing Zoning By-Law will provide guidance for new development with respect to uses, scale, building types, and setbacks.*

In accordance with the Zoning and Development Bylaw:

Section 3.14 DESIGN REVIEW

3.14.1 d. When in the opinion of the Development Officer a development application that compromises the Character-defining elements of any building in the 500 Lot Area, the application shall be forwarded to the Design Review Board for a recommendation to either direct staff to approve the application or to direct staff to send the application through the Design Review process.

CONCLUSION:

Given the substantial architectural changes that are proposed to this building staff are of the opinion that the character-defining-elements of this property will be significantly altered and will result in a loss of the overall shape of the building, its materials, craftsmanship, decorative details, exterior façade features massing and scale.

Considering the imminent risk posed by the proposed renovations and alterations, which would substantially affect the character-defining elements of the property, the Planning Department requests that the Design Review Board directs staff to advance the application to renovate 1B West Street through the Design Review process.

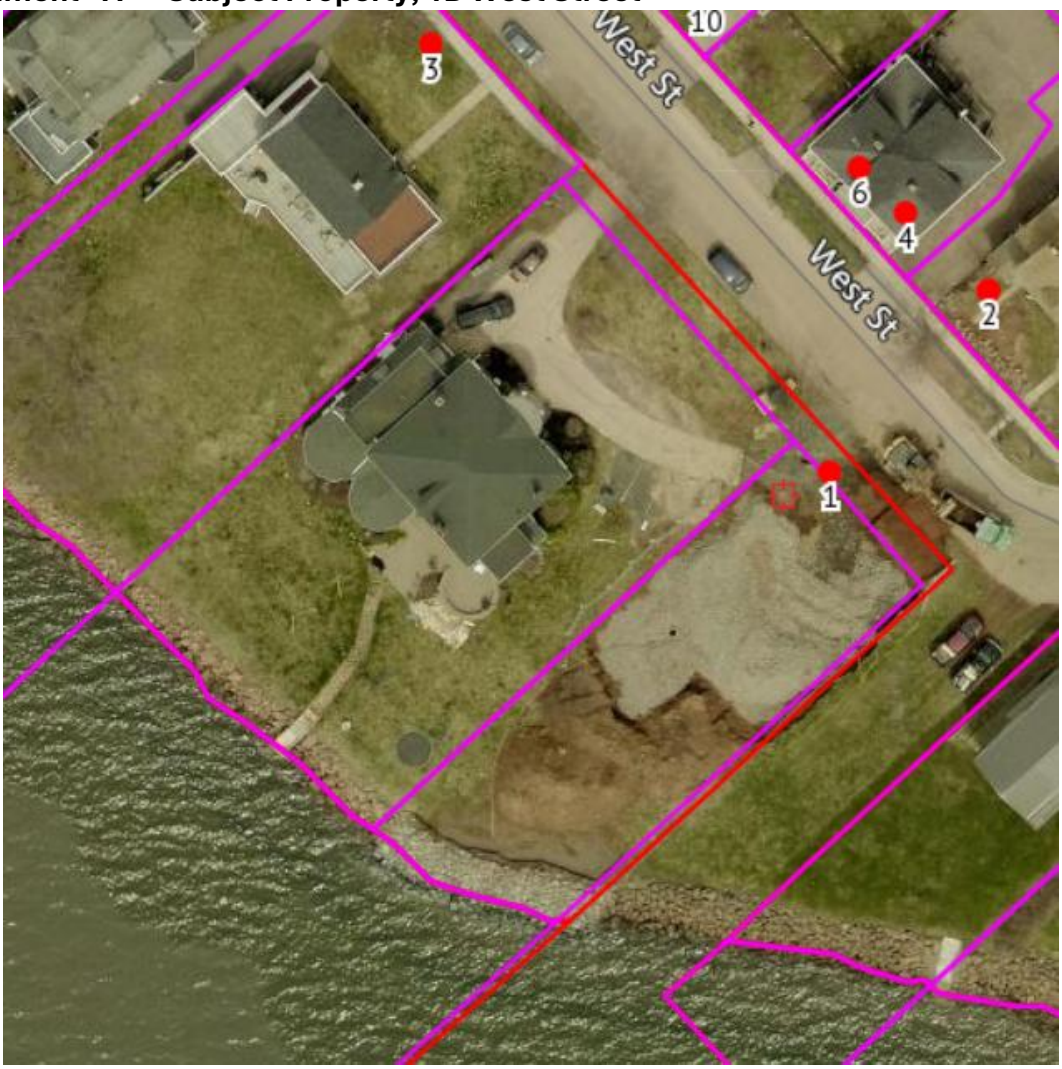
Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority: Zoning and Development Bylaw City of Charlottetown Official Plan	
Strategic Alignment: City of Charlottetown Official Plan – 1999 500Lot Area Design Guidelines	
Reviewed By:	
Manager David Gundrum, RPP, MCIP, 01/17/2026	**Director** Michael Ruus, RPP, MCIP, 01/17/2026
Committee Recommendation: (if differing from staff)	

Attachment “A” – Subject Property, 1B West Street




DN
3
10
6
4
2
West St
1

Attachment "B" – September 2024 West Street Streetview and Victoria Park View Scape





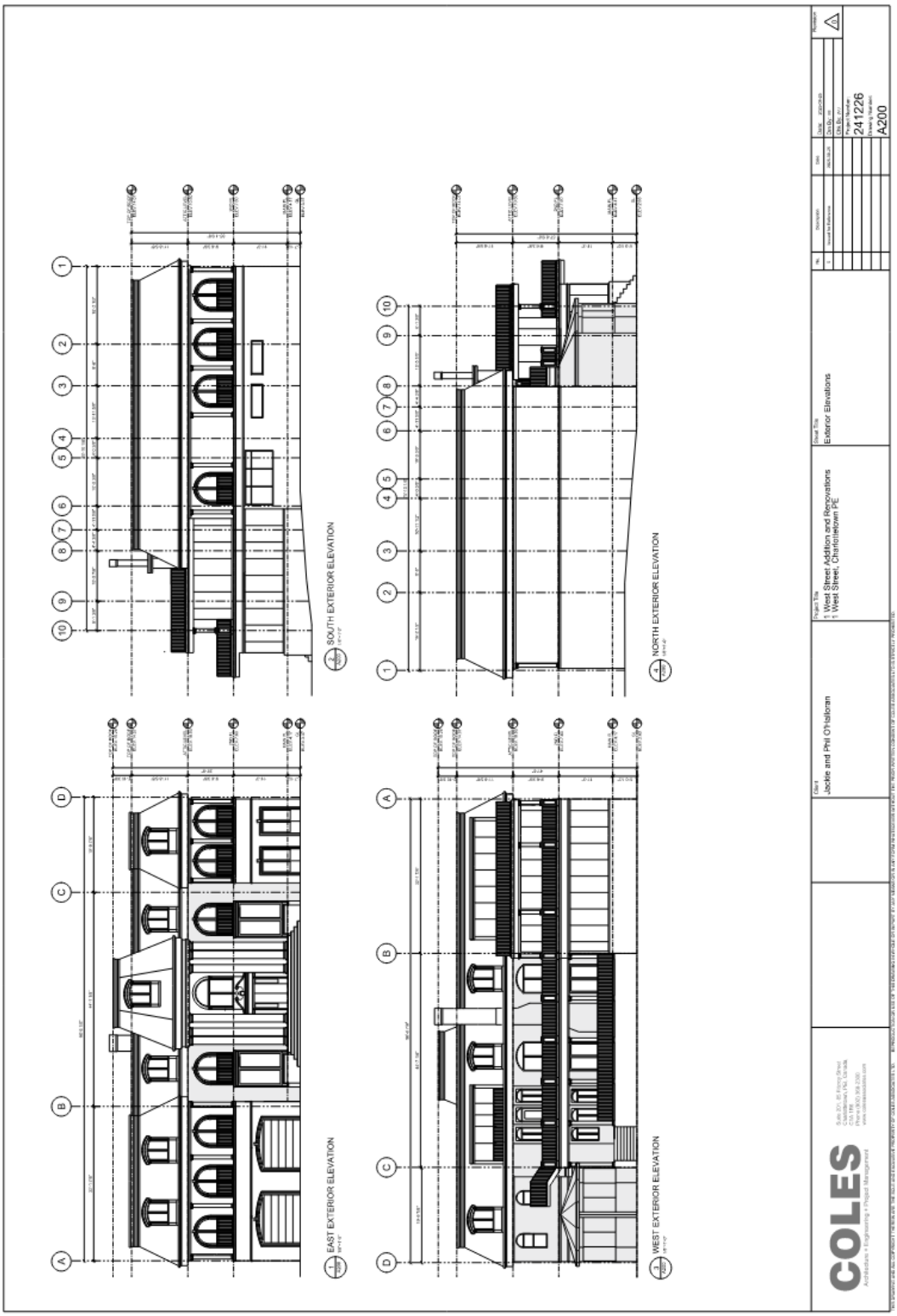


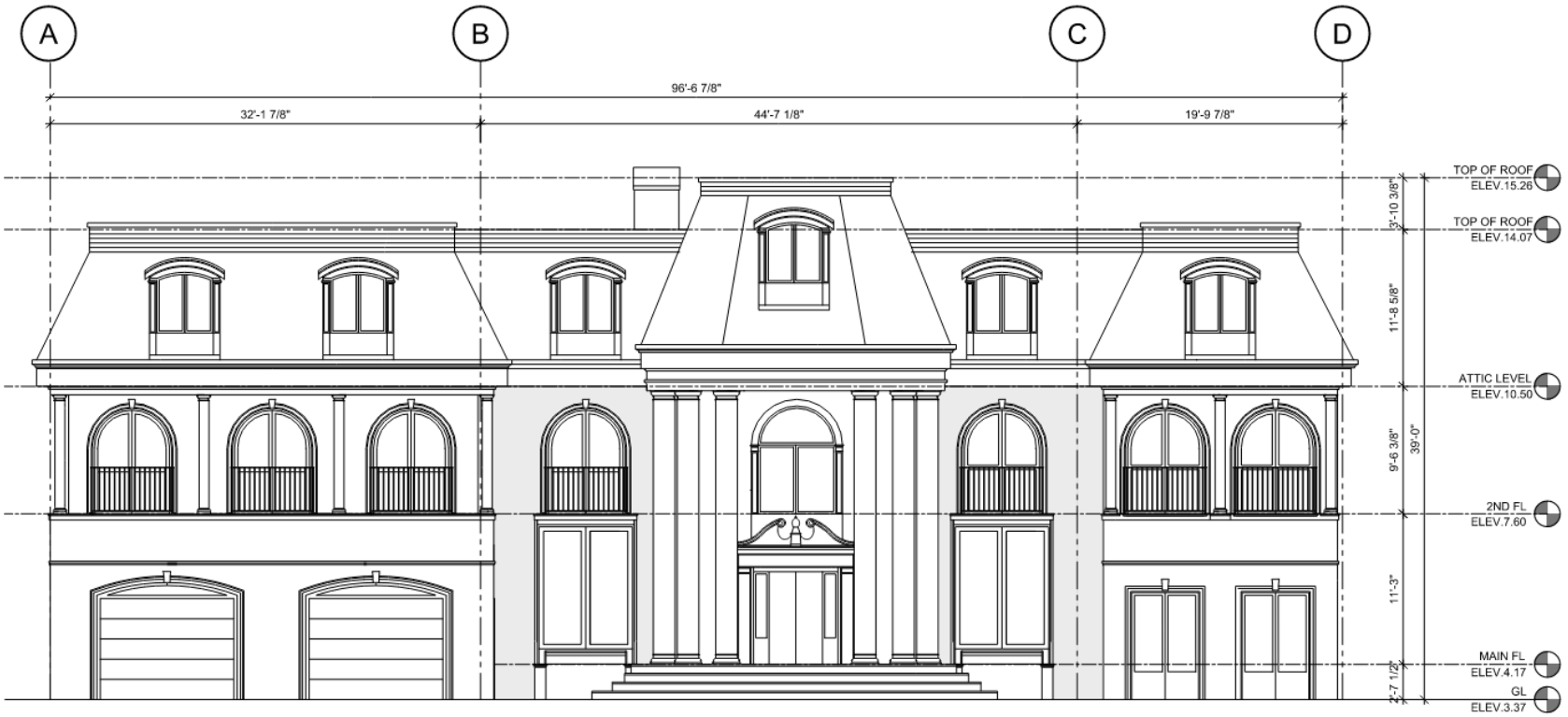
Attachment “C” – Current Photos





Attachment "D" – Architectural Elevations and Floor Plans (original package)





1
A200

EAST EXTERIOR ELEVATION

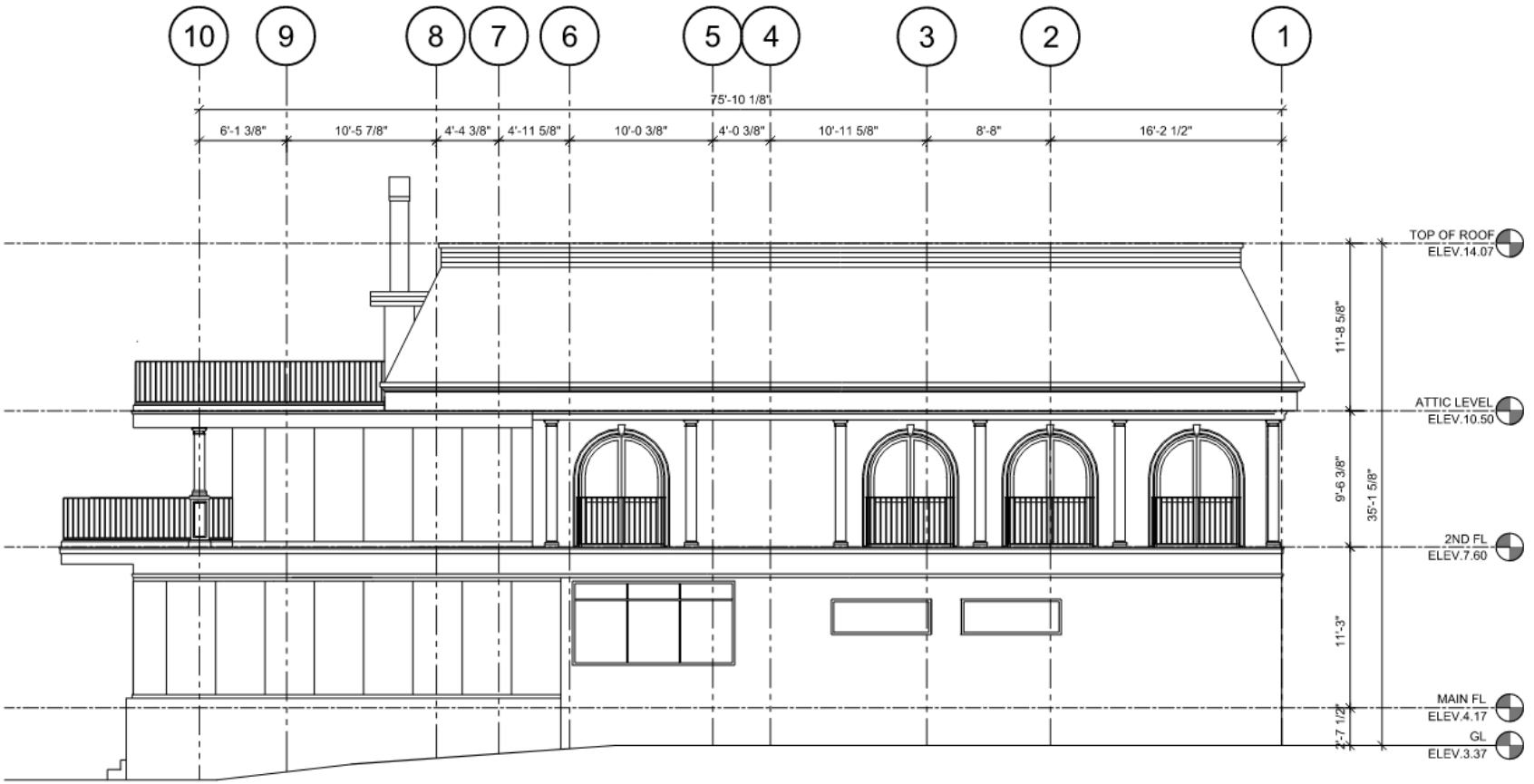
1/8"=1'-0"



3
A200

WEST EXTERIOR ELEVATION

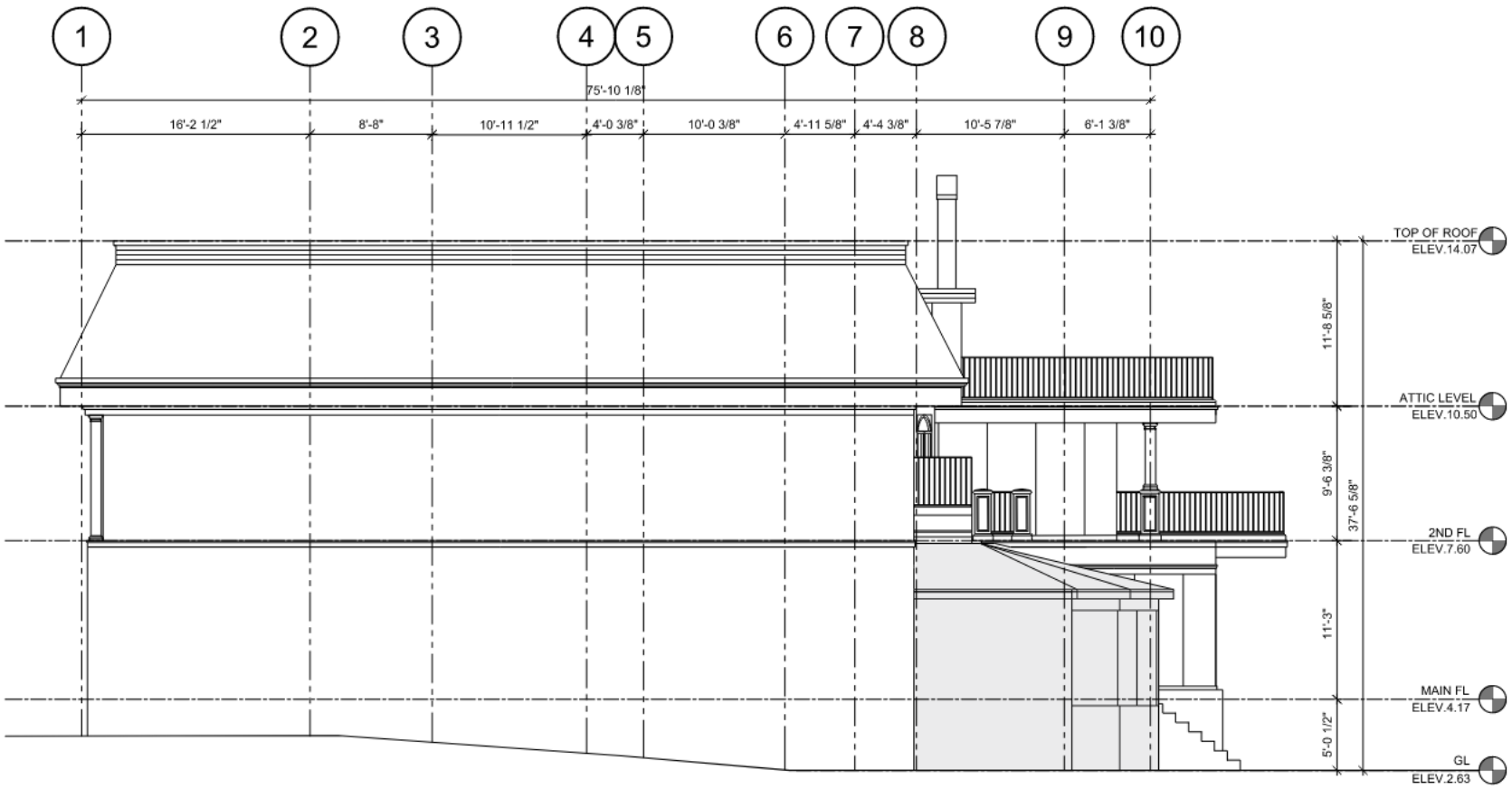
1/8"=1'-0"



2
A200

SOUTH EXTERIOR ELEVATION

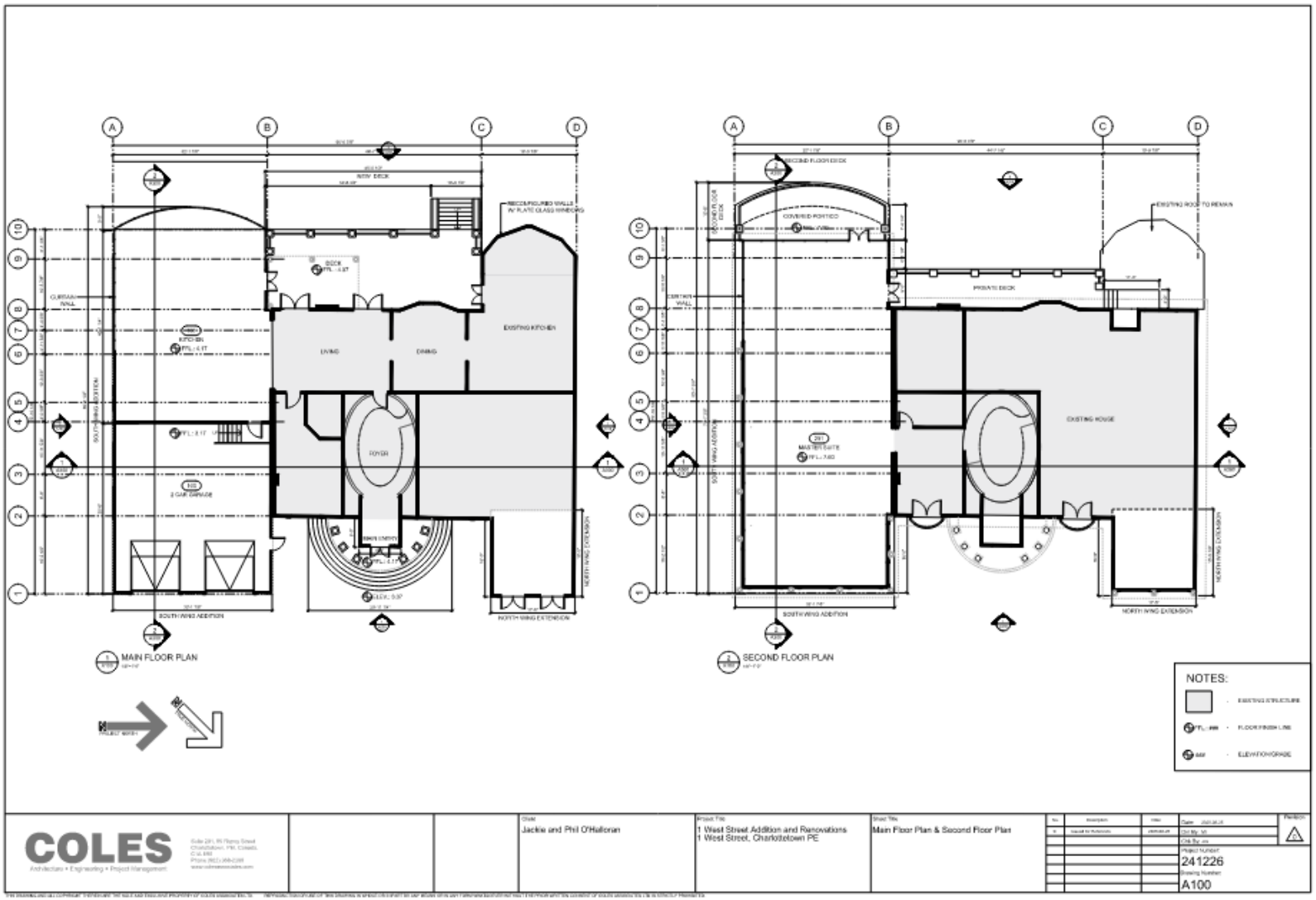
1/8"=1'-0"



4
A200

NORTH EXTERIOR ELEVATION

1/8"=1'-0"



COLES
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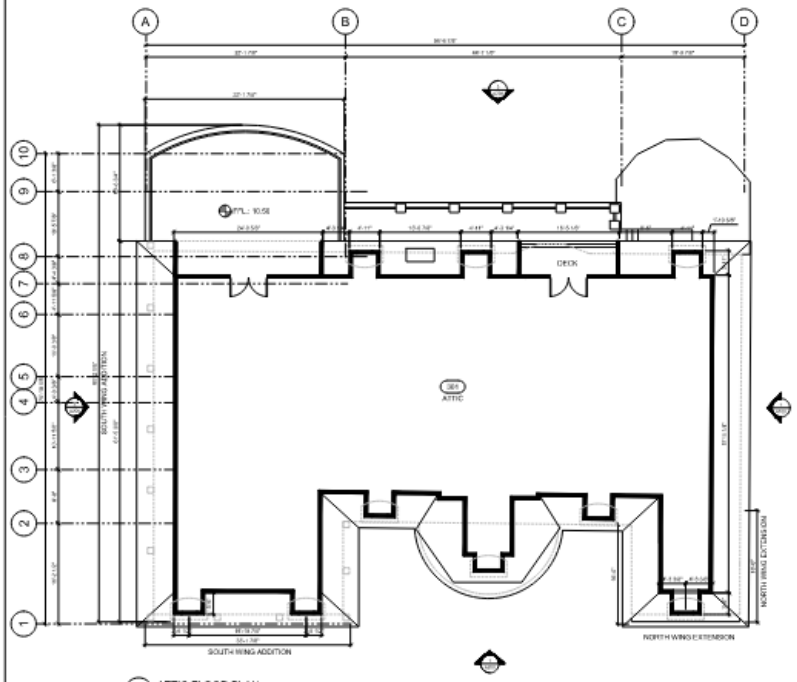
Client: Jackie and Phil O'Halloran

Project Title: 1 West Street Addition and Renovations
1 West Street, Charlottetown PE

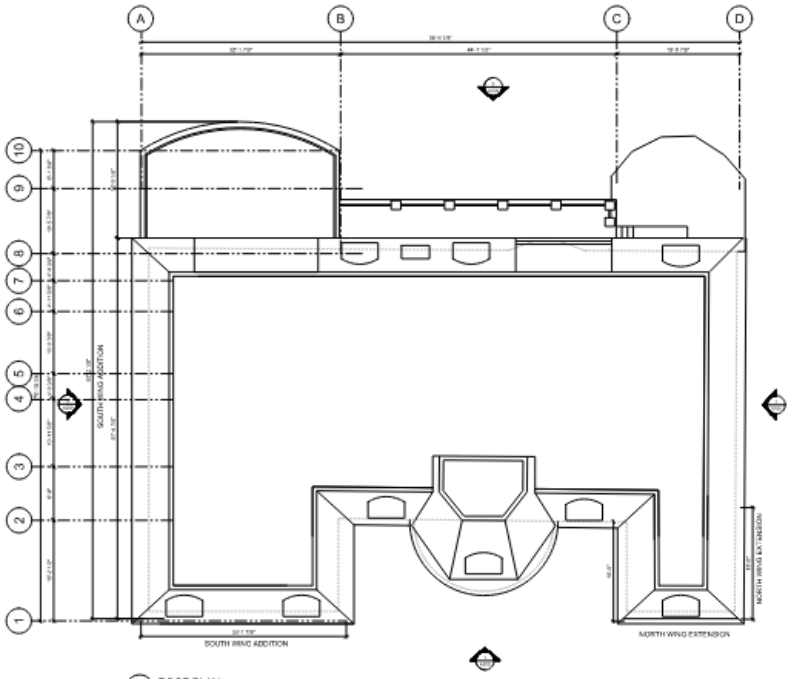
Sheet Title: Main Floor Plan & Second Floor Plan

Project Number: 241226

Drawing Number: A100



1 ATTIC FLOOR PLAN



2 ROOF PLAN



NOTES:

- EXISTING STRUCTURE
- FLOOR FINISH LINE
- ELEVATION/GRADE

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Client
Jackie and Phil O'Halloran

Project Title
1 West Street Addition and Renovations
1 West Street, Charlottetown PE

Sheet Title
Attic Floor Plan & Roof Plan

No.	Description	Date
0	Issued for Reference	2025-08-25

Date: 2025-08-25
Drn By: mr
Chk By: JV

Revision 0

Project Number:
241226
Drawing Number:
A101

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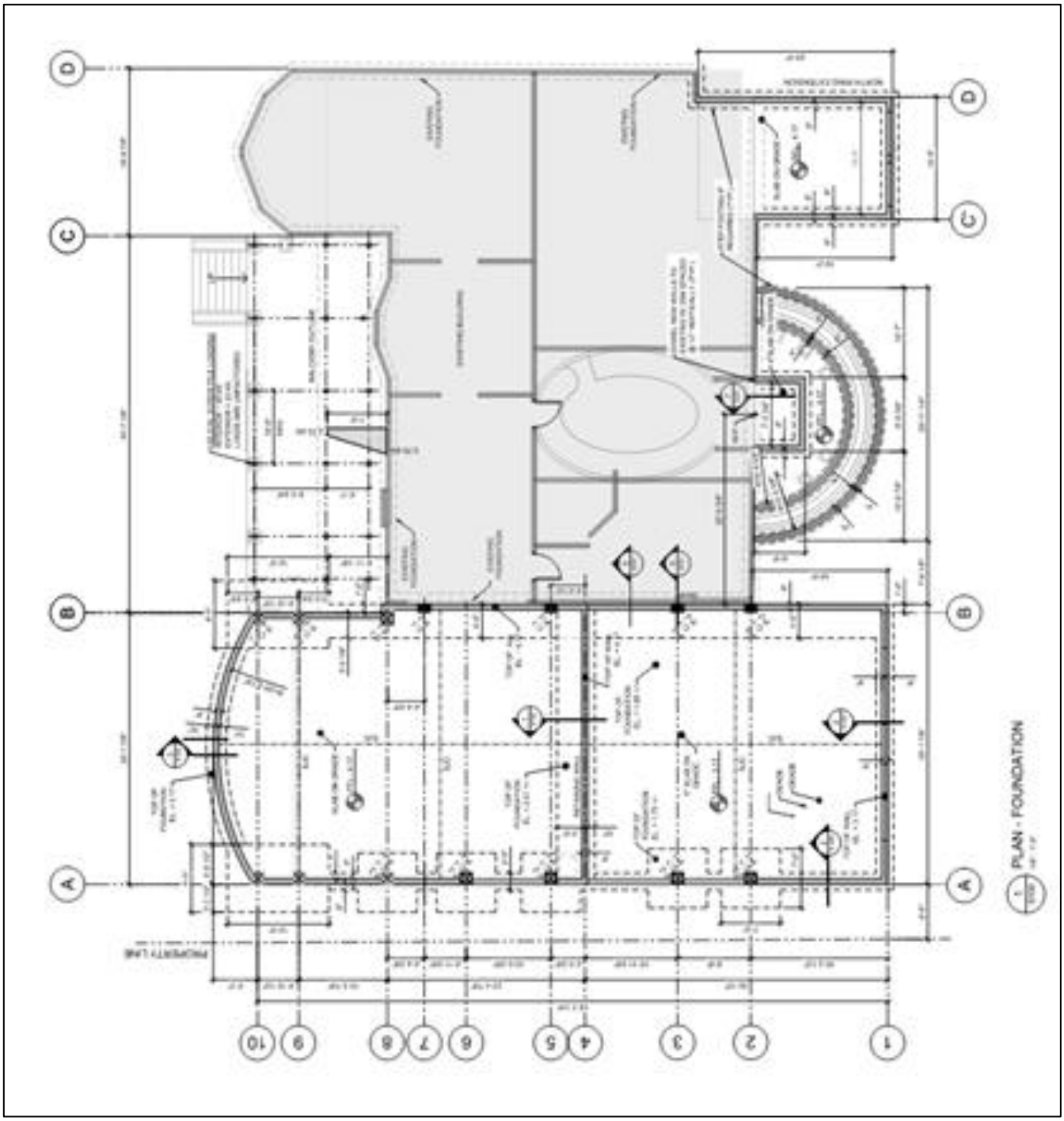
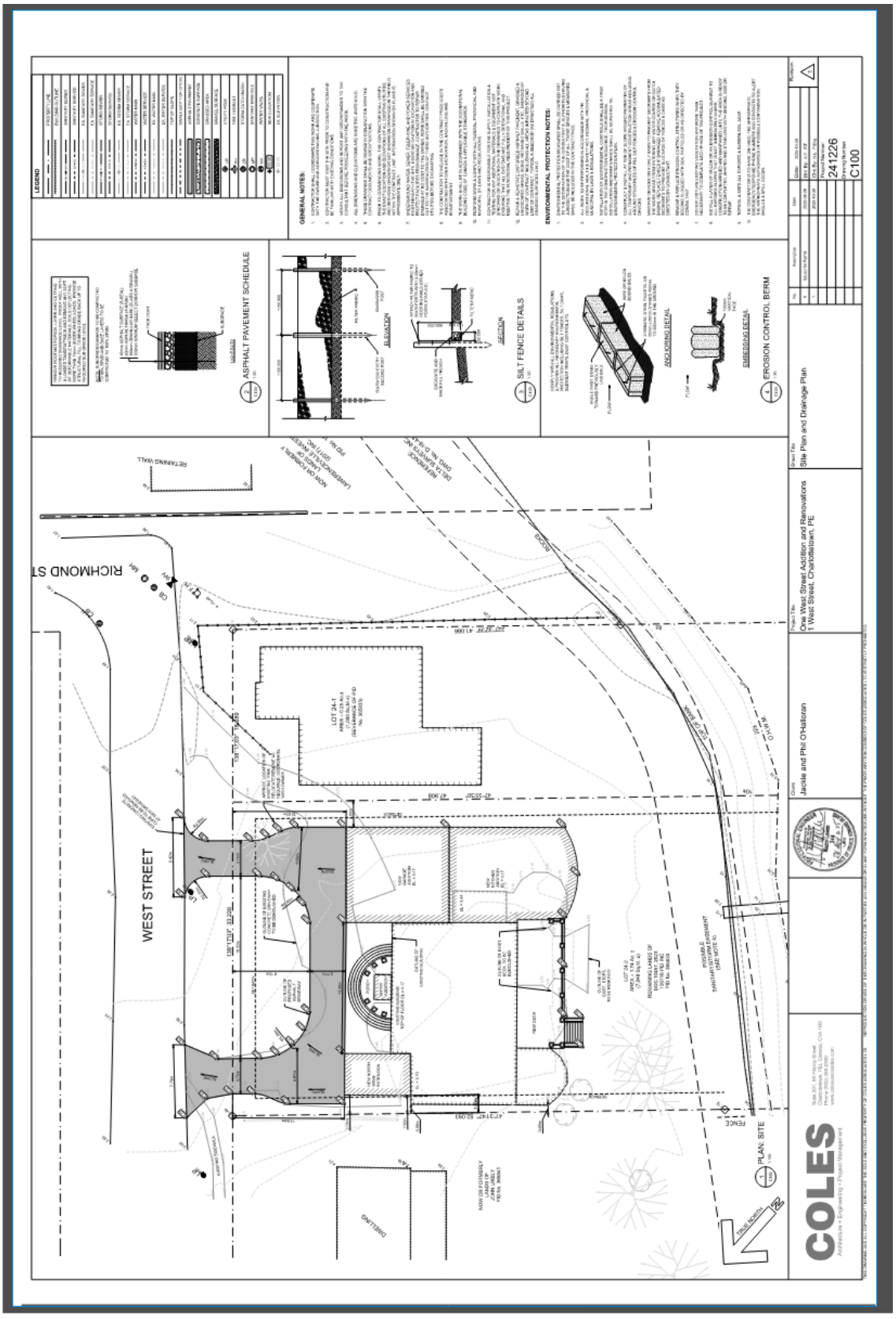
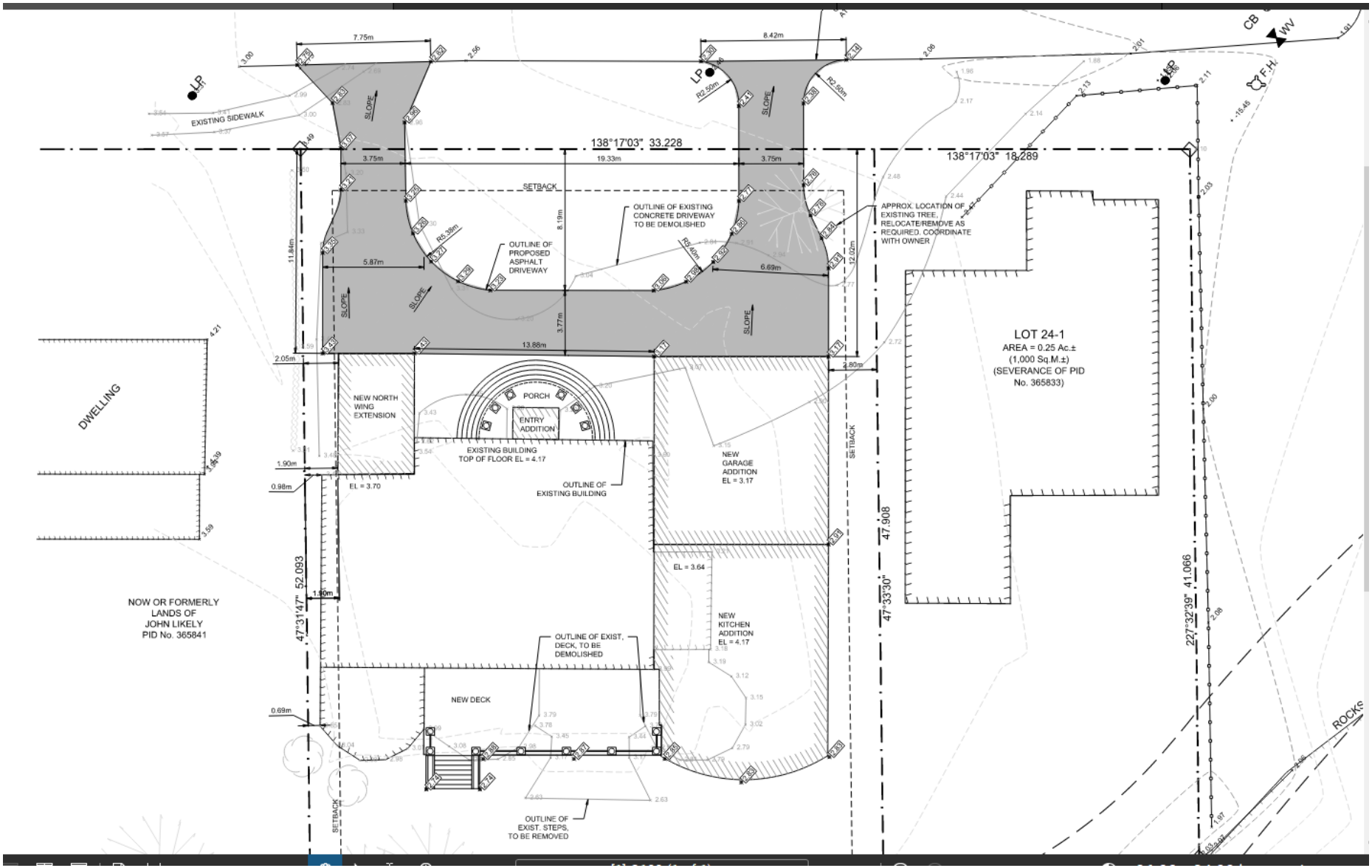
Attachment "E" – Most recent plan showing building footprint:



Attachment "F" – Site Plan and Drainage Plan:




7.75m
8.42m
LP
EXISTING SIDEWALK
SLOPE
138°17'03" 33.228
138°17'03" 18.289
3.75m
19.33m
3.75m
SETBACK
OUTLINE OF EXISTING CONCRETE DRIVEWAY TO BE DEMOLISHED
APPROX. LOCATION OF EXISTING TREE, RELOCATE/REMOVE AS REQUIRED, COORDINATE WITH OWNER
OUTLINE OF PROPOSED ASPHALT DRIVEWAY
R5.39m
R5.44m
8.19m
11.84m
12.02m
5.87m
6.69m
3.77m
13.88m
2.05m
2.80m
DWELLING
NEW NORTH WING EXTENSION
PORCH
ENTRY ADDITION
EXISTING BUILDING TOP OF FLOOR EL = 4.17
OUTLINE OF EXISTING BUILDING
NEW GARAGE ADDITION EL = 3.17
EL = 3.70
1.90m
0.98m
LOT 24-1
AREA = 0.25 Ac.±
(1,000 Sq.M.±)
(SEVERANCE OF PID No. 365833)
47.908
47°33'30"
227°32'39" 41.066
52.093
47°31'47"
1.90m
NOW OR FORMERLY LANDS OF JOHN LIKELY PID No. 365841
EL = 3.64
NEW KITCHEN ADDITION EL = 4.17
OUTLINE OF EXIST. DECK, TO BE DEMOLISHED
NEW DECK
0.69m
OUTLINE OF EXIST. STEPS, TO BE REMOVED
SETBACK
ROCKS