DESIGN REVIEW BOARD AGENDA
NOTICE OF MEETING

Monday, June 15, 2026 at 4:30 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, June 15th, 2026
4. **Adoption of Minutes** - Design Review Meeting Minutes Tuesday, February 17th, 2026
5. **Business arising from Minutes**
6. **Report:**
   a) **30 Clonhaven Street (PID# 1183359)**
   David Gundrum, MCIP, RPP, Manager of Development Planning
   Request to review the external design proposal for a 40-unit residential apartment building containing affordable housing units.
7. **Introduction of New Business**
8. **Adjournment**

PLANNING AND HERITAGE: DESIGN REVIEW BOARD MINUTES
TUESDAY, FEBRUARY 17, 2026, 5:00 P.M.
COUNCIL CHAMBERS, 2nd FLOOR, CITY HALL
Live Streaming: www.charlottetown.ca/video

Present:	**Mayor Phillip Brown** **Deputy Mayor Jankov** **Councillor Julie McCabe*** **Councillor Norman Beck** ***interim Chair***	**Brian Gillis, RM** **Aaron Stavert, RM**
Also:	**Mike Ruus, Dir, Int. Growth** **David Gundrum, MP&D*** **Laurel Palmer, PIII** *Attended virtually	**Jason Doucette, IO/AA**** *minute taker
Also in attendance:	**Brad MacConnell, CAO** **Robert Haggis, Fathom Studios**	
Regrets:	**Jacqui Scaman, RM**	

1. **Call to Order**
   Interim Chair McCabe called the meeting to order on February 17, 2026, at 5:02 pm.

2. **Declaration of Conflicts**
   Interim Chair McCabe asked if there are any conflicts. There being none, moved to approval of the agenda.

3. **Approval of Agenda**
   Moved by Mayor Brown and seconded by Councillor Beck that the agenda for Tuesday, February 17, 2026, be approved.

4. **Adoption of Minutes**
   Moved by Brian Gillis and seconded by Mayor Brown that the minutes of the meeting on Monday, January 19th, 2026, as circulated, be approved.

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

6. **Report**

   A) 68 Queen Street (PID#s 336982, 336974, 336909, 336917, 336966 and 1172915)

Request: To review the external design proposal for a multi-use residential and commercial building within the 500 Lot Area.
Property Information: Downtown Main St (DMS) Zone and Downtown Mixed Use Neighborhood Zone
Staff Presenter: Laurel Palmer, Planner III
Applicant (Property Owners) : Quentin Bevan, Weymouth Properties Ltd.
Reference: Design Review Board Meeting Package

Summary:

Laurel Palmer presented a report that the proposed development at 68 Queen Street involves a seven-storey mixed-use building containing commercial space on the ground floor, additional commercial uses on the upper levels, residential units, and parking integrated into the structure.

The applicant, Sable Arc on behalf of Weymouth Properties Ltd., has also requested bonus height and several variances to accommodate the building's massing, floor plate, and configuration. A key public benefit proposed to justify the bonus height is the creation of an activated public alleyway featuring murals, public art, and opportunities for seasonal vendors.

She also stated the project also requires the consolidation and rezoning of several parcels, along with cash-in-lieu for six parking spaces.

Laurel Palmer also stated that Planning and Heritage staff, supported by an external design reviewer, acknowledge the building's modern approach to materials and its strong engagement with street frontages. However, concerns remain regarding the overall height and massing relative to the historic 500 Lot Area streetscape. The external design reviewer emphasizes that deeper step-backs on the 5th, 6th, and 7th floors would significantly reduce the perceived bulk of the structure and align more closely with bylaw standards.

Additional recommendations include incorporating a deep-set doorway and larger corner glazing at Queen and Dorchester Streets to reinforce pedestrian appeal. Wood-grain metal cladding is considered appropriate and reflective of contemporary design trends.

Laurel Palmer also said that staff agree that the extensive frontages on Dorchester and King Streets make the bonus height request defensible despite the limited technical frontage on Queen Street. They note that increased step-backs could also reduce parking requirements by decreasing floor plate sizes, thereby lowering the number of spaces for which cash-in-lieu is required.

Staff encourage the applicant to incorporate pedestrian safety features at garage entrances given the frequency of vehicle movements adjacent to sidewalks.

Overall, planning staff support the development concept, provided the recommended design adjustments are implemented to improve compatibility with the surrounding historic context and reduce massing impacts.

Applicant Presentation:

Robert Haggis presented a 7-storey mixed-use proposal for the Dorchester/Queen site, noting that full bylaw stepbacks were not feasible due to required floorplates and commercial tenant needs, but that a 2-metre setback above a 4-storey brick base achieves the intended design effect.

He also said that the height was limited to seven storeys to preserve heritage sightlines despite eligibility for greater bonus density.

It was also stated that approximately 90% of required parking is provided on-site, with a shortfall of six spaces. An activated pedestrian alley linking King and Dorchester Streets is proposed for public art and programming, with positive feedback from nearby residents.

Material choices include brick at the base, undulating metal siding on mid-levels, and a glazed curtain wall on the top storey.

Discussion:

Reviewer Brian Gillis commended the clarity of the presentation and the alley concept but expressed concern regarding the overall massing and supported additional setback relief as recommended by design reviewers.

The Board sought clarification on whether the architect could revise the design to meet the design reviewer's recommended stepbacks. The architect advised that the suggested 3-metre and 6-metre stepbacks were not feasible without major losses to floor area, residential units, and the viability of the sixth- and seventh-floor commercial tenant.

Robert Haggis noted that various stepback scenarios had been tested and found unworkable, and emphasized that the proposed design meets the intent of the design guidelines while balancing economic and program needs. Members raised additional design comments, including concerns about the activated alley's lack of natural draw, limited animation along King and Dorchester Streets due to parking, and the transition of materials above the brick base.

The applicant indicated openness to minor adjustments such as corner glazing and brick extensions but reiterated that additional stepbacks would compromise the project.

Board members also discussed the status and future of the alleyway, noting that it is privately owned and that public access could only be secured through conditions in a development agreement tied to bonus height.

Staff advised that the alley's long-term accessibility could be addressed through Council during the rezoning and variance process.

Clarification was provided regarding timelines: once the design determination is made, staff can continue to advance the rezoning and variance applications with the goal of achieving a decision by mid-April, pending Council's direction.

Outcome:

The Board considered the staff and design reviewer's recommendation that the project be approved only if the required stepbacks were incorporated.

After discussion, members expressed that the proposed design sufficiently meets the intent of the Design Guidelines in the Zoning and Development Bylaw and that the recommended stepbacks were unnecessarily restrictive and would jeopardize the project.

The Board voted unanimously not to support the staff and design reviewer's recommendation.

As a result, the application will proceed to Council, where Council will determine whether to accept the Board's position and approve the design as submitted, or uphold the design reviewer's recommendation to adhere to the required stepbacks.

Following Council's decision, the project will continue through the rezoning and variance process at Planning Board.

MOTION:

Moved by Mayor Brown and seconded by Councillor Beck to follow staff and the Design Reviewer's recommendation to approve the proposed site and building development concept drawings dated September 26, 2025 for the proposed seven (7) storey, mixed-use commercial and residential building with parking located within the building located at 68 Queen Street (PID#s 336982, 336974, 336909, 336917, 336966 and 1172915) subject to the Design Reviewer's recommendation concerning the windows at the corner of Queen and Dorchester Streets.
-That the building be constructed with a deep-set doorway and large windows wrapping the facade around the corner as shown on the submitted floor plans.
-Also, that step-backs on the 5th & 6th stories on the Dorchester and King Street facades adhere to the Bylaw requirement of 3 meters or (9.8 ft). On the 7th floor on the Dorchester and King Street facades that the stepback adhere to the Bylaw requirement of 6 meters (19.7 ft).

Not Carried
(5-0)

The following motion was put forward:

Moved by Mayor Brown and seconded by Councillor Beck to approve the proposed site and building development concept drawings dated September 26, 2025 for the proposed seven (7) storey, mixed-use commercial and residential building with parking located within the building located at 68 Queen Street (PID#s 336982, 336974, 336909, 336917, 336966 and 1172915) subject to the Design Reviewer's recommendation concerning the windows at the corner of Queen and Dorchester Streets.
-That the building be constructed with a deep-set doorway and large windows wrapping the facade around the corner as shown on the submitted floor plans.
-Also, that step-backs on the 5th, 6th and 7th stories on the Dorchester and King Street facades as well as the east side of the building be recommended to be approved to stepback 2 meters (6.5 ft.) as proposed by the architect.

Carried
(5-0)

7. New Business

There was no further new business.

8. Adjournment

Moved by Mayor Brown and seconded by Councillor Beck that the meeting be adjourned. The meeting was adjourned at 6:45 p.m.

_____

Deputy Mayor Alanna Jankov, Chair

DRAFT UNTIL APPROVED BY COMMITTEE

City of Charlottetown Committee Report

Report No:
PLAN-2026-15-JUNE-6A-1
30 Clonhaven Street (PID# 1183359)

Date:
June 15, 2026

Directed to Council through the following Committee:
Design Review Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
N/A

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Building Renderings & Elevations
B. Site Plan
C. Design Reviewer Comments (June 4, 2026)
D. Map showing Location of Property

Report Title:
Proposed development of a 40-unit apartment building containing affordable housing units within the Apartment Residential (R-4) Zone on subject property identified as 30 Clonhaven Street (PID# 1183359). The application has been made by Greg Morrison, MCIP, RPP on behalf of 103488 PEI Inc. (Arsenault Brothers Properties).

Report Purpose:
Evaluation of a request for Design Review of the exterior design of a 40-unit, 4-storey apartment building proposed to contain affordable housing units on property within the (R-4) Zone.

Staff Recommendation:
The Planning & Heritage Department encourages the Design Review Board to approve the proposed building façade plans for the proposed apartment building (4 storeys, 40 units total) for the subject property identified as 30 Clonhaven Street (PID# 1183359) in the Apartment Residential (R-4) Zone as per the Design Reviewer's recommendations.

By-law Requirement

As per Section 3.14.1 of the Zoning and Development Bylaw, new multi-residential buildings proposing affordable housing units are required to undergo the Design Review process. This is to ensure that the architectural design of proposed developments with an affordability component maintain a high quality of design and are constructed with a consistent type and quality of materials.

ANALYSIS:

The applicants submitted an architectural drawing package submission outlining their proposal to construct the proposed 4-storey apartment buildings on the subject property. The submission included façade drawings, elevation drawings and a site plan of the proposed multi-unit buildings (see Attachments A, B and C). The proposed building design submissions were sent to an independent design reviewer, Greg Munn, a licensed Architect, to complete a design analysis consistent with the design review requirements of the Zoning & Development Bylaw.

On June 4, 2026, Mr. Munn submitted a formal third-party review. For further information please refer to Attachment D, which indicated the following main points and concluding summary:

1. SITING AND ORIENTATION

The proposed building will be located on a tight site, with the required setbacks adhered to. The building will occupy roughly the south half of the site, with the surface parking to be located on the north half. The placement of the building utilizes the site to its best advantage by orienting the building so a short end faces the street, and the long front faces the parking lot. The main entrance and secondary exit both face the parking lot , and the below grade parking garage is accessed at the north-east corner of the building, also facing the parking lot. The organization of the building and parking on the site best utilizes the space and addresses the use of the building and convenience of its inhabitants. The end that faces the street is the most articulated side and contains balconies that help to break down the scale of the building and effectively presents a face to the public street.

RECOMMENDATIONS: NONE

2. PARKING ACCESS AND GARAGES

The building will include 31 parking stalls in the basement and 25 surface parking stalls, for a total of 56 parking stalls. As the project contains Affordable Housing, Section **46 GENERAL PROVISIONS FOR PARKING** states that .75 stalls are required for every unit, provided there is public transit within 500 m of the site. A Public Transit stop is located at the intersection of the development and Malpeque Road, just a few meters away. This means that 30 stalls are required. The design exceeds the minimum requirements for parking stall number.

A total of two stalls is designated for the mobility disabled, both located in the surface parking lot. Section **46 GENERAL PROVISIONS FOR PARKING** states that one mobility disabled parking stall shall be provided every 5 to thirty units. Therefore, six mobility disabled parking stalls are required in this development.

RECOMMENDATIONS: Increase the number of mobility disabled parking stalls to at least six in total. They are wider than typical parking stalls, and the total number of stalls will diminish, but there are ample stalls provided for the development and a loss of approximately two parking stalls from the final number will not negatively affect the development.

3. MASS AND SCALE

The development is new and this building is setting the precedent for the development and area. The building and development are more urban than the immediate context, which are single family homes and some small patches of remaining farmland. However, the development will be shielded by Malpeque Road by a hedgerow of native Spruce and other trees and shrubs, which adds to its seclusion and character of the development. The building is larger than anything in the immediate vicinity but not out of scale for the fast-growing neighbourhood.

RECOMMENDATIONS: NONE

4. ROOFS

The roof has a composition of low sloped gables of varying sizes which gives the building a rhythm and variation in the planes of the elevations. The overhangs are wide, which is appropriate for the scale of the building. The finish of the roofs will be asphalt shingles.

RECOMMENDATIONS: NONE

5. PORCHES AND ENTRIES

The main and secondary entries are clearly marked with covered porches that mark the entrance and provide pleasant approaches to the building.

RECOMMENDATIONS: NONE

6. WINDOWS

The windows are of contemporary design with side casements and larger picture panels. The windows are relatively large in the living spaces and are appropriate for their use. The balconies contain sliding glass doors.

RECOMMENDATIONS: NONE

7. MATERIALS AND FINISHES

The exterior materials are not noted but the elevations depict a clapboard pattern, assuming the siding will be vinyl or composite. This a traditional and reliable finish with a residential aesthetic.

RECOMMENDATIONS: NONE

8. LANDSCAPING

There is no landscaping depicted other than the drives, parking lots and walks, and the site is tight. However, there is opportunity to provide landscaping. **6.5 LANDSCAPED AREAS** notes that at least 6.5% of the lot is to be landscaped. The site is not dimensioned but it is obvious that this requirement is met.

RECOMMENDATIONS: With the precedence of the native flora along Malpeque Road, it is recommended that the site is landscaped with native Wabanaki Acadian Forest species, as they are native to our climate and will potentially withstand extreme weather events, drought, flood and infestation better than non-native species, and are relatively low maintenance. This will perpetuate the wild landscape aesthetic.

SUMMARY

The building is in keeping with the larger scaled developments of the area, appropriate and needed. The clean geometry, and public face that begins to build a street face that addresses the public, is appropriate for the location and site.

I recommend that this application is approved.

CONCLUSION:

Planning Staff are recommending that the Design Review Board support the proposal for the 4-storey multi-unit residential building (40 units) on 30 Clonhaven Street (PID# 1183359) subject to the Design Reviewer's recommendations outlined in their letter dated June 4, 2026 irrespective of the recommendations concerning parking as these are deemed to be out of scope of the authority of the Design Review process.

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, 06/12/2026

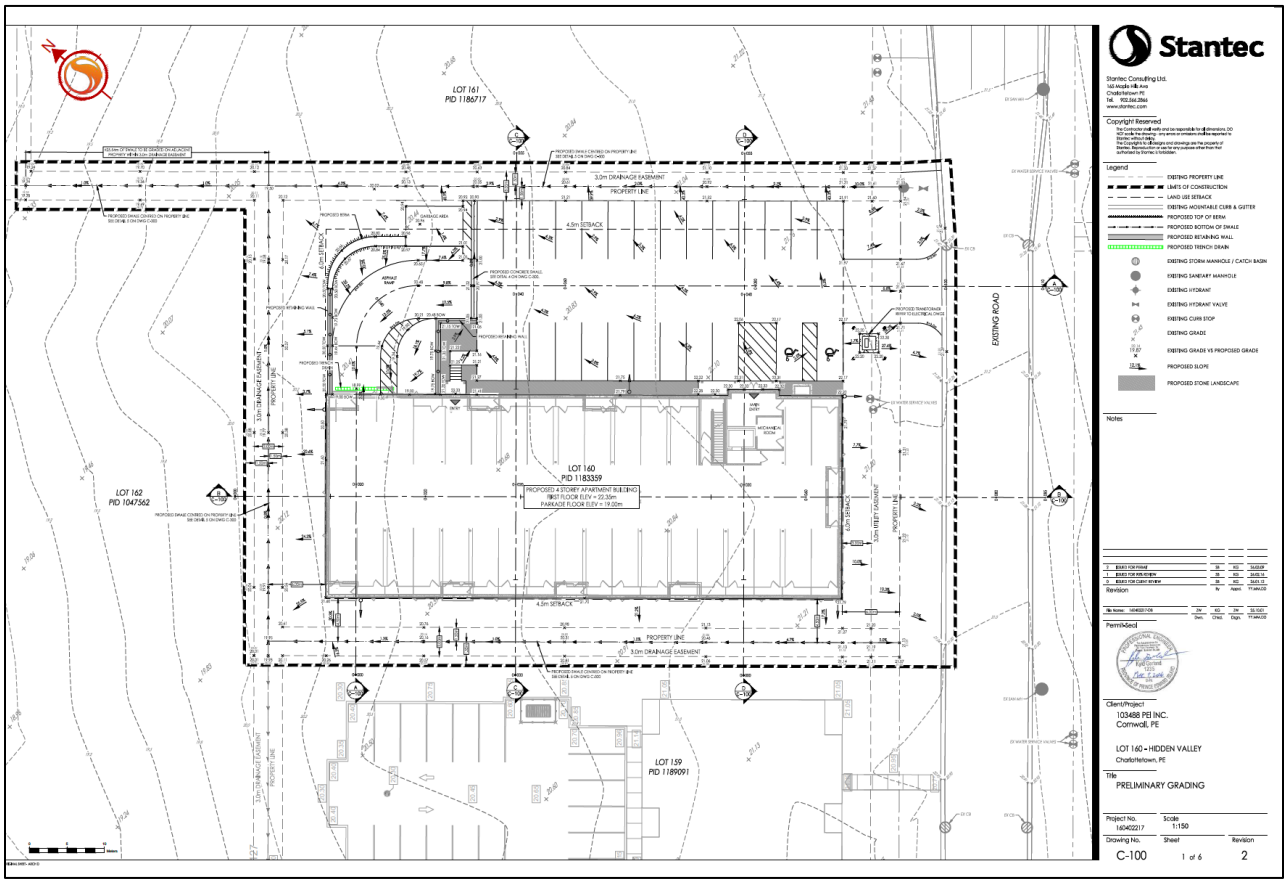
Committee Recommendation: (if differing from staff)

Attachment “A” – Building Renderings & Elevations





Attachment “B” – Site Plan



Attachment "C" – Design Reviewer Comments (June 4, 2026)

MUNN
ARCHITECTURE

■ 16 Moore Drive ■ PO Box 306 ■ Murray River PE ■ C0A 1W0 ■ 902▪330▪2398 ■ greg@munnarchitecture.ca ■

4 June 2026

David Gundrum, RPP, MCIP
Manager of Development Planning

City of Charlottetown
Planning & Heritage Department
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■ HIDDEN VALLEY DEVELOPMENT ▪ 40-Unit Apartment Building ▪ Affordable Housing
30 Clonhaven Street, Charlottetown, PE

■ DESIGN REVIEW

Dear David,
The following Design Review has been prepared for the proposed 40 Unit Apartment Building to be located in the Hidden Valley Development, Malpeque Road, Charlottetown, utilizing the design documents received from Planning and Heritage Department, City of Charlottetown, on May 8th , 2026. The package includes stamped Construction Documents, and a site plan. The proposed project is located in an area zoned as **APARTMENT RESIDENTIAL (R4)**.

My understanding as a Design Reviewer is that I am to present my observations and recommendations for the proposed project, and its compliance with the following:

1. *City of Charlottetown Zoning and Development Bylaw (updated April 22, 2026)*
2. *City of Charlottetown Official Plan: updated on July 22,2025*

PROPOSED DEVELOPMENT DESCRIPTION
This parcel of land is in an area in the north of Charlottetown that is developing quickly, with several housing projects under construction in the area. The proposed building is a 4-storey apartment building to contain 40 units. The building is serviced by a passenger elevator. The basement includes parking for 31 vehicles. This project is presented as having a Low-Income Housing component. This is the on the first lot of 14 to be developed in the Hidden Valley Development.

1. **SITING AND ORIENTATION**

The proposed building will be located on a tight site, with the required setbacks adhered to. The building will occupy roughly the south half of the site, with the surface parking to be located on the north half. The placement of the building utilizes the site to its best advantage by orienting the building so a short end faces the street, and the long front faces the parking lot. The main entrance and secondary exit both face the parking lot , and the below grade parking garage is accessed at the north-east corner of the building, also facing the parking lot. The organization of the building and parking on the site best utilizes the space and addresses the use of the building and convenience of its inhabitants. The end that faces the street is the most articulated side and contains balconies that help to break down the scale of the building and effectively presents a face to the public street.

RECOMMENDATIONS: NONE

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The building will include 31 parking stalls in the basement and 25 surface parking stalls, for a total of 56 parking stalls. As the project contains Affordable Housing, Section **46 GENERAL PROVISIONS FOR PARKING** states that .75 stalls are required for every unit, provided there is public transit within 500 m of the site. A Public Transit stop is located at the intersection of the development and Malpeque Road, just a few meters away. This means that 30 stalls are required. The design exceeds the minimum requirements for parking stall number.

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3. MASS AND SCALE

The development is new and this building is setting the precedent for the development and area. The building and development are more urban than the immediate context, which are single family homes and some small patches of remaining farmland. However, the development will be shielded by Malpeque Road by a hedgerow of native Spruce and other trees and shrubs, which adds to its seclusion and character of the development. The building is larger than anything in the immediate vicinity but not out of scale for the fast-growing neighbourhood.

RECOMMENDATIONS: NONE

4. ROOFS

The roof has a composition of low sloped gables of varying sizes which gives the building a rhythm and variation in the planes of the elevations. The overhangs are wide, which is appropriate for the scale of the building. The finish of the roofs will be asphalt shingles.

RECOMMENDATIONS: NONE

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SUMMARY

The building is in keeping with the larger scaled developments of the area, appropriate and needed. The clean geometry, and public face that begins to build a street face that addresses the public, is appropriate for the location and site.

I recommend that this application is approved.

Sincerely,



▪ Gregory Munn, Architect ▪ President, Munn Architecture Inc.

4 June 2026

Attachment “D” – Map Showing Location of Property

