CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL AGENDA
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, FEBRUARY 24, 2026 AT 5:00 PM

Open Meeting Live Stream Available @ www.charlottetown.ca/video
Meeting Package posted to the City's website by 9:00 am on Tuesday, February 24th

- ❖ Land Acknowledgement

1) Call to Order

2) Declarations of Conflict of Interest

3) Approval of Agenda

4) Presentation/ Bylaw Readings/Resolutions

   a) Presentation of the Draft City of Charlottetown Zoning & Development Bylaw

   b) Two (2) 1st Readings to amend the Zoning & Development Bylaw & OP
      - o (R-1L) Zone to the Institutional (I) Zone at 3 Oakland Drive (PID# 192245)
      - o (R-2S) Zone to (R-3) Zone on Stanmol Drive (PID# 1047562).

   c) One (1) Planning & Heritage Resolution
      - o Proposed Site/Building Development at 68 Queen St (PID# 1172925)

   d) One (1) Water & Sewer Utility Resolution
      - o Request for Water Service - Provincial Firefighting School

5) Motion to Move into a Closed Session as per the Municipal Government Act of PEI

   119(1)(d) human resource matters, including labour relations or employee negotiations;

   - o CAO Performance Evaluation Process

6) Business Arising from the Closed Session (If Applicable)

7) Adjournment

City of Charlottetown	**Report No: Report No:** **Date: February** 24, 2026
Directed to Council through the following Committee: Planning and Heritage Committee **Department:** Planning and Heritage Department **Prepared by:** Donna Miller-Ayton (Manager - Policy and Heritage)	**Attachments:** • **Overview of Zoning and Development Bylaw**

Report Title:
Update on the Zoning and Development Bylaw

Report Purpose:
To update Council on the work undertaken by the City's consultants (Fathom) to advance the Zoning and Development Bylaw update, and to highlight the major proposed changes.

Recommendation:
That Council receive this report and the accompanying documentation for information purposes.

Report Details:

The City of Charlottetown initiated a comprehensive review of the Zoning and Development Bylaw in 2025 by retaining Fathom to lead the work. This review is intended to produce a modern regulatory framework that aligns with Council's adopted Official Plan (currently awaiting Ministerial sign-off).

In addition to this Council information session, stakeholder consultations will be held across the city to provide residents with opportunities to review and comment on the draft document in advance of the legislatively required Public Meeting of Council, which will occur prior to Council's consideration of adoption.

Residents and stakeholders can also visit the City's Charlottetown Hall webpage to track project progress and submit feedback on the draft Zoning and Development Bylaw: https://www.charlottetownhall.ca/zoning-and-development-bylaw-review

Council or Committee History:

Financial Implications:

Public Engagement and Communication:
In-Person & Online Stakeholder Engagements, Social Media Postings, Website Postings, Public Service Announcements

Legislative Authority:
Planning Act of PEI

Strategic Alignment:
All Pillars of the Strategic Plan

Reviewed By:

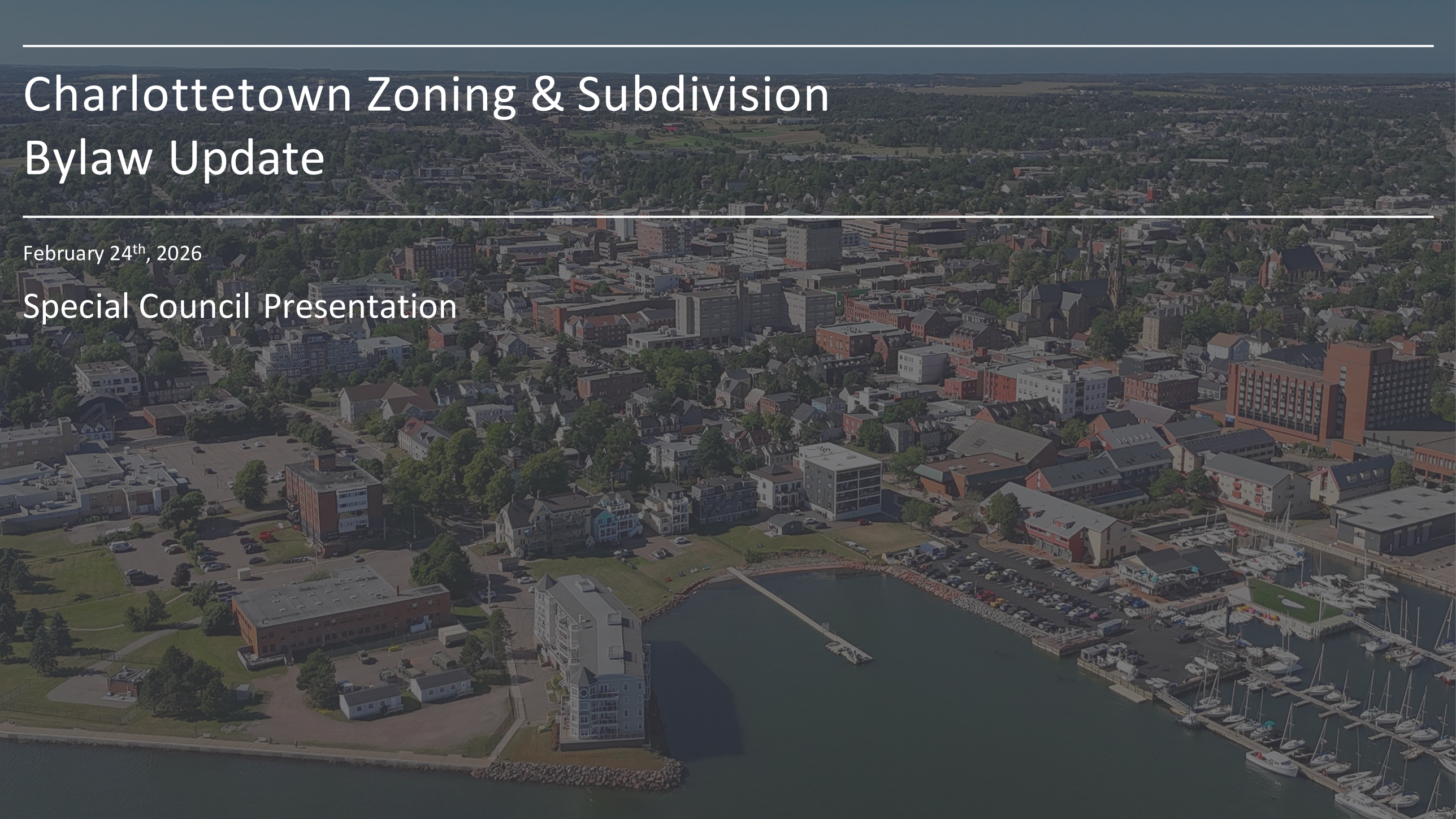
Manager	**Director**
Original document signed by Donna Miller-Ayton	Original document signed by Michael Ruus

Committee Recommendation: (if differing from staff)

Charlottetown Zoning & Subdivision Bylaw Update

February 24th, 2026

Special Council Presentation



Tonight’s Presentation

An update on the work with City of Charlottetown staff through 2025 to create the Draft Zoning & Development Bylaw.

Overview of Changes in the Draft

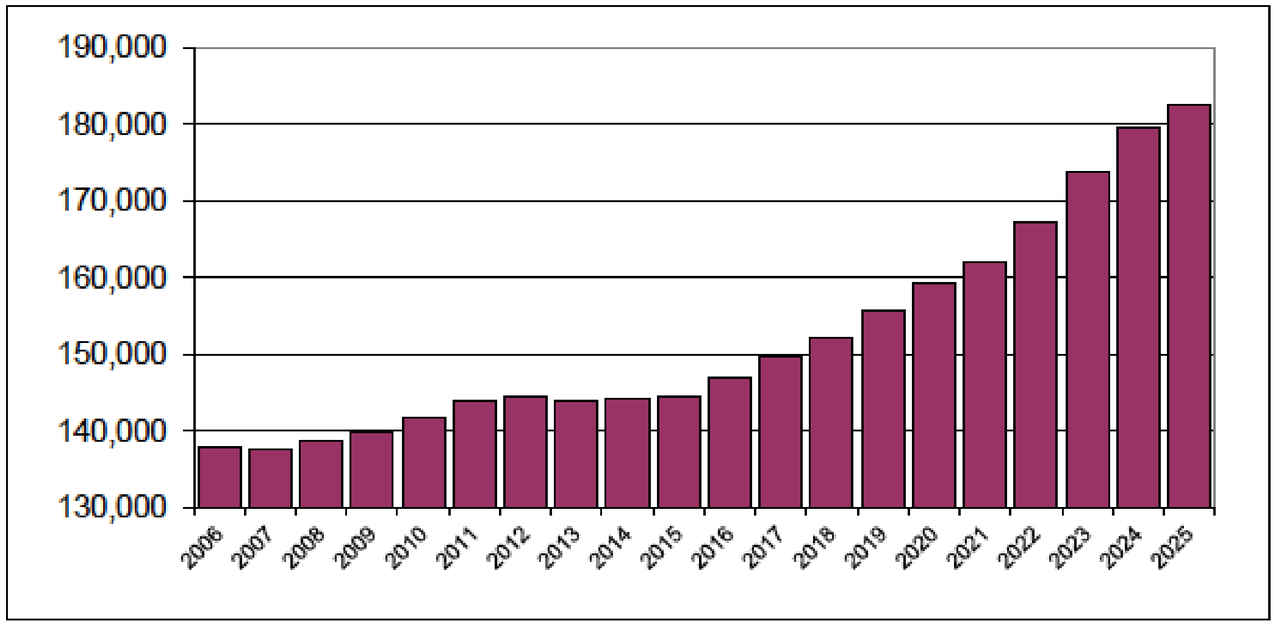
- Part 1: Context
- Part 2: Structural Changes
- Part 3: Streamlining Process
- Part 4: Technical Provisions
- Part 5: Form & Environment

Wrap & Next Steps

Part 1: Context

Population Imperative

DIAGRAM 1: PRINCE EDWARD ISLAND POPULATION, AS OF JULY 1, 2006 – 2025



Source: PEI Statistics Bureau, 2025 Demographic Estimates

The Capital region (Charlottetown, Cornwall, Stratford) population was estimated to be 69,190 as of July 1, 2025, an increase of 1.7 percent over 2024, and accounted for 37.9 percent of the total provincial population.

The population of Charlottetown, totaling 48,118, increased by 1.7 percent, while Stratford (population 13,152) increased 1.6 percent and Cornwall (population 7,920) grew 1.7 per cent.

Housing, Development, and Revenue

Being able to build housing with clear intent and process in developed areas (near existing infrastructure and services) offers significant financial advantages for the City, and for residents.

1. Reduction in Infrastructure Costs
Building new roads and services is a massive upfront costs that must be paid by someone. By having a healthy portion of development in areas where established water, sewer, electrical, and road networks exist a community can avoid new costs, and take advantage of investments already made in infrastructure.

2. Enhanced Municipal Revenue and Tax Base
Importantly for Council, this form of development creates a more efficient "fiscal footprint" for your future. Vacant or underused parcels can begin to generate tax revenue.



Housing Accelerator Fund

1 Implement a new Official Plan and Zoning Bylaw

Charlottetown will adopt a new Official Plan and Zoning Bylaw to encourage higher-density housing along key corridors and nodes, allowing buildings of 6–8 stories. This approach creates certainty for developers, making it easier to build multi-unit buildings near existing infrastructure like roads, transit, and bike paths. Clear urban design standards, including urban greening measures, will ensure attractive, inclusive communities while mitigating the impacts of increased density.

2 Accessory Dwelling Unit (ADU) Program

Charlottetown will launch an incentive program to encourage homeowners to build accessory dwelling units (ADUs)—small secondary residences on existing single-unit lots. The program provides $10,000 incentives per ADU, capped at 150 units, and includes developing pre-approved designs to streamline approvals. These units will offer affordable housing options, reduce parking requirements to encourage public transit and cycling, and address neighborhood compatibility through clear design guidelines.

3 E-Permitting System

Charlottetown will implement a user-friendly electronic permitting system to streamline interdepartmental review and approval of development applications. This digital process will provide clarity, improve coordination between city departments, reduce approval times, and expedite the construction of approximately 150 new housing units over 10 years, significantly improving efficiency compared to the existing approval process.

4 Reduced Parking Requirements for Increased Density

Charlottetown will develop a parking strategy to reduce parking requirements for new housing projects located near transit, sidewalks, and cycling routes. Lower parking standards will free up space for approximately 150 additional housing units over 10 years, promote sustainable transportation choices, and support Charlottetown's climate goals by reducing reliance on private vehicles and greenhouse gas emissions.

5 Redevelopment for Higher-Density Apartments

Charlottetown will facilitate redevelopment of existing properties to allow multi-unit apartment buildings, including mixed-use developments and buildings taller than four stories. The city will establish clear design guidelines and growth-area maps to support redevelopments along existing infrastructure, potentially including brownfield sites or commercial property conversions. This initiative aims to create approximately 170 additional units over 10 years, indirectly supporting affordable housing opportunities.

6 Incentives for "Missing Middle" Housing

Charlottetown will offer incentives to encourage the construction of "missing middle" housing—small-scale, multi-unit buildings located near existing infrastructure and equipped with community-oriented amenities such as gardens, EV charging, and bike storage. Clear urban design standards will ensure compatibility within existing neighborhoods. The initiative targets approximately 100 units over 10 years, with 20% designated as affordable, and aligns with provincial housing affordability incentives.

7 Density Bonusing and Clear Design Standards

Charlottetown will introduce density bonusing, allowing developers additional building height (over five stories) in exchange for incorporating affordable housing units. Clear urban design standards will guide developers in creating buildings that fit well within neighborhoods. Density bonusing will expedite the development process, increase certainty for developers, encourage investment, and is projected to add over 80 housing units, including affordable options, within 10 years.

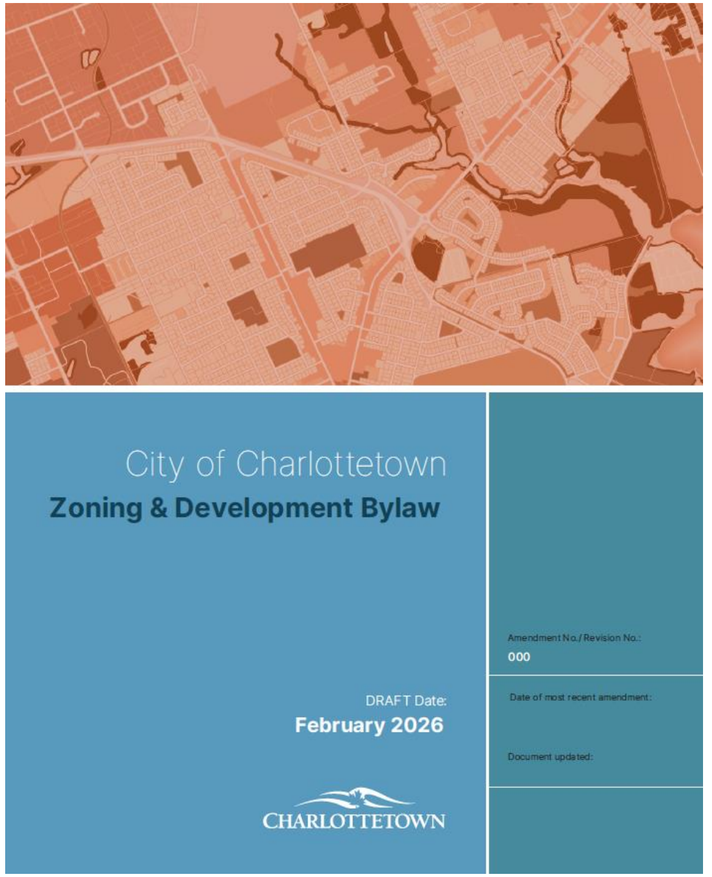
8 Remove Exclusionary Zoning and Promote Density

Charlottetown will revise zoning regulations to allow up to four units per lot as-of-right, particularly around UPEI, Holland College, and the Queen Elizabeth Hospital, and enable buildings of up to six stories along designated corridors. Removing subjective zoning criteria will provide clarity and certainty to builders. The city will also integrate updated floodplain mapping into the zoning bylaw to ensure new developments are safe, sustainable, and resilient against climate change impacts such as flooding and storm surges.

Goals of the 2026 Bylaw

Not all aspects of the HAF project are addressed in the Zoning & Development Bylaw, but significant components are. The updates to the bylaw provide for:

1. Higher Density Housing Along Key Corridors
2. Clear Urban Design Standards
3. ADU Specificity
4. Updates to Parking Requirements
5. Missing Middle Housing Support
6. Density Bonusing Program



Part 2:
Structural Changes

Collapsing the Zones

Existing Land Use Zones	
Residential	R-1L
	R-1S
	R-1N
	MH
	MHR
	R-2
	R-2S
	R-3
	R-4
	R-4A
	R-4B
Mixed-Use	MUR
	ER-MUVC
	MUC
Commercial	C-1
	C-2
	C-3
Downtown + Waterfront	DN
	DMUN
	DMU
	DMS
	DC
	WF
Employment/ Industrial	M-1
	M-2
	M-3
	A
	PZ
	P
Institutional/Open Space	I
	PC
	OS
Water Lots	WLC
	WL-OS
Other	CDA

Figure 1.1 City of Charlottetown Zones

Official Plan Land Use Category	Zone Name	Symbol
Neighbourhoods	Neighbourhood	RN
	Medium Density Residential	RM
	Higher Order Residential	RH
Downtown (Core, Periphery and Waterfront)	Downtown Core	DC
	Downtown Main Street	DMS
	Downtown Mixed Use	DMU
	Downtown Neighbourhood	DN
	Downtown Waterfront	DW
Workscapes	Business Park	BP
	Airport Periphery	AP
	Heavy Industrial	HI
	Port	P
Corridors	Growth Corridor	GC
Nodes	Growth Node	GN
Institutional	Institutional	I
Parks and Public Spaces	Parks and Public Spaces	PPS
	Privately-owned Open Spaces	POS
Natural Areas	Conservation	C
Eastern Gateway	Eastern Gateway	EG
Urban Expansion	Urban Expansion	UE

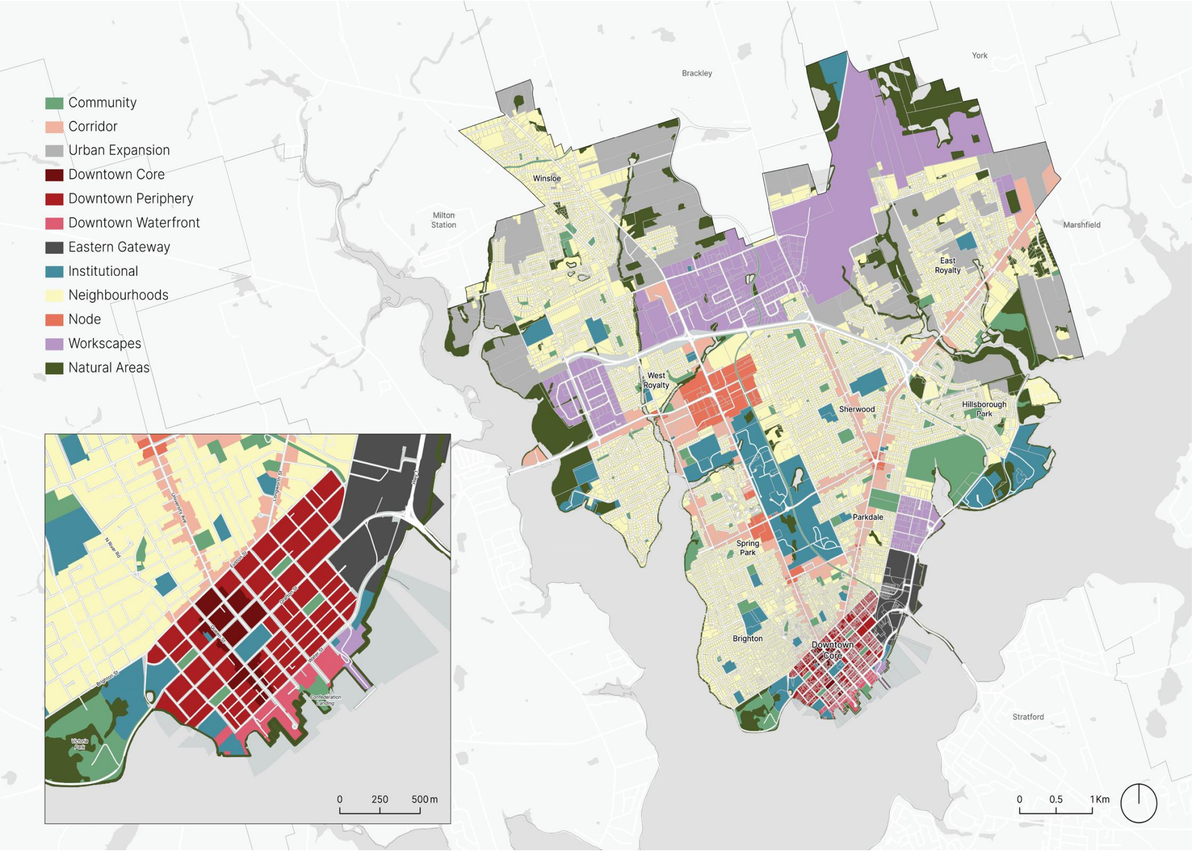
Collapsing 35 land use zones into 20 streamlines the development process by removing the administrative burden of managing overly specific "discretionary" zoning categories.

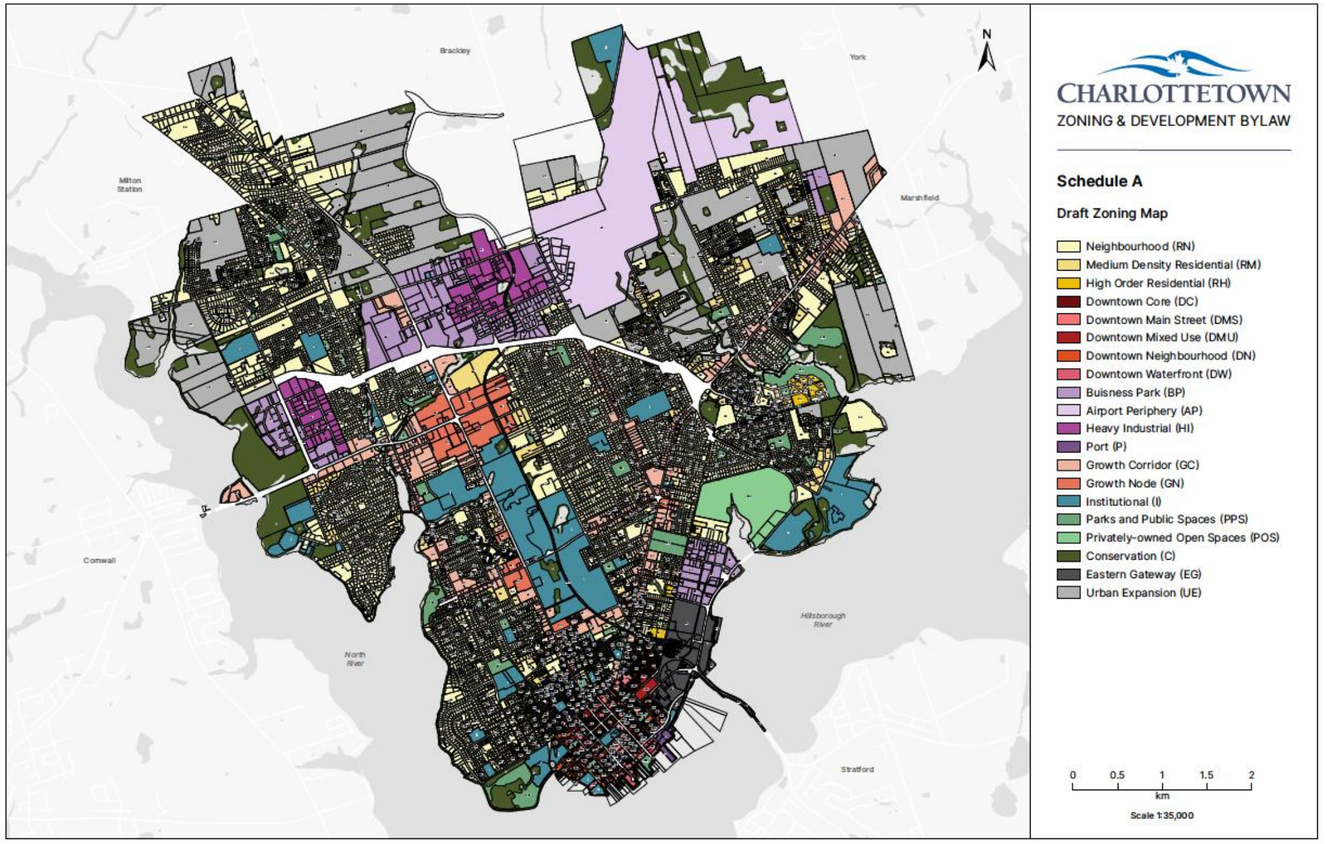
This consolidation provides much-needed clarity and certainty for builders, reducing the time and cost that has been associated with subjective approval steps.

By creating broader, more flexible designations, the city can more effectively direct growth toward key corridors and nodes as outlined in the new Official Plan.

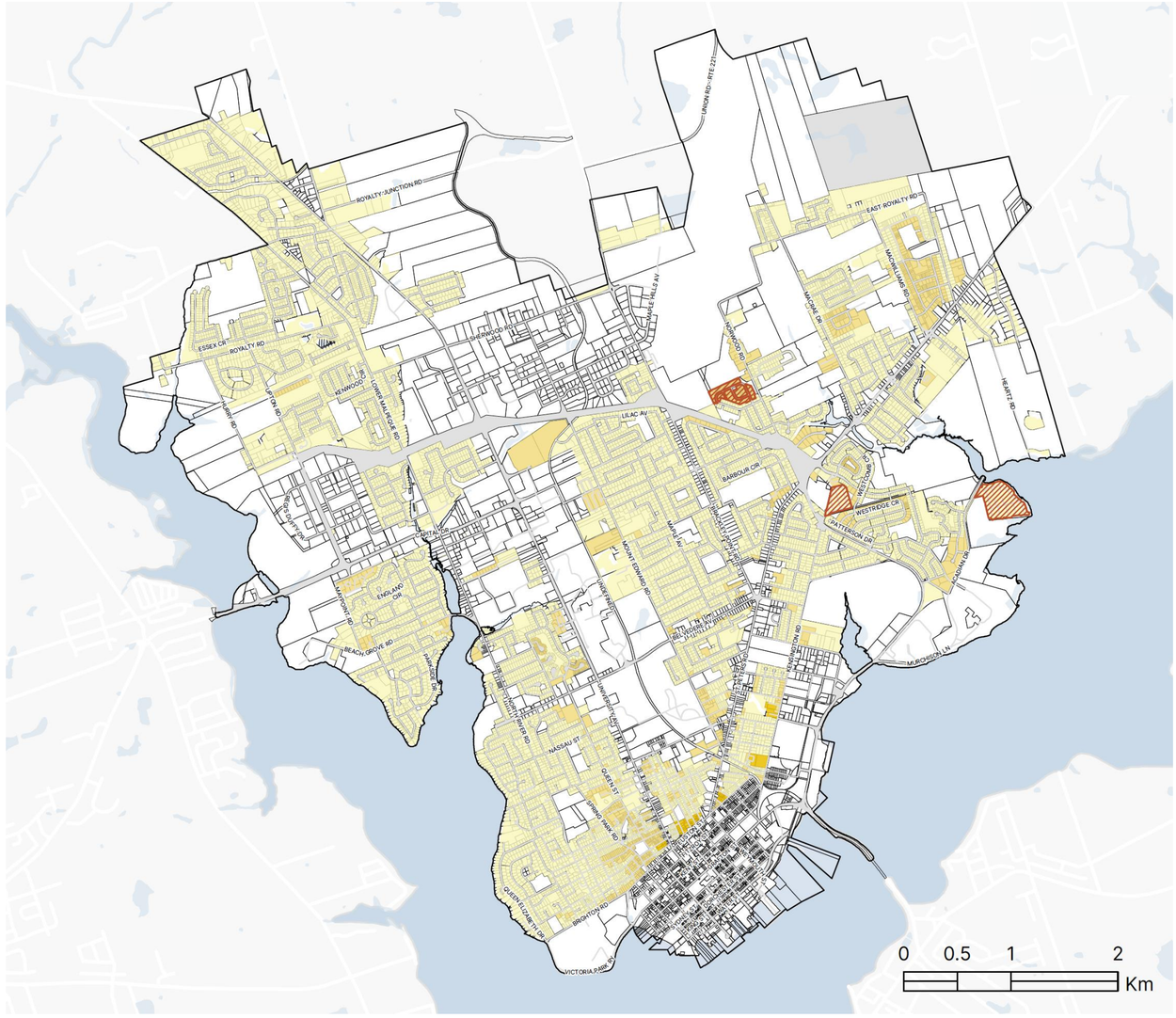
OP to Bylaw

OP Draft Generalized Future Land Use

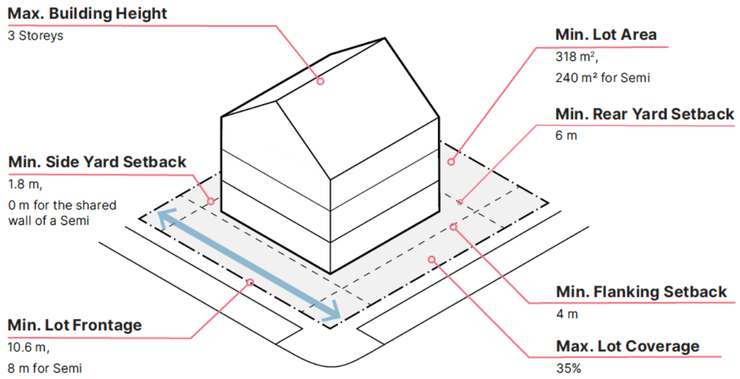




Residential Neighbourhood Framework



Permitted uses include single-detached, duplex and semi-detached dwellings, accessory dwelling unit (attached and detached) with conditions, home occupations, and home daycare.



Growth Corridors



What Works Well in these “Growth Corridors”?

Focus on mid-rise density and mixed-use functionality.

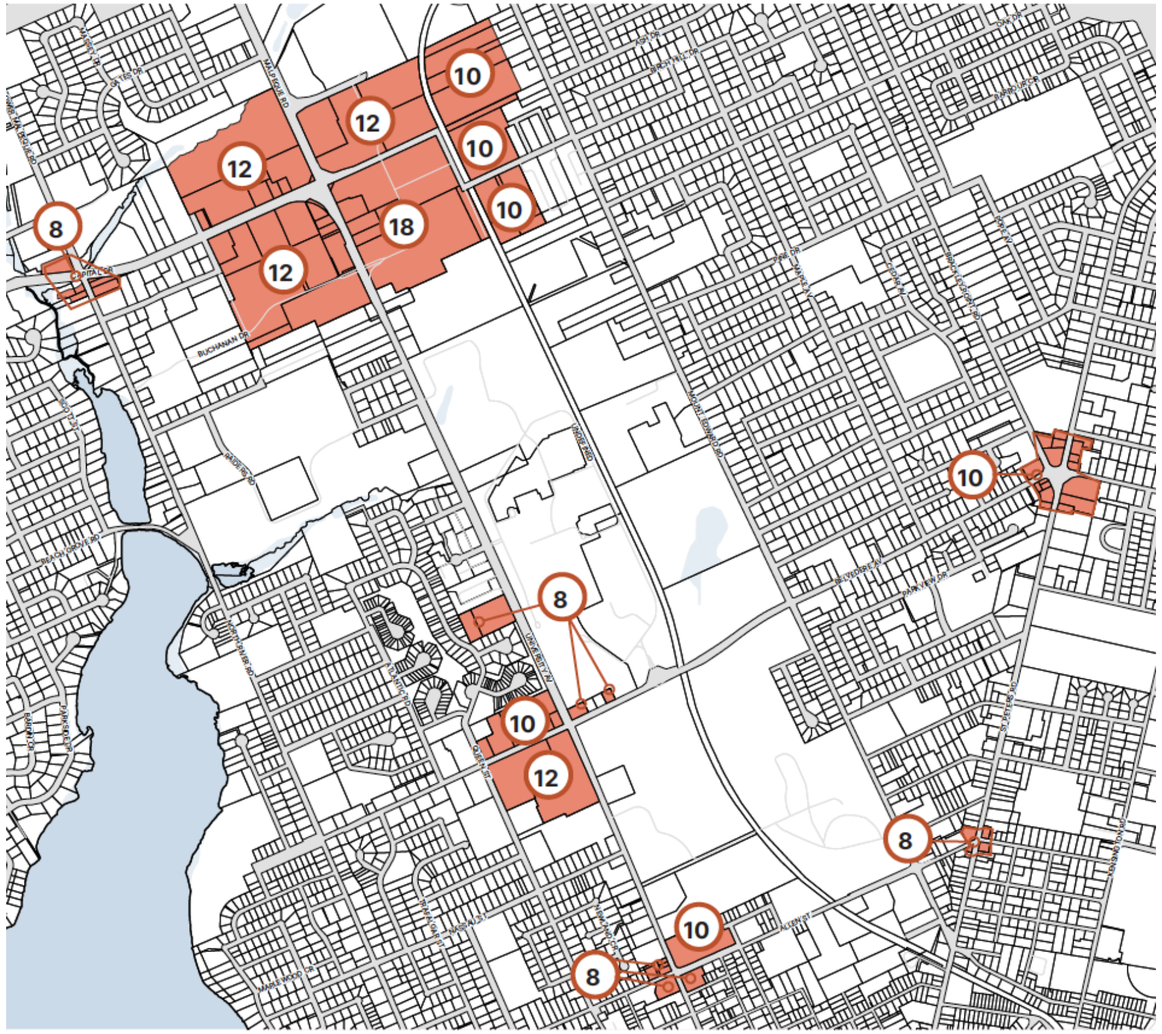
The bylaw permits high-density apartments of 6 storeys as-of-right along these designated corridors if conditions are met.

It enables redevelopment of existing properties to allow multi-unit apartment buildings that include mixed-use developments (commercial on the ground floor, residential above).

Density is prioritized specifically around major transportation corridors such as Brackley Point Road, St. Peters Road, Capital Drive, and University Avenue.

Clear urban design standards and greening measures to ensure inclusive communities and mitigate the visual impact of 6 storey buildings.

Growth Nodes



Schedule 24.1 GN Height Precinct - Numbers represent maximum storeys (m)

The Growth Node Zone is intended to accommodate mixed-use development in strategically identified areas of Charlottetown that can support higher density housing, commercial services, and community amenities.

These nodes are planned to concentrate growth in walkable, transit-supportive locations, reduce pressure on outlying areas, and create vibrant neighbourhood centres.

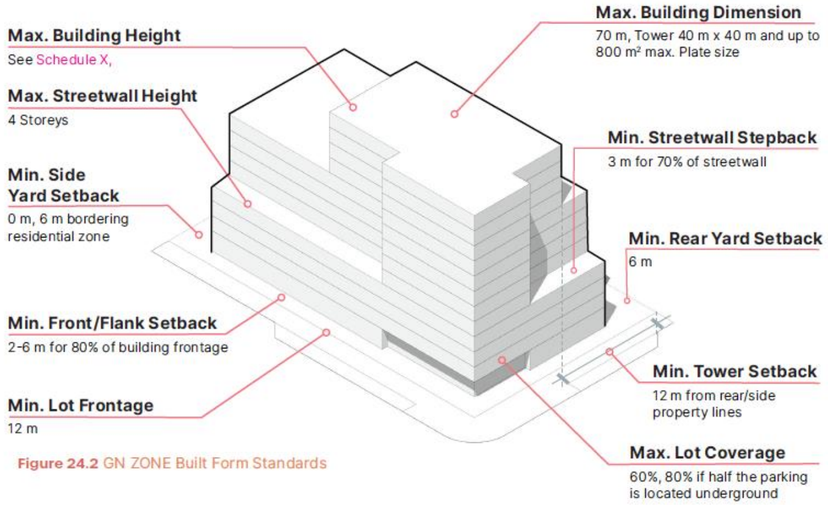
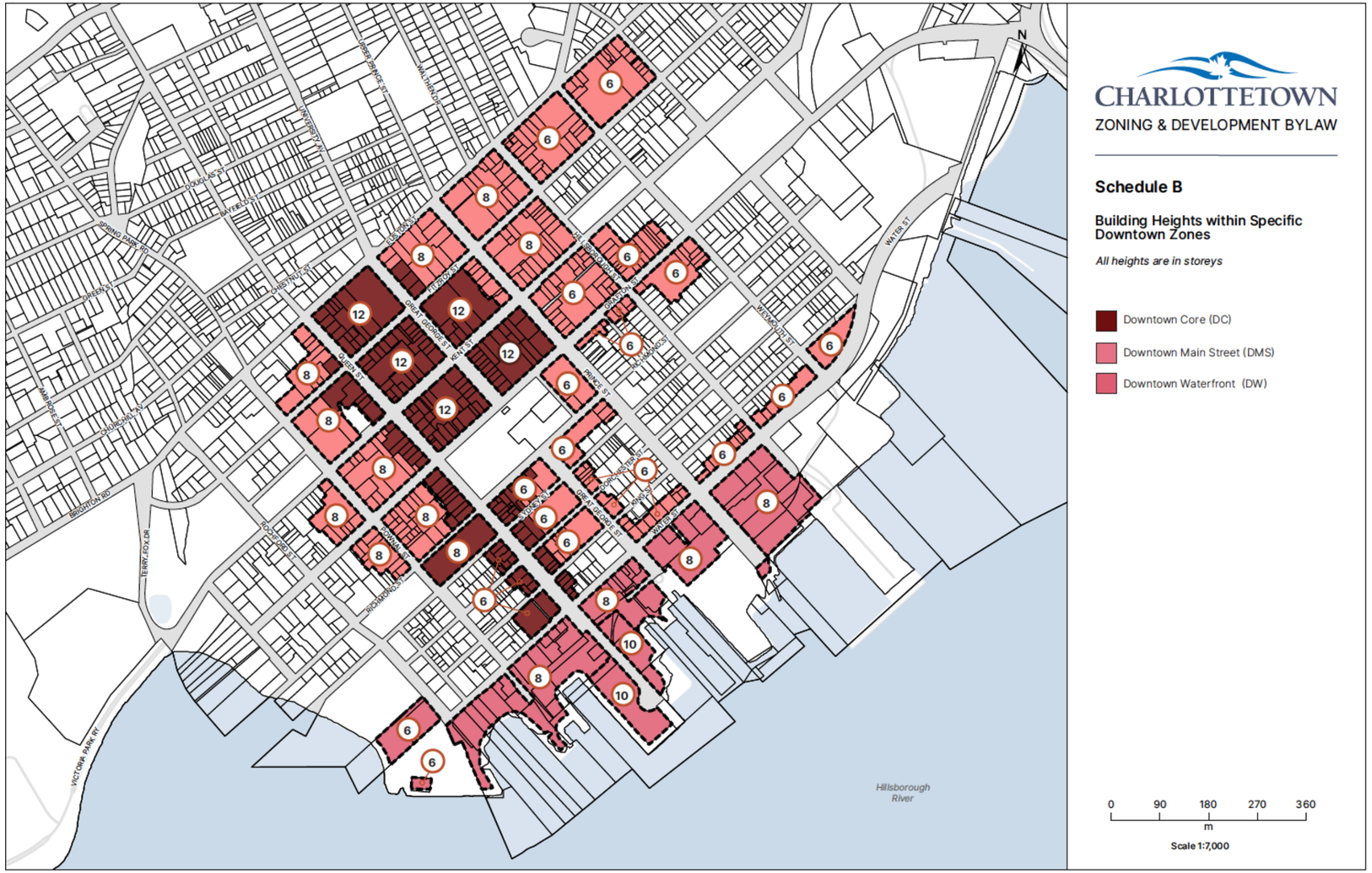


Figure 24.2 GN ZONE Built Form Standards

Downtown



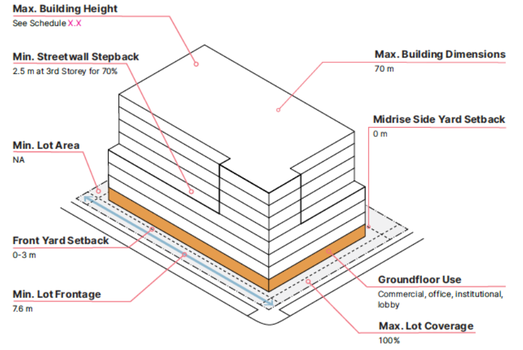


Figure 15.1 DMS ZONE Built Form Standards

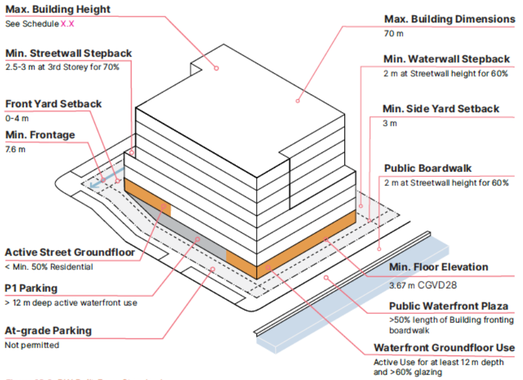


Figure 18.2 DW Built Form Standards

Part 3:
Streamlining Process

Building Permits & Development

Introduction of a two stage Building Permit review process that includes;

- Stage 1: Planning Review
- Stage 2: Building Code Review

Development Officers will be engaged to complete the Planning Review in Stage 1 before Building Officials pick up the review and (if building complies) issue the Building Permit.

Administrative Variances

Variances allow for a relaxation of specific standards when a building permit application does not meet the minimum regulations. These are administered by the Development Officer, providing a streamlined pathway for minor adjustments.

The Development Officer has the authority to approve or deny variances for specific dimensional requirements.

Threshold

- The Development Officer may reduce minimum regulations pertaining to lot area, coverage, parking counts, and lot frontage by up to 10%.
- A reduction of up to 10% is also permitted for streetwall width, maximum building dimensions, articulation requirements, and other built-form standards.
- Building height may be varied by up to 10%, provided the change is not intended to provide more floor area than otherwise permitted.
- The authority to vary setbacks is slightly higher; the officer may reduce minimum setback or stepback requirements for front, rear, side, and flankage yards by up to 15%.

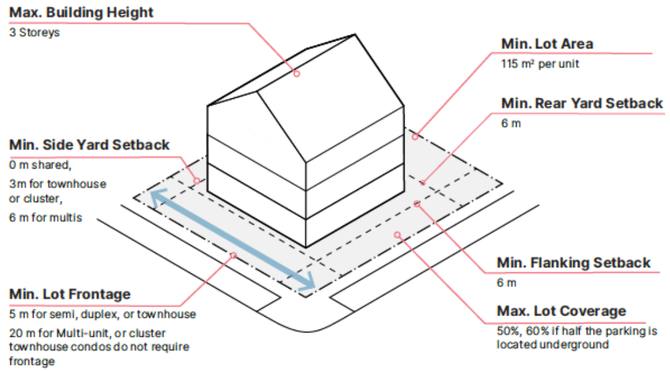


Figure 12.1 RM ZONE Built Form Standards

As of Right Design Standards

The 2026 bylaw shifts from subjective, discretionary reviews to clear, objective standards to provide developers with certainty and a streamlined approval process. This is fully administered by the Development Officer without requiring a Council vote, provided all technical and design conditions set out in the zones are met.

Standards are designed to move away from "flat" architecture by mandating specific articulation and modulation for all new residential and commercial buildings.



Examples:

- Street-facing facades must include horizontal or vertical modulation of at least 150 mm in depth across at least 20% of the facade area.
- Attached or detached garages cannot project closer to the streetline than the longest wall of the main dwelling.
- Buildings must maintain a 2.5 m streetwall stepback for 70% of the streetwall length, typically occurring above the 3rd or 4th storey.

Part 4:
Technical Provisions

Parking Updates - Residential

Table 9.1 Residential Parking Requirements per lot outside of the 500 Lot Area

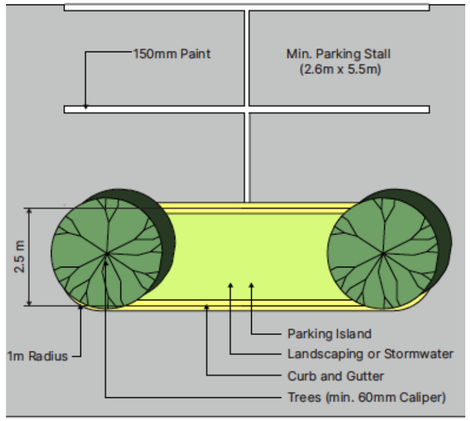
Type of Use	Minimum Parking Requirement
Single dwelling unit, semi, duplex, townhouse, or garden suite.	1 parking space per dwelling unit
Detached or detached accessory dwelling unit (ADU)	As noted in section 4.5 and 4.6
Affordable Housing	0.5 space per Dwelling Unit; If the affordable unit(s) is within 400m of a bus stop, 0 spaces per unit are required.
Short term rentals	1 space per rental for the first 2 units, 0.5 spaces per unit for the additional units.
Home Occupation	A minimum of 1 parking space per working employee; plus 1 visitor space. If the home occupation is within 400m of a bus stop, the parking space requirements may be reduced to one space.
RM, RH, GN, GC Zone parking requirements	0.5 parking spaces per unit.

Parking Updates - Commercial

Table 9.2 Commercial, Office & Industrial Parking Requirements

Type of Use	Minimum Parking Requirement
Clubs, Educational Facilities, Places of Entertainment, Places of Worship, Theatres, Churches, Auditorium, Academic Research and Administration Buildings, Theatres, Arenas, Halls, Stadium, and other places of assembly.	1 parking space per 30 m² of gross floor area.
Eating and Drinking Establishment, Cocktail lounge, tavern or Club, restaurant or drive-through	1 space per 30 m² of gross floor area; plus queuing space for drive-through as required
Day-Care Facilities	1 space for each working employee plus a drop-off area or 2 parking spaces for the parents
Laundromat	1 space for every 10 Washing machines
Animal Shelter	1 space for every 28 m² of floor space.
Funeral Establishment	A minimum of 15 spaces plus 1 space for each 5 seats
Office, Retail Store, Retail Service Shop	1 space per 25 m² of gross floor area; 0 spaces required for the 500 Lot area
Convenience Store	1 space per 25 m² of gross floor area; 0 spaces required for the 500 Lot area
Shopping Centre and Retail Store	1 space per 25 m² gross floor area
Hotel	1 space for every 25 m² of commercial or Office space in the hotel; plus 1 space per room. 1 tour bus space may be substituted for vehicle parking for every 18 rooms or suites up to a maximum of 36 rooms or suites.
Industrial or warehousing Establishment Manufacturing	1 space for each 23 m² of Office space plus 1 space for each additional 30 m² of Floor Area of Manufacturing area plus 1 space for each 93 m² of warehousing area (exclusive of Loading Spaces, truck parking, and Landscaped Areas) or 1 space for each working employee, whichever is greater
Marina	1 space per every 3 boat berths and mooring areas
Storage Facility	1 space for each 23 m² of Office space plus 1 space per 300 m² of Gross Floor Area dedicated to storage or 1 parking space per twenty (20) storage units, whichever is lesser
Marijuana Production Facility	1 space per 200 m² of Floor area or 1 space per working employee, whichever is greater.
Any use not specified above.	1 parking space per 30 m² of gross floor area.

Figure 9.1 Parking Island Requirements



ADUs Where Appropriate

4.5 ACCESSORY DWELLING UNITS (ATTACHED)

.1 Attached Accessory Dwelling Units are permitted in RN, RM, DN, and DMU Zones only.

.2 One (1) attached ADU is permitted in a Single-detached dwelling, semi-detached or duplex subject to the following conditions:

(a) The lot size is no less than 500 m²;
(b) The zone requirements and building code requirements must be met;
(c) The attached ADU has no more than two (2) bedrooms;
(d) One (1) additional parking space shall be provided on the same lot;
(e) The main dwelling unit on the subject property is a principle residence unit for the owner; and
(f) The unit can be used as a short-term rental as long as the operator/host is present in the principal dwelling unit during the time of stay.

.3 Two (2) attached ADU units are permitted in a single-detached dwelling subject to the following conditions:

(a) The lot size is no less than 1,130 m²;
(b) The zone requirements and building Code requirements must be met;
(c) Each attached ADU has no more than two (2) bedrooms;
(d) Two (2) additional parking spaces shall be provided on the same lot, unless the unit is within 400 m of a bus stop, in which case, only one (1) is required;
(e) The additional parking space(s) are not located in the front yard;
(f) The main dwelling unit on the subject property is a principle residence unit for the owner;
(g) One of the units, but not both, can be used as a short-term rental as long as the operator/host is present in the principal dwelling unit during the time of stay.

.4 No additional secondary suites (as defined in the National Building Code) shall be permitted.

.5 The addition of any external staircase taller than 2 m shall address the following design controls:

(a) External staircases shall not be located on any façade facing a public street.
(b) External staircases shall be constructed of materials that are visually compatible with the principal dwelling and shall be designed as a subordinate architectural element.
(c) The staircase shall not project into any yard setbacks.

.6 Exterior entry ways for accessory dwelling units shall face side or rear yards. No more than no more than two entry ways can face the street frontage.

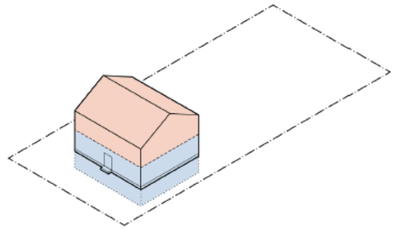


Figure 4.1 2-unit Attached ADU Example

Example 1 - One Attached ADU

- Min. lot area - 500 m²
- One unit is the principal residence unit of the owner
- Meets zone requirements for coverage and setbacks
- Can be used as short-term rental
- One additional parking space provided

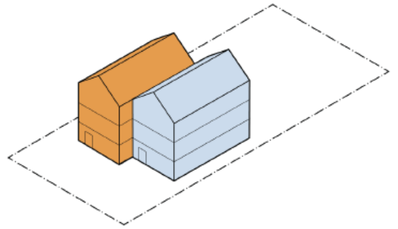


Figure 4.2 2-unit Attached ADU Example

Example 2 - One Attached ADU

- Min. lot area - 500 m²
- One unit is the principal residence unit of the owner
- Meets zone requirements for coverage and setbacks
- Can be used as short-term rental
- One additional parking space provided

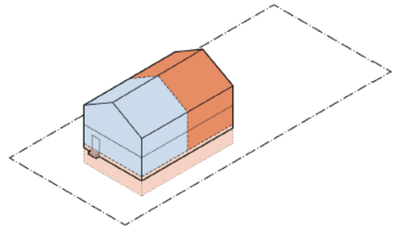


Figure 4.3 3-unit Attached ADU Example

Example 3 - Two Attached ADUs

- Min. lot area - 1130 m²
- One unit is the principal residence unit of the owner
- Meets zone requirements for coverage and setbacks
- One unit can be used as short-term rental
- Two additional parking spaces provided

ADUs Where Appropriate

4.6 ACCESSORY DWELLING UNITS (DETACHED)

.1 Detached Accessory Dwelling Units (ADU) are permitted in RN, RM, DN, and DMU Zones only.

.2 One (1) detached ADU may be permitted one a single detached lot, semi lot, duplex lot, or townhouse lot if the subject property meets the following requirements:

(a) Has a minimum lot area of 500 m²;
(b) The combined footprint of the ADU and principle dwelling does not exceed the lot coverage requirements of the zone plus 10%;
(c) The ADU is located in the side or rear yard and not the front or flankage yard;
(d) Provides one (1) additional parking space on the same lot unless the lot is within 800 m of a transit stop;
(e) The additional parking space is not located in the front yard;
(f) The ADU is connected to municipal services.

.3 The detached ADU shall be subject to the following design requirements:

(a) Meets the requirements in Table 4.1
(b) Basements or any below grade construction is not permitted except where the slopes permit a walk-out unit.
(c) Can be used as a short-term rental under the condition that the operator/ host must be present in the principal dwelling unit during the time of stay.

.4 No secondary suite (as defined in the National Building Code) shall be permitted as a detached structure.

Table 4.1 Detached ADU Requirements

Requirement	Condition
Rear Setback	min. 1.5 m
Side Setback	min. 1.5 m
Floor Area	max. 80 m²
Height	max. 7 m
Distance between Buildings	min. 2 m

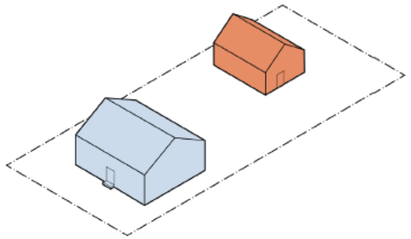


Figure 4.5 2-unit Example (Principle res + ADU)

Example 1 - One detached ADU

- Min. lot area - 500 m²
- Max. ADU Floor Plate - 80 m²
- One unit is the principal residence of the owner
- Meets zone requirements for coverage (+10%) and setbacks
- Can be used as short-term rental
- One additional parking space provided, not in rear yard.

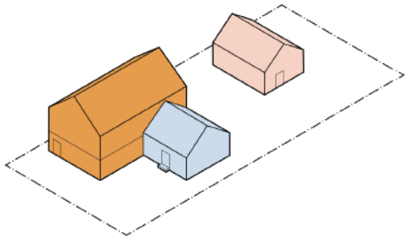


Figure 4.4 3-unit Example (Principle res + detached ADU + Attached ADU)

Example 2 - One detached ADU, plus one attached ADU

- Min. lot area - 500 m²
- Max. ADU Floor Plate - 80 m²
- One unit is the principal residence of the owner
- Meets zone requirements for coverage (+10%) and setbacks
- Can be used as short-term rental
- One additional parking space provided, not in rear yard.

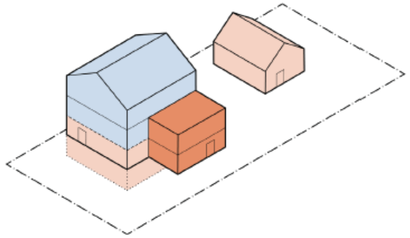


Figure 4.6 2-unit Example (Principle res + detached ADU + 2 Attached ADU's)

Example 2 - One ADU, plus 2 Attached ADU's

- Min. lot area - 1130 m²
- Max. ADU Floor Plate - 80 m²
- One unit is the principal residence of the owner
- Meets zone requirements for coverage (+10%) and setbacks
- Can be used as short-term rental
- One additional parking space provided, not in rear yard.

Missing Middle Allowances

- The new RM (Medium Density) and RH (High Order) zones specifically permit a variety of multi-unit forms, including townhouses, duplexes, and small-scale apartment buildings up to 4 storeys.
- A provision allows multiple buildings on a single lot (e.g., small cottages or "tiny homes") with minimal separation requirements and shared garden spaces, facilitating diverse housing layouts.
- The RN (Residential Neighbourhood) zone now allows second units on many properties, and up to 4 units per lot where the lot size can accommodate, significantly lowering the barrier for converting or building small multi-unit dwellings in traditional residential areas where appropriate.
- To make small-scale projects more viable, the bylaw reduces parking requirements to 0.5 spaces per unit in medium/high-density zones and offers exemptions for units located near transit.



Table 12.4 Townhouse Configuration Perpendicular to the Street

Density Bonusing

2.10 BONUS HEIGHT APPLICATIONS

The purpose of this section is to permit additional building height, beyond the maximum height otherwise permitted in the applicable zone, where a development proposal demonstrably provides public benefits that advance municipal objectives.

.1 Bonus height shall not be granted as-of-right, but shall be subject to review and approval by the Design Review Board as outlined in section 2.12 and following the eligible public benefits criteria in section 2.11;

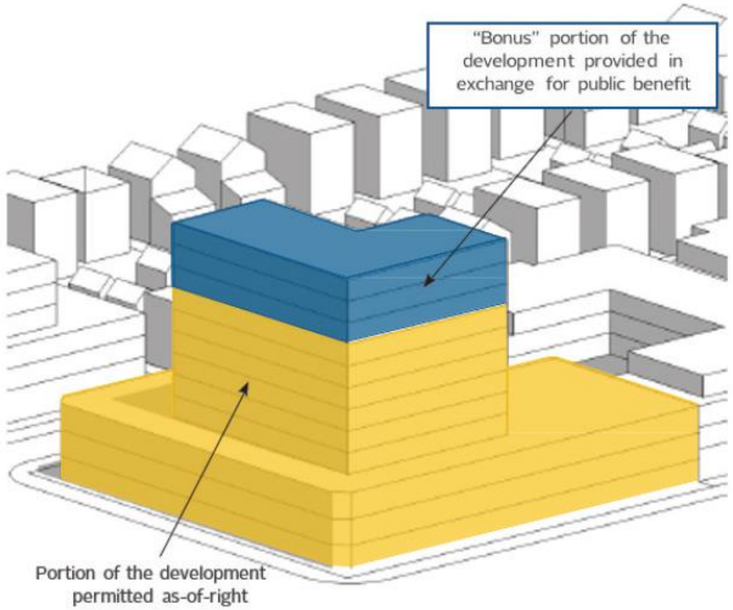
.2 Notwithstanding the maximum building height permitted in the applicable zone, a development may be permitted a maximum bonus of two (2) additional storeys, in the following zones:

(a) Downtown Core (DC),
(b) Downtown Waterfront (DW), and
(c) Growth Node zones (GN).

.3 An application for a Bonus height shall be submitted with sufficient information as may be required by the Development Officer for the purpose of adequately assessing the proposal, including:

(a) A legal description and a plot plan, or a survey plan, accurately showing the location of the property and building(s) or structure(s) on the property in question;
(b) The name and address of the owner(s) of the property and, if the applicant is not the owner, a statement as to the applicant's interest in the property;
(c) Design drawings, as required to proceed through the design review process;
(d) The drawings must show the affordable units being proposed and their total Gross Floor Area; and
(e) Such additional information as deemed necessary by the Development Officer, including studies or analyses to ensure that the proposed Bonus Height and/or its massing meet the desired performance standards with respect to mitigating visual, shadow, wind, and traffic impacts.

.4 Any additional height granted through this section shall be proportional and commensurate with the value of the public benefit provided as set out in section 2.11.2;

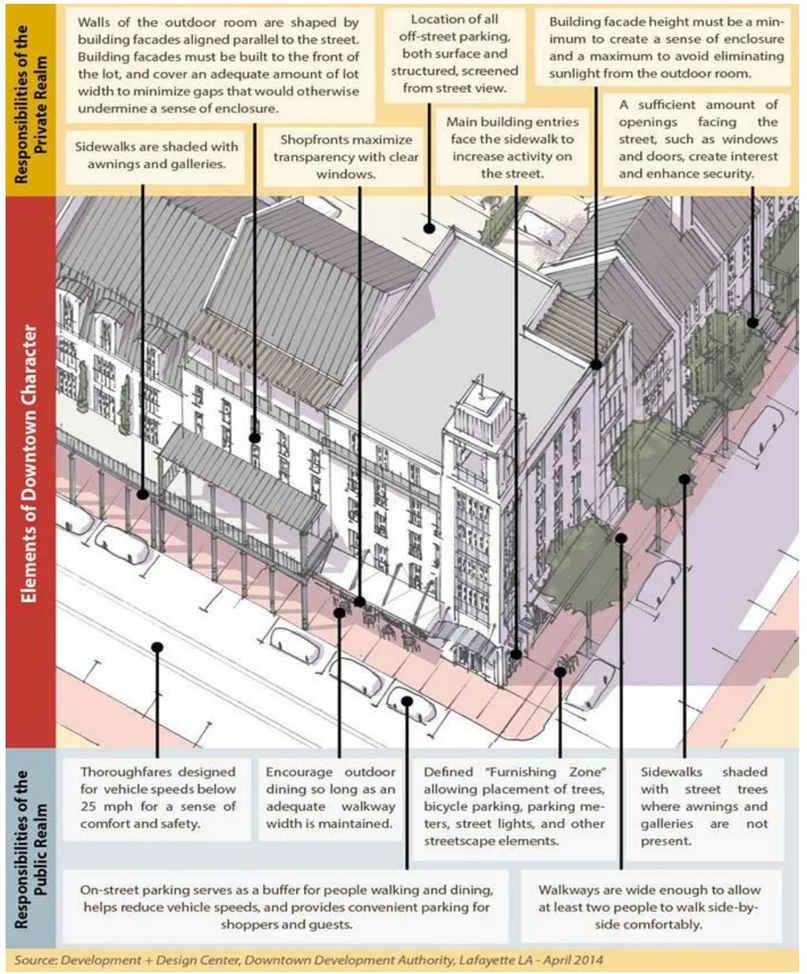


Part 5:
Form & Environment

Form Based Codes

The Draft bylaw utilizes many of core principles of Form Based Code by regulating the physical "envelope" and appearance of buildings rather than just their internal use. This is achieved through objective standards for streetwalls, mandatory stepbacks to protect sunlight, and specific ground-floor animation requirements that dictate how a building must interact with the sidewalk. Key form-based provisions in the Draft bylaw include:

1. Defined Streetwalls and Stepbacks
2. Precinct-Specific Height Schedules
3. Active Ground-Floor Requirements



Stepbacks & Massing

Streetwalls are defined as the front vertical face of a building that frames the sidewalk, established at a height that maintains a comfortable, human-scaled environment.

To prevent a "canyon effect" in fast growing areas, stepbacks of 2.5m to 3m are required above the third or fourth storey to push the upper mass of the building away from the street.

These standards ensure that even as the city grows, the physical form of new developments remains respectful of the pedestrian experience at the ground level.

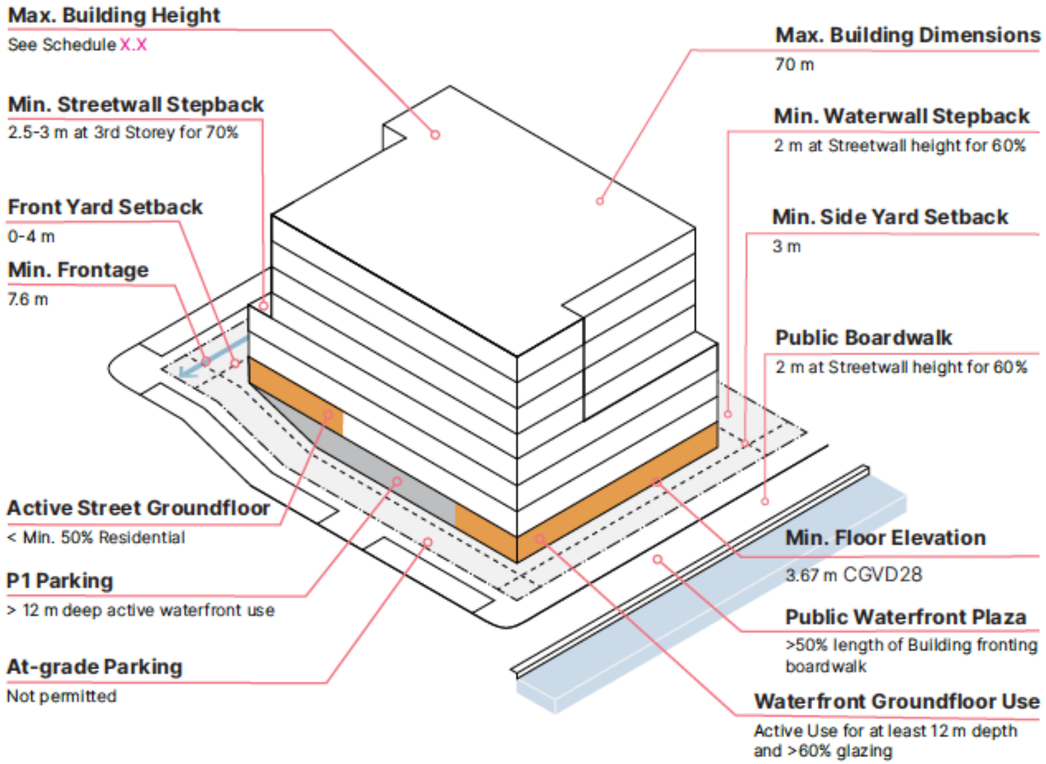


Figure 18.2 DW Built Form Standards

Ground Floor Animation

Ground floor animation ensures that the street level of a building is active and engaging by requiring a minimum depth of 12m for retail or lobby uses rather than "dead" space like storage or parking.

To foster a visual connection between the sidewalk and the building's interior, high-traffic zones mandate significant transparency with at least 60% glazing on storefronts.

Furthermore, the bylaw sets a minimum ground-floor height of up to 4m to ensure these spaces are functionally viable for commercial tenants and provide a high-quality pedestrian experience.

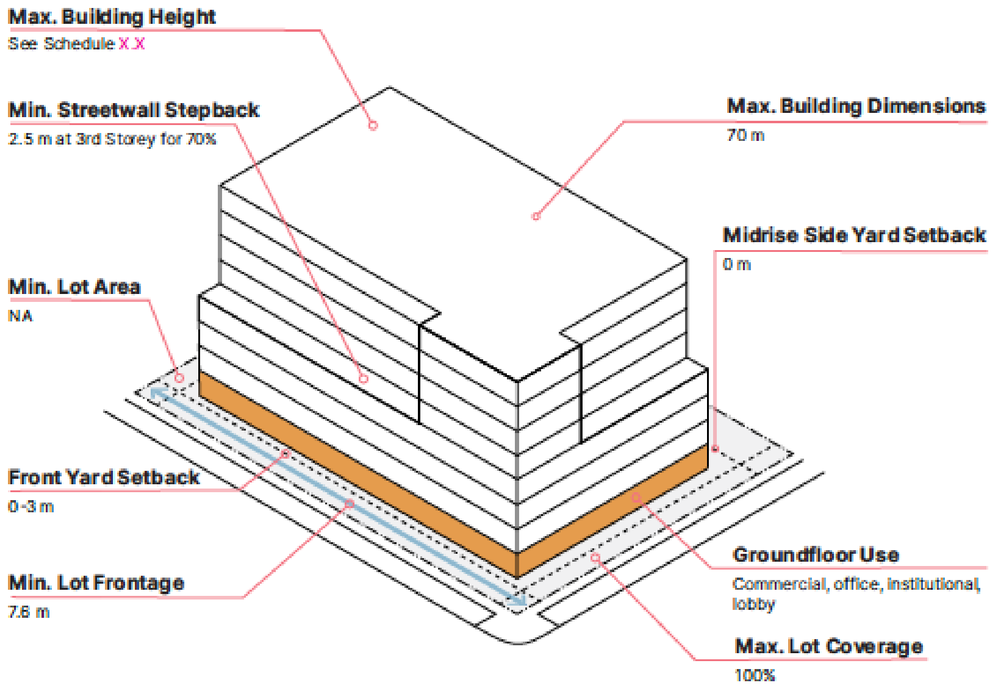


Figure 15.1 DMS ZONE Built Form Standards

Flood Resilience

The Draft Bylaw includes specific technical requirements to address flood resilience, primarily focusing on sea-level rise and storm surges along the waterfront.

- To protect buildings from coastal flooding, the bylaw mandates that all new development bordering the tidal waterfront must have a minimum finished floor elevation in an agreed vertical datum.

- For properties identified within sea-level rise hazard areas, the draft restricts the placement of critical infrastructure below the established flood level.

- Lower levels of buildings within these zones may be permitted below the flood elevation only if they are designed for non-habitable uses, such as parking or storage, and utilize flood-resistant construction materials.

Wrap

Status of the Draft & Next Steps

Consultation on the Draft Bylaw includes;

• *Internal Staff Reviews*	*December / January / February*
• Planners Pop-Up	Saturday February 21st, 2026
• Special Council Meeting	Tuesday February 24th, 2026
• Community Open House #1	Wednesday February 25th, 2026
• Community Open House #2	Thursday February 26th, 2026
• Online Engagement	Through February & March 2026

Thank You

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-FEBRUARY-6B-1
3 Oakland Drive (PID# 192245)

Date:

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:

Prepared by:
Laurel Palmer, Senior Planner 3, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map
C. Memorandum from Holland College outlining the purpose of the Rezoning request
D. Site Plan for the property

Report Title:

Future Land-use Map Amendment and Zoning Amendment 3 Oakland Drive (PID# 192245), former Andrew Homestead Property. Application has been made by Jonathan Barrett on behalf of owners Holland College.

Report Purpose:

Request to change Official Plan land-use designation from Low Density Residential to Institutional.
Request to rezone subject property from Single Detached Residential (R-1L) to Institutional (I).

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request to amend Appendix "A" the Future Land Use Map of the City of Charlottetown from Low Density Residential to Institutional and a request to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from Single Detached Residential (R-1L) Zone to the Institutional (I) Zone for the property located at 3 Oakland Drive (PID# 192245).

Report Details:

Development Context:

The property is the former Andrew's Homestead and is a designated heritage resource under the City's Heritage Bylaw. It is in a mature residential neighbourhood on the north side of the St. Peter's Highway in East Royalty. The surrounding neighbourhood consists of low density single and semi-detached dwellings. The property is bounded to the north by low density residential housing consisting of R-2 zoning and Oakland Drive. To the east, by low density housing R-1L zoned land and Oakland Drive, to the south by Wright's Creek and to the west with passive recreation land and Westcomb Crescent.

LEGISLATIVE REQUIREMENTS:

Notification

In accordance with Section 3.10.4, of the Zoning & Development By-law notice was sent to sixty-four (64) property owners located within 100 meters of the subject property advising them of the request for a rezoning and Official Plan Map amendment. The letter advised them of the date, time, and location of the public meeting and solicited their comments, both verbal and written on the rezoning application. The letter also stated the deadline to submit written comments on the application.

Public Feedback

There were no written responses to the City's notification letter sent January 14, 2026.

The Public Meeting was held on January 28, 2026 in Council Chambers. Planning Staff presented the details of the application. Following the presentation, Holland College staff presented and were available to answer questions. Residents were then asked to comment on the application and the proposed amendment. There were no comments from the general public however, members of the Andrew Family were present to offer support to the proposed rezoning.

Analysis:

This is an application to rezone (PID# 192245) the former Andrew homestead on Oakland Drive formerly owned by Dr. John and Dr. Christine Andrew. The property is currently zoned R-1L (Single Detached Residential) and has land area totaling approximately 9.29 acres. The property was owned by the Andrew family since the early 1900's and was the location of one of the first mills on the island. In 2021 the property was gifted to Holland College by the Andrew family with the intention for the property to become part of the college and be the location for a Centre of Excellence in Watershed Management. To follow in line with the request of the Andrew family Holland College has asked for the property to be rezoned to Institutional to enable them to utilize the property for educational programs.

The college intends to use the site in the short term for college programing, office space, labs and accommodations for guests of the college. The long-term use will be for a dedicated space for the Centre of Excellence for Watershed Management. See Attachment "C" which outlines Holland College's proposed use of the site. This property is a meaningful property within the neighbourhood of East Royalty. Not only does it hold value as a heritage property It is located on Wright's Creek which is a major estuary and is rich in flora and fauna and is home to many native wildlife species. The property also contains Andrew's Pond and a stand of old growth Acadian Forest. There are passive recreational trails around the pond, many of which were granted to the City by the Andrew Family. Therefore, the property is well positioned for its intended use as a Centre of Excellence in Watershed Management.

The Official Plan has various policies which support the needs of the City's public educational institutions, their physical space and land-use requirements and to work with the Province to address any issues related to land use needs.

5.4 Meeting Educational Needs

1. Our objective is to establish regular dialogue with representatives of the business community, the provincial government, the University of Prince Edward Island, Holland College, the Eastern School District, and privately operated educational facilities in order to keep abreast of their needs, and to seek mutually beneficial resolution of issues.

- *Our policy shall be to meet with representatives of the province and the City's educational institutions on a regular basis to address, and seek mutual resolution to, any outstanding issues.*

2. Our objective is to work with representatives of Charlottetown's educational institutions to ensure that their present and future physical space and land-use requirements are factored into the City's planning processes.

- *Our policy shall be to encourage representatives of the City's educational institutions to advise the Planning Board of their physical space and land-use requirements and, where warranted, to ensure that the municipality's planning tools take account of these needs.*

- *Our policy shall be to designate sufficient additional land on the Future Land-Use Map to meet the anticipated needs of the City's public educational institutions over a 10-year planning horizon.*

The Environment for Change

Charlottetown cannot move forward to successfully meet the challenges of the 21st century without nurturing the evolving requirements of its educational institutions. This requires more than just allocating land for the expanding physical needs of schools, the College, and the University. It also calls for the City's political and administrative leaders to work with their counterparts in the provincial government and within the various educational institutions to establish a framework for on-going dialogue. This approach will lead to joint initiatives and delivery vehicles that will enhance educational opportunities for residents, as well as support evolving communication and business development needs.

The Action

Proposed Action	***Responsibility***	***Time Frame***
Establish a steering committee with representatives of the City, province, and educational institutions to address outstanding issues and land-use requirements	*City, Province, UPEI, Holland College, & Eastern School District*	*Short-term*
Designate land to address anticipated needs of public educational institutions	*City*	*On-going*
Establish a steering committee with representatives of the City, province, and educational institutions to develop a municipal information technology network	*City, Province, UPEI, Holland College, & Eastern School District*	*Short-term*

Although this property is not located where it is more walkable to services. This property was intended due to its location to watersheds to be used for specialized educational programs. In terms of land use Institutional zoned properties especially educational institutions are often located within neighbourhoods and near housing. Therefore, educational institutions and residential housing would be considered compatible land uses.

The neighbourhood of East Royalty contains a mix of single detached, two unit and multi-unit housing. Although not walkable to many services the City's transit system can be accessed within the general area. Integrating housing and educational facilities within neighbourhoods attributes to building a complete neighbourhood. The neighbourhood is also well established in recreational lands and passive recreational trails.

Below is a quick summary of the subject application's positive attributes, neutral attributes, and shortcomings:

Positives	Neutral	Shortcomings
▪ The conversion of the Andrew property to form part of Holland College will ensure stewardship of the property for years to come. ▪ It will provide additional educational opportunities for the island community. ▪ The proposal is close to parkland, passive walking trails, sports fields and public transit.		There may be some concerns raised by low density residents about a change in land use.

CONCLUSION:

This is a historically significant property within the neighbourhood of East Royalty. The Andrew family have been instrumental over the years in the environmental stewardship of Andrew's Pond and Wright's Creek and have worked with the City and local watershed management groups to ensure the sustainability of the watershed and old growth forest on the property.

Rezoning the property to Institutional will bring it into conformity with the future use as an educational institution. From a land-use perspective, educational institutions and residential uses are generally compatible. Educational institutions can contribute to the vibrancy and cultural richness of a community.

It is the opinion of Planning staff that this rezoning request has merit and meets many of the policies of the Official Plan. Therefore, staff are recommending for Planning Board to recommend to Council for approval of this rezoning request.

Council or Committee History:
N/A

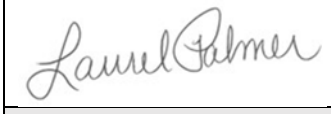
Financial Implications:
N/A

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

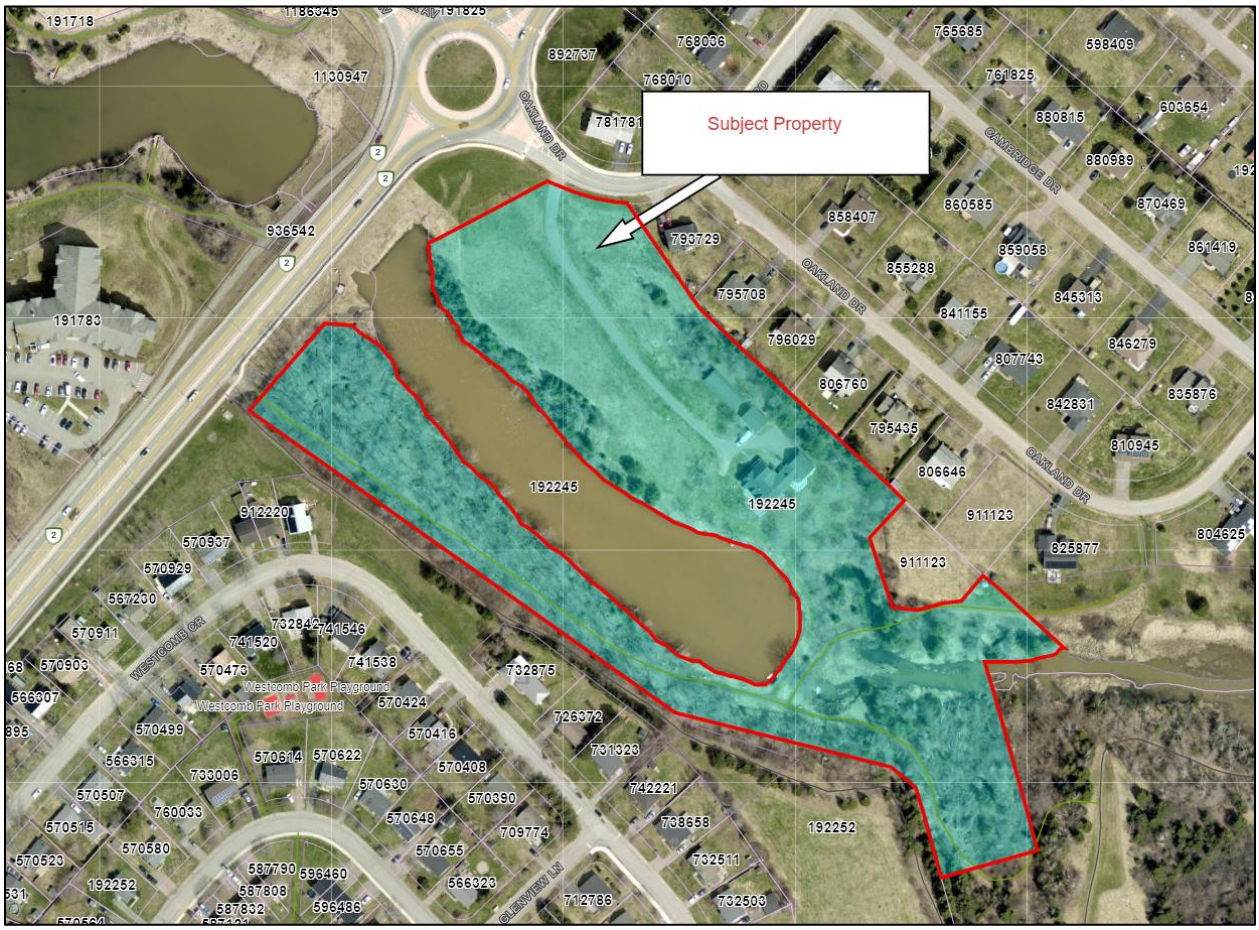


Reviewed By:

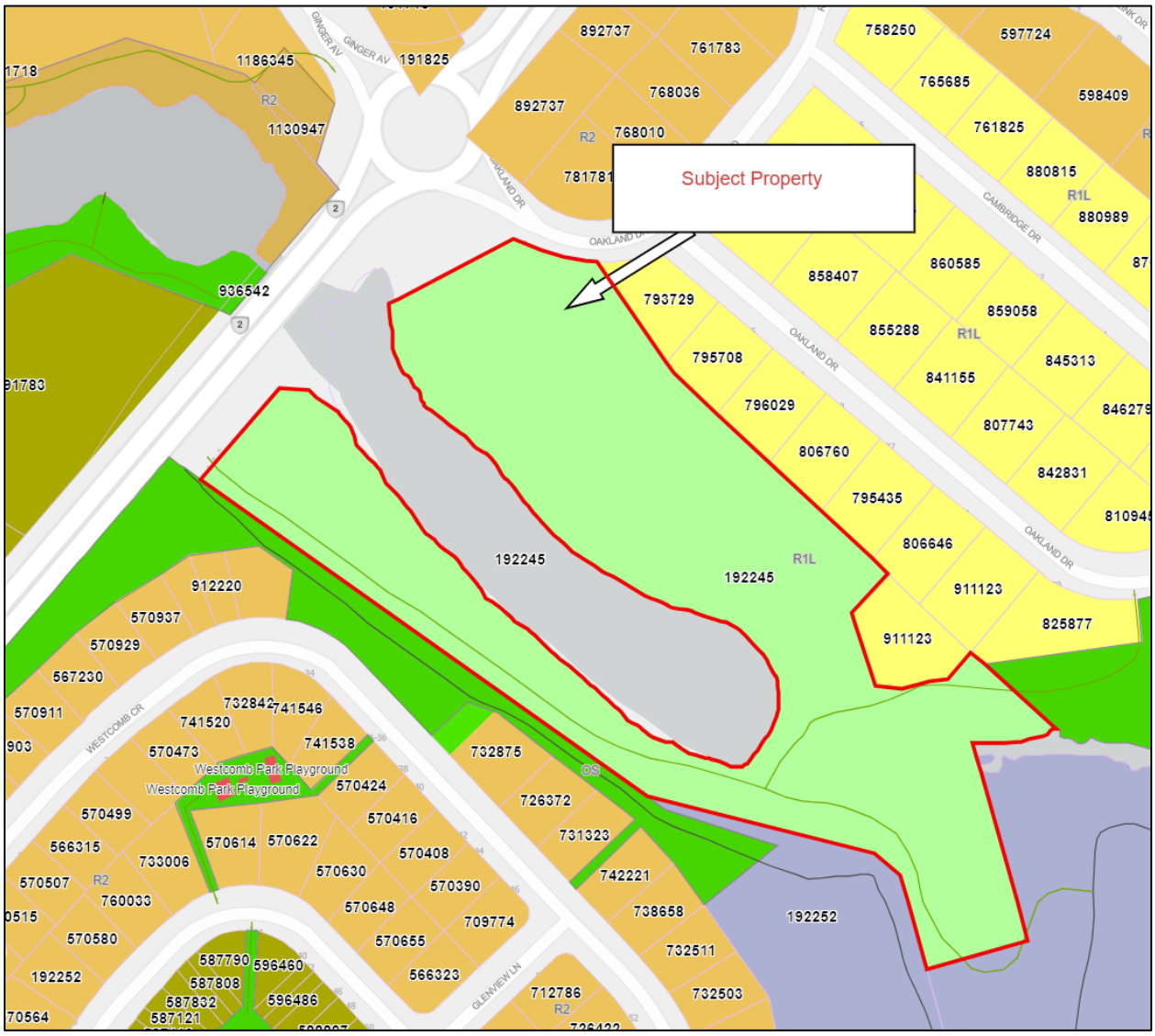
Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 01/29/2026	Michael Ruus, RPP, MCIP, 01/29/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo



Attachment "B" – Zoning Map



Attachment "C" – Memorandum from Holland College outlining the purpose of the Rezoning request:

Memorandum

To: City of Charlottetown – Planning & Heritage Department

From: Holland College

Date: September 16, 2025

Subject: Rezoning Request for 3 Oakland Drive (PID #192245) – R-1L to Institutional

Purpose of Rezoning

Holland College respectfully requests that the property at 3 Oakland Drive, presently zoned R-1L, be rezoned to Institutional.

The property was gifted to Holland College by the Andrew family for the purpose of establishing a Centre of Excellence in Watershed Management and to serve as an environmental campus supporting the College's programs. This rezoning will align the property with all other Holland College properties in Charlottetown, which are zoned Institutional.

Background

- The Andrew family has long been committed to environmental stewardship on Prince Edward Island.
- In 2021, John and Christine Andrew, along with their family, gifted 3 Oakland Drive to Holland College with the clear intention that the site be used to advance watershed management and environmental programming.
- The donation reflects the family's passion for maintaining healthy watersheds in a province where 100% of our drinking water is sourced from groundwater.

Short-Term Use

Public Access: Holland College is committed to ensuring that the existing trail system on the property remains open and accessible to the public, continuing its role as a valued community resource. This aligns with both the College's vision of environmental stewardship and the Andrew family's intent for the property.

- House Conversion: Portions of the existing residence will be converted to office space for Holland College's environmental programs and to provide space for local watershed groups.
- Living Lab: Other sections of the house and property will function as a teaching and learning laboratory for programs including Carpentry, Energy

Systems, Plumbing, HVAC, Journalism, Wildlife Conservation, and Environmental Science.

- Guest Accommodation: Select rooms will remain residential to accommodate visiting guests of the College (not intended as student housing).
- Detached Garage Training Space: The garage will be retrofitted as a training and staging area for students.

Long-Term Vision

Holland College envisions developing a dedicated Centre of Excellence for Watershed Management at 3 Oakland Drive. This centre will:

- Provide space for research, applied learning, and industry partnerships.
- Strengthen PEI's leadership in environmental sustainability.
- Support the training of future environmental professionals across multiple disciplines.

Rationale for Institutional Zoning

- Institutional zoning will allow Holland College to operate the property consistently with its educational mission.
- It will support community collaboration, particularly with local watershed groups and environmental organizations.
- Rezoning ensures that future development of the site is aligned with Holland College's strategic vision and the Andrew family's donation intent.

Request

1. Holland College respectfully requests that the City of Charlottetown: Approve the rezoning of 3 Oakland Drive (PID #192245) from R-1L (Single Detached Residential Low Density) to Institutional.
2. Recognize this rezoning as enabling a public benefit project that advances environmental education, applied research, and community engagement.

Submitted by:

Jon Barrett

Jon Barrett, P.Eng
Director, Facilities Management
Tel: 902 566 9654

HOLLAND COLLEGE

Attachment “D” – Site Plan for the Property:



CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.1):
To adopt the Official Plan Amendment, PH-OPA.1-055, "That the land use for the property at 3 Oakland Drive (PID# 192245) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Institutional, hereby excluding it from its former designation of Low Density Residential."

BE IT RESOLVED THAT THE "OFFICIAL PLAN AMENDMENT, (PH-OPA.1-055, as it pertains to the property at 3 Oakland Drive (PID# 192245))", as attached, be adopted.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe

Date:

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-105, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix G – Zoning Map of the Zoning & Development Bylaw from the Single Detached Residential (R-1L) Zone to the Institutional (I) Zone for the property at 3 Oakland Drive (PID# 192245)."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-105, as it pertains to the property at 3 Oakland Drive (PID# 192245))", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe

Date:

2nd READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, PH-ZD.2-105, To amend Appendix G – Zoning Map of the Zoning & Development Bylaw from the Single Detached Residential (R-1L) Zone to the Institutional (I) Zone for the property at 3 Oakland Drive (PID# 192245))," as attached, was read and approved a first time on _____;

BE IT RESOLVED THAT the said Bylaw be read a second time and approved.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe

Date:

BE IT RESOLVED THAT the said Bylaw be adopted.
Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe

Date:

_____Mayor/Chairperson (sealed) _____Chief Administrative Officer (sealed)

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-105

BE IT ENACTED by the Council of the City of Charlottetown as follows:

PART I – INTERPRETATION AND APPLICATION

1. Title

(1) This Bylaw shall be known and cited as the "Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-105"

2. Authority

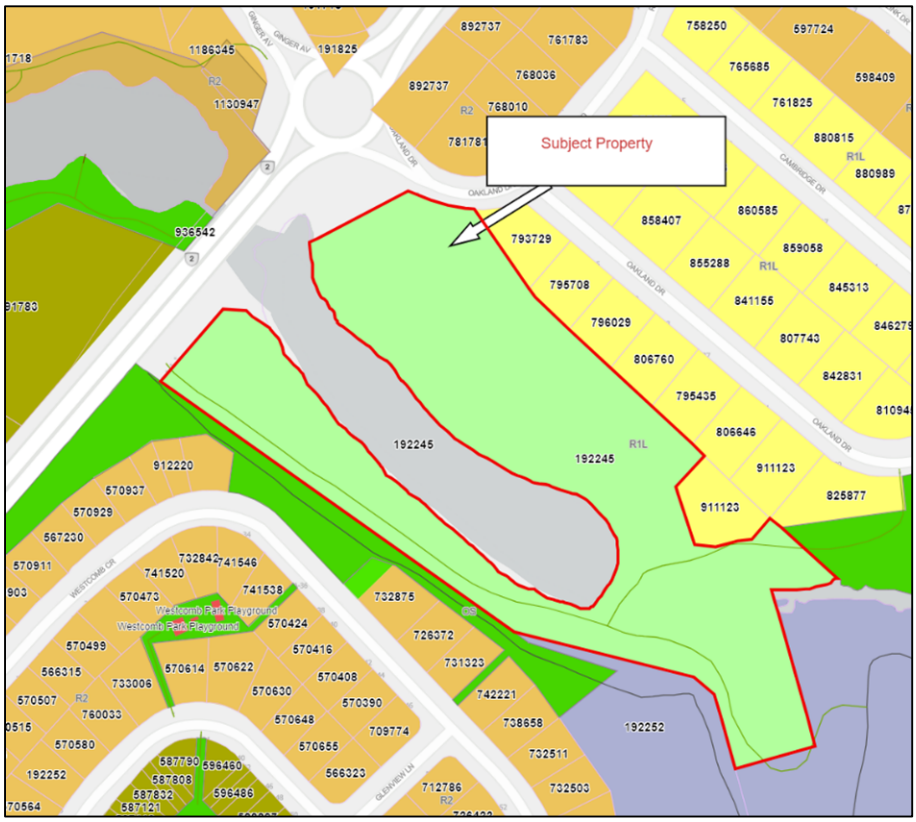
(1) Sections 16 and 18 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws and bylaw amendments implementing an official plan for the municipality.

3. Purpose

(1) The purpose of this bylaw is to amend the City of Charlottetown's Zoning and Development Bylaw provisions found in Appendix G – Zoning Map of the Zoning & Development Bylaw.

PART II – AMENDMENTS

(1) The Zoning of the property as it pertains to 3 Oakland Drive (PID# 192245), as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-105, is Institutional (I) Zone, hereby excluding it from its former designation of Single Detached Residential (R-1L) Zone.



PART III – EFFECTIVE DATE

1. Effective Date

(1) The effective date of the Zoning & Development Bylaw amendment is the date as signed by the Minister of Housing, Land and Communities.

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-105, was read a first time and approved by a majority of Council members present at the Council meeting held on the ____ day of _____, 2026.

Second Reading and Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-105, was read a second time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2026.

Adoption by Council:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-105, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

2. Signatures

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-105, adopted by the Council of the City of Charlottetown on _____ day of _____, 2026 is certified to be a true copy.

_____
Chief Administrative Officer
(signature sealed)

_____
Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-105) is hereby approved.

Dated on this __ day of _____, _____.

_____
Hon. Cory Deagle
Minister of Housing, Land and Communities

CITY OF CHARLOTTETOWN
OFFICIAL PLAN

To adopt the Official Plan Amendment, PH-OPA.1-055, "That the land use for the property at 3 Oakland Drive (PID# 192245) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Institutional, hereby excluding it from its former designation of Low Density Residential."

Effective Date
The effective date of the Official Plan amendment is the date as signed below by the Minister of Housing, Land and Communities.

Adoption and Approval by Council:

The Official Plan amendment was adopted and approved by a majority of the Councillors present at the Council Meeting held on the ___day of _____, 2026.

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

MINISTERIAL APPROVAL

This Official Plan Amendment (PH-OPA.1-055) is hereby approved.

Dated on this __ day of _____, _____.

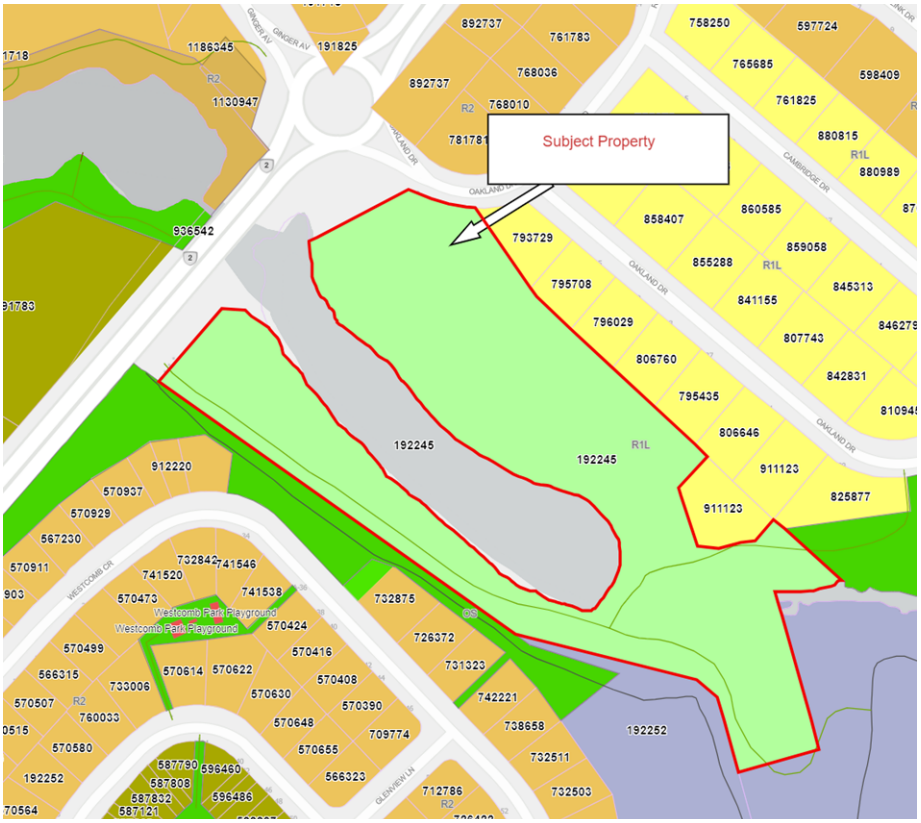
_____
Hon. Cory Deagle
Minister of Housing, Land and Communities

CITY OF CHARLOTTETOWN
Official Plan Amendment
PH-OPA.1-055

Appendix "A" – Future Land Use Map

Authority
The Council for the City of Charlottetown under the authority vested in it by Sections 11, 14 and 18 of the Planning Act R.S.P.E.I. 1988 Cap. P-8 hereby enacts as follows:

"That the land use for the property at 3 Oakland Drive (PID# 192245) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Institutional, hereby excluding it from its former designation of Low Density Residential"



City of Charlottetown Committee Report

Report No:
PLAN-2026-03-FEBRUARY-6B-2
231-233-235-237-239-241 Stanmol Drive
(PID# 1047562)

Date:
February 3, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:

Prepared by:
Laurel Palmer, Planner 3, RPP, MCIP

Attachments:

A. Air Photo of PID #1047562
B. Original Zoning Map showing PID #1047562
C. Zoning Map providing clarification on Lots 29 and 32 to be rezoned portion of PID #1047562.
D. Proposed Site Plan Showing Townhouse Development
E. Preliminary Survey Plan Showing Location of Lots 29 and 32 properties to be rezoned.
F. Letters from residents in response to the notification letter.

Report Title:

Future Land-use Map Amendment and Zoning Amendment portion of (PID# 1047562), Vacant land on the south end of Stanmol Drive. Application has been made by Will Zafiris on behalf of Falcon Properties Inc.

Report Purpose:

Request to change Official Plan land-use designation from Low Density Residential to Medium Density Residential.

Request to rezone subject property from Low Density Single (R-2S) to Medium Density Residential (R-3).

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council for the request to amend Appendix "A" the Future Land Use Map of the City of Charlottetown from Low Density Residential to Medium Density Residential and a request to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from R-2S (Low Density Single) to (R-3) Medium Density for the vacant lands located on the south end of Stanmol Drive portion of (PID #1047562) subject to the signing of a development agreement.

Report Details:

Request:

An application has been received to proceed to public consultation to rezone a portion of Phase 2 of Hidden Valley Subdivision at the south end of Stanmol Drive being a portion of PID# 1047562. Hidden Valley Subdivision is located off Malpeque Road in the neighbourhood of Winsloe. The proposal is to rezone the subject lands from (R-2S) Low Density Residential Single to (R-3) Medium Density Residential Zone and to amend Appendix "A" the Official Plan Future Land Use Map from Low Density Residential to Medium Density Residential.

Development Context:

The property is located in a new residential subdivision that has been under construction since 2019. This area has received a considerable amount of development over the past 6 years and continues to grow. The property is bounded to the north by Brooklyn Avenue and new low density residential housing consisting of R-2S zoning. To the east, by a water course that separates this area from land that has been zoned Apartment Residential (R-4) for higher density development. To the south with vacant land zoned R-2S and to the west with land zoned R-1L with low density single detached housing.

LEGISLATIVE REQUIREMENTS:

Notification

In accordance with Section 3.10.4, of the Zoning & Development By-law notice was sent to twenty-seven (27) property owners located within 100 meters of the subject property advising them of the request for a rezoning and Official Plan Map amendment. The letter advised them of the date, time, and location of the public meeting and solicited their comments, both verbal and written on the rezoning application. The letter also stated the deadline to submit written comments on the application.

Public Feedback

Two written responses were received to the City's notification letter sent January 14, 2026. Both responses were in opposition. The letters cited concerns such as:

- Upzoning land for higher density to increase the value of the land.
- Concerns about compatibility with low density single detached residential development.
- Concerns that the 2 lots proposed to be rezoned were intended for green space.
- Concerns about an increase in traffic.

The Public Meeting was held on January 28, 2026, in Council Chambers. Planning Staff presented the details of the application. Following the presentation, the developer was available to answer questions about the proposed development. Residents were then given an opportunity to comment on the application and the proposed amendment. Two residents voiced concerns about the proposed rezoning application citing similar concerns as the written responses. One resident asked about the need for 12 units on each lot. The developer Will Zafiris indicated that the density on each lot could be reduced to 8 units per lot for a total of

16 units. He indicated that to achieve 12 units a variance for density would have to be granted for each lot. He also indicated that he would be willing to enter into a development agreement with the City to limit the density on each lot to 8 units. Staff indicated that rezoning the property to medium density does allow a permit to be approved as of right but if additional density was sought over what the Bylaw permits a variance would have to be granted by Council. Staff also indicated that if Council wished, a development agreement could be drafted with the submitted site plan for 8 units.

Staff would also like to provide clarity on the exact area to be rezoned. The only portions of PID #1047562 to be rezoned are the areas shown as Lots 29 and 32. These two lots comprise the 1.08 acres indicated in the public notification letter and as shown on the site plan and preliminary survey plan (Attachments D&E). Lot 31 as shown on the preliminary survey plan was not included in this rezoning application and is to remain R-2S (Low Density Residential Single) as indicated on the site plan. See Attachment C, which provides further clarification on the area to be rezoned with Lot 31 exempted out.

Analysis:

This is an application to rezone approximately (1.08) acres (4,392 sq. m.) of land located at the southern end of Stanmol Drive. The proposal is to rezone the property to R-3 (Medium Density Residential) Zone and extend Stanmol Drive and further subdivide the property into 3 lots to accommodate two stacked town house buildings consisting of 12 units in each building. (See Attachment "C" concept site plan).

To facilitate the construction of these dwellings Stanmol Drive is proposed to be extended to the southernmost property boundary. The dwellings will be constructed on the east and west side (Lots 29 and 32 shown on preliminary survey plan (Attachment "D") of Stanmol Drive. A temporary cul-de-sac is proposed to be constructed on Lot 31 until a future road is constructed on the lands to the south to facilitate connectivity to these lands for future development.

This property is located within the neighbourhood of Winsloe. The immediate area consists of low-density residential development with land that was zoned to accommodate higher density apartment dwellings immediately to the east. There is also some higher density and commercial development further north along Malpeque Road. The low-density residential development in the immediate area consists predominately of mature neighbourhoods containing (R-1L) Single Detached Residential and (R-2S) Low Density Residential Single zoned properties. There are shopping centres and services located within a kilometer to the south of this subdivision along Malpeque Road.

This area of the city does not score high in walkability however; transit service is provided and can be accessed from Malpeque Road. The concept includes mainly surface parking for this development. Parking calculations will be conducted at the building permit stage to ensure each building meets the parking requirements set out in the Zoning Bylaw.

The first and second phase of the Hidden Valley Subdivision consisted of single and semi-detached dwellings. Normally a transition zone would be required between low density and medium density development. However, this subdivision contains semi-detached dwellings which are compatible with townhouse development. The site plan also incorporates a green treed buffer area along the property boundaries

between low density development and the townhouses. This property is unique in that it is also separated from the higher density development to the east by a natural watercourse with a treed buffer zone.

Official Plan

The Official Plan sets out the vision for future land use, growth, and development in the City of Charlottetown. On balance, when evaluating the submitted rezoning application and concept drawings, key points from the Official Plan currently in force and effect for consideration include:

3.3 Housing Needs and Variety

If Charlottetown is to continue to grow as a healthy community, affordable housing for all segments of society must generally be available throughout the City. Moreover, the housing requirements of those with special needs (e.g., disabled, homeless, people in transition) also have to be addressed. Likewise, in the recent past, there has been a chronic shortage of most types of seniors housing. As the population base continues to age, this problem will become more acute unless civic decision-makers address it in a forthright manner.

These are some of the reasons why the City needs to encourage compact and contiguous development, more in-fill housing, and the efficient use of civic infrastructure. In addition, the direction of this plan is to make Charlottetown's neighbourhoods more stable and sustainable.

Defining Our Direction

*Our **goal** is to work with public and private sector partners to create an attractive physical environment and positive investment climate in which the housing requirements of all residents can be met (including those with special needs), and to provide clear direction as to where residential development should take place.*

*Section 3.3.1 (Housing Needs and Variety) Our **objective** is to encourage development in fully serviced areas of the City, to promote settlement and neighbourhood policies as mechanisms for directing the location of new housing, and to encourage new residential development near centres of employment.*

*Section 3.3.1 (Housing Needs and Variety) - Our **policy** shall be to ensure that all new multiple dwelling unit buildings are serviced by water and wastewater systems which have the capacity to accept the development proposed.*

*Section 3.3.1 (Housing Needs and Variety) - Our **policy** shall be to base residential densities on the availability of municipal services, education facilities, recreation and open space amenities, transportation routes, and such other factors as the City may need to consider.*

*Section 3.3.1 (Housing Needs and Variety) - Our **policy** shall be to provide medium density housing styles to meet future housing needs.*

Section 3.1.*1 (Directing Physical Growth) - Our **policy** shall be to direct urban growth to land that is a logical extension of an existing urban area, or neighbourhood, and will be serviced by municipal water and wastewater systems.*

*Section 3.1.1 (Directing Physical Growth) - Our **policy** shall be to have the responsible municipal departments ensure that adequate infrastructure and servicing facilities are in place prior to, or are developed concurrently with, new development.*

*Section 3.1.3 (Directing Physical Growth) - Our **policy** shall be to allow subdivisions of more than one lot per existing parcel of land provided that the developer has made an agreement to furnish full municipal infrastructure, and subject to all other applicable land-use and development regulations.*

The Official Plan supports mixed forms of housing within existing neighbourhoods to allow for housing choices. Housing choices within neighbourhoods are important as they provide variety for people at various stages of their lives. According to CMHC primary rental market data, Charlottetown had a total vacancy rate of 0.9% in October 2022. As such, the proposal is appropriately supported by the Section 3.3 (Housing Needs and Variety) policies of the Official Plan.

It should be considered that the city is currently experiencing an increased demand for housing. Housing prices are at a premium and home ownership isn't obtainable for many residents. Many residents are being forced to leave the city because of the lack of housing options and affordable housing. It has been very difficult to acquire land within established neighbourhoods at reasonable prices where rents can be kept at affordable levels.

In planning practice when assessing locations that are appropriate for residential uses it is fitting to locate residential dwellings in locations close to amenities, transit and parkland. The proposed site is within walking distance to parkland and neighbourhood amenities. The site is not within close walking distance to shopping centres however these amenities are easily accessed with T3 Transit services.

Below is a quick summary of the subject application's positive attributes, neutral attributes, and shortcomings:

Positives	Neutral	Shortcomings
▪ The City is experiencing a demand for housing and this proposal would provide additional options for housing within a mature neighbourhood		▪ The neighbourhood is not within a walkable neighbourhood. ▪ The site is located in a low-density neighbourhood. Some concerns about

that is predominantly low density residential. ▪ The proposal is close to parkland, sports fields and public transit. It is within a short drive to shopping and services.	increased density has been raised by area residents.

CONCLUSION:

From a planning perspective a variety of housing choices are important within a neighbourhood. Charlottetown's low vacancy rate has presented challenges for people trying to access housing within the city in fully serviced, desirable neighbourhoods where they are able to access various amenities. In addition, establishing new density and housing variety in existing built-up areas is inherently more sustainable as it allows for better use of services that are already available (see Section 3.10 of the Official Plan) and decreases pressure for new urban sprawl related to single-detached subdivisions.

Therefore, the Planning & Heritage Department encourages Planning Board to recommend for the application to amend the Future Land Use map for a portion of PID # 1047562 from Low Density Residential to Medium Density Residential and to rezone a portion of the property at the south end of Stanmol Drive in the Hidden Valley Subdivision from R-2S (Low Density Residential Single) to (R-3) Medium Density Residential) Zone subject to the signing of a development agreement.

It is the opinion of Planning staff that this proposal has merit and meets many of the policies of the Official Plan. Therefore, staff are recommending Planning Board to recommend to Council to grant approval to this rezoning request.

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

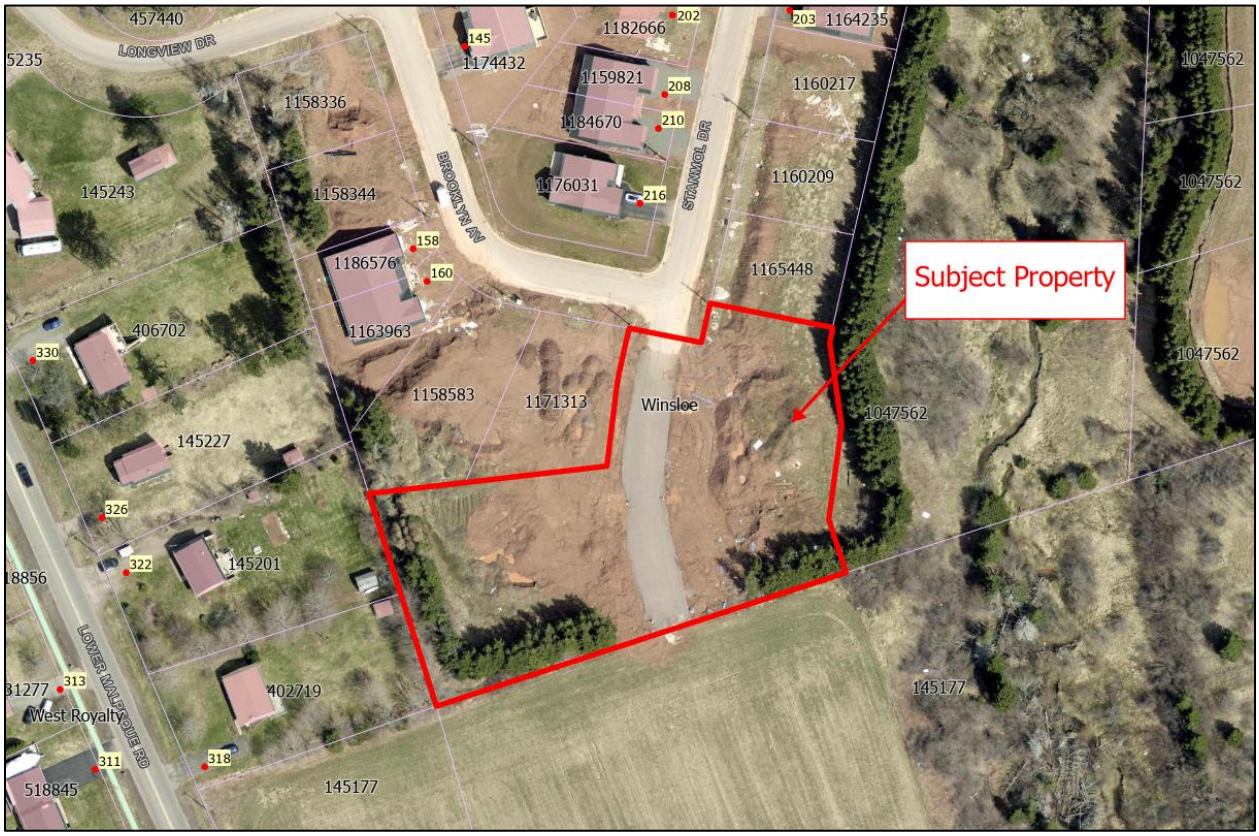


Reviewed By:

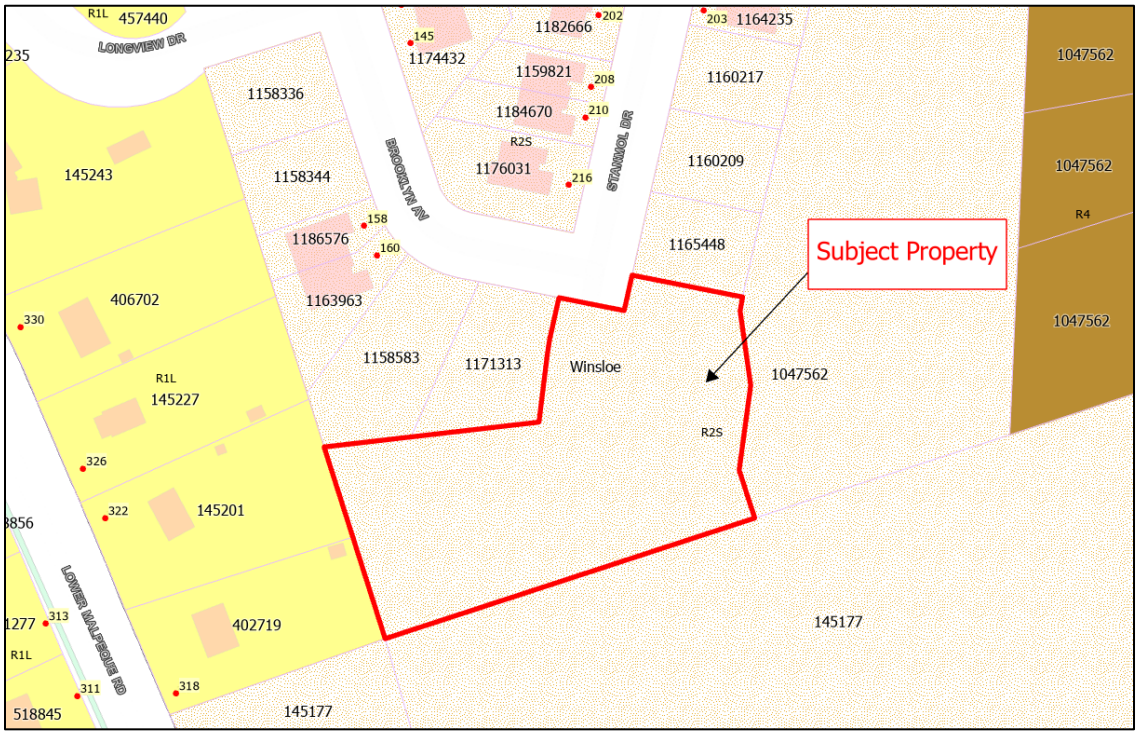
Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 01/30/2026	Michael Ruus, RPP, MCIP, 01/30/2026

Committee Recommendation: (if differing from staff)

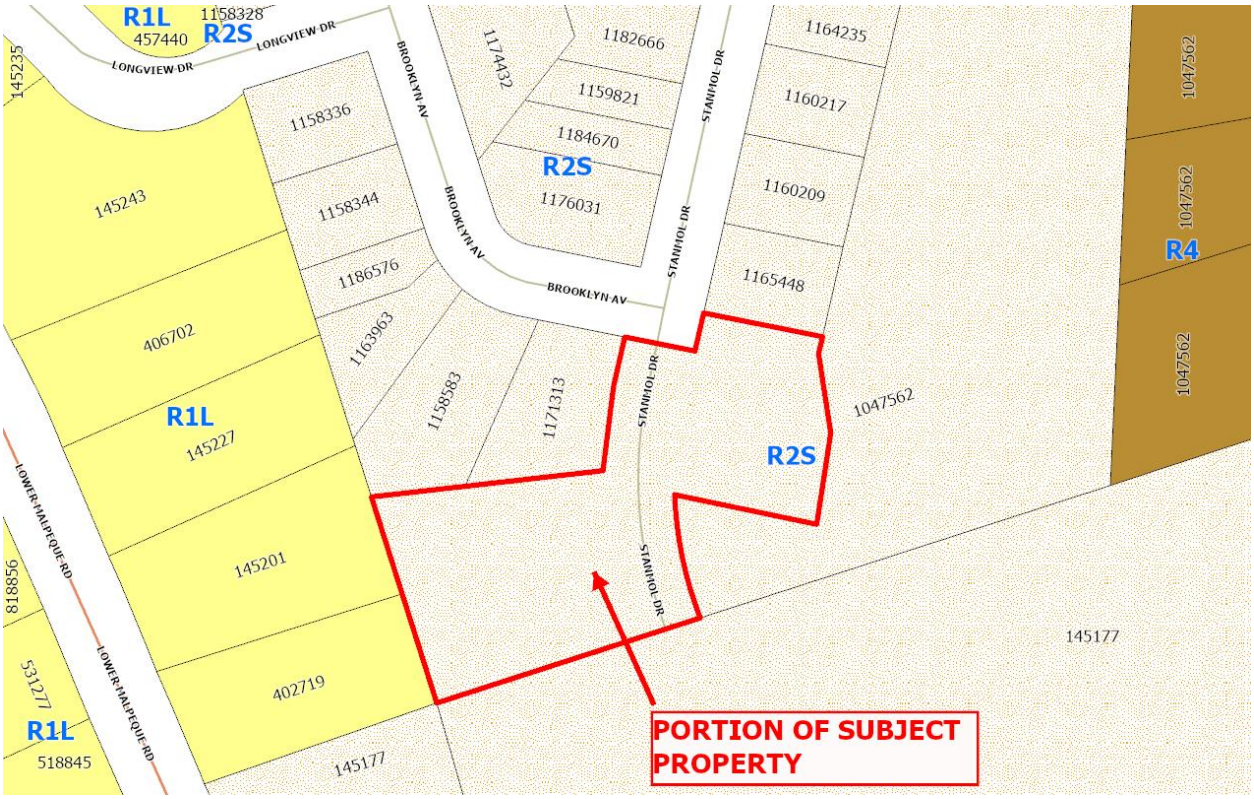
Attachment “A” – Air Photo of PID #1047562



Attachment “B” – Original Zoning Map showing PID #1047562 area that was shown at public meeting



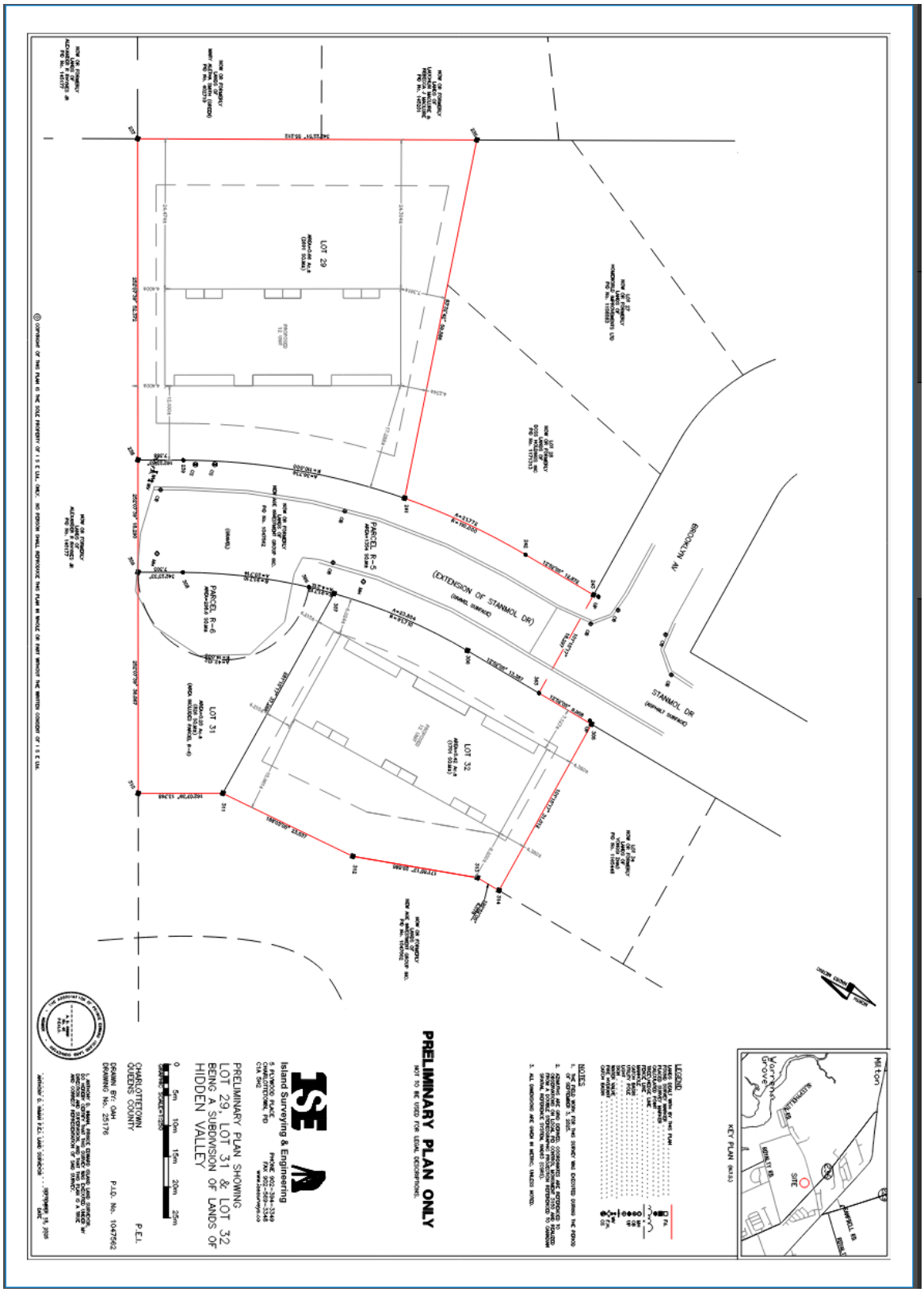
Attachment “C” – Zoning Map providing clarification on Lots 29 and 32, portion of PID #1047562.



Attachment "D" – Proposed Site Plan showing townhouse development:



Attachment “E” – Preliminary Survey Plan showing Lots 29 and 32 properties to be rezoned:



Attachment “F” – Letters from residents in response to the notification letter:

From: Aletha Smith <[redacted]
Sent: Sunday, January 25, 2026 11:26 AM
To: Planning Department <planning@charlottetown.ca>
Subject: Written Submission – Rezoning Application for Lands Adjacent to My Property on Stanmol Drive

[You don't often get email from [redacted]. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

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 Mayor and Members of Council,

I am writing to express my opposition to the proposed rezoning of the lands located behind my home from low-density residential to medium-density residential.

While I recognize the need for housing and responsible growth, I am not opposed to development in principle. My concern is with this specific rezoning request and its compatibility with the surrounding neighbourhood. The subject lands are currently zoned low-density residential, and the surrounding area is entirely low-density in character. These parcels were originally described as green space and were later approved for low-density residential development. The proposed development—two three-storey, 12-unit townhouse buildings—represents a significant increase in density and scale that is not consistent with the existing neighbourhood or with what residents were previously led to expect.

There is already a more appropriate location nearby for medium- and higher-density housing. On the other side of the stream, apartment-style development has been constructed, and that area appears to have been planned for greater density. Concentrating medium-density housing in areas already intended for that scale is more consistent with good planning than introducing it immediately behind established low-density homes.

Traffic impacts are also a concern. The local roads serving this area were designed for low-density residential use and are not well suited to accommodate the increased traffic volumes associated with medium-density development of this scale. Additional vehicle traffic, service access, and parking pressures would affect safety, noise levels, and overall livability for nearby residents. These concerns are heightened when considered alongside the possibility of future development in the area.

From: Aletha Smith <[redacted]>
Sent: Tuesday, January 20, 2026 3:31 PM
To: Planning Department <planning@charlottetown.ca>
Subject: Hidden Valley

[You don't often get email from [redacted] Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

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.

To Planning,

I would like to voice my opposition to the application to change 5 lots in Hidden Valley from Low Density Residential Single(R-2S) to Medium Density Residential (R-3).

When the plan was first made, this area was pending for green space, it was rezoned to residential and now the company wants to rezone it to put two 12- unit stacked townhouses. If this is rezoned for them again, next they will want it rezoned for an apartment building.

The phases on the other side of the stream were zoned for apartments and townhouses, anything other than Low density residential.

My understanding was that the green space was taken and switched to residential lots because they argued the green space would be more useful on the other side of the stream where the apartments were so it was approved.

They want to squeeze 12 families into two lots on one side of the Stanmol Street and 12 families on 3 small lots on the other side of the street, where is the green space for all these families?

I am attaching a couple of pictures for your convenience.

Thank you,
Aletha Smith
318 Lower Malpeque Rd
Charlottetown PE C1E1S8

I am further concerned about precedent. Approving a medium-density rezoning within an established low-density area raises reasonable concerns for residents about what may follow. There is a large vacant parcel beside my property, and while I do not know its current zoning or any future development plans, residents understandably worry that approving this rezoning could make similar requests more likely on adjacent lands.

When rezonings are considered in isolation, it becomes difficult for residents to understand the full impact. What may appear to be a single change can, over time, fundamentally alter the character of a neighbourhood that has long been low-density

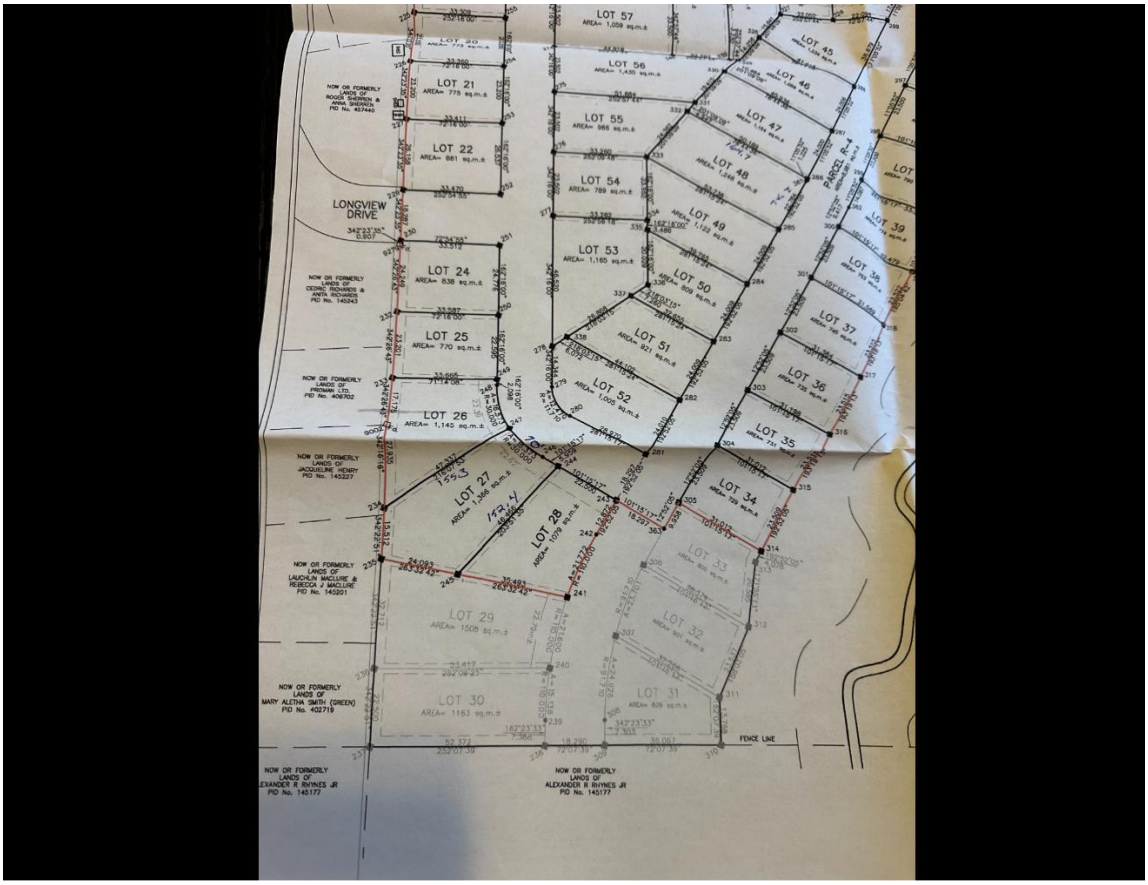
residential.

For reasons of compatibility, traffic impact, planning consistency, and concern about precedent, I respectfully ask Council to deny this rezoning application and to maintain the existing low-density residential zoning.

I appreciate the work Council does, and I hope you will weigh this decision carefully from the perspective of those of us who have lived here for decades and whose homes and daily lives are directly affected. I am simply asking Council to uphold the low-density character that was approved for this area and that long-term residents have relied on.

Respectfully submitted,
Aletha Smith
318 Lower Malpeque Rd
Charlottetown PE C1E1S8

Sent from my iPad



Exciting news for Contractors & Real Estate Investors. Hidden Valley has just introduced a new pricing platform for the remainder of their R2 Lots.... See more



PLANNING
Rec'd 21/21/26 Init J.L.

Jan. 21, 2026

To: **Charlottetown Planning Board & Charlottetown City Council**

Re: **Stanmol Drive (PID#1047562)** in the **Hidden Valley Subdivision**

It was very disappointing to see in *The Guardian* on Jan. 20, 2026 that Charlottetown Planning Board and ultimately Charlottetown City Council are once again being asked by Property Developers to Re-Zone or Up-Zone land so as *to allow for a* ***higher density development*** in an effort **to increase the value of the land** which had *originally* been intended to be used as *Green Space* (or *parkland*).

I am writing this letter *in support of the many new residents and property owners* on both Brooklyn Avenue and Stanmole Drive whose *property values* and indeed their *quality of life* will be *negatively impacted* if this last minute Rezoning request is approved.

For the reasons stated above I ask Planning Board / City Council to **PLEASE DENY** this Rezoning request.

Respectively Yours,
Gordy McCarville GM
15 Thorndale Ave
Charlottetown

CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.1):
To adopt the Official Plan Amendment, PH-OPA.1-056, "That the land use for the unaddressed parcel on Stanmol Drive (PID# 1047562) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Medium Density Residential, hereby excluding it from its former designation of Low Density Residential."

BE IT RESOLVED THAT THE "OFFICIAL PLAN AMENDMENT, (PH-OPA.1-056, as it pertains to the unaddressed parcel on Stanmol Drive (PID# 1047562))", as attached, be adopted.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe

Date:

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-106, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix G – Zoning Map of the Zoning & Development Bylaw from the Low Density Residential Single (R-2S) Zone to the Medium Density Residential (R-3) Zone, for the unaddressed parcel on Stanmol Drive (PID# 1047562)."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-106, as it pertains to the unaddressed parcel on Stanmol Drive (PID# 1047562))", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe

Date:

2nd READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, PH-ZD.2-106, To amend Appendix G – Zoning Map of the Zoning & Development Bylaw from the Low Density Residential Single (R-2S) Zone to the Medium Density Residential (R-3) Zone, for the unaddressed parcel on Stanmol Drive (PID# 1047562)),"
as attached, was read and approved a first time on _____;

BE IT RESOLVED THAT the said Bylaw be read a second time and approved.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe

Date:

BE IT RESOLVED THAT the said Bylaw be adopted.
Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe

Date:

_____Mayor/Chairperson (sealed) _____Chief Administrative Officer (sealed)

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-106

BE IT ENACTED by the Council of the City of Charlottetown as follows:

PART I – INTERPRETATION AND APPLICATION

1. Title

(1) This Bylaw shall be known and cited as the "Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-106"

2. Authority

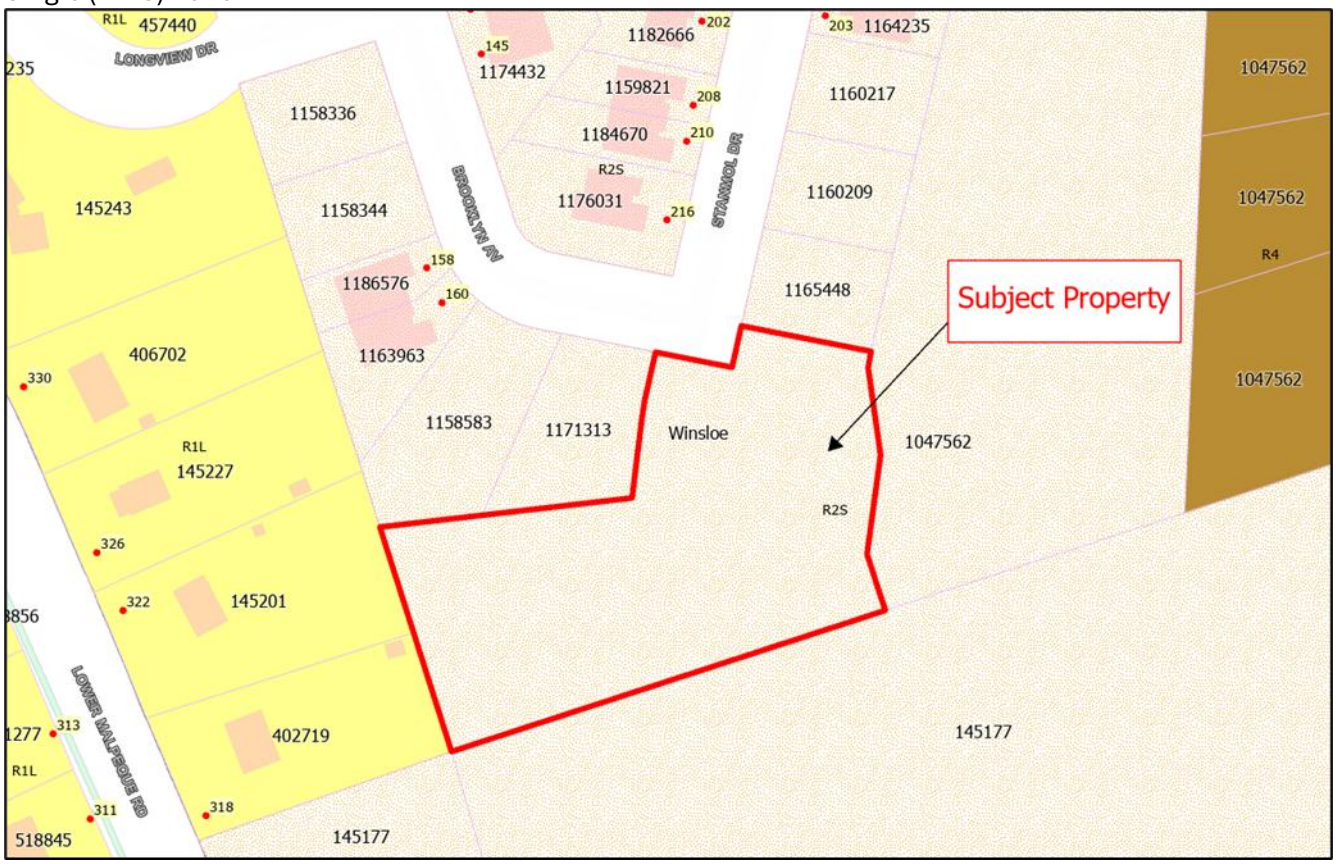
(1) Sections 16 and 18 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws and bylaw amendments implementing an official plan for the municipality.

3. Purpose

(1) The purpose of this bylaw is to amend the City of Charlottetown's Zoning and Development Bylaw provisions found in Appendix G – Zoning Map of the Zoning & Development Bylaw.

PART II – AMENDMENTS

(1) The Zoning of the property as it pertains to the unaddressed parcel on Stanmol Drive (PID# 1047562), as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-106, is Medium Density Residential (R-3) Zone, hereby excluding it from its former designation of Low Density Residential Single (R-2S) Zone.



PART III – EFFECTIVE DATE

1. Effective Date

(1) The effective date of the Zoning & Development Bylaw amendment is the date as signed by the Minister of Housing, Land and Communities.

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-106, was read a first time and approved by a majority of Council members present at the Council meeting held on the ____ day of _____, 2026.

Second Reading and Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-106, was read a second time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2026.

Adoption by Council:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-106, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

2. Signatures

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-106, adopted by the Council of the City of Charlottetown on _____ day of _____, 2026 is certified to be a true copy.

_____
Chief Administrative Officer
(signature sealed)

_____
Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-106) is hereby approved.

Dated on this __ day of _____, _____.

_____
Hon. Cory Deagle
Minister of Housing, Land and Communities

CITY OF CHARLOTTETOWN
OFFICIAL PLAN

To adopt the Official Plan Amendment, PH-OPA.1-056, "That the land use for the unaddressed parcel on Stanmol Drive (PID# 1047562) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Medium Density Residential, hereby excluding it from its former designation of Low Density Residential."

Effective Date
The effective date of the Official Plan amendment is the date as signed below by the Minister of Housing, Land and Communities.

Adoption and Approval by Council:

The Official Plan amendment was adopted and approved by a majority of the Councillors present at the Council Meeting held on the ___day of _____, 2026.

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

MINISTERIAL APPROVAL

This Official Plan Amendment (PH-OPA.1-056) is hereby approved.

Dated on this __ day of _____, _____.

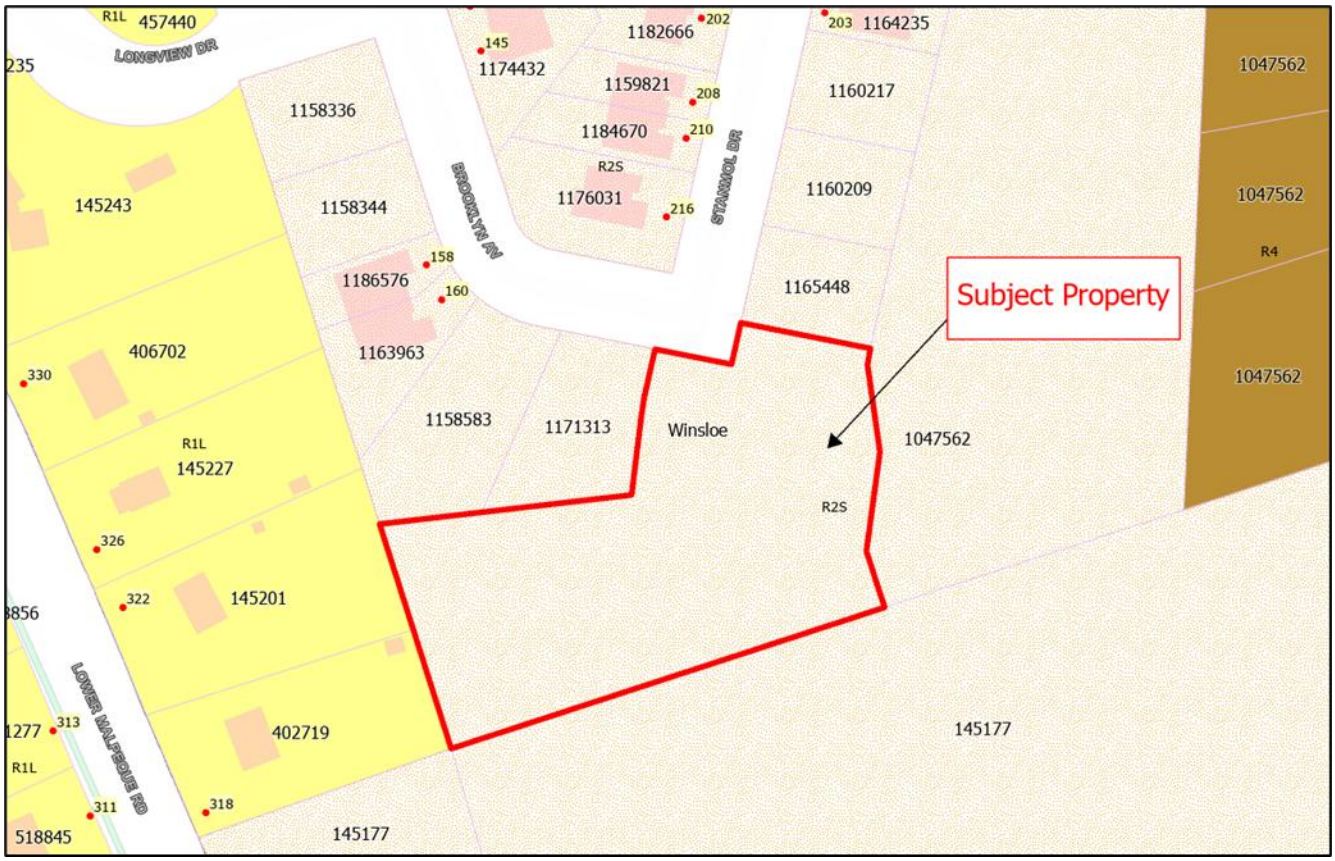
_____
Hon. Cory Deagle
Minister of Housing, Land and Communities

CITY OF CHARLOTTETOWN
Official Plan Amendment
PH-OPA.1-056

Appendix "A" – Future Land Use Map

Authority
The Council for the City of Charlottetown under the authority vested in it by Sections 11, 14 and 18 of the Planning Act R.S.P.E.I. 1988 Cap. P-8 hereby enacts as follows:

That the land use for the unaddressed parcel on Stanmol Drive (PID# 1047562) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Medium Density Residential, hereby excluding it from its former designation of Low Density Residential."



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
RESOLUTION OF COUNCIL #_____

Planning & Heritage #1

MOTION CARRIED _____

MOTION LOST _____

Date: February 24, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That 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, be approved and

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,

And further that the 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 step-back 2 meters (6.5 ft.) as proposed by the architect.

City of Charlottetown Committee Report

Report No: DR-2026-02-17-6a

Date:
February 17, 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 and preliminary survey showing subject property
- B- Design Review Submission prepared by Sable Arc dated September 26, 2025)
- C- External Design Reviewer Report (January 23, 2026)
- D- Section 7, Design Standards of the 500 Lot Area Zoning and Development Bylaw
- E- Section 31 DMS Zone and Bonus Height Development Standards.
- F- Response from Robert Haggis of Sable Arc to the Design Reviewers Report

Report Title:
Design Review Recommendation – 68 Queen Street
(PID#s 336982, 336974, 336909, 336917, 336966 and 1172915)

Report Purpose:

The purpose of this report is to seek direction from the Design Review Board on the approval of a design review application to construct a multi-use residential and commercial building within the 500 Lot Area, being the properties identified as (PID#s 336982, 336974, 336909, 336917, 336966 and 1172915) addressed as 68 Queen Street.

Staff Recommendation:

The Planning & Heritage Department encourages the Design Review Board to approve the proposed site and building façade drawings 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) as per the Design Reviewer's and Planning staff recommendations. Furthermore, the Design Review Board's recommendation will be forwarded to the Planning Board outlining their assessment of the variances and design recommended by the Design Review Board.

Report Details:

BACKGROUND

The Planning and Heritage Department has received from Sable Arc (architectural firm) on behalf of their client Quentin Bevan, Weymouth Properties Ltd. a design for a proposed seven (7) storey, mixed use commercial and multi-residential building located at 68 Queen Street also identified in Land Registry as PID #s 336982, 336974, 336909, 336917, 336966 and 1172915. The concept plans show that the 1st floor will consist of ground floor commercial with parking contained behind the commercial units. The second level will consist of parking while the 3rd, 4th and 5th levels are residential, with commercial spaces on the 6th and 7th levels.

The proposal includes an application for Bonus Height where the applicant has indicated in their submission that the public benefit for Bonus height will be as follows:

"The public amenity is the new 'activated alley thruway'. It will provide lots of space for public art/ murals, along with seasonal food vendors and possible access to all the commercial properties fronting onto Queen Street"

By-law Requirement

As per Section 7.1 of the Zoning and Development By-law, new buildings within the 500 Lot Area are required to undergo the Design Review process to ensure that the architectural design of proposed development within the 500 Lot Area maintains a higher quality of design and is constructed with a consistent type and quality of materials. From a design perspective, "is a building of its time" which complements and is compatible with existing buildings on surrounding properties. Please refer to the Design Standards of the 500 Lot Area Section 7 of the Zoning and Development Bylaw (Attachment D). The standards outlined in this section are the requirements under review as a part of this application.

ANALYSIS:

The applicant submitted a graphic submission outlining their proposal. The submission included façade drawings, floor plans and a site plan of the proposed multi-unit/commercial building (Attachment B). The proposed building design submission was sent to an independent design reviewer, Greg Munn, a licensed Architect from Prince Edward Island to perform a design analysis.

On January 23, 2026, Mr. Munn submitted his formal review, for further information please refer to (Attachment C, Design Reviewer's Report), which indicated the following main points:

1. BUILDING ORIENTATION AND CORNER LOTS

The building has direct access to the sidewalks on the three street facing sides. There is a discrepancy between the first-floor plan and the renderings at the corner of Queen and Dorchester Streets. The plan shows a deep-set doorway and large windows wrapping the facade around the corner, while the renderings show a narrower window to the left of the entry, and large windows on the corner. The plan version is preferred as it is more open and in keeping with the large, glazed storefronts of the street, and I am guessing that is the architect's intent. This would orient the building more successfully to appropriately address the corner.

RECOMMENDATIONS

The building successfully addresses the street with appropriate entrances that are inviting. It is recommended to utilize large storefront windows as shown in the plan at the corner of Queen and Dorchester.

FRONT FAÇADE WIDTH AND HEIGHT

The north facade on Dorchester Street is long but carries the roofline height of the buildings to the north and is broken down to be read as a cohesive collection of three buildings, with relief in the façade provided by the open and inviting public alleyway that will connect to King Street and successful transitions from the more residential east end toward Great George Street, to the commercial nature of Queen Street.

The proposed building will easily be twice as tall as any other building on the sidewalks of King Street, except for the Welsh Owen Building (Kettle One/ former Piatto building) located kitty corner on Queen and King. The building sympathetically meets the three streets, but the overall massing as it will be perceived from north and south on Queen Street must be addressed.

The massing of the seven-storey building, plus two eighth-floor elevator/ stair penthouses, straddles the entire block, and is similar in massing to that of the Dominion Building, that faces the west side of Queen Street and straddles the block between Sydney and Richmond Streets, two blocks north. The proposed building is twice the height of what is allowable in the zone without bonus height.

The proposed new development does seem to overshadow the neighbourhood and scale of the buildings along Queen Street and especially those on the quiet narrow side streets.

3. BUILDING MATERIALS

The upper floors are designed to have a dark and light wood-grained vertical metal cladding. It is noted in City of Charlottetown Zoning and Development Bylaw (updated October 24th, 2025) Section 7.4.5 states that "the appearance of Building material shall be true to their nature and should not mimic other materials". It is this reviewer's opinion that this Bylaw requirement has become outdated, as metal siding with wood grain has become more sophisticated and architecturally expressive in recent years, is synonymous with contemporary architecture, and is to be interpreted as a modern version of a traditional building material, and should be an allowable material alternative in general to differentiate and compliment the period architecture of the city. The colour shift assists in breaking down the massing of the building and will have a familiar warmth while expressing the buildings 21st Century nature, and I believe the use of wood grained metal siding is appropriate here.

SUMMARY

Maintaining the character of a place while allowing it to evolve is a delicate balance that requires an understanding and respect of context, a sense of how we got here, and a vision for how the past can inform and guide a future that is vibrant, innovative and authentic.

Standard 11 of the Standards and Guidelines for the Conservation of Historic Places in Canada specifically states: "(a) Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. (b) Make the new work physically and visually compatible with, subordinate to, and distinguishable from the historic place.".

This building is not an addition to another building, but it is an addition to the city as whole. The concern is that the building will dominate the skyline of the historic street, and overshadow, both physically and figuratively, the buildings of Queen Street, a streetscape that is worth preserving in both material and atmosphere.

BONUS HEIGHT

Strictly speaking, the lot is not wide enough to allow a bonus height application. However, the orientation and situation of this lot visually separate the Queen Street portion of the proposal, and it becomes part of the greater Queen Street façade of the block.

The side street "fronts" are 167'-2 ½"on the Dorchester Street side, and 88'-11" on the King Street side, and it is the opinion of this reviewer that these lot "frontages" are appropriate to take into consideration as the actual Lot Frontages, and therefore, the Lot Frontage meets the criteria for the request for a Bonus Height variance.

STEPBACKS

The Bonus Height variance would be more acceptable if the setback Bylaw were more closely adhered to. This would mean that the 5th and 6th floors that are currently at 2m, were stepped back the prescribed 3m 9.8'. The bylaw would require the 7th floor to have a step back of 6m or 19.7'.

FLOOR PLATE
By adhering to the step-backs prescribed by the Bylaw, the Floor Plate area would be decreased to around 900 m2, or 9,687 SF, much closer to the required maximum of 750 m2.

CONCLUSION
It is recommended that the project is approved, if a compromise on the step-backs on the 5th, 6th and 7th floors could be accommodated, as this would not only lessen the massing of the building overlooking Dorchester and King Streets, but would also lower the parking required to be within the Bylaw requirements, and bring the Floor Plate of the 7th floor to within a reasonable area that is only slightly over what is allowed.

An alternative recommendation would be to remove the 7th floor. By bringing down the height, the massing of the building would not dominate the skyline as much as the current design would, and this would also eliminate the parking requirements (from 45 to 39 stalls) and Floor Plate variance requests.

In the design review report the design reviewer indicates that several variances are required in order to obtain building permit approval. The design reviewer has identified these variances as:

Variance Summary

- *Height variance to seven storeys if bonus height cannot be justified- requires a 40.4ft ± variance.*

  15 meter to 25.5 meter (49.2 ft to 83.6 ft).
- *Step back 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.*
- *Step back 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 requires a minimum 10m (32.8ft) interior Yard Setback. A 2m (6.5ft.) stepback is proposed. Therefore, requires an 8 meter variance.*
- *Frontage or lot width requirement for bonus height on Queen St- Proposed lot frontage is 13 meters (42.6 feet). The Bylaw requires 41 m (135 ft) and minimum Lot Depth of 36m (118ft) for Buildings taller than 21.3 m (69.9 ft). Therefore, a 28 meter (91.8ft.) variance is required for frontage.*
- *Increase to the allowable floor plate from 8, 072 sq ft. (750 m2) to 11,797 sq ft. (1,096 m2). Therefore, a variance of 346 m2 (3,724.3 sq ft.)*

In addition to the variances approval of cash in lieu of parking is required for approximately 6 parking spaces. A lot consolidation for PID#s 336982, 336974, 336909, 336917, 336966 and 1172915 will be required to assemble the land to form one property. This will also involve the rezoning of PID#s 336974,

336909, 336917, 336966 and 1172915 from Downtown Mixed-Use Neighbourhood (DMUN) to Downtown Main Street (DMU) Zone.

Planning staff will review the design reviewer's recommendations pertaining to the required variances and will forward a detailed report to Planning Board following public notification of the requested variances and rezoning application.
Under Section 3.12 Bonus Height Applications and Bonus Height development Standards of Section 30.3 Downtown Mixed-Use Neighbourhood Zone of the Zoning and Development Bylaw a height variance would be required If the proposed public benefit is not approved by Planning Committee.
The request for a Bonus Height Application must be reviewed and approved by the City's Planning Committee. As per Section 3.12.10, *"The City at it's discretion shall provide a recommendation from Planning Committee to the CAO for the Public Benefits that should be required for the development pursuing a bonus height application."*

In terms of parking, although there are thirty-nine (39) parking spaces proposed within the building the development is short, approximately six (6) parking spaces for the floor area proposed. If the step-backs were increased on the King and Dorchester side of the building the floor plates on the 5th, 6th and 7th stories would decrease. This would in turn decrease the parking requirement. Should the variances for the step-backs be approved as requested the applicant will have to request that 6 parking spaces be approved for cash-in-lieu of parking as per Section 46.2.2 of the Zoning and Development Bylaw which states as follows:

"46.2.2 Cash-in-lieu of Parking Spaces may be accepted for new Development or for an addition to an existing Building in the 500 Lot Area in any situation where:

a. *Adequate parking cannot be provided or is unfeasible."*

Staff agree with the design reviewer's analogy on the technical frontage requirement in the Bylaw to allow bonus height. The subject property is unique in that it is bounded by 3 streets. Although the technical frontage is on Queen Street (the narrowest part of the lot) the building has over 162 feet of frontage on Dorchester Street and almost 89 feet of frontage on King Street. Given the extensive frontage along these streets staff agree that the request for bonus height is supportable subject to acceptance of the proposed public benefit.

With regards to the entrance and exit to the parking garages staff would suggest that consideration should be given to mitigative measures that would help announce to pedestrians either on King or Dorchester Street that cars will be entering and exiting this building. There are a number of techniques such as alarms, flashing lights etc. that warn passing pedestrians of this situation.

When this application goes to public hearing staff and Council will hear from the adjoining property owners as well as residents and property owners in the downtown core. Staff cannot predetermine what the outcome of the public hearing process for the rezoning or variances will be but would suggest to the Design Review Board that it would be helpful if they could indicate if they support the design reviewer's interpretation of the variances. The design reviewer indicated in his report that he supported the requested variances with the exception to the variance request to the stepbacks on the King and Dorchester sides of the building. If the Board feels that the proposed building can be constructed generally as presented with the required step-backs observed.
If the Design Review Board has concerns with regard to the requested variances these concerns should be identified during the design review process. As this will ensure that the application proceeds with some level of success to Planning Board as opposed to being returned to the Design Review Board because certain variances could not be supported. As this situation would only extend the length of the approval process.

The intent of the Design Review Board is to assess not only the design elements of this project but factor in the requested variances to determine if design changes can mitigate the impact of the proposed variances.

POLICY FRAMEWORK

The Official Plan addresses new development within the 500 Lot Area. Sections of the Official Plan that are relevant to this application are as follows.

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.*

- *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.*

CONCLUSION:

Planning staff are proposing to support the development concept 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 floor plans.

Also that step-backs on the 5th, 6th and 7th stories on the Dorchester and King Street facades that were referenced earlier in this report be observed.

As noted by the Design Reviewer,

- For a building that is requesting an increase up to 69.9', a step-back of 3 metres or 9.8' is required, for the 5thand 6th floors below 70 feet.

-Above 70 feet on the 7th floor a step-back of 19.7' is required.

Planning staff would welcome any suggestions that the Design Review Board would offer with regard to the massing of the building as well as the step back treatment on King and Dorchester Street.

Planning staff are generally in support of the application and feel that some adjustments as outlined in the report could certainly contribute to the overall design of the building and the streetscape.

Planning staff are recommending that the Design Review Board approve the proposed building façade as per the Design Reviewer and staff recommendations.

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	**Director**
David Gundrum, RPP, MCIP, 02/13/2026	Michael Ruus, RPP, MCIP, 02/13/2026

Committee Recommendation: (if differing from staff)

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 wer e unnecessarily restrictive and would jeopardize the project.

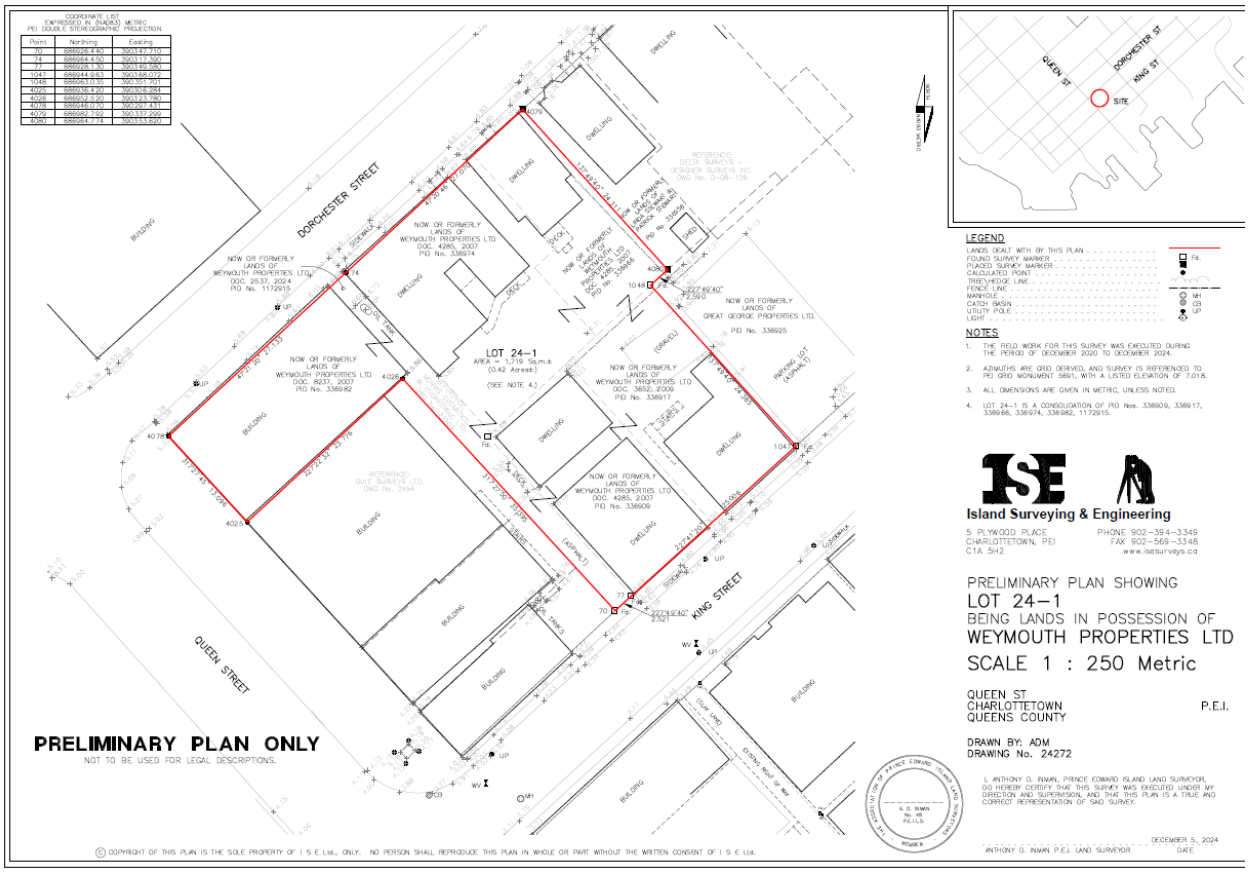
The Board voted unanimously not to support the staff and design reviewer's recommendation.

As a result, the application will proceed to Council, where Council will determine whether to accept t he Board's position and approve the design as submitted, or uphold the design reviewer's recomme ndation to adhere to the required stepbacks.

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

Attachment “A” – Maps and Preliminary Survey Showing Subject Property:





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Attachment “B”
Design Reviewer Submission
68 Queen Street – The Monarch





“THE MONARCH” QUEEN ST. REVITALIZATION PROJECT

CONCEPT PACKAGE

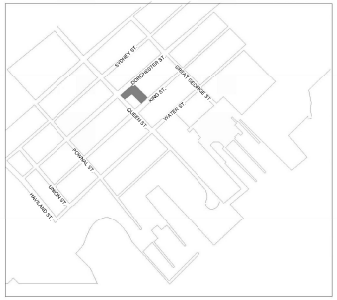
SableARC
sustainable architecture · design

Building Program

PARKING
LEVEL 1: 19 PARKING STALLS (2 ACCESSIBLE)
LEVEL 2: 20 PARKING STALLS (2 ACCESSIBLE)
TOTAL: 39 PARKING STALLS

COMMERCIAL
LEVEL 1: 1 TENANT SPACE (284m2 / 3,062sf)
LEVEL 6: 988 m2 / 10,634sf)
LEVEL 7: 999 m2 / 10,750sf)

RESIDENTIAL
LEVEL 3: 5 - 2 BED UNITS 9 -1 BED UNITS 1 - AMENITY SPACE
LEVEL 4: 6 - 2 BED UNITS 9 -1 BED UNITS
LEVEL 5: 2- 2 BED UNITS 9 -1 BED UNITS 1 - ROOF DECK
TOTAL UNITS : 40 DWELLING UNITS

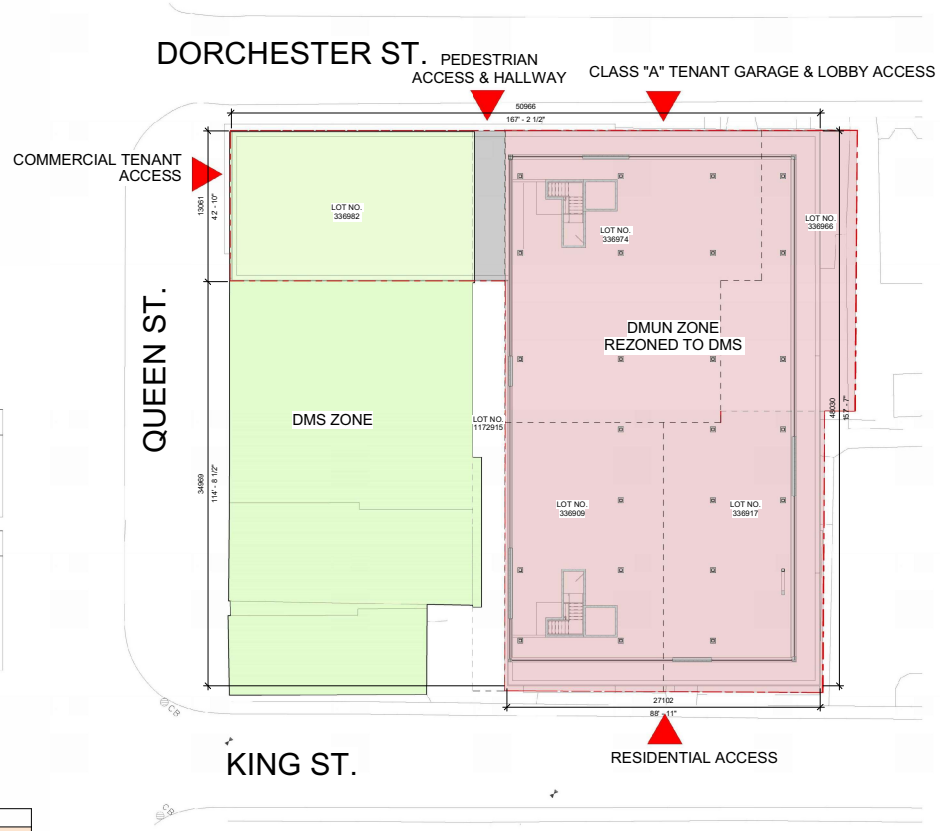


2 KEY PLAN-
Scale: 1 : 2000

LOT CONSOLIDATION & ZONING

CURRENT ZONING
DMS ZONE
DMUN ZONE

LOTS TO BE CONSOLIDATED AND REZONED TO DMS
336982 (CURRENTLY DMS)
336974
336909
336917
336966
1172915



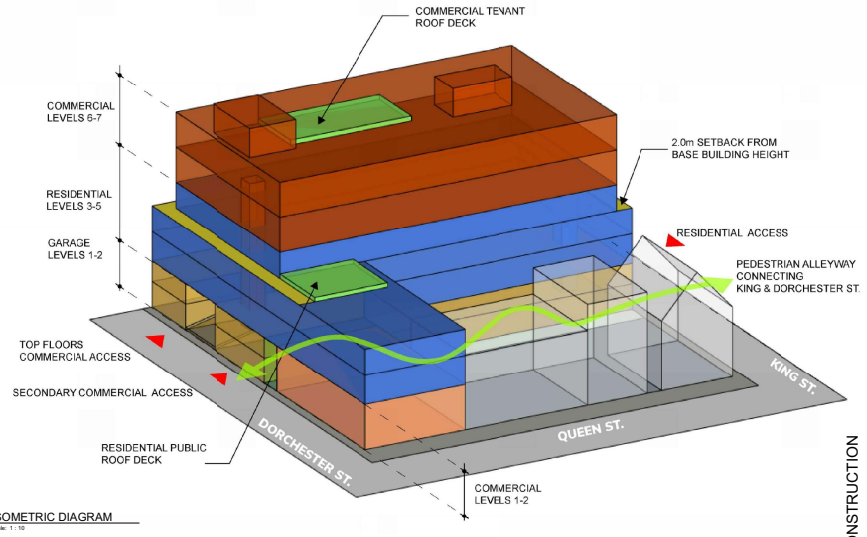
1 LEVEL 02 - SITE PLAN
Scale: 1 : 150 Ref: A4.01

ZONING AND BYLAW REQUIREMENTS

ZONING
PROPOSED REZONING - PORTION OF LOT 24-1 FROM DMUN TO DMS

ZONING MATRIX

	02 REQUIREMENTS	PROPOSED VARIANCES
LOT AREA	N/A	N/A
LOT FRONTAGE	Minimum 7.62m (25ft)	N/A [13.10m (43ft) Along Queen Street]
FRONT / FLANKAGE YARDS	Minimum 0m (0 ft) and Maximum 1m (3.3 ft) Or within the minimum and maximum range of the setbacks of existing buildings on the block.	N/A
FRONT YARD PROJECTIONS	Maximum 1.5m (4.9 ft)Or within the minimum and maximum range of the existing buildings on the block. Or within the minimum and maximum range of the existing buildings on the block.	N/A
REAR / SIDE YARD MINIMUM	Not required unless the Side or Rear Yard is abutting a residential, DN or DMU property; in which case the minimum setback shall be equal to the setback of the building on the adjacent property from the shared lot line OR 6m (19.7 ft), whichever is less.	N/A
HEIGHT	Minimum 7.5m (24.6 ft) and Maximum 15.0m (49.2 ft).	Proposed Building Height: 29.26m (96ft) Bonus Height Required
BONUS HEIGHT	A bonus of up to a maximum building height of 32.5m (106.6 ft).	Required To be Allowed 29.26m (96ft)
MASSING REQUIREMENTS FOR BONUS HEIGHT	Massing for buildings greater than 21.3 m (69.9 ft): a. The components above the base Building that are a bonus in Height shall be subject to: i. A minimum 6.0m (19.7ft) Stepback above the base Building or above that portion of the Building that is taller than 21.3 m (69.9 ft) on the front façade. b. The portion of the Building above 21.3 m (70 ft) shall have: i. A maximum gross floor plate size of 750 sq m (8,072.9 sq ft); ii. A minimum 10m (32.8ft) interior Yard Setbacks; and iii. A maximum 25.0m (82ft) Building width addressing the Street.	Variance Required: - 2m Stepback from base building provided on side and rear sides - Gross floor plate above 21.3m is: 993m2 (10692sf) - Interior Yard setbacks : in accordance with DMS requirements - 24.95m (81.85ft) building width adressing streets over base building Height
DRIVEWAY ACCESS	Only permitted for properties with lot frontages of 25m (82 ft) or greater. Corner lots permitted to provide a rear driveway accessed from the side street.	Once amalgamated, we will have greater than 82'-0" on King Street & Dorchester Street; only 44'-0" on Queen Street.
PARKING REQUIREMENTS	Multi-unit Dwellings:1 space per dwelling unit (1 Space for every 2 units on 500 Lot Area) 20 Parking stalls required Office, Retail Store, Retail service shop in the 500 Lot area: 2 spaces for the frist 42 sq.m (450sq.ft) of Floor area plus 1 additional space for each additional 97 sq.m. (s,1045 sq.ft) of Floor Area. 25 Parking stalls required 45 Total parking stalls required	Total of 39 parking stalls provided



3 ISOMETRIC DIAGRAM
Scale: 1 : 10

NOT FOR CONSTRUCTION

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sustainable architecture + design
49 Water Street 902.816.0216
Charlottetown, PE rhaggis@sablearc.com
C1A 1A3 sablearc.com

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#	DESCRIPTION	DATE
1	SD REVIEW	2025.02.13
3	SD REVIEW	2025.04.02

SEALS:

Queen Street Revitalization Project

Charlottetown

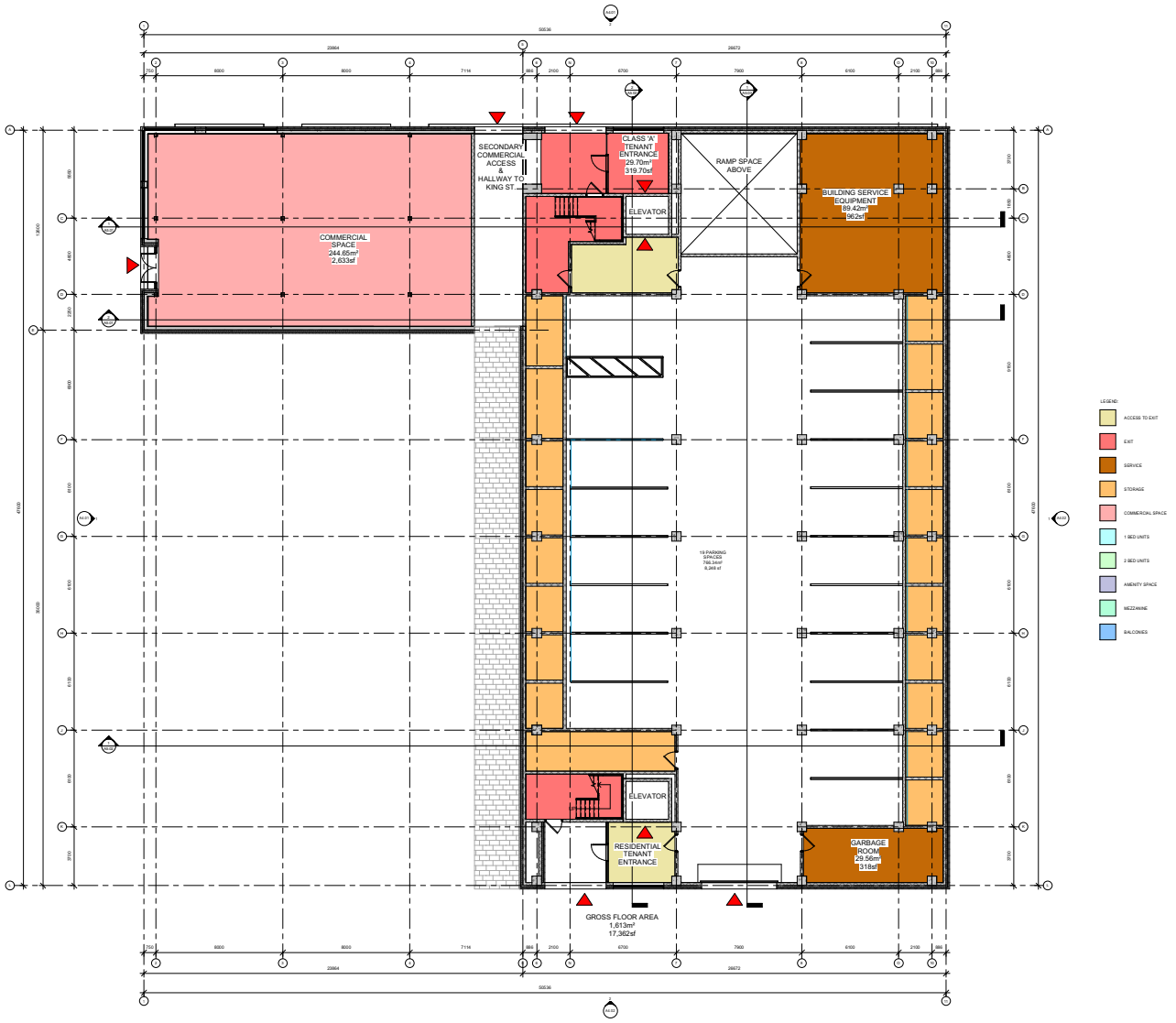
CLIENT:	-
PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	As indicated
DRAWN BY:	DR
CHECKED BY:	-

DRAWING TITLE:

BYLAW INFORMATION AND SITE PLAN

NORTH ARROW: N

DRAWING NO: **A1.00**



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#	DESCRIPTION	DATE
1	SD REVIEW	2025.02.10
2	ISSUED FOR AREA REVIEW	2025.03.26

SEALS:

Queen Street Revitalization Project

Charlottetown

CLIENT:	-
PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	1 : 100
DRAWN BY:	DR
CHECKED BY:	-

DRAWING TITLE:

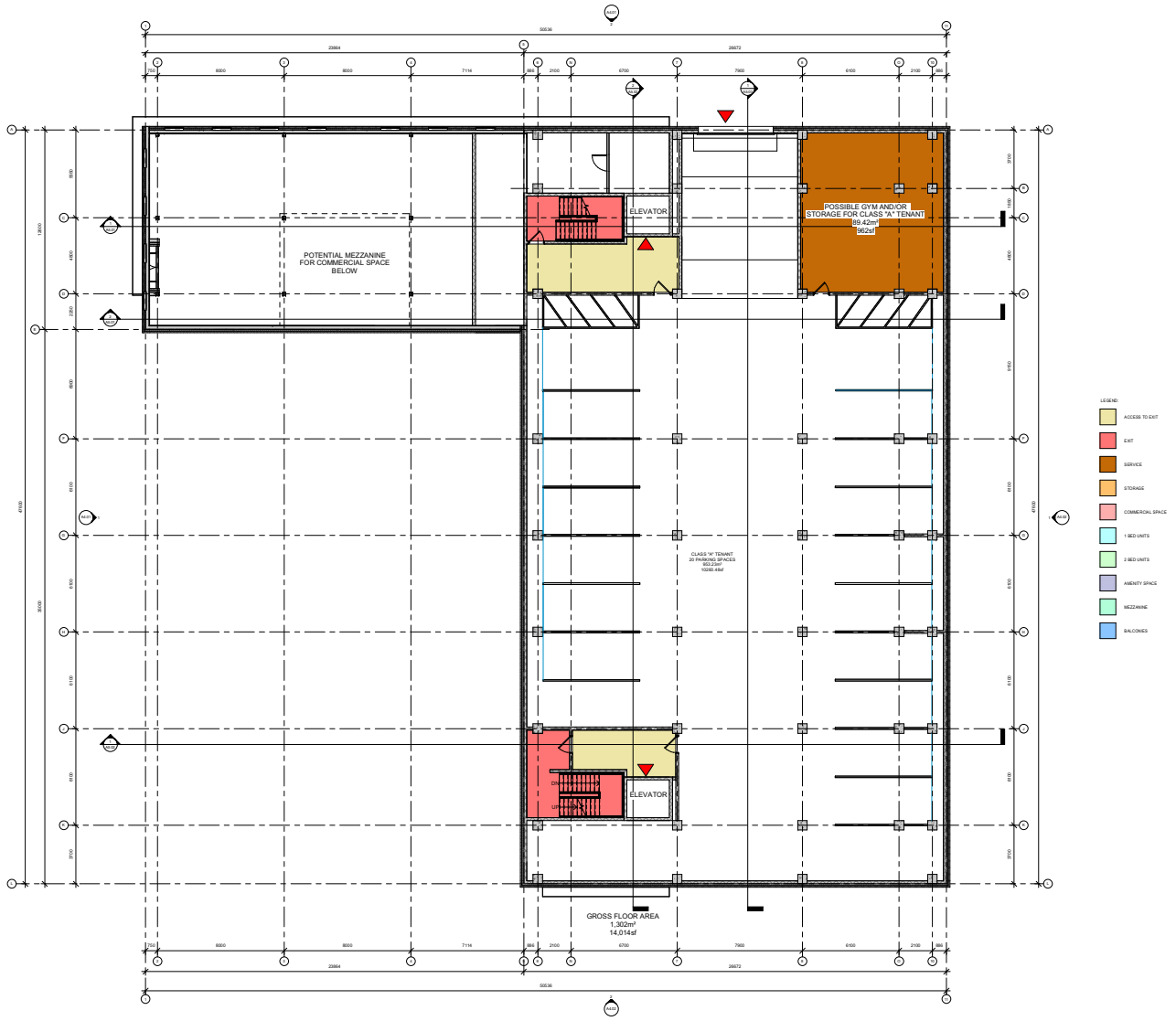
FLOOR PLAN - LEVEL 01

NOT FOR CONSTRUCTION

NORTH ARROW:

DRAWING NO:

A2.01



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SEALS:

Queen Street
Revitalization
Project

Charlottetown

CLIENT:	-
PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	1 : 100
DRAWN BY:	DR
CHECKED BY:	-

DRAWING TITLE:

FLOOR PLAN -
LEVEL 02

NORTH ARROW:

DRAWING NO:

A2.03

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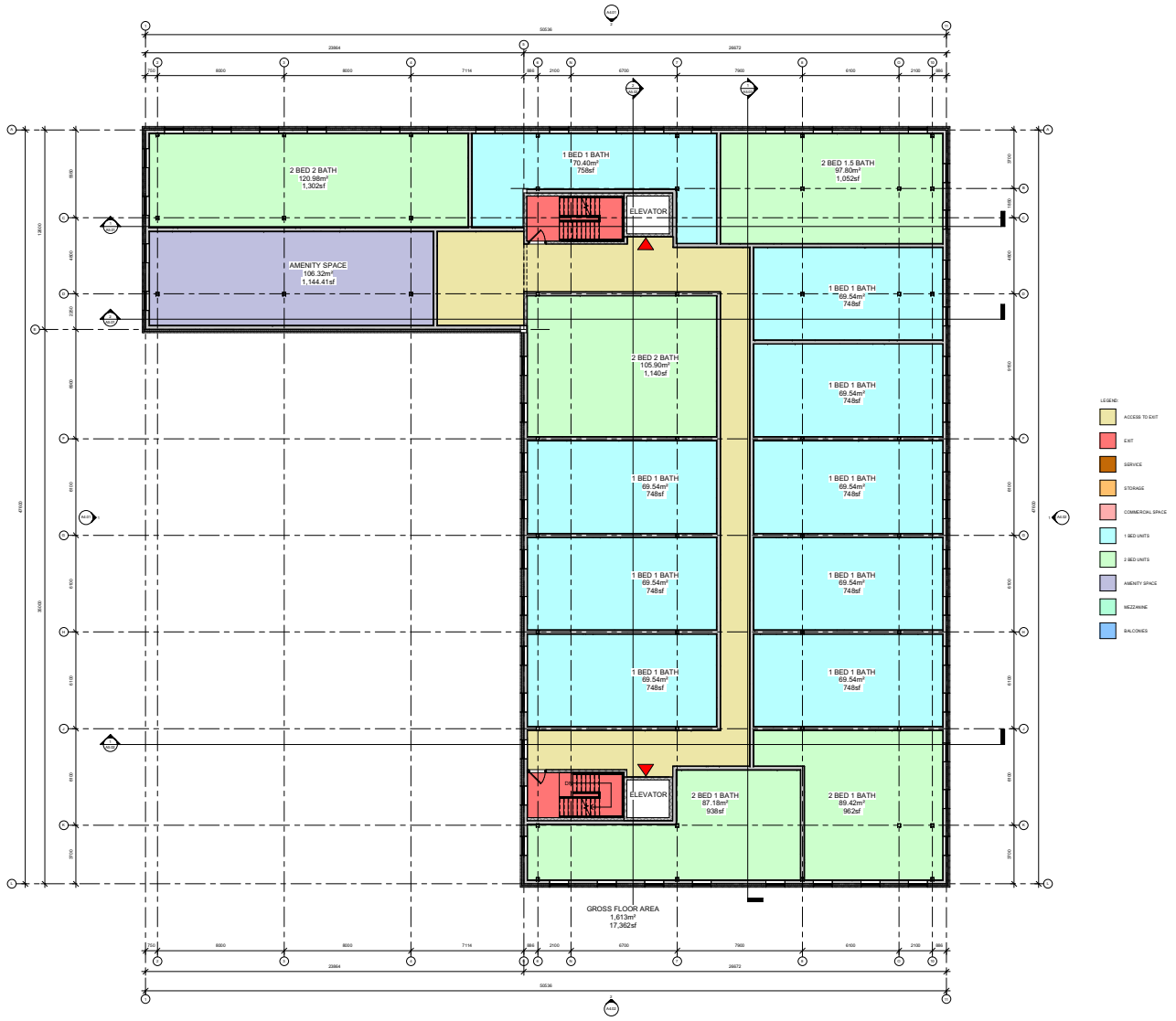

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Charlottetown

CLIENT:	-
PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	1 : 100
DRAWN BY:	DR
CHECKED BY:	-

DRAWING TITLE:

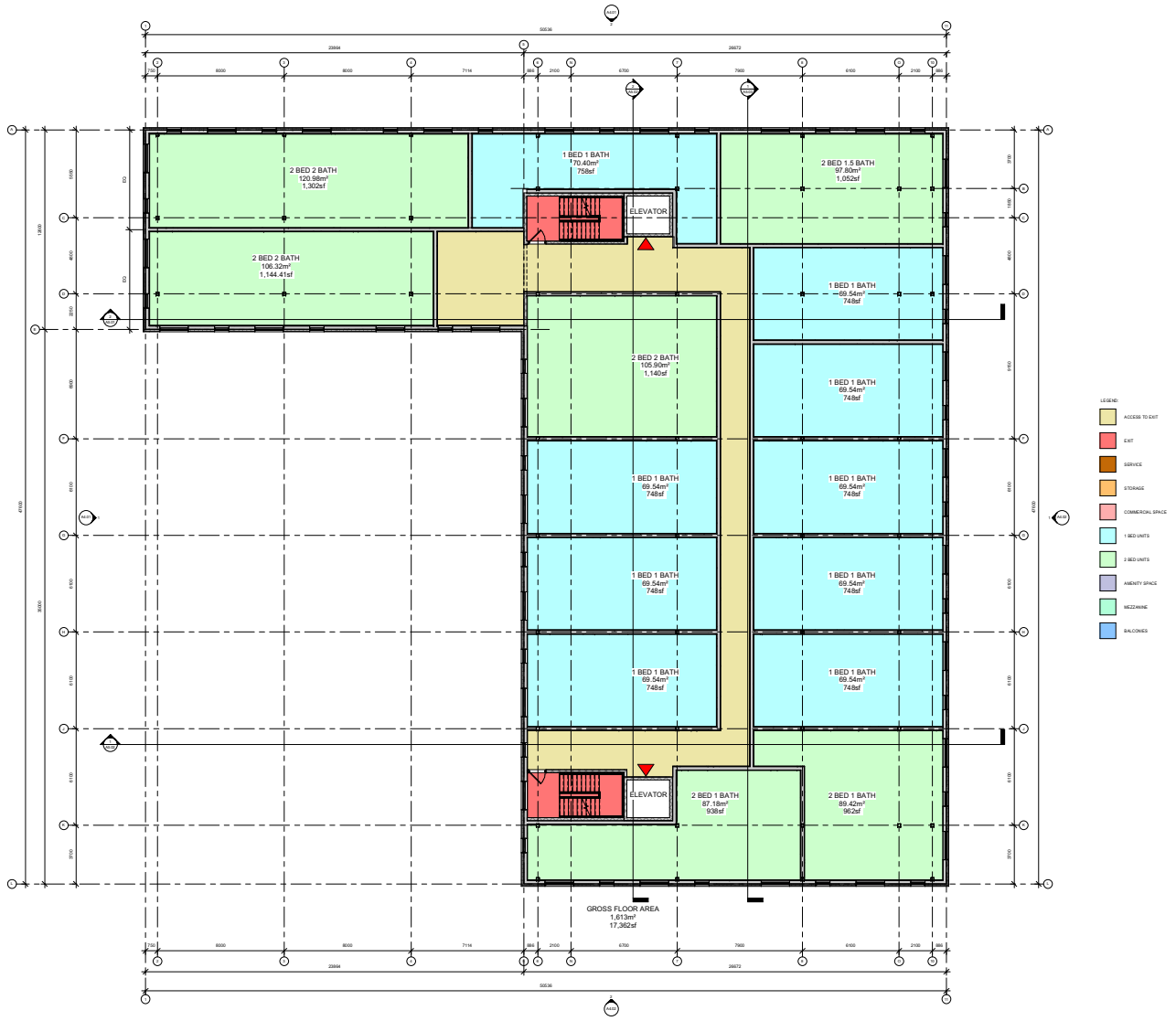
FLOOR PLAN - LEVEL 03

NORTH ARROW:

DRAWING NO:

A2.05

NOT FOR CONSTRUCTION



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Queen Street Revitalization Project

Charlottetown

CLIENT:	-
PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	1 : 100
DRAWN BY:	DR
CHECKED BY:	-

DRAWING TITLE:

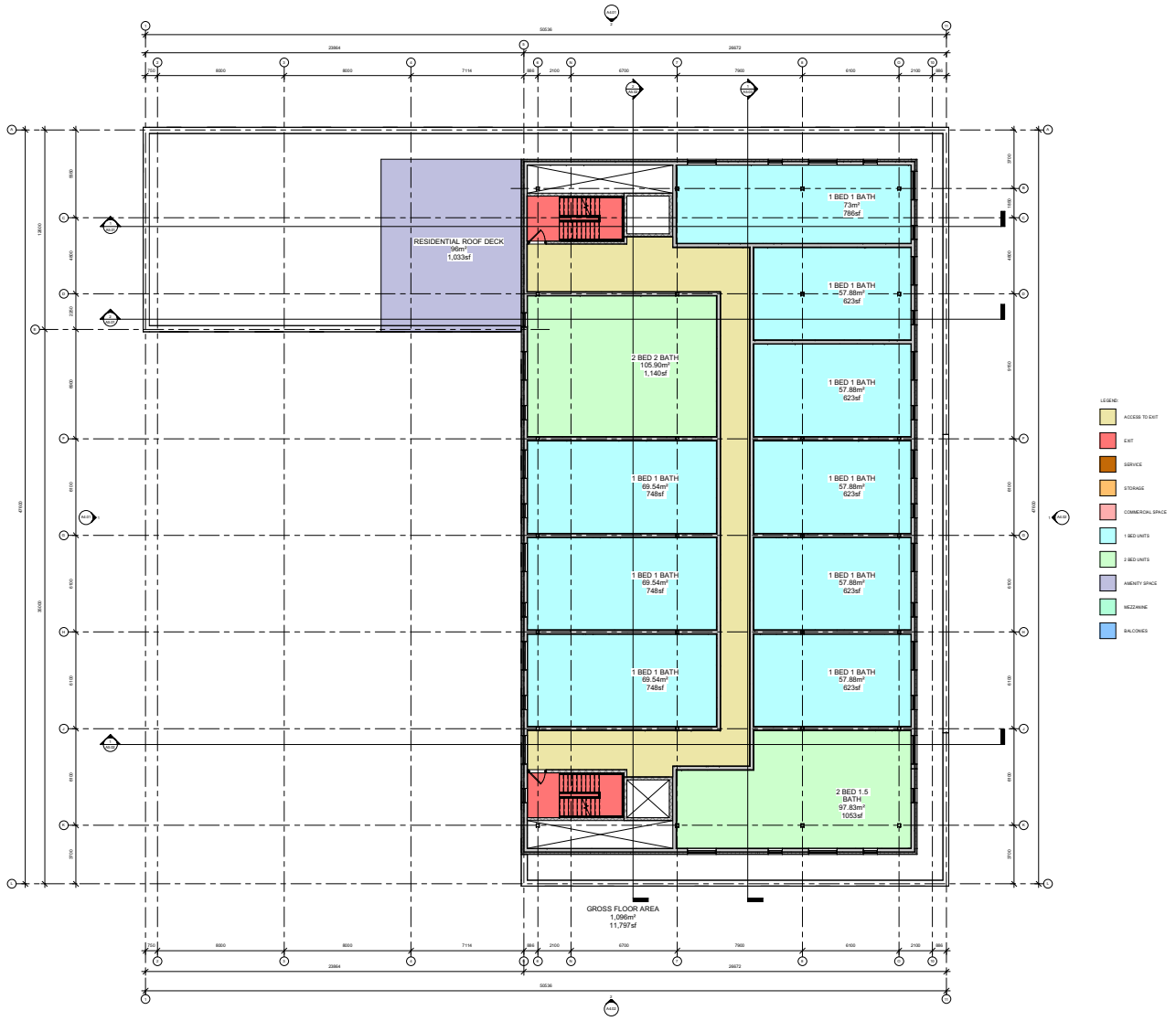
FLOOR PLAN - LEVEL 04

NORTH ARROW:

DRAWING NO:

A2.07

NOT FOR CONSTRUCTION



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SEALS:

Queen Street Revitalization Project

Charlottetown

CLIENT:	-
PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	1 : 100
DRAWN BY:	DR
CHECKED BY:	-

DRAWING TITLE:

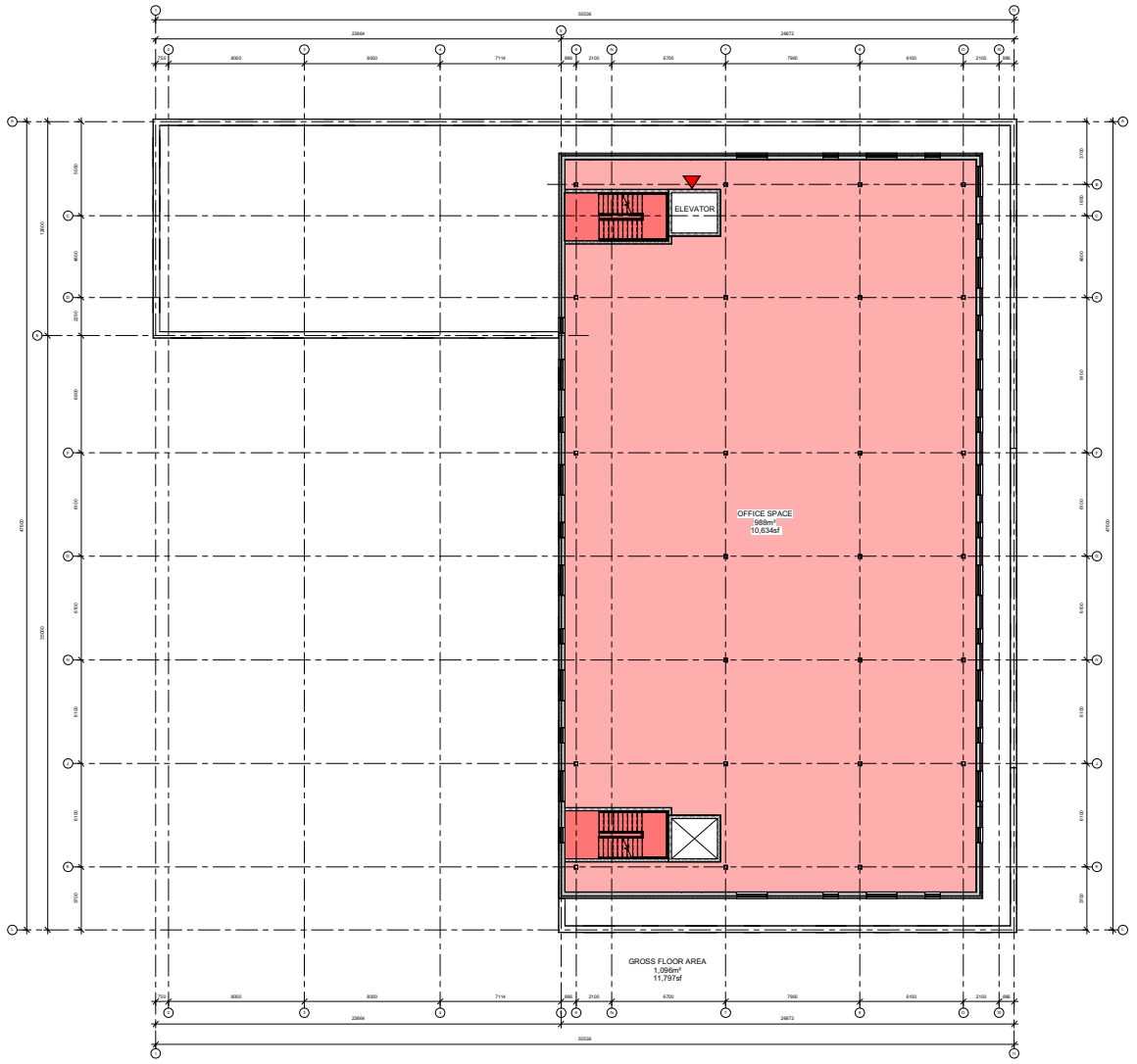
FLOOR PLAN - LEVEL 05

NORTH ARROW:

DRAWING NO:

A2.08

NOT FOR CONSTRUCTION



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Charlottetown

CLIENT:	-
PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	1 : 100
DRAWN BY:	DR
CHECKED BY:	-

DRAWING TITLE:

FLOOR PLAN - LEVEL 06

NORTH ARROW:

DRAWING NO:

A2.09

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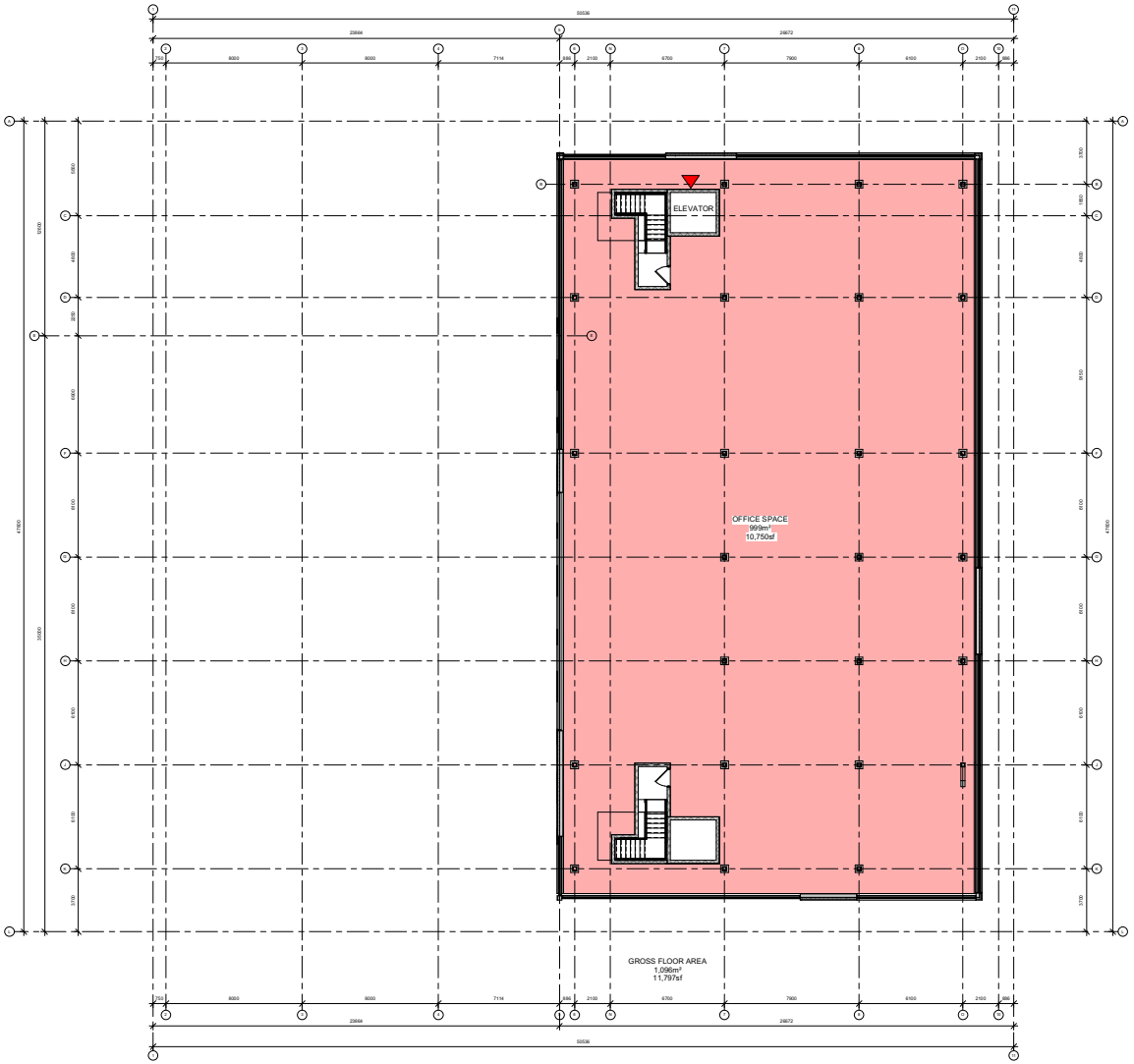

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Charlottetown

CLIENT:	-
PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	1 : 100
DRAWN BY:	DR
CHECKED BY:	Checker

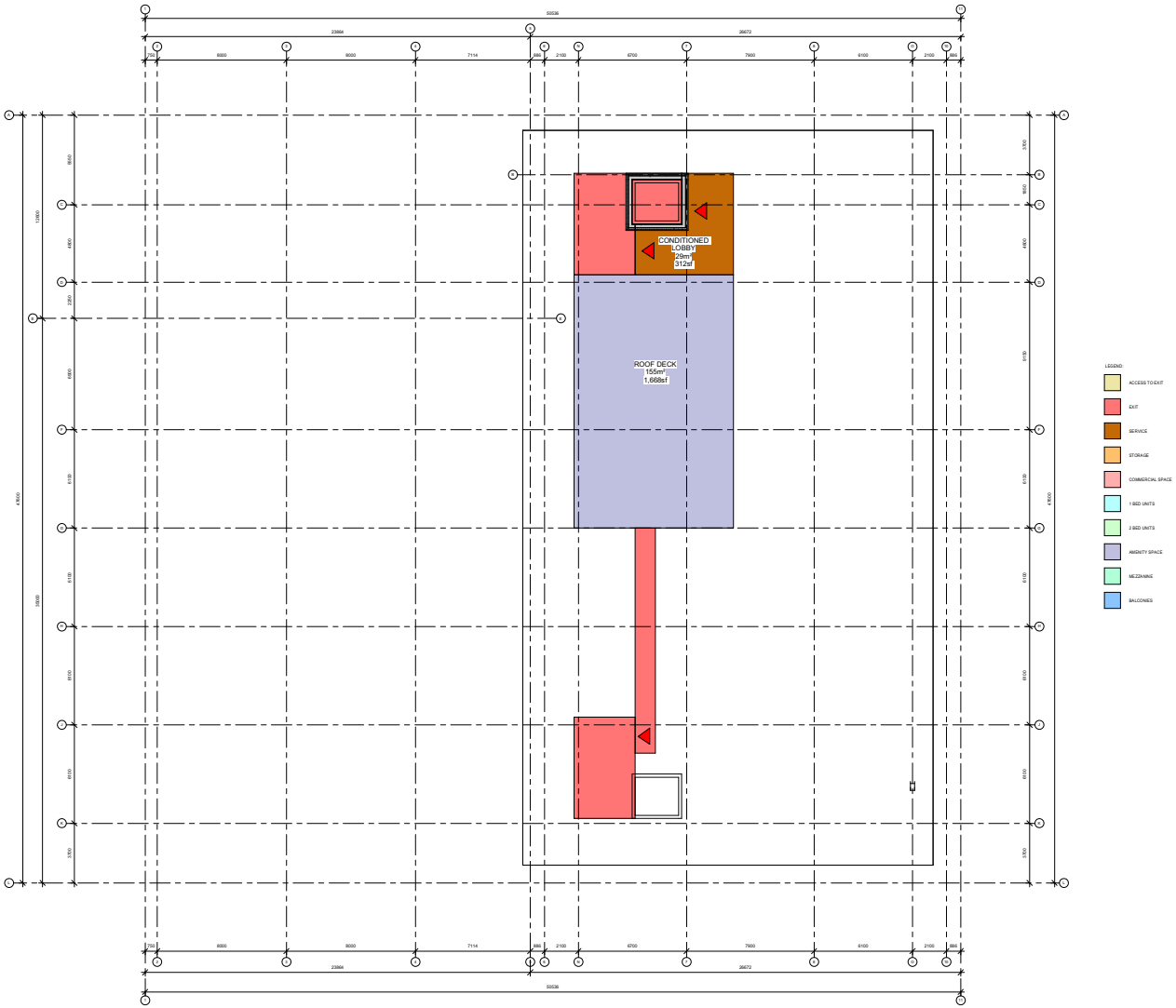
DRAWING TITLE:

FLOOR PLAN - LEVEL 07

NORTH ARROW:

DRAWING NO:

A2.11



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Charlottetown

CLIENT:	-
PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	1 : 100
DRAWN BY:	DR
CHECKED BY:	-

DRAWING TITLE:

ROOF LEVEL

NORTH ARROW:

DRAWING NO:

A2.31



SOUTH-WEST ELEVATION FROM QUEEN ST

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NORTH-WEST ELEVATION FROM DORCHESTER ST.

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SOUTH-EAST ELEVATION FROM KING ST

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NORTH-EAST ELEVATION FROM REAR OF PROPERTY

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EXTERIOR MATERIAL BOARD

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COMMERCIAL TENANT
CAIA'S
Eastwood Ave.
DOWNTOWN CONVENIENCE
BEATON'S WHOLESAL
Sable/ARC
sustainable architecture + design


THE NORTH SHORE TEA CO.
THE ANNE OF GREEN GABLES STORE
DOWNTOWN CONFIDENCE
Sable/ARC
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Sable/ARC
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JEMS BOUTIQUE
Sable/ARC
sustainable architecture + design


JEMS BOUTIQUE
THE NORTH SHORE
THE ANNE OF GREEN GABLES
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Sable/ARC
sustainable architecture + design


Sable/ARC
sustainable architecture + design


Silver & Sage
GAIA'S
Urban Eatery
Eastwood Ave.
Wine+ Bistro
DOWNTOWN CONVENIEN
Sable/ARC
sustainable architecture + design


COMMERCIAL TENANT
DOWNTOWN CONVENIENCE
Eastwood Ave.
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sustainable architecture + design


COMMERCIAL TENANT
BEATON'S WHOLESALE
TABALI
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Sable/ARC
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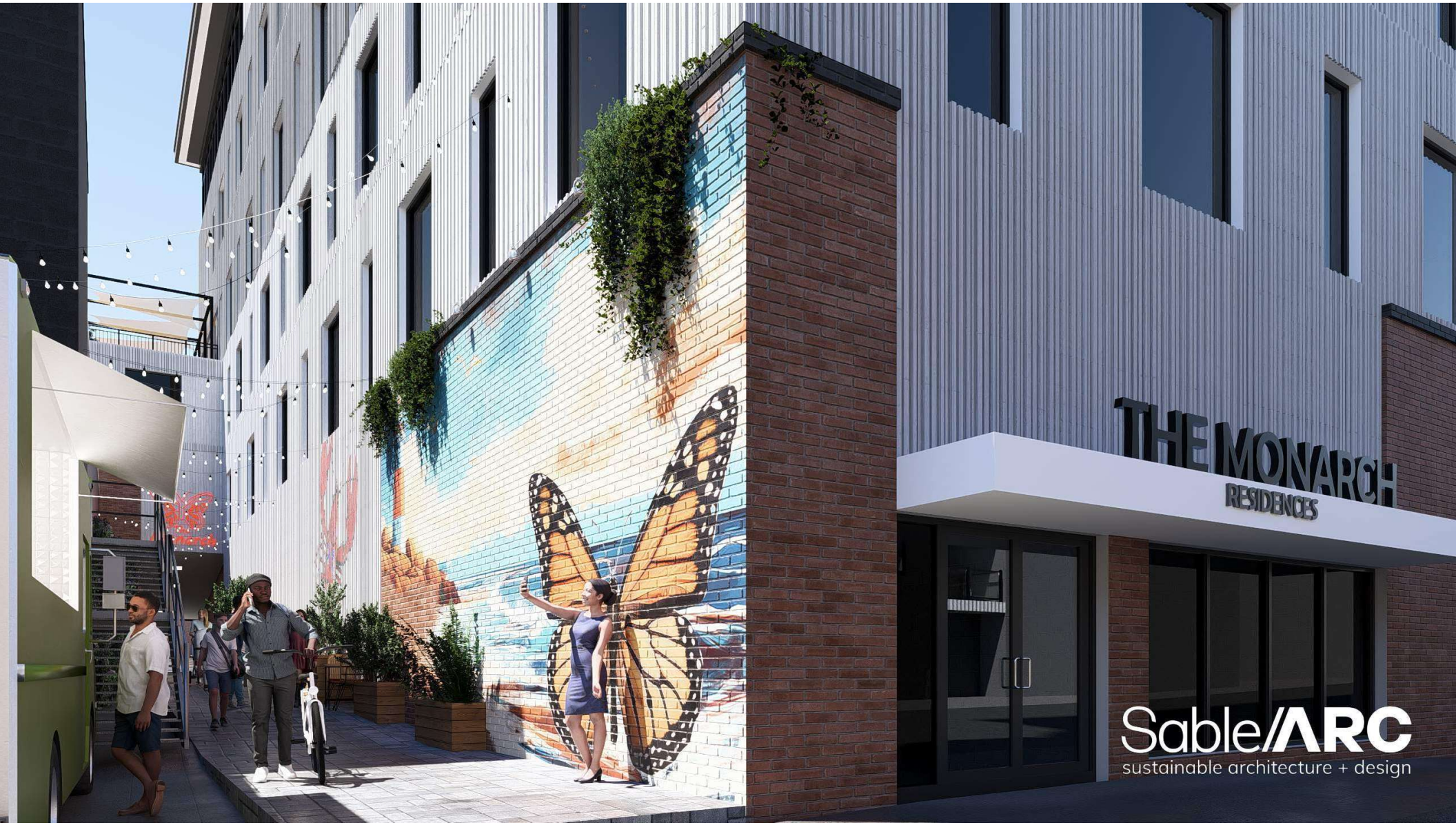
COMMERCIAL TENANT
GAIA'S
Eastwood Ave.
DOWNTOWN CONVENIENCE
Groceries & ATM
Sable/ARC
sustainable architecture + design


Sable/ARC
sustainable architecture + design


THE MONARCH
RESIDENCES
SableARC
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Sable//ARC
sustainable architecture + design


THE MONARCH
91 KING ST
Sable/ARC
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LES STOP
Sable/ARC

Attachment “C”
External Design Reviewer Comments
(January 23, 2026)
68 Queen Street – The Monarch

MUNN ARCHITECTURE INC.

Greg Munn
Architect ▪ AAPEI ▪ AANB ▪ NSAA ▪ CAHP

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January 23, 2026

Laurel Palmer

City of Charlottetown Planning and Heritage Department

70 Kent Street, Charlottetown PE

lpalmer@charlottetown.ca

902.629.4108

■ The Monarch: Queen Street Revitalization Project

■ DESIGN REVIEW

Dear Laurel,
The following Design Review has been prepared for the proposed development for The Monarch, Queen Street Revitalization Project, utilizing the design documents received from Charlottetown Heritage and Planning on October 31st, 2025. The Queen Street portion of the site is within the Downtown Main Street (DMU) Zone, and the remainder of the site is within the Downtown Mixed-Use Neighborhood (DMUN), within the Lot 500 area of the city.

My understanding as a Design Reviewer is that I am to present my observations and recommendations, focused on the effect that a new or renovated structure may have on the heritage value of its context, and its compliance with the following:

1. *City of Charlottetown Zoning and Development Bylaw (updated October 24th, 2025)*
2. *City of Charlottetown Heritage Preservation Bylaw (amended March 15, 2019)*
3. *500 Lot Area Development Standards & Design Guidelines (December 2011, updated May 1, 2024)*
4. *City of Charlottetown Official Plan: DRAFT*
5. *Standards and Guidelines for the Conservation of Historic Places in Canada*

The application includes the request for a rezoning and variances for step back and bonus height. This review will investigate whether the design warrants support of the variances.

■ The Monarch: Project Description

The proposed development will be new construction, replacing demolished properties built following the Great Fire of 1866. The site is located on the east side of Queen Street, extends east along Dorchester Street, and extends south to King Street. The proposed development comprises of commercial spaces along the three streets that the building faces, and fades into more solid massing at the eastern ends of the King Street and Dorchester Street sides. The first floor will predominantly be inhabited by commercial spaces, with parking garage entries/ exits located on King and Dorchester Streets. The King Street parking garage is planned to contain 19 parking stalls, is one level below the Dorchester Street parking garage, and are not connected. The Dorchester Street Parking Garage is planned to contain 20 parking stalls. This results in a total of 39 parking stalls. The parking garage is behind the commercial spaces at street level, and above the commercial spaces at the 2nd level. The 3rd, 4th and 5th levels are residential, with commercial spaces at the 6th and 7th levels. Roof decks are features of the four-story Queen Street commercial block, to be utilized by residents, and another roof deck is to be located on the roof of the commercial block behind. The roof is capped by two elevator/ stairway penthouses.

The site is currently divided into six lots. The lot facing Queen Street is zoned DMS (Downtown Main Street). The remaining five lots are zoned DMUN (Downtown Mixed-Use neighbourhood). A Zone change is requested to change the zoning of the five DMUN lots to match the higher density, more urban in nature DMS zone.

The proposed design will require that six lots are consolidated into one.

■ VARIANCE REQUESTS

1. BONUS HEIGHT

A Bonus Height variance is requested. The allowable maximum height for this zone without a variance is 49.2'. the proposed development will be 96', three floors above the allowable height, not counting the penthouses (which are not counted in building height calculations). the According to 31.3 BONUS HEIGHT DEVELOPMENT STANDARDS, for a variance request for Bonus Height to be considered above 69.9', the minimum lot width for the requested height increase is 135' (41 m). Lot Frontage as noted on page 177 of the Zoning & Development Bylaw, states "Where a lot abuts two Streets, the Lot Frontage means the lesser distance of the two frontages." The Lot Frontage is the Queen Street side, which is 42'-10". Therefore, the Lot Frontage is not technically wide enough to aloo for application for Bonus Height.

Below is an excerpt from *the City of Charlottetown Zoning and Development Bylaw* (updated October 24th, 2025), outlining the conditions for a bonus height to be considered. The proposal for the development does not identify which or how many of the eight conditions listed below will be satisfied for a bonus height variance to be considered. The imagery of the revitalized alleyway suggests an active urban outdoor space with public art, and confirmation of these potential benefits would be welcome.

3.12 **BONUS HEIGHT APPLICATIONS**

3.12.1 An increase to the minimum standards pertaining to Building Height shall be permitted at the discretion of the Development Officer/Planning Committee in certain Zones as specified in the regulations of the Zones where applicable, in exchange for securing specific public benefits of one or more of the following:

a. Adaptive reuse, Maintenance, preservation, or enhancement of a Designated Heritage Resource as defined in the *Heritage Preservation By-law*.

b. The provision of Affordable Housing Dwelling Units, by way of subsidization between the applicant and the Province and/or Federal Government(s) for a specified period of time and confirmed in a written agreement registered to the property;

c. The provision of three or four bedroom Dwelling Units;

d. The provision of a Landscaped Area, such as urban park, plaza, boardwalk or other facility where a deficiency exists or as indicated by the City;

e. The provision of public art in a location to be agreed upon by the City;

f. Investment in active transportation or public transit;

g. The provision of a LEED-gold standard certified Building or other equivalent qualification; or

h. The provision of subsidized commercial space for arts or other cultural uses.

2. STEP BACKS

A variance will be required regarding the building step backs as designed. For a building that is requesting an increase up to 69.9', a setback of 3m or 9.8' is required, and floors above 70' require a setback of 19.7'. The height of the floors is not provided, but it has been extrapolated that the 5th and possibly the 6th floor are under 69.9', and the 7th floor is above 70'.

The proposed development contains one setback of just over 6' for the 5th, 6th and 7th floors, which does not meet the prescribed setbacks in the Bylaw.

An Interior Lot Step back of 10m or 32.8' is required according to the Bylaw along the east side of the lot, abutting St. Dunstan's University parking lot. However, this step back is prohibitive for the development and does not achieve any meaningful result, as this side of the building does not impeded on the fabric of the city. The building does have a 2m step back above the 4th floor, and this is adequate in the spirit of the development and context.

3. FLOOR PLATE

the maximum floor area allowed above 70' is 750 m², or 8,072 SF. The area of the 7th floor is 1,096 m² ,or 11,797 SF. Therefore, a Variance will need to be considered to increase the size of the floor plate at this level.

4. PARKING

A variance is requested to approve the project even though the site cannot support the number of required parking stalls required for the size of the building and number of living units. This will further exasperate the pressure for parking in the downtown. The building will provide 39 stalls, and 45 are required.

For reference, the following tables are excerpts from *the City of Charlottetown Zoning and Development Bylaw* (updated October 24th, 2025)

		Interior/Corner Lots
1	Lot Frontage (Minimum) Any Building type, 3 units or less Townhouse Dwelling: 4 units or more Apartment Dwelling: 4 units or more Any other permitted Use	 10.6 m (34.8 ft) 6.0 m (19.7 ft) per unit wide 20.0 m (65.6 ft) 20.0 m (65.6 ft)
2	Front and Flankage Yard (Minimum)	Minimum 2.4 m (7.9 ft) and Maximum 4.9m (16.1 ft); OR, Within the minimum and maximum range of the existing Buildings on the Block.
3	Front Yard Projections	Minimum 1.2 m (3.9ft) from street line, and Maximum 2.4m (7.9ft) projection; OR Within the minimum and maximum range of the existing Buildings on the Block.
4	Rear Yard (Minimum)	6.0 m (19.7 ft); OR Within the minimum and maximum range of the existing Buildings on the Block.
5	Side Yard (Minimum)	1.83 m (6.0 ft); OR Equal to the Side Yard Setback of the existing Building on the abutting property, whichever is less.
6	Height	Minimum 7.5 m (24.6ft) Maximum 12.0 m (39.4 ft)

30.3 BONUS HEIGHT DEVELOPMENT STANDARDS:

30.3.1 Development applications in the DMUN Zone are eligible for a Bonus Height.

30.3.2 Applications for a Bonus Height are subject to the following regulations:

a. A bonus of up to a maximum Building Height of 18.5m (60.7ft).

b. Lot Dimension Requirements:

i. Minimum Lot Frontage of 30.0m (98.4ft)

c. The portion above the base Building that is a bonus in Height shall be:

i. A minimum 3.0m (9.8ft) Stepback from the base Building.

ii. A minimum 5.5m (18ft) Side Yard Setback or Stepback to ensure adequate separation distances of the upper levels from adjacent properties that may also be eligible for a Height bonus.

iii. A 45-degree angular planes originating from the top of the flank or rear façade of the base Building that faces abutting residential dwellings or within a Downtown Neighbourhood (DN) Zone.

d. Parking Structures are not eligible for a Bonus Height.

30.3.3 Bonus Height applications are subject to the provisions in the Bonus Height Applications Section of this by-law.

Downtown Mixed-Use Neighbourhood (DMUN)

		Interior/Corner Lots
1	Lot Frontage (Minimum)	Minimum 7.62 m (25 ft)
2	Front and Flankage Yard (Minimum) OR Full Block Developments	Minimum 0 m (0 ft) and Maximum 1.0m (3.3 ft); OR, Within the minimum and maximum range of the Setbacks of existing Buildings on the Block.
3	Front Yard Projections	Maximum 1.5 m (4.9ft); OR Within the minimum and maximum range of the existing Buildings on the Block.
4	Rear/Side Yard (Minimum)	Not required unless the Side or Rear Yard is abutting a residential, DN or DMU property; in which case the minimum Setback shall be equal to the Setback of the Building on the adjacent property from the shared Lot Line, OR 6.0 m (19.7 ft) whichever is less.
5	Height	Minimum: 7.5 m (24.6ft) Maximum: 15.0 m (49.2 ft)
6	Driveway Access	Only permitted for properties with Lot Frontages of 25m (82 ft) or greater. Corner Lots permitted to provide a rear driveway accessed from the side Street.

31.3 BONUS HEIGHT DEVELOPMENT STANDARDS

31.3.1 Properties in the DC Zone are eligible for a Bonus Height subject to the following regulations:

a. A bonus of up to a maximum Building Height of 32.5m (106.6ft).

b. Lot dimensions:

i. Minimum Lot Frontage of 18.3 m (60 ft) and minimum Lot Depth of 30.m (98.4ft) for a Building Height up to 21.3 m (69.9 ft).

ii. Minimum Lot Frontage of 41 m (135 ft) and minimum Lot Depth of 36m (118ft) for Buildings taller than 21.3 m (69.9 ft).

c. Parking Structures are ineligible for a Bonus Height.

31.3.2 Massing for Buildings up to 21.3 m (69.9 ft):

a. The components above the base Building that are a bonus in Height shall be subject to:

i. A minimum 3.0m (9.8ft) Stepback from the base Building on the front façade.

ii. A minimum 5.5m (18ft) Side Yard Setback or Stepback to ensure adequate separation distances of the upper levels from adjacent properties that may also be eligible for a Height bonus.

iii. A 45-degree angular planes originating from the top of the flank or rear façade of the base Building that faces abutting properties.

31.3.3 Massing for buildings greater than 21.3 m (69.9 ft):

a. The components above the base Building that are a bonus in Height shall be subject to:

i. A minimum 6.0m (19.7ft) Stepback above the base Building or above that portion of the Building that is taller than 21.3 m (69.9 ft) on the front façade.

b. The portion of the Building above 21.3 m (70 ft) shall have:

i. A maximum gross floor plate size of 750 sq m (8,072.9 sq ft);

ii. A minimum 10m (32.8ft) interior Yard Setbacks; and

iii. A maximum 25.0m (82ft) Building width addressing the Street.

31.3.4 Where bonus heights are considered on properties subject to a Landmark View Plane as identified in the *Official Plan,* the additional heights shall not be visible over Province House from the vantage of a pedestrian (1.7m or 5.8ft) facing north on Great George Street at any point between Richmond Street and Dorchester Street.

31.3.5 Bonus Height applications are subject to the provisions in the Bonus Height Applications Section of this by-law.

Downtown Main Street (DMS)(requested zoning)

The following analysis directly interprets and evaluates the proposed design against the specific topics identified in *"7: DESIGN STANDARDS FOR THE 500 LOT AREA, City of Charlottetown Zoning and Development Bylaw (updated October 24th, 2025)".*

1. BUILDING ORIENTATION AND CORNER LOTS

The building has direct access to the sidewalks on the three street facing sides. There is a discrepancy between the first-floor plan and the renderings at the corner of Queen and Dorchester Streets. The plan shows a deep-set doorway and large windows wrapping the facade around the corner, while the renderings show a narrower window to the left of the entry, and large windows on the corner. The plan version is preferred as it is more open and in keeping with the large, glazed storefronts of the street, and I am guessing that is the architect's intent. This would orient the building more successfully to appropriately address the corner.

The east ends of the Dorchester and King Street facades also have large storefront glazing that addresses the street appropriately, and the building becomes progressively more solid as they moving east, and the walls are solid around the garage doors and beyond. This is a successful street treatment as the block progresses from the commercial area of Queen Street to the residential area of this part of the city.

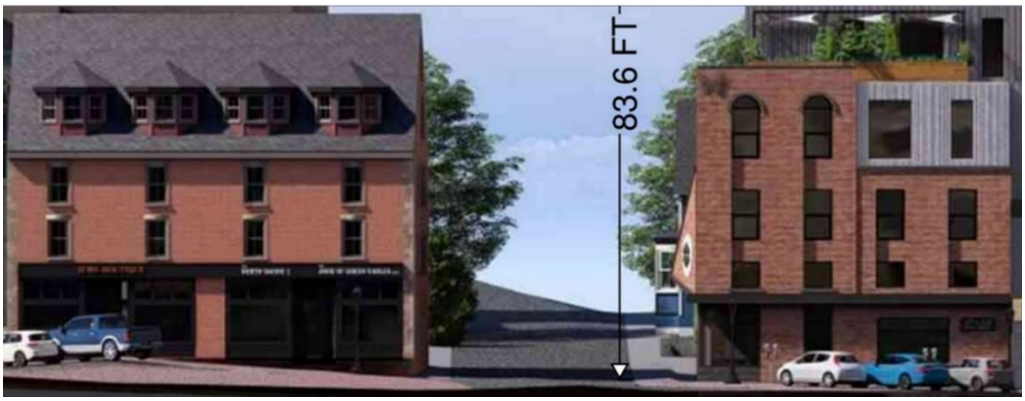
RECOMMENDATIONS

The building successfully addresses the street with appropriate entrances that are inviting. It is recommended to utilize large storefront windows as shown in the plan at the corner of Queen and Dorchester.

2. FRONT FAÇADE WIDTH AND HEIGHT

The building in effect has three fronts. The commercial portion that faces Queen Street strengthens the corner of Queen and Dorchester and will compliment the 1855 Duncan, Mason and Company Building (today, the Anne of Green Gables Store), replacing the two-storey building that did not present the appropriate scale among its neighbours to the north and across the street. The proposed building is very similar in massing and composition, in a contemporary way, to the 19th century building that once stood on this corner and burned in 1926 (*see imagery below*). It is virtually the same height and the exact width of the former building and will help to perpetuate the character of Queen Street.





The north facade on Dorchester Street is long but carries the roofline height of the buildings to the north and is broken down to be read as a cohesive collection of three buildings, with relief in the façade provided by the open and inviting public alleyway that will connect to King Street and successful transitions from the more residential east end toward Great George Street, to the commercial nature of Queen Street.

The south side of the block on King Street is bound by the parking lot of the former Bishop's Palace (now occupied by St. Dunstan's University) and the small 1866 gabled store on the corner. It will face several three-storey commercial and residential buildings, old and new, and will compliment the character of the street. The stepped back tower will be visible and look down on the buildings cross the street but will not shadow them as the proposed building is on the north side of the street.
The proposed building will easily be twice as tall as any other building on the sidewalks of King Street, except for the Welsh Owen Building (Kettle One/ former Piatto building) located kitty corner on Queen and King.

The building sympathetically meets the three streets, but the overall massing as it will be perceived from north and south on Queen Street must ne addressed.

The massing of the seven-storey building, plus two eighth-floor elevator/ stair penthouses, straddles the entire block, and is similar in massing to that of the Dominion Building, that faces the west side of Queen Street and straddles the block between Sydney and Richmond Streets, two blocks north. The proposed building is twice the height of what is allowable in the zone without bonus height. The apartment/ commercial block portion of the proposed development runs from King to Dorchester Street, with a width of approximately 140'. The width of the Dominion Building is approximately 165'. The tower of the Proposed building would be about 78' wide. The Dominion building is about 66' wide. The proposed tower is to be 83.6' tall at the north side, with penthouses rising another 10' to 12' above that. The Dominion Building is approximately 80' tall, from the plaza to the main roof, with the penthouse at the north-east corner rising about another 12'. If a comparison is to be made with a building in proximity of similar massing and height, the Dominion Building would be it. Both buildings are set back from Queen Street. The difference here is that the Dominion Building has an open plaza and the one storey entry pavilion of the library between it and the street, whereas the proposed development is set back from Queen Street about 1.5 times as much as the Dominion Building, with two and three storey buildings between it and the street, obscuring its massing when directly in front of the block. Although size is similar, the massing of the proposed development is visually broken using different coloured materials, and considerably larger windows in an irregular yet symmetrical pattern. The glazed top floor softens the impact of the height. This analysis is not for the purpose of evaluating the impact of the Dominion Building in its context, but in the opinion of this reviewer, after over 70 years, the Dominion Building is still inappropriately monolithic within the context of the downtown. The proposed new development does seem to overshadow the neighbourhood and scale of the buildings along Queen Street and especially those on the quiet narrow side streets.

RECOMMENDATIONS: see summary

3. BUILDING MATERIALS

The red brick on the Queen Street façade and sides of the building is the prevalent material for the commercial buildings on Queen Street and is found throughout the city. This is clearly the best choice for the building, which has contemporary styling, while acknowledging its context. The use of the brick on the east side, essentially the back, is done well and acknowledged as typically a simpler cladding is often used on what is the least public side. The site to the east is a parking lot, so it will be completely visible from both King and Dorchester Streets, and this has been clearly recognized. The use of brick on all sides speaks to the quality and care of the design.

The upper floors are designed to have a dark and light wood-grained vertical metal cladding. It is noted in *City of Charlottetown Zoning and Development Bylaw* (updated October 24th, 2025) Section 7.4.5 states that "the appearance of Building material shall be true to their nature and should not mimic other materials". It is this reviewer's opinion that this Bylaw requirement has become outdated, as metal siding with wood grain has become more sophisticated and architecturally expressive in recent years, is synonymous with contemporary architecture, and is to be interpreted as a modern version of a traditional building material, and should be an allowable material alternative in general to differentiate and compliment the period architecture of the city. The colour shift assists in breaking down the massing of the building and will have a familiar warmth while expressing the buildings 21st Century nature, and I believe the use of wood grained metal siding is appropriate here.

RECOMMENDATIONS: None

4. WINDOWS

The glazing of the building at street level is primary large storefront glass, which is a contemporary and traditional treatment. The windows of the four-story portion of the building that blends in with the historic fabric of Queen Street, are to be double hung, and matches the character of virtually every building in the city. The windows of the metal clad sections of the building are large, primarily in two alternating sizes, in a pattern that is symmetrical but also has movement and brings life to the facades. Its is a successful contemporary interpretation of the traditionally aligned window patterns of the Georgian and Victorian buildings prevalent in the city.

RECOMMENDATIONS: None

5. ROOF

The roofs of the building are flat, as are most roofs on Queen Street, and the cornice of the tower is expressed with a prominent overhang and soffit. The *City of Charlottetown Zoning and Development Bylaw* (updated October 24th, 2025) Section 7.6.1 states that "the expression of the roof shall be clearly distinguished". The overhang of the tower achieves this goal, as does the subtle cap on the top of the brick walls on the Queen Street section of the building. The other sections of the building with the metal cladding will also have a subtle metal flashing/ cap, that will be barely perceptible, and this detail successfully accentuates the contemporary nature of the building and contrasts with the more pronounced caps of the tower and Queen Street block.

RECOMMENDATIONS: None

6. SECONDARY STRUCTURES ON ROOF

The symmetrical stair/ elevator penthouses will be a prominent and celebrated feature of the building, clad in the same material as the building itself, and gives the building a symmetrical and formal Classical Revival aesthetic, fitting right in with the established architecture of Queen Street and the city.

RECOMMENDATIONS: None

7. PORCHES

Not applicable as there are no porches on the building.

RECOMMENDATIONS: None

8. LANDSCAPING

As the building is tight to the sidewalks on the three street sides, there is no area possible for landscaping. However, the hexagonal growing wall panels are an inventive way to bring a little nature into the downtown. The alley is an opportunity to use materials that invite pedestrians, such as the cobblestone, or stamped concrete walk proposed for the development.

RECOMMENDATIONS: None

9. SURFACE PARKING

The site does not contain surface parking, and therefore, not applicable.

RECOMMENDATIONS: None

10. GARAGES AND PARKING STRUCTURES

The garage doors are located at the more solid east ends of the King Street and Dorchester Street facades, away from where the pedestrian traffic will be concentrated. The walls of the upper levels of the garage blend in seamlessly with the window openings of the building and do not detract from the aesthetic of the building.

RECOMMENDATIONS: None

11. STOREFRONTS

As noted in section 5, WINDOWS, the large storefront windows are both traditional and contemporary and carry the aesthetic of the inviting glazed and open nature of the storefronts of Queen Street. A projecting datum line above the storefront windows successfully separates the street level from the building above, as is the tradition of the city, and mandate of the bylaws.

RECOMMENDATIONS: None

■ SUMMARY

Maintaining the character of a place while allowing it to evolve is a delicate balance that requires an understanding and respect of context, a sense of how we got here, and a vision for how the past can inform and guide a future that is vibrant, innovative and authentic.

Standard 11 of the Standards and Guidelines for the Conservation of Historic Places in Canada specifically states: *"(a) Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. (b) Make the new work physically and visually compatible with, subordinate to, and distinguishable from the historic place."*. This building is not an addition to another building, but it is an addition to the city as whole. The concern is that the building will dominate the skyline of the historic street, and overshadow, both physically and figuratively, the buildings of Queen Street, a streetscape that is worth preserving in both material and atmosphere.

BONUS HEIGHT

Strictly speaking, the lot is not wide enough to allow a bonus height application. However, the orientation and situation of this lot visually separate the Queen Street portion of the proposal, and it becomes part of the greater Queen Street façade of the block. The side street "fronts" are 167'-2 ½"on the Dorchester Street side, and 88'-11" on the King Street side, and it is the opinion of this reviewer that these lot "frontages" are appropriate to take into consideration as the actual Lot Frontages, and therefore, the Lot Frontage meets the criteria for the request for a Bonus Height variance.

STEPBACKS

The Bonus Height variance would be more acceptable if the setback Bylaw were more closely adhered to. This would mean that the 5th and 6th floors that are currently at 2m, were stepped back the prescribed 3m 9.8'. The bylaw would require the 7th floor to have a step back of 6m or 19.7'.

FLOOR PLATE

By adhering to the stepbacks prescribed by the Bylaw, the Floor Plate area would be decreased to around 900 m^2, or 9,687 SF, much closer to the required maximum of 750 m^2.

■ CONCLUSION

It is recommended that the project is approved, if a compromise on the stepbacks on the 5th, 6th and 7th floors could be accommodated, as this would not only lessen the massing of the building overlooking Dorchester and King Streets, but would also lower the parking required to be within the Bylaw requirements, and bring the Floor Plate of the 7th floor to within a reasonable area that is only slightly over what is allowed.

An alternative recommendation would be to remove the 7th floor. By bringing down the height, the massing of the building would not dominate the skyline as much as the current design would, and this would also eliminate the parking requirements (from 45 to 39 stalls) and Floor Plate variance requests.

Sincerely,

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



23 January 2026

Attachment "D" – Design Standards of the 500 Lot Area

7 DESIGN STANDARDS FOR THE 500 LOT AREA

7.1 WHERE THESE REGULATIONS APPLY

7.1.1 The following regulations shall apply to all Building and Development Permit applications for properties located within the 500 Lot Area, as defined and described in Appendix H.

7.1.2 An exemption to the regulations in this Section may be approved by Council, if supported by a recommendation by the Heritage Board for a Designated Heritage Resource or for a property located within a Heritage Preservation Area as defined in the *Heritage Preservation By-law*, when the strict adherence to these regulations may negatively impact the integrity and preservation of the Heritage Resource or Heritage Preservation Area.

7.2 BUILDING ORIENTATION AND CORNER LOTS

7.2.1 All Buildings shall have one primary entrance that faces the Street and has direct access to the sidewalk.

7.2.2 Buildings on Corner Lots shall:

a. Orient to both Street Lot Frontages; and,

b. Architectural features shall wrap the corner of the Building and address the corner condition.

7.2.3 Street access to individual Attached Residential Units (i.e. townhouses) shall be clearly visible, and the scale, rhythm and articulation of the front façade shall be consistent with the Residential character of adjacent Residential Buildings.

7.3 FRONT FAÇADE HEIGHT AND WIDTH

7.3.1 The primary plane of the front façade shall not appear taller than traditional Buildings on the Street, unless the adjacent Building marks an identifiable transition in Building style and/or land use.

7.3.2 Building elements that are taller than the primary plane of the front façade shall be designed to contrast that of the lower levels in materials and/or design.

7.3.3 A single wall plane on the front facade shall not exceed the maximum façade width of the traditional Buildings on the Street unless the adjacent Building marks an identifiable transition in Building style and/or land use.

7.3.4 For larger or wider Buildings, vertical divisions or bays in the façade at a width consistent with the traditional Buildings on the Street shall be clearly articulated.

7.4 BUILDINGS MATERIALS

7.4.1 The Front and Flankage facades shall carry a consistent type and quality of materials. Where a Side Yard Setback is greater than 3 m (9.8 ft), the Side facade shall also carry a consistent

material. This clause also applies to the rear façade on a Corner Lot when the Rear Yard is greater than 3 m (9.8 ft).

7.4.2 Cement clap-board is not permitted on the Front or Flankage façade of a Building, but may be permitted on the Side or Rear of the Building.

7.4.3 Vinyl siding is not permitted on the Front or Flank façade of a Building, but may be permitted on the Side or Rear of the Building.

7.4.4 Materials such as plastic, plywood, concrete block, mirrored glass and metal siding utilizing exposed fasteners are not permitted on the Front and Flankage façades of a Building.

7.4.5 The appearance of Building materials shall be true to their nature and should not mimic other materials.

7.4.6 Where a prohibited material currently exists it may be maintained and replaced as necessary.

7.5 WINDOWS

7.5.1 The Front and Flankage facades shall carry a consistent style and material of windows. Where a Side Yard Setback is greater than 3 m (9.8 ft), the Side façade shall also carry a consistent style and material of windows. This clause also applies to the rear façade on a Corner Lot when the Rear Yard is greater than 3 m (9.8 ft).

7.5.2 The placement and coordination of windows and doors shall create a balanced facade.

7.5.3 Windows on all facades shall vertically and horizontally align with each other and other features of the Structure, when architecturally appropriate for the design of the Building.

7.5.4 Sliding (patio-style) doors shall not be permitted on the Front or Flankage side of the Building.

7.5.5 For Additions to, or for a Renovation to an existing Structure with:

a. Windows with simulated divided lights with a spacer bar, new windows shall also have simulated divided lights with a spacer bar.

b. Single or double hung windows, new windows shall also be single or double hung.

7.6 ROOF

7.6.1 The expression of the roof shall be clearly distinguished from the rest of the Building through treatments such as step-backs, change in materials, cornices lines, and overhangs when architecturally appropriate for the design of the Building.

7.6.2 Front facing sloped roofs shall include accent gables, dormers, and a variation of rooflines.

7.6.3 The soffit shall have a consistent overhang typical of the streetscape.

7.7 SECONDARY STRUCTURES ON A ROOF

7.7.1 Mechanical penthouses shall be integrated within the architectural treatment of roofs shall be screened from view.

7.7.2 All stacks, gas flues, and roof vents shall not be visible from the Front elevations. Gas flues shall be located near the roof ridge to reduce their Height.

7.7.3 All metal chimneys shall be boxed-in and finished with cladding.

7.7.4 Skylights shall be located on a roof not visible from the Front elevation.

7.8 PORCHES

7.8.1 A Porch shall be deep enough to allow a seating area with a minimum depth of 1.5m (5 ft).

7.8.2 The Height of the Porch roof shall align with that of Porches on adjacent or nearby Buildings, and shall be constructed of materials used elsewhere on the Building.

7.9 LANDSCAPING

7.9.1 A Landscaped Area shall be provided between the sidewalk and the front façade of the Building, where appropriate for a continuous streetscape.

7.10 SURFACE PARKING

7.10.1 Surface Parking is not permitted in the Front Yard Setback.

7.10.2 Driveways may be permitted when they extend into the Side or Rear Yard of the property, or when used to access an Attached Garage.

7.10.3 Shared driveways and Curb Cuts are permitted with adjacent properties, subject to a Right-of-way agreement between property owners.

7.10.4 Shared parking in an interior courtyard with a single access point is permitted, subject to a Right-of-way agreement between property owners.

7.10.5 Curb Cuts shall accommodate single-car access and the single-car width of the driveway shall be maintained until the driveway extends beyond the front facade of the main Building.

7.10.6 A Parking Lot shall not be located in the Front or Flankage Yard.

7.10.7 Where a Parking Lot has more than 6 spaces and is visible from the Street, a Landscaped Area or Fence shall be provided between the sidewalk and the Parking Lot.

7.11 GARAGES AND PARKING STRUCTURES

7.11.1 Attached Residential Garages shall not project closer to the Front Lot Line than the front wall of the main Building.

7.11.2 Attached Residential parking Garages shall be permitted where the width of the Garage is no greater than 50% of the width of the main Building's front façade.

7.11.3 Where a Parking Structure fronts on a Street:

a. The ground-level façade shall incorporate retail, public or other active uses, as well as provide pedestrian amenities such as an Awning, Canopy, or sheltered entryway; and

b. The front façade shall be designed to conceal the parking levels and gives the visual appearance of a multi-Storey Building articulated with bays and window openings.

7.12 STOREFRONTS

7.12.1 Storefronts and other ground floor non-Residential uses shall have a consistent amount of windows and doors on the front façade as those of traditional Buildings on the Street.

7.12.2 Reflective or opaque glazing is not permitted for Retail Storefronts.

7.12.3 An identifiable transition shall be provided between the ground floor storefront and the upper floor of a Building. This transition may consist of a change in material, change in fenestration, or similar means.

7.12.4 Storefront entrances shall be clearly articulated and shall be located at or near Grade. Split level, raised or sunken entrances are only permitted on Street Frontages with a steep slope and where no other alternative can be feasibly provided.

7.12.5 Weather protection for pedestrians is permitted over a storefront entranceway through the use of an Awning or Canopy.

Attachment "E" – Section 31 DMS Zone and Bonus Height Development Standards

1.1 REGULATIONS FOR PERMITTED USES

All permitted uses in the DMS Zone are subject to the following regulations:

		Interior/Corner Lots
1	Lot Frontage (Minimum)	Minimum 7.62 m (25 ft)
2	Front and Flankage Yard (Minimum) OR Full Block Developments	Minimum 0 m (0 ft) and Maximum 1.0m (3.3 ft); OR, Within the minimum and maximum range of the Setbacks of existing Buildings on the Block.
3	Front Yard Projections	Maximum 1.5 m (4.9ft); OR Within the minimum and maximum range of the existing Buildings on the Block.
4	Rear/Side Yard (Minimum)	Not required unless the Side or Rear Yard is abutting a residential, DN or DMU property; in which case the minimum Setback shall be equal to the Setback of the Building on the adjacent property from the shared Lot Line, OR 6.0 m (19.7 ft) whichever is less.

5	**Height**	**Minimum: 7.5 m (24.6ft)** **Maximum: 15.0 m (49.2 ft)**
6	Driveway Access	Only permitted for properties with Lot Frontages of 25m (82 ft) or greater. Corner Lots permitted to provide a rear driveway accessed from the side Street.

1.1 BONUS HEIGHT DEVELOPMENT STANDARDS

1.1.1 Properties in the DC Zone are eligible for a Bonus Height subject to the following regulations:

a. A bonus of up to a maximum Building Height of 32.5m (106.6ft).

b. Lot dimensions:

i. Minimum Lot Frontage of 18.3 m (60 ft) and minimum Lot Depth of 30.m (98.4ft) for a Building Height up to 21.3 m (69.9 ft).

ii. Minimum Lot Frontage of 41 m (135 ft) and minimum Lot Depth of 36m (118ft) for Buildings taller than 21.3 m (69.9 ft).

c. Parking Structures are ineligible for a Bonus Height.

1.1.2 Massing for Buildings up to 21.3 m (69.9 ft):

a. The components above the base Building that are a bonus in Height shall be subject to:

i. A minimum 3.0m (9.8ft) Stepback from the base Building on the front façade.

ii. A minimum 5.5m (18ft) Side Yard Setback or Stepback to ensure adequate separation distances of the upper levels from adjacent properties that may also be eligible for a Height bonus.

iii. A 45-degree angular planes originating from the top of the flank or rear façade of the base Building that faces abutting properties.

1.1.3 Massing for buildings greater than 21.3 m (69.9 ft):

a. The components above the base Building that are a bonus in Height shall be subject to:

i. A minimum 6.0m (19.7ft) Stepback above the base Building or above that portion of the Building that is taller than 21.3 m (69.9 ft) on the front façade.

b. The portion of the Building above 21.3 m (70 ft) shall have:

i. A maximum gross floor plate size of 750 sq m (8,072.9 sq ft);

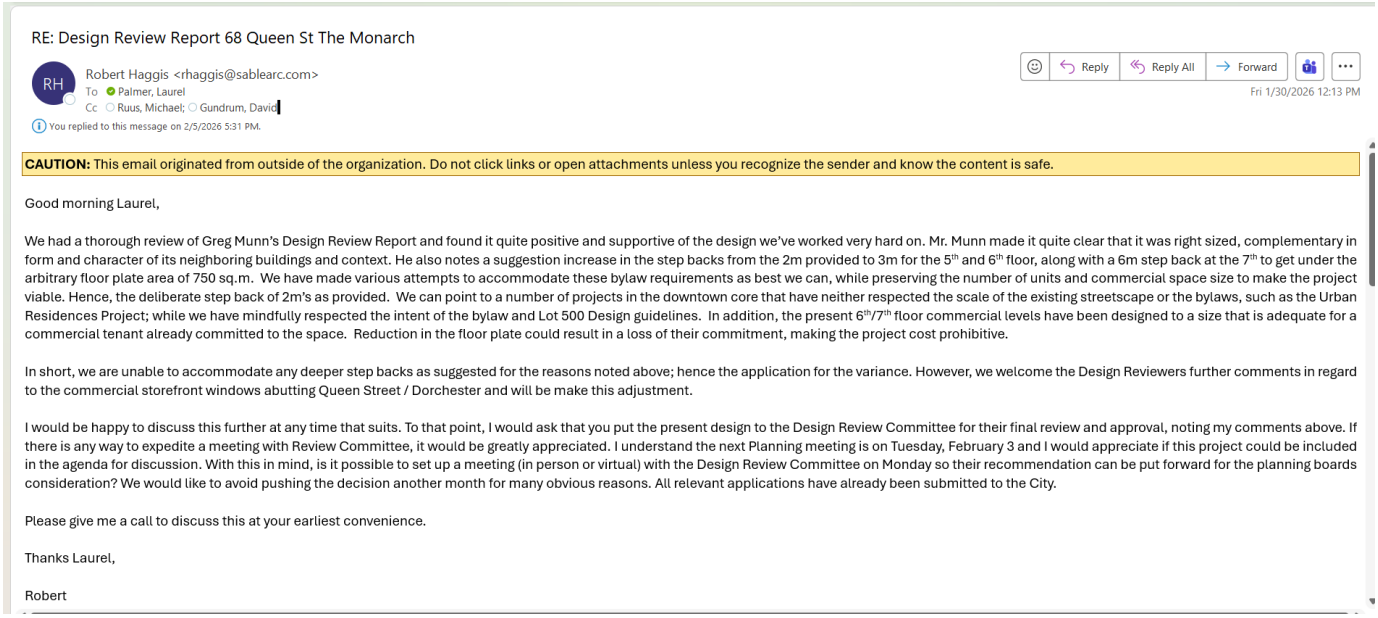
ii. A minimum 10m (32.8ft) interior Yard Setbacks; and

iii. A maximum 25.0m (82ft) Building width addressing the Street.

1.1.4 Where bonus heights are considered on properties subject to a Landmark View Plane as identified in the *Official Plan,* the additional heights shall not be visible over Province House from the vantage of a pedestrian (1.7m or 5.8ft) facing north on Great George Street at any point between Richmond Street and Dorchester Street.

1.1.5 Bonus Height applications are subject to the provisions in the Bonus Height Applications Section of this by-law.

Attachment “F” – Response From Robert Haggis of Sable Arc to the Design Reviewers Report



RE: Design Review Report 68 Queen St The Monarch

RH

Robert Haggis <rhaggis@sablearc.com>
To Palmer, Laurel
Cc Ruus, Michael; Gundrum, David

You replied to this message on 2/5/2026 5:31 PM.

Reply | Reply All | Forward

Fri 1/30/2026 12:13 PM

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.

Good morning Laurel,

We had a thorough review of Greg Munn’s Design Review Report and found it quite positive and supportive of the design we’ve worked very hard on. Mr. Munn made it quite clear that it was right sized, complementary in form and character of its neighboring buildings and context. He also notes a suggestion increase in the step backs from the 2m provided to 3m for the 5th and 6th floor, along with a 6m step back at the 7th to get under the arbitrary floor plate area of 750 sq.m. We have made various attempts to accommodate these bylaw requirements as best we can, while preserving the number of units and commercial space size to make the project viable. Hence, the deliberate step back of 2m’s as provided. We can point to a number of projects in the downtown core that have neither respected the scale of the existing streetscape or the bylaws, such as the Urban Residences Project; while we have mindfully respected the intent of the bylaw and Lot 500 Design guidelines. In addition, the present 6th/7th floor commercial levels have been designed to a size that is adequate for a commercial tenant already committed to the space. Reduction in the floor plate could result in a loss of their commitment, making the project cost prohibitive.

In short, we are unable to accommodate any deeper step backs as suggested for the reasons noted above; hence the application for the variance. However, we welcome the Design Reviewers further comments in regard to the commercial storefront windows abutting Queen Street / Dorchester and will be make this adjustment.

I would be happy to discuss this further at any time that suits. To that point, I would ask that you put the present design to the Design Review Committee for their final review and approval, noting my comments above. If there is any way to expedite a meeting with Review Committee, it would be greatly appreciated. I understand the next Planning meeting is on Tuesday, February 3 and I would appreciate if this project could be included in the agenda for discussion. With this in mind, is it possible to set up a meeting (in person or virtual) with the Design Review Committee on Monday so their recommendation can be put forward for the planning boards consideration? We would like to avoid pushing the decision another month for many obvious reasons. All relevant applications have already been submitted to the City.

Please give me a call to discuss this at your earliest convenience.

Thanks Laurel,

Robert

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Water & Sewer Utility #1

MOTION CARRIED _____

MOTION LOST _____

Date: February 24, 2026

Moved by Councillor Bob Doiron

Seconded by Councillor John McAleer

RESOLVED:

Whereas, the City of Charlottetown passed a policy resolution of April 10, 2000 "that City Council confirm its policy not to entertain applications for water service to properties outside the municipal boundary of the City of Charlottetown" without first receiving approval from City Council to do so,

Therefore, Be it Resolved, that City Council approves the request received for water service to the Provincial Firefighting School at 68 Miles Boulter Drive, Milton Station, PID#s 283200 & 1054949,

And Be it FURTHER RESOLVED that the costs associated with the development, or any future services be paid by the property owner and those services be billed with a 25% premium as a surcharge for services provided outside the City of Charlottetown municipal boundary.

City of Charlottetown Committee Report

Report No: WSC 05-26

Date: February 12, 2026

Directed to Council through the following Committee:
Water and sewer Committee

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Attachments:
- Email request for service

Report Title:
Provincial Firefighting School – Request for Service

Report Purpose:
To inform Council of the Request for Service at the Provincial Firefighting School.

Staff Recommendation:
That council approves the Request for Service at the Provincial Firefighting School.

Report Details:
A request for water service has been received from Greg Shaw, Project Lead, for the Provincial Firefighting School located at 68 Miles Boulter Drive in Milton Station, PID No. 283200 & 1054949.

The Firefighting School is undergoing facility upgrades and desires to improve their hydrant-based training. Currently, the school uses a portable hydrant being supplied with water via an above ground tank, this system has not provided the desired training simulation. To improve this system, the Firefighting School has requested a water service to facilitate the installation of a 200mm water main and two (2) fire hydrants.

Additionally, the Firefighting School has requested a domestic water service. The customer will be charged a 25% surcharge for service outside the City.

All costs for the development would be borne by the property owner.

Council or Committee History:
N/A

Financial Implications:
All construction costs will be borne by the owner.

Public Engagement and Communication:
N/A

Legislative Authority:
MGA Part 7 Division 3 Water and Sewer Utilities.

Strategic Alignment:
Make sustainability, community resilience and climate change management and mitigation foundational criteria on which to base all infrastructure investment decisions.

Reviewed By:

Manager	**CAO/Director**
Joshua McInnis February 10, 2026	RDM February 11, 2026

Committee Recommendation: (if differing from staff)

P.E.I. Firefighters Association
P.O. Box 1173
Charlottetown, P.E.I.
C1A 7M8

January 09, 2026

Joshua McInnis
Manager of Water and Sewer Utility
City of Charlottetown

Dear Josh,

I am writing to formally follow up on our discussion prior to Christmas regarding proposed water service upgrades at the Provincial Firefighting School located in Milton Station.

The PEI Firefighters Association operates the Provincial Firefighting School at the former Sleepy Hollow Landfill site. The Association has received provincial funding to undertake several critical upgrades to the facility, including the installation of a propane live fire simulator, site improvements, and enhancements to the water system to support hydrant-based training.

At present, training at the facility relies on a portable hydrant supplied by a 100 cubic metre above-ground tank fed by a single submersible pump. This system provides insufficient water pressure and does not meet current fire service training standards, particularly for effective pump operations training.

The proposed scope of work includes the installation of a 200 mm water main from Sleepy Hollow Road along Miles Boulter Drive to the fire school, with two hydrants installed on site. A separate domestic water service would also be extended to the building to supply washroom and kitchen facilities. Subject to approval, a qualified consultant would be engaged to design, tender, and oversee the project.

Due to the limitations of the existing system, it is difficult to determine historical water usage. However, based on current and anticipated training demands—including the Holland College Fire Service Program and Firefighter Levels I and II training—estimated water usage is expected to be in the range of 200 to 250 cubic metres. The Charlottetown Fire Department, with over 100 members, has a significant and ongoing reliance on this facility, as all volunteer and career firefighters are required to complete this training. In addition, a substantial number of career firefighters participate in the accredited Holland College program delivered at this site.

The requested upgrades will further strengthen the facility's role in supporting the delivery of safe and reliable fire services to the residents and visitors of Charlottetown. Completion of this project will also provide long-term benefits to the City by reducing future costs associated with the development of a new fire station in the West Royalty area, as access to adequate training facilities within close proximity is a key consideration in station planning. This possible savings would be substantial.

The presence of a $7 million training facility within close proximity to the City is of considerable value. The Charlottetown Fire Department currently utilizes the site approximately 10 to 12 times annually for training purposes, a figure that is expected to increase once hydrants are installed. At present, water supply training frequently occurs within residential areas, often involving water runoff onto private property and associated public safety concerns. On-site hydrants would eliminate these impacts.

For these reasons, the PEI Firefighters Association is respectfully requesting permission to connect the facility to the municipal water system and install an approximately 500-metre, 200 mm water main to the fire school, as outlined in the attached sketch. Given the direct operational benefit to the Charlottetown Fire Department, we further request that
the City assume responsibility for ongoing maintenance and water supply costs associated with the line following installation.

For transparency, I note that I serve as a volunteer District Chief with the Charlottetown Fire Department. This proposal has been reviewed and is fully supported by the City's Fire Department Management Team and Chief Mamye, who is available to provide additional information or clarification as required.

A sketch showing the approximate location of the waterline is attached.

Thank you for your consideration of this request. I would welcome the opportunity to discuss this matter further at your convenience.

Yours sincerely,

Greg Shaw
Project Leader
902-330-6615

Enclosure:

Sketch of approximate waterline location

Cc:

Fire Chief Tim Mamye, City of Charlottetown

President Gerard McMahon, PEI Firefighters Association