CHARLOTTETOWN

HERITAGE BOARD AGENDA
NOTICE OF MEETING

Monday, May 25, 2026, at 4:30 p.m.
Council Chambers, 2nd Floor, City Hall, 199 Queen Street
Live streaming: www.charlottetown.ca/video

1) **Call to Order**
2) **Declaration of Conflicts**
3) **Approval of Agenda –** Approval of Agenda for Monday, May 25, 2026
4) **Adoption of Minutes** – Approval of Meeting minutes from Monday, April 27, 2026
5) **Business arising from Minutes**
6) **Reports/Discussions**
    a) **113 Upper Prince Street (Robertson Carriage House) – Exterior Renovations**
    b) **202 Hillsborough Street - Exterior Renovations**
    c) **15-17 Sydney Street – Exterior Renovations**
    d) **9-11 Sydney Street – Exterior Renovations**
7) **Introduction of New Business**
8) **Adjournment of Public Session**

PLANNING AND HERITAGE: HERITAGE BOARD MINUTES
THURSAY, DECEMBER 4TH, 2025 at 4:30PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live Streaming: www.charlottetown.ca/video

Present:	**Deputy Mayor Alanna Jankov, Chair**	**Emile Gallant, RM**
	Councillor Julie McCabe	**Lucas MacArthur, RM**
	Councillor Norman Beck	**Sharon Larter, RM**
	Brad MacConnell, CAO	**Tara Maloney, RM**
		Ken McInnis, RM
Also:	**Mike Ruus, Dir. Int. Growth**	**Melissa Kitson, IO/AA***
	Donna Miller-Ayton, Mgr, P&H	**Minute taker*
	Brad Vince, PII, HO	
	Natalie Munn, HO	
Regrets:	**Mayor Phillip Brown**	**Simon Moore, RM**
	Todd Saunders, HO	**Aaron Stavert, RM**

1. Call to Order
Deputy Mayor Jankov called the meeting to order at 4:36 PM.

2. Declaration of Conflicts
Deputy Mayor Jankov asked if there were any conflicts; there being none, moved to the approval of the agenda.

3. Approval of Agenda
Moved by Tara Maloney and seconded by Lucas MacArthur that the agenda for Thursday, December 4th, 2025, be approved.

CARRIED

4. Adoption of Minutes
Moved by Councillor McCabe and seconded by Sharon Larter that the minutes of Monday, November 24th, 2025, be approved.

CARRIED

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

6. Reports

a) 1B West St (PID# 365833)
Request: Temporary Heritage Designation
Property Identification: Located in the Downtown Neighborhood (DN) within the 500 Lot Area.
Presenters: Brad Vince & Natalie Munn
Reference: Heritage Board Package

Summary:

- A development application was received proposing significant renovations and alterations to the existing building which included the removal of the 1939-1940 sun porch and garage. The renovations would significantly alter the historic character defining elements of the building.
- The property is not currently designated as a heritage resource and is not protected under the Heritage Preservation Bylaw.
- The proposed work is considered as-of-right under the Zoning & Development Bylaw.
- A review indicates that if the proposed renovations proceed, the property is at imminent risk of irreparable or costly damage to its heritage character.
- A preliminary evaluation confirmed the site's significance, including its age, architectural significance, and historical interest.
- The subject dwelling is a wood-framed house constructed in 1939-1940 and was built for Honorable George DesBrisay Deblois as his residence after serving as Lieutenant Governor, completing his term in 1939. Deblois was a wholesale merchant/exporter and president of DeBlois Brothers. His wife, Maron, was the daughter of Arthur Newbery, the Provincial Secretary of PEI and a significant contributor to the development of the Queens Square Gardens in 1884.
- In the 1980sthe property was purchased by well known pioneers in the tourism and hospitality business the Rodd family
- The residence was sold in 2019 and converted into a Bed & Breakfast. In 2023 it was sold to a corporation and in 2024 it was solid to its current owners.
- A portion of the southern side of the property was subdivided and sold in 2024, now 1A West St.
- The house was designed by well known architect James E. Harris who among his domestic and institutional designs, also designed the Tweel Block, The Currie Block, the Cass Science Hall at UPEI and the Simon Paoli house at 4 Ambrose Street.
- The home was influenced by the Georgian Adaptation style and has retained most original architectural elements including massing, hipped roof, chimneys, symmetrical façade, two-story portico, fenestration, moldings-notably the swan-necked molding above the door, two-story sun porch and garage.
- The house is set back off the street with a curved driveway; a grand house on a street with large, impressive houses, largely wood-framed, 2-3 stories, with 19th and early 20th century construction. It is considered a landmark in Charlottetown due to its elaborate architecture and grand setting; Most locals know the house with the center portico and similar look but smaller scale than Government House. One of the sources used in the report, Jim Macnutt's, Inside Island Heritage Homes: Two Hundred Years of Domestic Architecture on Prince Edward Island, claimed that the DeBlois's selected the style of home because they wanted a house that reminded them of Government House which they had left behind when Hon. George DeBlois retired from the Vice Regal role.
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- The house has a stunning water view and is part of the viewscape from Victoria Park.
- The designation aligns with the current and draft Council approved Official Plan.
- An onsite inspection/evaluation has not been completed, but a preliminary Heritage Building Evaluation score of 85 underscores its heritage value and places it among the highest scoring properties assessed in the area.
- If a temporary designation is approved, staff will undertake further evaluation and research, potentially including a third-party heritage assessment. It would prohibit moving, altering, developing or demolishing the structure for 45 calendar days. This designation would give Council time to determine whether to proceed with a full heritage designation.

- Staff recommend that Heritage Board support the request to Council that 1B West Street (PID 365833) be temporarily designated as a Heritage Resource in the City of Charlottetown, pursuant to Section 3.4 of the Heritage Preservation Bylaw.

- Property Owner, Phillip O'Halloran, expressed his and his partner, Jackie's surprise at receiving the call about the meeting and was grateful it was rescheduled to allow them to attend.
- The owners stated they have been preparing for over two years for the renovations of the subject property.
- Phillip introduced their legal council, Matt Bradley, to discuss the homeowner's property rights and Douglas Coles, Coles Associates Ltd, to discuss the building plans and assessment.
- Matt Bradley's Presentation:
    - Stated he was there as the property owner's legal council to present the owners' view, not to give a formal legal opinion. He pointed out that they are here because city officials are asking for a temporary designation, not the homeowners or a member of the public.
    - Indicated the Heritage Preservation Bylaw lacks a defined purpose section, which must be inferred.
    - Indicated the heritage officers' report fails to explain how the owners' plans to restore and maintain the property as a single-family dwelling presents a risk of imminent irreparable, or costly damage to the heritage nature, only stated the conclusion.
    - Noted the owners are seeking renovations/additions, not a demolition permit.
    - States the bylaw grants unelected officials' significant power to request a temporary designation based solely on their opinion.
    - States the officials haven't shown their work to support their conclusion.
    - States the report was not unbiased as it's presented by the same person requesting the designation, highlighting a risk of bias in a highly subjective report.
    - States the Board/Council cannot simply assume there would be damage; that the city needs to provide specific concerns and evidence before issuing a temporary designation, which he felt was lacking
    - Believed the temporary designation will take away the homeowner's as-of-right use rights of their property, felt they should have very good reason to take a person's rights away and doesn't believe it was there.
    - Stated the City had ample opportunity to designate the property over the last 26 years, since the Official Plan was approved in 1999, again in 2019 during the change of use to a Bed and Breakfast, and again in 2024 when the property was subdivided.
    - Indicates the owners have been discussing their intentions with the Planning Department for two (2) years and believes the Department is trying to gain control of the property by designating it.
    - States the property is located in the 500 Lot area which already has specific Zoning & Development Bylaw requirements in place to manage changes.
    - Indicates that he has to be the bad guy as he is about to downplay the deceased.
        - Believes Lieutenant George DesBrisay Deblois is not significant on his own since the house was built after his term.

- Believes (Honorable George) Deblois' community involvement is not greater than many other Charlottetown residents.
- Indicated he failed to see the significance of (Honorable George) Deblois' father-in-law as relevant and doesn't add anything to the heritage nature to the property.
- Doesn't believe (Honorable George) Deblois is unique, providing examples as he wasn't the first Lieutenant Governor, first female, first minority, with no real significance as Lieutenant Governor.

- Stated the Rodd family's occupancy didn't add significant heritage value as they are post-heritage, occupying the house between 1940-2006.
- Declares a conflict of interest as Linda Rodd was a receptionist at his firm and expressed that she was a great lady.
- Expressed Architect James E. Harris, had no great significance as he was not his uncle, William C. Harris, stating William's accomplishments cannot be attributed to James. Indicates The Tweel Block, Curry Block, and Cass Science Hall were not designated resources. Notes only 4 Ambrose St was a heritage designation.
- Speaks to the Heritage Designation List and indicates there is no property on the list that is designated after 1930. States this would be the newest/youngest heritage property to in the City of Charlottetown.
- States there is nothing specifically historic about the site; being on the water side of West St. doesn't make it a landmark.
- Notes a painting in Council Chambers of the area around Province house has built up over time, stating development happens.
- States the fact that the rear of the house is viewable from Victoria Park doesn't make it a heritage property. Only two waterfront houses (5 & 17 West St) are currently designated. Offered that Beaconsfield could be included; however, states it is on Kent St.
- Speaks to the evaluation score and lack of an on-site inspection/evaluation and believes it seriously undermines the subjective score of 85. States the only objective criteria, date of construction and historical events, scored zero (0).
- Indicates the remaining criteria are highly subjective and susceptible to bias. States the applicants with exception of construction, materials and methods section, score all the subjective evaluations between very good to excellent.
- The owners commissioned report by Coles Associates calls into question integrity and structural soundness of the property.
- States that no significant events occurred at this property and questions how significant the individuals were who lived there since the 1940s.
- States the report fails to specify how or why removing the current sunroom or garage would result in significant alteration.
- Explains the proposed changes will maintain the character as elements like the massing, impressive size, chimneys, symmetrical façade, portico, fenestration, and moldings will remain. The roof will be changed from a hip roof to a mansard roof, similar to Beaconsfield.
- States that a temporary designation is an extreme remedy, typically used when demolition is threatened. The work is necessary maintenance, restoration and will serve as a single-family home. The property is subject to the 500 Lot area requirements are the appropriate way to maintain character. States the property is not a heritage property.

- Phillip asks Douglas Coles to speak about his work over the past year at his firm pertaining to this property:
- Douglas Coles Presentation:
    - Introduced himself as the principal of Coles Associates Ltd and practicing engineering in the province for 43 years.
    - Indicated they were hired in January 2025 to review the house.
    - Identified significant deficiencies regarding the foundation and support system.
    - Noted portions of the house have deflected 7 to 8 inches, require temporary supports to prevent the back of the building from breaking on itself.
    - Noted significant wood (dry) rot on the entry columns.
    - The house is located in the engineering field's Red Zone, subject to significant impact from storm surge.
    - Recommendation to keep the house from failing structurally, the floor of the house should be raised to get it out of the tidal zone, noting the yacht club, which raised their building by 3ft to keep it out of the Red Zone.
    - Explained the structural and tidal issues must be fixed or the building will be at risk.
    - Indicated the application submitted was intended to be the first step in fixing these issues.
- Phillip spoke to the personal experience they had since they've taken residence. Phillip thanked the Board for letting them speak and felt the process was forced upon them as they had no formal notice until two (2) days prior.
    - Phillip indicated that he and Jackie were a local family, raised in Charlottetown, running their businesses and raising their family there.
    - They knew the area to be an established single-family residential neighbourhood.
    - He summarized the heritage-registered houses on West St that were built as single-family homes as follows:
        - 18 West St. (1839): Converted to 4 apartments.
        - 5 West St. (1874) Converted to 3 apartment units.
        - 12 West St. (1897 – Eden Hall Inn): Operates as a commercial Bed & Breakfast.
        - 22 West St. (1892 – William Harris): Only family home on West Street that is a registered heritage resource and remains single-family.
        - 17 West St. (1877 – William Harris): Now a 4-unit apartment/hotel/Airbnb.
        - 1 Grafton St. (1894 – William Harris): Converted to a tourist inn/business.
        - 2 Kent St. (Beaconsfield – William Harris): Houses the Island Museum.
    - States of the registered properties, only one remains a single-family home.
    - Purchased the property to be a family home, not a heritage property, and does not want it designated.
    - Their plans meet all requirements for an as-of-right permit and should be issued.
    - Stated they had no formal notice of the meeting, which they felt should be made public and required in the updated bylaw process and owners be notified.
    - Expressed they have made their intensions clear to the Planning Department for two years and had many conversations to plan their addition over this time.
    - Expressed surprise to see the meeting at the ninth hour when they expected to be starting construction.

- Noted that through the planning process, after the subdivision, it left adequate land to create a garage addition at the south side of the house. Coles Associates Ltd was commissioned to examine the existing structure as there were areas of the house was failing and needed to be addressed immediately.
- Indicated that their intention was brought to the Planning Department of keeping single family homes in the area, thus converting the Inn to a single-family home. The addition will bring the house up to date with a garage, new kitchen behind it and a bedroom above it. He likened it to building a new house of today without internet.
- Explained they registered restrictive covenants on their deed and their neighbors at 1A West St that protect both properties from being converted to anything other than a single-family dwelling.
- Stated that the water side of West Street used to be zoned as Single-Family Residential before it was rezoned to Downtown Neighbourhood.
- Expressed disappointment that the city seems to support commercial tourist operations over local families.
- He believed the discussions were binding and they could proceed with the lot subdivision and would be able proceed with the addition thereafter. He believed they took the approval from the Planning Department as the path of doing business and felt they could fix the house.
- Jackie indicated the sunroom was originally single story, was at one point renovated into a two-story sunroom/greenhouse but since renovated by the people who ran the Inn to a one-season bathroom. Explained it was a bathroom with nine windows with no heat. Jackie provided before and after photos of the room. The photos were circulated through the Board.
- Jackie noted the addition at the back was done by the Rodd family and was not original to the house.
- Jackie indicated that the Deblois wanted to keep it as a family home and they wanted to do the same.
- Phillip explained their intent was to improve, renovate, and maintain the building and if left, it is in imminent danger of structural failure.
- He critiqued the heritage score formula and noted it was set up on a bell curve. Phillip stated by their own calculation, scoring everything in the middle and getting zero for objective criteria, the score is 45-48 points, which falls into the ineligible for designation category (20-49 points).
- He Explains the house is not on the level of the Province House or Beaconsfield.
- He Offered they were happy to go through design review but oppose the designation.

Discussion:

- The Board asked if a temporary designation could become a full designation based on the history of the property. The Chair confirmed the temporary designation is for 45 days which will allow staff to do a deep dive, possibly with an external evaluator, and then come back with a recommendation for full designation.
- Staff confirmed the 45 days allows for an additional analysis/on-site inspection, including potentially bringing a third-party heritage expert. He noted that if Council approves the temporary

designation, a notice will be shared via the newspaper and webpage and owners will be served a notice.

- The Board inquired about a previous case, 10 Prince St/Water St where a proposed plan was different than what existed around the structure. The chair clarified the previous case was prompted because of a demolition permit request and the renovation was not approved.
- The Board questioned the evaluation criteria, noting the zero score for date of construction but an excellent rating for exterior condition despite past additions. It was questioned why the entire streetscape did not meet the criteria for designation if setting a streetscape is included in the criteria. Expressed a lack of confidence in the subjectivity and stated they were not in support of staff's recommendation for temporary designation, siting a need for a clearer, more consistent process.
- The Board noted that the owners met all criteria for an as-of-right permit with no heritage designation in place. Expressed it as a missed opportunity to designate despite the building's importance as an anchor on the street. Felt the City should not penalize the homeowners after this fact, especially with numerous opportunities to designate the property previously. Also expressed not being in support of staff's recommendation of temporary designation.
- The Board noted the character will remain and alterations to the roof will match the architecture. Explained that since it will remain a family home that the homeowner, like any other, will take pride in their home. A member felt that (the Board) should leave it well enough alone.
- The Board stated opposition to imposing the temporary designation. The property owner is not seeking a variance and the 500 Lot Area protection already exists. He doesn't see the imminent threat to the heritage characteristic. The member believes the City had other opportunities to identify the property and that temporary designation was an extreme measure.
- Staff corrected the idea that it was just an as-of-right and explained that it was in the 500 Lot Area and any alterations will require Design Review. Staff also clarified the plans received last year were mainly site plans, not architectural details. Staff view the proposed work as demolition by renovation as it represents a complete change in architectural character. Staff included that the Board must look at the streetscape, the views across Victoria Park and the presence on the waterfront. Staff further explained the structural issues could be corrected without altering the complete character of the house and likened it to the renovations that took place at the Province House, which didn't change the look and character of the building. They also stated that other heritage buildings were converted into Inns/apartments proves necessary to maintain those larger properties and their architectural quality. Staff believed that it was matter of opinion that Governor DeBlois wasn't significant, stating that a former Governor of PEI should not be denounced solely because he didn't hold significant events on the property. She concluded that a temporary designation is appropriate to give staff the opportunity to determine if designation is warranted, because once the property is changed, there is no going back.
- A point of clarification was made that the applicant for temporary designation is the City and not the property owner.
- The property owner reaffirmed the intention to improve and maintain the property, which was in imminent danger of structural failure, and to modernize the property for their family's lifestyle. He stated they have effectively done a property assessment through Coles Associates Ltd and reiterated his critique of the heritage scoring. He expressed willingness proceed to Design Review; however, noted 1A West St did not go to Design Review.

- Staff clarified the reason no proposals were presented was because it was an active file that was being reviewed by the Planning Department and is currently with the Building Inspectors. The Heritage Officer reminded the Board that their decision is only to support or not support the request to Council, which will make the final decision. He noted that design discussions can happen later at Design Review.
- Madam Chair acknowledged the history of the last temporary designation meeting, where unapproved designs were discussed.
- Jackie asked staff if it was in their report if it was an as-of-right, staff confirmed that it was.
- The Board acknowledged that both staff, the homeowner and their team are presenting valid opinions based on their professional tasks. Board member questioned the two different scoring values (45 vs 85) and the term used as an as-of-right. Member believed that a 6-week pause for a third-party independent review is important for such an important street, so no stones will be left unturned. He wants a full understanding of the process. He stated he will be in support of the motion for a temporary designation.

MOTION:

Moved by Councillor Beck and was not seconded that Heritage Board approve staff's recommendation to Council that 1B West St (PID# 365833) be temporarily designated as a heritage resource.

Moved by Councillor McCabe and seconded by Ken McInnis that Heritage Board deny staff's recommendation to Council that 1B West St (PID# 365833) be temporarily designated as a heritage resource.

CARRIED
***Opposed Councillor Beck & Sharon Larter* (5-2)**

7. New Business

There was no new business to report.

8. Adjournment

Moved by Councillor Beck and seconded by Ken McInnis that the meeting be adjourned.

CARRIED
(7-0)

The meeting was adjourned at 6:04 PM.

Deputy Mayor Jankov, Chair

City of Charlottetown Committee Report

Report No: HERT-2026-05-01

Date:
May 25, 2026

Directed to Council through the following Committee:
Heritage Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
None

Prepared by:
Brad Vince, Planner II & Heritage Officer

Attachments:
A) Site Photo
B) Architectural Renderings
C) Carriage House Photo
D) Property Streetview Photos

Report Title:
Exterior Renovations to an Accessory Building on a Designated Heritage Property – 113 Upper Prince Street (Robertson Carriage House) PID #359638

Report Purpose:
Review the proposed exterior renovations to an accessory building on a designated heritage property located at 113 Upper Prince Street (Robertson Carriage House) to accommodate a change in use to accommodate a secondary suite.

Staff Recommendation:

That the Heritage Board approve the proposed exterior renovations to the designated accessory building (Robertson Carriage House) located at 113 Upper Prince Street, to support the restoration, preservation, and long-term protection of the structure from further decay and deterioration.

Report Details:
The application refers to the accessory building only, located at the rear of the property on the rear property line.

Report Details Cont'd:

Background

An application was previously approved by Heritage Board in 2021 to complete the following alterations:

- relocate the building to 5ft. from the rear property line.
- Re-clad the building in cedar shingles
- Replace all windows. If grant funding is available, wooden windows will be installed.
- Replace existing doors with new doors.
- The roof will be removed and rebuilt to match the existing.

It has since been identified that the applicant does not need to relocate the building to 5ft. from the property line and new exterior alterations are being proposed.

The new proposed exterior renovations to the accessory building include.

- Lifting the building and adding a blade wall foundation.
- Add a new wooden/fiberglass door on the northeast (front) elevation.
- Add a dormer and three new wooden windows on the northeast elevation.
- Moving and replacing the existing garage door, slightly to the left to accommodate the new door opening.
- Add a new, larger window to the southeast elevation where a smaller window is currently located.

The applicant will be reusing the existing lower-level windows and is completing a comprehensive restoration to a deteriorating designated structure. All the windows will be wooden and double hung, to match the existing style and articulation.

Property History

The property at 113 Upper Prince Street (located on the corner of Gerald Street and Upper Prince Street) houses a wood framed centre gable style Gothic Revival influenced home. The designation encompasses the building's exterior and parcel; it does not include the building's interior.

Heritage Value

The heritage value of 113 Upper Prince Street lies in its association with Professor Samuel Napier Robertson (1869-1937); its centre gable Gothic Revival influenced architecture; and its role in supporting the Upper Prince Street and Gerald Street streetscapes.

Dr. Samuel Napier Robertson and his wife Professor Anna McGrath lived in the home for a number of years. Robertson was a classical scholar and educator who began his career as a teacher in Alberton in western PEI. He became a professor at Prince of Wales College in Charlottetown in 1893. The College - with roots going back to 1804 - was the Island's only non-denominational school of higher learning until its amalgamation with the Island's Roman Catholic affiliated St. Dunstan's University in 1969 which created the University of Prince Edward Island (UPEI).

Robertson later became Principal of the College in 1901 and served in this position until his death in 1937. His love of books was demonstrated when the Prince of Wales College Library was destroyed by fire in February of 1932. Robertson arrived on the scene just as his private collection was burning and he was so upset that he had to be physically prevented from entering the building to save his beloved books!

In 1975, the University of Prince Edward Island constructed a new library and named it in honour of Robertson. It continues to serve the UPEI community today.

113 Upper Prince Street is influenced by the centre gable Gothic Revival style. Although it is not known when the house was built, the style was popular from the 1840s until approximately 1870. Architects like A.J. Downing popularized the Gothic Revival movement through their pattern books. The style is seen most often in rural areas, but a few exist in Charlottetown. The Gothic Revival house is generally a wood framed, rectangular home with a large front centre gable. The homes are usually symmetrical with decorative bargeboard, although 113 Upper Prince Street is a cleaner design and does not have bargeboard decoration. It remains an attractive home that has been well maintained and is an asset to the Gerald and Upper Prince Street streetscapes.

Character-Defining Elements

The following Gothic Revival influenced character-defining elements contribute to the heritage value of 113 Upper Prince Street:

- The overall massing of the building with its symmetrical facade
- The mouldings painted in a contrasting colour, particularly the door and window surrounds, as well as the shutters
- The gable roof and the centre gable facing the street
- The size and placement of the windows, particularly the large paired four over four windows of the main floor, the six over six windows of the square bay and the pair of four over four windows in the centre gable facing the street
- The style and centre placement of the door
- The large sweeping verandah with its decorative square columns
- The size and shape of the chimneys
- Other character-defining elements of 113 Upper Prince Street include:
- The location of the home on a treed lot on Upper Prince Street

Policy Framework

Bylaw Requirements

In accordance with Section 4.2.4 (ii) of the *Heritage Preservation Bylaw*, Heritage Board will review compatibility of the proposed development in relation to the criteria listed in:

Section 5.1.1.

In evaluating an application for a Heritage Permit involving a Building or Structure, the Heritage Officer, Heritage Board and/or Council shall review the compatibility of the proposed Development in relation to the original and/or existing Building or Structure, including the following:

a. The Standards and Guidelines for the Conservation of Historic Places in Canada, as may be amended from time to time;
b. The original character, construction and architectural details;
c. The original or existing materials;
d. The scale of a proposed Development in relation to the scale and proportions of the original or existing Building or Structure;
e. The size and alignment of existing doors and windows;
f. The material and style of existing windows and doors, including details such as the casements, sashes, mullions, muntins, trims, and glazing;
g. The pitch, direction and arrangement of the roof and any associated chimney;
h. The significance of the accessory Building to the historic nature of the property and the original design elements of the accessory structure; and
i. Any other historical elements or architectural design considerations as deemed relevant by the Heritage Officer.

Official Plan

Section 4.3.2 of the Official Plan, Heritage Development:

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

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

Standard 11

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

The dormer and new windows will be visually compatible with the existing carriage house.

Standard 12

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

The form and integrity of the historic property is being maintained, main floor windows being retained and new windows matching their size and articulation. The new addition of the dormer is a reversible intervention that does not negatively impact the form or integrity of the carriage house.

MATERIALS GUIDELINES:

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

Replacing in kind an entire built feature by using the physical evidence of its form, material and detailing to reproduce it. If using the same kind of material is not technically, economically or environmentally feasible, then a compatible substitute material may be considered; for example, replacing redwood decking with cedar, a less endangered species. The replacement feature should be as similar as possible to the original, both visually and functionally.

Not Recommended:
Constructing a new addition when the proposed functions and services could be accommodated by altering existing, non-character-defining interior spaces.

Replacing an irreparable built feature with a new feature that does not convey the same visual appearance.

ANALYSIS:

The proposed addition of a dormer on the northeast elevation is complimentary to the existing building and will support future uses of the carriage house. The restoration of this original carriage house will also protect against further decay and deterioration. The new windows being proposed will match the style and articulation as the existing windows and are compatible with the character of this carriage house.

The applicants worked closely with the planning and heritage department to ensure that alterations are minor to the original form and articulation of the carriage house and proposed several design iterations to find an appropriate design that is complementary to the existing building.

Council or Committee History:
Heritage Board, July 26, 2021

Financial Implications:
None.

Public Engagement and Communication:
None.

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

Strategic Alignment:
Infrastructure and Environment
Community-Building and Placemaking

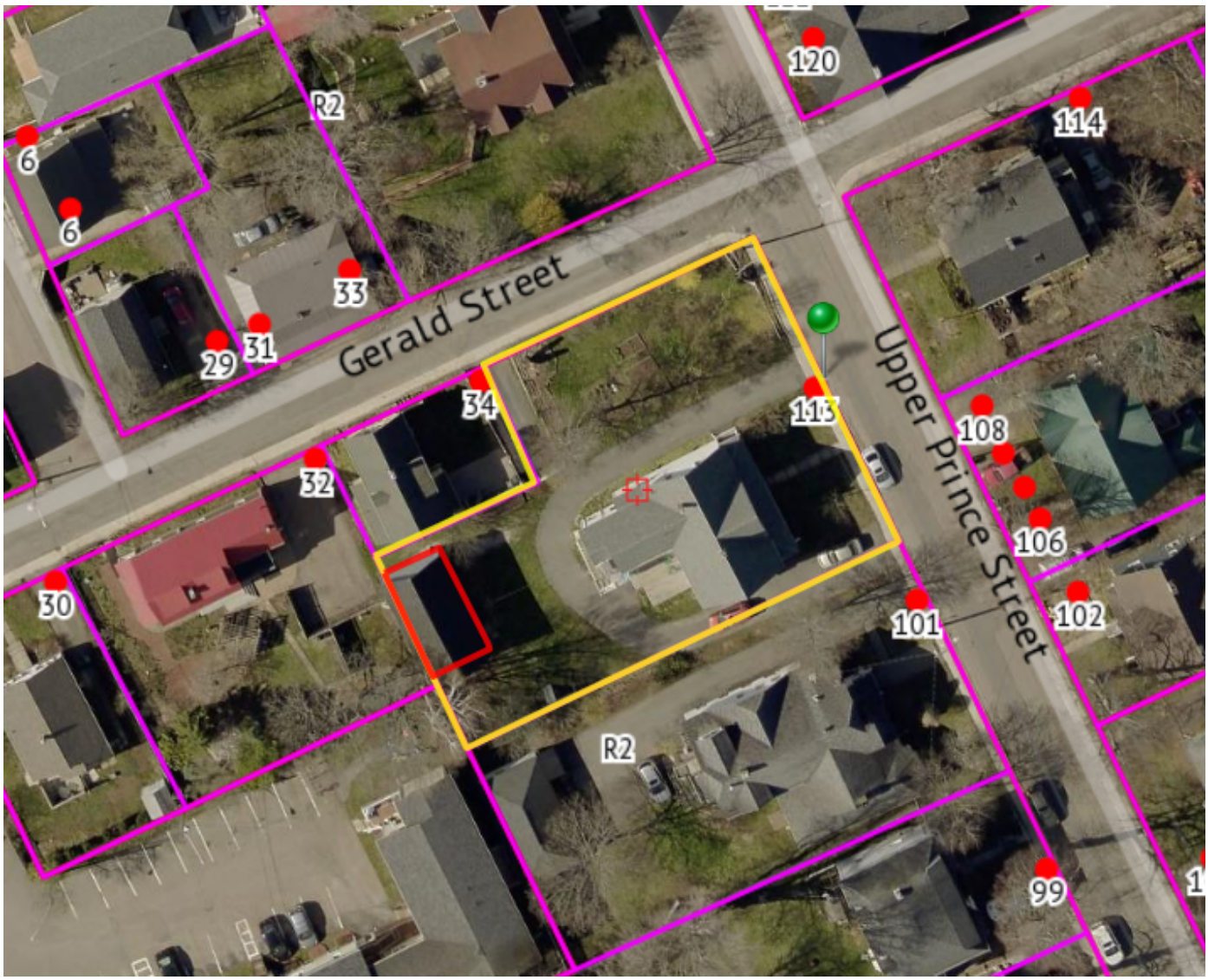
Reviewed By:

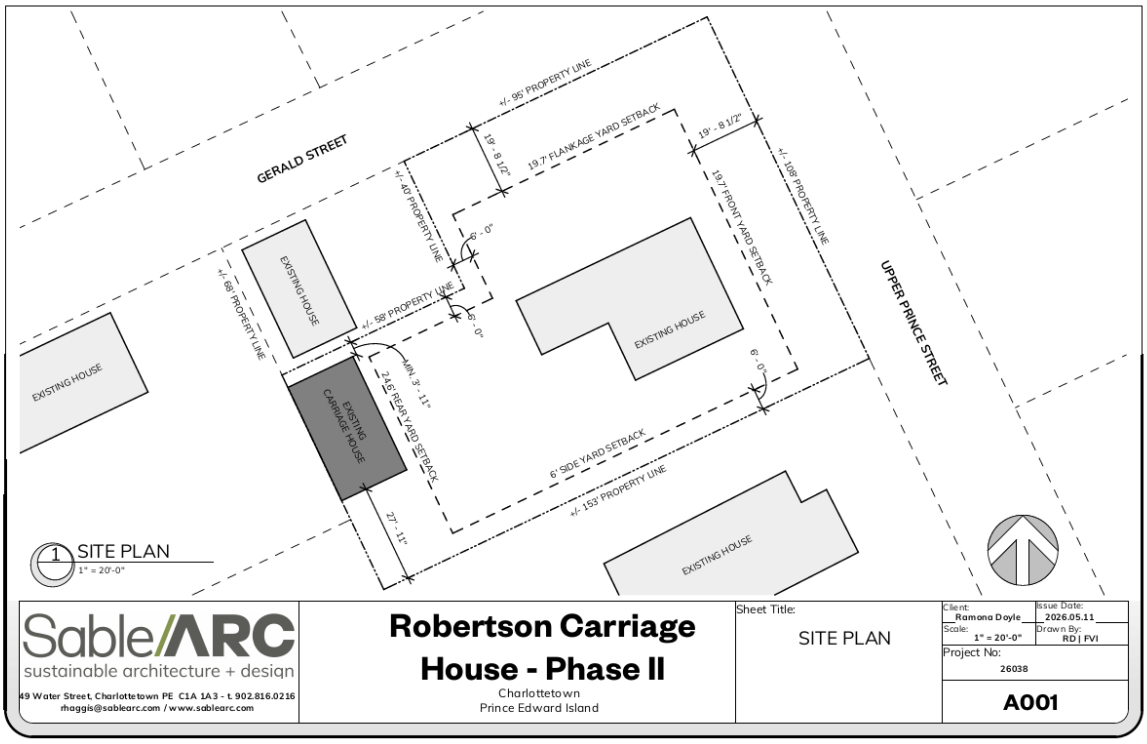
Manager	**Director**
Original document signed by Donna Miller-Ayton	Original document signed by Michael Ruus

Committee Recommendation: (if differing from staff)

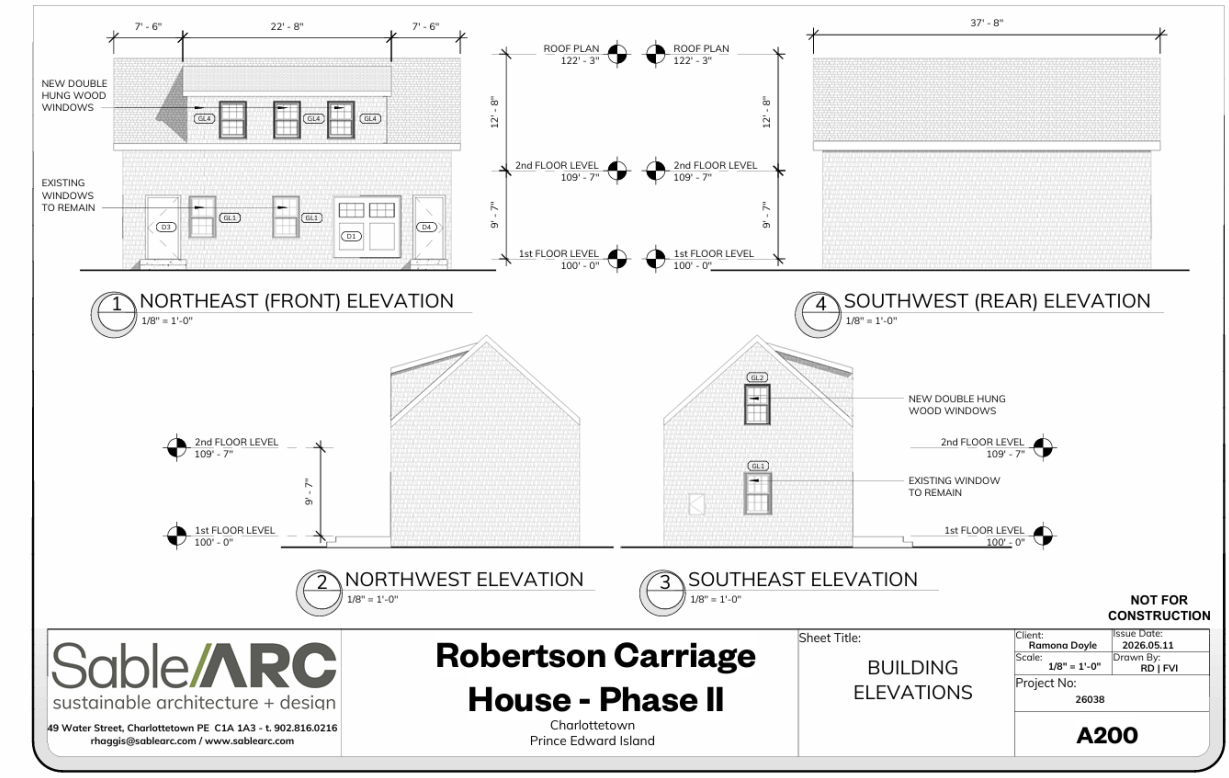
Attachments:

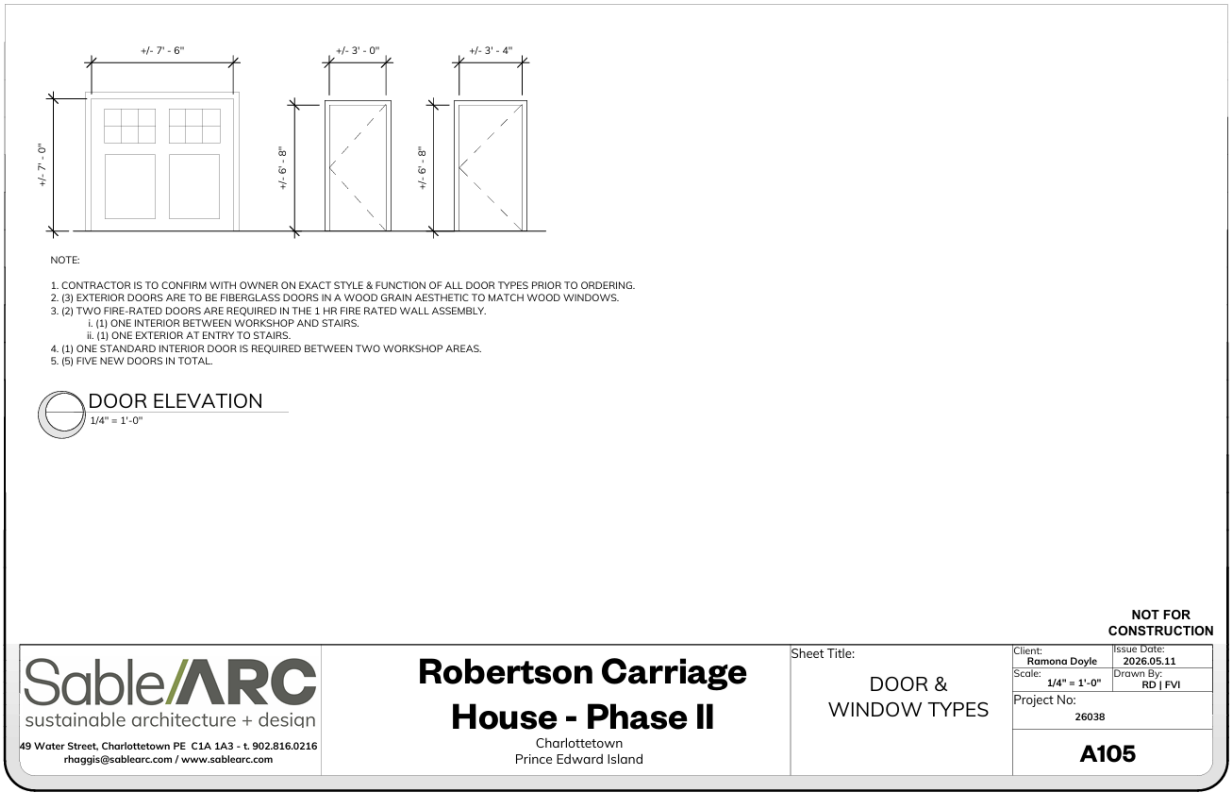
Attachment “A” – Site Location and Carriage House





Attachment "B" – Proposed Exterior Renovations





Attachment “C” – Carriage House



Attachment “D” – Streetview Photos





City of Charlottetown Committee Report

Report No: HERT-2026-05-02

Date:
May 25, 2026

Directed to Council through the following Committee:
Heritage Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
Fire Department

Prepared by:
Brad Vince, Planner II & Heritage Officer

Attachments:
A) Site and Streetview Photos
B) Charlottetown Fire Department – Hazard Compliance Order

Report Title:
Exterior Renovations to a Designated Heritage Property at 202 Hillsborough Street (PID #346650)

Report Purpose:
To review the proposed addition of two fire egress windows to a designated heritage resource located at 202 Hillsborough Street to ensure City of Charlottetown fire inspection compliance.

Staff Recommendation:
Staff recommends that Heritage Board approve the request to add two fire egress windows to bring the designated resource in alignment with the fire code, as indicated by the Charlottetown Fire Department.

Report Details:

The applicant is seeking approval from the Heritage Board to install two fire egress windows, as per a Hazard Compliance Order from the Charlottetown Fire Department. The installation of these egress windows will bring the basement bedrooms and boiler room into compliance with the National Fire Code as indicated by the authority with jurisdiction.

Property History

202 Hillsborough Street is a two and one half storey wood framed Georgian influenced residence. It features a symmetrical facade of five bays on the second storey all under a bracketted eave. A decorative vestibule or entrance porch has transom and sidelights. It is located on the corner of Hillsborough Street and Fitzroy Street in a primarily residential area of Charlottetown. The designation encompasses the building's exterior and parcel; it does not include the building's interior.

Heritage Value

The heritage value of 202 Hillsborough Street lies in its Georgian inspired architecture; its association with early residents of the City; and its role in supporting the Hillsborough and Fitzroy Street streetscapes.

The home was built in 1865-1866 for saddler and harness maker, John Stumbles. It exhibits Georgian characteristics such as a symmetrical facade with five bays and a central doorway, a gable roof and simple mouldings. The Georgian style is one of the most common architectural styles on Prince Edward Island. It emerged from 18th Century Britain and was intent on expressing confidence, order, and balance.

John Stumbles was one of nine individuals who operated saddle and harness shops in mid 1860s Charlottetown. His shop was located near Queens Square in a still existing building on present day University Avenue. Although many saddles were probably imported, implements such as harnesses, collars, bridles and whips were made locally. Solid leather portmanteaus and trunks were also offered for sale by the saddlers. A progressive businessman, Stumbles imported a watering cart to keep the dust down in front of his shop - the first innovation of its kind in the City. The City authorities soon followed his lead and procured others. Before streets were paved or macadamized, blowing dust or sand was always a civic nuisance, especially during summer months.

The home has undergone renovations in which a large gable dormer was added on the west side of the building and two stacked bay windows were added to the south side of the property. The house was converted into a tourist home at some point before the 1970s. Despite some changes, the overall exterior has been well maintained and it remains a good example of a Georgian inspired former home in Charlottetown. Located on the corner of Hillsborough Street and Fitzroy Street, it helps support the streetscapes.

Character-Defining Elements

The following Georgian influenced character-defining elements contribute to the heritage value of 202 Hillsborough Street:

- The overall rectangular massing of the building
- The two and one half storeys
- The mouldings painted in a contrasting colour, particularly the door and window surrounds, the eave brackets and the cornices
- The gable roof with centre dormer
- The size and placement of the windows, particularly the four large first floor sash windows and the five second floor sash windows directly above, the grouped dormer windows and the stacked bay windows of the south side with gable roof atop
- The size and centre placement of the paneled door with transom and sidelights

- The size, shape and centre placement of the porch or vestibule with its flat roof, decorative cornice, transom and sidelights, and large windows on either side
- The size and placement of the separated brick chimneys
- The location of the building on the corner Hillsborough Street and Fitzroy Street and its physical and visual relationship to its streetscape

Policy Framework

Bylaw Requirements

In accordance with section 4.2.4 (ii) of the *Heritage Preservation Bylaw*, Heritage Board will review the compatibility of the proposed development in relation to the criteria listed in Section 5.1.1:

In evaluating an application for a Heritage Permit involving a Building or Structure, the Heritage Officer, Heritage Board and/or Council shall review the compatibility of the proposed Development in relation to the original and/or existing Building or Structure, including the following:

- The *Standards and Guidelines for the Conservation of Historic Places in Canada*, as may be amended from time to time*;*
- The original character, construction and architectural details;
- The original or existing materials;
- The scale of a proposed Development in relation to the scale and proportions of the original or existing Building or Structure;
- The size and alignment of existing doors and windows;
- The material and style of existing windows and doors, including details such as the casements, sashes, mullions, muntins, trims, and glazing;
- The pitch, direction and arrangement of the roof and any associated chimney;
- The significance of the accessory Building to the historic nature of the property and the original design elements of the accessory structure; and
- Any other historical elements or architectural design considerations as deemed relevant by the Heritage Officer.

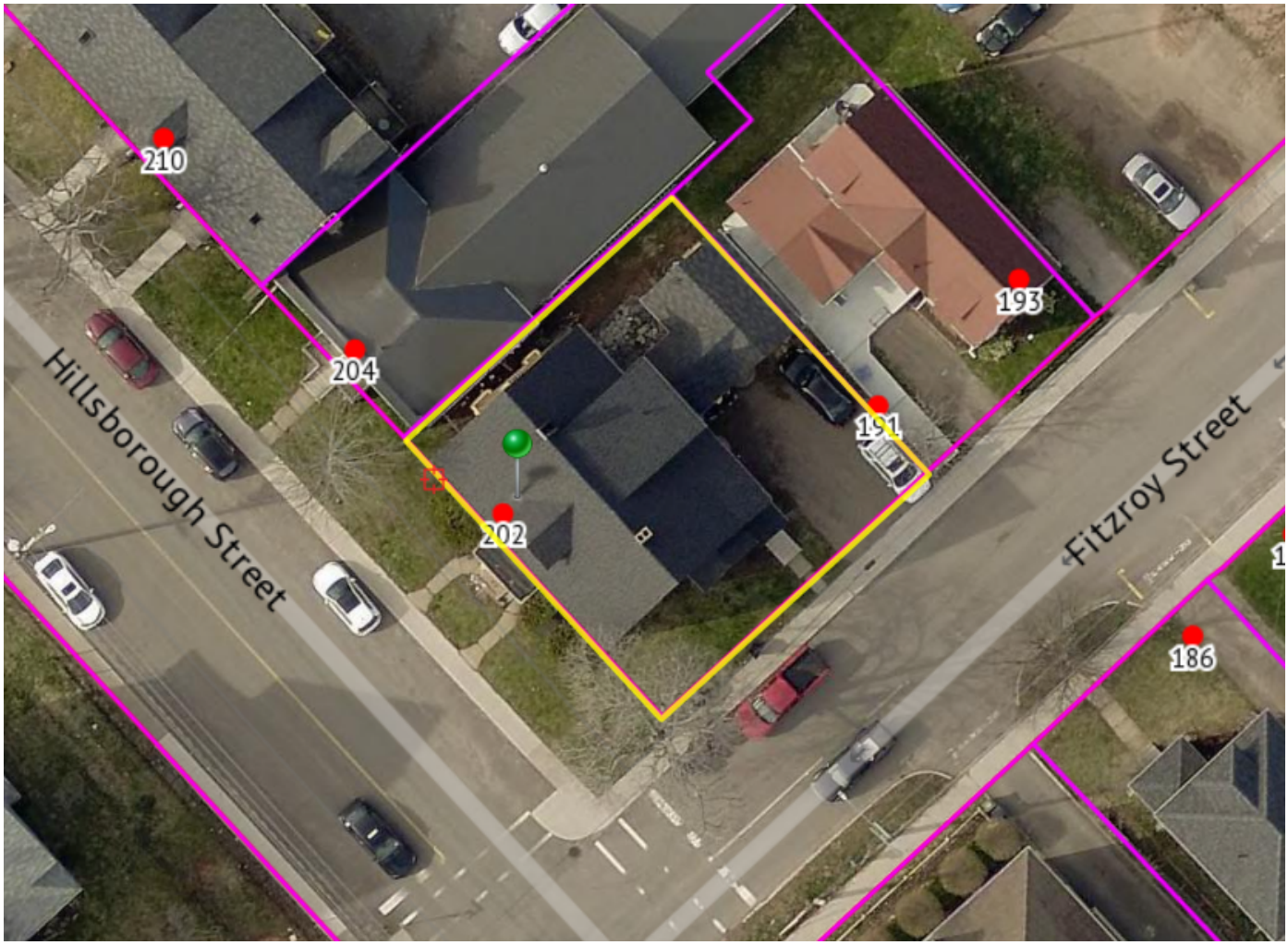
Analysis and Conclusion

The windows proposed are deemed reasonable and appropriate. The addition of the two fire egress windows will not impact any of the character defining elements of this designated property or alter the form of the original building. It is recommended that the Heritage Board approve the proposed addition of windows to the accessory building, as the work will support compliance with the Hazard Compliance Order issued by the Charlottetown Fire Department and help protect the designated heritage resource from potential fire hazards.

Council or Committee History: None.	
Financial Implications: None.	
Public Engagement and Communication: None.	
Legislative Authority: City of Charlottetown Heritage Preservation Bylaw	
Strategic Alignment: Infrastructure and the Environment Community-Building and Placemaking	
Reviewed By:	
Manager Original document signed by Donna Miller-Ayton	**Director** Original document signed by Michael Ruus
Committee Recommendation: (if differing from staff)	

Attachments:

Attachment “A” – Site Photos and Streetview







Attachment "B" – Charlottetown Fire Department Hazard Compliance Order

CHARLOTTETOWN FIRE DEPARTMENT

P.O. Box 98
Charlottetown, P.E.I.
C1A 7K2

Telephone: (902)629-4083
Fax: (902)894-7751

HAZARD COMPLIANCE ORDER

NOTICE OF FIRE HAZARD

Notice is hereby given to **James Hughes** of **Seawolfe Properties Ltd., 44 Euston St Charlottetown, PE** on this **23rd** day of **January, 2025** that the property owned and/or occupied by you and situated at **191 Fitzroy ST** in the City of Charlottetown, in the County of Queens, Province of Prince Edward Island has the following Fire Hazard(s) and Violation(s) of the Fire Prevention Bylaw.

Violation Code	Article	Division
2.7.1.1 Means of Egress	N.F.C.	B

Means of egress shall be provided in buildings in conformance with the NBC. (National Building Code of Canada)

NBC 9.9.10.1. Egress Windows or Doors for Bedrooms

1) Except where the suite is sprinklered, each bedroom or combination bedroom shall have at least one outside window or exterior door openable from the inside without the use of keys, tools or special knowledge and without the removal of sashes or hardware.

Note: Each bedroom requires its own egress window. The basement bedrooms currently do not have egress windows and the egress window in the boiler room is not meeting this requirement.

2.4.1.1 (2) Accumulation of Combustible Materials N.F.C B

Combustible materials, other than those for which the location, room or space is designed, shall not be permitted to accumulate in any part of an elevator shaft, ventilation shaft, means of egress, service room or service space.

NOTE: The boiler room currently has combustible materials being stored that need to be removed.

2.2.1.1 (3) Fire Separation N.F.C B

Rooms, corridors, shafts and other spaces shall be separated where practicable by fire separations conforming to the NBC. (National Building Code)

NBC 9.10.10.3. Separation of Service Rooms

1) Except as provided in Sentence (2) and Articles 9.10.10.5. and 9.10.10.6., service rooms shall be separated from the remainder of the building by a fire separation having a fire-resistance rating of not less than 1 h when the floor area containing the service room is not sprinklered.

Note: The boiler room in the basement requires a fire separation with a 1-hr fire resistance rating and a door with a 45-min fire protection rating. The door also requires a self-closing device.

"SMOKE ALARMS SAVE LIVES"

ORDER TO COMPLY

As such violations are contrary to law, and endanger life and property, you are hereby ordered to commence correct said violations immediately upon receipt of this notice. An inspection to determine whether you have complied will be carried out on or before **February 20, 2025.**

Failure to comply with the foregoing Order shall result in a summons being issued without further notice.

Authority Having Jurisdiction _____

"SMOKE ALARMS SAVE LIVES"

City of Charlottetown Committee Report

Report No: HERT-2026-05-03

Date:
May 25, 2026

Directed to Council through the following Committee:
Heritage Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
None

Prepared by:
Natalie Munn, Heritage Officer

Attachments:
- Appendix A - Existing Condition –
- Appendix B - Proposed Exterior Renovations

Report Title:
Alterations and Renovations to Designated Heritage Property at 15-17 Sydney Street (PID# 338996)

Report Purpose:
To review the proposed restoration of the vacant designated heritage resource, 15-17 Sydney Street (PID# 338996) that will maintain the heritage character of the property and support interior renovations, and to seek Heritage Board's approval for these alterations to the building.

Staff Recommendation:
That the Heritage Board approve the proposed exterior alterations and renovations to the designated heritage resource located at 15-17 Sydney Street (PID# 338996) in order to make the property inhabitable and prevent further deterioration.

Report Details:

Application

15-17 Sydney Street (PID# 338996) is a Designated Heritage Resource and is located inside the 500 Lot Area in the Downtown Neighbourhood Zone.

The application includes exterior alterations and renovations to restore the two-unit building which has been vacant for eight years and contains unfinished work on the back that was done when a new foundation was placed under the building in 2014. Although Heritage Board is typically concerned with the exterior, there is significant work being conducted in the interior to update and improve livability within the building.

Report Details Cont'd:

The owner proposes that:

- Replacement of vinyl siding with new wood 4.5 inch reveal siding painted white, and the Classical 1850s trim and corner boards will be repaired or replaced to match profile and detail. It will be painted black except for the corner boards.

- Replacement of windows with wood/fiberglass windows to match existing profile detailing and openings except the following:
    - On the front façade, six over six window will be inserted in the dormer to match the eastern dormer windows, the foundation windows will be enlarged, and the others will match existing profile and detail and replicate the current configuration.
    - On the east side, a first-floor window that had been covered will be opened and all others will remain in the existing configuration.
    - On the back or north side of the building, the owner proposes to add four new windows in the basement, two new windows to the first floor, four new windows to the second floor and two skylights to the roof.
    - On the west side, the window configuration will remain the same as existing.

- Replacement of inappropriate c.1970s doors with more appropriate fiberglass doors on the façade, and two new French doors will be added to the 2014 addition at the back of the building.

- New wood steps and rails will be added to the front of the building and new steps will be added to the rear of the building.

- The roof will be reshingled to match existing.

PROPERTY HISTORY

Description of Historic Place

15-17 Sydney Street is an attractive cottage located near the Charlottetown waterfront. The Classical style influenced home was originally constructed of logs over 25 km away from Charlottetown, in the community of Newtown. The home was hauled to Charlottetown over the ice in approximately 1850 by a group of men and horses. William Douse used the cottage as an office for a time, but it was eventually converted to a private residence. The designation encompasses the building's exterior and parcel; it does not include the building's interior.

Heritage Value

The heritage value of 15-17 Sydney Street lies in its classical architectural features, its association with William Douse (1800-1864) and its importance to the Sydney Street streetscape.

William Douse was a prominent shipbuilder, land agent and Member of the Legislative Assembly. He came to Prince Edward Island from England in the early 1820s and soon became involved in farming, shipbuilding, brewing and auctioneering. In 1833, he was named land agent by the 6th Earl of Selkirk and given power of attorney over an estate of over 100,000 acres. Douse was also active politically. He was first elected to the Legislative Assembly for Queens County in 1834 and was successful in all but two elections, until his retirement in 1862.

Douse owned a home and a sail loft next door to where the cottage was placed. According to family records, part of the cottage was used to house offices for the shipbuilding operation, Douse and Company. The Douse family owned the home into the 20th century. The structure was originally a saltbox shape and constructed of logs, with ship plank covering the front facade. In the 1930s, the house was reshingled and two kitchens and two pantries were removed from the back of the home, changing its shape to a simple gable roofed cottage. When the cottage was moved in 1850, the classical style of architecture was very much in vogue. The symmetrical facade of the home and the use of pilaster style decoration around the windows and the broken pediments above the dual entry doors are well preserved examples of this Classical style in the city.

In 2014, a permit was granted to place a foundation under the home and as a result the house was raised higher than expected. At some point since, two porches at the rear of the property became one larger unfinished porch.

Located near two other 19th century buildings owned by William Douse, 15-17 Sydney Street is an important part of the Sydney Street streetscape and the Charlottetown waterfront.

The following Classical influenced character-defining elements illustrate the heritage value of 15-17 Sydney Street:

- The overall massing of the home
- The brick foundation
- The placement and style of the six over six windows, including the windows of the first floor, as well as the dormer windows of the second floor, including the western dormer window which has multi paned sidelights and the eastern dormer, with its paired windows

- The placement and style of the doors on either side of the facade with three paned transom lights above
- The corner boards and the trim around the windows and doors, including the pilasters over the windows as well as the door surrounds, with broken pediments over the doors
- The size and shape of the two gabled dormers
- The pitch of the gable roof with eave returns
- The placement and style of the chimneys

Other character-defining elements of 15-17 Sydney Street include:
- The location of the home on Sydney Street

POLICY FRAMEWORK

Bylaw Requirements

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

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

a. The Standards and Guidelines for the Conservation of Historic Places in Canada, as may be amended from time to time;
b. The original character, construction and architectural details;
c. The original or existing materials;
d. The scale of a proposed Development in relation to the scale and proportions of the original or existing Building or Structure;
e. The size and alignment of existing doors and windows;
f. The material and style of existing windows and doors, including details such as the casements, sashes, mullions, muntins, trims, and glazing;
g. The pitch, direction and arrangement of the roof and any associated chimney;
h. The significance of the accessory Building to the historic nature of the property and the original design elements of the accessory structure; and

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

Official Plan

Section 4.3.2 of the Official Plan, Heritage Development:

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

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

Standard 10

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

Standard 11

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

Standard 12

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

Standard 13

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

MATERIALS GUIDELINES:

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

Not Recommended:
Constructing a new addition when the proposed functions and services could be accommodated by altering existing, non-character-defining interior spaces.

ANALYSIS:

The applicant is proposing significant renovations and alterations to restore the vacant property to a livable state. It has been empty for eight years and the exterior and interior have suffered as a result. Exterior renovations are being proposed to support these alterations and restore the exterior in keeping with the heritage character.

Originally proposing to de-designate and tear the property down, the owners have worked with staff to ensure that the plan for the building will restore it to satisfy heritage standards and bring two units back to the housing market. They are proposing to also restore 9-11 Sydney Street, a building one house down that has had little work done to it in its history. It should be noted that both houses were part of William Douse's shipbuilding operation in this area of Sydney Street during the age of sail. The area had included the Douse wharf at the end of the street, and the current house between them was once a Douse Company sail loft. The houses are the only historic homes left on the street.

The proposed work (repair and replacement of sills, corner boards, trim etc.) to the building falls within the recommended heritage design standards and guidelines. The owner agreed to replace the inappropriate vinyl siding with wood siding with a 4.5 inch exposure and to either repair the c.1850 mouldings or in the event that replacement is required, match those existing in materials, detail and profile.

The windows will be replaced with wood/fiberglass windows that will match existing profile and detail. New window openings are proposed in generally new areas of the building- the back and the c. 2014 foundation; however, two new windows are proposed in the west side dormer which will match the eastern side with two six over six sash windows. Also, a window in the east side that was covered in an undated renovation will be uncovered and a six over six sash window will be placed in the opening, thus restoring an earlier configuration.

Due to the short height of the existing c.1970s doors, which do not meet egress standards for building code, the transom lights may need to be slightly shortened to accommodate the standard sized panel doors proposed. The replacement doors will exchange unsympathetic 1970s era doors and improve the heritage character of the façade.

In 2014, a former owner applied for a permit to replace the foundation and repair the roof. The foundation raised the building to a height where two new sets of steps are necessary to be added to the front façade. In addition, as a result of the renovation, the rear of the property changed from having two, 6.2 x 8.9-foot porches to one to 6.2 x 29-foot porch addition. Two windows were also removed. when the porch was constructed. The applicant is proposing to place two new French doors in the addition, add a line of four smaller windows above where two were deleted, and add two skylights to the roof to provide light to the interior. Due to numerous changes to the rear of the building throughout the building's history and since 2014, its current unfinished state, the hidden location at the rear of the house, the changes are acceptable under the Standards and Guidelines and will improve the livability of the building.

Conclusion

This project, although it contains some changes to the building, most of the changes are within the foundation and the back side of the building which were both changed under the 2014 permit. Overall, the work preserves the heritage integrity of the property and specifically, the character defining elements. The restoration will ensure that the building will remain viable and help it to once again become inhabitable. . Together with the proposed changes to the building at 9-11 Sydney Street, the restoration will improve the heritage character of the area.

Council or Committee History:
None.

Financial Implications:
None.

Public Engagement and Communication:
None.

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

Strategic Alignment:
Infrastructure and the Environment
Community Building and Placemaking

Reviewed By:

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

Committee Recommendation: (if differing from staff)

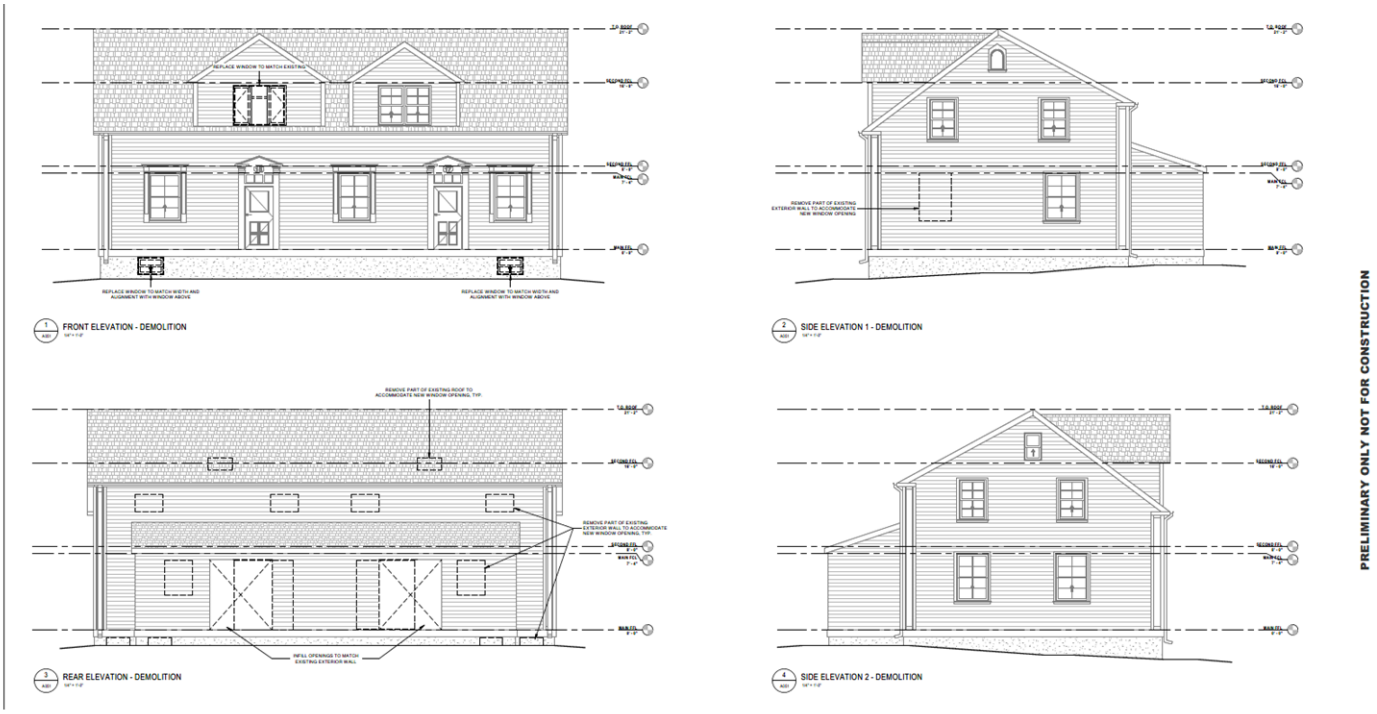
Attachments:

Attachment “A” - Existing Conditions

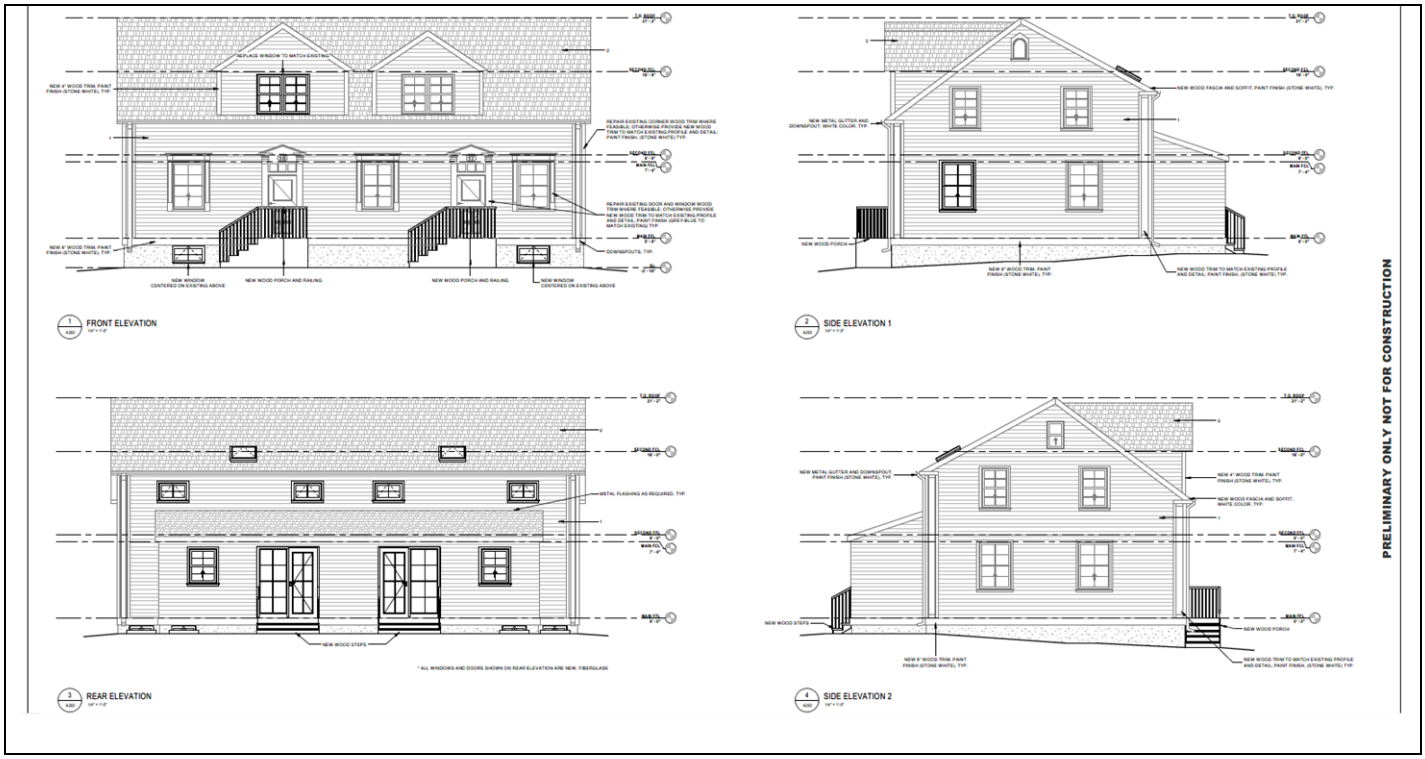




Attachment “B’ – Proposed Exterior Renovations



PRELIMINARY ONLY NOT FOR CONSTRUCTION


1 FRONT ELEVATION
2 SIDE ELEVATION 1
3 REAR ELEVATION
4 SIDE ELEVATION 2
PRELIMINARY ONLY NOT FOR CONSTRUCTION

City of Charlottetown Committee Report

Report No: HERT-2026-05-04

Date:
May 25, 2026

Directed to Council through the following Committee:
Heritage Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
None

Prepared by:
Natalie Munn, Heritage Officer

Attachments:

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

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

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

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

Report Details:

Application

9-11 Sydney Street (PID# 338988) is a Designated Heritage Resource located inside the 500 Lot Area in the Downtown Neighbourhood Zone. The applicant proposes to restore the exterior of the building with a variety of improvements including various repairs and replacements. An interior renovation will be taking place at the property and to accommodate these changes, modifications to the exterior of the building are proposed, particularly on the west side and the north side (or back side) of the building are proposed.

The application includes:

Demolition of the unsympathetic and deteriorated, shed roofed sunroom extension (built in 1989) and replacement with a new extension that will have a gable roof, concrete footing and foundation wall underneath. The foundation will be faced with brick to match the adjacent original sunroom.

Report Details Cont'd:

- The current pair of two slider windows will be replaced with a tripartite window, eight over eight in the centre and four over four on the sides to make it more compatible with the other windows in the west façade but retain a distinction from the original home.

- Repair the pre-1989 sunroom's brick foundation wall, and any cracked and missing bricks will be replaced to match the existing design size and texture.

- Replacement of the asbestos siding with wood 4.5-inch exposure siding.

- Replacement of wood fascia and soffit.

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

- Replacement of all windows with wood/fiberglass windows to match existing profile, configuration and style except where noted below.
  - On the east side, second floor, a new window opening will be cut and a new six over six window to match adjacent windows inserted.
  - On the north/rear of the building, two main floor windows will be moved and reduced in size and on the second floor one window will be removed and replaced with a door, and a new six over six window is proposed to be inserted near the western end of the building.
  - On the west side, two second floor six over six windows will be replaced and the openings enlarged to accommodate two tripartite windows that will match the main floor windows.

- Replacement of all doors with wood/fiberglass doors.

- Replacement of the railing on the front porches to meet the National Building Code.

- Replacement of the back deck with a larger deck made with noncombustible materials that runs to the western edge of the building.

- Addition of a small deck on the back of the sunroom

- Replacement of the roof with gray asphalt shingles, the brick chimney will remain, and the metal chimney will be removed.

PROPERTY HISTORY

9-11 Sydney Street is a Georgian influenced home situated near the Charlottetown waterfront. Samuel May Williams (1774-1827), a local builder, built the home in 1805. It was home to the William Douse

PROPERTY HISTORY CONT'D

family for a time as well. The designation encompasses the building's exterior and parcel; it does not include the building's interior.

Heritage Value

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

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

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

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

William Douse was a prominent shipbuilder, land agent and Member of the Legislative Assembly. He came to Prince Edward Island from England in the early 1820s and soon became involved in farming, shipbuilding, brewing and auctioneering. In 1833, he was named land agent by the 6th Earl of Selkirk and given power of attorney of an estate of over 100 000 acres. Douse was also active politically. He was first elected to the Legislative Assembly for Queens County in 1834 and was successful in all but two elections until his retirement in 1862.

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

Character-Defining Elements

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

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

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

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

POLICY FRAMEWORK

Bylaw Requirements

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

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

a. The Standards and Guidelines for the Conservation of Historic Places in Canada, as may be amended from time to time;
b. The original character, construction and architectural details;
c. The original or existing materials;
d. The scale of a proposed Development in relation to the scale and proportions of the original or existing Building or Structure;

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

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

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

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

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

Official Plan

Section 4.3.2 of the Official Plan, Heritage Development:

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

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

Standard 10

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

Standard 11

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

Standard 12

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

MATERIALS GUIDELINES:

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

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

ANALYSIS:

Throughout this restoration, the character defining elements are being maintained and where necessary, due to significant wear, they are being replaced to match the original profile and detail. The corner boards, eaves returns, skirtboards and mouldings around the windows are being repaired or replaced which falls in line with the Standards and Guidelines for Historic Places in Canada. The building currently has asbestos siding which will be returned to wood siding, a significant improvement. The new roof will improve the building's longevity.

The unsympathetic 1989 extension of the west side is being replaced with a more compatible, and better constructed, structure that will improve the livability of the property, as well as the front and western views. While it blends with the rest of the construction, it has a slightly larger window on its west and smaller windows on the sides which makes it distinct from the original sunroom. The addition is not listed as a character-defining element but the change falls in line with the heritage standards because it is a reversible change, should it be required in the future.

The new, larger deck at the rear will now become the point of egress for the second-floor unit. It will be fire rated to fall in line with the National Building Code. While larger than the original deck it is not visible from the front or the sides of the property. A small deck off the sunroom will also be added but is obscured by the sunroom.

The entrance of the building will be enhanced with new wood railing to comply with modern safety standards.

Although changes to the window openings on the east side, west side and the rear of the building are being proposed to accommodate the new interior design, efforts have been made to match the existing windows' style and profile. In addition, all other windows and doors will be replaced to match existing configuration, style and profile which will maintain the heritage character of the building.

Conclusion:

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

Council or Committee History:
None.

Financial Implications:
None.

Public Engagement and Communication:
None.

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

Strategic Alignment:
Infrastructure and the Environment
Community Building and Placemaking

Reviewed By:

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

Committee Recommendation: (if differing from staff)

Attachments:

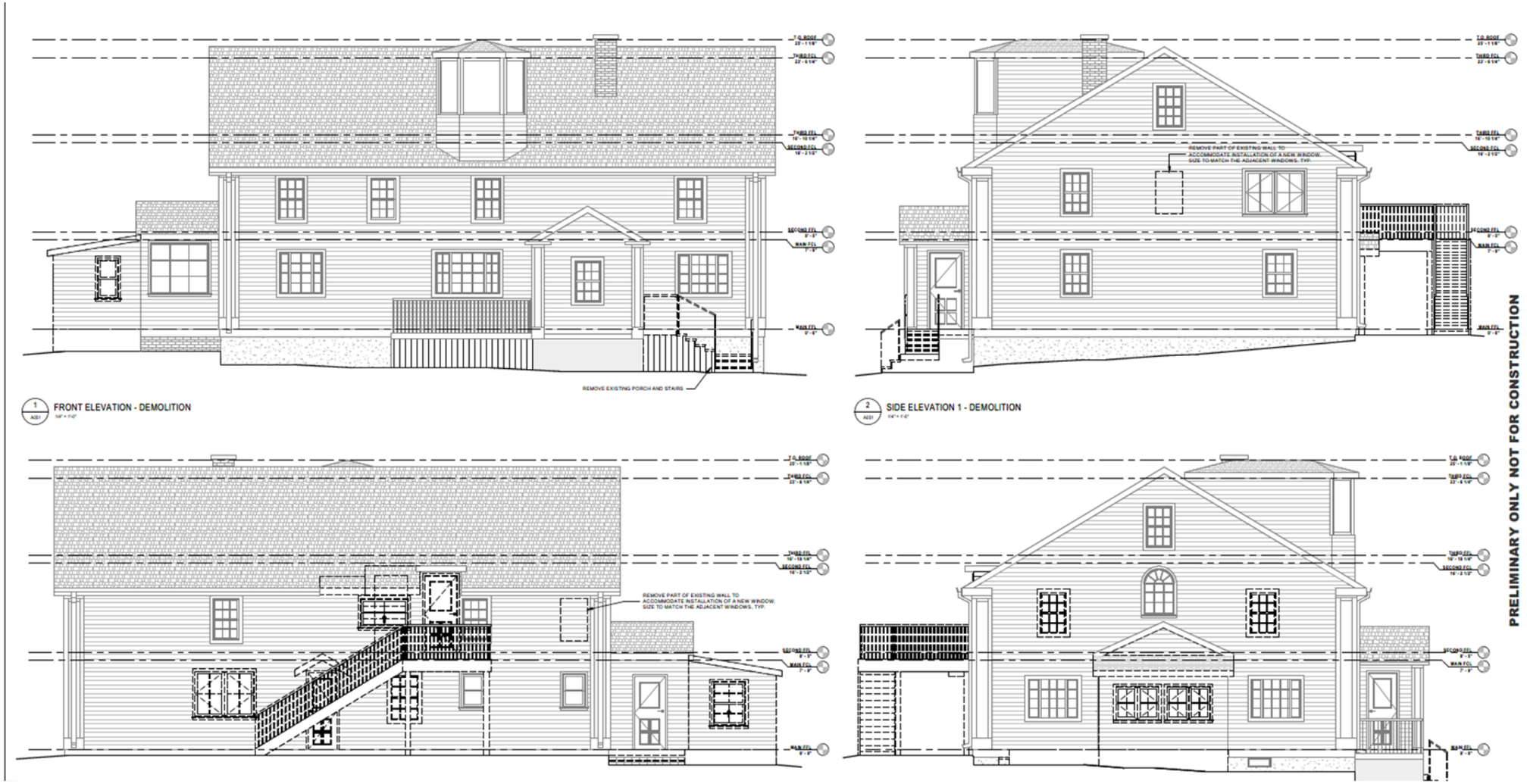
Attachment “A” - Existing Condition







Attachment “B’ – Proposed Exterior Renovations



Attachment “B’ – Proposed Exterior Renovations

