CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
MONDAY, MARCH 2, 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 Monday, March 2nd

- ❖ Land Acknowledgement

1) Call to Order

2) Declarations of Conflict of Interest

3) Approval of Agenda

4) Discussion Items: Resolutions/Bylaw Readings

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

   b) One (1) Economic, Tourism & Cultural Development Resolution
      - o Sport and Event Tourism Strategic Partnership

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

   d) 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)

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
RESOLUTION OF COUNCIL #_____

Water & Sewer Utility #1

MOTION CARRIED _____

MOTION LOST _____

Date: March 2, 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

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Economic, Tourism & Cultural Development #1

MOTION CARRIED _____

MOTION LOST _____

Date: March 2, 2026

Moved by Councillor Terry Bernard

Seconded by Councillor Kevin Ramsay

RESOLVED:

That Council support a sport and event tourism strategic partnership between the City of Charlottetown and City of Summerside (2026-2030 Partnership Plan), and

That the Mayor and CAO be authorized to execute any standard contracts and agreements necessary to implement this resolution.

City of Charlottetown Committee Report

Report No: ETCD 55-26

Date: February 25, 2026

Directed to Council through the following Committee: Economic, Tourism and Cultural Development

Reporting Department: Economic Growth and Attraction

Other Associated Departments: NA

Prepared by: Wayne Long, Manager of Economic Growth and Attraction

Attachments:

- Accelerating New Growth in Sport and Event Tourism Through a Strategic Partnership of Two Cities – City of Charlottetown and City of Summerside 2026-2030 Partnership Plan

Report Title:
Sport and Event Tourism Strategic Partnership - City of Charlottetown and City of Summerside 2026-2030.

Report Purpose:
To request support from the Committee and Council to enter into a strategic partnership with the City of Summerside.

Staff Recommendation:
That Council support a sport and event tourism strategic partnership between the City of Charlottetown and City of Summerside (2026-2030 Partnership Plan).

Further, the Mayor and Chief Administrative Officer (CAO) be authorized to execute any standard contracts and agreements necessary to implement this resolution.

REPORT:
The Cities of Charlottetown and Summerside previously held a strategic partnership that led to bidding on and hosting several events that each municipality did not have the capacity to host independently from a venue, accommodation, volunteer, and financial perspective.

A renewal of the partnership was discussed as part of a joint meeting of the Charlottetown and Summerside Councils in April 2025. Staff have since worked with MRSB Consulting Services to refresh the original partnership with a lens on accelerating new growth in sport and event tourism.

The goals of the strategic partnership will focus on co-hosting incremental sport tourism events that exceed the capacity of one city alone, growing the diversity of sport tourism events, increasing hosting collaboration of festivals and events, and sustaining competitiveness as hosting destinations.

Past co-hosting successes include events such as Scotiabank Hockey Day in Canada Festival, Canadian Ringette Championships and the U17 World Hockey Challenge.

Council or Committee History:
Joint meeting of Charlottetown and Summerside Councils - April 17, 2025

Financial Implications:
Annual budgets.

Public Engagement and Communication:
Communications will be led by both municipal communication teams.

Legislative Authority:
Related Legislation: Municipal Government Act, R.S.P.E.I. 1988, Cap. M-12.1., Sec. 156(1) Signing Authority

Strategic Alignment:
Inclusive Economic Growth and Community-Building and Placemaking

Reviewed By:

Manager	**CAO/Director**
	R. MacEwen - Director of Community Services - February 23, 2026

Committee Recommendation: (if differing from staff)



Accelerating New Growth in Sport and Event Tourism

Through a Strategic Partnership of Two Cities

2026-2030 Partnership Plan

City of Charlottetown City of Summerside



Accelerating New Growth in Sport and Event Tourism

Through a Strategic Partnership of Two Cities

December 2025

CHARLOTTETOWN
Great things happen here.

SCORE!
SPORT CHARLOTTETOWN

City of Summerside
Small City. Big Opportunity.

SETS
SPORT ENTERTAINMENT TOURISM SUMMERSIDE

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Land Acknowledgement

Epekwitk (Prince Edward Island) is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. The Epekwitnewaq Mi'kmaq have occupied this Island for over 12,000 years. We honour the "Treaties of Peace and Friendship" which recognized Mi'kmaq rights and established an ongoing relationship between nations. We are all Treaty People.



Accelerating New Growth in Sport and Event Tourism
Through a Strategic Partnership of Two Cities
City of Charlottetown I City of Summerside

Partnership Purpose

The purpose of the Partnership between the City of Charlottetown and the City of Summerside:

Accelerate sport and event tourism to a new growth level, leveraging the strengths and assets of both cities.

Vision

Creating unforgettable experiences, leading to lasting legacies and stronger communities.

Goals

The Strategic Goals of this Partnership include:

01 **Co-host incremental sport tourism events that exceed the capacity of one city alone.**

02 **Grow the diversity of sport tourism events.**

03 **Increase hosting collaboration of festivals and events.**

04 **Sustain the competitiveness as a hosting destination.**

Our Commitments

Through our Strategic Partnership, we are committed to the following:

Collaboration
working together as two cities to achieve an incremental impact.

Leadership
championing a destination rich in authenticity, culture, and community.

Community
creating opportunities for the growth, inclusion, and well-being of communities.

Partnerships
working with government, community, and hosting partners to achieve priorities.

Impact
building lasting legacies and growing economic, social, and cultural impacts.

Partnership 2026-2030 Plan

A Quote from the Mayors

"Sport and event tourism continue to play a vital role in Charlottetown's growth and vibrancy.

This renewed strategy with Summerside allows us to expand our hosting capacity, welcome new opportunities to the Island, and create lasting economic, tourism, and community spirit benefits for our residents, businesses, and visitors."

City of Charlottetown

Mayor Philip Brown

"The extension of our Partnership with the City of Charlottetown through the Sport and Event Tourism Co-Hosting Agreement is a tremendous win for both our communities. Sport tourism continues to drive economic growth, community pride, and regional collaboration. By working together through SETS and SCORE, we're strengthening Prince Edward Island's reputation as a premier destination for sport and event hosting."

City of Summerside

Mayor Dan Kutcher





A Strategic Partnership of Two Cities

Prince Edward Island is a nationally recognized, award-winning sport event hosting destination. The City of Charlottetown and the City of Summerside have contributed individually and jointly to achieve this recognition. Most recently, the two cities have co-hosted the 2019 Canadian Ringette Championship and 2023 World Under-17 Hockey Challenge. These events have proven to be culturally and economically beneficial to PEI, generating a lasting impact on athletes, fans, volunteers, organizers, Islanders, and our Island community.

There will continue to be excellent examples of significant sports, festivals, and events that will greatly impact PEI, and these will be carried out through a Strategic Partnership between the City of Charlottetown and the City of Summerside.

Behind every event, there is significant leadership, organization, and hard work. This can only be done by leveraging expertise, assets, and resources. By working together, as two cities, and with the strength of government, community, and non-profit partners, more can be done to attract high-calibre events that bring incremental benefits through positive impacts and celebration of our Island.

Event hosting is becoming increasingly competitive as more and more destinations realize the economic benefits to their community. In turn, national sports bodies, professional sport organizations, private rights holders, event promoters, and other organizing groups are looking for even more from the host destination; this includes a continuous rise of elevated hosting fees. Proactive and strategic approaches to bid development, event attraction, and hosting are needed to remain and grow as a competitive destination.

Municipalities are taking on greater risk because of the higher hosting fees, recognizing the potential for great economic, social, and cultural benefit, during a time when the public is looking for even greater accountability and transparency. Higher demands are also placed on the host city in terms of quality infrastructure and overall experience. As new markets open up for event hosting, the demand for quality infrastructure is becoming increasingly elevated and competitive.

By sharing costs, infrastructure, and resources, our cities will be better positioned to win competitive bids for hosting higher-calibre events that would not be possible without the Partnership. At the same time, each respective city will continue to pursue business where they have the capacity to individually host the event.

To achieve positive outcomes through this Partnership, a strong culture of collaboration is required by the Council and staff of both the City of Charlottetown and the City of Summerside. In addition, shared goals can only be achieved with the continued and strengthened support of government, community, and non-profit partners. A unique aspect of PEI as a hosting destination is the strength of partnerships and the presence of partners, including decision-makers and elected officials, at events.

While both cities are recognized for their hosting and hospitality experiences, it takes an Island community to achieve the vision both cities aspire to:

Creating unforgettable experiences,
leading to lasting legacies and stronger communities.

As Canada's smallest province, PEI is often seen as one geographic market by event organizers. With the 'one Island community' approach, the cities have more access to what is needed to create the most favourable experiences in a destination known for its authenticity, which will make people want to come earlier, stay longer, and come back again.

Accelerating to a new growth level in co-hosting sport tourism, festivals, and events in PEI will achieve even greater economic, social, and cultural benefits for the cities, communities, and PEI.

Both the City of Charlottetown and the City of Summerside are committed to a continued Sport and Event Tourism Strategic Partnership ("Partnership") with a purpose to accelerate sport tourism, festivals, and events to a new growth level for PEI. This plan sets out the Partnership priorities for December 2025 to March 2030.

While this is a commitment of two cities working closely with partners, actions will be led by the municipal sport tourism entities: SCORE! Sport Charlottetown and Sport Entertainment Tourism Summerside (SETS).



Wayne Long
Manager of Economic Growth and Attraction
City of Charlottetown



Tanner Doiron
Director of Communications and Events
City of Summerside

Lasting Impacts

When it comes to sport tourism in Prince Edward Island, collaboration is not new. To date, the two cities have successfully co-hosted the following events:

Co-hosted Event	Estimated Economic Impact
2012 Hockey Day in Canada	$4 million
2019 Canadian Ringette Championship	$5 million
2023 U17 World Hockey Challenge	$5 million

Jointly, they actively pursued and secured the bidding opportunity and then successfully organized and effectively implemented events in both cities. In addition, the cities acted as hubs for the 2009 Canada Summer Games and the 2023 Canada Winter Games. While the Canada Games are PEI-led initiatives, the active involvement and leadership of the two cities also demonstrate the level of event hosting possible in PEI.

2023 World Under-17 Hockey Challenge

Overall attendance
44,218

Total number of room nights
2075

Every event has lasting impacts for current and inspiring athletes, participants, businesses, Islanders, and communities. There are many positive impacts – **economic, social, and cultural** for our Island community.

Every event, regardless of whether hosted by one city or by both, helps to elevate the profile and opportunity for Prince Edward Island. Events generate economic spin-offs through pre- and post-activity during the event (with participation by fans and families), return leisure visits to PEI, and opportunities for future event hosting. These spin-offs may be related to sports, as well as festivals, events, meetings, conferences, and other tourism markets. It is about showcasing and celebrating PEI's authentic destination, and every time people have the chance to experience what PEI has to offer, the greater the opportunity there will be ahead.

In addition, sport tourism and other events often take place from October to May and play an important role in supporting businesses and tourism in PEI during the shoulder and off-seasons. These events help to support businesses year-round and extend the tourism season.

*"Expanding sport and event tourism in Charlottetown and Summerside presents a significant opportunity to support season extension for tourism, **driving new spending** in accommodations, restaurants, and local businesses that directly benefit our economy. These events extend visitor stays through pre- and post-activity, showcase the best of Prince Edward Island, and inspire return visits that **strengthen our destination brand**.*

At the same time, the legacy infrastructure created through hosting gives back to our communities by enhancing our local assets, expanding capacity, and reinforcing PEI's reputation as a premier sport and event destination."

Corryn Clemence, CEO, Tourism Industry in Prince Edward Island

The five-year Prince Edward Island Tourism Industry Strategy, *Growing Tourism Together*, has recognized that there has been a traditionally short leisure tourism season and that a focus on new growth and development is needed for the future direction. The Strategy identifies a priority to further **develop winter and shoulder season product development in PEI**. Another priority is to develop tourism opportunities in **all regions of PEI**. These priorities build on the successes to date with sport tourism and other events, and of this Partnership that expands between two cities.

PEI's sport tourism sector alone generated an estimated spending of $135 million in 2019, of which $16 million was from international visitor spending. During this same time, Sport Tourism Canada also reported total estimated spending for the Canadian tourism sector of $7.4 billion in 2019. For a small province, PEI has secured more in sport tourism hosting per capita than elsewhere in Canada. [1]

Estimated spending within the sport tourism sector **doubled** in five years from 2015 to 2019.

There is a strong recognition that **by co-hosting events, the two cities can capture events of the size and scale that they would not be able to host on their own**. By working together, the two cities can leverage infrastructure (event-ready facility, accommodations, culinary offerings, transportation), people, and financial commitments. This, in turn, will continue to strengthen and elevate the quality of hosting by each city and benefit PEI to win future hosting opportunities.

By leveraging assets and strengths for the hosting of specific types of events, the two cities are able to make a greater lasting impact on Prince Edward Island.

2023 Canada Winter Games

What was involved?

20 sports; 150 events

3,190 participants

More than 4,000 volunteers

41 schools visited through catch the SPIRIT

10,000 visitors

78,000 spectators

1.16 million broadcast views; 1,200+ hours

Countless media stories across the country

Source: Canada Games

Economic Impact

$10 million in visitor spending

$156 million economic activity in PEI

- Benefiting accommodations, restaurants, local businesses
- 2-3 weeks in winter months
- Exposure for future visitation

$5.5 million Canada Games legacy funding for amateur sports groups across PEI

Social and Cultural Impacts

- Boosted community spirits
- Promoting of sport development
- Lasting legacy of connections
- Volunteer development
- Elevated hosting experience

[1] Sport Tourism Canada: Value of Sport Tourism in Canada (2019) based on Statistics Canada National Travel Survey (NTS) and Visitor Travel Survey (VTS).

The Opportunities Ahead

This Partnership presents new opportunities to both cities. On their own, Charlottetown and Summerside have significant strengths and assets that have helped them to successfully attract and host sport tourism, festivals, and events. Both cities are rich in culture, community pride, and commitment to hosting an authentic quality experience that will keep people coming back. PEI is well recognized for achievements in event hosting and sport tourism rankings.

In addition to the proven track record for quality hosting experiences by both cities, the smallness of our province is a significant advantage that enables the two cities to deliver on the needs. The distance from one city to another and the ability to leverage assets of both contribute to making the dual hosting experience possible. Others across the country are looking to PEI to learn more about how this co-hosting Partnership between two cities works.

Accelerating sport tourism and events to a new growth level recognizes the untapped potential for event hosting in PEI, including:

- **Co-hosting of incremental sport tourism events that exceed the capacity of one city alone**, primarily from October to May, playing an important role in supporting businesses and tourism in the winter months, and in supporting the provincial tourism strategy focused on sport tourism growth.
- **Diversity of sport tourism events** to include sports and groups beyond what has typically been hosted in PEI, providing more opportunities for community impact and benefits.
- **Increased collaboration in hosting festivals and events**, recognizing the potential to create diverse and authentic experiences by including the strengths and assets of both cities.

The Partnership also recognizes the **importance of sustaining the competitiveness as a hosting destination**. Without this focus, PEI will not realize the opportunities from the continuation of successful event hosting and from the pursuit of growth and untapped potential.

Host City Attractiveness

The attractiveness of a city to host an event depends on several factors. Among them are:

- **Reputation and credibility** (proven hosting experience, strength of the local sports body/other community partnerships, accolades, strong testimonials, strong municipal support, government/community support)
- **Responsiveness** (nimbleness and ability to meet needs)
- **Community commitment** (involvement of community, non-profit and government, volunteers, engaged partner groups, positive feedback, financial support, access to community resources)
- **Quality infrastructure** (event-ready facilities, accommodations, culinary offerings, transportation)
- **Overall experience** (access, event and community hospitality, amenities, attractions, ancillary)
- **Investments in event hosting** (bid development, bid fee, capital upgrades and improvements, community impact, costs of hosting, funding, corporate sponsorships)

Our Partnership

Partnership Purpose

The Partnership between the City of Charlottetown and the City of Summerside will:

**Accelerate sport and event tourism to a new growth level,
leveraging the strengths and assets of both cities.**

Co-hosting is important when hosting capacity is beyond what one city can achieve alone. Capacity requirements relate to one or more of the following: **infrastructure** (event-ready facility, accommodations, culinary offerings, transportation), **people**, and **financial** commitments.

The Partnership recognizes that both cities will continue to pursue business where they have the capacity to individually host the event.

Our Commitments

Through our Strategic Partnership, we are committed to the following:

Collaboration - working together as two cities to achieve an incremental impact.

Partnerships - working with government, community, and hosting partners to achieve priorities.

Leadership - championing a destination rich in authenticity, culture, and community.

Impact - building lasting legacies and growing economic, social, and cultural impacts.

Community - creating opportunities for the growth, inclusion, and well-being of communities.



Vision

**Creating unforgettable experiences,
leading to lasting legacies and stronger communities**

Goals

The Strategic Goals of this Partnership include:

- **Co-host incremental sport tourism events that exceed the capacity of one city alone.**
- **Grow the diversity of sport tourism events.**
- **Increase hosting collaboration of festivals and events.**
- **Sustain the competitiveness as a hosting destination.**



Goal 1: Co-host incremental sport tourism events that exceed the capacity of one city alone.

Prince Edward Island is a strong sport event hosting destination. Most events take place from October to May and contribute to shoulder and off-season tourism activity, benefiting accommodations, restaurants, and other local businesses. The Partnership has a key role to play in supporting provincial tourism priorities to grow sport tourism and winter tourism.

This goal builds on the success to date in co-hosting sport tourism events in PEI. An important guide for defining co-hosting opportunities is the city's capacity to successfully attract and deliver an event, including infrastructure (event-ready facility, accommodations, culinary offerings, transportation), people, and financial commitments.

Strategies:

1.1 Establish shared branding that leverages collective strengths and assets, including existing reputations and credibility.

1.2 Strategically define and pursue new sport tourism hosting bidding opportunities.

1.3 Build our networks through expanded and new partnerships and presence in new, well-researched markets.

1.4 Pursue the next opportunity for events already hosted in PEI.

1.5 Strengthen partnerships with provincial sport organizations, Sport PEI, and other event rights holders.

1.6 Formalize a co-hosting memorandum of understanding to guide the Partnership and continuously improve operations based on lessons learned after each event.



Goal 2: Grow the diversity of sport tourism events.

An important opportunity for PEI is to diversify events in terms of the type of sport and inclusivity of groups. Both cities are already starting to host sport events that have never been held in PEI before. There is a strong commitment to focus on growing the diversity of events, contributing more significantly to inclusivity and the vibrancy of communities. This focus also supports accelerating sport tourism events to a new growth level.

Strategies:

2.1 Explore and define bidding opportunities that will diversify sport tourism events held in PEI and provide spin-offs and lasting impacts.

2.2 Expand partnerships and reach out to connect with new audiences across the country and internationally.

2.3 Partner with community groups and government to diversify and pursue new sport tourism opportunities.



Goal 3: Increase hosting collaboration of festivals and events.

Another successful co-hosted event is Hockey Day in Canada, a celebration of hockey. There were great benefits to PEI by having the event activities hosted in both cities. Island-wide festivals and events are not new to PEI; the PEI Fall Flavours Food and Drink Festival has existed for decades. It is recognized that there is more that the City of Charlottetown and the City of Summerside can do to collaborate on the hosting of cultural festivals and events that will continue to strengthen PEI's offerings and reputation. These types of events are part of the mandates of both cities, for which there is already a level of collaboration, and are based on creating unforgettable experiences.

Strategies:

3.1 Festivize sport events by enhancing spectator engagement with entertainment featuring local artists and talent and creating unforgettable experiences for those in attendance.

3.2 Jointly explore and pursue the potential for co-hosting cultural festivals and events that enhance the current offerings in PEI.

3.3 Leverage partnerships to create cultural festivals and events that celebrate the assets of both cities.

3.4 Work with Tourism PEI to expand tourism product development year-round, and in particular, shoulder and off-season, with involvement of both cities.

3.5 Partner on event development and execution with Tourism PEI and PEI's Destination Marketing Organizations (DMOs) to help showcase the PEI brand and build a strong network of partners for future event hosting opportunities.



Goal 4: Sustain the competitiveness as a hosting destination.

While both cities have individually and collectively had great successes in event hosting, the market is competitive because of the many benefits and positive impacts on the community and province. It is important to have a strong commitment from all partners to achieve a new growth level. This means ensuring the resources and supports are available to build strong networks, attract competitive bids, and pursue non-bid hosting opportunities. This also means ensuring the capacity is available to deliver an unforgettable experience that reflects the PEI brand and contributes to continued future growth in event attraction in PEI.

Strategies:

4.1 Build strong partnerships with all levels of government to ensure proper investment in new growth and to build legacy opportunities.

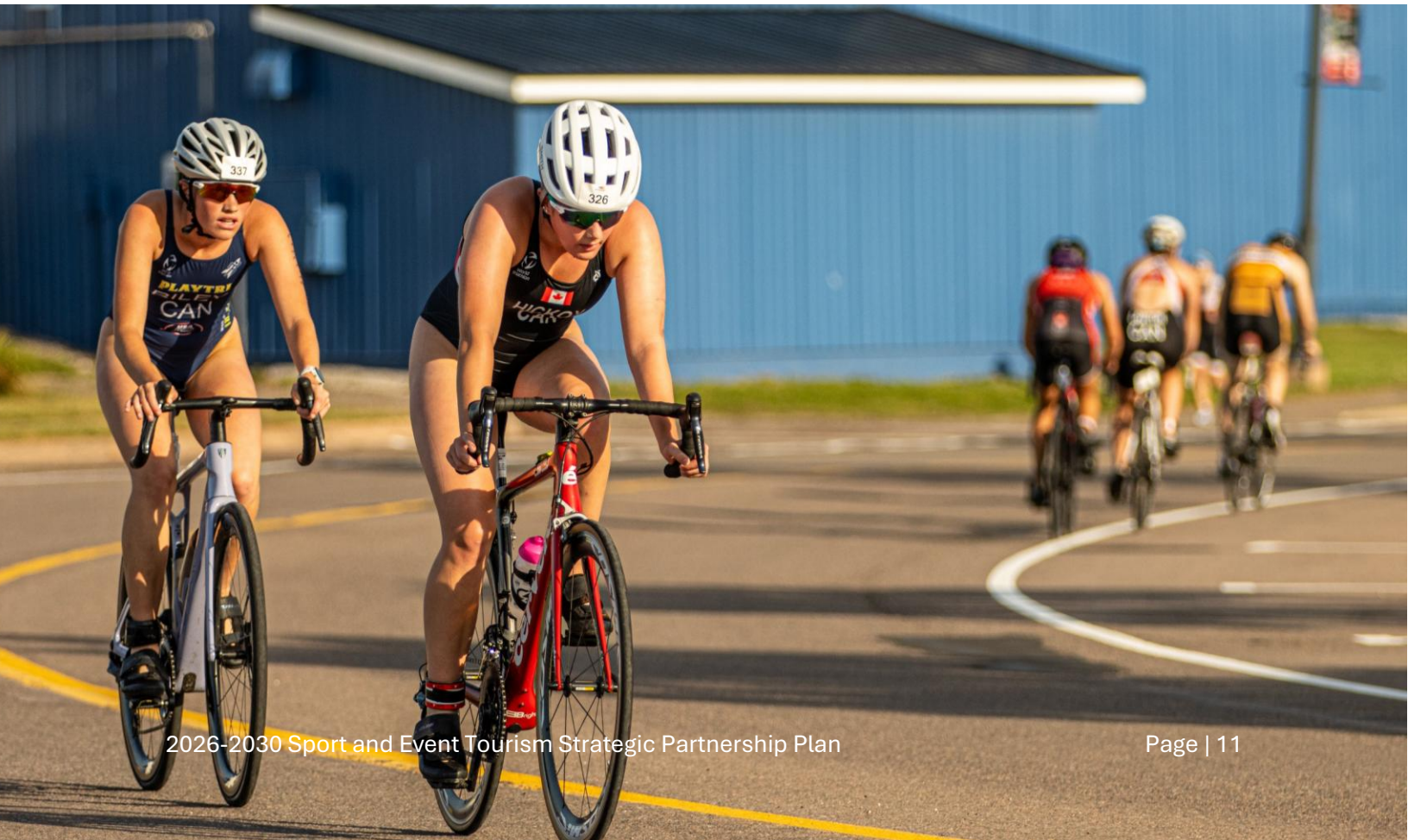
4.2 Invest in expanding our reach through effective marketing and networking in regional, national, and international markets that will advance priorities.

4.3 Commit to ongoing communication on the value and impact of events hosted in PEI.

4.4 Grow and leverage our volunteer networks and the sharing of knowledge to elevate our hosting abilities and create excitement by profiling our volunteers.

4.5 Report on the economic and community impacts of sport tourism in PEI, working with the provincial government.

4.6 Use data and market intelligence to inform decisions through broad networks and evidence-informed tools.



Implementation

The Leads of SCORE! and SETS are committed to ensuring the successful implementation of this important Strategic Partnership and the priorities identified in this plan. The Leads are committed to the following:

- Actively contribute to the pursuit of the shared goals and seek ways to ensure the successful implementation of this Partnership and plan.
- Meet regularly to advance the goals and strategies further and discuss progress.
- Meet with Tourism PEI two to three times annually to discuss upcoming priorities and collaboration.
- Meet periodically with government, industry, community, and other partners to ensure the advancement of shared priorities.
- Measure performance and adapt based on evolving needs and continuous improvement.
- Provide updates to their respective Councils and the public.

Supported by:

MRSB



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: March 2, 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.

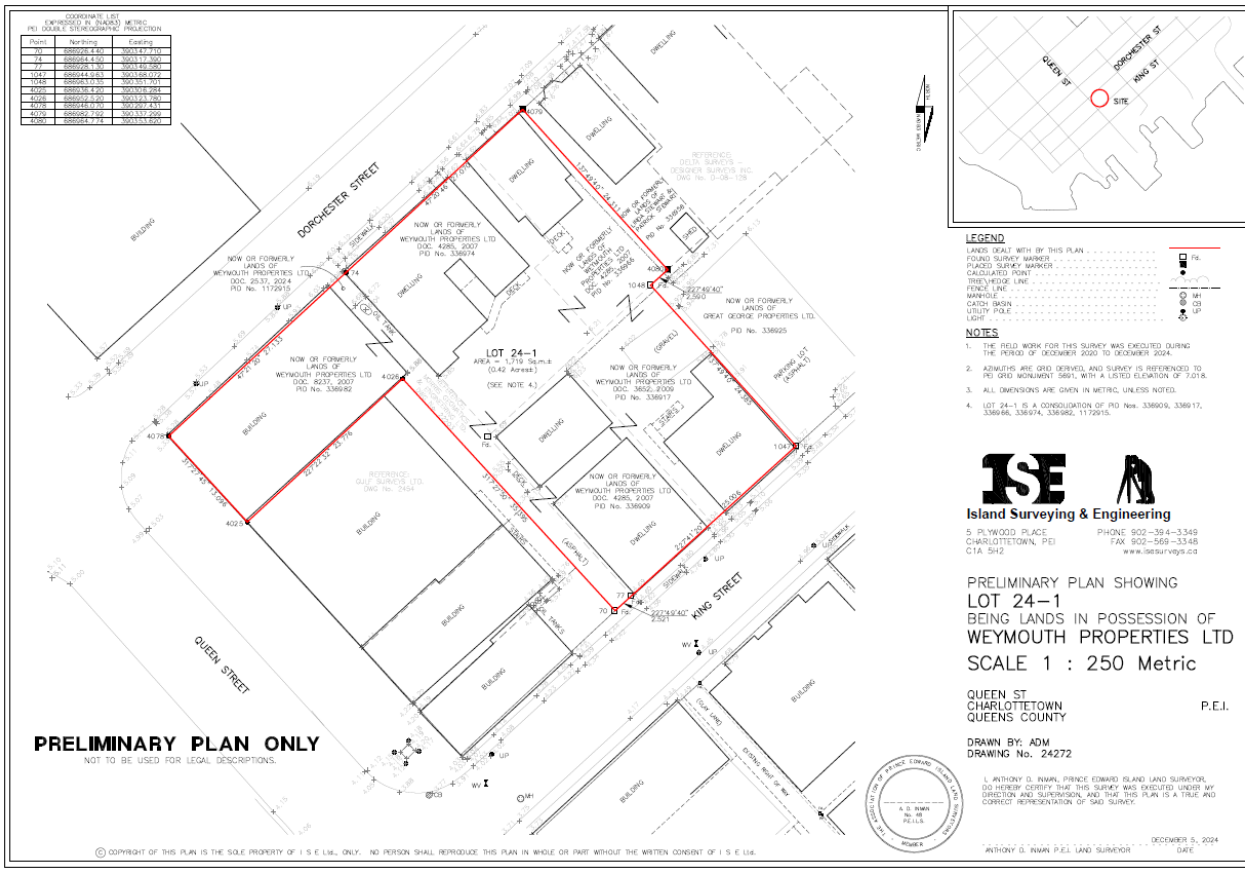
The Board voted unanimously not to support the staff and design reviewer's recommendation.

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

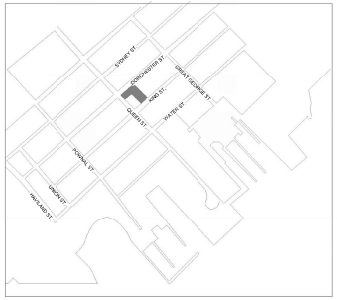
SableARC
sustainable architecture · design

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

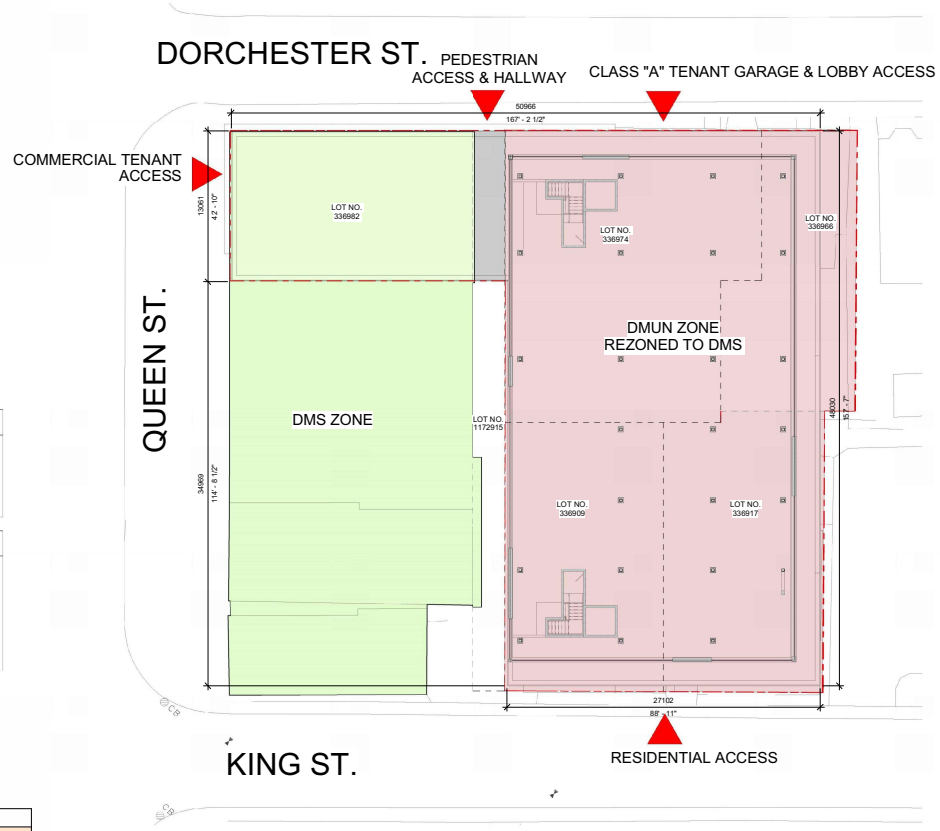


2 KEY PLAN-
Scale: 1 : 2000

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



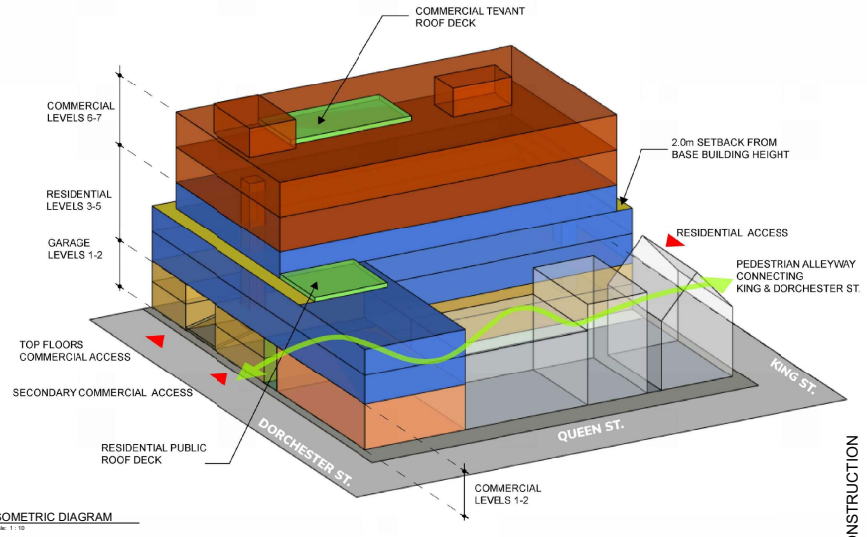
1 LEVEL 02 - SITE PLAN
Scale: 1 : 150 Ref: A4.01

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

SableARC
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

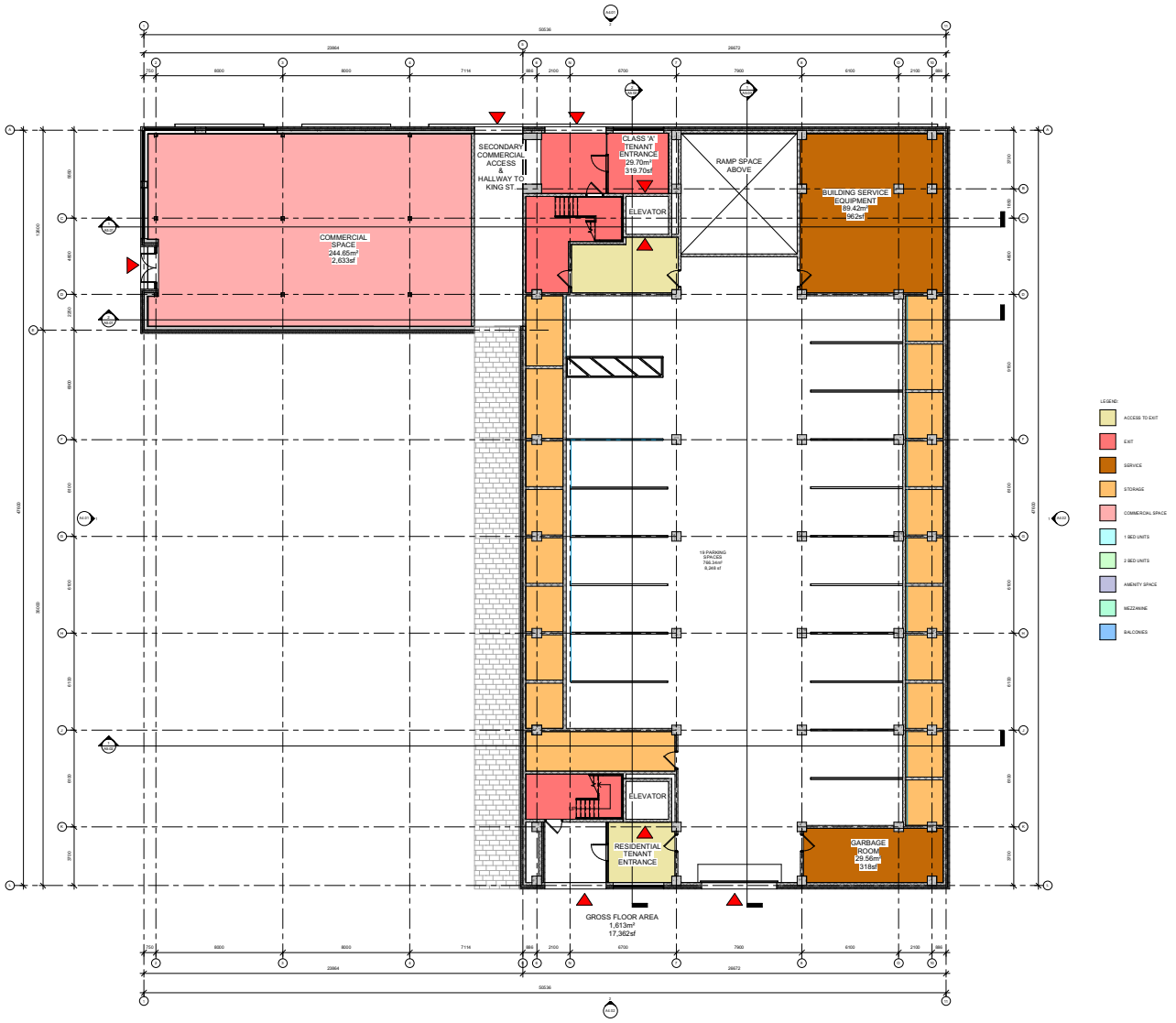
CLIENT:	-
PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	As indicated
DRAWN BY:	DR
CHECKED BY:	-

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:

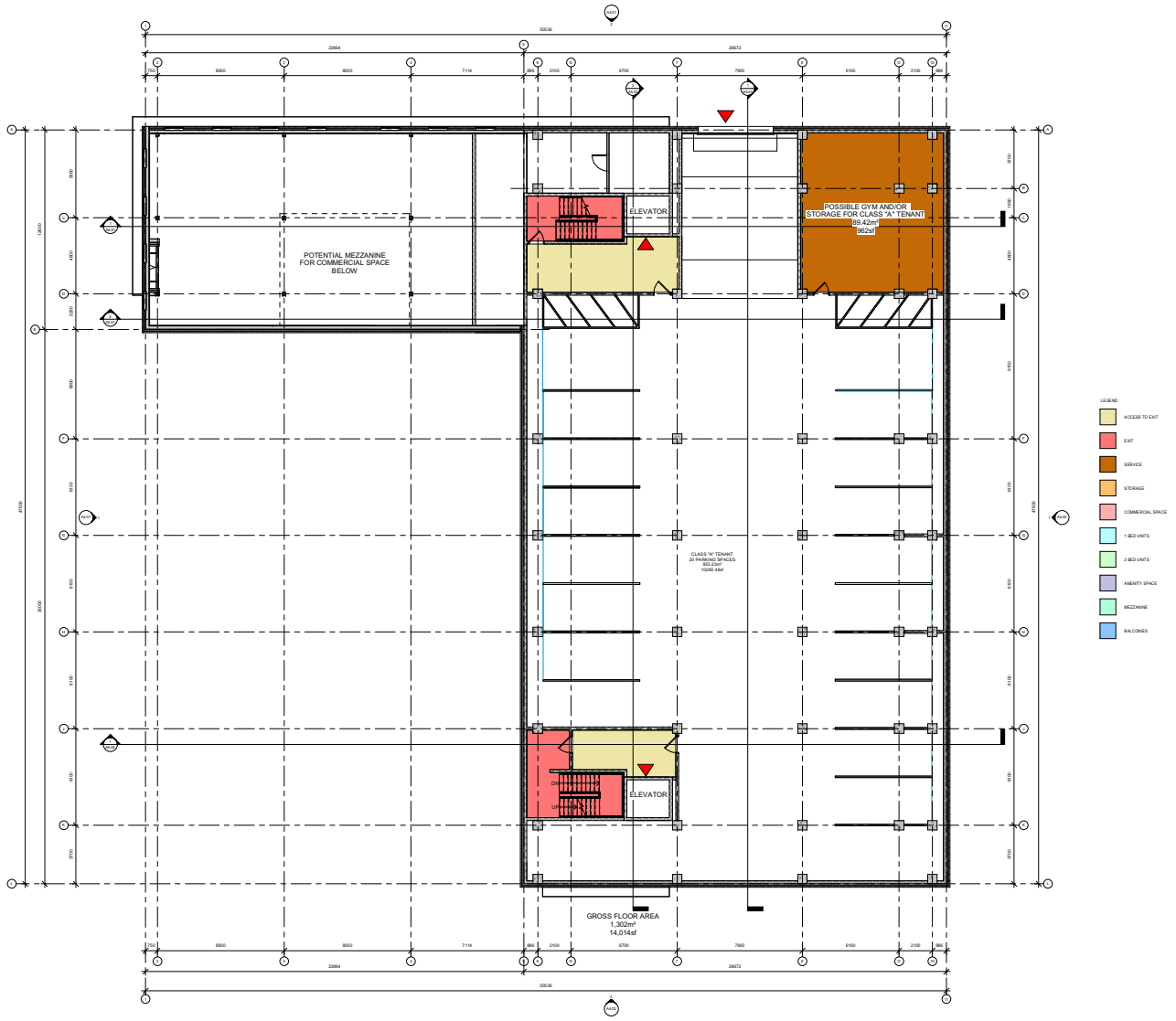
FLOOR PLAN - LEVEL 01

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:

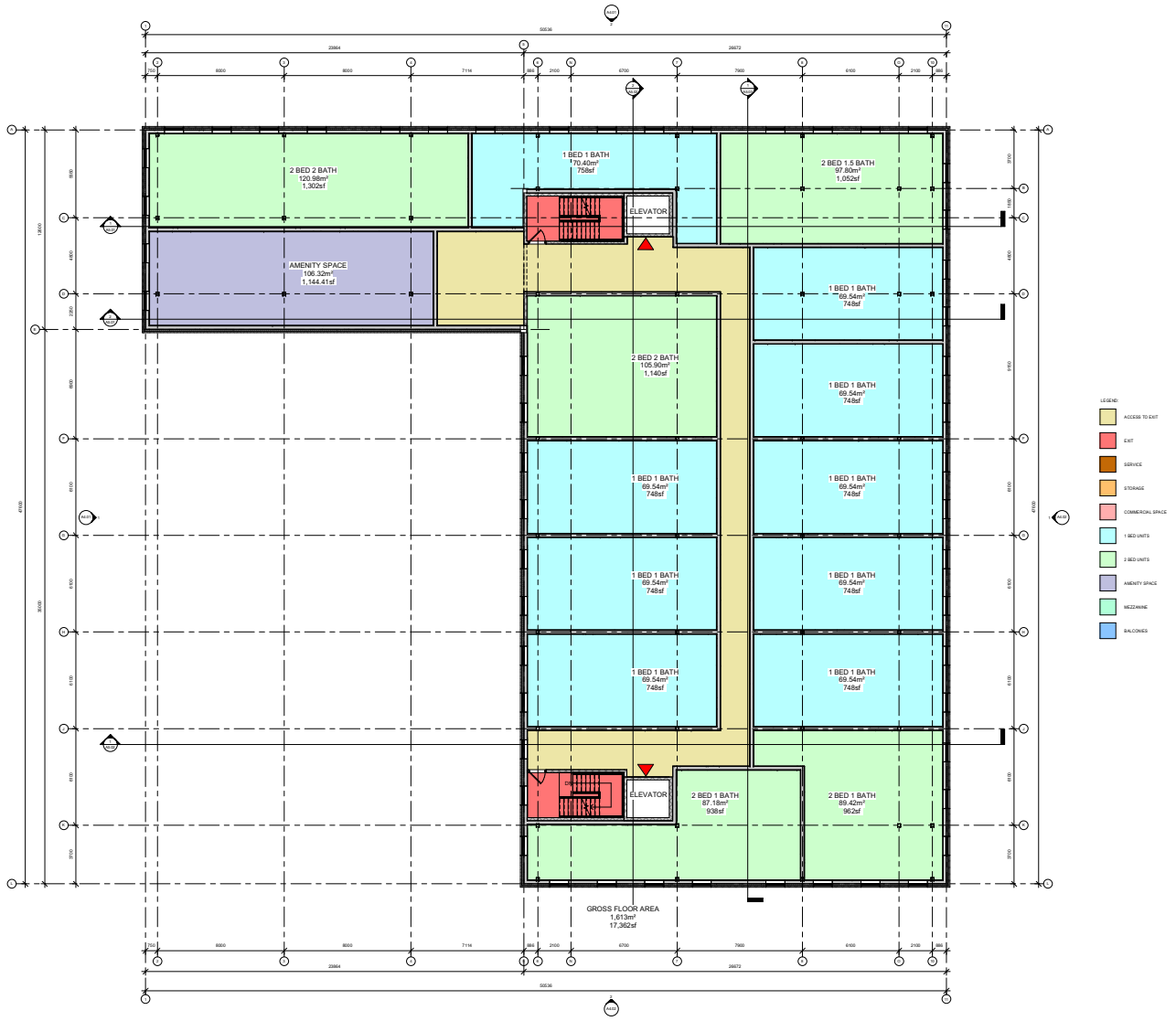
FLOOR PLAN -
LEVEL 02

NORTH ARROW:

DRAWING NO:

A2.03

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:

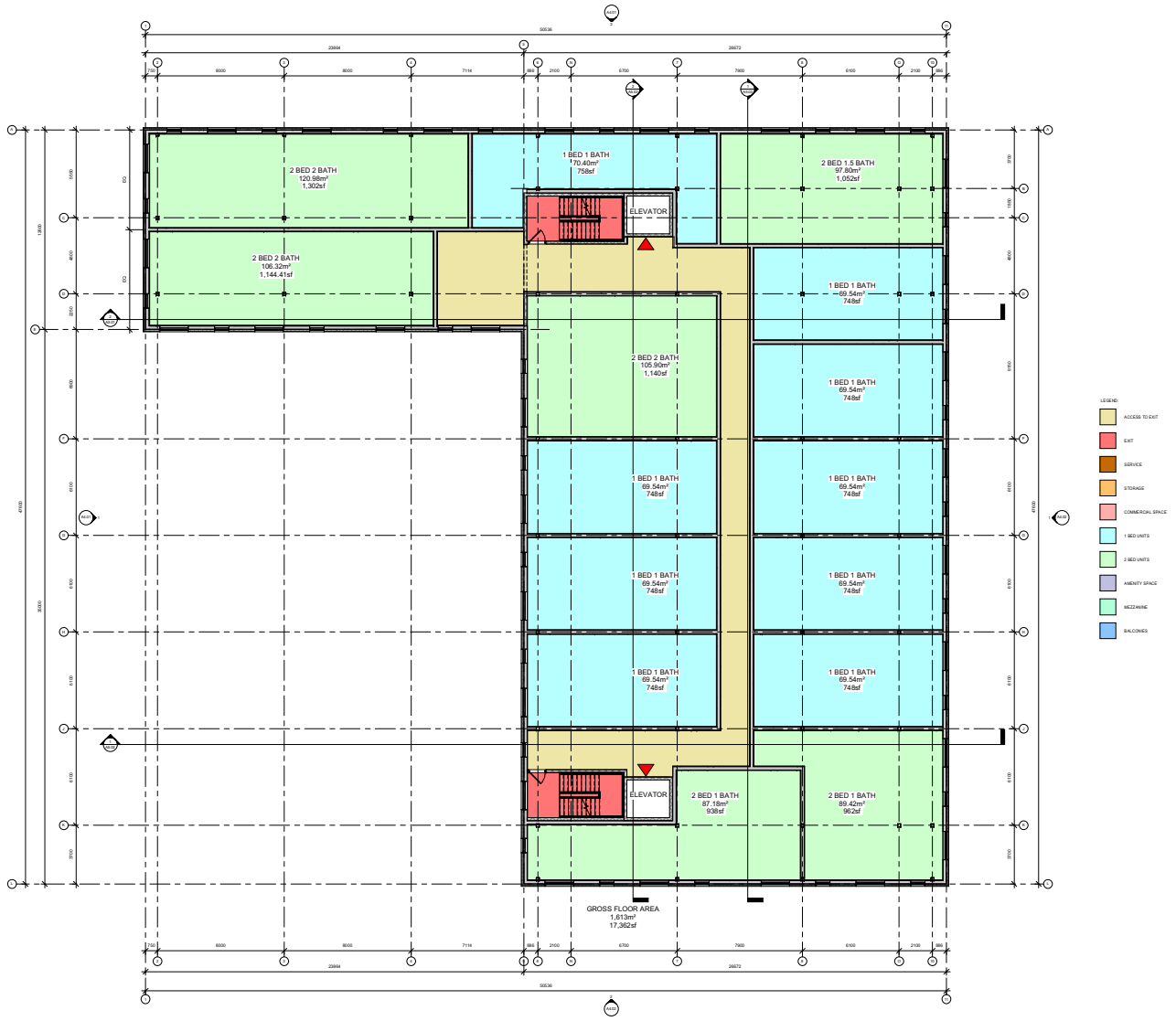
FLOOR PLAN - LEVEL 03

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:

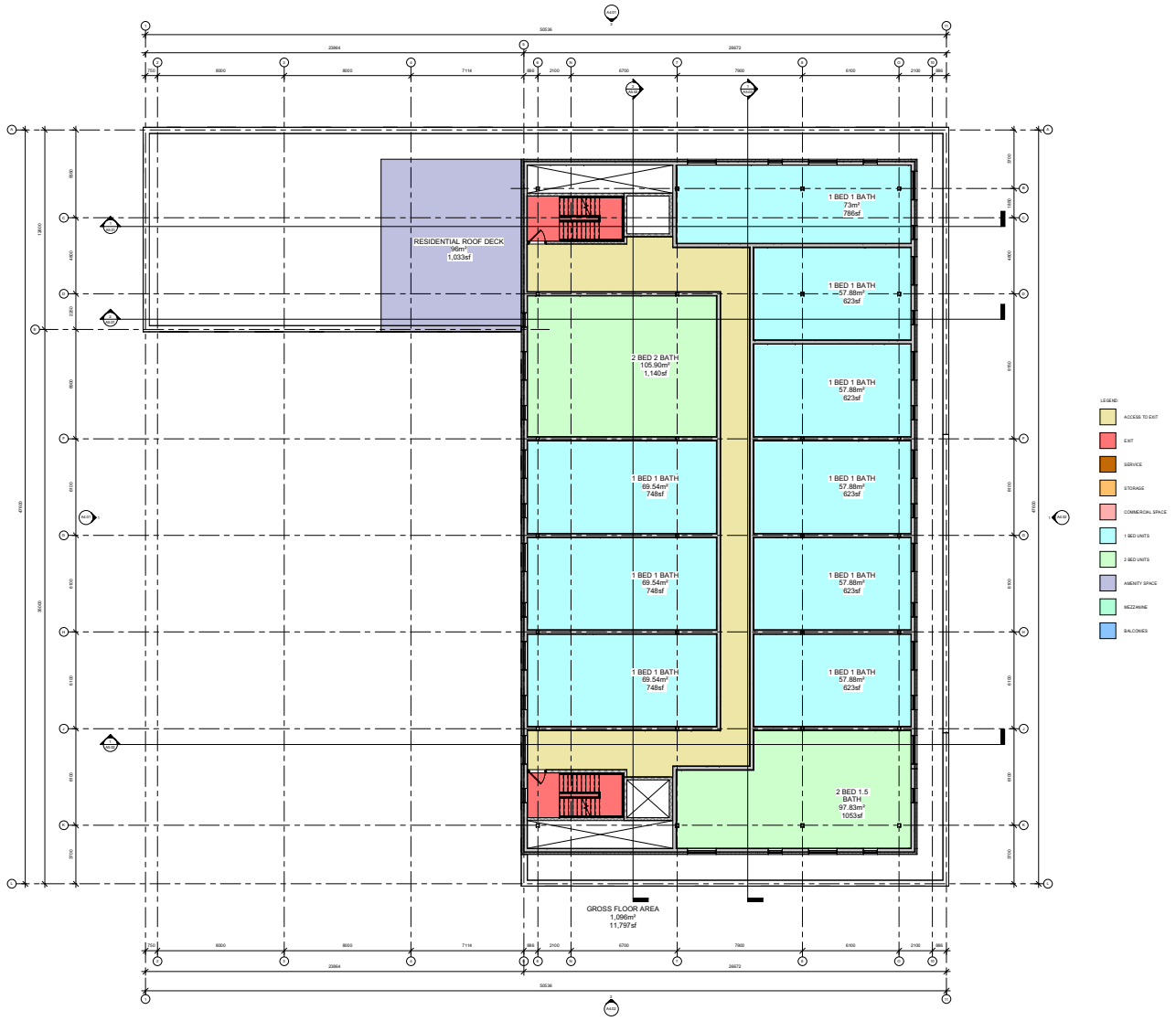
FLOOR PLAN - LEVEL 04

NORTH ARROW:

DRAWING NO:

A2.07

NOT FOR CONSTRUCTION



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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:

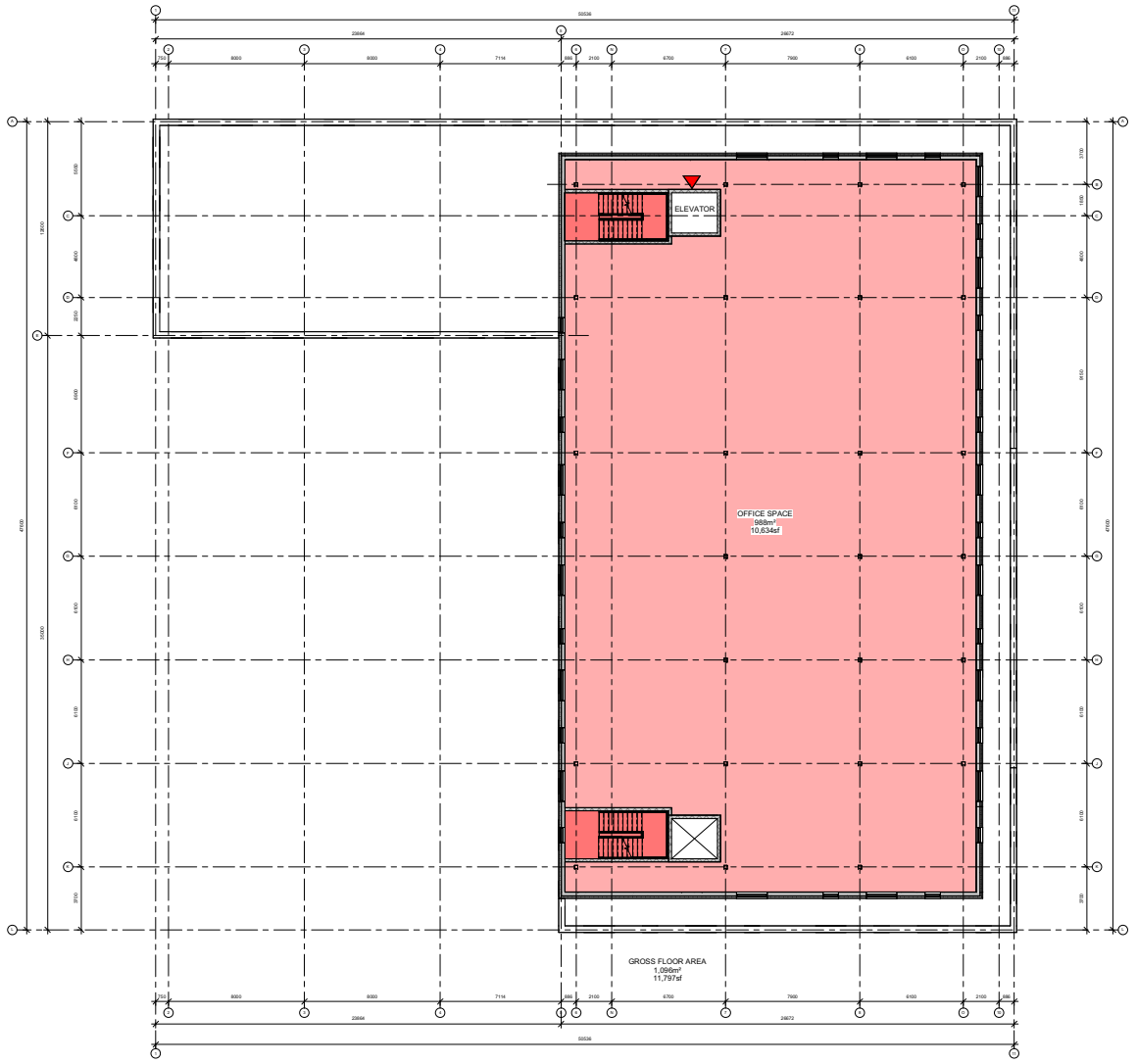
FLOOR PLAN - LEVEL 05

NORTH ARROW:

DRAWING NO:

A2.08

NOT FOR CONSTRUCTION



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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 06

NORTH ARROW:

DRAWING NO:

A2.09

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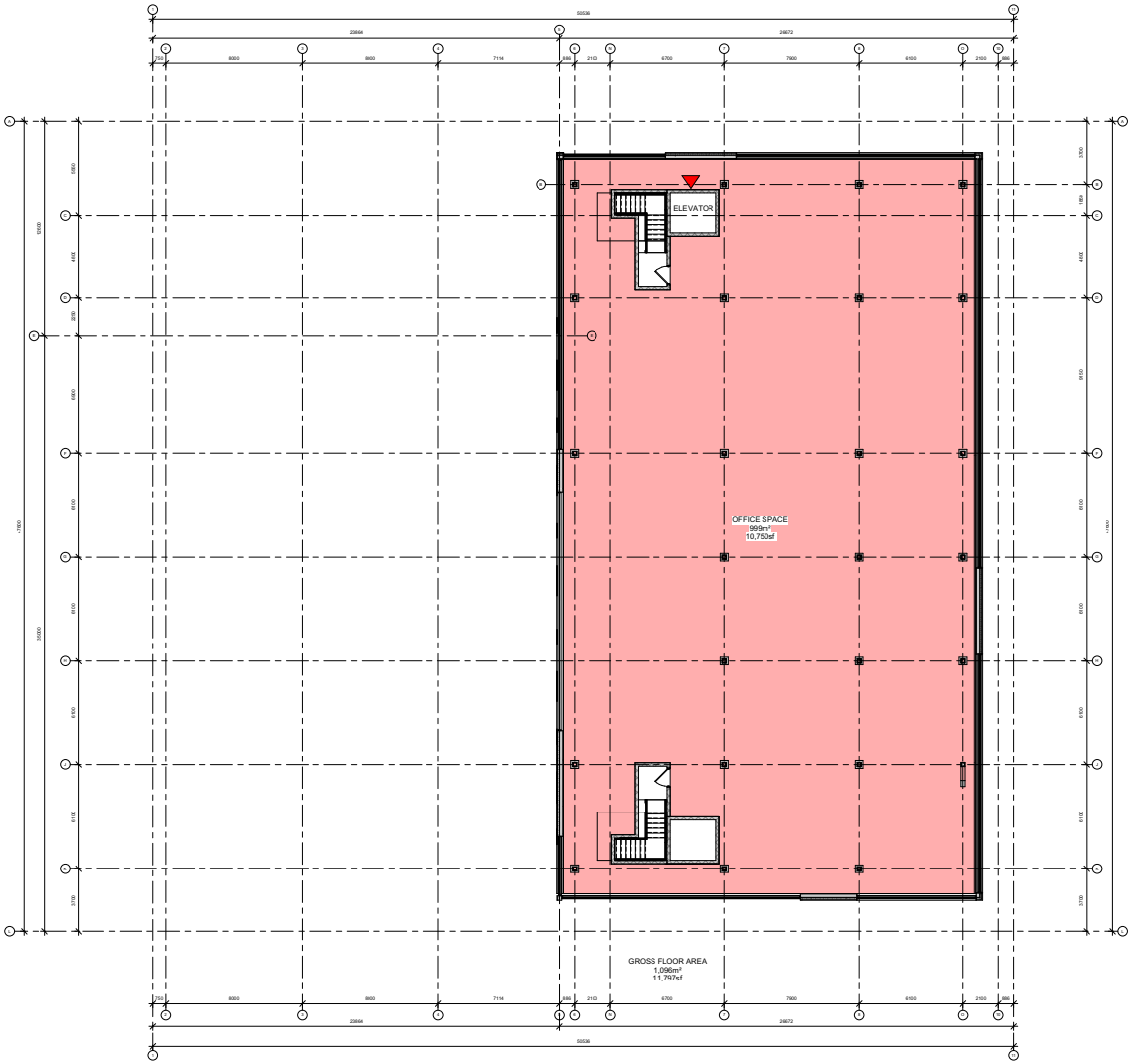

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Charlottetown

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

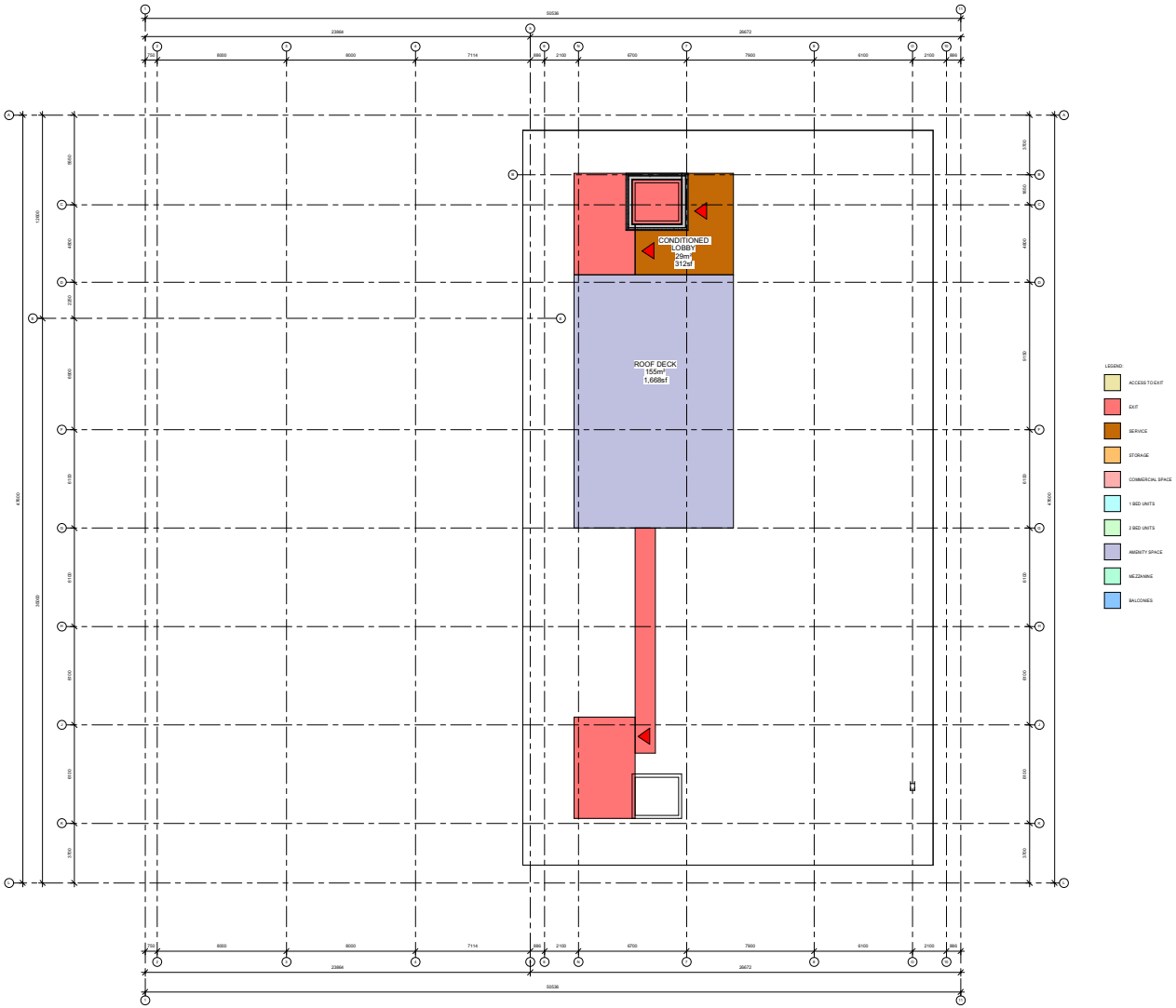
DRAWING TITLE:

FLOOR PLAN - LEVEL 07

NORTH ARROW:

DRAWING NO:

A2.11



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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:

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
THE ANNE OF GREEN GABLES STOP
DOWNTOWN CONFIDENCE
Sable/ARC
sustainable architecture + design


Sable/ARC
sustainable architecture + design


JEMS BOUTIQUE
Sable/ARC
sustainable architecture + design


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


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.
Sable/ARC
sustainable architecture + design


COMMERCIAL TENANT
BEATON'S WHOLESALE
TABALI
Sable/ARC
sustainable architecture + design

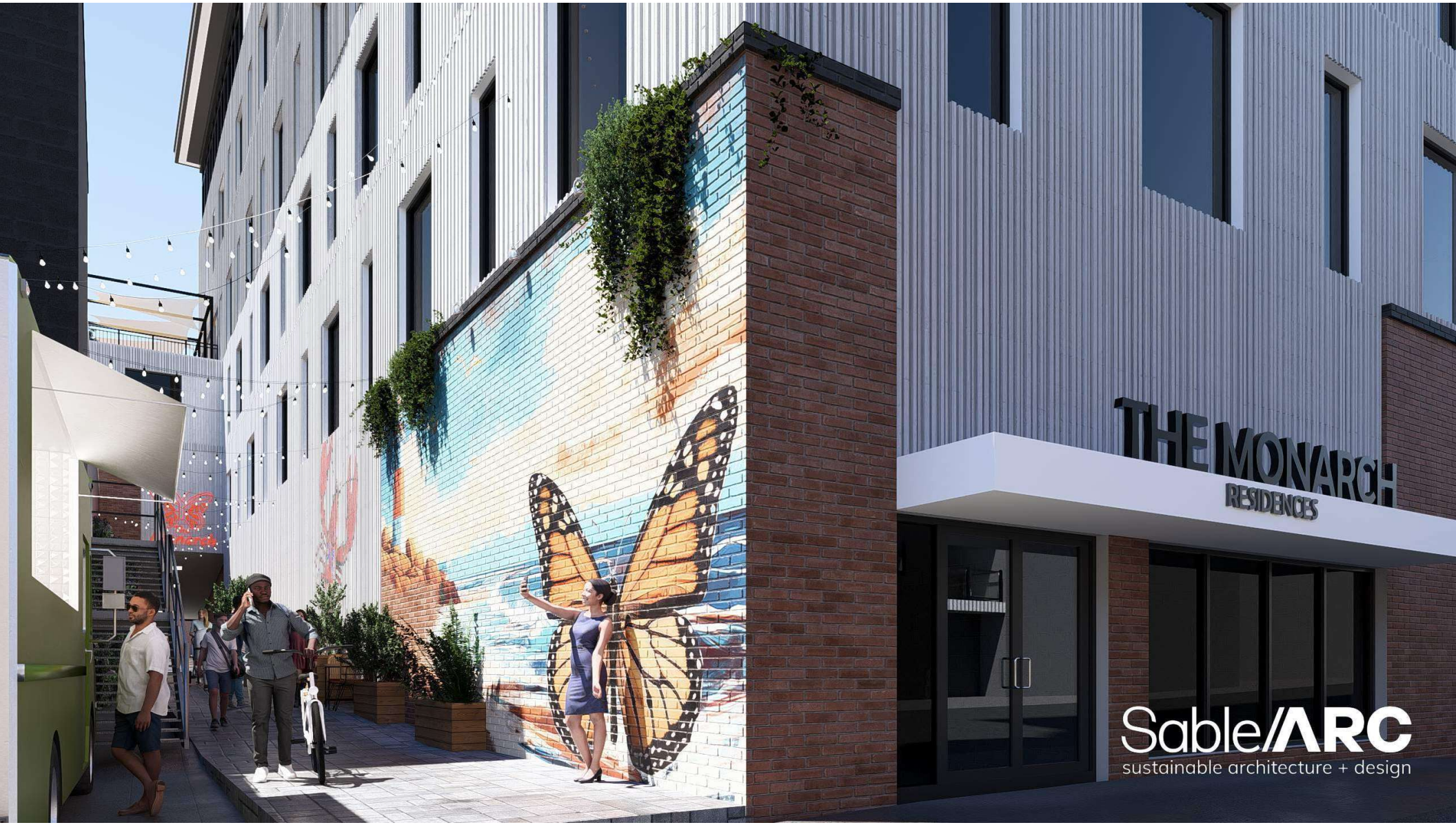

Sable/ARC
sustainable architecture + design


Sable//ARC
sustainable architecture + design


SableARC
sustainable architecture + design


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


Sable/ARC
sustainable architecture + design


THE MONARCH
RESIDENCES
SableARC
sustainable architecture + design


SableARC
sustainable architecture + design


Sable//ARC
sustainable architecture + design


THE MONARCH
91 KING ST
Sable/ARC
sustainable architecture + design


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.

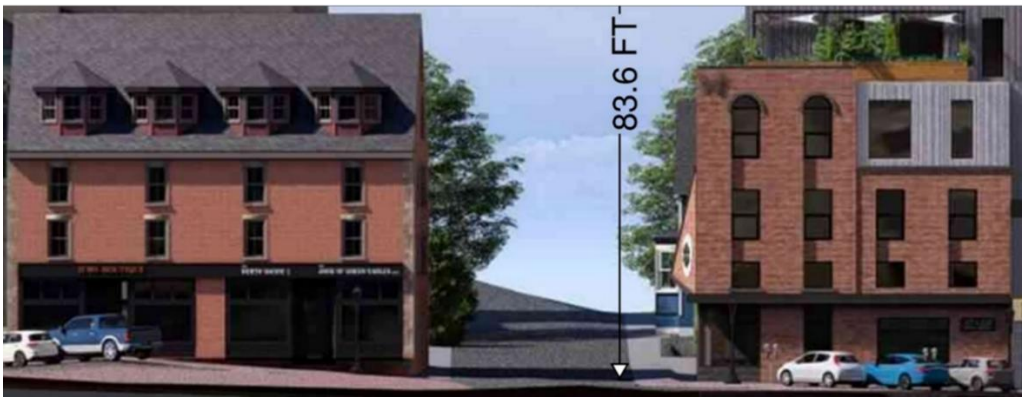
RECOMMENDATIONS

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);

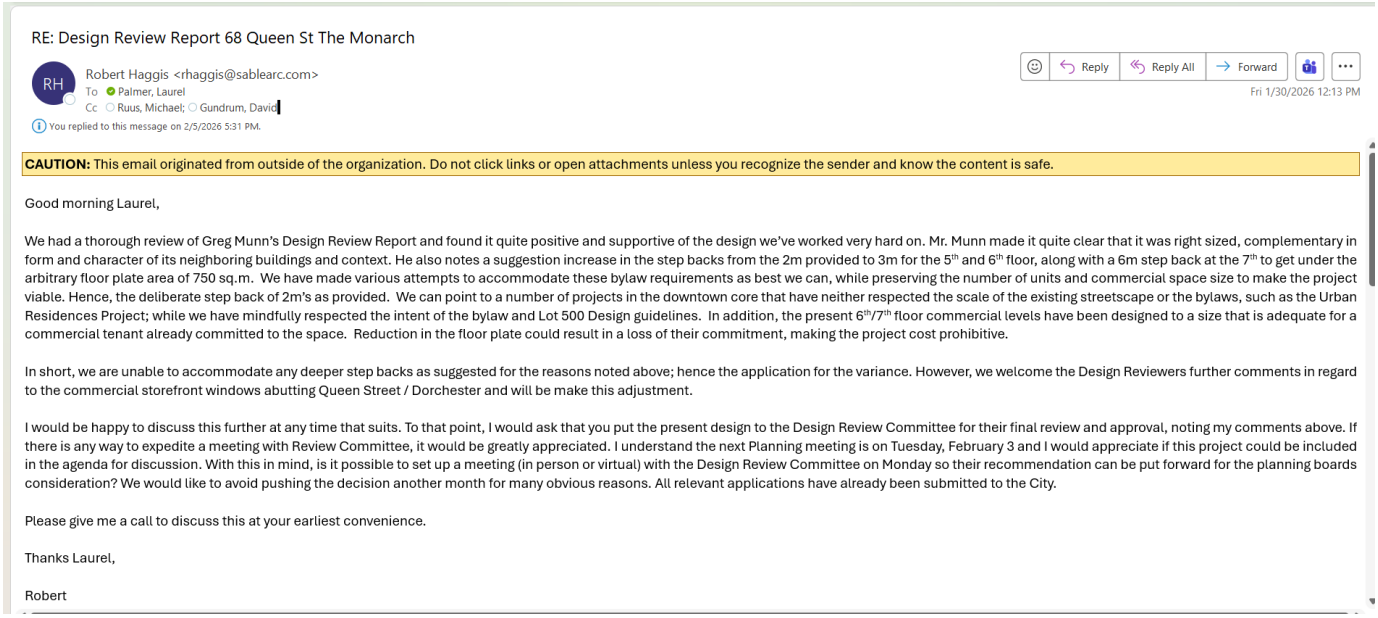
ii. A minimum 10m (32.8ft) interior Yard Setbacks; and

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 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

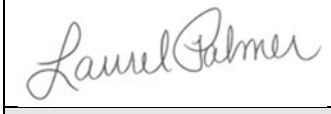
Financial Implications:
N/A

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)

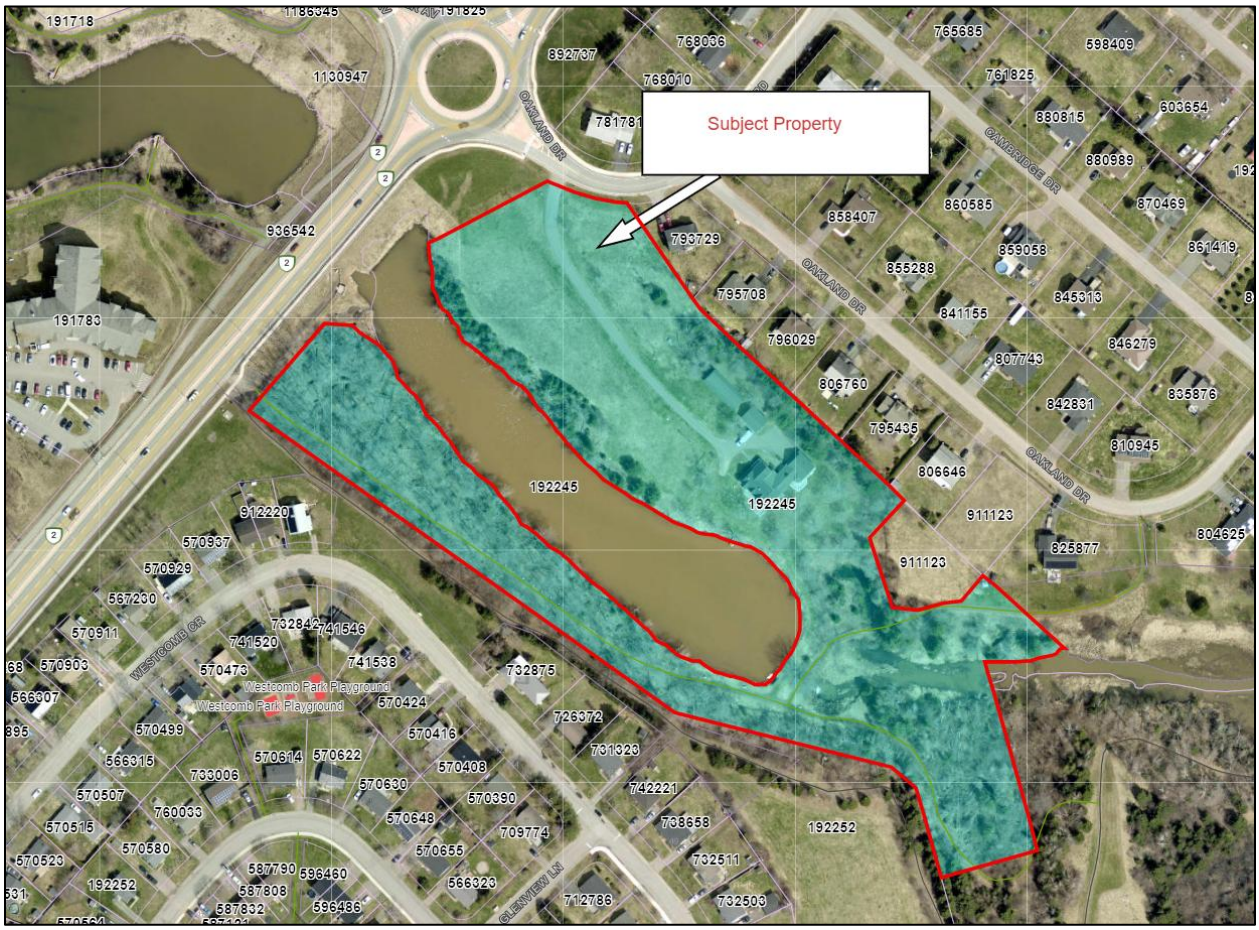


Reviewed By:

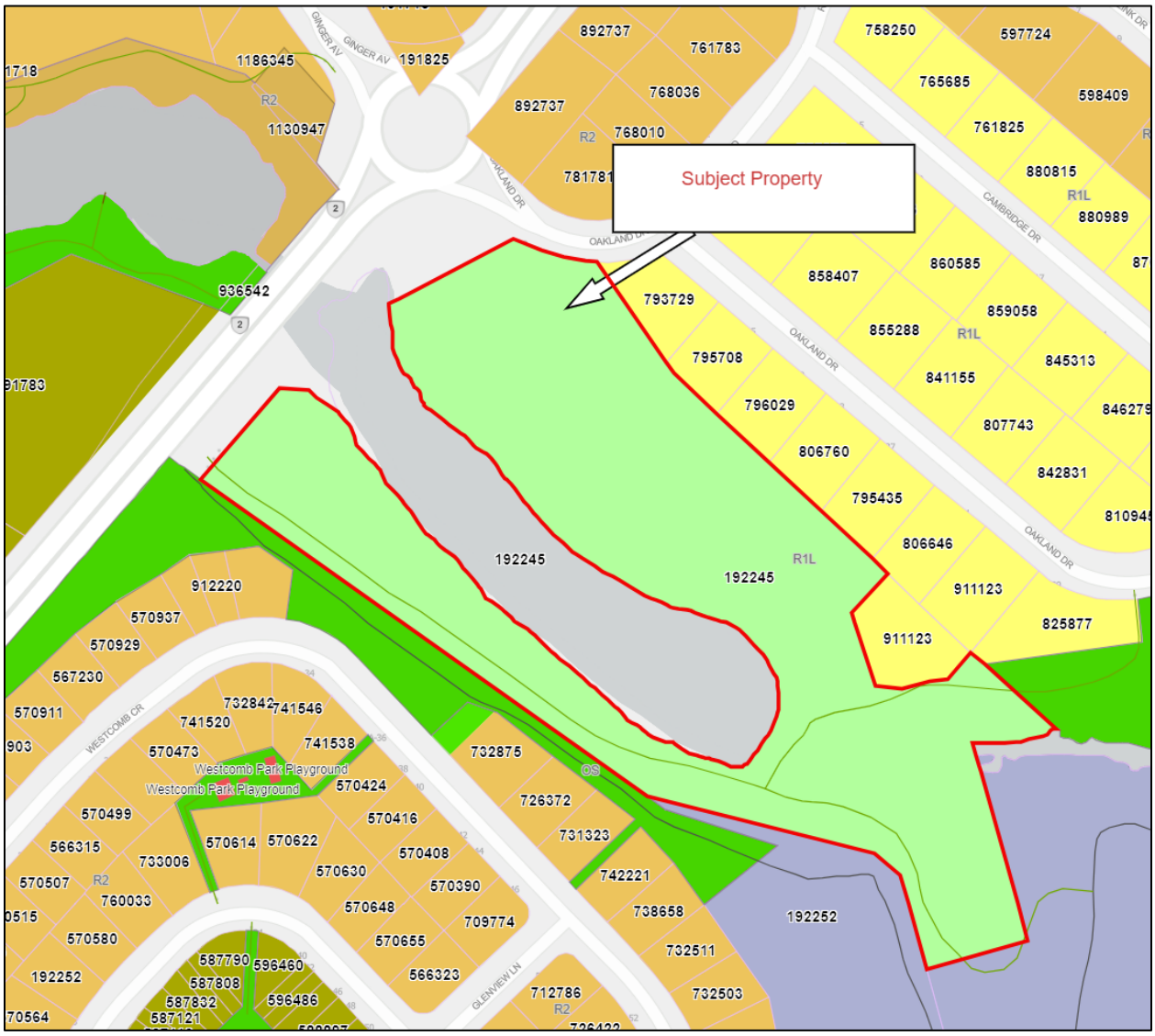
Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 01/29/2026	Michael Ruus, RPP, MCIP, 01/29/2026

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: March 2, 2026

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: March 2, 2026

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 _March 2, 2026;

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

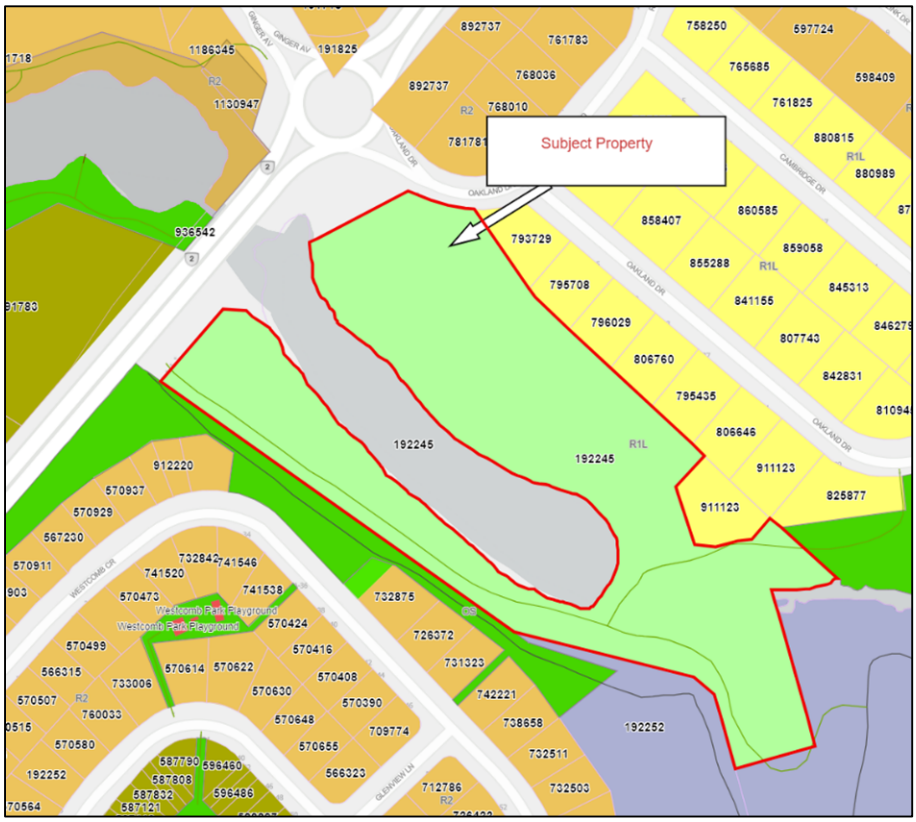
(1) Sections 16 and 18 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws and bylaw amendments implementing an official plan for the municipality.

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 _____, _____.

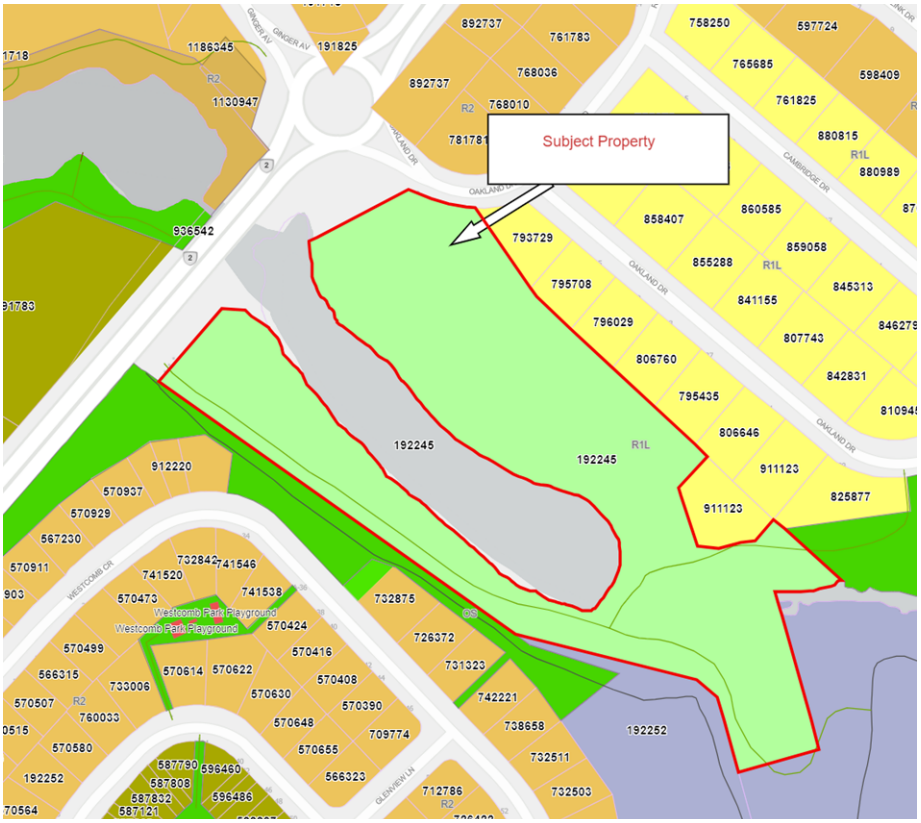
_____
Hon. Cory Deagle
Minister of Housing, Land and Communities

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)

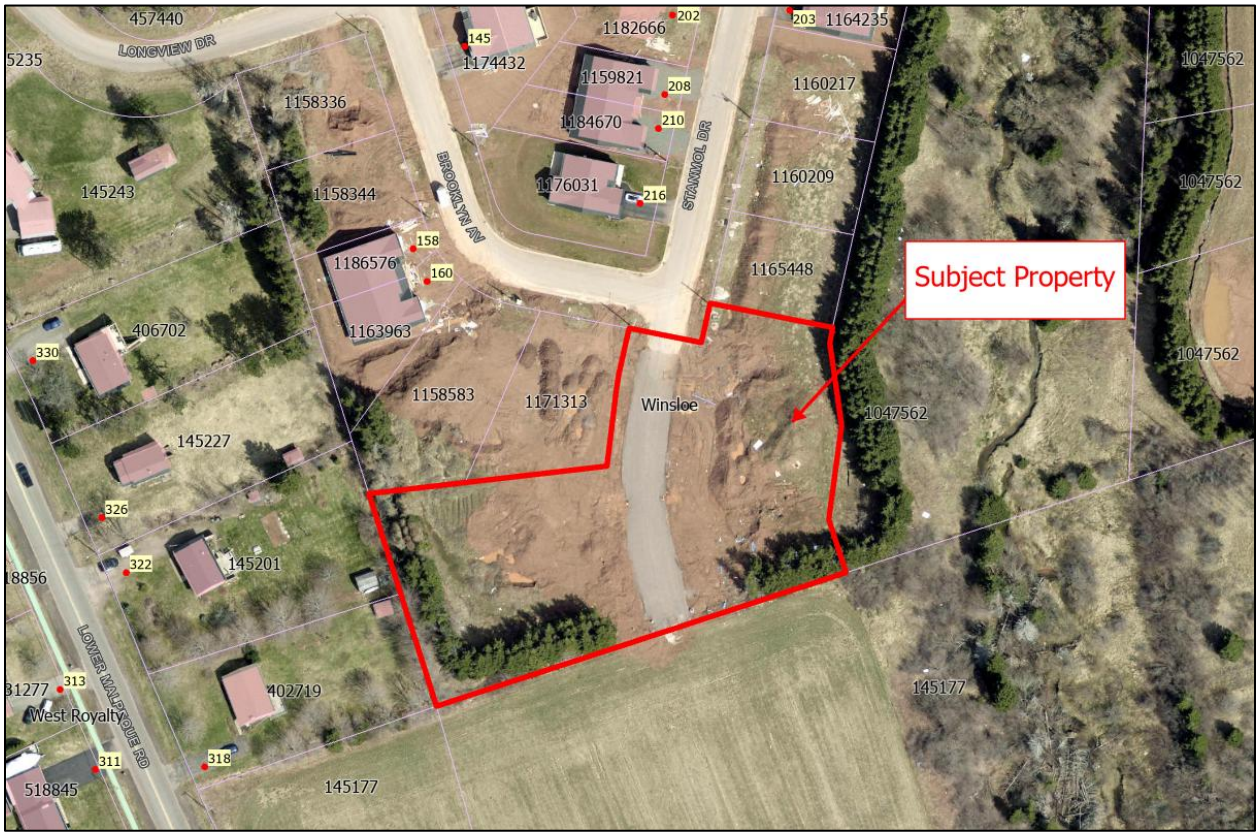


Reviewed By:

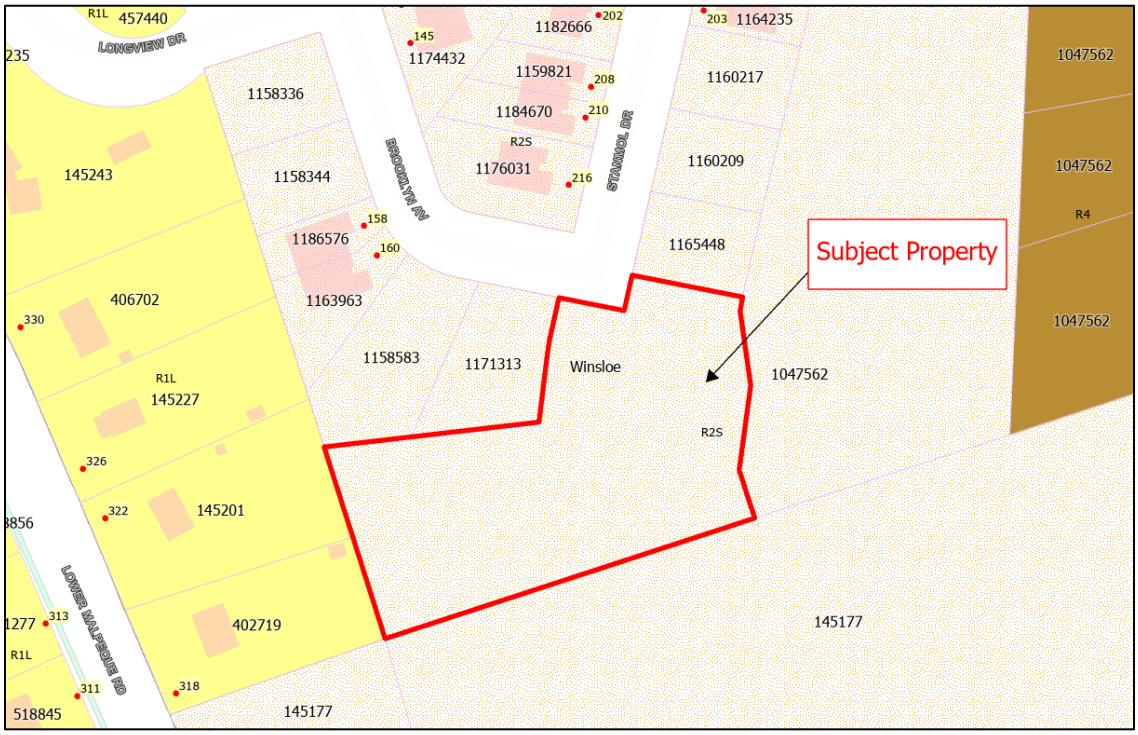
Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 01/30/2026	Michael Ruus, RPP, MCIP, 01/30/2026

Committee Recommendation: (if differing from staff)

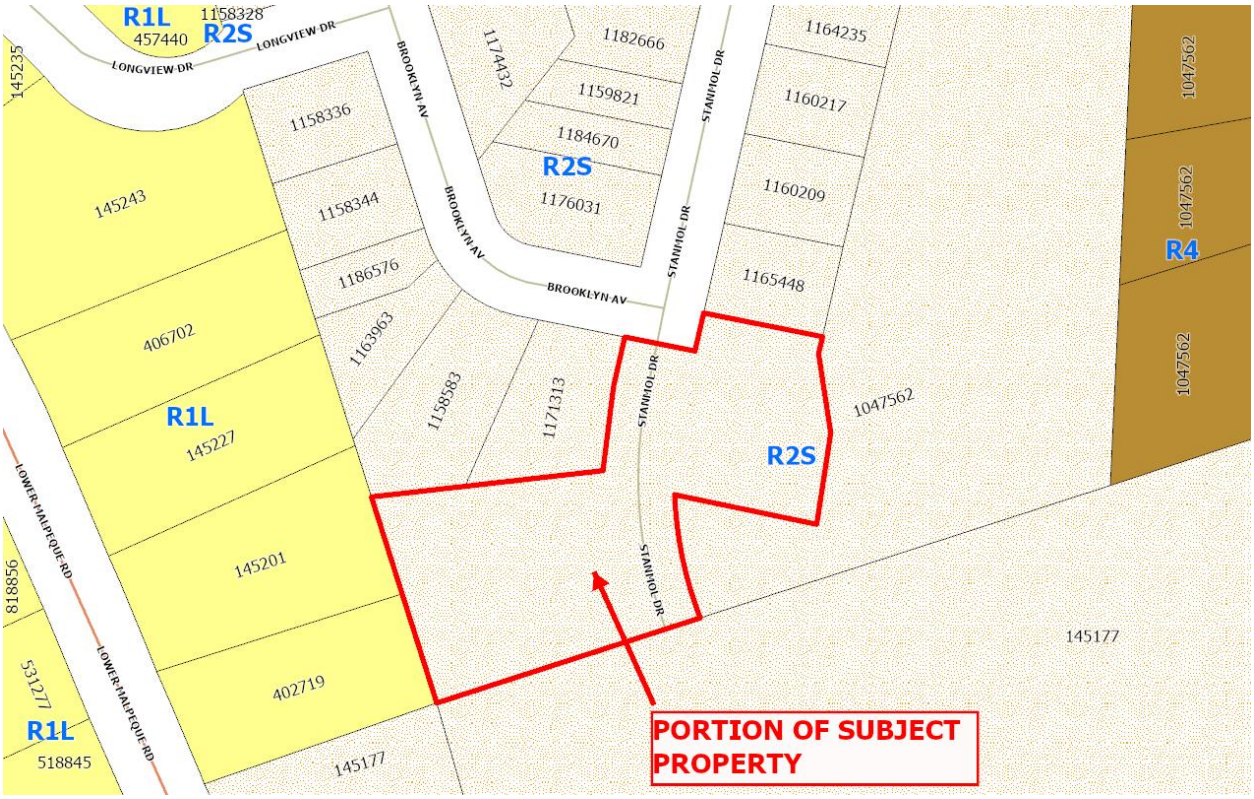
Attachment “A” – Air Photo of PID #1047562



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



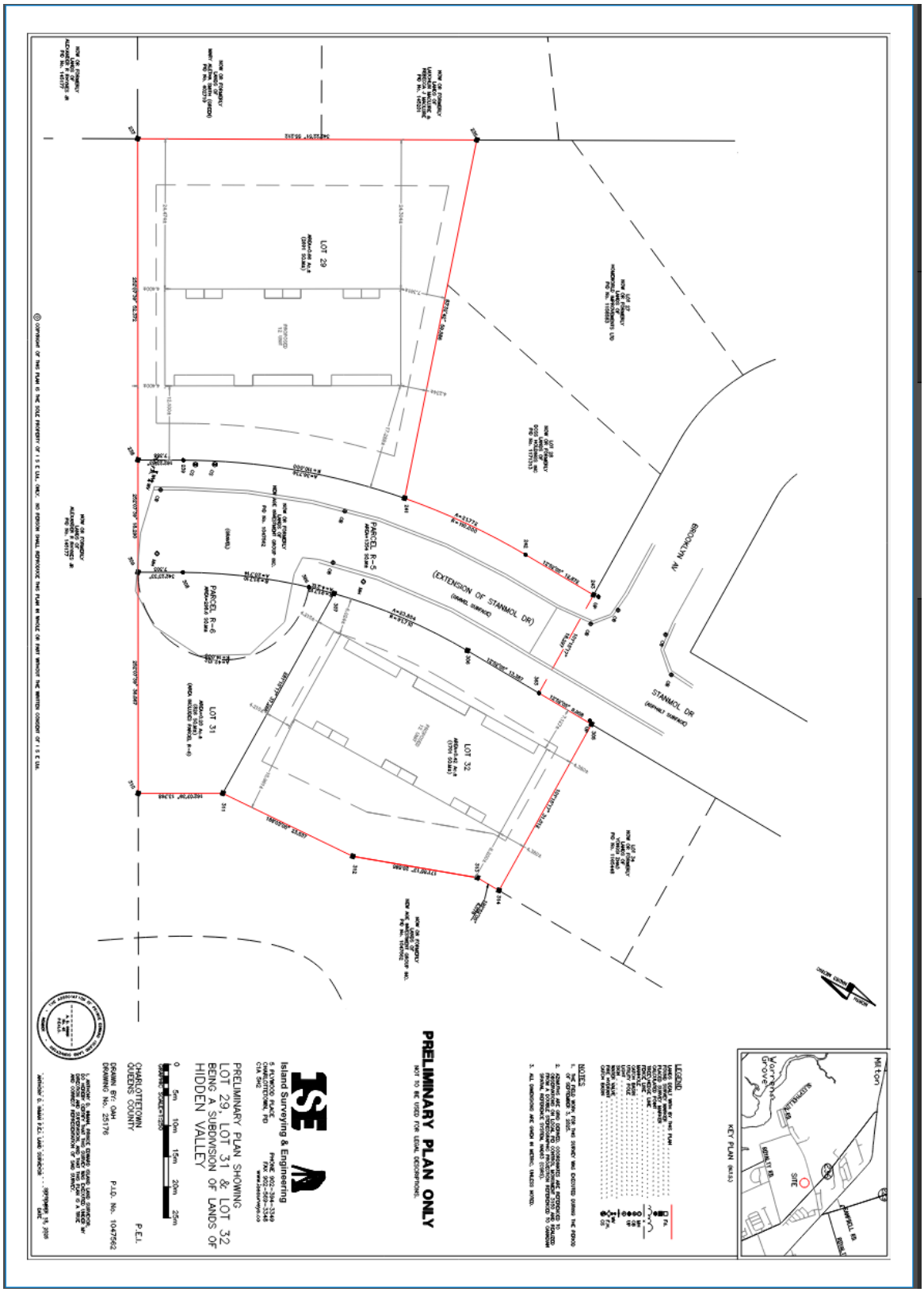
Attachment “C” – Zoning Map providing clarification on Lots 29 and 32, portion of PID #1047562.



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

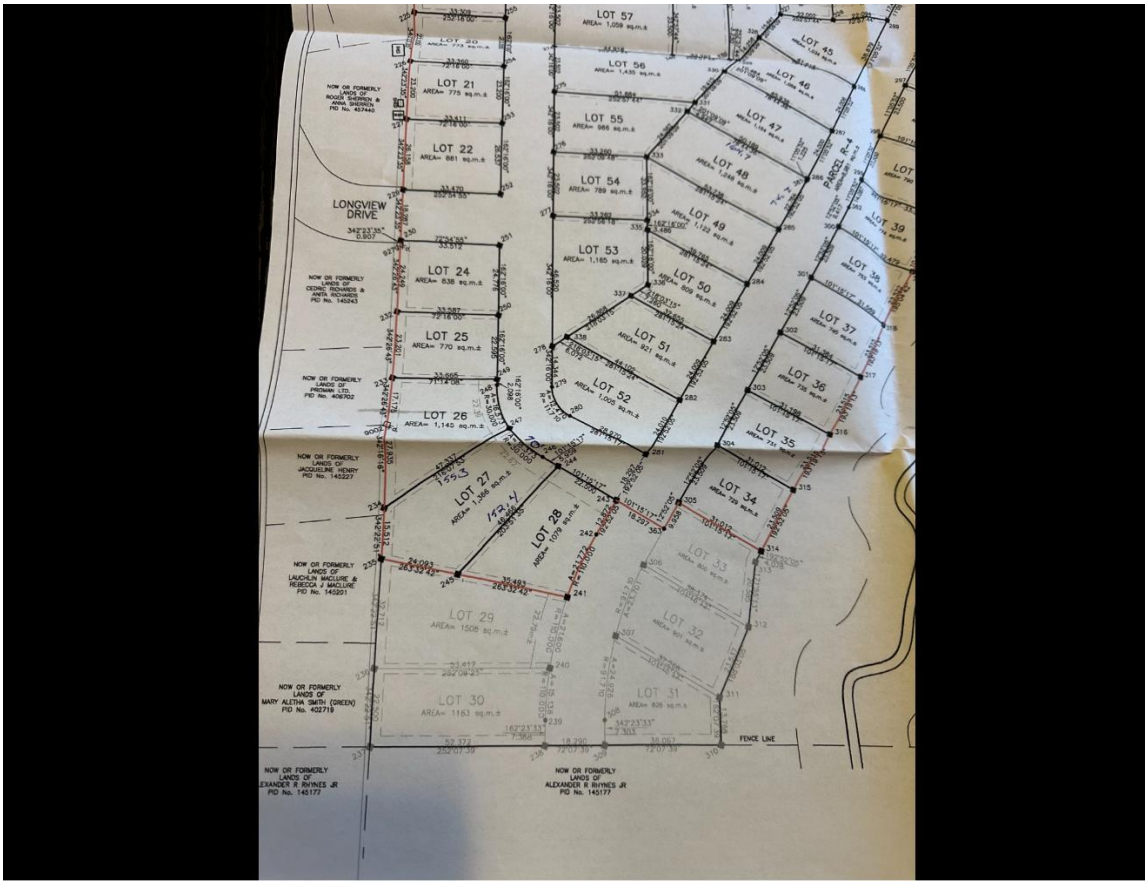
residential.

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: March 2, 2026

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: March 2, 2026

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 __March 2, 2026_____;

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

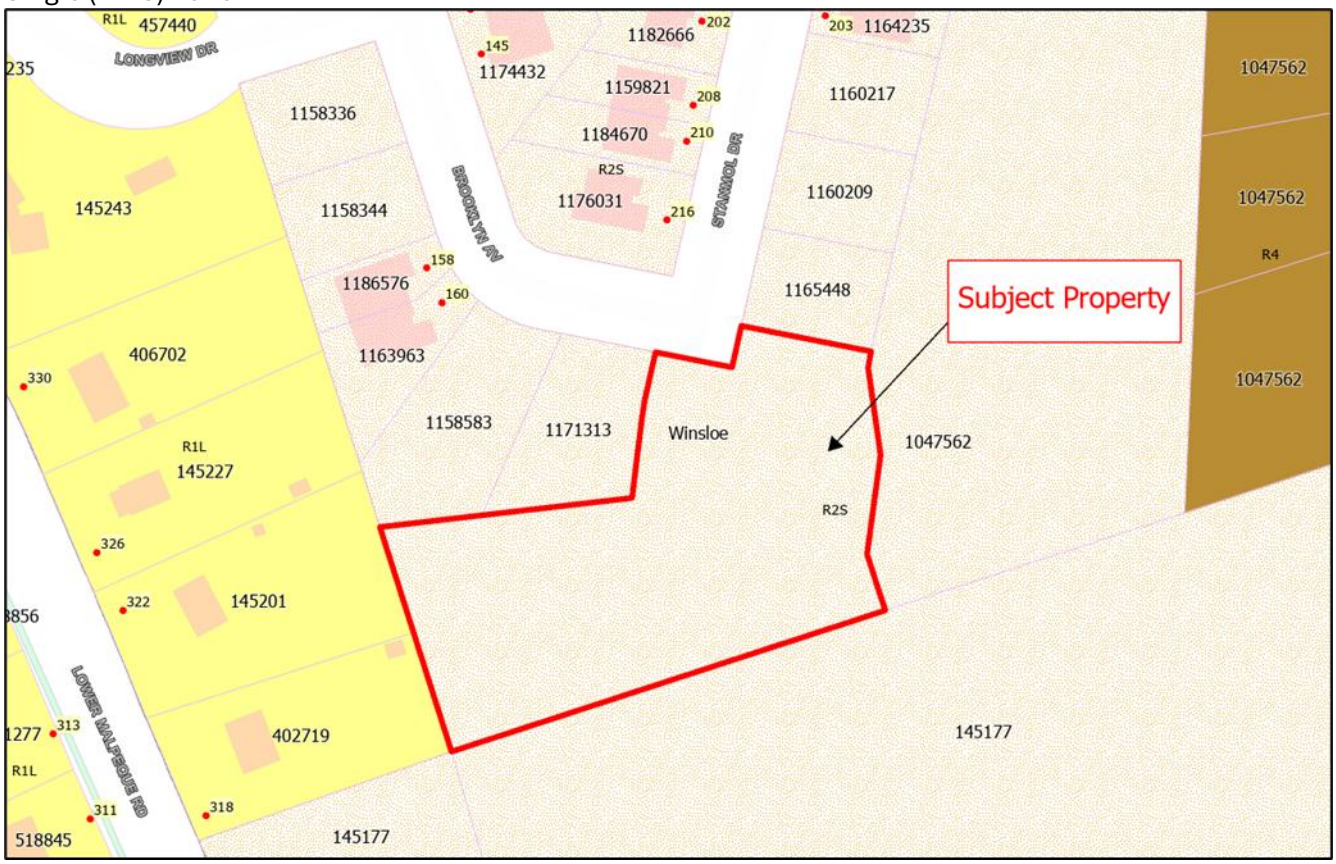
(1) Sections 16 and 18 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws and bylaw amendments implementing an official plan for the municipality.

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."

