CHARLOTTETOWN

PLANNING BOARD AGENDA
NOTICE OF MEETING

Tuesday, March 3rd, 2026, at 5:00 pm
Council Chambers, 2nd Floor, City Hall, 199 Queen Street
Live streaming: www.charlottetown.ca/video

1. **Call to Order**
2. **Declaration of Conflicts**
3. **Approval of Agenda** - Approval of Agenda for Tuesday, March 3rd, 2026
4. **Adoption of Minutes** – Minutes of Planning Board Meeting on Tuesday, February 3rd, 2026
5. **Business arising from Minutes**
6. **Reports:**
   a) **Variances:**
      1. **1-3 Summer Street (PID# 368142)**

         Sonia Kamal, Planner II

         This is a request for Major Variance to allow for an existing semi-detached dwelling to have a reduced rear yard setback of 3.7 metres (12.1 feet), reduced minimum lot area of 278 square metres per unit of a semi-detached dwelling on an interior lot and a reduced minimum lot area of 280 square metres per unit of a semi-detached dwelling on a corner lot within the Low Density Residential (R-2) Zone. If the Major Variance is approved, an application for lot subdivision to subdivide the existing semi-detached dwelling along the party wall will be considered.

      2. **113 Upper Prince Street (PID# 359638)**

         David Gundrum, Manager of Development Planning

         This is a request for Major Variance to allow for a Garden Suite (detached ADU) on a property having a lot size of less than 0.2 hectares (0.5 acres) in area within an existing detached accessory structure. The subject property identified as 113 Upper Prince Street has lot area of approximately 0.13 hectares (0.32 acres) in the Low Density Residential (R-2) Zone. Included in this request are variances for rear and side yard setbacks as well as building height with respect to the conversion of an existing accessory structure to become a Garden Suite.

3. **6 Prince Street (PID# 739128)**

David Gundrum, Manager of Development Planning

This is a request for Major Variance to allow for a container (shipping container) to be placed on the subject property in the Waterfront (WF) Zone to be used for a commercial business (e-bike tours and e-bike storage) whereas a container shall not be used as a commercial or Accessory Building as per Section 5.2.2 of the Zoning & Development Bylaw.

4. **11 Keaton Drive (PID# 1136563)**

David Gundrum, Manager of Development Planning

This is a request for Major Variance to allow for an appointment-based beautician service to operate within a portion of a singled-detached dwelling within the Single Detached Residential (R-1S) Zone as a Home Occupation accessory to the principal use. As per Section 5.9.3.g) of the Zoning & Development Bylaw, home occupations including uses having appointments on an hourly basis may be considered following the process of review of a Major Variance.

b) Rezonings & Site-Specific Amendments:

1. **66 McGill Avenue (PID# 355057)**

Michael Fraser, Planner II

This is a request to rezone the subject property from the Single Detached Residential (R-1S) Zone to the Medium Density Residential Townhouse (R-3T) Zone in order to permit up to three (3) units within a converted dwelling that is currently legal non-conforming.

2. **16-18 Hemlock Court (PID# 440875)**

Michael Fraser, Planner II

This is a request for a site-specific amendment to the existing Single Detached Residential (R-1L) Zone that applies to the subject property to allow for an additional dwelling unit (third unit) to be located on the subject property.

3. **Violet Circle – Lot 8 (PID# 778308)**

Sonia Kamal, Planner II

This is a 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 for the subject property from the Low Density Residential (R-2) Zone to the Medium Density Residential (R-3) Zone in order to permit the construction of a 4-unit stacked townhouse on the subject property.

4. **147 Hillsborough Street (PID# 342907)**

David Gundrum, Manager of Development Planning

This is a request to proceed to public consultation concerning a request for a site-specific amendment to the existing Downtown Mixed Use Neighbourhood (DMUN) Zone that applies to the subject property to allow for a transitional housing facility as an additional permitted use that is not otherwise permitted in the (DMUN) Zone. The proposed transitional housing facility would have capacity to accommodate eleven (11) individuals on-site.

5. **68 Queen Street (PID# 336982)**

Laurel Palmer, Planner III

This is a request to proceed to public consultation concerning a request to rezone the subject property identified as 68 Queen Street (PID# 336982) from the existing Downtown Main Street (DMS) Zone to the Downtown Mixed Use Neighbourhood (DMUN) Zone in order to allow for the future development of a 7-storey multi-use residential and commercial building on the subject property within the 500 Lot Area. The proposed future development would also overlap with nearby parcels identified as PID#s 336974, 336966, 336909, 336917 and 1172915. The proposed development is also subject to applications for Design Review, Major Variance and future Lot Consolidation.

7. **Introduction of New Business**
8. **Adjournment of Meeting**

PLANNING & HERITAGE: PLANNING BOARD MINUTES
TUESDAY, FEBRUARY 3RD, 2026, 5:00PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present:	**Deputy Mayor Jankov***	**Dave Essery, RM**
	Councillor Norman Beck	**Bobby Kenny, RM**
	Councillor Julie McCabe, Chair	**Lea MacDonald, RM**
		Paul Connolly, RM
		Jacqui Scaman, RM*
		Satyajit Sen, RM
Also:	**Mike Ruus, Director, Int. Growth**	**Melissa Kitson, IO/AA****
	David Gundrum, Mgr, PH	***minute taker*
	Laurel Palmer, PIII	*attended virtually
	Michael Fraser, PII	
	Sonia Kamal, PII	
Regrets:	**Mayor Phillip Brown**	

1. **Call to Order**
   Chair Councillor McCabe called the meeting to order at 5:11PM and noted of technical difficulties related to the Teams Virtual Meeting platform.

2. **Declaration of Conflicts**
   Chair Councillor McCabe asked if there were any conflicts. There were no conflicts.

3. **Approval of Agenda**
   Chair Councillor McCabe noted a request to move item #5 – 231 Brackley Point Rd to the first item of discussion due to prior commitments of the presenting Planning Staff member.

   Moved by Dave Essery and seconded by Bobby Kenny that the agenda for Tuesday, February 3rd, 2026, be approved.

   CARRIED

4. **Adoption of Minutes**
   Moved by Councillor Beck and seconded by Paul Connolly that the minutes of the Planning Board meeting held on Tuesday, January 6th, 2026, as circulated, be approved.

   CARRIED

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

6. **Reports:**

1. Rezoning of 231 Brackley Point Road (PID# 623090)

Request: This is a request to proceed to public consultation concerning a proposal to rezone the subject property from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone in order to allow for the development of commercial condo buildings on the subject property.

Property Information: Institutional (I) Zone
Staff Presenter: Michael Fraser, Planner II
Applicant: Breakwater Developments Inc
Reference: Planning Board Meeting Package

Summary:
The surrounding area of the subject property consists of industrial, airport, and residential uses, with adjacent lands to the north already zoned M3. The application is intended to support future Business Park industrial development in coordination with neighbouring parcels, which would require a future lot consolidation to allow for cohesive development. Staff recommend approval to proceed to public consultation.

Discussion:
None.

MOTION:
Moved by Councillor Beck and seconded by Lea MacDonald that Planning Board recommend to Council that the following rezoning and Official Plan Amendment request for the subject property identified as 231 Brackley Point Road (PID# 623090) proceed to public consultation:

- **To rezone the subject property identified from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone and to also change the land-use designation in the City of Charlottetown Official Plan from Institutional to Industrial to facilitate future lot consolidation and development in keeping with the zone.**

CARRIED
(8-0)

a) Variances:

1. 33-35 Corrigan Court (PID# 690800)

Request: This is a request for Major Variance to allow reduced minimum lot frontages of 7.23 metres (23.72 feet) and 9.587 metres (31.45 feet) for two (2) proposed future lots intended for separate semi-detached dwellings. If the Major Variance is approved, an application for lot

subdivision to divide the existing semi-detached dwelling along the party wall will be considered.

Property Information: Low Density Residential Zone (R-2)
Staff Presenter: Sonia Kamal, Planner II
Applicant: Albert Cohan
Reference: Planning Board Meeting Package

Summary:
The property is located in an established residential neighbourhood and is surrounded by a mix of residential, open space, and higher-density zoning. The proposed subdivision will not affect building massing, access, or outdoor amenity space, nor would intensify land-use impact; however, it could support housing ownership opportunities. Public notice was circulated to surrounding properties, no comments were received. Staff recommend approval of the Major Variance.

Discussion:
Satyajit Sen asked whether the need for the variance could have been anticipated at the time the dwelling was originally approved. David Gundrum clarified that the semi-detached dwelling was constructed several decades ago, likely without any intention to subdivide the lot, and under zoning standards that pre-dated current frontage requirements. The lot area and setbacks comply with today's regulations but the frontage does not, resulting in the variance process.

MOTION:
Moved by Councillor Beck and seconded by Satyajit Sen that Planning Board recommend that Council that the following Major Variance for the subject property addressed as 33-35 Corrigan Court (PID# 690800) be approved:

- **To allow for a reduced minimum lot frontage of 7.23 metres (23.72 feet) and 9.587 metres (31.45 feet), respectively, for the proposed two (2) future lots for separate semi-detached dwellings in the (R-2) Zone.**

CARRIED
(8-0)

2. 1884 Blake Court (PID# 784298)

Request: This is a request for Major Variance to allow for a reduced minimum rear yard setback of 4.23 metres (13.88 feet) in the Single Detached Residential (R-1L) Zone in order to accommodate the construction of a proposed 48.31 square metre (520 square foot) addition to an existing single-detached dwelling that would project into the rear yard.

Property Information: Single Detached Residential (R-1L) Zone
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: Bob Carmichael
Reference: Planning Board Meeting Package

Summary:
The proposed addition would project into the rear yard, replace an existing elevated rear deck and would be located to the northwest corner of the dwelling. The surrounding properties are similarly zoned and developed with single detached dwellings. Public notice was circulated to surrounding property owners and four letters in opposition were received with concerns related to neighbourhood character, visibility, privacy, precedent and consistency in the application of zoning regulations. Staff responded that the addition would not represent in an abrupt departure from established development patterns due to existing reduced setbacks on nearby properties, significant vegetative screening, and limited visibility from adjacent streets, and that privacy and shadow impacts would be minimal. It was noted that major variances are assessed on a case-by-case basis and do not create precedent. Staff recommend approval of the Major Variance.

Discussion:

None.

MOTION:
Moved by Bobby Kenny and seconded by Deputy Mayor Jankov that Planning Board recommend that Council that the following Major Variance for the subject property addressed as 1884 Blake Court (PID# 784298) be approved to allow for the construction of a residential addition in the Single Detached Residential (R-1L) Zone to:

- **Permit a reduced minimum rear yard setback of 4.23 metres (13.88 feet).**

CARRIED
Councillor Beck opposed (7-1)

b) Rezonings:

1. 3 Oakland Drive (PID# 192245)

Request: This is a request to rezone the subject property from the Single Detached Residential (R-1L) Zone to the Institutional (I) Zone and to change the land-use designation in the Official Plan from Residential to Institutional in order to facilitate the future establishment of institutional uses on the subject property associated with Holland College. An existing house on the property is proposed to be used for office and teaching space.

Property Information: Single Detached Residential (R-1L) Zone
Staff Presenter: Laurel Palmer, Planner III
Applicant: Holland College
Reference: Planning Board Meeting Package

Summary:

The property is located in a mature residential neighborhood in East Royalty and is surrounded by low-density residential uses, passive recreation lands and Wright's Creek. The site is a designated Heritage resource and contains significant natural features including Andrew's Pond, Wright's Creek estuary, and old-growth Acadian forest, with existing passive recreational trails. Holland College is seeking the rezoning to support short-term educational programming, office space, labs, and guest accommodations, with a long-term plan for a Centre of Excellence for Watershed Management.

A public meeting was held in with notice circulated to surrounding property owners and no public objections were received. Members of the Andrew family attended in support. It was noted that the proposal aligns with Official Plan policies encouraging collaboration with educational institutions and is compatible with surrounding residential uses. Staff recommend approval to rezone.

Discussion:

Satyajit Sen asked whether there was any intention by the applicant to construct new buildings on the site. Laurel Palmer clarified that Holland College has an agreement with the Andrew family that includes a condition preventing any new construction on the site. Councillor Beck added that renovations will take place to an existing garage for institutional use.

MOTION:

Moved by Paul Connolly and seconded by Councillor Beck that Planning Board recommend that council amend Appendix "A" the Future Land Use Map of the City of Charlottetown from Low Density Residential to Institutional; and

- **To recommend to approve the request to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from R-1L (Single Detached Residential) to (I) Institutional for the property located at 3 Oakland Drive (PID #92245).**

CARRIED
(8-0)

2. Unaddressed Property – Stanmol Drive (PID# 1047562)

Request: This is a request to rezone the subject property from the Low Density Residential Single (R-2S) Zone to the Medium Density Residential (R-3) Zone and to change the land-use designation in the Official Plan from Low Density Residential to Medium Density Residential in order to facilitate the future development of up to twelve (12) stacked townhouse units each on separate parcels for a total of twenty-four (24) units.

Property Information: Low Density Residential Single (R-2S) Zone
Staff Presenter: Laurel Palmer, Planner III
Applicant: Falcon Properties Inc
Reference: Planning Board Meeting Package

Summary:

The property is surrounded by low-density residential development, with higher-density and residential uses located farther North and East. The original proposal consisted of two 12-unit stacked townhouses; however, following public feedback, the developer indicated the density could be reduced to two 8-unit stacked townhouses (16 units total), and could be secured through a development agreement. Notification of the public meeting was circulated to surrounding property owners and two written responses in opposition were received with concerns related to increased density, traffic, compatibility with surrounding single detached housing, and the loss of intended greenspace. Two residents voiced similar concerns at the public meeting.

Relevant Official Plan policies were outlined in support of housing variety, serviced urban growth and medium-density development in appropriate locations. It was stated that the proposal aligns with these policies, supports housing supply in a low-vacancy environment, and represents sustainable development within an existing serviced neighbourhood. Staff recommend approval to rezone subject to a signed development agreement.

Discussion:

Councillor Beck:

- Requested an updated rental market data be provided instead of the October 2022 report. Laurel Palmer indicated that she believed it to be the most recent available data but will confirm.
- Asked for clarification on previous rezoning in Hidden Valley Phase 3 and surrounding density approvals. Laurel Palmer clarified that adjacent lands east of the stream were rezoned to R4 high density for apartments. The subject lands were not developed in earlier phases and are now proposed for R3 medium-density townhouse development.
- Acknowledge existing high density already in the area and expressed concern of remaining uncertainty and unanswered questions regarding the lots.

Satyajit Sen:

- Asked whether the developer plans to further subdivide the townhouses into separate lots to create condominiums in the future. Laurel Palmer was uncertain of the developer's business model and noted that if subdivisions occur, it would likely be an internal condominium-style subdivision. Currently, the proposal is for two stacked townhouse buildings on two separate lots.

- Asked if the rezoning application is concurrent with a development or building permit application. Laurel Palmer clarified that was not and that no building permit application has been submitted.

MOTION:

Moved by Lea MacDonald and seconded by Deputy Mayor Jankov that Planning Board recommend that Council approve 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.**

CARRIED

Councillor Beck and Satyajit Sen opposed (6-2)

7. **Introduction of New Business**
   There was no new business that arose.

8. **Adjournment of Public Session**
   Moved by Lea MacDonald and seconded by Councillor Beck that the meeting be adjourned. The meeting was adjourned at 6:03 PM.

_____

Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-March-6A-1
1-3 Summer Street (PID# 368142)

Date:

March 3, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:

Planning and Heritage

Other Associated Departments:

Prepared by:

Sonia Kamal, Planner 2

Attachments:

A. Air Photo
B. Zoning Map
C. Survey Plan
D. Circulation Letter (February 11, 2026)
E. Public Responses to Circulation

Report Title:

Major Variance for reduced front yard setback, rear yard setback and minimum lot areas for subject property identified as 1-3 Summer Street (PID# 368142) to allow for future lot subdivision. The application has been submitted by Mr. Robert Chang on behalf of the property owner 10019038 Canada Ltd.

Report Purpose:

Evaluation of a request for relief via Major Variance from minimum front yard setback, rear yard setback and lot area requirements to allow for future subdivision of an existing semi-detached dwelling in the Low Density Residential (R-2) Zone. If the Major Variance is approved, an application for lot subdivision to subdivide the existing semi-detached dwelling along the party wall will then be considered.

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property addressed as 1-3 Summer Street (PID# 368142) be approved:

1. Permit a reduced front yard setback of 5.45 metres (17.9 feet)
2. Permit a reduced rear yard setback of 1.86 metres (6.1 feet).
3. Permit a reduced minimum lot area of 304 square metres per unit on an interior lot; and
4. Permit a reduced minimum lot area of 268 square metres per unit on a corner lot.

Report Details:

The Major Variance application was submitted by the property owner, Robert Chang, on February 6, 2026 to the City of Charlottetown Planning & Heritage Department in pursuit of allowing for subdivision of the existing semi-detached dwelling on the lot identified as 1-3 Summer Street (PID# 368142) to allow for each unit of the existing semi-detached dwelling to be on its own conveyable parcel of land in future notwithstanding that minimum yard setbacks and minimum lot area requirements of the (R-2) zone cannot otherwise be currently met.

Development Context:

The subject property is situated within a mature residential neighbourhood on a block located southwest of the intersection of Eden Street and Summer Street. This area is characterized by a varied mix of residential development, representing multiple periods of construction and architectural styles. The subject property occupies a corner lot within a block primarily zoned as (R-2), consisting largely of low-density residential dwellings, including single-detached and semi-detached homes. Immediately abutting the subject property to the south across Summer Street are parcels zoned (R-3), containing medium-density residential uses, while to the east and southeast, within short walking distance, are several Mixed-Use Corridor (MUC) zoned properties supporting a blend of residential and small-scale commercial activity.

Analysis:

As per Section 14.2 of the Zoning & Development Bylaw, a minimum front yard setback of 6 metres (19.7 feet), minimum rear yard setback of 7.5 metres (24.6 feet) and minimum lot areas of 348 square metres (interior lot) and 395 square metres (corner lot) are required for a semi-detached dwelling in Low Density Residential (R-2) Zone.

The subject property at 1-3 Summer Street is a corner lot with frontage to the south along Summer Street. The existing semi-detached dwelling has existing driveway access to Summer Street for both units (see Attachment A).

At the present time, both units of the semi-detached dwelling are located on the same lot. As a result of this current configuration, the front lot line being the shorter of the two existing frontages is the west lot line fronting onto Queen Street which means the south lot line abutting to Summer Street constitutes the side lot line (flankage yard) based on the definitions in the Zoning & Development Bylaw.

The applicants propose to subdivide the existing lot along the party wall of the existing semi-detached dwelling to create one new corner lot and one new interior lot which would result in the north property line for both lots thereby becoming the rear property boundary based on definitions contained in the Zoning & Development Bylaw that regard lot frontages for both interior and corner lots rather than the current east lot line being the rear lot line that abuts to 5 Summer Street. As a result of the proposed subdivision, the required rear yard setback of 7.5 metres, required front yard setback of 6 metres and minimum required lot areas of 348 square metres (interior lot) and 395 square metres (corner lot) would be unable to be met and therefore consideration of a Major Variance is required in this case in order to facilitate the proposed subdivision of the lot and existing semi-detached dwelling along the party wall.

When evaluating for land-use impacts it is noted that the semi-detached dwelling is already built on the lot and that any impacts created by it with respect to abutting residential properties in the (R-2), (R-3) and (MUC) zones are already established (see Attachment B). The proposed subdivision of the existing lot that would be enabled should the variance be approved would not result in a net reduction or change in the existing outdoor amenity areas for each unit nor introduce a new use that is not already established in the neighbourhood.

The intent and purpose of the rear yard and front yard setbacks as well as the minimum lot areas are to in part, ensure that sufficient outdoor amenity space is provided for each unit of a semi-detached dwelling while simultaneously ensuring that no privacy impacts are projected onto nearby or abutting properties.

In this particular case, no net change would result to either the amount of outdoor amenity space allotted to each unit of the semi-detached dwelling nor would it allow for a building or structure to be able to be built closer to an existing property boundary than already exists at present following potential approval of the proposed future subdivision.

On this basis, the proposed variances can be deemed to be technical in nature and would not allow for either a reduced outdoor amenity space from current or increased privacy impacts towards abutting properties. Additionally, no changes to existing street access (driveways) for the property are proposed. On this basis, the proposed variances can be supported.

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

Positives	Neutral	Shortcomings
▪ The proposed variances would not intensify any existing impacts from the established land-use. ▪ The proposed variances would allow for new tenure and increase available housing supply for ownership.	▪ A Building and Development Permit may be required to confirm that physical separations among units meet current Building Code.	▪ The proposed subdivision would not meet current minimum requirements of the (R-2) zone.

Conclusion:

The proposed variance is technical in nature, enabling a subdivision that maintains the existing physical form of the semi-detached dwelling without creating new impacts. As no changes to built form, amenity space, or access would result, the subdivision would maintain current site conditions and can therefore be supported.

Council or Committee History:

N/A

Financial Implications:

N/A

Public Engagement and Communication:

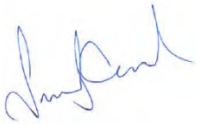
In accordance with Section 3.9 of the Zoning & Development Bylaw on February 11, 2026, notice of the Major Variance application was circulated to fifty-one (51) surrounding property owners within 100 metres (328.1 feet) of the subject property to request written comments on the proposed variance. The deadline to submit written comments was 4:30pm on Wednesday, February 25, 2026.

One letter of support received from the 100-metre circulation as per the deadline.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

Submitted By Planner:



Sonia Kamal, MPlan, B.Arch
Planner 2

Reviewed By:

Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 02/27/2026	Michael Ruus, RPP, MCIP, 02/27/2026

Committee Recommendation: (if differing from staff)

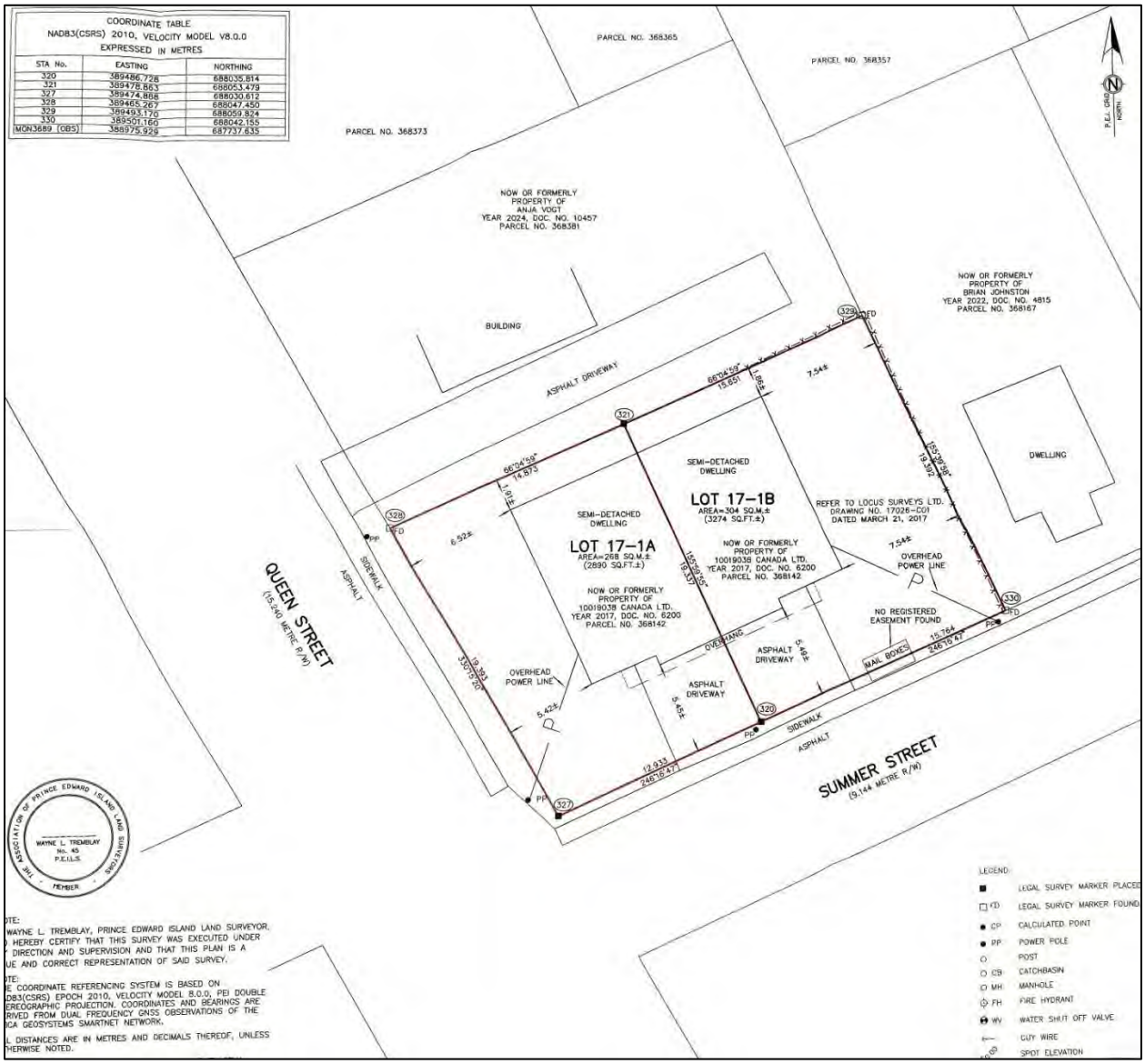
Attachment A: Air Photo



Attachment B: Zoning Map



Attachment C: Survey Plan



Attachement E: Circulation Letter (February 11, 2026)

City of Charlottetown
Planning & Heritage Department
[illegible] Kent Street
Charlottetown, PE [illegible]

[illegible]
[illegible]
[illegible]
[illegible]

[redacted]

February 11, 2026

RE: 1-3 Summer Street (PID# 368142)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received a request for Major Variance to accommodate the future subdivision of an existing semi-detached dwelling along the party wall located at 1-3 Summer Street (PID# 368142) being a property within the Medium Density Residential (R-5) Zone. As the applicant intends to sell one of the dwelling units, the subdivision of the lot is required to legally facilitate the transfer of ownership.

The following variances are being requested:

- allow for a reduced front yard setback of 5.45 metres (17.9 feet)
  allow for a reduced rear yard setback of 1.86 metres (6.1 feet)
- allow for a reduced minimum lot area of 304 square metres per unit on an interior lot; and
  allow for a reduced minimum lot area of 258 square metres per unit on a corner lot

The *Zoning and Development Bylaw* requires the following for semi-detached dwellings in the (R-2) zone:

As per Section 14.2 (Regulations for Semi-Detached dwellings):

- required minimum front yard setback is 6.0 metres (19.7 feet) for a semi-detached dwelling
- required minimum rear yard setback is 7.5 metres (24.6 feet) for a semi-detached dwelling
- required minimum lot area is 348 square metres per unit of a semi-detached on an interior lot; and
- required minimum lot area is 395 square metres per unit of a semi-detached on a corner lot.

Pursuant to the requirements of the *Zoning and Development Bylaw*, and as an owner of a property within [illegible] metres (335.1 feet) of the boundaries of the proposed development at the subject property, you are being notified of the Major Variance request. If you have any objections or comments regarding the Major Variance please state the rationale for your objection(s) as part of your written comments. Written comments shall be submitted no later than **4:30pm on Wednesday, February 25, 2026.** Please email written comments to the reporting Planner Sonia Kamal @ [illegible]

Please be advised that any written comments received will become part of the public record.

In accordance with Section 3.9.4 (Major Variance) of the *Zoning and Development Bylaw*, the Major Variance will be referred to Planning Board which shall consider the request and any comments received in response to the notice and shall make a recommendation to Council. Council may, without prejudice, approve or reject the major variance. City of Charlottetown Planning Board will consider this application at its meeting at 5:00pm, **Tuesday, March 3rd, 2026 in City Council Chambers (2nd Floor) at City Hall** and may then recommend to Council to grant or deny this variance.

If you have any questions or concerns, please contact the Planning & Heritage Department at (902) 629-4158.

Sincerely,

Jenna Wood, Urban Planner

Planner II

Attachment F: Public Responses to Circulation

1 – 3 Summer St. PID368142

MA Mathieu Arsenault [redacted]
to Kamal Sonia

You don't often get email from [redacted] Learn why this is important

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.

Hello, I'm writing to say that I support the project and I have no objections. I own 9 eden street. Thank you

Mathieu Arsenault

Sent via Superhuman

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-MARCH-6A-2
113 Upper Prince Street (PID# 359638)

Date:
March 3, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map
C. Site Plan
D. Floor Plans
E. Structure Photo
F. Circulation Letter (February 11, 2026)
G. Public Responses to Circulation

Report Title:

Major Variance for reduced minimum lot area, reduced minimum rear yard and side yard setbacks and increased height with respect to the regulations for a Garden Suite (detached Accessory Dwelling Unit - ADU) in the rear yard of the subject property identified as 113 Upper Prince Street (PID# 359638). The application has been submitted by Ramona Doyle who is also the property owner.

Report Purpose:

Evaluation of a request for relief via Major Variance to allow for a Garden Suite (detached ADU) to be established on the subject property through the re-purposing of an existing detached accessory structure (66.25 square metres - 713 square feet) located in the rear yard. More specifically, the relief being requested through the Major Variance would seek to permit a minimum lot area of 0.13 hectares (0.32 acres) whereas a minimum lot area of 0.2 hectares (0.5 acres) is otherwise required under the Zoning Bylaw to permit a Garden Suite. Additionally, a reduced minimum rear yard setback of 1.16 metres (3.83 feet) and a reduced minimum side yard setback also of 1.16 metres (3.83 feet) are being sought whereas a minimum rear yard setback of 3 metres (9.8 feet) and minimum side yard setback of 1.8 metres (6 feet) are otherwise required for a Garden Suite (detached ADU). Lastly, the height of the existing detached accessory structure is shown as 7.16 metres (23.5 feet) on the submitted drawings whereas a maximum height of 4.6 metres (15.1 feet) is otherwise permitted for a Garden Suite.

Staff Recommendation:

That Planning Board recommend that Council approve the Major Variance to allow for a reduced minimum lot size of 0.13 hectares (0.32 acres), a reduced minimum rear yard setback of 1.16 metres (3.83 feet) , a reduced minimum side yard setback of 1.16 metres (3.83 feet) and an increased maximum height of 7.16 metres (23.5 feet) with respect to a proposed new Garden Suite that would be located within an existing detached accessory structure in the rear yard of the subject property identified as 113 Upper Prince Street (PID# 359638).

Report Details:

The Major Variance application was submitted by the property owner, Ramona Doyle, on January 9, 2026 to the City of Charlottetown Planning & Heritage Department in pursuit of allowing for the establishment of a new Garden Suite within an existing detached accessory structure in the rear yard of the property identified as 113 Upper Prince Street (PID# 359638).

Development Context:

The subject property is located in a mature residential neighbourhood located approximately 479 metres (1,571 feet) north of the northern boundary of the 500 Lot Area (Euston Street) and is located approximately 100 metres (328 feet) east of University Avenue being one of the City's main arterial north-south roadways. The subject property is a corner residential lot within the Low Density Residential (R-2) Zone and is found on a residential block that is predominately zoned as (R-2) along the east side of the block fronting primarily onto Upper Prince Street and predominately zoned as (MUC) along the west side of the block fronting primarily onto University Avenue. Due to its relative proximity to the downtown and very close location to the main University Avenue commercial corridor, the subject residential property can be said to exist within a more walkable area of Charlottetown close to a variety of amenities and shopping.

Analysis:

As per Section 5.7 of the Zoning & Development Bylaw, a minimum rear yard setback of 3 metres (9.8 feet) and minimum side yard setback of 1.8 metres (6 feet) are otherwise required for a Garden Suite unit in the rear yard of a residential property with maximum height for a Garden Suite capped at 4.6 metres (15.1 feet). Additionally, the minimum required lot size is 0.2 hectares (0.5 acres) for a property to be allowed to have a Garden Suite under the current General Provisions of the Zoning & Development Bylaw. As noted, the subject property at 113 Upper Prince Street (PID# 359638) is a corner residential lot having frontage to the east onto Upper Prince Street and to the north onto Gerald Street with the main drive driveway access (wrap-around driveway with 2 points of access) directly onto Upper Prince Street (see Attachment A).

The applicants are proposing to establish a new Garden Suite unit by re-purposing an existing 66.25 square metre (713 square feet) detached accessory structure located towards the western edge of the rear yard (see Attachments D, E & F).

When evaluating for land-use impacts it is noted that the principal impact would be with respect to the properties abutting to the rear (32 and 34 Gerald Street) in immediate vicinity to the proposed Garden Suite as shown on the air photo (see Attachment A). Referring to the 2023 air photo attached as Attachment A to this report and as further evident in the applicant's submissions, the structure that would house the Garden Suite is pre-existing on the subject property and therefore the impacts with respect to the reduced rear and side yard setbacks are already established as it concerns the existing building itself in a physical sense.

It is noted that the intent and purpose of the side and rear yard setbacks with respect to Garden Suites are to ensure that no privacy impacts are projected onto nearby or abutting properties that would disrupt quiet and peaceful enjoyment of private property and as well, that proper separation between nearby structures on separate abutting lots is present such that Fire Code and Building Code requirements can be met for safe construction.

In this particular case, while the proposed Garden Suite would be placed closer to the abutting properties at 32 and 34 Gerald Street to the west and north, respectively, the redevelopment represents the re-purposing of an existing structure that has occupied its current place and position on the subject property for many years and therefore the

existing physical impact has already been long-established. However, in that same context, the proposed Major Variance is approved would permit a change of use from essentially accessory residential storage to occupiable residential space and therefore the intensity of use is arguably increased from a land-use impact perspective. In that context, the applicants have proposed that the Garden Suite would have no windows or openings projecting either to the north or west which would be in the direction of the two abutting properties that would be subject to potential impacts arising from the proposed reduced rear yard and side yard setbacks. On this basis, the design of the Garden Suite would help to offset or mitigate any privacy impacts that could arise due to the lack of windows or doors facing in those directions. The main door is proposed to face east and inwards to the subject property and rear of the main principal dwelling thus ensuring that pedestrian traffic to and from the unit will be contained within the main rear yard amenity space of the property and not within the reduced setbacks.

In regard to the required minimum lot area of 0.2 hectares (0.5 acres) otherwise required to permit a Garden Suite under Section 5.7 of the Zoning Bylaw, while the subject property does not meet this threshold, it does represent a larger than average residential lot in the wider neighbourhood having a lot area of 0.13 hectares (0.32 acres) which is especially larger than average for a residential lot located periphery to the downtown core in Charlottetown. Given this context, it can be advised that there exists sufficient lot area not only to accommodate for 2 separate detached dwelling units on site, but such that ample internal private amenity space is still preserved for both unit and adequate coverage is still provided to satisfy the parking requirements of 1 parking space per dwelling unit in this case. It is noted that the proposed Garden Suite would be within the upper size limit of 70 square metres (753.2 square feet) of Section 5.7 of the Zoning Bylaw notwithstanding the reduced lot size.

With regard to building height, the way the Zoning and Development Bylaw defines height is from average ground grade up to the tallest point of the roof surface. In this case because the detached accessory structure has a steeply pitched roof, the tallest point would be the upper point of the roof. The primary intent of the maximum height limit of 4.6 metres for Garden Suites is to ensure that they remain secondary in terms of their size, scale and vertical massing as compared to the principal main dwelling on the site and also to ensure since they are located within the rear yard, that they do not have greater potential to create unwanted overlook or imposition into abutting rear or side yards of other properties that would impact on privacy and/or create shadow impacts.

In this case, the height of the structure intended to be converted to a Garden Suite has been the case for many years on the subject property and therefore impact due to height has been long established with respect to neighbouring properties. As well and similar to the analysis with respect to the reduced setbacks, there are no upper floor windows or openings that are proposed to be present along either the north or the west sides of the future renovated structure for the Garden Suite that would cause potential for overlook or new privacy impacts upon abutting rear or side yards of other nearby properties. Notwithstanding that the differential between permitted maximum height (4.6 metres) and proposed height (7.16 metres) of the Garden Suite would be 2.56 metres or 8.39 feet which is almost equivalent to a single storey, the additional height would not cause increased privacy impacts or exacerbate any shadow impacts to abutting properties that may already exist due to the long-standing presence of the structure. The proposed change in use from a detached accessory storage structure to a Garden Suite unit will therefore not intensify any existing height impacts should the variance be approved to account for the proposed increase in height versus what the regulation prescribes. It is also noted that the existing main dwelling on the site is taller than the existing accessory structure.

On this basis, the proposed variance can be deemed as maintaining the intent and purpose of the Zoning & Development Bylaw as it pertains to accessory residential development within the (R-2) zone.

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

Positives	Neutral	Shortcomings
▪ The proposed variance would not cause negative visual or privacy impacts to abutting properties due to both the existing presence of the physical structure and proposed placement of doors and windows for the Garden Suite. ▪ The proposed Garden Suite would introduce a new infill unit within a walkable area of the City.	▪ A Building and Development Permit will be required with respect to the proposed conversion of the accessory structure to a Garden Suite.	▪ The proposed Garden Suite conversion would not meet the current General Provisions of the Zoning & Development Bylaw as it regards lot size, rear yard setback, side yard setback and building height.

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property addressed as 113 Upper Prince Street (PID# 359638) be approved to allow for the establishment of a Garden Suite within an existing detached accessory structure to:

1. Permit a reduced minimum lot area of 0.13 hectares (0.32 acres);
2. Permit a reduced minimum side yard setback of 1.16 metres (3.83 feet);
3. Permit a reduced minimum rear yard setback of 1.16 metres (3.83 feet); and
4. Permit an increased maximum height of 7.16 metres (23.5 feet).

Council or Committee History:

N/A

Financial Implications:

N/A

Public Engagement and Communication:

In accordance with Section 3.9 of the Zoning & Development Bylaw on February 11, 2026, notice of the Major Variance application for 113 Upper Prince Street (PID# 359638) was circulated to sixty-four (64) surrounding property owners within 100 metres (328.1 feet) of the subject property to request written comments on the proposed variance. The deadline to submit written comments was 4:30pm on Wednesday, February 25, 2026.

No written feedback was received in response to the circulation.

Legislative Authority:

Zoning & Development Bylaw
Official Plan

Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

Submitted By Planner:
David Douglas Gundrum, RPP, MCIP



Manager of Development Planning

Reviewed By:

Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 02/27/2026

Committee Recommendation: (if differing from staff)

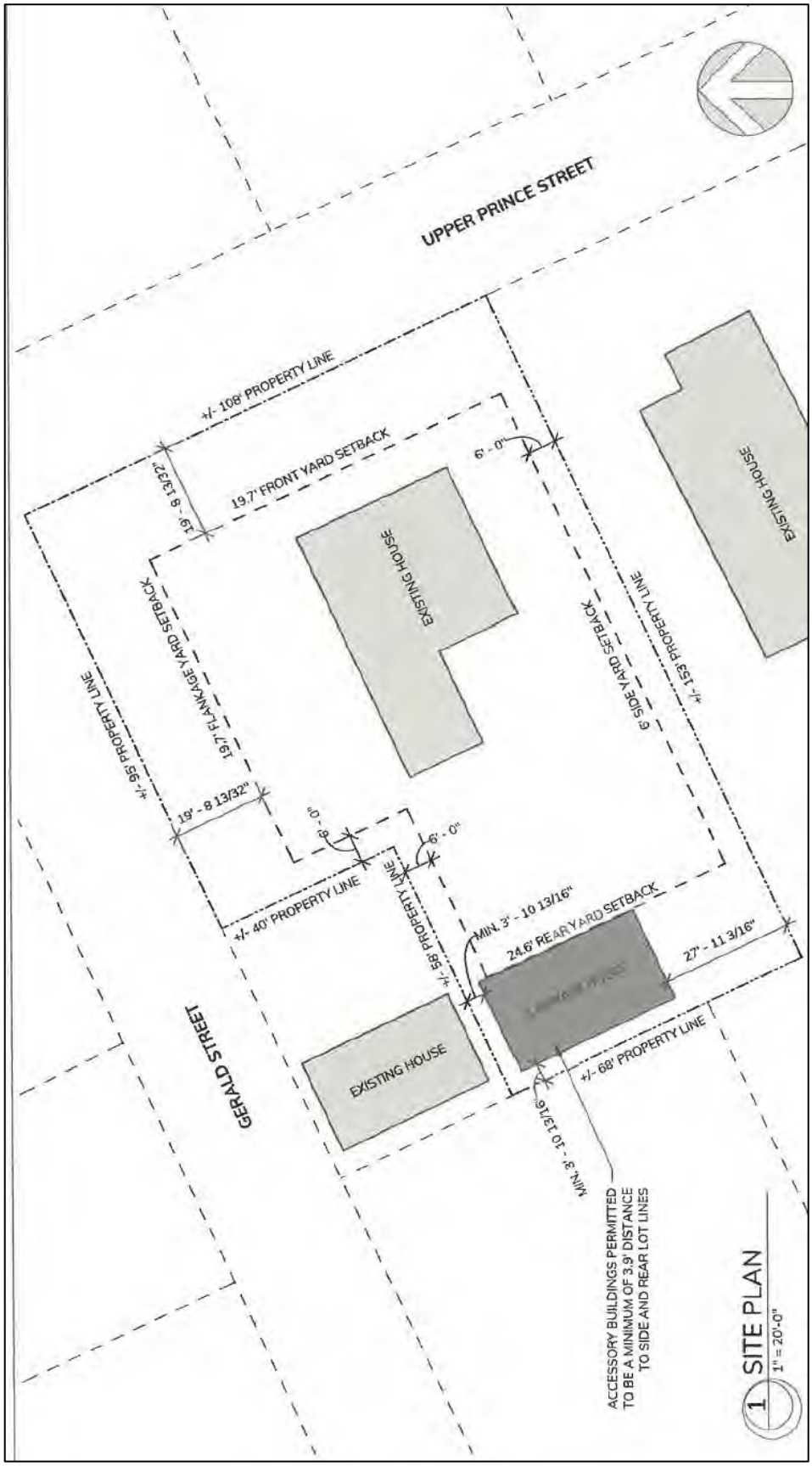
Attachment “A” – Air Photo



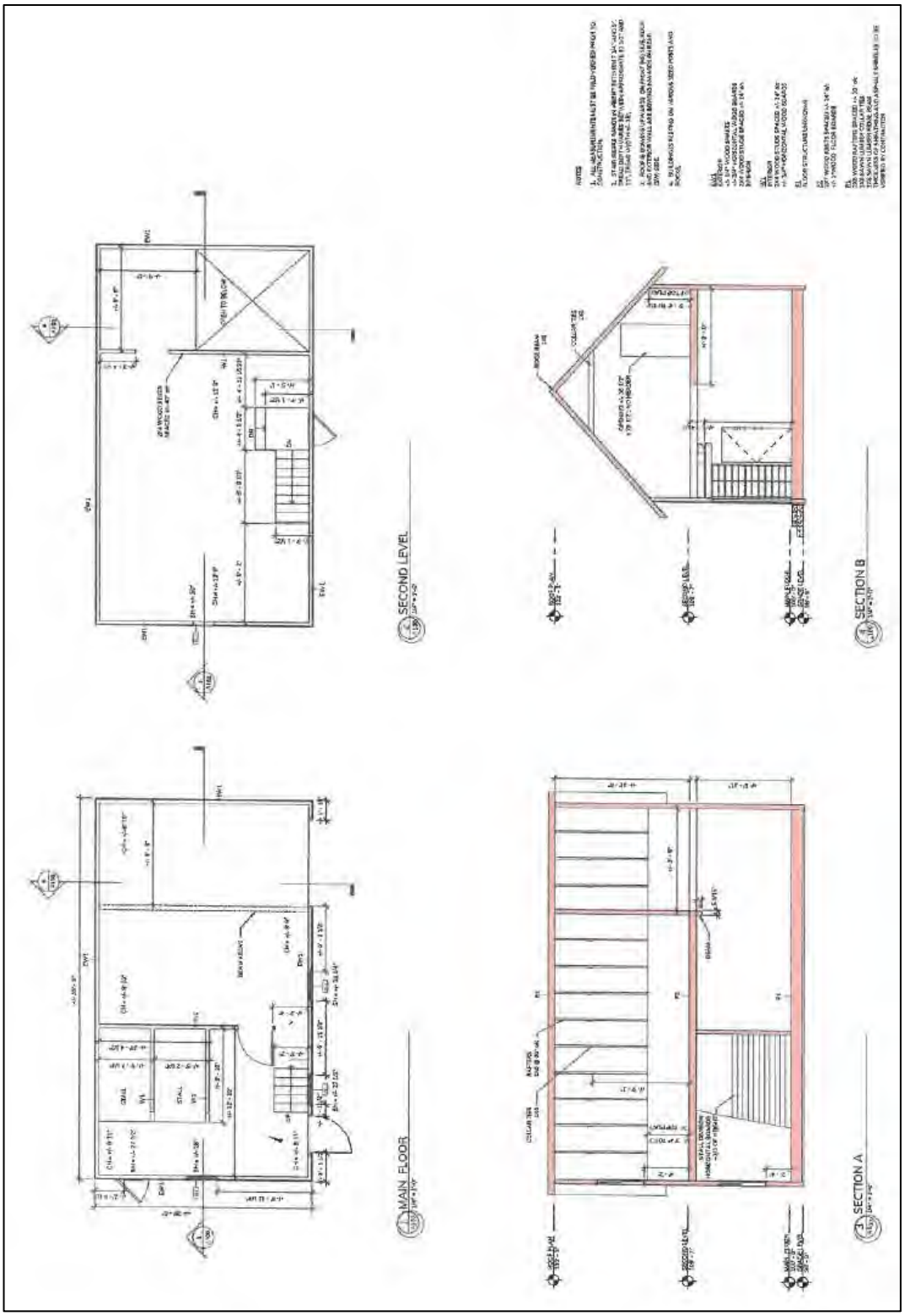
Attachment “B” – Zoning Map



Attachment "C" – Site Plan



Attachment “D” – Floor Plans



Attachment “E” – Structure Photo



Attachment "F" – Circulation Letter (February 11, 2026)

Planning & Heritage Department
City of Charlottetown
70 Kent Street
Charlottetown, PE C1A 1M9

CHARLOTTETOWN

t 902.629.4158
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e planning@charlottetown.ca
w www.charlottetown.ca

[redacted]

February 11, 2026

Re: 113 Upper Prince Street (PID# 359638)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received a request for Major Variance to allow for a Garden Suite (detached Accessory Dwelling Unit – ADU) to be established on a property within an existing detached accessory structure where the property has a lot size of less than 0.2 hectares (0.5 acres) in area as per the requirements of Section 5.7 of the Zoning & Development Bylaw. The subject property identified as 113 Upper Prince Street has an existing lot size of approximately 0.13 hectares (0.32 acres) within the Low Density Residential (R-2) Zone. The Garden Suite would also have a reduced minimum rear yard setback of 1.16 metres (3.83 feet) and a reduced side yard setback of 1.16 metres (3.83 feet) whereas a minimum rear yard setback of 3 metres (9.8 feet) and a minimum side yard setback of 1.8 metres (6 feet) are otherwise required as per Section 5.7.2 of the Zoning & Development Bylaw for a Garden Suite.
As required by the *Zoning & Development Bylaw*, property owners within 100 metres (328.1 feet) of the subject property, must be notified of Major Variance requests. If you have any objections or comments regarding the Major Variance, please include the rationale for your objections and submit by email to the reporting Planner at dgundrum@charlottetown.ca no later than **4:30PM on Wednesday, February 25th, 2026.**

Please be advised that any written comments will form part of the public record.

In accordance with Section 3.9.4 of the *Zoning & Development Bylaw*, the Major Variance request will be referred to Planning Board to advise on the request, along with any comments received and make a recommendation to Council. At Council's discretion, they may approve or refuse the variance. The application will be heard at the Planning Board meeting scheduled for **5:00PM on Tuesday, March 3rd, 2026, in City Council chambers (2nd Floor) located at City Hall (199 Queen Street).**
If you have any questions in regard to the application, please contact the Planning & Heritage Department at (902) 629-4158.

Sincerely,

David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

Attachment “G” – Public Responses to Circulation

None received.

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-MARCH-6A-3
6 Prince Street (PID# 739128)

Date:
March 3, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map
C. Site Plan
D. Location Rendering
E. Circulation Letter (February 11, 2026)
F. Public Responses to Circulation

Report Title:

Major Variance to permit a Container (shipping container) to be established on a property within the Waterfront (WF) Zone adjacent to Founder's Hall that is proposed to used for an established commercial business (e-bike tour rental businesss) whereas a Container shall not be used as a commercial or an Accessory Building as per Section 5.2.2 of the Zoning & Development Bylaw.

The application has been submitted by Frank MacEachern on behalf of the owners Charlottetown Harbour Authority Inc.

Report Purpose:

Evaluation of a request for relief from the General Provisions of the Zoning & Development Bylaw via Major Variance to allow for a Container (shipping container) to be used as an accessory building for commercial business use for an established commercial business (e-bike tour rental business) to be re-located to the subject property.

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the requested Major Variance for the subject property addressed as 6 Prince Street (PID# 739128) be approved to allow for the placement of a Container (shipping container) on the subject property measuring approximately 2.44 metres by 12.19 metres (8 feet by 40 feet) in size to be placed within the boundaries of the subject property and only to be used for the operating of an established commercial business (e-bike tours and e-bike rentals), subject to the following conditions:

1. That the applicant apply for and receive an approved Development Permit from the City of Charlottetown for the use (shipping container for operating an e-bike tour and e-bike rental business only); and

2. That the Container (shipping container) be clad with a finish or materials that visually soften or mute its otherwise industrial utilitarian appearance.

Report Details:

The Major Variance application was submitted by the applicant (Frank MacEachern) on February 6, 2026 to the City of Charlottetown Planning & Heritage Department on behalf of the property owners (Charlottetown Harbour Authority Inc.) in pursuit of allowing for the establishment of a Container (shipping container) measuring approximately 2.44 metres by 12.19 metres (8 feet by 40 feet) on the property identified as 6 Prince Street (PID# 739128) in the location on the site as indicated by the applicant's submitted site plan (see Attachment C).

Development Context:

The subject property is located on the east side of Prince Street and is approximately 100 metres (328 feet) north of the Charlottetown main waterfront shoreline and is the site of Founder's Hall & Food Market (see Attachment A). Properties in the area consist of a mix of commercial business and multi-residential sites predominately in the Waterfront (WF) or Downtown Mixed Use Neighbourhood (DMUN) Zones (see Attachment B).

The subject property is located within the Waterfront (WF) Zone and is principally used for business commercial and community gathering purposes (i.e. Founder's Hall & Food Market). Located approximately 75 metres (246 feet) to the south of the proposed location for the Container is an existing 3-storey condo apartment building (4 Prince Street) while approximately 65 metre (213 feet) to the southwest is waterfront public park space (Confederation Landing Park) owned and operated by the City of Charlottetown (see Attachment A). Approximately 50 metres (164 feet) north of the proposed location for the Container is Water Street which contains a mix of low to mid-density residential buildings and independent businesses, some of which cater to Charlottetown's seasonal tourism industry. Further south along the immediate waterfront and within a 2 minute walk of the subject property is the Charlottetown Marina and the cruise ship docks which welcome thousands of international visitors to the City every year.

Due to its location within the core downtown waterfront area and being very close to many complementary tourist-based businesses, the subject property and proposed location for the Container that would house the seasonal business (e-bike tours and rentals) can be said to be centrally located within Charlottetown's downtown business area that is strongly linked to the tourism industry.

Analysis:

As per Section 5.2 (Uses Prohibited In All Zones) of the Zoning & Development Bylaw and more specifically Section 5.2.2, no container shall be used as a commercial or Accessory Building in any Zone except as explicitly permitted by other legislation.

Notwithstanding the intended use of the Container for a legitimate tourism-based business along the downtown Charlottetown waterfront (e-bike tours and rentals), the use is not permitted given the physical format that it is proposed to assume in the form of a shipping container (see Attachment D for illustration).

An accessory building or structure is a permitted use in the Waterfront (WF) Zone that applies to the subject property albeit not in the form of a shipping container as per Section 5.2.2 of the Bylaw. For that reason that the general form of use (accessory building) is otherwise permitted in the (WF) Zone and based on Section 3.9.1.i) of the Zoning & Development Bylaw which allows for a Major Variance to be considered where a rezoning or site-specific amendment to Zoning is not appropriate, the applicant has applied for a Major Variance to have their request considered by Planning Board and Council.

When evaluating for land-use impacts it is noted that the principal impact would potentially be visual in nature owing to the presence of a new structure where there is currently open space adjacent to the entrance of Founder's Hall.

It is noted that the intent and purpose of the blanket prohibition on the presence of shipping containers in all zones of the City is to prevent them from being widely used for storage purposes where the visual impacts, especially in residential areas can be severe and out of place from an aesthetic perspective owing to their often strong industrial, utilitarian appearance and massing.

In the case of the proposal for 6 Prince Street, the location is found within a mixed commercial and higher-density residential waterfront area possessing a long-standing commercial-industrial past linked to maritime trade and tourism. Shipping containers are often a common site still in more industrialized waterfront port areas and while the City of Charlottetown waterfront has transitioned in decades gone by from bring an active commercial-industrial port in the mainstay to a more tourism and recreational-business oriented hub, the proposal that the applicant has put forth would be compatible in terms of commercial use (tourist-focused business use) and its general aesthetic given its limited scale of one (1) container of limited size that is proposed to be visually modified through exterior surface treatments to obscure and attempt to camouflage its industrial nature.

On this basis, the proposed variance can be deemed as maintaining the intent and purpose of the Zoning & Development Bylaw as it pertains to accessory buildings and structures and commercial business development in the Waterfront (WF) Zone, provided it is approved with the related recommended conditions that pertain to its location and modified visual appearance.

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

Positives	Neutral	Shortcomings
▪ The proposed variance would allow for the expansion and increased visibility of an established and successful seasonal tourism business in Charlottetown with potential to increase tourist activity in the downtown and have economic spin-off effects for other business at an enhanced scale. ▪ The proposed location and cosmetic appearance of the use is coherent with an oceanside waterfront area provided that the recommended future Development Permit condition regarding appearance is adhered to.	▪ A Development Permit will be required with respect to the proposed accessory Container use.	▪ The proposed accessory Container use is otherwise prohibited by the General Provisions of the Zoning & Development Bylaw which are universal land-use regulations that apply City-wide notwithstanding individual zoning of properties.

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the requested Major Variance for the subject property addressed as 6 Prince Street (PID# 739128) be approved to allow for the placement of a Container (shipping container) on the subject property measuring approximately 2.44 metres by 12.19 metres (8 feet by 40 feet) in size to be placed within the boundaries of the subject property and only to be used for the operating of an established commercial business (e-bike tours and e-bike rentals), subject to the following conditions:

1. That the applicant apply for and receive an approved Development Permit from the City of Charlottetown for the use (shipping container for operating an e-bike tour and e-bike rental business only); and

2. That the Container (shipping container) be clad with a finish or materials that visually soften or mute its otherwise industrial utilitarian appearance.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
In accordance with Section 3.9 of the Zoning & Development Bylaw on February 11, 2026, notice of the Major Variance application for 6 Prince Street (PID# 739128) was circulated to sixty-three (63) surrounding property owners within 100 metres (328.1 feet) of the subject property to request written comments on the proposed variance (see Attachment E). The deadline to submit written comments was 4:30pm on Wednesday, February 25, 2026.

The City received three (3) written comments in response to circulation, all stating opposition to the application (see Attachment F).

Legislative Authority:
Zoning & Development Bylaw
Official Plan

Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

Submitted By Planner:
David Douglas Gundrum, RPP, MCIP



Manager of Development Planning

Reviewed By:

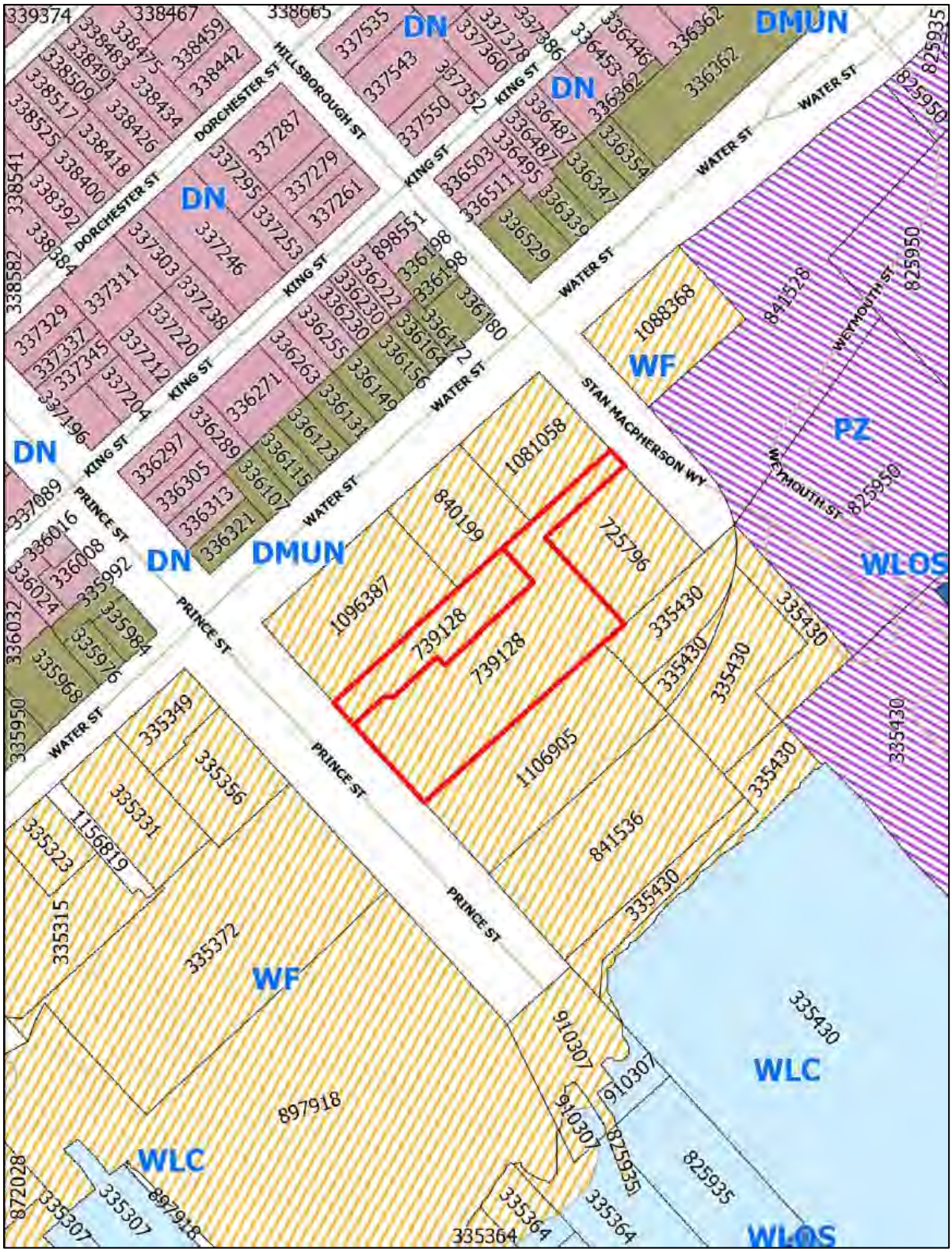
Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 02/27/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo



Attachment "B" – Zoning Map



Attachment “C” – Site Plan



Attachment “D” – Location Rendering



Attachment "E" – Circulation Letter (February 11, 2026)

Planning & Heritage Department
City of Charlottetown
70 Kent Street
Charlottetown, PE C1A 1M9

t 902.629.4158
f 902.629.4156
e planning@charlottetown.ca
w www.charlottetown.ca

[redacted]

February 11, 2026

Re: 6 Prince Street (PID# 739128)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received a request for Major Variance to allow for a Container (shipping container) to be established on a property within the Waterfront (WF) Zone adjacent to Founder's Hall that will be used for an established commercial business (e-bike tours) whereas a Container shall not be used as a commercial or an Accessory Building as per Section 5.2.2 of the Zoning & Development Bylaw.

As required by the *Zoning & Development Bylaw*, property owners within 100 metres (328.1 feet) of the subject property, must be notified of Major Variance requests. If you have any objections or comments regarding the Major Variance, please include the rationale for your objections and submit by email to the reporting Planner at dgundrum@charlottetown.ca no later than **4:30PM on Wednesday, February 25th, 2026.**

Please be advised that any written comments will form part of the public record.

In accordance with Section 3.9.4 of the *Zoning & Development Bylaw*, the Major Variance request will be referred to Planning Board to advise on the request, along with any comments received and make a recommendation to Council. At Council's discretion, they may approve or refuse the variance. The application will be heard at the Planning Board meeting scheduled for **5:00PM on Tuesday, March 3rd, 2026, in City Council chambers (2nd Floor) located at City Hall (199 Queen Street).**

If you have any questions in regard to the application, please contact the Planning & Heritage Department at (902) 629-4158.

Sincerely,

David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

Attachment "F" – Public Responses to Circulation

Re 5 prince Street (PID# 739128)

ML Malcolm Lodge [redacted]
To: Gundrum, David
Cc: Malcolm Lodge; Cheryl Carter-Lodge

[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 Mar. Gundrum.

As a resident home owner of 201 Water St. I wish to register my opposition to the proposed Major Variance to allow placement of a shipping container intended for a commercial e-bike rental business immediately adjacent to the entrance of Founders Hall, a historic heritage building on the waterfront.

While an e-bike rental business would be an appropriate business somewhere in the general region, this is not an appropriate location. I recommend not for approval.

Respectfully

Malcolm Lodge
201 Wate Street,
[redacted]

Sent from my iPad

Major Variance

David Payne [redacted]

Reply All | Forward | ...

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

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Dear Mr. Sundrom,

I resonate and empathize with your service and thank you for it. I served as a pastor for 45 years and know that it is not an easy thing to be in the trenches of public service trying to navigate and accommodate many voices, demands, expectations and perspectives. And appreciation for what you do can often be lacking. So, thank you.

The reason for writing you is my concern for the appearance and future of our beautiful waterfront and one more thing that threatens to erode its beauty. That is the request for a large shipping container to be established and located next to and in front of Founder's Hall on Prince Street.

Firstly, property owners within 100 metres must be notified. I am a property owner at 4 Prince and received no notification (I heard from a friend of a friend who had received a notification). To my knowledge, no other owners at 4 Prince received notification either. So, at very least, I/we are asking for an extension of the Planning Board meeting scheduled for 5:00PM on this coming Tuesday, March 3rd, to give time for us at 4 Prince to get caught up on this matter and to respond.

Secondly, my understanding is that the container will be used for a commercial business interest, and that such containers are not allowed for such purposes as per Section 5.2.2 of the Zoning & Development Bylaw. I'm sure that there was a sound reason for why this bylaw was established in the first place, and that should settle it ... full stop. No. We need to be so careful about moving the goal posts to accommodate commercial interests. Yes, there is money to be made by someone, but there is a waterfront to also protect with vigilance.

Thirdly, is the matter of the waterfront itself. Our waterfront is a rich resource. It was one of the key reasons that my wife and I moved here four years ago. With the likelihood of the Forge going ahead and being squeezed in between us and Founder's Hall, we are losing the beauty of our waterfront as it erodes away piece by piece by developers and commercial interests. Once it is gone, it is gone! Thousands of tourists visit our city each year, not to mention the numerous cruise ships that dock at our waterfront. We do not want to tamper too much with a good thing, for we risk losing an opportunity to mirror the success of world-class waterfronts.

Thank you for your attention to my/our concerns. I look forward to your response.

Regards,
David Payne
4 Prince Street, Charlottetown



6 Prince Street

John Rankin [redacted]
To: Goodwin, David

Reply | Reply All | Forward | ...

You don't often get email from [redacted] Learn why this is important

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.

I am writing in response to the major variance request to put a container at the entrance to Founders Hall . I had a few unanswered questions but you have not yet returned my phone calls . Having spent millions of $ on restoring the building we find it deplorable that you would consider an application to do what is being proposed . We are firmly against the proposed major variance .

John Rankin and Barbara Flanagan Rankin
property owners 124 Water Street
128-132 Water Street

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-MARCH-6A-4
11 Keaton Drive (PID# 1136563)

Date:
March 3, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map
C. Floor Plan (submitted by Applicant)
D. Circulation Letter (February 11, 2026)
E. Public Responses to Circulation

Report Title:
Major Variance to permit an appointment-based home occupation (beautician service) within a single-detached dwelling present on the subject property identified as 11 Keaton Drive (PID# 1136563).

The application has been submitted by Gagandeep Kaur Matharu who is owner of the property.

Report Purpose:
To evaluate a request for a beautician service as an appointment-based home occupation within an existing dwelling.

Staff Recommendation:
The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property addressed as 11 Keaton Drive (PID# 1136563) be approved:

1. To allow for an appointment-based home occupation in the form of a beautician service.

and request that Council establish:

2. the approved number of clients permitted to visit per day and the maximum number of business-based visits per week; and
3. the required on-site parking for the proposed home occupation.

Report Details:

The proposed Major Variance application for the subject property identified as 11 Keaton Drive in the Single Detached Residential (R-1S) Zone, was submitted by the property owner Gagandeep Kaur Matharu on February 6, 2026. The intent of the application is to allow for an appointment-based business for a beautician service that would be located within a single room of an existing single-detached dwelling.

Development Context:

The subject property is located on the south side of Keaton Drive and three houses in from the intersection of Athol Drive, Windymere Drive and Keaton Drive, all being local roads. The subject property is located approximately 240 metres (787 feet) southwest from the T-intersection of Melody Lane and Malpeque Road where the Malpeque Road is a major collector road in the City of Charlottetown that connects portions of the City north to south. The subject property and surrounding properties are all within either the Single Detached Residential (R-1L) or (R-1S) Zone of the Zoning and Development Bylaw and contain entirely single-detached dwellings throughout the immediate neighbourhood of similar size and scale (see Attachment A).

Analysis:

Section 5.9.3(f) of the Zoning and Development Bylaw outlines regulations for home occupations and states that additional uses including uses with appointments typically based on an hourly basis or as scheduled may be considered following the process of review for a Major Variance. Section 5.9.1(k) states that the maximum number of clients permitted on the premises of appointment-based home occupations at any one time will be determined by Council. Additionally, as per Section 46.1 of the Bylaw, the required parking will be left to the discretion of Council for appointment-based home occupations.

As per Section 3.9.1(i) of the Zoning and Development Bylaw, where a land use proposal does meet the threshold to involve a rezoning or site-specific amendment application (i.e. the proposed use is already permitted in the existing zoning) and the variance request is not considered to be substantial where an amendment process should otherwise be exercised, then it is appropriate to evaluate the land use proposal by means of a Major Variance application as is the case here.

While the proposed business has potential to increase traffic counts to a limited extent along Keaton Drive where street parking is already limited, the existing single-detached dwelling contains a double-car garage (2 parking spaces) as well as space within the property boundaries of the existing driveway to also accommodate two (2) parking spaces for a total of four (4) parking spaces on-site. It is noted in this context that the single-detached dwelling itself only requires 1 legal parking space for its own use as per the parking requirements of the Zoning & Development Bylaw. Further, any impacts can be addressed through Council setting an appropriate maximum number of daily visits and an overall maximum number of weekly visits to the business and requesting on-site parking for clients which could be physically accommodated based on existing site characteristics. It is also noted that the use would be limited to accommodating 1 client visit at a time so on a continual basis, only 1 parking space should be needed for the additional home occupation use at any given time.

Based on the existing attributes of the site, the property could easily accommodate anticipated parking demands and if Council limits the maximum number of daily and weekly client visits, this would further serve to mitigate any off-site impacts from the establishment of the home occupation use where appointments are concerned.

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

Positives	Neutral	Shortcomings
The proposed home occupation would create a new economic opportunity for the existing homeowner and provide a new service to the wider community.	The proposed home occupation would require submission of a Development Permit to the City to confirm the change of use should the Major Variance be approved.	The proposed home occupation is not otherwise allowed as-of-right due to its appointment-based nature and may cause limited traffic increases within the local road network.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
In accordance with Section 3.9 of the Zoning & Development Bylaw on February 11, 2026, notice of the Major Variance application for 11 Keaton Drive (PID# 1136563) was circulated to forty-two (42) surrounding property owners within 100 metres (328.1 feet) of the subject property to request written comments on the proposed variance (see Attachment D). The deadline to submit written comments was 4:30pm on Wednesday, February 25, 2026.

The City received five (5) written comments in response to circulation, all stating opposition to the application (see Attachment E).

Conclusion:
The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property addressed as 11 Keaton Drive (PID# 1136563) be approved:

1. To allow for an appointment-based home occupation in the form of a beautician service.

and request that Council establish:

2. the approved number of clients permitted to visit per day and the maximum number of business-based visits per week; and

3. the required on-site parking for the proposed home occupation.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

Submitted By Planner:
David Douglas Gundrum, RPP, MCIP



Manager of Development Planning

Reviewed By:

Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 02/27/2026

Committee Recommendation: (if differing from staff)

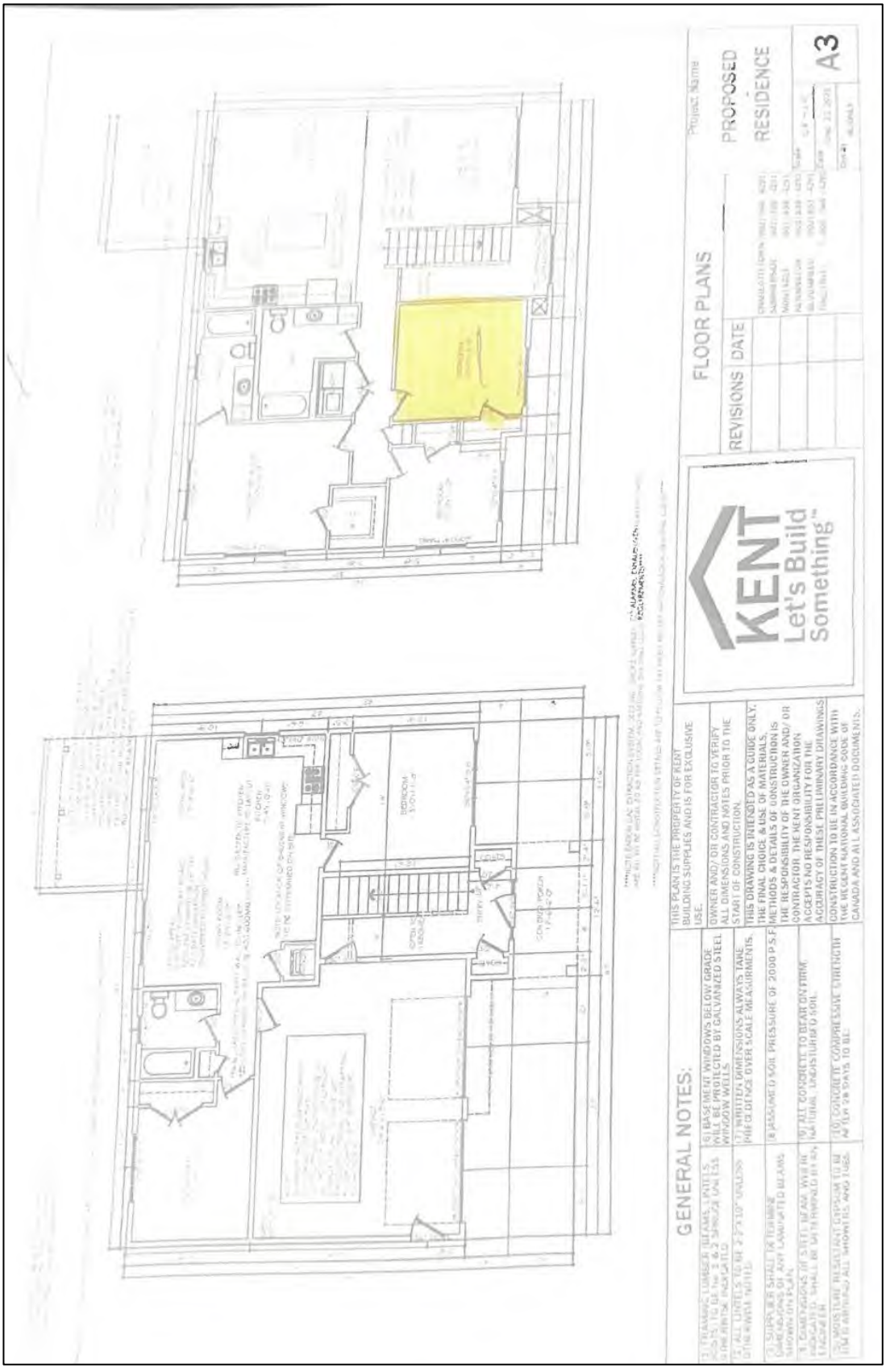
Attachment "A" – Air Photo



Attachment "B" – Zoning Map



Attachment “C” – Floor Plan



Attachment "D" – Circulation Letter (February 11, 2026)

Planning & Heritage Department
City of Charlottetown
70 Kent Street
Charlottetown, PE C1A 1M9

CHARLOTTETOWN

t 902.629.4158
f 902.629.4156
e planning@charlottetown.ca
w www.charlottetown.ca

February 11, 2026

Re: 11 Keaton Drive (PID# 1136563)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received a request for Major Variance to allow for an appointment-based business (beautician service) to operate within a portion of an existing single-detached dwelling within the Single Detached Residential (R-1S) Zone as a Home Occupation under the regulations of the Zoning & Development Bylaw. As per Section 5.9.3.g) of the Zoning & Development Bylaw, home occupations having appointments on an hourly basis may only be considered following the process for review of a Major Variance with Planning Board and City Council.

As required by the *Zoning & Development Bylaw*, property owners within 100 metres (328.1 feet) of the subject property, must be notified of Major Variance requests. If you have any objections or comments regarding the Major Variance, please include the rationale for your objections and submit by email to the reporting Planner at dgundrum@charlottetown.ca no later than **4:30PM on Wednesday, February 25th, 2026.**

Please be advised that any written comments will form part of the public record.

In accordance with Section 3.9.4 of the *Zoning & Development Bylaw*, the Major Variance request will be referred to Planning Board to advise on the request, along with any comments received and make a recommendation to Council. At Council's discretion, they may approve or refuse the variance. The application will be heard at the Planning Board meeting scheduled for **5:00PM on Tuesday, March 3rd, 2026, in City Council chambers (2nd Floor) located at City Hall (199 Queen Street).**

If you have any questions in regard to the application, please contact the Planning & Heritage Department at (902) 629-4158.

Sincerely,

David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

Attachment "E" – Public Responses to Circulation

Gundrum, David

From: Floyd Goyetche [redacted]
Sent: Saturday, February 21, 2026 2:47 PM
To: Gundrum, David
Cc: Kathy Goyetche
Subject: RE: 11 Keaton Drive PID 1136563 - Major Variance objections

You don't often get email from [redacted] Learn why this is important

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 Sirs and to whom it may concern:

As per notification dated February 12, 2026 we the residents of 8 Keaton Drive in Charlottetown wish to confirm our objections to the home-based business application at 11 Keaton Drive. This property is located directly across the street from our property and appears to us to be currently operating the business as referenced in the application.

Our objections are:

- We are observing additional vehicle traffic coming and going at 11 Keaton Drive at various times of day and beyond what would be thought an acceptable hour.
- As homeowners in a residential subdivision we believe a commercial business could affect how the neighbour hood is perceived.
- If this service is allowed to move forward, we could only assume that further commercial business would be approved therefore setting an unwanted precedent.
- We have observed that the current operation has created instances of on street parking. In certain cases, we have observed patrons arrive and seem unsure of which house they need to get to. This has resulted in patrons turning in the middle of the street to maneuver into or find the correct driveway. We view that as a safety concern for all local residential traffic movement on the street.
- We have experienced a stranger arriving onto our property in the dark looking for their service. The stranger seemed confused as to where they were supposed to be. This type of situation is concerning as it has the potential for damage to vehicles in our driveway and potentially to our property along with any other chance for a liability issue.
- Muffler noise, vehicles idling, vehicle doors opening and closing frequently.

Sincerely

Floyd and Kathy Goyetche
8 Keaton Drive

Gundrum, David

From: Daphne Perry <[redacted]
Sent: Monday, February 23, 2026 11:12 AM
To: Gundrum, David
Subject: 11 Keaton Dr

[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 David,

> We are writing to state our strong and unequivocal opposition to the application for a home-based beautician business within our residential subdivision. Based on the impacts already experienced and the foreseeable consequences, it is clear that this proposal is inappropriate, disruptive, and incompatible with the intended use of our neighborhood. I urge Council to vote No on this application.
> Our neighbour has been operating both an Airbnb and a beautician business from her home for the past couple of years and as these operations have expanded, the negative effects on the surrounding residents have become impossible to ignore. The following concerns illustrate why this application must be rejected.
>
> 1. Traffic and Parking Impacts Are Already Unacceptable Our
> subdivision was never designed to accommodate commercial traffic. The steady stream of clients results in congestion, idling vehicles, and increased on-street parking—disruptions that residents should not be expected to tolerate. As someone who works from home, the constant vehicle activity significantly interferes with my workday. This level of traffic is not suitable for a quiet residential street and should not be permitted to increase further.
>
> 2. Excessive Noise and Activity Will Disrupt the Community Client
> turnover, outdoor conversations, deliveries, and general business-related activity directly undermine the peace and quiet that residents are entitled to. This is a family-oriented residential neighborhood, not a commercial corridor. Allowing a business that generates this level of disruption is fundamentally incompatible with the character and purpose of the subdivision.
>
> 3. Residents' Privacy Has Already Been Compromised Multiple clients
> have mistaken my home for the business, parking in my driveway and ringing my doorbell. This is intrusive, unacceptable, and demonstrates exactly why such operations do not belong in a residential area. Strangers wandering the neighborhood or approaching the wrong properties erodes residents' privacy and sense of security.
>
> 4. Negative Impact on Property Values
> When a residential street begins to resemble a commercial zone—with increased traffic, noise, congestion, and visible business activity—property values inevitably suffer. Prospective buyers are far less interested in homes located beside or near ongoing commercial operations. This application would directly compromise the desirability of the neighborhood.
>
> 5. Approval Would Set a Troubling and Irreversible Precedent Allowing
> this business signals that other commercial operations could be permitted—massage therapy, nail salons, tutoring centers, and more. Once Council opens that door, it becomes extremely difficult to close it again. This proposal is not just about one business; it would set a precedent with lasting consequences.

>
> 6. Safety and Liability Risks Should Not Be Introduced Beautician
> services often involve chemicals, specialized tools, and a steady flow of unfamiliar visitors. These factors bring additional risks—slip-and-fall incidents, exposure to products, increased traffic hazards—that are inappropriate for a subdivision designed exclusively for residential use. This is a family neighborhood, and should remain one.
>
> 7. Aesthetic and Structural Changes Will Undermine the Look of the
> Street Business-related changes such as signage, extra lighting, or structural modifications—even if considered minor—will alter the appearance of both the property and the surrounding homes. Allowing this sets expectations for future commercial-style changes, undermining the cohesive residential character of the subdivision.
>
> Conclusion
> For all of the above reasons, we strongly urge Council to vote No on this application. The proposed home-based beautician business is incompatible with the purpose of our subdivision and poses clear risks to the peace, safety, privacy, and long-term value of our community. Residents should not be forced to accommodate commercial operations in a FAMILY neighborhood that was never intended to house them.
> Thank you for your time and consideration.
> David and Daphne Perry

11 Keaton Drive (PID# 1136563)

Karen Fraser [redacted]

[redacted] Learn why this is important

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 evening Mr. Gundrum,

My name is Karen Fraser and I live on 24 Keaton Drive. Like many of my neighbours, I received a letter from you regarding the above noted Major Variance request. Thank you for giving us the opportunity to submit our objections/comments regarding this request.

I object to this request for the following reasons:

- This is a very small street with absolutely no Side Walks. We have young families who are often on Keaton Drive walking, riding their bikes, young children running around with their friends, and a few retired folks like myself who enjoy a daily walk. Allowing a private business to operate on Keaton Drive is a major safety concern for us all.

Finally, 11 Keaton Drive is located one house away from the Canada Post Mailbox. Additional traffic flow and no parking, is a recipe for disaster.

Thank you for this opportunity.

Karen Fraser

11 Keaton Drive PID#1136563

Diane Crozier [redacted]
Gundrum, Owen
MacKinnon, Trevor; Diane Crozier

Dear Mr. Gundrum: I am writing in response to your letter dated Feb 12, 2026 regarding the above property and request for **Major** Variance to Zoning Bylaw to allow for the operation of an appointment based beautician service to operate at their property. My home is directly adjacent to the above property, so I am particularly concerned and am in opposition to this request. My concerns are the following:

1. Traffic concerns: Our street is not wide and does not have sidewalks. Any parking on streets poses risk to children riding bikes and people walking, forcing them into the middle of the street. We have a lot of walkers in the neighbourhood and children. As I am right next door, and located on a curve in the street, I am particularly concerned that street parking would also block my view considerably making it difficult to see pedestrians and any traffic in the street when moving in and out of my driveway. Unacceptable.
2. I am concerned about what happens when one business is permitted to operate on the street that this opens a precedent for more. I realize impacts of this are hard to quantify, however, I am concerned about effects on property values. When I decide to sell, will this discourage a buyer who, like myself, would prefer not to live next door to a business. I take pride in my home and look after my property and don't like to think a Major variance to Bylaws can take away from that either by reducing the dollar value or the marketability of my property.
3. Your letter does not provide much by way of detail about the business. Have they provided any further info in their application? Number of chairs or operators, hours and days of operation, type of service offered, products being sold, signage? Are restrictions available to keep traffic low and the appearance of the business, such as signage, discreet? Should this be better scoped out to better understand traffic in and out of the business before considering the application?
4. Privacy is also a concern where I am right next door. The additional traffic being brought onto the street in addition to adding risk, could be intrusive. I worry that creep in commercialization could affect the feel of a quiet, family neighborhood.

Thank you for taking my concerns before the planning Board and City Council. I will plan on attending the meeting on March 3rd so would appreciate being kept up to date if any changes in timing were to occur.

Regards,

Diane Crozier
21 Keaton Drive
Charlottetown, PE. C1E3M6
[redacted]

Opposition to Request for Major Variance Re: 11 Keaton Drive (PID # 1136563)

Jennifer MacDonald [redacted]

To: Guardian Board

Reply | Reply All | Forward | ...

To whom it may concern,

Please consider this a formal objection to the requested Major Variance at 11 Keaton Drive (PID # 1136563).

I am writing as a homeowner and parent who chose this neighbourhood because it was a designated single-family residential area.

This is not about opposing small business, nor is it about resisting growth. Charlottetown is evolving, and that is natural. However, growth must occur in ways that are consistent with planning principles and fair to existing residents.

For many of us, our home is our primary financial investment. We pay substantial residential property taxes with the understanding that zoning regulations will protect the character and livability of the area. When commercial intensity is introduced without a broader planning framework, homeowners bear the impact without corresponding infrastructure or policy review.

My objections are being made to ensure that commercial uses are located where they are planned and supported. Businesses belong in areas zoned and designed for commercial activity.

Approving this variance risks setting a precedent that incrementally transforms residential streets into mixed-use corridors without community-wide consultation.

I have concerns that approval will:
- Introduce intensified traffic generation inconsistent with residential planning assumptions
- Increase on-street parking demand without supporting infrastructure
- Create land use incompatibility with surrounding homes
- Establish precedent for incremental commercialization of the neighbourhood

Major variances are intended to address hardship — not to introduce uses that conflict with the intent of the zoning bylaw. If this application is approved, it sets a precedent that invites similar requests and gradual commercialization of what is meant to remain residential.

I respectfully ask Council to uphold the residential designation of this neighbourhood and deny this application.

Thank you for your consideration,

Jennifer MacDonald
45 Keaton Dr.

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-March-6B-1
66 McGill Avenue (PID# 355057)

Date:
March 3, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
N/A

Prepared by:
Michael Fraser, Planner 2

Attachments:
A. Air Photo
B. Zoning Map
C. Proposed Site Plan
D. Circulation Letter (September 15, 2025)
E. Public Responses to Circulation
F. Public Meeting Minutes (October 1, 2025)

Report Title:
Proposed Rezoning for 66 McGill Avenue (PID# 355057). The application has been submitted by Monica Gilks (SableArc Studios) on behalf of the owners Roop Holdings Ltd. (Colin Roop & Pauline Tran-Roop).

Report Purpose:
Evaluation of a request for rezoning and Official Plan Amendment (OPA) to place the subject property within the Medium Density Residential Townhouse (R-3T) Zone and the Medium Density Residential land-use designation of the Official Plan to facilitate the addition of a third dwelling unit within an existing legally non-conforming two-unit building.

Staff Recommendation:
That Planning Board recommend that Council:

Approve the proposed rezoning and Official Plan Amendment (OPA) for the subject property addressed as 66 McGill Avenue (PID# 355057) to rezone from Single Detached Residential (R-1S) Zone to the Medium Density Residential Townhouse (R-3T) Zone and to change the Official Plan land-use designation from Low Density Residential to Medium Density Residential to facilitate the renovation of an existing legally non-conforming two unit building to include the addition of a third dwelling unit on site and within the existing physical footprint of the existing building.

Report Details

The rezoning and Official Plan Amendment (OPA) applications were submitted by Monica Gilks of SableArch Studios on behalf of Roop Holding LTD's Colin Roop & Pauline Tran-Roop. The subject property, which is currently developed with two dwelling units, is located within the Single Detached Residential (R-1S) Zone and is primarily surrounded by residential uses (see Attachments A & B). The applicant is requesting that the subject property be rezoned to the Medium Density Residential Townhouse (R-3T) Zone to accommodate the development of a third dwelling unit within the basement of the existing structure (see Attachment C). The submitted development drawings indicate that the renovation will not result in any expansion of the footprint of the existing building and show the addition of a Zoning Bylaw compliant accessory building used for parking.

Section 10 of the *Zoning & Development Bylaw* indicates that the (R-1S) Zone solely permits the development of Single-Detached Dwellings or Modular Dwellings. The subject property is currently developed with two dwelling units, which is not in alignment with the zone's permitted uses. If this application is successful, the (R-3T) Zone would permit the development of a Converted Dwelling, subject to the zone's regulations for unit density found in Section 17.4.

Development Context

The subject property is a developed interior residential lot within the neighbourhood of Old Brighton. The property is located within the Single Detached Residential (R-1S) Zone and was originally developed as a single detached dwelling although it has since been altered to include a second unit.

The parcels abutting the subject property are zoned Low Density Residential (R-2) and Single Detached Residential (R-1S). The local area also includes Single Detached Residential (R-1L), Institutional (I), and Apartment Residential (R-4) zones. Parcels in the local area are largely developed. The subject property is inset east of North River Road by one parcel and there are T-3 bus stops at the intersection of McGill Avenue and North River Road. The local area includes Queen Charlotte Intermediate School, Colonel Grey High School and the Simmons Sports Centre.

Policy Analysis

The current Official Plan lists the subject property as part of the Low Density Residential land-use designation. Under the Official Plan, the (R-3T) Zone is considered Medium Density Residential and would not correspond to the Low Density Residential land-use designation. For these reasons, an Official Plan Amendment (OPA) has been included as part of this application.

There is significant alignment between the proposal and the direction of the Official Plan regarding guiding settlement, sustaining Charlottetown's neighbourhoods, and addressing housing needs and variety. These sections form the main direction given for the development and redevelopment of residential areas.

Regarding the Official Plan's direction for guiding settlement (Section 3.1), the Plan's goal is to develop settlement patterns which are efficient in their use of land resources and the cost of servicing. This goal includes the stated objective that the City will promote compact urban form and infill development. This goal is further explained stating that it shall be the City's policy to allow moderately higher densities in neighbourhoods, encourage infill development, and use underground services to their fullest practical capacity before public funds support the extension of new services. It is the interpretation of Planning staff that this growth level direction is in alignment with the proposal.

The direction of the Official Plan for sustaining Charlottetown's neighbourhoods (Section 3.2) similarly supports the proposal. The Plan's goal is stated as maintaining the distinct character of Charlottetown's neighbourhoods, to enhance the special qualities of each, and to help them adjust to the challenges of economic and social transformation. This goal is further broken down via the stated objectives to preserve the built form and density of Charlottetown's existing neighbourhoods and that the City's policy shall be to ensure the footprint, height, massing and setbacks of new residential development in existing neighbourhoods are physically related to their surroundings. As the proposed development uses the existing built form and meets the existing and proposed zone rules, it is the opinion of Planning staff that the noted direction of the Official Plan supports the proposal.

Furthermore, the direction of the Official Plan for housing needs and variety (Section 3.3) directs the approval of housing in many ways that support this proposal. This Section outlines that it is an objective of the City to encourage development in fully serviced areas of the City and encourage new residential development near employment centres. This objective is further outlined by stating that it shall be the policy of the City to base residential densities on the availability of municipal services, education facilities, recreation and open space amenities and transportation routes. This Section also states that it shall be the policy of the City to provide medium density housing styles to meet future housing needs. As this proposal is within the central core of the City, within walking distance of many of the City's employment centres, schools, recreation facilities and transit services, it is the opinion of Planning staff that the noted direction contained within the City of Charlottetown Official Plan supports the proposal.

Additional Context

It is important to note the additional context outside of the existing direction contained within the Official Plan and the Zoning and Development Bylaw. Most of the City's policies regarding urban development are being redeveloped or rewritten at the present time. While any new upcoming policies are not yet in legal force and are not yet governing development, many have passed through City Council votes already (i.e. the new Official Plan).

Like many municipalities in Canada, the City of Charlottetown committed to a Housing Accelerator Fund (HAF) Agreement in January of 2024 with the Federal Government. This Agreement requires the City to amend policies that restrict the development of new housing, specifically requiring the City to "introduce a Bylaw that allows up to 4 units per existing lot across the City, as appropriate." Continued HAF Federal program funding is therefore contingent on implementing the conditions of this Agreement.

On July 22, 2025 Charlottetown City Council approved a new Official Plan, which is not yet in legal force and effect as it is awaiting Provincial Ministerial approval at the present time. Within the new Plan the subject property is listed as part of the Neighbourhoods land-use designation. The Neighbourhoods land-use designation includes a policy to "support rezoning in the Zoning and Development Bylaw to enable small-scale housing infill projects up to four dwelling units per lot." Though this policy is not yet in legal force and effect, this document has been approved by Charlottetown City Council and directs the current work occurring to develop a new Zoning & Development Bylaw that will implement the new policies.

This context is important for the consideration of this proposal as the City has signed agreements, passed plans, and developed policies that will further support this development once they are in legal force and effect.

Public Feedback

The City sent fifty (50) letters informing those owners within 100 metres of the subject property on September 15, 2025 which invited residents to speak at the October 1, 2025 Public Meeting. In response to the City's 100-metre circulation letter, the City received four (4) responses, all in opposition. These can be found under Attachment E.

A copy of the Public Meeting minutes containing additional public feedback can be found in this report under Attachment F.

Written responses and statements made at the October 1, 2025 Public Meeting focused on several themes. Concerns regarding increased traffic stemming from the additional dwelling unit and the existing non-legal dwelling unit was a consistent theme, with many highlighting that the intersection with North River Road and McGill Avenue can be busy and traffic calming measures have had to be added along McGill Avenue in recent years. This concern often included mention of high pedestrian traffic from Queen Charlotte Intermediate School and Colonel Grey High School as well as the proximity of a community Canada Post mailbox.

Community character was also highlighted multiple times, including statements in support of the single-detached nature of the surrounding development. Another consistent concern was a hypothetical decrease in property values stemming from the approval of this proposal. These concerns often mentioned that the home is currently poorly maintained, with some windows missing and tarps used to cover areas of the roof. It should be noted that the City cannot issue a Building Permit for these repairs until the proposal meets the Zoning and Development Bylaw, either through the approval of this rezoning application or through the removal of non-compliant uses.

Conclusion

The proposal to rezone 66 McGill Avenue to the Medium Density Residential Townhouse (R-3T) Zone is well supported by the surrounding development context and City policy direction, especially considering the small scale of the development.

From a policy standpoint, the City's current and existing Official Plan provides strong support for compact, efficient land use patterns, infill housing, and modest increases in residential density within fully serviced areas. These objectives include promoting compact settlement, supporting neighbourhood evolution while preserving built-form, and providing a range of housing options—particularly medium-density forms near employment centres, schools, transit, and recreation amenities. The proposed third unit aligns with these principles by utilizing existing infrastructure, respecting the built form of the neighbourhood, and contributing to housing variety in a central, well-serviced location.

Additional contextual factors further strengthen the case for approval. The City's commitments under the Housing Accelerator Fund require policy changes that enable additional dwelling units to be permitted on existing lots. Likewise, the Council-approved (though not yet in-force) 2025 Official Plan designates the area within the Neighbourhoods land-use category, which explicitly supports rezoning to allow small-scale infill projects. These future policy directions, though not yet enacted, demonstrate a clear, Council-endorsed trajectory toward supporting gentle intensification and increased housing supply.

Taken together, the development context, current Official Plan policies, and impending City-wide regulatory shifts indicate strong support for the proposed rezoning. The rezoning represents an appropriate, compatible, and policy-aligned form of neighbourhood development that advances City objectives related to housing, sustainability, and efficient use of municipal services.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
Public Meeting – September

Legislative Authority:
Zoning and Development Bylaw
Official Plan
Strategic Plan

Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

Submitted by Planner:



Michael Fraser, Planner 2

Reviewed By:

Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 02/27/2026	Michael Ruus, RPP, MCIP, 02/27/2026

Committee Recommendation: (if differing from staff)

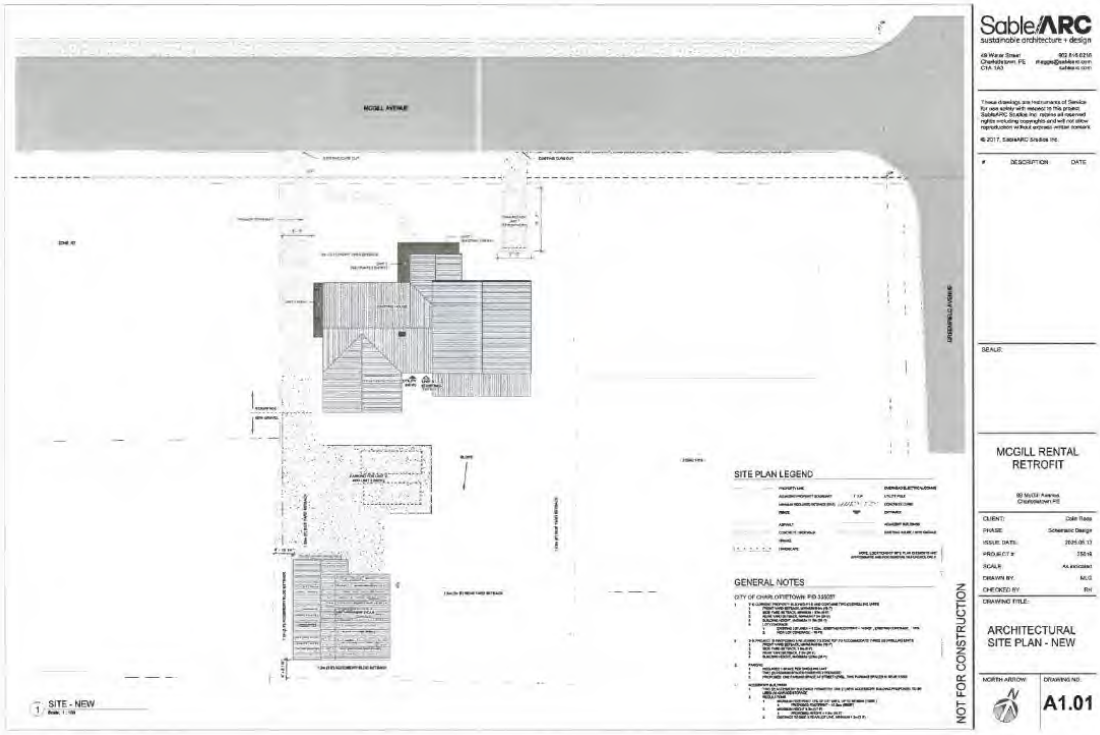
Attachment “A” – Air Photo:

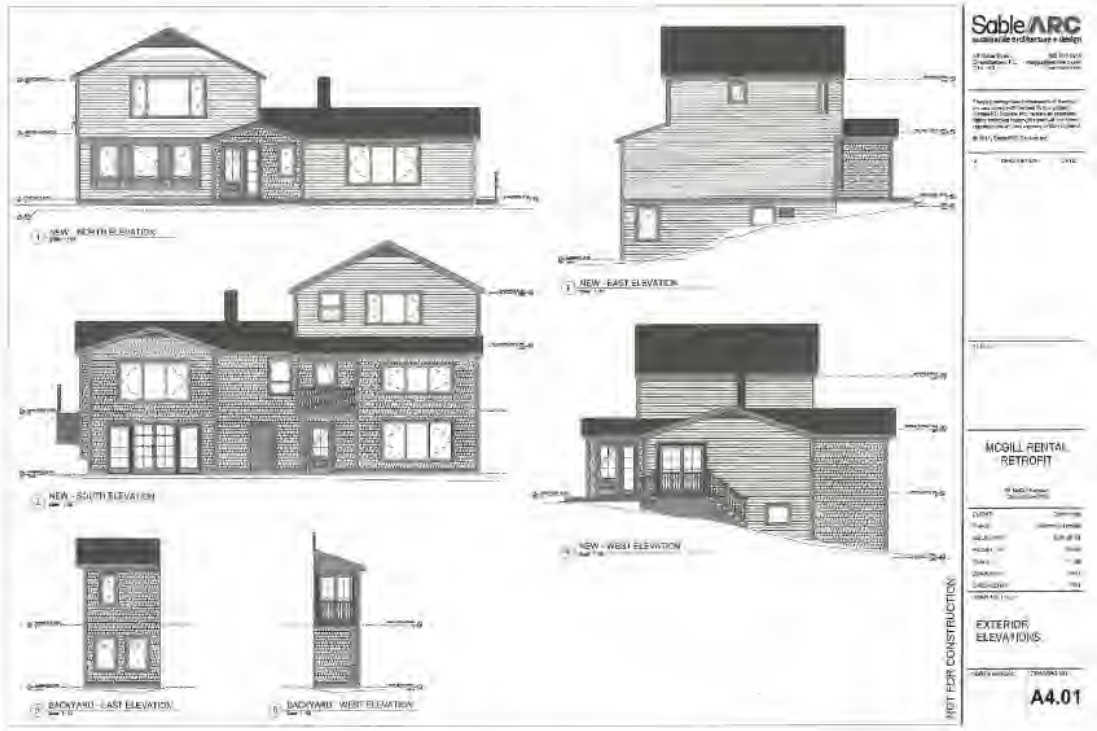


Attachment "B" – Zoning Map:



Attachment “C” – Proposed Site Plan:





Attachment "D" – Circulation Letter (September 15, 2025):

Planning & Heritage Department
City of Charlottetown
70 Kent Street
Charlottetown, PE C1A 1M9

CHARLOTTETOWN

t 902.629.4158
f 902.629.4156
e planning@charlottetown.ca
w www.charlottetown.ca

[redacted]

September 15, 2025

Re: 66 McGill Avenue (PID# 355057)

Dear Property Owner:

The Planning and Heritage Department has received a request to rezone 66 McGill Avenue (PID# 355057) to:

- Amend Appendix A – Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential: and
- Amend Appendix G – Zoning Map of the City of Charlottetown Zoning and Development Bylaw from Single Detached Residential (R-1S) Zone to Medium Density Residential Townhouse (R-3T) Zone.

The purpose of the request is to facilitate the renovation of the existing building so that it can be used as a converted dwelling with 3 dwelling units.

Pursuant to the requirements of the Zoning & Development Bylaw and as a property owner located within 100 meters of the subject property, you are being notified of this request. The public meeting to hear this application will be held at the **Council Chambers, City Hall (199 Queen Street) Wednesday, October 1, 2025 @ 7:00 p.m.**

For those who are interested in participating via videoconference, residents are requested to contact the Planning & Heritage Department by email at planning@charlottetown.ca or call 902-629-4158 on or before 4:00 p.m. on Monday September 29, to provide their contact details (name, phone number and/or email address). Business hours are between 8:00 AM – 4:00 PM, Monday – Friday. Staff will contact interested participants on Tuesday, September 30, 2025, with details on how to participate in the meeting. Anyone who wants to observe the meeting without commenting can watch it at www.charlottetown.ca/video.

CHARLOTTETOWN

The City encourages written submissions to Council be received prior to the public meeting. Notwithstanding, all written submissions by letter may be delivered to the City's Planning & Heritage Department at P.O. Box 98, 199 Queen Street, Charlottetown, PE, C1A 7K2; or comments may be emailed to mfraser@charlottetown.ca on or before **12:00 noon on Thursday October 2, 2025.** All responses received will become part of the public record.

Oral submissions or comments may be made at the public meeting, but residents are requested to please keep their oral submissions to a three (3) to five (5) minute maximum.

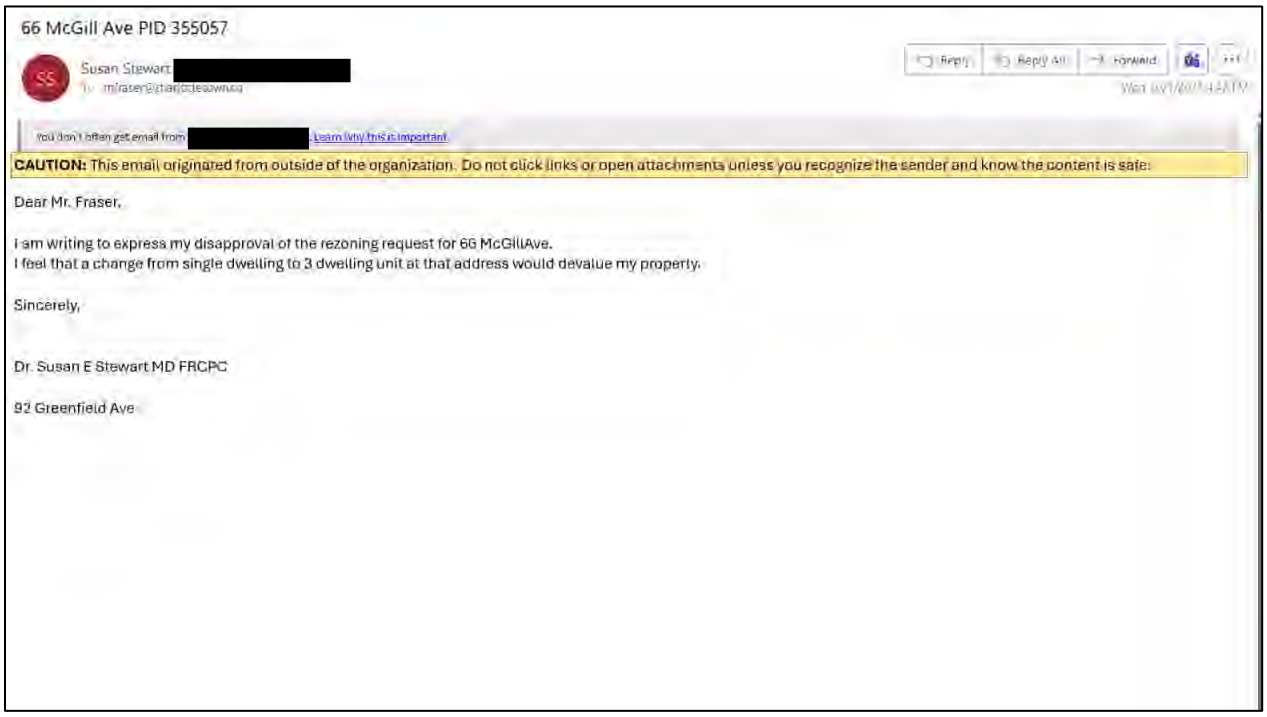
Anyone wishing to view the proposed amendments can visit the City's website at www.charlottetown.ca and find the Meeting Packages under the Mayor and Council section. As comments are received and meeting minutes are compiled, the package will be updated with additional information leading up to the public meeting.

If you have any questions in regard to the application, please contact the Planning & Heritage Department at (902) 629-4158.

Sincerely,

Michael Fraser
Planner II

Attachment "E" – Public Responses to Circulation:



66 McGill Ave PID 355057

Susan Stewart [redacted]

Reply | Reply All | Forward

You don't often get email from [redacted] Learn why this is important

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.

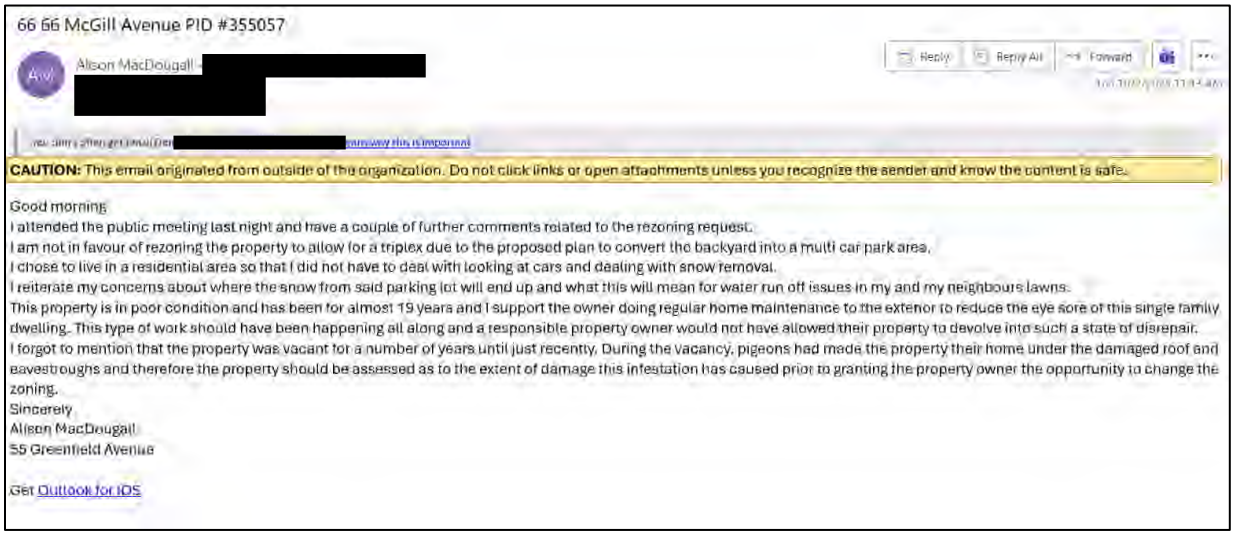
Dear Mr. Fraser,

I am writing to express my disapproval of the rezoning request for 66 McGillAve.
I feel that a change from single dwelling to 3 dwelling unit at that address would devalue my property.

Sincerely,

Dr. Susan E Stewart MD FRCPC

92 Greenfield Ave



66 66 McGill Avenue PID #355057

Alison MacDougall [redacted]

Reply | Reply All | Forward

[redacted] Learn why this is important

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
I attended the public meeting last night and have a couple of further comments related to the rezoning request.
I am not in favour of rezoning the property to allow for a triplex due to the proposed plan to convert the backyard into a multi car park area.
I chose to live in a residential area so that I did not have to deal with looking at cars and dealing with snow removal.
I reiterate my concerns about where the snow from said parking lot will end up and what this will mean for water run off issues in my and my neighbours lawns.
This property is in poor condition and has been for almost 19 years and I support the owner doing regular home maintenance to the exterior to reduce the eye sore of this single family dwelling. This type of work should have been happening all along and a responsible property owner would not have allowed their property to devolve into such a state of disrepair.
I forgot to mention that the property was vacant for a number of years until just recently. During the vacancy, pigeons had made the property their home under the damaged roof and eavestroughs and therefore the property should be assessed as to the extent of damage this infestation has caused prior to granting the property owner the opportunity to change the zoning.
Sincerely
Alison MacDougall
55 Greenfield Avenue

Get Outlook for iOS

From: Brian Gillis [redacted]
Sent: Thursday, October 2, 2025 9:38:11 AM
To: Fraser, Michael <mfraser@charlottetown.ca>; Mayor of Charlottetown (Philip Brown) <mayor@charlottetown.ca>; Jankov, Alanna <ajankov@charlottetown.ca>; Beck, Norman <nbeck@charlottetown.ca>
Subject: Proposed Rezoning 66 McGill Avenue, with PID # 3550057

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 Your Worship the Mayor, and Members of City Council, Charlottetown.

I am writing to express my strong opposition to the proposed rezoning of the property at 66 McGill Avenue, PID number 3550057, from its current Single Detached (R-1S) Residential Zoning to Medium Density Residential (R-3T) Zoning

Having lived in the Brighton neighbourhood for over 40 years, I have actively volunteered/contributed to preserving the quality, character, and livability of our community.

The neighbourhood of Brighton is one of the most desirable places to live in Charlottetown, proximity to the City Core, Victoria Park and featuring grand trees, classic homes, and a built heritage that reflects the city's evolution as a historic Capital & Birthplace of Confederation. Many of the early homes were designed by renowned architects such as William Chritchlow Harris, Bones Blanchard, and Chapel & Hunter.

Rezoning this property at 65 McGill would not only disrupt the aesthetic and historical integrity of our neighbourhood but also impact its overall livability and property values. I urge you to reconsider this rezoning proposal in light of the community's long-standing commitment to maintaining its current residential zoning.

This property has been neglected, abandoned and an eyesore for neighbours and there has been little effort made by the family that owns it to maintain the property, photo's presented at last night's public meeting attest to the run down condition of the property.

The Current Official Plan clearly states:

"3.2 Sustaining Charlottetown's Neighbourhoods

In most municipalities, the neighbourhood is the basic building block of residential development and community identity. Every neighbourhood has its own distinguishing characteristics which help to identify it as an individual entity, as well as to set it apart from adjoining areas. In Charlottetown, the former communities which now comprise the new municipality, retain their distinctive characteristics and senseof identity. Indeed, even within the former communities there are several districts -- such as Brighton, Spring Park, Marysfield, and Lewis Point -- which are seen as distinct neighbourhoods.

In order to preserve the unique characteristics of Charlottetown's neighbourhoods the CHARLOTTETOWN PLAN introduces policies which promote both stability and community identity.

The aim is to sustain vibrant neighbourhoods which have a distinct sense of community, are places of close social contact, and are generally enjoyable. This is the clear preference of Charlottetown's residents."

Many specific issues of Traffic, Nuisance and Pubic Safety have been clearly articulated by neighbours at tonight's meeting and in written responses.

My professional opinion is that the restoration of this home consistent with it's R1-S single family zoning and the addition of a Zoning & Building Code compliant accessory dwelling in the lower level walkout basement would provide the highest value and pose no penalty to the property owner.

Proceeding to cut up the building into three units immediately depreciates this property and can lead to a distinct negative impact on the neighbourhood. This could also send

out a message to developers and "air B&B hoteliers" that open season has arrived to erode the quality and attraction of family owned homes.

Simply look at the growth in property values, resale of homes, new home construction and many tasteful renovations in the neighbourhood to attest to the correct path to harmonious balance in allowing change to occur that is appropriate.

Attached are some photo's showing some recent new builds and renovations which reflect the unique character of the neighbourhood and homeowners working to renovate or build compatible infill. These are just a few examples, I would gladly provide more examples or conduct a personal tour.

65 McGill Ave. Amazing 'Noveau Victorian" home underway on last vacant lot in Brighton Commons. Home to two professionals moving to Charlottetown.

Brighton is a walkable neighbourhood, blessed with two elementary schools, an intermediate school and high school. This complement of educational facilities and the newly rebuilt Simmons Rink/Pool/Walking Track and the accompanying playfields are enviable anchors for attracting families to the capital city.

I urge you to reconsider this rezoning proposal in light of the long-standing commitment to maintaining its current Single Family Residential zoning

Thank you for your consideration.

Sincerely,

Brian Gillis, Retired Architect

71 Greenfield Avenue - Charlottetown

[redacted]

To City Charlottetown, Planning and Heritage Department
Attn: Michael Fraser, Email – mfraser@charlottetown.ca

Copy to
Mayor Philip Brown, mayor@charlottetown.ca
Deputy Mayor Alanna Jankov ajankov@charlottetown.ca
Councillor Norman Beck nbeck@charlottetown.ca

Re : **request to rezone 66 McGill Avenue, Charlottetown, PID # 355057**
Public Meeting – Wednesday Oct 1, 2025, 7:00 p.m.

We have received notice of the request to rezone 66 McGill Ave. (PID 355057) from Single Detached Residential (R-1S) Zone to Medium Density Residential Townhouse (R-3T) Zone.

I am **opposed to this rezoning request**. I have lived with my family at 71 Greenfield Ave for the past 15 years. We have lived in the general area since 1984. (22 Brighton Road, 21 Ambrose St. and 100 Greenfield Ave.)

Current zoning and use - The property in question is currently zoned Single Detached Residential (R-1S). Over the past number of years there has been a change to the property in that there appear to now be two units in what is supposed to be a single detached residence. This request asks to make it a three (3) unit structure. To the best of our knowledge there was no request to rezone to an R-2 Zone, although a 'renovation' appears to have created a two unit residence. This has not respected the current zoning by-law. A 'blue tarp' has been on the roof of the existing 'home' since 2023 (Fiona). Responsible and timely property maintenance has not been done.

Residential neighbourhood - Rezoning to an R-3T is not in the best interests of the neighbourhood. This neighborhood in Brighton consists predominantly of single family homes (R-1S and R-1L) on both McGill Ave and Greenfield Ave as well as the surrounding streets. The requested change for this lot is inconsistent with much of the surrounding neighbourhood and this area of Charlottetown-Brighton.

Traffic – the property in question is two doors from the four-way stop corner of North River Road and McGill Ave. and two doors from another four way stop at McGill Ave. and Greenfield Ave. Both of these four way stops are extremely busy with many traffic infractions, based on my observations over many years. The property is across the street from a Canada Post neighbourhood mail box (16 boxes x 3 = 48 capacity). The property is across the street from the entrance to the Mona Wilson – Health PEI property. There is VERY EXTENSIVE vehicle and pedestrian traffic in the area. It is not appropriate to add a three unit 'townhouse' in this block.

Non-enforcement of by-laws–
Airbnb – erosion of the neighbourhood has already occurred with the presence and 'grandfathering' of Airbnb's. I have four 'grandfathered Airbnb's within 400 meters of my front door. We do not need further erosion.
2nd unit at 68 McGill Ave. - In researching this request we have become aware that it appears another residence was modified to create a two unit residence located at 68 McGill Ave. This, to our knowledge, has been done without a rezoning request or approval. If this is the case, it is another case of 'erosion' of current by-laws.

In summary, I believe the request to rezone to Medium Density Residential Townhouse (R-3T Zoning), from the current R-1 Small designation, 1) is not supportive of predominantly 'family home' character of Brighton, 2) may add to erosion of property values, and 3) is not suitable given the on-going safety and traffic challenge created by its location between two four-way stops with VERY HIGH TRAFFIC VOLUME that comes in and out North River Road. I do not support the request for rezoning.

Anne Gillis
71 Greenfield Ave., Charlottetown, PE C1A 9S1
[redacted]

Attachment "F" – Public Meeting Minutes (October 1, 2026):

DRAFT

Public Meeting of Council
Wednesday, October 1, 2025, 7PM
City Hall, Council Chambers, 199 Queen St, Charlottetown, PE
Also available via Microsoft Teams; and
Live streaming at www.charlottetown.ca/video

Deput Mayor Alanna Jankov presiding

Council Members present:	Deputy Mayor Alanna Jankov Councillor Justin Muttart Councillor Mitchell Tweel Councillor Robert Doiron*	Councillor Julie McCabe Councillor Norman Beck Councillor Trevor MacKinnon Councillor Kevin Ramsay
Staff:	Mike Ruus, Director Int. Growth David Gundrum, Mgr, PD* Michael Fraser, Planner 2 Laurel Palmer, Planner 3	Melissa Kitson, IO/AA**
Applicants/ Representatives:	Monica Gilks	
Also present:		
Regrets:	Mayor Philip Brown Councillor Terry Bernard Councillor John McAleer	

*Participated via Teams
**Minute Taker

Meeting reminders were explained before calling the meeting to order. Deputy Mayor Jankov also acknowledged that the meeting was taking place on the traditional and unceded territory of the Mi'kmaq people.

The deadline for submission of written comments is Thursday, October 2nd at 12pm Noon

1. **Call to Order**
   Deputy Mayor Jankov, on behalf of Mayor Brown, called the meeting to order at 7:07 PM

2. **Declarations of Conflict of Interest**
   There were no declarations of conflict for Council.

3. **Approval of Agenda**
   Moved by Councillor MacKinnon and seconded by Councillor Ramsay that the agenda for the public meeting on October 1st be approved.

   CARRIED (7-0)

DRAFT UNTIL APPROVED BY COUNCIL

4. Rezoning - Birchwood Street (PID# 363515)

Request: The City of Charlottetown Planning & Heritage Department has received a request for an amendment to the Future Land Use Map of the Official Plan (Appendix A) and a Zoning Bylaw Amendment to the Zoning Map (Appendix "G") for the unaddressed property located on the east side of Birchwood Street (PID# 363515) to rezone from Low Density Residential (R-2) Zone to the Institutional (I) Zone to facilitate a lot consolidation with abutting property located at 49 Longworth Avenue (PID# 363341) and to facilitate the establishment of an accessory building to be used as a classroom on site with the existing public school.

Property Information: Low Density Residential (R-2) Zone
Staff Presenter: Laurel Palmer, Planner 3
Applicant: Government of Prince Edward Island
Reference: Public Meeting Package

Summary:

- The mobile classroom is proposed to be placed over the common property boundary with Birchwood School therefore requires the lots to be consolidated, if approved.
- The property is currently zoned as Low Density Residential (R-2). It is occupied by a parking lot for the school and open space/recreational space and is separated from adjoining residential development with a tree line and fencing.
- Low density residential housing consisting of R-2 zoned lands are located to the north and west of the property. A local cemetery and R-3 zoned land occupied by multi-unit housing is located to the east of the property. Birchwood School zoned Institutional is located to the south of the property.
- The total area of the proposed lot to be rezoned is 0.402 of an acre.
- The objective is to meet educational needs and provide regular dialogue with representatives of the business community, the provincial government body and Charlottetown's public and private educational institutes. This will ensure their present and future physical space and land-use requirements are met and factored into the City's planning processes.
- Letters were mailed to residents that reside within 100 meters of the subject property. There have been no written responses received prior to the public meeting.

Comments:

- A representative from the Government of Prince Edward Island was unavailable to attend.
- An observation from Council was noted that the building was already in place and whether they put the *cart before the horse* and questioned if the process was futile as they are going through the motions. It was clarified that the building was currently in place. The province came in to apply for building permit to locate the mobile classroom on-site and in the process, it was determined that there were two lot parcels with both parcels being zoned differently. The applicant was not aware that the properties consisted of two different zones. This led to the applicant being advised to complete a rezoning application. Staff were not aware the building was located prior to this application being finalized; however, are now aware as it was brought to their attention which led to completing a site visit. This process will rectify the situation that arose which will lead to the approval of the building permit.
- The question arose as to use of the building and anticipated longevity of the building being on the subject property. Staff was unable to answer the question as it wasn't information that was provided. A member of the Public School Board would have to provide this information.

The applicant was asked about the timeframe prior to this meeting; however, they were unable to provide the answer as they do not work for the Public School Board.

5. Rezoning – 66 McGill Avenue (PID# 355057)

Request: The City of Charlottetown Planning & Heritage Department has received a request for an amendment to the Official Plan Map (Appendix A) and a Zoning Bylaw Amendment to the Zoning Map (Appendix G) for property identified as 66 McGill Avenue (PID# 355057) to rezone from the Single Detached Residential (R-1S) Zone to the Medium Density Residential Townhouse (R-3T) Zone in order to permit up to three (3) units within a converted dwelling.

Property Information: Single Detached Residential (R-1S) Zone
Staff Presenter: Michael Fraser, Planner 2
Applicant: SableArc Studios
Reference: Public Meeting Package

Summary:

- The subject property is currently zoned (R-1S) and contains a single-family dwelling that has been altered to be used for two units
- Surrounding properties consist primarily of low density residential (R-1S, R-1L and R-2) zones. Institutional and R-4 zones exist within proximity to the parcel.
- The proposed development will consist of new window and door locations, an accessory building to be used for additional parking, and a new parking pad.
- The building's footprint and exterior elevations will largely be maintained.
- On September 12th, 2025, City Council approved the request to proceed to public consultation.
- Letters were mailed to residents that reside within 100 meters of the subject property. There have been five written responses received from residents, all being in opposition.
- Monica Gilks' presentation:
    - The dwelling has been in single family ownership in its entirety.
    - It was built approximately in the 1940s with the second floor unit added in approximately the 1960s.
    - The existing layout includes the main floor, half of which is occupied, the other half is being used for storage and is unlivable. There is a standalone second floor unit with a separate entrance. There is an unfinished basement currently being used for storage and is currently unlivable.
    - Photos were provided to show the existing condition of the exterior of the property. The roof has not been repaired since Hurricane Fiona (2022). The siding is either missing or rotted in areas. The soffits and venting for the soffits have fallen off.
    - Photos of the interior condition of the house indicate water damage in the storage area of main level. The livable space in the second floor which appears to be in better condition and the unfinished basement containing storage.
    - The rezoning request from R1S to R3T will eliminate the possibility of an apartment dwelling and will be used as a converted dwelling with three units.
    - The renovation intent will consist of three phases, with Phase 1 as follows:
        - Main and second floor renovations (main floor being used primarily for owners and owner's family). The second floor being used as a rental space.

- To upgrade the exterior of the building with new doors, windows, siding and roofing.
- Two new driveways for parking will be included, one on the front of the building, one in the back of the building.

- For context and not a part of this application: Phase 2 will consist of the renovation of the basement for a third unit, to be used as a long-term rental space. Phase 3 will consist of a new 2-car garage.

Comments:

Anne Gillis

- To the best of her knowledge, never received a notice indicating the request of the subject property being changed from a single unit to being used as a two unit dwelling therefore believes it isn't respect to the current zoning bylaw.
- She indicated the property has been continuing to fall into serious disrepair since Hurricane Fiona.
- Anne believes it isn't in the best interest of the area for the subject property to convert into a 3-unit property as the homes in the area are primarily and significantly single family homes.
- The request to change the zone and configuration of the subject property is inconsistent with trying to maintain a good neighborhood of family homes.
- Traffic concerns were expressed: currently a huge issue indicating many traffic infractions at 4-way intersections on North River Rd, McGill Ave and Greenfield Ave; more traffic will stop at a nearby Canada Post mailbox; and pedestrian safety or vehicle safety due to another vehicle coming out of the subject property.
- Short Term rental units that are legal non-conforming in the community resulting in the erosion of the residential family nature of the what the neighborhood used to be.
- She believes that 68 McGill Ave consists of two units and is unsure if formal approval was received for the adjustment.

Deputy Mayor Jankov asked Michael Fraser can confirm whether the subject property received a permit for the second unit to ensure conformity. Michael indicated there wasn't an approval found on file. It was however shown on Google Map Streetview, an alteration that had taken place somewhere between the Google Streetcar photo taken between 2013 and 2022 where a second front door was added. If there was an interior alteration made in the 1960s, there wouldn't be a record on file and the alteration would be considered legal non-conforming.

Brian Gillis:

- Inquired if the subject property will be owner occupied.
  - Michael Fraser indicated it wasn't what was asked on the intake file and deferred to Monica Gilks. Monica indicated, in the short term, all levels will be long-term rentals; however, the owners would eventually move back into the main floor.
- Inquired about a drainage analysis off the lot and how it will reflect on all surround properties positioned at a lower gradient when the lot is intensified and paved in the back yard?
  - Monica indicated the backyard won't be paved. Gravel will be used which will significantly help with drainage.

- It was asked if paving required by the Bylaw and if a drainage analysis was conducted.
  - Monica indicated a drainage analysis has not been conducted as it isn't required.
- With relation to the neighborhood of Brighton, the real estate analogy of "location, location, location" was used to indicate this area to be one of the most desirable neighborhoods in Charlottetown. With its trees, classic homes and history, it's walkable nature and service to four schools.
- There is concern the subject property will be a low rent rental project.
- The neighborhood has had significant investment in single family residential homes in the past 20 years with the desired objective of reflecting character and the natural amenities of the neighborhood.
- It was asked of staff, to represent to Council, the assessed value of what the homes mean to the taxbase of the City of Charlottetown.
- Enjoyment was expressed of sitting on the veranda and watching children walk to school. To now see neighbors have their children buy homes in that area, and have their children walk to school.
- The City has invested in Simmons Sports Arena, wonderful playfields, and understand there will be a new artificial turf. All for families and the amenities that are already in Brighton.
- Opposition of the rezoning is expressed as it will be a tremendous disrespect to the neighbors who live there. There will be many more examples captured in the written submission indicating that it is poor planning, poor stewardship by the City if it is allowed to take place and doesn't make sense from an investment strategy.
- It was suggested that the highest end use is to have this property as a single family home with a secondary dwelling unit.

Alison MacDougall

- As the driveway in the back yard isn't going to be paved and gravel used instead, she inquired about the impact on her property and neighboring properties in the winter with snow removal. There were concerns of rocks flying at her house and snow pushed up or blown against her property.
- She has history with this property for the past 19 years and has been involved in the request to the city to clean up vehicle debris and indicated the building was in state of disrepair.
- There were concerns of animals living it the derelict building; concerns of children getting into the building as it isn't secure and the number of cars and debris winched in it, believing there were car parts still in the basement.
- In the past, a shed was erected then snow caved the roof and the structure was left in that condition.
- Concern was expressed of the property bring rezoned and the owner doesn't follow through with the renovation leaving more people in the property, more cars in the backyard and the property doesn't look any better.
- While she understands the City is looking for higher density for people to live, she wants to protect her investment that has been made in the neighborhood.

Bilan Gillis:

- Requested the City's Building Inspector to visit the property and answer the question that life safety conditions are being met by having an occupied dwelling rental unit in that property.

As of today, there are no fire separations nor egress. He has heard and seen photos of deplorable conditions of the subject property and yet there is someone paying rent occupy the unit. An inspection should take place to ascertain whether people should be in the building.

- Deputy Mayor Jankov indicated it was duly noted.
- Monica Gilks indicated it wasn't currently a rental property; however, that someone is currently living there and indicated the need for Phase 1 of the project.

New Business

- Councillor Tweel indicated he, and other members of Council, received an email before the Public Meeting this evening and inquired about process in terms of decisions being made and asked who the authority of contracting out two tenders for water and sewer services. It was noted that it wasn't a Council decision to proceed with contracting.
- Deputy Mayor Jankov responded that follow-up with the Mayor and CAO MacConnell will occur.

6. Adjournment of Public Session

Moved by Deputy Mayor Jankov on behalf of Mayor Brown and seconded by Councillor Julie McCabe that the public meeting be adjourned. The meeting adjourned at 8:01 PM

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-March-6B-2
16-18 Hemlock Court (PID# 452672)

Date:
March 3, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
N/A

Prepared by:
Michael Fraser, Planner 2

Attachments:

A. Air Photo
B. Zoning Map
C. Proposed Site Plan
D. Circulation Letter (February 6, 2026)
E. Public Responses to Circulation
F. Public Meeting Minutes (February 19, 2026)

Report Title:
Site specific amendment for 16-18 Hemlock Court (PID# 452672). The application has been submitted by Tanmoy Saha who is also the property owner.

Report Purpose:
This is a request for a site-specific Zoning amendment at the subject property identified as 16-18 Hemlock Court (PID# 452672) located within the Single Detached Residential (R-1L) Zone in order to permit up to three (3) dwelling units within an existing legally non-conforming semi-detached building.

Staff Recommendation:
That Planning Board APPROVE the request for the subject property addressed as 16-18 Hemlock Court (PID# 452672) to:

> Permit up to three (3) dwelling units on the Single Detached Residential (R-1L) zoned subject property, whereas only one (1) unit would normally be permitted, via a site-specific amendment to existing zoning.

Request:

The application for a site-specific amendment was submitted by the property owner Tanmoy Saha. The subject property, which is currently developed with two dwelling units, is located within the Single Detached Residential (R-1L) Zone. The applicant is requesting the subject property be granted a site-specific amendment to accommodate the development of a third dwelling unit within the addition to the rear of the property.

Section 10 of the *Zoning & Development Bylaw* indicates that the (R-1L) Zone solely permits the development of Single-Detached Dwellings or Modular Dwellings, though an existing second unit has been determined to be legally non-conforming. As this building is a semi-detached dwelling, the third unit does not qualify as a secondary suite, which is currently only permissible in single-detached structures. Due to this current regulatory requirement, a site-specific amendment is required in order to permit a third unit.

Development Context:

The property is in a developed community between Kensington Road and St. Peters Road. The property's (R-1L) zoning is common to the east of the property (nearer to Kensington Road) while the areas to the west of the property (nearer to St. Peter's Road) are zoned with a mixed use, multifamily, commercial and institutional zones.

This area of the city is close to many services, including pharmacies, restaurants and banking. The local area includes many parks, including sports fields and Belvedere Golf Course. There is consistent bus service on St. Peters Road.

Legislative Requirements:

Notification:

In accordance with Sections 3.10.4 and 3.11.1 of the Zoning & Development By-law notice was sent to twenty-five (25) property owners located within 100 meters of the subject property advising them of the request for a site-specific exemption on February 6, 2026. The letter advised them of the date, time, and location of the public meeting on February 19, 2026 and solicited their comments, both verbal and written on the rezoning application. The letter also stated the deadline for submitting written comments on the application. A letter had previously been sent to contacted property owners on October 28, 2025, though that meeting was cancelled due to inclement weather.

Public Feedback:

No written responses were received to the City notification letter sent on February 6, 2026 (nor previous notification letters). No members of the public spoke in support or opposition of the development at the Public Meeting held on February 19, 2026.

Analysis:

This is an application to approve a site-specific exemption for 16-18 Hemlock Court in order to permit the addition of a third dwelling unit on a property currently containing a legally non-conforming semi-detached dwelling. A site specific exemption is a Zoning and Development By-Law process to allow additional permitted uses for a specific property under certain criteria; the proposal must not be contrary to the Official Plan, the proposed use of land is sufficiently similar to the permitted uses already allowed with the zone, and the proposal does not undermine the overall integrity of the Zone that applies to the site.

As this application is limited to permitting a third unit on a limited site-specific basis, the application does not amend the Zoning map or provide an increase to future redevelopment rights. The development intends to use the existing building, which is legal non-conforming. Due to the alignment between the limited nature of these details and the general requirements for site-specific exemptions, the threshold for pursuing a site-specific exemption is considered to be met.

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:

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.*

Through these sections of the Official Plan and the scope of considerations for site-specific exemptions found in the Zoning and Development By-Law, the development is well within the guidance set out for permitting additional housing units within established communities. This development fits the guidance of the Official Plan that infill development should use existing municipal servicing and other nearby services.

It should also be considered that the City is currently experiencing an increased demand for housing. Housing prices are at a premium and home ownership is not necessarily obtainable for many residents. Many residents are being forced to explore housing options outside of 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. This can be seen in data and within policies, as the CMHC primary rental market data found that Charlottetown had a total vacancy rate of 2.1% in October of 2025, after recent rates as low as 0.8% were observed during parts of 2022 and 2024.

Positives	Neutral	Shortcomings
▪ The City is experiencing a demand for housing and this proposal would provide additional options for housing within a mature neighbourhood that is predominantly low density residential. ▪ The proposed development is limited in scope, using the existing building form and existing driveway entrances. ▪ The proposal is close to parkland, sports fields and public transit. It is within walking distance of transit and services.	▪ The existing development is legal non-conforming, meaning that it has a right to exist as it predates rules that would otherwise limit that development.	▪ The site is located within the Single Detached Residential (R-1L) Zone which is primarily intended for single-detached, low density residential development.

Conclusion:

This proposal is in alignment with the direction contained within the Official Plan regarding development, including those that direct development towards serviced parts of the City, with access to amenities, that does not detract from the existing forms within the neighborhood. The development itself is limited and uses existing buildings with minor alterations. The additional dwelling unit would be added to a well-serviced and transit-accessible community.

It is the opinion of Planning staff that this proposal has merit and meets many of the policies in the Official Plan and therefore staff are recommending Planning Board to recommend to Council to approve this site-specific amendment request to the existing Zoning that applies to the subject property.

Council or Committee History:

N/A

Financial Implications:

N/A

Public Engagement and Communication:

N/A

Legislative Authority:

Zoning and Development Bylaw

Official Plan

Strategic Plan

Strategic Alignment:

Infrastructure and the Environment

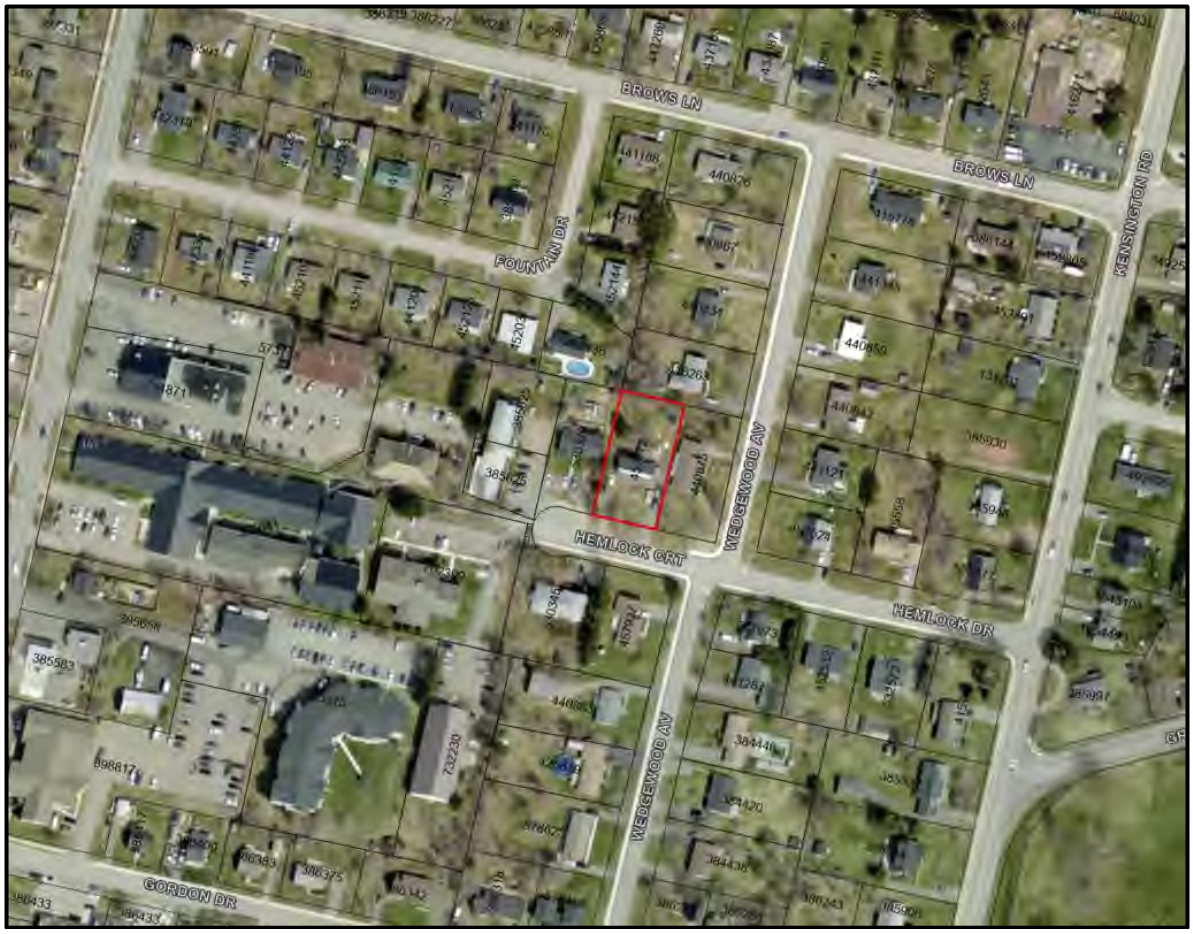
Community-Building and Placemaking

Reviewed By:

Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 02/27/2026	Michael Ruus, RPP, MCIP, 02/27/2025

Committee Recommendation: (if differing from staff)

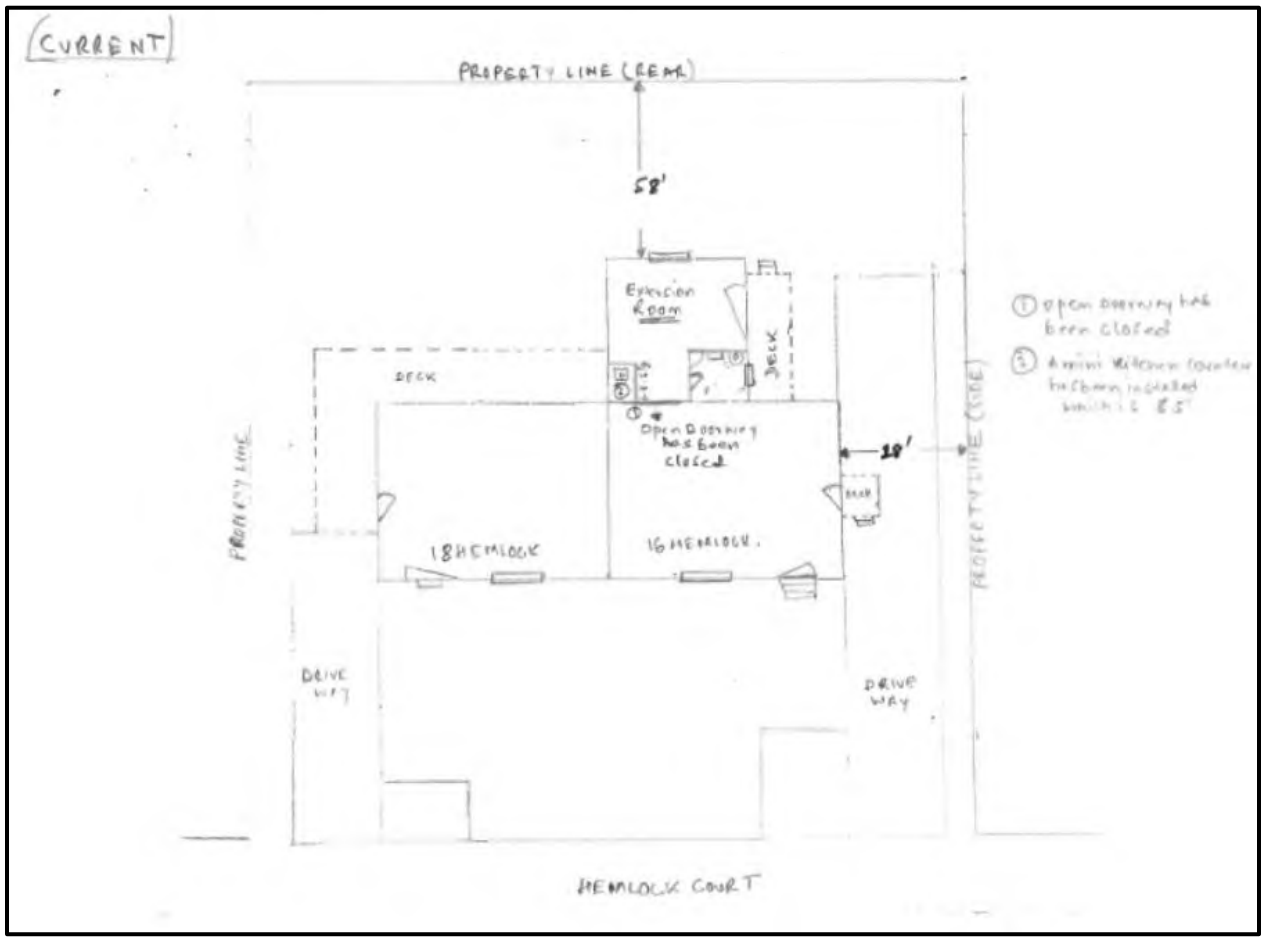
Attachment “A” – Air Photo:



Attachment "B" – Zoning Map:



Attachment “C” – Proposed Site Plan:



Attachment "D" – Circulation Letter (February 6, 2026):

City of Charlottetown
Planning & Heritage Department
70 Kent Street
Charlottetown, PE C1A 1M9

t 902.629.4158
f 902.629.4156
e planning@charlottetown.ca
w www.charlottetown.ca

CHARLOTTETOWN

[redacted]

February 6, 2026

RE: 16-18 Hemlock Court (PID# 452672)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received a request for a Site Specific Amendment at 16-18 Hemlock Court (PID# 452672) to permit the addition of a third dwelling unit within an existing semi-detached dwelling in the (R-1L) Zone. Pursuant to the requirements of the *Zoning and Development Bylaw*, and as an owner of a property located within 100 metres (328.1 feet) of the boundaries of the proposed development at the subject property, you are being notified of this request for rezoning. A public meeting for this application will be held on **Thursday, February 19, 2026 at 7:00pm in Council Chambers, City Hall (199 Queen Street).** For those who are interested in participating via Microsoft Teams, residents are requested to contact the Planning & Heritage Department by email at planning@charlottetown.ca or to call 902-629-4158 on or before 4:00 p.m. on Tuesday, February 17, 2026 to provide their contact details (name, phone number and/or email address). Business hours are between 8:00 AM – 4:30 PM, Monday – Friday. Staff will contact participants no later than noon, 12:00pm on Wednesday, February 18, 2026 with details on how to participate in the meeting. The live meeting can be viewed at www.charlottetown.ca/video. The City encourages written submissions to be received prior to the public meeting. All written submissions may be delivered to the Planning & Heritage Department at P.O. Box 98, 199 Queen Street, Charlottetown, PE, C1A 7K2; or comments may be emailed to Planner Michael Fraser at mfraser@charlottetown.ca on or before 12:00pm noon on Friday, February 20, 2026. All responses received will become part of the public record. Oral submissions or comments may be made at the public meeting where residents will be granted opportunity for oral submissions to a maximum of five (5) minutes for consideration by City Council.

Anyone wishing to view the proposed amendment can visit the City's website at www.charlottetown.ca and find the Meeting Packages under the Mayor and Council section for 2026 Public Meeting Packages. As comments are received, the package will be revised leading up to the public meeting. If you have any questions or concerns, please contact the Planning & Heritage Department at (902) 629-4158.

Sincerely,

Michael Fraser
Planner II

Attachment “E” – Public Responses to Circulation:

None received.

Attachment "F" – Public Meeting Minutes (February 19, 2026):

DRAFT

Public Meeting of Council
Thursday, February 19, 2026, 7:00PM
City Hall, Council Chambers, 199 Queen St, Charlottetown, PE
Also available via Microsoft Teams; and
Live streaming at www.charlottetown.ca/video

Interim Chair Councillor Bernard Presiding

Council Members present:	Deputy Mayor Alanna Jankov*	Councillor Julie McCabe*
	Councillor Justin Mattatt	Councillor Trevor MacKinnon
	Councillor Mitchell Tweel	Councillor Kevin Ramsay
	Councillor Robert Doiron	Councillor John McAleer
Staff:	David Gundrum, Mgr, PD	Jason Doucette, IO/AA**
	Sonia Kamal, PII	
	Michael Fraser, PII	
Applicants/ Representatives:	Tyrell Doucette	
	Ellis and Birt	
	Douglas Coles	
Also present:	Brad MacConnell, CAO	
Regrets:	Mayor Brown	
	Councillor Norman Beck	

*Participated via Teams
**Minute Taker

Meeting reminders were explained before calling the meeting to order. Councillor Bernard also acknowledged that the meeting was taking place on the traditional and unceded territory of the Mi'kmaq people.

The deadline for submission of written comments is Friday, February 20th at 12:00pm Noon

1. **Call to Order**
   Interim Chair Councillor Bernard called the meeting to order at 7:00 PM

2. **Declarations of Conflict of Interest**
   There were no conflicts.

DRAFT UNTIL APPROVED BY COUNCIL

3. Approval of Agenda

Moved by Councillor MacKinnon and seconded by Councillor Ramsay that the order of the agenda items be amended to present the Unaddressed parcel on Mount Edward Road (PID 440545) first, 16-18 Hemlock Court (PID 452672) second and Lot 8, Violet Circle (PID 1187913) third, for the public meeting on February 19th, 2026 be approved.

CARRIED (8-0)

4. Rezoning – Unaddressed parcel on Mount Edward Road (PID# 440545)

Request:

The City of Charlottetown has received a request to amend Appendix A - Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Comprehensive Development Area; and amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Single-detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone to facilitate future development of the property with three (3) apartment buildings having a combined maximum total of 87 dwelling units.

Property Information: Single-detached Residential (R-1L) Zone
Staff Presenter: David Gundrum, Manager, Development Planning
Applicant: Ellis & Birt
Reference: Public Meeting Package

Summary:

Staff stated that an application to amend the Official Plan and Zoning Map for the undeveloped parcel identified as PID 440545, located at the southeast corner of Highway 2 and Mount Edward Road.

Planning Manager David Gundrum presented the proposal, explaining that the applicant is seeking approval to rezone the property from the (R-1L) Low Density Residential Zone to the Comprehensive Development Area (CDA) Zone and to change the land-use designation in the Official Plan to Comprehensive Development Area (CDA) to facilitate the intended development.

The purpose of the request is to enable the future construction of three apartment buildings with a combined maximum of 87 residential units, based on the available lot area and required lot area per unit under the zoning bylaw. The subject property is currently vacant and situated adjacent to an established residential neighbourhood. It is bordered by Mount Edward Road to the west, the bypass highway to the north, and existing low-density residential properties to the south and east.

An existing easement registered in favour of the City is located on the land to protect buried public infrastructure. Planning staff noted that the proposed apartment buildings would comply

with the height limits associated with the (R-4) zone and that preliminary review does not indicate the need for additional zoning variances at this time.

Concept plans were presented showing the layout of the three buildings, on-site parking located to the north, and two proposed access points: a right-in/right-out access onto Mount Edward Road and a two-way private access connecting to Lilac Avenue. The Planning Manager outlined the legislative requirements for amendments to the Zoning and Development Bylaw, noting that Council must hold a public meeting prior to making any decision. In compliance with Section 3.10 of the bylaw, a notice of the meeting was mailed on February 6, 2026, to 32 surrounding property owners located within 100 metres of the site.

Recipients were invited to submit comments regarding the proposed rezoning and Official Plan amendment. As of the date of the meeting, 26 written responses had been received, all expressing opposition to the proposed development..

Staff presented a scaled site plan and a conceptual rendering illustrating the appearance of the proposed apartment buildings when viewed from the north. These illustrations were provided to give residents and Council an understanding of the general form and massing of the development, although final design details would be confirmed during the building permit stage.

In concluding the presentation, staff outlined the next steps in the process. The application is tentatively scheduled to be brought forward to Planning Board on March 3, followed by a recommendation to City Council on March 10, also tentative. These dates remain subject to change pending Council's direction following the public meeting and the outcomes of the public meeting in terms of comments and feedback from the public.

Comments:

Dana Blakely, Robert MacDougall, Adam MacDonald, Claire Dunsford, Greg MacAulay, Jamie MacDonald, Erin McGonnell, Cathy Dunsford, Joe Hughes and Pam Josey addressed Council to express concerns.

Traffic and safety were the dominant themes, with speakers emphasizing the narrow width of Lilac Avenue and Ferngarden Drive, lack of sidewalks, a blind curve on Lilac, and significant numbers of young children walking to school or the nearby park.

Residents reported longstanding issues with speeding and stated that increased traffic from the 87-unit development would worsen conditions and increase risk to pedestrians.

Many residents expressed concern that the restricted right-turn-only access on Mount Edward Road would redirect the majority of traffic onto Lilac Avenue.

Others highlighted infrastructure issues, including the need for resurfacing, stormwater management, and improvements to street lighting. Several residents pointed to declining water pressure following recent developments nearby.

School capacity concerns were raised regarding Sherwood Elementary, Stonepark Intermediate, and Charlottetown Rural.

Additional concerns included the loss of greenspace, perceived incompatibility with the established single-family neighbourhood, privacy impacts from five-storey buildings, and potential effects on property values. Residents also questioned why CDA zoning was selected instead of (R-4) or (R-3T) zoning and asked what would occur if the Mount Edward Road access were not ultimately approved.

The applicant responded to several points, stating that the Lilac Avenue connection was required to satisfy emergency access standards. Coles confirmed that the underground parking met City requirements and that the surface parking stalls were intended for visitors. He also clarified that utilities could still be accessed beneath the parking lot through the existing easement.

Members of Council sought clarification from staff and questions focused on whether the concept plan could change after rezoning, the timing of the broader CBCL Engineering consultant traffic study, the status of access approval from the Province, and anticipated traffic and parking implications.

Staff reiterated that CDA zoning would fix the design as presented, and any substantial alteration would require a new application and public process. Staff also noted that Public Works had not requested a site-specific traffic impact study but that a wider area review was ongoing.

5. Rezoning Site-Specific Exemption - 16-18 Hemlock Court (PID# 452672)

Request:

This is a request to amend Appendix C. Approved Site-Specific Exemptions of the City of Charlottetown Zoning and Development Bylaw to permit the addition of a third dwelling unit within an existing semi-detached dwelling in the (R-1L) Zone.

Property Information: Single-Detached Residential (R-1L) Zone
Staff Presenter: Michael Fraser, PII
Applicant: Tanmoy Saha
Reference: Public Meeting Package

Summary:

Staff stated this is a request for a site-specific amendment for the property at 1618 Hemlock Court, identified as PID 452672. Planner Michael presented the application, explaining that the property lies within the (R-1L) Single-Detached Residential Zone, where only one dwelling unit is typically permitted. The applicant is seeking approval to allow up to three dwelling units on the lot through a site-specific amendment.

Planning staff outlined that the property is currently developed with a legally non-conforming semi-detached dwelling. This non-conforming status exists because the structure predates current zoning restrictions; therefore, it may continue to exist legally in its present form. However, the addition of a third dwelling unit constitutes an expansion of the non-conformity, requiring Council approval through a site-specific amendment rather than a rezoning.

Staff clarified that the proposed third unit cannot be categorized as a secondary suite under the City's bylaw, as secondary suites are only permitted within single-detached dwellings, not semi-detached structures.

A site plan was presented showing that the proposed development would occur primarily within the existing building footprint, with an additional rear extension designed for an entrance and a small room on the main level. The remainder of the new dwelling unit would be located within the basement level of one side of the semi-detached building. Parking for the dwelling units would be provided through the existing driveways on the property.

Planning staff reviewed the regulatory process under Section 3.10.3 of the Zoning and Development Bylaw, which requires a public meeting prior to Council's consideration of any site-specific amendment.

Staff noted that Council authorized the application to proceed to public consultation on October 19, 2025; however, the public meeting had been delayed twice due to weather.

Notification letters were sent on February 6, 2026, to 25 property owners within 100 metres of the site.

No written submissions had been received as of the date of the meeting.

Michael outlined the anticipated next steps, indicating that depending on the outcome of the public meeting and the preparation of the necessary report, the application is scheduled to proceed to Planning Board on March 3 and to City Council for consideration on March 10.

Comments:

The Chair invited planning staff to elaborate on the concept of legal non-conforming status, and Planner Michael provided an explanation. He stated that the subject property contains a semi-detached (side-by-side) dwelling, which remains legally non-conforming in the (R-1L) zone because it existed prior to the adoption of the current bylaw. He noted that the third unit being proposed would be located within the basement level of one side of the semi-detached dwelling, accessed through an added entry structure containing a vestibule and stairway.

Staff confirmed the main living space would be within the basement, with some limited above-grade space such as a washroom and also a small living area in the new entry addition.

Michael explained that the City's bylaw only allows secondary suites within single-detached dwellings, meaning the proposed basement unit could not qualify as a secondary suite within a semi-detached structure. Because the property was already legally non-conforming, any expansion of that non-conformity—such as the addition of a third unit—requires Council approval through a site-specific amendment.

He emphasized that this process does not change the underlying zoning and does not grant new land rights beyond the specific request to legalize the third dwelling unit.

Councillors asked several questions to better understand the distinction between legal non-conforming use, site-specific amendments, and spot zoning.

Planning staff clarified that spot zoning typically refers to changing the zoning of a single parcel in isolation from surrounding properties, creating a different or incompatible designation within a consistent area. By contrast, a site-specific amendment does not alter the zoning at all; instead, it adds a narrowly tailored exception to permit one additional use or variation within the existing zone. Staff stressed that the request before Council applies solely to the third unit and does not affect the existing status of the semi-detached dwelling or the neighbouring property.

Further questions sought clarification about whether the decision before Council was simply to approve or deny the amendment. Staff confirmed that Council would be voting on the specific site-specific amendment that would allow the conversion of the basement space into a third dwelling unit. No broader changes to the zoning or surrounding properties were being contemplated.

The Chair concluded the discussion by acknowledging the complexity of the terminology and thanked staff for helping clarify the distinction between non-conforming uses, zoning changes, and site-specific permissions.

6. <u>Rezoning – Lot 8, Violet Circle (PID# 1187913)</u>

Request:

The City of Charlottetown received a request to amend Appendix A - Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential; and amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Low Density Residential Single (R-2S) Zone to the Medium Density Residential (R-3) Zone to facilitate the future development of a proposed 4-unit building (stacked townhouse).

Property Information: Low Density Residential Single (R-2S) Zone
Staff Presenter: Sonia Kamal, PII
Applicant: Tyrell Doucette
Reference: Public Meeting Package

Summary:

Sonia stated that this application is to consider a request to amend Appendix A, the Future Land Use Map of the Charlottetown Official Plan, from Low Density Residential to Medium Density Residential, and to amend Appendix G, the Zoning Map of the Zoning and Development Bylaw, from the (R-2S) Low Density Residential Single Zone to the (R-3) Medium Density Residential Zone. The purpose of the requested amendments is to enable the future development of a proposed four-unit stacked townhouse on Lot 8 Violet Circle, identified as PID 1187913.

Planning staff presented the application, explaining that the subject property is a vacant lot within a developing greenfield subdivision that is still under construction based on previously approved plans. Most properties in the surrounding subdivision are zoned (R-2S), which permits single-detached, semi-detached, and duplex dwellings but does not allow stacked townhouse forms.

The applicant is therefore requesting rezoning and a corresponding Official Plan amendment to accommodate the proposed four-unit structure. Planning staff confirmed that the proposed building would meet all required setbacks, frontage, and lot area standards applicable to the (R-3) zone.

Staff advised that, in accordance with the Zoning and Development Bylaw, a public meeting must be held prior to Council's consideration of any rezoning or bylaw amendment.

Notice of the meeting was issued on February 6, 2026, to eleven surrounding property owners located within 100 metres of the site, inviting comments on the proposal.

Staff reported that no written submissions had been received to date.

Concept plans, including site layout, floor plans, and a rendering, were presented for public review. Tentative dates were provided for the next steps in the process, with Planning Board scheduled for March 3 and City Council for March 10.

Comments:

Councillor McCabe noted that similar rezonings have occurred recently in the subdivision as development continues. No concerns were raised by the Deputy Mayor.

The applicant, Tyrell Doucette, attended the meeting and offered to answer questions.

Councillor Tweel asked how the proposed stacked townhouse would fit within the character of existing development.

The applicant responded that the area already contains numerous newly constructed duplexes and several previously approved stacked four-unit buildings, including some directly across from the subject lot.

New Business
There was no new business that arose.

7. Adjournment of Public Session
Moved by Councillor MacKinnon and seconded by Councillor Ramsay that the public meeting be adjourned. The meeting adjourned at 8:36 PM.

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-March-6B-3
Lot 8, Violet Circle (PID# 1187913)

Date:

March 3, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:

Planning and Heritage

Other Associated Departments:

Prepared by:

Sonia Kamal, Planner 2

Attachments:

A. Air Photo
B. Zoning Map
C. Survey Plan
D. Concept 3D Views
E. Circulation Letter (February 6, 2026)
F. Public Responses to Circulation
G. Public Meeting Minutes (February 19, 2026)

Report Title:

Future Land-use Map Amendment and Zoning Amendment Lot 8, Violet Circle (PID# 1187913). Application has been made by Tyrell Doucette on behalf of T&H Properties Ltd.

Report Purpose:

Request to change Official Plan land-use designation from Low Density Residential to Medium Density Residential
Request to rezone subject property from the Low Density Residential Single (R-2S) to the Medium Density Residential (R-3).

Staff Recommendation:

The Planning and Heritage Department encourages Planning Board to recommend that City Council approve the following rezoning and Official Plan Amendment requests:

1. Amend Appendix A - Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential; and
2. Amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Low Density Residential Single (R-2S) Zone to the Medium Density Residential (R-3) Zone, to facilitate the future development of a proposed 4-unit building (stacked townhouse).

Report Details:

The subject property is located in the Low Density Residential Single (R-2S) Zone of the City of Charlottetown Zoning & Development Bylaw and the Low Density Residential land-use designation of the City of Charlottetown Official Plan. The purpose of the proposed rezoning and OPA are to develop the subject property with a 2-storey, four (4) unit stacked townhouses (see Attachment D).

Parking spaces for each of the stacked townhouse units are proposed to be located to the front of the respective units facing the street frontage. The proposed structures would meet all setback, lot area and lot frontage requirements of the (R-3) zone based on the concept plans provided (see Attachment C).

Development Context

The subject properties are vacant lots that form part of what would be considered a 'greenfield' or new subdivision development that is currently still under construction and expansion at the present time on the basis of prior approvals.

All properties within the existing plan of subdivision in this area are currently zoned (R-2S) which allows for residential dwellings in the form of single-detached, semi-detached and duplex dwellings but does not have any allowance for stacked townhouse dwellings as proposed.

The subject properties are located in relatively close proximity to Norwood Road to the west that contains primarily single-detached dwellings that have been established for some time. The subject properties are located approximately 700 metres north of the Arterial Highway bypass via connection from Norwood Road.

LEGISLATIVE REQUIREMENTS:

Notification

In accordance with Regulation 3.10.4 of the Zoning & Development Bylaw, on February 6, 2026, a mailed notice was sent to eleven (11) property owners located within 100 metres of the subject property notifying them of the proposed rezoning application. The letter advised them of the general details and intent of the request including the date, time, and location of the public meeting. The letter requested their written comments for or against the proposed rezoning and stated the deadline to submit written comments concerning the applications (see Attachment E for copy of the letter).

Public Feedback

In response to the City's circulation letter, no written responses were received. Copy of the Public Meeting Minutes from February 19, 2026 can be found in this report under Attachment "F". It is noted that no members of the public spoke at the Public Meeting either for or against the proposal.

Comments Received from City Departments and External Agencies

All comments have been addressed and summarized below.

Charlottetown Fire Department – responded February 23, 2026 providing the following feedback:

> I don't see an issue with this one particular lot being rezoned to accommodate four units. The only issue I have is that this is one of 14 (out of 36 total) lots that developers are trying to rezone to increase density to four units per lot. So now, if all are approved, we could have 14 x 4 (R3 lots) and 22 x 2 (R2S lots) which would be 100 dwellings, with only one access road for the subdivision. I would suggest that the Woodland Creek developer finish the second half of the subdivision and create a second access point to Norwood Road before we allow any more rezonings.

Charlottetown Water & Sewer Utility – responded November 20, 2025 providing the following feedback:

No concerns from W&S, the applicable applications and service will be required.

Charlottetown Public Works – No comments or concerns.

Charlottetown Parks & Recreation – responded November 17, 2025 providing the following feedback:

- From Parks and Recreation, there is no additional requirement for parkland since the parkland allocation was already approved by Council (September 26, 2022) for the overall development.
- As for a potential concern, I noticed that there have been a couple other rezoning applications (R2 to R3) approved on Violet Circle and Evelyn Street. This rezoning is increasing the density of the buildings in this area, which could cause some capacity concerns in the future (i.e., increased street traffic, water & sewer capacity, stormwater capacity, and access to sufficient parkland).

Charlottetown Environment & Sustainability – responded November 7, 2025 providing the following feedback:

Public Transit and Active Transportation
The following are not requirements, but are recommended as good practice:

- Consider designating ground-floor multi-use storage space/lockers (which could be used for bicycles/strollers).
    - Sizing such storage spaces/lockers to be able to store roughly 3 bikes (which could also be used for a stroller, or other equipment) would significantly increase utility for the residents of the development, particularly those on the second floor apartments.
- Driveways should be sufficiently wide to allow a pedestrian walking with a bike to pass a parked car without leaving the paved area.

For your information:

- A bus stop is present at Norwood & Evelyn St, being served 11 times a day and enabling residents to connect to Sherwood Business Centre, downtown, and the Royalty Crossing Mall areas, where they may transfer to other buses.
- Multi-use paths (for cyclists and pedestrians) will be built in the coming years along Norwood Rd, enabling more active lifestyles for people in the area, and connecting residents to the nearby Andrews' Pond nature trails without needing to drive.

Urban Forestry

- No existing City trees or Heritage Trees on/touching the site require protection.
- As per the City's Tree Protection Bylaw, one Large Caliper tree per 10m of frontage is required by the developer. City staff in the Environment and Sustainability Department would like to review these planting details, when available, and are able to provide input, if requested.
- Recommend that the landscape design incorporate further stand-alone trees around the building to enhance canopy cover and visual appeal.
- Power poles are present on both sides of the road, currently limiting opportunities for street tree planting. Recommend coordinating utility layout so poles are arranged to allow street trees within the right-of-way (ROW).

ANALYSIS:

The subject property is currently zoned as Low Density Residential Single (R-2S). The zone limits housing typologies to semi-detached and duplex dwellings in terms of maximum unit count on an individual lot. A transition to the Medium Density Residential (R-3) Zone would offer the option to permit stacked townhouse dwellings on the subject property.

The size of the lot to which the proposed rezoning would apply is sufficient to permit the proposed 4-unit stacked townhouse building which would meet all regulations of the (R-3) zone including minimum frontage, all minimum yard setbacks, maximum permitted building height and required number of parking spaces (see Attachment C).

Infill development within established low density residential neighbourhoods is supported within the policies of the Official Plan. Section 3.1.2 of the Official Plan states that our objective is to promote compact urban form and infill development, as well as the efficient use of infrastructure and public service facilities. Development of stacked townhouse dwellings at these locations would represent a more efficient use of existing municipal infrastructure on a per unit basis, exceeding what would be possible with lower-density housing types permitted by the existing (R-2S) zoning that is in place.

The Official Plan furthermore states under Section 3.1 that our policy shall be to allow moderately higher densities in neighbourhoods, and to allow in-law suites in residential land-use designations and to make provision for multiple-family dwellings in the downtown core and multiple-family dwellings in suburban centres and around these centres provided it is development at a density that will not adversely affect existing low density housing. It is noted that the subject properties are located immediately abutting one another and therefore the propose rezonings would make for a consistency in built form within one specific area of the subdivision representing a moderately higher density than is otherwise currently permitted through the (R-2S) zoning.

Section 3.2 of the Official Plan states that our goal is to maintain the distinct character of Charlottetown's neighbourhoods, to enhance the special qualities of each, and to help them adjust to the challenges of economic and social transformation. Our objective is to preserve the built form and density of Charlottetown's existing neighbourhoods, and to ensure that new development is harmonious with its surroundings. It is noted that the proposed stacked townhouse dwellings would be located adjacent to and abutting one another. It is also noted that the proposed rezonings would occur within a more recently approved greenfield subdivision development that is currently under development not fully built-out at the present time. Given the ongoing development of the area, any impact of the proposed rezoning would be more muted as there is a much lesser degree of established land-uses in the immediate area that would stand to be impacted as well as the fact the proposed developments would not remove or supplant any existing development on the lots as they are currently vacant and have not previously been developed with any form of land-use.

Our policy shall be to ensure that the footprint, height, massing, and setbacks of new residential, commercial, and institutional development in existing neighbourhoods is physically related to its surroundings. Our policy shall also be to establish an appropriate relationship between the height and density of all new development in mixed-use residential areas of existing neighbourhoods. The proposed stacked townhouse units would be physically relatable in terms of their height, massing and setbacks on each lot with respect to any lower-density development that has developed and will develop within the immediate area of the greenfield subdivision currently under wider active development. Each stacked townhouse block is proposed to be built to a height of 2 storeys and would meet all

setback requirements of the (R-3) zone thereby ensuring that they remain relatively physically relatable to what would be other single-detached, semi-detached and duplex dwelling units that have been or could be developed within other nearby (R-2S) zoned properties.

Under Section 3.3 (Housing Needs and Variety), the Official Plan states that 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. While the development proposal for the subject property does not propose affordable housing by definition it is representative of a more compact form of development that provides wider housing options to residents.

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 housing variety for a range of demographics. Notwithstanding, it clearly states that new development must be physically related to its surroundings and that there should be an appropriate relationship between height and density for new development in existing neighbourhoods. "Our Policy shall be to ensure that the footprint, height, massing, and setbacks of new residential, commercial, and institutional development in existing neighbourhoods is physically related to its surroundings."

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

Positives	Neutral	Shortcomings
▪ The rezoning would facilitate compact urban form and greenfield development of medium density housing to meet future needs. ▪ The proposed stacked townhouse development would help address housing options for a growing population within the city. ▪ The proposed development has been found to meet all technical requirements of other City Departments.	▪ The proposed development would require both an application for Building & Development Permit in order to enable the development to occur.	▪ The proposed stacked townhouse units have potential to increase traffic counts in the area and it is noted that the Fire Department will not permit further rezonings in this area unless a second entrance to the subdivision is proposed even though this proposal meets all technical requirements.

Conclusion:

On the basis of our policy review and the limited feedback received from the Public Meeting as well as the responses received from other City Departments in technical support of the application, the Planning and Heritage Department encourages Planning Board to recommend that City Council approve the noted requests for rezoning and Official Plan Amendment for the subject property.

Council or Committee History:

N/A

Financial Implications:

N/A

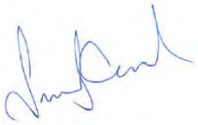
Public Engagement and Communication:

None to date.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

Submitted By Planner:



Sonia Kamal, MPlan, B.Arch
Planner 2

Reviewed By:

Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 02/27/2026	Michael Ruus, RPP, MCIP, 02/27/2026

Committee Recommendation: (if differing from staff)

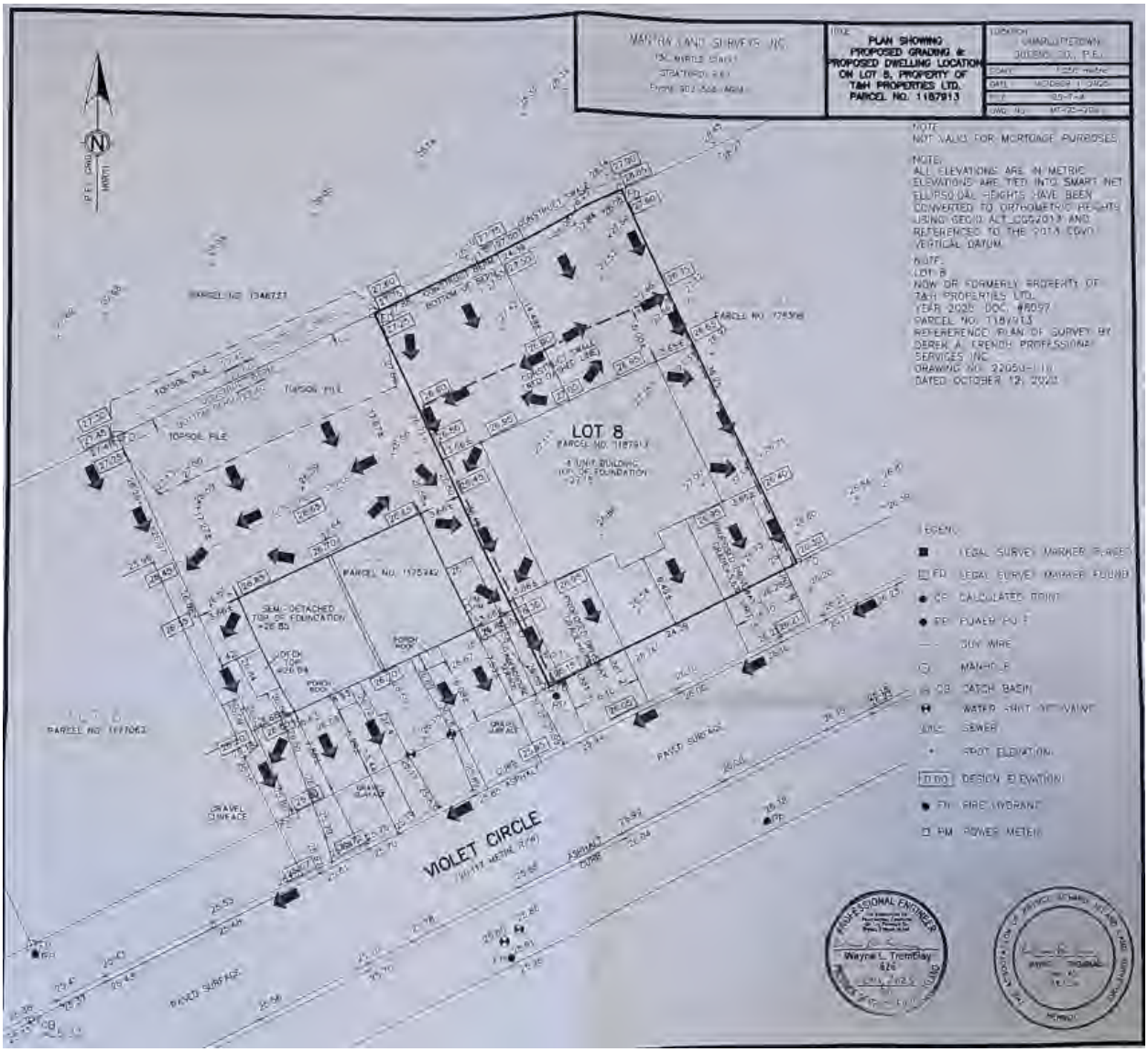
Attachment A: Air Photo



Attachment B: Zoning Map



Attachment C: Survey Plan



Attachment D: Concept 3D views



Attachment E: Circulation Letter (February 6, 2026)

City of Charlottetown
Planning & Heritage Department
78 Kent Street
Charlottetown, PE C1A 7B7

[redacted]

February 6, 2026

RE: Lot 8, Violet Circle (PID# 1157913)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department received a request for a Zoning Bylaw Amendment for an unaddressed subject property located at Lot 8, Violet Circle (PID# 1157913) to rezone from the current Low Density Residential Single (R-2S) Zone to Medium Density Residential (R-3) Zone and to also change the land-use designation in the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential to facilitate the future development of a proposed 4-unit building (stacked townhouse).

Pursuant to the requirements of the *Zoning and Development Bylaw*, and as an owner of a property located within 100 metres (328.1 feet) of the boundaries of the proposed development at the subject property, you are being notified of this request for rezoning. A public meeting for the application will be held on **February 19th, 2026 (Thursday) at 7:00pm** in **Council Chambers, City Hall (199 Queen Street)**.

For those who are interested in participating via Microsoft Teams, residents are requested to contact the Planning & Heritage Department by email at planning@charlottetown.ca or to call 902-629-4158 no later than 4:30 p.m. on Tuesday, February 17, 2026 to provide their contact details (name, phone number and/or email address). Business hours are between 8:30 AM – 4:30 PM, Monday – Friday. Staff will contact interested participants no later than noon, 12:00pm on Wednesday, February 18, 2026 with details on how to participate in the meeting. Anyone who wants to observe the live meeting without commenting can view it at www.charlottetown.ca/video.

The City encourages written submissions to be received prior to the public meeting. Notwithstanding, all written submissions by letter may be delivered to the City's Planning & Heritage Department at P.O. Box 98, 199 Queen Street, Charlottetown, PE, C1A 7K2, or comments may be emailed to the reporting Planner, Jessica Banks at jbanks@charlottetown.ca on or before 12:00pm noon on Friday, February 20, 2026. All responses received will become part of the public record. Oral submissions or comments may be made at the public meeting, but residents are requested to please keep their oral submissions to a maximum of five (5) minutes.

Anyone wishing to view the proposed amendment can visit the City's website at [illegible] and find the Meeting Packages under the Mayor and Council section for 2023 Public Meeting Packages. As comments and updates are received, the package will be revised with additional information leading up to the public meeting.

If you have any questions or concerns, please contact the Planning & Heritage Department at (902) [illegible]-4158

Sincerely,

Sonia Kastal, Mplan, BArch.
Planner II

Attachment F: Public Responses to Circulation

None received.

Attachment G: Public Meeting Minutes (February 19, 2026)

DRAFT

Public Meeting of Council
Thursday, February 19, 2026, 7:00PM
City Hall, Council Chambers, 199 Queen St, Charlottetown, PE
Also available via Microsoft Teams; and
Live streaming at www.charlottetown.ca/video

Interim Chair Councillor Bernard Presiding

Council Members present:	Deputy Mayor Alanna Jankov*	Councillor Julie McCabe*
	Councillor Justin Mattatt	Councillor Trevor MacKinnon
	Councillor Mitchell Tweel	Councillor Kevin Ramsay
	Councillor Robert Doiron	Councillor John McAleer
Staff:	David Gundrum, Mgr, PD	Jason Doucette, IO/AA**
	Sonia Kamal, PII	
	Michael Fraser, PII	
Applicants/ Representatives:	Tyrell Doucette	
	Ellis and Birt	
	Douglas Coles	
Also present:	Brad MacConnell, CAO	
Regrets:	Mayor Brown	
	Councillor Norman Beck	

*Participated via Teams
**Minute Taker

Meeting reminders were explained before calling the meeting to order. Councillor Bernard also acknowledged that the meeting was taking place on the traditional and unceded territory of the Mi'kmaq people.

The deadline for submission of written comments is Friday, February 20th at 12:00pm Noon

1. **Call to Order**
   Interim Chair Councillor Bernard called the meeting to order at 7:00 PM

2. **Declarations of Conflict of Interest**
   There were no conflicts.

DRAFT UNTIL APPROVED BY COUNCIL

3. Approval of Agenda

Moved by Councillor MacKinnon and seconded by Councillor Ramsay that the order of the agenda items be amended to present the Unaddressed parcel on Mount Edward Road (PID 440545) first, 16-18 Hemlock Court (PID 452672) second and Lot 8, Violet Circle (PID 1187913) third, for the public meeting on February 19th, 2026 be approved.

CARRIED (8-0)

4. Rezoning – Unaddressed parcel on Mount Edward Road (PID# 440545)

Request:

The City of Charlottetown has received a request to amend Appendix A - Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Comprehensive Development Area; and amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Single-detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone to facilitate future development of the property with three (3) apartment buildings having a combined maximum total of 87 dwelling units.

Property Information: Single-detached Residential (R-1L) Zone
Staff Presenter: David Gundrum, Manager, Development Planning
Applicant: Ellis & Birt
Reference: Public Meeting Package

Summary:

Staff stated that an application to amend the Official Plan and Zoning Map for the undeveloped parcel identified as PID 440545, located at the southeast corner of Highway 2 and Mount Edward Road.

Planning Manager David Gundrum presented the proposal, explaining that the applicant is seeking approval to rezone the property from the (R-1L) Low Density Residential Zone to the Comprehensive Development Area (CDA) Zone and to change the land-use designation in the Official Plan to Comprehensive Development Area (CDA) to facilitate the intended development.

The purpose of the request is to enable the future construction of three apartment buildings with a combined maximum of 87 residential units, based on the available lot area and required lot area per unit under the zoning bylaw. The subject property is currently vacant and situated adjacent to an established residential neighbourhood. It is bordered by Mount Edward Road to the west, the bypass highway to the north, and existing low-density residential properties to the south and east.

An existing easement registered in favour of the City is located on the land to protect buried public infrastructure. Planning staff noted that the proposed apartment buildings would comply

with the height limits associated with the (R-4) zone and that preliminary review does not indicate the need for additional zoning variances at this time.

Concept plans were presented showing the layout of the three buildings, on-site parking located to the north, and two proposed access points: a right-in/right-out access onto Mount Edward Road and a two-way private access connecting to Lilac Avenue. The Planning Manager outlined the legislative requirements for amendments to the Zoning and Development Bylaw, noting that Council must hold a public meeting prior to making any decision. In compliance with Section 3.10 of the bylaw, a notice of the meeting was mailed on February 6, 2026, to 32 surrounding property owners located within 100 metres of the site.

Recipients were invited to submit comments regarding the proposed rezoning and Official Plan amendment. As of the date of the meeting, 26 written responses had been received, all expressing opposition to the proposed development..

Staff presented a scaled site plan and a conceptual rendering illustrating the appearance of the proposed apartment buildings when viewed from the north. These illustrations were provided to give residents and Council an understanding of the general form and massing of the development, although final design details would be confirmed during the building permit stage.

In concluding the presentation, staff outlined the next steps in the process. The application is tentatively scheduled to be brought forward to Planning Board on March 3, followed by a recommendation to City Council on March 10, also tentative. These dates remain subject to change pending Council's direction following the public meeting and the outcomes of the public meeting in terms of comments and feedback from the public.

Comments:

Dana Blakely, Robert MacDougall, Adam MacDonald, Claire Dunsford, Greg MacAulay, Jamie MacDonald, Erin McGonnell, Cathy Dunsford, Joe Hughes and Pam Josey addressed Council to express concerns.

Traffic and safety were the dominant themes, with speakers emphasizing the narrow width of Lilac Avenue and Ferngarden Drive, lack of sidewalks, a blind curve on Lilac, and significant numbers of young children walking to school or the nearby park.

Residents reported longstanding issues with speeding and stated that increased traffic from the 87-unit development would worsen conditions and increase risk to pedestrians.

Many residents expressed concern that the restricted right-turn-only access on Mount Edward Road would redirect the majority of traffic onto Lilac Avenue.

Others highlighted infrastructure issues, including the need for resurfacing, stormwater management, and improvements to street lighting. Several residents pointed to declining water pressure following recent developments nearby.

School capacity concerns were raised regarding Sherwood Elementary, Stonepark Intermediate, and Charlottetown Rural.

Additional concerns included the loss of greenspace, perceived incompatibility with the established single-family neighbourhood, privacy impacts from five-storey buildings, and potential effects on property values. Residents also questioned why CDA zoning was selected instead of (R-4) or (R-3T) zoning and asked what would occur if the Mount Edward Road access were not ultimately approved.

The applicant responded to several points, stating that the Lilac Avenue connection was required to satisfy emergency access standards. Coles confirmed that the underground parking met City requirements and that the surface parking stalls were intended for visitors. He also clarified that utilities could still be accessed beneath the parking lot through the existing easement.

Members of Council sought clarification from staff and questions focused on whether the concept plan could change after rezoning, the timing of the broader CBCL Engineering consultant traffic study, the status of access approval from the Province, and anticipated traffic and parking implications.

Staff reiterated that CDA zoning would fix the design as presented, and any substantial alteration would require a new application and public process. Staff also noted that Public Works had not requested a site-specific traffic impact study but that a wider area review was ongoing.

5. Rezoning Site-Specific Exemption - 16-18 Hemlock Court (PID# 452672)

Request:

This is a request to amend Appendix C. Approved Site-Specific Exemptions of the City of Charlottetown Zoning and Development Bylaw to permit the addition of a third dwelling unit within an existing semi-detached dwelling in the (R-1L) Zone.

Property Information: Single-Detached Residential (R-1L) Zone
Staff Presenter: Michael Fraser, PII
Applicant: Tanmoy Saha
Reference: Public Meeting Package

Summary:

Staff stated this is a request for a site-specific amendment for the property at 1618 Hemlock Court, identified as PID 452672. Planner Michael presented the application, explaining that the property lies within the (R-1L) Single-Detached Residential Zone, where only one dwelling unit is typically permitted. The applicant is seeking approval to allow up to three dwelling units on the lot through a site-specific amendment.

Planning staff outlined that the property is currently developed with a legally non-conforming semi-detached dwelling. This non-conforming status exists because the structure predates current zoning restrictions; therefore, it may continue to exist legally in its present form. However, the addition of a third dwelling unit constitutes an expansion of the non-conformity, requiring Council approval through a site-specific amendment rather than a rezoning.

Staff clarified that the proposed third unit cannot be categorized as a secondary suite under the City's bylaw, as secondary suites are only permitted within single-detached dwellings, not semi-detached structures.

A site plan was presented showing that the proposed development would occur primarily within the existing building footprint, with an additional rear extension designed for an entrance and a small room on the main level. The remainder of the new dwelling unit would be located within the basement level of one side of the semi-detached building. Parking for the dwelling units would be provided through the existing driveways on the property.

Planning staff reviewed the regulatory process under Section 3.10.3 of the Zoning and Development Bylaw, which requires a public meeting prior to Council's consideration of any site-specific amendment.

Staff noted that Council authorized the application to proceed to public consultation on October 19, 2025; however, the public meeting had been delayed twice due to weather.

Notification letters were sent on February 6, 2026, to 25 property owners within 100 metres of the site.

No written submissions had been received as of the date of the meeting.

Michael outlined the anticipated next steps, indicating that depending on the outcome of the public meeting and the preparation of the necessary report, the application is scheduled to proceed to Planning Board on March 3 and to City Council for consideration on March 10.

Comments:

The Chair invited planning staff to elaborate on the concept of legal non-conforming status, and Planner Michael provided an explanation. He stated that the subject property contains a semi-detached (side-by-side) dwelling, which remains legally non-conforming in the (R-1L) zone because it existed prior to the adoption of the current bylaw. He noted that the third unit being proposed would be located within the basement level of one side of the semi-detached dwelling, accessed through an added entry structure containing a vestibule and stairway.

Staff confirmed the main living space would be within the basement, with some limited above-grade space such as a washroom and also a small living area in the new entry addition.

Michael explained that the City's bylaw only allows secondary suites within single-detached dwellings, meaning the proposed basement unit could not qualify as a secondary suite within a semi-detached structure. Because the property was already legally non-conforming, any expansion of that non-conformity—such as the addition of a third unit—requires Council approval through a site-specific amendment.

He emphasized that this process does not change the underlying zoning and does not grant new land rights beyond the specific request to legalize the third dwelling unit.

Councillors asked several questions to better understand the distinction between legal non-conforming use, site-specific amendments, and spot zoning.

Planning staff clarified that spot zoning typically refers to changing the zoning of a single parcel in isolation from surrounding properties, creating a different or incompatible designation within a consistent area. By contrast, a site-specific amendment does not alter the zoning at all; instead, it adds a narrowly tailored exception to permit one additional use or variation within the existing zone. Staff stressed that the request before Council applies solely to the third unit and does not affect the existing status of the semi-detached dwelling or the neighbouring property.

Further questions sought clarification about whether the decision before Council was simply to approve or deny the amendment. Staff confirmed that Council would be voting on the specific site-specific amendment that would allow the conversion of the basement space into a third dwelling unit. No broader changes to the zoning or surrounding properties were being contemplated.

The Chair concluded the discussion by acknowledging the complexity of the terminology and thanked staff for helping clarify the distinction between non-conforming uses, zoning changes, and site-specific permissions.

6. <u>Rezoning – Lot 8, Violet Circle (PID# 1187913)</u>

Request:

The City of Charlottetown received a request to amend Appendix A - Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential; and amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Low Density Residential Single (R-2S) Zone to the Medium Density Residential (R-3) Zone to facilitate the future development of a proposed 4-unit building (stacked townhouse).

Property Information: Low Density Residential Single (R-2S) Zone
Staff Presenter: Sonia Kamal, PII
Applicant: Tyrell Doucette
Reference: Public Meeting Package

Summary:

Sonia stated that this application is to consider a request to amend Appendix A, the Future Land Use Map of the Charlottetown Official Plan, from Low Density Residential to Medium Density Residential, and to amend Appendix G, the Zoning Map of the Zoning and Development Bylaw, from the (R-2S) Low Density Residential Single Zone to the (R-3) Medium Density Residential Zone. The purpose of the requested amendments is to enable the future development of a proposed four-unit stacked townhouse on Lot 8 Violet Circle, identified as PID 1187913.

Planning staff presented the application, explaining that the subject property is a vacant lot within a developing greenfield subdivision that is still under construction based on previously approved plans. Most properties in the surrounding subdivision are zoned (R-2S), which permits single-detached, semi-detached, and duplex dwellings but does not allow stacked townhouse forms.

The applicant is therefore requesting rezoning and a corresponding Official Plan amendment to accommodate the proposed four-unit structure. Planning staff confirmed that the proposed building would meet all required setbacks, frontage, and lot area standards applicable to the (R-3) zone.

Staff advised that, in accordance with the Zoning and Development Bylaw, a public meeting must be held prior to Council's consideration of any rezoning or bylaw amendment.

Notice of the meeting was issued on February 6, 2026, to eleven surrounding property owners located within 100 metres of the site, inviting comments on the proposal.

Staff reported that no written submissions had been received to date.

Concept plans, including site layout, floor plans, and a rendering, were presented for public review. Tentative dates were provided for the next steps in the process, with Planning Board scheduled for March 3 and City Council for March 10.

Comments:

Councillor McCabe noted that similar rezonings have occurred recently in the subdivision as development continues. No concerns were raised by the Deputy Mayor.

The applicant, Tyrell Doucette, attended the meeting and offered to answer questions.

Councillor Tweel asked how the proposed stacked townhouse would fit within the character of existing development.

The applicant responded that the area already contains numerous newly constructed duplexes and several previously approved stacked four-unit buildings, including some directly across from the subject lot.

New Business
There was no new business that arose.

7. Adjournment of Public Session
Moved by Councillor MacKinnon and seconded by Councillor Ramsay that the public meeting be adjourned. The meeting adjourned at 8:36 PM.

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-MARCH-6B-4
147 Hillsborough Street (PID# 342907)

Date:
March 3, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
Public Works (comments provided)
Water-Sewer Utility (comments provided)
Environment & Sustainability (comments provided)

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map
C. Concept Floor Plan
D. Applicant Memo (December 2, 2025)

Report Title:
Proposed site-specific amendment to existing zoning (Downtown Mixed Use Neighbourhood (DMUN) Zone) to allow for a transitional housing facility capable of accommodating eleven (11) individuals within an existing building on subject property identified as 147 Hillsborough Street (PID# 342907). The application has been made by PEI Housing Corporation who are also the owners of the subject property.

Report Purpose:
Evaluation of a request for site-specific amendment to the existing (DMUN) zoning to allow for a transitional housing facility (11 beds for residents) whereas this land-use is not otherwise permitted within the existing zoning. Consideration at this point is for a request to proceed to public consultation.

Staff Recommendation:
That Planning Board recommend that Council:

Approve the request to proceed to public consultation concerning a request for site-specific amendment to the existing Downtown Mixed Use Neighbourhood (DMUN) Zone that applies to the subject property identified as 147 Hillsborough Street (PID# 342907) to allow for the existing 3-storey structure to be repurposed as a transitional housing facility having 11 beds for residents.

Report Details:

The site-specific amendment was submitted by applicant and owner of the property PEI Housing Corporation on January 29, 2026 to the City of Charlottetown Planning & Heritage Department in pursuit of allowing for a site-specific amendment to the existing (DMUN) zone that applies to the subject property that would expand the list of permitted uses to also include a transitional housing facility.

Development Context:

The subject property is a corner residential lot that is developed with an existing 3-storey pitched-roof structure located within a mature mixed-use neighbourhood towards the east side of the 500 Lot Area (see Attachment A).

The property is bounded to the north and west by abutting properties also in the (DMUN) Zone containing existing residential development. A single-detached dwelling bounds to the north at 153 Hillsborough Street (PID# 342915) while the rear parking and driveway area for property identified as 220-222 Kent Street (PID# 342931) bounds immediately to the west. The subject property as mentioned is a corner lot and is bounded to the east by Hillsborough Street and to the south by Clarke Street (see Attachments A & B).

Comments Received from City Departments and External Agencies:

The following are the comments and feedback received from responding City Departments to date.

Charlottetown Water & Sewer Utility – provided the following feedback:

- No concerns.

Charlottetown Public Works – provided the following feedback:

- No significant concerns. It appears that the street access and overall site are not changing in any significant way as part of the renovations. One minor comment is that we would want to ensure that the front step does is set back from the sidewalk so-as to not interfere with snow clearing.

Charlottetown Environment & Sustainability – provided the following feedback:

- There are two City-owned street trees located along the edge of the proposed development area. These trees fall within the construction footprint and are therefore subject to the Tree Protection Bylaw. A tree protection zone would need to be established and maintained at all stages of construction. Note that both trees are high-risk specimens currently growing within three-phase powerlines, with the main stems well inside the minimum approach distance. If the proposed development requires removal of either tree, or if a compliant tree protection zone cannot be established, the Urban Forestry team should be engaged as early as possible to determine next steps and mitigation requirements.
- The population served by transitional housing is unlikely to possess a driver's licence or a private motor vehicle. Therefore, the **lack of dedicated residential parking on the site is acceptable** for this use and should not contribute to downtown-zone parking pressure.
- The property is very well-serviced by transit, a service on which the population served by transitional housing strongly relies. It is 440m (5.5 mins walk for an able-bodied adult) from the City's major transit interchange, from which every route in the T3 Transit network can be accessed. This is just beyond the 400m/5min recommended radius. There are stops within 150m (2 mins walk) on Routes 3 (which interlines with Route 2),

4 and 23. These routes provide direct access (without requiring a transfer between buses) to many destinations City-wide.

- This population is more likely than average to commute by bicycle, especially as year-round bicycle commuters, not only summer seasonal. Therefore, it is important that quality **bicycle parking/storage** is provided.
- Bike parking/storage should ideally include both outdoor parking racks (for guests or for short visits), and indoor racks within the building for residents/long-term storage, to avoid the risk of bicycle theft. Indoor bicycle storage space can also be multi-functional, providing storage space for mobility devices, prams, sporting equipment, or off-season clothing, outside of the bedroom space.
- Without having measured it: the narrow outdoor space between 147 and 153 Hillsborough St may offer bicycle storage opportunities, particularly if a small roof/shelter or bike locker can be added there to keep rain and snow off bikes.
- For indoor bike storage, consider changes to the floor plan so that at least some bicycle parking can be on the ground floor, so that it is easily accessible without needing to use stairs, which can help residents with mobility challenges. However, looking at the floor plan it is unclear whether any resident beds are accessible step-free, so this may be an irrelevant consideration, if all residents need to be able to handle stairs. Alternatively, storing bikes may become a staff responsibility.
- If most or all indoor bike storage is within the basement, then include a bicycle channel for ease of access up and down the stairs. Ideally the stairs to the basement would also be straight, rather than turning 90 degrees, which would create difficulty for bicycle access. (I couldn't read the attached floor plan clearly - am not sure if those stairs already exist or if they would be built.)
- A great resource on suggested Bike Rack Styles from the Association of Pedestrian and Bicycle Professionals (APBP)

LEGISLATIVE REQUIREMENTS:

Notification

If the proposed site-specific amendment to Zoning is approved to proceed to the public consultation phase, the Planning & Heritage Department will notify the public of the future public meeting date in accordance with Section 3.10.4 of the Zoning & Development Bylaw.

ANALYSIS:

As per Section 3.10.3 of the Zoning & Development Bylaw, before amending the zoning of any parcel of land, Council shall conduct a public meeting to receive the views and opinions of the public and the applicant. Council may, for reasons that are in the best interests of the City, reject a proposed zoning amendment without public notice and without referral to a public meeting, but if an application goes to a public meeting, then Council shall determine the disposition of the application and the applicant may not be allowed to withdraw the application after the public meeting.

Planning staff are of the opinion that the project has merit with sufficient information provided to date by the applicant to allow for consideration of the proposed site-specific amendment to Zoning via the public meeting process with Council.

CONCLUSION:
The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request to proceed to public consultation to consider a site-specific amendment to the existing (DMUN) zoning that applies to the subject property identified as 147 Hillsborough Street (PID# 342907) to add a transitional housing facility having 11 beds for residents as an additional permitted land-use for the property and within the existing 3-storey structure on the site.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
None to date.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

Submitted By Planner:
David Douglas Gundrum, RPP, MCIP



Manager of Development Planning

Reviewed By:

Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 02/27/2026

Committee Recommendation: (if differing from staff)

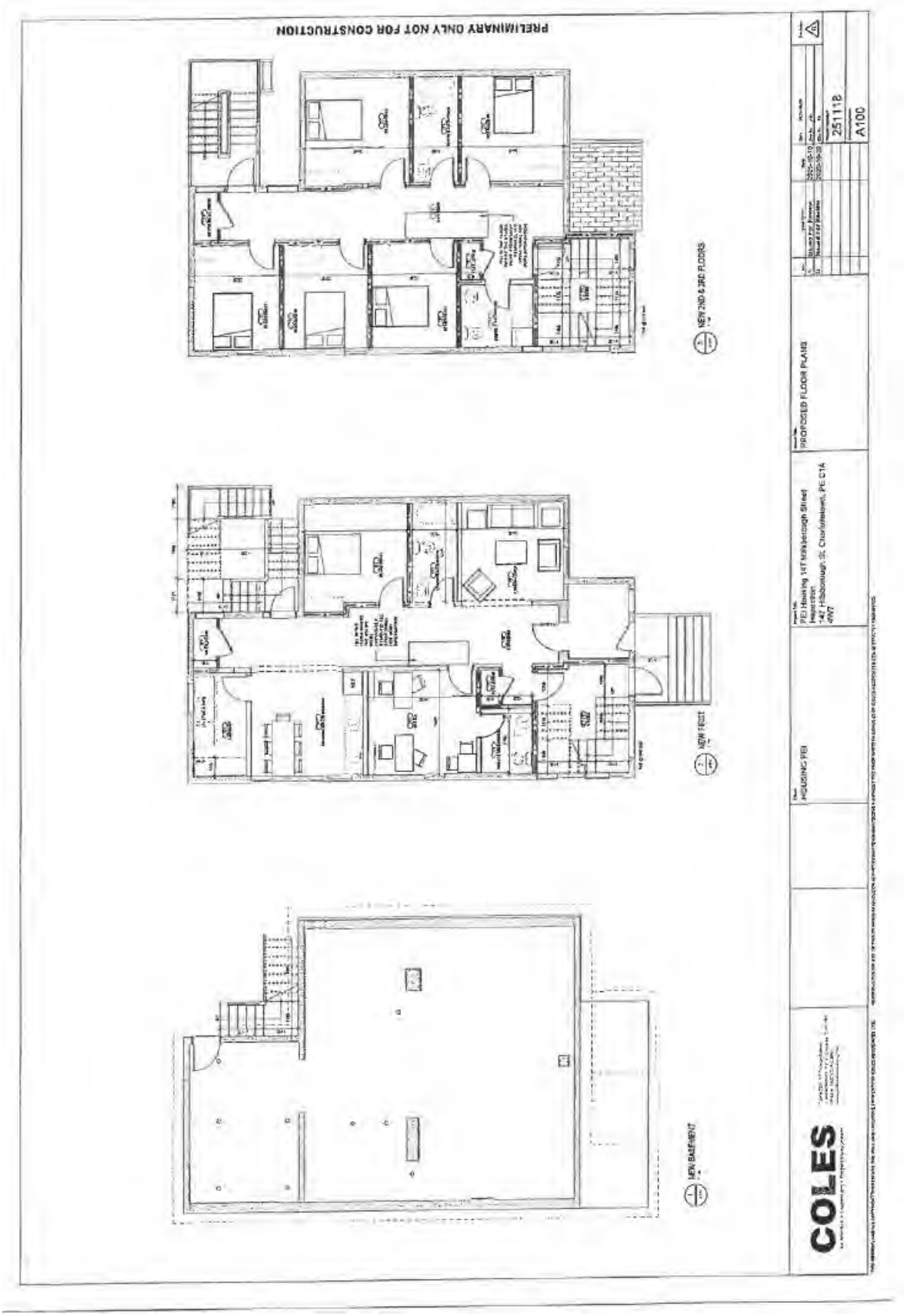
Attachment “A” – Air Photo



Attachment “B” – Zoning Map



Attachment “C” – Concept Floor Plan



Attachment "D" – Applicant Memo (December 2, 2025)

Prince Edward Island CANADA

Housing, Land and Communities

Logement, Terres et Communautés

Île-du-Prince-Édouard CANADA

PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

Planning and Heritage Department
City of Charlottetown
70 Kent Street
Charlottetown, PE C1A 1M9

December 2, 2025

Re: PEI Housing Corporation – Hillsborough Transitional Housing

The PEI Housing Corporation ("PEIHC") is requesting approval for a site-specific amendment to the existing Downtown Mixed Use Neighborhood zoning of a parcel on Hillsborough Street (PID 342907) to add Transitional Housing as an additional permitted use.

The provision of transitional housing services is critical to assist people to move from homelessness into more stable housing, by connecting individuals to essential resources and supporting development of life skills and relationships, within a safe, empowering environment. The goals of transitional housing are to foster independence over time and to promote long-term stability and integration into the broader community.

One of the Priority Actions in the PEI Housing Strategy is to address the critical gap in supportive housing (which includes transitional housing) to help Islanders most in need and this also forms a recommendation from the Province's Seniors Advisor for Islanders with Complex Needs Experiencing Homelessness, Carlene Donnelly. Based on an assessment of community needs there are 161 individuals in Queens County that are homeless as of September 2025. We recognize that there is a need for more transitional housing options in this region to help to alleviate the pressure on the shelter system by providing a more suitable housing option for some individuals facing homelessness, for a period of up to 18 months. This initiative also aligns with the City of Charlottetown's 2022-2026 Strategic Plan unifying principle - a community for everyone.

PEIHC purchased the Hillsborough Street property and is proposing to renovate and convert the building from 6 apartment units to 11 transitional housing beds. PEIHC will also engage a community partner organization to manage the building and participants through a public Request for Proposal process. There will be no illegal substances permitted on site, and staff on site 24 hours per day. The clients selected for these programs will engage with case management and relevant programs and must conduct themselves in such a manner as not to interfere with the occupancy and safety of other residents. Participation selection is proposed to be conducted by community case conferencing tables who are familiar with the individuals under consideration and also through referrals from PEIHC Housing Navigators.

PEIHC is proud to collaborate with the City of Charlottetown in fostering a safe, inclusive, and supportive environment for all residents. We are committed to addressing housing needs, promoting community well-being, and ensuring that every individual has access to the resources and support they need to thrive.

We appreciate the consideration of this request.

Yours truly,

Jason Doyle
Director of Housing Operations

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-MARCH-6B-5
68 Queen Street
(PID#s 336982, 336974, 336909, 336917, 336966 and 1172915)

Date:
March 3, 2026

Directed to Council through the following Committee:
Planning 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- Concept Drawings and Design Review Submission prepared by Sable Arc dated September 26, 2025)
- C- External Design Reviewer Report (January 23, 2026)

Report Title:

Rezoning and Variance Request, Lot Consolidation - Recommendation for Public Consultation – 68 Queen Street (PID#s 336982, 336974, 336909, 336917, 336966 and 1172915)

Report Purpose:

Request to change Official Plan land-use designation of PID#s 336974, 336909, 336917, 336966 and 1172915 and re-zone the subject properties from the Downtown Mixed-Use Neighbourhood (DMUN) Zone to the Downtown Main Street (DMS) Zone.

And a request for a lot consolidation and to approve a series of variances to facilitate the construction of the proposed 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 Planning Board to recommend to Council to proceed to public consultation for the request to amend Appendix “A” the Future Land Use Map of the City of Charlottetown from the Downtown Mixed-Use Neighbourhood (DMUN) Zone to the Downtown Main Street (DMS) Zone and a request to amend Appendix “G” – Zoning Map of the Charlottetown Zoning and Development Bylaw from Downtown Mixed-Use Neighbourhood (DMUN) to Downtown Main Street (DMS) for the properties located on King and Dorchester Streets being (PID#s 336974, 336909, 336917, 336966 and 1172915).

Report Details:

BACKGROUND

This is an application to change the Future Land Use designation and the zone classification for (PID#s 336974, 336909, 336917, 336966 and 1172915) from Downtown Mixed-Use Neighbourhood to Downtown Main Street. The properties are located on King and Dorchester Streets and it is also proposed to consolidate them with the property located at 68 Queen St. PID# 336982 to form one parcel.

The applicant Sable Arc (architectural firm) on behalf of their client Quentin Bevan, Weymouth Properties Ltd. has requested the properties be rezoned in order to facilitate the construction of a seven (7) storey, mixed-use commercial and multi-residential building. The concept plans that were submitted with the application 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 under Section 31.3 (Bonus Height Development Standards in the DMS zone) and Section 3.12 (Bonus Height Applications) of the Zoning and Development where the applicant has indicated in their submission that the public benefit they intend to provide in exchange 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"

The public benefit portion of the Bonus Height Application will be deferred to Planning Committee for review and a recommendation.

Development Context

The subject property is located within the downtown in the 500 Lot Area. The properties are bounded to the north by Dorchester St, to the east by properties zoned Downtown Mixed-Use Neighbourhood (DMUN) with abutting residential and a commercial parking lot. To the south by King Street and to the west by properties zoned Downtown Main Street (DMS) which are bounded by Queen Street. Buildings within this area are mixed use and range from commercial office buildings, single detached dwellings, institutional, multi-unit apartment buildings and commercial retail. The properties are located just behind downtown main street (Queen Street) and are a few blocks from the core where various services, shopping, restaurants and theatres can be accessed.

By-law Requirement

Section 3.10.3 of the Zoning and Development Bylaw outlines the process for a rezoning request and amendment to the Future Land Use Map.

3.10.3 Before amending the regulations of this by-law or rezoning any parcel of land, Council shall conduct a public meeting to receive the views and opinions of the public and the applicant. Council may, for reasons that are in the best interests of the City, reject a proposed amendment to this by-law without public notice and without referral to a public

meeting, but if an application goes to a public meeting, then Council shall determine the disposition of the application and the applicant may not be allowed to withdraw the application after the public meeting.

If referred to public consultation staff will carry out the procedures as set out in the Zoning and Development Bylaw for public notification.

ANALYSIS:

The applicants have submitted a graphic submission outlining their proposal. The submission included concept drawings, elevations, floor plans, and a site plan of the proposed multi-unit/commercial building (Attachment B). This proposal was required to undergo the design review process. The proposed building design submission was sent to an independent design reviewer, Greg Munn, a licensed Architect 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).

Overall, the design reviewer supported the building design but felt that the request to vary the required step-backs on the 5th, 6th and 7th stories should be observed.

He stated "*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.*"

The design reviewer's analysis was forwarded onto the City's Design Review Board and the Design Review Board disagreed with Mr. Munn's recommendation that the step-backs should be observed as per the Bylaw requirements and voted to approve the building design with the proposed step-backs on the 5th, 6th and 7th stories. The Design Review Board was in agreement with all other recommendations made by the Design reviewer. The Design Review application is being forwarded to Council on March 2 for a decision on the design review application. Staff will inform the Board of the decision at the Planning Board meeting on March 3.

In the design review report the design reviewer indicates that several variances and exemptions are required to obtain building permit approval. Staff have also reviewed the project in detail and below is a summary of the variances that are required. If this application is approved to proceed to public consultation the variances and other Bylaw exemptions will be processed in tandem.

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.

Following Council's decision on the design review application and public notification of the requested variances and rezoning application Planning staff will forward a more detailed report on the variance requests.

Under Section 3.12 Bonus Height Applications and Bonus Height Development Standards of Section 31.3 (Downtown Main Street 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 (the narrowest part of the lot) is on Queen Street 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.

If this application is approved to proceed 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.
However, these issues can be better analyzed as the application proceeds to and through the public process and Planning Board.

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.

3.1 Guiding Settlement

- *Our **policy** shall be to allow moderately higher densities in neighbourhoods ... and to make provision for multiple-family dwellings in the downtown core, and multiple-family dwellings in suburban centres and around these centres provided it is development at a density that will not adversely affect existing low density housing.*
- *Our **policy** shall be to use existing underground services to its fullest practical capacity before public funds are used to extend new water and wastewater lines into areas that are essentially undeveloped.*

3.3 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.*
- *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.*
-
- *Our policy shall be to direct the location of medium rise multiple dwelling unit buildings in the Downtown Core Area and the Waterfront (located within the 500 Lot Area). Amended November 27, 2014.*

CONCLUSION:

This project in general received support from the design reviewer with exception to the stepback requests. In contrast the Design Review Board supported the project design with the exemptions to the stepback requirements. Council will make a determination on the overall design on March 2, 2026. The Design Review Board supported additional recommendations by the design reviewer in relation to the windows on Queen and Dorchester Streets.

As noted by the Design Reviewer,

"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."

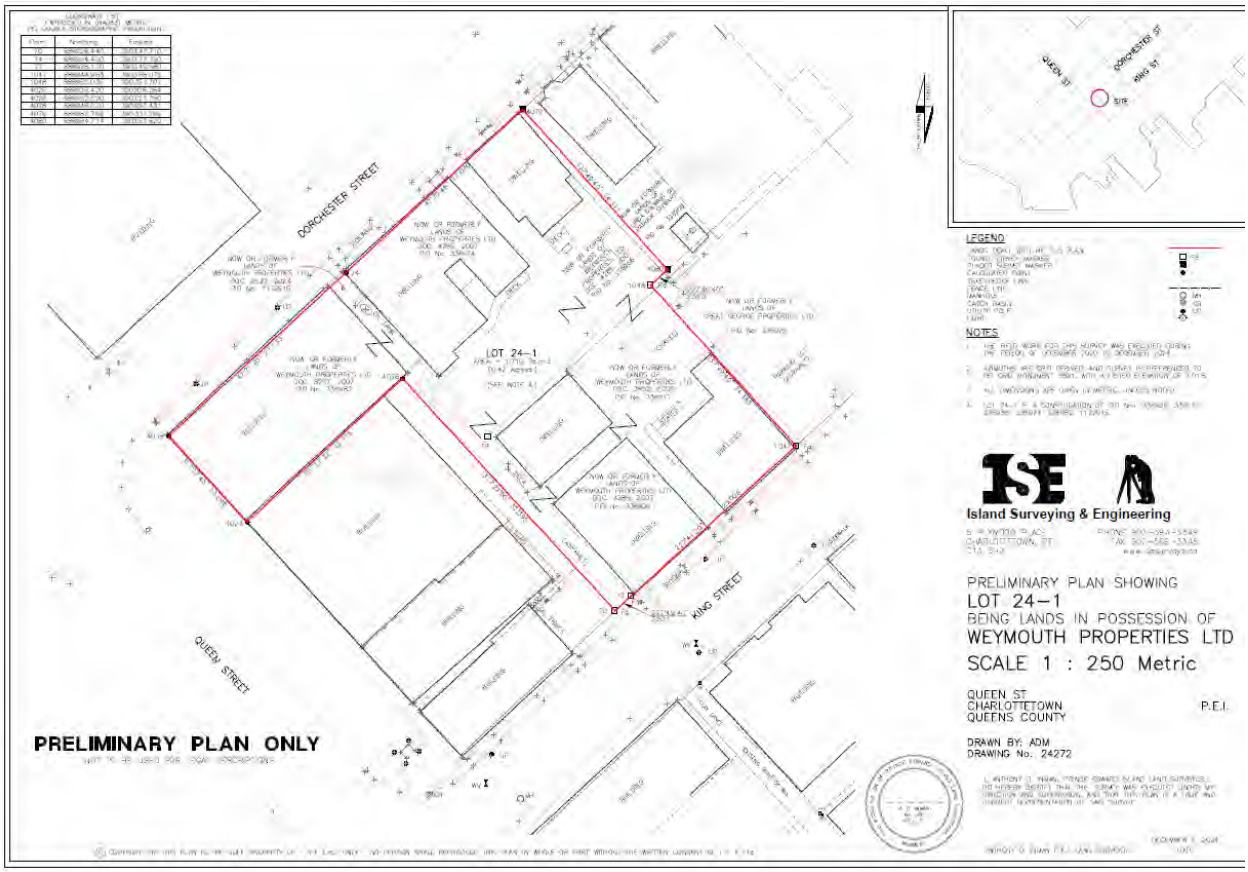
Staff feel that the project has merit and will provide additional housing within the downtown. Additional residents living in the downtown core will help to stimulate the economy in the downtown and contribute to making it a vibrant place for residents and visitors.

Staff are generally in support of the application and are recommending that it proceed to public consultation to gauge the public's opinion on the proposal to construct a proposed seven (7) storey, mixed-use commercial and residential building with parking located within the building at 68 Queen Street.

Council or Committee History: N/A	
Financial Implications: N/A	
Public Engagement and Communication: N/A	
Legislative Authority: Zoning and Development Bylaw City of Charlottetown Official Plan	
Strategic Alignment: City of Charlottetown Official Plan – 1999 500Lot Area Design Guidelines	
Reviewed By:	
Manager David Gundrum, RPP, MCIP, 02/27/2026	**Director** Michael Ruus, RPP, MCIP, 02/27/2026
Committee Recommendation: (if differing from staff)	

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




DORCHESTER STREET
KING STREET
QUEEN STREET
LOT 24-1
PRELIMINARY PLAN ONLY
QUEEN ST
DORCHESTER ST
KING ST
SITE
LEGEND
NOTES
Island Surveying & Engineering
PRELIMINARY PLAN SHOWING
LOT 24-1
BEING LANDS IN POSSESSION OF
WEYMOUTH PROPERTIES LTD
SCALE 1 : 250 Metric
QUEEN ST.
CHARLOTTETOWN
QUEENS COUNTY
P.E.I.
DRAWN BY: ADM
DRAWING No. 24272

Attachment “B”
Concept Drawings Design Review Submission
68 Queen Street – The Monarch



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

MUNN ARCHITECTURE INC.
Greg Munn
Architect ▪ AAPEI ▪ AANB ▪ NSAA ▪ CAHP

16 Moore Drive
PO Box 306
Murray River
Prince Edward Island
C0A 1W0
902 · 330 · 2398
greg@munnarchitecture.ca



"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)

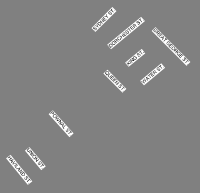
RESIDENTIAL

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

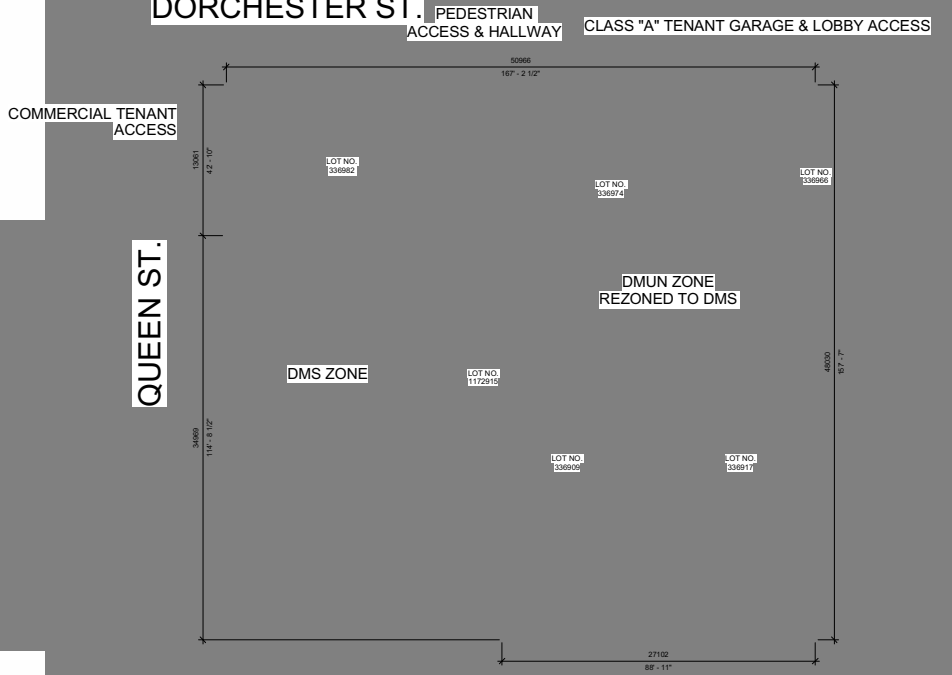
CURRENT ZONING

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

49 Water Street
Charlottetown, PE
C1A 1A3
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rhaggis@sablearc.com
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#	DESCRIPTION	DATE
2	SD REVIEW	2025.02.10
3	SD REVIEW	2025.04.02

SEALS:

Queen Street Revitalization Project

Charlottetown

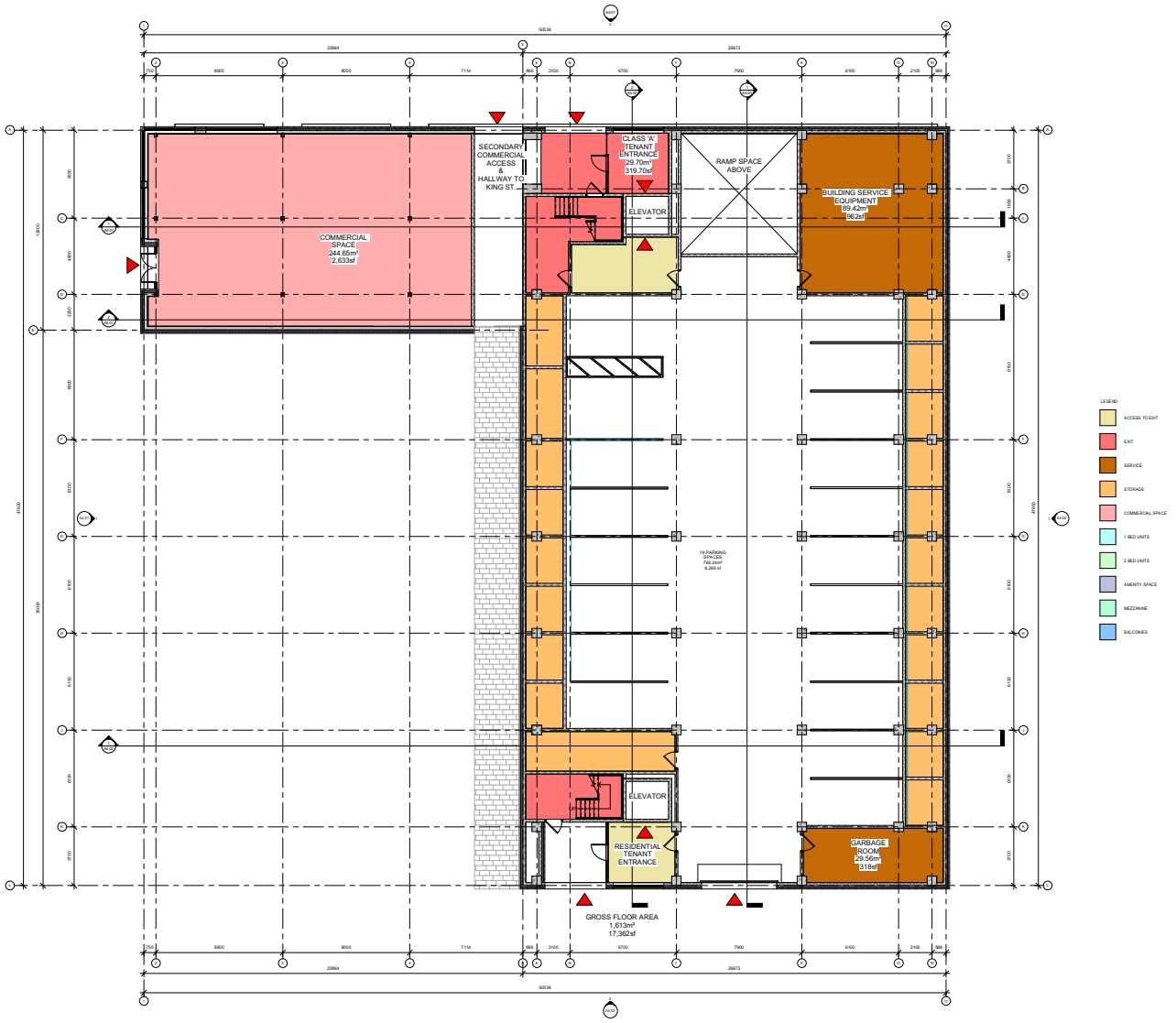
CLIENT:	-
PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	As indicated
DRAWN BY:	DR
CHECKED BY:	-

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:

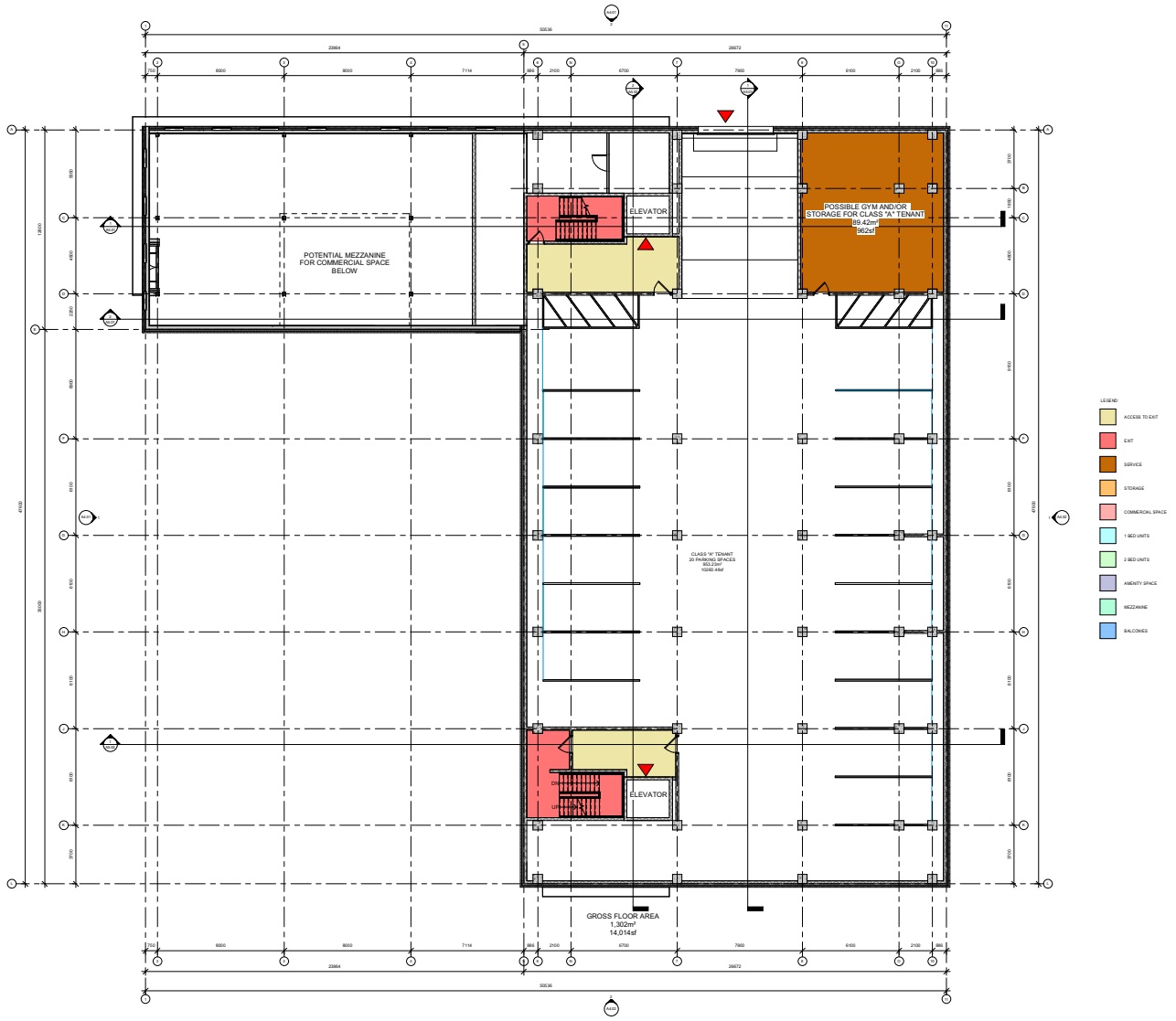
FLOOR PLAN - LEVEL 01

NOT FOR CONSTRUCTION

NORTH ARROW:

DRAWING NO:

A2.01



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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:

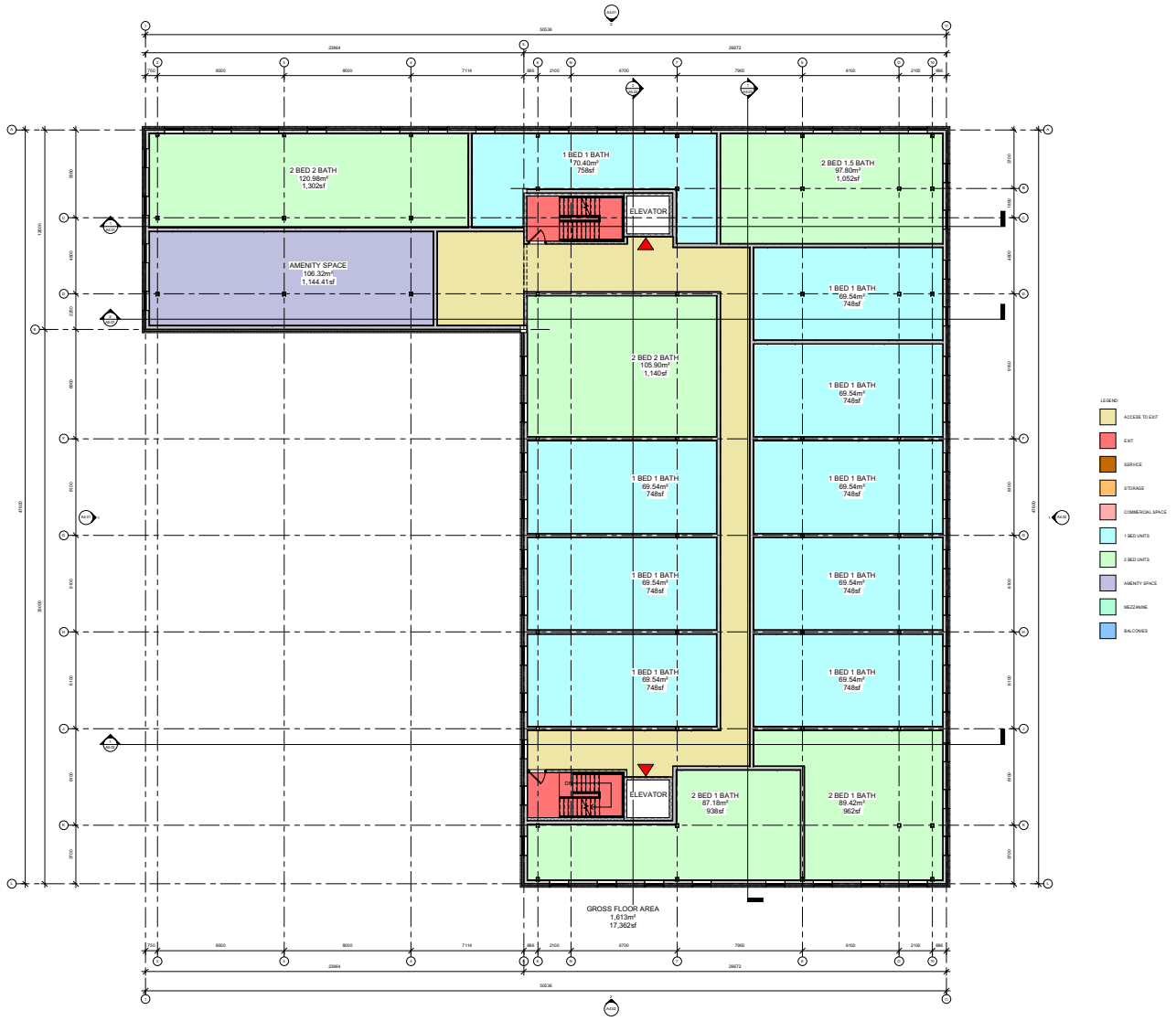
FLOOR PLAN -
LEVEL 02

NORTH ARROW:

DRAWING NO:

A2.03

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:

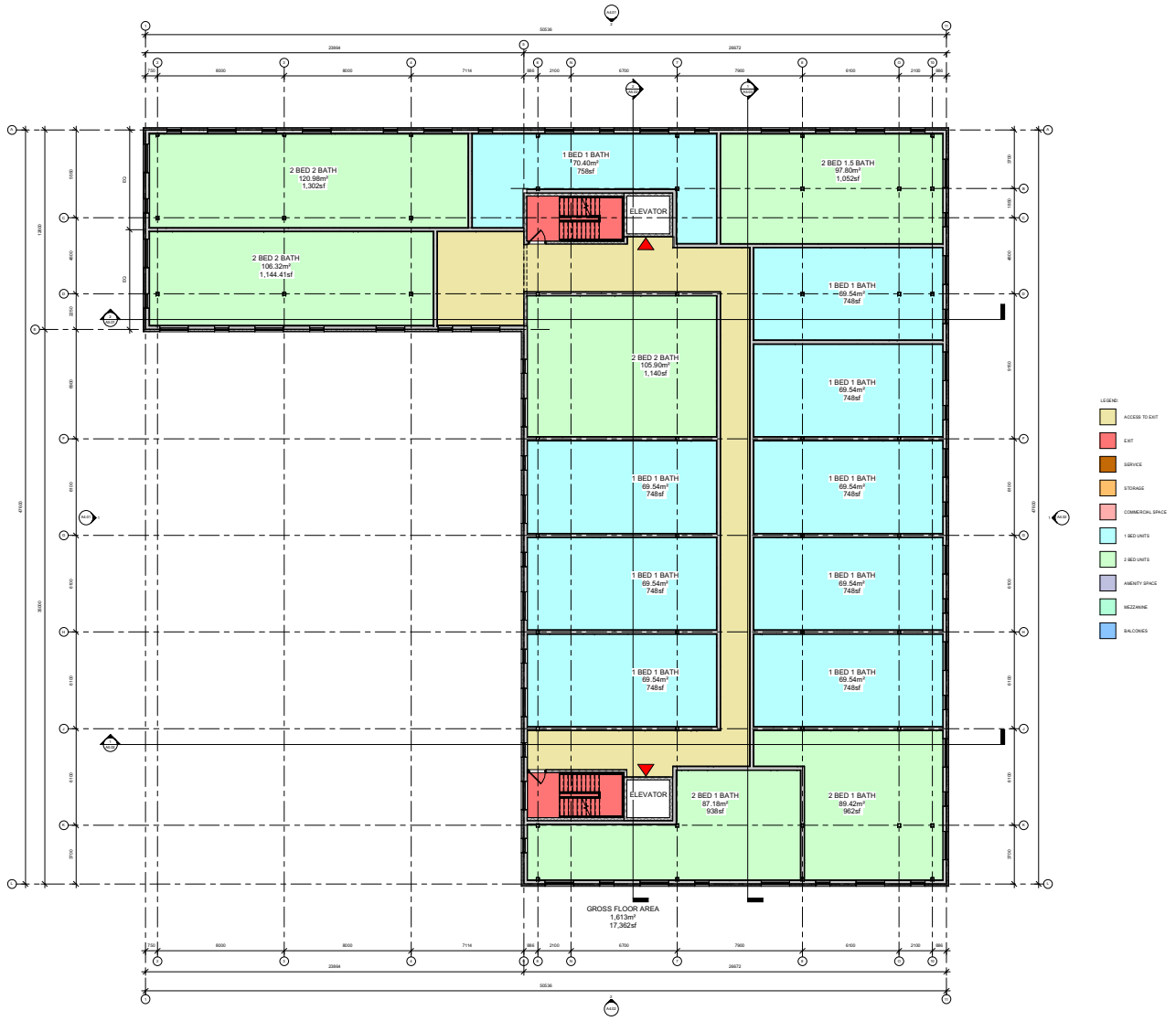
FLOOR PLAN - LEVEL 03

NORTH ARROW:

DRAWING NO:

A2.05

NOT FOR CONSTRUCTION



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FLOOR PLAN - LEVEL 04

NORTH ARROW:

DRAWING NO:

A2.07

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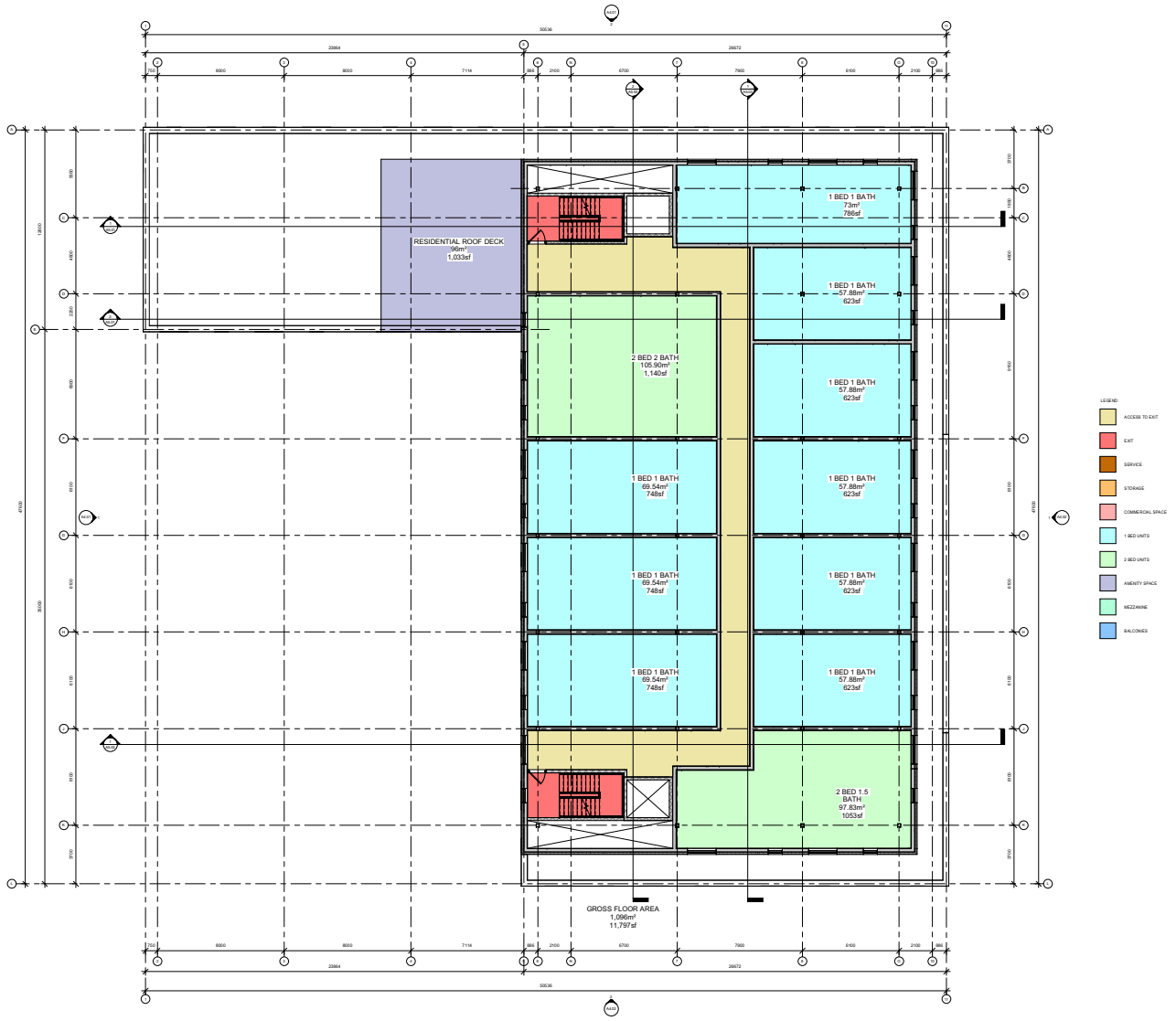

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#	DESCRIPTION	DATE
1	SD REVIEW	2025.02.10
2	ISSUED FOR AREA REVIEW	2025.03.26

SEALS:

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Charlottetown

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DRAWING TITLE:

FLOOR PLAN - LEVEL 05

NORTH ARROW:

DRAWING NO:

A2.08

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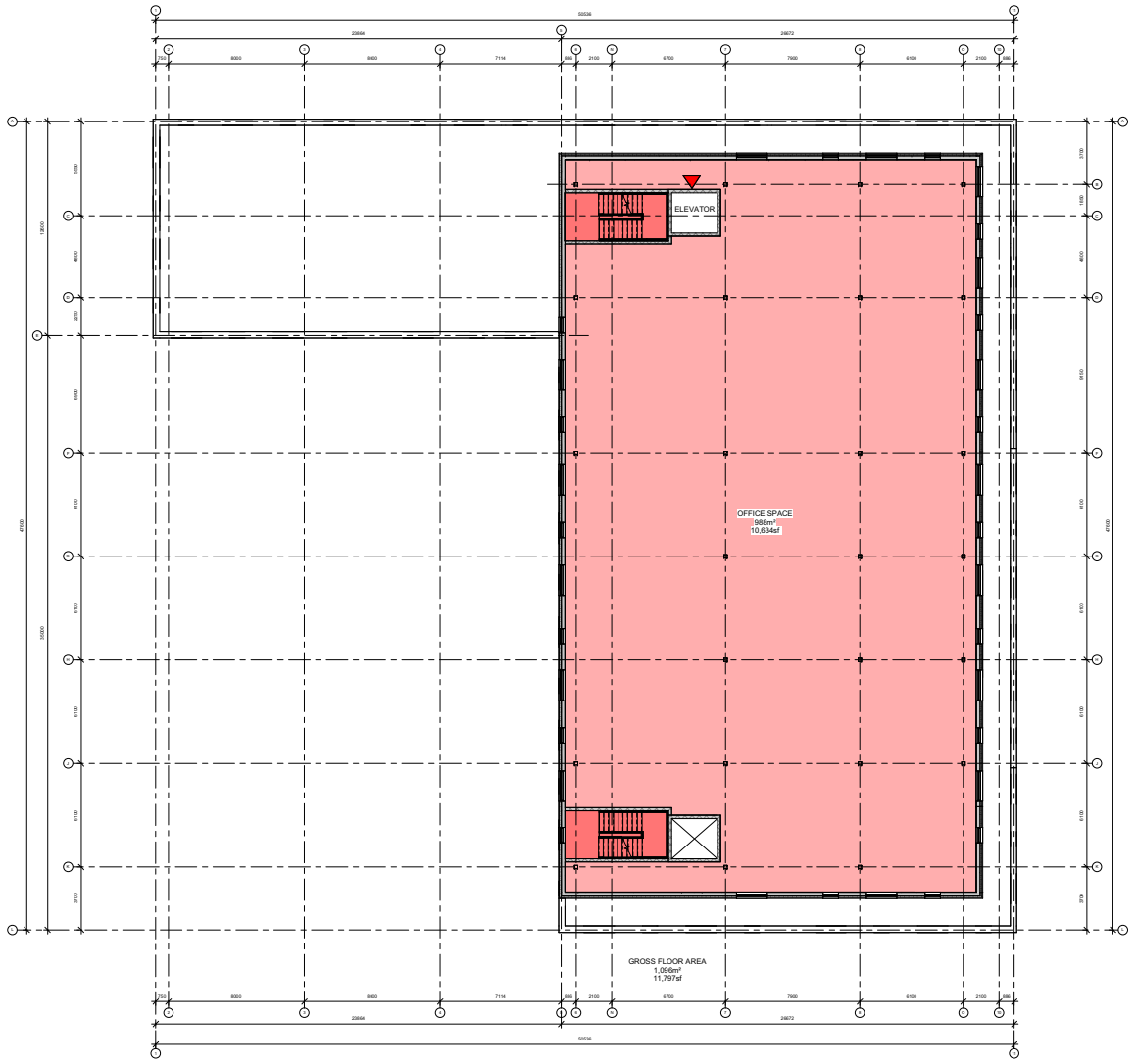

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DRAWN BY:	DR
CHECKED BY:	-

DRAWING TITLE:

FLOOR PLAN - LEVEL 06

NORTH ARROW:

DRAWING NO:

A2.09

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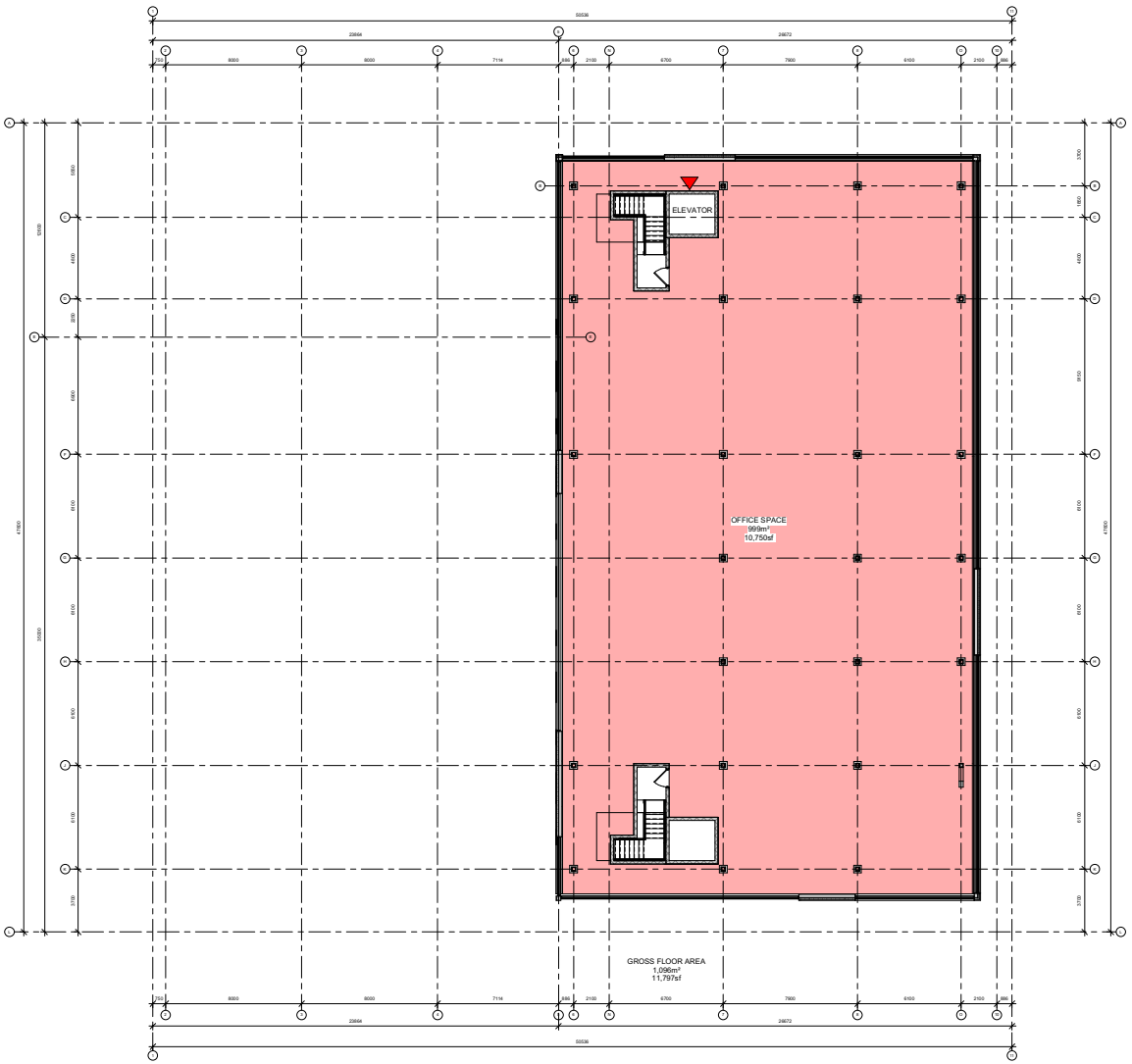

LEGEND:
- ACCESS TO EXIT
- EXIT
- SERVICE
- STORAGE
- COMMERCIAL SPACE
- 1 BED UNITS
- 2 BED UNITS
- AMENITY SPACE
- MEZZANINE
- BALCONIES

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DRAWN BY:	DR
CHECKED BY:	Checker

DRAWING TITLE:

FLOOR PLAN - LEVEL 07

NORTH ARROW:

DRAWING NO:

A2.11

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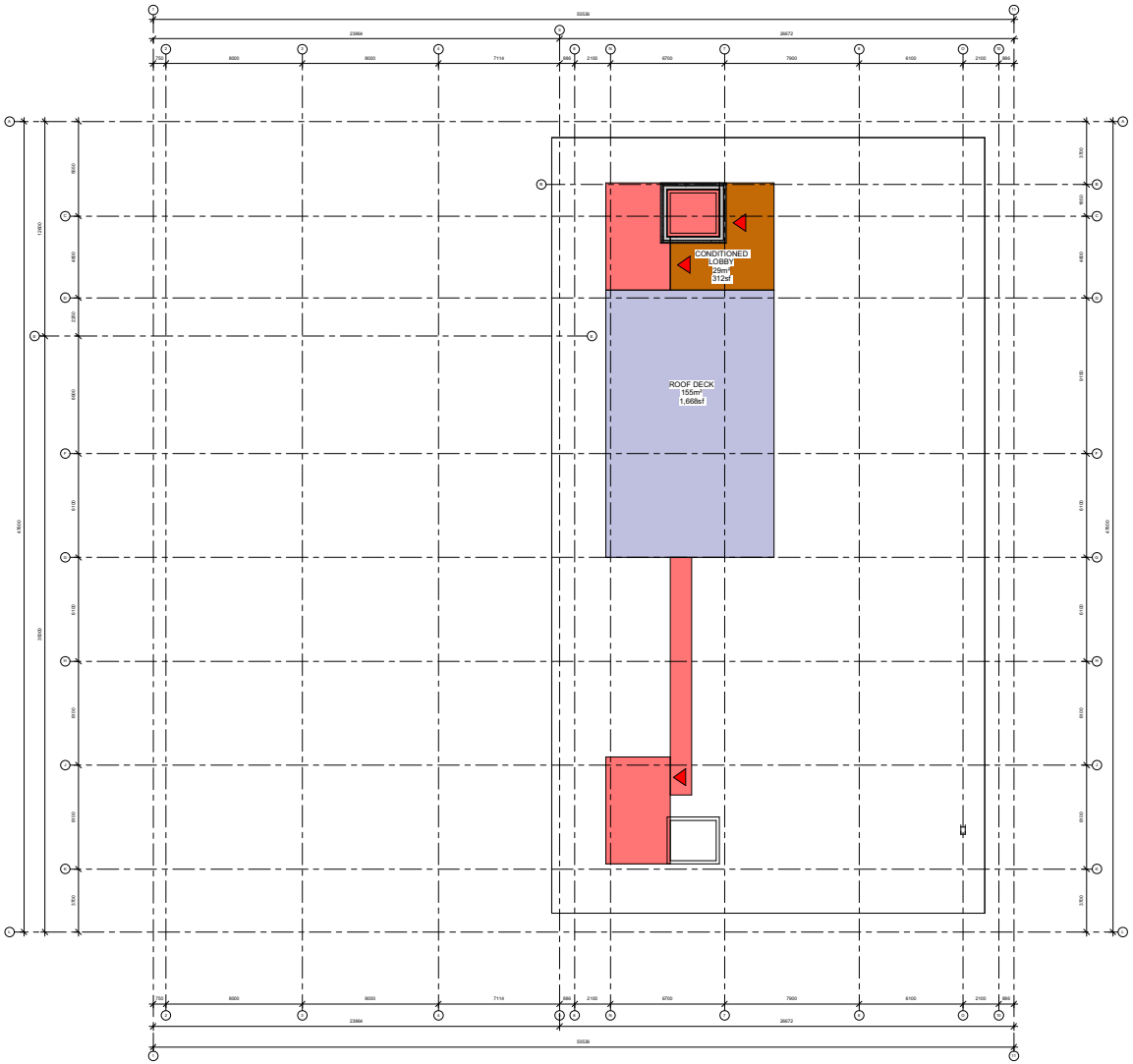

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DRAWING TITLE:

ROOF LEVEL

NORTH ARROW:

DRAWING NO:

A2.31

NOT FOR CONSTRUCTION



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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sustainable architecture + design



NORTH-EAST ELEVATION FROM REAR OF PROPERTY

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EXTERIOR MATERIAL BOARD

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


THE NORTH SHORE
THE ANNE OF GREEN GABLES STOP
DOWNTOWN CONFERENCE
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


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
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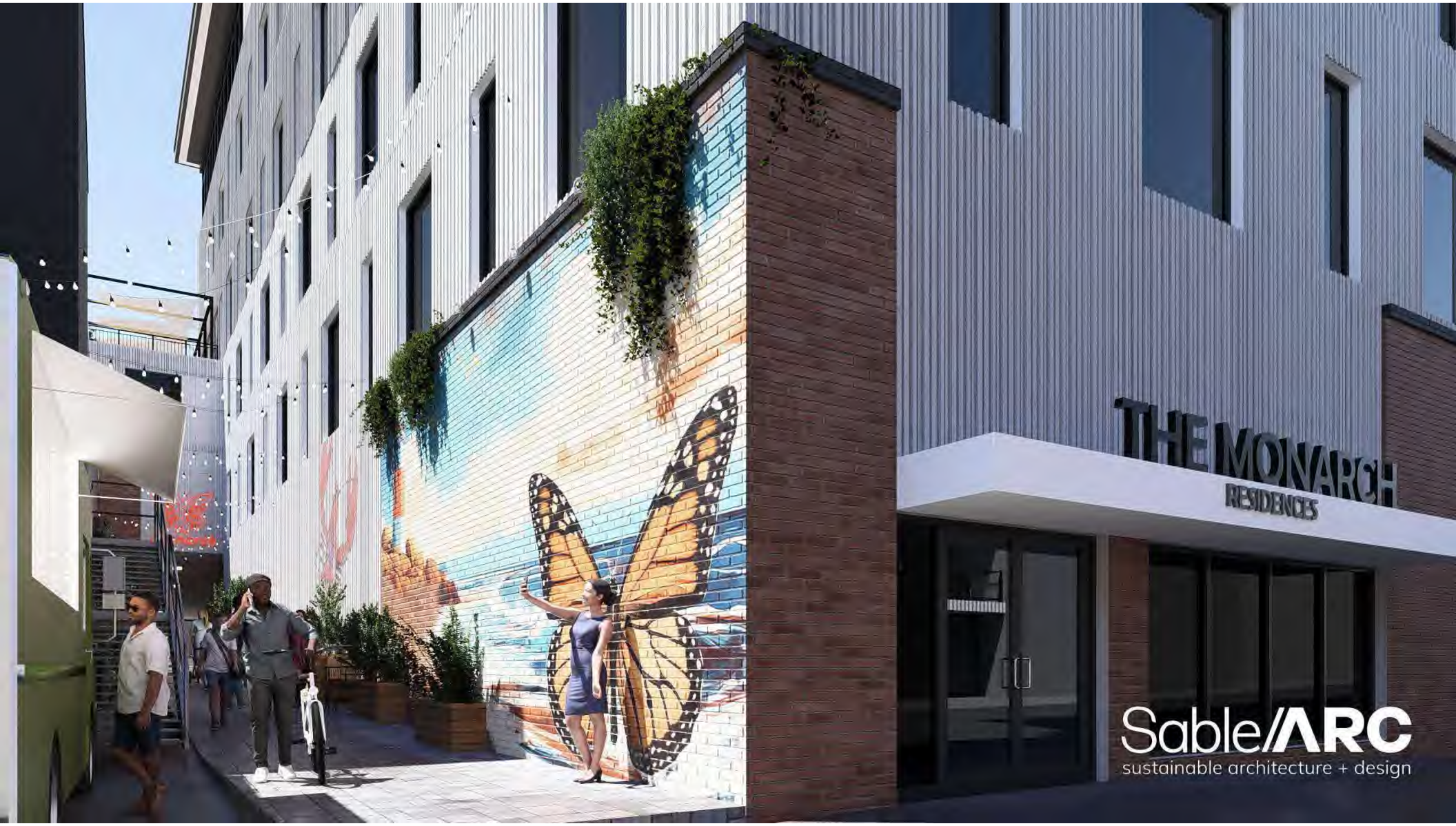

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sustainable architecture + design


SableARC
sustainable architecture + design


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January 23, 2026

Laurel Palmer

City of Charlottetown Planning and Heritage Department

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■ 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