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**HERITAGE BOARD AGENDA  
NOTICE OF MEETING**

**Monday, September 27, 2021 at 12:00 p.m.**  
***Council Chambers, 2nd Floor, City Hall, 199 Queen Street***  
***Live streaming: [www.charlottetown.ca/video](http://www.charlottetown.ca/video)***

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- 1. Call to Order**
- 2. Declaration of Conflicts**
- 3. Approval of Agenda** – Approval of Agenda for Monday, September 27, 2021
- 4. Adoption of Minutes** – Approval of Meeting minutes from Monday, July 26, 2021
- 5. Business arising from Minutes**
- 6. Reports:**
  - a. 55 Fitzroy Street (PID #345785)** – *Addition of lift/ramp*
  - b. 199 Queen Street (PID #343566)** - *Replacement of roof*
- 7. Introduction of New Business**
- 8. Adjournment of Public Session**

*As the City continues to follow physical distancing protocols set out by PEI Public Health, the maximum seating for the public will be limited to eight (8) at the Parkdale Room. Upon arrival, individuals will be required to provide information for contact tracing purposes.*

**PLANNING AND HERITAGE COMMITTEE – HERITAGE BOARD MINUTES**  
**MONDAY, JULY 26, 2021 12:00 PM**  
**COUNCIL CHAMBERS, 2<sup>nd</sup> FLOOR, CITY HALL, 199 QUEEN STREET**  
**Live Streaming: [www.charlottetown.ca/video](http://www.charlottetown.ca/video)**

<b><u>Present:</u></b>	<b>Councillor Alanna Jankov, Acting Chair</b> <b>Councillor Julie McCabe, Vice-Chair</b>	<b>Greg Munn, RM</b> <b>Tara Maloney, RM</b> <b>Wayne MacKinnon, RM</b>
<b><u>Also:</u></b>	<b>Alex Forbes, PHM</b> <b>Todd Saunders, HO</b>	<b>Ellen Faye Catane, PH IO/AA</b>
<b><u>Regrets:</u></b>	<b>Mayor Philip Brown</b> <b>Councillor Mitchell Tweel</b>	<b>Aaron Stavert, RM</b> <b>Simon Moore, RM</b>

*As the City continues to follow physical distancing protocols set out by PEI Public Health, the maximum seating for the public was limited to eight (8) at the Parkdale Room. Upon arrival, individuals were required to provide information for contact tracing purposes.*

**1. Call to Order**

Councillor Jankov called the meeting to order at 12:00 p.m.

**2. Declaration of Conflicts**

Councillor Jankov asked if there are any conflicts. Greg Munn, RM, declared conflict for 113 Upper Prince Street. Without Mr. Munn, there was no longer quorum to deal with this specific application. Ms. Saunders indicated that she could send the results of the discussion for this agenda item to the rest of the board after the meeting.

**3. Approval of Agenda**

Moved by Councillor Julie McCabe and seconded by Tara Maloney, RM, that the agenda for Monday, July 26, 2021, be approved.

**CARRIED**

**4. Adoption of Minutes**

Moved by Greg Munn, RM, and seconded by Councillor Julie McCabe, that the minutes of the meeting on Monday, May 31, 2021, be approved.

**CARRIED**

**5. Business arising from Minutes**

There was no business arising from the minutes.

**6. 3 Oakland Drive (Wright's Creek) (PID# 192245)**

This is an application for landscaping alterations at 3 Oakland Drive "Wright's Mill Site" (PID #192245) to accommodate a recreational trail through the property. The property is a Designated Heritage Resource located in the Single-Detached Residential (R-1L) Zone in the neighbourhood of East Royalty. Todd Saunders, Heritage Officer, presented the application. See attached report.

The property was the site of the original mill and is one of the most historically significant industrial areas in the province. All the original buildings associated with the Wright's Mill on the property have all been demolished. It should be noted that the designation of this property pertained to the site only and it excludes the existing building on site.

As part of the road constructions along St. Peters Road, a pedestrian underpass was also created to allow for safe passage on the trail under St. Peters Rd. The proposal is to construct a trail that will be designed to connect to the existing trail on the other side of St. Peters Road, into the subject property and connect to Oakland Drive. The trail will utilize crushed-gravel base material.

Staff encourages Heritage Board to support the proposed landscape alterations to develop a pedestrian trail at 3 Oakland Drive (PID#192245).

Greg Munn, RM, asked if the material matches the existing trail's material and Ms. Saunders responded that parts of the trail utilize the same material. Councillor McCabe added that the existing trail is beautiful and very well utilized by residents. Ms. Saunders also commented that there has been a lot of improvement done on the trail as well.

Wayne MacKinnon, RM, asked what was Holland College's interest on the property. Ms. Saunders responded that the owner was in discussion with Holland College with regards to the future use of the property.

Councillor Jankov asked for comments or questions; there being none, the following resolution was put forward:

**Moved by Tara Maloney, RM, and seconded by Greg Munn, RM, that the proposed landscape alterations to develop a pedestrian trail at 3 Oakland Drive (PID#192245) as presented, be approved.**

**CARRIED  
(4-0)**

**7. 3 Brighton Road (PID #365957)**

This is a request to install a monument recognizing the Nursing contributions at the PEI Hospital/Prince Edward Home, formerly located on the property at 3 Brighton Road (PID #365957). The property is a Designated Heritage Resource located west of the 500 Lot Area. Todd Saunders, Heritage Officer, presented the application. See attached report.

The property is provincially owned and is where the Aubin-Arsenault building is currently located. It was originally part of the Government Farm and later housed the PEI Hospital/Nursing School before becoming the Prince Edward Home.

There is a potential property line that may separate the parcels for the Aubin-Arsenault building and the adjacent vacant lot. The Nurses Alumni Association are proposing to install a monument to recognize the past history of nursing on the site. The monument will be located on the vacant parcel.

The application includes:

- A masonry monument with a concrete foundation and core. The outer face is to be clad in Wallace sandstone as is the cap.
- The monument is to measure 37.5" wide by 24" deep with an overall height of 72".
- To be located 13.6' from property on Brighton Rd and 20.9' from potential sub-division line on the east.
- A brass plaque is to be set into the face of the monument.

At one point, it was also suggested that a cornerstone from the hospital be added as well. However, the cornerstone is not in its best condition. There are some discussions about putting the cornerstone in a Plexiglass case. Staff encourages Heritage Board to support the proposed monument.

Greg Munn, RM, asked if there could be more designs incorporated in the monument. Ms. Saunders explained that the monument was designed by MBS Construction as shown in the attached report. Mr. Munn asked if the Nurses Association approved the design and Ms. Saunders confirmed.

Wayne MacKinnon, RM, commented that he does not have any concerns with the proposed monument but asked if the City had any policies on monuments. Ms. Saunders explained that there are no regulations specific to monuments but any proposal on a designated property would follow the Heritage Bylaw regulations and reviewed by the Heritage Board.

Mr. Munn asked if the future plans for the park would have any impact to this proposed monument. Ms. Saunders explained that the property is not part of Victoria Park at the moment. If the property would potentially be subdivided and handed over to the City, the monument would potentially fall on City property. At this time, there are no definite plans for the property in question.

Councillor Jankov asked if the City is aware of the proposed monument and that there will be no issues in the future. Ms. Saunders confirmed that the Parks and Recreation Department were aware of the proposal and that they were not opposed to the monument as well. Staff is recommending that the proposed monument be approved.

Councillor Jankov asked for comments or questions; there being none, the following resolution was put forward:

**Moved by Councillor Julie McCabe and seconded by Tara Maloney, RM, that the proposed monument recognizing the PEI Hospital/Prince Edward Home formerly located on the property at 3 Brighton Road (PID 365957) as presented, be approved.**

**CARRIED  
(4-0)**

*Greg Munn, RM, declared conflict for the next agenda item and stepped out of the room during the review of the application. Since the board lost quorum, Alex Forbes and the Board decided to move ahead with the presentation and request for an electronic vote/decision for this application.*

**8. 113 Upper Prince Street (PID #359638)**

This is a request to relocate and perform exterior alterations to the accessory building at 113 Upper Prince Street (PID #359638). The property is a Designated Heritage Resource located outside the 500 Lot Area. Todd Saunders, Heritage Officer, presented the application. See attached report.

Staff does not have records of when the building was actually constructed but the existing dwelling is a gothic revival style and was popular in the 1840-1870s. Staff also does not have records that the carriage house was part of the original structure but felt that it was.

The accessory building is located right on the rear property line. The applicant is looking to renovate the accessory building and in order to permit any alterations, the structure must be moved to come into compliance with the current bylaw regulations. A rear yard setback of 3.9ft. is required under the current Zoning & Development Bylaw. The site plan would indicate that there could be potential plans to occupy the accessory dwelling. However, current regulations do not allow this use. Heritage Board's responsibility at this time is to review the proposed exterior alterations to the building under the Heritage Bylaw requirements. Any future use on the property would be dealt with by staff separately.

This application includes:

- relocation of the building to 5ft. from the rear property line;
- Re-cladding the building in cedar shingles;
- Replacement of all windows. If grant funding is available, wooden windows will be installed;
- Replacement of existing doors with new doors;
- Removal of roof and rebuilt to match the existing.

Staff is recommending approval of the proposed relocation and exterior alterations to the accessory building.

Councillor Jankov commented that the applicant obviously plans to convert the accessory building into an accessory suite. Ms. Saunders noted that the site plan would indicate plumbing lines within the concrete slab and floor plans provided more details of the proposed renovation.

Tara Maloney, RM, commented that the applicant is restoring the carriage house and she has no issue supporting the request for exterior alterations. Any future use would have to be dealt with separately. Councillor Jankov felt that the applicants are looking to convert it into a studio. Ms. Maloney noted that there are very few carriage houses left in the City and Ms. Saunders agreed and added that it is nice to see these carriage houses restored.

Councillor Jankov asked if this application would potentially be forwarded to Planning Board. Ms. Saunders explained that if the applicant plans to occupy the carriage house, staff will determine what would be required at that time. Mr. Forbes also added that residents have a variety of options in utilizing their dwellings or accessory structures. However, any proposed use would have to follow the bylaw regulations.

*No decision was made at this time. Staff will email members of the Board for a vote/decision.*

*Greg Munn, RM, joined the meeting for the next items in the agenda.*

**9. 25 Fitzroy Street (PID #345611)**

This is a proposed addition of a deck for 25 Fitzroy Street (PID #345611). The property is a Designated Heritage Resource located in the Downtown Neighbourhood (DN) Zone of the 500 Lot Area. Todd Saunders, Heritage Officer, presented the application. See attached report.

The property was built in 1905 with Queen Anne's style. The Heritage Board supported an application for exterior stairs on the rear of the building to access the third floor apartment in 2011. The current application includes:

- A new 14ft by 16ft pressure treated wood deck to be constructed at the west end of the rear of the property;
- The deck is to attach the building and connect to the existing landing;
- Rails will match those of the existing staircase;
- Steps to the yard will extend outward from the corner.

The proposed deck causes no additional loss of heritage character to the property and allows the space to be more fully enjoyed. Staff is recommending approval of the proposed deck.

Tara Maloney, RM, asked if the existing stairs will not be altered and Ms. Saunders confirmed. Greg Munn, RM, also asked if the deck will not be visible from the street. Ms. Saunders confirmed and noted that there is a privacy rail on the side of the property. Ms. Maloney also agreed that the proposed deck is not visible from the street and has no issues supporting it. Mr. Munn also mentioned that the property is one of the Chappell Houses and members of the board agreed.

Councillor Jankov asked for comments or questions; there being none, the following resolution was put forward:

**Moved by Tara Maloney, RM, and seconded by Greg Munn, RM, that the application to add a deck at 25 Fitzroy Street (PID #345611) as presented, be approved.**

**CARRIED  
(4-0)**

**10. 57 Queen Street (PID #336776)**

This is an application for window replacements for 57 Queen Street (PID #336776). The property is a Designated Heritage Resource located in the Downtown Main Street (DMS) Zone of the 500 Lot Area. Todd Saunders, Heritage Officer, presented the application. See attached report.

The Hyndman building is a four storey, brick, Italianate influenced, commercial building built after the Great Fire of 1866. The application is a request to:

- Replace ground floor windows in the six openings on the front façade;
- Existing windows are wooden large storefront windows with smaller transom windows above;

Two options were presented for consideration. The first option was for wooden inserts but because of size of the windows, the glass would flex and could break the seal. The second option was to replace with locally manufactured thermo-pane unit installed in the existing wooden frame which is to be metal clad (extruded aluminum panning). Staff is recommending that the application be supported.

Greg Munn, RM, clarified that second option would not change the appearance of the building. Ms. Saunders explained that the proposed changes would keep the wooden frame intact. Councillor Jankov asked if the applicant should respond to the questions from the board. Mr. Munn explained that the first option is to install a window within a window which could require windows to be divided into smaller sections. The second option is replacing the glass and part of the frame without changing the appearance of the building. Mr. Munn indicated that he is willing to support option two (2) and ensure that the configuration would remain the same. Ms. Maloney also agreed with Mr. Munn's recommendation and asked if the applicant could also ensure that the trim would be black in color as well. Ms. Saunders noted that staff do not stipulate the colors but could confirm and suggest it to the applicant. Ms. Maloney and Mr. Munn commented that it would be more aesthetically pleasing and compatible to have black trims than white.

Wayne MacKinnon, RM, noted that the applicant plans to renovate the upper floors in the future. Ms. Saunders responded that he is not aware of that request at this time.

Councillor Jankov asked for comments or questions; there being none, the following resolution was put forward:

**Moved by Greg Munn, RM, and seconded by Councillor Julie McCabe, that the proposed window replacements at 57 Queen Street (PID #336776), be approved, subject to the following:**

- **Option 2 be considered: use of locally manufactured thermo-pane unit installed in the existing wooden frame which is to be metal clad (extruded aluminum panning); and**
- **Window configurations remain the same.**

**CARRIED  
(4-0)**

## **11. New Business**


There was no new business.

## **12. Adjournment**

Moved by Councillor Julie McCabe and seconded by Tara Maloney, RM, that the meeting be adjourned. The meeting was adjourned at 12:22 PM.

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Councillor Jankov, Acting Chair

<b>TITLE:</b> <b>ALTERATIONS TO A DESIGNATED HERITAGE PROPERTY</b> <b>FILE: HERT-2021-27-SEPTEMBER 6A</b> <b>55 FITZROY STREET</b> <b>APPLICANT: KENNETH LECKY</b>		
<b>MEETING DATE:</b> September 27, 2021		<b>Page 1 of 11</b>
<b>DEPARTMENT:</b> Planning & Heritage	<b>ATTACHMENTS:</b> A. Location Map B. Existing Images C. Proposal	
<b>SITE INFORMATION:</b> <b>Ward No: 1 – Queens Square</b> <b>Property Zone: DMUN - Downtown Mixed Use Neighbourhood</b> <b>Heritage Recognition:</b> Designated Heritage Resource located in the 500 Lot Area. <b>Adjacent Heritage Properties:</b> There are nine designated properties on this block. <ul style="list-style-type: none"> <li>• 53 Fitzroy Street</li> <li>• 49-51 Fitzroy Street</li> <li>• 45-47 Fitzroy Street</li> <li>• 222 Pownal Street</li> <li>• 238 Pownal Street</li> <li>• 76 Euston Street</li> <li>• 80 Euston Street</li> <li>• 271 Queen Street</li> <li>• 247 Queen Street</li> </ul>		

**RECOMMENDATION:**

The Planning & Heritage Department encourages Heritage Board to support the proposed alterations to 55 Fitzroy Street (PID 345785) to allow for barrier free access.

**BACKGROUND:**

***Application***

55 Fitzroy Street (PID 345785) is a designated Heritage Resource and is located in the Downtown Mixed Use Neighbourhood Zone (DMUN) in the 500 Lot Area. As part of an application to convert the residence into offices, it is a requirement to provide Barrier Free access.

The application includes:

- Installation of an electronic lift to be located at the rear/west side of the house;
- Removal of an existing ground floor window;
- Installation of a 3ft wide exterior steel door with a vision panel;
- Construction of a new 5ft. by 8ft.-10 in. wooden deck similar to the existing to allow access from the lift to the door.

### **PROPERTY HISTORY**

55 Fitzroy Street is a large wood framed, former home that has been converted into office space. The home is associated with music Professor, Henry Westaway Vinnicombe (1843-1928). The designation encompasses the building's exterior and parcel; it does not include the building's interior.

### **Heritage Value:**

The heritage value of 55 Fitzroy Street lies in its association with Professor Henry Westaway Vinnicombe and its importance to the Fitzroy Street streetscape.

It is unclear when 55 Fitzroy Street was built, but a home, which was moved in 1864, may be the front section of the current building. On 15 May 1864, a license was given to move a wooden home from the corner of Grafton and Pownal Streets to city Lot 11, which is the location of the current 55 Fitzroy Street. If it is the home, then extensive renovations were later carried out in the 1880s. There was also a large addition to the back of the building. Currently the building shows Queen Anne Revival influences such as the interesting variations in shingle cladding and the sunburst design of the frontispiece, the porch of the western side of the facade, the grouped windows and the tall chimney of the western section. The Queen Anne Revival style was a popular style in the late Victorian era, although it was somewhat subdued in Prince Edward Island compared to other provinces. Richard N. Shaw (1831-1912), a British architect, created the style that incorporated some of the classical motifs popular during Queen Anne's reign (1702-1714).

The home's most famous resident was Professor Henry Westaway Vinnicombe (1843-1928). He and his family lived in the home for much of its history. Professor Vinnicombe played the violin and led an orchestra that provided music for many occasions in the 1870-1910 period in Charlottetown, including light operas, minstrel shows and concerts. He was a member of the Charlottetown Orchestral Club, a group of amateur Charlottetown musicians who were also prominent businessmen of the City. Professor Vinnicombe was also a piano tuner who worked on pianos throughout Charlottetown.

A well preserved building with Queen Anne Revival influences, 55 Fitzroy Street plays an important role in maintaining the heritage ambiance of the Fitzroy Street streetscape.

#### CHARACTER-DEFINING ELEMENTS

The following Queen Anne Revival influenced character-defining elements illustrate the heritage value of 55 Fitzroy Street:

- The contrasting trim such as the decorative mouldings and the sunburst in the pediment
- The wooden cladding of the building's exterior and the alternating shingle patterns in the cladding of the frontispiece
- The size and placement of the tall, grouped windows and the windows with transom lights
- The porch of the western side of the home with its hipped roof, ballustrades, and scrolled brackets
- The size and placement of the chimneys particularly the tall chimney of the eastern side of the home

Other character-defining elements that illustrate the heritage value of 55 Fitzroy Street include:

- The massing of the building
- The symmetry of the facade
- The style and placement of the doors, particularly the centrally placed front door with its canopy roof over the doorway supported by decorative scrolled brackets
- The door to the porch on the western side of the frontispiece
- The gable roof
- The location of the building on Fitzroy Street

#### **POLICY FRAMEWORK:**

##### ***Bylaw Requirements***

In accordance with Section 4.2.4 of the *Heritage Preservation By-law*, Heritage Board will review the compatibility of the proposed development in relation to the criteria listed in Section 5.1.1. and provisions listed in Section 6 which includes:

- a. The Standards and Guidelines for the Conservation of Historic Places in Canada, as may be amended from time to time;
- b. The original character, construction and architectural details;
- c. The original or existing materials;

- d. The scale of a proposed Development in relation to the scale and proportions of the original or existing Building or Structure;
- e. The size and alignment of existing doors and windows;
- f. The material and style of existing windows and doors, including details such as the casements, sashes, mullions, muntins, trims, and glazing;
- g. The pitch, direction and arrangement of the roof and any associated chimney;
- h. The significance of the accessory Building to the historic nature of the property and the original design elements of the accessory structure; and
- i. Any other historical elements or architectural design considerations as deemed relevant by the Heritage Officer.

### **Official Plan**

Section 3.7 of the Official Plan, “Capitalizing on Heritage Resources” states; *Our goal is to protect and revitalize the heritage resources of Charlottetown for the benefit of current and future residents and visitors.*

The Official Plan (Section 4.2.3(1)) also requires all development in the DMUN be subject to the Design Standards for the 500 Lot Area found in Section 7 of the Zoning and Development Bylaw and states; *Our policy shall be to ensure the 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 Standards and Guidelines for the Conservation of Historic Places in Canada**

<https://www.historicplaces.ca/media/18072/81468-parks-s+q-eng-web2.pdf>

The General Standards for Preservation, Rehabilitation and Restoration include:

- *Conserve heritage value by adopting an approach calling for minimal intervention.*
- *Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.*

### **ANALYSIS:**

The proposed work generally falls within the recommended heritage design standards and guidelines.

Accessibility goals can often impact negatively on character-defining elements of a heritage structure. Of course, the objective is to provide the highest level of access with the lowest level

of impact on character-defining elements. The proposed alterations appear to achieve this balance and should enhance the use and appreciation of the property by everyone.

Although windows on an historic building are considered an important aspect of the architectural character of the building and are identified as character defining elements on the National Register of Historic Places, the proposed removal of the window in this instance has little to no impact on the historic significance of the building as the window is not original.

The proposed alterations will facilitate an increase in the use of the property while maintaining key historic character defining elements.

**CONCLUSION:**

The Planning & Heritage Department encourages Heritage Board to support the proposed alterations to 55 Fitzroy Street (PID 345785) as presented and noted in Sable Arc drawings dated 2021-09-16.

**PRESENTER:**



Todd Saunders, M.Arch  
Heritage Officer

**MANAGER:**



Alex Forbes, MCIP, MBA  
Manager of Planning & Heritage

LOCATION MAP

ATTACHMENT A



LOCATION MAP – 183-185 Euston Street showing the property located on the north side of Euston Street between Upper Prince Street and the corner of Waltham Drive. Properties shown in red are Designated Heritage Resources.

IMAGES

ATTACHEMENT B



53 Fitzroy Street

55 Fitzroy Street

57 Fitzroy Street



Rear/west corner

## PROPOSAL

ATTACHMENT C

# 55 FITZROY STREET RENOVATION



**Sable**  **ARC**  
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rhuggins@sablearc.com / www.sablearc.com

# 55 FITZROY ST. RENOVATION

Charlottetown  
Prince Edward Island

Sheet Title:

COVER SHEET

Client:	Issue Date:
Contract:	Issue No:

Kenneth Locky

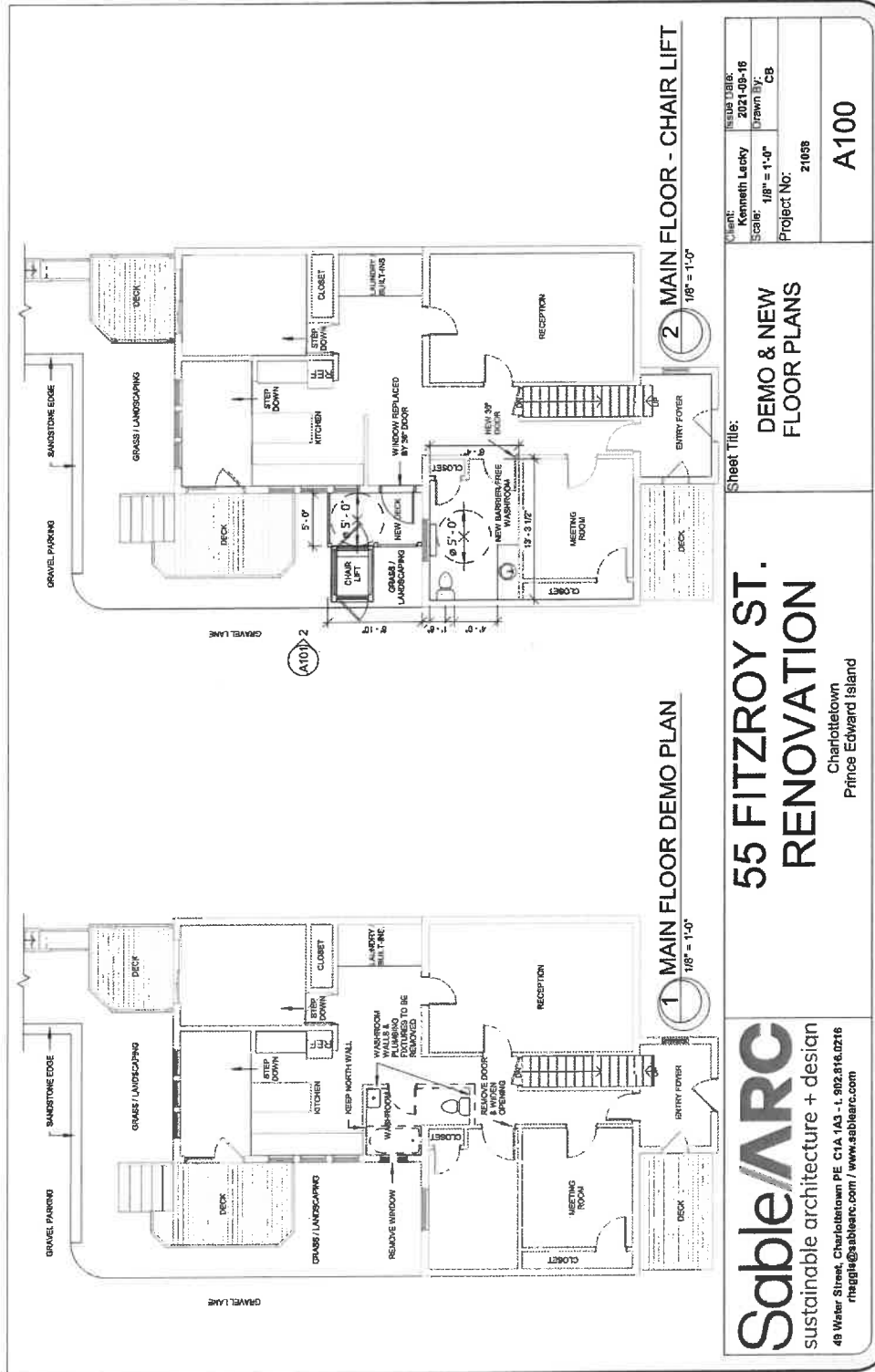
2021-09-16

2021-09-16

Project No:

21058

A000



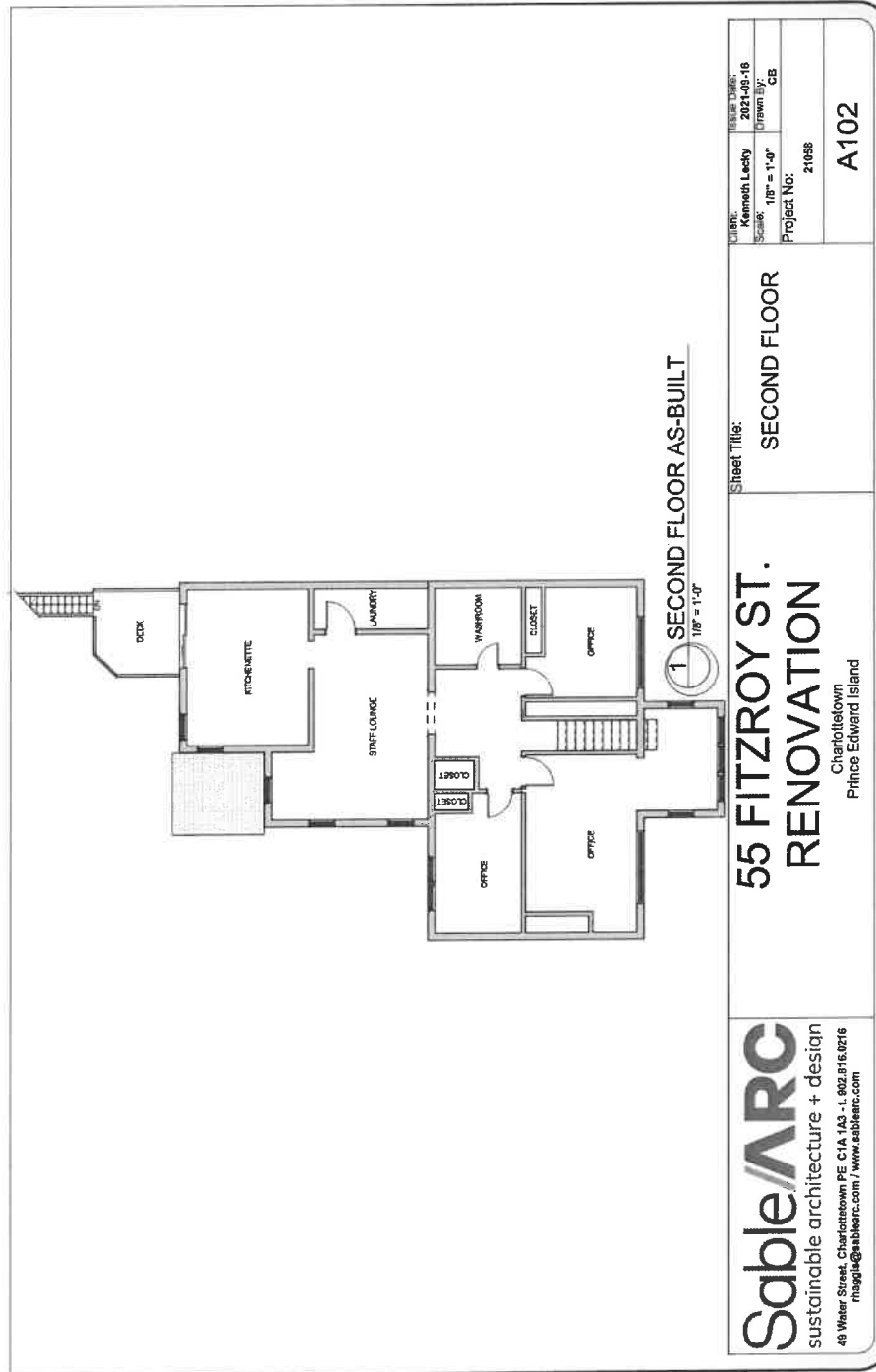



1 NORTH ELEVATION - AS-BUILT  
1/8" = 1'-0"



2 NORTH ELEVATION - CHAIR LIFT  
1/8" = 1'-0"

<b>Sable/ARC</b> sustainable architecture + design 49 Water Street, Charlottetown PE C1A 1A3 • T. 902.816.0216 rhuggie@sablearc.com / www.sablearc.com	<b>55 FITZROY ST. RENOVATION</b> Charlottetown Prince Edward Island	Sheet Title: <b>ELEVATIONS</b>	Client: Kenneth Lecky Scale: 1/8" = 1'-0" Project No: 21088 Drawn By: CB	A101
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<b>TITLE:</b> <b>ALTERATIONS TO A DESIGNATED HERITAGE PROPERTY</b> <b>FILE: HERT-2021-27-SEPTEMBER 6B</b> <b>199 QUEEN STREET</b> <b>APPLICANT: CITY OF CHARLOTTETOWN</b>		 <b>CHARLOTTETOWN</b>
<b>MEETING DATE:</b> September 27, 2021		<b>Page 1 of 9</b>
<b>DEPARTMENT:</b> Planning & Heritage	<b>ATTACHMENTS:</b> A. Location Map B. Images C. Proposal	
<b>SITE INFORMATION:</b> <b>Ward No: 1 – Queens Square</b> <b>Property Zone: DMS - Downtown Main Street</b> <b>Heritage Recognition:</b> Designated Heritage Resource located in the 500 Lot Area. National Historic Site <b>Adjacent Heritage Properties:</b> There are no other designated properties on this block.		

**RECOMMENDATION:**

The Planning & Heritage Department encourages Heritage Board to support the proposed alterations to 199 Queen Street (PID 343566) for re-roofing in an alternate product.

**BACKGROUND:**

***Application***

199 Queen Street (PID 343566) is a designated Heritage Resource, a National Historic Site and is located in the Downtown Mainstreet Zone (DMS) in the 500 Lot Area.

The application includes:

- Replacement of the roofing at City Hall including the asphalt shingles on the original 1888 portion of the building. This will involve the mansard roof, roofs of dormer windows, as well as the tower roof. Although originally slate, the roofing has been asphalt for approx. 50 years. The proposed roofing is a composite product which simulates slate. The product will have mixed colours as had the original slate roof.
- Replacement of two dormer windows with steel doors. The new doors will have large vision panels and are intended to allow for easier access to the flat roof. The windows are not visible from the ground; one is located on the west side and the other is located on the north.

**PROPERTY HISTORY**

The Charlottetown City Hall is a three-storey, Romanesque Revival-style, red brick building erected in 1888. It is located in Charlottetown's historic downtown district. The formal recognition consists of the building and the legal property on which it sat at the time of designation.

***Heritage Value:***

The Charlottetown City Hall was designated a national historic site in 1984 because its grand scale and elegant design in the Romanesque Revival style symbolize the pride and confidence felt by the city during the late 19th century.

The commanding presence and elegant design of the Charlottetown City Hall reflect the city's late-19th century period of growth and prosperity and its status as the provincial capital. Designed by architects Phillips and Chappell, it is typical of civic buildings built during the second half of the 19th century in its use of an ornate, Victorian version of the Romanesque Revival style. Its multi-functional plan, typical of town and city halls of the period, included a police station, fire hall and stable on the ground floor, and council chambers, a court room, and offices on the upper storeys. It was constructed in 1888 by builder W.H Fraser.

***Character Defining Elements:***

Key elements which express the heritage value of the Charlottetown City Hall include:

- its self-contained rectangular massing with corner tower;
- its Romanesque Revival style, evident in its massive scale and proportions, the high square, corner tower, deeply set windows, repeated use of rounded arches over windows and entrances, large gables breaking the steeply pitched roofline, and medieval-inspired detailing;
- its brick detailing, including corbel tables under the eaves, detailing around arches and at the corners of the tower;
- its stone detailing, including a string course delineating storeys;
- its Victorian influences, evident in the use of contrasting materials, textures and colours, including rustication and polychromatic brick in contrasting bands
- its surviving, original interior detailing, including the council chambers' ceiling;
- remnants of its original plan which reflect its original multi-functional use;
- its prominent location in historic downtown Charlottetown at the corner of Kent and Queen Streets.

**POLICY FRAMEWORK:*****Bylaw Requirements***

In accordance with Section 4.2.4 of the *Heritage Preservation By-law*, Heritage Board will review the compatibility of the proposed development in relation to the criteria listed in Section 5.1.1. and provisions listed in Section 6 which includes:

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

***Official Plan***

The Official Plan (Section 4.2.3(1)) also requires all development in the DMUN be subject to the Design Standards for the 500 Lot Area found in Section 7 of the Zoning and Development Bylaw. These guidelines include: “The appearance of building materials shall be true to their nature and should not mimic other materials” (7.4.5)

***The Standards and Guidelines for the Conservation of Historic Places in Canada***

<https://www.historicplaces.ca/media/18072/81468-parks-s+q-eng-web2.pdf>

The General Standards for Preservation, Rehabilitation and Restoration include:

- *Conserve heritage value by adopting an approach calling for minimal intervention.*
- *Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.*

An example provided in the Guidelines of an appropriate Rehabilitation project:

*The Rehabilitation of the Truro Post Office, in Truro, NS included restoring its distinctive slate roof. In Rehabilitation, the replacement of missing historic features with a replica based on physical and documentary evidence, as in this project, is acceptable, as is a new design that is compatible with the heritage value of the historic place.*

**ANALYSIS:**

The proposed work is generally maintenance in nature with the intent to facilitate an improved roofing system. Work proposed falls within the recommended heritage design standards and guidelines.

Replacement of historic elements with products which mimic the original are generally discouraged. Given that the roofing material is currently not the original slate, replacement with a composite product simulating slate may be an improvement over the asphalt shingles.

Although windows on an historic building are considered an important aspect of the architectural character of the building and are identified as character defining elements on the National Register of Historic Places, the proposed removal of the windows in this instance has little to no impact on the historic significance of the building.

The proposed alterations will facilitate an increase in the use of the property while maintaining key historic character defining elements.

**CONCLUSION:**

The Planning & Heritage Department encourages Heritage Board to carefully review the composite roofing product to be made available at the time of the meeting and determine the appropriateness of its use for roofing at 199 Queen Street (PID 343566).

**PRESENTER:**

Todd Saunders, M.Arch  
Heritage Officer

**MANAGER:**

Alex Forbes, MCIP, MBA  
Manager of Planning & Heritage

### LOCATION MAP

## ATTACHMENT A



LOCATION MAP – 199 Queen Street showing the property located on the north side of Kent Street and the west side of Queen Street. Properties shown in red are Designated Heritage Resources.

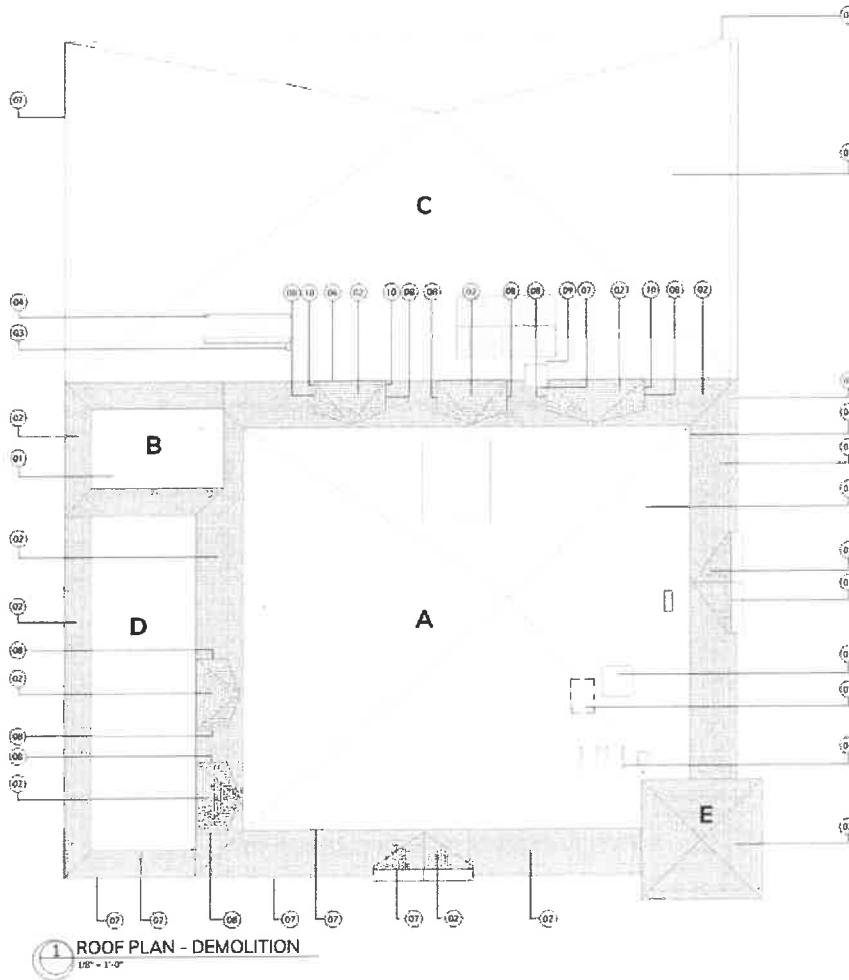
IMAGES

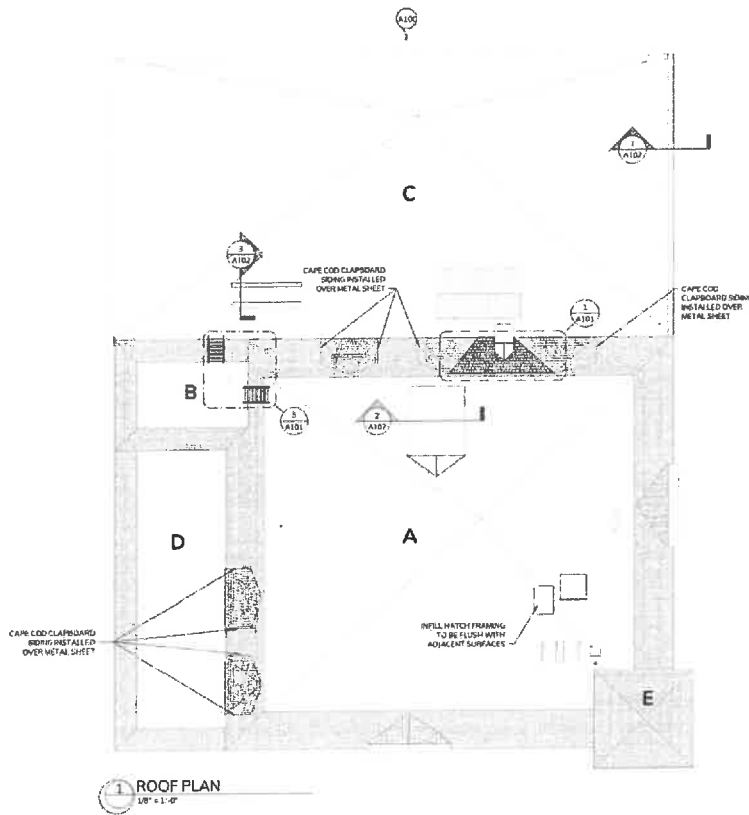
ATTACHEMENT B



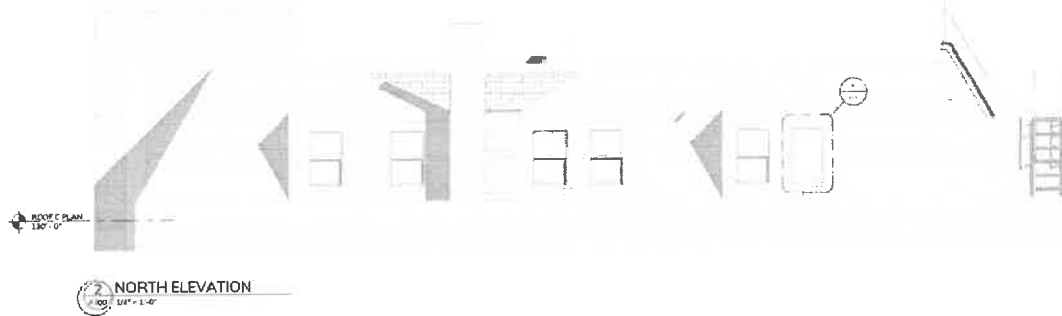
## PROPOSAL DRAWINGS AND IMAGES

## ATTACHMENT C





1 ROOF PLAN  
1/8" = 1'-0"



2 NORTH ELEVATION  
1/4" = 1'-0"

**NOTES OF WORK TO BE COMPLETED**

**ROOF A**

- REMOVE FRAMING OF HATCH OPENING AND INSTALL SUBSTRATE ELEMENTS FLUSH WITH ADJACENT SURFACES AND SLOPE TO BE FLUSH WITH ADJACENT INSULATE ROOF CAVITY.
- FRAME UP JAIL ON HIGH SIDE OF EXISTING FRAMING (SEE DETAIL 3A101) ENSURE SLOPE OF ROOF IS EVEN SLOPING AWAY FROM CENTER, ADD 1" EPS INSULATION TO SLIGHTLY INCREASE SLOPE OF ROOF AND VERIFY SLOPING.
- PROVIDE FLASHING AROUND ALL EXISTING INTERSECTIONS, PIPES, AND PROTRUSIONS AS PER MANUFACTURER'S SPECIFICATIONS.
- INSTALL 2-PLY SBS ROOFING AS PER MANUFACTURER'S SPECIFICATIONS ENSURE PROPER ADHESION OF LAPS AND SEAMS.

**ROOF B**

- PROVIDE FLASHING AROUND ALL EXISTING INTERSECTIONS, PIPES, AND PROTRUSIONS AS PER MANUFACTURER'S SPECIFICATIONS.
- INSTALL 2-PLY SBS ROOFING AS PER MANUFACTURER'S SPECIFICATIONS ENSURE PROPER ADHESION OF LAPS AND SEAMS.

**ROOF C**

- FRAME SLOPE BETWEEN BASE OF CHIMNEY AND GUTTER (SEE DETAIL 3A101).
- BUILD INSIDE PIPES AND FLANGERS WHERE REMOVED ADJACENT TO MECHANICAL UNIT. ENSURE FLASHING IS FLUSH WITH ADJACENT.
- FRAME CHIMNEYS BEHIND ROOF CURBING (SEE DETAIL 3A101).
- PROVIDE FLASHING AROUND ALL EXISTING VALLEYS, INTERSECTIONS, PIPES, AND PROTRUSIONS AS PER MANUFACTURER'S SPECIFICATIONS.
- INSTALL 2-PLY SBS ROOFING AS PER MANUFACTURER'S SPECIFICATIONS ENSURE PROPER ADHESION OF LAPS AND SEAMS.

**ROOF D**

- INSTALL 2-PLY SBS ROOFING AS PER MANUFACTURER'S SPECIFICATIONS ENSURE PROPER ADHESION OF LAPS AND SEAMS.

**ROOF E**

- PROVIDE FLASHING AT ALL EXISTING PROTRUSIONS.
- INSTALL PRODUCT OF CHOICE AS PER MANUFACTURER'S SPECIFICATIONS.
- INSTALL CAGE ON ACCESS LADDER TO THE TOWER EXTERIOR.

**MANARD AND DORMER ROOFS**

- FRAME CHIMNEY BETWEEN CHIMNEY AND MANARD ROOF (SEE DETAIL 3A101).
- PROVIDE FLASHING AT ALL EXISTING VALLEYS, INTERSECTIONS, PIPES, AND PROTRUSIONS AS PER MANUFACTURER'S SPECIFICATIONS.
- PROVIDE STEPPED FLASHING AT INTERSECTION OF MANARD ROOF AND DORMER.
- INSTALL METAL GUTTER SHELTER ON SIDES OF DORMER, WHERE NOTED, INSTALL CAPE COD CLAPBOARD OVER METAL SHEET.
- INSTALL PRODUCT OF CHOICE AS PER MANUFACTURER'S SPECIFICATIONS ON ALL SLOPED PORTIONS OF MANARD AND DORMER ROOFS.
- INSTALL METAL FLASH SHEET ON FRONT SIDE OF NEW CHIMNEY BETWEEN DORMER AND CHIMNEY.

**GENERAL NOTES**

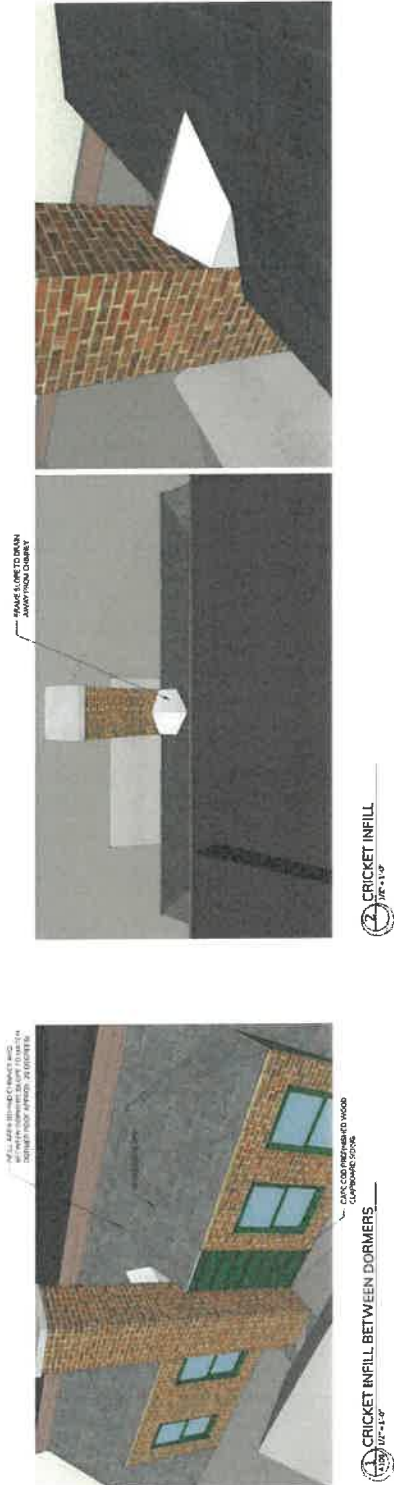
- INSTALL DOOR IN PLACE OF REMOVED WINDOW (SEE DETAIL 3A101) SEAL WITH FOAMING.
- INSTALL COPPER FLASHING FOR ALL ROOF EAVES AND DRAINAGE.
- INSTALL COPPER GUTTERS AND DOWNSPOUTS. INSULATE DOWNSPOUTS DRAIN DIRECTLY TO OUTLETS AND DO NOT DRAIN DIRECTLY ONTO ROOF SURFACES.
- INSTALL EXTERIOR LADDERS FROM ROOF C TO MANARD TO A SECOND FLOOR, 3A101.
- ALL MECHANICAL EQUIPMENT TO BE DECOMMISSIONED, LIFTED OFF OF ROOF PRIOR TO INSTALLATION OF ROOFING, AND BE INSTALLED UPON COMPLETION OF ROOFING.

**ADDITIONAL RECOMMENDATIONS (NOT)**

- BUILD UP FOR INTERIOR OF NEW ACCESS DOOR BEHIND RECEPTION DESK FOR EASIER ACCESS.
- WINDOW FRAMES SHOULD BE REPAIRED WHERE NECESSARY AND RE-PAINTED.
- CLOSE IN TOWER TO PREVENT FURTHER DEGRADATION OF TOWER WALLS.

SHINGLED AREA (TOTAL) APPROXIMATELY 1,000 SF

NOT FOR CONSTRUCTION



3 BASE OF CHIMNEY DRAINAGE  
1/2\"/>



4 ELEVATOR PENTHOUSE  
1/2\"/>



5 EXTERIOR LADDER PLACEMENT  
1/2\"/>