

November 29, 2017

Honourable Robert Mitchell  
Minister of Communities, Land and Environment  
P.O Box 2000  
Charlottetown, PE C1A 7N8

Dear Minister Mitchell:

The City of Charlottetown has adopted a site specific bylaw amendment to the Downtown Neighbourhood (DN) Zone (including a minor variance to reduce the minimum frontage from 82 feet to 74.5 feet, a major variance to reduce the minimum grade level height from 13 feet to 9.5 feet) to permit a four storey, 23-unit apartment dwelling on the consolidated property at 55 Richmond Street (PID# 339911) and 59 Richmond Street (PID# 339929).

The City has followed all municipal bylaw procedures and the procedures as contained in the Planning Act in approving this amendment. The following details the submitted materials and procedures followed by the City in approving this amendment:

- Planning Board minutes dated Monday, July 4, 2017 recommending that Council permit the applicant to withdraw and resubmit the application.
- Council minutes dated Monday, July 11, 2017 approving the request to allow the applicant to withdraw the application and resubmit it.
- Planning Board minutes dated Monday, August 7, 2017 recommending that Council approve the request to proceed to the public consultation phase for a site specific amendment.
- Council minutes dated Monday, August 14, 2017 rejecting the request to proceed to the public consultation phase.
- Council minutes dated Tuesday, October 10, 2017 approving the request to proceed to the public consultation phase.
- Notice of meeting mailed to property owners within 100 meters of the subject properties. Mailed on October 19, 2017.
- Advertisement published in Saturday, October 21, 2017 and October 28 2017 editions of *The Guardian* notifying the public of the Public Meeting of Council to be held on Thursday, November 2, 2017.
- Notice posted on the subject property. Posted on October 19, 2017.
- Public Meeting of Council minutes dated Thursday, November 2, 2017.
- Planning Board minutes dated Monday, November 6, 2017 recommending that Council approve the proposed amendment.
- Council minutes dated Tuesday, November 14, 2017 approving the proposed amendment, and giving the 1<sup>st</sup> and 2<sup>nd</sup> readings of the Zoning and Development Bylaw, and final resolution.
- Notice posted on City's website informing the public that the third reading of the Zoning and Development Bylaw amendment will be done at a special meeting of Council on Monday, November 27<sup>th</sup>.
- Council minutes dated Monday, November 27, 2017, giving the third reading of the Zoning and Development Bylaw.

If any additional information is required for this Bylaw amendment, please contact the Planning & Heritage Department at (902) 629-4158.

Sincerely,

Victoria Evans  
Administrative Assistant  
Planning & Heritage Department  
City of Charlottetown