

	<b>CORPORATE POLICY</b>	<b>Policy No:</b> 7,000 (revised)
		<b>Approved By:</b> Council
		<b>Effective Date:</b> November 8, 2010
		<b>Resolution No.:</b> 301-10 <b>Department:</b> Planning and Development

## AREA STRUCTURE PLAN POLICY

### POLICY STATEMENT

Area Structure Plans (ASPs) will be prepared and submitted to the City for review prior to subdivision and development of lands to an urban standard. Council will adopt an ASP by bylaw as per the *Municipal Government Act*.

This policy allows the City to undertake comprehensive planning in the community, providing certainty for developers and residents. In addition, this policy assists applicants in the preparation of plans so that the required information is noted and provided to the City for evaluation.

### 1. PURPOSE

- 1.1 This policy provides a brief description of the information required in an Area Structure Plan submission, as well as the process for submitting an application for consideration, and subsequent adoption of an Area Structure Plan by Council.

### 2. DEFINITIONS

- 2.1 Area Structure Plan (ASP): is a plan prepared for a parcel(s) of land pursuant to the *Municipal Government Act*.


### 3. RESPONSIBILITIES

- 3.1 Administration shall advocate for the best interests of the City as a whole and work with the applicant to provide all the required information to Council and the public so that the ASP is approved in a timely manner.
- 3.2 Applicants shall endeavor to provide the required information to administration and ensure that proposals comply with existing policy and legislation.

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#### 4. GENERAL REGULATIONS

- 4.1 Each Area Structure Plan must consider the following documents:
- a. The Municipal Development Plan, *Your Bright Future*;
  - b. Coordination with existing and adjacent Area Structure Plans;
  - c. The Land Use Bylaw;
  - d. The Parks and Open Space Master Plan;
  - e. All servicing Master Plans, including transportation, storm water, water, and sewer;
  - f. The Capital Region Growth Plan;
  - g. Area Structure Plans in adjacent municipalities;
  - h. The Boundary Interface Planning Study; and
  - i. The Forest Management Plan, Highway 16A Corridor Enhancement Study, Affordable Housing Study, and other relevant plans, studies or initiatives when applicable.
- 4.2 If the proposed ASP is not in conformity with any of the above plans or bylaws, the necessary amendments must be made or the proposed ASP must be revised in order to conform to existing policy. Justification for any amendments must be given.
- 4.3 A current copy of the certificate of title for each titled property in the proposed ASP boundary must be submitted with each application.
- 4.4 A physical site evaluation must be done to report on the following:
- a. topography of the site;
  - b. drainage patterns;
  - c. soils and subsurface geology;
  - d. existing rights of way, pipelines, wells, or other structures that could limit development;
  - e. areas which are unsuitable for development;
  - f. existing land uses on the site and within 800 m;
  - g. significant flora or fauna;
  - h. sites of historical or aesthetic significance; and
  - i. sites that qualify as Environmental Reserve.

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4.5 A proposed ASP will be evaluated on the basis of its economic, social and environmental impacts on the city as a whole.

4.6 All proposals for new or amended ASPs must detail a public consultation plan, which shall include a non-statutory open house.

## 5. LAND USE CONCEPT

5.1 The ASP will show the location and area of any residential uses, as well as the type of residential development expected, the density of the proposed development (in units per hectare), and the projected total population and school population of the residential area.

5.2 The ASP will show the location and area of any commercial uses, including the type of commercial development expected.

5.3 The ASP will show the location and area of any institutional uses, including the type of institutional development expected.

5.4 The ASP will show the location and area of any industrial uses, including the type of industrial development expected.

5.5 The ASP will show the location and area of any green spaces, including the designation of each as per Section 5.5.3 of the *Parks and Open Space Master Plan*. Trail connections within the plan area and to adjacent plan areas shall also be marked.

5.6 The ASP will outline any community design principles that emphasize distinct neighborhood identities, and link those to the objectives of the *Municipal Development Plan*.

5.7 The ASP will show the proposed phasing of future development.

## 6. SERVICING CONCEPT

6.1 The ASP must demonstrate that the water system design will adequately service the projected demand in the plan area.

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- 6.2 The ASP must demonstrate that the sanitary sewer system design will adequately service the projected demand in the plan area.
- 6.3 The ASP must demonstrate that the location and size of storm water management facilities will adequately service the plan area.
- 6.4 All new ASPs and any significant amendments of existing ASPs require a Traffic Impact Analysis.
- 6.5 The ASP must show the location of arterial roadways, as well as major and minor collector roads. Accommodation of public transportation must be demonstrated.

## 7. ENVIRONMENTAL ISSUES

- 7.1 An environmental impact assessment shall be completed for any area containing or adjacent to environmentally sensitive or environmentally significant sites. Such an assessment shall address how proposed development will affect the natural area, and how negative impacts could be mitigated, as discussed in policy 4.5.1.2. of the *Municipal Development Plan*.
- 7.2 For any contaminated sites or proposed waste management facilities, an environmental impact statement shall provide a description of the undertaking, and a prediction of the positive and negative effects of the proposed development on the environment and adjacent land uses.

## 8. PROCESS

- 8.1 Prior to a formal application, the City encourages discussion around concepts and issues in order to proceed smoothly through the approval. Discussions should also take place between the applicant and other land owners within or adjacent to the plan area.
- 8.2 At the time of application, a draft of the proposed ASP shall be submitted for internal review. The draft will be circulated through city departments for comment, and returned to the applicant with comments for revision.

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8.3 A revised draft will be presented by the applicant at a public, non-statutory open house prior to first reading of an ASP bylaw for any new ASPs or significant changes to an existing ASP.

8.4 Subsequent to first reading of the ASP bylaw, the applicant will provide copies of the draft ASP which will be circulated to the following agencies when applicable:

- a. land owners within the plan area or adjacent to the plan area;
- b. Alberta Transportation;
- c. public and separate school divisions;
- d. utility providers;
- e. neighboring municipalities; and
- f. Alberta Environment.

8.5 The draft ASP as amended will then proceed to a statutory public hearing and second reading.

8.6 If required by the Capital Region Board guidelines, the ASP will be referred to the Regional Evaluation Framework for approval prior to third reading of the bylaw.

8.7 If the applicable processes detailed in Sections 8.1 through 8.6 have been completed successfully, third reading of the bylaw may proceed.

8.8 The applicant shall provide the City with an electronic copy of the approved ASP, as adopted by Council.

**APPROVAL**

Mayor: Original signed by Stuart Houston Date: November 16, 2010