



MUNICIPAL DISTRICT OF GREENVIEW NO. 16
"A Great Place to Live, Work and Play"

Procedure Title: AREA STRUCTURE PLANS (ASP) & CONCEPT PLANS (CP)

Procedure No: 6001-01

Approval: CAO

Effective Date: September 24, 2013

Supersedes Procedure No: None

1. Definitions

1.1. An Area Structure Plan is considered a "STATUTORY PLAN" by the MDP as it is defined as, the preparation process stated, being in accordance with the Municipal Government Act which states:

633(1) For the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may by bylaw adopt an area structure plan.

2. Responsibilities

2.1. Municipal Planning Commission and / or Council to:

2.1.1 Determine the level of planning complexity necessary for the application to clearly define the requirements of an Area Structure Plan or a Concept Plan and any additional information that may be required.

2.1.2 The purpose of an Area Structure Plan or a Concept Plan is to present a comprehensive planning policy framework and a generalized future land use concept for lands under review which will be used by Greenview to:

1. Guide the future development of lands,
2. Promote orderly development of the lands, and
3. Guide Greenview and adjacent property owners when reviewing future redesignation, subdivision and development proposals.

3. Regulations: Area Structure Plan:

3.1 The Municipal Development Plan (MDP) for Greenview requires the preparation of an Area Structure Plan (ASP) for some specific developments, and states that an ASP may be required for other developments. An ASP must be adopted by Bylaw.

- 3.2 An ASP is considered a "STATUTORY PLAN" by the MDP as it is defined as, the preparation process stated, being in accordance with the Municipal Government Act which states:

633(1) For the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may by bylaw adopt an area structure plan.

(2) An area structure plan

(a) must describe

(i) the sequence of development proposed for the area,

(ii) the land uses proposed for the area, either generally or with respect to specific parts of the area,

(iii) the density of population proposed for the area either generally or with respect to specific parts of the area, and

(iv) the general location of major transportation routes and public utilities, and

(b) may contain any other matters the council considers necessary.

636(1) While preparing a statutory plan a municipality must

(a) provide a means for any person who may be affected by it to make suggestions and representations,

(b) notify the public of the plan preparation process and of the means to make suggestions and representations referred to in clause (a),

(c) notify the school boards with jurisdiction in the area to which the plan preparation applies and provide opportunities to those authorities to make suggestions and representations,

(d) in the case of a municipal development plan, notify adjacent municipalities of the plan preparation and provide opportunities to those municipalities to make suggestions and representations, and

(e) in the case of an area structure plan, where the land that is the subject of the plan is adjacent to another municipality, notify that municipality of the plan preparation and provide opportunities to that municipality to make suggestions and representations.

- 3.3 In addition to the requirements of the Municipal Government Act, the MDP includes the following:

Section 6.2.5 The Municipal District may require that an area structure plan be prepared for a proposed rural industrial park. These plans shall address the following issues to the satisfaction of the Municipal District:

(a) conformity with this Plan, other statutory plans, if any, and the Land Use Bylaw;

(b) proposed lot layout and phasing;

(c) impacts on adjacent uses, environmentally sensitive areas, and recreational uses, including provision for buffers;

(d) proposed methods of water supply, sewage disposal, and storm drainage;

(e) access, internal circulation, and impacts on the transportation network; and

(d) allocation of municipal and environmental reserve, if required.

- 3.4 The following is a sample Table of Contents, as a guide only, and shows the areas to be addressed within an ASP. Information required in an ASP will vary due to differences in density, land use, site constraints, topography and proximity to other development. The level of detail is dependent on the application in terms of the complexity, the location,

the density of development proposed, and the existing and proposed adjacent development.

- a) Introduction
- b) Background
- c) Purpose and Objectives
- d) Municipal Documents and Approvals
- e) Overall goal and objectives
- f) Vision for long term development of the area
- g) Consultation process and summary of input
- h) Policies
- i) Land uses, type, location, densities and uses
- j) Servicing and public utilities
- k) Infrastructure (access and internal road network)
- l) Summary
- m) Background information as appendices

3.5 Area Structure Plans may include the following:

- a) A future land use scenario including lot design and configuration, parcel size and density; proposed open space (including active and passive open space, natural areas and pedestrian linkages to other existing or potentially developed on adjacent lands);
- b) Dedicated lands, including but not limited to, conservation easements, public utility lots, municipal/school reserves, and if necessary, environmental reserves;
- c) Development phasing for the full build out of the development;
- d) Innovative and efficient proposed access and internal road circulation over both the immediate and long term, recognizing municipal and provincial requirements for road standards and development guidelines;
- e) Measures to ensure the integration of the proposed development with existing and adjacent development in a manner that ensures compatibility with adjacent land uses;
- f) Mitigation measures such as landscaping treatment, screening and/or berming necessary to address any on or off-site visual impacts, including site lines from existing adjacent developments;
- g) Identification and preservation of existing site lines and views where possible;
- h) Any and all site constraints to development, including man-made and natural, including but not limited to: geotechnical; environmental; hydrogeological or historical;
- i) Development of a Storm Water Management Plan that demonstrates Best Management Practices for Stormwater Management, taking into consideration Alberta Environment and Sustainable Resource Development standards for no net runoff, minimizing run off coefficients, use of “green growth” and catchment of water for on-site use (irrigation of landscaping) and engineered wetlands;
- j) Water and wastewater servicing strategies, including identification of rights of way required for future tie in to potential regional municipal systems as and when available, and strategies for interim communal servicing strategies where appropriate with deferred servicing agreements to accommodate future tie in;

- k) Provide the locations for services such as mail box locations, solid waste management transfer or pick up sites, proposed road names and other municipal services;
- l) Indication of utility rights of way for natural gas, telephone, cable and electricity;
- m) A summary of the input from all directly and indirectly affected landowners within and adjacent to the ASP throughout the preparation of the ASP, including a minimum of one (1) open house to gain feedback from the proposal; and
- n) Any other matter Greenview deems necessary.

- 3.6 The development of an ASP must be prepared by one of the following:
- a) A professional planner registered as a full Member of the Canadian Institute of Planners;
 - b) A professional engineer registered as a PEng by Association of Professional Engineers and Geoscientists of Alberta; or
 - c) A registered land surveyor.
 - d) Another party provided with prior approval from Council.

4. **Regulations: Concept Plan**

- 4.1 Concept Plans are documents prepared at the request of Council or the Municipal Planning Commission where an ASP may be required, and if approved are adopted by resolution of Council as recommended by the Municipal Planning Commission.
- 4.2 The purpose of a Concept Plan is to present a comprehensive planning policy framework and a generalized future land use concept for lands under review which will be used by Greenview to:
- a) Guide the future development;
 - b) Promote orderly development; and
 - c) Guide Greenview and adjacent property owners when reviewing future redesignation, subdivision and development proposal.
- 4.3 In some situations the requirements for an Area Structure Plan may be determined to exceed the level of planning needed for the application. Where the MDP permits, Council or the Municipal Planning Commission may request that a Concept Plan be prepared. The level of detail for a Concept Plan will be significantly less than required in an ASP.
- 4.4 Concept Plans shall include, where relevant, the following:
- a) Future land use including lot design and configuration, including conservation easements, municipal/school reserves, and if necessary, environmental reserves;
 - b) Development phasing for the full build out of the development;
 - c) Proposed access and internal road circulation over the immediate and long term;
 - d) Measures to integrate the proposed development with existing development on adjacent lands;
 - e) Outline of the proposed storm water management plan that demonstrates consideration for Alberta Environment standards for no increase in net runoff from the lands;
 - f) Water and wastewater servicing;
 - g) Utility rights of way or lots for natural gas, telephone, and power servicing;

- h) A summary of the input from all landowners within 0.8 kilometers (0.5 miles) of the boundary of the concept plan area; and
 - i) Any other matter(s) Greenview deems necessary.
- 4.5 The development of an Concept Plan shall be undertaken by the applicant, with the information provided:
- a) In accordance with the Table of Contents;
 - b) Prepared in point form with text typed;
 - c) Drawings provided to scale; and
 - d) Not exceeding three (3) pages, plus drawings, in length.
- 4.6 The following is a Table of Contents for a Concept Plan and shows the areas to be addressed. A single colour original or copy may be submitted:
- a) Reference to Application File Number;
 - b) Location and site plans with legal descriptions;
 - c) Scope of the proposed development and reason for development (*with photos of the lands and existing development*);
 - d) Water and wastewater servicing;
 - e) Stormwater drainage pattern (*Flow arrows on the site plan*); and
 - f) Summary of consultation with adjacent landowners.
- 4.7 The Concept Plan shall be registered on the title of the property by a Developer's Agreement Caveat under the authority of Section 650(2) and/or 655(1)(b) (2) of the MGA.

5. **End of Procedure**

Approved: 13.09.588