

**Title: Minor Area Structure Plan**

**Policy No: 6001**

**Effective Date: January 14, 2019**

**Motion Number: 19.01.86**

**Supersedes Policy No: 6001-01**

**Review Date: January 14, 2022**



**Purpose:** To provide Council, Administration and the public with a standard practice of the formulation of Minor Area Structure Plans to ensure developers are responsible to provide to the municipality the required Plan prior to development occurring. The policy establishes definitions, guidelines, and roles and responsibilities related to Minor Area Structure Plans and amendments.

**DEFINITIONS**

**Development Guidelines and Municipal Servicing Standards** (“Municipal Servicing Standards”) means the Development Guidelines and Municipal Servicing Standards as amended by Greenview for installation of the municipal and local improvements.

**Land Use Bylaw (LUB)** means Greenview’s current Land Use Bylaw, as amended.

**Major Amendment** means a proposed change which impacts the policies or intent of an approved Area Structure Plan and which may include changes to land use, land use areas, servicing concepts, population densities, road networks or park and open space dedications.

**Major Area Structure Plan** means a long range land use plan that will usually encompass a large land area and are prepared by the Municipal District of Greenview and are adopted by Council.

**Minor Area Structure Plan** means a statutory plan prepared in accordance with the Municipal Government Act by the developer and adopted by Council to provide a comprehensive planning framework for the subsequent subdivision and development and can include the sequence of development anticipated for the lands, the land uses proposed for the area, and the general location of transportation routes and public utilities. A Minor Area Structure Plan can contain an area of land within an existing Major Area Structure Plan.

**Municipal Development Plan (MDP)** means Greenview’s current Municipal Development Plan, as amended.

**Municipal Government Act (MGA)** means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended.

**Public Engagement Plan (PEP)** means the document authorized by Council prior to public engagement commencing, which describes the strategy for public engagement and outlines the opportunities for landowners, residents and stakeholders to review and provide representation and input on a proposed plan or amendment.

**Technical Amendment** means a proposed change to a Minor Area Structure Plan which is for the purpose of correcting clerical, technical, and grammatical or typographical errors and which does not materially affect the Bylaw in principle or substance.

## **POLICY**

1. The purpose of a Minor Area Structure Plan is to ensure Greenview's land use policies, as outlined in the Municipal Development Plan and the Strategic Plan, are implemented in more detailed planning documents. These planning documents will present a comprehensive planning policy framework and a generalized future land use concept for lands under review which will be used by Greenview to:
  - 1.1 Guide the future development of lands,
  - 1.2 Promote orderly development of the lands, and
  - 1.3 Guide Greenview and adjacent property owners when reviewing future redesignation, subdivision and development proposals.
2. Greenview shall require the adoption of a Minor Area Structure Plan, prepared in accordance with Section 633 of the Act, prior to the approval of:
  - 2.1 An industrial or commercial subdivision exceeding one (1) lot;
  - 2.2 A country residential subdivision resulting in a cumulative density of four (4) or more lots on the subject quarter section;
  - 2.3 Any multi-lot country residential subdivision or recreational resort located adjacent to a lake or other watercourse; or
  - 2.4 Any subdivision located in proximity to a highway when requested by Alberta Transportation.

## **PROCEDURE**

### **1. Regulations**

- 1.1. The lands that are the subject of a proposed Minor Area Structure Plan or amendment may be subject to other federal and provincial statutes and regulations. It is the responsibility of the applicant to ensure that a proposal complies with any federal or provincial requirement.
- 1.2. An application for a Minor Area Structure Plan or amendment shall comply with all applicable Greenview policies and requirements.

### **2. Document Requirements**

- 2.1. The Municipal Development Plan (MDP) for Greenview outlines the types of developments requiring the preparation of a Minor Area Structure Plan. A Minor Area Structure Plan must be adopted by Bylaw.
- 2.2. Minor 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) Wetland Assessment prepared by a Qualified Wetland Science Practitioner.
  - l) Traffic Impact Assessment which includes the analysis of the impact that the proposed plan will have on the existing road network and the proposed layout of the internal road network within the study area, in accordance with Greenview’s Municipal Servicing Standards;
  - m) Biophysical Assessment prepared by a qualified professional in the environmental field;
  - n) 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;
  - o) Indication of utility rights of way for natural gas, telephone, cable and electricity;
  - p) A summary of the input from all directly and indirectly affected landowners within and adjacent to the Minor Area Structure Plan throughout the preparation of the Minor Area Structure Plan;
  - q) Any other matter Greenview deems necessary.
- 2.3. As determined by the General Manager of Infrastructure and Planning, certain elements may not be required.
- 2.4. The development of a Minor Area Structure Plan must be prepared by a professional planner registered as a Member of the Canadian Institute of Planners.

### **3. Public Engagement**

- 3.1. All proposed Minor Area Structure Plan and major amendment applications will require a Public Engagement Plan (PEP).
- 3.2. A PEP shall be prepared by an applicant and provide a description of the proposed public engagement, including the anticipated schedule of engagement, the type of communication proposed, and a description of the format of any required meeting. All costs associated with a PEP shall be borne by the applicant.
- 3.3. In accordance with an approved PEP, an applicant shall host at least one public consultation session to present the proposed Minor Area Structure Plan or major amendment to the public.
- 3.4. Public consultation shall be required prior to the draft Minor Area Structure Plan being reviewed by Administration and submitted to Council for consideration.

- 3.5. An applicant may be required to hold an additional public consultation session if the General Manager of Infrastructure and Planning determines that a PEP meeting or communications were not held or conducted in accordance with an approved PEP; or where otherwise deemed necessary by Council.
  - 3.6. A technical amendment does not require a PEP.
  - 3.7. A Public Hearing regarding a proposed Minor Area Structure Plan or amendment shall be held as part of a regularly scheduled Council meeting, pursuant to the requirements of the Municipal Government Act.
4. **Roles and Responsibilities**
- 4.1. Applicant
    - a) Prepare and submit the necessary documents;
    - b) The implementation of the PEP; and
    - c) Payment of all applicable fees.
  - 4.2. Planning and Development staff
    - a) Processing of applications;
    - b) Meeting with the applicant to provide clarity;
    - c) Reviewing and ensuring conformity with legislation, municipal planning guidelines and Greenview Strategic Plan;
    - d) Providing comment on the proposal from the perspective of Greenview's Strategic Plan, Municipal Development Plan, and Land Use Bylaw;
    - e) Referring applications to internal departments and external agencies;
    - f) Attend public engagement sessions; and
    - g) Preparing reports and recommendations for Council consideration.
  - 4.3. Other Greenview Departments
    - a) Reviewing Design Briefs or Reports submitted with applications for conformity with Greenview's Municipal Servicing Standards and other related standards documents, as adopted by Council from time to time;
    - b) Providing written comment on engineering issues related to the application to Planning and Development staff; and
    - c) Meeting with Planning and Development staff and the applicant(s), as required, to resolve engineering issues related to applications.
  - 4.4. General Manager of Infrastructure and Planning
    - a) The items noted within this policy to be determined by the General Manager; and
    - b) The review and approval of an application for submission to Council.
  - 4.5. Council
    - a) The review of the application;
    - b) Holding of the Public Hearing;
    - c) Approval or refusal of the application; and
    - d) Adoption of the bylaw.