



CITY OF
Lethbridge

Area Structure Plan Process (Community Plans)

Purpose

In accordance with the Municipal Government Act Section (633) the City of Lethbridge prepares Area Structure Plans to define future growth in sectors of the City. In doing so the City works collaboratively with landowners, and internal and external stakeholders to provide the citizens of Lethbridge with the assurance that these new communities are designed to be effective and provide the features and attributes that the regional and local market desire.

The Area Structure Plan must comply with Provincial Legislation and Regulations and higher order Statutory Plans (the Municipal Development Plan). The ASP usually includes a large area of land and is either prepared by the City, or is a result of a partnership between the City and the landowner or in some cases the City may authorize the landowner to proceed independently with the preparation of an ASP.

The purpose of this document is to outline the process used to develop the Area Structure Plan (ASP).

ASP Development and Review Process

The steps of the process are listed below in chronological order.

a. Start-up meeting

At this meeting the City and/or applicant and their consulting team will meet with the Plan Review Committee (PRC)¹ to discuss the appropriate land uses, development density, transportation network, water, sewer, and storm servicing, location of public utilities, and any physical and environmental constraints associated with the lands to be planned.

¹ PRC is a committee comprised of Business Unit Managers from Planning and Development Services, Community and Protective Services, and Infrastructure Services.

b. Terms of Reference Development

A terms of reference will be a requirement for all new ASP's. This document will be drafted by an assigned project manager from the City in collaboration with the landowner/developer and will meet the requirements stipulated in Section 633 of the Municipal Government Act. The requirements in the Act are as follows:

- the sequence of development proposed for an area;
- the land uses proposed for an area, either generally or with respect to specific parts of the area;
- the density of population proposed for an area either generally or with respect to specific parts of the area;
- the general location of major transportation routes and public utilities; and
- any other matters Council considers necessary

The proposed ASP must also follow policy direction established in the City's Municipal Development Plan, as well as other master plans adopted by City Council.

Within the terms of reference it will also be important that the project manager clearly defines that the proposed ASP will consist of three major components. The first of which is a policy context. The other two necessary components are the development area and development plan. The document must also stipulate the plan process, which will include two public consultation sessions to ensure the community has an opportunity to comment on the proposed plan.

Once the document has been prepared it will be submitted to the Senior Community Planner for review, or in the case that the Senior Community Planner is the project manager, the Community Planning Manager will review the terms of reference. Once the document has been reviewed, it will be sent to each landowner within the plan area along with a landowner consent form. It should be noted that the landowner consent form is structured to allow access onto lands for studies, and is not a document that provides the landowner an option to opt out of the plan. When the consent forms have been returned to the Senior Community Planner or Community Planning Manager, then the terms of reference will be submitted to Municipal Planning Commission (MPC) for their review. MPC will review the document on a policy basis to ensure that the proposed plan complies with the City's approved Municipal Development Plan.

c. Concept Review

Once the applicant's terms of reference has been reviewed and acknowledged by MPC and all landowners have been notified of the approval, the applicant and their team can begin preparing a land use concept. If desired, the applicant has the flexibility to meet with PRC with an initial concept for feedback, or they can choose to wait and present their refined land use concept. PRC will review the refined concept and provide feedback to the applicant. This part of the process should be based around land use planning, although the applicant should be cognizant that their proposed concept can be feasibly serviced.

d. Submit Essential Studies and Engineering Reports

When the land use concept has been reviewed by PRC, the technical side of the process can formally begin. The City will require a number of reports and studies to be submitted at the time of the first draft submission. Listed below are the required studies and reports:

- Historical Resource Impact Assessment (HRIA)
- Traffic Impact Assessment (TIA)
- Environmental (Biophysical) Impact Assessment (EIA) including a Wetland Assessment
- Level 1 Environmental Site Assessment (ESA)
- Geotechnical Evaluation
- Master Drainage Report
- Deep Utility Servicing Report (Water, Sewer, Storm)
- Traditional Knowledge and Use Assessment

It will be important to ensure that the technical findings of the reports and studies inform the policy development within the plan.

i. ***First Draft Review***

After a draft document is complete it should be submitted to the Senior Community Planner (or Community Planning Manager in the case that the Senior Community Planner is the project manager) and a presentation should be made to PRC. PRC members from the various business units are responsible to have the submitted work reviewed and accepted by their team in an appropriate and timely manner. When PRC has a comfort level with the document, the Senior Community Planner (or Community Planning Manager) will advise the applicant to hold a first public open house. If significant revisions need to take place the applicant will need to make the necessary changes and resubmit the document.

ii. ***First Open House***

Once the draft plan has been accepted the applicant, in partnership with the City, will hold an open house. If City staff believes that MPC should be updated to make sure that the process is moving in the right policy direction, MPC should be updated just prior to the open house.

iii. ***Final Draft Review***

Any necessary changes that should be made as a result of the public consultation process should be incorporated into the final draft. Once this draft is complete it should be submitted to the Senior Community Planner (or Community Planning Manager) and a presentation should be made to PRC. Members of PRC are responsible to have the submitted work reviewed in an appropriate and timely manner. If any changes need to be made to the document, the applicant will make the necessary changes before resubmitting the final draft for circulation to all the necessary City departments and external referral agencies.

iv. ***MPC Final Review***

The final draft will be presented to MPC to ensure the policy direction that was reviewed in the terms of reference was adhered. If any policy changes need to be made, the applicant will need to make them before the document can be submitted to City Council. MPC is not the approving authority for ASP's, and it should be noted that MPC will make a recommendation to Council based on the policy content and public consultation aspects of the Plan. PRC will make a recommendation to Council based on the technical merits of the ASP.

v. ***Final Open House***

When the final draft has been presented to MPC and any necessary changes have been made, the applicant will then hold a second open house in partnership with City staff.

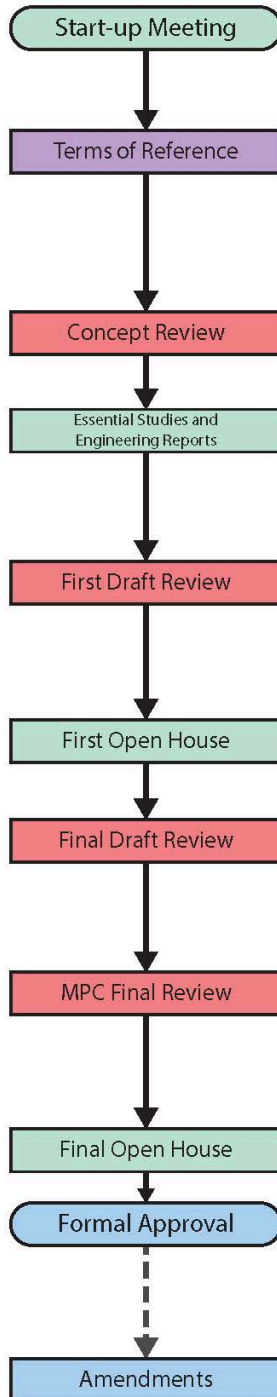
vi. **Formal Approval Stage**

The final stage in the process is to seek approval from City Council. This approval process will involve a public hearing and three readings from Council, and should take approximately three months. The Senior Community Planner or Community Planning Manager will present the Plan to City Council and will make a recommendation on behalf of the Planning and Development Services Department. As part of the presentation both recommendations from PRC and MPC will be iterated. Once the plan is adopted it has statutory status.

vii. **Amendments**

If any amendments are required in the future the plan must be amended by City Council following a public hearing. Amendments and additional work shall only occur for the following three reasons:

- A change in land use
- Adding or subtracting land from the plan area
- Changes to the collector road network or major utilities



At the **Start-up Meeting** the applicant and City will meet with the Plan Review Committee (PRC) to discuss the appropriate land uses, development density, transportation network, water, sewer, and storm servicing, location of public utilities, and any physical and environmental constraints associated with the lands to be planned. Applicants should allow for 1 month for this step.

A **Terms of Reference** is a requirement for all new ASPs. This document will be drafted by an assigned project manager from the City in collaboration with the landowner/developer and will meet the requirements stipulated in the Municipal Government Act. The TOR will also ensure that the ASP will follow the City's Municipal Development Plans (MDP), master plans and other municipal policies. The Municipal Planning Commission (MPC) will review the TOR to ensure that the proposed ASP will comply with the MDP. Allow 3 to 4 months for this process.

The Plan Review Committee (PRC) will perform a **Concept Review** of the applicants initial submission based on proposed land use concept and provide feedback to the applicant. This process may take up to 2 months.

Essential Studies and Engineering Reports will be required from the applicant prior to the submission of the first draft. This includes the following reports: Historical Resource Impact Assessment, Traffic Impact Assessment, Environmental Impact Assessment, Level 1 Environmental Site Assessment, Geotechnical Evaluation, Master Drainage Report, and the Deep Utility Servicing Report. Allow up to 2 months.

The **First Draft Review** will occur after the applicant has completed the first draft of the ASP document. The applicant will submit this draft and present it to the Plan Review Committee (PRC). The PRC will then review this draft and provide the applicant with feedback. If significant revisions need to take place the applicant will need to make the necessary changes and resubmit the document to PRC. Allow up to 1 month if no major revision are required.

The **First Open House** will occur after the draft plan has been accepted by PRC. If City staff believes that MPC should be updated to make sure that the process is moving in the right policy direction, MPC will be updated prior to the open house. Allow for 1 month for this process.

A **Final Draft Review** will occur after any necessary changes are made as a result of the public consultation process. If any changes need to be made to the document, the applicant will make the necessary changes before resubmitting the final draft for circulation to all the necessary City departments and external referral agencies. Allow for up to 1 month if no major revisions are required.

The **Municipal Planning Commission (MPC) Final Review** will occur to ensure the policy direction that was reviewed in the terms of reference was adhered to. MPC is not the approving authority for ASPs but will make a recommendation to Council based on the policy content and public consultation aspects of the plan. PRC will also make a recommendation to Council at this time based on the technical merits of the ASP. Allow up to 1 month for this process.

A **Final Open House** will take place after the draft has been presented to MPC and any necessary changes have been made. Allow up to 1 month for this process.

The **Formal Approval** requires a public hearing and three readings from Council. The Senior Community Planner or Community Planning Manager will present the Plan to City Council and will make a recommendation on behalf of the Planning and Development Services Department. As part of the presentation both recommendations from PRC and MPC will be iterated. Once the plan is adopted by council it has statutory status. Allow for 2 to 3 months for this process.

If any **Amendments** are required in the future the plan must be amended by City Council following a public hearing. Amendments and additional work shall only occur for the following three reasons:

- A change in land use
- Adding or subtracting land from the plan area
- Changes to the collector road network or major utilities

Content

Detailed below is an example Area Structure Plan Terms of Reference, which details the necessary requirements for a complete Area Structure Plan. Content can be added to this framework depending on the nature of the innovation being proposed. However, this example provides the minimum requirements accepted by Planning and Development Services.

[Proponent]

[Title] Area Structure Plan: Terms of Reference

Background

In compliance with the new Municipal Development Plan (Bylaw #5650), Planning and Development Services has requested that **[Proponent]** prepare an Area Structure Plan (ASP) prior to the subsequent subdivision and development of approximately _____ acres of land located within **[section of]** Lethbridge. The lands to be contained within the ASP would include lands within the following quarter sections:

_____ (see Figure 1 for Plan boundaries).

Purpose

The **[Title]** ASP will set a policy and technical framework for more detailed planning that will take place in future outline plans, subdivision applications and eventually development permits.

Policy Context

This ASP shall be prepared in accordance with the provisions stipulated in Section 633 of the *Municipal Government Act*. The requirements of the act are as follows:

- the sequence of development proposed for the area;
- the land uses proposed for an area, either generally or with respect to specific parts of the area;
- the density of population proposed for an area either generally or with respect to specific parts of the area;
- the general location of major transportation routes and public utilities; and
- any other matters Council considers necessary.

The City of Lethbridge Integrated Community Sustainability Plan/Municipal Development Plan (ICSP/MDP) will also play an integral role in guiding the policy development of this Plan. The ICSP/MDP is a holistic document and will guide policy development with regards to land use, infrastructure, transportation network, parks and open space, as well as community design. Specific reference to this Plan will be required as part of this ASP.

Other important Policy documents that will need to inform the policy development of the Plan are listed below:

- Bikeways and Pathways Master Plan
- Parks Master Plan
- Neighbouring ASP's
- Recreation and Culture Master Plan
- Transportation Master Plan

Development Area

- Landownership table documenting property owner, legal land description, and total number of acres.
- Copies of Title appended to plan
- Text section addressing restrictive covenants and landowner expectations in relation to such covenants.
- Map showing ASP Plan boundary (**Must be included as figure one in this document**)
- Map showing the regional context
- A contour map showing contours at 2 meter intervals
- A natural features map and textual review (findings of essential reports and studies should provide content)
- Physical constraints map and textual review

Development Plan

Within this component of the Plan, the strategy for development within the Plan area needs to be articulated. An overall vision of the area should be established to help set the tone for the plan goals, objectives and most importantly the policies.

The requirements for this section are as follows:

- Vision
- Goals
- Objectives
- Policies

Land Use Concept

Requirements for this section are as follows:

- Land Use Concept map
- Land use calculations (start with gross area, then gross developable area and finish with net developable area)
- Calculations should be shown in hectares and in acres
- In order to conform with ICSP/MDP policy direction of using land more efficiently, the ASP will need to establish a density target [between 18 net developable units per hectare (7.3 units per acre) and 25 net developable units per hectare (10.1 units per acre)]
- Provide a population projection and school age population
- Will need to provide textual overview for each land use, and have policies that accompany each overview (policies to reference findings from essential studies and engineering reports, as well as other statutory and City Council approved plans documented above)

Other map requirements and associated textual reviews:

- Servicing and Utilities (stormwater, water, sewer)
- Transportation Network (staging of the system to be shown as well as transit information and arterial and collector network)
- Schools, park and open space (locations and sequence of development to be addressed)
- Fire Response Modeling
- Staging (will need to detail logical outline plan boundaries and in what sequence these plans should take place)

Proposed City of Lethbridge ASP Process

The plan must follow the new City of Lethbridge ASP Process. This process stipulates the planning process that should occur and ensures that adequate public consultation is addressed.

Sample Land Use Concept Map



	Low Density Residential		MR - Park/School
	Medium Density Residential		Natural Area
	Commercial		Multi-use Trail Corridor (No M.R. Credit)
	Stormwater Management Facility		Pedestrian Linkage (Greenway M.R. Credit)
	Urban Service		NSP Boundary
	Residents Association		Pipeline Corridor