



City of Lloyminster

Guidelines for the
Preparation of
Area Structure Plan (ASP)
or
Outline Plan

A. Introduction

The Municipal Development Plan 2013 (Policy 16.1.4) states that, “*the City shall require Area Structure Plan (ASP) to be prepared and adopted by Council before considering zoning and subdivision in newly developing areas in accordance with the Municipal Government Act and as specified in the City of Lloydminster Guide to the Land Development Process*”.

This document lays out the City’s processes for the development of previously undeveloped parcels of land, which are equal to or larger than one quarter section (64.7 ha) in size, prior to the subdivision and development of the subject land. The development of parcels less than specified above will only require the preparation of an Outline Plan prior to the land being subdivided.

ASPs/Outline Plans provide detailed land use framework to support redistricting and subdivision of new development lands.

These guidelines set out the basic requirements for creating a complete ASP/Outline Plan that meets the City’s needs and addresses the following:

- Plan Development Process
- Public Consultation
- Form and Content
- Supporting Documents, and
- Application Submission Requirements.¹

¹ **NOTE:** If you have questions or need clarification for any matters contained in this Guidelines to the Preparation of Area Structure Plan or Outline Plan please contact the City of Lloydminster Planning Department at 780.874.3700

B. Plan Development Process

The following outlines the typical process and timing for the development and review of an ASP/Outline Plan.

The ASP process may take between 6 – 12 months to complete and an Outline Plan process may be concluded in 4 – 9 months depending on applicant’s response to requests for information and the number of studies required for the Plan.

Process Steps	Process Description	Timing and Considerations
1. Pre-Application Meeting	<ul style="list-style-type: none"> Applicant (landowner/landowner’s consultants) approaches City Planning to discuss new development. The City encourages the use of professional consultant services. City will identify key policies related to the project location and the review process. 	<ul style="list-style-type: none"> Applicants prepare Plans with their land use/ engineering consultants. <u>Timing is set by Applicant.</u> If consultants are not involved a second meeting may be required.
2. Plan Preparation	<ul style="list-style-type: none"> Applicants prepare the Plan and all required studies and support information May seek initial comments and advice from municipal staff on concepts as well as collect background information Consult other agencies and groups for required input (e.g. Alberta Transportation if along a highway; school boards, etc.) . 	<ul style="list-style-type: none"> Applicants are responsible for the timing of preparation activities. Plan preparation <u>may take several months</u> depending on timing to prepare supporting information.
3. Municipal Review	<ul style="list-style-type: none"> Applicant makes application with all required information as a complete package. Municipal planner screens application and if deemed complete circulates it with supporting information to internal departments and external commenting agencies (e.g. neighbouring municipality) for their review and comment. Internal staff meeting to discuss plan and supporting information. Municipal planner collects and provides a single set of written comments to the Applicant that need to be addressed. 	<ul style="list-style-type: none"> Referral/circulation responses are <u>typically requested within 30 days</u> after a <u>complete application</u> is distributed. The Applicants may expect <u>6-8 weeks</u> from application acceptance to receive coordinated response to and their consultants.
4. Review Municipal Comments	<ul style="list-style-type: none"> Applicants review municipal comments and respond to the municipal planner to discuss comments and possible revisions. 	<ul style="list-style-type: none"> Typically <u>2 to 4 weeks</u> after comments are received by Applicant.
5. Public Open House	<ul style="list-style-type: none"> Applicant hosts a public open house to describe proposed development and seek input. Municipal staff attend to observe and assist with questions 	<ul style="list-style-type: none"> Depending on the nature of the comments from municipal staff this step may take place before any revisions are made to the outline plan

	<ul style="list-style-type: none"> Landowner prepares a summary of comments and provides to the municipal planner. Need for plan changes in response to input discussed with municipal planner. 	<ul style="list-style-type: none"> <u>Approximately 30 days</u> to advertise, host and give time for comments to be submitted.
6. Plan Refinement	<ul style="list-style-type: none"> Applicant makes agreed revisions to the Plan and prepares any additional support information that is required. Revised Plan and information provided to the municipal planner. 	<ul style="list-style-type: none"> <u>Applicant determines the length of time</u> to make revisions which is influenced by comments and/or required studies.
7. Municipal Review	<ul style="list-style-type: none"> Municipal planner and other department staff as needed review the revised material against previous comments and identify any new issues stemming from changes. Revisions to address external agency comments will require re-circulation to those specific agencies. Determine the need to repeat this step for further revisions and additional submissions (repeat steps 4, 6 and 7 as needed). 	<ul style="list-style-type: none"> Allow <u>approximately 2 weeks</u> to review and for internal consultations with affected departments. Resolution of external agency comments will likely require additional time, <u>say 4-6 weeks</u>.
8. Public Hearing & Council Adoption by Bylaw	<ul style="list-style-type: none"> Municipal planner prepares a recommendation report and resolution to adopt the Plan for the Council agenda. A public hearing is advertised for the Plan and held before Council's agenda item for making resolution on the Plan. Required Land Use Bylaw amendment and any other required bylaw amendments (e.g. MDP) prepared by the applicant may be processed concurrently by the municipal planner. 	<ul style="list-style-type: none"> <u>Approximately 2 weeks</u>. Precise timing depends on scheduled Council meeting dates. <u>Allow 6 – 8 weeks</u>.

C. Public Consultation

Public consultation allows planning intentions to be known and reviewed prior to decisions being made by Council. A Plan requires the following consultation:

- An applicant-led and advertised public open house to inform and receive comments on the proposed Plan from interested parties/proponents. The City will be invited to attend and be provided a written summary of attendees
- The proponent will make available to the Planning and Development Department a summary of comments received from the public consultation.
- Efforts should be made during the Plan design process to involve other landowners where the plan's proponent is not the sole landowner.
- A duly advertised Public Hearing prior to Council's debate to provide opportunity for receiving comments from interested parties.
- A copy of the Plan must be made available for review by interested parties at least three weeks prior to a Public Hearing.

D. Form and Content

A Plan must adhere to the following report format and contents:

1.0 Introduction

1.1 Purpose

Define in a few sentences the purpose of the plan in the context of its planning and engineering details and how it helps to implement the policies of the Municipal Development Plan (MDP).

1.2 Background

Provide a concise statement of any relevant background information that would explain the overall development in context of the plan area and the municipality.

1.3 Location

Provide a description of the Plan area's location and figure(s) showing the location, boundary, land area (size), and legal description of the Plan area.

1.4 Land Ownership

Provide a brief summary table and corresponding figure identifying private and public landownership within the Plan area. Example summary table:

	<i>Landowner</i>	<i>Legal Description</i>	<i>Hectares</i>	<i>Acres</i>
1				
2				
3				
4				

1.5 Public Consultation

Summarize public and stakeholder consultation that has occurred in the development of the ASP/Outline Plan and include how these consultations have been considered and/or incorporated within the Plan's development.

2.0 Statutory Compliance

This section explains the statutory planning that enables and directs the Plan.

2.1 Area Structure Plan (ASP)

Describe any existing plans and identify relevant ASP planning policies that give direction for the development of this Plan. Where an ASP is not in place the Plan should include additional planning background and policy connecting it to the Municipal Government Act, Municipal Development Plan, and other relevant planning policy.

2.2 Outline Plan

Describe the Plan in relation to existing ASP. For example: *“the Outline Plan provides a detailed land use, population density, sequencing of development, and servicing framework for the implementation of a portion of an Area Structure Plan”*.

2.3 Land Use Bylaw

Describe briefly how the City’s Land Use Bylaw works in conjunction with the ASP/Outline Plan to implement the future subdivision and development intended by the Plan.

2.4 Other Planning Policy

Describe any other relevant planning policy that influences the ASP/Outline Plan (i.e. intermunicipal plans, federal or provincial plans, transportation and servicing plans, urban design plans, sustainability plans, etc.).

3.0 Site Context and Development Considerations²

Identify and briefly explain the existing physical characteristics, built environment, and natural features within the Outline Plan area to identify the pre-development attributes that may influence land development. Where possible site identified considerations should be located on an existing conditions figure and be summarized based on field observations and studies (i.e. Supporting Documents) in the following sections:

- 3.1 **Surrounding Uses:** Briefly describe existing land uses & developments abutting the Plan’s edges.
- 3.2 **On-Site Uses:** Briefly describe existing land uses & developments within the Plan Area.
- 3.3 **Topography:** high/low areas, slopes, top of bank, vistas, etc. (Surveyed Contours).
- 3.4 **Natural & Ecological Areas:** wetlands, creeks, wildlife corridors, trees/vegetation, etc. (Biophysical Assessment).
- 3.5 **Historical and/or Archeological Resources:** Briefly describe existing historical/archeological resources within the Plan Area.
- 3.6 **Transportation Systems:** Identify the location of existing roads and accesses, railways, airfields, etc.
- 3.7 **Infrastructure:** Identify existing nearby municipal utilities, telecom, power, etc.
- 3.8 **Soil Characteristics:** Briefly describe the soil types and composition, as well as its suitability for development, water table, etc. (Geotechnical & Hydrological Assessments).

² **NOTE:** Supporting Documents that provide information on the existing site features should be referred to in the applicable subsection, but the full study should be submitted separately (i.e. do not include in the plan or as an Appendix to the plan).

- 3.9 **Contamination:** Describe any incidence of site contamination and whether it would require further Environmental Site Assessments beyond a Phase 1 Assessment).
- 3.10 **Natural Resource Facilities:** Identify and document any active & abandoned wells, lease sites and access roads, processing facilities, and pipelines, etc.
- 3.11 **Other Considerations:** identify and briefly explain any other relevant design considerations applicable to the development of the subject site.

4.0 Development Concept

4.1 Vision

Provide a short, concise vision statement that reflects the desired future reality intended by the Plan considering land use, development, and community perspectives.

4.2 Development Objectives

Provide statements that outline the development objectives that support achievement of the Plan's vision. These statements should reference planning policies established in the City of Lloydminster's Municipal Development Plan, and existing Area Structure Plans.

Development objectives should address (where applicable) the following aspects of the Plan:

- general objectives(i.e. area wide objectives),
- residential development objectives,
- commercial development objectives,
- accesses & egresses,
- site drainage/stormwater management objectives,
- parks and open space development objectives,
- institutional development objectives,
- sustainability objectives,
- urban design objectives, and
- landscaping strategy, etc.

4.3 Land Use Concept

Provide an overview of how the Plan's Land Use Concept assists in achieving the Plan's vision through the proposed patterns of land use development and consistent with existing planning policies or adjacent developments, and the natural environment. A table containing summary statistics must be provided that defines the Land Use Concept's expected land use areas, population and residential dwelling densities.

The following land use categories should be included for ASPs intended for the development of a residential community:

4.3.1 Residential

Provide explanation for each residential category; what the Plan intends to achieve in matters of design, density, housing types, and neighbourhood integration. Applicable categories would include low, medium, and high density residential uses.

4.3.2 Commercial

Provide a category for each identifiable commercial class, and provide understanding on how it contributes to the surrounding community and the neighbourhood concept.

4.3.3 **Parks & Open Spaces**

Explain how municipal reserves, environment reserves, and other open spaces (i.e. SWMFs, Public Utility Lots, etc.) contribute to recreational opportunities, community character, natural areas retention, and/or parks within the plan area.

4.3.4 **Institutional**

Identify the needs and rationale for the number and location of schools, churches, municipal facilities, etc.

4.3.5 **Connectivity**

Explain how the roads, transit, and pedestrian linkages work together to provide appropriate connections and transportation options for residents.

4.3.6 **Other Categories**

Describe any other applicable land uses (i.e. industrial, mixed use, etc.).

5.0 Transportation³

Provide a meaningful explanation regarding how the lands will be serviced by roadways. A figure should be provided. Definition of anticipated road cross-sections, alignments, and capacities must be confirmed in a Traffic Impact Assessment (TIA).

The following categories should be included:

5.1 **Roadways**

Provide an explanation and a figure defining the general alignment of arterial roads included within the Plan area and/or arterial road access connecting to area roads. Locate and provide an explanation of how the area's collector roads will function in the Plan area. The local road network should be shown on the Transportation figure; however, it should be noted that these local roads are subject to change based on detailed subdivision design.

5.2 **Pedestrian Linkages**

Provide an explanation regarding pedestrian walkability and connectivity within the Plan area. All trail network connections and pathway design configurations (i.e. width, materials, usage, etc.) must be defined and mapped.

³ **NOTE:** The scope of work (i.e. level of detail) required for the Traffic Impact Assessment shall be confirmed with Development Services and be undertaken by an authorized professional.

6.0 Servicing

Provide a meaningful explanation regarding how the lands will be serviced by municipal utilities and include separate figures for sanitary, water, and stormwater management plans. The servicing assumptions will be based on required preliminary engineering review (*see Supporting Documents*) and details will be provided in each category as defined below:

6.1 Sanitary Sewer

Explain and map how the area will be connected and serviced with municipal sanitary sewer, including information on sewer main routing, flow direction, pipe sizes, and lift stations, etc.

6.2 Water

Define and map how the area will be to be connected and serviced with municipal water including information on water main routing, flow direction, and pipe sizing and design assumptions.

6.3 Stormwater Management

Define and map how stormwater drainage will be collected, stored, and released for the development area, in context of the City's design standards and provincial requirements.

6.4 Shallow Utilities

Briefly confirm if the area is in proximity to extendable local franchise utilities (i.e. gas, electricity, telecom, etc.).

7.0 Implementation and Staging

This includes a description of how the development will be implemented. Provide a figure that shows the intended phases of development based on the connection to roads, services, and market considerations.

8.0 Appendix

The ASP/Outline Plan appendix may include the following:

- 8.1 Land Use and Population Statistics;
- 8.2 Student Generation Statistics (for the location of schools);
- 8.3 Maps showing:
 - 8.3.1 Location
 - 8.3.2 Landownership
 - 8.3.3 Existing Conditions
 - 8.3.4 Land Use Concept
 - 8.3.5 Transportation Concept
 - 8.3.6 Sanitary Sewer Servicing Concept
 - 8.3.7 Water Servicing Concept
 - 8.3.8 Stormwater Management Concept
 - 8.3.9 Development Staging

E. Supporting Documents

In the preparation of an Area Structure Plans or Outline Plan prior to the redistricting and subdivision processes, additional/supporting documents may be required. These documents are intended to fully define and provide all necessary supportive information to the City in the review of the Plan and to confirm the rationales for engineering design assumptions. It will also assist the City to determine if more detailed planning and engineering design is required.

The following technical studies are required to support the review and approval of proposed Plans:

- Environmental Site Assessment - Phase 1
- Geotechnical Investigation
- Biological Resource Inventory and Assessment
- Traffic Impact Assessment

- Stormwater Management Plan
- Heritage Resource Review, where identified
- Any other required technical study as defined by the City's Planning and Development Departments.

It is expected that authorized representatives of landowners, such as engineers, architects or other certified technical professionals, would coordinate with the City's Planning and Development Department regarding the contents and level of detail required in each individual study to support a Plan's Land Use and Servicing concepts.

F. Application Submission Requirements

Depending on the type of application, submissions for a complete application for an ASP/Outline Plan include:

- **Application Form:** One (1) original copy;
- **Application Fees** paid in full;
- **Current Certificate of Title:** One (1) copy for each titled ordered within 30 days;
- **The ASP/Outline Plan Document:** Four (4) hard copies and one (1) digital copy (i.e. PDF);
- **Technical Support Information** by accredited professionals:
 - *Engineering Design Brief:* Three (3) hard copies and one (1) digital copy (i.e. PDF) OR AutoCAD/Autodesk .DWG or ESRI.MXD file;
 - ✓ Future land use concept (low/medium/high density residential, commercial and industrial uses, community services area and municipal reserves, etc.);
 - ✓ Existing land uses and previous subdivision activities;
 - ✓ Major physical and topographical features;
 - ✓ Arterial, collector roadways, and ties to existing roadway network;
 - ✓ Surrounding subdivision and development;
 - ✓ Water concept and analysis;
 - ✓ Proposed Sanitary system's concept and analysis;
 - ✓ Stormwater management plan (overall concept) including surface drainage patterns (catchment areas and sub-basins), storm pond and outfall locations;
 - ✓ Plan of and ties to existing water supplies;
 - ✓ Plan of and ties to existing shallow utility networks;
 - ✓ Location of and size of school sites, major parks, ties to existing trail networks and extension into future areas;
 - ✓ Approximate boundaries and phasing of subdivision and development areas;
 - ✓ Geotechnical Assessment, if required; and
 - ✓ Traffic Impact Assessment.
 - *Biophysical Assessment:* One (1) hard copy and one (1) digital copy (i.e. PDF);
 - *Historical and Archeological Assessment:* One (1) hard copies and one (1) digital copy (i.e. PDF); and
 - *Any other additional information* required by the City of Lloydminster.