



City of Lloydminster

Policy

Policy Title:	Area Structure Plan Policy	Policy Number:	610-03
Date of Adoption:	March 28, 2022	Motion Number:	136-2022
Date of Amendment:		Motion Number:	
Sponsoring Department:	Planning & Engineering		

1. Purpose:

- 1.1. To create a framework and provide clarity for comprehensive long-range planning of any undeveloped parcel of land which is larger than one (1) quarter section (64.7 hectares) in size.
- 1.2. To provide clarity to Applicants and Developers regarding the preparation and submission of plans and to ensure consistency in end products.
- 1.3. To ensure compliance with the City's Municipal Development Plan.

2. Definitions:

Administration	An employee or Contract employee of the City of Lloydminster.
Applicant	An individual that submits an application to the City of Lloydminster.
City	The corporation of the City of Lloydminster.
Developer	A Person that develops land within the City.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
Person	An individual, a group of individuals, a corporation, firm, partnership, proprietorship, association, society or co-operative organization.
Public Hearing	As outlined within the City's Procedure Bylaw, as amended from time to time.

3. Process:

- 3.1. Prior to a formal application, the City requires a pre-application meeting to outline the concept, constraints, and mitigation strategies.

- 3.2. The Applicant shall be responsible for organizing and conducting stakeholder consultation, to the satisfaction of Administration, held at an appropriate location.
- 3.3. The Applicant shall submit a draft Area Structure Plan at the time of application for review by City Administration.
- 3.4. Administration shall circulate the draft Area Structure Plan to City departments for comments and return to the Applicant with comments for revision. The Applicant may be required to engage the public if there are substantial revisions.
- 3.5. Administration shall submit all comments along with the amended Area Structure Plan at first reading.
- 3.6. Administration shall include all external agency comments along with the amended Area Structure Plan at the Public Hearing.
- 3.7. If Council refuses a bylaw to adopt an Area Structure Plan or amendment, Administration shall not accept another application for an Area Structure Plan or amendment on the same land that is the same or substantially the same until six (6) months have passed after the date of such refusal.

4. Content:

- 4.1. Area Structure Plans shall include the information as described in "Schedule A": Area Structure Plan Terms of Reference.

5. Amendments:

- 5.1. Applications to amend an existing Area Structure Plan will follow the same process as the creation of an Area Structure Plan outlined in Section 3.
- 5.2. The Applicant shall only be required to present the draft Area Structure Plan amendment at a public open house for applications that result in significant changes to the existing Area Structure Plan.
- 5.3. For Area Structure Plans in existence prior to this policy coming into effect, the amendment process shall be at the discretion of Administration in consideration of, but not limited to, the following:
 - 5.3.1. Compliance of the existing ASP with this Policy;
 - 5.3.2. The level of detail of analysis of the ASP; and
 - 5.3.3. Consistency of the existing ASP with community master planning and engineering documents.

6. Penalty:

- 6.1. Any member of Administration found to be in violation of this Policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.
- 6.2. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter*."

7. Responsibility:

- 7.1. City Council shall review and approve all policies.
- 7.2. Administration shall administer this Policy through the use of a supporting procedure.
- 7.3. Sponsoring Department shall be responsible for creating and amending a supporting procedure.

Schedule "A"

Area Structure Plan
Terms of Reference

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1.0 Introduction

2.0 Context

The Area Structure Plan (ASP) is a statutory plan enabled under Part 17 of the *Municipal Government Act*. In Lloydminster, the ASP is a high level, lower detail land use planning document that implements the vision of the Municipal Development Plan and gives guidance for more detailed planning documents, such as the Neighbourhood Structure Plan. Area Structure Plans cover large areas of the community, typically greater than one quarter section (64 ha) in size.

Figure 1 below shows the relative location of the ASP within the City of Lloydminster’s planning document hierarchy:

Figure 1. Lloydminster Planning Hierarchy



3.0 Area Structure Plans

Area Structure Plans interpret and implement the long term vision of the Municipal Development Plan on larger tracts of land and over long periods of time. The ASP is a policy document that helps guide the overall look and feel of the community in a particular area to achieve more cohesive and consistent development patterns.

As such the level of detail required for an ASP is lower than that required at the Neighbourhood Structure Plan level. Network level analysis is suitable for transportation and utility servicing analysis, and land use classification locations are generalized, leaving details to the Neighbourhood Structure Plan stage. Area Structure Plans need to be consistent with other community master planning and engineering documents.

The ASP must describe the following in a generalized manner:

- the proposed land uses
- the density of population

- the sequence of development
- the general location of major transportation routes and public utilities

Graphic representation of data is critical. At a minimum, the ASP must graphically illustrate the following:

- Plan area in the context of the greater community
- Relation of plan area to the MDP and Intermunicipal Development Plan, if appropriate
- Aerial photography of plan area with existing parcel boundaries
- Existing natural and built environment features representing opportunities and constraints to development
- Generalized locations of land uses
- Development staging
- Generalized utility servicing (network level) locations
- Oil and gas facilities and infrastructure

4.0 ASP Preparation Process

As mentioned above, the level of detail required for an ASP is relatively low. Preparation of an ASP will require extensive public engagement to encourage community support for and feedback on the overall development scheme.

At a minimum the following steps should be undertaken during the preparation of an ASP:

1. Pre-Application meeting with City Administration
2. Assessment of existing conditions
3. Development of generalized land use concept
4. Prepare technical studies.
5. Undertake public engagement.
6. Create the ASP document.
7. Attend Public Hearing
8. Seek ASP bylaw adoption.

4.1 Pre-Application Meeting

Prior to initiating the preparation of an ASP, the Applicant must meet with City Administration to discuss the proposed generalized land use concept and policy approach. The intent of the meeting is to clarify requirements for the Applicant, discuss the public engagement plan and confirm that the intended policy approach is consistent with the intent of the MDP.

4.2 Existing Conditions

The ASP will need to assess the existing conditions of the proposed development area. This may include preparation of:

- Desktop analysis of the following:
 - Historical resources
 - Biophysical including soils

- Utility servicing capacity
- Transportation network capacity
- Opportunities and constraints, including existing/proposed oils and gas facilities

4.3 Development Concept

The development concept will illustrate:

- plan boundary
- all network roads and trails
- location of parks and open spaces (including school sites, municipal reserve and environmental reserve)
- generalized locations of future stormwater management facilities
- north arrow, legend, scale, etc.

Supporting discussion on the above is necessary to clarify the intended look and feel of the neighbourhood, including any architectural or urban design standards for particular neighbourhoods that may require special consideration of built form.

4.4 Technical Studies

The following technical studies supporting the proposed development will be required:

- overview traffic impact assessment (TIA)
- overview servicing design brief
- general assessment of drainage and possible stormwater management facility locations

Additional studies may be required at the discretion of the development authority depending on the nature of the proposed development.

4.5 Public Engagement

The Applicant is required to undertake public and stakeholder engagement. The style of engagement is at the discretion of the Applicant; however, the engagement approach must be sufficiently advertised and arranged to allow for access by the greatest number of people possible. During the pre-application meeting the engagement approach shall be reviewed with Administration. An engagement report must be prepared identifying concerns raised and approaches to mitigate those concerns.

4.6 Document Layout

Appendix A contains a sample table of contents for an NSP. It is recommended Applicants follow this sample outline for consistency across all NSP and to streamline the review and approval processes.

5.0 ASP Approval Process

As a statutory document, an ASP requires three readings from Council to be adopted by bylaw. Prior to second and third readings a public hearing is held.

Prior to seeking first reading, the Applicant will prepare a draft ASP document for Administrative review prior to formal submission. Additionally, the Applicant is required to undertake public engagement to

present the preliminary ASP highlights and seek feedback. Feedback should be incorporated into the final ASP document, as appropriate, prior to submission.

Once submitted, the ASP is circulated internally and to external agencies for review and comment. All comments inform the preparation of the first reading report to Council.

The entire application and approval process can take up to six months depending on influencing factors.

6.0 ASP Amendment Process

The amendment process for an ASP is similar to the approval process. The application for amendment is reviewed and circulated internally and externally for review and comment. Three readings of an amending bylaw and a public hearing are required to undertake an amendment. The process can take up to four months.

For ASPs in existence prior to this Policy coming into effect, the amendment process is subject to the discretion of the Planning department. Minor/housekeeping amendments may follow the ASP amendment process. However, amendments for significant changes to the future land use concept, land use statistics and/or policies may necessitate the development of a Neighbourhood Structure Plan rather than an ASP amendment.

Appendix A
Sample Area Structure Plan Table of Contents

Sample Table of Contents

1. Executive Summary
2. Introduction & Purpose
3. Policy Framework Context
4. Analysis of Existing Conditions
5. Opportunities and Constraints
6. Generalized Future Land Use Concept
 - a. Overall Vision
 - b. Residential
 - c. Commercial
 - d. Institutional
 - e. Industrial
 - f. Parks & Open Spaces
 - g. Staging
7. Utility Services
 - a. Water
 - b. Wastewater/Sanitary
 - c. Stormwater
 - d. Shallow Utilities
8. Policies
9. Implementation
10. Monitoring & Amendment