

GUIDELINES FOR
AREA STRUCTURE PLAN
PREPARATION

Municipal District of Peace No. 135

Approved by Resolution of Council
December 8, 2015



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POLICY STATEMENT

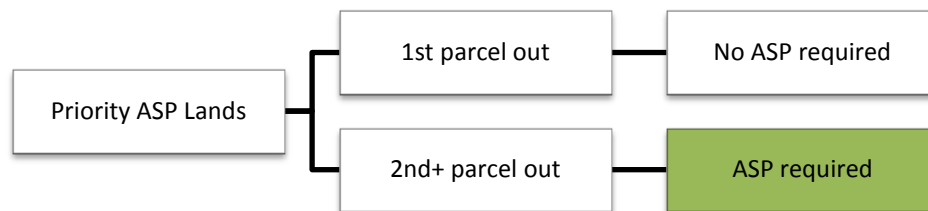
The Municipal District of Peace wishes to ensure that future development proceeds in an orderly and economic way, and that proposed developments shall not have negative implications for the municipality, the environment, adjacent landowners or future residents. These guidelines aim to assist developers in meeting the requirements of Area Structure Plan preparation.

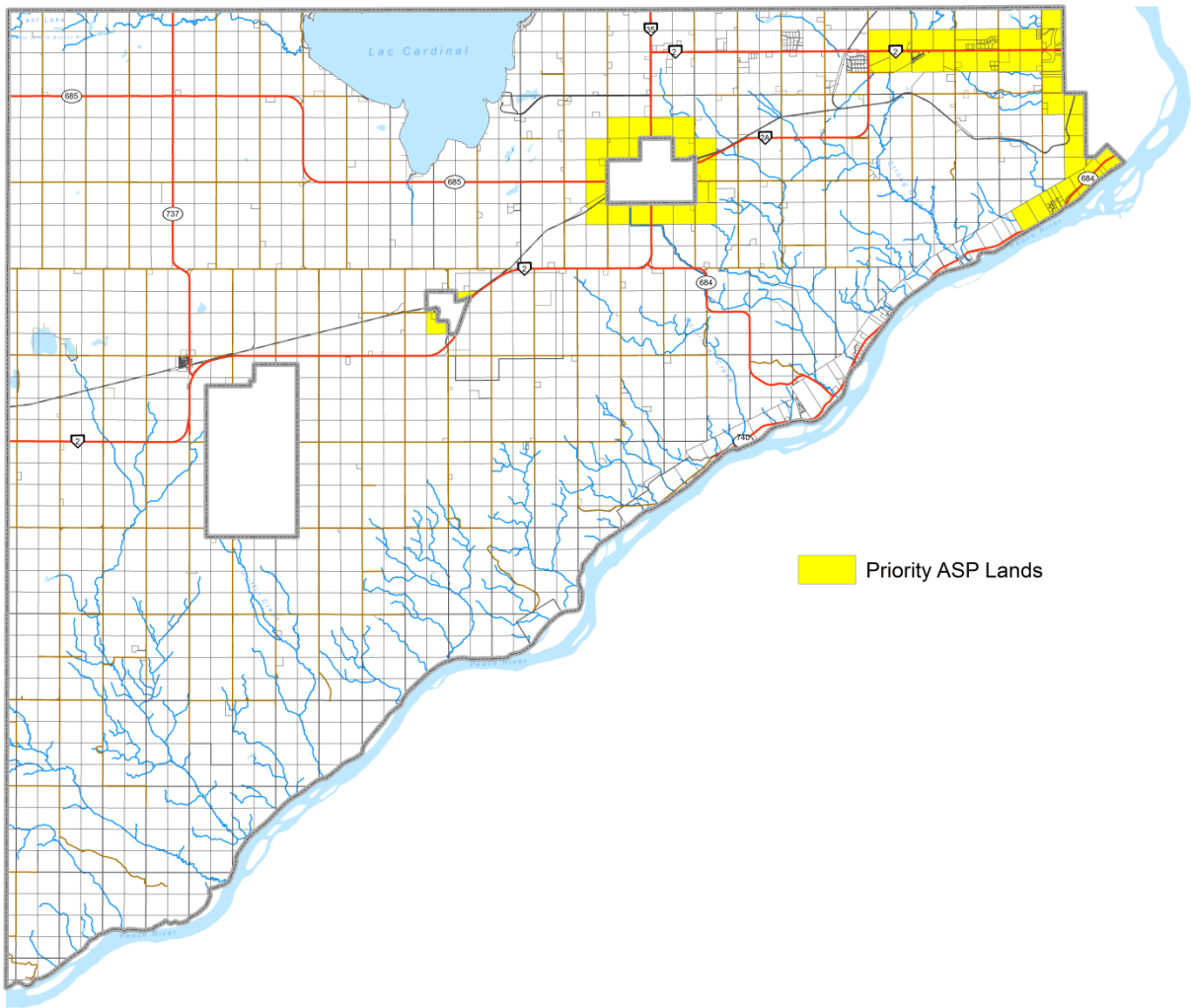
WHEN AN ASP IS REQUIRED

Developers are required to prepare an Area Structure Plan (ASP), prepared in accordance with the Municipal Government Act, prior to the approval of subdivision and/or development as outlined below. The Council of the Municipal District of Peace may waive the Area Structure Plan requirement if it determines that the nature and impact of the proposed development does not warrant the ASP.

PRIORITY ASP LANDS

The lands identified in Schedule A (page 3) include quarter sections adjacent to the Municipal District's urban neighbours, Peace River, Grimshaw and Berwyn; Highway 2 between Peace River and the airport; and adjacent to the Shaftesbury Trail. The MD recognizes that development patterns on these lands impact its neighbours and the region as a whole, and therefore prioritizes the coordination and preplanning of development through an Area Structure Plan process. These lands are considered high priority planning lands and have a lower Area Structure Plan requirement threshold.





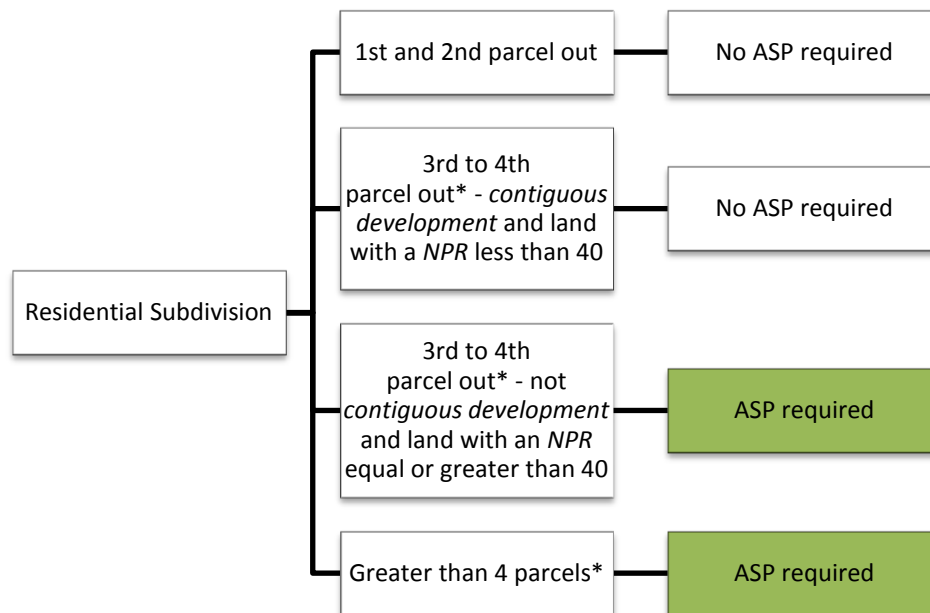
SCHEDULE A - PRIORITY AREA STRUCTURE PLAN LANDS

RESIDENTIAL SUBDIVISION

The Municipal District of Peace supports the first and second parcel-out residential subdivision of a quarter section without the need for an Area Structure Plan. Subdivision beyond second parcel out may require an ASP for the entirety of the ¼ section or river lot. Subdivisions of residential parcels up to 4 parcels out of a quarter section of land are allowed without an Area Structure Plan, provided that:

1. the parcels are *contiguous development*, either with each other or with residential parcels on neighbouring quarter sections and,
2. The land in question has a *Net Productivity Rating (NPR)* of less than 40.

The subdivision of non-contiguous residential parcels shall require an ASP, unless land in question is part of a *fragmented parcel*, in which case the subdivision may proceed without an ASP, up to 4 parcels (see Figures 1 and 2).



*A rezoning from Agricultural District to a residential district is also required.

Contiguous development means development of multiple residential parcels that share property lines and includes parcels that would be contiguous if not for a public roadway, railway, river or stream.

Net Productivity Rating means the agricultural soil quality rating provided by the Rural Farmland Assessment.

Fragmented parcel means a parcel of land that is separated from the balance of the quarter section by:

1. A watercourse

2. A railway
3. An at grade public roadway or highway
4. A natural embankment,
5. Other such features such that it is impractical to farm or graze,

As defined by the Alberta Subdivision and Development Regulations and Alberta Environment and Parks.

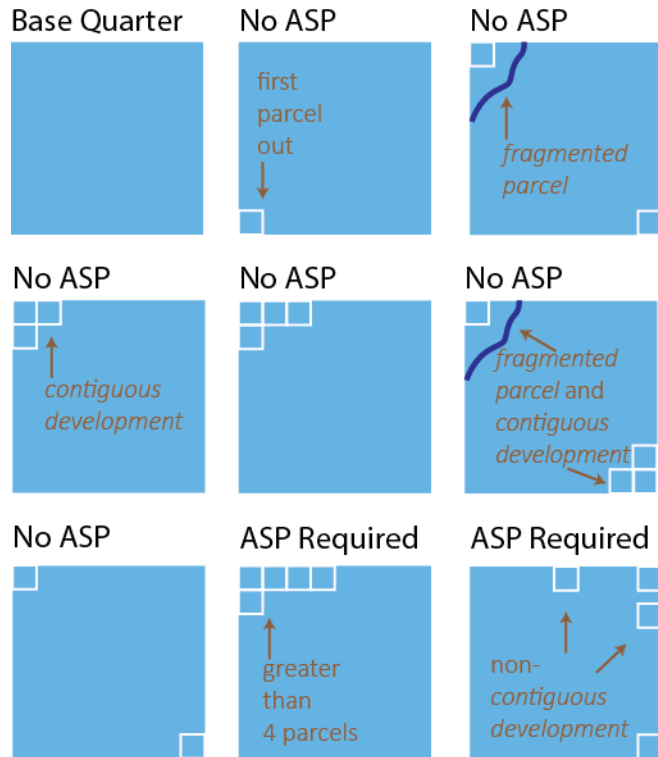


FIGURE 1 - ASP REQUIREMENTS FOR RESIDENTIAL SUBDIVISION ON A SINGLE QUATER SECTION

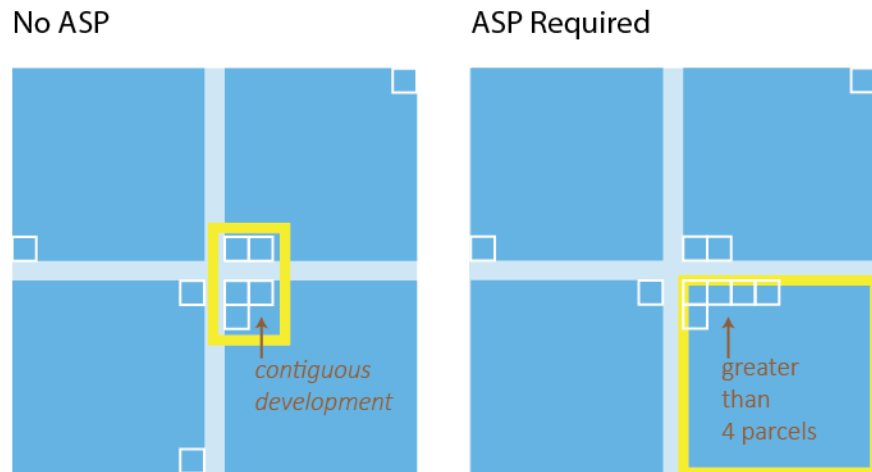
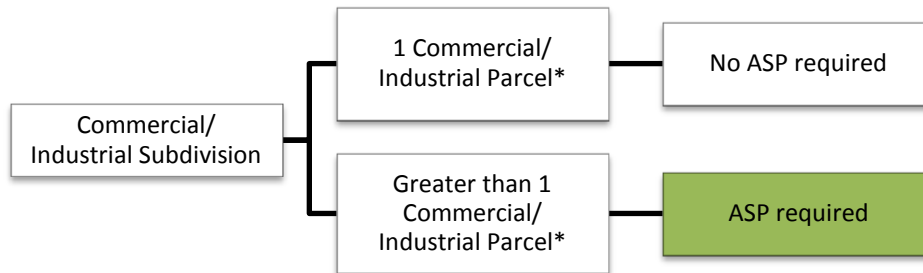


FIGURE 2 ASP REQUIREMENTS FOR RESIDENTIAL SUBDIVISION ON MULTIPLE QUATER SECTIONS

OTHER SUBDIVISION

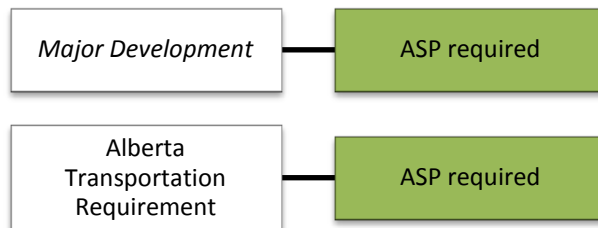
Commercial and/or industrial developments represented a departure from the historic agricultural base on the MD. Therefore the development of more than one commercial or industrial parcel shall require an Area Structure Plan.



**A rezoning from Agricultural District to a commercial or industrial district is also required.*

DEVELOPMENT AND ADMINISTRATIVE TRIGGERS

A development proposal that does not require a subdivision may generate significant impacts to the MD, adjacent land owners and the region. Therefore, developments deemed a Major Development by the Municipal District shall require an Area Structure Plan. Subdivision and Development applications within 800 metres of a highway must be submitted to Alberta Transportation. If Alberta Transportation requires an Area Structure Plan, the MD will likewise require the ASP.



Major Development means a large scale residential, industrial, commercial or recreational facility that, in the opinion of the Municipal District will create significant off-site impacts in terms of traffic generation, environmental impact, or similar effects.

PURPOSE OF AN ASP

The purpose of an area structure plan is to guide the development of a given area and to provide the framework for future subdivision of the area. The ASP is the opportunity for the developer to explain their vision to the Municipal District Council and residents. Section 633 of the Municipal Government Act sets out the minimum requirements of an ASP.

It is used to describe future land use patterns, the sequence of development, the major transportation patterns, and to show how the land will fit into the overall future planning for the area. The area structure plan is intended as the intermediary between the vision articulated in the MD's Municipal Development Plan and the subdivision application. It limits haphazard development and promotes a sensitive approach to development in relation to surrounding land uses, existing conditions and available land resources.

PROCESS

The development of an Area Structure Plan requires a significant investment of time and resources from both the municipality and the developer. The process set out below aims to ensure that there is sufficient information sharing and buy-in from the stakeholders early on to support success once the project reaches the point governed by the Act.

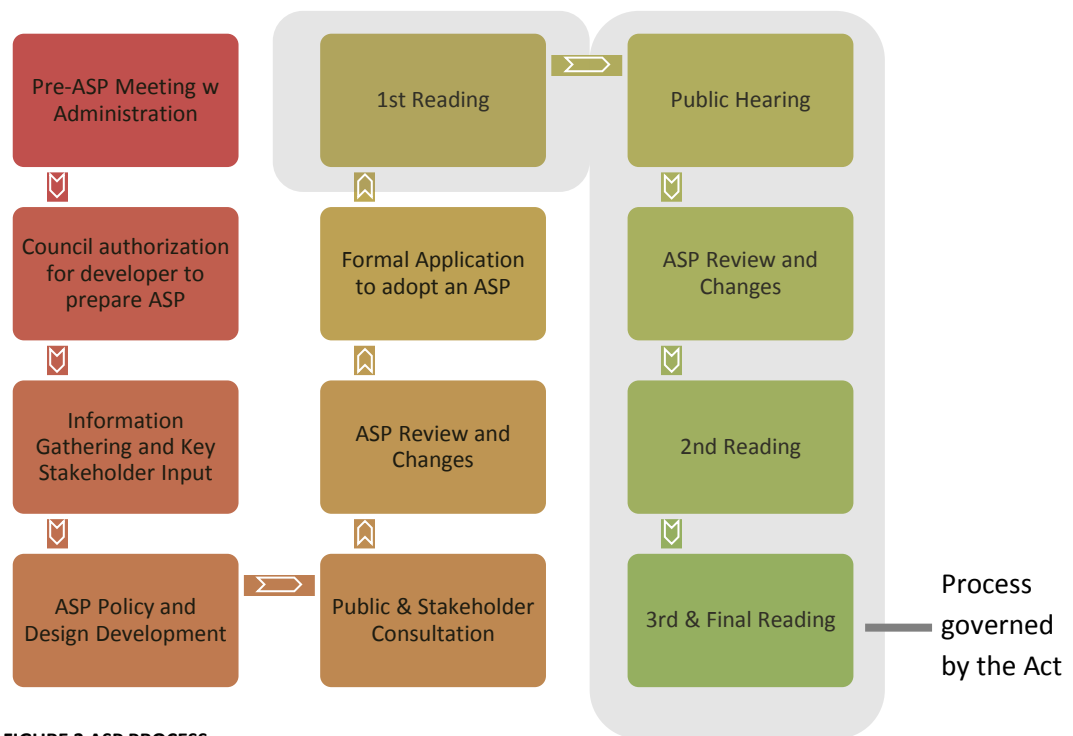


FIGURE 3 ASP PROCESS

Prior to the preparation of the ASP, the developer should enter into preliminary discussions with the municipal administration regarding the proposed concept, to establish planning and statutory requirements in the proposed plan area.

A subsequent meeting with Council allows the developer to communicate their intent to prepare an Area Structure Plan for a specific property and gives Council the opportunity to authorize the developer to prepare the ASP. Council may suggest a general direction for the plan and ask for any special provisions that may be required.

During the preparation of the ASP, the developer should gather all required information to meet the content requirements of the plan. In addition, the developer should engage the key stakeholders, such as but not limited to Alberta Transportation, Alberta Environment, Utilities companies, Private Industry or the Federal Government, by informing them of the ASP preparation and presenting an opportunity to provide input early in the plan's preparation.

Subsequent to the information gathering process, the developer will develop the draft ASP design, phasing, and supportive policies.

When the developer has achieved a draft ASP that represents the development intent, a public consultation process will ensure that the Municipal District residents have an opportunity to comment on the proposal. The level of public consultation required will vary depending on the scale and type of ASP being proposed and will be to the satisfaction of the Municipal District. Based on the feedback from the public and area land owners, further changes may be incorporated into the draft plan. The developer will then apply to the municipality for ASP to be adopted by bylaw.

The bylaw process is governed by the Municipal Government Act and includes three bylaw readings and a public hearing. Upon receipt of the Plan, the Municipal District shall circulate the plan to all neighbouring municipalities adjacent to or deemed to be affected by the ASP, adjacent landowners, utility companies, school boards and government agencies deemed affected, including the Mackenzie Municipal Services Agency for their review and comments. Each agency shall be given adequate time to reply in writing to the Municipal District.

A bylaw to adopt the Area Structure Plan shall be prepared and the Council shall proceed to a public hearing, including the requirements of advertisement of same. A public hearing provides an additional opportunity for stakeholders to provide their feedback directly to Council. Revisions to the Plan may be made following the public hearing, based on the input received. The MD Council may require any further information it deems necessary as a result of input received at the public hearing or from the commenting agencies. After all final revisions, the Area Structure Plan may be adopted through second and third readings of the bylaw. If the plan is within 800m of a Provincial Highway, the proposed ASP must be submitted to the Alberta Ministry of Transportation for approval, prior to being given 3rd Reading.

CONTENT

The Area Structure Plan shall consist of a minimum of three main components: the Land Use Policy document, the Land Use and Phasing Map, and the Servicing Map.

1. POLICY DOCUMENT

The policy document provides a description of the development site and the proposed development. Background studies may be required by the Municipal District as a part of the plan preparation including, but not limited, to:

- Soil Assessments;
- Water testing results;
- Wetlands Assessment;
- Transportation Impact Assessments and studies;
- Environmental impact studies
- Archeological and Historical Assessments; and
- Geotechnical studies.

These studies should be used in the preparation of the land use policies of the Plan. Such studies must be included in full, as an Appendix to the Plan.

The Policy document shall include:

1.1. SITE ANALYSIS

The ASP shall provide an analysis of the area, considering natural and man-made characteristics, including but not limited to:

- Topography, natural slopes and contour lines;
- Existing vegetation;
- Wetlands and aquifers;
- Physical site characteristics;
- Existing land uses and development;
- Existing agricultural capability of the land;
- A description of the road network serving the proposal;
- Identifying pipeline corridors, if applicable;
- Identifying the Airport Vicinity Protection Area, if applicable;
- A description of the surrounding land as to how it may affect or be affected by development proposed under the Area Structure Plan; and
- Any other specific requirements of the Municipal District.

1.2. PROPOSAL

The development proposal shall address the following:

- The land uses and densities proposed for the area, including the following statistics:

TABLE 1 LAND USE STATISTICAL INFORMATION REQUIREMENTS

	Area (Ha and Acres)	% of Gross Area	Number of Lots
Total Gross Area			
<i>Environmental Reserve</i>			
Direct Control Sites			
Gross Developable Area			
<i>Municipal Reserve</i>			
Public Utility Lot			
Road Right-of-Way			
Residential Lands			
Commercial Lands			
Industrial Lands			

- The sequence of development proposed for the area;
- The provision of *municipal* and *environmental reserve* lands in the plan area;
- The impact of the proposed development on adjacent land uses and the environment;
- How the development will connect with the Municipal District’s transportation network – this shall include analysis of on-site and off-site traffic impacts and an estimate of roadway upgrading that may be required as a result of the development;
- How the proposed development will retain trees, environmental features such as watercourses, wetlands, wildlife corridors, and historical resources;
- Proposed buffers between incompatible land uses, such agricultural lands, railways, major roadways, industrial and commercial development;
- The integration of natural areas into the design, including the retention of forests, wildlife corridors, wetland areas, and the provision of stormwater ponds and parks to form continuous open spaces; and
- Measures that will be taken to address natural and manmade hazards that may impact the development.

Environmental reserve (ER) is to be dedicated to the Municipal District in any area where land is of a sensitive nature and needs to be protected from development. Examples of ER include: the shorelines of lakes, rivers, and streams; wetlands; steep slopes; gullies or ravines; and floodplains.

Municipal reserve (MR) is land dedicated to the MD in the amount of 10% of the total development area, less the area dedicated as ER. The *Municipal Reserve* is intended to provide purposeful public

lands within the development. MR is often used for parks, walking trails, buffers between conflicting land uses etc.

1.3. LOCATION OF SITE

A legal description of the site is to be provided, and an indication of the area covered by the Area Structure Plan.

1.4. SERVICING

The Area Structure Plan shall clearly outline the following:

- Proposed transportation network
- Proposed method of providing potable water in quantities sufficient to serve the proposed development;
- Proposed method of sewage disposal;
- Proposed stormwater system;
- Proposed gas, power and telecommunications networks;
- Proposed firefighting services; and
- And shall include the following statistics:

TABLE 2 UTILITY STATISTICAL INFORMATION REQUIREMENTS

Kilometres
<i>Transportation Network</i>
Roads
Sidewalks
Trails
<i>Utility Infrastructure</i>
Water
Waste Water

Groundwater evaluation done to Provincial Standards will be required to determine the adequacy of a potable water supply for all proposals using groundwater sources. Soil percolation testing and water table identification will be required for most proposals.

1.5. CONFORMITY TO BYLAWS

The Plan shall include an analysis of the conformity of the proposed plan to the Municipal Government Act, the Municipal Development Plan, other statutory plans, any applicable non-statutory documents, and the Land Use Bylaw and indicate any proposed or required changes to the statutory plans in order to bring the Area Structure Plan into conformity.

The Land Use Policy document shall list and describe each Land Use designation proposed in the plan area, with reference to the Land Use Map. The description should include the uses proposed, the densities of development, and any special provisions required to accommodate the planned use.

1.6. PUBLIC INPUT

The Municipal District requires that the development proposal be presented to the general public, for feedback and input, as a component of the plan development process. The scope of the public input will vary depending on the size, location, intensity and sensitivity of the proposal. How the public input was solicited, and the feedback received and the developer's response to the feedback should be included as a part of the plan.

2. LAND USE MAP

The land use map shall illustrate the proposed land uses, transportation network, open space and reserve dedications within the development area. A conceptual lot layout may be required on the Land Use Map for the first phase of development, while subsequent phases may be shown in less detail.

3. SERVICING MAP

The servicing map which shall clearly illustrate the proposed servicing of the area including the provision of gas, power and telecommunication services; the accommodation of surface drainage including the natural contours and required grading and direction of water flow; and any proposals for water or sewer servicing not specific to an individual lot.

RELATIONSHIP TO SUBDIVISION PROCESS

Any subdivision of land which occurs after the adoption of an Area Structure Plan shall be judged to be in conformity with the Area Structure Plan provided that:

- The overall land use pattern does not change;
- The amount of land devoted to each major land use is not altered;
- The overall density of the plan does not change significantly;
- The overall road pattern and status of roads is maintained; and
- The overall utility pattern is maintained.

Minor variations in parcel sizes and lot line locations will not trigger a requirement to update the plan. A subdivision submitted in accordance with an approved Area Structure Plan need not be recirculated to commenting agencies already having the opportunity to comment prior to approval. Notwithstanding the above, subdivisions within the Peace River Inter-Municipal Development Plan referral area (1999) shall be circulated in accordance with said plan, and subdivisions within the Lac Cardinal Intermunicipal Development Plan (pending).

RESPONSIBILITY OF THE MUNICIPALITY

It is the responsibility of the Municipal District of Peace to review the draft Area Structure Plan and make it available to all interested parties.

Council shall, at the public hearing, hear representations from the public, affected agencies and the developer, and shall consider this information in making their decisions.

The Municipal District of Peace will deal with any amendments to the Municipal Development Plan and Land Use Bylaw which may be necessary to implement the Area Structure Plan, concurrently with the area structure plan process.

The Municipal District of Peace will endeavor to expedite the processing of all Area Structure Plans within a reasonable time frame, provided that all information requested from the developer has been received in its complete and initial form.

RESPONSIBILITY OF THE DEVELOPER

The developer shall be responsible for the total preparation and cost of the Area Structure Plan documents, all engineering, planning and legal work required for the submission for the Area Structure Plan, text and maps and for submitting all necessary information as required by the Municipal District of Peace, including any supporting background material, prior to the Council's review of the Area Structure Plan. Any detailed scientific or engineering analysis that may be required by the Municipal District shall be undertaken by qualified technical Professionals.

All policies proposed by the Area Structure Plan must conform to adopted land use policies of the Municipal District of Peace as stated in their Municipal Development Plan, or amendments to same sought by the developer.

INFORMATION CONTACTS

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