

Area Structure & Redevelopment Plans:

Technical Report Terms of Reference



TABLE OF CONTENTS

I. Preamble	2
II. Purpose of Technical Report	2
III. Pre-Application Meeting	3
IV. Public Consultation Plan	3
V. Application	3
VI. Technical Report Requirements	4
1.0 Introduction	4
2.0 Capital Region Board	6
3.0 Statutory Compliance	6
4.0 Municipal Documents	6
5.0 Public Consultation Summary	7
6.0 Site Analysis	7
7.0 Site Concept	9
8.0 Major Land Uses	9
9.0 Transportation	12
10.0 Transit	13
11.0 Utilities	13
12.0 Simultaneous ASPs	14
13.0 Other Criteria to Address	14
14.0 Implementation	16
VIII. Appendices	17
Appendix 1 – Sample Future Land Use Map	17
Appendix 2 – Sample Development Statistics Table	18
Appendix 3 – Reserve Land Requirements & Guidelines	19

AREA STRUCTURE & REDEVELOPMENT PLANS:

Technical Report Terms of Reference



I. Preamble

This Terms of Reference outlines the application requirements for an Area Structure Plan (ASP) and Area Redevelopment Plan (ARP) or an amendment to one of these plans.

The City of St. Albert (the City), in accordance with Sections 633, 634, and 635 of the Municipal Government Act (MGA) and City Plan St. Albert Municipal Development Plan (MDP), prepares the ASP, ARP or plan amendments. The ASP and ARP are City documents and, as such, the City is responsible for them.

An Area Structure Plan is a statutory plan that provides a framework on future development of undeveloped areas and may include residential, commercial, institutional, and industrial or a combination of land uses.

An Area Redevelopment Plan is a statutory plan that guides how an existing built-up area or neighbourhood should be developed in the future. Such plans could include revitalization, redevelopment, or preservation.

II. Purpose of Technical Report

These Terms of Reference outline the requirements for preparing a technical report for an ASP, ARP or an amendment to an existing plan. The intent is to provide a framework for creating or amending an ASP to ARP bylaw and in preparing a technical report.

To support the preparation of an ASP, ARP or bylaw amendment, an applicant prepares an ASP or ARP technical report with supporting documents as outlined in this Terms of Reference. Documents submitted to the City will be made available for public viewing and provided to referral agencies. Ideally, an applicant will engage professionals in the fields of land use planning, engineering, and other areas to assist in the preparation of the technical report and associated documents.

City staff members work with the applicant and consider their interests, the interests of other stakeholders, referral agencies, and citizens. Should the ASP or ARP bylaw prepared by the City not reflect the interest of the applicant, the applicant can make a presentation to City Council as part of the Public Hearing process.

III. Pre-Application Meeting

An applicant can contact the Planning and Engineering Department to request a pre-application meeting. The meeting is an opportunity to present initial development intentions and for staff to review the application process, identify potential issues and other requirements.

As well, the type of additional studies and documentation may be determined at this meeting. In addition, during the processing of the application, supplementary information may be requested from the applicant. The City of St. Albert respects copyright rules and is unable to provide copyrighted reports that were part of other applications.

IV. Public Consultation Plan

The applicant is responsible for organizing, conducting and funding public consultation in accordance with the City of St. Albert's Policy on Public Consultation Requirements for Planning and Development Procedures. A Public Consultation Plan must be approved by the Director of Planning and Development prior to implementation of the plan. An Area Redevelopment Plan may require significant neighbourhood participation.

V. Application

All documentation must be submitted at the same time along with the application fee(s) and appropriate forms. Once the City deems the application complete, processing of the application will begin. Incomplete applications cannot be accepted and may be returned to the applicant. Application packages can be found at <http://www.stalbert.ca/applications-forms>.

Redistricting and subdivision applications can occur concurrently with an ASP/ARP application. Redistricting of the land is required prior to subdivision and development of the land, must be consistent with the ASP/ARP and is approved by Council.

Once a parcel of land has been redistricted, then subdivision of land can occur. Subdivisions are approved by the Subdivision Approving Authority.

VI. Technical Report Requirements

This section describes what should be in a Technical Report and the required supporting documents. Supporting documents must be consistent with each other and to the development concept. All measurements must be in ha or m.

1.0 Introduction

1.1 Site Location:

- On a map show the location of the site in context to the whole of the city.

1.2 Name of Development Area:

- Provide rationale for the name of the proposed ASP/ARP. The name of the area will be reviewed by the City and confirmation of its acceptance provided.

1.3 List of Consultants:

- Provide a list of consultants (planners, engineers, architects, markets appraisers, etc.) that are involved with the ASP/ARP.

1.4 Purpose:

- Provide highlights of the technical report, size of the area, and the documents used to create the technical report.

1.5 Vision:

- Describe how the overall vision for the area; how the development or re-development will look and feel once developed and the meaning to the public and the end-users. Describe the interest in development or re-development of this area of the City.
- For amendments, provide rationale and justification for the proposed change(s).

1.6 Objectives:

- At full build-out what will this development provide to the citizens of the City and the residents and businesses of the development.

1.7 History:

- Previous and existing land uses on the site and adjacent lands.
- Any significance information about the site that should be documented and or retained.

1.8 Timeframe of the Plan:

- Identify the expected timeframe in years, for build-out and any factors that would speed or slow down the development of the area.

1.9 Property Ownership Patterns:

- A table showing legal description, ownership, area(s) in hectares and percentage of the total land areas.
- Identify any parcels of land that the applicant may be purchasing to incorporate into the plan area.
- Map of property ownership(s): ASP boundary, gross area, City boundary, legal descriptions, name of ownership, area in hectares, rights-of-way plan numbers and ownership, and roadway plan numbers.
- If there has been history of change in land ownership, provide a table showing: date, owner, legal description of property and size.
- Should an owner not be participating in the plan area, discuss what attempts are being made or have been made to involve specific landowner(s) and reasons for non-participation.

1.10 Topography and Flood Mapping:

- Topographic survey for the plan area at one (1) metre intervals. Provide a map with the topography and a description of the range of slopes in the development area.
- Provide a flood map showing top of bank, development setbacks as identified in the geo-technical report, and high-water mark.

2.0 Capital Region Board

Describe how this proposal meets the Capital Region Board growth requirements outlined, and include other comments as needed.

- Residential density 30 to 45 units per ha
- Population growth 1.7% per year
- Employment growth 0.7% growth rate per year
- Affordable housing
- Transportation corridors
- Recreation corridors

3.0 Statutory Compliance

Provide a brief statement and identify policies of existing statutory documents that the proposal complies with and complements. Should the application not meet the policies within these documents, identify the differences and possible solutions, which may include additional statutory plan amendments.

- Intermunicipal Development Plan (IDP)
- Municipal Development Plan (MDP)
- Existing Area Structure Plan (ASP) and Area Redevelopment Plan (ARP) for the specific area
- Adjacent ASP or ARP to the specific area. Identify how roads, pedestrian connectivity, land uses, screening etc. will be compatible and interfaced. If adjacent lands are not in an ASP or ARP, describe the land uses and the jurisdiction of the lands.

4.0 Municipal Documents

The City has several municipal documents each with a specific focus, but all relating to land use. Most of these documents are available on the City's web site. Please review these documents and reference them in the technical report should they support or not support the concept of the application.

- Land Use Bylaw (LUB)

- Transportation Master Plan (TMP)
- Utility Master Plan (UMP)
- Cultural Master Plan (under development)
- Recreation Master Plan
- Transit Long-Term Department Plan 2005-2020
- Economic Development Master Plan 2004-2024
- Environmental Master Plan (EMP) 2009
- Engineering Municipal Servicing Standards
- Natural Areas Inventory

5.0 Public Consultation Summary

Outline public consultation activities undertaken including:

- Summary of the public consultation tools used along with dates of meetings or other activities, list of attendees with addresses and postal codes, and dates and location of advertisements (mail-outs, newspaper ads or public notifications).
- Feedback received and how it was incorporated into the development proposal.
- Deviations from the initially approved Public Consultation Plan, with rationale.

Verbatim minutes of public meeting(s) by a Court reporter, one hard copy and a PDF, must be attached to the application.

6.0 Site Analysis

Provide a brief summary of each supporting document with applicable maps, which were undertaken as part of this application. Provide the supporting documents at time of submission. Supporting documents may include:

- Design Brief for servicing capacity and servicing of the site (storm, water, wastewater/sanitary), maps required for each.
- Energy Resources & Conservation Board report identifying wells.
- Environmental Site Assessment (ESA) phase 1 and possibly phase 2 (with consideration of wellheads, sour gas wells, chemicals used on the site, spills

(chemical, oil, etc.), farming practices, railway ties, asbestos, lead paint, land fills, storage sites (snow, salt, sand etc.), pipelines, power lines, underground tanks (gas, septic, etc.) and any other matter that impacts land, air, and water).

- Fiscal Impact Analysis (FIA) based on full build-out providing anticipated capital costs, operational costs, and revenues to the City. This may require scenarios of different forms of development. It is possible additional analysis may be required after the initial FIA is submitted.
- Geotechnical (soils, development constraints, groundwater etc.).
- Height impact study (wind tunnels, building massing, etc.).
- Historical or archaeological review (letter from Heritage Resource Management Branch).
- Market analysis for commercial and multiple family residential (such as absorption rates, market demand, trends, etc.).
- Natural area assessment (flora and fauna, mammals, birds, insects, fish, reptiles & amphibians etc.), identify environmentally sensitive areas and locally significant environmental areas, wildlife corridors, impacts of development, and recommendations for compensation, conservation, and best management practices.
- Noise attenuation and vibration studies with mitigation.
- Parking study, determine if parking structure is needed. Parking study may be requested at time of Development Permit.
- Student population analysis (age categories, percentage of age group based on latest Municipal Census, grade levels, student generation by age group, and total student population).
- Sun shadow study, typically for structures 15 metres and higher.
- Traffic impact assessment (TIA).
- Tree inventory and assessment.
- Urban Design Study.
- Utility Rights-of-Way (existing, re-locating, replacing, new etc.).

- Additional studies as required.

7.0 Site Concept

In the report provide:

- A coloured map showing future land uses with hectares for each area, see sample in Appendix 1
- A table with development statistics, see sample in Appendix 2.

8.0 Major Land Uses

8.1 Residential:

Provide a description of each development area, including area of land, number of units, style of housing, tenure, who the product will be marketed to, percentage of low density to multiple family dwelling units, and anticipated land use district from the Land Use Bylaw.

Low Density

- Single and two family dwelling units
- Please note the lot-width mix requirements for the R1 district in the LUB

Multiple Family Dwelling Units (three or more units)

- Medium Density
- Medium High Density
- Consider Sections 4.11.4.12 and 4.13 in the MDP

8.2 Commercial:

Provide a description of each development area, including area of land, style of commercial development, who the product will be marketed to, parking management, drive-through businesses, loading areas, and anticipated land use district(s) from the Land Use Bylaw. As well, indicate what mitigation is provided to adjacent land use, especially residential land uses. Potential commercial uses may include neighbourhood, general, corridor, and regional.

8.3 Institutional and Community Facilities:

Provide a description of each development area, including area of land, style of institutional development, who will the product be marketed to, parking management and access, and anticipated land use district from the Land Use Bylaw. Also describe what mitigation is provided to adjacent land uses, especially residential land uses. Potential uses may include place of worship, government services, schools, hospital, community care facilities, sporting complexes, library, etc.

8.4 Industrial:

Provide a description of each development area, including area of land, style of industrial development, who will the product be marketed to, parking management and access, and anticipated land use district from the Land Use Bylaw. Specify mitigation measures to adjacent land use, especially residential land uses, bodies of water, and environmentally sensitive areas. Potential uses may include light industrial, business park, etc.

8.5 Parks, Open Space, Schools:

Provide a Map showing municipal reserve(s), environmental reserve(s), open space, school site, and trails. Please contact the Planning and Development Department for current park and school site standards.

Municipal reserve should be parcels of land that are developable and of a size to support recreational activities.

Provide a description of each park area (passive, active, gardens, playfields, linear etc.), including hectares of land, style of park development, access and trail connectivity, maintenance practices, and anticipated land use district from the Land Use Bylaw. Identify what the Developer will develop and the timeframe for development of parks. State the amount of land in hectares for Municipal Reserve, the percentage of Municipal Reserve for the ASP/ARP gross developable area, and when the reserves will be dedicated to the City.

Some trail connections will be through a Public Utility Lot (PUL); therefore, no municipal reserve credits will be granted for that portion of a trail. Connectivity is required between adjacent and future developments.

Storm Water Management Facilities may include trails, providing the criteria identified in the MDP, Section 9.11 is met.

Provide a description of special natural features within the development site, if it will be retained, and what steps need to be taken to retain the natural feature. Examples may include tree cluster, wetlands, migration corridor, etc.

School Site Development:

Schools should front onto, and be accessed from, a collector roadway. The site selection must consider amount of land, building setback, building expansion, play area, playfields, and parking for teachers and students.

School demand projection data must also be provided for the ASP area in the Technical Report.

School Demand Projections for X Neighbourhood (added September 2012)

Age	% of 2010 Census Population based on 60,138 pop.	Grades	Total Neighbourhood Population	Student Generation by Age Group
5-9	5.78%	K-4		
10-14	6.66%	5-9		
15-19	7.33%	10-12		
Total				

Figure 1: Sample School Demand Projections Chart

Municipal Reserve Calculations:

- Municipal Reserves are calculated at 10% of the aggregate amount of land (the full plan area), less environmental reserves as per MGA 666(2) and MDP Policy 9.15. This means roadways and un-built arterial roadways are part of the aggregate land mass.
- Existing arterial roadways are typically the boundary for a Plan area and are not part of the Plan calculation for municipal reserves. Note that if a service road is adjacent to the arterial road, and the service road is being included in the Plan area, the service road is part of the full plan calculation for municipal reserve dedication.
- As per the MGA section 668(2)(3), additional land, not to exceed 5% may be required to support density of 30 dwelling units or more per hectare.
- It is possible that Municipal Reserves (MR) have been paid for as cash-in-lieu to Sturgeon County for lands that were annexed in 2007. The Planning Branch acknowledges that 10% of the plan area may not be possible for MR dedication.

8.6 Future Study Area:

In the MDP, Future Study Areas are identified. If the plan area has a Future Development Area, describe how the development will meet the criteria outlined in the MDP, Sections 5.6 and 8.8. If the plan area is not meeting the criteria, provide rationale for the change and supporting documentation.

8.7 Shadow Plan Area:

Should an area be adjacent to, but outside of, the development area, and is integral to the development; then discuss the area, the vision for the area, and development statistics. Mapping for the area is recommended.

9.0 Transportation

9.1 Arterial Road Networks:

- Indicate arterial roads, when will they be developed, roadway widths, intersections and spacing, type of intersections (right in/right out, full signalizations, turn lanes etc), and pedestrian/bicycle movement.
- Identify the interface with major roadways such as St. Albert Trail, Ray Gibbon Drive, Anthony Henday Highway, and the Future North East Arterial.

9.2 Collector Roads:

- Indicate the collector roads, when will they be developed, roadway widths, intersections and spacing, type of intersections (right in/right out, full signalizations, turn lanes etc), and pedestrian/bicycle movement.

9.3 Local Roads:

- Identify local roads, when will they be developed, roadway widths, traffic calming measures, sidewalks, connectivity etc.

9.4 Pedestrian/Bicycle Linkages:

- Specify how this development will be walkable and accessible to different modes of transportation such as bicycles and walking and how the pedestrian/bicycling system

will connect to adjacent and future developments. Identify how the connectivity is safe for the end-user and how it will link to the Red Willow Park system.

10.0 Transit

10.1 Transit Servicing:

Transit service will be initiated in the first phase of development.

- At time of circulation of the application, Transit Services, may identify transit routes and plans may need to be adjusted to support transit services.
- The transit distances: 400 metres to 90% of dwelling units; 250 metres to multiple family dwelling units and institutional uses; and 150 metres to major seniors' residences and activity centres.

10.2 Future Transit Developments:

- Discuss how the Plan area may coordinate and support future park and ride facilities, and future light rail train or rapid bus services.

11.0 Utilities

11.1 Wastewater Collection System (Sanitary), Stormwater Management and Water Servicing:

- In the Technical Report, the Wastewater Collection System (Sanitary), Stormwater Management and Water Servicing each require a summary based on the Design Brief, separate maps, and discussion of required upgrades, direction of flow, pipe sizes, capacity in existing systems, and an overview of how the development will be serviced.
- The applicant must identify stages of development for servicing needs. All servicing must conform to the current City of St. Albert Municipal Servicing Standards.
- Requirements for oversizing of servicing shall be determined by the City's Engineering Department.

11.2 Public Utility Lot (PUL):

- Public Utility Lot(s) range in size from 6 metres to 15 metres wide depending on the pipe size and the utility services underneath.
- PULs may be used for walkways to provide connectivity.

11.3 Shallow Utilities:

- Developer(s) should contact utility companies for agreements and development requirements.
- Existing overhead services must be relocated and placed underground at the time of development. Coordination with the various service providers is the Developer's responsibility. The Developer should advise the City, as part of the ASP/ARP process, of relocation of services or requirements for installation.

12.0 Simultaneous ASPs

When an area of the City is developed by different Developers initiating separate ASPs, the City may require they be submitted simultaneously. Or, the development concept must demonstrate coordination between Developers for matters such as land uses, connectivity, transit, and servicing. These requirements will be determined by the City.

13.0 Other Criteria to Address

13.1 Noise Attenuation:

- When developing adjacent to major roadways and railway tracks there is a risk of traffic noise to adjacent land uses.
- In the development concept, identify what noise issues may be minimized and at what stage of development the noise could be addressed.

13.2 Off-Site Levies:

- Off-site levies are assessed on the development for items such as arterial roadway networks, water services, wastewater services, and stormwater facilities.

- At time of subdivision, levies are typically determined as part of the Development Agreement.
- Additional costs may be borne to the Developer to facilitate the near-term plan of infrastructure capacity improvements.

13.3 Re-development Levies:

- An ARP may have redevelopment levies or requirements to upgrade services and roadway to support the redevelopment project. This may be determined at time of Development Agreement or it may occur at time of Development Permit.

13.4 Capital Recreation Contributions:

- To support the development of parks, trails and recreation facilities in new neighbourhoods and continued enhancement of existing parks, trails and facilities in other areas of the City, the City collects a contribution based on each residential unit developed.
- The contribution on single family dwelling units development is collected when the Development Agreement is finalized, and on multiple family dwelling units development, the contribution is collected at time of Development Permit.

13.5 Other areas to consider

The following could be considered:

- Energy Conservation or smart building technology concept and measures to be used to make the development energy efficient.
- CPTED principles providing for greater safety through environmental design.
- Winter city principles that encourage compatibility of design with seasonal variations.
- Architectural Controls that may include a theme, building design criteria, landscaping considerations, pedestrian overhead protection from the weather, street design and furniture, and parking management.

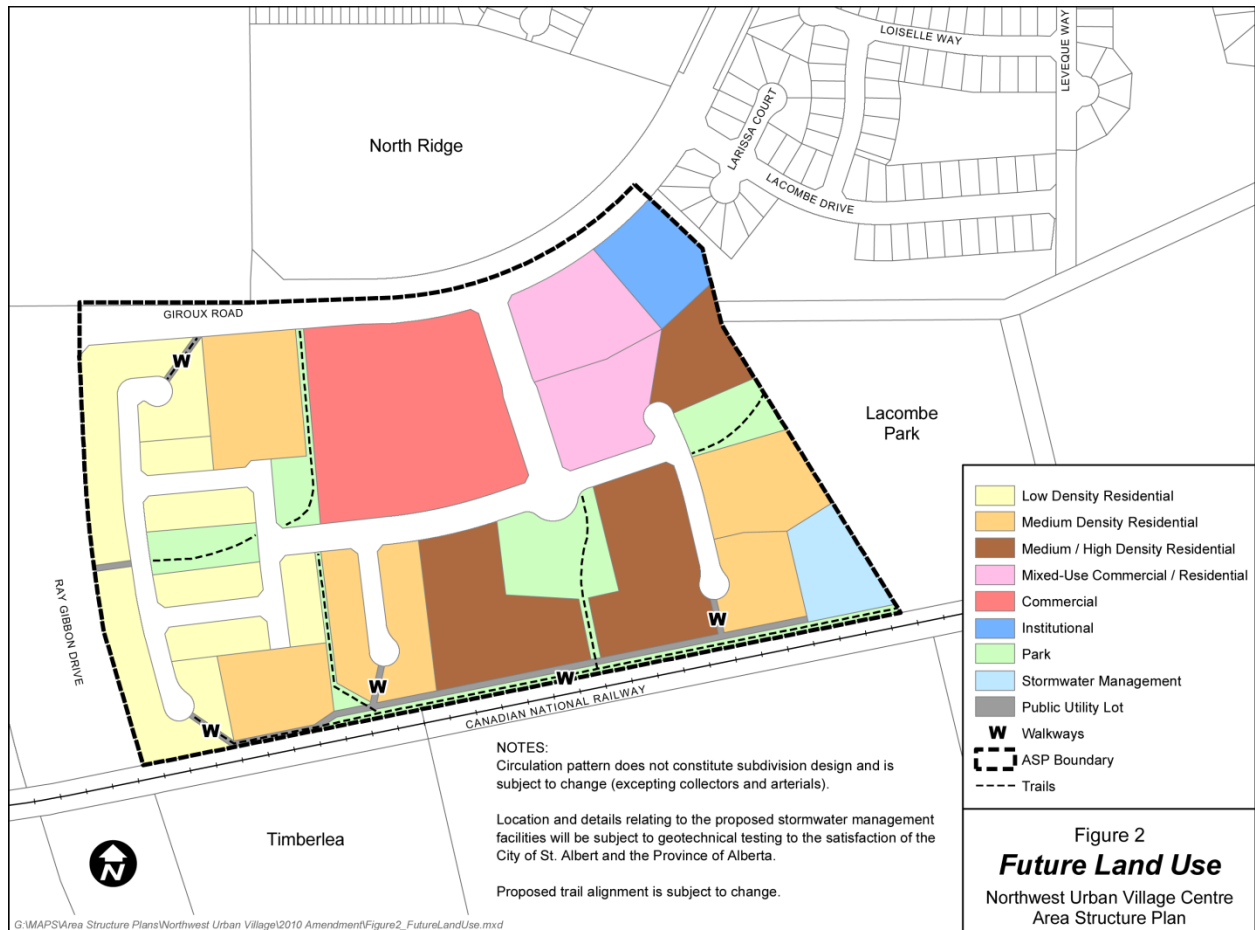
14.0 Implementation

14.1 Timing of Development:

- When the application is circulated for comments, it is possible that development will be restricted until infrastructure and roadways are installed to support the development, or for other reasons that will be identified.
- Provide a description of the overall direction and staging of the build-out period.
- Identify anticipated challenges and possible solutions.

VIII. Appendices

Appendix 1 – Sample Future Land Use Map



Appendix 2 – Sample Development Statistics Table

Table __: Development Statistics

	Area (ha)	% of GDA	Units	Pop.
Gross Area				
Less Environmental Reserve (if applicable)				
Gross Developable Area (GDA)				
Walkways (PUL)				
Municipal Reserve, parks & trails				
Stormwater Management (PUL)				
Arterial Roadway				
Internal Circulation (non-arterial)				
Subtotal Other Uses				
Mixed-use Commercial				
Commercial				
Institutional				
Subtotal Commercial/Institutional				
Residential				
Low Density Residential				
Medium Density Residential (R3)				
Medium Density Residential (R3A)				
Institutional/Medium Density Residential, Lutheran Church				
Medium – High Density Residential (R4)				
Mixed-use Residential				
Subtotal Residential				

Densities for residential use should be based on the City's Land Use Bylaw.

Person per dwelling unit type should be based on the City's current Census.

Appendix 3 – Reserve Land Requirements & Guidelines (added September 2012)

MANDATORY REQUIREMENTS - RESERVES	
Reserve amount	<p>The City requires 10% of gross land (less ER) as municipal reserve For ASPs with 30 units/ha of developable land (gross less roads/streets and MR), the City requires an additional 3-5% of developable land</p> <p>Sources: <i>MGA Section 666 and 668</i> <i>Subdivision and Development Regulation Section 17</i></p>
School site	<p>One 3.6 ha site required per ASP¹</p> <p>Sources: <i>School Allocation Agreement requires one school site per ASP</i> <i>Site size – based on average actual size of existing schools</i></p>
Neighbourhood park	<p>One required adjacent to school site Minimum park size is 0.5-1 ha</p> <p>Source: <i>Municipal Development Plan</i></p>

GUIDELINES - PARK TYPES	
Small	<ul style="list-style-type: none"> • < 0.5 ha • Minimum road frontage: local or collector on one side • At least one other pedestrian connection • No on-site parking required
Medium	<ul style="list-style-type: none"> • 0.5 - 5 ha, serves 2,500 people • Minimum road frontage: local or collector on one side • At least two other pedestrian connections • On-site parking required if fields or other recreational facilities
Large	<ul style="list-style-type: none"> • 5+ ha, serves 5,000+ people • Minimum road frontage: collector or arterial on two sides • At least two other pedestrian connections • On-site parking required
Urban style	<ul style="list-style-type: none"> • <3 ha, generally smaller • Hard surfaces • In urban centres or nodes, a focal point • Streets on minimum two sides • No on-site parking required

GUIDELINES – DISTRIBUTION, CONFIGURATION AND CONNECTIVITY	
Park distribution	<ul style="list-style-type: none"> • Park within 400 m of every dwelling • Parks should be considered as focal points with other activity generating uses nearby to create a neighbourhood centre ie. school, commercial, multi-family housing
Trails	<ul style="list-style-type: none"> • Connect to overall trail system within 400 m of every dwelling • All trails ultimately lead to Red Willow Park • Link nodes, facilitate direct pedestrian connections
Park configuration	<ul style="list-style-type: none"> • Generally square or rectangular with a ratio no greater than 2:1 • A more linear park should generally be a minimum width of 20 m, likely incorporate a trail throughout along with opportunities for other uses and activities • Should be able to accommodate a multitude of passive and active uses eg. playground, benches, playing field, public art, picnic table, water feature, feature gardens, history, interactive play like chess or art that can be sat on, climbed on, played on, etc. • In Industrial areas, reserve area is preferred in a larger configuration to accommodate community or regional-scale facilities • Consider the principles in the Recreation Master Plan

¹ As school boards do not undertake planning, standards or information for determining school type and location, we need to err on the side of caution and ensure sufficient land is available for the largest school required.