



Mountain View C O U N T Y

STANDARD TERMS OF REFERENCE for AREA STRUCTURE PLANS and OUTLINE PLANS

The Municipal Development Plan for Mountain View County requires the preparation of Area Structure Plans or Outline Plans for multiple lot development for residential, commercial, industrial and in some cases, recreational development.

Area Structure Plans are statutory documents that are then adopted by bylaw by the Council after three readings of the bylaw and a public hearing. These plans ensure that long range comprehensive planning is completed for the sites and the areas and that the interface with adjacent lands and development is taking into consideration, including connectivity for transportation networks, utility lines and linear parks and trails. The Municipal Government Act states that there must be a public consultation process and mandates the following information to be included in the plan:

- 633 (1) *For the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may by bylaw adopt an area structure plan.*
- (2) *An area structure plan*
- (a) *must describe*
 - (i) *the sequence of development proposed for the area,*
 - (ii) *the land uses proposed for the area, either generally or with respect to specific parts of the area,*
 - (iii) *the density of population proposed for the area either generally or with respect to specific parts of the area, and*
 - (iv) *the general location of major transportation routes and public utilities, and*
 - (b) *may contain any other matters the council considers necessary.*

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Outline Plans are documents prepared and adopted by resolution of Council. These plans also provide long range planning for the subject lands, but generally require less detail than an Area Structure Plan and while still requiring the applicant to contact neighbours about the proposed development, do not require a formal public hearing process.

Development of an Area Structure Plan – Where the need to plan for the land use and sequence of development in lands beyond the initial proposed development in an area is identified, the County may require the developer to contribute to, or pay for, and/or undertake the preparation of an Area Structure Plan. Alternatively the County may undertake the Area Structure Plan process itself. The following text will be written for the situation where developer/applicant is required to prepare an Area Structure Plan.

In an effort to expedite the process, the County has developed standard Terms of Reference for the preparation of both Area Structure Plans and Outline Plans. The level of detail for an Outline Plan will be significantly less than for an Area Structure Plan. It should be noted that by providing these terms of reference, and where a developer/applicant has to prepare the Area Structure Plan (perhaps at the full cost of the applicant), the County in no way guarantees approval of the Area Structure Plan, but will consider it as part of the overall application.

The following sections provide the terms of reference and a template for the preparation of both the Area Structure Plan and the Outline Plan from the point of view of a developer/applicant being requested to prepare the plan. Where the County undertakes the plan a similar process would be followed. It should be noted that the development of these plans must be by, or supervised by, and reviewed by one of the following:

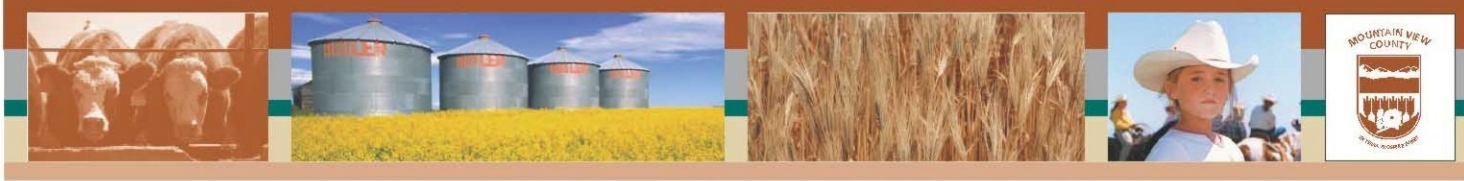
- a professional planner registered as a full Member of the Canadian Institute of Planners,
- a professional engineer registered as a PEng by APEGGA, or
- a registered land surveyor.

It is strongly recommended that the applicant meet with the Planning and Development Department staff during the preparation of either of these plans. Area Structure Plans and Outline Plans shall be submitted to the Development and Community Services Department for review. Once reviewed and deemed to be complete, the plan will be presented to the Municipal Planning Commission at the earliest possible meeting. The Municipal Planning Commission will review the plan, determine if additional information is required, and either recommend at the Public Hearing that Council approve the document, or send the document back for additional work.

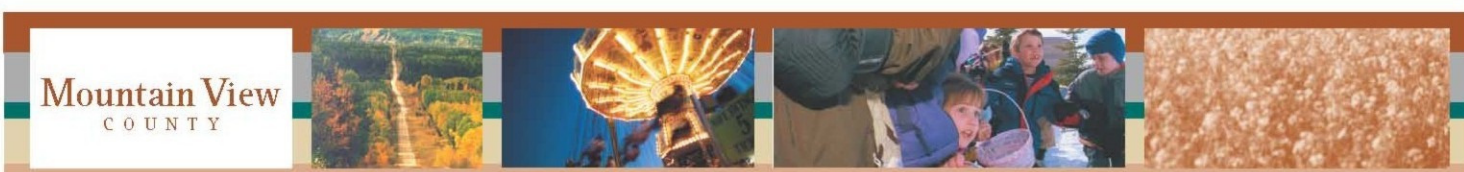
Terms of Reference

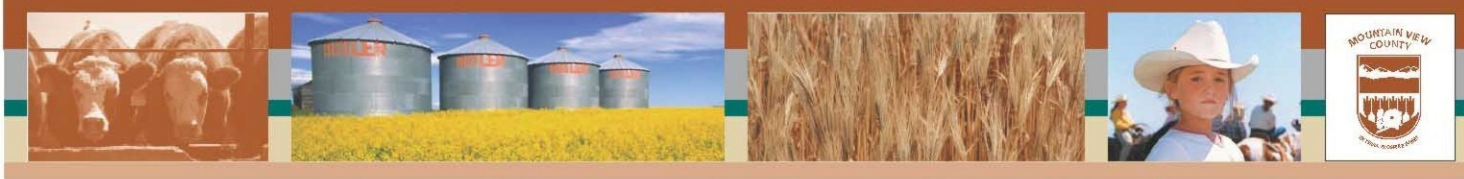
- 1) Area Structure Plans and Outline Plans, prepared to the satisfaction of the County, shall be required to guide future land use changes and subdivision. Where appropriate and required to address the integration of the proposed development with adjacent lands, these plans may encompass lands that are outside of the ownership of the applicant or outside of the lands proposed for redesignation.





- 2) Area Structure Plans may be required whenever the applicant proposes to develop 12 or more lots of either country residential, commercial, industrial or recreational lands.
- 3) Outline Plans may be required whenever the applicant proposes to develop more than three but less than 12 lots of either country residential, commercial, industrial or recreational lands.
- 4) Notwithstanding points 1 through 3, Council may determine, at its sole discretion, that any lands may require the preparation of an Area Structure Plan or Outline Plan.
- 5) The public consultation process shall be submitted to Development and Community Services Department for approval prior to holding any public consultation.
- 6) Area Structure Plans shall include, and Outline Plans may include, but are not limited to the following:
 - a) A future land use scenario including lot design and configuration, parcel size and density; proposed open space (including active and passive open space, natural areas and pedestrian linkages to other existing or potentially developed adjacent lands)
 - b) Dedicated lands, including but not limited to, conservation easements, public utility lots, municipal/school reserves, and if necessary, environmental reserves.
 - c) Development phasing for the full build out of the development
 - d) Innovative and efficient proposed access and internal road circulation over both the immediate and long term, recognizing municipal and provincial road standards and development guidelines.
 - e) Measures to ensure the integration of the proposed development with existing and adjacent development in a manner that ensures compatibility with adjacent land uses.
 - f) Mitigation measures such as landscaping treatment, screening and/or berming necessary to address any on or off site visual impacts, including site lines from existing adjacent developments
 - g) Identification and preservation of existing site lines and views and vistas where possible.
 - h) Any and all constraints to development, including man made and natural, including but not limited to, geotechnical, environmental, hydrogeological or historical.
 - i) Development of a storm water management plan that demonstrates Best Management Practices for Stormwater Management, taking into consideration Alberta Environment standards for no net runoff, minimizing run off coefficients, use of "green buildings" and catchment of water for on site use (irrigation of landscaping) and engineered wetlands.
 - j) Water and wastewater servicing strategies, including identification of rights of way required for future tie in to potential regional municipal systems as and when available, and strategies for interim communal servicing strategies where appropriate with deferred servicing agreements to accommodate future tie in.
 - k) Preparation of a Traffic Impact Assessment that addresses the location of existing and future transportation links in the network detailing traffic generation based on phasing of development, the full build out of the development, the cumulative impacts on the road system and an outline of the future road upgrades required to accommodate the increases in traffic, if applicable.
 - l) Preparation of a landscape plan that identifies locations for planting, species and, where irrigation is not proposed, indication of drought tolerant species.
 - m) Development of Architectural Guidelines to be administered by the applicant, developer and in future the residents and landowners. The guidelines should outline generally colour schemes, themes or styles, building materials considered acceptable and other elements included in the guidelines such as fencing and accessory buildings.





- n) Provide the locations for services such as mail box locations, solid waste management transfer or pick up sites, proposed road names and other municipal services.
- o) Indication of utility rights of way for natural gas, telephone, cable and electricity.
- p) A summary of the input from all directly and indirectly affected landowners within and adjacent to the concept plan area throughout the preparation of the concept plan, including a minimum of one (1) open house to gain feedback from the proposal.
- q) Any other matter the County deems necessary.

Area Structure Plan Template

The following is a sample Table of Contents for an Area Structure Plan. The sample shows the areas that should be addressed. The information for each plan will vary due to differences in topography, application and proximity to other development. This table of contents is a guide only. The actual characteristics and presentation will be unique to the applicant and the land. The level of detail is dependant on the application in terms of the complexity, the location, the amount of development proposed and the adjacent development.

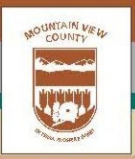
- i) Introduction
 - a. Background
- ii) Purpose and Objectives
 - a. Municipal Documents and Approvals
 - b. Overall goal and objectives
 - c. Vision for long term
 - d. Consultation process and summary of input
- iii) Policies
 - a. Land uses, type, location, densities and uses
 - b. Servicing, water, sanitary
- iv) Summary
- v) Background information

Outline Plan Template

The following is a sample of the Table of Contents for an Outline Plan. The sample shows the areas that should be addressed. An outline plan should not exceed three (3) pages in length, prepared in point form, but should include any mapping required to explain the application to the satisfaction of the staff and MPC. All maps shall be included in the appendix. Photographs are optional.

- i) Introduction
 - a. Location and site plan with legal descriptions
 - b. Scope of plan and reason for development
 - c. Summary of consultation with neighbours





- ii) Land use
 - a. Location and type of proposed uses
 - b. Summary of adjacent uses
 - c. Number of lots
 - d. Compatibility with adjacent uses
 - e. Summary of long range subdivision or development plans
- iii) Transportation and access
 - a. Description of all roads and highways in vicinity
 - b. Proposed accesses
 - c. Proposed Emergency Access if required
- iv) Utilities and servicing
 - a. Existing Utilities and servicing
 - b. Water and Sanitary Sewage
 - c. Proposed Shallow Utilities
- v) Environment
 - a. General description of property
 - b. Physical constraints to development
 - c. Stormwater drainage and management
- vi) Other
 - a. Proximity to oil and gas pipelines and facilities
 - b. Fire protection'
 - c. Building setbacks from property lines
 - d. Other site specific matters

