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Procedure Title:
Amending an Approved Area Structure Plan Initiated by a Developer

Procedure No: 6006-01

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Approval: CAO

Effective Date: August 8, 2007

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Supersedes Procedure No: New

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1. Definitions

1.1 "CAO" means Chief Administrative Officer of Mountain View County

1.2 "ASP" means Area Structure Plan

1.6 "Developer" means a person or agent acting on the behalf of an applicant requesting to amend an approved ASP.

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2. Procedures

2.1 The Developer shall have a preliminary meeting with County staff to discuss the merits of the proposed application.

2.2 The Developer shall at his/her own expense undertake all necessary studies required by County staff to assess the application, and pay all applicable application fees. The ASP amendment shall address issues such as but not limited to:

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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).

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b) Dedicated lands, including but not limited to, conservation easements, public utility lots, and if necessary, environmental reserves.

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c) Development phasing for the full build out of the development

d) Innovative and efficient proposed access and internal road circulation over 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.

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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.

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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. In addition a Fire Plan will need to be submitted.

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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.

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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.

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l) 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.

m) Indication of utility rights of way for natural gas, telephone, cable and electricity.

2.3 The County staff will review the application and refer it to all relevant external agencies for their review and comment. Following circulation County staff will inform the applicant of staff's recommendation regarding the proposal.

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2.4 The Developer at his/her own cost will be responsible to organize and present the proposal at a Public Open House for the public to review and comment on the proposal submitted to the County.

2.5 The County will send letters to all landowners within the ASP boundary notifying them of the public meeting and County staff's recommendation regarding the proposal.

2.6 The County will advertise the Public Open House for two consecutive weeks in a local newspaper.

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2.7 The Developer will be responsible to have an exit survey for the public to fill out. The exit survey will be required to be sent to the County. The County will make copies of all returned exit surveys for the Developer. The Developer will be required to provide a summary of the Public Open House and exit survey feedback to the County for review.

2.8 County staff will prepare the required Bylaw to amend the ASP and will take it forward to Council for First Reading and to set the Public Hearing date.

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2.9 County staff will prepare a report with recommendation to Council for the Public Hearing. The Developer will be required to attend the Public Hearing and to present the proposal to Council, and to answer any questions which may arise during the Public Hearing.

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End of Procedure
Approved: August 8, 2007