



# Policy #6006

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

**Policy No.:** 6006

**Approval:** County Council

**Effective Date:** August 8, 2007

**Amended Date:** April 27, 2016

**Supersedes Policy No.:** New

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**Policy Statement:** Mountain View County (the County) may establish a process for the undertaking the amendment of an Area Structure Plan (ASP) initiated by a Developer.

**Purpose:** To provide Developers with a standard practice for the formulation of amending an approved Area Structure Plan.

- Principles:**
1. The County will have consistent standards for amending an approved Area Structure Plan.
  2. Mountain View County is committed to providing an open and transparent process in amending approved Area Structure Plans within the County ensuring that the public has a number of opportunities to participate in the amendment process.
  3. The Council of Mountain View County must ensure that the proposed amendments to an approved ASP is in keeping with the goals and vision of the County, the Municipal Development Plan and provides a balance which will benefit not only the community in which the ASP falls within, but the entire County.
  4. The Developer shall ensure that County staff is notified and involved in all public meetings as an observer to the process.
  5. A qualified Professional Planner should be utilized in the preparation of the amendment.
  6. Prior to undertaking the process of amending an approved ASP, the Developer shall contact Administration to discuss the merits of the request to amend the approved ASP.
  7. Prior to undertaking the process of amending an approved ASP the Developer shall request in writing to address the Policy and Priorities Committee as a delegation to present the outline of the concept plan which is required to support the amendment to the approved ASP.
  8. Administration shall prepare a report to the Policy and Priorities Committee with information on the merits of the concept plan.
  9. Council shall give direction to applicants to prepare a concept plan.

End of Policy




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

Procedure No.: 6006-01

Approval: CAO

Effective Date: August 8, 2007  
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## 1. Definitions

- 1.1 “CAO” means Chief Administrative Officer of Mountain View County
- 1.2 “ASP” means Area Structure Plan
- 1.3 “Concept Plan” means a plan as defined in Statutory plans and the Land Use Bylaw.
- 1.4 “Developer” means a person or agent acting on the behalf of an applicant requesting to amend an approved ASP.

## 2. Procedures

- 2.1 The Developer shall have a preliminary meeting with County staff to discuss the merits of the proposed application.
- 2.2 After Council gives direction to prepare a Concept Plan for an ASP amendment, The Developer shall at his/her own expense undertake all necessary studies identified in the Concept Plan outline to assess the application, and pay all applicable application fees. The Concept Plan supporting the ASP amendment shall address issues such as but not limited to:
  - 2.2.1 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).
  - 2.2.2 Dedicated lands, including but not limited to, conservation easements, public utility lots, and if necessary, environmental reserves.
  - 2.2.3 Development phasing for the full build out of the development
  - 2.2.4 Innovative and efficient proposed access and internal road circulation over the immediate and long term, recognizing municipal and provincial road standards and development guidelines.
  - 2.2.5 Measures to ensure the integration of the proposed development with existing and adjacent development in a manner that ensures compatibility with adjacent land uses.
  - 2.2.6 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
  - 2.2.7 Identification and preservation of existing site lines and views and vistas where possible.
  - 2.2.8 Any and all constraints to development, including man made and natural, including but not limited to, geotechnical, environmental, hydrogeological or historical.
  - 2.2.9 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.

- 2.2.10 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.
  - 2.2.11 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.
  - 2.2.12 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.
  - 2.2.13 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 provide the Developer with the responses.
  - 2.4 The Developer at his/her own cost will be responsible to organize, advertise and present the Concept Plan at a Public Open House for the public to review and comment on the proposal submitted to the County.
  - 2.5 The County will assist the Developer with addresses so that the Developer can send letters to all landowners within the ASP boundary notifying them of the public meeting.
  - 2.6 The Developer will be required to provide a summary of the Public Open House to the County.
  - 2.7 County staff will prepare the required Bylaw to amend the ASP and will take the ASP amendment forward to Council for First Reading and to set the Public Hearing date.
  - 2.8 County staff will prepare a report with a 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.

End of Procedure