

INDUSTRIAL AREA PLANNING GUIDELINES AND STANDARDS



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INDUSTRIAL AREA PLANNING GUIDELINES & STANDARDS

Corporate Administrative Policy No. 6305

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Adopted by the Director of Community Services, in consultation with the Director of Development Services and the Director of Corporate Services, as authorized by the City Manager under Corporate Administrative Policy No. 6305.

Greg Scott
Acting Director of Community Services

Date

**Industrial Area Planning Guidelines & Standards
Corporate Administrative Policy No. 6305**

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INTRODUCTION

1. Purpose

- a) To provide guidelines and standards for the planning and design of industrial areas in The City of Red.
- b) These *Industrial Area Planning Guidelines & Standards* provide the requirements for preparation of industrial area structure plans. The attached appendices contain the plan approval process, subdivision approval process, fee structure for new plans and plan amendments, and a list of agencies and City departments involved in the plan referral process.

2. Use and Life Cycle

These Guidelines & Standards will be reviewed and updated as required to reflect unique trends and issues and financial reality in our community.

3. Update process

These Guidelines & Standards are owned, maintained and enforced by The City. Regularly or at the request of The City, a developer or a stakeholder, the Planning Department will initiate a review of these Guidelines & Standards. When changes are requested by a developer or stakeholder, the fees indicated in Appendix C shall apply. The Standards Review Committee will include the Community Services Director and representatives from the Planning Department, Land & Economic Development Department, Recreation Parks & Culture Department, Engineering Services Department and other departments/members as deemed appropriate. Changes to this document may be required to bring these standards in line with bylaws or policies adopted by City Council or to clarify meaning. The Director of Planning Services, in consultation with the Director of Development Services and the Director of Corporate Services, is authorized by the City Manager to establish and implement planning guidelines, standards and procedures in accordance with Council's Planning and Development Policy. (Corporate Administrative Policy, CA#6305).

4. Relationship to Other City Planning Documents

a) The Municipal Government Act

The Municipal Government Acts outlines the purposes, powers and capacity of municipalities and gives broad authority to councils to pass bylaws.

b) The City of Red Deer Strategic Plan

The City of Red Deer Strategic Plan provides overall City direction through goals and strategies related to financial development, organizational development, economic development, and community development.

c) Intermunicipal Development Plan

The City of Red Deer and Red Deer County share an Intermunicipal Development Plan, which contains general policies and land uses for the fringe area around the city.

d) Municipal Development Plan

The Municipal Development Plan outlines specific policies and generalized land uses for development within the city.

e) Major Area Structure Plans

Major area structure plans are generalized plans, usually covering several quarter sections of land, identifying expressways and arterial roadways, major land uses (including residential, schools, commercial, industrial and major parks). Major area structure plans are prepared by The City.

f) Industrial Area Structure Plans

Industrial area structure plans are plans for industrial subdivisions prepared by developers, showing the proposed application of major area structure plans, Council policy, and the Municipal and Intermunicipal Development Plans. Industrial area structure plans generally encompass one quarter-section (approx. 65 hectares) of development.

g) Industrial Area Structure Plans

Industrial area structure plans are plans for industrial subdivisions prepared by developers, showing the proposed application of other statutory plans, Council policy, and the Municipal and Intermunicipal Development Plans. Industrial area structure plans generally encompass areas comprising of one or more quarter-sections of development. If a major area structure plan in the city includes the area for which the industrial area structure plan is being prepared, then the industrial area structure plan and the major area structure plan must be consistent with each other.

h) Area Redevelopment Plans

Area Redevelopment Plans are used to guide redevelopment in an existing neighbourhood or other specific area, such as the downtown. These plans designate major land uses, address other planning issues and identify any new or modified roadways or utility infrastructure.

i) Trails and Pathways Master Plan

The Trails & Pathways Master Plan outlines the existing and proposed trail network throughout the city, including arterial, collector, neighbourhood, nature, mountain bike, equestrian, bikeway, and Waskasoo Park trails. The plan also outlines standards for future trail development and provides an implementation strategy for guiding this development.

j) Community Services Action Plans

The Community Services Division maintains a Services Action Plan that guides the planning and provision of social, police, transit, leisure, parks and culture and other related services in the city. The Division also retains a Facilities & Open Space Action Plan that inventories and provides strategic development and maintenance recommendations for all Community Services facilities.

k) Policies and Bylaws

City of Red Deer policies and bylaws contain guidelines in regards to the plan and subdivision approval processes and, where appropriate, specific policies, bylaws and standards that are applicable to a proposed development should be referenced.

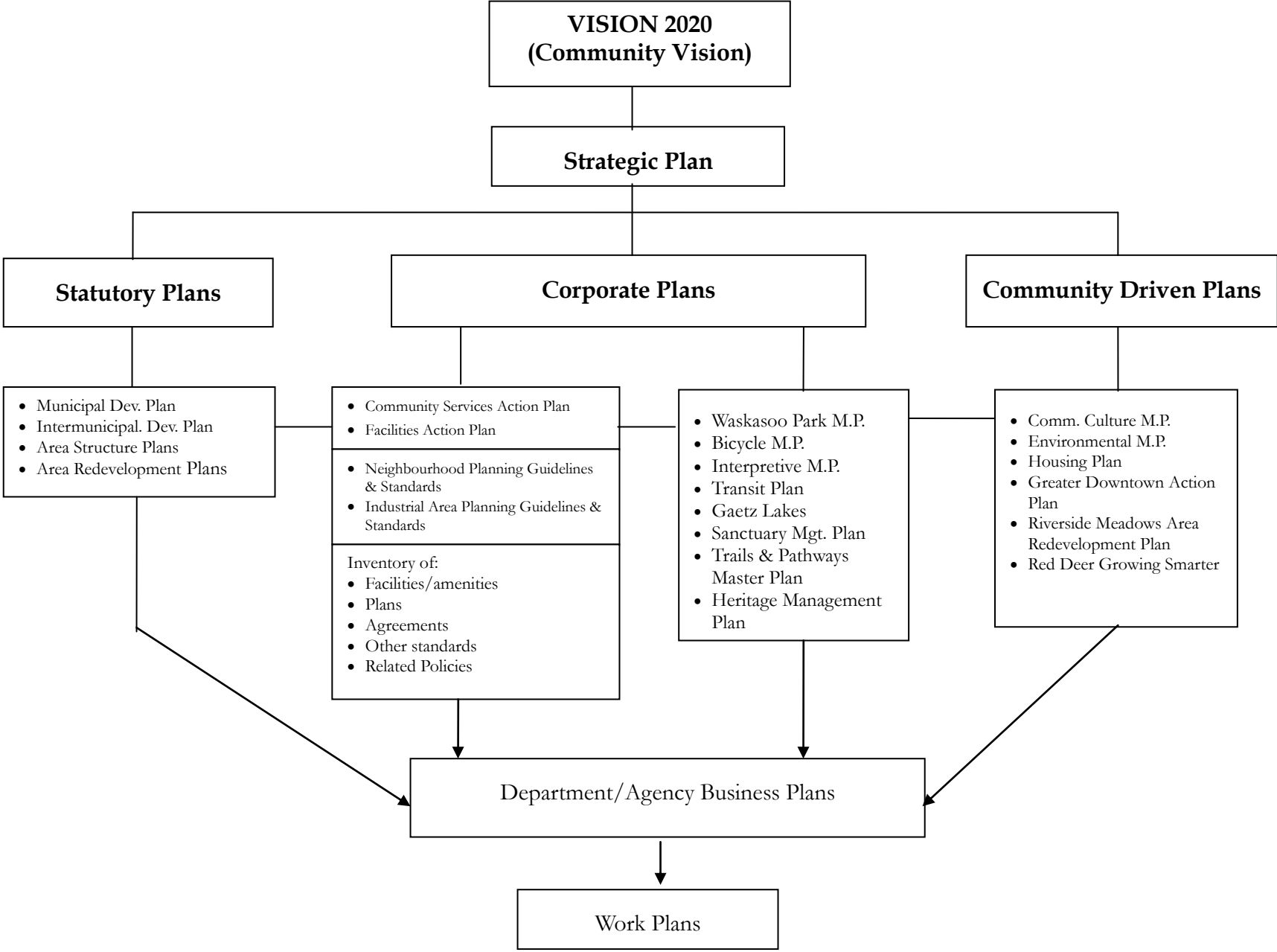
5. Definitions

Standards and guidelines are outlined for each section. It is important to note the definition of each.

A **guideline** provides general direction and/or options that are strongly recommended.

A **standard** is a specific “non-negotiable” expectation for development.

An ORGANIZATIONAL CHART of Community Services Related Plans



SECTION 1. INDUSTRIAL PLANNING

1.1 Plan Format

GUIDELINES¹

- A. For convenience during future plan amendments, it is recommended page breaks are utilized between sections and that pages are numbered by section in order to minimize ripple effect changes to the document when amendments are undertaken.
- B. It is recommended that colour maps be limited to the development concept.

STANDARDS²

Environmental Site Assessment

- 1.1.1 A Phase 1 Environmental Site Assessment shall be submitted together with the industrial area structure plan for that portion of the plan area (one or more quarter sections within the area structure plan) that contains a level of detail enabling The City to consider rezoning, subdivision and development.
- 1.1.2 The Phase 1 Environmental Site Assessment shall include, but is not limited to, significant natural areas, contaminated soil problems, floodplain, former landfill sites, septic fields, fuel or chemical storage areas, high water table, active or abandoned oil, gas or water wells, pipelines or facilities, high-pressure pipelines, electric transmission lines, and steep or unstable slopes. The industrial area structure plan shall indicate any remedial measures that will be undertaken in response to the identified environmental hazards. If there is any knowledge of environmental hazards in the proximity of the subject site, the plan shall identify these hazards.
- 1.1.3 In order to ensure that future phases of the industrial area structure plan include a Phase 1 Environmental Site Assessment prior to rezoning, subdivision and development, the plan shall clearly identify on a map any lands within the plan boundary **not covered** by a Phase 1 Environmental Site Assessment.
- 1.1.4 For any portion of an industrial area structure plan for which a Phase 1 Environmental Site Assessment was not initially prepared as required in Section 1.1.1, the developer shall submit, **as an amendment to the industrial area structure plan prior to the rezoning of any such lands**, a Phase 1 Environmental Site Assessment which meets the requirements of Section 1.1.2.

Ecospace Profile

- 1.1.5 The City prepares an ecospace profile with recommendations for environmental preservation which must be reflected in the industrial area structure plan. Refer to Section 5.0.

¹ *Guidelines: Provide general direction and/or options that are strongly recommended.*

² *Standards: Specific "non-negotiable" expectations for development.*

Plan Preparation or Amendment Precede Rezoning and Subdivision

- 1.1.6 Any proposed plan of subdivision shall comply with any applicable statutory plan, adopted concept plan, Council Policy and the Land Use Bylaw. Any application for subdivision requiring amendments to the above documents shall not be approved until the required amendments are in place.

Development Concept

- 1.1.7 Developers/landowners shall prepare and present for Council approval, an industrial area structure plan that complies with the applicable major area structure plan and includes a development concept and land use table showing the following:
- a) The type, size and location of proposed land uses.
 - b) The percentage of land area allocated to each use, including the various industrial uses, commercial uses, environmental reserves, roadways, public utility lots, and municipal reserves.
 - c) Proposed land use districts based on the terminology used in The City's Land Use Bylaw.
 - d) A transportation plan, identifying the alignment of all proposed trails, lanes, local roadways, collector roadways, arterial roadways³, expressways⁴ and railways. Identifying the alignment of local roadways is optional. The alignment of collector roadways, arterial roadways and expressways as well as trails shall be consistent with the applicable major area structure plan, the *Municipal Development Plan*, the *Transportation Master Plan* and the *Trails & Pathways Master Plan*.
 - e) A transit plan including transit routes and potential bus stop locations, as identified by the Transit Department.

In addition to the above mentioned requirements, an industrial area structure plan shall include any other items listed in this document or otherwise required.

- 1.1.8 The minimum mapping requirement for the finished development concept plan is a black & white (or grey scale) map on 8 ½" x 11" or 11" x 17" paper drawn to scale of at least 1:5000. A coloured version may be required for presentation purposes. A list of typical land use district colours is available from The Planning Department.

Aerial Photo

- 1.1.9 The plan shall include an aerial photo with the proposed development concept overlaid to scale, in order to ensure that significant natural, cultural and heritage resources are accurately represented in relation to the development concept.

³ **Arterial roadways:** These roadways carry large volumes of all types of traffic with speeds of generally 60 km/h. These roadways have limited access and are found in the periphery of neighbourhoods.

⁴ **Expressways:** These roadways carry large volumes of all types of traffic moving at medium to high speeds, at a slightly higher level of service than arterial roadways. Direct access from an expressway to adjacent developments is prohibited.

Servicing Concepts

- 1.1.10 A conceptual servicing design shall be included in the industrial area structure plan, showing the proposed location of sanitary sewer lines, water lines, electric lines, storm sewer lines, storm water management facilities⁵, drainage routes and other municipal improvements as per City, Alberta Environment and other Regulatory Guidelines and Acts.
- 1.1.11 The servicing concept shall take into consideration possible ways to preserve and integrate the natural features of the site in context with ecological systems that may extend onto adjacent lands, as identified in the ecological profile which will be prepared by The City.
- 1.1.12 Any major easements (e.g. electricity transmission lines) within the plan area shall be shown on the industrial area structure plan. Those required to accommodate city services shall be provided at no cost to The City. Existing major easements, especially those for gas or electricity use, may remain as easements and/or may be marked as municipal reserve or utility lot, but under no circumstances will these be included in the 10% municipal reserve calculation
- 1.1.13 Land required for utility lots, including storm water management facilities, is subject to the policies and guidelines established by the respective City departments.

Development Staging

- 1.1.14 Each stage of development shall be clearly identified in the plan.
- 1.1.15 A subdivision layout must be integrated with the existing roadway network so that there are at least two points of access in all phases of development, and adequate vehicle turning facilities to the satisfaction of The City. A temporary access may be used in a development stage where a permanent access is designed to occur in a subsequent stage.

1.2 General Design Considerations

GUIDELINES

- A. Industrial area structure plan design begins with the planning of expressways, arterial roadways, collector roadways, railways, utility servicing and open space areas as identified within the applicable major area structure plan, if any, and/or any other City statutory or policy documents.
- B. The industrial area structure plan provides flexibility to accommodate changing trends in various industrial needs for space.
- C. An industrial area structure plan may cover several quarter sections of land.

⁵ *Storm water management facilities: Includes a detention pond, retention pond, constructed wetland or storm water treatment facility.*

STANDARDS

Commercial Uses

- 1.2.1 If any commercial site is to form part of the industrial area structure plan, the type and location must be determined according to the applicable major area structure plan, if any, and/or any other City statutory or policy documents. The size and the uses proposed must be in accordance with the provisions of the Land Use Bylaw.

Buffer Areas

- 1.2.2 The industrial area structure plan shall incorporate provisions to completely separate any proposed industrial or ancillary commercial development from any existing or future residential or institutional development by a buffer strip with a minimum width of 20 m to accommodate a ± 2.5 m high berm. The City may require additional measures such as a fence, a wall, a vegetation screen and/or lighting to reduce noise and visual nuisance and to provide protection against loitering and littering.
- 1.2.3 Based on sound planning rationale and with the support of Recreation, Parks and Culture Department, The City may agree to accept the 20 m buffer strip referenced in 1.2.2 as part of the municipal reserve dedication. However, normally the buffer strip shall not be provided as part of the required 10% minimum municipal reserve dedication for the plan area. If the developer chooses not to over dedicate municipal reserve to accommodate the buffer strip, the industrial area structure plan shall identify the buffer strip as being part of the industrial or commercial site, and the registration of the buffer strip through a legal instrument on the title of the industrial or commercial lot will be a condition of subdivision approval.
- 1.2.4 The industrial/commercial traffic must be separated from residential traffic.

Noise

- 1.2.5 Subject to the requirements of the Engineering Services Department⁶ a noise study may be required as part of the industrial area structure plan process to assess the effect of noise from the proposed industrial development on adjacent residential and related land uses.

⁶ *Requirements of the Engineering Services Department for noise studies: for more detail on the nature of these requirements refer to Engineering Design Guidelines.*

SECTION 2. CIRCULATION AND CONNECTIONS

2.1 Trails and Linkages

GUIDELINES

- A. Typically, industrial areas will not be required to include sidewalks and/or separate trail systems; however, The City may require that an industrial area structure plan identify sidewalks (within road rights-of way) or separate trails, if deemed necessary, as a result of proximity to residential areas, transit facilities, commercial sites, schools, leisure and amenity facilities or other points of interest, in accordance with the applicable major area structure plan, if any, *Trails & Pathways Master Plan*, and/or any other City statutory or policy documents.

STANDARDS

- 2.1.1 Where walkways are required, as may be determined by The City, the first option will be to include these as sidewalks within road rights-of-way. Only under special circumstances as may be determined by The City (e.g. when a more appropriate link to adjacent residential or commercial uses is required), will separate trails be required.
- 2.1.2 As deemed appropriate by The City based on the ecological profile, the preservation of significant natural areas may be showcased through the development of nature trails.
- 2.1.3 The industrial area structure plan shall identify all trails within the plan area.

2.2 Roadways

GUIDELINES

- A. Industrial street⁷ design should facilitate convenient and safe access for vehicular traffic and, where so required by The City, also for pedestrian traffic and persons using mobility devices.
- B. The industrial roadway layout should be designed with regard to topography, natural features and roadway function to accommodate industrial traffic.

STANDARDS

- 2.2.1 All public roadways shall be shown on the industrial area structure plan development concept.
- 2.2.2 All roadways in an industrial area structure plan shall conform to the applicable requirements set out in the *Engineering Services Design Guidelines*.

⁷ *Industrial streets: Local and collector roadways, providing direct access to industrial lots and associated land uses. Typically these streets do not contain sidewalks and trails, subject to other provisions in this document.*

- 2.2.3 Where The City considers it necessary as a result of proximity to residential areas, transit facilities, commercial sites, schools, leisure and amenity facilities or other points of interest, it will require that industrial streets include sidewalks.
- 2.2.4 Where trail crossings of arterial and collector roadways are required, the trail must be routed to a safe crossing location with traffic signals, pedestrian signals or marked crosswalks. Mid-block pedestrian crossings on arterial and collector roadways are prohibited.
- 2.2.5 Normally industrial lots shall have access from local and collector roadways. Direct access from arterial roadways shall only be allowed under special circumstances, standards and conditions as may be determined by The City (e.g. large parcels, acceptable spacing of access points, etc). Direct access from expressways is prohibited.
- 2.2.6 Industrial development adjacent to highways, expressways and arterial roadways shall meet enhanced standards for the building elevation, site planning and landscaping, satisfactory to The City's Development Authority.
- 2.2.7 Industrial traffic shall be diverted away from residential uses, residential lanes, and residential streets⁸.
- 2.2.8 Local and collector roadways within an industrial subdivision shall be laid out so as to discourage their use by through traffic.
- 2.2.9 Subject to the requirements of the Engineering Services Department⁹ a traffic study may be required as part of the industrial area structure plan process where a proposed industrial area structure plan is located adjacent to a provincial primary or secondary highway, an expressway, an arterial roadway, a railway, a commercial development, established residential subdivisions, or another potential traffic generator.

⁸ *Residential streets: Local and collector roadways, providing direct access to residential lots and associated land uses such as school sites, park sites, sport fields, play grounds, mail boxes, and neighbourhood convenience stores. These streets also contain sidewalks and trails.*

⁹ *Requirements of the Engineering Services Department for a traffic study: for more detail on the nature of these requirements refer to Engineering Design Guidelines.*

2.3 Transit

STANDARDS

- 2.3.1 Transit routes shall be designed by the transit department during the preparation of the industrial area structure plan. The developer shall indicate these transit routes, including potential bus stop locations, on the industrial area structure plan.
- 2.3.2 All potential bus stops will be subject to funding approval (by City Council) for the service and standards that will consider walking distance, service hours and frequency, and the introduction and removal of the service, based on route performance.

SECTION 3. PUBLIC OPEN SPACE

STANDARDS

- 3.1 Normally, for industrial development, The City will require money in lieu of municipal reserve. However, where The City determines that it is required, industrial development shall provide and dedicate land for municipal reserve.
- 3.2 The industrial area structure plan shall identify any municipal reserve dedication.
- 3.3 The dedication of land for municipal reserve or land in combination with any cash in lieu payment shall make up no less than 10% municipal reserves as provided for in the Municipal Government Act.
- 3.4 Industrial areas will not include central park development.
- 3.5 The location of storm water management facilities and other public utility lots shall be shown in the industrial area structure plan development concept.

SECTION 4. NATURAL ENVIRONMENT & CULTURAL HERITAGE

GUIDELINES

- A. The developer should attempt to preserve the natural areas and wildlife corridors as identified in the ecological profile as integral components of the land use pattern and/or the site servicing concept.
- B. Where city growth is anticipated, education and/or incentives and/or controls will be considered for landowners, to prevent removal or diminishment of natural amenity areas and heritage sites prior to City annexation.
- C. Developers are encouraged to use natural features, ranging from native tree and wetland areas to planted trees and shrub beds as green infrastructure, where appropriate.
- D. Based on the ecological profile, The City aspires to preserve natural amenity areas other than those qualifying for environmental reserve/easement dedication. These natural amenities, as may be agreed to by The City, could be dedicated as municipal reserve. Where The City deems it appropriate, any land required for this purpose in addition to the minimum 10% municipal reserve dedication may be acquired through land purchase or other similar arrangements.
- E. As deemed appropriate by The City based on the ecological profile, the preservation of significant natural areas may be showcased through the development of nature trails.

STANDARDS

- 4.1 The industrial area structure plan shall include a strategy aimed at preserving and interpreting the significant natural and cultural heritage features on the site including but not limited to tree stands, ground water recharge areas, wetlands, natural grasslands, watercourses, lakes, and historic and prehistoric structures and sites.
- 4.2 The plan shall include an aerial photo with the proposed development concept overlaid to scale, in order to ensure that significant natural areas and cultural heritage features¹⁰ are accurately represented in relation to the development concept.
- 4.3 An ecological profile will be prepared by The City and will be made available to the developer at the commencement of the planning process. The ecological profile will be used as a tool for the preservation of appropriate natural areas contained within the plan area as well as adjacent areas in Red Deer and district.
- 4.4 To the satisfaction of City Administration, natural areas shall be preserved in accordance with the ecological profile recommendations. Where this is not possible or practical, such decisions are required to be supported by sound planning and/or engineering principles.

¹⁰ *Historic features and natural/cultural heritage: Includes but is not limited to tree stands, groundwater recharge areas, wetlands, natural grasslands, watercourses, lakes, historical structures and historic and prehistoric sites.*

- 4.5 The City requires that significant environmental features, based on the ecological profile and as defined in the Municipal Government Act, are preserved through the dedication of environmental reserve/easement by the developer. Lands to be dedicated as environmental reserve/easement shall be identified in the industrial area structure plan.
- 4.6 The industrial area structure plan shall identify and preserve to the satisfaction of The City any unique and significant historic features, natural/cultural heritage (including those features identified in the Land Use Bylaw) and archeological and palaeontological sites.
- 4.7 The developer will ensure that natural areas falling within the boundaries of the developable area are safe for public use as approved by the Recreation, Parks & Culture Department.

SECTION 5. SAFETY

GUIDELINES

- A. Safety considerations should be incorporated into the design for all components of industrial development. Examples include the consideration of adjacent railway tracks, roadway design, lighting, landscaping, and location and design of storm water management facilities.
- B. The design of industrial areas should permit ease of access for emergency vehicles.
- C. Industrial area structure plans should demonstrate consideration for and application of the principles of Crime Prevention Through Environmental Design (CPTED).

STANDARDS

- 5.1 The industrial area structure plan shall identify which portions of the plan are within the Emergency Services Department's minimum response time as well as indicate when it is expected that any portion not within the minimum response time will be included. The purpose of this requirement is for the benefit of prospective industrial operators. The information needed to complete this requirement is available from The City's Emergency Services Department.
- 5.2 Appropriate berms and any additional measures that may be required shall be provided to the satisfaction of The City as a buffer and barrier to separate industrial uses and railway tracks from adjacent residential areas. For design standards refer to sections 1.2.2 and 1.2.3.
- 5.3 An industrial area structure plan shall identify designated and supplemental routes for the transportation of dangerous goods, as defined in the Dangerous Goods Route Bylaw No. 3152/95.
- 5.4 As part of the plan referral process, the industrial area structure plan will be reviewed by The City RCMP Detachment for compliance with CPTED principles.

APPENDIX "A"

Process for Preparing and Amending Plans

The day-to-day management of the planning and subdivision approval process is the responsibility of The Planning Department, a contracted planning service for The City.

Preparing an Industrial Area Structure Plan

The developer is responsible for preparing a detailed industrial area structure plan. This type of plan is a pre-condition for subdivision of larger land areas. The industrial area structure plan must implement the development concepts of any other applicable statutory plans, development guidelines, Council policy, the Municipal Development Plan, the Land Use Bylaw and the Community Services *Industrial Area Planning Guidelines & Standards*. The IASP review process is a minimum of four months and includes the following steps.

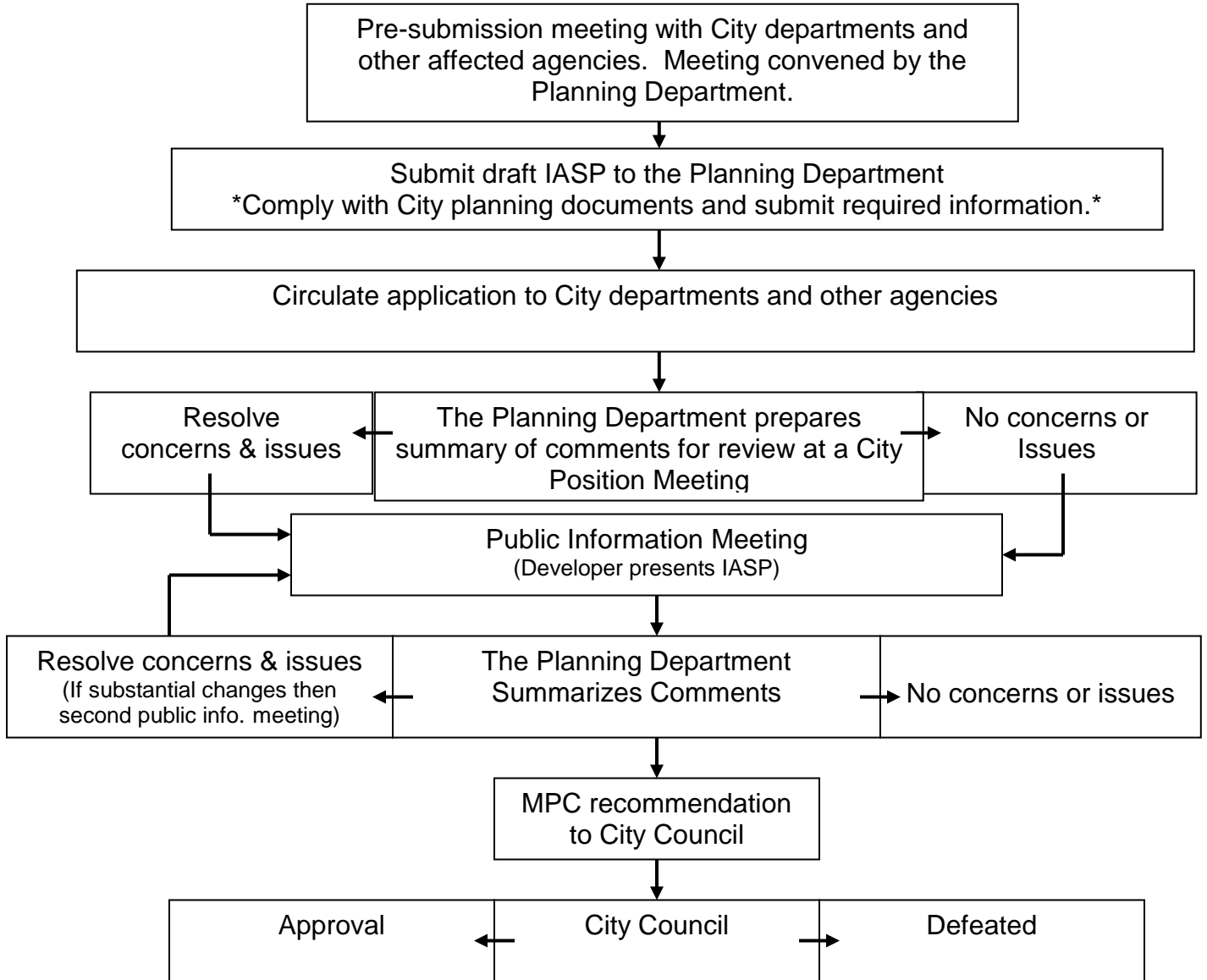
IASP Process

- a) In order to prepare an industrial area structure plan, it is strongly recommended that the developer consult with Engineering Services Department (related to services), The Planning Department (planning objectives), Transit (transit routing), the Recreation, Parks & Culture Department (ecological profile) and other affected agencies such as utility companies.
- b) At the draft design stage and prior to the writing of text and the design of servicing, the developer shall contact The Planning Department who will arrange a meeting with The City Departments/agencies to review the design and developer's objectives in the proposed industrial area. This step is designed to provide an early identification of any issues related to the design.
- c) Following the meetings referred to above, the developer will make any amendments necessary and then submit 35 copies of the industrial area structure plan and processing fee (see Appendix C) to The Planning Department.
- d) The Planning Department prepares a background report, which reviews the proposal in terms of conformity with statutory or other planning documents, and highlights other planning considerations.
- e) The industrial area structure plan and the background report are circulated by The Planning Department to City departments and agencies such as gas, power, telephone and cable companies, Alberta Transportation (if adjacent to a highway) and other City-contracted agencies, as appropriate. Plans within the area governed by the Intermunicipal Development Plan will be referred to the County.
- f) A summary of feedback including proposed transit routing and CPTED compliance is prepared by The Planning Department and is circulated to City Departments in preparation for the City Position Meeting.
- g) City Departments meet (independent of the developer) at a City Position Meeting to review the circulation comments and make recommendations in regard to the industrial area structure plan. A letter stating the City's Position including recommendations is forwarded to the developer.

- h) Following receipt of The City's comments, at the developer's request, The Planning Department, City departments and agencies will meet with the developer in order to clarify concerns. All of The City's concerns shall be addressed and resolved before proceeding to the next step.
- i) The Planning Department and appropriate City departments, in conjunction with the developer, will hold a public information meeting in regard to the proposed industrial area structure plan. The purpose of the meeting is to ensure that the residents in the area are aware of future proposed development and have an opportunity to comment on the plan. Adjacent residents and any adjacent community associations will be contacted and will be invited to become involved in the public consultation process.
- j) Adjoining landowners will be notified through door-to-door mail delivery, and may also be advised through the use of an advertisement in a newspaper. All related costs are to be covered by the developer through the plan processing fees.
- k) Following the public information meeting, The Planning Department will prepare a summary of the concerns received. The developer shall either resolve these concerns prior to proceeding to the next step, or provide rationale that is acceptable to The Planning Department for not resolving the concern. Where major changes are required, a second public information meeting will be required.
- l) If significant natural or environmental features are an issue in the plan area, community stakeholder groups may be asked for comment and a recommendation to Council.
- m) The industrial area structure plan is forwarded to the Municipal Planning Commission for comment and a recommendation to City Council.
- n) The Planning Department summarizes the comments and forwards the industrial area structure plan with a recommendation to Council for consideration.
- o) City Council will consider the industrial area structure plan and may give first reading of a bylaw to adopt the plan. The plan will then be advertised and a public hearing held. Council will then consider second and third readings to adopt the plan by bylaw, with or without amendments. If refused, the developer shall prepare a new plan and restart the Review Procedure.
- p) Council may give first reading to a Land Use Bylaw amendment for lands within the proposed industrial area structure plan on the same day as first reading of a bylaw to adopt the industrial area structure plan.
- q) Where significant issues have been identified, The Planning Department will ensure that the residents in the area are advised of the outcome of the industrial area structure plan through a second newsletter delivered to affected industrial area residents. This newsletter will indicate how industrial comments were incorporated in the final decision, and if not, why not.

- r) Fifty copies of the final plan shall be submitted to The Planning Department, plus one unbound copy of the final plan and one digital copy, including mapping.

Flow Chart of Industrial Area Structure Plan Approval Process



Amendments to a IASP

- a) Except as provided for in paragraph (b) below, a major amendment to an adopted industrial area structure plan is required for any changes in the plan, such as:
 - (i) any change in proposed land uses;
 - (ii) the elimination or addition of any public road or lane, or reclassification of a road;
 - (iii) to reflect a change in other documents affecting planning and land use in the area (such as an amendment to a major area structure plan);
- b) A plan amendment may be processed as a minor amendment (i.e. there is no public information meeting) where the amendment consists of:
 - (i) self-contained local roadways or lanes;
 - (ii) minor road lane or public utility lot deletions and/or additions;
 - (iii) amendments necessary to make the plan conform to a major area structure plan;
 - (iv) any amendment to an industrial area structure plan where, in the opinion of planning staff, adjoining residential areas are not affected,

provided, in the opinion of the planning staff, these changes do not impact existing development and/or a lot that has been sold or optioned. As an alternative to a public information meeting, a door-to-door notice will be circulated in adjoining residential areas, and the cost of the application is reduced (see Appendix C).
- c) The developer submits a proposed amendment and applicable fees to The Planning Department.
- d) Circulation of the proposed change to City departments and appropriate agencies by the Planning Department. Any concerns identified through this process must be resolved.
- e) Following the resolution of issues from the circulation process, the amendment can go to a public information meeting, which must occur prior to considering redesignation of the site. Any concerns identified through this public information meeting shall be resolved before proceeding to the next step.
- f) The Planning Department will prepare a report for the Municipal Planning Commission, which provides a summary of circulation comments, the results of the public information meeting (if any), comments, and recommendations in regard to the proposed amendment. The Municipal Planning Commission will make recommendation to City Council.
- g) City Council considers the Planning Department's report and the recommendation of the Municipal Planning Commission and may approve the amendment by bylaw.

- h) Fifty copies of the final plan shall be submitted to The Planning Department, plus one unbound copy of the final plan and one digital copy, including mapping.

Plan Amendment Procedures

The City of Red Deer Strategic Plan

The City's Strategic Plan is reviewed every three years by City Council.

Intermunicipal Development Plan

The Intermunicipal Development Plan (IDP) is prepared jointly between The City and Red Deer County, to guide land use and development and to foster joint initiatives. The IDP is reviewed by the public through open house(s)/public meeting(s). After receiving public input, the document is forwarded to both Councils for first reading of a bylaw to adopt the plan. A joint public hearing hosted by both Councils is held prior to adopting the plan by bylaw.

Amendments

Amendments to the Intermunicipal Development Plan must follow a similar procedure to the original procedure, although the public participation process may be less extensive, depending on the nature of the amendment. The respective developer shall pay the fee applicable for any developer-initiated amendments to the Intermunicipal Development Plan. The minimum time to process a minor amendment is sixteen weeks.

Municipal Development Plan

The Municipal Development Plan is prepared by The Planning Department with the direct participation of The City's Development Services and Community Services Divisions. The planning process features extensive public participation before being forwarded to City Council for consideration. City Council advertises the proposed plan, holds a public hearing, and makes any desired changes before adopting the plan by bylaw.

Amendments

Amendments to the Municipal Development Plan must follow a similar procedure to the original adoption, although the public participation process may be less extensive, depending on the nature of the amendment. The respective developer shall pay the fee indicated at the end of this document for any developer-initiated amendments to the Municipal Development Plan. The minimum time to process a minor amendment is ten weeks.

Major Area Structure Plans

The Planning Department will initiate all major area structure plans for The City. A major area structure plan is prepared based upon consultation with The City's Development Services and Community Services Divisions, as well as the respective school boards. The resulting draft document is presented to landowners and the public at large at a public meeting/open house. Any necessary revisions are made prior to forwarding the major area structure plan to City Council for consideration. City Council advertises the proposed plan, holds a public hearing and makes any desired changes prior to adopting the plan by bylaw.

Amendments

Any changes to a major area structure plan are required to follow the same procedure

as in the initial adoption of the plan. The respective developer shall pay the fee applicable for any developer-initiated amendments. The minimum time to process a minor amendment is ten weeks.

Area Redevelopment Plans

The consultation, public input and amendment process will be similar to those outlined for a major area structure plan; however, the plan development and amendment may be guided by a neighbourhood based steering committee. The developer requiring a change to this plan will be required to pay the amendment fee. The minimum time to process a minor amendment is ten weeks.

City Council Policies

City Council adopts policies from time to time, which may affect development standards or the development process. All development should conform to City Council policy, unless an exemption has been granted by City Council. The minimum time to process amendments to City Council policy is six weeks.

Land Sale Agreements

The City encourages developers to attach the relevant development concept and neighbourhood park plan of their industrial area structure plan to all land sale agreements in order to ensure that the initial purchasers are aware of the total development proposal, including noted school sites. The plans should indicate that changes might occur from time to time, following consultation with neighbourhood residents.

Land Use Redesignation

Land use redesignation will occur prior to subdivision approval and may occur parallel to the adoption of the area structure plan. The redesignation must conform to the applicable industrial area structure plan.

Where there is potential for a school to be built, the entire neighbourhood park site will be designated Public Service District (PS), rather than Parks and Recreation District (P1). The designation "PS" will provide an indication to home purchasers that there is potential for a school to be built on the site.

APPENDIX “B”

Subdivision Approval Process

Subdivision Application

The Planning Department is responsible for processing subdivisions in The City of Red Deer. The applicant will be expected to submit a plan of subdivision that complies with any applicable Statutory Plan, the Land Use Bylaw or City policies, which have been adopted by City Council. Where a industrial area structure plan has not been completed, The Planning Department may refuse to accept an application for subdivision. All subdivision plans must be by plan of survey prepared by an Alberta Land Surveyor.

Submission of Tentative Plan of Subdivision

The landowner or an agent (with letter of authorization) acting on behalf of the landowner is required to submit the following documents to The Planning Department when making a formal application for subdivision.

- Fifteen copies of the plan of subdivision to a scale of not less than 1:2000:
 - a) showing the location, dimensions and boundaries of the land to be subdivided;
 - b) clearly outlining the land that the applicant wishes to register at a Land Titles Office;
 - c) showing the location, dimensions, and boundaries of:
 - i. each new lot to be created,
 - ii. municipal, school and environmental reserve land, if any,
 - iii. the right-of-way of each neighbourhood road, and other rights of way;
 - d) showing the location and dimensions of existing buildings on the land that is the subject of the application, and specifying those buildings that are proposed to be demolished or moved, if any;
 - e) showing the location of any existing or proposed railway lines or spur tracks;
 - f) describing the use or uses proposed for the land that is/are the subject of the application;
 - g) showing existing tree lines and topography;
 - h) area calculation for each lot; and the active subdivision area
 - i) such other information as may be required by The Planning Department.
- The correct application fee
- A copy of the current Certificate of Title
- A completed subdivision application form

The subdivision approving authority, The City’s Municipal Planning Commission, is required to make a decision on an application for subdivision within 60 days from the date of receipt, or it is deemed refused, unless an extension of time is provided by the applicant.

Processing Subdivision Applications

Upon submission of a completed application, The Planning Department forwards copies of the application to City departments and other agencies, requesting their comments on the proposed subdivision. If the land is not designated for the proposed uses, then the applicant must apply to City Council for a redesignation before final approval of the subdivision can be given.

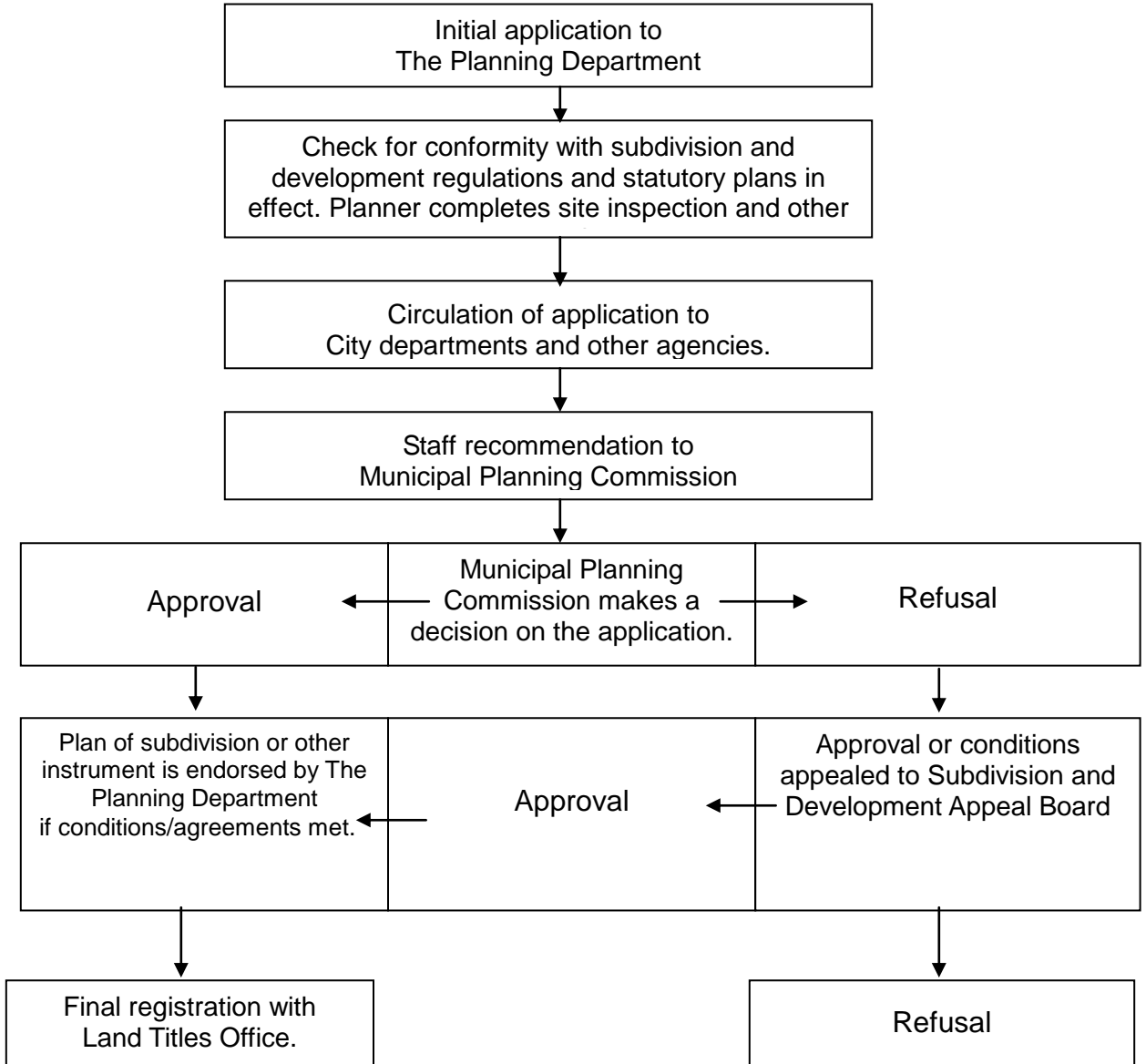
The City Municipal Planning Commission will decide on the application. The decision of

The City Municipal Planning Commission may be appealed to The City's Subdivision and Development Appeal Board within 14 days of the receipt of the written decision by the applicant, City Council or school authority.

Subdivision Approval Process

The following flow diagram is an overview of the subdivision process for The City, which is administered by The Planning Department.

Flow Chart of Subdivision Approval Process



APPENDIX "C"
Planning and Subdivision Fees

The following fees are effective **March 1, 2013**. Fees must be paid prior to commencement of application processing. All fees are paid by cheque to The City of Red Deer.

Subdivision Applications:

Application fee for one or two lots is \$1100.00 with each addition lot \$220.00. A Separation of Title application is \$550.00, regardless of the number of lots involved.

Endorsement of a Subdivision

The endorsement fee is \$105.00 for each lot being created in a subdivision plan. Reserve lots, public utility lots, and common property within a bare land condominium are excluded from any endorsement fees.

Notes:

- Any remainder portion within the subject land is considered a lot.
- No refunds will be made once an application has been accepted for processing.

New Neighbourhood Area Structure Plans and Industrial Area Structure Plans (IASP)

Application fee is \$4,000.00 for each quarter section or part thereof.

Amendments to Neighbourhood Area Structure Plans (NASP) or Industrial Area Structure Plans (IASP):

Major Amendment: Application fee is \$3,000.00

Minor Amendment: Application fee is \$1,500.00

Amendments to an Area Redevelopment Plan (ARP) or Major Area Structure Plan:

Major Amendment: Application fee is \$4,000.00

Minor Amendment: Application fee is \$1,500.00

Amendments to the Municipal Development Plan (MDP):

Application fee is \$4,000.00

Amendments to the Intermunicipal Development Plan (IDP) Amendment

Application fee is \$4,000.00

Amendments to the Neighbourhood Planning Guidelines & Standards or Industrial Area Planning Guidelines & Standards:

Application fee is \$2,000.00

Amendments to the Land Use Bylaw

Major Amendment: Application fee is \$2,000.00

Minor Land Use Bylaw Amendment: Application fee is \$500.00

Telecommunications Applications

Application fee is \$2,000.00

Notes regarding all fees:

- Fees will be reduced or waived if, in the opinion of the Planning Department Manager the amendment is in response to a change in City standards or a technical requirement of a City Business Unit.
- The applicant is required to reimburse The City for any advertising for a public open house or public hearing.
- The applicant is required to reimburse The City for any expenses related to the rental of a space for a public meeting or open house.
- The fees include the costs of any public meeting or public hearing normal mail out. The costs of exceptionally large mail-outs shall be recovered from the applicant.

Questions regarding these fees should be directed to Planning Services at 403-406-8700.

APPENDIX “E”

List of Plan Referrals

- Director, Community Services
- Director, Development Services
- Manager, Recreation, Parks & Culture
- Recreation Superintendent, Recreation, Parks and Culture
- Parks Superintendent, Recreation, Parks, and Culture
- Culture Superintendent, Recreation, Parks, and Culture
- Planning and Technical Services Supervisor, Recreation, Parks, and Culture
- Ecological Services Coordinator, Recreation, Parks, and Culture
- Manager, Public Works Department
- Manager, Engineering Services Department
- Manager, Environmental Services Department
- Manager, Land and Economic Development
- Manager, Transit Department
- Manager, Inspections & Licensing Department
- Manager, Electric Light & Power
- Manager, Social Planning
- Community Researcher, Community Services
- Major Projects Planner, Community Services
- Chief Fire Prevention Officer
- Safe Secure Design(CPTED) on behalf of Red Deer City RCMP Detachment
- Manager, Emergency Services
- The Planning Department
- Atco Gas, Red Deer
- Shaw Cable
- Canada Post
- Telus Communications Inc.
- Red Deer School District No. 104
- Red Deer Catholic Regional Division
- Ecole la Prairie, Red Deer
- AltaLink Management Ltd.
- Alberta Transportation (if adjacent or near to a highway)
- Alberta Environment (if adjacent or near to natural areas, wetlands, waterways, lakes, floodplains, landfills, sewage treatment facilities, etc.)
- AEUB (oil & gas wells, pipelines & related facilities)
- Red Deer County (if within Intermunicipal Development Plan boundary)