



## TOWN OF DRAYTON VALLEY

<b>Department:</b>	Planning & Development	<b>Policy #:</b>	PD-01-12
<b>Subject:</b>	Area Structure Plans		
<b>Approval Date:</b>	June 1, 2012	<b>Review Date:</b>	

### POLICY

The Town of Drayton Valley (hereinafter referred to as the “Town”) requires that Area Structure Plans be prepared for proposed subdivision of undeveloped lands. The Area Structure Plan (ASP) is a important planning document which is used to establish a framework for land development. The ASP preparation and approval process allows affected residents and stakeholders to have input into the document and a voice in how land will be used and developed in the future.

An ASP is usually prepared in relation to a specific development proposal for a quarter section, or portion of a quarter section, slated for contiguous development. Typically the subject lands are under one title, however the Town encourages landowners of adjacent or abutting properties to work together in the preparation of ASPs.

#### **CONTENTS OF AN AREA STRUCTURE PLAN**

The contents of the ASP must include detailed analysis of the subject lands and proposals for land use, as well as servicing and transportation networks. More specifically, an ASP must contain:

- Legal framework and the relation to existing planning documents;
- Site analysis
  - existing land uses
  - instruments registered on title
  - restrictive covenants
  - rights-of-way
  - form-giving elements
  - strengths and weaknesses, etc.;
- Development concept
  - density
  - suitable building sites
  - parks and trail systems
  - dedication of reserve lands
  - transportation systems and access
  - infrastructure and connection to municipal services
  - sequence or phasing of development
  - setbacks from:

- environmentally sensitive reserve areas
- sewage lagoons
- wellsites
- landfills
- any other development which may require buffering or space separation, etc.;
- Protection of hazardous and environmental areas;
- Mitigation for historical, cultural and archaeological resources;
- Fire Smart principles;
- Emergency response plans;
- List of maps and diagrams;
- Public participation – the process followed, the concerns raised and how they were addressed;
- Discussion of supportive studies, such as:
  - Storm Water Management Plan
  - Geotechnical reports
  - Environmental Assessment (EA)
  - Identification of hazard areas
  - Traffic Impact Assessment (TIA);
- Any other relevant information or studies deemed necessary for the development.

**AREA STRUCTURE PLAN PROCESS (FOR NEW ASPS AND AMENDMENTS TO EXISTING ASPS)**

In order to ensure that the requirements of the *Municipal Government Act* are met and to guarantee transparency, the following is an outline of the steps that must be taken for the preparation and adoption of an ASP, or amendments to an ASP, in the Town of Drayton Valley.

1.

**Prepare Plan**

The applicant or developer (hereinafter referred to as the “developer”) is responsible for:

- a. preparing the Area Structure Plan pursuant to this policy;
- b. soliciting input and policy direction from relevant government departments. The developer must solicit input from the:
  - Fire Chief
  - Director of Protective Services
  - Town Engineer
  - Planning and Development Department.

NOTE: input may also be required from other applicable Provincial agencies, such as Alberta Transportation (AT), Alberta Environment (AE), the Energy Resources Conservation Board (ERCB) and Sustainable Resource Development (SRD). Additional agencies may also include the local utility providers, school boards, health region and adjacent municipality (if the land abuts County lands).

2.

**Submit Plan**

The developer is responsible for submitting the draft ASP (which shall include the contents noted above) in digital format (text and plan in word.doc form, not .pdf format) with the fee as specified with the Town's Fee Schedule. An internal review of the draft ASP will take place and comments will be provided to the developer regarding changes required by the Town.

3.

**Advertise**

The developer must host an open house. Notice of the date, time and location of the open house must be advertised in the local newspaper for two (2) consecutive weeks and allow five (5) clear days' notice of the open house; this is the developer's responsibility. Notice must also be sent directly to adjacent landowners. Due to FOIPP restrictions, the Town cannot participate in mail-out of the notice. The developer may have to deliver notices if Canada Post is unable to coordinate a mail-out for the subject and adjacent area.

In addition to the open house, the developer shall place on the site a sign indicating the proposed change in the use of the land, the date of the open house and the developer's contact information.

4.

**Open House**

The developer is responsible for scheduling, attending at and leading the open house process. Planning and Development administration may be in attendance to address any concerns raised which are procedural in nature and not associated with the ASP; the developer and his planner(s) (those individuals or company responsible for preparing the ASP) must be prepared to answer questions which relate specifically to the ASP.

5.

**Revise Plan**

The developer must review public comments and describe within the ASP how legitimate concerns from the public and the Town will be mitigated or addressed. The developer must make the necessary revisions and resubmit the ASP.

6.

**First Reading**

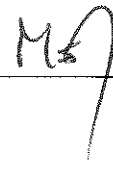
The Planning and Development Department will then present the ASP to Council for consideration for first reading. If first reading is given, the ASP will be circulated for four (4) weeks to adjacent landowners and external agencies.

Following first reading, the developer shall place on the site a sign indicating the proposed change in the use of the land, the date of the Public Hearing (as set by Town administration) and the Town's contact information.

7.

Public Hearing  
& Approval

A public hearing will be scheduled and advertised. The public hearing will take place at a Council meeting, with comments being accepted for consideration. Depending upon the comments received, Council may direct that the ASP be reviewed and/or amended, or may give second and third reading.



Manager

# AREA STRUCTURE PLAN PROCESS FLOWCHART

