



**City of
Lloydminster**

Policy

Policy Title:	Neighbourhood Structure Plan Policy	Policy Number:	610-02
Date of Adoption:	March 28, 2022	Motion Number:	137-2022
Date of Amendment:		Motion Number:	
Sponsoring Department:	Planning & Engineering		

1. Purpose:

- 1.1. To create a framework and provide clarity for comprehensive long-range planning of any undeveloped land up to a maximum of approximately 130 hectares in total area.
- 1.2. The maximum area described in 1.1 above will be determined in collaboration with Administration, taking into consideration, but not limited to, the following influencing factors:
 - 1.1.1. Natural and built environment constraints to development;
 - 1.1.2. Logical boundaries such as waterbodies, roadways, railways, etc.;
 - 1.1.3. Extent of servicing basins; and
 - 1.1.4. Demonstrated market demand and land absorption rates.
- 1.2. To provide clarity to Developers regarding the preparation and submission of plans and to ensure consistency in end products.

2. Background:

- 2.1. The City requires the preparation of a Neighbourhood Structure Plan prior to the districting and subdivision of land in newly developing areas.

3. Definitions:

Administration	An employee or Contract employee of the City of Lloydminster.
City	The corporation of the City of Lloydminster.
Developer	A Person that develops land within the City.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
Person	An individual, a group of individuals, a corporation, firm, partnership, proprietorship, association, society or co-operative organization.

4. Process:

- 4.1. Prior to a formal application, the City requires a pre-application meeting to outline the concept, constraints, and mitigation strategies.
- 4.2. The Developer shall be responsible for preparing any technical studies deemed necessary during the pre-application meeting.
- 4.3. The Developer shall be responsible for organizing and conducting stakeholder consultation, to the satisfaction of Administration, held at an appropriate location.
- 4.4. The Developer shall submit a draft Neighbourhood Structure Plan at the time of application for review by Administration.
- 4.5. Administration will circulate the draft Neighbourhood Structure Plan to City departments for comments and return to the Developer with comments for revision.
- 4.6. Administration will bring the revised draft Neighbourhood Structure Plan to the Technical Review Committee for review and consideration of approval.
- 4.7. If Administration refuses an application to adopt a Neighbourhood Structure Plan or amendment, Administration shall not accept another application for a Neighbourhood Structure Plan or amendment on the same land that is the same or substantially the same until six (6) months have passed after the date of such refusal.

5. Content:

- 5.1. Neighbourhood Structure Plans shall include the information as described in Schedule "A": Neighbourhood Structure Plan Terms of Reference.

6. Amendments:

- 6.1. Applications to amend an existing Neighbourhood Structure Plan shall follow the same process as the creation of a Neighbourhood Structure Plan outlined in Section 4.

7. Penalty:

- 7.1. Any member of Administration found to be in violation of this Policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.

- 7.2. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter*."

8. Responsibility:

- 8.1. City Council shall review and approve all policies.
- 8.2. Administration shall administer this Policy through the use of a supporting procedure.
- 8.3. Administration shall form the Technical Review Committee which will be comprised of representatives from City Departments as described in Schedule "A": Neighbourhood Structure Plan Terms of Reference.
- 8.4. Sponsoring Department shall be responsible for creating and amending a supporting procedure.

Schedule "A"

Neighbourhood Structure Plan
Terms of Reference

Table of Contents

1.0	Introduction	1
2.0	Context	1
3.0	Neighbourhood Structure Plans	2
4.0	NSP Preparation Process	2
4.1	Pre-Application Meeting.....	3
4.2	Existing Conditions	3
4.3	Development Concept.....	3
4.4	Technical Studies	3
4.5	Public Engagement	4
4.6	Document Layout	4
5.0	NSP Approval Process.....	4
5.1	Technical Review Committee	4
6.0	NSP Amendment Process	4

1.0 Introduction

The purpose of this Terms of Reference is to provide the Developer with sufficient detail to successfully undertake the development of a Neighbourhood Structure Plan (NSP).

The Appendix contains important supplemental information to guide development of an NSP and should be carefully reviewed.

Outstanding questions can be directed the City of Lloydminster's Planning Department at 780-874-3700.

2.0 Context

The Neighbourhood Structure Plan (NSP) is enabled by an Area Structure Plan, which is statutory document pursuant to Part 17 of the *Municipal Government Act*. The NSP itself does not have statutory standing and is not a bylaw. Rather, it is a detailed land use planning document that guides subdivision, servicing and land use development at the neighbourhood scale, up to approximately two quarter sections in area, or about 130 ha.

The size will be determined in collaboration with Administration, taking into consideration, but not limited to, the following influencing factors:

- Natural and built environment constraints to development;
- Logical boundaries such as waterbodies, roadways, railways, etc.;
- Extent of servicing basins; and
- Demonstrated market demand and land absorption rates.

Figure 1 below shows the relative location of the NSP within the City of Lloydminster's planning document hierarchy:

Figure 1. Lloydminster Planning Hierarchy



3.0 Neighbourhood Structure Plans

Neighbourhood Structure Plans were instituted to allow for greater responsiveness to changes in market conditions and to reduce the red tape in the approvals and amendment processes.

Whereas Area Structure Plans interpret and implement the long-term vision of the Municipal Development Plan on larger tracts of land and over long periods of time, NSPs are developed for smaller areas that will be developed in the immediate future. Therefore, the level of detail required in an NSP is high. The high level of detail is required to inform near-term decisions regarding redistricting, subdivision, and development applications. If an NSP is consistent with the overarching ASP, then it can be approved by the Technical Review Committee without delay, paving the way for redistricting, subdivision, and development approvals. Neighbourhood Structure Plans need to be consistent with other community master planning and engineering documents.

The NSP must address the following topic areas:

- Land use, density, and development staging
- Opportunities and constraints, including existing/proposed oils and gas facilities
- Traffic circulation and the transportation network
- Utility servicing
- Parks, open spaces, and reserve lands
- Existing nearby or proposed community services and amenities (i.e., school sites, potential joint use sites, emergency services facilities, etc.)
- Implementation

Graphic representation of data is critical. At a minimum, the NSP must graphically illustrate the following:

- Plan area in the context of the greater community
- Relation of plan area to the approved ASP and the MDP
- Aerial photography of plan area with existing parcel boundaries
- Existing natural and built environment features representing opportunities and constraints to development
- Land use, development concept and internal road layout
- Development staging
- Utility servicing locations
- Oil and gas facilities and infrastructure

4.0 NSP Preparation Process

As mentioned above, the level of detail required for an NSP is high. Preparation of an NSP will involve the following steps:

1. Pre-application meeting with City Administration
2. Assess the existing conditions.
3. Create a development concept.
4. Prepare technical studies.
5. Undertake public engagement.

6. Create the NSP document.

4.1 Pre-Application Meeting

Prior to initiating the preparation of an NSP, the Developer must meet with City Administration to discuss the proposed development concept and overall project approach. The intent of the meeting is to clarify requirements for the Developer, identify any additional technical studies that may be required due the specific circumstances of the proposal, and confirm that the proposal is consistent with the intent of the overarching ASP.

4.2 Existing Conditions

The NSP will need to assess the existing conditions of the proposed development area. This may include, but not be limited to, preparation of the following:

- Phase 1 Environmental Site Assessment (ESA)
- Geotechnical investigation
- Historical resources search
- Biophysical assessment

4.3 Development Concept

The development concept will illustrate:

- plan boundary
- all roads and trails
- housing types and land uses by block
- location of parks and open spaces (including school sites, municipal reserve and environmental reserve)
- stormwater management facilities
- north arrow, legend, scale, etc.

Supporting discussion on the above is necessary to clarify the intended look and feel of the neighbourhood, including any architectural or urban design standards, and how the proposed neighbourhood is consistent with any higher order City planning documents, policies or regulations that guide or prescribe development or design standards.

Details on each land use class and subclass including housing forms, population and employment statistics are required.

The development concept plan must consider setback requirements related to abandoned, suspended, existing and proposed petroleum and gas well-sites, pipelines, storage, extraction, processing or operation facilities within and surrounding the plan area.

4.4 Technical Studies

The following technical studies supporting the proposed development will be required:

- detailed traffic impact assessment (TIA)
- detailed servicing design brief
- overall grading plan including general locations of stormwater management facilities

Additional studies may be required at the discretion of the development authority depending on the nature of the proposed development. Such additional studies could include but are not limited to a parking study, a noise study, or a Phase 2 ESA as may be required pursuant to a Phase 1 ESA.

4.5 Public Engagement

The Developer may be required to undertake public and stakeholder engagement. In particular, if the proposed development is considered contentious. The style of engagement is at the discretion of the Developer; however, the engagement approach must be sufficiently advertised and arranged to allow for access by the greatest number of people possible. An engagement report must be prepared identifying concerns raised and approaches to mitigate those concerns.

4.6 Document Layout

Appendix A contains a sample table of contents for an NSP. It is recommended Developers follow this sample outline for consistency across all NSP and to streamline the review and approval processes.

Additionally, documents should be concise and visually appealing with clear policy statements that can be readily interpreted and implemented.

5.0 NSP Approval Process

Once the final NSP document is submitted to Administration for processing, it will be circulated internally for review and comment. A memorandum summarizing all review comments will be prepared and taken to the Technical Review Committee for review and consideration of NSP approval.

5.1 Technical Review Committee

The Technical Review Committee is comprised of two representatives from the Operations Department, one from Planning and one from Engineering, and one representative from the Community Development Services Department. Based on the needs of the Technical Review Committee, representatives from other departments may be liaised with.

6.0 NSP Amendment Process

The amendment process for NSPs is similar to that of the approval process. Once an amendment request is submitted for processing, it will be circulated internally for review and comment. A recommendation report will be prepared and taken to the Technical Review Committee for review and consideration of approval.

Appendix A

Sample Neighbourhood Structure Plan Table of Contents

Sample Table of Contents

1. Executive Summary
2. Introduction & Purpose
3. Policy Framework Context
4. Analysis of Existing Conditions
5. Opportunities and Constraints
6. Development Concept
 - a. Overall Vision
 - b. Residential
 - c. Commercial
 - d. Institutional
 - e. Industrial
 - f. Parks & Open Spaces
 - g. Staging
7. Utility Services
 - a. Water
 - b. Wastewater/Sanitary
 - c. Stormwater and Drainage
 - d. Shallow Utilities
8. Policies
9. Implementation & Amendment