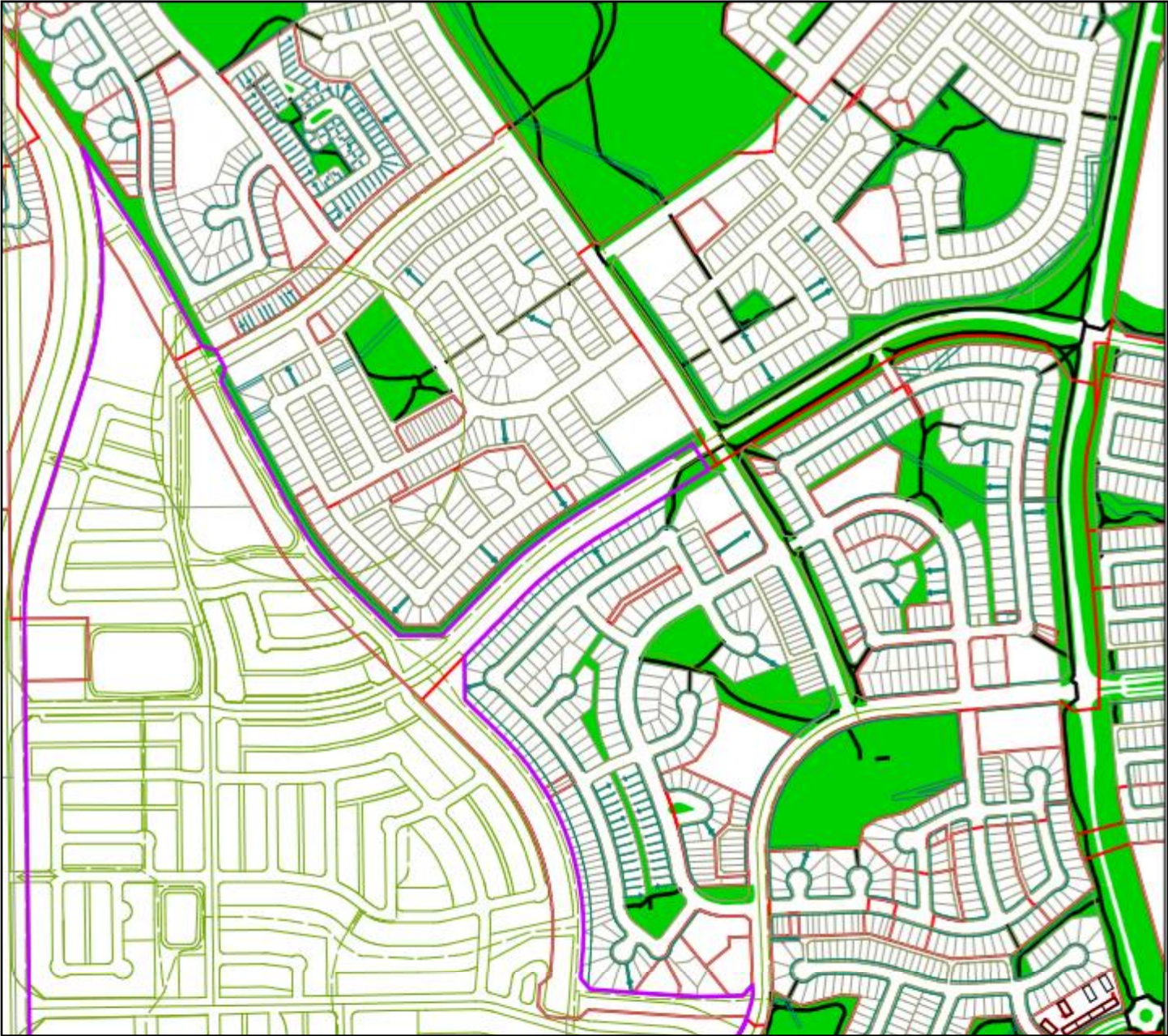


# City of Swift Current

## DEVELOPER'S GUIDE FOR PREPARING CONCEPT PLANS





## PURPOSE OF A CONCEPT PLAN

In accordance with The Planning Development Act 2007, Division 2 Section 44, the City of Swift Current requires concept plans to be completed for defined future growth areas and redevelopment of existing areas of the City. Concept plans provide a level of detail that address the neighborhood design and infrastructure required to accommodate the future subdivision of land or redevelopment of existing established areas of the City. Concept plans generally encompass land areas ranging between 16 and 64 hectares, except for concept plans guiding the redevelopment of existing established areas. Concept plans provide a level of certainty that future development will align with higher

order plans and complement adjacent land uses in an economical and fiscally sustainable manner.

These guidelines are intended to assist developers with the process and the requirements for the development of a concept plan within the City of Swift Current. Concept plans are required to be prepared in conformance with the City's Official Community Plan (OCP), any applicable Area Sector Plan, and any approved development policies or guidelines that provide a policy framework to define, direct, and evaluate development.



## RESPONSIBILITY FOR PREPARING A CONCEPT PLAN

Within the City of Swift Current, it is the responsibility of the land owner(s) (the developer) to prepare the concept plan. Multiple land owners may be required to collaborate in the development of the concept plan where a single land holding is less than the minimum requirement of 16 hectares. Please note, this minimum area does not apply to redevelopment of ex-

isting established areas in the City. Because concept plans are technical documents and have significant implications for future land-use and infrastructure servicing, they must be prepared by a qualified professional, such as planning consultant or multi-disciplinary firm that includes planning and engineering services.

## HIERARCHY OF PLANS

The City's OCP is an overarching city-wide policy document adopted by City Council that guides growth, development, servicing, and other important issues across the City. The OCP is comprehensive in nature, meaning that it provides long-term policies and direction for a broad spectrum of general, high-level issues for the entire community.

Area sector plans and concept plans differ from the OCP in that they provide more detailed direction to guide the growth and development for specific areas within the City. Area sector plans differ from concept plans as they encompass a larger land area generally exceeding more than 384 hectares. Area sector plans also address a broader spectrum of issues; whereas

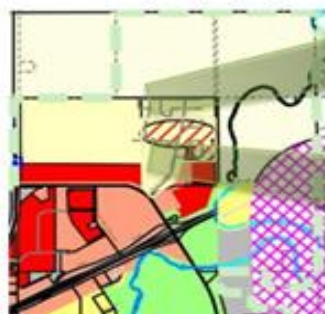
concept plans provide more detailed direction for smaller areas of land ranging between 16 and 64 hectares and are intended to build on the policies and direction contained within the area sector plan encompassing the concept plan area.

Area sector plans and concept plans are appendices to the OCP, and must be prepared in conformity with the OCP policies and adopted according to the provisions of *The Planning Development Act 2007*. Where a concept plan is prepared in conjunction with and pursuant to an approved area sector plan, the concept plan will be appended directly to the area sector plan; otherwise it will be appended directly to the OCP.



Level of Detail for OCP

- Location of future growth and development areas



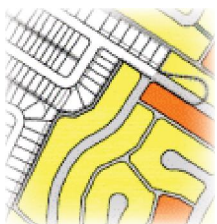
Level of Detail for Area Sector Plans

- Conceptual location of major land-uses
- Conceptual location of major open space
- Major road networks (collectors, arterials)
- Major utility systems (trunks, force mains, storm water channels)



Level of Detail for Concept Plans

- Detailed location of specific land-uses
- Detailed location of specific open space
- Detailed location of road and city-wide trail systems/pedestrian pathways
- Detailed location of utility networks
- Specific location of drainage ponds



## PLAN CONTENT

Concept plans provide a detailed strategy for the spatial allocation of land-use, parks, open space and infrastructure and transportation networks for the plan area, building upon the high-level and conceptual directions presented within approved area sector plans. At a minimum, concept plans should include a combination of report text, maps and graphics detailing strategies pertaining to the various plan elements.

*Note: A key component of a concept plan is the*

*preparation of a Land-Use Plan, a Circulation Plan, and the Infrastructure Servicing Plan, as these are subject to formal approval by Council and will be appended to the area sector plan or OCP. Although the concept plan report will contain descriptive text, and other maps and information, which substantiates the various plans and plan elements, the text is considered background information only.*

## SUBMISSION REQUIREMENTS

The following section provides information on the concept plan report submission requirements, identifying the objectives of each section of the report. A sample Table of Contents for the concept plan report is included in Appendix A for information.



### Introduction Objectives

- To illustrate the purpose and the anticipated timeline for the implementation of the concept plan
- To express the vision, rationale, and benefits of the future development described in the concept plan
- To provide relevant background details such as the legal land description and current land ownership distribution within the plan area
- To identify and acknowledge the influence of adjacent land uses on the concept



### Policy Context Objectives

- To acknowledge how the concept plan relates to higher order plans within the City's hierarchy of plans
- To identify how the proposed development conforms with the City's OCP, applicable Area Sector Plan, and any approved and applicable City guidelines including but not limited to:
  - ◊ Infill Development Guidelines
  - ◊ Housing Guidelines
  - ◊ Servicing Master Plan



### Site Inventory & Analysis Objectives

- To inventory existing and man-made features and existing land uses within the plan area and surrounding lands providing baseline context to the concept plan including:
  - ◊ existing land uses within the plan area and along the interface of the plan with adjacent lands



### Land Use Strategy Objectives

- To illustrate and describe in a report format, the proposed allocation of land uses within the plan area as they relate to the land use classifications and uses described in the City's Zoning Bylaw
- To define target population densities and the distribution of planned development densities within the plan area
- To identify parks and open spaces, providing a general description of the function of each within the plan area and broader community
- To describe in a report format, strategies for managing any environmental, historical or archaeologically sensitive areas within the plan area
- To identify and describe in a report format, any institutional, civic or school related development envisioned within the plan area
- To provide a general description of plan staging accompanied by its underlying rationale

*Note: A key component of this section is the Land-Use Plan map that is subject to approval by Council and will be appended to the area sector plan or OCP.*



### Circulation Strategy Objectives

- To identify the various ways in which people within and through the concept plan area through the full spectrum of transportation modes ranging from pedestrians, cyclists, passenger vehicles and public transit
- To illustrate and describe in a report format a circulation strategy which integrates well with adjacent lands and development and which promotes a high level of connectivity for all modes of transportation
- The circulation plan should include:
  - ◇ the near-precise location of streets (including their classification), and city wide pathway systems including an illustration of how these transportation networks connect and/or relate to existing networks
  - ◇ differentiation between the hierarchy of internal roadways based upon City roadway design standards
  - ◇ public transportation routes (where applicable)
  - ◇ rail line locations including crossings
  - ◇ pipeline/transmission line locations

*Note: A key component of this section is the Circulation Plan map that is subject to approval by Council and will be appended to the area sector plan or OCP.*



### Servicing Strategy Objectives

- To provide detailed information regarding the level of service, location, sizing, and capacities required for the water distribution, sanitary sewer collection, and storm water management systems
- To provide a review of the adequacy of existing public services needed to support development in the plan area

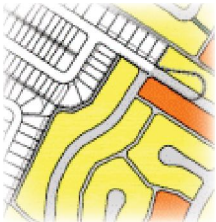
- To provide a high level assessment of any operational and maintenance implications for the planned services specific to the plan area as a result of servicing

*Note: A key component of this section is the Infrastructure Servicing map that is subject to approval by Council and will be appended to the sector plan or OCP.*



### Implementation Strategy Objectives

- To illustrate and describe in a report format the intended phasing for the development as it may relate to the construction of internal infrastructure and/or the adequacy of other external municipal services ensuring the smooth progression of the development
- To define plan phasing which maximizes flexibility to respond to changing market conditions



## SUPPORTING TECHNICAL INVESTIGATIONS AND REPORTS

The following documents are a critical aspect of the concept plan report as they provide the supporting evidence required in the Land Use section of the report. The technical studies required for the concept plan will be determined on a case-by-case basis by the City. The developer is solely responsible for commissioning these supplemental investigations and reports. Appendix B will be used by the City to inform the developer as to the specific studies required.

### 1. Traffic Impact Assessment

- Forecasts traffic generation associated with development within the plan area and provides an assessment of the effects of this forecasted traffic on the existing transportation network
- Provides recommendations pertaining to any required upgrades to the transportation network to accommodate the implementation of the concept plan
- A Terms of Reference for the preparation of a Traffic Impact Assessment is attached as Appendix C



### 2. Preliminary Geotechnical Report

- Involves the on-site investigation of soil, rock, and other earthen materials as they relate to the construction of building foundations, the behavior of engineering structures, the assessment of natural land forms and the stability of natural and artificially created slopes within the plan area
- The report should generally confirm the physical suitability of the site to support the form of development proposed within the concept plan and to define any construction related considerations which should be made during the implementation of the concept plan



- The report utilizes aspects of soil mechanics combined with an assessment of ground water conditions to generally define excavation methods, road construction standards and other relevant aspects of construction works within the plan area
- It is recommended that geotechnical investigation includes a sufficient number and depth of boreholes/piezometers to generally confirm local soil and groundwater conditions and to reduce the requirement for site specific sampling at subsequent

### 3. Environmental Reports

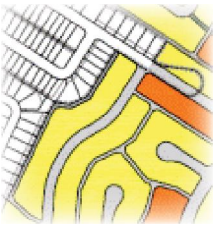
- Includes any Environmental Site Assessments (ESAs) Phase 1, 2 or 3 as required as well as a Biophysical Impact Assessment (BIA)
- The ESA report identifies any previous hazardous or contaminated land uses that have occurred on the site
- The BIA identifies and assesses potential interactions between the proposed development and existing biophysical components (air, land, water and species)
- The BIA predicts the environmental effects of the development and proposes mitigation strategies for any adverse effects anticipated.



### 4. Historical Resource Assessment

- Involves a review of the Heritage Resources Branch of the Ministry of Parks, Culture and Sport, developers' online screening tool to determine the potential existence of heritage resources within the plan area and determine additional consultative and investigative requirements)





## CONCEPT PLAN REVIEW PROCESS

### Step 1: Contact the City

The Planning and Growth Development (PGD) Department is the lead coordinating department for the concept plan process. The developer is responsible for contacting the City's PGD Department prior to any preparation of a concept plan to confirm the process and obtain all necessary applications.

### Step 2: Preconsultation

The developer will attend a pre-consultation meeting with the City's Development Review Committee (DRC) to discuss:

- The rationale for the development
- Vision for the development

Anticipated timing for the development from start to finish

Benefits of the development for the community

Discussion of how stakeholders will be involved

Public consultation process

The DRC determines the technical studies that will be required in support of the plan. (see Appendix B)

*Note: This should be done before drafting the preliminary land-use plan.*

### Step 3: Preliminary Concept Plan Preparation

The developer is responsible for preparing a preliminary concept plan based on the technical studies required and the submission requirements by the DRC.

### Step 4: Application Submission

The developer is responsible for submitting a formal application (see Appendix C) and an applicable fee including preliminary plan documents and all associated studies and technical reports to the PGD Department.

### Step 5: Plan Circulation

The PGD Department circulates the preliminary concept plan to all internal departments and outside agencies requesting comments with a timeline for responses.

### Step 6: Preliminary Open House

Where a concept plan is specifically associated with the redevelopment of an existing established area within the City, the DRC may require the developer to host and facilitate a preliminary open house. The City is responsible for arranging the open house (securing a facility and circulation of advertising). The PGD Department attends the open house to answer any City related questions, and observe and record the comments and feedback between the developer and the public.



**Step 7: Plan Refinement**

The PGD Department forwards any comments resulting from the plan circulation and preliminary open house (if applicable) to the developer for review and the developer may revise the preliminary concept plan. The developer is responsible for providing the PGD Department a response to any comments the public or City has provided from the preliminary open house (as applicable).

**Step 8: Development Review Committee Meeting**

The developer submits a revised draft concept plan to the PGD Department. The PGD Department may coordinate a DRC meeting to discuss the revised draft concept plan with the developer and determine any outstanding comments and recommendations.

**Step 9: Public Engagement**

If the application is complete and the preliminary concept plan is consistent with the City policies and requirements, a public open house will be arranged. The City is responsible for arranging the open house (securing a facility and circulation of advertising); however, the developer is responsible for hosting the open house including facilitation and supplying the necessary information to the public. The PGD Department attends the open house to answer any City related questions, observe and record the comments and feedback from the public on the concept plan.

**Step 10: Plan Refinement #2**

The PGD Department forwards the comments to the developer for review and the developer may revise the draft concept plan. The developer is responsible for providing a response to the PGD Department regarding any comments the public or City has provided from the public engagement.

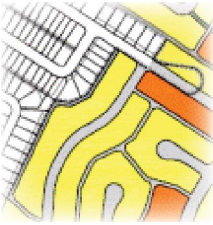
**Step 11: Final Plan Submission**

Once the final concept plan report has been complete; the PGD Department will undertake a final review to ensure that the proposed plans are complete.

**Step 12: Municipal Approval**

Prior to Council's decision on the concept plan, the City will provide public notification of the final concept plan. Council receives the Administration's report and comments from the public hearing, if any, and considers adoption of the concept plan by resolution of Council.





## CONCEPT PLAN CHANGES

Concept plans may need to be changed from time to time. Changes will be categorized as major or minor by the City's Development Officer according to the following criteria.

### Major Changes

Major changes consist of:

- Any changes to land use(s) classification
- A 10 % or greater increase in residential density
- A substantial change to the physical layout (may require supporting studies)
- A significant change that may impact an existing or adjacent neighborhood

A major change is considered an amendment to the concept plan and must follow the concept plan process.

### Minor Changes

Minor changes consist of other changes not classified as major that do not significantly impact the existing or adjacent neighborhood, circulation, or infrastructure servicing plans.

Pre-consultation between the applicant and the City is vital in order to determine the scope of the submission, approval process, and applicable fee for concept plan changes. After discussions with the applicant, the Development Officer will determine whether the change is considered minor or major in nature. Changes to the concept plan will follow the process below.



## APPENDIX A - SAMPLE TABLE OF CONTENTS

1. Introduction
  - 1.1 Background
  - 1.2 Site Context
  - 1.3 Project Vision
  - 1.4 Goals and Objectives
2. Policy Context
  - 2.1 Conformity with existing statutory and non-statutory policy documents such as the OCP, Sector Plans, and Infill Development and Housing Guidelines
3. Site Inventory and Analysis
  - 3.1 Topography
  - 3.2 Existing Features
  - 3.3 Adjacent Land Uses
  - 3.4 Heritage Resources
  - 3.5 Aquatic and Environmental Resources
  - 3.6 Shallow Infrastructure
4. Land Use Strategy
  - 4.1 Plan Design
  - 4.2 Residential
    - 4.2.1 Residential Uses
    - 4.2.2 Schools
    - 4.2.3 All other uses, if any
    - 4.2.4 Population Density and Number of Dwelling Units
  - 4.3 Commercial or Industrial
    - 4.3.1 Commercial or Industrial Land Uses
    - 4.3.2 Design Guidelines, if any
  - 4.4 Open Space, Municipal Reserve, and Environmental Reserve
  - 4.5 CPTED Principles
  - 4.6 Fire and Protective Service Facilities
5. Servicing Strategy
  - 5.1 Circulation Strategy
    - 5.1.1 Modes
    - 5.1.2 Connectivity
    - 5.1.3 TIA
    - 5.1.4 Classifications
    - 5.1.5 Highways and Interchanges
    - 5.1.6 City Wide Trail System / Pathways
  - 5.2 Water and Water Reservoirs
  - 5.3 Sanitary System
  - 5.4 Storm Water System
  - 5.5 Solid Waste and Recycling
6. Implementation
  - 6.1 Phasing
7. Appendices
  - 7.1 Land-Use Plan
  - 7.2 Circulation Plan
  - 7.3 Servicing Plan

*Note: Only the plans, included in the appendices, will be subject to approval; the text of the submission is for information purposes only.*

## APPENDIX B - PLAN SUBMISSION REQUIREMENTS

Application Checklist		
Required	Exempt *	
<input type="checkbox"/>	<input type="checkbox"/>	A draft concept plan that has been prepared in accordance with the City's guidelines
<input type="checkbox"/>	<input type="checkbox"/>	Application fee
<input type="checkbox"/>	<input type="checkbox"/>	Letters of support from all landowners within the plan area
<input type="checkbox"/>	<input type="checkbox"/>	Property titles for all affected properties in the plan area
<input type="checkbox"/>	<input type="checkbox"/>	Landownership map with contact information for the landowners
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Open House
<input type="checkbox"/>	<input type="checkbox"/>	A traffic impact assessment (TIA)
<input type="checkbox"/>	<input type="checkbox"/>	A water servicing report
<input type="checkbox"/>	<input type="checkbox"/>	A wastewater servicing report
<input type="checkbox"/>	<input type="checkbox"/>	A storm water management report
<input type="checkbox"/>	<input type="checkbox"/>	A geotechnical / hydrological analysis
<input type="checkbox"/>	<input type="checkbox"/>	A environmental site assessment (Hazardous or contaminated site assessment)
<input type="checkbox"/>	<input type="checkbox"/>	A biophysical impact assessment (Significant or endangered species assessment)
<input type="checkbox"/>	<input type="checkbox"/>	A historical resource impact assessment
<input type="checkbox"/>	<input type="checkbox"/>	A fiscal impact assessment/cost sharing if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	Other:
<ul style="list-style-type: none"> <li>• Applications will be considered incomplete if any of the above requirements are missing from your submission</li> <li>• Technical studies may be bundled together under one cover, but must be separate from the concept plan document</li> <li>• XX Hard copies of the Concept Plan report with appendices must be submitted in addition to an electronic copy</li> <li>• Digital (AutoCAD and PDF) compatible format file for all figures must be submitted</li> </ul>		
<p>* The City, at its discretion, may waive any of the requirements or may require additional items as they see necessary. The waived or additional requirements should be discussed with the Development Review Committee prior to the submission of the application.</p>		

## APPENDIX C - APPLICATION FORM

For Office Use Only			
Application #:	Date Fee Paid:		
Cash Receipt #:	Amount Paid:	Method of Payment:	Cheque #:
Complete Application Received:		Approval Date:	

Applicant Information	
<input type="checkbox"/> Registered Owner(s)	<input type="checkbox"/> Representative of Owner(s)
Name:	
Company:	
Address:	
City:	Province:
Postal Code:	
Phone Number:	Email:

Site Information			
¼	Sec:	Twp:	Rge:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other Legal Description:			

Project Description			
<input type="checkbox"/> New Concept Plan	<input type="checkbox"/> Change to the Concept Plan		
Development Type:	<input type="checkbox"/> Residential	<input type="checkbox"/> Industrial	<input type="checkbox"/> Commercial
<input type="checkbox"/> Other:			
Project Name:			
Plan Area (ha):	# of Landowners (existing):		
# of Residential Units (proposed):	Density (people / ha proposed):		
Other Information:			

_____ Applicant Signature	_____ Applicant Name (printed)	
Date:		
Submission by Mail:	Submission by Delivery:	Contact us at:
City Of Swift Current Planning and Growth Development Department PO Box 340 Swift Current, SK S9H 3W1	City Of Swift Current Planning and Growth Development Department 177 1st Ave NE Swift Current, SK S9H 2B1	Email: <a href="mailto:plng@swiftcurrent.ca">plng@swiftcurrent.ca</a> or Call: (306) 778 – 2740

## APPENDIX D - TRAFFIC IMPACT STUDY TERMS OF REFERENCE

What is a Traffic Impact Assessment?

A traffic impact assessment (TIA) at the Concept Plan level is intended to assist the City of Swift Current (City) in reviewing the transportation related aspects of a proposed new development. The TIA will consider access to, from, and within a neighbourhood for passenger and commercial vehicles, bicyclists, and pedestrians. The TIA will provide conceptual level design recommendations to ensure that all road users are accommodated safely and efficiently.

When is a TIA required?

A TIA is required for all Concept Plans.

A TIA is also required for all proposed amendments to Concept Plans; however, where the development enabled by the amendment results in a less than 50 additional vehicle trips per hour and no significant effect on pedestrians and cyclists, the TIA may take the form of a short letter warranting that the proposed Concept Plan amendment does not have a significant traffic impact.

A TIA may also be required as a condition of a building permit or zoning change for an individual site. This scale is not included in the scope of this policy at this time. Specific requirement should be discussed with the City.

Who is responsible for the TIA?

The developer shall be responsible for preparing the TIA. Where there is more than one developer for a Concept Plan area, or adjacent areas, the developers are encouraged to make arrangements to produce a single, comprehensive TIA for the combined areas.

A TIA must be completed by a Professional Engineer registered in Saskatchewan and qualified to perform transportation engineering or transportation planning studies.

The developer, group of developers, and their engineer(s) are referred to herein as the Proponent.

What are the City of Swift Current's Goals?

It is the City's goal that roads and streets should be designed for efficient traffic flow, while being mindful of the cost of construction and maintenance. Table 1 summarizes the level of service (LOS) and volume to capacity ratio (V/C) targets that shall be achieved.

	Unsignalized		Signalized	
	LOS	V/C	LOS	V/C
Overall Intersection	N/A	0.85	D	0.85
Worst Approach	D	0.85	D	0.85
Worst Movement	E	0.85	E	0.85

The term "Pedestrian" includes a wide spectrum of users: including able-bodied adults, wheelchair users, children, and seniors. The term "Cyclist" includes children and adults traveling for commuter or recreational purposes.

For Pedestrians and Cyclists, connectivity and safety are the key concerns, rather than capacity. The TIA shall consider Pedestrian and Cyclist desire lines to, from, and within the Concept Plan area and ensure that appropriate accommodation is provided. Appropriate accommodation means infrastructure that is safe and that does not result in substantial deviations from these desire lines. In some cases, pedestrian walkways, pathways, and crosswalks may be required to ensure Pedestrians and Cyclists are appropriately accommodated. Pedestrian and Cyclist connections to and from schools, parks, employment areas, and shopping areas shall be of paramount consideration.

### Study Area

The study area shall include all streets and intersections that serve as an access to the Concept Plan area. Streets and intersections within the Neighbourhood Concept Plan area are included, but detailed analysis may be omitted if there is a negligible risk of poor operations. This would typically be the case at intersections between local streets or between a local street and a collector street. Streets and intersections outside the Concept Plan area that will be significantly impacted by the proposed development traffic shall also be included. The full study area must be agreed upon between the City and the Proponent.

For Pedestrians and Cyclists, the study area should be sufficiently broad as to ensure connectivity to existing walking and cycling routes.

### Data and Background Information

The Proponent should contact the City to determine if any data or studies exist that will be relevant for the TIA. However, the Proponent is responsible for ensuring any existing data or studies are valid, and for collecting any additional data that is required.

### Content of the Report

The following lists some of the suggested content of the TIA report. This list is not to be considered all-inclusive, as each study will have unique needs.

- Description and map of the Study Area
- Description and map of the proposed land uses and intensities
- Description and map of development phasing and timelines for completion
- Design hours to be used for analysis
- Horizon year for analysis and background growth
- Existing traffic volumes and traffic conditions
- Existing Pedestrian and Cyclist routes, connections, desire lines, and infrastructure gaps or impediments
- Estimated development related trip generation, distribution, and assignment, including pass-by, internal capture, and modal split
- Horizon year background traffic volumes and traffic conditions
- Horizon year total traffic volumes and traffic conditions

- Proposed Pedestrian and Cyclist routes, connections, and desire lines and strategies to eliminate infrastructure gaps or impediments, if applicable
- Recommended traffic control and geometry for each study intersection
- Signal timing plan for each signalized intersection for each design period

Population growth projections are often used as a proxy indicator of background traffic growth. It is important to recognize that some of the population growth may be included within the Study Area itself. It is important not to double count this growth, as may result in significant additional costs for infrastructure construction and maintenance.

The latest edition of the Institute of Transportation Engineers Trip Generation Manual should normally be used to estimate development trip generation. For special land uses, a site-specific traffic count at a comparable site may be used to estimate trip generation rates.

#### Deliverables

The Proponent shall submit the TIA electronically in Portable Document format (pdf). All analysis reports, traffic data, and any other relevant information not included directly in the TIA shall be included as an appendix. One printed and bound copy, signed and sealed by a Professional Engineer shall also be submitted.

The Proponent and the Engineer may be requested to speak at City Council and/or Committees of Council.

#### References:

*City of Saskatoon Transportation System Impact Study Guidelines, November 1, 2011*

*City of Regina Site Impact Study Guidelines, January 26, 2009*