

Administration Policy



Cœur de Morinville Redistricting Application Procedures

Policy Number: PDA4/2013
Approval Date: June 13, 2013
Supersedes Policy: N/A

SECTION A

1.0 Policy Statements

- 1.1 The purpose of this policy is to establish detailed application processing and consultation requirements for all applications for amendments to Schedule A of the Morinville Land Use Bylaw, being the Land Use District Map, to the Direct Control – Cœur de Morinville Residential (DC-C) District.

2.0 Definitions

- 2.1 Words and expressions have the meanings respectively assigned to them in the Cœur de Morinville Area Structure Plan, Morinville Land Use Bylaw, or in common law.

3.0 Procedures

The following is the general process for the submission and consideration by Morinville of an amendment application to redistrict from a Single Detached Residential (R-1A) District to a Direct Control – Cœur de Morinville Residential (DC-C) District.

Pre-Application Consultations

- 3.1 Prior to submitting an application to Morinville, the Applicant should consult with Administration to discuss their proposal. This may involve one or more meetings depending on the nature and/or complexity of the proposal.

Application Submission

- 3.2 The Applicant shall submit a complete amendment application to Administration. Pursuant to and/or in addition to the Morinville Land Use Bylaw, a complete application requires:
- 3.2.1 Completed Amendment Application form;
 - 3.2.2 Recent title search of the affected land or lands;
 - 3.2.3 Conceptual drawings, prepared to scale, showing the subject site and proposed use and development to be proposed on the site. Such conceptual drawings include, but are not limited to:
 - 3.2.3.1 site plan,
 - 3.2.3.2 parking plan,
 - 3.2.3.3 general landscaping plan,
 - 3.2.3.4 colour elevations of all sides also identifying finishing materials, and
 - 3.2.3.5 massing drawings showing site coverage, height, roof style/pitch, and finishing materials of adjacent buildings which include, at a minimum, two buildings abutting each side and one building abutting the front and/or rear;
 - 3.2.4 Communication Plan, containing a narrative explaining:
 - 3.2.4.1 how the Applicant intends to work with the Administration to determine who are the adjacent and affected neighbours, which shall be, at a minimum, all landowners within 75 m of the subject site,
 - 3.2.4.2 when in the process the Applicant will be making contact with the adjacent and affected neighbours,
 - 3.2.4.3 how the Applicant intends to make contact with the adjacent and affected neighbours, i.e.: written letters, door to door, etc. If the Applicant prefers, letters may be given to Administration for delivery to landowners based on the assessment roll. In all cases, Administration shall comply with the Freedom of Information and Protection of Privacy Act;
 - 3.2.4.4 what the Applicant intends to show in terms of drawings, diagrams, finishing materials, etc. At a minimum, all drawings required as part of application must be presented;
 - 3.2.4.5 where the Applicant will meet with the adjacent and affected neighbours;
 - 3.2.4.6 how the feedback the Applicant receives from the adjacent and affected neighbours will be incorporated into project; and
 - 3.2.4.7 how the Applicant intends to follow up with the adjacent and affected neighbours if necessary;and
 - 3.2.5 Payment of application fees established by Council.

- 3.3 Administration shall review the amendment application for completeness, and notify the Applicant in writing. In reviewing the Communication Plan, Administration shall either:
 - 3.3.1 approve the plan, noting minor changes required, if any; or
 - 3.3.2 request the Applicant to revise and resubmit the Communication Plan, with detailed reasons stating why it was not approved.
- 3.4 Administration may refuse to accept an application as complete, where, in its sole opinion, the information supplied is insufficient or of insufficient quality to properly evaluate the application. If this is the case, Administration shall notify the Applicant in writing of any deficiencies in the application.
- 3.5 Once an application is deemed complete, Administration shall request an Amendment Notice Sign be posted in accordance with the Morinville Land Use Bylaw, despite whether or not the proposal would redistrict lands in conformity with the Cœur de Morinville Area Structure Plan.

Neighbour Consultation

- 3.6 Notwithstanding article 3.2, an Applicant may, at their own risk, undertake neighbour consultation prior to formally submitting an amendment application. Prior to undertaking neighbour consultation, an Applicant should submit a Communication Plan, as described in article 3.2.4, for review and approval by Administration, approval of which shall not be unduly withheld in accordance with article 3.3. Without such approval, Administration may require the Applicant, at their sole expense, to undertake whatever actions may be necessary to rectify any deficiencies in the Communication Plan or its implementation in accordance with this Policy.
- 3.7 The Applicant shall undertake, at their sole expense, the implementation of the Communication Plan. The neighbour consultation shall be completed to the satisfaction of Administration, and the Applicant shall submit a Neighbour Consultation Report before an amending bylaw will be presented to Council for First Reading. The Neighbour Consultation Report shall, at a minimum, summarize:
 - 3.7.1 Methodology – who are the adjacent and affected neighbours, and when and how they were contacted.
 - 3.7.2 Neighbour Engagement – when/where interactions took place, and what information was presented.
 - 3.7.3 Feedback – summarise the information gathered from the adjacent and affected neighbours, and provide a description of how this feedback will be incorporated into project, and any follow up, if necessary.
- 3.8 Administration shall review the Neighbour Consultation Report for completeness. Based on its results, a meeting may be held between Administration and the Applicant to resolve any outstanding issues (either from the Neighbour Consultation Report or

internal/external agency referrals). More than one meeting may be required if outstanding issues are difficult to resolve. Once all parties are satisfied, the application shall be presented to Council for consideration; however, the Applicant may opt to submit for Council's consideration without full support of Administration if an impasse has been reached and they wish to make their case directly to Council.

Amending Bylaw

- 3.9 All amendments to the Morinville Land Use Bylaw shall be made by Council by Bylaw in conformity with the Municipal Government Act.
- 3.10 In presenting an amending bylaw to Council for First Reading, the Report to Council shall include an analysis evaluating the proposal in context with adjacent buildings. This evaluation shall, at a minimum, analyze:
 - 3.10.1 The overall 'fit' with the existing character of immediately adjacent buildings on all sides in terms of height, scale, massing, setbacks, location of garage (if applicable), roof slope, and exterior finishes.
 - 3.10.2 That the building does not block an unreasonable amount of sunlight from reaching the adjacent properties. Typically speaking, this would require that setbacks and height comply with general regulations. Otherwise, a sun/shadow diagram may be required.
 - 3.10.3 That the building does not significantly erode backyard privacy of the adjacent properties. Typically speaking, this would require that setbacks and height comply with general regulations.
 - 3.10.4 That site coverage is within 10-15% of the existing adjacent properties, except between different land use designations (i.e.: residential and commercial) where landscaped buffers are provided/required. Typically speaking, this should be based on information presented in the site plan, massing drawings, and/or landscaping plans.
 - 3.10.5 That the development retains healthy mature trees where feasible. Typically speaking, this would be based on information presented in landscaping plans.
 - 3.10.6 That the exterior design of structures complies with the Architectural Guidelines and/or the recommendations of the Design Review Panel, if established.

SECTION B

1.0 Reference to other Policy and Legislation

Cœur de Morinville Area Structure Plan Bylaw 7/2013

Morinville Land Use Bylaw 3/2012, as amended

Cœur de Morinville Redistricting Application Policy PD184/2013

2.0 Persons Affected

Planning and Development Department

3.0 Review/Revision History and Author

N/A

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