



Planning & Development 2016

Overview

Planning & Development provides policy, long range planning and current planning and development services to the community, stakeholders and developers while working closely with all other Town departments to create a sustainable community.

Mission

Consider quality of life and availability of infrastructure while facilitating long-term growth in a manner that creates a complete and sustainable community.

Key Service Deliverables

- Provide professional planning support through the creation of land use plans, policies and bylaws, monitors their progress, and responds to change through community engagement and education to guide the growth of the Town
- Provide current planning and development services to customers including interpretation and application of land use bylaws, processing applications to subdivide lands, and processing of development permits
- Manage compliance with legislation and enforcement of land use bylaws and development permits

Key Service Deliverables Cont.

- Provide planning services to customers such as: fulfilling requests for information, creating compliance letters, reviewing real property reports, providing registration and release of caveats and development agreements, processing building, plumbing, gas and electrical permit applications, preparation of forms and notices, undertake site inspections, road closures, open houses, public hearings, stop orders, update the land use bylaw, circulation of applications and presentation of reports to MPC, SDAB and Council
- To follow and implement the Planning and Development annual Business Plans as approved by Council
- To follow and implement the Planning and Development annual operating budget as approved by Town Council
- Work closely with internal and external groups in an effort to achieve the Strategic and Business Priorities of Council and the Planning and Development Department

Key Community Statistics

- 2016 Sundre population – 2,700
- 2037 Sundre population forecast – 5,500
- The Town currently has:
- Undeveloped Residential Parcels – 97
- Undeveloped Commercial Parcels – 24
- Undeveloped Industrial Parcels – 18
- Taxable Parcels:
- Residential Parcels – 1382
- Commercial/Industrial Parcels - 218

Key Department Statistics

- Staffing of 2.25 FTE
 - Director of Planning & Operational Services (0.25)
 - Planner (1)
 - Development Officer (1)

2016 Budgets and Projects

- 2016 Operating Budget: \$336,253
- 2016 Department Projects:
- Continue to review and update the Land Use Bylaw to align with the Town's 2013 Municipal Development Plan.
- Review and create new contract with Superior Safety Codes for one year (Current contract expired March 2016).
- Undertake fee comparison review and create new proposed fee schedule as required.

2016 Key Initiatives

- Update the Department 5 year Business Plan
- Create a 2 year Operating Budget for 2017-2018
- Continue to work positively and creatively with developers who are looking to create new residential, commercial or industrial development
- Continue to provide excellent planning services to all existing stakeholders, landowners and the business community
- Increase opportunities for communication, public consultation/engagement and planning education with the public with regards to Town Plans, Bylaws, new development, planning projects etc.

Key Initiatives Cont.

- Continue to provide assistance to Alberta Transportation with the future redesign of the Highway 27 Corridor if required
- Carry out site visits and enforcement tasks to ensure all new and existing developments comply with the approvals given by Council and MPC and conform to the Town's Land Use Bylaw
- Provide planning assistance as needed to Community Services, Economic Development and Operational Services to ensure their Capital and Operating projects are successful
- Continue to provide excellent customer service to all members of the organization, the Community and the general public

Looking Forward - 2017 and 2018

Department Priorities

- Continue the Land Use Bylaw review and updates to align with the Town's MDP and any new MGA amendments
- Create a new 3 year Safety Codes Contract
- Work with a consultant to create an Area Redevelopment Plan for the SE Industrial and Commercial area on the East side to align with the MDP and resolves issues connected with land use, transportation network, stormwater drainage, water and wastewater infrastructure, MR/Public space areas etc. The goal is to create a Plan that will initiate new commercial and industrial development in this SE area to help diversify the tax base, provide lands for new businesses to develop and provide the community with new employment opportunities

Looking Forward - 2017 and 2018

Department Priorities Cont.

- Assist Community Services with revision of the Open Space and Trails Plan with regard to future type and location of all public spaces
- Assist Economic Development with any planning and land use research on possible future Satellite Campus location
- Work with Alberta Transportation to review Highway 27 Functional Study and sort out issues with access etc along the Corridor

Key Issues which Impact the Planning and Development Department

- The Town's Land Use Bylaw is out of date and does not align with the new Municipal Development Plan which is causing problems for applicants/developers and planning staff. The revision of this document is ongoing but it is a very time consuming process as there is no individual staff member dedicated solely to this project.
- Most of the Town land area is not covered by specific planning documents such as Area Structure Plans, Area Redevelopment Plans, Concept or Outline Plans, which makes it very difficult for the Planning department to provide the best customer service to applicants, when providing information, answering questions, processing applications etc.

Key Issues which Impact the Planning and Development Department Cont.

- The Town does not have a centralized digital Records Management System which is a high risk factor for the Planning department as legal and planning and development files and other important information is not safe from loss due to fire, flood etc (Slave Lake example) as all records are stored in the Town office file room.
- The work load continues to be high for the Planning department as it deals with documents that are out of date, such as the IDP and LUB, complaints from the community about aging infrastructure, which affects planning applications, and complaints from potential developers about the lack of infrastructure in place to attract new development and investment.



Thank You