



Guidelines for Preparing Secondary Plans & Concept Plans

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1.0 INTRODUCTION

What Are Secondary Plans and Concept Plans?

“Secondary Plans” and “Concept Plans” are used by the City of Regina to guide the development of new neighbourhoods and employment areas (e.g. new commercial and industrial parks) in the city. These planning instruments are also used to guide the redevelopment or intensification of existing neighbourhoods and employment areas. Secondary Plans and Concept Plans provide direction for land-use (zoning); the provision of community services (e.g. parks, recreation, schools); the provision of utility services (e.g. water, wastewater and stormwater) and the provision of transportation services (e.g. roadways and transit).

Secondary Plans and Concept Plans include a combination of text, maps and graphics, and are supported by accompanying technical reports that substantiate proposed solutions for the utility and transportation networks proposed in the plans. Where a Secondary Plan applies to a proposed new neighbourhood, it is referred to as a “Neighbourhood Plan”.

What’s The Difference Between a Secondary Plan and a Concept Plan?

Secondary Plans differ from Concept Plans in the following way:

Secondary Plans	Concept Plans
<ul style="list-style-type: none">Secondary Plans include policy statements, which are legally binding	<ul style="list-style-type: none">Concept Plans include descriptive text, but not actual policy statements
<ul style="list-style-type: none">Secondary Plans generally address a broad spectrum of issues	<ul style="list-style-type: none">Concept Plans generally only identifies the location of land-use, utility and transportation services and phasing
<ul style="list-style-type: none">The entire Secondary Plan document is subject to approval	<ul style="list-style-type: none">Only the key maps of the Concept Plan (e.g. land-use and circulation) are subject to approval
<ul style="list-style-type: none">Secondary Plans generally apply to a very large area and provide high level policy direction (although, this is not always the case)	<ul style="list-style-type: none">Concept Plans generally apply to smaller tracts of land (e.g. infill sites or development phases), and provide detailed direction
<ul style="list-style-type: none">Secondary Plans are approved by bylaw, and require approval by the Province	<ul style="list-style-type: none">Concept Plans are approved by resolution only

When Are Secondary Plans and Concept Plans Required?

The City may require the preparation of a Secondary Plan and/ or Concept Plan(s) to provide a land-use and servicing solution for a development proposal (e.g. proposed new neighbourhood or employment area). Where a Secondary Plan or Concept Plan is required, it would be prepared and adopted prior to rezoning and subdivision application or approval.

For larger tracts of land (e.g. a “section” of land or larger), generally, a Secondary Plan would be required for the total plan area, and separate Concept Plans would be required for each development phase within the overarching plan area. Where both a Secondary Plan and a Concept Plan(s) are required, the Secondary Plan and Phase I Concept Plan can be applied for, and processed, concurrently. Additionally, in this context, the Concept Plan (land-use plan and circulation plan only) would be appended to the Secondary Plan.

Who Is Responsible For Preparing Secondary Plans and Concept Plans?

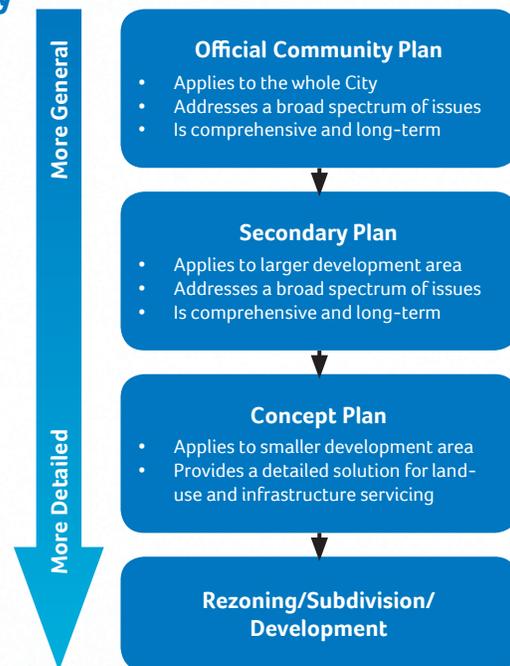
The individual or company applying for the development application, or the landowner, is generally responsible for preparing the Secondary Plan and Concept Plan. Because Secondary Plans and Concept Plans are technical documents, and have significant implications for future land-use and infrastructure servicing, they must be prepared by a qualified professional, such as planning consultant or multi-disciplinary firm that includes planning and engineering services. The Secondary Plan and Concept Plan must reflect the requirements of these guidelines, and other applicable requirements.

What Is The Relationship Between A Secondary Plan/ Concept Plan and the City's OCP?

The City's Official Community Plan (OCP) is an overarching city-wide policy document used to guide growth, development, servicing, and other important issues, across the City. The OCP is comprehensive in nature – meaning that it provides long-term direction for a broad spectrum of general, high-level issues.

Secondary Plans and Concept Plans differ from the OCP by providing direction for the growth and development of particular areas within the City. Again, Secondary Plans differ from Concept Plans by addressing larger development areas and a broader spectrum of issues; whereas Concept Plans, on the other hand, provide detailed direction for smaller tracts of land (e.g. infill sites or development phases).

Secondary Plans and Concept Plans form part of the OCP and must be in conformity with the OCP. Where a Concept Plan is prepared for a development phase covered by an overarching Secondary Plan, the Concept Plan will be appended to that Secondary Plan.



What Is The Relationship Between A Secondary Plan/ Concept Plan and Other City Guidelines?

Secondary Plans and Concept Plans should be in conformity with the following documents:

- Official Community Plan
- Transportation Master Plan
- Development Standards Manual
- Open Space Management Strategy

2.0 PLAN CONTENT/ PURPOSE

What Type of Information Does a Secondary Plan Include?

Secondary Plans address a broad spectrum of issues relating to the growth and development of a particular area (e.g. new neighbourhood or employment area). Basically, Secondary Plans form part of the OCP and can address any matter that an OCP can address – the difference being: the OCP applies to the whole City, whereas a Secondary Plan applies to a proposed development area. Secondary Plans should include the following:

- A combination of text, policy statements, maps and graphics;
- High-level direction for the full build-out of an area, including strategies for land-use and community, utility and transportation services;
- Structured sections, for each element, which includes introductory text, a list of objectives, policy statements and associated maps and graphics;
- A series of maps that show, conceptually, the location of future land-use, generally, and the conceptual location of major utility and transportation networks;
- An implementation and phasing strategy, including direction for the preparation of detailed Concept Plans for individual development phases.
- A capital improvement plan, which describes all of the major infrastructure and facility construction projects that are required to accommodate each phase of development, including any off-site, “downstream” improvements or upgrades.

A key component of Secondary Plans are the policy statements for each element, as these are binding and provide clear direction for implementing the project.

What Type of Information Does a Concept Plan Include?

Concept Plans provide a detailed strategy for land-use, parks/ open space and utility and transportation networks (as opposed to the high-level and conceptual solution addressed through Secondary Plans). Whereas Secondary Plans generally apply to large development areas, Concept Plans apply to smaller tracts of land, such as infill sites and development phases within a Secondary Plan context. Concept Plans should include the following:

- A combination of background text maps and graphics;
- Detailed strategy for the location and layout of land-uses, parks/ open space and utility and transportation networks;
- Structured sections, for each element, which includes background text and associated maps and graphics;
- A series of maps that show the specific location of land-uses, parks/ open space and utility and transportation networks.

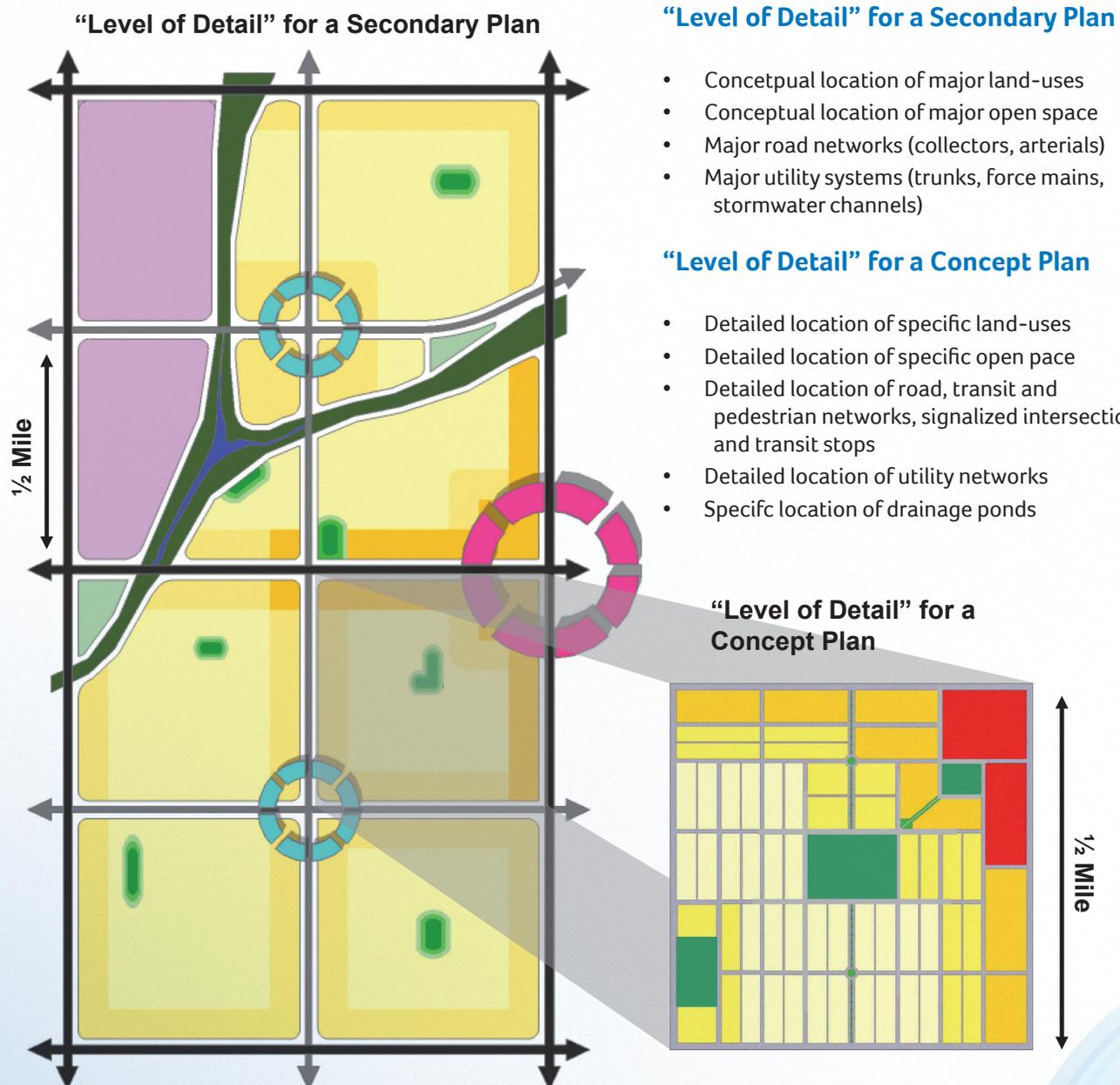
Note: A key component of Concept Plans is the Land-Use Plan and the Circulation Plan, as these alone are subject to approval. Although the Concept Plan document will contain descriptive text, and other maps and information, which substantiates the various plans and elements, this is considered background information only.

Where a Concept Plan applies to an area covered by a high-level Secondary Plan, the Land-Use Plan and the Circulation Plan will be appended to the Secondary Plan.

What “Level of Detail” Is Appropriate For Secondary Plans Versus Concept Plans?

“Level of Detail” applies to maps and graphics associated with Secondary Plans and Concept Plans. A proposed two dimensional development concept (e.g. proposed residential neighbourhood or subdivision) can be shown from the perspective of a “bird’s eye view” (from a far away distance), or can be shown as if it is “close up” (from a short distance). (See Appendix B or additional clarification respecting “level of detail”)

Because Secondary Plans address large areas, and involve a long-term planning horizon to achieve the full build-out, the information should be high-level and conceptual – there is no need for the maps and figures to show detailed information. Concept Plans, on the other hand, address small development areas that will be fully developed and serviced within 1-5 years; therefore, detailed information is expected.



3.0 PLAN PREPARATION/ REVIEW PROCESS

Step 1	Preliminary Meeting	<p>Meet with City staff to confirm:</p> <ul style="list-style-type: none"> • Whether the subject property is within a current “growth area”; • City’s requirements/ assumptions pertaining to servicing analyses; • Preliminary land-use and design considerations; <p>Note: This should be done before drafting preliminary land-use plan.</p>
Step 2	Site Analysis	<p>The next step is for the applicant to identify the development area and potential of the site. This will require you to secure a qualified professional to complete the tasks noted in Appendix D (Site Analysis Requirements).</p>
Step 3	Preliminary Design	<p>The next step is for the applicant to carry out a “design charrette” in order to identify a preliminary design (street network, block pattern and land-use configuration). This will require you to secure a qualified professional to complete the tasks noted in Appendix G (Design Charrette Requirements).</p> <p>Note: Design charrettes are only required for Secondary Plan preparation; however, the City recommends design charrettes for Concept Plans as well.</p>
Step 4	Servicing Analysis	<p>Following the preparation of an initial design, the next step is for the applicant to undertake an analysis of transportation and utility (waster, wastewater and stormwater) servicing. This will require you to secure a qualified professional to complete the tasks noted in Section 4.3 (Servicing Analysis Requirements).</p>
Step 5	Plan Preparation	<p>Prepare draft Secondary Plan and/ or Phase one Concept Plan. Note: The Secondary Plan and Concept Plan must be prepared by a qualified professional, and must be in accordance with these guidelines.</p>
Step 6	Application Submission	<p>Submit application form and fee, plan documents and all associated studies and technical reports.</p> <p>Note: The studies and technical reports may be bundled under one cover (or a separate “Utility Report” and TIA), but the Secondary Plan and Concept Plan must be submitted as separate documents.</p>
Step 7	Open House	<p>If the application is complete, and there are no major inconsistencies with the City policies or requirements, then the required public open house can be arranged.</p> <p>Note: The City is responsible for arranging the open house (securing facility and advertising); however, the applicant must attend the open house and supply information (e.g. project overview) to the public.</p>
Step 9	Circulation Review	<p>Concurrent with the open house, the City will circulate the proposed plans to stakeholders for review and comment. This process takes a minimum of 6 weeks.</p>
Step 10	Plan Revisions	<p>Following the open house and technical circulation, the applicant will be required to revise the proposed plans based on the comments received.</p>
Step 11	Final Submission	<p>Once the proposed plans have been revised based on the open house and circulation feedback, the City will undertake a quick review to ensure that the proposed plans are complete.</p>
Step 12	Approval Process	<p>Once the City has confirmed that the proposed plans are complete, the plans will be forwarded to the Regina Planning Commission (RPC) and City Council for approval consideration. The RPC will review the plans and then make a recommendation to Council. For Secondary Plans, Provincial approval is also required.</p>

4.0 SUBMISSION REQUIREMENTS

4.1 General Requirements

- Secondary Plans and Concept Plans are multi-page documents that include a combination of text, maps, figures and graphics. These planning documents consist of sections and subsections devoted to the various elements that contribute towards the development of a new neighbourhood or commercial area (e.g. land-use, roads and utility servicing, parks and recreation, etc.). However, they differ as follows:
 - o Secondary Plans include succinct policy statements that are legally binding and provide clear direction for implementing the proposed development. Furthermore, Secondary Plans are approved in their totality (meaning: the entire document is subject to approval).
 - o Concept Plans are structured much the same way as Secondary Plans; however, instead of policy statements, the Concept Plan document will simply include text describing the proposed Strategy. Furthermore, only the Land-use Plan and the Circulation Plan are subject to approval (the rest of the document acting as substantiating background information).
 - Sections for the particular elements of the planning document should be broken down into: Overview (1-2 paragraphs); Objectives (succinct list) and Policy (in the case of Secondary Plans) or Strategy (in the case of Concept Plans).
 - The plan/ map figures of Secondary Plans and Concept Plans are crucial, as they illustrate the future layout of a proposed new neighbourhood or commercial area, including land-use and servicing networks.
 - Secondary Plans and Concept Plans must include a:
 - o Land Composition Summary table, which outlines how all lands within the plan area are allocated towards different land-uses and infrastructure (an example of a Land Composition Summary table is included as Appendix C);
 - o Residential Unit/ Population table, which outlines the number of units proposed (based on “low,” “medium” and “high” density categories), as well as corresponding populations.
- Note: For Secondary Plans, the summary must apply to the whole development and for each phase, but can be generalized and approximate.
- The Secondary Plan or Concept Plan, following approval, will become the property of the City of Regina; therefore, the City may need to amend the document, as needed, over time. It is important that the document be submitted in a format that can be easily amended (e.g. Microsoft Word file format).
 - The Secondary Plan or Concept Plan should be prepared by qualified experts with municipal land-use planning, engineering and policy formulation experience.

4.2 Concurrent Submission Requirements

Where a Secondary Plan and Phase I Concept Plan are submitted concurrently for approval, the following requirements apply:

- The Secondary Plan and Concept Plan shall be submitted as separate documents, as per the requirements of these guidelines;
- Only the key plan maps (Land-Use Plan, Circulation Plan) of the Concept Plan shall be subject to approval. Where the Concept Plan forms part of an approved Secondary Plan, these plan maps shall be appended to the Secondary Plan;
- The supporting studies may address both the Secondary Plan and the Concept Plan. There is no need to submit separate studies for both plans; however, the studies must address both the whole plan area and the initial phase.

4.3 Servicing Requirements

	Secondary Plan	Concept Plan
Transportation	<ul style="list-style-type: none"> • A plan showing the location of proposed major roadways (e.g. arterials and major collectors), major transit networks and major pathways/ cycling routes, and how these elements integrate with adjacent lands and city-wide systems • A descriptive overview explaining: <ul style="list-style-type: none"> ◦ the existing transportation situation affecting the proposed development ◦ the proposed transportation strategy and impacts on, and improvements to, city-wide systems (if applicable) • A set of policy statements that provides a solution, or outlines action, for implementing the proposed transportation strategy 	<ul style="list-style-type: none"> • A detailed “Circulation Plan”, which shows the near-precise location of streets (and classification), transit routes and stops, pathways and signalized intersections • A descriptive overview explaining: <ul style="list-style-type: none"> ◦ the existing transportation situation affecting the proposed development ◦ the proposed transportation strategy and impacts on, and improvements to, city-wide systems (if applicable) ◦ conformity with any applicable Secondary Plan
Water/ Wastewater	<ul style="list-style-type: none"> • A plan showing the location and size of proposed major infrastructure (e.g. trunks, forcemains, lift/ pump stations), and how these elements integrate with adjacent lands and city-wide systems • A descriptive overview explaining: <ul style="list-style-type: none"> ◦ the existing water, wastewater situation affecting the proposed development ◦ the proposed utility strategy and impacts on, and improvements to, city-wide systems (if applicable) • A set of policy statements that provides a solution, or outlines action, for implementing the proposed utility strategy 	<ul style="list-style-type: none"> • Detailed plans/ templates for both water and wastewater systems, which show the near-precise location and size of all utility networks and infrastructure • A descriptive overview explaining: <ul style="list-style-type: none"> ◦ the existing water, wastewater situation affecting the proposed development ◦ the proposed utility strategy and impacts on, and improvements to, city-wide systems (if applicable) ◦ conformity with any applicable Secondary Plan
Stormwater	<ul style="list-style-type: none"> • A plan showing the location and size of proposed major infrastructure (e.g. channels, trunks, lift stations), catchment areas and flow patterns, and how these elements integrate with adjacent lands and city-wide systems • A descriptive overview explaining: <ul style="list-style-type: none"> ◦ the existing drainage situation affecting the proposed development ◦ the proposed utility strategy, including overall detention requirements, and impacts on, and improvements to, city-wide systems (if applicable) • A set of policy statements that provides a solution, or outlines action, for implementing the proposed utility strategy 	<ul style="list-style-type: none"> • Detailed plans/ templates for stormwater systems, which show the near-precise location and size of all utility networks and infrastructure, including detention ponds • A descriptive overview explaining: <ul style="list-style-type: none"> ◦ the existing drainage situation affecting the proposed development ◦ the proposed utility strategy, including overall detention requirements, and impacts on, and improvements to, city-wide systems (if applicable) ◦ conformity with any applicable Secondary Plan
<p>Note:</p> <ul style="list-style-type: none"> • Strategies for transportation and utility servicing must be substantiated through computer modelling, and must be in conformity with the City’s Development Standards Manual requirements. A “Utility Report”, for water, wastewater and storm water will be provided, which summarizes the modeling work and servicing strategy • Secondary Plans must include a capital improvement plan, which describes the major infrastructure construction undertakings required to accommodate each proposed phase of development, including improvements to “downstream”, city-wide, systems. Confirmation of these projects would be highlighted at the Concept Plan stage 		

4.4 Policy Requirements (Applies to Secondary Plans only)

- The land-use strategy and servicing strategy sections should have policy subsections for each major element. Each policy subsection should be preceded by an overview, which describes the context and issues and objectives.
- The intent of the policy statements are to provide clear direction for specific action requirements needed to be undertaken to achieve the vision and objectives.
- Policy statements should provide articulate direction for achieving specified actions that are required to realize the Secondary Plan or Concept Plan and that are within the regulatory jurisdiction of the City (as authorized by Provincial legislation).
- Words like “should,” “shall” and “may” should be carefully used, as they have legal implications. Technical illustrations and graphics are encouraged, which convey the intent of the policy.
- Avoid “marketing” style imagery; although, technical illustrations used to convey, graphically, the meaning of policy is supported.
- Avoid proprietary information, which suggests that the Secondary Plan or Concept Plan is owned by the landowner. Secondary Plans and Concept Plan, following approval, become the property of the City of Regina. However acknowledgement of authorship is acceptable.

4.5 Formatting and Submission Requirements

- Secondary Plan or Concept Plan: Five (5) copies on 21.5 cm x 28 cm (8½” x 11”) paper. Check with project manager as more copies may be required.
- Technical Reports/ Servicing Analysis: Two (2) copies on 21.5 cm x 28 cm (8½” x 11”) paper.
- In addition to hard copies: electronic copies submitted via email, disk or flash drive.
- The above noted requirements apply to the initial submission, the final submission and any other submissions.
- For the final submission, the City prefers that electronic copies of the proposed plans be provided in Microsoft Word file format.
- Structure should be based on an orderly numbering system (sections and subsections, etc.), as follows: 1.0 (section); 1.1 (subsection); 1.1(a) (clause); 1.1(a)(i) (subclause).
- Font Type (preferred): Aerial; Font Colour: Black; Font Size (Body Text): 11 Point; Font Size (Headings): Varying; Text Alignment: Left; Spacing: Single; Orientation: Portrait; Column: Single Column Only.
- The Secondary Plan or Concept Plan should be on 8½” x 11” paper; portrait oriented.
- All required maps submitted must include appropriate title, plan boundaries, north arrow, scale, legend.
- Ensure that the Secondary Plan or Concept Plan is comprised, completely, of 8 ½ x 11 sheets. Avoid including maps that are legal or tabloid size.
- Colour coding of maps should be in accordance with Appendix F.

4.6 Application Requirements

Following the preliminary planning work noted in Section 3.0 (steps 1-5), the application must be submitted. It is the general practise of the City to withhold further processing and review, until the following is submitted:

- The draft Secondary Plan and/ or Concept Plan;
- The application form and fee;
- The following studies (unless waived by the City): TIA; Utility Report; any other study, as required

APPENDICES

Appendix A – Sample Table of Contents

For a proposed Secondary Plan:

1. Introduction

- 1.1. Background
- 1.2. Site Context
- 1.3. Project Vision
- 1.4. Goals/ Objectives

2. Site Inventory

- 2.1. Topography
- 2.2. Natural Features
- 2.3. Built Features
- 2.4. Heritage Resources

3. Land Use Strategy

- 3.1. Community Design
 - 3.1.1. Overview
 - 3.1.2. Policy
- 3.2. Residential
 - 3.2.1. Overview
 - 3.2.2. Policy
- 3.3. Commercial
 - 3.3.1. Overview
 - 3.3.2. Policy
- 3.4. Civic/ Recreation
 - 3.4.1. Overview
 - 3.4.2. Policy
- 3.5. Open Space
 - 3.5.1. Overview
 - 3.5.2. Policy

4. Servicing Strategy

- 4.1. Transportation
 - 4.1.1. Overview
 - 4.1.2. Policy
- 4.2. Water
 - 4.2.1. Overview
 - 4.2.2. Policy
- 4.3. Wastewater
 - 4.3.1. Overview
 - 4.3.2. Policy
- 4.4. Storm Water
 - 4.4.1. Overview
 - 4.4.2. Policy

5. Implementation

- 5.1. Phasing/ Staging
- 5.2. Concept Plans

6. Appendices

- 6.1. Approved Concept Plans
- 6.2. Demonstration Plan
- 6.3. Capital Improvement Plan
- 6.4. Design Guidelines (optional)

Technical Submissions:

- Site Assessment (site inventory, geotechnical, biophysical, heritage, etc.)
- Utility Servicing Report (water, wastewater, stormwater)
- Traffic Impact Analysis

Note: The technical documents noted above would form separate submissions, but would be submitted concurrently with Secondary Plan and/or Concept Plan application

Note: Concept Plans would follow a similar outline, but would not include policy sub-sections, and would not include an implementation section, (excepting a staging plan) or appendices.

Appendix B – Level of Detail - Continued

Level of Detail - Continued	
Secondary Plans	<p>Secondary Plans will generally provide high level direction only, as follows:</p> <ul style="list-style-type: none"> • Categories of land-use should be shown conceptually, as follows: <ul style="list-style-type: none"> o Residential densities do not have to be shown, excepting the conceptual location of high density (use “blurred” boundaries and amorphous polygon shapes to convey conceptual nature); o Major commercial only needs to be shown; proposed urban centres and neighbourhood hubs should be shown, as other locations for commercial and mixed-use development; o Major open space element only need to be shown, such as zone level parks, areas potentially qualifying as environmental reserve, etc. • Major elements of city networks (roads and utilities) should be shown conceptually, as follows: <ul style="list-style-type: none"> o For roads, only arterials and major collectors should be shown. Additionally, the plan should address integration with city-wide networks and should identify the location for major upgrades outside of the plan area. o For water, wastewater and storm water, focus should be on trunks, major facilities and major drainage routes or detention facilities. It is not permissible to show local streets or the precise location of the entire servicing network, except in optional “Demonstration Plans.” • Issues and policy relating to urban design, social/ cultural and economic development may also be addressed in a Secondary Plan. <p>Note: Notwithstanding the general nature of Secondary Plans, development proponents are encouraged to submit a “Demonstration Plan,” which shows the detailed layout of the whole development; however, this should be added to the appendices, and it should be noted that it is for “illustrative purposes only.” The benefit of having this information is that it provides an “idea” or “vision” for the detailed build-out without being binding in nature.</p>
Concept Plans	<p>Concept Plans will provide direction for the detailed location of land-use and servicing networks, as follows:</p> <ul style="list-style-type: none"> • Categories of land-use should be shown in their “near precise” location including: <ul style="list-style-type: none"> o Location of different types of land-use (e.g. “residential,” “local commercial,” “large format retail commercial,” “medium Industrial,” “school site”); o Location of different types of open space (e.g. municipal reserve, environmental reserve, municipal utility buffer parcel, municipal buffer); o Residential densities (e.g. “low,” “medium,” “medium-high,” “high” - density). • The location of servicing networks should be shown, including all streets and lanes, pedestrian and cycling routes, transit routes and stops, signalized intersections, water, wastewater and storm water alignments, and detention ponds. • Scaled size and shape of MR space, ER Space, other open space categories including location of greenways and multi-use pathways. <p>Note: The following types of detailed information would, generally, be reviewed at the subdivision stage (as opposed to the Secondary Plan or Concept Plan stage): design of infrastructure facilities; detailed landscape design; site design</p>

Appendix C – Example Land-Use Composition Table

LAND COMPOSITION SUMMARY									
Land-Use Classification		Phase 1		Phase 2		Phase 3		Plan Area	
Category	Type	Area(ha)	%	Area(ha)	%	Area(ha)	%	Area(ha)	%
Undevelopable Area	Environmental Reserve								
	City-Wide/ Regional Utilities								
	Highways/ Arterials								
	Municipal Buffers								
	Waterways/ 1:500 Year Flood Plains								
	Existing Land-Uses								
	Restricted Areas								
	Other								
	Total								
Non Residential Area	Employment Area								
	Zone level Park								
	City-Wide/ Regional Facility								
	Other								
	Total								
Net Residential Area	Residential Parcels								
	Mixed-Use Parcels								
	Neighbourhood Commercial								
	Neighbourhood Institutional								
	Neighbourhood Streets								
	Neighbourhood Utilities								
	Municipal Reserve								
	Other								
	Total								
TOTAL GROSS AREA			100%		100%		100%		100%

Appendix D – Site Inventory Analysis Requirements

The purpose of the site analysis is to determine the development potential of an area, and to identify features that pose as a constraint to development, or features that should be protected or conserved. The site analysis should be carried out very early on in the planning process, as it will inform how the land-use plan evolves. Through a qualified professional, a site analysis document, which includes a combination of descriptive text, maps and graphics, should be prepared, which addresses the following:

Assessment	Description
Geotechnical Assessment	Geotechnical and hydrological characteristics, including: floodplains, slope stability, aquifer sensitivity/ groundwater conditions, soil conditions, etc.
Biophysical Assessment	A biophysical assessment that identifies and categorizes any existing natural areas, fauna inhabitants, environmentally sensitive areas, wetlands, etc.
Topographical Assessment	Site contour map identifying 5 metre contour intervals within the plan area, and showing general drainage features
Infrastructure Assessment	The location of all existing infrastructure (roads, pipes, easements and ROWs) within, and adjacent to, the proposed development area
Built Features Overview	The location of all existing land-uses and built features, including: buildings (occupied and abandoned), gas/ petroleum installations, etc.
Historical Resources Assessment	An inventory of the heritage and archaeological potential of the development area, in accordance with Provincial requirements
Hazard Assessment	The location of any existing rail line, airport flight path, gas/ petroleum installations, flood ways, heavy industrial, etc., as well as applicable setbacks
Constraints Assessment	Any site constraints, such as contaminated sites, etc., through an environmental site assessment (Phase I ESA)
Landowner Overview	Demonstrate what other landowners are involved (if any), and whether they support or oppose the proposed development. A map should be included, identifying landownership

Key to the Site Analysis, will be a site inventory map, which shows the location of: all on-site and adjacent built and natural features; any constraints and associated setbacks, including those emanating from adjacent properties; pipelines; easements and ROWs, etc.

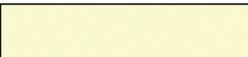
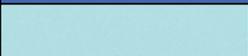
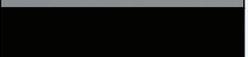
For Secondary Plans, a more “high-level” treatment of the site analysis may be undertaken, with more detailed analysis, or partial deferral of analysis, carried out at the Concept Plan level. Secondary Plans should show the general location of known conditions, constraints and features; Concept Plans should include detailed assessments of existing conditions, constraints and features, and should provide detailed solutions for setbacks, where applicable. (For instance, the Secondary Plan should show the location of an existing pipeline corridor; whereas, the Concept Plan should include specific setbacks based on a risk analysis).

Appendix E – Digital Submission Requirements

- Prior to the development of Secondary Plans and Concept Plans, it is essential that applicants contact and pre-consult with the GIS and Graphics Planning staff in the Planning Department regarding the digital submission standards and requirements.
- Applicants are required to submit the AutoCAD and/or Esri GIS file(s) used to generate the maps and graphics contained within Secondary Plan and Concept Plan reports. At the Secondary Plan level, either AutoCAD or Esri GIS file submission is acceptable; however, at the Concept Plan level, AutoCAD files are required. Upon submission of these files to the City, they become the legal property of the City of Regina Planning Department to alter, copy, and disseminate for related purposes.
- The City's digital submission standards for Secondary Plans and Concept Plans include a list of specific layer names and layer colours for mapping purposes to be used as the standard within the AutoCAD / Esri GIS applications, and all features must be placed in their appropriate layers and feature categories and labelled accordingly. AutoCAD systems which use a numbering system for layers instead of names must also include a conversion chart explaining which layer number equals which layer name.
- The City's required layer naming system and colour schemes for both Esri GIS and AutoCAD will be provided as a Zip File to consultants upon request.
- All digital Information is to be submitted on a USB 2.0 compatible flash drive or high quality DVD. AutoCAD file(s) must be submitted in the (.DWG) format; 2010 version and the corresponding (.CTB) printing output file must also be included. For AutoCAD drawings submitted at both the Secondary Plan and Concept Plan level, georeferencing, level numbers, and names must remain accurate and consistent through the two levels. Esri GIS file(s) must include all shape files used in the project and submitted in (.MXD) format; 2010 version.
- All Images must be provided in (.TIFF) and/or (.JPEG) format and corresponding world files (.TFW) and/or (.JPW) containing the location, scale, and rotation of map or aerial satellite photographs must be provided and all background reference files (XREFs) included. Digital Files must be georeferenced to the City of Regina's standard coordinate system, which is the Universal Transverse Mercator (UTM) Zone 13 within the North American Datum 1983 (NAD83). Map units for all features must be set to metres and un-scaled (1:1).

Appendix F – Land-Use Colours

Please align your land-use colours as closely as possible with the colours indicated below. For instance, collector roadways should be coloured a medium grey, low-density residential areas a white-wash yellow, environmental reserve areas a forest green, and so on.

	Environmental Reserve
	Municipal Reserve
	Municipal Buffer
	Municipal Utility
	Low Density Residential (<25uph)
	Medium Density Residential (25-50uph)
	Mid-High Density (50-75uph)
	High Density (>75uph)
	Mixed-Use Retail
	Community Retail
	Large-Format Retail
	Institutional
	Office
	Prestige Industrial
	Light Industrial
	Medium Industrial
	Heavy Industrial
	Local Road
	Collector Road
	Arterial
	Expressway
	Railway

Appendix G – Design Charrette Requirements

A “design charrette” is an interactive process involving multiple stakeholders, which is used to identify a design solution(s) for a particular issue relating to land-use planning or the built-environment. In relation to the City’s Secondary Plan process, the design charrette is used to identify the high-level, overarching land-use plan and servicing framework for a proposed development area. Through the design charrette process, multiple stakeholders work together to identify community design options. A major component of the design charrette process is the “design workshop,” which is a 1-2 day event where the actual design solutions are sketched out.

For proposed Secondary Plans, the applicant is responsible for carrying out a design charrette exercise in accordance with the following guidelines:

1. A trained design charrette facilitator must be secured to carry out the process. Note: This could potentially be the same consultant responsible for preparing the Secondary Plan document.
2. The design charrette should be undertaken after the comprehensive site analysis, and issue identification/ resolve process, has been completed, and before the Secondary Plan is prepared.
3. Ensure that the following tasks are completed prior to the actual design workshop component:
 - a. Preliminary meetings with landowners and stakeholders to identify objectives and obstacles;
 - b. A full site analysis is undertaken and reviewed by the City;
 - c. Preliminary analysis of key land-use and servicing (e.g. infrastructure and community services) considerations is undertaken;
 - d. Outstanding questions/ obstacles, which may factor into the design solution(s), are identified;
 - e. A list of stakeholders is identified, who will participate in the design workshop;
 - f. A strategy for carrying out the design workshop is undertaken and the requisite venue and resources are secured.
4. The actual design workshop component should be structured as a 1-2 day event, which includes:
 - a. Presentation, which provides a project overview and confirms baseline assumptions for the design;
 - b. The assemblage of multiple break-out groups – each comprised of a spectrum of expertise and a design facilitator to coordinate group discussion and design ideas;
 - c. Multiple sessions that focus on particular elements (or combination of elements) of the plan. For each session, the break-out groups would prepare a design solution and then share it with the rest of the attendees. These sessions would build on one plan, resulting in a master plan at the end of the design workshop;
 - d. A wrap-session by the charrette facilitator, which addresses outcomes and next steps.
5. The charrette results should be summarized and displayed in a “handbook,” which is then shared with attendees and other affected stakeholders.

Design Charrette Process



