

Rundle Station Master Plan

Scope of Work

1.0 Background

City Council has directed staff to prepare a scoping report to identify the requirements associated with preparing a Master Plan for the Rundle Light Rail Transit (LRT) station. This direction came about as a result of a land use amendment application (LOC2014-0063 / CPC2016-083) that was made for a site adjacent to Rundle Station. The application was recommended for approval by Administration and Calgary Planning Commission. However, when the application was heard by City Council, the absence of a policy plan to guide redevelopment in the area caused some concern. Council noted that further work was necessary to ensure that subsequent decisions made on Development Permit applications for the area fit into a larger plan and did not negatively impact future development opportunities on other sites in the station area.

To this end, Council specifically asked Administration to scope the preparation of a Master Plan for the station area. This report outlines the station area, goals, process, resourcing requirements, and budget for Master Plan preparation.

2.0 Purpose

The purpose of this document is to provide Council with information regarding the goals, process, resourcing requirements, and budget associated with preparing a Master Plan for Rundle Station.

3.0 Station Area

Rundle Station is located in the middle of 36 Street NE, just north of 16 Avenue NE. Please see Figure 1 (next page) for a map showing the location of the station. Figure 1 also shows the location of the land use amendment application site.

Sunridge Mall, the Peter Lougheed Centre, and a number of other professional buildings and retail stores are located west of the station. To the east is a variety of townhouse, semi-detached, and single-family residential dwellings as well as several local retail centres.

The area has excellent transit service, with many routes converging at Rundle Station. It is also well served by retail, with grocery stores, big box stores, and a regional shopping mall catering to residents. The map on the next page shows the location of Rundle Station, along with a 600 metre buffer from the LRT station.

4.0 Utility of Master Plans

Master Plans do not have any formal status under the *Municipal Government Act*, but City Council can direct Administration to use them to evaluate development applications. Although they are non-statutory and not necessarily enforceable, Master Plans are a useful tool for establishing a common vision for smaller areas that may not warrant a full Area Redevelopment Plan. Master Plans have been prepared for areas with some similar characteristics, such as Northland Mall and Deerfoot City. Master Plans add value in that they map out a future for an area so that individual planning application decisions are considered within the context of a larger plan.

The Rundle Station Master Plan would be brought to City Council via the Special Policy Committee on Planning and Urban Development with a recommendation that City Council direct

Administration to use the Rundle Station Master Plan to evaluate any future land use amendment or development permit applications in the Rundle station area.

Figure 1: Rundle Station area



5.0 Stakeholders

Administration has identified a number of stakeholders in the area and has been in touch with the majority of them. Should the project go forward, Administration will work with the Community Association and the Ward Councillor’s office to identify additional participants. These may include other community groups, business associations, cultural groups, or other special interest groups. Stakeholders are not expected to contribute funds to the project, but will be contributing resources in terms of their time and effort to produce the Master Plan.

The area west of 36 Street NE consists of several large parcels owned by Primaris (Sunridge Mall), Northwest Healthcare Properties REIT (Sunridge Professional Centre), and Alberta Health Services (Peter Lougheed Hospital). East of 36 Street NE, the land is primarily residential. Boardwalk owns a rental housing complex in the area, but much of the other multi-family units are individually owned. Individual owners also own several smaller commercial sites within the residential area.

The Rundle Community Association is active in the community and is a major stakeholder for the project, as well as various condominium associations for multi-family areas adjacent to Rundle Station.

The Rundle Community Association, Primaris, and Boardwalk have all reviewed and provided comment on this report.

6.0 Process and Deliverables

The start of the process would include assembling all participating stakeholders to develop a Terms of Reference for the project. By collaboratively developing the Terms, all participants will be on the same page about project goals, timelines, and expectations.

Once the Terms of Reference are developed and agreed to by all parties, the Master Planning process is expected to kick off with a charrette. This would be a full day event with all willing participants in attendance, with a consultant facilitating the session. The charrette would include activities such as:

- establishing a conceptual boundary for the Master Planning area;
- identifying community needs;
- learning about issues in the community;
- establishing a common vision for the future of the area;
- identifying redevelopment opportunities;
- developing a conceptual land use concept for the area;
- identifying improvements to the transit and transportation network to help achieve the vision; and
- identifying factors that would influence decisions regarding height and density.

After the charrette event, City staff and/or a consultant team would compile all of the information from the event and produce a report outlining the day’s events and findings. This report would be circulated to all participants for review and comment.

Once all parties agree on the outcomes of the charrette, City staff would begin to analyze the concepts to determine feasibility and alignment with policy goals. City staff would also work with

the stakeholder group to examine precedents and implementation opportunities and to create the Master Plan document.

The Master Plan document would be circulated internally and to the stakeholder group, with meetings held to identify and work through issues. Refinements would be made as necessary and the Master Plan would be taken to City Council (via the Special Policy Committee on Planning and Urban Development).

7.0 Timelines

The Master Planning process is anticipated to take seven months, starting in September 2016. It is important to note that an application for a Development Permit can be submitted at any time during this process, and would be reviewed with the information available at the time of submission. However, Administration does not expect an application to be submitted until after the Master Plan is complete.

The process is expected to unfold as follows:

September 2016

- Receive direction from Council to commence project
- Establish project team, roles and responsibilities, and budget
- Establish stakeholder group
- Work with stakeholder group and internal staff to develop project Terms of Reference
- Conduct background research with respect to demographics and history of the area

October 2016

- Gain approval of Terms of Reference by stakeholder group
- Hold charrette
- Compile results of charrette

November 2016

- Analyze and document results of the charrette
- Produce digital maps and images of concepts
- Circulate materials to stakeholder group for review and comment, and revise as necessary

December 2016 - March 2017

- Vet concepts through internal team to determine feasibility and implementation issues
- Hold an open house to share the concepts with the larger community
- Gather feedback from open house
- Develop draft Master Plan document and circulate to stakeholder group for review and comment

March / April 2017

- Revise Master Plan document as necessary

- Bring Master Plan to the Special Policy Committee on Planning and Urban Development

May / June 2017

Bring Master Plan to City Council

8.0 Master Plan Content

The Master Plan is envisioned to be highly graphic and to consist mainly of maps and images. The proposed Table of Contents for the Master Plan is outlined below, although this is subject to change based on stakeholder input and process results.

1. Vision
2. Land Use Concept
 - a. Identify future high-level land use categories for all parcels (e.g., Medium Density Residential, Mixed-Use, etc.)
 - b. Potentially identify future land use districts to be applied to parcels
3. Road Network
 - a. Identify any missing connections or changes required to the road network to facilitate realization of the vision
4. LRT and Street Interface
 - a. Identify ways to improve the interface between new development, 36 Street NE, and the LRT Station
5. Active Connections
 - a. Identify future pedestrian and cycling connections
6. Building Heights and Densities
 - a. Identify appropriate heights and densities
7. Public Realm and Park Space
 - a. Identify any new park spaces
 - b. Identify areas where public realm interventions are needed

9.0 Funding Requirement

There is a need to hire a consultant to assist with engagement and material preparation for the charrette. No additional staff are required to complete the project, and the Community Planning business unit can absorb the cost of the consultant work.

10.0 Project Team Structure

The Master Planning process would be led by Community Planning (North Team) with an internal Technical Advisory Committee providing input and recommendations when required. The roles and responsibilities of the project team members are outlined in Table 1 on the next page, as well as the estimated time required for each member on a weekly basis.

Table 1: Project Team Structure

Role	Responsibilities	Time Required (hrs/week)
Executive Sponsor	<ul style="list-style-type: none"> - Sign-off on project charter/scoping document - Provide high-level direction and ensure alignment with departmental goals 	1
Project Sponsor	<ul style="list-style-type: none"> - Provide day-to-day direction - Provide oversight and ensure alignment with departmental goals 	3
Project Manager	<ul style="list-style-type: none"> - Communicate with stakeholders - Manage day-to-day project tasks 	15
Project Planner	<ul style="list-style-type: none"> - Work with the Project Manager with various duties 	10
Transportation Specialist	<ul style="list-style-type: none"> - Participate in charrette and conduct analysis of road network options 	3
Parks Specialist	<ul style="list-style-type: none"> - Participate in charrette and examine any potential impacts on parks 	2
Engineering / Water Specialist	<ul style="list-style-type: none"> - Take land use concept and heights/density map and determine any necessary infrastructure upgrades 	2
Growth Management Specialist	<ul style="list-style-type: none"> - Ensure alignment with corporate objectives for growth and change 	2
Planning Strategies Representative	<ul style="list-style-type: none"> - Coordinate with other planning projects (e.g., the Developed Areas Guidebook) - Determine compliance with City policies 	3
Urban Design representative	<ul style="list-style-type: none"> - Participate in charrette and provide urban design expertise 	3
Community Association representative(s)	<ul style="list-style-type: none"> - Participate in charrette and attend meetings with City staff - Review material and provide comment - Communicate project updates and outcomes to Rundle community - Act as the conduit between The City and the community 	3
Landowner representatives	<ul style="list-style-type: none"> - Participate in charrette - Attend meetings with City staff - Review material and provide comment 	2
Other stakeholders (TBD)	<ul style="list-style-type: none"> - Participate in charrette - Attend meetings with City staff - Review material and provide comment 	2