

# Applicant Outreach summary

February 11, 2022



## Community Outreach on Planning & Development Applicant-led Outreach Summary

**Please complete this form and include with your application submission.**

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**Project name:** Elveden (Green Cedar Homes)

Did you conduct community outreach on your application?  YES or  NO

If no, please provide your rationale for why you did not conduct outreach.

### Outreach Strategy

Provide an overview of your outreach strategy, summary of tactics and techniques you undertook (Include dates, locations, # of participants and any other relevant details)

Contacted Neighbors on Mar 26/2021

Continued correspondence with immediately affected landowner (Mr. Nadeau) throughout process

Contacted community association awaiting to determine if a meeting is warranted.

Postcard drop to residents in the area advising of application and contact info.

### Stakeholders

Who did you connect with in your outreach program? List all stakeholder groups you connected with. (Please do not include individual names)

Adjacent area residents

Community association

### What did you hear?

Provide a summary of main issues and ideas that were raised by participants in your outreach.

summary will be provided post conclusion of engagement

### How did stakeholder input influence decisions?

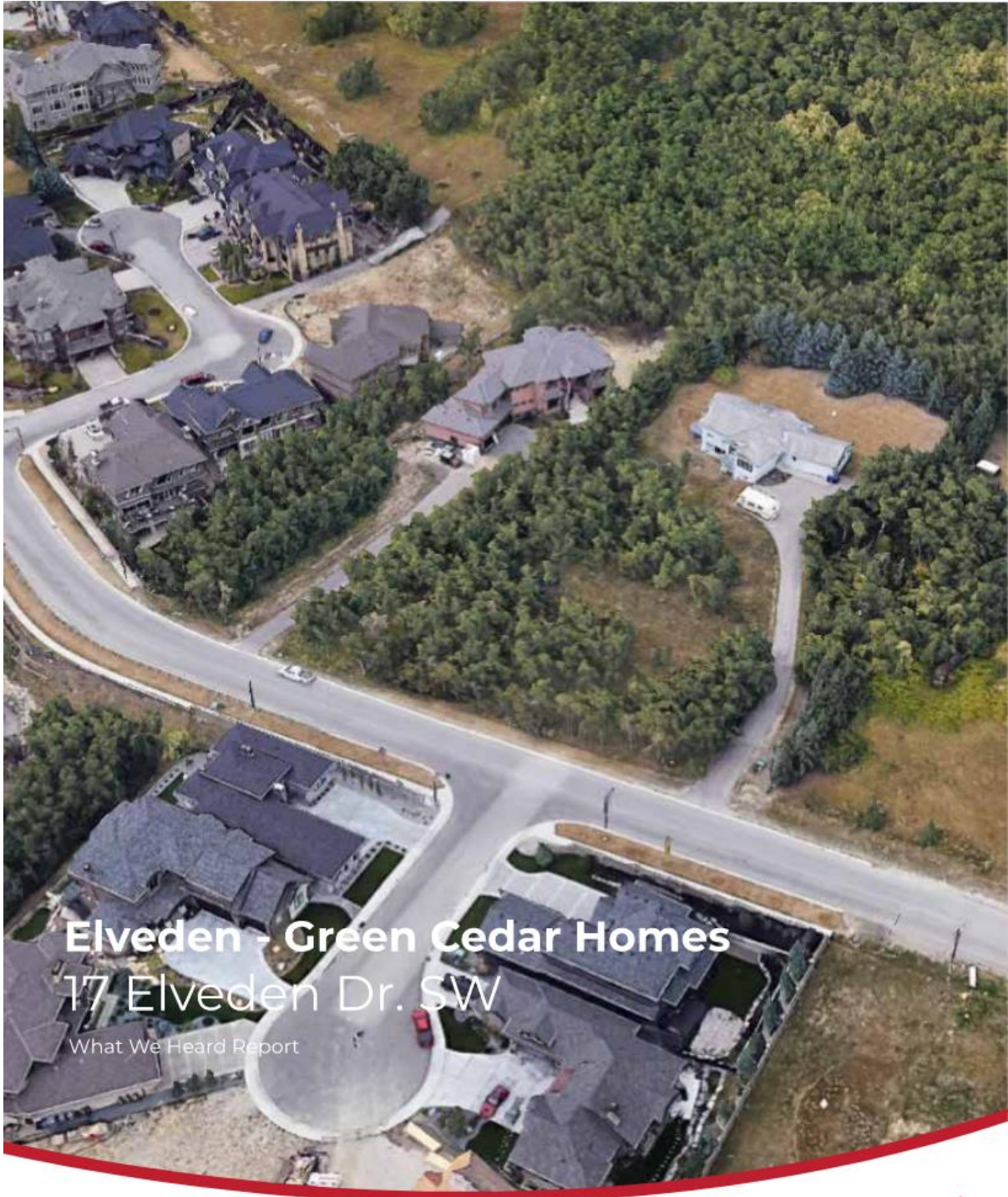
Provide a summary of how the issues and ideas summarized above influenced project decisions. If they did not, provide a response for why.

### How did you close the loop with stakeholders?

Provide a summary of how you shared outreach outcomes and final project decisions with the stakeholders that participated in your outreach. (Please include any reports or supplementary materials as attachments)

# Applicant Outreach Report

July 4, 2022



321-259 Midpark Way SE | Phone: 403.880.8921  
Calgary, Alberta T2X 1M2 | TWPplanning.com



**Elveden - Green Cedar Homes**

What We Heard Report

Land Use Redesignation + Concurrent Outline Plan (LOC2022-0024)

January - May 2022

**Prepared By**

Township Planning + Design Inc.

**Prepared For**

Green Cedar Homes

**Project Team**

Township Planning + Design Inc.

**Project Contact Information**

Kristi Beunder, RPP + MCIP B.A./M.E.Des  
*Principal*



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This report summarizes the January - May 2022 Community Outreach undertaken for the Land Use Redesignation and Outline Plan of 17 Elveden Dr.

## 1.0 Project Overview

### Background

Green Cedar homes submitted a Land Use Redesignation from DC12297 to R-1 and concurrent Outline Plan to the City of Calgary to allow for the development of eight (8) future R-1 lots.

The site is located within the Established Residential Development area as identified in the Municipal Development Plan. This application helps to complete this community which has grown incrementally over time as these parcels started to convert from former rural holdings into a more unified urban form. In order to ensure the integration and seamless appearance of this site in its context, we have chosen lot patterns and sizes that reflect those already located in the area.

Elveden is within the Springbank Hill ASP. The ASP, identifies the site as part of the Standard Suburban land use area. This represents a development pattern that existed prior to the adoption of the MDP.

Densities within the Standard Suburban land use area shall range from 7 to 17 units per gross developable hectare. This project is proposed at 10 uph, which is equivalent to the density achieved in the immediate area. The lots would all support single family detached housing units constructed to a similar size and architectural theme as those that exist in the area.



## Outreach



**01** on site advertising



**125** postcards delivered



**04** phone calls (inclusive of returned calls)



**04** emails (inclusive of correspondence)



**02** one on one stakeholder meetings

## 2.0 Engagement Methods

Given the scope of the project a postcard drop in conjunction with on-site signage was deemed an appropriate level of engagement. Notice was posted on March 3, 2022.

Township Planning + Design Inc. also attempted to contact the Springbank Hill Community Association numerous times. We were unsuccessful in our attempts and have noted the dates and mode of communication in *Appendix I*.

Records were kept of all engagement interactions in order to inform the revision process and provide transparency upon conclusion of the application.

The Engagement Team made itself available via phone and email. A number of phone calls were received and we did respond to two (2) individuals via email. Contact has been summarized using common themes and recorded in our verbatim feedback section (with distinguishing characteristics redacted in keeping with the Freedom of Information and Protection of Privacy Legislation).

The Engagement Strategies undertaken were:

- On Site-Signage
- Postcard Drop
- Project Phone Number
- Project Email
- Outreach to Community Association
- In-Person Stakeholder Meeting
- What We Heard Report



### On-Site Signage

On-site signage was posted on March 3, 2022 at 10:00am. The sign contained contact information for the City of Calgary and Township Planning.



### Postcard Drop to Community

A Postcard drop was completed on March 13, 2022. The postcard contained the contact information for Township Planning and a brief summary of the application.



### Assigned Phone Number + Voicemail

A team member was assigned to the engagement phase of this project. Their number was shared via the postcard. 4 phone calls were received over the course of the engagement and contact attempted with the CA via phone call.



### Dedicated Project Email

A project specific email address was launched March 1, 2022 to coincide with the Postcard Drop. One (1) email was received to the project email. This counts the first occurrence of contact between the respondent and the team. Subsequent emails to the same individual or group representative were recorded and the communication chain considered as a whole.



#### Legend

- Site Location
- Circulation Area
- Community Boundary



**Contact Community Association**

Township Planning attempted to contact the Springbank Hill Community Group via their email and contact phone number listed on the website in order to facilitate discussion with adjacent residents.

As of June 1st, 2022 the contact number on the website remains out of date. The number in question belongs to a former board member Fiona Christiaansen. All contact attempts have gone unanswered by the current CA Members.

Specific contact attempts are recorded below and a transcript of the messages recorded in **Appendix I**.

| Date Contacted | Method | Comments  |
|----------------|--------|---|
| Feb 11, 2022   | Email  | Undelivered (Director contact had changed)  |
| Feb 12, 2022   | Email  | No Response   |
| Mar 2, 2022    | Phone  | Contact number for the CA has not been updated and connected us to a former board member, Fiona Christiaansen who agreed to pass on our information to the current CA members |
| Mar 2, 2022    | Email  | Fiona confirmed forward of Township email to President, and Planning Contact  |
| Mar 29, 2022   | Email  | Emailed President, General Email & Planning Contact   |



**In-Person Stakeholder Meeting**

Township Planning held one on one stakeholder meetings via zoom with the adjacent landowner these occurrences are recorded below.

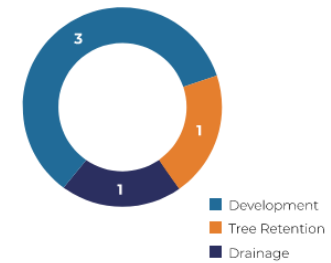
| Date Contacted | Method       | Comments          |
|----------------|--------------|-------------------|
| May 26, 2021   | Mail         | Outreach Letter   |
| June 2, 2021   | Email        | Return Letter     |
| June 6, 2021   | Zoom Meeting | Initial Meeting   |
| Feb 28, 2022   | Zoom Meeting | Follow Up Meeting |



**What We Heard Report**

A What We Heard Report is standard practice to record and summarize any public engagement. This document highlights public concerns and addresses the steps the project team took to address them. Any changes enacted due to public involvement are noted.

**3.0 Common Themes**



\* Analysis was completed by noting the first instance of a topic in correspondence and tallied between the 5 messages received by both Township Planning.

In order to synthesize the feedback we received from community members the Engagement Team categorized common themes and concerns that were present in our interactions. These themes were:

- General Development Questions
- Green Space/Tree Retention
- Drainage Concerns

In order to explore these in more detail we will use the following section to communicate "What We Heard" on each topic, and communicated the project teams design rationale, response and any associated plan revisions.

## Development

### *What We Heard*

Development Questions primarily concerned lot pricing, lot size and information on Green Cedar Homes, the developer.

### *Project Team Response*

General questions were answered on a case by case basis with community members. In some cases the contact information for Green Cedar Homes was provided in order to ensure correct purchasing information and price estimates would be shared.

## Green Space/Tree Retention

### *What We Heard*

Community Residents had questions regarding whether the trees would be retained on the site. The site contains a number of trees and backs onto a Municipal Reserve parcel. The development to the South of 21 Elveden Dr. is subject to a restrictive covenant which requires trees to be maintained along the rear property line which borders the subject site.

### *Project Team Response*

The Parks department has required a similar instrument to be registered on the title of lots against the west fence line in order to buffer the city park. Green Cedar Homes has also committed to landscaping in order to maintain the privacy of existing and future community members.

## Drainage Concerns

### *What We Heard*

Community Members expressed concerns regarding drainage. It was brought to our attention that the condo association across the street from the site required a retaining wall to be put in after the slope gave out in the mid 2000's.

### *Project Team Response*

We assured community members that the City of Calgary protects against drainage issues due to development by implementing bylaws which regulate design and construction.

Drainage flows post-development cannot exceed those prior to construction.

As our site is sloped we are also required to provide a grading plan and detail how we will meet the City of Calgary's slope adaptive objectives.

## 4.0 Next Steps

Township Planning + Design received a detailed team review from the City of Calgary on April 13, 2022 and is in the process of addressing the comments before the application moves forward to the Calgary Planning Commission. This includes; details for streetscaping, cross sections outlining slope adaptive objectives, anticipated housing configurations and the provision of a Sanitary Servicing Study (SSS) by a professional engineer.

# Appendix I

Verbatim Feedback





5.0 Verbatim Feedback

Feedback Log

|                    | Date Contacted | Method            | Comments  | Date Responded |
|--------------------|----------------|-------------------|---|----------------|
| CA                 | Feb 11, 2022   | Email             | Undelivered   |                |
|                    | Feb 12, 2022   | Email             |   |                |
|                    | Mar 2, 2022    | Phone             | Out of date contact number for CA connected us to a former board member who agreed to pass on our information to the CA | Mar 2, 2022    |
|                    | Mar 2, 2022    | Email             | former board member confirmed forward of township email to president and planning contact                               | Mar 2, 2022    |
|                    | Mar 29, 2022   | Email             | Emailed President, General Email & Planning Contact   |                |
|                    | May 26, 2021   | Mail              | Outreach Letter   | Jun 02,2021    |
| Adjacent Landowner | Jun 02, 2021   | Email             | Zoom Invitation   | Jun 02, 2021   |
|                    | June 7, 2021   | Zoom              | Initial Meeting   |                |
|                    | Nov 16, 2021   | Email             | Check in Regarding Geo-Technical  | Nov 16, 2021   |
|                    | Feb 11, 2022   | Email             | Application Update  |                |
|                    | Feb 14, 2022   |                   |   |                |
|                    | Feb 23, 2022   |                   |   | Feb 24, 2022   |
|                    | Feb 24, 2022   |                   |   | Feb 25, 2022   |
| Feb 28, 2022       | Zoom           | Follow Up Meeting |   |                |

|    | Date Contacted | Method            | Comments | Date Responded |
|----|----------------|-------------------|----------|----------------|
| 01 | Mar 15, 2022   | Email             |          | Mar 15, 2022   |
|    | Mar 17,2022    | Email             |          | Mar 18, 2022   |
|    | Mar 18, 2022   | Email             |          | Mar 18, 2022   |
| 02 |                | Email             |          | Mar 21, 2022   |
|    | Mar 18, 2022   | Phone (Voicemail) |          | Mar 18, 2022   |
|    | Mar 18, 2022   | email             |          |                |
| 03 | Mar 22, 2022   | Phone             |          | Mar 22, 2022   |
| 04 | Mar 24,2022    | Phone             |          | Mar 24,2022    |
| 05 | Mar 28, 2022   | Phone             |          | Mar 28, 2022   |

Community Association

02/12/22

Project Team Contact

FW: Application for R1 - 8 lots

02/11/22

Hi there - the planning@ email bounced back, hopefully this arrives ...

Subject: Application for R-1 - 8 lots

03/02/22

Hello there!

Call to CA General Line connected to a former member who offered to contact the appropriate CA representatives.

We are in the process of submitting an application for land use redesignation in the community of Springbank Hill on Elveden Drive. I have attached our site plan and application information for your consideration. In addition to our reaching out to SBHCA, we will be undertaking a postcard drop in the vicinity of this property to residents in the area advising them of the application we are submitting.

03/02/22

Subject: Application for R-1 - 8 lots

Hello [REDACTED]

Thank you for offering to send this along to the correct people.

If you would like to discuss this, or have any questions, with us please kindly let me know and I would be happy to attend a meeting with your community association.

We are in the process of submitting an application for land use redesignation in the community of Springbank Hill on Elveden Drive. Attached is our site plan and application information for the Springbank Hill Community Associations consideration. If you

Best,

Kristi Beunder

would like any of our pre-development studies, we would be happy to pass these along. In addition to our reaching out to SBHCA, we will be undertaking a postcard drop in the vicinity of this property to residents in the area advising them of the application we are submitting and providing our contact information.

If you would like to discuss this, or have any questions, please kindly let us know and we will be happy to attend a meeting with your community association.

Regards,  
Crystal

**Response**

03/02/22

RE: Application for R-1 - 8 lots

Thanks

Received and sent to Planning and the President for contacting you

[Redacted]

**Project Team Contact**

Subject: Follow Up regarding 17 Elveden Drive Application (R-1, 8 lots)

Hello,

We wanted to reach out regarding our application on behalf of Green Cedar Homes for 8 R-1 lots. We completed a postcard drop on Sunday March 13th and are currently engaging with community members. We would be happy to attend a Springbank Hill Community Association Meeting to discuss the proposed plan and/or provide our pre-development studies.

If you have any questions regarding the application please feel free to contact us via this email address or at 403.899.9138

Regards,

The Township Planning + Design Team  
Urban & Regional Planning

**Adjacent Landowner**

**Project Team Contact**

05/26/21

RE: 17 Elveden Drive SW (2.44 acres) – Future Land Use and Development Concept

Dear Mr. and Mrs. [Redacted]

We are writing you today as our clients, Green Cedar Homes, have recently purchased 17 Elveden Drive SW from [Redacted]. We will be undertaking a process to redesignate and subdivide this site into lots similar to other parcels that have been infilled in your area over the past many years.

Before we put pen to paper and design a site plan, or make any formal submission to the City, we felt it important to meet with you and discuss this property, and seek your opinion on your current access (by way of access right of way) and if that is to be retained or modified. We would also like to review the process of land use redesignation and work with you on the resulting lotting plan to ensure that your access, and property, continues to meet your needs. We can envision the 17 Elveden Drive supporting between 7 and 8 single family (R-1) lots.

Please kindly contact me via email Kristi@twpplanning.com or by phone 403.880.8921 so that we may meet and have a conversation about this site. I would not want to proceed without giving you an opportunity to have a conversation very early in this process about the future of this site and its relationship to your existing home.

Sincerely,  
Township Planning + Design Inc

02/28/22

**Zoom Meeting**

\* notes were taken by hand therefore dialogue is not verbatim, but representative of the content discussed.

**People in attendance**

Kristi (Township Planning and Design)  
Developer (Green Cedar Homes)  
Engineer

Adjacent Landowner  
**Kristi:** Density and lotting choice  
50% of growth within established area  
Infill in Marda and Bridgeland and Altadore putting in RC-G.

Springbank Hill ASP recent May 2021.  
Standard suburban 7-17 units per gross developable hectares (non-creditable so internal roads).  
Data sheet – overall hectare, no deductions divide by 8 gives 10.1 upa.

Every other adjacent development is (missed) and this one is significantly smaller

Looking at my property  
-New developments on u-shaped road  
-2 cul de sacs

**Adjacent Landowner:** Super high density and got a lot of push back from community, there's nothing he can do about it. If he were a developer he would max it out too. Just wanted to bring this to our attention. Not part of what most people would consider Elveden Drive (The high density across the MR).

**Kristi:** This is a villa product, trying to work with city on the intensification they want to see.

**Adjacent Landowner:** City forced them to put walkway through to the park (easement?).

**Kristi:** Pre-Application feedback from Parks said they didn't want a connection.

**Adjacent Landowner:** It's on the north side of our lot.

**Kristi:** Doesn't look like they took anything and in Pre-Application discovery they didn't want any dedication.

**Adjacent Landowner:** Drawing of their house done with previous subdivision included walkway for park. New site drawing would have lot right against their

home. Set back to the property line?

**Kristi:** Wouldn't have been able to do this application today, R-1 district and setbacks min is 3.0 m laneless sideyard 1.2 or 3.0m. Parks asked for 5.0m restrictive covenant on west edge for tree retention.

**Adjacent Landowner:** Side note: there are some budding pine trees (would probably knock them down) should try to retain them.

**Kristi:** (Developer) can we put in more landscaping to provide privacy for (adjacent landowner), perhaps coniferous something that doesn't drop it's leaves.

**Adjacent Landowner:** Current Apron (driveway placement) other thing that comes up is once you pull out the roadway. Interruption to shallow utilities.

**Engineer:** Stubs provided to each lot. Each lot has it's own Development Permit. Once main roadway is connected stubs will be provided to lot and change over would happen then.

**Adjacent Landowner:** Who's doing the connection for our property.

**Engineer:** Lines would be intersected as they come out of your house and brought over to new line.

**Adjacent Landowner:** 45 m sewage shed and well? And cistern.

**Kristi:** Retain if using to water yard and trees free and doesn't go back to utility.

**Adjacent Landowner:** I think you guys have to be cautious on the electrical availability. We have 400 amps and all the breakers are full.

**Kristi:** Upgrade the electrical anyway.

**Adjacent Landowner:** Required to install concrete fence along property line of roadway and sidewalk.

**Kristi:** One and a half meter sidewalk.

**Adjacent Landowner:** Extended to corner then truncates.

**Kristi:** Have right of way there for it.

5 | Elveden - Green Cedar Homes

**Engineer:** Left the boulevard section which we would have to finish up.

**Kristi:** Sewer and storm water basin issue.

**Adjacent Landowner:** Once the stubs are there it would be many days of not having use to sewer and water.

**Kristi:** How would transition work for (adjacent landowner), (Engineer)?

**Engineer:** We do 1 at a time. Trench to existing line so change over is minimized, bigger issue will be vehicle access.

**Kristi:** If you're on a septic field and the drainage is south we'll have to put in a pump.

**Adjacent Landowner:** Sewage comes east-west dog legs directly south. Side thought: build out lot 18 first because septic tank will make people not want to buy houses.

**Kristi:** Point out triangles for driveway need to add to your property for taper and need consent for survey.

**Adjacent Landowner:** Yeah, note: camera on a cemented post in that corner can't just landscape over it.

**Kristi:** Black box, is that switch?

**Adjacent Landowner:** Sewage? Weeping tile? Would need to cover up then it wouldn't matter. Add to plan.

**Kristi:** Haven't received contact from Community Association. If we successfully rezone we will do an outline plan and then move forward to subdivision where many of these construction questions will be answered. (Engineer) or Surveyor could come out.

**Adjacent Landowner:** ...Both come out parallel, storm carries on into corner. Weeping tile and sump pump that dumps in towards the acreage.

**Engineer:** Pumps to surface?

**Adjacent Landowner:** Under and across driveway through to first triangle. \* Note Down at end of driveway on south side excavator broke conduit under there.

**Kristi:** Reach out to councilor. Community Association, postcard drop, file manager is [REDACTED]

**Adjacent Landowner:** FYI house immediately south built by [REDACTED] had 8 or 10 lots created weird stuff not selling, house not fully finished on inside. Struggled to fill.

01.

03/15/22

RE: 17 Elveden Drive SW

Hi,

Just want getting in touch for the proposed development at 17 Elveden Dr. I saw the hanger on my door coupled days ago.

Do you have proposed site plan for us to take a look?

I am living at [REDACTED] which is next to the proposed developments.

Thanks!

[REDACTED]

**Project Team Response**

03/15/22

Hello [REDACTED]

Thank you for contacting us.

We've attached the proposed site plan for you to look at. Please let us know if you have any questions or comments

Regards,

Township Planning + Design Inc.

03/17/22

Thank you for sharing the plan. I see that the existing access road is being removed. Do you have any plan to keep those green space between the road and the south side fence?

Thanks!

**Project Team Response**

03/18/22

Hello [REDACTED]

We just wanted to confirm that we are looking at

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the correct area when you refer to the green space between the road and the south side fence. We've provided a reference picture with the area marked by an "A". Please let us know if this is the spot you were looking at and we will follow up with a detailed response.

Thank you,

Township Planning + Design Inc.

03/18/22

Yes, correct. It is the area A. There is a reserved green space currently at proposed lot 18 and 19, particular lot 19, along the boundary fence-at you marked Area A.

Thanks!

**Project Team Response**

03/18/22

Hello [REDACTED]

Thank you for getting back to us so quickly.

Our Principal (Kristi Beunder - RPP, MCIP) is out of the office today, but we will pass on this question to her and our client and have an answer for you early next week. In the meantime please let us know if you have any other questions or comments and we will do our best to respond.

Enjoy your weekend,

Best,  
Township Planning + Design Inc.

**Project Team Response**

Hello [REDACTED]

We hope you enjoyed your weekend,

We've spoken to our Principal Planner regarding your question about green space. The restrictive covenant that preserves the trees along the area in your rear yard is included as a registered instrument on the title of yourself and your neighbours. Parks asked us to register a similar instrument against our west fence

line to buffer the city park. We have accommodated the rear yard setbacks required by the land use bylaw in our proposed lots 18 and 19, but have not included restrictive covenants on these lots due to their shape requiring potential for retaining walls.

We hope that clarifies the intentions for this area of the plan.

Please let us know if you have any further questions.

Regards,

Township Planning + Design Inc.

**02.**

03/18/22

Phone Call Requesting Call Back.

**Project Team Response**

Returned Call. Contact had general development questions including:

- Building Timeline
- Cost of Homes
- Developer History
- Lot Size

Noted questions and confirmed a follow up email with the requested information.

RE: Application at 17 Elveden Drive SW

Hello [REDACTED]

Thank you for contacting us with your questions regarding the 8 R-1 lots being developed on Elveden Drive. I looked into your questions and have listed them here so you can easily see the responses;

Is there a building timeline? and potential cost of the lots when they become available? I double checked this and I was incorrect. There is currently no formal building timeline in place. If we are successful in our rezoning application an outline plan will then be submitted and we will move forward to subdivision. At the subdivision phase there will be more information available on the build.

I will relay the building related questions to our principal planner Kristi Beunder who will connect with the client. I should have an update for you early next week.

Has the developer constructed anything in the area?: I've provided a link to the clients website <https://www.greencedarhomes.ca/>. As I said on our phone call Green Cedar currently has builds throughout Calgary, primarily focused in the Beltline. They've also developed communities in Chestermere.

Lot Size: I've attached our proposed site plan for you to look at. Please keep in mind this is conceptual and is subject to change.

The avg lot size is 830 sq m (0.205 acres). The City of Calgary's goal for density in standard suburban areas is 7-17 units per gross hectare. This development comes in at 10.1 units per gross hectare.

Please let me know if you have any more questions or comments and We will endeavor to answer them.

Enjoy your Weekend

Regards,  
Crystal

Planner  
Urban + Regional Planner  
Township Planning + Design Inc.

**03.**

03/22/22

Developer Contact Request regarding the possible purchase of a lot.

**04.**

03/24/22

Phone call regarding lot availability.

**05.**

03/28/22

Call inquiring about the drainage plan as Elmont Slope collapsed several years before and required a retaining wall to be put in. How would the drainage from lot 17 and 18 effect the condominium corporation

across the street.

**Project Team Response**

Noted inquires and directed them to firm Principal for response.

Call Returned