

How to Review & Comment on Planning Proposals



City of
Saskatoon
Community Engagement

A Guide to City Planning & Development in Saskatoon

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The City of Saskatoon would like to thank staff members for their contributions to this valuable guide and acknowledges the City of Calgary for shared resources and consultation. Photo Credits: Comstock.ca & City of Saskatoon.

Disclaimer: A Guide to City Planning and Development in Saskatoon is intended as an informational guide only and therefore, should not be given any legal status. The original bylaws, policies, regulations, programs, etc. should be consulted for any official purposes.

How to Review & Comment on Planning Proposals



*Saskatoon has always had a strong volunteer community. It's part of our pioneer spirit and unique cultural heritage. **A Guide to City Planning & Development in Saskatoon** is designed to provide a quick reference for community association volunteers and members of the public interested in the city planning and development process.*

The Development Plan and Zoning Bylaw are fundamental planning tools. The City of Saskatoon uses them to ensure development takes place in an orderly, rational manner and to balance the environmental, social and economic needs of our community. Both can be amended to adapt to changing circumstances, community values, development trends and growth.

*"How to Review & Comment on Planning Proposals" shows how the public can get involved in Development Plan and Zoning Bylaw amendments and Discretionary Use proposals, as well as how to participate in City Council decisions. It is the third booklet of **A Guide to City Planning & Development in Saskatoon**.*

The Development Plan

The Development Plan is a statutory plan established in accordance with the provisions of *The Planning and Development Act* and adopted by bylaw. It defines, directs and evaluates development and guides City Council in making development and land use decisions.

By ensuring development takes place in an orderly and rational manner, the Development Plan balances the environmental, social and economic needs of the community. It is intended to guide the growth and development of Saskatoon to a population of approximately 310,000 residents. The Development Plan outlines policies and guidelines for the following issues:

- city form, structure and development phasing
- land use designations and corresponding map
- residential, commercial and industrial land use policies
- holding areas and transitional land use areas
- parks and open spaces
- community services and facilities
- transportation
- public utilities
- local area plans
- urban design and design review
- heritage
- constraints to development
- social development
- implementation (Zoning Bylaw, Subdivision Bylaw, etc.)
- specific area policies

Land Use Designations

The Development Plan and accompanying Land Use Map divide the City into different land use designations and set out objectives and policies for each. (See *Glossary for summary of Land Use Designations*.) Land use designations include:

- Residential
- Downtown
- Commercial
- Suburban Centre
- Industrial
- Transitional Land Use Areas
- Special Use Areas
- Urban Holding Areas
- Direct Control Districts
- Mixed Use District

Core Neighbourhood Land Use Policy Districts

The Development Plan contains specific land use and development policies for Saskatoon's core neighbourhoods: Caswell Hill, City Park, King George, Nutana,

View the
Development Plan
online
www.saskatoon.ca
▶ Departments
▶ Community
Services
▶ City Planning

Copies can also be
purchased from the
City Clerk's Office.

Pleasant Hill, Riversdale, Sutherland, Varsity View and Westmount. These policies are intended to enhance certainty about existing and proposed land uses, and increase opportunity for public input into policy change. (See *Glossary for summary of Core Neighbourhood Land Use Policy Districts.*)

Development Plan Amendments

The Development Plan may be amended to adapt to changing circumstances, changing community values, new development trends, more certainty and growth. An amendment is a change made to either the Development Plan text or Land Use Map (or both). Amendments to the Development Plan may involve creating or revising:

- land use designation of a specific parcel (e.g. from heavy to light industrial)
- regulations for a specific land use designation (e.g. providing regulations for a Direct Control District - DCD)
- policies in the Plan (e.g. to incorporate Integrated Community Centres as part of the Development Plan policy).

Anyone may request an amendment to the Development Plan by submitting the prescribed application form and fee. City Administration may also initiate amendments.



City Planning Branch: (306) 975-2645

www.saskatoon.ca ► Departments ► Community Services ► City Planning

Development Plan amendment process can take 4 to 12 months and requires a public hearing.

The Zoning Bylaw



The Zoning Bylaw is adopted by City Council to regulate development and provide for the amenity of the municipality and the health, safety and general welfare of inhabitants in a manner consistent with the Development Plan.

View the
Zoning Bylaw online
www.saskatoon.ca

- ▶▶ Departments
- ▶▶ Community Services
- ▶▶ Development Services

Copies can also be
purchased from the
City Clerk's Office.

Zoning Districts

The Zoning Bylaw and accompanying Zoning Map divide the City into zoning districts:

- Residential Districts
- Institutional Districts
- Commercial Districts
- Industrial Districts
- Specialized Districts
- Overlay Districts

Each zoning district includes the purpose of the district, a list of land uses within the particular zoning category and a list of development standards establishing minimum and maximum requirements for development. (See *Glossary for summary of Zoning Districts*)

Zoning Bylaw Amendments

A Zoning Bylaw amendment refers to a change to the Zoning Bylaw text and/or map. Amendment to the Zoning Bylaw may involve:

- adding a specific use to a particular Zoning District (e.g. permitting bed & breakfast in an institutional district) or changing the development standards within a Zoning District to accommodate a particular use (e.g. the amount of required parking spaces)
- changing the zoning designation of a particular parcel of land to allow development of a specific land use not permitted by the current zoning designation (e.g. from a residential to a commercial district)

The Zoning Bylaw
amendment
process can take
4 to 12 months and
requires a public
hearing.

- a Zoning Agreement in which rezoning is undertaken or becomes effective on agreement between the owner and the City; the agreement is registered as a caveat on the property title (e.g. not all landscaping requirements may be possible so a concession is made).

Any individual(s) or City Administration may initiate a Zoning Bylaw amendment by submitting the prescribed application form and fee.

Legal Non-Conformity

The *Planning and Development Act* contains provisions for uses and buildings that have been lawfully established, but which are affected by the adoption or amendment of the Zoning Bylaw. Legal non-conformity occurs in two instances.

Legal Non-Conforming Uses

A legal non-conforming use is a legally established land use that is no longer permitted in the relevant zoning district (e.g. residential dwelling in an industrial district). The use may continue and expand in an existing building. However, no additions or structural alterations may be made to the building. If the non-conforming use ceases to exist for at least six consecutive months, any new use must conform to current Zoning Bylaw requirements.

Legal Non-Conforming Buildings

A legal non-conforming building is a legally constructed building that no longer conforms to a particular development standard (e.g. an established building setback that does not conform to current setback requirements). The building may continue to be used, but any additions or structural alterations must conform to current Zoning Bylaw requirements. If the building is damaged to more than 75% of the assessed value above the foundation, repair or reconstruction must conform to current Zoning Bylaw requirements.



Development Services Branch: (306) 975-2645
www.saskatoon.ca ► Departments ► Community Services ► Development Services

Discretionary Uses



Discretionary uses of land and buildings are permitted at the sole discretion of City Council. Discretionary uses are specifically listed in the zoning districts (e.g. bed & breakfast in residential zoning district).

City Council may deny, approve or approve with conditions an application following a public notification process. A development permit for the establishment or expansion of an existing discretionary use may only be issued following Council's approval of the proposed use.

Applying Development Standards

In approving a discretionary use, Council may prescribe certain development standards to ensure several objectives are met:

- The proposal, including the nature of the proposed site, the size, shape and arrangement of buildings, and the placement and arrangement of lighting and signs, must be generally compatible with the height, scale, setbacks and design of buildings in the surrounding area, and with land uses in the general area, including safeguards to prevent noise, glare, dust or odour from affecting nearby properties.
- The proposal must provide adequate access and circulation for the pedestrian and vehicle traffic generated as well as provide an adequate supply of on-site parking and loading spaces.
- The proposal must provide sufficient landscaping and screening, and, wherever possible, preserve existing vegetation.

Anyone may request a discretionary use by submitting the prescribed application form and fee.



Development Services Branch: (306) 975-2645
www.saskatoon.ca ▶ Departments ▶ Community Services ▶ Development Services

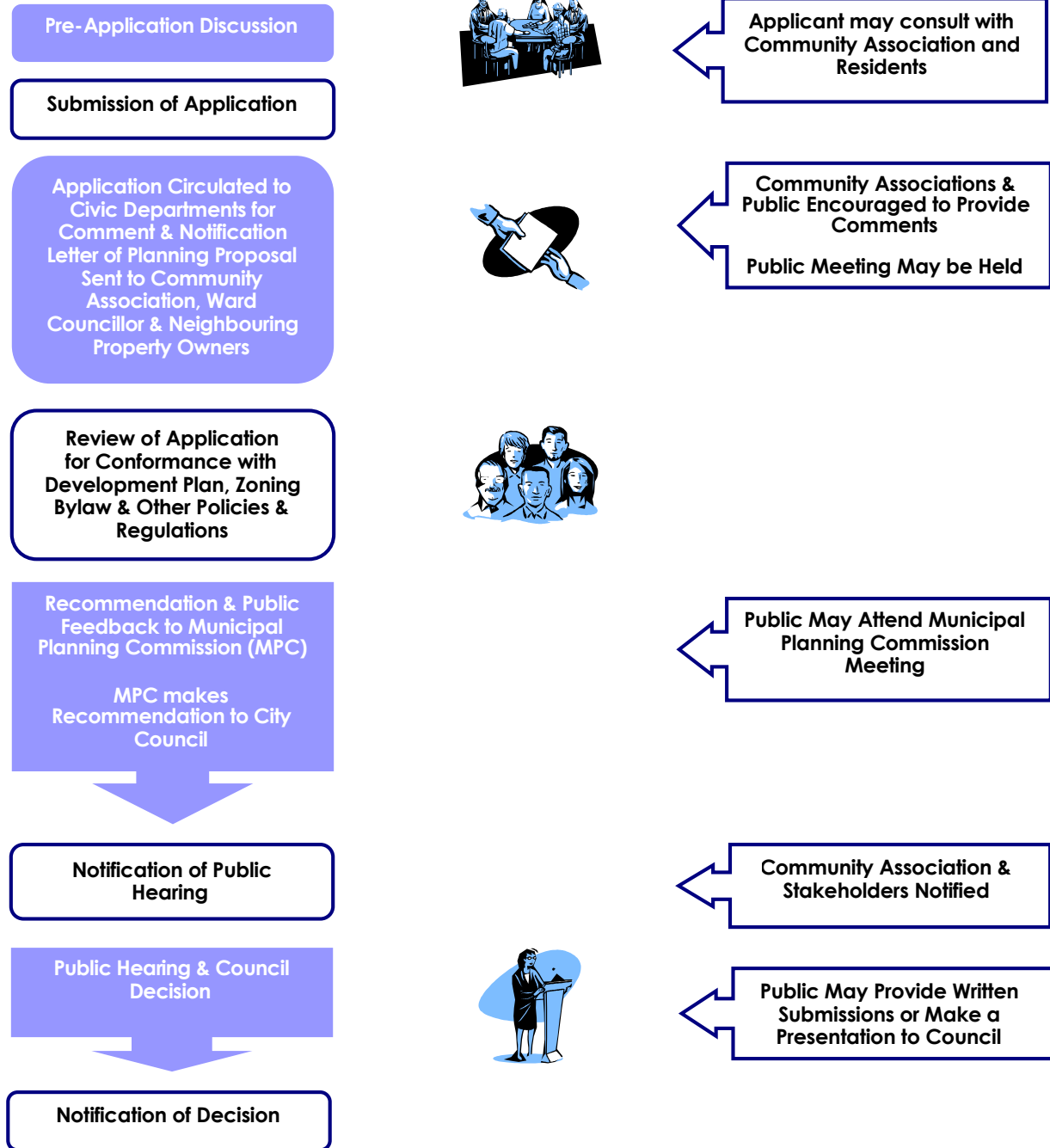
**The Discretionary
Use process
can take
10 to 12 weeks.**

Applications for Amendments & Discretionary Uses

Public Involvement in Development Plan and Zoning Bylaw Amendments and Discretionary Use Proposals

Planning Process

Public Involvement



Community Engagement Process

The City of Saskatoon uses the Community Engagement Process to consult, involve or inform people matters affecting their community. The process provides a consistent approach to public participation in decision-making, emphasizes openness and transparency, and communicates results back to the community. It is applied when the Administration or City Council want to gather comments or input, or to inform the public on specific initiatives, projects, new bylaws, bylaw amendments or other civic responsibilities during early design stages and/or prior to final recommendations, approval or endorsement. Examples include:

- land use issues such as amendments to the Development Plan or Zoning Bylaw, discretionary use proposals or park design
- social issues such as affordable housing priorities and social policies
- safety issues such as traffic and crime
- recreation issues such as park programming
- Local Area Plan creation and implementation
- Traffic Circulation issues such as road closures, bridge plans, pedestrian linkages and bicycle facility networks
- Utility Services such as transit service plans, expansions of water treatment plant and garbage pick up.



Community Services Department: (306) 975-2289
www.saskatoon.ca ► click 'C' for Community Engagement

Steps in the Process

The amendment process is similar whether an applicant is seeking a Development Plan or Zoning Bylaw amendment or a Discretionary Use.

1. PRE-APPLICATION DISCUSSION

The property owner/applicant contacts the appropriate branch:

- **City Planning Branch** for Development Plan amendment proposals
- **Development Services Branch** for Zoning Bylaw amendment or Discretionary Use proposals.

In each case, the City may advise the applicant to contact the affected community association and neighbouring residents about the proposal.



2. SUBMISSION OF APPLICATION

The property owner/applicant submits the application to the appropriate branch:

- **Development Plan** amendment proposals are submitted, with the required application fee, to **City Planning Branch**
- **Zoning Bylaw** amendment or **Discretionary Use** proposals are submitted, with the required application fee, to **Development Services Branch**.

3. CIRCULATION OF PLANNING PROPOSAL FOR REVIEW & COMMENT

Applications are circulated to relevant civic departments for comment. A notification letter of the planning proposal is sent to:

- community association, Ward Councillor, Community Consultant (Community Development Branch) and other stakeholders
- neighbouring residents/property owners (for Zoning Bylaw and Discretionary Use applications)



Public can comment on the planning proposal

Community associations and the public are encouraged to provide a response in writing, and call the Planner if more information or clarification is needed. A public meeting may be facilitated in the affected neighbourhood to gather feedback.



Public meeting may be held

4. REVIEW OF APPLICATION

Applications are reviewed by either City Planning Branch or Development Services Branch for conformance with the Development Plan, Zoning Bylaw and other policies and regulations. The application is presented, along with City recommendations and feedback from the public, to the Municipal Planning Commission (MPC).

5. MPC RECOMMENDATION TO CITY COUNCIL

The MPC considers the proposal and information received, and makes its recommendation for approval or denial to City Council, which Council will not consider until the public hearing.



Public may attend MPC meeting

6. NOTIFICATION OF PUBLIC HEARING

Development Plan:

- draft Bylaw is prepared and a date for City Council's public hearing is set

- City Planning Branch notifies the affected community association, Ward Councillor, Community Consultant and other stakeholders
- notice is placed in the newspaper and a notice board may be placed on site for two consecutive weeks prior to the public hearing.



Zoning Bylaw:

- draft Bylaw is prepared and a date for City Council's public hearing is set
- Development Services Branch notifies the affected community association, Ward Councillor, Community Consultant, other stakeholders and the neighbouring property owners
- notice is placed in the newspaper and a notice board is placed onsite for two consecutive weeks prior to the public hearing.

Discretionary Use proposals:

- date for City Council's public hearing is set if the applicant wishes to proceed
- Development Services Branch notifies the affected community association, Ward Councillor, Community Consultant, other stakeholders and the neighbouring property owners
- notice is placed in the newspaper and a notice board is placed onsite for two consecutive weeks prior to the public hearing.

7. PUBLIC HEARING & COUNCIL DECISION

A public hearing is held at 7:00 p.m. during a regular City Council meeting. Council considers the application together with recommendations from the Administration and MPC, as well as verbal presentations to City Council or written submissions received from the public. Council may approve, deny or defer the proposed bylaw amendment or discretionary use.



City Council is the final approving authority for Zoning Bylaw amendments and Discretionary Use proposals. The provincial Minister of Government Relations is the final approving authority for Development Plan amendments.

City Council cannot change a bylaw amendment without repeating steps 3-8 – circulation of planning proposal for review & comment, review of application, MPC recommendation to City Council, notification of public hearing, public hearing & council decision and notification of decision.

For more information on how to participate in City Council decisions, see page 15.

8. NOTIFICATION OF DECISION

The City Clerk notifies the applicant in writing of City Council's decision.

9. FINAL STEPS

If the **Development Plan** amendment proposal is approved by City Council, the City Clerk forwards the proposed amendment to the provincial government for approval by the Minister of Government Relations. If approved, appropriate databases are updated.

If the **Zoning Bylaw** amendment is approved, the zoning database is updated.

If the **Discretionary Use** application is approved, the applicant submits final plans to the Building Standards Branch and applies for a development permit and building permit.

How to Review & Comment on Planning Proposals

Community associations and neighbouring residents/property owners are notified of a proposed Zoning Bylaw and Development Plan amendment and discretionary use, and have an opportunity to review and provide comments to the Planner on the proposal. Planners are interested in knowing if there is something specific to the site or areas they are unaware of. Feedback from the public is presented, along with the City's recommendation, to the Municipal Planning Commission and to City Council.

The Public may also submit a written submission to City Council or make a presentation at a public hearing (see next section).

The following checklist will assist you in reviewing and commenting on planning proposals:

- ✓ **Review the notification letter or read the notice in the newspaper of the planning proposal.**

- ✓ **Do you understand what is proposed?**

If you need more information or clarification on the proposal, contact the Planner, the City Planning Branch (for Development Plan amendments) or Development Services Branch (for Zoning Bylaw amendments and Discretionary Use applications).

- ✓ **Are you familiar with the site under consideration and uses adjacent to the site?**

Visit the site and uses adjacent to it if you're not familiar with it. You can also refer to the Development Plan or Zoning Bylaw (available online at www.saskatoon.ca, click City Council, City Clerks Office, Bylaws).

- ✓ **Do you know what uses are allowed and not allowed under the proposed land use or zoning designation?**

When reviewing the proposal be aware that development may occur within the full range of uses and development standards allowed by the land use designation (in the case of a Development Plan amendment) or zoning district (in the case of the Zoning Bylaw amendment). The applicant may state the intention of developing to a lower intensity, but it is more appropriate to consider

For information or clarification, contact City Planning Branch and Development Services Branch at 975-2645.

your evaluation on the full range of uses and intensity of use allowed by the Development Plan or Zoning Bylaw.

For example, if a proposed land use designation is District Commercial, evaluate the application by referring to the District Commercial Policy in the Development Plan and also by checking the Zoning Bylaw for zoning districts that can be applied to this land use designation. (See *Glossary for Summary of Land Use and Zoning Designations*.)

✓ **How will the proposal impact your neighbours and community?**

Planners are interested in knowing if there is something specific to the site or area they are unaware of – things community members may be more familiar with. When discussing the impact of the proposal on your community, discuss the pros and cons of such things as:

- compatibility with the neighbourhood (e.g. traffic and parking, intensity of proposed use, noise, privacy)
- relationship with surrounding buildings and potential impact on neighbours.

Keep in mind that the main issue is the use of the land. There are some matters that cannot be considered in your comments, including:

- characteristics of people who may use the proposed development (e.g. socio-economic status)
- economic benefits or losses (e.g. increased tax revenue to City, increased competition to existing business, etc.)
- type of tenure (owned, leased or rented)
- architectural design and materials.

✓ **Do you have comments for the Planner on the proposal?**

Written comments must address land uses, not land users.

Yes. If you have comments on the Development Plan, Zoning Bylaw or Discretionary Use proposal, you must respond in writing to the City of Saskatoon within the deadline and to the address indicated on the notification letter or in the newspaper. If you need more time, call or email the Planner and ask if more time is available.

No. If the community association and neighbouring property owners do not have written comments, call or email the Planner to let them know they will not be receiving a response to the proposal.

✓ **If you do have written comments, have you addressed the following?**

- Reasons this is a compatible or incompatible land use for your community, such as scale, density and relationship with surrounding area.
- Identification of important issues you feel should be addressed.
- Suggestions as to how your concerns might be addressed.
- Opinions on the appropriateness of the land use.
- List of comments and concerns raised within the community.
- Indicate who you represent (e.g. property owner, community association, etc.) and what consultation you have done, if relevant.

There may be disagreement among neighbours, the community association and the general community – this is normal. It is particularly important for community associations to share all community views in the written response, and also to indicate when a concern is limited to a specific group.

✓ **Note:**

If the Planner receives written comments from a community association and/or the public within the deadline indicated on the notification letter, the comments will be included in a report that goes to the Municipal Planning Commission for recommendation and City Council for approval or denial.

Community Associations and the public may also submit a written submission to City Council or make a presentation at a public hearing (see next section).



City Planning Branch or Development Services Branch: (306) 975-2645
www.saskatoon.ca » Departments » Community Services
» City Planning or » Development Services

How to Participate in City Council Decisions



The City of Saskatoon encourages public participation in City Council decisions on planning and development issues. There are several ways for the public to share comments and concerns about initiatives, new bylaws or bylaw amendments, or issues being discussed by City Council or one of its committees.

1. Submit a letter outlining your concerns.
2. Request to make a presentation during the public hearing at Council or general Committee meeting at which the initiative or issue is being discussed.
3. Bring forward a new matter for Council's consideration by writing a letter to City Council.

Find Out What's on the Agenda

City Council and
Committee
agendas & minutes
are regularly posted
online

www.saskatoon.ca

- ▶▶ City Council
- ▶▶ City Clerk's Office
- ▶▶ City Council
- ▶▶ Minutes &
Agendas

Council and committee agendas are published on the Thursday of the week preceding the meeting. They can be viewed at Public Libraries, in the City Clerk's Office and the lobby of City Hall during office hours, or viewed on the City of Saskatoon website.

Many bylaws, including land use bylaws, require advertising and a statutory public hearing before Council may approve them. Public hearings are held at 7:00 p.m. of each Council meeting. They are advertised in the local print media in advance of the meeting, a notice may be posted at the site in question and stakeholders may be notified.

Put a Matter before City Council or a Committee

Once you have found out when the topic of interest to you is going to be discussed, you can request to make a presentation or submit a letter outlining your support and/or concerns. You can also bring forward a new matter for consideration by writing a letter to City Council.

Submitting Your Letter

To submit a letter outlining your support and/or concerns, fill out an online form, fax, mail, email or drop off a written submission to the Office of the City Clerk. Your letter must clearly specify the topic you wish to address, provide a general outline of your comments and clearly state what you are asking of City Council.

- 1. City Council Meeting** - If you want to submit a letter or speak at a City Council meeting, address your letter to 'His Worship the Mayor and Members of City Council.'
- 2. Committees** - If you want to submit a letter or speak at a Committee meeting in response to an initiative, address it to the appropriate Committee. If you write to City Council on issues of concern, the matter will be referred to the appropriate Council committee or Boards.
- 3. City Councillor** - If you want to submit a letter to your Councillor, address it to your City Councillor.

Office of the City Clerk
222 Third Avenue North
Saskatoon SK S7K 0J5

Fax: (306) 975-2784
Phone: (306) 975-3240
Email: city.clerks@saskatoon.ca

Online Form: www.saskatoon.ca Click on City Council, City Clerk's Office, City Council, Write a letter to City Council

Sample Letter – City Council Meeting

Address & Postal Code

*(so we can reply to your letter
after Council deals with it)*

Date

His Worship the Mayor and Members of City Council:

*If you want to speak to Council: Indicate in your letter that you wish to speak.
(Speakers are limited to 5 minutes.) State the topic on which you will be
speaking, as well as a general outline of your comments.*

*If you are just writing to Council: Outline your concerns or issues, and clearly
state what it is you are asking of Council.*

** Please note that, since all meetings of Council are public, your letter is
considered a public document.*

Name and Signature

Deadline for letter to Council on a new matter:

5:00 p.m. on the Tuesday preceding the week of the City Council meeting. Your letter will be placed on the next agenda of City Council. If you wish to speak to Council, you need to say so in your letter.

Fax: 975-2784

Internet:

www.saskatoon.ca **Click on City Council, City Clerk's Office, City Council, Write a letter to City Council**

Mail: City Clerk's Office
City of Saskatoon
222 Third Avenue North
Saskatoon, SK S7K 0J5

Meeting the Deadline

A letter to City Council must be received in the City Clerk's Office by 5:00 p.m. on the Tuesday preceding the week of the meeting. If the letter is received later than that, but relates to an issue already on the agenda, it may be placed on the agenda as an addendum. Call the City Clerk's office if you need to clarify deadlines.

Notification of Decisions

It is a good idea to attend the Council or Committee meeting. At the session, a motion will be made on all issues that require a decision or direction from Council or the Committee. If you do not understand what has been decided, feel free to ask the City Clerk's Office or Secretary of the Committee for clarification after the Council or committee meeting.

If you have submitted a letter, you will receive a letter from the City Clerk's Office advising you of the action taken by Council or Committee and what will happen next, if anything.

Attend the Public Hearing

A public hearing is an opportunity for the public – including individuals and community associations – to voice their responses to specific proposals such as introduction of new bylaws or amendments to existing bylaws. Public hearings are held in advance of City Council decisions on proposed discretionary uses or amendments to the Zoning Bylaw and Development Plan.

Public hearings are advertised in the Saskatoon StarPhoenix in advance of the meeting, and in the case of Development Plan and Zoning Bylaw amendments and Discretionary Uses, a notice is posted at the site in question.

Public hearings take place at 7:00 p.m. during City Council meetings.

What happens at a public hearing?

You can make a presentation at a public hearing either by making a request in writing prior to the meeting, as discussed in the previous section, or simply by showing up.

1. The Mayor (or designate) introduces the item and opens the hearing.
2. The Administration describes the proposal and the reasons for the recommendation in the report.

3. A Municipal Planning Commission (MPC) representative presents the Commission's recommendation regarding the proposal.
4. Applicant is given opportunity to make a presentation.
5. The Mayor asks if anyone would like to speak. Interested individuals and/or groups are given opportunity to address Council. Speakers are allowed **5 minutes** each excluding any time required to answer questions Council members may ask.
6. Applicant is given a final opportunity to respond to presentations.
7. The Administration may then be called upon to provide clarification.
8. Motion to receive submitted correspondence (if any).
9. Motion to close hearing.
10. Motion to approve, approve with conditions, deny or defer the proposed discretionary use, Development Plan amendment or Zoning Bylaw amendment or other bylaws and amendments.

How to Make an Effective Presentation

Presenting your responses on proposals or developments before City Council or a committee is part of making your voice heard in city planning and development decisions.

Do Your Homework

Be proactive! Take an active role in your community by seeking out information and becoming informed.

✓ **Review the notification letter.**

The Development Services Branch or City Planning Branch notifies community associations and neighbouring property owners of Development Plan or Zoning Bylaw amendments or Discretionary Use proposals and/or developments.

✓ **Read the notice in the newspaper**

Read the notice on the City Page in the Saskatoon StarPhoenix. The City Page is published every Saturday.

✓ **Review the Development Plan or Zoning Bylaw.**

Familiarize yourself with the uses allowed and not allowed under the proposed Land Use Designation or Zoning District – review the Development Plan and Zoning Bylaw.

✓ **Familiarize yourself with site.**

Familiarize yourself with the site under consideration and the uses adjacent to the site.

✓ **Attend public & community meetings.**

Attend public information meetings held by the City, the applicant and/or community association on the proposal, amendment or discretionary use proposal.

The Development
Plan and Zoning
Bylaw are available
online at
www.saskatoon.ca
» City Council
» City Clerk's Office
» Bylaws

Copies may be
purchased at the
City Clerk's Office.

✓ **Review Council or Committee agendas, reports and/or submissions.**

Review the agenda of City Council or Committee, reports and/or proposals on the submission, as well as other written submissions.

✓ **Familiarize yourself with Council or Committee meetings.**

It is helpful to attend a Council or committee meeting and familiarize yourself with proceedings before you make your presentation.

✓ **Call the planner for information or clarification.**

If you need more information or clarification on the proposed amendment or discretionary use proposal, contact the Planner.

✓ **Learn about city planning and development.**

Review the *A Guide to City Planning & Development in Saskatoon* to learn more about the city planning and development process, and attend civic training workshops when they are offered.

✓ **Stay in touch.**

Visit the City's web site at www.saskatoon.ca for information on civic program and services. Sign-up for electronic civic news releases and public service announcements.

✓ **Consider the needs within your community, today and in the future.**



City Planning Branch or Development Services Branch: (306) 975-2645
www.saskatoon.ca ► Departments ► Community Services
► City Planning or ► Development Services

Remember, your presentation may not exceed 5 minutes in length.

Audio-Visual Equipment & Special Needs

If your presentation includes visual aids (e.g., PowerPoint, overhead projections), contact the City Clerk's Office to request the use of audio-visual equipment in Council Chambers and Committee meeting rooms.

You must contact the City Clerk's Office at least two days before the meeting. It may be necessary to meet with a representative of the City Clerk's Office at least one day prior to the meeting to review equipment operation.

If you have special needs (e.g. wheelchair access, hearing and visual aids), contact the City Clerk's Office to make appropriate arrangements before noon on the day of the public hearing.



City Clerk's Office: (306) 975-3240
www.saskatoon.ca ► City Council ► City Clerk's Office

Presentation Tips

- ✓ Come forward and speak directly into the microphone.
- ✓ Introduce yourself and clearly say who you represent.
- ✓ Address the Mayor as 'Your Worship' or 'Mayor NAME'
- ✓ Address your comments to the Mayor or committee chair, not the audience.
- ✓ Use prepared speaking notes.
- ✓ Use visuals that directly relate to your presentation topic.
- ✓ Keep your comments brief and to the point.
- ✓ Avoid repetition.
- ✓ Prepare in advance and check for accuracy.
- ✓ Make sure PowerPoint, slides or transparencies are readable.
- ✓ Consider having one person look after visual aids while another speaks
- ✓ Time your presentation including visual aids to ensure it is within 5 minutes.
- ✓ Be prepared to answer questions from the Mayor, Councillors or committee members.
- ✓ Be respectful, be fair, stick to the facts.

Glossary

General Terms

Accessory Uses – uses that are secondary to and serve the principal use on a site (i.e. home based business), and may only be developed following the establishment of the principal use.

Building Permit – a permit issued under The Building Bylaw of the City of Saskatoon authorizing construction of a building.

Business Improvement District (BID) – an organization of commercial property owners established to improve conditions within a specific business district (i.e. Downtown, Sutherland, Broadway, Riversdale)

Community Engagement Process – adopted by the City of Saskatoon to provide a consistent approach to public participation in decision-making. It is applied when the Administration or City Council want to consult, involve or inform people about matters that affect their community.

Concept Plan – a plan for one, or part of one, neighbourhood, commercial district or industrial area that sets the framework for development of a particular neighbourhood within established design, land use and servicing principles.

Density – a measure of population or dwellings per unit of area; usually dwelling units per acre.

Development – the carrying out of any building, engineering, mining or other operations in, on or over land or the making of any material change in the use or intensity of the use of any building or land.

Development Plan No. 7799 – is a statutory plan, adopted by bylaw, to provide the policy framework to define, direct, and evaluate development in Saskatoon, ensuring that it takes place in an orderly and rational manner, balancing the environmental, social and economic needs of the community

Development Officer – an employee of The City of Saskatoon appointed by the General Manager, Community Services Department to act as a Development Officer to administer the Zoning Bylaw.

Development Permit – a document, authorizing a development, issued by the City of Saskatoon, pursuant to the Zoning Bylaw.

Development Standards – a set of standards that establish certain minimum and maximum project requirements, which must be met before a development may proceed (i.e. site requirements, building requirements, parking standards, landscaping standards, sign standards and other specific requirements).

Direct Control District – a set of development guidelines and standards applied to an area of the city with special circumstances or requirements – e.g. River Landing, South Downtown, Willows, Preston Crossing and Idylwyld Cul-de-Sac.

Discretionary Uses – uses of land or buildings that are only permitted at Council's discretion.

Home Based Business – an accessory use of a dwelling unit for a business, which is secondary and incidental to the primary use of the dwelling as a residence, and does not change the residential character of the buildings or site.

Infill – the process of developing vacant, unused or under utilized land located within existing areas of the city.

Legal Non-Conforming Buildings – a legally constructed building which no longer conforms to a particular development standard (i.e. an established building setback which does not conform that does not conform with current setback requirements).

Legal Non-Conforming Uses – a legally established land use, which is no longer permitted in the relevant zoning district (i.e. dwelling in an industrial district).

Local Area Plan – a comprehensive, community-based plan to improve local conditions over the long term in one, or part of one, neighbourhood, commercial or industrial area.

Municipal Planning Commission (MPC) - is a group of appointed citizens who advise and assist City Council on planning and development issues. The MPC deals with planning applications including Development Plan amendments, rezoning and discretionary use applications, neighbourhood concept plans and sector plans, and considers reports from the Community Services Department with respect to other special studies, development issues and programs.

Neighbourhood – a residential community, which forms the basis for planned residential growth in Saskatoon. Neighbourhoods must be large enough to support a centrally located Community Centre or elementary school. Each neighbourhood must contain a full set of urban services and amenities such as transit, parks, buffers, community centre and compatible institutional and commercial uses. Standard neighbourhoods range from 400 to 600 acres in size and contain 5,000 to 7,000 residents.

Permitted Uses – uses that are allowed if they meet the development standards for the particular zoning district.

Policy – a definite course or method of action selected to guide and determine present and future direction.

Prohibited Uses – uses that are not permitted in a zoning district.

Public Hearing – a hearing which is advertised and open to the public as an opportunity for them to voice their response to specific proposals.

Public Meeting – a meeting between members of the general public, proponents and other interested stakeholders on any local civic matter.

Secondary Suite – a self contained dwelling unit which is an accessory use to, and located within, a detached building in which the principal use is a one unit dwelling.

Sector Plans – a plan for two or more residential, commercial or industrial areas that provides the basis for more detailed planning (e.g. subdivision, land use designations, etc.) to turn undeveloped areas into new urban developments.

Site – an area of land: (i) under one ownership considered as a unit; (ii) having its principal frontage on a public street; and, (iii) not divided by a public street.

Zoning – the legal division of land into 'zones' for the purpose of regulating specific use and development.

Zoning Bylaw No. 7800 – is adopted by Saskatoon City Council and regulates the development and provides for the amenity of the municipality and for the health, safety, and general welfare of the inhabitants in a manner that is consistent with the provisions of the City of Saskatoon Development Plan.

Zoning Bylaw Amendments – a change that is made to the Zoning Bylaw in the form of either a textual amendment or a zoning map amendment.

Zoning Agreement – the rezoning of land is undertaken or become effective upon an agreement between the owners and the City. The agreement is registered as a caveat on the property title.

Summary of Land Use Designations

The following is a summary of land use designations in the Development Plan. This summary is general and therefore, should not be given any legal status. The original bylaw should be consulted for any official purposes.

Residential

- To develop sustainable neighbourhoods that offer a quality living environment, meeting the needs of a variety of household types and incomes, in an efficient and environmentally sensitive way.
- To encourage infill residential development that: helps to meet the housing needs of a diverse population; makes efficient use of civic and community infrastructure; and recognizes the interests of local residents and the impact of development on neighbourhood character and infrastructure.
- To meet the demand for a broad range of dwelling types over the life of this Plan, to ensure that supportive housing resources are distributed evenly throughout the

community, and to promote the maintenance of the City's housing stock to an acceptable standard.

- To facilitate economic development and foster entrepreneurship through home businesses that are clearly secondary to the residential use of the property and compatible with the surrounding residential environment.
- To recognize the historic and diverse residential land use character and future development potential of each Core Neighbourhood and to provide a range of densities and housing types compatible with that character and potential.
- To facilitate the development of Golf Course Communities in Saskatoon to allow for a greater range of housing options, maximize economic benefit to the Saskatoon region, and to mitigate the potential negative impact on servicing and pre-paid rates which this type of low-density development may exert in an urban context.

Downtown

- To ensure the Downtown remains the centre and heart of the financial, administrative, cultural and commercial activities of the City and Region.
- To ensure the Downtown is an attractive, functional, and vibrant place.
- To encourage a significant share of the City's overall housing development to take place in the downtown.

Commercial - maintain a hierarchy of planned commercial focal points throughout the community, including a strong Downtown and appropriate allocations of commercial activity in other nodes and corridors based on defined trade area requirements and locational policies. There are four types of commercial areas in Saskatoon:

- **District Commercial** - District Commercial Areas are a size sufficient to serve the needs of two to five neighbourhoods. Possible uses include retail stores, restaurants, service stations, small shopping centres, medical clinics and related health services.
- **Suburban Centre Commercial** - Suburban Centre Commercial Areas provide a broad range of shopping centre services and associated commercial activities necessary to meet the needs of the population within a Suburban Development Area of approximately 50,000 people.
- **Arterial Commercial** - Arterial Commercial Areas includes business uses normally located along highways, major roadways and in other locations, serving those persons primarily shopping by car.
- **Special Area Commercial** - The Special Area Commercial designation is intended for commercial areas that because of unique attributes such as location, type of use, or development history, do not readily fit into the normal hierarchy of commercial land use designations.

Suburban Centre - Suburban Centres are the primary mixed-use focal point for a Suburban Development Area, providing commercial, institutional and recreational lands and activities serving the basic needs of the Suburban Development Area population. Medium to high density residential development is encouraged within Suburban Centres. Suburban Centres shall be designed as comprehensively planned areas, promoting a compatible integration of land uses and development densities.

Industrial - there are four types of industrial land in Saskatoon:

- **Business Park:** Business Parks are intended to meet the demand for a high quality business and industrial park environment.
- **Light Industrial:** Light Industrial facilitates mainstream industrial development that does not create land use conflicts in the normal course of operations.
- **Heavy Industrial:** Heavy Industrial facilitates large scale industrial development that includes manufacturing and processing, and that has the potential to create land use conflicts in the normal course of operations.
- **Environmental Industrial Park (EIP) -** Environmental Industrial Parks facilitate the safe storage, handling, and processing of dangerous or hazardous products.

Mixed Use District - facilitate unique development opportunities, flexibility and reinvestment in neighbourhoods by encouraging new mixed use development and the rehabilitation of existing mixed use development arrangements; ensure that a broad range of compatible commercial, industrial, institutional, cultural and residential uses, including live/work units, are accommodated in a carefully planned, high quality environment over the long-term.

Transitional Land Use Areas - includes those parts of the City where significant land use changes are expected to occur and where additional studies may be required to determine appropriate future land use and development.

Special Use Areas - accommodate major institutions, facilities and public utility installations with a City-wide and Regional focus.

Urban Holding Areas - identify areas within the City limits where the future use of land or the timing of development is uncertain due to issues of servicing, transitional use, or market demand.

Direct Control Districts - where it is considered desirable to exercise particular control over the use and development of land and buildings within a specific area, Council may, in the Development Plan and Zoning Bylaw, designate an area as a Direct Control District (i.e. South Downtown, Willows, Preston Crossing and Idylwyld Cul-de-Sac).

Summary of Core Neighbourhood Land Use Policy Districts

The following is a summary of land use policy districts in the Development Plan (No. 7799). This summary is not to be considered as part of the Development Plan and should not be given any legal status. The original bylaw should be consulted for all purposes of interpretation and application of the law.

Low Density Policy District - these districts shall be preserved as low density residential districts containing primarily one and two unit dwellings. These districts may accommodate dwelling unit conversions and new residential development of up to four units.

Medium Density Residential Policy District - the development of multiple-unit dwellings, street townhouses, and dwelling units of six units and up to three or four stories shall be permitted as allowed under the relevant zoning district.

High Density Policy District - High Density Multiple-Unit Dwellings - these districts are suitable for the development of high-density multiple-unit dwellings and limited commercial uses. High-density development will be permitted only in such numbers and in areas, which will minimize negative impacts on adjacent and surrounding low-density environments and will be developed with adequate off-street parking and landscaping provisions, and be located with close proximity to existing or proposed public transit services.

Mixed Use Policy District - facilitate unique development opportunities, flexibility and reinvestment in neighbourhoods by encouraging new mixed use development and the rehabilitation of existing mixed use development arrangements; ensure that a broad range of compatible commercial, industrial, institutional, cultural and residential uses, including live/work units, are accommodated in a carefully planned, high quality environment over the long-term.

Community Facilities Policy District - community facilities are focal points for many residential neighbourhoods. They are a community resource with more than one life span. In order to promote the stability and character of residential neighbourhoods, the City shall encourage the adaptive reuse of the community facility and site for residential, educational, institutional, recreational or other community-oriented use, subject to the provisions of the existing zoning district and after appropriate consultation with relevant community groups and local residents.

Office/Institutional Policy District - intended for small office complexes, institutional and residential uses; development in these district will not include uses which will adversely affect traffic patterns and/or adjacent land uses.

Commercial Policy District - Neighbourhood, District, Arterial and Special Area

Commercial - these districts are suitable for commercial development and are subject to the appropriate commercial land use designation policies (see Commercial Land Use Designations above).

Industrial Policy District - Light and Heavy Industrial - land uses in these districts include existing Light (L) and Heavy (H) industrial activities, as well as some commercial uses. While these districts may generally not be suitable for residential development at the present time, the transition of these areas from industrial to commercial or residential uses shall be encouraged.

Special Use Area - intended to accommodate major institutions and facilities with a City-wide focus. Examples include hospitals, the University and other major facilities and utility installations.

Riverbank Area - includes dedicated parks and open space adjacent to the South Saskatchewan River or its riverbank. It is intended that these lands will be primarily used for parks and open space.

Summary of Zoning Districts

The following is a summary of the zoning districts in the Zoning Bylaw (No. 7800). This information is general and should not be given any legal status. The original bylaw should be consulted for any official purposes.

Land Uses within Zoning Districts

- **Permitted Uses** – uses allowed provided they meet development standards for the zoning district. A Development Officer reviews & approves permitted uses through issuance of a development permit.
- **Discretionary Uses** – uses of land or buildings permitted only at City Council's discretion and at the location(s) specified by it. Development permit for establishment or expansion of a discretionary use may only be issued following Council's approval of the proposed use or expansion of an existing use.
- **Prohibited Uses** – uses specifically prohibited in some zoning districts
- **Accessory Uses** – uses that are secondary to and serve the principal use (e.g. home based business) and may only be developed following the establishment of the principal use.

Development Standards within Zoning Districts

- **Site Requirements** – minimum site area, width and depth.
- **Building Requirements** – minimum front, side and rear yard setbacks, maximum building height and site coverage.
- **Sign Standards** – type, characteristic, size and location of permanent signs, portable signs and billboards.
- **Parking Standards** – minimum number of parking spaces required for a specific use, minimum parking space dimensions, location of required parking, etc.
- **Landscaping Standards** – front and side yard landscaping, minimum landscaping dimensions, requirements for mix of grass, trees, shrubs and hard landscaping & screening requirements.
- **Use Specific Requirements** – other rules related to the development of specific uses (e.g. secondary suites).

Residential Districts

- 8.1 R1 - Large Lot One-Unit Residential District**
To provide for large lot residential development in the form of one-unit dwellings as well as related community uses.
- 8.2 R1A - One-Unit Residential District**
To provide for residential development in the form of one-unit dwellings as well as related community uses.
- 8.2A R1B – Small Lot One-Unit Residential District**
To provide for small lot residential development in the form of one-unit dwellings as well as related community uses.
- 8.3 R2 - One and Two-Unit Residential District**
To provide for residential development in the form of one and two-unit dwellings as well as related community uses.
- 8.4 RMHC - Mobile Home Court District**

To provide for residential development in the form of mobile home courts.

8.5 RMHL - Mobile Home Lot District

To provide for residential development in the form of mobile homes on individual sites.

8.6 R2A - Low Density Residential Infill District

To provide for residential development in the form of one and two-unit dwellings, while facilitating certain small scale conversions and infill developments, as well as related community uses.

8.7 RMTN - Townhouse Residential District

To provide for comprehensive planned low to medium density multi-unit dwellings in the form of townhouses, dwelling groups, and other building forms, as well as related community uses.

8.8 RM1 - Low Density Multiple-Unit Dwelling District

To provide for residential development in the form of one to four-unit dwellings, while facilitating certain small and medium scale conversions and infill developments, as well as related community uses.

8.9 RM2 - Low/Medium Density Multiple-Unit Dwelling District

To provide for a variety of residential developments in a low to medium density form as well as related community uses.

8.10 RM3 - Medium Density Multiple-Unit Dwelling District

To provide for a variety of residential developments in a medium density form as well as related community uses.

8.11 RM4 - Medium/High Density Multiple-Unit Dwelling District

To provide for a variety of residential developments in a medium to high density form as well as related community uses.

8.12 RM5 - High Density Multiple-Unit Dwelling District

To provide for a variety of residential developments, including those in a high density form, as well as related community uses, and certain limited commercial development opportunities.

Institutional Districts

9.1 M1 - Local Institutional Service District

To facilitate a limited range of institutional and community activities that are generally compatible with low density residential uses and capable of being located within a neighbourhood setting. Typical uses include one and two-unit dwellings, offices and office buildings, places of worship, private schools, medical clinics, public parks and playgrounds.

9.2 M2 - Community Institutional Service District

To facilitate a moderate range of institutional and community activities, as well as medium density residential uses, that are generally compatible with residential land uses, and capable of being located in a neighbourhood setting subject to appropriate site selection. Typical uses include one, two and multiple-unit dwellings, dwelling groups, offices and office buildings, places of worship, private schools, medical clinics, public parks and playgrounds.

9.3 M3 - General Institutional Service District

To facilitate a wide range of institutional and community activities, as well as medium and high density residential uses, within suburban centres and other strategically located areas. Typical uses include one-unit and multiple-unit

dwellings, dwelling groups, offices and office buildings, places of worship, private schools, medical clinics, public parks and playgrounds, radio and television studios, financial institutions, research laboratories, private clubs and banquet halls.

9.4 M4 - Core Area Institutional Service District

To facilitate a wide range of institutional, office and community activities, as well as high density residential uses within and near the downtown area. Typical uses include one, two and multiple-unit dwellings, dwelling groups, offices and office buildings, places of worship, private schools, medical clinics, public parks and playgrounds, radio and television studios, financial institutions, research laboratories, private clubs, banquet halls and commercial parking lots.

Commercial Districts

10.1 B1A - Limited Neighbourhood Commercial District

To permit commercial uses that serve the daily convenience needs of the residents of the neighbourhood while being compatible with the surrounding residential uses. Typical uses include convenience stores, drug stores, pharmacies, beauty parlours and barber shops, and community centres.

10.2 B1 - Neighbourhood Commercial District

To permit commercial uses that serve the daily convenience needs of the residents in the neighbourhood. Typical uses include retail stores, beauty parlours and barber shops, dry cleaning pick-up depots, offices and office buildings, financial institutions, and community centres.

10.3 B2 - District Commercial District

To provide an intermediate range of commercial uses to serve the needs of two to five neighbourhoods. Typical uses include one and two-unit dwellings, places of worship, retail stores, offices and office buildings, financial institutions, service stations, bakeries, shopping centres, restaurants and lounges, medical clinics, dry cleaners, photography studios and veterinary clinics.

10.4 B3 - Medium Density Arterial Commercial District

To facilitate arterial commercial development providing a moderate to wide range of commercial uses on small to medium sized lots. Typical uses include retail stores, shopping centres, offices and office buildings, financial institutions, medical clinics, service stations, theatres, bakeries, restaurants and lounges, commercial recreational uses, private clubs, banquet halls, hotels, motels, public garages, private schools, automobile sales, and dry cleaners. (Nightclubs and taverns are Discretionary Uses)

10.5 B4 - Arterial and Suburban Commercial District

To facilitate arterial and suburban commercial development providing a wide range of commercial uses serving automobile oriented consumers. Typical uses include retail stores, shopping centres, offices and office buildings, financial institutions, medical clinics, service stations, theatres, restaurants and lounges, commercial recreational uses, private clubs, banquet halls, hotels, motels, public garages, private schools, automobile sales, dry cleaners. (Nightclubs and taverns are Discretionary Uses)

10.6 B5 - Inner-City Commercial Corridor District

To recognize historic commercial areas which include a wide range of commercial uses in a medium to high density form. Typical uses include retail

stores, shopping centres, offices, financial institutions, medical clinics, service stations, theatres, bakeries, restaurants and lounges, commercial recreational uses, private clubs, banquet halls, hotels, motels, public garages, private schools, automobile sales, dry cleaners, libraries, galleries, and parking stations, custodial care facilities and boarding houses and apartments. (Nightclubs and taverns are Discretionary Uses)

10.7 B6 - Downtown Commercial District

To facilitate a wide range of commercial, institutional and residential uses in a high density form, in the downtown area.

Industrial Districts

11.1 IL1 - General Light Industrial District

To facilitate economic development through a wide variety of light industrial activities and related businesses that do not create land use conflicts or nuisance conditions during the normal course of operations.

11.2 IL2 - Limited Intensity Light Industrial District

To facilitate economic development through certain light industrial activities and related businesses that do not create land use conflicts or nuisance conditions during the normal course of operations, as well as to limit activities oriented to public assembly.

11.2.A IL3 - Limited Light Industrial District

To facilitate economic development through limited light industrial activities and related businesses that do not create land use conflicts or nuisance conditions during the normal course of operations, as well as to limit activities oriented to public assembly.

11.3 IB - Industrial Business District

To facilitate business and light industrial activities that are seeking a high quality, comprehensively planned environment.

11.4 IH - Heavy Industrial District

To facilitate economic development through industrial activities that may have the potential for creating nuisance conditions during the normal course of operations.

Specialized Districts

12.1 AG - Agricultural District

To provide for certain large scale specialized land uses as well as certain rural oriented uses on the periphery of the City.

12.2 FUD - Future Urban Development District

To provide for interim land uses where the future use of land or the timing of development is uncertain due to issues of servicing, transitional use or market demand.

12.3 APD - Airport District

To designate and conserve land for uses associated with the orderly operations of the Airport.

12.4 PUD - Planned Unit Development District

To recognize existing Planned Unit Developments.

12.5 PDD - Planned Development District

To facilitate specific development proposals with design options, densities, lotting arrangements, or other forms of development that do not fit within the development standards of existing zoning districts.

12.6 DCD1 - Direct Control District 1 - South Downtown Area (River Landing)

12.7 DCD2 - Direct Control District 2 - North East of Idylwyld Drive and 33rd Street

12.8 AM - Auto Mall District

To provide for motor vehicle sales and service and other directly related uses in a high quality, comprehensively planned environment which is conveniently located to serve automobile customers.

12.9 DCD3 - Direct Control District 3 - Circle Drive and Attridge Drive (Preston Crossing)

12.10 RA 1 - Reinvestment District 1

To facilitate reinvestment in older core areas and core industrial areas by facilitating mixed uses and flexible zoning standards, as well as promoting the rehabilitation of existing structures. The RA 1 District is intended to facilitate a broad range of compatible industrial, commercial, cultural, entertainment and residential uses, including live/work units.

12.11 DCD4 – Direct Control District 4 (The Willows)

12.12 MX1 - Mixed Use District 1

The purpose of the MX1 District is to facilitate reinvestment in older core neighbourhoods and core industrial areas of the city by encouraging mixed uses in new development, as well as promoting the rehabilitation of existing structures. The MX1 District is intended to facilitate a broad range of compatible commercial, light industrial, institutional, cultural, and residential uses, including live/work units

12.13 DCD5 – Direct Control District 5 - Circle Drive and Clarence Avenue (Stonegate Centre)

12.14 DCD6 – Direct Control District 6 – Blairmore Retail Development

Overlay Districts

13.1 FP - Flood-Plain Overlay District

To provide appropriate development standards in order to prevent injury and minimize property damage within the South Saskatchewan River flood hazard area.

13.2 AC - Architectural Control Overlay District

To provide appropriate development standards in order to preserve the physical character of an area or to promote a selected design theme for an area.

13.3 B5A - Sutherland Commercial Overlay District

To implement the building height and off-street parking policies of the Sutherland Neighbourhood Local Area Plan as they apply to the commercial lands on the west side of Central Avenue, described as 706 to 1204 inclusive, Central Avenue.

13.4 DCD1 – Architectural Control Overlay District

The purpose of this section is to establish an Architectural Control District ("ACD") overlay in the DCD1 – Direct Control District 1 ("DCD1"). The primary purpose of this ACD is to promote a selected design theme for the DCD1.



City of
Saskatoon

Community Engagement

City Planning Branch
City of Saskatoon
222 - 3rd Avenue North
Saskatoon, SK S7K 0J5
Phone: (306)975-2645
Fax: (306)975-3185
Email: lap@saskatoon.ca
www.saskatoon.ca

(look under 'c' for City Planning - Planning Education Program)