

# AACIP LOG BOOK

Jane Smith

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## RECORD OF RESPONSIBLE PROFESSIONAL PLANNING EXPERIENCE

**May 2000 - June 2002**

**City of Anywhere, Land Use Planning  
Intermunicipal & Community Planning**

*I worked on the following three projects concurrently over a period of 24 months.*

### **1) ABC Area Redevelopment Plan**

Position: Planner  
Duration: 24 months (60% of work time)  
Scale: Neighbourhood  
Process: Programme, Analysis, Design, Projection & Development  
Subject Matter: Comprehensive Physical Planning & Renewal Planning.

#### Project Overview:

Project management and content planning for the preparation of the “Working Draft – ABC Community Plan”.

#### Specific Responsibilities & Linkage to Responsible Professional Planning Experience:

- Reporting to Section Head, I was responsible for project management and leadership. Developed project schedule and milestone events.
- Responsible for developing and coordinating the public participation strategy including community mail-out survey, public open house, recruitment of Community Planning Advisory Committee (CPAC), regular workshops and meetings with CPAC, articles for community newsletter and general communication with public and Ward Alderman.
- Background research involved demographics, multi-unit market demands, topography, existing land use, historic development and subdivision activity, residential density calculation, design guidelines and parcel histories.
- Coordinated and facilitated all CPAC meetings.
- Participation in Transportation Planning public open house.
- Researched riparian rights issues.
- Coordinated and directed the production of land use maps and plan illustrations with technical support staff.
- Projected theoretical build out of R-2 lands in the community.
- Prepared population projections based on two land use scenarios.
- Supervised urban design consultant for the preparation of a streetscape concept.
- Liaison with other City of Anywhere departments and integrated land use concept with transportation planning analysis.
- Developed Draft land use strategy in coordination with CPAC and area Alderman.
- Developed Draft Land Use Policies and Design Guidelines to direct future development within the community of ABC.

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## **Fairway Industrial/Residential Interface Project**

Position: Planner  
Duration: 24 months (30% of work time)  
Scale: Building Group  
Process: Analysis and programme  
Subject Matter: Land use conflict resolution, industrial & residential land use.

### Project Overview:

To identify a long-range land use solution to conflicts between residential and industrial land uses in a one-block area of the community of Fairway in the City of Anywhere.

### Specific Responsibilities & Linkage to Responsible Professional Planning Experience:

- Reporting to Section Head, I was responsible for project management and leadership. Developed project schedule and milestone events.
- Researched evolution of area land use, environmental complaints and history of land use conflicts.
- Coordination and research with by-law enforcement officers. Determined compliance with I-2 Light Industrial District and original conditions of Development Permit Approval.
- Researched industrial zoning and nuisance by-laws within The City of Calgary and other municipalities.
- Researched municipal authority to regulate nuisance effects such as noise, emissions, and odour.
- Established Community Planning Advisory Committee (CPAC).
- Coordinated and facilitated CPAC meetings.
- Worked with transportation planners and other City of Anywhere departments.
- Identified land use scenarios to address conflicts and prepared "Land Use Options" report for CPAC and Ward Alderman.
- Identified the need to integrate short-term transportation circulation improvements as part of the long-term land use solution.

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## **ABC Downs – ABC Village Site Review**

Position: Planner  
Duration: 24 months (10% of work time)  
Scale: Building Group  
Process: Analysis and development  
Subject Matter: Land Use, Urban Design, and Commercial Development

### Project Overview:

To establish future land use policy for a declining commercial strip mall site in the community of ABC in the City of Anywhere.

### Specific Responsibilities & Linkage to Responsible Professional Planning Experience:

- Researched existing policy and regulatory framework, community demographics, site history, original Development Permit, existing and past uses in the strip mall.
- Facilitated an opportunities and constraints roundtable with Community Planning Advisory Committee.
- Identified unique characteristics of the site in relation to future land uses.
- Coordinated traffic count information with transportation planning staff.
- Provided direction to staff architect to examine the site from a built form perspective.
- Negotiated community member concerns regarding City position to halt project.
- Prepared Interim Planning Report to summarize process and future expectations.