



POLICY

POLICY NO:	611	APPROVAL DATE:	July 9, 2012
TITLE:	Neighbourhood Entrance Features on Public Lands	REVISION DATE:	July 11, 2022
SECTION:	Lands, Roads and Buildings	LAST REVIEWED:	July 11, 2022
DEPARTMENT:	Planning and Development Department	PAGE 1 OF 2	

POLICY STATEMENT

The City of Grande Prairie ("City") recognises that developers desire Entrance Feature identification for new residential, commercial or industrial subdivisions. Future owners/occupiers in the subdivision will desire these Entrance Features be preserved and maintained. The installation of neighbourhood or subdivision entrance signs and associated features (hereinafter referred to as "Entrance Features") on Public Lands at entrances to new or existing subdivisions may be permitted by the City. The purpose of administrative review and approval is to ensure that Entrance Features are attractive, safe and can be maintained in perpetuity.

REASON FOR POLICY

To provide City Council and Administration a permanent reference and working guide for the approval of Low Maintenance Entrance Features on Public Lands.

DEFINITIONS

1. **Entrance Feature** means a permanent sign that displays the name of a residential neighbourhood, commercial or industrial subdivision and which is typically located at the primary entrance to the subdivision and may also include associated landscaping. Entrance Features for manufactured home parks are included.
2. **High Maintenance Entrance Features** means those that may require re-application of materials or finishes, or frequent maintenance. Examples of features that may be considered as High Maintenance include, but not necessarily limited to, painted signage (any material); wood; lightweight metal; synthetic material including faux brick or stone; mechanical, electrical, lighting or water components; plant material and planting beds that require frequent watering, weeding or annual pruning.
3. **Low Maintenance Entrance Features** means those that do not require re-application of materials or finishes, or frequent maintenance. Examples of features that may be considered as Low Maintenance include, but not necessarily limited to, natural stone; brick (not faux); concrete; galvanised metal elements that can resist deterioration; trees and shrubs that do not require frequent watering, weeding or annual pruning.

4. **Public Lands** means land subject to the City's direction, management or control including, but not necessarily limited to land titled to the City of Grande Prairie; developed or undeveloped road rights-of-way and statutory road allowances. This definition does not include lands dedicated as environmental, municipal or school reserve and public utility lots.
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GENERAL PRINCIPLES

1. Requests for Entrance Features on Public Lands shall be administered by the City's Planning and Development Department.
 2. Should the request be approved, the developer shall be required to enter into an agreement with the City committing to maintain the Entrance Feature for a minimum of two (2) years following construction completion (or such longer period as may be agreed between the City and the developer).
 3. At the expiration of the maintenance period and upon acceptance by the City, the Entrance Feature shall become City property and shall be included as City infrastructure with the City's Corporate Facilities Management and Transportation and Parks Department being responsible for scheduling inspections and future maintenance of the Entrance Feature.
 4. The City recognizes two (2) categories of Entrance Feature:
Low Maintenance and High Maintenance.
All Entrance Feature structures must be constructed of only low maintenance materials and finishes and include only low maintenance landscaping. Where features such as mechanical, lighting, electrical or water components are proposed as part of the Entrance Feature it shall be considered a High Maintenance Entrance Feature.
 5. Prior to the City's acceptance of any Entrance Feature, the developer shall be required to pay a one-time maintenance fee of 25 percent of the cost of construction of the Entrance Feature (including cost of associated landscaping together with labour costs for Entrance Feature construction and installation of landscaping), for each Entrance Feature constructed in a commercial, industrial or residential subdivision. The 25 percent maintenance fee, as a one-time maintenance fee payment, may be reviewed by the City from time to time to determine whether such amount is either sufficient, or excessive for Entrance Feature maintenance requirements.
 6. In addition to the maintenance fee required by #5, for High Maintenance Entrance Features, the developer shall also be required to pay a one-time operations fee, in an amount agreed to between the City and the developer, based on a 20-year City operations period, for each Entrance Feature constructed in a commercial, industrial or residential subdivision.
 7. The City shall establish a budget account specifically for the developer's one-time maintenance and operations fees, which shall thereafter be used solely for future maintenance and operation costs for the Entrance Feature for which the fee has been paid.
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RESPONSIBILITIES

City Council will review and approve any revisions to this Policy.
City Manager will review and approve any procedures related to this Policy.
City Administration will carry out the policy based on established procedures.