

3 December 2018

Southern Discoveries

C/- Frequency
PO Box 717
Queenstown, 9348

Attention: Luke Clark

Dear Luke,

Southern Discoveries Milford Sound Staff Accommodation Transport Assessment

The purpose of this letter is to provide a desk top transport assessment for proposed staff accommodation to be established at Pembroke Drive, Milford Sound.

1 Background

Southern Discoveries operate a number of tourism activities out of Milford Sound. To undertake these activities efficiently it is proposed to provide staff accommodation in Milford Sound.

The proposed staff accommodation is to be located on Department of Conservation (DOC) lease land at Areas B2 & H3 in the Cleddau Village, this site spans both sides of Pembroke Drive. Development within this area is managed through the consents DO36-088 (Environment Southland) and 360/10/10/189 (Southland District Council). The layout of the proposed development is shown on the attached site development plan, refer Appendix A.

2 Proposed Development

It is proposed to develop staff accommodation on both sides of Pembroke Drive. The proposed staff accommodation will have 54 bedrooms and will allow for couples living together and could possibly accommodated up to a maximum of 65 residents.

The proposed development proposes to establish 27 car park spaces as 90° angled car parks on either side of Pembroke Drive. These will be formed as road side parking for the exclusive use of Southern Discoveries staff who are accommodated at the site.

Technically, these parks are not within the lease area. It is understood that Southern Discoveries are currently in the process of extending the lease area to the edge of the existing road carriageway such the proposed angled car parks would be within the lease area.

There will be no vehicle accesses to the site as all car parking and any other vehicle movements associated with the site would be accommodated by the proposed angled on-street/roadside car parking. The generally straight alignment of Pembroke Road means that there will be appropriate visibility along the road from the proposed car park spaces. It is expected that approaching drivers will have sufficient visibility sight distance to identify

vehicles manoeuvring at car parks adjacent to the carriageway and be able to take appropriate actions to avoid any potential conflict.

3 Planning Requirements

The development of the Cleddau Village and in particular the provision of transport infrastructure is guided by the following planning documents:

- Southland District Council, Land Use Consent 360/10/10/189C – Cleddau Village Residential Activity which outlines specific conditions with respect to access and parking within the village area including a minimum car parking rate,
- Cleddau Village Design Guidelines, version 2 – August 2010 which sets out landscape and design requirements for parking and access within the village area which includes the position and visibility of parked vehicles within a site, and
- Southland District Council (SDC) Operative District Plan, Section 2.10 Transportation as well as reference to the SDC Subdivision, Land Use and Development Bylaw 2012 which provides background car parking rates and on-site car parking layout. It is noted that some provision of these have been amended by specific elements of the land use consent.

4 Assessment

The consent conditions (10/189C) outline a number of pertinent transport elements to be considered which includes:

- Condition 9.7, That the internal village feeder roads (including Pembroke Drive) shall be formed with a minimum of 6m width of two coat chip-seal and that all accessways within lease sites have a minimum gravel width of 4m.
- Condition 9.8, (a) that on-site parking is provided on each lease area at a ratio of 0.5 spaces per resident, and (b) that parking spaces shall be designed and constructed in accordance with schedule 6.6¹ of the SDC District Plan.
- Condition 9.9, that any new infrastructure shall be designed in general accordance with SDC Subdivision and Land Development Bylaw 2005².

The following assessment is based on these consent conditions with reference to the current SDC Operative District Plan or the SDC Subdivision, Land Use and Development Bylaw where appropriate.

4.1 Parking Provision

The minimum on-site parking requirement is 27 car parks based on the number of rooms (one resident per room). However, given that the proposed staff accommodation is expected to have a maximum capacity of 65 residents this equates to a minimum on-site parking requirement of 33 car park.

The proposed development intends to extend the current lease area to include proposed 90° angled car parking on either side of Pembroke Drive, this will also allow for the management

¹ This has now been updated and reference for car parking is to the SDC Subdivision, Land Use and Development Bylaw (2012), Appendix E parking and access layouts.

² This has now been superseded by the SDC Subdivision, Land Use and Development Bylaw 2012 which identifies road standards in Table 3.2 Road Design Standards and parking and parking and access in Appendix E parking and access layouts.

of the proposed car parks for the exclusive use of Southern Discoveries staff who are accommodated at the site.

It is proposed to provide 27 on-street car parks as 90° angled car parks either side of Pembroke Drive which is based on ratio of 0.5 parks per residential room. This may result in an overall shortfall of up to 6 car parks when considering the maximum capacity of the proposed staff accommodation.

To manage this potential shortfall Southern Discoveries proposed to manage the parking provided by issuing permits to residents which have cars. In this manner each provided car park space can be managed such that there will be 25 allocated car park spaces with the remaining 2 spaces reserved for site management and contractors. A draft staff parking policy & procedures document has been provided by Southern Discoveries (refer Appendix B) showing how car parks will be allocated to staff accommodated at the site.

It is possible that there may be overflow parking required if the proposed parking provision is not sufficient to accommodate parking for all staff who have a vehicle. To manage any overflow car parking Southern Discoveries:

- Will provide free staff travel to and from Milford Sound using their multiple daily coach services. This reduces the need for staff based at Milford Sound to access the site by private vehicle, and
- Will allow staff who are not allocated a parking space at Milford Sound to utilise safe and secure parking in Te Anau with free travel to/from Milford Sound.

4.2 Car Park Layout

Car parking is proposed on-street adjacent to the site in a 90° angled car parking format. The consent conditions and the SDC Subdivision, Land Use and Development Bylaw both require that the current feeder road, Pembroke Drive, to have a minimum carriageway width of 6m.

The SDC Subdivision, Land Use and Development Bylaw provides minimum car park dimensions. Additionally, other guidance can be used to provide appropriate car park dimensions. The following Table 1 provides dimensions from different guidance.

Table 1 – Minimum Car Park Dimensions, dimensions in metres

Source	Bay Width	Bay Depth	Aisle Width	Total Depth	Comments
SDC (2012) ³	2.7	5.1	6.8	17.0	Option with minimum aisle width.
AS/NZS2890.1:2004 ⁴	2.5	5.4	5.8	16.6	Based on Class 2 user ⁵ .
NZTA TCD manual (2007) ⁶	2.5	5.4	6.0	16.8	Aisle width based on 6m carriageway from 10/189C.

³ Refer SDC Subdivision, Land Use and Development Bylaw (2012) Appendix E.

⁴ Refer New Zealand Standard AS/NZS2890.1:2004 Parking facilities, Part 1: Off-street car parking, Figure 2.2 Layouts for angle parking spaces.

⁵ Allows for full opening of all doors and is the minimum for a single manoeuvre entry and exit which is suitable for on-street parking.

⁶ Refer NZTA Traffic Control Devices (TCD) Manual (2007), Part 13 Parking Controls, Table 5.3 preferred Parking Space lengths for angled parking.

Based on this comparison it is recommended that the on-street car park bays are based on NZTA requirements for on-street car parking. This include the 6m carriageway width (aisle width) based on the required minimum identified in the consent conditions (refer 10/189C condition 9.7). Technically, this recommendation is a breach of the SDC Operative District Plan due to the reduced bay width (less than 2.7m) and aisle width (less than 6.8m).

The recommended minimum car park bay dimensions are: bay width 2.6m, bay depth 5.4m and aisle width 6m. It is noted that the bay width (2.6m) is to create a more appropriate bay width should the car parks remain with a gravel surface (unsealed and marked).

The layout of the proposed on-site parking will mean that the shoulder and verge area of Pembroke Drive will not be available for pedestrians who will be required to walk within the trafficked carriageway. If is considered that that there will be minimal pedestrian traffic on Pembroke Drive, however, if the shoulder/verge area is to be utilised for site parking it is recommended that an area is shown, and set aside, which could provide a public footpath (1.4m minimum width each side⁷) if this is to be required and constructed in the future. If this area is within the lease area it should include appropriate Right of Way allowances for public use.

4.3 Parking Construction

It in unknown how the road side car parking is to be formed. It is noted that the Cleddau Village Design Guidelines would suggest a landscaped alternative which may be different to the existing chip-seal road carriageway surfacing. It would be acceptable for these to be formed as gravel (unsealed) car parks similar to the road shoulder or a property access. Alternative options may include a permeable pavement surfacing to maintain roadside drainage.

With respect to the traffic requirements it is recommended that each car park is clearly identified including appropriate signage to identify that it is private permitted parking. The signage may be provided in low impact manner such as providing signage on wheel stops which are visible from the road carriageway when the park is empty.

4.4 Site Access

The proposed development does not have any vehicular access with only pedestrian accesses to the site. There is no proposed on-site parking or loading which would require a vehicular access from Pembroke Drive or other roads within the local road network.

Pedestrian accesses are provided and shown on the attached development layout. It is recommended that the pedestrian accesses (paths) are located opposite so that pedestrians traveling from one accommodation unit to the other can directly cross the road.

⁷ The 1.4m footpaths each side is based on the requirements of the SDC Subdivision, Land Use and Development Bylaw, refer Table 3.2 – Road design standards.

5 Summary

Southern Discoveries proposed to establish staff accommodation within the Cleddau Village area at Milford Sound. The proposed development will be on Department of Conservation lease land at areas B2 & H3. Residential development at this site is managed under the Southland District Council consent conditions 360/10/10/189C.

It is proposed to extend the current lease area to allow for 27 car parks to be established adjacent to Pembroke Drive as 90° angled car parks. The 27 car parks represents 0.5 car parks per room, technically the consent conditions require 0.5 car parks per resident suggesting that a total of 33 car park spaces based on the possible maximum occupancy of 65 residents. This will mean that the proposal will have a possible shortfall of up to 6 car parks based on the maximum occupancy of the staff accommodation.

The proposed 27 car parks are arranged as 90° angled on-street/road side car parks with direct access from Pembroke Drive. It is possible that the lease area will be extended to include these on-street car parks. To create efficient on-street car parks whilst retaining the minimum consented carriageway width of Pembroke Lane the following is recommended.

That prior to any on-site occupation 27 car park bays are to be provided adjacent to Pembroke Drive as on-street 90° angled car parks. The car parks are to be constructed with minimum dimensions of: bay width 2.6m, bay depth 5.4m and aisle width 6m which is the current carriageway width.

The on-street car parks provided will be for occupants of the on-site staff accommodation and the allocation of these car parks should be clearly identified, the following is recommended.

That prior to any on-site occupation the car park bays to be provided adjacent to Pembroke Drive are to including appropriate signage to identify that they are private parking for occupants of the adjacent staff accommodation.

The signage may be provided in low impact manner to meet landscape objectives such as providing signage on wheel stops which is visible from the road carriageway when the park is empty.

To manage this car parking Southern Discoveries have provided a draft staff parking policy & procedures to show how car parks will be allocated to staff. It is possible that some staff will not have an allocated car park at Milford Sound and will be required to park away from the site. To manage the car park provided and to mitigate any potential transport effects of staff parking in other locations at Milford Sound the following is recommended.

That prior to any on-site occupation the Consent Holder is to provide a staff parking policy & procedures, this document would identify how the parking adjacent to Pembroke Drive is to be allocated to staff (occupants). In addition the Consent Holder is to provide:

- *Travel to and from Milford Sound for staff (occupants) to reduce the need to access the accommodation by private vehicle, and*
- *Manage potential overflow parking at an alternative safe and secure car park at a suitable location with travel to/from Milford Sound.*

Establishing parking within the road verge can mean that any pedestrians on Pembroke Drive will be required to walk within the trafficked carriageway. Additionally, pedestrian access is

provided to each portion of the site (Areas B2 & H3). To encourage those walking between the two portion of the site the pedestrian accesses should be located opposite each other. To allow for the provision of pedestrians within the proposed design the following is recommended.

That prior to any on-site construction the Consent Holder is to provide for approval the proposed on-street parking plan which is to include allowance for pedestrians including:

- *Identification of an area on each side of Pembroke Drive where a 1.4m public footpath may be established should these be required in the future. This should include an appropriate Right of Way easement to allow for public access, and*
- *That pedestrian accesses to Areas B2 & H3 are located directly opposite.*

With these recommendations included within the final development I consider that any potential transport effects of the on-site parking shortfall and the provision of on-street parking will be minimised to a point which is appropriate and acceptable.

Should you require any further information please contact me.

Yours sincerely,

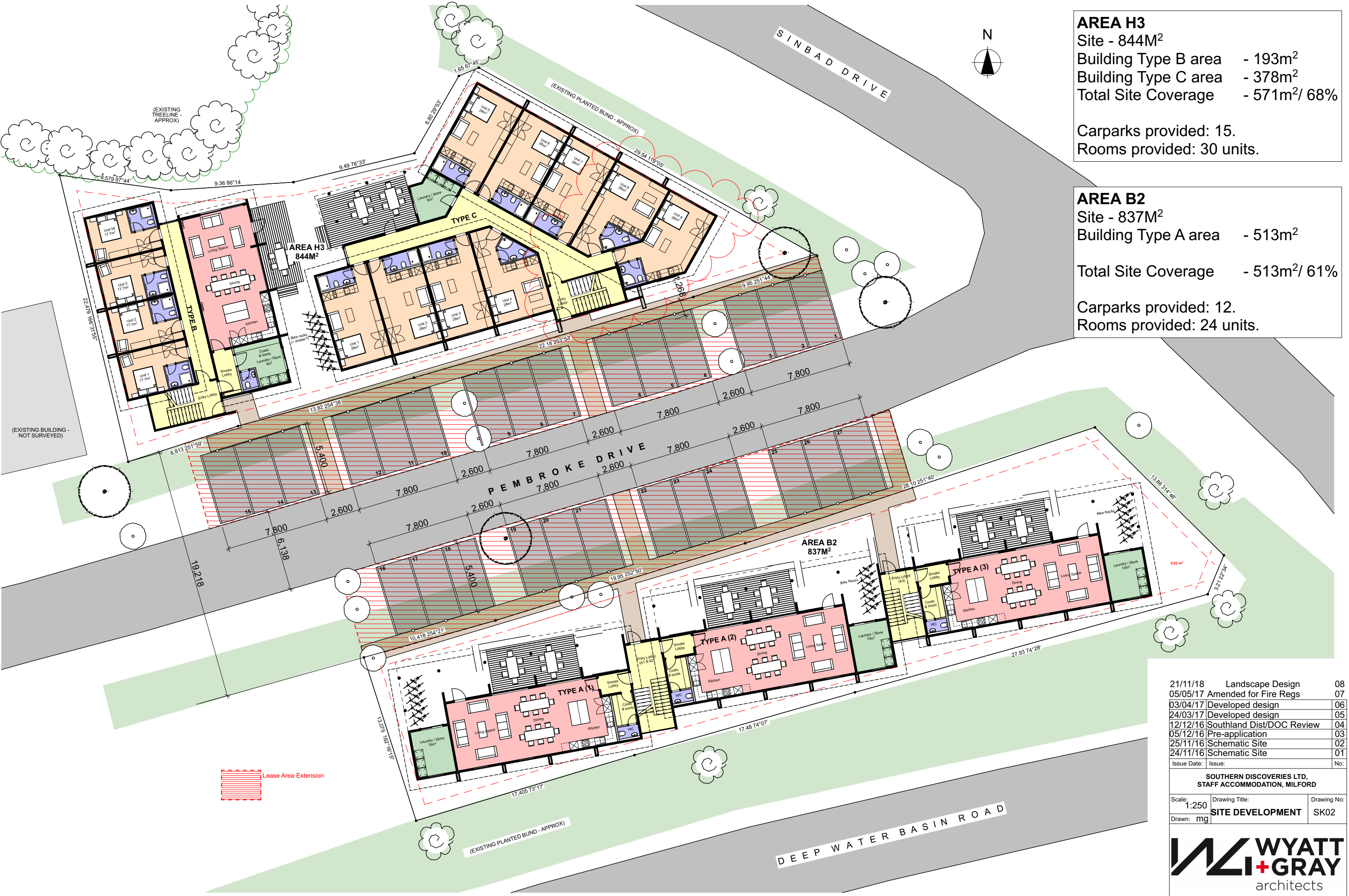
A handwritten signature in blue ink, appearing to be "JB", written over a horizontal line.

Jason Bartlett

CEng MICE, G.IPENZ
Traffic Engineer

Appendix A Development Plans

The attached Wyatt Gray Site Development Plan (SK02 21/11/18) has been reviewed when undertaking this assessment.



AREA H3
Site - 844M²
Building Type B area - 193m²
Building Type C area - 378m²
Total Site Coverage - 571m²/ 68%

Carparks provided: 15.
Rooms provided: 30 units.

AREA B2
Site - 837M²
Building Type A area - 513m²
Total Site Coverage - 513m²/ 61%

Carparks provided: 12.
Rooms provided: 24 units.

21/11/18	Landscape Design	08
05/05/17	Amended for Fire Regs	07
03/04/17	Developed design	06
24/03/17	Developed design	05
12/12/16	Southland Dist/DOC Review	04
05/12/16	Pre-application	03
25/11/16	Schematic Site	02
24/11/16	Schematic Site	01
Issue Date:	Issue:	No:

SOUTHERN DISCOVERIES LTD.
STAFF ACCOMMODATION, MILFORD

Scale: 1:250
Drawing Title: SITE DEVELOPMENT
Drawing No: SK02
Drawn: mg

WYATT + GRAY
architects

+64 3 441 1014 0275 857 448
mark@wyattgrayarchitects.nz

Do not scale off print - refer to figured dimensions.
Refer to larger details where possible.
Confirm all dimensions on site prior to construction.
Consult with Architect immediately if discrepancies are found.

Developed Design - Ground Level.

Appendix B Southern Discoveries – Parking Policy & Procedures

Milford Sound Accommodation, Staff Parking Policy & Procedures, dated 10 October 2018.



Milford Sound Accommodation

Staff Parking Policy & Procedures



Milford Sound

10 October 2018

Contents

1. PURPOSE	2
2. POLICY ELEMENTS	2
3. EMPLOYEE PARKING PERMIT ALLOCATION / PROCEDURES	2
4. VISITORS TO SOUTHERN DISCOVERIES ACCOMMODATION	3
5. PRESERVING SOUTHERN DISCOVERIES PARKING AREA	3
6. VEHICLE TOW-AWAY	3
7. LIABILITY	4
8. FAILURE TO FOLLOW THIS POLICY	4
9. CAR PARK LEDGER	4

1. Purpose

The Accommodation Staff Parking Policy & Procedures sets out the terms and conditions relating to the parking of all motor vehicles within the Southern Discoveries accommodation employee car parks for the benefit of our employees and visitors. This policy applies to all employees, visitors, staff of other cruise companies and contractors. Southern Discoveries Management is responsible for managing the arrangements set out in this policy and car parking is only available with authorization from the company.

Staff who are new to Milford should be aware that Southern Discoveries operate between three and four coach services per day from Queenstown and Te Anau and for staff beginning or ending shifts in Milford coach transport is offered on a free of charge space available basis. If during peak periods of the year the company's coach services are full, please contact your supervisor who can authorize confirmed bookings on InterCity services to/from Milford to ensure that you can get back to work for shift commencement.

2. Background to Policy

The aim of this policy is to ensure that access to staff car parking is given consistently and fairly in light of the limited number of car parking facilities available. The main purpose of the Staff Parking Policy & Procedures is to create a clear and transparent process governing the assignment of the available employee car parking spaces based on priority. Details of the priority are set out below. The policy outlines the process that is to be followed in the allocation and management of the Milford Sound Accommodation Staff Parking Policy and Procedures. There is no guarantee to employees that a car park space will be allocated unless a space is available.

3. Employee Parking Permit Allocation / Procedures

It is not intended that the policy will be incorporated into the contracts of employment of any Southern Discoveries current or future employees, or into any contract Southern Discoveries has or may have in the future with any Contractor. All contracts however will refer to the policy and require compliance with the policy.

Southern Discoveries will assign parking spaces according to these priorities:

- a) Managers
- b) Skippers
- c) Team Leader and Supervisors
- d) Full time employees
- e) Seasonal employees

There will be two reserved car parks for Management and Contractors. All vehicles allocated a space will be recorded into a ledger with:

- Employee name
- Copy of Drivers License
- Car registration
- Warrant of Fitness
- Make/Model/Colour
- Car park space number

An employee cannot have more than one car parking space and cannot transfer their space to another employee / non-employee. Employees are not allowed to:

- Block front or back of the accommodation entrances
- Park at Management and Contractor reserved spaces
- Obstruct unloading / loading of company vehicles
- Park company vehicles in employee car park spaces or high risk spaces (construction zones)
- Park in any area restricting access to emergency service vehicles such as fire appliance

During a long term absence i.e. holidays. If the car park is not being used the company will temporary allocate the space.

This policy does not restrict off-site parking however all staff and contractors will be made aware of the parking rules relating to the Cleddau Village and other areas in Milford Sound.

All staff should be aware that if they have not been allocated a parking space in Milford and are unable to find an alternative parking in Milford that complies with the local regulations they should consider the option of parking their vehicle in Te Anau and use the company's coach services for transport to and from Milford Sound.

Secure car storage facilities are available in Te Anau from :

Safer Parking
48 Casswell Road
Te Anau 9600
Phone : 0800 253 826

Safer Parking offers parking in Te Anau on both a short and long term basis.

4. Visitors to Southern Discoveries Accommodation

There are no allocated visitor car parks and visitors are encouraged where possible to find suitable safe areas within Deep Water Basin for parking. There is a visitor car park at the entrance off Deep Water Basin Road. Southern Discoveries will not be responsible for any damage, theft, vandalism or fire regarding a visitor's vehicle when visiting the accommodation premises.

5. Preserving Southern Discoveries Parking Area

Drivers are expected to maintain a clean and safe parking space, the following rules apply at all times:

- a) No littering is allowed
- b) Driver's must respect other people's property
- c) Driver's shall not speed or drive irresponsibly within the car park area
- d) Employees are not to conduct maintenance or repair jobs to their cars on Southern Discoveries property

6. Vehicle Tow-Away

Car parks must be vacated on the day of departure from Southern Discoveries employment. If any cars are still in the car park after the person has moved out of the accommodation

premises the car will be towed at the owner's expense. Car park spaces are only valid as long as employees are employed by Southern Discoveries.

7. Liability

Southern Discoveries will not assume any liability for theft, vandalism, fire or damage regarding an employee's vehicle.

8. Failure to Follow this Policy

If an employee breaches any of the obligations under this policy the following process will be initiated.

1. A verbal warning will be issued by the Manager to immediately rectify the breach of the policy
2. If this is not forthcoming a letter of cancellation of the parking permit will be issued
3. If after a verbal warning the issue has been resolved, however another breach is being made, a letter of cancellation of the parking permit will be issued

All parking permit holders are to agree by this policy to obtain a car park.

9. CAR PARK LEDGER

NAME	DRIVERS LICENSE	REGISTRATION	MAKE & MODEL	WARRANT OF FITNESS	COLOUR	SPACE NUMBER

Milford Sound Accommodation Staff Parking Policy & Procedures