



**TO THE MAYOR AND COUNCILLORS OF THE
MACKENZIE DISTRICT COUNCIL**

MEMBERSHIP OF THE TEKAPO PROPERTY GROUP

Murray Cox (Chair)
Claire Barlow (Mayor)
Russell Armstrong
Graham Smith
Richie Smith

(Stephen Gubb, RJ Hughes Developments, will be attending)

Notice is given of a meeting of the Tekapo Property Group (a sub-committee of the Finance Committee) to be held on Tuesday, September 29, 2015, at 1pm.

VENUE: Lake Tekapo Community Hall, Tekapo

BUSINESS: As per agenda attached

WAYNE BARNETT

CHIEF EXECUTIVE OFFICER



TEKAPO PROPERTY GROUP

Agenda for Tuesday, September 29, 2015

APOLOGIES

DECLARATIONS OF INTEREST

CONFIRMATION OF MINUTES

Confirmation of the minutes of the Tekapo Property Group meeting held on Tuesday, August 25, including those matters taken under public excluded.

PUBLIC EXCLUDED

Resolve that the public, be excluded from the following part of the proceedings of this meeting namely:

1. Previous minutes, Tekapo Property Group, August 25.
2. Hughes Report to Tekapo Property Group (attached).
3. Tekapo Lakefront Development (Stage 2) Update
4. Tekapo Ski Club – Howard Scott Email Proposal

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
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Previous minutes Tekapo Property Group, August 25.	Commercial sensitivity	48(1)(a)(i)
Hughes Report to Tekapo Property Group	Commercial sensitivity	48(1)(a)(i)
Tekapo Lakefront Development (Stage 2) Update	Commercial sensitivity	48(1)(a)(i)
Tekapo Ski Club – Howard Scott Email Proposal	Commercial sensitivity	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Previous minutes of the Tekapo Property Group under sections 7(2)(i) and 7(2)(b)(ii).*

RESOLUTION TO RESUME OPEN MEETING

General Business:

1. Car Parking at Tekapo

MACKENZIE DISTRICT COUNCIL

REPORT TO: TEKAPO PROPERTY GROUP

SUBJECT: CAR PARKING AT TEKAPO

MEETING DATE: 29 SEPTEMBER 2015

REF:

FROM: WAYNE BARNETT, CHIEF EXECUTIVE OFFICER

PURPOSE OF REPORT:

To seek direction from the Tekapo Property Group in relation to a proposal from Aurecon to undertake further assessment and car park design work.

STAFF RECOMMENDATIONS:

1. That the report be received.
2. That the Tekapo Property Group recommend acceptance of the Aurecon proposal for Additional Traffic Work dated 26 August 2015.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

ATTACHMENTS:

Aurecon proposal for Additional Traffic Work dated 26 August 2015.

BACKGROUND:

Ari Fon of Aurecon attended the Tekapo Property Group meeting on 14 July 2015. The issue of car parking at Tekapo was discussed and concerns were raised in relation to car park capacity.

Mr Fon confirmed that Aurecon's previous study had identified an expected peak season shortfall of 60-80 parks. It was noted that the previous work was based on a theoretical traffic count and raised the prospect of undertaking a survey in peak conditions to underpin future decisions.

It was also suggested that consideration be given to altering the entrance location for the western car park and to possible overflow parking areas.

POLICY STATUS:

Not applicable.

SIGNIFICANCE OF DECISION:

This decision is not significant in terms of Council's Significance and Engagement Policy as it relates to a project that is included in Council's current Long Term Plan.

ISSUES & OPTIONS:

The Group could choose not to proceed with this work in which case future decisions will be reliant on the current assumed traffic loadings and anecdotal evidence.

The other option is to accept the offer and proceed with the work.

A third option would be to seek a proposal from another consultant for the work to test the scope and price of the proposal.

CONSIDERATIONS:

The proposal appears appropriate in terms of scope and cost. Note that staff are checking that the alternative entrance work is included.

Aurecon have completed previous work and have a background understanding of the Tekapo Township Development.

CONCLUSION:

It is recommended that the Aurecon proposal for Additional Traffic Work be accepted.

Aurecon New Zealand Limited
Unit 1, 150 Cavendish Road
Casebrook Christchurch 8051
PO Box 1061
Christchurch 8140
New Zealand

T +64 3 366 0821
F +64 3 379 6955
E christchurch@aurecongroup.com
W aurecongroup.com



26 August 2015

Wayne Barnett
Chief Executive Officer
Mackenzie District Council
PO Box 52
Fairlie 7949

Dear Wayne

Tekapo Concept Plan – Additional Traffic Work

The July meeting of the Mackenzie District Council (MDC) Property Sub-Committee discussed the outcomes of the Concept Plan, prepared by Aurecon for MDC in March 2015,

Amongst the matters discussed, our understanding is that MDC has some concern over the projected traffic demand that Aurecon has reported in our work to date – particularly when viewed against very high recent growth rates in tourist numbers and peak time use.

There was also discussion on alternative car park arrangements at the Western car park, with particular focus on providing additional parking spaces and with consideration for car+boat parks.

As an outcome of the meeting, Aurecon was requested to provide a scope and fee offer to MDC to further assess both aspects.

1 Scope

Our proposed scope is as follows:

1.1 Traffic Survey

We will arrange a survey of traffic volumes and parking demand at the Tekapo commercial area during the upcoming peak summer period.

We intend to carry out this work on the days of Friday 8th and Saturday 9th January, which we consider will represent the peak summer period. *(These dates have been advised to MDC and agreed with you, refer to email dated 21 August 2015).*

Traffic counts are planned to be carried out on both days and will comprise manual counts in the Western car park and automated counts at all accesses from the State Highway into the existing commercial area and carpark. Traffic will be classified into vehicle types to provide a breakdown that can be used to assess demand for specific parking arrangements.

A brief report will be submitted to MDC summarising the traffic and parking counts and providing comparison to the figures reported in our initial work.

1.2 Western Carpark Review

We will consider an alternative car park arrangement at the Western car park, with particular focus on providing additional parking spaces and with consideration for car+boat parks. We will also investigate the option of angle parking on both sides of Commercial Road, which would make this one-

way only. The objective of the work on Commercial Road would be to facilitate the widening of the pedestrian area in front of the existing shops.

As a starting point, we will provide MDC with a summary of the alternatives that we have previously considered for the Western Carpark, with the advantages and disadvantages of each option. This will provide an opportunity to discuss and agree an optimised layout.

This component will be carried out in consultation with Suzy Ratahi, MDC Roading Manager.

2 Deliverables

The traffic count info will be presented in a brief summary report. We will provide this report within 4 weeks of completion of the survey, by early February 2016.

For the Western car park layout options, within 6 weeks of approval to proceed, we will provide MDC with an outline of the options previously considered. We will submit an updated plan layout to Council within 4 weeks of agreement with MDC on the preferred layout. It may be preferable to wait until the results of the traffic survey are known before any final layout of the car park is developed, so this timeframe can be amended to suit MDC requirements.

Fees, Rates and Team Members

Our proposed fee is \$16,000 excluding GST. This amount includes disbursements. The fee breakdown for the respective components of work is as follows;

Traffic Survey	\$10,500
Western Carpark Review	<u>\$5,500</u>
Total	\$16,000 excl GST

Katherine Eveleigh, who managed our work on the Concept Plan is unavailable to lead this work so with your agreement Ari Fon will coordinate this work. Key personnel for this work and their associated hourly rates remain as per our initial proposal of 4 April 2014, summarised below.

Role	Nominated Person	Hourly Rate
Technical Director - Reviewer	Melanie Muirson	\$200
Project Manager / Engineer	Ari Fon	\$165
Transport Engineer	Mitchell Cocking	\$130

Any other personnel required will be engaged either on a lump sum basis or time charge in agreement with MDC.

Assumptions

1. We have not allowed to attend meetings to present our work at this stage. However we are happy to include additional provision in consultation with you if this is required. Additional meetings will be on a time charge plus disbursement basis and whenever possible we will arrange with MDC to have meetings when you are in Christchurch for other meetings.
2. Survey Work – No topographical survey work have been factored into this proposal and would be an additional service should detailed data be required.
3. We have allowed for one round of revisions, based on a single response from MDC.
4. No public consultation has been allowed for.
5. Our fee includes production of our deliverables in electronic (PDF) format only. Any printed copies will be an additional fee.

3 Conditions of Engagement and Programme

We propose that this work would be carried out as an extension to our engagement under the existing IPENZ/ACENZ short form agreement with fees payable on a monthly basis for this commission.

Based on the above scope and deliverables we propose the following programme:

The programme assumes dedicated input and decision making by Council and offers hold point opportunities for MDC if more time is required for reviews and consultation.

Please do not hesitate to contact me on (03) 375-1317 or (021) 135-9910 should you have any queries regarding this proposal.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Melanie Muirson'.

Melanie Muirson
Technical Director, Transport Services, Christchurch