



AGENDA

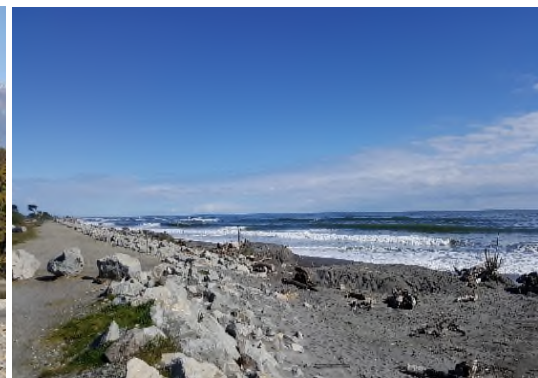
RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF THE

Planning Committee

to be held on **Thursday, 9th September 2021** commencing at **3.00pm** in the Council Chambers, 36 Weld Street, Hokitika and or via Zoom dependant on Covid-19 level restrictions.

Chairperson:	Cr Martin	
Members:	His Worship the Mayor	Cr Davidson
	Cr Kennedy	Cr Keogan
	Cr Hartshorne	Cr Neale
	Kw Tumahai	Kw Madgwick



In accordance with clause 25B of Schedule 7 of the Local Government Act 2002, members may attend the meeting by audio or audiovisual link.

Council Vision:

We work with the people of Westland to grow and protect our communities, our economy and our unique natural environment.

Purpose:

The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:

- (a) To enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

1. NGĀ WHAKAPAAHA APOLOGIES

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda, and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a member thinks they may have a conflict of interest, they can seek advice from the Chief Executive or the Group Manager: Corporate Services (preferably before the meeting). It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

3. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE URGENT ITEMS NOT ON THE AGENDA

Section 46A of the Local Government Official Information and Meetings Act 1987 states:

- (7) An item that is not on the agenda for a meeting may be dealt with at the meeting if –
 - (a) the local authority by resolution so decides, and
 - (b) the presiding member explains at the meeting at a time when it is open to the public, -
 - (i) the reason why the item is not on the agenda; and
 - (ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.
- (7A) Where an item is not on the agenda for a meeting, -
 - (a) that item may be discussed at the meeting if –
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
 - (b) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

**4. NGĀ MENETI O TE HUI KAUNIHERA
MINUTES OF MEETINGS**

Minutes circulated separately via Microsoft Teams.

- **Planning and Regulatory Services Committee Meeting Minutes – 3 June 2021**

5. ACTION LIST

(Pages 5 - 6)

**6. NGĀ TĀPAETANGA
PRESENTATIONS**

- NIL

**7. PŪRONGO KAIMAHI
STAFF REPORT**

- **Current Projects Update Report**
Fiona Scadden, Planning Manager

(Pages 7 - 17)

**8. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI
RESOLUTION TO GO INTO PUBLIC EXCLUDED**

(to consider and adopt confidential items)

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987.

The general subject of the matters to be considered while the public are excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of the resolution are as follows:

Item No.	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
1.	Confidential Minutes – 3 June 2021	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

This resolution is made in reliance on sections 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interests or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item No.	Interest
1	Protect the privacy of natural persons, including that of deceased natural persons. (Section 7(2)(a))
1	Protect information where the making available of the information: (i) Would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. (Section 7(2)(b))
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). (Section 7(2)(i))
1	Maintain legal professional privilege. (Section 7(2)(g))
1	Maintain the effective conduct of public affairs through: (i) The free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty. (Section 7(2)(f))

**DATE OF THE NEXT PLANNING COMMITTEE MEETING – TO BE CONFIRMED
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

09.09.21 – PLANNING COMMITTEE – ACTION LISTING

Date		COMPLETED IN PROGRESS OVERDUE	Item	Action Required	Status	Lead Officer
1	10.09.20		Town Centre Plan Draft	Concept Plan Document to Council before December to lock in for the LTP.	03.06.21 - The Planning Manager advised that the Town Centre Draft Plan is being worked on in the background and is working to get that compiled and out for discussion with the Committee, and after that out for community engagement and consultation. Recommend action be removed - Added to the Planning Managers Current Projects Update Report as a standing item.	Planning Manager
2	15.03.21		Dedicated Pedestrian Crossings	Work be undertaken to investigate adding pedestrian crossings in the Central Business District.	Included in today's Planning Managers Current Projects Update Report. Recommend action be removed - Added to the Planning Managers Current Projects Update Report as a standing item.	Planning Manager
3	15.03.21		Mining Consent Applications: Process update around legal road	Planning Manager provide the Committee with an email update regarding the mining consents application process and asked that the procedure be tabled at the next Committee meeting.	Included in today's Planning Managers Current Projects Update Report. Recommend action be removed - Added to the Planning Managers Current Projects Update Report as a standing item.	Planning Manager
4	03.06.21		Franz Josef Master Plan	Franz Josef Master Plan be captured for upcoming meetings as a regular update.	Included in today's Planning Managers Current Projects Update Report. Recommend action be removed - Added to the Planning Managers Current Projects Update Report as a standing item.	Planning Manager
5	03.06.21		Mining consents and applications	Chief Executive is to investigate the best way to report back to the Committee on this information with the Council Controlled Organisations (CCOs).	Included in today's Planning Managers Current Projects Update Report. Further to this item – I have had preliminary discussions with DWL CEO and have proposed a joint audit of previous and current licences. DWL are considering this approach.	Chief Executive

09.09.21 – PLANNING COMMITTEE – ACTION LISTING

					Recommend action be removed - Added to the Planning Managers Current Projects Update Report as a standing item.	
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Report



DATE: 9th September 2021

TO: Planning Committee

FROM: Planning Manager

CURRENT PROJECTS UPDATE REPORT

1 SUMMARY

- 1.1** The purpose of this report is to update the Committee on the status of current projects being undertaken by the Planning Team.
- 1.2** Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021-31. Refer page 2 of the agenda.
- 1.3** This report concludes by recommending that Council receive the Planning Manager's report dated 9th September 2021.

2 CURRENT PROJECTS

2.1 TOWN CENTRE PLAN

Much of this work has now been incorporated into the Hokitika Town Centre Urban Design Guidelines with the Te Tai o Poutini Plan (appendix 1). The streetscape concept design to promote continuous improvement of the usability of the Town Centre will follow, along with a parking plan which is being finalised. Many of the actions within the parking plan are intended to proceed in this financial year. This work ties in with work at the Beachfront and the Revell Street Trial.

2.2 REVELL STREET TRIAL

Since the most recent Councillor workshop for Revell Street, the concept design has been presented to a sub-committee (appendix 2) demonstrating decks, speed pacifiers, possible lighting layout and an extension to the Weld St/Revell St kerb outside the Take Note bookshop. A display panel has been built and a weather proof concept plan will be printed to be attached and placed near Weld Lane. When the second display is completed, it will be placed at the Hamilton Street end of Revell Street. It is intended for the planter boxes to be removed for staining and be replanted and replaced once the decks are ready.

2.3 DEDICATED PEDESTRIAN CROSSINGS

A raised pedestrian crossing with kerb extension at Weld Lane has been investigated and priced. These works will be undertaken as part of the Transportation Work Programme but bought into line with the Revell Street works.

2.4 WAYFINDERS FOR THE TOWN CENTRE

The Westland District Council (WDC) way finders to provide visitor information on location of features and services have been redesigned. This draft design will be circulated to committee prior to finalising.

2.5 FRANZ JOSEF STRATEGY

The Franz Josef Strategy will now be aligned with the Te Tai o Poutini Plan. This means that the outcome of rules, zoning and guidelines can be written into the plan with the concept and strategy sitting as a separate document linked through the District Plan. This means that tweaks or changes to the Concept Plan do not require a District Plan change. At present the spatial planning of layers such as noise contours, hazard mapping and zoning for capacity for town growth are being aligned to ensure a clear picture of all matters prior to public consultation.

2.6 HOKITIKA RACECOURSE AND CASS SQUARE

Hokitika Racecourse

An exercise to prioritise the removal of dangerous buildings has been undertaken and contractors will be engaged through District Assets to arrange the removal.

Based on LTP feedback and strong support for utilising Cass Square for field sport on an ongoing basis, the concept plan is progressing to assess the Community opinion regarding housing development, passive agricultural facility and events space. This will be brought to Council once complete as it will require a Special Consultative Procedure under the Local Government Act.

Cass Square

Public feedback has been very strong on keeping the premiere sport fields at Cass Square along with an upgraded playground, an extended skate park, provision of a multipurpose sport pavilion and a fitness trail. Input has been sought from playground equipment providers to upgrade some of the existing equipment or replace the playground equipment with very similar. Within this financial year it is intended that the playground and the inclusion of new public toilets are the priorities. Sport Canterbury are collaborating in scoping out requirements for the pavilion.

2.7 CONSENT APPLICATIONS AND CONSENTS GRANTED

39 consents have been lodged since the last committee meeting.

31 resource consents have been granted since the last committee meeting.

24 were for land use (largely housing)

6 resource consents were subdivisions (ranging between 2 and 4 lots)

20 working day legal timeframes have been met 100% of the time.

2.8 MINING CONSENT APPLICATIONS: PROCESS UPDATE AROUND LEGAL ROADS

The agreed path for ensuring that Destination Westland (DWL) are notified of mining activities on Road Reserve is still proving effective. The first step is that the Planning Department checks the weekly summary of consents provided by WCRC to ensure that there are no consents that may have been missed requiring WDC sign off. The second step is that when a request for affected party approval is received, that as well as seeking District Asset consideration of effects on infrastructure, that the application is forwarded to Destination Westland for their consideration. The collaboration between DWL and WDC is working well.

2.9 Any other projects

Coastal Hazard Adaption Network

The Planning Manager attended the Inaugural Coastal Hazard Adaption Network in July. This was sponsored by GNS Science and the Ministry for Environment and was an opportunity to feedback to Central Government where Councils are with Hazard Adaption Planning, where our struggles may lie in achieving such planning and also provided an opportunity to create a network so that those Council's which are further ahead can provide advice to those less advanced in their planning.

3. RECOMMENDATION

- A) That the Current Projects Update Report from the Planning Manager dated 9nd September 2021 be received.

Fiona Scadden
Planning Manager

Appendix 1. Hokitika Town Centre Urban Design Guidelines

Appendix 2. Revell Street Trial Concept Plan – *To be provided prior to the Committee meeting once the subcommittee has met.*

Hokitika Town Centre Urban Design Guidelines

1.0 Introduction

This document has been developed to provide direction to those planning, designing and reviewing development proposals in the Hokitika town centre. This guide seeks to achieve high quality building design that:

- Responds to the context
- Is visually interesting and in keeping with the streetscape values
- Addresses cultural and built heritage values and design elements
- Creates a vibrant, active pedestrian environment
- Incorporates new and innovative design where appropriate
- Takes into account CPTED principles and the Poutini Ngāi Tahu values.

1.1. When does the Design Guide apply?

Under Te Tai o Poutini Plan rules, all new buildings within the Hokitika Town Centre Zone are required to be assessed against these design guidelines. Where resource consents are required the Councils will use this guide to help assess and make decisions on those consent applications.

2.0 Hokitika Design Guidelines

2.1 Context

Hokitika means 'return directly' in Māori. The name embraces the story of a battle of control of the pounamu source. Invading Ngāi Tahu who wanted control of the pounamu source were devastatingly defeated at Lake Mahinapua by local tribe Ngāti Wairangi. The sole surviving chief Hikātūtae turned back here and 'returned directly' to Kaiapoi. Several battles later Ngāi Tahu won, but at a truly heavy price. Today Poutini Ngāi Tahu honour their role as rangatira, carvers and traders of this revered stone.

The town of Hokitika grew from the discovery of another precious resource - gold. The West Coast's gold rushes, many led by Māori, attracted thousands of gold-seekers. Between 1864 and 1867 ships brought 37,000 seekers into Hokitika Port through its treacherous river mouth resulting in countless shipwrecks. Carved out of the rainforest wilderness, Hokitika grew from the 'Crooked Mile' of Revell Street on the dunes to a wide-streeted goldfields capital,

Defined Centre

Hokitika is a well defined centre with a grid layout and natural edges from the Hokitika River and Hokitika Beach and a human edge created by the railway line. There is a strongly defined entrance into the town, with the town clock creating a core focal point.

Connection with the Natural Environment

The Hokitika River/Gibson Quay and Beachfront provide natural edges to the town centre and a link to its cultural and natural heritage. Alongside this Hokitika is notable for its views towards the Southern Alps. Maintaining visual connections and improving access to the beach and Gibson Quay are essential.

Existing built character

Hokitika Town Centre has an interesting mix of historic nineteenth and early twentieth century buildings as well as more modern, but largely sympathetic, buildings. The historic heritage represents an important part of the historic heritage resource of Westland and the West Coast.

The following design elements that contribute positively to the character of the town are identified as:

- Building edge – buildings are often built to the street boundary.
- Continuous façade – buildings tend to abut one another creating a sense of enclosure
- Human scale – buildings give a sense of human scale at the publicly occupied edges. They contain proportions, textures and physical elements that fit with the size of people.
- Prominent corner buildings – corner buildings are often taller than the adjoining buildings. This additional height helps define the edge of a block and create a visual anchor point.
- Verandahs – this is a key feature in the main street frontage streets in the Town Centre Zone which provide shelter for pedestrians.
 - Main Street frontage streets in the Hokitika Town Centre Zone are: Weld Street, Sewell Street, Hamilton Street, Revell Street, Tancred Street, Camp Street, Wharf Street, Gibson Quay
- Four distinct parts of building – traditional buildings show four distinct parts – base, verandah, upper area and parapet
- Visual interest – although commonalities exist between buildings, each building expresses an individual character
- Active frontage – windows exist on all floor levels of a building's façade

Iwi Cultural Landscapes

Many buildings within the town centre reflect Hokitika's colonial and settler history, however there is limited representation of a much longer iwi history. Poutini Ngāi Tahu culture and identity highlight the West Coast's point of difference in the world and offer design opportunities for the future.

The guidelines in Section 2.2 are based on the Te Aranga Māori Design Principles, which are a set of Māori urban design principles founded on core Māori cultural values and designed to provide practical guidance for enhancing outcomes for the design environment. These principles have arisen to enable greater iwi and hapū presence, visibility and participation in the design of the physical environment.

The use of iwi design guidelines is predicated on the development of high-quality durable relationships being developed between iwi/hapū, their mandated design professionals, developers and the Council. Robust relationships between these groups provide opportunities for unlocking a rich store of design potential.

2.2 Guidelines

Context

GC1 Complement the existing built context with visual links through similarity of overall bulk and form. New development should attempt to complete, improve and enhance the setting of individual buildings or groups of buildings listed as heritage items in Te Tai o Poutini Plan. New buildings/structures shall complement and support, rather than dominate these listed buildings.

GC2 Take into account the wider surroundings, including natural features, such as views to the Southern Alps and links to the beach and the river.

Iwi Cultural Landscapes

IW1 Mana/authority – The development of high-level Treaty based relationships with iwi is essential prior to commencing design approaches which will maximise the opportunities for design outcomes.

IW2 Te Reo, whakapapa/naming – Iwi consultation and research on the use of correct ancestral names, including macrons, and the recognition of traditional place names in keeping with the mita (pronunciation of language) of Poutini Ngāi Tahu through signage and wayfinding.

IW3 Tohu/landmarks – Significant wider cultural landmarks (including wāhi tapu, maunga, awa, puna, mahinga kai and ancestral kainga) and associated narratives are acknowledged in the spatial orientation and layout of any new development, allowing visual connection to significant sites to be created, preserved and enhanced.

IW4 Taiao/environment – Landscape design includes a selection of indigenous plant and tree species where possible.

IW5 Mauri Tū/environmental health Rainwater collection systems, grey-water recycling systems, passive solar design, and hard landscape and building materials which are locally sourced and of high cultural value to iwi are explored in the design process.

IW6 Mahi Toi/creative expression –Iwi/hapū narratives are creatively reinscribed through architectural design and building, integrated artwork and iwi/hapū mandated design professionals and artists are appropriately engaged in such processes.

IW7 Ahi kā/a living presence. Opportunities are explored through partnership engagement with iwi to ensure a physical presence (ahi kā) within environments is retained or reestablished. “Ko au te awa, Ko te awa au” (I am the river, and the river is me)

Built Form

BF1 Mass/Scale -New buildings shall relate to the scale of adjacent buildings. Where very wide buildings are proposed, their bulk and width shall be reduced by dividing the façade up by vertical divisions into several smaller “storefronts”. Windows and doors and other architectural details shall be used to reduce the mass of structures. Where a building over three stories is proposed, the section above three stories should be stepped back from the line of view from the street.



This long low building shape should be avoided. This building also lacks windows and has limited design features and detail to add interest to the building. The buildings colours are also very out of character with other buildings in the vicinity



An example of a wide building with vertical divisions and the use of colour and different materials to break up the facade.

BF2 Location to front – Buildings are to be positioned so their front walls abut the (footpath) boundary

BF3 Continuity – on Main Street Frontage streets buildings are to extend across the full width of the site frontage to ensure that the street’s “built” edge is continuous. Exceptions to the continuous frontage are for walking access connections and outdoor dining areas/courtyards. The façade will be indicative of the bulk of the building behind (i.e., not just a façade). Beyond Main Street Frontage Streets, maintaining a continuous frontage is still encouraged to maintain a sense of enclosure, however it is not essential.

BF4 Height – New buildings should ideally be at least two storeys in height, but at a minimum, should appear similar in height to the existing neighbouring buildings

Any upper floor areas visible in the layout of the façade should be potentially usable space rather than a false façade.

BF5 Corner buildings. Buildings on corners and main junctions are highly visible which means that building design is especially important. Buildings on corners are able to be visually emphasised with architectural elements such as taller forms, or parapets.



This building expresses well to the corner with the second story providing height, and the window facing into the corner.

BF6 Pedestrian Access Lanes – existing pedestrian access lanes shall be retained and enhanced. Lanes should be well lit, attractive and safe. Pedestrian routes shall be lit at a minimum of 10 lux. Buildings facing the lanes should have ground level openings (windows or doors) to provide connection with the public space and allow natural surveillance of the walkway.

BF7 Roofs– Roof form in Hokitika town centre is variable with some below the parapet and others pitched and visible from the street. Either is acceptable



Rooflines hidden behind a parapet



Mixed Rooflines

Facades

GF1 Openings – Buildings are to have windows on all street facades with minimum glazing as specified in the relevant rules. Main doors at ground level are to be oriented to the street (i.e. not at the side or the back). Entrances shall be wide enough to accommodate wheelchairs and pushchairs. Buildings that have more than one frontage (i.e., corner) are to include windows and doors on both facades if there is sufficient length of frontage. The design of side and back elevations that are visible from the street or any other public space should be consistent with the design of the main building frontage.

GF2 Visual permeability – The ground floor window area of buildings (including glazed doors) in Main Street Frontage must be no less than 50% of the frontage in the Town Centre Zone. On all facades, fully glazed facades will not be permitted unless there are vertical solid breaks at frequent intervals. The glazing is not to be blocked out with opaque or reflective film, or other treatment that obscures the visual connection from the outside into the building.

GF4 Shop fronts and entries – Building entries and shop fronts on Main Street Frontage Streets should be glazed and entries recessed. This allows pedestrians to stop and view the display area and gives depth to the entrance.

GF5 Four elements – Building facades are to show the following distinct elements:

Base (Ground) – in Main Street Frontage streets this should predominantly be a shopfront with vertical division and a recessed entrance

Verandah/Canopy/Balcony – style of verandah/canopy/balcony to be consistent with the building (more detail provided in GF6)

Upper Area – windows if building is more than 1 storey in height.

Parapet/Roof – Parapet with top outline of the façade extended or modulated by elements reflecting the building structure and roof form masking the roof, or roof form clearly evident.

GF6 Verandah/canopy/balcony -Verandahs are a requirement on Main Street Frontage streets and are subject to performance standards in the rules. Verandahs should:

- Complement the building style of the building to which they are attached
- Extend over the footpath and full width of the building frontage
- Take cues from neighbouring verandahs in terms of height, proportion and style, whilst allowing for variation in design features
- Not obscure windows or architectural details
- Verandahs on corner buildings should wrap around the building and extend the full width of both frontages (even if only one frontage is classed as a Main Street Frontage).

Balconies should be designed to be in keeping with the overall architectural detail of the building. Balustrades should allow for views and natural surveillance of the street.

GF7 Articulation and Detail – building facades should include articulation and detailing. Façade articulation may include setbacks, projected bays, balconies etc. Building facades should have detail and depth and not be on a flat plane.

GF8 Colour – building colours, whether a painted finish or natural materials should highlight features such as joinery, decoration or repetition of the building form

- Use colours that are consistent with the existing range of colours in the town centre.
- Side and rear walls should be painted in the same colours as the building’s main façade. Side and rear walls also provide an opportunity for murals to be painted. In these cases colours can deviate from the building’s main façade.
- Bright colours designed to call attention to the building are not acceptable
- Painting the whole building one block colour as a “sign” to brand the building is not acceptable.



Before



After

Colour and Signage are key to achieving a good design outcomes. This building has been transformed by the change to a sympathetic colour and incorporation of a well designed sign reflecting Poutini Ngāi Tahu values.



Colour has been used successfully on this building to highlight window details, the entrance and detailed lines on the building. The colours are in keeping with a traditional heritage palette.



Colour has been inappropriately used on these shops. They are not in keeping with the surrounding area, and also being used as a "sign" to advertise a product.

GF9 Building Signage -Signage should not project above the roofline or obscure architectural features.

GF10 Lighting – Buildings can have lighting to highlight building façade features and provide under verandah light to the footpath. Choose lighting fixtures in a style that is appropriate to the building and not susceptible to vandalism.

GF 11 Building entries (non-Main Street Frontage Streets) – Building entries are encouraged to have a canopy or verandah to provide protection from the weather and emphasise the entry point.

GF12 Outdoor dining areas. – These are encouraged on footpaths adjoining buildings within the town centre to give vitality and encourage occupation of the street. The location, size and layout need to take into account public access, pedestrian circulation and the safety of patrons and motorists.

GF13 Mechanical equipment – Try and maintain the integrity of the general form of the building by avoiding detracting secondary features such as air conditioning plants or other mechanical equipment above or in front of the façade, and visible from the street.

Strengthening and Restoration

GS1 External strengthening – if external strengthening has to be used, either avoid the street façade or design strengthening structures as a visible and explicit design feature of the elevation. Do not obscure features such as windows.

GS2 Façade retention – For heritage and landmark buildings, retaining a building’s street façade is preferable to its demolition. Where only the façade is retained, fit the new structure behind the façade features – reusing window and door openings. Keep the new structure below the façade height and give the visual appearance of retained floors.

DRAFT