COVER NOTE

SCA Residential Survey Guidance V2 July 2021

The attached guidance document explains the approach that was used to survey the Special Character Areas Overlay - Residential.

The purpose of this guidance was to identify special character areas that have “high-quality” character values. The threshold of “high-quality” was established by Auckland Council’s Planning Committee through a resolution in July 2021[1], when it was decided that SCA - Residential *of high quality* was a qualifying matter under the NPS-UD.

Following completion of the survey and analysis of findings, the threshold for special character areas that were identified as a qualifying matter was revised[2] for the purpose of public engagement. The revised approach is that SCA -Residential be identified as a qualifying matter where:

- In walkable catchments, areas are of high quality, being those areas in which 75% or more of individual properties score 5 or 6; and
- Outside of walkable catchments, areas are of special character value, being those areas in which 66% or more of individual properties score a 5 or 6.

PLEASE NOTE: The attached guidance document has not been changed to reflect the revised approach for public engagement. The revised approach does not affect the survey approach, including the scores of individual properties and/or criteria; only the threshold has been changed.

[1] Resolution number PLA/2021/80, dated July 2021
[2]Resolution number PLA/2022/31, dated 31 March 2022

Auckland Council
Te Kaunihera o Tāmaki Makaurau

SCA Residential Survey Guidance

July 2021 V2

Updated February 2022

1 Purpose

The purpose of this survey is to undertake a site-specific analysis of the Special Character Areas Overlay – Residential **(SCA Residential)** to determine which parts of the overlay have high quality special character values.

Auckland Council's Planning Committee resolved[3] that special character *of high quality* was a qualifying matter under Subpart 6 3.32(1) of the *National Policy Statement for Urban Development 2020* **(NPS-UD)**; the NPS-UD includes a requirement for a site-specific analysis of qualifying matters.

To determine which areas are high quality, sites will first be surveyed and assessed individually, following the process described in this guidance document. Individual site data will be aggregated and analysed to inform a conclusion on the special character values of each area. Areas (or parts of areas) will be determined to be "high quality" or "not high quality".

This survey **does not** provide recommendations on which, if any, areas are appropriate to remove from the SCA Residential; it identifies areas of high-quality special character and potential historic heritage value, which will inform decision-making.

The guidance document and survey results are not to be used for any project or purpose other than to review the SCA Residential to inform Council's response to the NPS-UD.

2 Process

2.1 Before survey

- Read, familiarise yourself and agree to the Health and Safety Plan which is stored in Risk Manager – Plan 1160
    - Unless in prior agreement with the survey project manager, no surveyor is to:
        - survey more than four days each week
        - survey more than three days in a row
        - be in the field surveying for more than five hours each day
- The Project Manager will assign survey areas to you and your survey partner, and provide an expected timeframe for completion
- Book cars or organise public transport well in advance of your planned survey days
- Check the weather conditions and ensure you have appropriate footwear, mask (if taking public transport), PPE and water/food/personal medications

[3] PLA/2021/80

- Ensure your laptop/tablet is fully charged, including accessories (e.g. tablet pen)
- Read and familiarise yourself with the Character Statement (Schedule 15) for your area, and review the survey area map
- Bring your Council photo ID, work phone, business cards, and info sheet to give to any landowners who have questions

2.2 On-site – Surveying using ArcGIS Collector

- Open ArcGIS Collector on your laptop/tablet and refresh the app (select the three dots in the upper right-hand corner; then select refresh) to ensure all current survey results are displayed. Then select Residential Special Character NPS-UD Data Capture (field maps)
- If you are prompted to enable location services, select OK
- To enter and edit data for individual sites in Collector, refer to the following guide: How to use ArcGIS Collector.pptx
- Survey all properties that are highlighted in red, even if they have an underlying business zone (these are not SCA Business properties; some SCA Residential properties have a business zoning.)
- Take one representative photo of the site - or two if it is a corner site
- When you have finished surveying for the day, refresh Collector to ensure your data updates across all laptops/tablets

Surveying on the Samsung tablets

- ArcGIS Collector requires internet access, so you will need to tether your tablet to your work phone using the following process:
    - Turn on mobile data on your phone
    - Go to Settings on your phone (under the Personal Tab) and select Connections
    - Select Mobile Hotspot and Tethering and ensure it is turned on
    - Ensure the tablet Wi-Fi is turned on and hold the Wi-Fi button until a list of networks opens
    - From the list of available Wi-Fi networks select your phone name (the name will be the model of your phone e.g. J41E13) as the network you want to connect to
    - Your phone will display a password for you to enter into the tablet as the Wi-Fi password
- If you do not have a licence for ArcGIS Collector, you will need someone with a license to sign into Collector for you

2.3 On-site – survey questions

2.3.1 Address

This field is pre-populated. Do not change it.

2.3.2 Zone

This field is pre-populated. Do not change it.

2.3.3 Surveyor

Select the name of the person who is filling in the form. This data is collected to facilitate questions or clarification later in the process.

2.3.4 Subject to demolition control?

Check the demolition control maps in Schedule 15. Not all overlay areas have this control. If the overlay does not have the demolition control (e.g. Isthmus A) select NA for this field.

The demolition control maps can be difficult to interpret because they do not have address numbers. To assist with this, check which properties are subject to the control before you survey, or fill in this question when you are back in the office by editing each property.

2.3.5 Type of site?

Identify if the site is unable to be seen from the public realm (such as a rear lot), or if it is a vacant site/public open space. If a rear site is readily visible from the public realm, complete the assessment; otherwise, if you select one of these site types, skip to question 19.

For visible, extant properties, tick Not applicable, or leave blank, then proceed to the next question.

2.3.6 Is the building a replica?

Is it a modern recreation of a period house? If you are not sure, tick Flag for Review, and check the historic aerials when you return to the office.

2.3.7 Architectural style

Select the original architectural style of the building, where legible, prior to modifications. For replicas, select the style the site is replicating.

Further information on architectural styles is included in the Residential Types Guide: U:\CPO\ESP\Heritage\Built And Cultural Heritage Policy\NPS-UD\Special character\Character Survey Residential\1 Methodology and template\Residential types guide.pdf.

If you are not sure, consult your survey partner or select Flag for Rebecca and when the survey results are reviewed this information will be added. Limit the use of “other” to truly unidentifiable or indefinable styles.

2.3.8 Visual assessment: Are the specific characteristics evident on the site compatible with the special character of the area?

Each site is assessed under five criteria and given a score of contributing, neutral or detracting. The purpose of each assessment is to determine if the site is compatible with the overlay area as described in the Character Statement in Schedule 15, based on the criteria. Guidance on how to score specific elements, such as garages, infilled verandahs and vegetation is included in Appendix 1.

Scale - is the site of a scale and massing that is compatible with the identified values of the area?

- A **contributing** site will be of a scale that is specifically described in the Character Statement and/or which is consistent or compatible with the dominant scale of the street. The period of development, architectural style and/or typology of the place do not necessarily impact this score – modern houses or highly modified period houses are able to contribute in terms of scale.
- A **neutral** site may be of a scale that is not provided for in the Character Statement, but which does not detract from the values of the area. For example, if the dominant scale of a street is 1-2 storeys, a 4-storey building may be considered neutral if the excess height is somehow mitigated (e.g. through changes in topography, if it is set below road level). Likewise, a very large building or row of terraced houses may be considered neutral if the façade is articulated to give the appearance of a group of smaller buildings.
- A **detracting** site will be incongruous with the dominant scale of the streetscape. For example, a large block of apartments in a street of cottages.

Relationship to the street, including boundary treatment and setback – does the site have a relationship with the street that is compatible with the identified values of the area?

- A **contributing** site will have a relationship with the street (setback, boundary treatment, yard, etc) that is specifically described in the Character Statement and/or which is consistent or compatible with the streetscape.
- A **neutral** site may have a boundary treatment or relationship to the street that is not provided for in the Character Statement, but which does not detract from the values of the area. For example, a taller fence that has high visual permeability, a site with a larger or smaller than average setback, or a site that may be partially blocked by a garage or carport.
- A **detracting** site will have a relationship to the street which is incongruous with the streetscape. For example, 1.8m stone walls in Isthmus A, or tall fences with no

visual permeability. It may have a garage or carport that dominates the front of the house or could be a house that is oriented away from the street.

Period of development - was the site substantially constructed during the period of development identified in the character statement? Where a place has been modified, assess the period of development of the bulk of what is visible from the public realm (i.e. despite recent or cumulative modifications, was the majority of the house primarily constructed during the period of development?).

- A **contributing** site will have been substantially constructed during a period of development that is specifically described in the Character Statement and/or which is consistent or compatible with the dominant building age of the street.
- A **neutral** site may have been constructed outside the period of development, but within a period that is compatible with the period of development. For example, places constructed 10-20 years before or after the period of significance may be considered neutral (this is a case-by-case assessment that may require consideration of other factors such as architectural style and scale).
- A **detracting** site will have been substantially constructed well outside the period of development defined in the Character Statement. For example, modern or replacement buildings.

Typology - is the typology compatible with the typology of the area?

- A **contributing** site will be of a typology that is specifically described in the Character Statement and/or which is consistent or compatible with the dominant typology of the street. This may include non-residential types that are closely associated with the development of the neighbourhood, such as corner shops and churches. A modern detached house in a street of period detached houses would be a contributing type.
- A **neutral** site may be of a typology that is not provided for in the Character Statement, but which does not detract from the values of the area. For example, modern duplexes or townhouses in a street of period detached houses; the duplexes are a residential type of a compatible density, despite being a different typology (attached housing).
- A **detracting** site will be of a typology that is incongruous with the dominant typology of the street. For example, a modern office block in a street of period housing, or a large apartment block in a street dominated by small, detached houses.

Architectural style - does the site illustrate or is it compatible with an architectural style identified in the Character Statement?

- A **contributing** site will be of an architectural style that is specifically described in the Character Statement and/or which is consistent or compatible with the dominant style of the street.

- A **neutral** site may be of an architectural style that is compatible with the dominant style of the street. For example, an unobtrusive house in a style that is not specifically described in the character statement; it may be earlier or later but does not detract from or contribute to the architectural values of the area. It may have a form or style that references the period housing in the street.
- A **detracting** site will be of an architectural style that is incongruous with the dominant style of the street. For example, a modern house that makes no reference to its surrounding period houses.

2.3.9 Integrity Point Adjustment (IPA) Score

Sites that are marked “contributing” under the Architectural Style criterion require an additional assessment to determine their level of physical integrity.

Physical integrity is assessed based only on what is visible from the public realm. For example, large rear additions that are not visible from the street do not factor into the determination of integrity.

The condition of a site will generally not factor into the determination of integrity. A site can be in poor condition but have high integrity in terms of its built form and style, likewise a site can be in excellent condition, but have poor overall integrity if it has been highly modified.

The assessment of integrity relates only to the primary building, not to any accessory buildings, outbuildings or boundary treatments.

Guidance on how to score specific modifications, such as garages, infilled verandahs and vegetation is included in Appendix 1.

- Sites with high integrity are awarded **+1**
    - Sites with high integrity generally retain their historical appearance, have a clearly legible architectural style from the period of development, and are considered good examples of their type and style. They may have minor or early changes, such as a sympathetically-designed infilled verandah, replacement materials, isolated missing elements (such as a missing chimney or fretwork) or small sympathetic alterations (such as a new window opening or insertion of a French door in a sympathetic style and location).

- Sites with average integrity are awarded **0**
    - Sites with average integrity are legible examples of their type and style but may have more extensive changes. Generally, these changes will be sympathetic or neutral in relation to the overall physical integrity of the site, and may include roof top extensions, infilled verandahs, missing chimneys, more than minor changes to fenestration and/or joinery, side or front extensions (where they disrupt symmetry or balance), or significant changes to cladding, etc.

    - Replica buildings should be awarded 0.

- Sites with poor integrity are awarded **-1**
    - Sites with poor integrity are highly modified examples of their type and style. These sites may have significant unsympathetic modifications that make it difficult to read the extent of the original building.

2.3.10 Level of score (and guidance)

Count the number of contributing ratings each site received, and add or subtract the IPA point, where applicable.

The following ratings are for guidance purposes only. Terms like “character-defining” and “neutral” are only to be used to help surveyors sense-check their results. This terminology does not come from or relate to the AUP and may change during the life of the project.

- Sites that score 6 - character-defining
- Sites that score 4 or 5 - character-supporting
- Sites that score 2 or 3 - neutral
- Sites that score 0 or 1 - detracting
- If the site is a vacant lot or otherwise unable to be seen, tick this box. These sites are recorded but not rated

Sites that score 5 or 6 are included in the overall determination of the level of value of each character area (this is subject to change during the life of this project), which is calculated as part of the Summary of Area Findings report.

2.3.11 Spatial extent of site

This question responds to the NPS-UD requirement to maximise development even on sites where the maximum development (at least 6 stories) required by the NPS-UD cannot be achieved.

- For most sites, the whole site will contribute
- Ticking “partial” flags that there may be a large piece of vacant land at the rear of one or more sites, or near the edge of the overlay area, that could potentially support further development without compromising the values of the area.
- You may also tick “partial” if the overlay area incudes large land parcels (especially near the edge) occupied by modern buildings which do not contribute to the values of the area.
- Note: ticking “partial” is a flag for review – it is not a final recommendation or decision

2.3.12 Extent if partial?

If you selected “partial” above, provide a general indication of where the land that could support more development is located in relation to the character building.

2.3.13 Historic Heritage Flag

Based on visual inspection only, indicate if the site or area warrants further review to determine if it has historic heritage values.

- If you have identified a potential Historic Heritage Area, indicate the extent of the area in the Notes section at the end of the survey form.
- Ticking this box is a flag only; heritage values will be reviewed through a separate process.

2.3.14 Notes

The primary purpose of this section is to make specific standard notes that provide further information about places. These include:

Corner sites where one elevation has high integrity and one has low integrity
“Large or incompatible extension affecting one elevation of a corner site”

Tall hedges/dense vegetation
“Vegetation obscuring house”

Tall fences
“Tall fence obscuring house”

Places that cannot be seen from the street in Google Streetview
“verify!”

This section can also be used to flag mistakes, anomalies or questions you have about individual properties. **Do not** use this section to describe every site.

2.3.15 Completed

To record your data in Collector, select Yes before hitting Submit (the property will turn blue in the map once it is marked complete; but you can still edit it as often as required).

If you need to define a polygon to record multiple buildings that share a site separately, select Yes – Split Parcel after defining the new polygon (refer to the PowerPoint described in section 2.2 above).

2.3.16 Flag for Rebecca

If there is any aspect of the assessment you need to survey lead to check, **briefly** explain it in this field.

2.3.17 Survey area number

Survey areas have been established based on the residential overlays area, their geographic location, size and walkability.

Survey area boundaries are subject to change and do not represent the final breakdown of data for analysis.

You will be told your survey area number when you are assigned survey areas.

2.4 Wet weather/lock-down alternative approach

If inclement weather or a Covid-related lock-down prevents us from going out on a scheduled survey day, we will undertake a desk-top survey using Google Street View, using the following process:

- Desk-top surveys can be undertaken with your survey partner or individually
- Using ArcGIS Collector and Google Street View, fill out a form for each site as described above
- When the weather is better or post lock-down survey completion timeframes permit, undertake a site visit to the area to check and confirm the results of the desk-top survey, and to photograph each place (click on each property and select “Edit” to add a photo and/or update results)
- Confirm with the survey lead that the area has been visited, the records have been updated (where required) and the data is ready for analysis

2.5 After survey

- If you are going straight home from the field, and not returning to the office, send a text to the Team Leader, Heritage Policy confirming your plans
- Charge your laptops/tablets and pens and return the tablets to the SCA Residential team locker
- Record any issues relating to technology, process or guidance in the Issues Log, here: U:\CPO\ESP\Heritage\Built And Cultural Heritage Policy\NPS-UD\Special character\Character Survey Residential\5 Tracking
- If you had any Health and Safety issues, raise these with the Team Leader, Heritage Policy and discuss if they need to be recorded in Risk Manager.

2.6 Office - Follow-ups, flags and data cleansing

Any form fields that were left blank, or any issues, mistakes or anomalies that were recorded in the Notes section of the form should be addressed back in the office or flagged for Rebecca. For any information you were not sure about, discuss with the survey team and/or consult an appropriate resource (e.g. historic aerial photographs, etc).

The project lead will do a sense-check of the data and may follow-up with surveyors if there are any questions.

The survey team will have a fortnightly de-brief session to discuss any issues or concerns about any aspect of the survey project, including interpretation of the assessment criteria.

2.7 Office – Summary of findings reports

A report-writing team will be responsible for summarising the data for each area into a Summary of Area Findings report. The purpose of this report is to synthesize data for individual sites into an area-based conclusion.

Report areas are determined based on historic subdivision patterns, overlay areas and other shared underlying historical or contextual values. Report areas are not necessarily the same as survey areas, and some reports will analyse partial or multiple survey areas.

The Summary of Findings report includes an area description that discusses the historical and contextual values of each area, as well as a basic break-down of the data, including the survey and overlay area, how many sites were surveyed, the NPS-UD priority, and the breakdown of scores.

The report provides both a narrative and numeric “conclusion” about each area. The narrative will briefly summarise the historical and physical and visual qualities present in each area. The narrative will also discuss wider area considerations, such as context, natural features, pattern of development, subdivision and visual coherence.

The numeric conclusion will determine if the area is of high quality or not of high quality based on the cumulative ratings of individual properties:

- An area of high quality will have at least 75% of places score 5 or 6
- An area that is not of high quality will have fewer than 75% of places score 5 or 6

Areas that are not high quality will be subject to a finer grained analysis to determine if there are sub-areas within the wider grouping that are high quality or that could be considered as potential historic heritage areas.

Summary of findings reports are reviewed and signed-off by the project lead and project sponsor.

3 Appendix 1

This section provides guidance on scoring integrity under the criteria and IPA.

Not all modifications have the same impact, and the same modification may have a different impact on different properties. The impact of modifications may be influenced by their design, location, age, materiality and scale and proportions.

While integrity is ultimately assessed on a case-by-case basis, the purpose of these guidelines is to establish a degree of consistency for when different types of changes may be considered acceptable, and when they may impact on a place's score.

Garages/carports

- Garages/carports that **generally** will not affect the score include (but are not limited to):
    - Small garages or carports at the rear or along the side of the house, set back from the main elevation
    - Garages incorporated under the house
    - Small garages or carports in front of the house where they do not block the main elevation (e.g. if the house is elevated)
- Garages/carports that **may** affect the score include (but are not limited to):
    - Garages that are in front of the house and block part or all of the main elevation
    - Garages that block windows of the main elevation
    - Garages or carports that required removal or substantial alteration of part of the house (e.g. removing the verandah to fit the carport)
    - Garages or carports built up to the property boundary in front of the main elevation
- If a garage or carport affects a place, this effect should be reflected through the Relationship to the street score

Infilled verandahs

- Infilled verandahs that **generally** will not affect the score include (but are not limited to):
    - Verandahs that were infilled early in the life of the house
    - Verandahs that have been infilled using materials and windows that are compatible with the main house
    - Sympathetic or well-designed infilled verandahs
- Infilled verandahs that **may** affect the score include (but are not limited to):
    - Double-infilled verandahs – i.e. both halves of the verandah of a square front villa
    - Verandahs that have been infilled using materials and windows that are not compatible with the main house

    - Unsympathetic or poorly designed infilled verandahs
- If an infilled verandah affects a place, this effect should be reflected through the IPA score

Tall fences

- Tall fences that will **generally** not affect the score include (but are not limited to):
    - Fences that are visually permeable, so that the house can still be seen
    - Fences in front of elevated house, so that the house is still substantially visible from the street above the fence
- Tall fences **may** affect the score include (but are not limited to):
    - Fences that are visually impermeable
    - Fences that block the house entirely
- If a tall fence affects a place, this effect should be reflected through the Relationship to the street score
- If the house is not visible at all from any angle, mark as “unable to be seen from the street” and make a note in the “Notes” section using the standard note described above

Pop tops/roof top extensions

- If the original house, including its form and original roof shape, is clearly legible, and the pop top is small in scale and well-designed using materials and windows that are compatible with the main house, the score will **generally** not be affected
- If the original house, including its form and original roof shape, is legible, but the pop top is disproportionate in scale or unsympathetic in design and materials, the place will **generally** score 0 (average integrity) under the IPA
- If the original form and roof shape of the house is not legible, the place will **generally** score -1 (poor integrity) under the IPA
- Where a pop top/roof space development affects a property, this effect should be reflected through the IPA score

Vegetation

- Where vegetation substantially blocks a place from view, record/assess the place as if the vegetation were not there, but include a standard note in the Notes section
- If the place cannot be seen at all from any angle, even glimpsed through the trees/hedge, then record the place as unable to be seen from the street, and include the standard note in the notes section

Windows

- Well-designed, sympathetic and compatible changes to windows will **generally** not affect the score.
- Where the materiality has changed, but the openings have not (e.g. timber windows replaced by aluminium windows of the same size, shape and fenestration pattern), the place will **generally** score 0 (average integrity) under the IPA
- Where the openings have changed, but the materiality has not (e.g. timber windows replaced with timber windows of a different design; timber windows replaced by timber windows of a different size or shape), the place will **generally** score 0 (average integrity) under the IPA
- Where the materiality and openings have both changed, the place **may** merit -1 (poor integrity) under the IPA

Cladding

- Both minor and more significant changes to roofing materials (e.g. short-run corrugated iron to long-run corrugated iron or corrugated iron to Decromastic tiles) will **generally** not affect the score, provided the roof form and shape has not been altered
- Minor changes to the cladding of walls (e.g. one weatherboard profile to another) will **generally** not affect the score
- Significant changes to the cladding of the walls, especially the front elevation, (e.g. weatherboard to brick veneer), will **generally** score 0 (average integrity) under the IPA

Visible extensions

- Depending on the scale, design and/or location of the extension in relation to the original house, the place may have the score reduced under “Scale and massing”, “Architectural style” or the IPA Point – **but not all three**. If the impact is significant, it may affect up to two of these scores.
- If an extension is at the rear of the house, set back from the street and/or its scale or design has little impact on the original house, it will **generally** not affect the score
- Corner sites where one elevation has high integrity, and one has low integrity should be assigned 0 (average integrity) under the IPA, and should include a standard note in the Notes section

Missing or replaced fretwork, finials or balustrades

- Does not affect the score

Ground floor/basement development

- If the house has been lifted to accommodate ground floor or basement development, then this change will **generally** impact the IPA or Architectural Style score (but not both)
- If the development has taken place within an original space (e.g. if the house is elevated because of topography) or has been dug underneath (but the house remains at the same elevation), then this change may not affect the score, subject to how the development has been designed, including windows and doors.

The following factors do not affect the score of a place in isolation, but may affect the score in combination with other issues:

- Missing, modified or replaced chimney
- Whole site paved/no vegetation
- Fences constructed in modern materials or styles