

May 8, 2020

Liz Fuselier  
City of Aurora  
Department of Planning and Development Services  
15151 E. Alameda Pkwy  
Aurora, CO 80012

**Re: Porteos Phase 8 ISP – Library Time (#1436613)/Pre-Application Meeting held February 20, 2020**

Dear Mr. Fuselier:

Thank you for taking the time to review our pre-application for Library Time with your development review team. We received the Library Time notes on March 5, 2020. Responses to the comments received have been provided in the following pages. All submittal items included with our formal submittal have been included below:

- Letters of Authorization (ACP DIA and Kroger Co.)
- Response to Library Time Comments
- Letter of Introduction (with FDP Narrative)
- Severed Mineral Rights Form
- Title Commitment
- Adjacent Property Owners (added directly to AMANDA)
- Phase 8 ISP
- FDP Amendment
  - 24x36 Cover Sheet, Amendment Tracker and Land Use Map and Matrix
  - 11x17 Additional updated maps
- PIP Amendment
- Preliminary Drainage Plan
- Master Utility Report Amendment

Please reach out should you have any questions at [lvielehr@norris-design.com](mailto:lvielehr@norris-design.com) or 303-892-1166.

Sincerely,  
Norris Design



Leanne Vielehr  
Senior Associate

## Planning Department

### *Standards and Issues:*

#### **1. General Planning Comments**

##### *1A. Infrastructure Site Plan / Preliminary Plat Comments*

This application will be reviewed and approved based on Preliminary Plat criteria. This criteria (Please see section 146-5.4.2.A.3.b of the Unified Development Ordinance (UDO) as follows: i. It is consistent with the Comprehensive Plan and all other adopted plans and policies of the City Council; ii. The application complies with the applicable standards in this UDO (including but not limited to the standards in Sections 146-4.2 (Dimensional Standards), 146-4.3 (Subdivision Standards), and 146-4.5 (Access and Connectivity). iii. The application complies with other adopted City regulations, any approved Master Plan that includes the property, and any conditions specifically applied to development of the property by the Planning and Zoning Commission or City Council in a prior decision affecting the property. iv. The City's existing infrastructure and public improvements, including but not limited to its street, trail, and sidewalk systems, have adequate capacity to serve the proposed development, and any burdens on those systems have been mitigated to the degree practicable.

The submittal need only identify street improvements, street cross sections, grading utilities, and curbside landscaping.

***Response: This comment has been noted, thank you.***

##### *1B. Minor Framework Development Plan Amendment (if applicable)*

If street cross-sections are proposed to be modified, then a minor FDP Amendment will be required as part of the development application.

***Response: The street crossing will remain the same.***

##### *1C. Property Owner Authorization*

Regardless of which property owner is the official "applicant", a signed letter must be received from all property owners whose properties are impacted giving their authorization to proceed with the application. These letters must be received with the initial submittal of the application, or the review process cannot begin.

***Response: A Letter of Authorization has been provided for both ACP DIA and Kroger.***

1D. Since some of the submitted sketch plans are inconsistent, please identify the specific road segment and cross-section to be improved.

***Response: The specific road segment included in the Phase 8 ISP has been identified on the plan set and includes all of E. 60<sup>th</sup> Ave. between future Harvest Rd. and Jackson Gap St. E. 60<sup>th</sup> Ave. road cross section is an 80' 3-Lane collector. The proposed sanitary sewer line located Harvest Road has also been included.***

#### **2. Landscape Design Issues**

**2A. General Landscape Plan Comments.** A landscape plan will be required as part of the ISP submittal to address streetscape landscaping. Landscape plans shall be prepared in accordance with the Unified Development Code (UDO). The UDO be found online by clicking this link: [Unified Development Ordinance](#). The landscape comments provided herein are based upon these regulations and should follow Section 146-4.7 Landscape, Water Conservation, Stormwater Management and the Landscape Reference Manual.

Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments.

The landscape plan shall include the necessary landscape table to demonstrate compliance with the required landscape treatment i.e. standard right-of-way landscaping.

**Response: The necessary landscape tables have been provided.**

#### A. **Section 146-4.7 Landscape, Water Conservation, Stormwater Management Requirements**

- **Curbside Landscape.** Provide one shade/street tree per 40 linear feet of street frontage along the both sides of 60<sup>th</sup> Avenue. Refer to Section 146.4.7.5 Required Landscaping C. Curbside Works street cross section requirements, street trees shall be provided within the designated curbside landscape. When a detached walk and curbside landscape. When a detached walk and curbside landscape are absent, street trees shall be located from four to five feet from the back of walk, curb or pavement.

**Response: Street trees have been provided and meet requirements.**

Plantings permitted within the curbside landscape area vary depending upon the width required by the street cross section. Curbside landscape widths three feet or less may be rock mulch, no white rock. Curbside landscape widths four to six feet in width shall be shrubs, ornamental grasses and perennials at a ratio of one shrub/grass per 40 square feet of curbside landscape. Grasses may only be provided to a maximum of 40%. Shrubs and grasses must be five-gallon size at time of installation. For curbside landscapes six to ten foot in width, a combination of shrubs/grasses with native seed may be provided or all shrubs and grasses. Any curbside landscape areas ten feet in width or greater may be sod if desired. Sod may not be installed unless the curbside landscape is a minimum of ten feet wide.

**Response: Curbside landscaping has been provided and meets requirements.**

- **Irrigation.** Refer to Section 146-4.7.3 C. All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the City Water Development will require that the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Coordinate with Timothy York (303.326.8819) in Aurora Water regarding the irrigation plan submittals and application fees. An irrigation permit is required prior to the installation of an irrigation system.

**Response: This comment has been noted, thank you.**

#### 3. **Adjustments**

If you decide to request any adjustments, you must clearly list them in your Letter of Introduction and justify them according to the criteria listed in Section 146-5.4.4 of the Unified Development Ordinance. You must also list them on the cover sheet or other drawings on which they occur.

**Response: No adjustments are being requested at this time.**

#### 4. **New CAD Standards**

The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standards are required by consultants on development projects before submitting to the City for signature sets and on capital projects funded by the City. Please review the CAD Data Submittal Standards, including templates and required layer file labeling, at <http://tinyurl.com/AuroraCAD>.

**Response: Acknowledged.**

*Pre-submittal Meeting:*

At least one week prior to submitting an application, you will be required to hold a Pre-submittal meeting with your assigned Case Manager to ensure that your entire application package is complete and determine your application fee. Please contact your Case Manager in advance to schedule.

**Response: Acknowledged.**

*Community Participation:*

You are encouraged to work proactively with neighborhood groups and adjacent property owners. Neighborhood groups within a mile radius will formally be notified of this project when submittal has been made to the Planning Department.

**Response: Acknowledged.**

*Neighborhood Services Liaison:*

- Your Neighborhood Services Liaison is Scott Campbell. Since there are no registered neighborhoods within a one-mile radius of this site plan area, there is no neighborhood referral list. However, this project will be referred to the adjacent property owners as well as it will be listed on our website [www.aurora4biz.org](http://www.aurora4biz.org) where residents can make comments throughout the project review. Should there turn out to be substantive comments on this project, Scott can assist with the meeting planning.
- All meetings with neighborhood associations should also include your Planning Department Case Manager so that questions concerning City Code or policies and procedures can be properly addressed. We will record any project-related commitments that you make to the community at these meetings.
- Additional information about the Neighborhood Liaison Program can be found on the Neighborhood Services page of the city website.

**Response: Acknowledged.**

## **Parks, Recreation & Open Space Department (PROS)**

No comments from this department.

**Response: Comment noted, thank you.**

## **Aurora Water**

*Key Issues:*

- Extend Utilities per the approved Master Utility Study (MUS). Sanitary sewer must be fully extended to provide service to the Fine Point Business Park.

**Response: The utilities will be constructed per the MUS.**

- A domestic allocation agreement will be required starting in 2019 for connections 2" and larger.

**Response: This comment has been acknowledged.**

*Utility Services Available:*

- Water service may be provided per the approved MUS.
- Sanitary sewer service may be provided per the approved MUS.
- The project is located on Map Page 94W.

**Response: The utilities will be constructed per the MUS.**

*Utility Service Requirements:*

- A Site Plan is required for this project and must show existing and proposed utilities including:

- Public/Private Mains
- Service Lines
- Water Meters
- Fire Suppression Lines
- Fire Hydrants necessary to service your development
- Grease Interceptors are required for commercial kitchens
- Sand/Oil Interceptors are required for vehicle maintenance facilities
- All utility connections in the arterial roadway are required to be bores.

***Response: This comment has been acknowledged.***

- General utility design criteria can be found in Section 5 of the Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure (Utility Manual).

#### *Utility Development Fees:*

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project.

***Response: This comment has been acknowledged.***

- The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.

***Response: This comment has been acknowledged.***

- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules.

***Response: This comment has been acknowledged.***

## **Public Works Department**

#### *Key Issues:*

- The intersection of Harvest Road and 60<sup>th</sup> Avenue has not undergone a Detailed Traffic Impact Study/Traffic Memo identifying required auxiliary lane requirements.
  - The City can support extension of these roadways without auxiliary lanes; however, the Developer should understand the high likelihood of these lanes being required as the area develops. The City's preference is to avoid requiring tearing up recently constructed infrastructure.

***Response: This comment has been acknowledged.***

- Traffic Signal Escrow would be required when the adjacent Planning Area is built (at the time of Building Permits) and will not be required with roadway construction.

***Response: Comment noted.***

- Show all adjacent and opposing access points of the Site Plan.

***Response: All adjacent and opposing access points are shown on the Site Plan.***

- Label the access movements on the Site Plan.

***Response: The access movements have been labeled on the Site Plan.***

- Objects and structures shall not impede vision within these sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all

access points in accordance with City of Aurora Standard Traffic Detail TE-13. In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in City of Aurora Standard Traffic Detail TE-13.3.

**Add the following note landscape plans:** 'All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10'

***Response: The sight triangles have been included and labeled, proposed landscape is in compliance with sight triangle code, and a note has been added to all landscape sheets per comment.***

#### ROW/Plat:

- Designate a Public Access Easement along private roadways. 60th Ave is anticipated to be a public roadway.

***Response: Easements and ROWs will be provided by separate document.***

- A traffic signal easement shall be required at the anticipated future signalized intersections to accommodate the proposed traffic signal pole, underground conduits, pull boxes and signal control cabinet.

***Response: The traffic easement will be provided.***

#### Improvements:

- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Add the following note to the Site Plan:
  - The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards and shown on the signing and striping plan for the development.

***Response: The existing signs will be shown per comment.***

- An abbreviated Traffic Memo will not be required. The applicant shall prepare a detailed letter to address the following items. The letter shall be signed and stamped by a professional engineer licensed in the State of Colorado, based on the previously approved Master Traffic Impact Study & all ISP Traffic Memos and address:

- Intersection configuration of Harvest Road & 60th Avenue

- Level of Service
- Auxiliary Lanes (CDOT SHAC & 95th percentile & recommended length)

***Response: During a phone conversation between FHU and Brianna, it was determined that a Traffic Letter is not required at this time because of the unknown timeline of Harvest Road. It is too difficult to make recommendations at this time and that the analysis of the Harvest/60<sup>th</sup> intersection is better suited for a Harvest ISP. However, at this time the FHU is anticipating both a left and right turn lanes for the westbound approach which is located on Porteos property with length to be determined at a later time when more information is available.***

The Traffic Letter shall be prepared in accordance with the City of Aurora Traffic Impact Study Guidelines.  
*Submitting the Traffic Letter*

- The Traffic Letter shall be sent directly to Brianna Medema at [bmedema@aurorogov.org](mailto:bmedema@aurorogov.org) as soon as possible.
- The Traffic Letter shall also be uploaded with the rest of the submittal.

***Response: During a phone conversation between FHU and Brianna, it was determined that a Traffic Letter is not needed at this time because E. 60<sup>th</sup> Ave. was appropriately studied in the Jackson Gap ISP and no revisions are needed at this time. In addition the 60<sup>th</sup> Ave. daily volumes and projections that were provided in the Jackson Gap ISP fall within the NEATS volume thresholds that support the planned 3-lane cross section.***

## **Engineering Division**

### *Key Issues:*

- Public improvements shall be completed per the approved Public Improvement Plan.
- A preliminary drainage report shall be submitted with the site plan in conformance with the approved Mater Drainage Study and any approved adjacent drainage reports. Storm crossings and needed storm infrastructure shall be included.

***Response: Improvements will be per the approved PIP.***

### *Improvements:*

*Sections and details referenced in the Improvements section refer to the City's Roadway Design and Construction Specifications (Roadway Manual).*

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1.

***Response: Acknowledged. E. 60<sup>th</sup> will be an 80' 3-Lane Collector.***

- Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed grading of the curb ramps.

***Response: Acknowledged. Details will be provided on Civil Drawings as needed.***

- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required, and the curb return radii shall be labeled on the plan.

***Response: Acknowledged, thank you.***

- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.

***Response: Acknowledged, thank you.***

- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or hand rails may be required.

***Response: Acknowledged, thank you.***

- Street lights are required along adjacent roadways. Please refer to the Draft Lighting Standards for street light spacing, location, wattage, etc., information. Street lights along public right-of-way shall become City owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. The street lighting plan shall be included with the Civil Plan submittal.

***Response: Street lights will be submitted with the Civil Plan set.***

### *ROW/Easements/Plat:*



- ROW dedication is required for any public roadways. This site must dedicate all of the designated ROW width.

***Response: Acknowledged, this will be dedicated by separate document.***

- The dedication of a 25-foot lot corner radius is required at the intersection of arterial roadways, and a 20-foot lot corner radius is required at the intersection of collector roadways.

***Response: Acknowledged, thank you.***

- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.

***Response: Acknowledged. Easements and ROW will be by separate document.***

*Drainage:*

- Per Section 138-367 of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the preliminary drainage report. The site plan will not be approved until the preliminary drainage report is approved. This report shall be in conformance with the approved master drainage study as well as any approved drainage report adjacent to the development. Additional storm infrastructure and detention and/or water quality shall be identified.

***Response: Acknowledged, thank you.***

- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Urban Drainage and Flood Control District (UDFCD) has created a spreadsheet form (called SDI Design Data) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the SDI Design Data and uploading to the web portal. Public Works Engineering will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.

***Response: Acknowledged, thank you.***

- Cross pans are not allowed across collector or arterial roadways, nor are they allowed on roadways with storm sewer systems.

***Response: Acknowledged, thank you.***

- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks, but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.

***Response: Acknowledged, thank you.***

- A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.

***Response: Existing infrastructure has been identified on plans.***

- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.

***Response: Storm sewer will be constructed as needed.***



## **Fire/Life Safety Comments – Building Division**

### *Key Issue:*

- The full roadway section of East 60th Avenue between Harvest Road and Jackson Gap Street must include some form of turnaround where 60th Avenue dead ends at Harvest Road. This can be in the form of a cul-de-sac constructed to Public Works standards or, if allowed by Public Works, a fire apparatus turnaround constructed to 2015 IFC Standards, Appendix D and dedicated as a fire lane easement. A potential modification to this fire apparatus turnaround must include a public turnaround for private vehicles in the WB-60 range referenced by the ASHTO manual utilized and approved by the Public Works Traffic Engineer.

***Response: A temporary turn around will be provided at the west end of E. 60<sup>th</sup> Avenue.***

### *Civil Plans:*

Based on the discussion within the pre-application meeting the following information must be reflected within the Civil Plan package submitted to Public Works Department.

- Dead-End Fire Lane Detail
- Fire Lane Sign Detail
- Grading Plan
- Sign Package
- Signature Block

***Response: Acknowledged, thank you.***

### *Fire Department Access:*

Based on the information presented so far, the type(s) of fire apparatus access road(s) needed for this particular site is:

- Fire Lane Easement

***Response: Fire access will come from E. 60<sup>th</sup> Avenue and Jackson Gap Street.***

### *Fire Hydrants:*

The number and spacing of fire hydrants are determined using the 2015 IFC, Appendix B & C. As indicated in the previously stated code sections, fire hydrant coverage requirements include both internal site areas and abutting public street systems.

***Response: Hydrants will be provided per standard detail.***

### *Special Design Considerations:*

Based on the information presented in the pre-application meeting, these additional Life Safety criteria must be shown on the site plan, plat and civil plans.

- Fire Apparatus Access Road Specifications
  - If an existing fire lane or public roadway must be removed or relocated for any reason, the portion replaced must be in compliance with the current specifications of the Public Works Department.
- Construction of Fire Lane Easements and Emergency Access Easement
- Cul-De-Sac's
- Dead-end Fire Apparatus Access Roadways
- Dead-End Public Streets
- Encroachment into Emergency Access or Fire Lane Easements are Prohibited
- Labeling of Easements on the Site Plan, Plat and Civil Plans
- No Parking is allowed within a Fire Lane Easement

- Public Street Systems Adjacent to Site
- Speed Bumps
- Snow Removal Storage Areas
- Width and Turning Radius

**Response: Acknowledged, thank you.**

## **Real Property Division**

### *Subdivision Plats:*

A subdivision plat is not required at this time.

**Response: Acknowledged, the easements will be by separate document.**

### *Site Plans:*

A site plan will be required by the Planning Department. Real Property has items that need to appear on that site plan above and beyond what other departments may require. These items are listed on the Real Property Site Plan Checklist.

**Response: Acknowledged, thank you.**

### *Separate Documents:*

- A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the City, signed by the property owner as well as the appropriate City officials and recorded with the County.

**Response: Easements and ROWs will be submitted by separate document.**

- During the Pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions that may require a separate document. Following are the links to additional information if needed later in your formal review process:

- Dedications Packet
- Easement Release
- Revocable License Packet
- License Agreement Packet

**Response: Easements and ROWs will be submitted by separate document.**

- **Off-site easement dedications** may be required in order to make your project work. It's up to the developer to obtain these easements for the City, pay compensation, etc. Dedication documents must be prepared using Real Property specifications which can be found in the Dedication Packet. Once complete and accurate easement dedication information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.

**Response: Comment noted.**

- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.). If allowed, these types of encroachments require a License Agreement. Requirements can be found in the License Agreement Packet. It takes 4-6 weeks to complete the process after submittal. The License Agreement must be completed before the site plan is recorded.

**Response: Acknowledged. License agreements will be completed as needed.**

- Real Property may require a Monumented Field Survey, but we are unable to determine that until we have our 1st review.

***Response: Acknowledged, thank you.***

- If street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact Leslie Gaylord at 303.739.7901 for additional details and contact information.

***Response: Acknowledged, thank you.***