

# COVER LETTER

## 570 Potomac Street Retail

### SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- The adjustments need to provide justification and mitigation on both the cover sheet of the Site Plan and within the Letter of Introduction. *We have included the adjustments in the Letter or Introduction and on the Cover Sheet of the Site Plan.*
- Additional architectural features, fencing, or other enhancements will be expected along the southern property line to mitigate adjustment requests for landscaping. *We have provided vertical and horizontal articulation on the building, fencing and additional trees and upsized shrubs along the southern property line for mitigation.*
- Corrugated metal is not a permitted building material. *Corrugated metal panel has been removed.*
- The Potomac Street site access is to be right-in/right-out. *Access is now right-in/right out and a pork chop has been added to enforce this.*

### PLANNING DEPARTMENT COMMENTS

#### 1. Community Questions, Comments and Concerns

1A. Responses were received from Arapahoe County Engineering and Mile High Flood District, but both did not have comments. Please see the Xcel Energy Comment letter attached at the end of this review. Additionally, one comment was received from the adjacent property owner to the north:

- Stephanie Martinez, Suncor Energy USA [smartinez@suncor.com](mailto:smartinez@suncor.com)  
720.219.7653

Comment: We are not comfortable with access to our lot via the South entrance and it may be blocked in the future. We have concerns for disruption of our business, customers and employee safety.

*I reached out to Stephanie Martinez via email on March 1<sup>st</sup> to let her know that we would be preserving the trees along her southern landscape buffer, and that we would do anything we could to make her southern access safer. She called me on the 2<sup>nd</sup> of March and we discussed the issues and talked with the owner, Oyun Namjig on Monday the 8<sup>th</sup>. See attached email.*

#### 2. Completeness and Clarity of the Application

Generally

2A. Ensure all sheets are sized 24"x36" (Arch D). *All sheets will be 24"x36".*

Sheet 1

2B. Modify the sheet list per the order below: *Sheets will be ordered 1 – 12, as ordered below.*

- Cover Sheet
- Site Plan (see comment below regarding the Architectural Site Plan and Site Layout Plan)
- Grading and Drainage Plan
- Utilities Layout Plan
- Landscape Plan
- Landscape Notes and Details
- *Tree Preservation Notes*
- Site Details: this is a required new sheet to illustrate the various site details requested in the redlines.
- Exterior Elevations
- Colored Elevations/Materials

- Site Photometric 1
- Site Photometric 2

2C. The title should be revised to read: 570 Potomac Street Retail – Site Plan with Adjustments *Revised*.

2D. Remove the City Council line item from the signature block as it is not required with this application. *Struck out*.

2E. Remove the color perspective from the cover sheet. *Removed*.

2F. Zoom out on the vicinity map. It should show Chambers to the east, Peoria to the west, and Colfax to the north. *Zoomed out to include suggested area*.

2G. Include the Code Study information within the data block on the cover sheet. Each item should be a separate line item in the block. *Code Study information incorporated into Data Block, Sheet 1*.

#### *Sheet 2*

2H. The information on sheet 2 Architectural Site Plan is very similar to the Site Layout Plan. Please rename the sheet to Site Plan and include only one of these two sheets. The information on both should remain on the single sheet. *Two sheets have been combined into one Site Plan*.

2I. Detail drawings of the bike racks must be provided. Please provide a separate detail sheet for all items in the redlines requiring detail drawings. *Provided on Site Plan Details sheet 8*.

### **3. Zoning and Land Use Comments**

#### *Sheet 1*

3A. The zoning is MU-C only. Remove B-1 and B-3 from the data block. *Removed from the data block*.

3B. Major adjustment requests must be listed on the cover sheet. The code sections requested and associated justification for the request must be included. The 2<sup>nd</sup> submission will not be accepted without this information. Please see the Letter of Introduction redlines for further details. *Adjustments have been provided on the Cover Sheet*.

#### *Sheet 2*

3C. Modify the adjacent zone districts per the redlines. All districts shown on this submission are outdated districts. *Zone districts modified*.

3D. The landscape buffer past the building should be increased as feasible. See the data block redlines for the parking requirements per code. There may be space to remove some parking and provide a code compliant buffer in the area shown on the redlines. *Landscape buffer has been increased, see Sheet 2*.

3E. The wood picket fence will need to be upgraded (if allowed by the adjacent owner) in order to qualify for the landscape buffer reduction from 25-feet to 18-feet. Please coordinate with the adjacent owner prior to the next submission if this option is proposed. Any correspondence or approvals of design should be included in subsequent submittals. *Letter was sent certified mail on 3/2/21 detailing new fence. See attached. Letter was received 3-8-21*.

#### *Letter of Introduction Comments*

3F. For all adjustments that remain: cite the Code Section the request is being applied to. Please see the redlines for details. *Code section listed*.

3G. Remove the adjustment requests 2, 3, and 4. 2 and 3 are not code requirements and 4 is permitted without an adjustment because the landscape buffer area is encumbered by an easement. *Removed*.

3H. As proposed, an adjustment for the southern buffer width is required (Sec. 146-4.7.5.G). That can be reduced to 12', but a masonry wall is required as an incentive feature. If a decorative fence is provided, the minimum width is 18'. In order to qualify for a 18' width in the landscape incentive features, the 6' existing wood fence would need to be upgraded to a taller decorative fence. This will require coordination with the adjacent property owner and an adjustment from 18' to 14'. *We are proposing*

*an 8'-0" tall composite masonry fence for this area and have contacted the adjacent property owner. Owner has agreed to replace entire length of fence, per conversation with Sarah Rullo 3.20.21.*

- 3I. 146-405 is not the correct code section. Revise to 146-5.4.3.B.2.c.i. Instead of just saying the project conforms to the criteria, please list the criteria and indicate how the criteria is being met. *Done.*

#### **4. Pedestrian Issues**

*Sheet 2*

- 4A. Verify that the adjacent property owner is okay with closing the opening in their fence. Correspondence will be required to verify they accept this modification. *Letter was sent certified mail on 3/2/21 detailing the new fence and eliminating the opening. See attached.*

#### **5. Parking Issues**

*Sheet 1*

- 5A. Parking is required at 2.5 spaces per 1,000 s.f. Only 15 parking spaces are required, one of which is the accessible parking space. Please modify the data in the table. *Parking reduced to 15 spaces and data table was modified, see sheets 1 and 2.*

*Sheet 2*

- 5B. Dimension the parking spaces in the area shown. *Parking spaces dimensioned on Site Plan.*

#### **6. Architectural and Urban Design Issues**

*Sheet 3*

- 6A. Corrugated metal is not a permitted building material for commercial buildings. Please revise. *Metal panel removed, see Sheet 9.*
- 6B. Verify that the stucco is a 3-coat stucco and not EIFS. Note: EIFS is not a permitted building material. *Material is confirmed 3-coat stucco, see sheet 9.*
- 6C. Membrane roofing is not a permitted roofing material. *Metal roof has been proposed instead, see Sheet 9.*
- 6D. Indicate the roofing material on the elevations. *Indicated on Sheet 9.*
- 6E. The wainscot must wrap around the building at least 5-feet. Please add a dimension for this on sheet for the south elevation. *Revised and dimensioned, see Sheet 9.*
- 6F. Verify the awning material. *Awning material is high quality canvas, see Sheet 9.*
- 6G. Additional architectural features/element are expected as mitigation measures for any adjustments of the required buffer widths along the south elevation. It may be worth discussion options and expectations for this before your 2<sup>nd</sup> submission. Please coordinate with me if you would like to discuss. *Vertical and horizontal articulation has been added to this façade, see Sheet 9.*
- 6H. At least one horizontal articulation method must be utilized on the north and south elevation at a rate of 1 per 50 linear feet. The middle of the elevations lack one of these methods identified in Section 1464.8-3. *Color/texture change has been proposed for these areas, see Sheet 9.*
- 6I. Mechanical equipment must be screened. Please provide either a parapet or the material utilized to screen the rooftop units, typical on all elevations. *Mechanical equipment will be screened by free standing metal screens, see Sheet 9.*
- 6J. Include vertical dimensions for the wainscot and parapet changes, typical for all elevations. *Provided, see Sheet 9.*
- 6K. Provide an electronic materials board illustrating the various materials proposed on the building and roof. *Provided, see sheet 10.*

*Sheet 5*

- 6L. Trash enclosures must be CMU masonry material. The gate may be wood fence material or metal, but must be opaque. Please include a detail drawing of the enclosure. *Trash enclosure is now CMU, see sheet 8.*
- 6M. The trash enclosure should not be placed next to the fire lane. The garbage truck will not be able to stay in the fire lane to pick up the trash. *Trash now accessed from other side, see Site Plan Sheet 2.*

**7. Signage Issues Sheet**

*1*

- 7A. The maximum permitted sign area is 223.25 s.f. This is for all signage, including the monument signage area. The calculation is 2 s.f. per each linear foot for the first 100 linear feet of the building with a public entrance + ½ s.f. for each linear foot thereafter. Please revise the data in the block. *Revised, see Sheet 1.*
- 7B. Include the maximum number of signs and the proposed number of signs. The elevations indicate more than 6, which is the maximum permitted sign total. *We are asking for an administrative adjustment for seven signs so that we can have a monument sign too.*

*Sheet 3*

- 7C. 7 signs (including the 1 monument sign) are proposed. The maximum allowed is 6; however, additional signage up to a maximum of 8 is permitted through an administrative adjustment pursuant to Section 146-5.4.4.F. *We are asking for an administrative adjustment for seven signs.*

*Sheet 5*

- 7D. The monument sign must be 21' from the flowline and outside of any sight triangles after they are corrected and drawn in. *This is only for large developments. Our sign can be back from the sidewalk and out of the site triangle.*

**8. Landscaping Issues (Kelly Bish / 303-739-7189 / [kbish@auroragov.org](mailto:kbish@auroragov.org) / Comments in bright teal)**

*Sheet 1*

- 8A. Please Note: Either the scale or sheet size etc. is not consistent throughout the plan set. The landscape, lighting and civil plan sheets are not the correct size and should match the architectural sheets/ cover sheet. Also, include a consistent title block throughout the plan set. *Sheet size and title block will be consistent throughout.*
- 8B. Please come up with a consistent sheet numbering system throughout the plan set. 1 of 11, 2 of 11 etc. *Sheets will be numbered 1 -12, 2 of 12.*

*Sheet 6*

- 8C. Update the cross section to include the easements that overlap that swale.  
*Updated.*

*Sheet 8*

- 8D. Do not include the existing planting areas that are being removed on the landscape plan. Show the ultimate condition only. *Existing landscape areas along Potomac St. have been removed.*
- 8E. Add the six required trees to the south side of the building face in order to meet the required buffer. *Six Gray Gleam Juniper trees have been added to the south side of the building face to meet the required buffer.*
- 8F. Do not include more than 40% ornamental grasses within the parking lot islands. *Parking lot island plantings have been redesigned to have less than 40% ornamental grasses.*

8G. There are utilities proposed along Potomac Street to service the new building, add the required street tree where indicated. It may also be used to meet the buffer requirements. *Required street tree has been shown where indicated.*

8H. When measuring the street buffer length, do not include the driveway. *Street buffer length has been modified to not include driveway.*

8I. Remove the verbiage where noted for adjustments. *Verbiage has been removed where noted.*

8J. Darken/thicken the property line. *Property line has been thickened.*

8K. Dimension and label all provided street and non-street buffers. *Buffers on all sides of property have been dimensioned and labeled.*

8L. Do not use ornamental grasses to screen parking areas. *Ornamental grasses have been replaced with shrubs for parking lot screening.*

8M. List under a heading title adjustments, all the landscape adjustments being requested. *Note: adjustments must be due to a hardship and should be accompanied by some type of mitigation. Mitigation depending upon the adjustment request might be enhanced architecture, upsized plant material, increased plant material in another location etc.* *Adjustments have been listed under a separate heading.*

8N. Update the various tables as noted. *Tables have been updated as noted.*

8O. Bldg. perimeter landscaping is required on the north side of the building as well. Update the table. Approximately 150lf or 4 trees or 40 shrubs or a combination of shrubs and trees. Parking lot islands may count if the plant material is within 20' of the north building face. *Table has been updated. A combination of a tree and 30 shrubs meet the requirement.*

#### *Sheet 9*

8P. Update the General Notes where indicated. *General Notes have been updated where indicated.*

8Q. Provide notes regarding the proposed surface material of the walks and drives and the proposed lighting type. *Notes have been added for surface materials and proposed lighting.*

### **9. Addressing (Phil Turner / 303-739-7357 / [pcturner@auroragov.org](mailto:pcturner@auroragov.org))**

9A. Please provide a digital .shp or .dwg file for addressing and other GIS mapping purposes. Include the parcel, street line, easement and building footprint layers at a minimum. Please ensure that the digital file provided in a NAD 83 feet, Stateplane, Central Colorado projection so it will display correctly within our GIS system. Please eliminate any line work outside of the target area. Please contact me if you need additional information about this digital file. *File will be provided.*

### **REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

### **10. Civil Engineering (Kristin Tanabe / 303-739-7306 / [KTanabe@auroragov.org](mailto:KTanabe@auroragov.org) / Comments in green)**

#### *Sheet 1*

10A. This Site Plan will not be approved by Public Works until the Preliminary Drainage Report is approved. *Understood.*

10B. This will be a public document and must be able to be reproduced. Please remove the copyright statement. [Copyright language amended based on COA provided suggestion.](#)

10C. Add the note as shown on the redlined Site Plan cover sheet.

[Added.](#)

Sheet 2

10D. Why is this sheet different than the Site Plan? It seems these sheets are duplicating information.

[The two different site plans have been combined into one sheet for future submittals.](#)

10E. A retaining wall was identified in the area called out in the redlines on other plans.

[Retaining Wall shown on Site Plan, and Grading Plan sheets.](#)

10F. Per the Pre-App Notes, the access is to be updated to curb returns with curb ramps. Label the curb return radius and ramps.

[Potomac site entrance updated to include curb-returns \(20' & 10' radius'\), and curb ramps. Northerly curb return requires variance for flowline radius.](#)

Sheet 5

10G. A drainage easement is required for the water quality device, with a minimum of 4' from the edge of the device. An access easement is required from the drainage easement to the ROW.

[Understood.](#)

10H. Is there a stop sign at the location shown?

[See Site Plan showing Right-Turn sign & Stop sign.](#)

10I. Please make sure all sheets are submitted full size.

[Understood.](#)

10J. Label and dimension the existing sidewalk.

[Existing sidewalk dimension is labeled.](#)

10K. Include access easement in the easement call out.

[Updated.](#)

10L. Add the street name and dimension the existing ROW.

[Street name "Potomac", and ROW dimension "Varies" per land survey shown.](#)

10M. Update the curb ramps and include the radii per the comment on sheet 2.

[Updated.](#)

Sheet 6

10N. It is difficult to tell the extent of the retaining wall. Please clarify.

[Retaining Wall shown on Site Plan, and Grading Plan sheets.](#)

10O. Add a note indicating if the storm sewer system is public or private and who will maintain it.

[Utilities labeled as private "PVT", and public "PUB".](#)

10P. The minimum slope required for a swale is 2%, or provide a concrete pan, typical.

[Updated.](#)

10Q. For ADA access, as close to 2% should be proposed. 1.8% is preferred, 1.5% is the minimum acceptable slope.

[Updated where feasible. The ADA stall & access aisle is proposed to be concrete to accommodate tighter construction tolerance.](#)

10R. The minimum slope for asphalt is 1%.

[Understood.](#)

10S. Update the drainage easement and water quality device location per the comment on sheet 2.

[Updated.](#)

10T. The minimum slope away from the building is 5% for 10' for landscape areas, and a minimum of 2% for impervious areas.

Understood.

10U. The minimum slope in all non-paved areas including landscape islands is 2%.

Understood.

10V. Update the curb ramps and include the radii per the comment on sheet 2.

Updated. Northerly curb return requires variance for flowline radius.

#### Sheet 7

10W. Add a note indicating if the storm sewer system is public or private and who will maintain it.

Utilities labeled as private "PVT", and public "PUB".

#### Sheet 8

10X. Show and label the proposed storm sewer.

Updated.

10Y. There will be a drainage easement in the area shown and trees are not permitted.

Understood.

### **11. Traffic Engineering** (Brianna Medema / 303-739-7336 / [bmedema@auroragov.org](mailto:bmedema@auroragov.org) / Comments in amber)

#### *Traffic Impact Letter*

11A. The proposed site access at Potomac Street should be right-in/right-out per the Pre-App Notes. The access falls within the intersection influence area. The updated submittal assumes RIRO only.

11B. Provide a discussion section on the proposed signage and pork chop island installation appropriate for a right-in/right-out. Update the figures and other discussion sections accordingly. The submittal and the Traffic Impact Letter have been updated to provide RIRO and porkchop detail.

11C. The internal existing access location is not shown correctly. Provide left turn templates, which will likely reveal conflicts. Two new figures are included in the Traffic Impact Letter to show the proposed ingress and egress turning templates at the internal access.

11D. Please see other comments on the redlined Traffic Impact Letter. Comment noted.

#### *Site Plan Comments*

##### *Sheet 1*

11E. Add the note as shown on the cover sheet redlines. Done, see sheet 1.

##### *Sheet 2*

11F. Show the left turn templates. Offset accesses will likely cause conflicts. Mitigation may be necessary.

11G. Provide a minimum clearance between the ramp and the planter for ADA accessibility. The current location is unacceptable. Consider moving it to the locations shown on the redlines.

Planter has been removed.

11H. Label the parking depth. Labeled, see sheet 2.

11I. Remove the 30'x30' sight triangles. These are no longer part of the City's code.

Removed. See sheet 2.

11J. Draw the sight triangles per COA TE-13. Added, see sheet 2.

11K. Show all access movements including ins and outs. The traffic letter identifies the access shown as a full movement. Please coordinate with the traffic letter and determine if a right-in/right-out is acceptable. Right-in Right-out shown, see sheet 2.

11L. Provide a stop sign and any additional signage and/or islands identified in the traffic letter. Added, see sheet 2.



*Sheet 8*

11M. The planter interferes with the ADA accessibility, please relocate per the comment above on sheet 2.

*Planter has been removed, see sheet 2.*

11N. Draw the sight triangle per COA TE-13. SPI GO6, and BER CRI will not be allowed within the sight triangle. This comment does not constitute a full review. Please check the plant heights once the triangles are drawn in. *Sight triangle drawn in, see sheet 2.*

**12. Fire / Life Safety** (Jeff Goorman / 303-739-7464 / [jgoorman@auroragov.org](mailto:jgoorman@auroragov.org) / Comments in blue)

*Sheet 1*

12A. Provide the construction type in the data block. *Provided in the Data Block, see sheet 1.*

12B. Identify if the building is sprinkled or non-sprinkled in the data block. *Non - sprinkled.*

12C. Correct "Sprinklered" to "Sprinkled". *Done.*

12D. Include the number of Van Accessible Spaces (1) in the data block. *Included.*

12E. Note the City of Aurora has adopted the 2015 IBC. *Yes.*

12F. Provide the occupancy classification in the data block. *Provided.*

*Sheet 3*

12G. Please provide a sign package detail. This can be placed on a separate sheet. Please refer to the example in the redlines. *Provided, see sheet 8 Site Plan Details.*

12H. Please show the location of the FDC and FDC sign on elevation drawings. Please refer to the FDC symbol on the redlines, typical. *FDC not required b/c building is not sprinkled.*

12I. Please show the location of the Knox box on the elevations. Refer to the Knox box symbol on the redlines, typical. *Provided, see sheet 9.*

12J. Please show the location of the Riser Room exterior door and sign on the elevations, typical. *There will be no Riser Room because the building is non-sprinkled.*

*Sheet 5*

12K. Work the Real Property on the vacation of the access agreement and dedication of the fire lane. *Have reached out to Andy Niquette via email.*

12L. The beginning and end of the fire lane must be clearly marked. Provide fire lane ends here signage. *Provided, see note sheet 2.*

12M. Provide a detail of the trash enclosure and include a gate detail. *Provided, see sheet 8.*

12N. Replace ADA with Accessible, typical. *See sheet 2.*

12O. Verify the scale, typical for all sheets. On this sheet, it appears the scale is 1" = 33'. *Scales verified.*

12P. Verify all code sets are correct. City of Aurora has adopted the A117-2009. *Verified.*

12Q. The bollards shown are encroaching into the fire lane. No encroachments are allowed in the fire lane. Please see both locations called out in the redlines. *Bollards have been removed, sheet 2.*

12R. Provide fire lane signage to clearly identify the beginning of the fire lane. *Shown, sheet 2.*

12S. It appears that notes 4 and 6 are included in the notes on the cover sheet. Please remove the duplicate notes from this sheet. *Notes have been removed, sheet 3.*

12T. Place notes 1 and 5 from this sheet onto the cover sheet notes. Please place general notes on the cover sheet and notes specific to an individual sheet on that sheet, typical. *Notes have been moved, sheet 1.*

*Sheet 7*

12U. Show the locations of the Knox box, typical. *Shown on landscape plan and elevations sheet 9.*



- 12V. Show the location of the FDC. It must be within 100" of the hydrant near the main entrance to the building, typical. *Shown on landscape plan and elevations sheet 9.*
- 12W. Please verify if this building is sprinkled. It appears it is sprinkled with a fire suppression/service line. *Building is not sprinkled.*
- 12X. Show the location of the Fire Sprinkler Riser Room to include the exterior door, typical. *There is no riser room.*
- 12Y. Replace HC with Accessible, typical for all sheets. *Noted.*
- 12Z. Provide a bold dashed line to show the exterior accessible route throughout the site to the required accessible entrances (60%), site amenities (mail, trash and similar) and transportation stops (or to the edge of the site near public transportation stops). Maintain a minimum 1 ft candle to all exterior accessible routes. *Shown - see sheet 2.*

**13. Aurora Water** (Daniel Pershing / 303-739-7646 / [ddpershi@auroragov.org](mailto:ddpershi@auroragov.org) / Comments in red)

*Sheet 6*

13A. Please add a note for the private storm infrastructure.

*Utilities labeled as private "PVT", and public "PUB".*

13B. Why is the site being graded to flow away from the ROW? This is causing slope issues on storm.

*Site grading discussed with reviewer. Storm Sewer slope has been modified.*

*Sheet 7*

13C. The storm pipe slopes must be a minimum of 0.5%.

*Updated.*

13D. The meter will not be allowed in the swale as no grading is allowed in a utility easement.

*Meter location adjusted to north end of landscaping, to be placed upon raised concrete pedestal flush with concrete.*

13E. Label the size.

*Updated.*

13F. Please show and dimension the utility easement for the meter.

*Utility easement added for water meter.*

**14. Forestry** (Rebecca Lamphear / 303-739-7177 / [rlamphea@auroragov.org](mailto:rlamphea@auroragov.org) / Comments in purple)

*Sheet 2*

14A. The adjacent property located at 13782 E 6<sup>th</sup> Ave has several trees, which will likely be impacted by the new asphalt along the north side of the property. We are requesting that you send a certified letter to the adjacent owner indicating the methods used to protect these trees, as well as remedies as a result of potential damage incurred from the development. Please provide the City of Aurora a copy of this letter including the date sent and received. *Email was sent 3.1.21 and certified letter was sent 3.5.21.*

*Sheet 9*

14B. Trees are present on the property to the north and must be protected throughout all phases of development. Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation and Open Space Dedication and Development Criteria manual. The tree protection notes shall be included on the plan. The link for the manual can be found here: *Notes included in plans, see sheet 7.*

<https://auroraver2.hosted.civicle.com/cms/One.aspx?portalId=16242704&pageId=16529352>

**15. Real Property** (Maurice Brooks / 303-739-7294 / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org) / Comments in magenta)

- 15A. Work with Andy Niquette ([aniquett@auroragov.org](mailto:aniquett@auroragov.org)) to begin the easement dedication process for this development. The Site Plan will not be approved and building permits will not be issued until the easement documents are completed and ready to record. *Sent emails 3/1 and 3/5. Spoke with Maurice Brooks 3/10.*

**To:** smartinez@suncor.com  
**Cc:** Lucy Van Dusen  
**Subject:** 570 Potomac Street  
**Attachments:** Tree Preservation.pdf

Hello Stephanie –

I am writing you concerning 570 Potomac Street and the impact it might have on the Southern entrance to your property. If there is anything we can do to mitigate the impact, please let me know.

Also, please see the attached Tree Preservation pdf. We are planning on protecting the trees that are located on the South side of your property by building a temporary fence around them as shown in the attachment. If any tree dies as a result of the construction activities at the site, we will plant you a new tree.

Best Regards,

**Lucy Van Dusen, R.A.**

**RMG – Rocky Mountain Group** | Senior Project Architect  
14 Inverness Dr. East, Suite E-136 | Englewood, CO 80112  
303-688-9475 (office) | 720-815-3921 (direct) | 303-814-2454 (fax)  
[lvandusen@rmg-engineers.com](mailto:lvandusen@rmg-engineers.com) | [www.rmg-engineers.com](http://www.rmg-engineers.com)

## TREE PROTECTION NOTES

1. PRIOR TO THE BEGINNING OF CONSTRUCTION, ESTABLISH THE TREE PROTECTION ZONE BY INSTALLING TREE PROTECTION FENCING AROUND ALL EXISTING TREES TO REMAIN. LOCATE FENCING AT THE OUTSIDE OF THE DRIP LINE OF THE TREES OR AT A DISTANCE FROM THE TREE TRUNK OF ONE(1) FOOT OF RADIUS FOR EVERY INCH OF TRUNK DIAMETER, WHICHEVER IS GREATER. FOR GROUPS OF TREES, THE MINIMUM DISTANCE BETWEEN THE TREE TRUNK AND THE FENCING SHALL BE ONE(1) FOOT FOR EACH INCH OF TRUNK DIAMETER. FOLLOWING INSTALLATION OF FENCING, REQUEST INSPECTION BY THE CITY OF AURORA PARKS & FORESTRY DIVISION (303-739-7177) OR AUTHORIZED DESIGNEE.
2. TREE PROTECTION FENCING SHALL BE 4' HEIGHT, ORANGE MESH FENCING ATTACHED TO T POSTS. FENCING SHALL BE INSPECTED AND MAINTAINED DAILY.
3. CONTRACTORS SHALL BE RESPONSIBLE FOR ALL OF THEIR WORKERS, SUBCONTRACTORS AND SUPPLIERS UNDER THIS REQUIREMENT. WITHIN THE TREE PROTECTION ZONE, THE FOLLOWING CONSTRUCTION ACTIVITIES SHALL NOT BE ALLOWED EXCEPT AS NECESSARY TO EXECUTE DETAILS TP-2.0, 2.1, 3.1 & 3.2:
  - A. EQUIPMENT USE AND STORAGE
  - B. MATERIAL DELIVERY OR STORAGE
  - C. VEHICLE TRAFFIC, PARKING, USE OR STORAGE
  - D. SPREADING, EXCAVATING, COMPACTING OR STOCKPILING OF SOIL
  - E. CONCRETE WASH-OUT AREAS AND RUN-OFF FROM CONCRETE WASH-OUT AREAS
  - F. FOOT TRAFFIC
  - G. RUN-OFF CONTAINING HARMFUL LIQUIDS SUCH AS OIL, GAS, PAINT, SOLVENTS, FERTILIZER, ASPHALT, MORTAR, TAR OR SIMILAR MATERIALS
4. VIOLATION OF THE TREE PROTECTION ZONE SHALL RESULT IN A FINE OF \$500 PER INCIDENCE AND MAY BE INCREASED BASED ON THE PERCENTAGE OF THE ZONE AFFECTED MULTIPLIED BY THE FULL VALUE OF THE TREE (OR TREES) ESTABLISHED PRIOR TO CONSTRUCTION. IF MORE THAN 30% OF THE TREE PROTECTION ZONE IS DAMAGED, THE FINE SHALL BE THE FULL VALUE OF THE ADJACENT TREE (OR TREES). FOR THE PURPOSE OF THESE REQUIREMENTS, CONSTRUCTION FENCING (LOCATED AT THE LIMITS OF CONSTRUCTION) SHALL BE TREATED AS TREE PROTECTION FENCING AND SHALL ESTABLISH A TREE PROTECTION ZONE FOR NEARBY TREES.
5. DAMAGE TO THE MAIN TRUNKS OF TREES IS PROHIBITED. DAMAGE NOT PREVIOUSLY DOCUMENTED SHALL RESULT IN A FINE BASED ON THE PERCENTAGE OF THE CIRCUMFERENCE AFFECTED. DAMAGE GREATER THAN 30% OF THE CIRCUMFERENCE OR AFFECTING THE STRUCTURAL INTEGRITY OF THE TREE WILL RESULT IN A FINE EQUAL TO THE FULL VALUE OF THE TREE.
6. LIMB REMOVAL IS PROHIBITED, UNLESS APPROVED PRIOR TO CONSTRUCTION OR AS AUTHORIZED BY THE CITY OF AURORA PARKS & FORESTRY DIVISION. LIMB REMOVAL, IF APPROVED, SHALL BE DONE PRIOR TO THE START OF CONSTRUCTION. DAMAGED BRANCHES SHALL BE PRUNED WITHIN 10 DAYS OF THE OCCURRENCE UTILIZING ANSI A300 STANDARDS. UNAUTHORIZED LIMB DAMAGE OR REMOVAL CAN RESULT IN A FINE OF \$500 PER BRANCH AS MAY BE DETERMINED BY THE CONSTRUCTION MANAGER OR HIS FORESTRY CONSULTANT. LIMB REMOVAL AND ALL OTHER APPROVED PRUNING SHALL BE PERFORMED BY A PROFESSIONAL COMPANY THAT IS LICENSED BY THE CITY OF AURORA FORESTRY DIVISION.
7. IF ROOTS GREATER THAN ONE(1) INCH DIAMETER REQUIRE CUTTING/REMOVAL, A CLEAN CUT SHALL BE ACCOMPLISHED USING A SHARP HAND TOOL. A MAXIMUM OF TWO(2) 3-INCH DIAMETER ROOTS PER TREE ARE PERMITTED FOR REMOVAL. THE REMOVAL OF ADDITIONAL ROOTS 3-INCHES OR GREATER IN DIAMETER REQUIRES APPROVAL OF THE CITY FORESTER OR AUTHORIZED DESIGNEE.
8. EXISTING TREES DAMAGED BY CONSTRUCTION ACTIVITIES SHALL BE IMMEDIATELY REPAIRED AND IF DAMAGED BEYOND REPAIR, REPLACED PER THE MITIGATION SPECIFICATIONS OUTLINED IN SECTION IV, SUBSECTION A, ITEM 3 OF THE TREE PRESERVATION POLICY. THE MITIGATION PLAN FOR THESE TREES SHALL FOLLOW THAT APPROVED THROUGH THE SITE PLAN SUBMITTAL.



**City of Aurora**  
**Parks, Recreation & Open Space Dept.**  
**Date: October 2020**

**TREE PROTECTION**  
**NOTES**

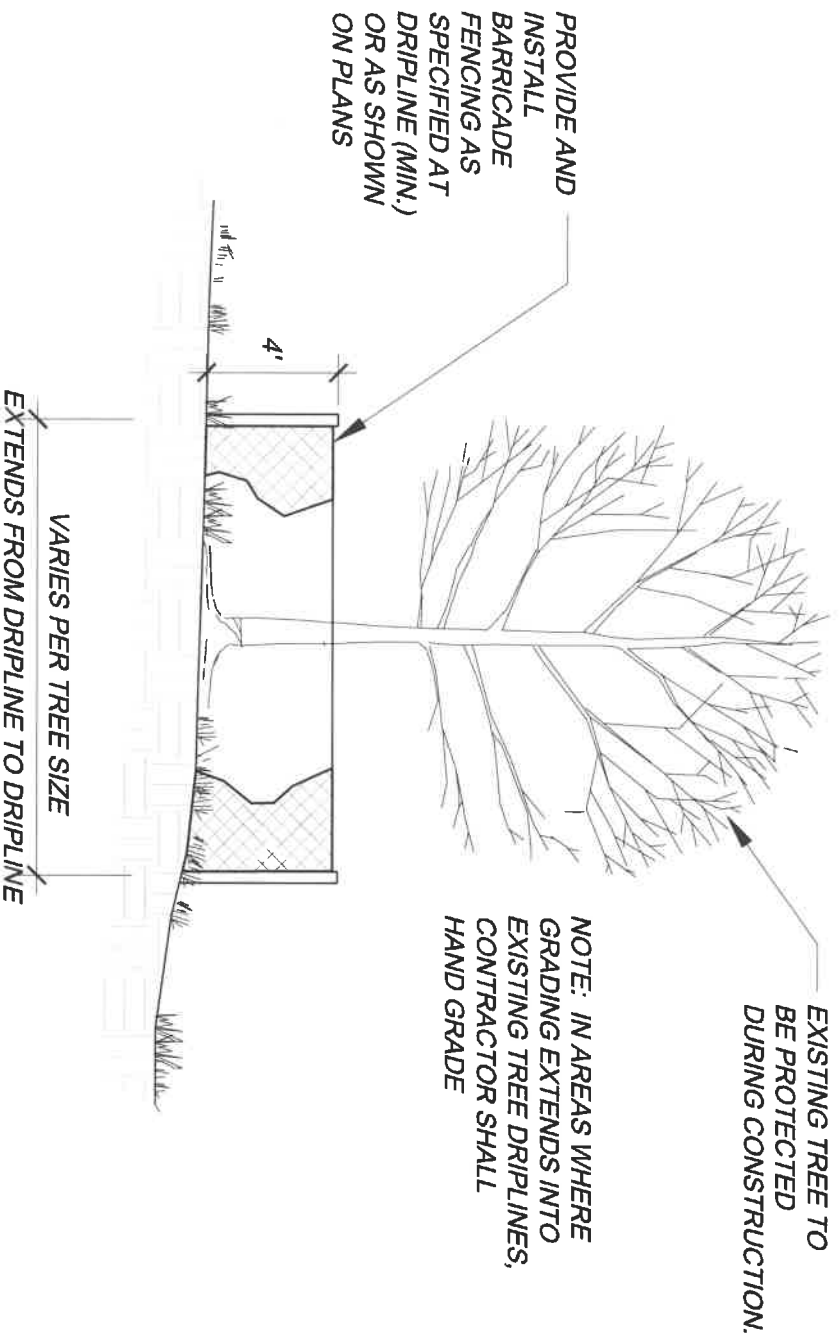
**PROS**  
**TP-1.0**



City of Aurora  
Parks, Recreation & Open Space Dept.  
Date: October 2020

## TREE PROTECTION FENCING

**PROS**  
**TP-3.0**



7019 0700 0000 0211 9786

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\$ 7.00

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Street and Apt. No., or PO Box No.  
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City, State, ZIP+4®  
Denver, CO 80202

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

3037123456789101112131415161718192021222324252627282930313233343536373839404142434445464748495051525354555657585960616263646566676869707172737475767778798081828384858687888990919293949596979899000102103104105106107108109110111112113114115116117118119120121122123124125126127128129130131132133134135136137138139140141142143144145146147148149150151152153154155156157158159160161162163164165166167168169170171172173174175176177178179180181182183184185186187188189190191192193194195196197198199200

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Architecture  
Structural  
Geotechnical



Materials Testing  
Forensic  
Civil/Planning

**ROCKY MOUNTAIN GROUP  
EMPLOYEE OWNED**

RMG-Engineers  
14 Inverness Drive E, Suite E-136  
Englewood, CO 80112

Aspenwood Partner LLC  
100 Shoreline HWY, Suite B160  
Mill Valley, CA 94941-6626

Re: Potomac Mixed Use Retail Building  
570 Potomac St  
Aurora, Colorado 80011

Date 2/26/2021

Dear Neighbor:

As you know, we are planning to develop the property to the North of the Aspenwood Apartment Complex. As part of our planning process, we are required to create a buffer between our two properties. This entails replacing the wood picket fence along our Southern boundary with a masonry wall. We are proposing a concrete block system as described in the attached literature. We hope this is acceptable to you. We would also like to eliminate the opening in the fence that currently exists for foot traffic between our two properties. Please let me know if this is acceptable to you in a letter dated and sent no later than February 10<sup>th</sup>.

I hope this provides the information you need to make a decision. Should you have questions, please feel free to contact our office, or me directly at 720-815-3921, or email at [lvandusen@rmg-engineers.com](mailto:lvandusen@rmg-engineers.com).

Cordially,

RMG – Rocky Mountain Group

Lucy Van Dusen, R.A.  
Senior Project Architect



**CertainTeed**  
**Bufftech®**  
**Vinyl Fence Products**

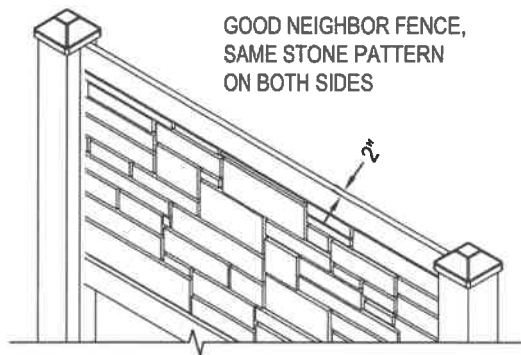
CERTAINTEED CORPORATION FENCE  
 DECK AND RAIL DIVISION  
 231 SHIP CANAL PARKWAY  
 BUFFALO, NY 14218  
 TOLL FREE: 1-800-333-0569  
 PHONE: (716) 823-3023  
 FAX: (716) 823-2843  
 www.certainteed.com

☒ SELECT DESIRED SIZE:

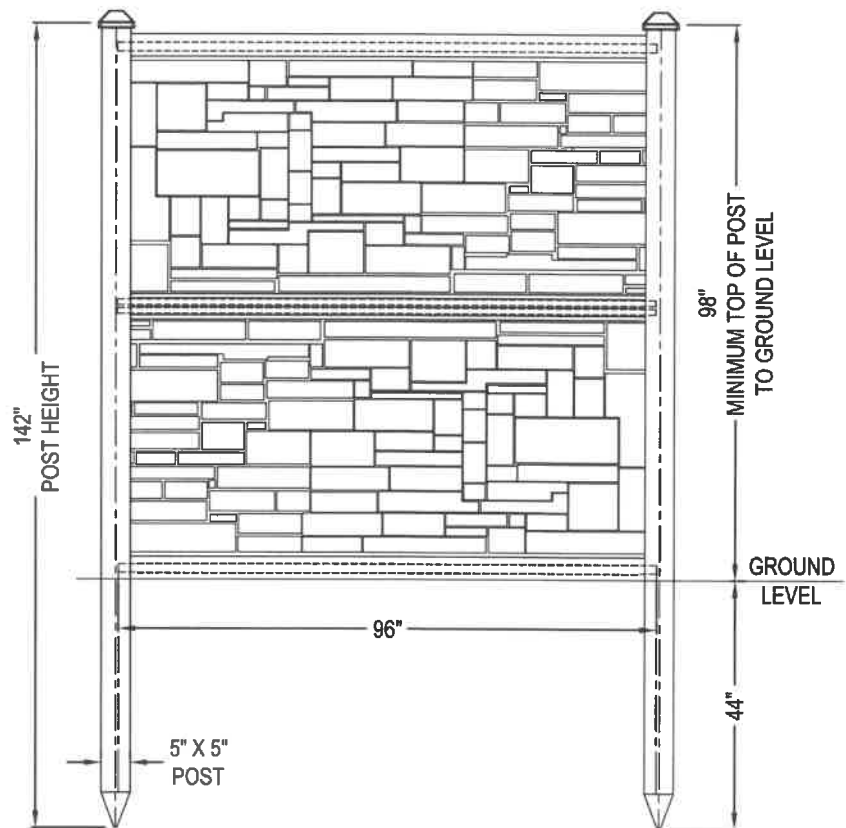
☐ 8' HEIGHT X 8' WIDE (TWO STACKED PANELS)

☒ SELECT DESIRED COLOR:

- ☐ BEIGE GRANITE  
☐ BROWN GRANITE  
☐ DARK BROWN GRANITE  
☐ DESERT GRANITE  
☐ GRAY GRANITE  
☐ BLACK GRANITE



ISOMETRIC VIEW



ELEVATION VIEW

**SPECIFICATIONS**

**FINISH:** MADE WITH LINEAR LOW DENSITY  
 POLYETHYLENE PLASTIC (LLDPE)

**ACTUAL PANEL DIMENSIONS:** 48" H X 94.25" W

**PANEL WEIGHT:** 60 LBS

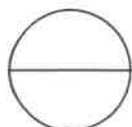
**TOLERANCES:** ± .5"

**MANUFACTURER NOTES:**

1. US PATENTS 7,478,797 / 7,635,114 FOREIGN PATENTS PENDING.

**NOTES:**

1. INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS.
2. DO NOT SCALE DRAWING.
3. THIS DRAWING IS INTENDED FOR USE BY ARCHITECTS, ENGINEERS, CONTRACTORS, CONSULTANTS AND DESIGN PROFESSIONALS FOR PLANNING PURPOSES ONLY. THIS DRAWING MAY NOT BE USED FOR CONSTRUCTION.
4. ALL INFORMATION CONTAINED HEREIN WAS CURRENT AT THE TIME OF DEVELOPMENT BUT MUST BE REVIEWED AND APPROVED BY THE PRODUCT MANUFACTURER TO BE CONSIDERED ACCURATE.
5. CONTRACTOR'S NOTE: FOR PRODUCT AND COMPANY INFORMATION VISIT [www.CADdetails.com/info](http://www.CADdetails.com/info) AND ENTER REFERENCE NUMBER 035-103.



**PRIVACY FENCING**

(BUFFTECH) ALLEGHENY FENCE PANEL - 8' H X 8' W (TWO STACKED PANELS)

**CertainTeed**  
**Bufftech®**  
**Vinyl Fence Products**

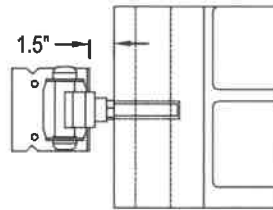
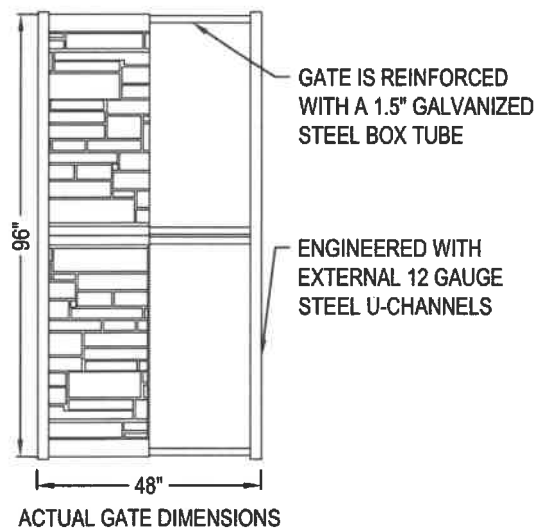
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 PHONE: (716) 823-3023  
 FAX: (716) 823-2843  
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☒ SELECT DESIRED SIZE:

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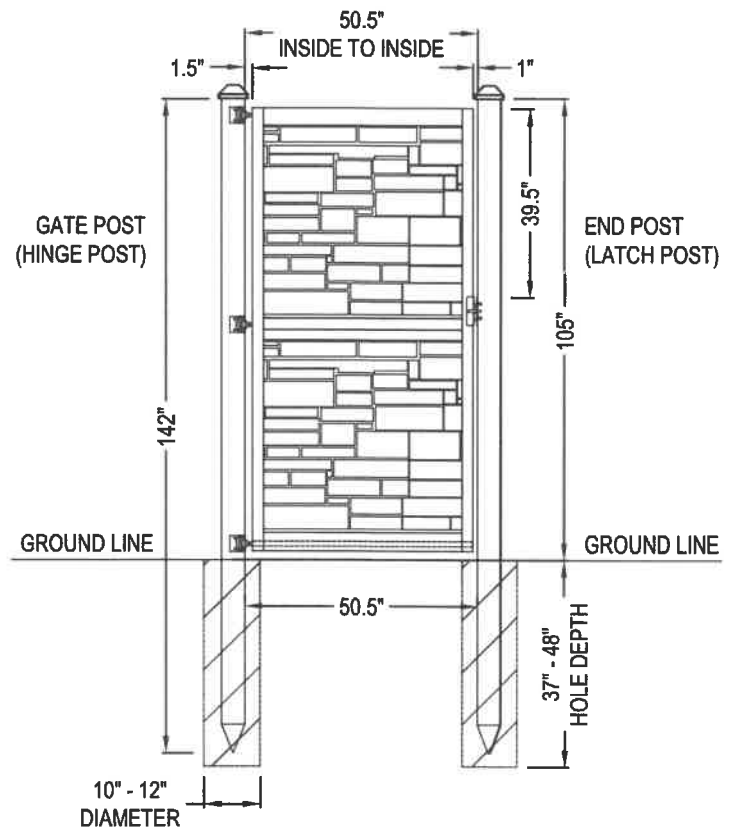
☒ SELECT DESIRED COLOR:

- ☐ BEIGE GRANITE  
☐ BROWN GRANITE  
☐ DARK BROWN GRANITE  
☐ DESERT GRANITE  
☐ GRAY GRANITE  
☐ BLACK GRANITE



GATE HINGE THREADS INTO THE  
 UPPER AND LOWER INSERTS IN  
 THE GATE METAL FRAME LEAVING  
 ABOUT 1.5" FROM THE EDGE OF  
 THE GATE TO THE GATE POST

HINGE DETAIL



ELEVATION VIEW

**SPECIFICATIONS**

**FINISH:** MADE WITH LINEAR LOW DENSITY  
 POLYETHYLENE PLASTIC (LLDPE)

**PANEL WEIGHT:** 110 LBS

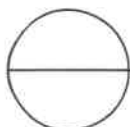
**TOLERANCES:** ± .5"

**MANUFACTURER NOTES:**

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**PRIVACY GATES**

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Total Postage and Fees

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Aspenwood Partners LLC  
100 Shoreline HWY, Ste B160  
Mill Valley, CA 94941-6626

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

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**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Aspenwood Partner LLC  
100 Shoreline HWY, Ste B120  
Mill Valley, CA 94941-6626



9590 9402 5739 0003 9748 01

2. Article Number. (Transfer from service label)

7019 0700 0000 0211 9656

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

X

*[Handwritten Signature]*

☐ Agent

☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

3/8/21

D. Is delivery address different from item 1? ☐ Yes  
If YES, enter delivery address below: ☐ No

3. Service Type

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- ☐ Adult Signature Restricted Delivery
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- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery

- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

(over \$500)

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