



September 28, 2017

Gary Sandel – Project Manager  
City of Aurora  
Office of Development Assistance  
15151 E. Alameda Parkway, Suite 5200  
Aurora, CO 80012

**RE: Pomeroy FDP - Amendment (#1195293)/Pre-Application Meeting held  
April 06, 2017**  
**KA#: 216133**

Dear Gary Sandel:

We received your comments dated April 21, 2017. Please see our responses below:

## STEP I – PLANNING PHASE

### Planning Department

The Planning comments are numbered, when you submit your application, include a letter of introduction responding to each of the numbered comments including key issues from other departments.

#### ***Key Issues:***

- ▶ Single-family attached paired homes (duplexes) are not permitted in the E-470 Regional Activity Center Subarea. You will be required to rezone to another subarea type (such as Regional Retail Commercial) if your land use plan includes duplexes. Keep in mind that no more than 25% of the RAC may have residential uses.

*KEPHART: Acknowledged. The FDP Amendment does not intend to develop any single-family or attached paired homes and only focuses on the land west of South Aurora Parkway.*

- ▶ Please provide a grid-like street network where topography allows and provides connections to adjacent land uses.

*KEPHART: The existing topography and shape of the site will prohibit a grid-like street network to occur. However, a public collector street will extend east to west through the entirety of the site which matches the existing collector section of East Alexander Drive and connects to South Aurora Parkway. There will be three access points into the site. Two will come off of South Aurora Parkway and one from East Alexander Drive. The southernmost access point off South Aurora Parkway will be a signalized full movement intersection. The*



*northernmost access point off South Aurora Parkway will be a right in/right out movement only. No vehicular connection can be made to the Southlands due to steep slope and retaining walls bordering that property to the south. The proposed street network in this amendment reflects input from city staff.*

- ▶ You are encouraged to coordinate the proposed changes to the Pomeroy FDP in conjunction with the Sorrel Ranch school site north of your property. The site is being considered for single-family attached (paired homes) development.

*KEPHART: This FDP Amendment will focus on the west parcel ONLY. The developer will coordinate the school site with the appropriate organizations when the east parcel is amended.*

- ▶ You must amend the Pomeroy Bicycle and Pedestrian Circulation Plan to provide a continuous pedestrian and bicycle network between land uses within the FDP and to adjacent land uses.

*KEPHART: Please refer to the Pomeroy Connectivity Diagram for a revised bicycle and pedestrian circulation plan.*

**General Zoning Code Review of your Property:**

- Your property is zoned E-470 Regional Activity Center.

*KEPHART: Acknowledged.*

- The uses you propose in Alternative 1, multi-family, commercial and open space, are permitted by the current zoning, but subject to approval of an amendment to the Pomeroy Framework Development Plan (FDP).

*KEPHART: Acknowledged.*

- The uses you propose in Alternative 2, multi-family, townhomes, commercial and open space, are permitted, but paired homes (duplexes) are not permitted by the current zoning. The uses you propose will require re-zoning, an amendment to the Comprehensive Plan, and an amendment to the Pomeroy Framework Development Plan (FDP). The zoning recommended by the Planning Department for this property is Regional Retail Commercial. This subarea is intended to facilitate the development of high-quality retail and employment centers, with a full complement and mix of supporting uses. The total intensity of development in this subarea is intended to be less than that encouraged in the Regional Activity Center subarea.

*KEPHART: Acknowledged. Please refer to Pomeroy Land Use Map/Matrix for proposed land use designations. The amendment focuses on the land west of South Aurora Parkway only.*

**Type of Application(s):**

- As part of your application, you will need to make the following land use requests:

- Framework Development Plan Amendment
  - Rezoning
  - Comprehensive Plan Amendment
- FDP Amendments can be reviewed and approved administratively.
  - Rezoning and Comprehensive Plan amendments require approval in a public hearing before the Planning Commission, who provides a recommendation to City Council for review and final approval at a City Council public hearing.
  - The following applications, manuals and design standards may also be helpful in completing your application for submittal:
    - Air Influence Districts
    - Design Standards for Title 32 Metro Districts
    - Framework Development Plan Manual
    - Fence Ordinance, City Code Chapter 146, Article 17
    - Landscape Reference Manual
    - Landscape Ordinance [Chapter 146, Article 14]
    - On-Line Application
    - On-line Application and Plan Submittal Guide
    - Preliminary list of community groups and homeowners associations within a one mile radius of your proposed development
    - Residential Masonry and Quality Construction Standards Ordinance [22-133]
    - Southeast Area Transportation Study (SEATS)
    - Street Standards Ordinance [126-1] and [126-36]
    - Street Standards, Roadway Cross Sections
    - Xeriscape Plant List (see Landscape Manual)
    - Zoning criteria for each land use approval requested

### ***Standards and Issues:***

#### **1. Zoning and Land Use Issues**

Both of your proposed Alternative Conceptual Land Use Plans require amending the Pomeroy Framework Development Plan (FDP). Section 146-408 (G) outlines the requirements for FDP amendments. Your FDP amendment shall be reviewed and approved in the same manner as an application for a new FDP. It shall be subject to the same approval criteria and appeal and call-up provisions as a new application for an FDP.

*KEPHART: After numerous discussions with city staff, The Pomeroy FDP Amendment will focus solely on the west parcel ONLY. The east parcel will be subject to an amendment at later date to be determined. The west parcel will be amended and will follow the guidelines and checklists of an FDP amendment as guided by city staff.*

Based on the nature of your proposed Land Use Plan, and the fact that the road networks, topography, and adjacent development have changed significantly since the Pomeroy FDP was approved in 2002, you will be required to provide updated FDP Elements which may include but are not limited to:

1. *Land Analysis Element Identifying:*
  - a. *Natural Features and Amenities.* Including water features, high points, major ridgelines and drainages, significant views, parks and public open spaces, historic or archeological sites or areas, and actual and potential wildlife habitat (as identified by the Colorado Division of Wildlife);
  - b. *Hazards.* Including airport influence areas, identified accident potential zones, noise contours and other noise boundaries; and
  - c. *Planning Context.* Including the adjacent existing or approved land uses, open spaces, streets, and trails.
  - d. *Neighborhood Definition Element Identifying:*
    - i. Distinct residential neighborhoods and non-residential development areas consistent with subdivision regulations; and
    - ii. Natural or man-made features used to divide the land into those defined residential neighborhoods and development areas.
2. *General Organization of Land Uses and Densities.* Including the general placement of activity centers and multi-family areas. An FDP may also include identification of general locations of conditional uses if the property owner chooses, but approval of an FDP shall not constitute approval of specific conditional uses. Where property is located in an airport influence area, identified accident potential zone, noise contour, or other noise boundary, this element must also identify proposed mitigation steps appropriate for those areas.
3. *General Auto and Pedestrian Circulation Network* meeting all applicable requirements of the E-470 corridor or northeast plains design standards, and Chapter 147, Subdivision Regulations.
4. *General Open Space Network*, including both dedicated and non-dedicated lands, and meeting all applicable requirements of the E-470 corridor or northeast plains design standards, and article XVIII, Subdivision Regulations.
5. *Conceptual Drainage Plan* that incorporates drainage features as enhancements to open space and neighborhood focal points wherever possible.
6. *Public Facilities Element* showing proposed school sites, public facility sites, and general utility systems and phasing.
7. *Design Themes* for any proposed activity centers, including common architectural themes, landscaping themes, general materials, and general styles.

*KEPHART: The following list above is identified and discussed within the Pomeroy FDP amendment package.*

The Pomeroy FDP is zoned Regional Activity Center (RAC). The proposed land uses in your Alternative 1 Conceptual Land Use plan are permitted within the RAC subarea. Section 146-922 governs the design standards for Regional Activity Centers. The Pomeroy FDP and Southlands FDP are within the same Regional Activity Center. Amending the Pomeroy FDP must relate to the larger RAC area which is the Southlands FDP. The amendment must meet the intent of the RAC design standards for organizational elements, street network and vehicle and pedestrian circulation, and the location of certain land uses.

*KEPHART: Acknowledged. Please refer to Pomeroy Land Use Map/Matrix for proposed land use designations.*

Your Alternative 2 Conceptual Land Use Plan proposes duplexes which are not a permitted use in the RAC subarea. This proposed land use plan will require an FDP amendment, a rezoning, and a comprehensive plan amendment. Section 146-407 governs the procedures for requests to re-designate land in the E-470 corridor. The zoning recommended by the Planning Department for this property is Regional Retail Commercial. This subarea is intended to facilitate the development of high-quality retail and employment centers, with a full complement and mix of supporting uses. The total intensity of development in this subarea is intended to be less than that encouraged in the Regional Activity Center subarea.

*KEPHART: Acknowledged. Please refer to Pomeroy Land Use Map/Matrix for proposed land use designations.*

## **2. Traffic and Street Layout Issues**

All proposed streets, whether public or private, need to be labeled according to our street standard ordinance, Chapter 126-1 and 126-36 of the city code. City design standards call for detached sidewalks and tree lawns. Your FDP amendment will need to provide updated street sections.

*KEPHART: Acknowledged. Updated street sections have been provided on sheet 1 of the Pomeroy Urban Design & Landscape Standards. The street sections included in this amendment have been discussed with and are supported by city staff.*

Please provide a grid-like street network where topography allows. Connections should be made to East Alexander Drive, South De Gaulle Street and South Southlands Parkway. A second point of access will be required in the eastern portion of the FDP. Staff is willing to help coordinate with Sorrel Ranch Filing No. 9 to provide a street connection or emergency vehicle access to your site.

*HKS: Existing conditions restrict the site to the street layout shown. Significant topographic constraints restrict a connection to south southlands parkway. This FDP amendment only addresses the west side of Aurora Parkway.*

You will need to work with Traffic regarding the placement of a signal at South Aurora Parkway. Your proposed signal placement may be too far south. You will need to provide an updated traffic study with your development application submission.

*HKS: An updated Traffic study has been provided justifying the intersection location.*

### **3. Environmental Issues**

**Buckley AID:** Because this property is located within the Airport Influence District of Buckley Air Force Base (BAFB), the applicant must assure that an avigation easement has been conveyed to the City of Aurora for this parcel and that this easement has been recorded with the Arapahoe County Clerk and Recorder along with the first plat in accordance with Section 146-817 of the Aurora Zoning Code. The applicant will need to assure that an avigation easement has been conveyed to the city and this easement has been recorded with the Adams County Clerk and Recorder. A copy of the recorded document must be submitted to the Case Manager and:

Janice Napper, City Clerk and Recorder

15151 East Alameda Parkway

Aurora, Colorado 80012

The Permanent Parcel Identification (PPI) number and Book and Page where the avigation easement is recorded should be included on the avigation easement submitted to the Case Manager. The easement form is available on the City website at [www.auroragov.org](http://www.auroragov.org), Business Services, Development Center, Development Process, Forms & Applications. Development in the AID shall comply with height restrictions in the underlying zone district, which do not intrude into 14 CFR 77 surfaces for military airports.

*HKS: Acknowledged.*

Vendors of real property located within the Airport Influence District are required to provide notice to prospective purchasers in accordance with Section 146-811. The notice will state that the property may be subject to some of the annoyances or inconveniences associated with proximity to an airport including noise, vibration, and odors. Please contact Porter Ingram at 303-739-7227 with any additional questions regarding the AID.

*HKS: Acknowledged.*

### **4. Site Design Issues**

#### **4a. Density of Use.**

There are no restrictions on maximum non-residential densities or intensities in the mixed-use subareas, and all non-residential development must comply with applicable E-470 Design Standards adopted by the city.

*KEPLART: Acknowledged.*



Code section 146-906 outlines the residential density allowances for E-470 Mixed Use Subareas. All single-family detached and two-family residential development in the E-470 Mix Use Subareas are allowed the maximum and overall average density restrictions applicable to single-family development in the Medium Density Residential subarea. This is shown in Table 9.5 of Code Section 146-906, which is 8 dwelling units per acre. In the case of two-family development, the maximum density shall be that applicable to lands adjacent to an NAC or CAC, as shown in Table 9.5, 10 dwelling units per acre.

*KEPHART: Acknowledged.*

Please be aware if you decide to rezone from Regional Activity Center Subarea to Regional Retail Commercial Subarea to permit duplexes, there are differences in allowed residential percentages and/or densities.

*KEPHART: Acknowledged. The west parcel will remain Regional Activity Center.*

Both alternatives of the proposed development include residential development adjacent to the E-470 corridor. The E-470 authority has expressed concern with residential development adjacent to E-470 due to noise impacts. It will be important to coordinate with the Authority regarding site design, buffering, and setbacks from E-470. The City's referral contact for the E-470 Authority is Micheli Watson, Manager of Land Management. Her telephone number is (303) 537-3747, and her email address is [mwatson@e470.com](mailto:mwatson@e470.com).

*LARRY/GLEN: We have met formally with representatives of E-470 to review our concept plan and the status of easements and ROWs for the west side parcel. They were satisfied with our concept plan in relationship to E-470, including the buffer we have planned for the multi-family parcel. No additional easements are needed. There is one small drainage area which will need to be addressed at site plan, but it can be easily accommodated in the overall drainage. The E-470 people agreed, and we will work together at the appropriate time.*

#### Regional Activity Center Subarea:

No more than 25 percent of the gross land area in an RAC subarea can be devoted to residential land uses. The entire RAC subarea which includes the Southland and Pomeroy FDP is approximately 375 acres. Southlands FDP has approximately 69.5 acres of residential. Based on this calculation, the Pomeroy FDP is permitted to have approximately 24 acres of residential land uses. There is no minimum or maximum multi-family residential density limit in the RAC subarea.

*KEPHART: Acknowledged.*

#### Regional Retail Commercial Subarea:

Depending on the size of the multi-family buildings, the Regional Retail Commercial subarea, multi-family development is allowed at densities between 13 and 30 dwelling units per acre and no more than 32% of the total dwelling units may be multi-family.

*KEPHART: Acknowledged. The west parcel will remain under the E-470 'RAC' zoning designation. A Regional Retail Commercial subarea will not be used.*

#### 4b. *Bicycle and Pedestrian Circulation and Linkages to Off-Site Trails & Open Space.*

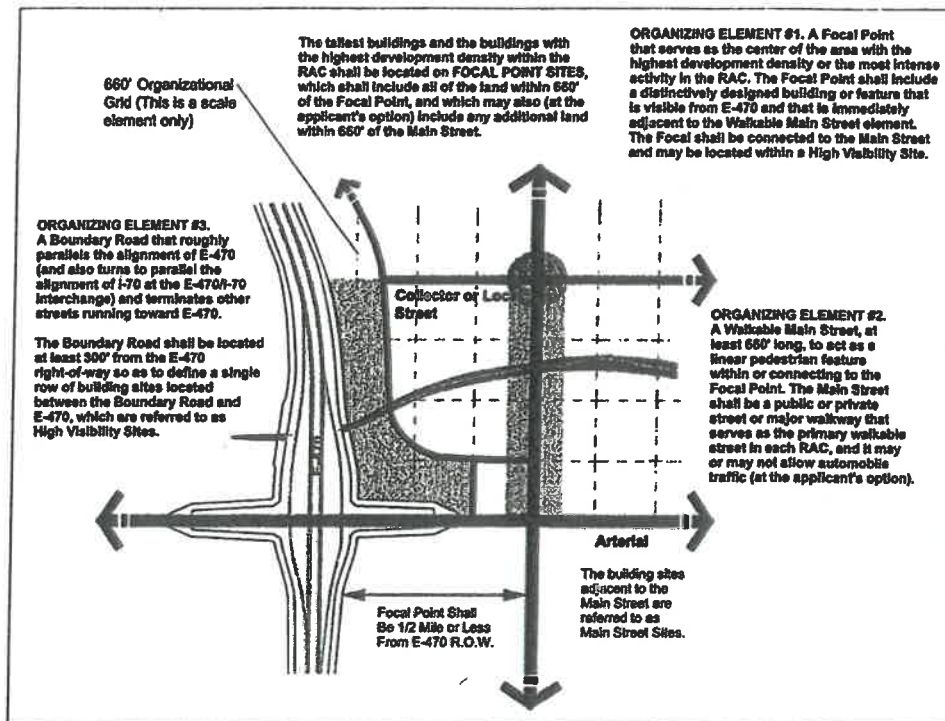
The bicycle and pedestrian circulation plan of the Pomeroy FDP will need to be updated. This circulation plan must provide a continuous pedestrian and bicycle network that minimizes conflict with automobile movement while promoting a convenient option for movement within the FDP and to adjacent land uses. Please provide a trail connection to the Murphy Creek Trail to the east. A trail corridor is planned for the Xcel right-of-way to the east of your site. You may be required to provide a connection to this corridor.

Section 146-909 governs the standards for pedestrian circulation in the E-470 zone districts. Each point at which the system of sidewalks must cross a parking lot or internal street or driveway to make a required connection must be clearly marked through the use of change in paving materials height, or distinctive colors.

*KEPHART: Acknowledged. The site's leading assets are its close proximity to one of Aurora's finest regional amenities (Southlands), frontage along a major arterial (Aurora Parkway), and adjacency to and visibility from E-470. Our vision includes creating a variety of useful connections to these assets. The collector street ROW includes designated space for pedestrians & cyclists. Existing multi-use paths along South Aurora Parkway will connect with this proposed street. The Pomeroy Connectivity Diagram depicts existing and proposed vehicular and pedestrian connections throughout the site and the adjacent context. The developer will coordinate the Murphy Creek Trail connection at the appropriate time when the east parcel is amended.*

Figure 9.12 illustrates the organizing elements for the overall site design in a RAC.





#### 4c. *Coordination with Sorrel Ranch School Site*

The Sorrel Ranch School site located north of the Pomeroy FDP will likely be developed as residential, which requires a rezoning of the site. It is recommended that you coordinate with the developer to and plan the school site in conjunction with a portion of the Pomeroy FDP so as to provide compatible land uses, enhance vehicle and pedestrian connectivity, and consolidate drainage and detention areas.

*KEPHART: This FDP Amendment will focus on the west parcel ONLY. The developer will coordinate the school site with the appropriate organizations when the east parcel is amended.*

#### 4d. *On-Site Amenities and Use of Open Space*

Code section 146-908 (D) outlines the requirements for Open Areas within the E-470 zone district. Each open area shall be adjacent to or visible from at least one dedicated public street or public site, and shall be accessible to all residents of the development. The majority of open area shall not be located in isolated corners of the development, in peripheral strips along the borders of the subdivision, or in unconnected patterns. Any retention and detention ponds created to meet storm drainage requirements should be located, designed, and managed to serve as visual amenities, entryway features, or opportunities for passive recreation whenever possible.

*KEPHART: Acknowledged. The Pomeroy FDP amendment works toward protecting natural features, resources, and sensitive areas by preserving Tollgate Creek and setting aside ground for open space and trails. All open space & trails has been clearly identified on the connectivity diagram.*

For multi-family and single-family attached townhome development, a minimum of 45 percent of the gross development area the subdivision plat or site plan must be designated as open area, and such open area must be designed as courtyards or other internal configurations whenever possible. All groupings of 100 or more multi-family units must have access to at least one of the following amenities and all groupings of 200 or more multi-family units shall have access to at least two of the following amenities: a recreational facility, a swimming pool, a paved plaza area with benches focusing on a water feature or work of art and/or a resident clubhouse space.

*KEPHART: Acknowledged. No internal arterial streets are proposed in this land use plan/FDP Amendment.*

You will be required to submit a Public Art Plan with your FDP Amendment. The public art plan should provide for the acquisition of exterior works of art. The total amount to be expended by the property owner on such art is based on the total gross acreage of land included in the framework development plan. Contact the city's Art Coordinator, Roberta Bloom to determine the required components and expenditure.

*KEPHART: Acknowledged.*

#### 4e. *Parking*

On-Site parking is required by [Section 1504](#) of the Zoning Code. Code Section 146-912 limits the amount of parking along arterial streets to no more than 60 percent of the street frontage to a depth of 80 feet.

*KEPHART: Acknowledged.*

#### 4f. *Site Lighting*

[Section 146-918](#) governs the design of site lighting for [Contextual Site Plans](#) in the E-470 zone. In general, sidewalks, internal pedestrian paths, and bicycle paths shall be lit with full cutoff lighting fixtures no more than 16 feet tall and providing consistent illumination of at least one footcandle on the walking surface, except in Low Density Residential subareas. On-site streets and parking areas shall be lit with full cutoff type lighting fixtures no more than 25 feet tall. Fixtures shall be of a downcast type. It is suggested that a single light fixture be provided either by neighborhood or for the entire master planned development. Any proposed fixtures should be included the in the Urban Design Standards associated with your FDP and GDP.

*KEPHART: Acknowledged.*

## 5. Landscape Design Issues

The general landscape comments on your proposal are listed below. For further information, please feel free to contact Landscape Architect, Chad Giron.

- A. General Landscape Plan Comments. Prepare your landscape plans in accordance with the requirements found in the approved Pomeroy Property Framework Development Plan (FDP), the [E-470 District Standards](#), the City of Aurora Zoning code, specifically [Section 146-502 Residential Zone Districts – Development Standards](#), [Article 14 Landscape Ordinance](#) as well as 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.

*HENRY DESIGN: Acknowledged.*

Provide the necessary landscape tables in order to demonstrate compliance with code requirements. Tables shall be provided for each of the required landscape treatments i.e. street frontage and buffer tables etc.

- Landscape Plan Preparation: Please label all landscape sheets “Not For Construction.” Landscape construction drawings are not required and therefore do not necessitate the signature, stamp and seal of a licensed landscape architect upon final approval by the City of Aurora. Landscape plans submitted with a site plan or redevelopment plan are used by the City to determine compliance with the landscape standards and for code enforcement purposes.

Landscape plans submitted during the Development Application/Contextual Site Plan submittal process must be 24” x 36” and have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible and may result in additional submittals and ultimately delays in approval of the plan set.

*HENRY DESIGN: Acknowledged. A full landscape plan in accordance with the FDP and City requirements will be provided at the time of Contextual Site Plan (CSP). They will be labeled “Not for Construction”.*

- B. Section 146-502 Residential Zone Districts – Development Standards

- Provide a minimum of 45% landscaped area for multi-family dwellings.

*HENRY DESIGN: Acknowledged, will be indicated at time of CSP.*

C. Article 14 Landscape Ordinance Requirements. The following bullet points are not necessarily and all-inclusive list of the landscape requirements found within Article 14. The applicant is responsible for reviewing the landscape code and determining all applicable landscape requirements.

- Street Right-of-Way Landscaping. Provide one shade/street tree per 40 linear feet of street frontage along all arterial streets. Per the FDP Landscape Design Standard: Provide one shade/street tree per 35 linear feet along all collector and interior local public streets. Refer to [Section 146-1450](#) Additional Requirements for Residential Development (B). When a detached walk and tree lawn are provided according to Public Works street cross section requirements, street trees shall be provided within the designated tree lawn. Avoid the use of blue grass sod and install a more xeric sod mixture for the tree lawn. In lieu of sod, consider the installation of shrubs, perennials and ornamental grasses.

*HENRY DESIGN: Acknowledged, will be indicated at the time of CSP.*

- Landscape Street Buffers. South Aurora Pkwy shall require a 20' wide landscape buffer. All buffers are measured inward from back of walk or from the right of way if no walk is provided. Street buffers may be reduced when xeriscape and/or landscape incentive features as described in Table 14.4 Standard Buffer Widths and Allowed Reductions for Multi-Family Development, and Table 14.5 Standard Buffer Widths and Allowed Reductions for Commercial Development are implemented. Landscape with one tree and 10 shrubs per each 40 linear feet of buffer length. One tree equivalent is equal to 10 five gallon shrubs or 30 one gallon perennials or any combination of trees, shrubs, or perennials meeting equivalents.

When overlapping landscape standards occur such as when buffer, detention/water quality and parking lot landscape requirements fall within the buffer, they may be counted towards meeting the buffer requirements. However, the most restrictive requirements shall be met. Refer to [Section 146-1422](#).

*HENRY DESIGN: Acknowledged, will be indicated at the time of CSP.*

- Non-Street Frontage Landscaping Buffer. Where the proposed multi-family, town homes, paired homes, and/or commercial are adjacent to the single family residential to the north, a 25' wide landscape buffer with 1 tree and 5 shrubs per 25 linear feet is required. Where the proposed commercial is proposed adjacent to the existing commercial to the south, a 10' wide landscape buffer with 1 tree and 5 shrubs per 40 linear feet is required. Where any proposed development is adjacent to public open space, a 25' wide landscape buffer with 1 tree and 10 shrubs per 30 linear feet is required. See Table 14.1, Table 14.4, and Table 14.5 for buffer standards and allowed buffer reductions. The Tables and Figures are right after the [Penalty Section](#) of Article 14 – Landscaping in the Zoning Code.

Refer to the landscape ordinance [Section 146-1451](#) Additional Requirements for Non-Residential Development (B) 3. B for further clarification on non-street frontage buffers.

The western property line is adjacent to E-470 and within a 75' E-470 Multi-use Easement. The landscaping shall include a total number of trees and shrubs equal to 1 tree and 10 shrubs per 30 linear feet of frontage and 50% of the required trees shall be evergreen species. Like tree species may be grouped with spacing not less than 25 feet on center for small deciduous trees, 35 feet on center for large deciduous trees and 15 feet on center for evergreen trees. The maximum distance between groups may not exceed 45 feet on center. Planting a single row of trees the full length of the buffer is discouraged. Shrubs should be massed and planted between tree groups. All required buffer landscaping shall be placed on the outside of any proposed fencing or walls. Berms may be used along the exterior of the site to assist the screening of the site.

*HENRY DESIGN: Acknowledged, will be indicated at the time of CSP.*

- Parks and Natural Open Space Areas: The approved FDP requires 1.25 trees and 12 shrubs per 4,000 square feet of open space, and 1.5 trees and 15 shrubs per 4,000 square feet of park space.

*HENRY DESIGN: Acknowledged, will be indicated at the time of CSP.*

- Building Perimeter Landscaping. Building elevations facing public rights-of-way, residential neighborhoods, public open space, or having an entrance door shall be landscaped with one "tree equivalent" per each 40 linear feet of elevation length. One tree equivalent is equal to one tree or 10 five gallon shrubs or 30 one gallon perennial plants or ornamental grasses. Any combination of plant material may be used that totals the required number of tree equivalents. A combination of trees and shrubs may also be done. Refer to [Section 146-1451](#) (D) Additional Requirements for Non-Residential Development.

*HENRY DESIGN: Acknowledged, will be indicated at time of CSP.*

- Parking Lot Landscaping and Screening. Parking lots shall be screened from public rights-of-way, public open space and adjacent property with one or a combination of methods shown in [Section 146-1440](#). If using plant material, screening shall consist of a continuous row of shrubs planted in a double row at 3 feet on center. Shrubs must reach a minimum height of 3 feet at maturity.

No more than 10 parking spaces, on average, are permitted in a row without a landscape island. Also provide and landscape each parking lot island with one tree and six five gallon shrubs per 9' X 19' island. Islands or areas within parking lots should be landscaped with one tree and a sufficient number of shrubs to provide 50% cover at installation. A table of plant coverage values may be found in [Section 146-1431](#) Living Material Requirements.



*HENRY DESIGN: Acknowledged, will be indicated at time of CSP.*

- Front, Side and Rear Yard Landscaping. All single family detached residences and/or paired homes shall be provided with front, side and rear yard landscaping as found in [Section 146-1450](#) (E) Additional Requirements for Residential Development. Requirements for residential lot landscapes may be found in [Section 146-1450](#) and Tables 14.3 A & B. Front and side yard (corner lots) landscapes and the tree lawn/s adjacent to each lot must be completed prior to issuance of a final certificate of occupancy. Temporary certificates maybe granted at the discretion of the Building Department when certificates are requested outside of the normal landscaping season—April 1<sup>st</sup> through October 31<sup>st</sup>.

*HENRY DESIGN: Acknowledged. At this time no SFD or paired homes are proposed.*

- Detention, Retention and Water Quality Ponds. The city encourages all applicants to utilize LID (Low Impact Development) principles as permanent best management practices (BMP's) whenever possible in order to avoid the installation of large unsightly detention ponds. Applicants may propose their own BMP's or refer to Urban Drainage and Flood Control Districts Storm Drainage Criteria Manual where multiple examples of BMP's are described such as grass buffers, grass swales, permeable pavements etc.

Should the applicant chose to utilize a traditional detention pond, pond depths shall not exceed 6' in depth. The area within the tract surrounding the pond shall contain a minimum of 1 tree and 10 shrubs or the approved tree and shrub equivalents per 4000 sf. Refer to [Section 146-1434](#) Detention, Retention and Water Quality Ponds.

*HENRY DESIGN: Acknowledged, will be provided at time of CSP.*

- Special Landscape Requirements at Entryways and Intersections. Provide a distinctive landscape feature at each site entrance. Distinctive landscape features should consist of specimen quality plant material that will provide visual interest during all seasons. Refer to [Section 146-1451](#) Additional Requirements for Residential Development (C) Special Landscape Requirements at Entryways and Intersections.

*HENRY DESIGN: Acknowledged, will be provided at time of CSP.*

- Service, Loading Areas, and Trash Enclosures. Service, loading areas, and trash enclosures visible from streets or residences shall be screened by fences, walls, landscaping, berms or any combination of items. Refer to [Section 146-1433](#), Service and Loading Areas; Trash Enclosures.



- Outdoor Storage and Screening - Per [Section 146-1451](#) Additional Requirements for Non-Residential Development (A) 4, truck or rail loading docks facing a view corridor, drainage, public open space or public right-of-way shall be screened from view.

*HENRY DESIGN: Acknowledged, will be provided at time of CSP.*

- Irrigation. Refer to [Section 146-1430](#). All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the City Water Dept. 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. Contact Timothy York at (303) 739-8819 in Aurora Water regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

*HENRY DESIGN: Acknowledged, will be provided at time of CSP.*

## 6. Architectural and Urban Design

### 6a. Design Standards

Design Standards are required as part of the Framework Development Plan. The Pomeroy FDP provides design standards for the overall design theme, architectural standards for residential and commercial development, landscaping, amenities, and wayfinding. Any amendments to the FDP design standards must meet or exceed city code requirements. Amended design standards must be represented with associated illustrations.

*KEPHART: Acknowledged. Please refer to sheets one through three of the Pomeroy FDP Design Standards. Imagery is included to explore architectural & urban design themes only and is not intended to depict the actual proposal.*

## 7. Waivers

From the material you supplied us, it appears that your plans are not sufficiently detailed to determine whether any design standard waivers are involved.

If you decide to request any waivers, you must clearly list them in your *Letter of Introduction* and justify them according to the criteria listed in Section 405 of the Zoning Code. You must also list them on the cover sheet of your Site Plan or other drawings on which they occur.

*KEPHART: Waivers will be addressed on a case by case basis during the CSP review process of necessary. E-470 Zone district standards that will no longer be applicable are listed on page 3 of the FDP Design Standards. The current FDP consists of an out-of-date land use map/matrix, urban design, architectural, and landscape design guidelines which ignore existing site conditions resulting from 16 years of adjacent development. These guidelines have hindered the west parcel from recent development. A new land use map/matrix reflecting current site constraints and an updated urban design, landscape, and architectural guidelines is meant to encourage development within the west parcel.*

## 8. Mineral Rights Notification Requirements

Please fill out the [Mineral Rights Affidavit](#) / [Severed Mineral Rights Notice](#) and supply this document to your Case Manager at the time of site plan submittal

*HKS: Mineral Rights Affidavit and Severed Mineral Rights Notice will be submitted at time of site plan submittal.*

## 9. 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 Standard are required by consultants on development projects when submitting to the City for signature sets and on capital projects funded by the City. Details of the CAD Data Submittal Standard can be found on the [CAD Standards](#) web page.

*KEPHART: 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.

*KEPHART: Acknowledged. The meeting has already been attended.*

### ***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.

*KEPHART: Our team will have a courtesy community meeting with adjacent property owners and neighborhood organizations within a one-mile radius of the site to discuss project details and inquire feedback. The meeting will likely be held after we receive the first round of city comments.*

### ***Neighborhood Services Liaison:***

- Your Neighborhood Services Liaison is *Marsha Osborn* she has put together a report attached to these notes listing the registered groups within one mile of your proposed project and can assist in scheduling and facilitating meetings with community members. It is recommended that you work with the neighborhood organizations that express interest in your project to mediate and mitigate concerns.

- 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.

*KEPHART: Acknowledged.*

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

#### ***Framework Development Plan Amendment:***

The applicant must amend the Framework Development Plan for Pomeroy in response to proposed changes in infrastructure, planning areas, population, parks, open space, and trail system. Coordinate directly with PROS to work through and establish the new park, open space and trail system in accordance with COA standards.

#### ▪ **Population Calculations**

The applicant must revise all residential unit counts for all proposed residential planning areas within the Pomeroy FDP Amendment in accordance with City of Aurora standards. Use current City of Aurora standard population multipliers to calculate comprehensive population totals for the FDP areas.

Single Family Detached = 2.65 persons per DU

Single Family Attached = 2.65 persons per DU

Multi-Family = 2.5 persons per DU

#### ▪ **Land Dedication Requirements**

Recalculate park and open space land dedication requirements based on current City of Aurora standards, amended residential unit counts, service area assessment, and population figures provided at the time of first submittal for the FDP amendment. Show requirements on Form D and reflect in Form J and Open Space, Circulation and Neighborhood Map.

Neighborhood Park land dedication = 3.0 acres per 1,000 persons population

Community Park land dedication = 1.1 acres per 1,000 persons population

Open Space land dedication = 7.8 acres per 1,000 persons population

Both neighborhood park and open space land dedication requirements must be provided on site within the Pomeroy development. Community park land dedication may be provided via

cash-in lieu payment. The applicant shall provide a certified appraisal to establish the land value to be used in the cash-in-lieu of land dedication.

*KEPHART: Acknowledged. Please refer to the Pomeroy Land Use Map/Matrix and Form J.*

- **Form J**

The applicant shall provide a revised Form J conforming to the FDP manual Form J requirements. Coordinate the development of the revised Pomeroy park and open space system and associated Form J with PROS staff.

*KEPHART: A revised Form J has been provided with the initial Pomeroy FDP Amendment Submittal.*

- **Open Space, Circulation and Neighborhood Map**

The applicant shall provide a revised Open Space, Circulation, and Neighborhood Map conforming to the FDP manual requirements. Coordinate the development of the revised Pomeroy park and open space system and associated Open Space, Circulation and Neighborhood Map with PROS staff. Show complete parks, trails/open space network on the plan. Ensure that trails and open spaces relate to surrounding developments, existing and proposed.

*KEPHART: A connectivity diagram has been included with the submittal depicting revised open space, circulation (both pedestrian and vehicular), and land use planning areas. A revised Form J has also been provided with the initial Pomeroy FDP Amendment Submittal.*

- **Open Space and Trail Corridors**

Work with PROS to establish the boundaries and area of proposed open space and trail corridors. Coordinate the alignment and planning of all internal trails and regional trail connections with PROS. As a general requirement, the applicant shall provide strong east-west trail connections from one end of the development to the other establishing links to all neighborhoods. The applicant shall also provide a strong trail link to the Murphy Creek regional trail.

*KEPHART: Acknowledged. The applicant will work with PROS to establish appropriate boundaries of proposed open space and trail corridors. Please refer to the Pomeroy Connectivity Diagram which depicts the initial proposal of open space and vehicular and pedestrian circulation networks.*

- **Public Improvements Plan**

Include the implementation phasing for park land and open space development for Pomeroy as part of the Public Improvements Plan.

*KEPHART: Park land phasing has yet to be determined. This will be worked out with PROS.*

### ***Median Landscape:***

All CSPs submitted for Pomeroy adjacent to the South Aurora Parkway arterial shall acknowledge responsibility to improve medians, landscape, and irrigation to current City of Aurora PROS standards. Median plans shall be submitted separately to PROS for median landscape and irrigation review and approval in accordance with department standards if the intent is to have PROS accept the medians for maintenance.

*HENRY DESIGN: Acknowledged, will be provided at time of CSP.*

### **Forestry Division**

There are trees on this property, particularly along the creeks, which could potentially be impacted by development.

### ***Tree Mitigation Requirements:***

Trees on site that are 4" or greater in caliper that will be impacted by development require tree preservation or mitigation. The intention of the Tree Preservation Policy is to preserve trees that are in good condition and of high value during the process of development. Mitigation for trees removed from the property can be accomplished by trees being planted back onto the site through the landscape plan, payment made into the Tree Planting Fund, or a combination of the two. If trees are planted on the site, the mitigation requirement is an inch-for-inch replacement. This is in addition to the regular landscape requirements. For example, if a 10" tree is removed, 10 caliper inches must be replaced back onto the site. The use of tree equivalents are not acceptable for tree mitigation.

*HENRY DESIGN: Acknowledged. A tree inventory will be prepared by a certified arborist at the time of CSP. Mitigation will be provided if determined to be necessary.*

### ***Forestry's Role in Site Plan Review:***

- When the site plan is submitted, please show and label all existing trees on the Landscape Plan and indicate which existing trees will be preserved or removed. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors. If there is interest in determining mitigation requirements before your submittal, there is the option of hiring a consulting arborist; a list can be obtained from Forestry upon request. Forestry would require a meeting with the arborist selected to make sure that we are in agreement on the appraisal.
- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan. If there is not room to replace the number of inches that will be lost, payment can be made into the Tree Planting Fund based on the dollar value associated with tree loss.

- Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & 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 at Parks, Recreation & Open Space Dedication and Development Criteria manual.

*HENRY DESIGN: Acknowledged, a tree protection plan in accordance with City regulations will be provided at the time of CSP.*

#### ***Ash Trees Prohibited:***

Due to the invasive Emerald Ash Borer that has been infesting trees along the Front Range, all species of Ash are prohibited from planting within the City of Aurora – please be sure that your Landscape Architect is aware of this new requirement.

*HENRY DESIGN: Acknowledged. No Ash trees will be proposed.*

#### **Aurora Water**

*Aurora Water will receive a referral of the Site Plan and Subdivision Plat for review and comment. Please respond to all Water Department comments with your initial submittal.*

#### ***Key Issues:***

- ▶ The master utility plan will be required to be updated for this development. All infrastructure will be required to be installed per the updated master plan.

*HKS: A Master Utility plan update has been provided as a part of the submittal.*

- ▶ All buildings require frontage to public mains.

*HKS: Acknowledged.*

- ▶ A looped water supply installation is required to support fire hydrants and private fire lines.

*HKS: Acknowledged.*

- ▶ Water connections between Zone 7 and Zone 8 will require a PRV between zones.

*HKS: Acknowledged. No connections between Zone 7 and 8 are being proposed.*

#### ***Utility Services Available:***

- Water service may be provided from the extension of public mains. (Zone 7)



- Sanitary sewer service may be provided from extension of public mains.
- Project is located on the following Map Pages 22U, 22V

*HKS: Comments Acknowledged.*

***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.
- 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).

*HKS: Acknowledged.*

***Utility Development Fees:***

- The Sanitary Sewer Interceptor and Storm Drainage Development fees are required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required.

*HKS: Acknowledged.*

- The Water Transmission Development Fee has been combined into the water connection fee and is required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.

*HKS: Acknowledged.*

For a full listing of Utility Fees, please see the Aurora Water Fee Schedules below:

- Platted After January 1, 2017

*HKS: Acknowledged.*

## **Public Works Department**

### **Traffic Division**

*Traffic Engineering will receive a referral of the Site Plan and Subdivision Plat for review and comment.*

#### ***Key Issues:***

- ▶ A traffic study, including a signal warrant analysis will be required. See below for additional details.

*HKS: A Traffic Study has been provided with this submittal.*

- ▶ Widening of Aurora Parkway along the project frontage will be required.

*HKS: Acknowledged.*

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

*HKS: Comment will be addressed at Site Plan.*

- One access point onto Aurora Parkway will be permitted as a full access with the potential for signalization. This access point shall be located as close to the mid-point between the existing adjacent signalized intersections. All other access points will be right-in/right-out only.

*HKS: The signalized intersection location shown has been justified by the Traffic Study.*

- Label the access movements on the Site Plan.

*HKS: Comment will be addressed at Site Plan.*

- Designate the 30-foot sight triangles at all access points and intersections. Objects and structures shall not impede vision within these sight triangles.

*HKS: Comment will be addressed at Site Plan.*

- 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 page 3 of 3. Add a note to the landscape plans regarding compliance with COA Roadway Specifications, Section 4.04.2.10

*HKS: Comment will be addressed at Site Plan.*

#### **ROW/Plat:**

- Depending on the roadway network, a public access easement along private streets may be necessary.

*KEPHART: Acknowledged.*

- A private cross-access agreement is recommended for maintenance and snow removal. The developer is responsible for establishing this agreement with the adjacent property owner.

*LARRY/GLEN & HKS: Acknowledged.*

- To permit maintenance of the proposed traffic signal, dedicate a traffic signal easement 75-feet on the Aurora Pkwy site access drive(s) (measured from flowline) for the width of the access.

*HKS: Acknowledged.*

- ROW dedication is required for an additional future right turn lane along Aurora Pkwy, should the right turn lane be required per the traffic study.

*HKS: The Pomeroy development traffic study does not include analysis with dedicated right-turn-only lanes with deceleration lanes at the intersection of Aurora Pkwy and Pronghorn Valley. The traffic study projects 2037 Total Traffic levels of service and queue lengths that are within City of Aurora standards as acceptable.*

### **Improvements:**

- The developer is required to construct a left turn bay on Aurora Parkway, at the proposed full access driveway location. Length of turn lane to be determined by the traffic study. Coordinate with the Parks Department for relocating/removing median landscaping.

*LARRY/GLEN & HKS: Acknowledged. Comment will be addressed at Site Plan/CD's.*

- A deceleration lane may be required on Aurora Parkway. Analysis and recommendations to be included in the traffic study.

*HKS: The Pomeroy development traffic study does not include analysis with dedicated right-turn-only lanes with deceleration lanes at the intersection of Aurora Pkwy and Pronghorn Valley. The traffic study projects 2037 Total Traffic levels of service and queue lengths that are within City of Aurora standards as acceptable.*

- 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. 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.

*HKS: Comments will be addressed at Site Plan/CD's.*

- Show the installation, by developer, "Right Turn Only"/"Do Not Enter" signs at the western unsignalized access onto Aurora Parkway. Signs shall be installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards.

*HKS: Comments will be addressed at Site Plan/CD's.*

- 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. Add a note to the Site Plan indicating this commitment.

*LARRY/GLEN & HKS: The design of these improvements will be prepared at the time of platting of the west parcel of the property.*

- The intersection of Aurora P Parkway and the proposed site access is a potential candidate for a future traffic signal if and when signal warrants are met. As an adjacent land owner/developer, you must participate in the cost of the traffic signal installation. Add the following note to the Site Plan:

- **(Applicant/owner name, address, phone)** shall be responsible for payment of 100% of the traffic signalization costs for the intersection of \_\_\_\_\_ and \_\_\_\_\_, if and when traffic signal warrants are satisfied. Traffic signal warrants to consider shall be as described in the most recently adopted version of Manual on Uniform Traffic Control Devices, as of the date or dates of any such warrant studies. For warrant purposes, the minor street approach traffic shall typically be comprised of all through and left-turn movement and 50% of right turn movements unless otherwise determined by the traffic engineer. Pursuant to 147-37.5 of city code, the percentage of the traffic signalization costs identified above shall be paid to the city by the applicant / owner, to be held in escrow for such purpose, prior to the issuance of a building permit for the related development or as otherwise required by city code. The percentage above will be applied to the entire traffic signalization cost as estimated at the time of the escrow deposit to calculate specific dollar funding requirement.

*LARRY/GLEN & HKS: Acknowledged. Note will be added to Site Plan.*

- A Traffic Impact Study will be required for this site which will include addressing the following specific items:
  1. Existing, buildout and 2040 average daily traffic counts.
  2. Include detailed analysis of all access points.
  3. Include detailed analysis of all adjacent signalized intersection (Aurora Pkwy at Alexander, and Aurora Pkwy at Orchard).
  4. Signal Warrant Analyses of the proposed full access driveway onto Aurora Pkwy. Warrant 1,2,3 all to be included (collect 72 hr tube counts for analysis)
  5. Include analysis and discussion of right turn lanes (decel) at all access points.
  6. Include queuing analysis at proposed signalized access and discussion on length of left turn lanes on Aurora Pkwy.
  7. Analysis of pedestrian connectivity, Pedestrian LOS.

The Traffic Study shall be prepared in accordance with the City of Aurora Traffic Impact Study Guidelines. The study shall be uploaded with the site plan through AMANDA for review and comment. A pdf courtesy copy of the Traffic Study shall be emailed as soon as it is complete to Victor Rachael at vrachael@auroragov.org

- Based on our review of the Traffic Impact Study / Traffic Letter, additional improvements may be required.

*HKS: A Traffic Impact Study has been included with this submittal.*

## Engineering Division

*The Engineering Division reviews the drainage and public improvement components of your project plans. Engineering reviews referrals of the Site Plan and Subdivision Plat from the Planning Department.*

### **Key Issues:**

- ▶ This FDP amendment will require updates to the master drainage study and the public improvement plan. The construction of Harvest Road adjacent to the property is still required with this development.

*HKS: Master Drainage Study Updates have been included with this submittal. Harvest Road comment acknowledged.*

- ▶ Further discussions will be required if any changes to existing or previously approved drainage ways are proposed.

*HKS: Acknowledged.*

### **Improvements:**

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

*Items presented here apply more directly to individual CSP submittals.*

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1.
- Mountable curb and gutter shall be used on all Type 1 and 2 streets. All other streets, including those within the Urban Centers and TODs shall use 6" vertical curb and gutter.
- Curb ramps must be shown (located) on the plans at all curb returns, "T" intersections, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Refer to Standard Detail S9.
- 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.
- 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.
- 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.



- The maximum access drive slope may be 4% when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.
- Homes and drives are allowed to front collector streets if the average daily traffic volume is less than 4,000 and certain mitigation measures are provided. Indicate the mitigation measures on the Site Plan.
- Homes are allowed to front a local street within 375-feet of an arterial street if the average daily traffic volume is less than 2,000 and certain mitigation measures are provided. Indicate the mitigation measures on the Site Plan/Contextual Site Plan.
- Gates are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.
- Street lights are required along adjacent roadways. Street light spacing, location, wattage, etc., information is contained in Section 4.10.
- The street standards require the construction of an entry island where local streets intersect arterial streets as shown in Standard Detail S14. Show this island on the plan. The island shall be constructed and the interior of the island shall be maintained by the developer/owner/metro district. Add a note to the site plan and civil plans indicating this responsibility. A license agreement will be required for construction/maintenance of the island within the ROW.

*HKS: Acknowledged.*

***ROW/Easements/Plat:***

- 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.
  - A drainage easement shall be required for any detention/water quality facilities on site.
  - Utility easements shall be required the proposed water/sanitary sewer/public storm sewer.
  - Public access/fire lane easement shall be required.

*HKS: Acknowledged.*

***Drainage:***

*Drainage design standards can be found in the City's "Storm Drainage Design and Technical Criteria".*

- 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. Full spectrum detention is required for this project.

*HKS: Acknowledged.*

- 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.

*HKS: Acknowledged.*

- Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.

*KEPHART: Three separate detention areas are identified on the land use map. The detention areas are found within planning areas 3b, 5a, and 5b. Each proposed planning area size is consistent with the proposed planning area land use.*

- Release rate for the detention pond shall be based upon the ["Storm Drainage Design and Technical Criteria"](#) Manual, latest revision, and in conformance with the UDFCD's Murphy Creek OSP and East Toll Gate Creek MDP.

*HKS: Acknowledged.*

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

*HKS: Acknowledged.*

- 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.

*HKS: Acknowledged.*

- HKS: Acknowledged.*

- HKS: Acknowledged.

*The Building Division will receive a referral of the Site Plan and Subdivision Plat for review and comment. They will review these documents for Life Safety (Fire Code) and Building Code issues.*

**Adopted Codes by the City of Aurora – Setbacks:**

KEPHART: *Acknowledged.*

**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

*KEPHART: Acknowledged.*

**Fire Hydrants:**

The number and spacing of fire hydrants are determined using the 2015 IFC, Appendix B & C.

*HKS: Acknowledged.*

**Framework & General Development Plans:**

The link provided will provide the developer with important fire department requirements that must be reflected within a framework or general development plan.

**Handicap Accessibility Requirements:**

The City of Aurora enforces handicapped accessibility requirements based on 2015 IBC, Chapter 11, the 2009 ICC/ANSI A117.1 and the 2003 Colorado State House Bill 03-1221, Article 5, Standards for Accessible Housing.

- Residential

The City of Aurora enforces handicapped accessibility requirements based on 2015 IBC, Chapter 11, the 2009 ICC/ANSI A117.1.

- Commercial

*KEPHART: Acknowledged.*

**Phasing Plans:**

A phasing plan must be provided with the Planning Departments Site Plan and the Public Works Departments Civil Plans submittals.

*HKS: Phasing plan will be provided with Site Plan as necessary.*

***Site Plan, Civil Plan, Framework and General Development Plan and Plat Notes:***

The notes being provided below must be included on the cover sheet of the indicated submittal type.

- (Framework and General Development Plan Note) On-Site and Off-Site Infrastructure Requirement
- (Framework and General Development Plan Note) Temporary Fire Station Requirements
- (Framework and General Development Plan Note) Permanent Fire Station Requirements
- (Framework and General Development Plan Note) Whelen Warning System Requirements

*KEPHART: Acknowledged, the notes have been added to the cover sheet.*

**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.

- Access to within 150 feet of Each Structure
- Cul-De-Sac's
- Dead-end Fire Apparatus Access Roadways
- Dead-End Public Streets
- Grade
- Private Streets Constructed to Public Street Standards
- Public Street Systems Adjacent to Site
- Remoteness
- Speed Bumps
- Snow Removal Storage Areas
- Two points of Emergency Access
- Width and Turning Radius

*HKS: Comments will be addressed at Site Plan.*

**Trash Enclosure:**

Per the 2015 International Fire Code, Section 304.3.3, dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings or combustible roof eave lines.

*HKS: Acknowledged.*

**Real Property Division**

*The Real Property Division reviews the Site Plan and processes Subdivision Plats, Easements and License Agreements that may be necessary for development of property.*

### ***Subdivision Plats:***

- The property has never been platted and will be required to be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications given in our most current **Subdivision Plat Checklist**. The review of the plat can run concurrently with your other Planning Dept. submittals.

*HKS: Acknowledged.*

- A **pre-submittal meeting** with Real Property is required on all plat submittals so that we can make sure the basic elements have been addressed before they are submitted to Planning. This 30 minute meeting is for the 1<sup>st</sup> submittal of plats only and is by appointment only. Call *Darren Aerie* at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend and bring two sets of the plat.

*HKS: Acknowledged.*

### ***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.

*KEPHART: Acknowledged.*

### ***Separate Documents:***

- 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](#)
  - [License Agreement Packet](#)

*KEPHART: Acknowledged.*

- **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.



KEPHART & LARRY/GLEN: *Acknowledged.*

- If there are existing easements that are no longer needed, the City will require the developer to make application to the City to release those easements. Easement release documents must be prepared using Real Property specifications and are available in the Easement Release Packet. Once complete and accurate easement release 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.

HKS: *Acknowledged.*

- 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.

HKS: *Acknowledged.*

## STEP II – CONSTRUCTION DOCUMENT PHASE

*The Construction Document Phase is when Engineering and Building plans are reviewed against City Codes for compliance. It is an administrative process and usually occurs after Planning Commission or Planning Director decisions. Permits are issued from these documents.*

### Civil Engineering Plans

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically.
- Use of the Batch Standards Checker Tool is requested for this project.
- Civil Engineering Plan Review (*see links below for additional information*):
  - Process
  - Review Schedule
  - Fees

*Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre-submittal meeting with Engineer on Duty at 303.739.7335. One paper set of Civil Plans and Reports is required for this pre-submittal review. Also bring a copy of the pre-application meeting notes and a copy of the submitted site plan, including the landscape plan. At this meeting the Civil Plans shall be reviewed for completeness. A checklist is used to ascertain completeness.*

- Civil Construction Document Plan Set generally includes the following plans:
  - Stormwater Management Plan
  - Final Drainage Plan/Report
  - Final Grading Plan
  - Utility Plan and Profiles
  - Street Plan and Profiles
  - Area Grading Plans
  - Signing and Striping Plan
  - Street Lighting Plan

*HKS: Acknowledged.*

## **Aurora Water**

### ***General Requirements:***

- Utility Plans will be required with the Civil Engineering Plans:
  - Utility Plans shall be prepared in accordance with the Utility Manual
  - Utility Plans must be approved prior to obtaining building permits
  - Utility Plans must include:
    - Fixture Unit Table and Meter Sizing Tables
    - Water Service and Water Meter locations
    - Sanitary Sewer Service Lines
    - Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
  - Cross Connection Control Devices are required for:
    - Fire Service Lines
    - Commercial and Domestic Water Service Lines.
    - These devices are required to be located within the building or within a heated and drained vault after the water meter.

*HKS: Acknowledged.*

### ***Construction Stormwater Quality Requirements:***

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora Rules and Regulations

Regarding Stormwater Discharges Associated with Construction Activities Manual (SWMP Manual) for more detailed requirements. A Colorado Discharge Permit System (CDPS) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.

*HKS: Acknowledged.*

- CAD Data Submittal Standard: 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 Standard are required by consultants on development projects when submitting to the City for signature sets and on capital projects funded by the City. Details of the CAD Data Submittal Standard can be found on the CAD Standards web page: <http://tinyurl.com/CADSubmittalStd>.

*HKS: Acknowledged.*

## **Public Works Department**

### **Traffic Division**

*Construction documents should reflect all approved Access, Right of Way, Easements and Public Improvements that were included and approved on the Site Plan and Plat for your project.*

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.
- The Construction Documents shall include an Interim and an Ultimate Signing and Striping Plan, a Traffic Signalization Plan, and Traffic Control.
- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from Aurora Pkwy and not through the adjacent residential neighborhood(s).

*HKS: Acknowledged.*

## **Engineering Division**

### **General Requirements:**

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Quality Control Plan (SWQCP) in conjunction with the overall drainage plan for the site. The SWQCP shall be included in and become part of the preliminary and final drainage reports. The SWQCP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.

*HKS: Acknowledged.*

- The SWQCP shall be developed by applying the permanent water quality “best management practices” described in Volume 3 of the USDCM. The SWQCP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, “Storm Drainage Design and Technical Criteria” manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives.

*HKS: Acknowledged.*

- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to a public way for access to the facilities. This easement shall be executed prior to the approval of the Civil Plans.

*HKS: Acknowledged.*

- An Inspection and Maintenance Plan (I and M Plan) shall be developed concurrently with the design of the permanent BMP’s and submitted with the final drainage plan and report for approval. See the 2010 Storm Drainage Design & Technical Criteria manual’s appendices for direction on preparing an I and M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted to the Water Department prior to issuance of a certificate of occupancy, or if no CO, then prior to approval of the Civil plans.

*HKS: Acknowledged.*

***Roadway Design and Construction Specifications:***

- Roadway construction shall conform to the “City’s Roadway Design and Construction Specifications” latest edition. The City considers the burden on you (the developer) for not only your front footage, but also to construct all needed offsite transitions to match the existing roadway(s).

*HKS: Acknowledged.*

- This project is required to widen an existing street. Per Section 4.05.8 cores of the existing pavement are required. If the cores indicate the existing pavement is not adequate then, this project is responsible for the removal and replacement of the existing pavement with a properly designed pavement section. A minimum of 24-feet of pavement or one-half of the street section, whichever is more, is required. Any construction beyond the street centerline in order to match existing grades to make a safe, drivable surface will also be this project's responsibility.

*HKS: Acknowledged.*

- All road cuts or other roadway disturbances within the City of Aurora's public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City's Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the issuance of the Certificate of Occupancy.

*HKS: Acknowledged.*

- Fire lanes. All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City's adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshall) and the City Engineer.

*HKS: Acknowledged.*

## **Building Plans**

### **Building Division Comments:**

#### **Building Plan Review**

- Process
- Review Schedule
- Fees

*The comments made during the meeting address large-scale issues. We strongly recommend that a code consultation meeting be scheduled to discuss more detailed concerns.*

*KEPHART: At time of building plan review a consultation meeting will be considered.*

*During the development review process, you will not need to submit any documentation to the Fire Department for review. The Life Safety group within the Aurora Building Division conducts all site development and construction plan reviews on behalf of the Aurora Fire Department.*

*KEPHART: Acknowledged.*

The links below contain additional information and requirements for completion, submittal and permitting of your building plans.

***Key Issue:***

- ▶ Since the pre-application meeting only addressed a Framework Development Plan amendment the building division has only limited comments. More specific comments will apply at time of CSP submittal.

*KEPHART: Acknowledged.*

**Adopted Codes by the City of Aurora:**

This “link” will provide a current listing of all adopted building codes and ordinances utilized by the Aurora Building Division. To view the 2015 International Codes please utilize the following hyperlink; [ICC Codes Online](#)

*KEPHART: Acknowledged.*

**Real Property Division**

***Reminder*** – Prior to building plans submittal, processing of any/all required separate documents should be started so that this process does not interfere with permit issuance.\

*KEPHART: Acknowledged.*

<b>STEP III – CONSTRUCTION PHASE</b>
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*Before any construction may commence, a contractor licensed in the City of Aurora must be issued the appropriate **permits** for all work to be performed. Licensing information is available on the City’s website.*

## Aurora Water

### *Utility Connection Fees: (Platted After January 1, 2017 / Platted Before January 1, 2017)*

- Water Service Connection Fee
- Metro Sanitary Sewer Connection Fee
- Sanitary Sewer Connection Fee

Fees may only be paid after issuance of building permit and must be paid prior to issuance of the Certificate of Occupancy. This is required for new services and when meter sizes are upsized.

- Wet Tap Fees:
  - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.
- Irrigation Water Meter Fees:
  - Will be calculated in accordance with the City Ordinance for irrigated common areas in Single-Family Detached and Commercial areas.
  - The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations.
- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules below:
  - Platted After January 1, 2017
  - Platted Before January 1, 2017

*HKS: Acknowledged.*

## Public Works Department

### Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be**



**required to be submitted prior to issuing a Certificate of Occupancy.** See Section 5.01.0.02 for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities.

Public streets are required to have geotechnical and pavement design reports approved before a paving permit will be issued.

*HKS: Acknowledged.*

- Certain public improvements will be required with this development. If a deferral of these public improvements is warranted, then a letter requesting to defer the public improvements needs to be sent to the Director of Public Works, specifically stating the improvements to be deferred. The letter, along with the Development Application needs to be submitted to the City Engineer at or before Planning's Development Application. The deferral may be granted in accordance with City Code Section 147-14(b).

*HKS: Acknowledged.*

- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.

*HKS: Acknowledged.*

- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - commercial/industrial or private streets
  - major and minor arterials
  - commercial or industrial streets
  - collector streets
  - service or frontage roads
  - one-half of all streets abutting subdivided or platted land, including any required offsite transitions back to existing street sections
  - fire lanes
  - bike paths
  - parkways
  - alleys
  - culverts
  - bridges

- overpasses and underpasses
- curbs, gutters, and sidewalks
- transit passenger facilities
- monuments and range boxes
- sanitary sewer mains, including laterals to each lot line
- storm drainage
- detention and water quality facilities, including necessary structures
- channel facilities
- street lighting
- median construction
- water mains, hydrants and valves
- tree plantings and landscaping
- repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

*HKS: Acknowledged.*

### **Building Division**

#### ***Key Issue:***

- No comments for FDP Amendment.

*KEPHART: Acknowledged.*



## City of Aurora

Neighborhood Services  
15151 E Alameda Parkway  
Aurora, Colorado 80012  
Phone: 303-739-7280  
Fax: 303-739-7191  
[www.auroragov.org](http://www.auroragov.org)

## PRE-APPLICATION CONFERENCE

TO: Lawrence Jacobson  
FROM: Marsha Osborn  
DATE: Wed Apr 05 16:33:33 2017  
SUBJECT: Multi-family, commercial and open space  
LOCATION: Northwest Corner of S. Aurora Parkway and E. Orchard Rd.

Listed below are the neighborhood associations that are currently registered with the Neighborhood Support Division within one mile of your proposed project. Once your application has been formally submitted each Neighborhood Organization will receive a copy of your application along with a comment card to be returned to the Planning Department. The comment card allows neighborhood organizations to share their concerns about the application prior to Planning Commission. Since the neighborhood list is updated frequently, it is recommended if you submit your application to the Planning Department anytime after 30 days of today's date, you should obtain a new, current list. Your Planning Case Manager will have an updated list available at your pre-submittal meeting.

As an applicant for a proposed development or use approval in the City of Aurora, you are strongly encouraged, but not required, to set up a neighborhood meeting with these representatives as soon as possible, but no later than 21 days prior to your scheduled public hearing. The purpose of this meeting is to explain your proposed development or use approval, and if necessary, to work with neighborhood representatives to address their concerns. Your assigned Neighborhood Liaison will assist you in scheduling and mediating the meeting at your request. The liaison will also provide you with an updated and accurate neighborhood association mailing list prior to the meeting. Adjacent property owner address information is available on the Adams and Arapahoe County web sites at [www.co.arapahoe.co.us](http://www.co.arapahoe.co.us) and [www.co.adams.co.us](http://www.co.adams.co.us). It is the applicant's responsibility to mail and/or e-mail a letter of invitation to all neighborhoods and adjacent property owners at least 10 days prior to the meeting. A sample letter of invitation is included in this packet. The assigned Planning Case Manager will attend the meeting to note any agreements made by the applicant, and will include those agreements in their presentation at public hearings. You may anticipate being asked at public hearings if you have met with nearby neighborhoods and the result of such meetings.

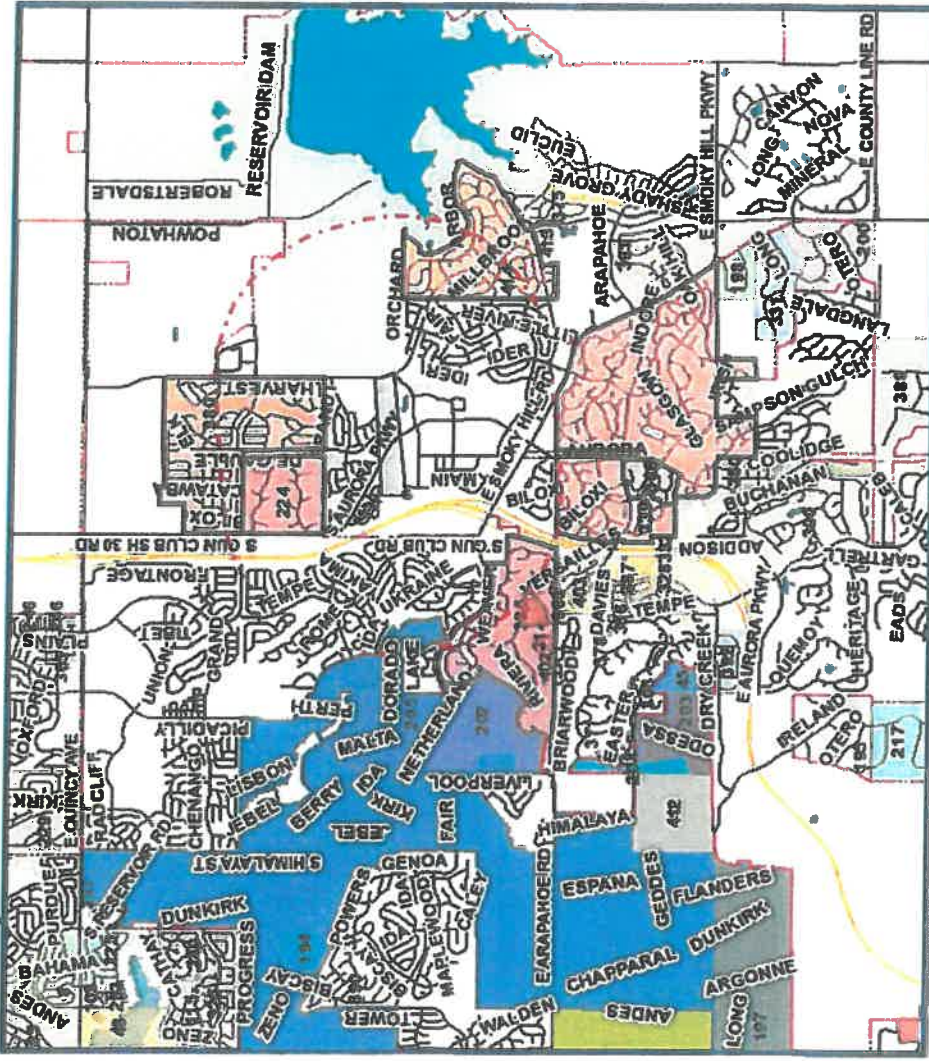
As the Neighborhood Liaison for this area, I am available to assist you in communicating with the neighborhood listed below. For assistance or to set up a neighborhood meeting, please contact me at 303-739-7280.

#	ORGANIZATION	CONTACT	PHONE
414	Beacon Point Homeowners Association	MICHELLE PECK PO BOX 1540 CASTLE ROCK CO 80104  MPECK@TMMCCARES.COM	(303)985-9623
224	DOVE HILL ESTATES	NOT CURRENTLY REGISTERED	
314	SADDLE ROCK NORTH	BRENDA TATE 6892 S YOSEMITE CT, SUITE 2-101 CENTENNIAL CO 80112  BTATE@MSIHOA.COM	(303)596-2208 (720)974-4231
339	TALLYN'S REACH COMMUNITY GROUP	ROBERT LUND 7539 SOUTH GOLD BUG COURT AURORA CO 80016  ROKALUND@ME.COM	(720)237-9272
335	THE FALLS AT SADDLE ROCK	NOT CURRENTLY REGISTERED	
380	TOLLGATE CROSSING HOA	CLIFTON LARSON ALLEN 8390 E CRESCENT PKWY, # 500 GREENWOOD VILLAGE CO 80111	(303)466-9797 (303)779-4525

224-Dove Hill Estates HOA  
314-Saddle Rock North HOA  
335-The Falls at Saddle Rock  
335-Talynia Reach Community Group  
380-Tolgate Crossing, Inc.  
414-Seacon Point HOA

Neighborhood Services - HOA Notification

HOA Report



KEPHART: Acknowledged.

Sincerely,



Chris Grady  
KEPHART