



July 1, 2020

Dan Osoba
City of Aurora
Office of Planning and Development Services
15151 E. Alameda Parkway, Second Floor
Aurora, CO 80012

RE: E-470 RV Storage (#1445423)

Thank you for the comments on April 22, 2020 for the above-mentioned project. In an effort to address your comments concisely and simplify your review of the utility plans, we have summarized your comments and our responses below.

COMMENT RESPONSE LETTER

OFFICE OF DEVELOPMENT ASSISTANCE

Mark Geyer / 303.739.7588 / mgeyer@auroragov.org

1. Key Issues:

- A.** Process: Several processes are needed to review and approve this request. A Master Plan and Preliminary Plat needs to be submitted first with the Site Plan, Conditional Use, and Final Plat submitted afterward. Please see the Planning Department comments beginning on page 5 for more information on process.

■ *Response: Acknowledged*

- B.** Second Point of Access: Connection to the shared drive access from the property to the north is required. This access must function as a street connection with sidewalks to provide access through this site and connecting to South Rome Way. Please see additional details for this requirement on pages 7 and 8 of this letter.

■ *Response: We do not believe this is necessary now that the properties have been combined, which has been verified via email communication with Dan Osoba on 5/7/20. We have provided a fire access connection along the northern border.*

- C.** Special Landscape Buffers for Development Adjacent to E-470, Public Parks, Open Space and Trails: While landscape requirements are typically administered by the Planning and Development Services Department, because this proposed application is adjacent to a Parks Recreation & Open Space Department (PROS) managed facility, these buffer requirements are overseen by PROS and any requests to deviate from these standards should be directed to that department. For additional information, please see the PROS comments beginning on page 14.

■ *Response: Acknowledged*

- D. Water and Sewer Connections: Please see detailed requirements for the water and sanitary sewer connections for this project beginning on page 15.

- *Response: Acknowledged*

- E. Drainage: A new master drainage plan is required. Usually a master drainage report is required. In this case, a preliminary drainage report will suffice and can be submitted with the master plan. If the site plan is not submitted with the master plan, an amendment to the preliminary drainage report may be required based on any required site modifications.

- *Response: Acknowledged. A preliminary drainage study has been prepared for this submission.*

- F. Buckley Air Force Base Restrictions: This property is located in the Accident Potential Zone (APZ I-S). The applicant will need to comply with lot coverage, height restrictions, emissions release, hazardous materials restrictions, and other prohibitions required in Section 2.5.2 of the UDO. In addition, the proposed development is also located within the LDN 65 subarea around Buckley AFB. Any structures where the public is received must provide and include noise level reduction measures in the design.

- *Response: Acknowledged. We intend to use the full site (including Phase 2 area) in the calculation of total lot coverage, as discussed with Dan Osoba.*

Planning Department

1. Key Issues:

A. Master Plan Requirements

- *Response: Acknowledged*

B. Accident Potential Zone Standards

- *Response: Acknowledged*

C. Continue Shared Drive from the North and Connect to Rome Way

- *Response: We do not believe this is necessary now that the properties have been combined, which has been verified via email communication with Dan Osoba on 5/7/20. We have improved Rome Way to its current terminus location, including a 4' Right-of-Way dedication.*

Project Overview:

1. Zoning: Accident Potential Zone (APZ) I-South & II-South

A. Subarea C

- *Response: Acknowledged.*

2. Proposed Use: Outdoor Self-Storage (RV Storage)

A. Permitted Use

- *Response: Acknowledged.*

Standards and Issues:

1. **Zoning, Subarea, and Placetype**

A. Zoning

The APZ district contains specific development standards for maximum lot coverage. Lot coverage refers to the total lot area occupied by buildings and structures. Canopies and on-site buildings will count towards the overall lot coverage by this definition, but surface parking does not. The calculation for lot coverage must appear on the cover sheet of the Preliminary Plat and must comply with the standards below for APZ I-South and II-South:

- *Response: Acknowledged. We intend to use the full site (including Phase 2 area) in the calculation of total lot coverage, as discussed with Dan Osoba.*

B. Placetype

This property is within the Innovation District Placetype of the Aurora Places Plan. This Placetype typically includes office, light industrial and commercial service land uses located within a larger business park. A connected street network is key to provide access through and around the Placetype. As stated in 2C, this connectivity needs to be shown on the Master Plan and Preliminary Plat for the entire development.

- *Response: Connectivity has been shown, but no new roadways are proposed.*

C. Master Plan

The following list provides the required elements of a Master Plan found in Table 1.9 of the Master Plan Manual (previously referenced as the Framework Development Plan Manual). The Master Plan must be submitted before any individual Site Plans. Please reach out to the Planning Department if you have any questions in developing the Master Plan.

i. Land Analysis

- *Response: Acknowledged. We have followed the FDP Manual.*

ii. General Organization of Land Uses and Densities

- *Response: Acknowledged. We have followed the FDP Manual.*

iii. Vehicular and Pedestrian Circulation Network

- *Response: Acknowledged. We have followed the FDP Manual.*

iv. Open Space Network

- *Response: Acknowledged. We have followed the FDP Manual.*

v. Conceptual Drainage Plan

- *Response: Acknowledged. We have followed the FDP Manual.*

vi. Master Traffic Impact Study (See Traffic Engineering Comments in this letter)

- *Response: Acknowledged. We have followed the FDP Manual.*
- vii. Master Drainage Plan (See Civil Engineering Comments in this letter)
 - *Response: Acknowledged. We have followed the FDP Manual.*
- viii. Public Improvements Plan
 - *Response: Acknowledged. We have followed the FDP Manual.*
- ix. Public Elements
 - *Response: Acknowledged. We have followed the FDP Manual.*
- x. Design Themes (Urban, Landscape and Architectural Design)
 - *Response: Acknowledged. We have followed the FDP Manual.*

2. Development Standards

A. Dimensional Standards

The following setbacks shall apply to any structure within this development:

- i. From E-470: 100-feet
 - *Response: Acknowledged*
- ii. From Rome Way: 20-feet
 - *Response: Acknowledged*
- iii. From Any Other Property Line: 20-feet
 - *Response: Acknowledged*
- iv. Please note, these standards are the minimum distance required as a setback and may be superseded by landscape buffer requirements.
 - *Response: Acknowledged*
- v. The maximum height of this district is 60-feet but is also limited by the FAA Part 77 surfaces for military airports. Buckley Air Force Base will have the opportunity to review this application and provide comments during development review.
 - *Response: Acknowledged. Canopies are anticipated to be 15' high.*

B. Subdivision Standards

- i. Each lot or portion of the phased development within this property must have direct or indirect access to public or private streets. Indirect access may be provided through dedicated easements at the discretion of the city. Future development phases must have access meeting these requirements that are shown in the Master Plan.

- *Response: Acknowledged. Singular lot will have two access points onto S Rome Way.*

C. Access and Connectivity

- i. Connection to the shared drive access from the property to the north is required. This access must function as a street connection with sidewalks to provide through this site and connecting to S. Rome Way. These sidewalks may connect into the required trail connection from the E-470 High Plains Trail to the Plains Conservation Center trailhead just west of this property. Please see the diagram below illustrating these requirements. These accesses and connections must be illustrated on the Master Plan.

- *Response: We disagree that a street connection with function sidewalks is required across this singular lot. A pedestrian path along the northern boundary has been provided for the E-470 trail and PCC. A connection to the northern property for fire access has been provided as well. This strategy was discussed with Dan Osoba via email communication on 5/7/20.*

D. Parking, Loading, and Stacking

- i. On-site parking is required by Section 146-4.6 of the UDO. One (1) designated customer parking space is required per 50 storage spaces. Please provide this information in the Letter of Introduction submitted with the Site Plan. Handicap accessible parking is required based on Table 4.6-2 (page 212 of the UDO). The parking spaces dedicated for customer, employee, and handicap accessible parking must be identified on the Site Plan.

- *Response: Acknowledged. A total of 18 standard (17 customer, 1 employee) and 1 ADA spot have been provided.*

E. Building Design Standards

- i. Architectural and Urban Design standards must be illustrated in the Master Plan. This must include at least materials to be used, colors and column design for the canopies. The Master Plan must also include building design standards if there are any proposed buildings on-site. The architectural style, materials, colors, and overall design must be illustrated on the Master Plan. At a minimum, all architectural and building design standards must be compliant or exceed UDO requirements found in Section 146-4.8. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, four-sided building design, and permitted materials. Code requires that you incorporate material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs, and changes in parapet

height to improve the façade and create an inviting and attractive street presence. Buildings must be designed to create a clear base, middle, and cap, with specific instructions and tips for how this can be achieved in Section 146-4.8.5.C. Ground floor designs should support a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic. Code also requires that you use changes in the wall planes, both horizontally and vertically, at specific intervals and provide a variety of durable materials to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to prevent the back of house appearance.

- *Response: Architectural standards for commercial development do not appear to be applicable on this project.*

F. Exterior Lighting

- i. Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the plan and on building elevations. Lighting fixtures for canopies or similar structures must be flush-mounted or recessed above the lower edge of the canopy and shall be equipped with flat lenses. All luminaires must be extinguished within one-hour of close of business and remain extinguished until one hour before business opening. A maximum of 25-percent of the total light fixtures on-site may be illuminated during off-hours for security. Please show the lights that will remain on after hours on the Photometric Plan of the Site Plan. The Urban Design standards in the Master Plan must illustrate the typical lighting fixtures used within the property.

- *Response: Acknowledged.*

G. Signs

- i. Section 146-4.10 governs signage standards. Please review this section for complete details. Show the location of any monument signs on the plans and indicate the location of wall-mounted signs on the building elevations. The Master Plan must contain specific sign standards for this development. At a minimum, the standards in the Master Plan must comply with sign standards found in UDO Section 146-4.10.

- *Response: Acknowledged. Monument signs have been provided. Two types have been shown; the first type fronting Rome Way and the second type fronting E-470.*

3. Landscape, Water Conservation, Stormwater Management

For further information, please feel free to contact our Senior Landscape Architect, Kelly K. Bish, PLA, LEED AP. The general landscape comments on your proposal are listed below:

A. General Landscape Plan Comments

This development will require the preparation of a Framework Development Plan (FDP) that should include landscape standards that at a minimum meet and/or exceed those standards as outlined in the Unified Development Code (UDO). Refer to Section 146-4.7 Landscape, Water Conservation, Stormwater Management. In addition, refer to the Landscape Reference Manual for required landscape plan notes, tables and sheet set up. The landscape comments provided herein are based upon these documents. Please ensure that your landscape architect or designer has a copy of these as well as our project specific comments. The landscape plan shall include the necessary landscape tables for each of the required landscape treatments (i.e. standard right-of-way landscaping, street and non-street frontage buffers, building perimeter landscape tables etc.) to demonstrate compliance with code requirements.

■ *Response: Acknowledged.*

- i. Landscape Plan Preparation: Once the FDP has been approved, a site plan can be submitted that complies with the FDP standards. The site plan submission shall include a landscape plan. 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 submittal process must be prepared on 24" x 36" sheets 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.

■ *Response: Acknowledged.*

- ii. Sight Triangles – Include sight distance triangles per the Roadway Design and Construction Specifications document. All landscaping within the designated triangles shall not exceed 26" in height as measured from the roadway surface.

■ *Response: These have been included on the Site Plan drawings.*

- B. Section 146-4.7 Landscape, Water Conservation, Stormwater Management Requirements
The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Section 146-4.7. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

■ *Response: Acknowledged.*

- i. Curbside Landscaping. Refer to Section 146-4.7.5 Required Landscaping (C) Curbside Landscaping 2. a. Street trees shall be provided for that portion of the property frontage along South Rome Way a ratio of one (1) tree per 40 linear feet. When a detached walk and curbside landscape are provided according to Public Works street cross section requirements, street trees shall be provided within the designated curbside landscape area. When an attached walk is required, street trees shall be located from four to five feet from the back of walk, curb or pavement. Street trees shall be located 50' from the face of a stop sign to maintain regulatory sign visibility. Refer to Figure 4.7-2. Plantings permitted within the curbside landscape area vary depending upon the width required by the street cross section. Curbside landscape widths three feet or less may be rock mulch, no white rock is permitted. Curbside landscape widths four to six feet in width shall be shrubs, ornamental grasses and perennials at a ratio of one shrub/grass per 40 square feet of curbside landscape. Grasses may only be provided to a maximum of 40%. Shrubs and grasses must be five-gallon size at time of installation. For curbside landscapes six to ten foot in width, a combination of shrubs/grasses with native seed may be provided or all shrubs and grasses. Any curbside landscape areas ten feet in width or greater may be sod if desired. Sod may not be installed unless the curbside landscape is a minimum of ten feet wide.

■ *Response: Acknowledged.*

- ii. Landscape Street Buffers. A 10' wide landscape street frontage buffer is required along South Rome Way. This may be reduced to 6' when a landscape incentive feature as described in Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions is implemented. All buffers are measured inward from back of walk or from the right of way if no walk is provided. Landscape the street frontage buffer with one tree and ten shrubs per each forty linear feet of buffer length. Shrubs and ornamental grasses may not be substituted for trees in the buffer unless the applicant demonstrates to staff that the site is encumbered. Encumbrances shall include overhead and underground utilities, floodplain, easements or the like. If an encumbrance is present and the applicant wishes to use tree equivalents, then one 2.5" deciduous tree or 8'-10' evergreen tree is equivalent to 12 five-gallon shrubs or a 2" deciduous tree or 6' tall evergreen tree is equivalent to 10 five-gallon shrubs.

■ *Response: Acknowledged.*

- a. When over lapping landscape standards occur such as when building perimeter, detention/water quality and/or parking lot landscape requirements fall within the landscape buffer, they may be counted towards meeting the buffer requirements, however, the most restrictive requirements shall be met. Refer to Section 146-4.7.5 D. Street Frontage Landscape Buffers.

■ *Response: Acknowledged.*

- iii. Non-Street Perimeter Buffers. Provide a 20' wide non-street perimeter buffer along the northern property boundary. Buffers shall be provided in accordance with Table 4.7-2 Required Landscape Buffer Widths and Allowed Reductions and Section 146-4.7.5. E. Non-Street Perimeter Buffers. Buffer widths may be reduced from 20' to 18' with the installation of

 - a. specific landscape incentive features. Provide one tree and five shrubs per 40 linear feet with at least 30% of the tree species being evergreen. Plant material shall be chosen based upon their ability to provide appropriate screening and shall be selected to reach a mature height of no less than 5 feet. Perennials and shrubs with a height of less than five feet at maturity shall only be used as accents and may not count toward more than 25 percent of the buffer requirement. While Junipers are commonly used for buffer screening, alternative plant material shall be integrated that are better suited to winter snow loads and provide year- round visual interest. Refer to the zoning code for an alternative plant list.

■ *Response: Acknowledged.*
 - b. Landscaping shall be located on the exterior side of any fences or walls. If there is an existing fence along an adjoining property line and the applicant also wishes to install a fence, the city will work with the applicant on the best buffer alternative and likely, landscaping will be permitted to be located along the interior side of the lot.

■ *Response: Acknowledged.*
- iv. Special Landscape Buffers for Development Adjacent to E-470, Public Parks, Open Space and Trails. Refer to Section 146-4.7.5 H. While landscape requirements are typically administered by the Planning and Development Services Department, because this proposed application is adjacent to a Parks Recreation & Open Space Department (PROS) managed facility, these buffer requirements are overseen by PROS and any requests to deviate from these standards should be directed to that department. If the standards of this section conflict with other buffer requirements found within the UDO, the standards of this section shall apply.

 - a. The encroachment of buildings or portions of buildings including porches, patios, trash enclosures, dumpsters, parking lots and internal vehicular drives, sidewalks and detention and water quality pond infrastructure into landscape buffers is prohibited. The provision of trail connections is generally permitted through the buffers but shall be approved by PROS on a case by case basis and is based upon unique site conditions and alternatives to those impacts including mitigation measures.

■ *Response: Acknowledged.*

- b. A 25' wide buffer is required along the E-470 Multi-Use Easement as well as adjacent to the Plains Conservation Center along the western and southern boundary. The applicant shall work with the E-470 Authority when developing their FDP to determine whether the buffer may be provided within the multi-use easement or whether it shall be located outside the easement on the applicant's property. Reductions in the buffer width are not permitted. The buffer shall contain one tree and 10 shrubs per 25 linear feet of buffer as the site contains industrial development. The E-470 Authority has an approved trail design for this portion of the corridor and the applicant shall coordinate with the Authority to plan for the required buffer plant material.

■ *Response: Acknowledged.*

- c. In addition, because this project is proposed to be phased, the site plan and FDP shall provide timing for the installation of the southern buffer should the southern half of the development or Phase 2 be developed many years into the future. Coordination regarding timing shall be discussed with the PROS and Planning departments.

■ *Response: Acknowledged.*

- v. **Building Perimeter Landscaping.** Based upon the current proposal, any proposed buildings will require the installation of building perimeter landscaping. Landscaping is required when building elevations face public rights-of-way, residential neighborhoods, public open space, or whenever an entrance door is present. Landscape each elevation 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. Refer to Section 146-4.7.5 J. Building Perimeter Landscaping.

■ *Response: Acknowledged.*

- vi. **Outdoor Storage and Screening.** Per Section 146-4.7.8 B. 2.a. Service, Loading, Storage and Trash Area Screening Standards. All service, loading and storage areas visible from residences, public or private streets, public open spaces or trails shall be screened by fences, walls, berms, or any combination of those items with landscaping. Chain link fencing is not permitted for this purpose. If walls are used, they shall not exceed nine feet in height. Landscaping shall accompany all wall and fence screening on the exterior side. Landscaping shall consist of one tree and 10 shrubs per 40 linear feet. If required street and non-street frontage buffers overlap with the required outdoor storage screening as determined by Planning Department staff, additional plant material may not be required.

- *Response: We will use fencing to screen the site.*

- a. In addition, trash dumpsters and recycling bins placed on an existing or developing site must be enclosed and set back at least 12 feet from adjacent properties and be completely screened from public view from streets and adjacent properties. Screening shall include a minimum six-foot tall wall or opaque fence with exterior evergreen plantings.

- *Response: Trash dumpsters will be screened*

- vii. **Parking Lot Landscaping.** Interior and exterior parking lot standards should be followed for patron parking areas only. Outdoor storage of vehicles shall follow the above standards in addition to Section 146-4.7.5.K.6. Surface Parking Lots as a Primary Use. The perimeter of all 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 146-4.7.5 K.

- *Response: Parking will be screened via screening used for canopies.*

- a. A low continuous hedge between 3'-4' tall planted in a double row at 3 feet on center in a triangular pattern or;

- *Response: Parking will be screened via screening used for canopies.*

- b. A decorative masonry wall 3' tall in combination with landscaping.

- *Response: Parking will be screened via screening used for canopies.*

- c. Screening shall consist of a berm between 3'-4' tall with a maximum slope of 4:1 in combination with evergreen and deciduous trees and shrubs. Screening should be integrated with streetscape plantings whenever possible. If berms are not practical, then one of the following options shall provide equivalent screening:

- *Response: Parking will be screened via screening used for canopies.*

- d. Shrubs must reach a height of 3' at maturity and large shade and evergreen tree species and/or small tree or large shrub species shall be used as accents throughout the screen planting in conjunction with buffer and street frontage plantings to offset the horizontal lines of a typical shrub bed.

- *Response: Parking will be screened via screening used for canopies.*

- viii. Special Landscape Requirements at Entryways and Intersections. Distinctive landscape features should consist of specimen quality plant material that will provide visual interest during all seasons. Refer to Section 146-4.7.8 B. 2. This may be incorporated into your proposed signage, if any.

- *Response: Acknowledged.*

- ix. Irrigation. Refer to Section 146-4.7.3.C. All developments shall install an automatic irrigation system for landscape areas. To assess irrigation, tap fees, the City Water Department 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) 326-8819 in Aurora Water regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

- *Response: Acknowledged.*

4. Site-Specific Comments

A. Buckley Air Force Base

Buckley AID: Because this property is located within the Airport Influence Overlay District of Buckley Air Force Base (BAFB), the applicant must assure that an aviation 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 in accordance with Section 2.6.2 of the Unified Development Ordinance (UDO).

- *Response: Acknowledged. Aviation Easement form will be provided prior to second submittal of Site Plan documents.*

B. APZ I-S: This property is located in the Accident Potential Zone (APZ I-S). The applicant will need to comply with lot coverage, height restrictions, emissions release, hazardous materials restrictions, and other prohibitions required in Section 2.5.2 of the UDO.

- *Response: Acknowledged. We intend to use the full site (including Phase 2 area) in the calculation of total lot coverage, as discussed with Dan Osoba.*

C. 65 LDN subarea: The proposed development is also located within the LDN 65 subarea around Buckley AFB. Any structures where the public is received must provide and include noise level reduction measures in the design and construction in accordance with the requirements in Section 2.6.2.C of the UDO.

- *Response: Acknowledged.*

5. Adjustments

A. Major Adjustments

Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed and justified in the Letter of Introduction. They must also be listed on the cover sheet of the Master Plan/Preliminary Plat/Site Plan and any other sheets on which they are applicable. If an adjustment does not meet the limits for administrative approval under Section 146-5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.

■ *Response: Acknowledged.*

6. Submittal Reminders

A. CAD Data Submittal Standards

The city has developed CAD Data Submittal Standards for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. A digital submission meeting the CAD Data Submittal Standards is required before final mylars can be routed for signatures or recorded for all applications. Please review these standards and ensure that files are in the correct format to avoid future delays.

■ *Response: Acknowledged. CAD Data Submittal will occur after the first submission.*

B. 6B. PDF Requirements

The application will be uploaded through the city's development review website as separate PDFs. Please ensure that all AutoCAD SHX text items are removed from the "Comment" section during the PDF creation process and that the sheets are flattened to reduce ability to select items. PDFs will be rejected during pre-acceptance reviews if they do not comply with this requirement, which could result in delays.

■ *Response: Acknowledged.*

C. Mineral Rights Notification

Please fill out the Mineral Rights Affidavit and supply this document to your Case Manager with the application submittal.

■ *Response: This has been provided.*

Pre-Submittal Meeting

1. Contact the assigned Case Manager to schedule a pre-submittal meeting at least one week prior to submitting an application. At the pre-submittal meeting, staff will review the submittal

requirements, discuss the review timeline, provide a fee estimate, and review the process for uploading files and inputting adjacent property owners.

■ *Response: Acknowledged. This occurred on 6/22/20.*

2. Please note that a separate pre-submittal meeting is required with Real Property for the Subdivision Plat prior to application submittal. Please contact Real Property directly to schedule this meeting.

■ *Response: Acknowledged. This review occurred via email on 7/1/20.*

Community Participation:

1. Please work proactively with registered neighborhood organizations and adjacent property owners. Registered neighborhood organizations within a one-mile radius and adjacent property owners will formally be notified of the application when a submittal has been made to the Planning and Development Services Department.

■ *Response: Acknowledged.*

2. Neighborhood Services Liaison:

A. Scott Campbell is the neighborhood liaison for the project. He has put together a report attached to these notes listing the registered neighborhood organizations within one-mile of your proposed project and can assist in scheduling and facilitating meetings with community members. Please work with the organizations that express interest in your project to address comments and mitigate concerns.

■ *Response: Acknowledged. We will work with organization who are concerned with the development.*

B. All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and procedures can be properly addressed. The Case Manager will record any project-related commitments that are made to the community at these meetings.

■ *Response: Acknowledged.*

C. Additional information about the Neighborhood Liaison Program can be found on the Neighborhood Services page of the city website.

■ *Response: Acknowledged.*

PARKS, RECREATION & OPEN SPACE DEPARTMENT (PROS)

1. Special Landscape Buffer:

- A. Your project abuts the Plains Conservation Center (PCC) to the west and south. No encroachment or construction access shall be permitted on this city-owned open space.

■ *Response: Acknowledged.*

2. Special Landscape Buffer:

- A. A special landscape buffer shall be required along the common boundary with the PCC. Built improvements, including fencing and walls, shall be set back 25' from the property line. The buffer shall be planted with plant material consistent with the adjacent native prairie in accordance with specifications provided by PROS. Generally, the landscape shall be drill seeded with a PROS-approved grass seed mix supplemented with native grass plugs and Yucca and Rabbitbrush plantings.

■ *Response: Acknowledged.*

3. Fencing:

- A. The standard PCC fence, a 5' high galvanized wire fabric fence mounted to 6" diameter wooden posts, may be required along the common boundary with the PCC. A determination of whether the fence will be required shall be made after review of the proposed design and type of security fencing/wall for the storage facility. If required, the fence shall be installed along the inner edge (private property side) of the property line.

■ *Response: Acknowledged. We await your responses.*

4. PCC Gated Access:

- A. There is a vehicular access at the end of existing S Rome Way for PCC maintenance/management purposes. Continuation of gated access must be accommodated. The proposed modification of and improvement to the street shall be coordinated with PROS if any relocation is required.

■ *Response: This driveway has been maintained. No curb / gutter are proposed in front of this vehicular access.*

5. High Plains Trail:

- A. Your project is adjacent to E-470 and the Multi-Use Easement (MUE) within which the E-470 Public Highway Authority will be constructing the High Plains Trail. Because of the future presence of this public regional trail, a 25' wide special landscape buffer shall be required along the eastern edge of your property.

■ *Response: Acknowledged. This 25' buffer has been provided within our property outside of the MUE.*

- i. PROS will allow this buffer to extend beyond your property and encroach into the MUE if permitted by the Authority. Coordinate with Authority staff to explore whether this will be possible. Decisions about the specific landscape to be planted in the buffer shall be made after consultation with the Authority and input received from Planning & Development Service Department staff regarding minimum screening requirements.
 - *Response: Acknowledged. This option is not utilized at this time.*
 - ii. Refer to the Authority's construction drawings for the regional trail to ensure there will be no conflicts between the trail and your proposed improvements, such as the detention pond outfall and any potential landscaping.
 - *Response: The construction is on-going. Coordination is on-going with the Authority at the time of this submission.*
 - iii. A local trail connection shall be provided through your property along the northern property line to serve the trailhead parking lot at the end of S Rome Way. This trail shall be permitted to be within the required perimeter buffer as long proposed site conditions and the landscape plan are suitable for this use without compromising trail user safety or the spirit of the intent of the buffer.
 - *Response: A 10' wide path (with 2' shoulders either side) has been provided along the northern boundary edge. We request PRO's recommendation for what type of pavement they would like to see within the pathway (asphalt, concrete, compact earth, etc)*
6. Bald Eagle Nest:
- A. This project is located within ½ mile of an active bald eagle nest. Care shall be taken not to interfere with or impact the eagle population's care and welfare. Seasonal restrictions for construction may apply, such as restricting disturbance from October 15 through July 31. Coordination with the Colorado Parks and Wildlife may be required. Please refer to cpw.state.co.us for more information.
 - *Response: We will work with Colorado Parks and Wildlife when we get into construction.*

AURORA WATER

- 1. 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.
 - *Response: Acknowledged.*
- 2. Key Issues:

- A. A water main will need to be looped throughout your site. A license agreement will be required where water crosses proposed gate for the site. See Life Safety comments for placement and spacing of hydrants.

- *Response: Water main has been looped. See Utility Report provided as part of Master Plan.*

- B. Only one connection to the 24" steel line along E470 will be permitted. This connection will need to be coordinated with the proposed regional trail, future grades for sufficient cover, and the proposed special landscape buffer.

- *Response: Acknowledged. Coordination with the proposed regional trail is on-going.*

- C. Water and Sanitary Sewer within Rome Way. Mains will need to provide frontage to office and dump tanks for RV's

- *Response: Acknowledged.*

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

- *Response: Acknowledged.*

3. Utility Services Available:

- A. Water service may be provided from: Rome Way and 24" along E470

- *Response: Acknowledged*

- B. Sanitary sewer service may be provided from: Rome Way

- *Response: Acknowledged*

- C. Project is located on Map Page 14T.

- *Response: Acknowledged.*

4. Utility Service Requirements:

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

- *Response: Acknowledged. This has been provided.*

- i. Public/Private Mains

- *Response: Acknowledged.*

- ii. Service Lines

- *Response: Acknowledged.*

iii. Water Meters

- *Response: Acknowledged.*

iv. Fire Suppression Lines

- *Response: Acknowledged.*

v. Fire Hydrants necessary to service your development

- *Response: Acknowledged.*

vi. Grease Interceptors are required for commercial kitchens

- *Response: No commercial kitchens proposed.*

vii. Sand/Oil Interceptors are required for vehicle maintenance facilities

- *Response: No sand/oil interceptor has been provided at this time. Aurora Water to confirm if vehicle washing bay is considered a vehicle maintenance facility.*

viii. All utility connections in the arterial roadway are required to be bores.

- *Response: No connections with arterial roadway required.*

B. 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).

- *Response: Acknowledged.*

5. Utility Development Fees:

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

- *Response: Acknowledged.*

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

- *Response: Acknowledged.*

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

- *Response: Acknowledged.*

PUBLIC WORKS DEPARTMENT

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

- *Response: Acknowledged.*

2. Key Issues:

- A. A Master Traffic Impact Study is required for this development. See below for additional information.

- *Response: Acknowledged. Traffic Impact Study has been provided.*

- B. Additional improvements at Jewell Avenue may be required to meet City Standards.

- *Response: Acknowledged. This intersection has been addressed within Traffic Report.*

- C. Gates are required to be setback from Public road flowline a minimum of 35-feet or longest expected vehicle. If the gating system swings, it shall swing into the site.

- *Response: Acknowledged.*

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

- *Response: Acknowledged.*

4. Label the access movements on the Site Plan.

- *Response: Acknowledged. These have been provided within Circulation Plan as part of FDP.*

5. Objects and structures shall not impede vision within these sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with City of Aurora Standard Traffic Detail TE-13 In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in City of Aurora Standard Traffic Detail TE-13.3.

- *Response: Acknowledged.*

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

- *Response: Acknowledged.*

ROW/Plat:

1. Designate a Public Access Easement along private roadways.

- *Response: Acknowledged.*

Improvements:

1. Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Add the following note to the Site Plan & Preliminary Plat:

- *Response: Acknowledged.*

- A. The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards, and shown on the signing and striping plan for the development.

- *Response: Acknowledged.*

2. A Master Traffic Impact Study update will be required for this site which will include addressing the following specific items:

- A. Existing, buildout and 2040 average daily traffic counts.

- *Response: Acknowledged. This has been provided.*

- B. Include detailed analysis of:

- i. All site access points to Rome Way
 - a. Intersection control

- *Response: Acknowledged.*

- ii. Intersection of Jewell Avenue at Rome Way
 - a. CDOT SHAC auxiliary lane review

- *Response: Acknowledged.*

- b. LOS analysis

- *Response: Acknowledged.*

- C. Signal Warrant Analyses of Jewell Avenue & Rome Way – Warrant 1,2,3 all to be included (collect 72 hr. tube counts for analysis)

■ *Response: Acknowledged.*

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

■ *Response: Acknowledged.*

4. Submitting the Traffic Study:

- i. The Traffic Study shall be sent directly to Brianna Medema at bmedema@auroragov.org as soon as possible.

■ *Response: Acknowledged.*

- ii. The Traffic Study shall also be uploaded with the rest of the submittal.

■ *Response: Acknowledged.*

5. Based on our review of the Traffic Impact Study, additional improvements may be required, especially at the intersection of Rome Way at Jewell Avenue.

■ *Response: Acknowledged.*

Engineering Division

1. 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.

■ *Response: Acknowledged.*

2. Key Issues:

- A. A new master drainage plan is required. Usually a master drainage report is required. In this case, a preliminary drainage report will suffice and can be submitted with the master plan. If the site plan is not submitted with the master plan, an amendment to the preliminary drainage report may be required based on any required site modifications.

■ *Response: Acknowledged. This has been provided.*

- B. A public improvement phasing plan shall be submitted with the master plan. This includes the improvements to Rome Way. The section established with the master plan to the north shall be continued to the south, with an appropriate public turn around (cul-de-sac). The section used was a Local Type 3 (68' ROW). Improvements to Rome Way include pavement, curb and gutter, a 5.5' detached sidewalk, curbside landscaping and street lights.

- *Response: Rome Way will be improved to a Local Type 3. 4' of ROW will be dedicated along this section of roadway.*

Improvements:

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

- *Response: Acknowledged.*

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

- *Response: Acknowledged.*

- 3. 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.

- *Response: Type 3 roadway has been used here. 6" vertical curb and gutter proposed.*

- 4. 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. Any street grades in excess of three percent will require detailed grading of the curb ramps.

- *Response: Acknowledged.*

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

- *Response: Acknowledged.*

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

- *Response: Acknowledged.*

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

- *Response: Acknowledged. No retaining walls proposed.*

8. If gates are incorporated into the design of the development they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.

- *Response: Acknowledged.*

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

- *Response: Street lights have not been provided along Rome Way previously. Therefore, no street lights are proposed along the extension of Rome Way.*

ROW/Easements/Plat:

1. Additional ROW dedication is required for Rome Way to meet the local Type 3 (68' ROW) standard.

- *Response: 4' ROW dedication has been provided. This will allow for an interim build-out of the roadway. The sidewalk along the western side of the roadway will need to be provided after the adjacent property owner dedicates 4' of ROW along their boundary.*

2. 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. Sidewalk easements may be required for new sidewalk installed.

- *Response: Acknowledged.*

- B. A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.

■ *Response: Acknowledged.*

- C. Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.

■ *Response: Acknowledged.*

- D. Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

■ *Response: Acknowledged.*

Drainage:

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

■ *Response: Acknowledged.*

2. Per Section 138-367 of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the preliminary drainage report. The site plan will not be approved until the preliminary drainage report is approved. Full spectrum detention is required for this project.

■ *Response: Acknowledged.*

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

■ *Response: Acknowledged.*

4. 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.

- *Response: Acknowledged.*

5. Release rate for the detention pond shall be based upon the "Storm Drainage Design and Technical Criteria" Manual, latest revision.

- *Response: Acknowledged.*

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

- *Response: Acknowledged.*

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

- *Response: Acknowledged.*

8. Storm sewer system does not extend to this site.

- A. Extend storm sewer to this site; or

- *Response: Acknowledged.*

- B. Discharge onto the street through a chase; or

- *Response: Acknowledged.*

- C. Discharge onto the adjacent property in accordance with historic drainage patterns or existing approved drainage study.

- *Response: Acknowledged.*

Fire/Life Safety Comments - Building Division

1. 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.

- *Response: Acknowledged.*

2. Key Issues:

- A. This site will be responsible to establish a future secondary access point and public water line extension (fire lane and utility easement) in the northeast corner of this property. This will promote two points of emergency access to this site once all development is completed to the north of this site and east of Rome Way. This requirement will also be needed for the future phase of construction.

- *Response: An emergency access point has been provided in the northeast of the site. This will give a total of 3 access points to the site.*

- B. Fuel Storage Not allowed: Due to the Accident Potential Zone (APZ) this site cannot install above- ground or below-ground fuel storage systems.

- *Response: Acknowledged.*

Addressing Requirements:

1. All buildings or structures, except accessory buildings, shall display the proper building number in the manner provided in this article. It shall be the responsibility of the owner, occupant or any person obtaining a building permit to place such number in the manner provided in the Aurora City Code of Ordinance, Chapter 126 - Article VII - Numbering of Buildings.

- *Response: Acknowledged.*

Adopted Codes by the City of Aurora – Setbacks:

1. The site plan and civil plans must reflect the setback requirements of the 2015 International Building and Fire Code for placement of the structure(s) in relation to adjacent buildings, property lines, public ways, accessible walkways, etc. To view the 2015 International Codes please utilize the following hyperlink; ICC Codes Online.

- *Response: Acknowledged.*

Civil Plans:

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

- A. Dead-End Fire Lane Detail

- *Response: Acknowledged. No dead end fire lanes are on the project.*

- B. Fire Lane Sign Detail

- *Response: Acknowledged.*
- C. Grading Plan
 - *Response: Acknowledged*
- D. Handicap Accessible Parking Signs
 - *Response: Acknowledged*
- E. Sign Package
 - *Response: Acknowledged*
- F. Signature Block
 - *Response: Acknowledged*
- G. Street Standards and Street Section Details
 - *Response: Acknowledged*

Emergency Responder Radio Coverage: (Office Building)

1. The 2015 International Fire Code requires all buildings to be assessed for adequate emergency responder radio coverage.
 - A. The 2015 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC). At the time the structure is at final frame and final electrical inspections, the general contractor (GC) will be required to hire an approved and qualified independent 3rd party to assess the radio frequency levels within the structure. Once completed, the 3rd party will provide the results of the test to both the GC and the Aurora Building Division as to whether the structure passed or failed the preliminary radio surveillance. A structure that has passed this surveillance requires no further action by the GC. A failed radio surveillance will require a licensed contractor to submit plans to the aurora building division to obtain a building permit for the installation of an ERRC system prior to installation. This assessment and installation is at the owner or developers expense. Future interior or exterior modifications to the structure after the original Certificate of Occupancy is issued will require a reassessment for adequate radio frequency coverage.
 - *Response: Acknowledged.*

Fire Department Access:

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

A. Fire Lane Easement

- *Response: Acknowledged.*

B. Outdoor Storage Yards

- *Response: Acknowledged.*

Fire Hydrants:

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

- *Response: Acknowledged. We have used a max hose run of no more than 600' (following along the drive aisles)*

Fire Sprinkled Structures:

1. The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2015 IFC and IBC.

Response: See below:

2. General Comments:

- A.** Based on the size of the proposed use of the structure it does appear that a fire sprinkler system would be required.

- *Response: It was requested from Mike Dean on 4/29/20 classification of structures in terms of sprinkling requirement. This email was never responded too, and therefore we request the following information be provided as part of the first round of review comments. The site is classified as S-1. Questions for Mike:*
 - *Does Mike classify these as commercial vehicles, or are they considered private vehicles? We suggest the are classified as private vehicles for the purposes of Section 903.2.9 of the IFC. As such, we only believe sprinkling should be required for buildings exceeding 12,000 ft2.*
 - *We would consider reducing the canopy sizes to be less than 12,000 ft2 (and using open air storage RV storage in between) to avoid sprinkling the canopies. As such, what separation requirement would the project need to meet in order for each canopy to be considered a separate structure?*

Gated Entry:

1. The installation of any gating system will require a City of Aurora licensed contractor to obtain a building permit through the Aurora Building Division prior to the start of any work. This would be considered a structural, life safety and electrical review within the Building Division that is conducted on behalf of the Fire Chief.

■ *Response: Acknowledged.*

- A. If a gating system is to be installed at a site access point, it must be set back from the flow line of the street at least 35 feet or one design vehicle length, whichever is larger, and be approved by the City of Aurora's Fire and Life Safety department. Gating systems located within close proximity to public right-of-way (ROW) may also be assessed by the City of Aurora Traffic Manager or designee and could require a traffic analysis to determine the appropriate distance of gating system to said flow line of ROW. Where a gating system crosses a dedicated or designated fire access roadway please reference the Security Gates section of the latest edition of the International Fire Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the Fire Chief (designated Fire Chiefs representative).

■ *Response: Acknowledged.*

- B. A separate building permit is required for the installation of any gating system that may obstruct fire department access to the internal areas of a site. Prior to construction please submit plans and specifications of your proposed gating system to the Aurora Building Division. If you have any questions, please contact a Fire/Life Safety representative by calling 303-739-7420.

■ *Response: Acknowledged.*

Handicap Accessibility Requirements:

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

- A. Commercial

■ *Response: Acknowledged.*

Knox Hardware:

1. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an accessible location.

■ *Response: Acknowledged.*

Legend:

1. The cover sheet must include a "Site Plan Legend" reflecting both existing and/or proposed site elements that are existing or proposed within site.

■ *Response: Acknowledged.*

Loading and Unloading Areas:

1. The site plan must show the location of the loading and unloading areas. These areas must not encroach into the dedicated or designated fire lane easement.

■ *Response: No loading areas proposed for this site.*

Phasing Plans:

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

■ *Response: Acknowledged. Phasing has been shown on the Site Plan.*

Photometric Plan:

1. Add the following note to the Photometric Site Plan:
ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015 INTERNATIONAL BUILDING CODE REQUIREMENT FROM SECTION 1006 - MEANS OF EGRESS ILLUMINATION. SECTION 1006. ILLUMINATION REQUIRED: THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING IS OCCUPIED. SECTION 1006.2 ILLUMINATION LEVEL. THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL NOT BE LESS THAN 1 FOOT-CANDLE (11 LUX) AT THE FLOOR LEVEL AND CONTINUING TO THE "PUBLIC WAY".

■ *Response: Acknowledged.*

2. Add the "accessible route" (heavy dashed line) to the photometric plan and verify minimum 1 foot-candle of illumination along its entire length.

■ *Response: Acknowledged.*

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

1. The notes being provided below must be included on the cover sheet of the indicated submittal type.
 - A. (Plat Note) If Plat Contains Fire Lane Easement
 - *Response: Acknowledged.*
 - B. (Site Plan Note) Access Control Gate or Barrier Systems
 - *Response: Acknowledged.*
 - C. (Site Plan Note) Accessibility Note for Commercial Projects
 - *Response: Acknowledged.*
 - D. (Site Plan Note) Addressing
 - *Response: Acknowledged.*
 - E. (Site Plan Note) Aircraft Noise Reduction (LDN)
 - *Response: Acknowledged.*
 - F. This area is within a noise mitigation area. Sec. 22-425
 - *Response: Acknowledged.*
 - G. (Site Plan Note) Americans with Disabilities Act
 - *Response: Acknowledged.*
 - H. (Site Plan Note) Emergency Ingress and Egress
 - *Response: Acknowledged.*
 - I. (Site Plan Note) Emergency Responder Radio Coverage
 - *Response: Acknowledged.*
 - J. (Site Plan Note) Fire Lane Easements

- *Response: Acknowledged.*

K. (Site Plan Note) Fire Lane Signs

Site Plan Data Block:

1. The site plan must include a “Data Block” on the cover sheet that reflects all items indicated within the “link” that apply to your project.

- *Response: Acknowledged.*

Special Design Considerations:

1. 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.

- *Response: Acknowledged.*

A. Abutting Fire Lane or Public Access Easement to Property

- *Response: Acknowledged.*

- i. If an existing fire lane or public street has to be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.

- *Response: Rome Way is being improved along the property boundary.*

B. Access to within 150 feet of Each Structure

- *Response: This has been provided.*

- ii. See the 2015 IFC, Section 503.1.1 that discusses fire access requirements to within 150' of “facilities” such as your outdoor storage yard.

- *Response: Acknowledged*

2. Access Road Width with a Hydrant

- *Response: Acknowledged.*

3. Fire Apparatus Access Road Specifications

- *Response: Acknowledged.*
- 4. Combined Fire Lane, Public Access and Utility Easements
 - *Response: Acknowledged.*
- 5. Construction of Fire Lane Easements and Emergency Access Easement
 - *Response: Acknowledged.*
- 6. Cul-De-Sac's
 - *Response: Acknowledged.*
- 7. Dead-end Fire Apparatus Access Roadways
 - *Response: No dead end fire roads*
- 8. Dead-End Public Streets
 - *Response: Ends in a cul de sac.*
- 9. Encroachment into Emergency Access or Fire Lane Easements are Prohibited
 - *Response: Acknowledged.*
- 10. Grade
 - *Response: Acknowledged.*
- 11. Labeling of Easements on the Site Plan, Plat and Civil Plans
 - *Response: Acknowledged.*
- 12. License Agreement
 - i. Construction of fire lanes using alternative surfacing materials other than asphalt and concrete and/or installations of gating systems crossing a dedicated fire lane easement will require a license agreement though Real Property.
 - *Response: Acknowledged.*
- 13. No Parking is allowed within a Fire Lane Easement
 - *Response: Acknowledged.*
- 14. Pocket Utility Easements for Fire Hydrants
 - *Response: Acknowledged.*
- 15. Public Street Systems Adjacent to Site
 - *Response: Acknowledged.*

16. Remoteness

- *Response: Acknowledged.*

17. Speed Bumps

- *Response: Acknowledged. No speed bumps proposed.*

18. Snow Removal Storage Areas

- *Response: Acknowledged.*

19. Width and Turning Radius

- *Response: Acknowledged.*

Trash Enclosure:

1. 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.

- *Response: Acknowledged.*

Real Property Division

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

- *Response: Acknowledged.*

Subdivision Plats:

1. The property has never been platted and shall be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications provided in our most current Subdivision Plat Checklist. Plat review may run concurrently with your other Planning Department submittals.

- *Response: Acknowledged. Plat has been submitted as part of this submission.*

2. A pre-submittal meeting with Real Property is required on all plat submittals so our team may verify that basic elements have been addressed before they are submitted to Planning. This 30-minute meeting is for the 1st submittal of plats only and is by appointment only. Call Darren Akrie

at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend the meeting. Please bring two sets of the plat.

- *Response: Pre-submittal meeting occurred with Darren on 6/30/20, via email.*

Site Plans:

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

- *Response: Acknowledged.*

Separate Documents:

1. 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 which will require a separate document. Following are the links to additional information if needed later in your formal review process:

- *Response: Acknowledged.*

A. Dedications Packet

- *Response: Acknowledged.*

B. License Agreement Packet

- *Response: Acknowledged.*

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

- *Response: Acknowledged.*

3. 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.

■ *Response: No easements proposed to be released.*

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

■ *Response: No encroachments into City property anticipated.*

5. If applicant is proposing to apply for a street vacation then this will start with the planning department before applying for the vacation please consult with Aurora Water, PROs, Planning and Public Works to see if this is feasible. Street vacations must go to City Council via ordinance. The process begins with the owner making application to the Planning Department. As part of that application, Real Property will need a legal description and exhibit for the portion of the street being vacated prepared to our specifications. The specifications on how to prepare the legal description and exhibit are available in the Dedications Packet.

■ *Response: No street vacation is proposed.*

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

■ *Response: Acknowledged. We seek further clarification from the City if street lights are required.*

STEP II – CONSTRUCTION DOCUMENT PHASE

1. 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.

■ *Response: Acknowledged.*

Civil Engineering Plans

1. Civil Construction Plans are required for your project as proposed and shall be submitted electronically.

■ *Response: Acknowledged.*

2. Use of the Batch Standards Checker Tool is requested for this project.
 - *Response: Acknowledged.*
3. Civil Engineering Plan Review (see links below for additional information):
 - *Response: Acknowledged.*
4. Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre- submittal meeting with Christopher Eravelly at 303.739.7457. 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. The engineer shall fill out the checklist and bring it to the pre-submittal meeting.
 - *Response: Acknowledged.*
5. Civil Construction Document Plan Set generally includes the following plans:
 - A. Stormwater Management Plan
 - *Response: Acknowledged.*
 - B. Final Drainage Plan/Report
 - *Response: Acknowledged.*
 - C. Final Grading Plan
 - *Response: Acknowledged.*
 - D. Utility Plan and Profiles
 - *Response: Acknowledged.*
 - E. Street Plan and Profiles
 - *Response: Acknowledged.*
 - F. Signing and Striping Plan
 - *Response: Acknowledged.*
 - G. Street Lighting Plan
 - *Response: We seek clarification for this requirement. It is noted that no street lights were added on the recently improved section of S Rome Way. Are they required for extension of S Rome Way we are showing?*

6. Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.

- *Response: Acknowledged.*

Aurora Water

1. Utility Plans will be required with the Civil Engineering Plans:

- *Response: Acknowledged*

- A. Utility Plans shall be prepared in accordance with the Utility Manual

- *Response: Acknowledged.*

- B. Utility Plans must be approved prior to obtaining building permits

- *Response: Acknowledged.*

- C. Utility Plans must include:

- i. Fixture Unit Table and Meter Sizing Tables

- *Response: Acknowledged.*

- ii. Water Service and Water Meter locations

- *Response: Acknowledged.*

- iii. Sanitary Sewer Service Lines

- *Response: Acknowledged.*

- iv. Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.

- *Response: Acknowledged.*

- D. Cross Connection Control Devices are required for:

- i. Fire Service Lines

- *Response: Acknowledged.*

- ii. Commercial and Domestic Water Service Lines.

- *Response: Acknowledged.*

- iii. These devices are required to be located within the building or within a heated and drained vault after the water meter.

- *Response: Acknowledged.*

Construction Stormwater Quality Requirements:

1. 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.

- *Response: Acknowledged.*

2. 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.

- *Response: Acknowledged.*

PUBLIC WORKS DEPARTMENT

1. 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.

- *Response: Acknowledged.*

Traffic Division

1. Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.

- *Response: Acknowledged.*

- A. The Construction Documents shall include Signing and Striping Plan, a Traffic Signalization Plan (if warranted for build year), and Traffic Control Plans. If lane closures are required per

the Traffic Control Plans, occupancy fees will apply. The calculation for these fees are available on the City's website or in the Development Handbook.

■ *Response: Acknowledged.*

- B. Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from Jewell Ave and not through the adjacent residential neighborhood(s).

■ *Response: Acknowledged.*

Engineering Division

- 1. All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Management Plan (SWMP) 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.

■ *Response: Acknowledged.*

- A. The SWMP shall be developed by applying the permanent water quality "best management practices" described in Volume 3 of the USDCM. The SWMP 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.

■ *Response: Acknowledged.*

- 2. A drainage easement is required for stormwater quality detention ponds. This easement shall connect to an access easement that ties to public right of way for access to the facilities. These easements shall be executed prior to the approval of the Civil Plans.

■ *Response: Acknowledged.*

- A. 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.

■ *Response: Acknowledged.*

3. The civil plans will not be approved until the preliminary drainage report/letter is approved and the plat is ready for recordation.

■ *Response: Acknowledged.*

Roadway Design and Construction Specifications:

1. Roadway construction shall conform to the "City's Roadway Design and Construction Specifications" latest edition.

■ *Response: Acknowledged.*

2. 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 Marshal) and the City Engineer.

■ *Response: Acknowledged. The secondary access to the north is proposed to be landscaped / grassed area.*

Building Division Comments:

1. 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.

■ *Response: Acknowledged.*

2. 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.

■ *Response: Acknowledged.*

Permit Types:

1. Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type.
 - A. Commercial Permits
 - *Response: Acknowledged.*
 - B. Limited Plan Permits
 - *Response: Acknowledged.*
 - C. Additional Building Construction Plan Checklists: Based on the information provided, you may also need the following Checklists:
 - *Response: Acknowledged.*
 - D. Modular, Construction Trailer, Mobile Home
 - *Response: Acknowledged.*
 - E. Solar Photovoltaic Systems Commercial
 - *Response: Acknowledged. No Solar anticipated at this time.*
2. Fire
 - A. Gating Systems across Fire Apparatus Roads
 - *Response: Acknowledged.*
 - B. Knox Box
 - *Response: Acknowledged.*
 - C. Knox Box Rapid Entry
 - *Response: Acknowledged.*

Key Issue:

1. It is recommended that a preliminary meeting be scheduled with your design team and the Aurora Building Division prior to formal submittal of building construction plans. This meeting gives both the applicant and city staff the ability to clarify online submittals requirements, code requirements and interpretations to ensure mutual compliance with our currently adopted codes.

- *Response: Acknowledged.*

Accessibility:

1. The City of Aurora enforces handicapped accessibility requirements based on 2015 IBC, Chapter 11, and the 2009 ICC 117.1.

- *Response: Acknowledged.*

Adopted Codes by the City of Aurora:

1. 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

- *Response: Acknowledged.*

Building Division General Comments:

1. The function of the Building Division in the development process involves assistance with building code questions. This “link” will provide answers to the most typical initial questions concerning the role of the Building Division.

- *Response: Acknowledged.*

2. Change of Occupancy: A change of occupancy is when there is a change in the building's use that would change the way the building code classifies the building's use. Whenever the use of any part of a building change from one occupancy classification to another, then a change of occupancy permit is required. Also, for commercial buildings, a building permit is needed to make any changes to a building beyond wallpapering, painting, or similar finish work. A building permit is also required to change the use of a building, even where no alterations are planned. Call the Building Department for more information at 303.739.7420.

- *Response: Acknowledged.*

Checklist for Plan Review Submittals:

1. The Aurora Building Division has established a number of checklists that reflect specific construction plan submittal and permit requirements. A copy of these checklists can be obtained

through the City of Aurora website or by clicking on the link provided in the original document provided.

- *Response: Acknowledged.*

Day-Night Sound Level (LDN or DNL):

1. C.O.A Building and Zoning Code, Section 22-425 through 22-434 provides three methods for residential and commercial building design/construction to comply with the aircraft noise reduction criteria of this Code.

- *Response: Acknowledged.*

Geographic Design Criteria:

1. New construction must adhere to the climatic and geographic design criteria provided using the hyperlink above.

- *Response: Acknowledged.*

2. Occupancy Specific Building Code Requirements:

Based on the information provided, your building occupancy or occupancies are as follows.

- A. B Occupancy - A building or structure or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Building or tenant space used for assembly purposes by fewer than 50 persons may be considered a Group B occupancy.

- *Response: Acknowledged.*

- B. U Occupancy - Buildings and structures of any accessory character, and miscellaneous structures not classified in any specific occupancy.

- *Response: We have proposed this site classification as S-1 for IFC requirements.*

Request for Modification or Alternative Material:

1. Per the 2015 IFC, Section 104.10 and 104.10.1, whenever there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements.

- *Response: The canopies will be open on all four sides, acting as open-air coverings. As such, we propose that automatic sprinklering should not be required within these structures.*

Real Property Division

1. 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.

- *Response: Acknowledged.*

STEP III – CONSTRUCTION PHASE

1. 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.

- *Response: Acknowledged.*

Aurora Water

1. Utility Connection Fees:

- *Response: Acknowledged.*

- A. Water Service Connection Fee

- *Response: Acknowledged.*

- B. Metro Sanitary Sewer Connection Fee

- *Response: Acknowledged.*

- C. Sanitary Sewer Connection Fee

- *Response: Acknowledged.*

2. 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.

- *Response: Acknowledged.*

- A. Wet Tap Fees:

- i. Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.
 - *Response: Acknowledged.*
- B. Irrigation Water Meter Fees:
 - i. Will be calculated in accordance with the City Ordinance for irrigated common areas in Single- Family Detached and Commercial areas.
 - *Response: Acknowledged.*
 - ii. The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations.
 - *Response: Acknowledged.*
- C. For a full listing of Utility Fees, please see the Aurora Water Fee Schedule.
 - *Response: Acknowledged.*

PUBLIC WORKS DEPARTMENT

Engineering Division

1. 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 5.01.2.02 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. Please note the requirement for composite pavement sections in Section 5.00. Also, streets are required to have French drains (for concrete pavements and bituminous composite pavement sections) at the back of curb at low points in the streets and be extended 100-feet on both sides of the low point, unless the geotechnical pavement design report indicates the presence of high ground water. Then, the French drains shall be extended in accordance with the recommendations of the pavement design report.

- *Response: Acknowledged.*

2. 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.

- *Response: Acknowledged.*

3. Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:

- A. local road

- *Response: Will be improved, as below.*

- B. one-half of all streets abutting subdivided or platted land, including any required offsite transitions back to existing street sections

- *Response: S Rome Way will be improved as shown on the site plan drawings.*

- C. fire lanes

- *Response: Acknowledged.*

- D. curbs, gutters, curb ramps, and sidewalks

- *Response: Public sidewalks will provided along the project side of S Rome Way*

- E. sanitary sewer mains, including laterals to each lot line

- *Response: Acknowledged.*

- F. storm drainage

- *Response: Acknowledged.*

- G. detention and water quality facilities, including necessary structures

- *Response: Acknowledged.*

- H. street lighting

- *Response: We seek clarification for this requirement. It is noted that no street lights were added on the recently improved section of S Rome Way. Are they required for extension of S Rome Way we are showing?*

- I. water mains, hydrants and valves

- *Response: Acknowledged.*

J. tree plantings and landscaping

■ *Response: Acknowledged.*

K. repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

■ *Response: Acknowledged.*

Building Division

4. Key Issues:

A. Once the building permit is issued it is recommended that the General Contractor (GC) schedule a pre-construction meeting through the Office of Development Assistance Project Manager. The meeting will consist of the Public Improvement Supervisor, Building Division Inspector Supervisors, and a Fire/Life Safety Supervisor. These meeting are highly beneficial to both the GC and city staff in addressing inspection requirements that assist in obtaining a TCO or CO in a timely manner.

■ *Response: Acknowledged.*

B. No Building Division comments are being provided since no new construction is associated to an amendment to the framework development plan.

■ *Response:*

Construction Permits:

1. Please click on the link provided for a listing of required construction permits.

■ *Response: Acknowledged.*

2. Fire Safety during Construction, Alteration or Demolition of a Building:

■ *Response: Acknowledged.*

3. Utilize the requirements of the 2015 IFC, Chapter 33 for both construction and demolition of any structure within your site. To obtain a full copy for fire department access and water supplies to a construction site, please call the Building Department at 303.739.7420.

■ *Response: Acknowledged.*

Secondary Access Roadways during Construction:

1. Please click on the “link” provided for requirements for fire department access during construction.

■ *Response: Acknowledged.*

Single Points of Access through an Adjacent Jurisdiction:

1. Providing only one point of access through another jurisdiction is not an acceptable operational position for the City. Please click on the “link” provided to obtain the full requirements associated to concern.

■ *Response: Acknowledged.*

PRE-APPLICATION CONFERENCE

1. Listed on page 33 of the original notes are the neighborhood associations that are currently registered With the Neighborhood Support Division Within one 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 Nanning Department Tie comment card allows neighborhood organizations to share their concerns about the application prior to Manning Commission. Since the neighborhood list is updated frequently, it is recommended if you submit your application to the Planning any time after 30 days today's date. you should Obtain anew, Current list, Your have 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 encouraged but to setup a neighborhood meeting with these representatives 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 at your request, provide you With updated and accurate neighborhood to the meeting, Adjacent property owner address information is available on the Adams and Arapahoe County web sites. It is the applicant's responsibility to mail and/or email 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 include those agreements in their presentation at hearings, You may being asked at 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 setup a neighborhood meeting please contact me at 303-739-7280

■ *Response: Acknowledged. We will reach out to the neighborhood liaison once we have a better understanding of the date of public hearing.*

Please contact me at 720-647-6231 or Stephen.Litsas@kimley-horn.com should you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read 'Stephen Litsas', with a stylized, flowing script.

Stephen Litsas, PE