



Office of Development Assistance
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October 22, 2020

Brandon Smith - bsmith@mcremgt.com
Mountain Classic Real Estate
461 E 200 S Ste. 102
Salt Lake City UT 84111

Re: Knights Inn Conversion (#1491143)/Pre-Application Meeting held October 8, 2020

Dear Mr. Smith:

I would like to take this opportunity to thank you for considering the City of Aurora for the Knights Inn Conversion project. As your assigned Project Manager, I remain available as a resource as you initiate the review and approval process in the city.

Attached to this letter are the formal Staff Comments from your Pre-Application Meeting with the Development Review Team. I have taken the opportunity to highlight a few key issues below that may require further consideration prior to a formal submittal of your Development Application. These, as well as those on the attached pages, will need to be addressed either before or during the development review process.

Key Issues:

► **Proposed Land Use and Updates:** The proposed project would include the conversion of an existing 2-story motel into multifamily units. Per the "Touch Rule" definition in zoning code, projects that involve all portions of the building and site modified by the conversion shall be brought into compliance with current standards. Please see Planning comments beginning on page six for more detailed information.

► **Public Improvements:** Public improvements required with this development include updating the curb ramps at the existing access points. A 25' lot corner radius shall be dedicated at the intersection of 6th Avenue and Billings Street.

► **Drainage:** A preliminary drainage report shall be submitted with the site plan. The previous drainage plan identified areas utilized for parking lot detention. The ponding depth in those ponds shall meet current standards. Drainage easements will need to be dedicated for those areas and access easements dedicated from the drainage easement to public right of way. Water quality is required for the site. An Inspection and Maintenance plan and pond certificate are also required. The finished floor elevation needs to be 1' above the 100-year water surface elevation.

► **Fire Lane Easements:** Due to the existing fire lane easement being located beneath the structure, Fire/Life Safety is requiring that the existing fire lane be vacated, and a new 23' fire lane easement must be dedicated.

► **Aurora Public Schools, Parks Development Fees, and Capital Impact Fees:** Please note that based on the redevelopment and change of use to residential multi-family, standard residential fees will apply. These include APS cash-in-lieu, PROS cash-in-lieu and development fees, and capital impact fees, based on the unit count being proposed.

The comments reflect information provided on your submittal materials as well as the discussion within the meeting and are meant to provide general direction to you in the preparation of the actual submittals. If the plans change significantly for the project, another pre-application meeting would be advised.

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7346 or jcox@auroragov.org.

Sincerely,



Jacob Cox
Project Manager

cc: Steve Froebe - steven.borup@am.jll.com
Emily Black – EmilyA.Black@am.jll.com
Chris Phipps – cphipps@mcremgt.com
Justin Heppler – jheppler@ajcarchitects.com
Michael Sommer – msommer@ajcarchitects.com

Development Review Team
File



City of Aurora

Development Process

While the development process is described in more detail in the [Development Handbook](#), the following information will help you gain a quick understanding of your next steps in the process and understand the formatting of the attached staff comments:

Step I - Planning Phase

- The application is submitted to the Planning Department.
- The Planning Department refers the plan to other city departments for comment.
- Neighborhood meeting(s) are scheduled as necessary.
- The Site Redevelopment Plan can be approved administratively.
- A Subdivision Plat is not required at this time.

Step II - Construction Document Phase

Civil Engineering Plans: This generally includes grading, storm drainage, stormwater management plan, public utilities, and street construction plans.

- A preliminary drainage report is a part of the site plan submittal (Step I above). Final drainage plans are included in the civil engineering plans package.
- A pre-submittal meeting with Public Works Engineering is required prior to electronic submittal of final civil plans for review. This review is separate from the Planning Phase review above and requires a per-sheet review fee at the time of submittal.

Building Plans: (construction plans for structures)

- Usually reviewed after Planning decision is made.

All data submitted in AutoCAD 13 or higher as part of this project should be in conformance with the City of Aurora CAD Data Submittal Standard. The standards and template can be found here: [CAD Data Submittal Standard](#)

Step III - Construction Phase

Building/Civil Permits:

- **Stormwater Quality Discharge** permits must be issued prior to any site work (Aurora Water).
- **Public Improvement permits** can be issued after civil plan approvals.
- **Building permits** are issued only after Steps I & II are complete (site plan/civil plan), and building plans are approved.

Inspections: Certificate of Occupancy (CO) is granted once all work and inspections are complete.

STAFF COMMENTS - PRE-APPLICATION MEETING

Purpose of the Pre-Application Notes

These comments summarize the City's land use ordinances, policies, design standards, and code requirements that apply to your project. They are based on the material you have supplied us and will alert you to key issues involved in your project. They are not intended to provide a complete review of your proposal. Several electronic links have been included within the body of these comments, some specific to your project and some more general in nature. Note that these comments are valid for a period of six months.

Please do not hesitate to contact **Jacob Cox, ODA Project Manager**, who assembled these notes.

Contact Information

Below is a list of City of Aurora Departments/Divisions that were represented at the meeting and contact information for the individual City Staff members present.

City Manager's Office

Office of Development Assistance
Jacob Cox
303.739.7346
jcox@auroragov.org

Justin Andrews
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Planning

Zoning and Plan Review
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Landscape Design
Kelly Bish, RLA, LEED AP
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Parks, Recreation & Open Space

Planning Design and Construction
Not represented at meeting
Michelle Teller
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Forestry
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Aurora Water

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Community Development

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Public Works

Traffic Division
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Drainage and Public Improvements
Engineering Division
Kristin Tanabe
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Life Safety and Building Division
Mike Dean
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Real Property Division
Darren Akrie
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Housing and Community Services

Neighborhood Support
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Aurora Public Schools

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jdhensley@aurorak12.org

STEP I – PLANNING PHASE

Planning and Development Services Department

The Planning comments are numbered. When submitting an application, please include a letter of introduction responding to each of the numbered comments, including key issues from other departments.

Key Issues:

- ▶ Comply with Section 146-4.8 (Building Design Standards) to maximum extent practicable.
- ▶ Provide enhanced screening and landscape buffers for parking areas and mechanical equipment.
- ▶ Adjustments may be required for parking and other “Touch Rule” requirements.
- ▶ Provide a re-housing plan of any and all long-term or short-term “residents” at the Knights Inn motel (Housing and Community Services/Development)

Project Overview:

- Zoning: Mixed Use- Corridor District (MU-C)
- Character Area: Subarea A
- Proposed Use: Multifamily
- Permitted Use: Yes

Type of Application:

- Redevelopment Plan (Site Plan)

Procedures:

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- The application can be reviewed and approved administratively by the Planning Director. The application will be reviewed in a 12-13-week timeframe and will be processed electronically through our development review website, found in the links below. At the time of application, staff will assess if any Adjustments require a Planning Commission hearing or can be addressed per code administratively.

Important Links:

- [Unified Development Ordinance \(UDO\)](#)
- [Aurora Places Comprehensive Plan](#)
- [CAD Data Submittal Standard](#)
- [Landscape Reference Manual](#)
- [Development Review Website](#)
- [Online Application and Plan Submittal Guide](#)
- [Transportation Studies & Plans](#)
- [Pre-Submittal Checklist](#)
- [Forms & Applications](#)
- [Arapahoe County Assessor Map](#)
- [Site Plan Manual](#)

Standards and Issues:

1. Zoning and Placetype

1A. Zoning

The subject property is zoned MU-C (Mixed Use Corridor District). The MU-C district is to provide retail goods and services to satisfy the household and personal needs of the residents of nearby

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residential neighborhoods, those traveling on adjacent collector and arterial corridors, and to allow for higher intensity general business and service activities. The MU-C district should be located and designed to allow for access by pedestrians, bicyclists, and public transportation, in addition to automobiles.

1B. Subarea

This area is within Subarea A, which generally includes areas of west Aurora that were primarily developed and platted before or within the decade after World War II, with development occurring in the southern portion of the area into the 1970s. These areas are generally characterized by rectangular blocks with a typical 330 ft. by 660 ft. dimension, often bisected by a north-south or east-west alley. Residential lots were often created with street frontages of between 25 and 50 feet, and arterial and collector street frontages were often designed for small-scale commercial or multifamily uses. Both residential and non-residential buildings tend to be smaller than those in Subarea B, and often reflect traditional designs and brick, stone, and masonry construction methods. Currently, Subarea A includes a mix of industrial, residential and commercial developments. Future development will occur as mainly infill as well as redevelopment of existing sites and structures. Larger developments are expected to occur along transit routes. Execution of the landscape standards within Subarea A is more challenging due to the existing infrastructure and the largely adaptive re-use of existing structures. As a result, landscape standards will focus on building frontages (i.e. streetscapes and pedestrian corridors) as well as the integration of Low Impact Development (LID) practices to address ongoing stormwater management issues.

1C. Placetype

This area is designated as Commercial Hub by the Aurora Places Comprehensive Plan. Commercial hubs are especially critical to the future economic and fiscal health of Aurora. This placetype primarily contains uses that provide goods and services to nearby Established and Emerging Neighborhoods but can also serve other placetypes in the area. Commercial Hub is characterized by shopping centers and areas that provide a cluster of compatible businesses. It may be located along the city's corridors, often at the intersection of two arterial streets. Although varying in size and intensity, this placetype is more than just a small neighborhood-scaled commercial use. Improvements to these centers should better connect them to surrounding neighborhoods and provide a broader array of services and experiences. The Commercial Hub's primary uses are retail, commercial service and restaurant. Smaller community parks, trails, plazas, common greens and shared outdoor areas provide social gathering spaces as well. The Commercial Hub is intended to serve the needs of multiple nearby neighborhoods. Transit, pedestrian and bicycle connections should safely and conveniently link the Commercial Hub to other placetypes.

2. Land Use

2A. Historic Land Use

The project site is currently an existing two-story motel used recently for the Knights Inn Motel, approved originally as Western 6 Motel on May 12, 1982 as a "Planned Building Group" (Case Number CN-1982-6017-00). The approval included a 19,950 square-foot motel with 153 rooms, office, manager's apartment and pool. The building and site are proposed to remain and be refurbished for multifamily units as described in the Pre-Application narrative.

2B. Proposed Land Use and "Touch Rule"

The proposed project would include the conversion of an existing 2-story motel into small multifamily units. Per the "Touch Rule" definition in Section 146-6.2, projects that involve all portions of the building and site modified by the conversion shall be brought into compliance with the standards in Sections 146-4.6.5 (Parking Design and Location), 146-4.6.6 (Off-Street Loading

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Areas), 146-4.6.7 (Drive-Through Stacking Areas), 146-4.7 (Landscape, Water Conservation, Stormwater Management), 146-4.8 (Building Design Standards), and 146-4.9 (Exterior Lighting), except that compliance with Section 146-4.8 (Building Design Standards) only required to maximum extent practicable. Please review the table below, which explains the degree of compliance required based on the degree of building or land use expansion within each Subarea. The project is within Subarea A.

Building Use Conversion	Subarea	Degree of Compliance Required
Conversion of primary building use from residential to non-residential, or from non-residential to residential, as shown in Table 3.2-1.	A	All portions of the building and site modified by the conversion shall be brought into compliance with the above-referenced Sections, except that compliance with Section 146-4.8 (Building Design Standards) only required to maximum extent practicable.
	B, C	All portions of the building and site modified by the conversion shall be brought into compliance with the above-referenced Sections.

3. Development Standards

3A. Parking, Loading, and Stacking

Off-street parking is governed by Section 146-4.6, which requires 1 space per dwelling unit for multifamily residential uses and 1 additional space per 5 dwelling units for guest parking. Accessible parking shall be provided as shown in Table 4.6-2 of the UDO. Bicycle parking shall be required and shall equal at least ten percent of the required automobile parking spaces. This information should be included in the Data Block on the Cover Sheet of the submitted site plan.

The previous Western Motel 6 site plan indicated there were 153 motel units. Please confirm whether the multifamily residential project will contain 143 or 153 units, as this will affect required parking. It appears the project will be deficient in required parking even for a 143-unit apartment project. One suggested method for reducing parking could include converting some of the single units into 2 or 3-bedroom units as parking is based on unit count not bedroom count.

Section 146-4.6.5.A.b requires that at least 40 percent of resident parking shall be in garages or carports for structures that do not meet the definition of an Affordable Housing Structure. At least 50 percent of those garages and carports shall be attached to a primary residential structure, directly or through a roofed structure with partial sidewalls or without sidewalls, rather than freestanding garages or carports. Where detached garages are used, they shall be faced with the same mix and percentage of materials as the primary building. The existing building was previously used as a commercial motel, and no carports or garages were required. However, the conversion of the project site from commercial to multifamily residential would now require the site to incorporate carports or detached garages in efforts to meeting the UDO requirements. Although attached garages or carports is unlikely and infeasible, the project site should incorporate detached carports or garages on the site plan.

Per Section 146-4.6.4, a reduction to the required parking mentioned above may be granted by complying with any one or combination of the parking alternatives listed in Section 146-4.6.4 provided that the total reduction is not greater than 25 percent below the parking requirements in Section 146-4.6.3.C (Minimum Required Parking). Also, the applicant would need to provide a parking analysis that the Planning Director determines is adequate documentation for reduced parking demand and demonstrates that the reduction will not create significant adverse impacts on surrounding properties. Otherwise, an Adjustment would be required if the project does not meet all parking requirements, as stated above.

3B. Common Space and Amenities

The proposed conversion from commercial to multifamily residential now requires the project site

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to meet open space requirements. The lot must contain at least 20 percent usable open space, with between 8% and 10% (roughly half of the required space) to be consolidated. Please identify proposed total open space areas on the site plan, and areas devoted to useable open space. Please look for opportunities to provide usable outdoor gathering spaces for residents. 

Where possible look to enhance the internal sidewalk network to connect more units to the amenities and the public sidewalk network.

3C. Landscape, Water Conservation, Stormwater Management

- **General Landscape Plan Comments.**

The proposed renovation of the existing motel meets the criteria of the Touch Rule as defined in the definitions section of the Unified Development Ordinance (UDO). While this necessitates that the site be brought into compliance with the most current landscape standards, staff has determined that only certain requirements would be requested based upon the proposal. A further review of the landscape ordinance may be warranted should the applicant determine that a building expansion or parking lot addition are needed beyond the interior and exterior improvements currently proposed.

Additionally, the applicant is required to bring the site into compliance with the current approved landscape plan that is part of the Western “6” Motel Planned Building Group plan set. Should the approved plan demonstrate less landscaping than what is being requested, the new changes will require that the applicant work with Planning staff to complete a mylar application and update the original landscape plan.

- Section 146-4.7.5 K. (Parking Lot Landscaping).

Both interior and exterior parking lot landscaping is required for all parking lots. No parking row shall exceed 15 spaces without an intervening landscaped island, median or landscaped peninsula. The perimeter of all parking lots shall be screened from public rights-of-way, public open space and adjacent property.

The current parking lot configuration has multiple parking spaces in a row that should be separated by a landscaped parking lot island. See image below. In addition, the exterior of the parking lot abutting East 6th Avenue shall be screened with a double row of shrubs that mature to a minimum height of between three and four feet tall. Unlike the current condition, the parking lot will be parked at capacity. The expansive parking field fronting 6th Avenue should be screened, and headlight glare mitigated with landscaping. 



Typically, a minimum four-foot planting bed is provided around the perimeter of the parking lot. Given the existing conditions, the applicant shall provide the landscaping in the planting areas between the back of walk and face of parking lot. At least 50% of the shrub material shall be flowering species. Large shade and evergreen tree species and/or small tree or large shrub species may be used as accents throughout the screen planting in conjunction with the plantings to offset the horizontal lines of a typical shrub bed. Ornamental grasses are not permitted to screen parking lots. 

All parking lot islands existing and proposed shall be landscaped with one tree and six five-gallon shrubs per 9' X 19' island and two trees and 12 shrubs per 9' X 38' island. Ornamental trees may be used as accents at the ends of parking rows but shall not be used as the primary shade tree within the parking lot.

3D. *Building Design Standards*

Section 146-4.8 contains specific standards for the design of buildings. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, building materials, four-sided building design, roof design, and mechanical screening. Section 146-4.8 apply to those types of buildings indicated in Table 4.8-1. Although the proposed project includes remodeling of an existing building, compliance with Section 146-4.8 (Building Design Standards) is required to the maximum extent practicable. Staff has highlighted recommended design features below to enhance the project site. These enhanced design features could be considered as mitigation for any Adjustments requested.

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Table 4.8-1
Building Design Standards Applicability by Building Type
 Adjustments for Affordable Housing Structures appear in Sections 146-4.8.5 and 146-4.8.6

Standard	Single-family detached or two-family dwellings	Single-family attached	Multifamily buildings	Single-story non-residential buildings	Multi-story mixed-use or non-residential buildings	Large-scale retail large format-over 75,000 sq. ft. gfa.
General building design standards						
Design variety	✓					
Distribution of masonry and architectural features	✓					
Windows	✓					
Building orientation and spacing			✓	✓	✓	✓
Massing and articulation						
Horizontal articulation		✓	✓	✓	✓	✓
Vertical articulation	✓		✓		✓	✓ [1]
Maximum building length			✓	✓	✓	✓
Building materials						
Primary building materials	✓		✓	✓	✓	✓
Masonry standards		✓	✓			
Four-sided building design						
Façade character elements			✓	✓	✓	✓
Entry design			✓	✓	✓	✓
Roof design						
Roof materials	✓		✓	✓	✓	✓
Roof form	✓		✓	✓	✓	✓
Screening of mechanical equipment						
Rooftop equipment	✓		✓	✓	✓	✓
Ground-mounted equipment	✓		✓	✓	✓	✓
Garbage storage areas			✓	✓	✓	✓

Notes:
 [1] Only applies when more than two stories or over 30 feet tall.

As mentioned above, staff highly recommends especially addressing the following:

- Regarding Façade character elements and roof design, staff recommends updating the building by removing the mansard roof for a flat roof design for a more modern design. An alternative design showing the before/after is provided below to help illustrate these enhancements.



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- Per the Use-Specific Standards for Multifamily highlighted in Section 146-4.3.3.2.H, the outdoor staircases visible from public view will require more opaque screening. This could include utilizing the same horizontal wood siding feature proposed for the building. 



- Per Section 146-4.8.11.B, ground or wall-mounted utility equipment such as HVAC units, electric and gas meters, panels, junction boxes and similar equipment shall be screened from public views by using architecturally compatible walls and/or landscaping. Staff recommends screening the HVAC wall units visible from public views with appropriate screening and architecture features compatible with the primary structure. 



3E. Exterior Lighting

Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the plan and on building elevations. Staff recommends providing lighting features especially in pedestrian areas and any areas deficient in lighting to enhance safety and security. 

3F. Signs

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. 

4. Housing and Community Services/Community Development

4A. Upon submittal of any redevelopment plan, please provide a re-housing plan of any and all long-term or short-term “residents” at the Knights Inn motel. It is suggested you collaborate with the Homelessness Assistance Program when creating such a re-location or re-homing plan for current motel residents. 

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4B. Please provide information regarding any plan to “hold” or to “offer” renovated units to people currently residing on a short and/or long-term basis at the Knights Inn.

4C. An Affordable Housing Structure is a multifamily dwelling structure that has received financial assistance from the Colorado Housing and Finance Authority or Federal HUD programs under conditions that ensure that some portion of the included dwelling units will be rented or sold at stated levels of affordability as defined by HUD’s Area Median Income levels for a stated period of time. Incentives attached to Affordable Housing development includes, among other things: building height and length, parking reductions, covered parking incentives, masonry reductions and other reductions and incentives. Refer to the Unified Development Ordinance for all development requirements for affordable housing structures. Please contact the Community Development Planner (Liz Fuselier, EFuselier@auroragov.org) of any intention to apply for LIHTC or other affordable housing related funding to insure that appropriate development incentives are applied during the site plan and building permitting process.

5. Adjustments

Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. When 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 Site Plan and any other sheets on which they are applicable. Approvals of adjustment requests are not guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction. Typically, mitigation techniques should go *above and beyond* requirements from other code sections. 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.

6. Submittal Reminders

6A. 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.

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.

6C. Mineral Rights Notification

Please fill out the [Mineral Rights Affidavit](#) and supply this document to your Case Manager with the application submittal.

Pre-Submittal Meeting:

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.

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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.

Community Participation:

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.

Neighborhood Services Liaison:

- Meg Allen is the neighborhood liaison for the project. She 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
- 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.
- Additional information about the Neighborhood Liaison Program can be found on the [Housing and Community Services](#) page of the city website.

Parks, Recreation & Open Space Department (PROS)

Project Characterization

Based on your proposal, the following information has relevance to the determination of PROS' requirements for this project:

- Your proposal includes 143 multifamily units converted from the existing hotel.
- Your project is considered infill and therefore no open space land dedication is required.

Population Impact

For multi-family homes, population calculations for the project are based on an average household size multiplier of 2.5 persons per unit, resulting in an overall projected population of 358 persons residing in 143 units.

Land Dedication

To ensure that adequate park land and open space areas are available to meet the needs of the population introduced into the city by the new dwelling units, Section 147-48(b) of City Code specifies that land shall either be dedicated on-site within the project's limits or a cash payment in-lieu of land dedication shall be paid. The required dedication acreage is computed by applying the following standards to the projected population for the project:

- 3.0 acres for neighborhood park purposes per 1,000 persons
- 1.1 acres for community park purposes per 1,000 persons

The resulting acreage required is as follows:

	<u>143 Multifamily Units</u>
Neighborhood Park Land	1.07 acres
Community Park Land	0.39 acres
Total Land Dedication	1.46 acres

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Cash-in-Lieu Payment

Given the small overall acreage of park land impact generated by the population increase and the fact that the subject development is not conducive to on-site dedication due to minimum park size criteria, the land dedication shall be satisfied by a cash-in-lieu payment prior to subdivision plat/replat. The amount of the payment is computed by multiplying the dedication acreage by the estimated market value for the land.

Being an infill development, this project is able to take advantage of a less-than-market-rate value which the city offers to reduce the cost of PROS' requirements for infill. The current per-acre value of \$50,900 multiplied by the dedication acreage results in the following potential cash-in-lieu payments: 

143 Units
\$74,314.00

Park Development Fees

In accordance with Section 146-306 of City Code, Park Development Fees shall be collected by the city to cover the cost of constructing new park facilities to serve the needs of the projected population. These fees apply to the project because park facilities are not proposed to be provided on-site. Fees are based on the park land dedication acreages and an annual cost per acre for construction of park facilities. The fees, which are computed and collected on a per-unit basis, shall be paid at time of building permit issuance. **The current per-unit fee of \$1,814.57** would apply if permits for construction of the residential units are pulled in 2020.

PROS Requirements Caveat

The monetary calculations presented herein are estimates based on park construction costs and a per-acre value for infill development at this point in time (current year 2020). The timing for implementation of the project may affect the ultimate amount of fees collected and other payments imposed to satisfy park-related obligations. Furthermore, if aspects of your project change, such as the number of dwelling units proposed, the park land dedication requirements may also change.

Forestry Division

It seems that this property will only be changing the interior to building, and there will be no impacts to trees on the outside of this property.  The following are tree mitigation requirements that would be required if there are impacts.

Tree Mitigation Requirements

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

Forestry's Role in Site Plan Review

- When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors.

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- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan. If there is not room to replace the number of inches that will be lost, payment can be made into the Tree Planting Fund based on the dollar value associated with tree loss.

Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at: <https://auroraver2.hosted.civillive.com/cms/One.aspx?portalId=16242704&pageId=16529352>

Ash Trees Prohibited

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

Aurora Public Schools

The school land dedication requirement for the 143 new apartments is .4680 acres in accordance with Section 4.3.18 of the Unified Development Ordinance. Aurora Public Schools will accept cash-in-lieu of land for this obligation valued at market value of zoned land with infrastructure in place. Cash-in-lieu is due at the time of recording of the first plat.

AURORA PUBLIC SCHOOLS - STUDENT YIELD
10/16/2020

Knights Inn Conversion Pre-application			
Dwelling Type	Units	Yield Ratio	Student Yield
SFD		0.7	0
MF-LOW		0.3	0
MF-HIGH	143	0.145	21
TOTAL	143		21

YIELD	ELEMENTARY		MIDDLE SCHOOL		K-8 TOTAL	HIGH SCHOOL		K-12
	RATIO	STUDENTS	RATIO	STUDENTS	STUDENTS	RATIO	STUDENTS	TOTAL
SF	0.34	0	0.16	0	0	0.2	0	0
MF-LOW	0.17	0	0.08	0	0	0.05	0	0
MF-HIGH	0.075	11	0.04	6	16	0.03	4	21
TOTAL		11		6	16		4	21

SCHOOL TYPE	STUDENT YIELD	ACRES PER CHILD	ACRES REQUIRED
ELEMENTARY	11	0.0175	0.1877
MIDDLE	6	0.025	0.1430
HIGH	4	0.032	0.1373
TOTAL	21		0.4680

Aurora Water

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

Key Issues:

- ▶ Fixture Unit table is required in order to confirm if the existing meter is adequate. 
- ▶ Any additional connections besides the existing meter and two hydrants to the 8-inch DIP main to the south of the property will require a looped water main to continue service. 

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- ▶ A [domestic allocation agreement](#) will be required for connections 2” and larger.

Utility Services Available:

- Water service may be provided from: 8- inch DIP in Billings St and 8-inch DIP south of property.
- Sanitary sewer service may be provided from: 8-inch VCP main in Billings St.
- The project is located on Map Page 07G.

Utility Service Requirements: 

- A Site Plan is required for this project and must show existing and proposed utilities including:
 - Public/Private Mains
 - Service Lines
 - Water Meters
 - Fire Suppression Lines
 - Fire Hydrants necessary to service your development
 - Grease Interceptors are required for commercial kitchens
 - All utility connections in the arterial roadway are required to be bores.
- General utility design criteria can be found in Section 5 of the [Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#) (Utility Manual).

Utility Development Fees:

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project.
- 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.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#).

Public Works Department

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

Key Issues:

- ▶ A Detailed Traffic Impact Study will be required with this Site Plan. See below for additional information.
 - This study may be delayed to the second submission of the Site Plan.
- ▶ Existing access points are not anticipated to be relocated.
 - North access point is currently legally a right-in/right-out based on existing striping. Additional signage is appropriate. Traffic Engineering can support a pork chop or physical channelization.
 - South access is full movement.
- 6th Ave is a state highway. Approval and access permits will need to be obtained from the Colorado Department of Transportation (CDOT). Please contact *Marilyn Cross* at CDOT, phone number

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303.512.4266. Developers/applicants are encouraged to contact CDOT early in the review process to determine any specific CDOT requirements (if CDOT permit is required, etc).

- Construction should only occur after obtaining the State Highway Access permits and the Notice to Proceed from CDOT. State Highway Access permitting is a two-step process. First obtaining the access permit and then obtaining the Notice to Proceed with the construction documents, Certificate of Insurance, and Traffic Control Plan. Having approval from Aurora for construction of the building and Civil Plans does not mean approval for construction of the accesses in the State Highway right-of-way has been granted.
- Show all adjacent and opposing access points on the Site Plan.
- Label the access movements on the Site Plan.
- Objects and structures shall not impede vision within the sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with [City of Aurora Standard Traffic Detail TE-13](#). In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in [City of Aurora Standard Traffic Detail TE-13.3](#).
Add the following note landscape plans: 'All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10'
- 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 not to the Site Plan:
 - The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards and shown on the signing and striping plan for the development.

ROW/Plat:

- Designate a Public Access Easement along access drive.
- A traffic signal easement shall be required at the intersection of 6th Avenue and Billings Street to accommodate the proposed traffic signal pole, underground conduits, pull boxes and signal control cabinet.

Traffic Impact Study: 

- A Traffic Impact Study will be required for this site which will include addressing the following specific items:
 - 1) Existing, buildout and 2040 average daily traffic counts.
 - a) The City can provide some historic count data, but the City has also taken pre-post COVID19 count data that can support scaling of counts taken during this time. Coordinate, via email, with Brianna Medema on this item. Turning movement counts were taken at the intersection of Billings Street & 6th Avenue on April of 2018 that may be scaled. It is anticipated no new traffic counts would be required with this development.
 - 2) Include detailed analysis of:

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- a) All site access points
 - i) Based on proximity to signal, north access is anticipated to be limited to right-in/right-out with signage but Traffic Engineering can support a pork chop or physical channelization.
 - b) Intersection of 6th Avenue & Billings Street
- 3) Analysis of pedestrian connectivity, Pedestrian LOS.
- 4) Discussion of the application of elements from the Traffic Calming Toolbox and countermeasures applicable from the FHA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations (July 2018) to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox include: Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane. Details of Enhanced Crosswalk, compact roundabout, speed cushions and chicane may be made available if requested.

The Traffic Study shall be prepared in accordance with the [City of Aurora Traffic Impact Study Guidelines](#).

Submitting the Traffic Study:

- The Traffic Study shall be sent directly to Brianna Medema at bmedema@auroragov.org as soon as possible.
- The Traffic Study shall also be uploaded with the rest of the submittal.

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

Engineering Division

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

Key Issues:

- ▶ Public improvements required with this development include updating the curb ramps at the existing access points. A 25' lot corner radius shall be dedicated at the intersection of 6th Avenue and Billings Street. 
- ▶ A preliminary drainage report shall be submitted with the site plan. The previous drainage plan identified areas utilized for parking lot detention. The ponding depth in those ponds shall meet current standards. Drainage easements will need to be dedicated for those areas and access easements dedicated from the drainage easement to public right of way. Water quality is required for the site. An Inspection and Maintenance plan and pond certificate are also required. The finished floor elevation needs to be 1' above the 100-year water surface elevation. 

Improvements:

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

- Curb ramps must be shown (located) on the plans at all curb returns, 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.

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- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.
- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or hand rails may be required.
- 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.

ROW/Easements/Plat:

- The dedication of a 25-foot lot corner radius is required at the intersection of 6th Avenue and Billings Street.
- 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.
 - Sidewalk easements may be required for new sidewalk or curb ramps installed.
 - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
 - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
 - 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.

Drainage:

Drainage design standards can be found in the City's ["Storm Drainage Design and Technical Criteria"](#).

- Per Section [138-367](#) of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the preliminary drainage report. The site plan will not be approved until the preliminary drainage report is approved.
- The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with MHFD and the City shall be initiated in such case at the master plan level or as soon as determined with any proposed development.
- 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. Mile High Flood District (MHFD) 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.

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- 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.
- 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.
- A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.

Fire/Life Safety Comments - Building Division

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.

Key Issues:

- ▶ Please review the 2015 IFC, Chapter 11 for Construction Requirements for Existing Buildings. The provisions of this chapter shall apply to existing buildings constructed prior to the adoption of this code.
- ▶ Due to the existing fire lane easement being located beneath the structure, Fire/Life Safety is requiring that the existing fire lane be vacated, and a new 23' fire lane easement must be dedicated.
- ▶ The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2020 NEC. Our next code adoption cycle will be for the 2021 International Code Series.

Addressing Requirements:

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.

Adopted Codes by the City of Aurora – Setbacks:

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](#).

Civil Plans:

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

- [Fire Lane Sign Detail](#)
 - The developer of the site will be required to install fire lane signs in areas where the site abuts an existing fire lane easement that is currently without adequate signage.
- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)

Emergency Responder Radio Coverage:

The 2015 International Fire Code requires all buildings to be assessed for adequate emergency responder radio coverage.

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- 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.

Fire Department Access:

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

- Fire Lane Easement
 - o Buildings less than 30' in height require only a 23' wide fire lane easement with 29' inside and 52' outside turning radii. Building greater than 30' in height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii.
 - o Buildings greater than 30' in height are regulated by the 2015 IFC Section D105 and require a both a 26' Fire Lane Easement and two points of emergency access. Typically, the 26' fire lane easement is located on the front main entry side of the structure within a minimum of 15' and a maximum of 30' from the exterior wall of the building. Structures greater than 30' in height also require a second point of emergency access.

Fire Hydrants:

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

- Based on the proximity of the structure to existing fire hydrants, Fire/Life Safety is not asking for additional fire hydrants to support this site. Please show and label existing fire hydrants abutting this site on the site plan submitted to the Planning Department and Civil Plans submitted to Public Works.

Fire Sprinkled Structures:

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

Accessibility Requirements:

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

- Residential
 - Please show the location of all mail kiosks proposed within this site. Public Works will require a curb ramp to access the mail kiosks from the adjacent urban streets. A detail will be needed of the mail kiosk layout that includes the mailboxes, sidewalk, street and curb that reflect the way these elements will meet the accessibility requirements of the ADA, USPS, ICC A117.1, 2009 edition.

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Knox Hardware:

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.

Legend:

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

Loading and Unloading Areas:

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.

Photometric Plan:

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

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

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

- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) Accessibility Note for Multi-Family Projects Built under the 2015 IBC/IRC and HB-1221](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)
 - o This area is within a __ LDN noise mitigation area. [Sec. 22-425](#)
- [\(Site Plan Note\) Alternative Fire Lane Surfacing Materials.](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Emergency Responder Radio Coverage](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

Site Plan Data Block:

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.

Special Design Considerations:

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

- [Abutting Fire Lane or Public Access Easement to Property](#)

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- 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.
- [Access to within 150 feet of Each Structure](#)
 - The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2015 IFC, Section 503.1.1 where allowed by code. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.
- [Fire Apparatus Access Road Specifications](#)
 - If an existing fire lane or public roadway has to be removed or relocated for any reason, the portion replaced must be in compliance with the current specifications of the Public Works Department.
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Width and Turning Radius](#)

Trash Enclosure:

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

Real Property Division

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

Subdivision Plats:

- N/A

Site Plans:

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

Separate Documents:

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

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- [Dedications Packet](#)
- [Easement Release](#)
- [License Agreement Packet](#)

- 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 **8-10 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.

- The developer may need to **dedicate new easements** and/or street right-of-way on the site. Since a new subdivision plat is not required, these dedications must be done by separate legal document. These legal documents must be prepared using Real Property specifications which are found in the [Dedications 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.

- 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 **8-10 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.

- 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.

STEP II – CONSTRUCTION DOCUMENT PHASE

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

Civil Engineering Plans

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

Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre-submittal meeting with 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. A pre-submittal meeting will not be scheduled until there are no outstanding comments remaining on the preliminary drainage report/letter.

- Civil Construction Document Plan Set generally includes the following plans:
 - Stormwater Management Plan
 - Final Drainage Plan/Report
 - Final Grading Plan
 - Utility Plan and Profiles
 - Signing and Striping Plan
- *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

[Aurora Water](#)

General Requirements:

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

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

Construction Stormwater Quality Requirements:

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report may be required for this project if an acre or more of disturbance is anticipated (which includes equipment and material storage areas). See the latest revision of the [City of Aurora SWMP Manual](#) for more detailed requirements. A [CDPS](#) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- 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.

Public Works Department

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.

Traffic Division

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.
- The Construction Documents shall include Signing and Striping Plan, 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.
- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from Billings St, via 6th Ave and not through the adjacent residential neighborhood(s).

Engineering Division

General Requirements:

- 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.
- 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.

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

Roadway Design and Construction Specifications:

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

Building Plans

Building Division Comments:

Building Plan Review

- [Process](#)
- [Review Schedule](#)
- [Fees](#)

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

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.

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

Permit Types:

- 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.
 - [Demolition Permit](#)

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- [Limited Plan Permits](#)

Additional Building Construction Plan Checklists: Based on the information provided, you may also need the following Checklists:

- [Modular, Construction Trailer, Mobile Home Modular School Checklist](#)

Fire (click on this [link](#) to find checklist below)

- Fire Alarm
 - Fire Sprinkler & Standpipe Systems
 - Knox Box
 - Knox Box Rapid Entry
- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
 - Automatic Fire-Extinguishing System and Standpipes
 - Emergency Responder Radio Coverage Systems
 - Fire Alarm and Detection Systems and related equipment

Key Issue:

- 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.

Accessibility:

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

Adopted Codes by the City of Aurora:

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

Building Division General Comments:

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.

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.

Checklist for Plan Review Submittals:

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 here.

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Demolition Permits:

A separate demolition permit must be obtained for each individually addressed structure through the Aurora Building Division prior to the start of any removal of any structure within the site.

- [City of Aurora Demolition Permit Information](#)
- [State of Colorado Demolition Permit Application Form](#)
- All demolition permits must be routed to Aurora Water in order to assess the BMP requirements for ground disturbances.

General Fire Protection System Requirements:

Based on the information provided during the Pre-Application meeting the following fire protection systems are likely to be required for this structure:

- **Fire Alarm and Detection System** – 2015 IFC, Section 907.
- **Fire Sprinkler System** - 2015 IFC, Section 903.

Geographic Design Criteria:

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

Occupancy Specific Building Code Requirements:

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

- A-3 Occupancy - Assembly uses intended for worship, recreation or amusement, and other assembly uses not classified elsewhere in Group 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.
- R-2 Occupancy - Residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature.

Remodel/Additions:

Building permits and inspections are required for new construction, additions, and remodeling work to confirm that all structures meet applicable building code requirements. Please click on the link provided to obtain needed information for both residential and commercial projects.

Request for Modification or Alternative Material:

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.

Real Property Division

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

STEP III – CONSTRUCTION PHASE

Before any construction may commence, a contractor licensed in the City of Aurora must be issued the appropriate **permits** for all work to be performed. [Licensing](#) information is available on the City's website.

Aurora Water

Utility Connection Fees:

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

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

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

Public Works Department

Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy.** See [Section 5.01.2.02](#) 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.
- 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.
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
 - fire lanes

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- curbs, gutters, curb ramps, and sidewalks
- sanitary sewer mains, including laterals to each lot line
- storm drainage
- detention and water quality facilities, including necessary structures
- water mains, hydrants and valves
- tree plantings and landscaping
- repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

Building Division

Key Issue:

- ▶ 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 meetings 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.

Construction Permits:

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

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

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.

Access Roadways during Construction:

Please click on the "link" provided for requirements for fire department access during construction.



Pre-Application Conference

Neighborhood Liaisons
Housing and Community Services
15151 E Alameda Parkway
Aurora, Colorado 80012
Phone: 303-739-7280
Fax: 303-739-7191
www.auroragov.org

To: Brandon Smith
From: Meg Allen
Date: October 8, 2020
Subject: Knights Inn Conversion
Location: 14200 E. 6th Ave.

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

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

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

The neighborhoods within 5280 feet of your proposed developments are:

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List of Neighborhood Associations

Location: 14200 E. 6th Ave.

Record Id	HOA #	Organization	Contact	Phone
03-110695-000-00-NA	320	CHERRY GROVE EAST II	CICI KESLER 9250 W 5TH AVE LAKEWOOD CO 80226 CICI@ACMHOA.COM	(303) 233-4646
03-110697-000-00-NA	162	COUNTRY VILLAGE TOWNHOME ASSOC	THE MANAGEMENT TRUST 3091 S JAMAICA CT, SUITE 100 AURORA CO 80014-2639 PETRA.PAUL@MANAGEMENTTRUST.COM	(303) 750-0994 Ext 2306
03-111553-000-00-NA	67	LAREDO/HIGHLINE	DON GROVER 1188 MOBILE ST AURORA 80011 grovergdpa@gmail.com	(303) 367-8057
03-108722-000-00-NA	155	LYN KNOLL	STELLA MALESKY 303 TOLEDO ST AURORA CO 80011 STELLA.MALESKY@GMAIL.COM	(970) 310-8042
08-298820-000-00-NA	373	PENINSULA HOA	YUNG PHAM 341 GRANBY WAY C AURORA CO 80011 HOABOARD.PENINSULA@GMAIL.COM	(720) 771-6440
03-112965-000-00-NA	164	RED SKY HOA	FRANK MADRID 9101 E KENYON AVE, 1200 DENVER CO 80237 FRANK@SAMMGT.COM	(303) 459-4919
03-113957-000-00-NA	76	SUNRIDGE PATIO HOA	MSI Litha Spies 6892 S YOSEMITE, SUITE 2-101 CENTENNIAL CO 80112 lspies@msiho.com	(303) 420-4433
03-114174-000-00-NA	196	TOPAZ AT THE MALL II	JULIE VERGARA 2260 S. XANADU WAY SUITE 275 AURORA CO 80014 JULIEVERGARA1@GMAIL.COM	(303) 751-5627

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- 155-Lyn Knoll Neighborhood Assoc.
- 162-Country Village HOA
- 164-Red Sky HOA
- 196-Topaz At The Mall II
- 320-Cherry Grove East II Condo Assn.
- 373-Penninsula HOA
- 409-I-225 Trade Center Condo Assn Inc
- 67-Laredo/Highline NBHD Assoc.
- 76-Sunridge Patio HOA

