



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 Plan is approved at a public hearing.
- A Subdivision Plat is not required at this time. **Response: Comments Noted.**

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. **Response: Comments Noted. A Preliminary drainage report is included with this submittal.**

Building Plans: (construction plans for structures)

- Usually reviewed after Planning decision is made. **Response: Comments Noted.**

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](#)

Response: Comments Noted.

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.

Response: Comments Noted.

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 **Response: Comments Noted.**

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
303.739.7597
jpandrew@auroragov.org

Planning

Zoning and Plan Review
Sarah Wieder
303.739.7857
swieder@auroragov.org

Landscape Design
Kelly Bish, RLA, LEED AP
303.739.7189
kbish@auroragov.org

Parks, Recreation & Open Space

Planning Design and Construction
Michelle Teller
303.739.7437
mteller@auroragov.org

Aurora Water

Daniel Pershing
720.859.4319
ddpershi@auroragov.org

Public Works

Traffic Division
Brianna Medema
303.739.7336
bmedema@auroragov.org

Drainage and Public Improvements
Engineering Division
John Howes
303.739.7660
jhowes@auroragov.org

Life Safety and Building Division

Mike Dean
303.739.7447
mdean@auroragov.org

Real Property Division

Darren Akrie
303.739.7331
dakrie@auroragov.org

Neighborhood Services

Neighborhood Support
Meg Allen
303.739.7258
mkallen@auroragov.org

STEP I – PLANNING PHASE

Planning & Development Services Department

The Planning comments are numbered. When you submit your application, please include a Letter of Introduction responding to each of the numbered comments, including key issues from other departments.

Key Issues:

- ▶ Streetscape Improvements
- ▶ Building Architecture
- ▶ Parking Requirements

General Zoning Code Review of your Property:

- The property is zoned MU-OA-MS (Mixed-Use Original Aurora Main Street) District.
- The use you proposed, office, is permitted by the zoning, but is subject to Site Plan approval.

Type of Application:

- As part of your application, you will need to make the following land use request:
 - [Site Plan](#) (see Page 387 of the UDO for Approval Criteria)
- The Site Plan will require approval in a public hearing before the Planning & Zoning Commission. The application will be reviewed in a 12-13 week timeframe and will be processed electronically through our development review website.
- The following links may be helpful in completing your application for submittal:
 - [Landscape Reference Manual](#)
 - [Online Application](#)
 - [Original Aurora Zoning Update](#)
 - [Site Plan Manual](#)

Standards and Issues: **Response: Comments below are included within letter attached to the application.**

1. Zoning and Land Use Issues

1A. Intent of the Mixed-Use Original Aurora Main Street District

The Mixed-Use Original Aurora Main Street District shall promote safe, active, pedestrian-scale and diverse areas through the use of building forms that clearly define and activate the public realm. Development which engages the pedestrian is encouraged and will enhance the character of this mixed-use district. The district shall enhance the convenience, ease, and enjoyment of transit, walking, shopping and public gathering and shall reflect its historic character.

1B. Stapleton Design Review Committee

Because this property was previously within the Stapleton Aurora General Development Plan, the Stapleton Design Review Committee (SDRC) must provide an approval letter for the project prior to the Site Plan receiving final approval by the city. The applicant is responsible for reviewing the applicable design criteria and submitting plans to the SDRC. This process should be started around the same time that a Site Plan is submitted to the city to ensure there are no delays. Additional information can be found [here](#).

November 11, 2020

Heather Lamboy
Planning Supervisor - City of Aurora
15151 E. Alameda Parkway
Aurora, CO 80012



RE: Pre-application response letter – Judi's House/JAG Institute

Dear Heather:

Pre-application response:

The following comments are in response to the pre-application notes.

Standards and Issues:

1. Zoning and Land Use Issues

1A. Intent of the Mixed-Use Original Aurora Main Street District

The Mixed-Use Original Aurora Main Street District shall promote safe, active, pedestrian-scale and diverse areas through the use of building forms that clearly define and activate the public realm. Development which engages the pedestrian is encouraged and will enhance the character of this mixed-use district. The district shall enhance the convenience, ease, and enjoyment of transit, walking, shopping, and public gathering and shall reflect its historic character.

Response: Comments noted. This development is providing upgrades to the public street for pedestrian and bicycles and is a character that corresponds in mass and architecture to the two surrounding neighborhoods.

DENVER OFFICE
2901 Blake Street, Suite 100
Denver, CO 80205-2303
T 303.861.8555
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www.davispartnership.com

1B. Stapleton Design Review Committee

Because this property was previously within the Stapleton Aurora General Development Plan, the Stapleton Design Review Committee (SDRC) must provide an approval letter for the project prior to the Site Plan receiving final approval by the city. The applicant is responsible for reviewing the applicable design criteria and submitting plans to the SDRC. This process should be started around the same time that a Site Plan is submitted to the city to ensure there are no delays. Additional information can be found here.

Response: A Sketch review meeting was completed, and comments are attached. The SD meeting is tentatively planned for November 24th.

1. Street and Connectivity Issues

2A. Streetscape Improvements

Streetscape improvements will be required adjacent to your frontage along 25th Avenue and Galena Street. In conformance with the Northwest Aurora Mobility Study, please provide a 10' detached sidewalk and 5' curbside landscape area along 25th Avenue. Along Galena Street, please provide a 5.5' detached sidewalk with a curbside landscape area. The existing sidewalk along Fulton Street is acceptable but may need to be widened to 5.5'.

Response: These requirements have been included in the attached site plan submittal.

2B. Site Access

The vehicular access along 25th Avenue must be shifted to the east to align with the alley across the street. Alternatively, this access could be removed, and two access points could be created along Galena Street. Per Section 146-2.4.4(G)(7) (Page 35), curb cuts shall be minimized and located in a manner least likely to impede pedestrian circulation and on-street parking.

Response: The vehicular access has been moved to Galena, so no access is shown on E. 25th Avenue.

2C. Connectivity

Sidewalks within the site shall be located and aligned to directly and continuously connect areas of common pedestrian origins and shall not be located solely based on the vehicular drive aisle or parking lot configuration per Section 146-2.4.4(G)(6) (Page 35). A direct connection between the sidewalk along 25th Avenue and the primary building entrance should be provided so that pedestrians do not need to walk through the parking lot to enter the building.

Response: The design has followed the recommendations of this comment. The access from E. 25th includes a small plaza (useable outdoor space) with special seating and landscaping and a direction connection to the front porch of the building.

1. Site Design Issues

3A. Setbacks

The building setbacks on the site should be between 0-12' from the property line to create an urban condition per Section 146-2.4.4, Table 2.4-5 (Page 30). If this is not possible given the nature of the use, a Major Adjustment will need to be requested and justified according to the criteria in the UDO. An Adjustment could be supported if parking is not located between the building and the primary street and the primary building entrance facing 25th Avenue is accessed by a courtyard that is integrated with the streetscape.

Response: The building wing has been pushed to the corner of Fulton and E. 25th and sits on the 12' setback line.

3B. Building Height

The maximum allowable height in MU-OA-MS District is 50' per Section 146-2.4.4, Table 2.4-5 (Page 30).

Response: The proposed building height is just under 40'-0".

3C. Parking Quantities

Per Section 4.6.3, Table 4.6-1 (Pages 206-209), offices are required to provide 2.5 parking spaces per 1,000 gross floor area. Based on the proposed 25,000 square-foot building, 63 parking spaces are required by the UDO. The conceptual plan shows 50 parking spaces. A Major Adjustment could be requested for this and justified based on the parking data from the current location. This data should be included with the submittal if a Major Adjustment is requested. You can also review Section 146-4.6.4 (Page 211) to determine if there are any parking reductions that may apply to the site.

Response: The revised parking required is rounded up to 66 spaces. We have 50 spaces on site. We plan to use a variety of parking reductions to achieve the reduced amount, the majority being on-street parking, but also carpool, excess bike and possible EV stations.

3D. Parking Design

The parking design standards in Original Aurora are designed to minimize the visual impact of surface parking by locating it to the rear or the side of a site. Per Section 146-2.4.4(I)(2) (Page 42), no more than 50% of the lot frontage along the primary street (25th Avenue) shall consist of surface parking or drive aisles. The plan should be revised to comply with this requirement. Parking areas near building entries also must provide clear pedestrian access to the building, unobstructed by parked vehicles. Pedestrian access that connects sidewalks to building entries shall be provided.

Revised: We have revised the parking lot to reduce (slightly) the impact to the front and pushed most of the lot along Galena. We have provided various pedestrian connections from the parking lot to the facility.

3E. Outdoor Space Standards

In order to enhance the quality of life for visitors and staff, there are requirements for commercial / office buildings in Original Aurora to provide usable outdoor space in Section 146-2.4.4(G)(8) (Page 36). Please review the details of this requirement and identify which areas on your Site Plan will count towards meeting it. Typically, these spaces are designed as a courtyard or patio space visible and accessible from the street. Courtyard or patio spaces should include decorative pavement, pedestrian-scale lighting, site furniture such as benches, and enhanced landscape elements such as raised planters or seat walls.

Response: We have provided a usable outdoor space (plaza, seating, pots, and landscaping, at the main walkway into the site along the street frontage.

1. Landscape Design Issues

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:

Response: Noted, Kelly has answered several questions dealing with the preparation of these plans.

A. General Landscape Plan Comments

Prepare your landscape plans in accordance with the Landscape Reference Manual and the Unified Development Ordinance. Landscape tables shall be provided for each of the required landscape treatments (i.e. standard right-of-way landscaping, street, and non-street frontage buffers, building perimeter landscaping, etc.). Please ensure that your landscape architect or designer is aware of our project specific comments and has copies of these documents. Response: tables have been included on the landscape plans. Please note there is a 10' easement around the property so we have used the additional shrubs design in lieu of trees due to the easement. We are trying to remove at least two sides of the utility easement so we can add trees. The next submittal may reflect this if we are successful.

- Landscape Plan Preparation: Please label all landscape sheets "Not for Construction". Landscape construction drawings are not required and therefore do not necessitate the signature, stamp, and seal of a licensed landscape architect upon final approval by the city. Landscape plans submitted are used by the city to determine compliance with the landscape standards and for code enforcement purposes. Landscape plans must be 24" x 36" and have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible. This may result in additional submittals and ultimately delays in approval of the plan set. **Response: Noted for construction plan submittal. The landscape sheets are within the Site plan submittal attached.**

Please ensure that all AutoCAD SHX text items are removed from the "Comment" section and that all PDF sheets are flattened to reduce the select-ability of items. Plans submitted for city pre-acceptance review will be rejected if it is determined that plans do not comply with this requirement. **Response: Noted.**

- Sight Triangles: Include sight distance and sight triangles per the Roadway Design and Construction Specifications document. All landscaping within the designated triangles shall not exceed 26" in height. **Response: sight triangles are shown on the plans and landscaping is below the 26".**

A. Original Aurora Landscape Requirements

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within the UDO for Original Aurora. The applicant is responsible for reviewing this section of the zoning code and determining all applicable landscape conditions. **Response: we have reviewed the code and the below comments and think the submittal meets or exceeds the requirements in the various zones.**

- Streetscape: The applicant is responsible for constructing or widening sidewalks to comply with city standards. A detached sidewalk currently exists along Fulton Street and may need to be widened to 5.5' to meet current standards. A 5.5' detached sidewalk shall be provided along Galena Street and a 10' detached sidewalk with a 5' curbside landscape shall be provided along 25th Avenue. Street trees shall be provided at a ratio of 1 tree every 35 linear feet of street frontage. **Response: we have fulfilled this requirement.**
- Street Perimeter Buffers: In accordance with Table 2.4-5, a 10' wide street frontage landscape buffer shall be provided along all street frontages as measured from the property line. This is the narrowest buffer permitted for this use along the abutting streets. The buffer is already reduced from the 20' setback required of other similar uses that are developed outside of this zoning designation. The applicant shall provide one tree and ten shrubs per 40 linear feet of buffer in accordance with Section 146-4.7.5(D). **Response: we have fulfilled this requirement. Currently we are showing the shrub replacement as there is a 10' utility easement all around the property. We are trying to remove this easement on at least two sides and future submittals may include the required trees in lieu of the shrubs.**

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: Noted.**

- Curbside Landscaping: The curbside landscape area shall comply with Section 146-4.7.5.C.2.A. Plantings permitted within the curbside landscape area vary depending upon the width required by the street cross section. Curbside landscape widths 3' or less may be rock mulch. Curbside landscape widths 4'-6' 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 5-gallon size at time of installation. For curbside landscapes 6'-10' in width, a combination of shrubs / grasses with native seed may be provided, or all shrubs and grasses. Any curbside landscape areas 10' in width or greater may be sod if desired. Sod may not be installed unless the curbside landscape is a minimum of 10' wide. **Response: we have fulfilled this requirement. We are proposing trees as well since we cannot include them in the landscape buffer along E. 25th. Please provide your thoughts as 5' is a small area for a tree.**

- Special Landscape Buffers for Development Adjacent to I-79, I-225, E-470, Public Parks, Open Space and Trails: Per Section 146-4.7.5.H, a 25' wide landscape buffer is required along the northern property line adjacent to the drainage corridor, which is part of the Stapleton Aurora Park. Reductions in the buffer width are not permitted. The buffer shall contain one tree and 10 shrubs per 30 linear feet of buffer. **Response: we have fulfilled this requirement. Per prior discussion regarding the privacy of the children attending this facility we collectively agreed to a 6' tall fence at 10' along the back edge as long as we still meet the required landscape. We are trying to remove the utility easement so we can place a majority of the landscape in the visible buffer to the public and not be behind the fence. This landscape buffer was also noted in the (PROS comments) and have been addressed above.**

The encroachment of buildings or other items such as 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: we have fulfilled this requirement.**

This buffer requirement is overseen by the Parks Recreation and Open Space (PROS) Department 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. **Response: See fence comments above.**

- Parking Lot Landscaping. Both interior and exterior parking lot landscaping is required. 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. Street frontage landscape buffers may be combined with the parking lot screening requirements to satisfy both if the two requirements should overlap. Staff will determine whether the overlap exists once a formal Site Plan submittal is made. The most restrictive requirement, however, should be met. **Response: we have fulfilled this requirement and have combined landscape buffer with the parking lot screening landscape.**

Screening shall consist of a berm between 2'-6" and 3' high 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: a full berm was not possible, so we have added a small mound and are using the hedge option.

- A low 3-foot tall low continuous hedge; or
- A 3-foot tall decorative masonry wall that matches the primary building in combination with landscaping.

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: we think have fulfilled this requirement.**

Provide and landscape each parking lot island with one tree and six five-gallon shrubs per 9' x 19' island. No more than an average of 15 parking spaces are permitted in a row without a landscape island. All parking rows shall be provided with a terminal landscaped island. Landscaping shall consist of one deciduous canopy tree and six 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. Refer to Section 146-4.7.5 K. **Response: we have fulfilled this requirement.**

- **Building Perimeter Landscaping:** Building perimeter 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 12 five-gallon shrubs for a 2.5" tree, or 8'-10 tall evergreen tree, or 10 shrubs for a 2" tree or 6' evergreen tree. Any combination of plant material may be used that totals the required number of tree equivalents. Building perimeter landscaping provided within 20' of the building face may count towards the building perimeter landscaping requirements, including landscaping provided within parking lot islands. Refer to Section 146-4.7.5 J. **Response: we have fulfilled this requirement and combined with parking and landscape buffer in some locations.**

- **Irrigation:** Refer to Section 4.7.3(C). All developments shall install an automatic irrigation system for landscape areas. To assess irrigation TAP fees, Aurora Water requires 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 regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

Response: this project is intended to be design build for irrigation. We intend to place like water needs plant material by each other and use drip throughout the site except in the sod areas. The streetscape and landscape buffers, especially north buffer is intended to be our low water conservation areas.

- Detention Pond and Water Quality Measures: To meet water quality objectives, the city encourages applicants to utilize Low Impact Development (LID) techniques as permanent best management practices (BMPs). Many of the LID practices have an integrated vegetative component which supports the treatment, evapotranspiration, and infiltration functions so that storm water is treated at the source. With the implementation of LID techniques, landowners can benefit from the environmental quality and aesthetics of the area in which they live and work. Some examples of LID techniques are depicted in the images below and include permeable pavements, vegetative swales, and rain gardens. Response: The site plan incorporates landscape buffers around the perimeter of the site prior to runoff discharging offsite. Water quality treatment for the project is provided downstream in the existing Water Quality Pond 224, located west of the site. Per coordination with Public Works, detention is not required for this site as runoff discharges to an improved major drainageway.

Forestry Division

There are no trees on this property that would require mitigation because they are all in very poor condition.

Response: Noted.

Ash Trees Prohibited

- o 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.

Response: Noted

1. Architectural and Urban Design

5A. General Design Requirements

Section 146-4.8.1 (Page 297) of the Unified Development Ordinance establishes the intent for building architecture and urban design for all projects in the city. Building elevations will need to be included as part of your Site Plan, and should call out dimensions, exterior finishes, and color schemes. We will also ask for color and material samples with the initial submittal.

Response: We have added a materials board to the submittal. We assume we need to get actual materials to you during the process but as we are electronic with COVID-19 we will wait for further instruction.

5B. Building Form

Per Section 146-2.4.4(H)(2) (Page 37), all sides of the building shall include materials and design characteristics consistent with those utilized on the front façade. Buildings shall be oriented to

create spaces that are active, attractive, and inviting for pedestrians. Primary building entries shall be clearly defined and recessed or framed by a sheltering element such as an awning, arcade, or overhang. **Response: we think have fulfilled this requirement.**

5C. Massing

Per Section 146-2.4.4(H)(2) (Page 37), the building shall have an articulated base, middle and top. There shall be at least one change in plane, either horizontally or vertically, on the primary façade and at least one change in color, texture, or material, either horizontally or vertically, on all facades. **Response: we think have fulfilled this requirement.**

5D. Ground Floor Articulation

Per Section 146-2.4.4(H)(2) (Page 37), all buildings shall provide clear glass storefront windows covering at least 40 percent of the primary street frontage façade area (25th Avenue) between 3 and 8 feet above grade. Windows shall be defined with detail elements, such as frames, sills, and lintels that extend in front of, or are recessed into, the building facade. Side or rear walls that face walkways shall include fenestration treatments such as windows and door openings defined by frames, sills and lintels, or modulations of the wall with proportions similar to frames, sills, and lintels. **Response: we think have fulfilled this requirement.**

5E. Roof Design

Per Section 146-2.4.4(H)(2) (Page 38), roofs shall be of a flat, pitched, or curved design. All buildings shall have a minimum parapet height of at least 19 feet above sidewalk grade. Parapets and walls shall be high enough to screen all mechanical equipment from public view from adjacent streets. **Response: we think have fulfilled this requirement.**

5F. Materials and Colors

Per Section 146-2.4.4(H)(2) (Page 38), allowable building materials include brick, split face masonry block, decorative tile, natural stone, engineered wood / composite, architectural metal panel, 3 coat stucco and detailed cast concrete. The minimum percentage of masonry on the net façade area is 15 percent. Primary colors for facades shall be low reflectance, warm colors, but building trim and accent areas may feature brighter colors.

Response: we think have fulfilled this requirement.

5G. Service Areas

All utility panels and meters mounted on a building façade shall be integrated into the building design and shall be flush with the façade or inserted inconspicuously into a wall recess and painted to match the façade. Avoid placing utility panels and meters on the primary façade to the maximum extent practicable. **Response: we think have fulfilled this requirement.**

Loading areas and trash collection shall be incorporated into the overall design of the building so that the visual impacts of these functions are fully contained and screened. Screening materials for waste collection and loading areas shall be the same as, or of equal quality to, the materials used for the primary building. All rooftop mechanical equipment shall be screened from public

view from street level as viewed from all adjacent streets and walkways by integrating it into building and roof design. **Response: we think have fulfilled this requirement.**

2. Signage

Permitted sign types and square footages within MU-OA-MS are outlined in Table 146-4.10-3 (Page 329). All sign locations should be denoted on the Site Plan. **Response: We have shown one monument sign along E. 25th Avenue. The design is still to be determined. All other signage will be jurisdictional/code required signage.**

3. Adjustments

If a Major Adjustment (Page 399) or a Minor Adjustment (Page 400) are requested, you must clearly list them in your Letter of Introduction and justify them according to the criteria listed in Section 5.4.4(D) or Section 5.4.4(E) respectively. **Response: We do not intend to require a major or minor adjustment. The only thing we currently do not meet per code is the parking amount, which we feel we can meet with a combination of reduction options.**

4. Mineral Rights Notification Requirements

Please fill out the Mineral Rights Affidavit and supply this document to your Case Manager at the time of Site Plan submittal. **Response: we have included a draft version of this form.**

5. CAD 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. Please note that a digital submission meeting the CAD Data Submittal Standards is required before the Site Plan mylars can be routed for signatures or recorded. **Response: Noted and will provide per standards at final submittal.**

Aurora Water Response: Key issue comments are noted and addressed. Utility Services available and those requirements are also Noted. Fees are acknowledged.

Public Works Department

Response: We have included a Traffic Letter with this submittal. We have also provided the intended improvements along E. 25th Avenue and intend to provide for a Sharrow arrows & signage on Fulton Street as part of this project. We have relocated the vehicular access as suggested to Galena Street with two access points, one being 75' away from the intersection of Galena and E. 25th Avenue. The noted ROW/Easement Plat notes have been addressed. Drainage has been addressed through separate conversations off-line. All other comments are Noted and addressed in the design and civil plans.

Fire/Life Safety

Fire and Safety Building notes and comments have been noted and addressed in the design for the site plan and civil plans. Knox Hardware is shown on Fulton Street.

Photometric Plan

Pre-application response letter – Judi's House/ JAG Institute

November 11, 2020

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The photometric plan is attached and shown as design intends, however project pricing may require some non-code required lighting to be reduced in scope.

In the attached documents, you will also find an application and supporting materials as requested as part of the site plan submittal. We look forward to discussing this project in more detail if required.

We will participate in a neighborhood meeting as discussed after our first round of City comments.

Sincerely,

Davis Partnership Architects. PC

A handwritten signature in blue ink, appearing to read "Julie M. Meenan Eck".

Julie M. Meenan Eck, ASLA
Senior Associate

Cc: File, JH/JAG