

Planning Division  
15151 E. Alameda Parkway, Ste. 2300  
Aurora, Colorado 80012  
303.739.7250



April 14, 2022

James Cochran  
Aspen Capital Partners  
4950 S Yosemite St F2 Ste 112  
Greenwood Village, CO 80111

**Re: Second Submission Review – Aspen Business Park - Master Plan**  
Application Number: **DA-2304-00**  
Case Numbers: **2022-7001-00**

Dear Mr. Cochran:

Thank you for your submission. We have reviewed your plans and attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and outside agencies.

Since several important issues remain, you will need to make another submission. Please revise your previous work and send us a new submission on or before May 4, 2022.

Note that all our comments are numbered. When you resubmit, include a cover letter specifically responding to each item. The Planning Department reserves the right to reject any resubmissions that fail to address these items. If you have made any other changes to your documents other than those requested, be sure to also specifically list them in your letter.

As always, if you have any comments or concerns, please let me know. I may be reached at 303-739-7261 or [dbickmir@auroragov.org](mailto:dbickmir@auroragov.org).

Sincerely,

Deborah Bickmire, Senior Planner  
City of Aurora Planning Department

Attachments: Mile High Flood District, Xcel Energy Comments, Crane Notification, COA Plat Maps

cc: Catherine Wilkinson - Grey Wolf Architecture, 17301 W Colfax Avenue #140 Golden, CO 80401  
Scott Campbell, Neighborhood Services  
Brit Vigil, ODA  
Filed: K:\\$DA\2304-00rev2.rtf



## *Second Submission Review*

### **SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS**

#### **PLANNING DEPARTMENT COMMENTS**

##### **1. Completeness and Clarity of the Application**

- 1A. Clarify whether the developer plans to construct all three sites, design/build for specific user(s) or sell developable sites.
- 1B. The response to comments did not provide responses to comments from Civil Engineering, Traffic or Life/Safety. Please maintain the order of the review letter and address comments made by each reviewer in your response.
- 1C. The Traffic Study was not submitted with this review. Please ensure the revisions address the previous comments and is submitted for the next review.
- 1D. Per the Master Plan Manual, the design standards should concentrate on specific, unique standards, features or upgrades for the proposed development. They should not just list items already required per code. Try to describe a theme or character for the proposed development that will be unique.
- 1E. Flatten pdf's so no text can be selected.
- 1F. Make sure there is a bar scale and north arrow on all maps.

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

###### **Tab #1: Letter of Introduction**

- 2A. Discuss how the proposed master plan meets the approval criteria in Section 146-5.4.1.E.3.

###### **TAB #3: Context Map**

- 2B. Show recorded right-of-way, label the street and right-of-way width.
- 2C. See attached plat maps to identify the location of recorded lots and streets.
- 2D. Revise the colors of the zone districts to make lighter; or, outline with colored lines and use colors to differentiate surrounding Master Plans.
- 2E. Remove contours. They are not required on this map.
- 2F. See redlines for all comments and notations.

###### **TAB #8: Land Use Map**

- 2G. Lighten the colors used for the Planning Areas.
- 2H. Show the proposed internal circulation with a gray dashed line.
- 2I. Clearly delineate the E-470 right-of-way.

###### **TAB #10: Urban Design Standards**

- 2J. Use these design standards to describe the character of the proposed development.
- 2K. The code allowance for entry monument signs is one per street frontage. To consider allowing three 12-foot signs we would need additional information. You could just include the monument sign image and omit the quantity from the Master Plan.
- 2L. Outline other permitted sign types, materials and/or illumination type(s) for use by individual tenants. Sign size and quantity can be managed at the site plan level. You can limit individual sign size/area in the Master Plan, however, quantities per tenant could be hard to regulate since the number of tenants per building is unknown.
- 2M. These standards should outline a theme, color, material, etc.. for street lights, site furniture and fencing. Specific fixtures do not need to be identified, just examples to illustrate character. The expectation is consistency across the entire Master Plan area once certain fixtures (ie. street or parking lot lights and poles) have been selected.

**TAB #11: Landscape Standards**

- 2N. For the most part, the standards are repeating UDO standards. There are several areas that the information seems to be misplaced. See redlines for specific locations.
- 2O. The Landscape Standards Matrix has an extra column. The Brief Description column is intended to include a description for the landscape features identified in the first column.
- 2P. Delete exceptions to standards that are repetitious of code.
- 2Q. Remove non-applicable standards (ie. residential or commercial).
- 2R. Move site furniture standards to the Urban Design Standards tab.

**TAB #12: Architecture Standards**

- 2S. Please consider reorganizing the information and/or using headings to make it easier to interpret the proposed standards.
- 2T. See the redlines for questions, comments and edits.
- 2U. Revise the font so it will be more readable when printed to mylar.

**TAB #13: Public Improvement Plan**

- 2V. The three access points on Gun Club Road are all labeled as full movement. Per CDOT's previous comments, they will only permit one full access entrance. Please address CDOT's comments.
- 2W. Clarify what is proposed for the internal access. The section on Sheet PIP-2 is 68 feet. The maps show a 40' wide private road.
- 2X. Ensure there is a north arrow and bar scale for each map.
- 2Y. Address redline comments.

**REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES****3. Civil Engineering** (Kristin Tanabe / 303-739-7306 / [KTanabe@auroragov.org](mailto:KTanabe@auroragov.org) / Comments in green)**Tab #10 Urban Design Standards**

- 3A. A railing is required on all retaining walls greater than 30" tall.
- 3B. A license agreement is required for colored or stamped concrete in the right-of-way if permitted.

**Tab #13 Public Improvement Plan**

- 3C. The Master Plan will not be approved by Public Works until the Master Drainage Study is approved.
- 3D. Are fire lanes required in private streets?
- 3E. Address comments and notations on redlines.

**4. Traffic Engineering** (Carl Harline / 303-739-7584 / [charline@auroragov.org](mailto:charline@auroragov.org) / Comments in amber)**Traffic Impact Study**

- 4A. A Traffic Study was not included with this submittal. Feel free to send it to me directly for review.

**Tab #13 Public Improvement Plan**

- 4B. Public improvements should align with CDOT requirements.

**5. Fire / Life Safety** (Mark Apodaca / 303-739-7656 / [mapodaca@auroragov.org](mailto:mapodaca@auroragov.org) / Comments in blue)**TAB #8 Land Use Map, Matrix, and Standard Notes**

- 5A. See comment to show Whelen Siren System location and system land dedication and to confirm the location with OEM.

**6. Aurora Water** (Nina Khanzadeh / 303-739-7382 / [nkhanzad@auroragov.org](mailto:nkhanzad@auroragov.org) / Comments in red)**Master Utility Report**

- 6A. Provide the hydraulic grade line for City of Aurora Pressure Zone 4.
- 6B. Provide a water exhibit for the proposed infrastructure.



- 6C. As previously stated, include signature block on water and sanitary exhibits. Including those in this report.
- 6D. You were asked you to attain a MUS checklist from me since it is not available online. Please email me so I can send it.
- 6D. Show directional flow arrows and off-site basins on Sheet EX-1.
- 6E. Include the critical depth, max discharge at 75%, 80%.
- 6F. Address all comments in the redlines.

**7. PROS (Alex Grimsman / 303-739-7154 / [agrimisma@auroragov.org](mailto:agrimisma@auroragov.org) / Comments in purple)**

**Tab #9: Open Space, Circulation, and Neighborhood Plan**

- 7A. Is 2.9 acres the entire detention area? Remember, only portions of the detention pond that meet the 24-hour recovery period after a storm event can receive credit. Make sure to include the match on how you arrived at this number.
- 7B. Advisory comment: it is easier to show the specific open space as its own Planning Area.
- 7C. Note that the detention area is designed to meet the 24-hour recovery requirements as noted in section 3.8 *Land Dedication Criteria* of the PROS manual.

**Tab #13 Public Improvement Plan**

- 7D. Ensure the 2% being dedicated toward open space is noted to meet the 24-hour recovery period after any storm event. See the PROS Manual for further information on this type of dedication.

**8. Public Art (Roberta Bloom / 303-739-6747 / [rbloom@auroragov.org](mailto:rbloom@auroragov.org))**

- 8A. The applicant needs to follow up to work through acceptable options for the proposed art plan.

**9 Xcel Energy (Donna George / 303-571-3306 / [donna.l.george@xcelenergy.com](mailto:donna.l.george@xcelenergy.com))**

- 9A. See attached comment letter.

**10. Mile High Flood District (Mark Schutte / [submittals@udfcd.org](mailto:submittals@udfcd.org))**

- 10A. Please see the attached comment letter.

**11. Buckley Air Force Base (Porter Ingrum / [robert.ingrum@spaceforce.mil](mailto:robert.ingrum@spaceforce.mil))**

- 11A. Buckley doesn't have any comments on this project, however, please see the attached crane notification.

**12. Arapahoe County Planning Division / [referrals@arapahogov.com](mailto:referrals@arapahogov.com))**

- 12A. Arapahoe County Planning Division has no further comments.



**Right of Way & Permits**

1123 West 3<sup>rd</sup> Avenue  
Denver, Colorado 80223  
Telephone: **303.571.3306**  
Facsimile: 303. 571.3284  
donna.l.george@xcelenergy.com

March 29, 2022

City of Aurora Planning and Development Services  
15151 E. Alameda Parkway, 2<sup>nd</sup> Floor  
Aurora, CO 80012

Attn: Deborah Bickmire

**Re: Aspen Business Park – 2<sup>nd</sup> referral, Case # DA-2304-00**

Public Service Company of Colorado's (PSCo) Right of Way and Permits Referral Desk has reviewed the master plan for **Aspen Business Park**. For these *commercial/industrial* lots, and to ensure that adequate utility easements are available within this development and per state statute §31-23-214 (3), PSCo requests that the following language or plat note is placed on the preliminary and final plats for the subdivision:

*Ten-foot (10') wide utility easements are hereby granted around the perimeter of platted areas including lots, tracts, parcels and/or open space areas. These easements are dedicated to the City of Aurora for the benefit of the applicable utility providers for the installation, maintenance, and replacement of electric, gas, television, cable, and telecommunications facilities. Utility easements shall also be granted within any access easements and private streets in the subdivision. Permanent structures, improvements, objects, buildings, wells, water meters and other objects that may interfere with the utility facilities or use thereof (Interfering Objects) shall not be permitted within said utility easements and the utility providers, as grantees, may remove any Interfering Objects at no cost to such grantees, including, without limitation, vegetation. Public Service Company of Colorado (PSCo) and its successors reserve the right to require additional easements and to require the property owner to grant PSCo an easement on its standard form.*

Public Service Company also requests that all utility easements are depicted graphically on the preliminary and final plats. While these easements may accommodate certain utilities to be installed in the subdivision, some additional easements may be required as planning and building progresses.

In addition, 31-23-214 (3), C.R.S., requires the subdivider, at the time of subdivision platting, to provide for major utility facilities such as electric substation sites, gas or electric transmission line easements and gas regulator/meter station sites as deemed necessary by PSCo. While this provision will not be required on every plat, when necessary, PSCo will work with the subdivider to identify appropriate locations. This statute also requires the subdivider to submit a letter of agreement to the municipal/county commission that adequate provision of electrical and/or gas service has been provided to the subdivisions.

Please be aware PSCo owns and operates existing electric distribution facilities along the south (underground leading to the pole) and east (overhead) property lines. PSCo also has an existing natural

gas main distribution pipeline and a regulator station along the south property line. All of these facilities are requested to be shown on future site plans.

The property owner/developer/contractor must complete the application process for any new natural gas or electric service, or modification to existing facilities via [xcelenergy.com/InstallAndConnect](https://www.xcelenergy.com/InstallAndConnect). It is then the responsibility of the developer to contact the Designer assigned to the project for approval of design details.

Additional easements *will* need to be acquired by separate document (i.e. transformers) – be sure to ask the Designer to contact a Right-of-Way & Permits Agent.

As a safety precaution, PSCo would like to remind the developer to call the Utility Notification Center by dialing 811 for utility locates prior to construction.

*Comment response requested.*

Donna George  
Right of Way and Permits  
Public Service Company of Colorado dba Xcel Energy  
Office: 303-571-3306 – Email: [donna.l.george@xcelenergy.com](mailto:donna.l.george@xcelenergy.com)

## **Warning this process can take up to 60 days, no exception**

### **CRANES/BOOM EQUIPMENT Off Airfield**

Lawrence Aragon (L.A.), Airfield Manager: 720-847-9731, [lawrence.aragon.1@us.af.mil](mailto:lawrence.aragon.1@us.af.mil)

Pete Mendoza, Asst. Airfield Manager: 720-847-6352, [peter.mendoza.2@us.af.mil](mailto:peter.mendoza.2@us.af.mil)

#### **Mandatory steps:**

- Inform Airfield Management of cranes/booms that will be used during construction. Send map with marked location/address and MAXIMUM tip height of crane/equipment above ground level (see page 2). Airfield Management will send it to GeoBase for the Lat/Long and Elevation. Airfield Management will then in turn send it to our Terminal Procedure Representative for evaluation. This part of the process will general take approx. 5 business days.
- Airfield Management will inform the submitter if a FAA notification is needed IAW UFC 3-260-01 Appendix B Section 1 para. B14-5. The submitter will need to file an electronic form 7460-1 off airport form 30 days prior (14CFR Part 77 states 45 days prior) to start of construction for FAA for determination at <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>. When FAA sends determination, Airfield Management will need a copy of the PDF document. NOTE: The sooner Airfield Management is notified the more we can help without delaying your construction.
- 72 hours (NLT 24 hours) prior to the crane/boom going up, Airfield Management will need to be contacted. Resend map with location, reemphasize max height of boom/crane, start and end dates, days of week and times it will be erect (see page 2). This will allow Airfield Management to post the NOTAMs for the Pilots in the area.
- Obstruction flags will need to be on top of crane/boom and obstruction lights may be needed if the equipment stays up between sunset and sunrise.

### **CRANES/BOOM EQUIPMENT On Airfield**

#### **Mandatory steps:**

- A temporary construction waiver (TCW) will need to be initiated IAW UFC 3-260-01 Appendix B Section 1 para. B1-2.1.4 prior to construction to ensure full routing and approval from the Buckley Garrison Commander before the start; may take 60 days (Mike Mont-Eton will assist with the process).
- Inform the Airfield Manager of cranes/booms that will be used during construction. Send map with marked location/address and MAXIMUM tip height of crane/equipment above ground level (see page 2). Airfield Management will send it to GeoBase for the Lat/Long and Elevation. Airfield Management will then in turn send it to our Terminal Procedure representative for evaluation.
- Airfield Management will inform the submitter if a FAA notification is needed IAW UFC 3-260-01 Appendix B Section 1 para. B14-5. The submitter will need to file an electronic form 7460-1 off airport form 30 days prior (14CFR Part 77 states 45 days prior) to start of construction for FAA for determination at <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>. When FAA sends determination, Airfield Management will need a copy of the PDF document and must be submitted with TCW Package for approval. NOTE: The sooner Airfield Management is notified the more we can help without delaying your construction.
- 72 hours (NLT 24 hours) prior to the crane/boom going up, Airfield Management will need to be contacted. Resend map with location, reemphasize max height of boom/crane, start and end dates, days of week and times it will be erect (see page 2). This will allow Airfield Management to post the NOTAMs for the Pilots in the area.
- Obstruction flags will need to be on top of crane/boom and obstruction lights may be needed if the equipment stays up between sunset and sunrise.
- If need to drive on the airfield, contact Pete Mendoza at x6352, [peter.mendoza.2@us.af.mil](mailto:peter.mendoza.2@us.af.mil)

## Example of Map in Relation to Runway with Required Data

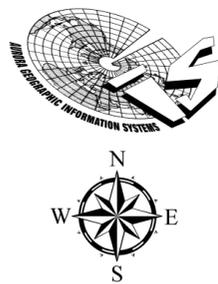


**55ft max height crane/boom**

**East side Hangar 801**

**1 June – 31 July 2019**

**Mon-Fri 7am-5pm**



**LEGEND:**

- = INSIDE AURORA
- = OUTSIDE AURORA
- = SUBDIVISION LINE
- = LOT LINE
- = OWNERSHIP LINE
- = RIGHT-OF-WAY LINE
- + = SECTION CORNERS

**NOTES:**

INFORMATION ON THIS MAP IS INTENDED TO SERVE AS AN AID IN GRAPHIC INFORMATION ONLY.

THE CITY OF AURORA ASSUMES NO RESPONSIBILITY OR LIABILITY OF ANY KIND TO ANY USER OF THIS MAP.

ALL EASEMENTS ARE 8 FEET WIDE ON BACK OF LOTS AND ARE FOR UTILITY PURPOSES UNLESS OTHERWISE NOTED. EASEMENTS SHOWN ON FRONT OF LOTS ARE GAS LINE EASEMENTS AND ARE 6 FEET BACK OF LOT LINES EXCEPT THAT WHERE 4 FOOT UTILITY OR ARBORICULTURAL EASEMENTS ARE SHOWN. GAS LINE EASEMENTS ARE THEN 10 FEET BACK OF LOT LINES. EASEMENTS SHOWN ON SIDE LOT LINES ARE 6 FOOT UTILITY EASEMENTS UNLESS SHOWN OTHERWISE. ALL OTHER EASEMENTS ARE FOR UTILITY PURPOSES UNLESS NOTED.

**PLOT DATE:**  
April 10, 2022

SEE PAGE - 13T

SEE PAGE - 14S



SEE PAGE - 14U

SEE PAGE - 15T

**2022**

**City of Aurora, Colorado - Information Technology**  
15151 East Alameda Parkway, Aurora, Colorado 80012  
website: [www.auroragov.org](http://www.auroragov.org) email: [GIS@auroragov.org](mailto:GIS@auroragov.org)

TRS: SE1/4 SEC25 T4S R66W



PLAT

14T



**MAINTENANCE ELIGIBILITY PROGRAM (MEP)**  
**MHFD Referral Review Comments**

For Internal MHFD Use Only.	
MEP ID:	106325
Submittal ID:	10008325
MEP Phase:	Referral

**Date:** March 23, 2022  
**To:** **Deborah Bickmire**  
*Via email*  
**RE:** MHFD Referral Review Comments

<b>Project Name:</b>	Aspen Business Park (RSN 1600958)
<b>Drainageway:</b>	Alexandra Gulch

This letter is in response to the request for our comments concerning the referenced project. We have reviewed this proposal only as it relates to maintenance eligibility of major drainage features, in this case:

- Pipe outfall and spillway from detention pond

We have the following comments to offer:

- 1) Per recent conversations with your team, please be sure to coordinate this pond outfall with the downstream property owner.
- 2) We will review the pipe outfall and spillway from the detention pond which outfalls into Alexandra Gulch east of S Gun Club Rd in more detail as these items may be maintenance eligible.

We appreciate the opportunity to review this proposal. Please feel free to contact me with any questions or concerns.

Sincerely,



Mark Schutte, P.E., CFM  
Project Manager, Sand Creek  
Mile High Flood District