

February 15, 2021

Cesarina Dancy
City of Aurora – Project Manager
15151 E. Alameda Parkway, Suite 2300
Aurora, Colorado 80012

RE: Citadel on Colfax – Row Homes – Library Time (#1487666)/Pre-Application Meeting held September 24, 2020

Dear Ms. Dancy,

Please find below our responses to the Library Time Pre-Application Meeting comments to the Site Plan for the proposed Citadel on Colfax Row Homes. To facilitate your review, we have included the original comments (key issues and numbered comments) in italicized font and have provided our responses in bold.

1. Zoning and Placetype

1A. Zoning

Section 146-2.4.3 provides guidelines and standards for development in the MU-C zone district. The purpose of this district is to provide retail goods and services to satisfy the needs of the nearby residential neighborhoods and those of travelers on adjacent streets and routes. Specifically, the goals of this District are to:

- *Allow for higher intensity general business and service activities;*
- *Provide pedestrian, bicyclist, and public transportation connections as well as for vehicles;*
- *Provide neighborhood parks and public open space;*
- *Promote sustainable infill development of older commercial sites; and*
- *Mitigate the impacts of redevelopment on surrounding areas.*

Response: The site has been laid out to allow for pedestrian access throughout the entire subdivision. There is an RTD stop located at the southwest corner of Colfax and Altura less than 0.25 miles from the neighborhood. The site has also been designed in accordance with the Master Plan prepared for the Citadel on Colfax.

1B. Placetype

Aurora Places, the Comprehensive Plan for the City of Aurora defines the subject site as part of a City Corridor Placetype. Recommended practices for City Corridors include:

- *Limiting parking lots along street frontages and siting buildings close to streets*
- *Quality landscaping and architecture*
- *Inclusion of public spaces*
- *Providing pedestrian connections and routes*

City Corridor placetypes additionally emphasize innovative, urban, infill development and design.

Response: Parking along the street frontage has been utilized where possible. Parks and open spaces have been incorporated through the development to allow for residents to recreate without having to leave the neighborhood. Pedestrian connections have been provided through the entire neighborhood to encourage pedestrian activity.



2. Land Use

2A. Historic Land Use

The subject site is within Lot 2 Blocks 1 and 2, and Lot 1 Blocks 3, 5, and 6 of the approved Citadel on Colfax Subdivision Filing No. 1. The subject site is also within Planning Areas 4 and 7-9 of the Citadel on Colfax Master Plan. The proposal will require a minor amendment to the Master Plan, to update the use of Planning Area 9 to residential, reduce the minimum residential density in Planning Areas 8 and 9, and make any changes to streets.

Response: A minor amendment has been included with the submittal of the project.

2B. Proposed Land Use

Section 146-3.3.2.1 governs the use-specific requirements for the proposed residential use, including that the units must front a public street or a private street meeting City of Aurora public street standards. The definition of single-family attached townhouses on page 428 of the UDO and Section 5.1 of the Citadel on Colfax Design Guidelines and Standards also require that units front a street. This requirement specifically means that units 110-112 and 138-148 do not meet the definition of a townhome. If the site cannot be reorganized so that these units may front on a street meeting Aurora Roadway Design and Construction Specifications Manual, then a Major Adjustment to the Use Specific Standards must be requested and must receive approval from the Planning Commission at a public hearing.

Table 146-4.2-1 requires that the proposed single-family attached residential townhouse units be alley-loaded.

Response: Streets have been provided on the fronts of all homes and alleys have been provided in back.

3. Development Standards

3A. Dimensional Standards

Section 146-4.2 lists the R-3 dimensional standards pertaining to the application. The minimum lot area allowed is 1,600 square feet and all lots must have at least 18 feet of frontage on a street. The expectation is each townhome be on a fee simple lot with frontage on a street. There should be a 15-foot front setback, a 10-foot side setback for exterior units and a 0'-foot side setback for interior units, and a 10-foot rear setback. 38 feet is the maximum building height permitted for units within 75-feet of the R-1 district directly to the south, while all other units can be a maximum height of 45 feet.

Section 146-4.4.6 additionally requires that the units along the southern edge of the project be separated from the adjacent R-1 zone district by at least 20 feet.

Response: The units meet the requirements listed above with the exception of the front set back. A waiver is being requested for the 15' front set back.

3B. Subdivision Standards

Section 146-4.3 lists subdivision standards pertaining to this application, including avoidance of sensitive areas and floodplains, emphasizing through connectivity, prohibition of remainder parcels, and improvements related to utilities, stormwater management, fire protection, water supply, and wastewater systems. The Preliminary Plat must lay out streets, alleys, sidewalks, and open space in conformance with this section. Open space must be integrated throughout the development, connected to trails and by accessible walkways. Requirements related to public parks are being coordinated through the master developer.

Unbuildable lots or tract should not be proposed unless required for usable common space, drainage, street or similar facilities.

The Citadel on Colfax Design Guidelines and Standards require that there be mid-block connections for blocks over 400 feet, with sidewalks, landscaping, pedestrian furnishings, and well-lit.

The expectation based on the Master Plan is for smaller blocks supportive of a walkable, pedestrian oriented development which this proposal supports.

Response: The proposed site meets the requirements listed above.

3C. Common Space and Amenities

As highlighted in other sections of these notes, the units must front the street and be alley-loaded. Section 146-4.8.4.B describes requirements related to building orientation, including that the structure must orient on to a street.

The Master Plan supports useable green space and amenity areas, interconnected throughout the proposal, to serve the residential uses. Such areas should include decorative pavement treatments, pedestrian scale lighting, site furniture, and a landscaped border and treatments. Ensure that your designs for common open space and shared amenities are designed and placed to be usable by all residents. With this expectation, note that the Master Plan identified an area on the western edge of the townhomes adjacent to the detention pond as an amenity feature. The concept plan provided appears to show alleys encroaching in this area and does not identify it as an amenity. Please be aware that your first submittal will be expected to show this area as some form of programmed amenity space for residents.

All rooftop, ground, or wall-mounted equipment must be screened per the requirements in Section 146-4.8.11.

Response: All proposed units front a street and are alley-loaded. Amenity space is being provided on the western side of the site as planned for in the Master Plan – refer to the landscape plan. All equipment will be screened as required.

3D. Access and Connectivity

Section 146-4.5 governs access and connectivity for subdivisions. Each development shall accommodate safe and convenient movement for all modes of transportation throughout the development and to surrounding areas as well as create an efficient automobile circulation system that avoids the creation of large, isolated tracts without routes, or with only one route, for access to the area. Access to sites shall be consolidated with access to adjacent properties to the maximum extent practicable in order to minimize curb cuts and access shall be located as to not disrupt existing adjacent residential areas.

Streets shall conform to the approved Master Plan unless an amendment is first requested and approved.

The Citadel on Colfax Design Guidelines and Standards require sidewalks, tree lawns, and a furnishing zone of at least 7-feet (outside of the pedestrian walking area) on streets. Off-street pedestrian walkways must be at least 5-feet wide.

Provide and label all pedestrian access paths throughout the site.

Please show the intended internal traffic pattern on the plans, including for emergency response vehicles. There must be minimum distance between streets and alleys within the proposal, and

off-set properly to adjacent access points and streets to meet traffic requirements. Please ensure that sight distance triangle standards are followed.

Response: The site plan meets the Section 146-4.5 and Citadel on Colfax Design Guidelines and Standards for pedestrian connectivity. We are preparing a minor amendment to the Master Plan to account for the minor change in street alignments. The pedestrian access path has been shown on the Overall and Detailed Site Plan sheets. We have worked through the turning conflicts with adjacent access points with Traffic Engineering and provided “No Left Turn” signs as necessary. Sight distance triangles have been included on the Overall Site Plan sheet.

3E. Parking, Loading, and Stacking

Off-street parking is required by Section 146-4.6. and requires 2 spaces per unit to be provided, with at least 40% of the required spaces accommodated in garages. All units must provide vehicle access via an alley. An additional 1 space for every 5 units for those units which do not have direct frontage on a street. Parking alternatives listed in Section 146-4.6.4 may reduce parking requirements. In addition to vehicle parking, the development is recommended to provide bicycle parking spaces. Bicycle spaces must comply with Section 146-4.6.3.F.2 including providing a design that includes 2 points of contact with each bicycle. Each inverted “U” rack counts as two bicycle parking spaces. Place any bicycle parking in a convenient, paved, and well-lit location.

Section 146-4.6.5 details requirements for the design and placement of parking areas. Generally, parking areas should be located and designed to provide for adequate vehicle circulation, safe pedestrian connections, screening from adjacent sites and streets, and to avoid abutting significant stretches of adjacent streets. [Planner needs to review parking lot design sections and identify any deficiencies and elaborate on applicable requirements for certain design elements, for example a trigger for parking “blocks” designs for lots over 150 spaces.]

Response: Adequate parking spaces are provided and numbers are included in the Site Data Block on the Cover Sheet. All units will have vehicle access via an alley. No bicycle parking is provided at this time.

3F. Landscape, Water Conservation, Stormwater Management

General Landscape Plan Comments

Prepare your landscape plans in accordance with the requirements found in the Citadel on Colfax Design Standards, Citadel on Colfax Master Plan with Waivers and the Unified Development Ordinance (UDO). The landscape comments provided herein are based upon the above documents and should follow UDO Section 146-4.7 (Landscape, Water Conservation, Stormwater Management) and the Landscape Reference Manual. Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments.

Landscape Plan Preparation

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

Landscape plans must be prepared on 24” x 36” sheets. Plans shall have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible. Landscape plans shall include the necessary landscape

tables for each of the required landscape treatments (i.e. standard right-of-way landscaping, street and non-street frontage buffers, building perimeter landscape tables etc.). to demonstrate compliance with code requirements. Should any of the above information be missing, it may result in additional submittals and ultimately delays in approval of the plan set.

Sight Triangles

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

The Citadel on Colfax Master Plan with Waivers

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within the Citadel on Colfax Master Plan with Waivers. The applicant is responsible for reviewing this master plan and determining all applicable landscape conditions.

Specific street trees were included for all streets when the Master Plan was approved and should be incorporated with the submission of a formal application.

Citadel on Colfax Design Standards

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within the Citadel on Colfax Design Standards. The applicant is responsible for reviewing these standards and determining all applicable landscape conditions.

Streets

Tree lawns may be landscaped with sod or in lieu of sod a combination of shrubs, ornamental grasses and perennials.

Streetscapes

One tree species per block, both sides of the street. Trees must be deciduous canopy trees. Ornamental trees may be used as accents at intersections.

General Landscape Design

20% of the trees must be up sized to three-inch caliper per planning area.

Section 146-4.7 (Landscape, Water Conservation, Stormwater Management)

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.

Section 146-4.7.5 (Required Landscaping (C) Curbside Landscaping 2. a.)

Street trees shall be provided in accordance with the approved Citadel on Colfax Master Plan with Waivers. The original tree locations may need adjusted to account for any driveway/curb cuts. Street trees shall be provided at a ratio of one (1) tree per 40 linear feet of street frontage.

Section 146-4.7.5. E. (Non-Street Perimeter Buffers)

Provide a 25' wide non-street perimeter buffer along the eastern property boundary adjacent to the proposed hotel property. Buffers shall be provided in accordance with Table 4.7-2 Required Landscape Buffer Widths and Allowed Reductions. Buffer widths may be reduced from 25' to 15' with the installation of specific landscape incentive features. Provide one tree and five shrubs per 25' with at least 50% of the tree species being evergreen.

Plant material shall be chosen based upon their ability to provide appropriate screening and shall be selected to reach a mature height of no less than 5 feet. Perennials and shrubs with a height of less than five feet at maturity shall only be used as accents and may not count toward more than 25 percent of the buffer requirement. While Junipers are commonly used for buffer screening, alternative plant material shall be integrated that are better suited to winter snow loads and provide year- round visual interest. Refer to the zoning code for an alternative plant list. Landscaping shall be located on the exterior side of any fences or walls.

Section 146-4.7.5.J.3.(Multifamily and Single Family Attached (Townhome) Residential Structures)

All new multi-family and townhome buildings shall provide building perimeter landscaping. Plant beds shall be an average of six feet wide and shall consist of 1.25 plants per five linear feet of unit perimeter footage. At least five percent should be a mixture of evergreen and deciduous trees, at least 15% shall be tall shrubs with a mature height of six feet and up to 80% shall be a mixture of evergreen and deciduous shrubs chosen to create seasonal interest. An example table demonstrating compliance has been provided below.

Building Perimeter Landscape Table								
Building	Building Perimeter Landscape Description	Length	Trees Required	Trees Provided	Tall Shrubs Required	Tall Shrubs Provided	Regular Shrubs Required	Regular Shrubs Provided
1	Building 1 Elevation	207 LF						
	5% Trees (Mix of Evergreen and Deciduous)		3	3				
	15% Tall Shrubs				8	8		
	80% Other Shrubs						42	42
2	Building 2 Elevation	238 LF						
	5% Trees (Mix of Evergreen and Deciduous)		3	3				
	15% Tall Shrubs				9	9		
	80% Other Shrubs						48	48
3	Building 3 Elevation	208 LF						
	5% Trees (Mix of Evergreen and Deciduous)		3	3				

146-4.7.3.C. (Irrigation)

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the City Water Department will require the applicant to divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing the quantities along with a plan shall be provided that clearly delineates these areas. Contact Timothy York at 303.739.8819 regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

Response: The proposed landscaping meets the requirements listed above.

3G. Building Design Standards

Section 146-4.8 of the UDO 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, four-sided building design, and permitted materials, among other things. No more than eight townhouse units can be attached in one single building cluster.

Code requires that you incorporate material changes and architectural features such as textured surfaces, projections, color, overhangs, and changes in parapet height to improve the façade and create an inviting and attractive street presence. Code also requires that you use changes in the wall planes, both horizontally and vertically, at specific intervals and provide a variety of durable materials to create visually interesting buildings. Staff recommends at providing at least three unique elevations with three color schemes to establish variety within the development. See the table below for applicable building design standards and ensure that the building elevations meet all applicable requirements.

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.

In addition to requirements in the UDO, please ensure that architecture and design of the townhouses comply with all applicable requirements in the Citadel on Colfax Design Guidelines and Standards, including but not limited to those that can be found in Chapter Four for:

- Building Variety and Scale
- Building Facades and Materials
- Form, Height, and Massing

Four-sided architectural elements and variation in plane, material, texture, and detail are required. A defined reveal or setback must articulate the buildings or units, and rooftop balconies or decks can provide private outdoor space for homeowners. Building material standards are listed, with a breakdown of primary and secondary materials allowed. A variety of building elevations is strongly encouraged to ensure there is design variability in the development.

Response: Masonry and horizontal articulation have been provided on the buildings. The building elevations have gone through preliminary DRC review and are generally in conformance with the Design Guidelines for the Citadel on Colfax.

3H. Exterior Lighting

Section 146-4.9 and Section 3.12 of the Citadel on Colfax Design Guidelines and Standards govern the design of lighting.

Please illustrate typical details of lighting on the plan and/or building elevations. Pedestrian-scaled lighting fixture should be provided along internal pedestrian sidewalks and amenity

spaces. Lighting fixtures and other site furnishings throughout the Citadel on Colfax development should be consistent.

Response: A Photometric Plan has been included in the Site Plan and includes details on the proposed light fixtures.

3I. Signs

Section 146-4.10.15 and Section 6 of the Citadel on Colfax Design Guidelines and Standards govern the design of signs, including type, sign area, and placement. 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, such as addressing, on the building elevations.

Response: Proposed signage is still being determined and will be included on the second submittal.

4. Adjustments

Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed and justified in the Letter of Introduction. They must also be listed on the cover sheet of the 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.

Response: A waiver is being requested and has been listed on the cover sheet and further discussed in the Letter of Introduction.

5. Submittal Reminders

5A. CAD Data Submittal Standards

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

Response: Current CAD standards will be followed at the time of submitting the CAD files.

5B. PDF Requirements

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

Response: PDFs will be flattened and submitted as separate PDFs to meet these requirements.

5C. Mineral Rights Notification

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

Response: A Mineral Rights Affidavit has been completed and is included in this 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.

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

Response: A Pre-Submittal Meeting was scheduled and completed prior to the submittal.

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.

Response: Noted.

Neighborhood Services Liaison:

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

Response: Noted.

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

Response: Noted.

- Additional information about the Neighborhood Liaison Program can be found on the [Housing and Community Services](#) page of the city website.

Response: Noted.

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 149 single family attached homes which have been previously credited the TOD incentive population calculator, therefore no open space land dedication is required.
- Your site is located within the Citadel on Colfax Master Plan.

- *Your park development fees may be lowered slightly should the Small Urban Park be completed per PROS standards. Please work with the Master Developer to determine what the ultimate condition will be as it pertains to fees.*

Response: Noted.

Population Impact

For homes in transit-oriented developments, population calculations for the project are based on an average household size multiplier of 2.02 persons per unit, resulting in an overall projected population of 301 persons residing in 149 units.

Small Urban Park

Please note that per the Master Plan, a Small Urban Park was approved which would reduce your land dedication requirements slightly. Should the Master Developer continue toward building this park amenity per PROS standards, your numbers will be lowered slightly for the park development fees.

Cash-in-Lieu Payment

Please note that the Master Developer will receive an updated invoice for the amount of cash-in-lieu (of land dedication) generated by your project. This amount must be paid prior to recordation of your replat.

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 **\$1,466.17** 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.

Response: Noted. We will work with the Master Developer regarding the Central Park Construction.

Forestry

All tree mitigation has already been satisfied for this project. No further comments.

Response: Noted.

Aurora Public Schools

In accordance with Section 4.3.18 of the Unified Development Ordinance, the school land dedication obligation for the 148 proposed residential units is 0.9731 acres. 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 plat recording.

AURORA PUBLIC SCHOOLS - STUDENT YIELD
9/29/2020

Citadel on Colfax Row Homes - Pre-application

Dwelling Type	Units	Yield Ratio	Student Yield
SFD		0.7	0
MF-LOW	148	0.3	44
MF-HIGH		0.145	0
TOTAL	148		44

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	25	0.08	12	37	0.05	7	44
MF-HIGH	0.075	0	0.04	0	0	0.03	0	0
TOTAL		25		12	37		7	44

SCHOOL TYPE	STUDENT YIELD	ACRES PER CHILD	ACRES REQUIRED
ELEMENTARY	25	0.0175	0.4403
MIDDLE	12	0.025	0.2960
HIGH	7	0.032	0.2368
TOTAL	44		0.9731

Response: Noted. Cash-in-lieu be provided at the time of platting.

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:

- ▶ Water meters for lots 110-112 cannot be from E 14th Avenue (private) due to long service lines. Instead they should be placed from a water main extension in the alley. We have a detail for banking of up to 4 water meters so that the water services can extend in the front of the house instead of through the back.
- ▶ Water meters for lots 138-148 will be difficult as a water main extension will not be allowed through the Granby ditch.
- ▶ Comments from previous pre-application meeting still apply.
- ▶ A [domestic allocation agreement](#) will be required for connections 2" and larger.

Utility Services Available:

- Water service may be provided from: E 14th Avenue, E 14th Drive, Altura Boulevard, Eagle Street, Fairplay Street
- Sanitary sewer service may be provided from: E 14th Avenue.
- Project is located on the following Map Pages: 05H

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
- 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](#).

Response: Most water services, other than a few on the north side of the site in N. Eagle Street, will be provided using banked meters per the Aurora Water detail. This way, no water main extensions are required. Please refer to the utility plans in the Site Plan set for information on the existing and proposed utilities. Fees will be paid as necessary throughout the process.

Public Works Department

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

Key Issues:

- ▶ A Traffic Letter of Conformance will be required for this development. See below for additional information.
- ▶ As presented in the pre-application documents, there are multiple problematic conflict points. There are multiple possible solutions to resolve these conflicts. Traffic Engineering would accept an offline site plan prior to formal submission to provide feedback for roadway layout and to help reduce any potential redesign.
 - South of the couplet of Altura Boulevard two alleys are proposed. The city's standard acceptable alley or access spacing along a local roadway is 75-feet offset from centerline to centerline, if this cannot be met, turning templates would be required to show no turning conflicts are present (left turns are typically the issue).
 - Based on spacing on the east side, a northbound left turner out of the alley cannot make the movement and yield to pedestrian in crosswalk. Spacing to northbound Altura Blvd is of concern.
 - On the west side, what is the southbound centerline to alley spacing? It looks to be less than 50'. Turning conflicts are present. This is not an acceptable alley connection. Also of concern, is the anticipated queuing for eastbound at Altura Boulevard, blocking access to this alley.
 - Alley is lined up with the pedestrian mid-block narrowing and crossing. A pedestrian crossing cannot be centered on an alley. Review the pedestrian crossing location, proposed access to north and determine which should move.
 - Alley offset on west side (105' east of Eagle St & within Block 2 Lot 2 PA-4) are offset a problematic amount. There are multiple methods to resolve this, align, if one is one-way, or limited movement (pork chop with signage) at this alley intersection.
 - Hotel site to north has access points that are offset from alley/road locations. Coordinate with this property developer to resolve this condition.

- *Colfax Avenue 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 303.512.4266. Developers/applicants are encouraged to contact CDOT early on in the review process to determine the feasibility of the proposed access and any specific CDOT requirements. In order to ensure CDOT will allow access as shown, provide a letter from CDOT indicating they have reviewed the proposed access(es) and have given preliminary approval. **This letter must be received 10 days prior to the Planning Commission hearing.***
- *Show all adjacent and opposing access points on the Site Plan.*
- *Traffic is concerned with potential conflicts from stacking vehicles and recommends a minimum offset of 75-feet from the adjacent street to the first internal access drive or alley.*
- *The access onto east/west roadway shall align with the opposing access to the north or be sufficiently offset to avoid turning conflicts.*
- *Label the access movements on the Site Plan.*
- *Objects and structures shall not impede vision within these sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with [City of Aurora Standard Traffic Detail TE-13](#) In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in [City of Aurora Standard Traffic Detail TE-13.3](#).*

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 note 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.*

Response: We have worked through the traffic issues with Traffic Engineering prior to the submittal and add “No Left Turn” signs as agreed upon. We believe all of Traffic’s concerns have now been addressed. The required notes have been included on the plans.

ROW/Plat:

- *Designate a Public Access Easement along private roadways and alleys.*
- *A private cross-access agreement is recommended for maintenance and snow removal. The developer is responsible for establishing this agreement with the adjacent property owner.*

Response: Public Access Easements are being provided for all streets and alleys. The developer will work with the adjacent property owners on private cross-access agreements.

Traffic Letter:

- *A full Traffic Impact Study will not be required. The applicant shall prepare a detailed letter to address the following items. The letter shall be signed and stamped by a professional engineer licensed in the State of Colorado, and address:*
 - *Trip Generation from the site and comparison to the Master Traffic Impact Study.*
 - *Site Circulation Plan*
 - *Discussion of the application of elements from the Traffic Calming Toolbox to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox may: 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 Letter shall be prepared in accordance with the [City of Aurora Traffic Impact Study Guidelines](#).

Submitting the Traffic Letter:

- *The Traffic Letter shall be sent directly to Brianna Medema at bmedema@auroragov.org as soon as possible.*
 - *The Traffic Letter shall also be uploaded with the rest of the submittal.*
- *Based on our review of the Traffic Letter, additional improvements may be required.*

Response: A Traffic Letter has been included with the submittal and meets the requirements above.

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 for this development shall be in conformance with the approved phasing plan. The completion of adjacent private streets shall be required prior to the issuance of a Certificate of Occupancy (CO).*
- ▶ *A preliminary drainage report shall be submitted with the site plan. Detention and water quality shall be in conformance with the master drainage report.*
- ▶ *An approved pond certificate is required prior to the issuance of a CO*
- ▶ *No CO will be issued for any lots previously located in the floodplain until the LOMR is approved.*

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, "T" intersections, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed grading of the curb ramps.*
- *Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.*
- *Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or hand rails may be required.*

- *The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.*
- *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.*
- *Street lights are required along adjacent roadways, unless already installed by the master developer. Please refer to the Draft Lighting Standards for street light spacing, location, wattage, etc., information. Street lights along public right-of-way shall become city-owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. Street light locations shown on the site plan are conceptual. The street lighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis.*

Response: Information has been included in the Site Plan as requested.

ROW/Easements/Plat:

- *Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.*
 - *A drainage easement shall be required for any detention/water quality facilities on site. 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.*

Response: A plat is being prepared for the development and will include the necessary easements.

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.*
- *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 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.*

Response: A Preliminary Drainage plan and report has been included with the submittal. The proposed storm sewer from the site will connect to the existing storm system and will be extended throughout the site 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 Issue:

- *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.*

Address Directory Signs for [Single-Family Dwellings Facing Green Belts instead of Public Right-of-Way](#):

An approved address directory shall be shown within the detail sheet of the site plan and/or civil plan sign package. Address Directory Signs must be installed at properties where the single-family unit is facing a green belt and access to the unit is from garage of an adjacent access road.

- *Adjacent public/ private roadways, or fire lane easements/public access easements must provide emergency access to within 150' of all exterior portions of the first floor of each structure. The utilization of a greenbelt product cannot exceed this requirement.*

Response: All proposed units will face a street so Address Directory Signs are not needed. Public Access Easements have been provided on all streets and alleys.

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.

Response: Building address/numbers will be displayed on the 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](#).

Response: Noted. The structures meet the setback requirements.

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.

- [Dead-End Fire Lane Detail](#)
- [Fire Lane Sign Detail](#)
- [Grading Plan](#)
- [Sign Package](#)
- [Signature Block](#)
- [Street Standards and Street Section Details](#)

Response: The necessary information will be included in the Civil Plan package.

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**
 - The existing fire lane easements within the site are sufficient, no additional fire lane easement is being required internally within this site. Please show and label existing fire lane easements within this site on the site plan submitted to the Planning Department.
 - The abutting public/private streets adjacent to this site are sufficient to provide emergency apparatus access, no additional fire lane easement is being required internally within this site.
 - 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.
 - 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.

Response: Fire lane/access easements will be provided on all streets and alleys.

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.

- In single-family detached residential sites, the IFC reflects an exception in Section 507.5.1 that allows IRC R-3 dwellings to utilize a 600' on center spacing of fire hydrants.

Response: The existing fire hydrants provide adequate coverage.

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.

General Comments:

- Our jurisdiction has amended the IFC through a city ordinance that removes the requirement for fire sprinkling R-3 Single-Family residences. During the pre-application meeting it was stated that these units would be IRC R-3 Occupancy. If this is changed to IBC R-2 occupancy, then a fire sprinkler system will be required for these units.

Response: The units will be R-3 Occupancy and therefore will not be sprinklered.

Handicap 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 mail boxes, sidewalk, street and curb that reflect the way these elements will meet the accessibility requirements of the ADA, USPS, ICC A117.1, 2009 edition.

Response: Mail locations are still being determined and will be included in the 2nd submittal.

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.

Response: Legends have been included on all sheets.

Phasing Plans:

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

Response: There is no phasing being propose with the development.

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 does not contain a Dedicated Fire Lane Easement](#)
- [\(Plat Note\) 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](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

Response: The required notes have been included on the cover sheet.

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](#)
 - 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](#)
- [Access Road Width with a Hydrant](#)
- [Aerial Fire Apparatus Access Roads](#)
- [Fire Apparatus Access Road Specifications](#)
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Dead-end Fire Apparatus Access Roadways](#)
- [Dead-End Public Streets](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [License Agreement](#)

- Construction of fire lanes using alternative surfacing materials other than asphalt and concrete and/or installations of gating systems crossing a dedicated fire lane easement will require a license agreement through Real Property.
- [No Parking is allowed within a Fire Lane Easement](#)
- [Private Streets Constructed to Public Street Standards](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Public Streets Constructed to the Urban Street Standards](#)
- [Remoteness](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

Response: The proposed Site Plan should meet these requirements or will be added throughout the Site Plan review process.

Real Property Division

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

Subdivision Plats:

- The property is currently platted; however, due to your proposed use, it will need to be resubdivided (replatted) at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications provided in the most current [Subdivision Plat Checklist](#). Plat reviews may run concurrently with your other Planning Dept. submittals.
- A **presubmittal meeting** with Real Property is required on all plat submittals so our team may verify that basic elements have been addressed before they are submitted to Planning. This 30-minute meeting is for the 1st submittal of plats only and is by appointment only. Call Darren Akrie at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend the meeting. Please bring two sets of the plat.

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:

- 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:
 - [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.

- *(Residential only) No portion of any roofed structure may encroach into any easement. However, the city will allow certain items to encroach in easements such as fences, gates, retaining walls, monument signs, etc. as long as they do not interfere with the use of the easement. If your encroachment is approved, you must obtain a **Revocable License** from Real Property. It is the responsibility of the applicant to identify and include all encroachments on their Revocable License application which can be found in the [Revocable License Packet](#). A Revocable License takes about **1-2 weeks** to complete and must be complete before Real Property will record the Site Plan.*
- *If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact Leslie Gaylord at 303.739.7901 for additional details and contact information.*

Response: A plat has been prepared and included with this submittal. Easement releases and License Agreements will be prepared as needed. All roofed structures are located outside of easements.

Thank you in advance for taking the time to review this application. We look forward to working with you towards approval of this development proposal.

Sincerely,
GALLOWAY

Scott Brown
Civil Engineering Project Manager
ScottBrown@GallowayUS.com