

September 16, 2021

Aja Tibbs
Project Manager
City of Aurora
15151 E. Alameda Parkway, Suite 5200 • Aurora, Colorado 80012

RE: ALTA Addison– Pre-Application Meeting Notes Responses

Dear Aja Tibbs,

This letter is in response to the Pre-Application meeting notes dated 06.10.2021 for the **ALTA Addison** project Located at 7399 S Addison Ct in Aurora, Colorado.

Standards and Issues:

1. Zoning and Placetype

1A. Zoning

The proposed site development area is within the Pine Ridge Ranch (Villagio of Aurora) General Development Plan (GDP) which functions as the Planned Development (PD) zoning of the site as well as the Master Plan. The PD includes specific guidelines for multifamily development including but not limited to requirements for private outdoor balcony/patio areas and various architectural design requirements.

1B. Placetype

The subject property is within the Commercial Hub Place type in the Aurora Places Comprehensive Plan. Commercial Hubs are centers of activity supporting adjacent neighborhoods with shopping, services, entertainment, and community life. Single-family and multifamily residential serve as supporting land uses to the primary commercial retail, service, and restaurant land uses with the designation. Please review the defining features of the Commercial Hub placetype on Page 46 of the Aurora Places Comprehensive Plan and ensure the development complies with features.

2. Development Standards

2A. Dimensional Standards

As currently configured, the conceptual site plan presents issues with code requirements for building orientation. Table 4.8-1 of the UDO requires multifamily buildings to abide by building orientation requirements in Section 4.8.4.B. This section requires each primary structure to be arranged so that the primary façade orients onto and provides direct pedestrian access onto one of the following: (a) a public or private street; (b) a public park, open space, or common green; (c) a plaza or courtyard; or (d) a pedestrian passage. The layout of the buildings may need to be reconfigured so that all are fronting on one of the above. If none of these options are viable an adjustment will need to be requested with a detailed explanation as to why the adjustment is warranted as well as what additional design aspects will be involved for mitigating the request (See UDO Section 5.4.4.D). Ground floor units should have a front door onto the internal sidewalk network.

RESPONSE: Noted. All buildings are oriented to open space on the east or a private street. All ground level units now open to internal sidewalk network.

Additionally, as presented in the conceptual plan, all but one building will require an adjustment request for building length (maximum of 200 feet in Subarea C).

RESPONSE: Noted. No adjustment being sought for this item as all buildings have been adjusted to be no more than 200'-0" max length.

The development must be within 330 feet of community or neighborhood parks (for

example, the Red-Tailed Hawk Park area to the east) in order to receive credit for outdoor amenity area as adjacent parkland; this provision does not apply to the open space area adjacent to the east and therefore the development must provide 20 percent on-site outdoor space. The purpose is to assure that multifamily development includes adequate usable outdoor space for residents and guests. Adequate outdoor space includes a mix of:

- Usable green spaces for unstructured recreation, playgrounds, outdoor swimming pools, and athletic courts; and
- Gathering spaces such as plazas and courtyards. A significant portion of the outdoor space shall be consolidated in a centralized portion of the development.

Additionally, the PD requires that multifamily buildings provide private outdoor balcony or patio areas for at least 30 percent of dwelling units with dimension of at least six feet by eight feet. Reference the PD document for more details.

RESPONSE: Noted. A table is provided for Outdoor/Common Space Area provisions, as well as a diagram illustrating each area included.

2C. Access and Connectivity

An extension of the detached sidewalk from Addison Court that extends up the main access drive on both sides integrating into the internal sidewalk network will be expected. This “main street” will ensure that pedestrian connections are integrated fully into the design. Review the Landscaping and Public Works comments in this set of notes for full detail on all other public improvement requirements. Planning supports the connection of the development to the trail system to the east. The expectation is for a robust internal sidewalk network connecting all building entrances and common areas to the public sidewalk and trail network.

RESPONSE: Sidewalks added on both sides along southern site access road. Additionally, a curvilinear 6' wide trail connection is provided on site, as well as a 6' wide connector trail through open space to the Piney Creek Trail.

2D. Parking, Loading, and Stacking

Off-street parking is required by Section 146-4.6. Based on the information provided, **224 parking spaces, including 7 accessible parking spaces** will be required. Parking alternatives listed in Section 146-4.6.4 may reduce parking requirements. In addition to vehicle parking, the development is required to provide **12 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.

RESPONSE: 261 spaces are provided including 8 accessible spaces, 2 of which are private garages in buildings. Also 12 bicycle parking spaces are provided at 6 racks at convenient, lighted locations.

Per Section 146-4.6.5.A.4, multifamily buildings require 40% of the resident parking (non-guest) to be in garages or carports and half of the those to be attached and integrated with the building.

RESPONSE: Out of the 224 total parking stalls required for this site, 90 are to be covered with 45 of those attached. We are providing 45 private parking garages in the buildings, and 95 covered (carport) parking spots on the surface lot.

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.

RESPONSE: Noted.

2E. Landscape, Water Conservation, Stormwater Management

- General Landscape Plan Comments

Prepare your landscape plans in accordance with the requirements found in the Unified Development Ordinance (UDO) and the Landscape Reference Manual. The landscape comments provided herein are based upon the following code section 146-4.7 Landscape, Water Conservation, Stormwater Management. Ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments.

RESPONSE: The above-mentioned requirements and comments were reviewed by the Landscape Architect, and the landscape design addresses these.

The landscape plan shall include the necessary landscape tables for each of the required landscape treatments (i.e. standard right-of-way landscaping, street and non-street frontage buffers, building perimeter landscape tables etc.) to demonstrate compliance with code requirements.

RESPONSE: Landscape Tables are included within the drawing package.

- 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 submitted with a site plan or redevelopment plan are used by the City to determine compliance with the landscape standards and for code enforcement purposes.

Landscape plans submitted during the Development Application submittal process must be prepared on 24" x 36" sheets and have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible and may result in additional submittals and ultimately delays in approval of the plan set.

RESPONSE: Noted.

- Sight Triangles

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

RESPONSE: Sight triangles along S Addison Ct are not required. The intersection has no potential traffic conflicts perpendicular to access road except minor traffic from LDS Church.

- 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 this Section 146-4.7. The applicant is responsible for reviewing this section and determining all applicable landscape conditions.

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

The applicant is being required to change the access drive to an actual street. As a result, either attached or detached sidewalks will be required as well as street trees and curbside landscaping.

Street trees are required at a ratio of one street tree per 40 linear feet. Street trees shall be provided in the curbside landscape when a detached walk is provided or 4'-5' from behind the back of walk when an attached walk is provided. Street trees shall be located 50' from the face of a stop sign to maintain regulatory sign visibility. Refer to Figure 4.7-2. If attached walks are provided, then the street trees may count towards the building perimeter landscaping if within 20' of the building face.

The UDO requires plantings within the curbside landscape to vary depending upon the width required by the street cross section. Refer to the UDO for specific curbside planting requirements. Only curbside landscapes that are 10' in width or greater, may be sod if desired.

RESPONSE: Noted. Street trees are proposed adjacent to attached sidewalks where space allows and views are not hindered.

- Section 146-4.7.5.E.2.b. Non-Street Perimeter Buffers

Provide a 25' wide non-street buffer along the southern property boundary line between the multifamily and the church. A buffer reduction to 12' is permitted depending upon the buffer reduction feature chosen as specified in Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. While the buffer widths are less restrictive, plant quantities remain consistent. Plant material shall be provided at a ratio of one tree and five shrubs per 25 linear feet with 50 % of the tree species shall being evergreen.

Plant material shall be chosen based upon its ability to provide appropriate screening and shall be selected to reach a mature height of no less than five feet. Perennials shall only be used as accents and may not count toward 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 UDO for an alternative plant list.

RESPONSE: Noted. A 12' reduced buffer is preferred, and planting design addresses the requirements. Please refer to the Landscape Tables and the notes provided beneath each.

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

All new multi-family 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.

RESPONSE: Noted. Planting design addresses the requirements. Please refer to the Landscape Tables and the notes provided beneath each.

- Section 146-4.7.5 I. Private Common Open Space/Tract Landscaping

All areas of land that have been disturbed during construction and are required or designated to be preserved and protected from future development for non-public active and passive recreation area and facilities, trails, wildlife habitat or the preservation of

view corridors and natural land features shall be landscaped with one tree and ten shrubs per 4,000 square feet.

RESPONSE: Noted.

- Section 146-4.7.5. H. Special Landscape Buffers for Development Adjacent to I-79, I-225, E-470, Public Parks, Open Space and Trails

While landscape requirements are typically administered by the Planning and Development Services Department, because this proposed application is adjacent to a Parks Recreation & Open Space Department (PROS) maintained facility and a non-park and open space amenity, this section of the code will be administered by both the Planning and Parks Departments jointly. If the standards of this section conflict with other buffer requirements found within the UDO, the standards of this section shall apply.

A 25' wide special landscape buffer is required along the E-470 Multi-Use Easement to the north and to the west. The applicant shall work with the E-470 Authority when developing their site layout to determine whether the buffer may be provided within the multi-use easement or whether it shall be located outside the easement on the applicant's property. The buffer shall contain one tree and 10 shrubs per 30 linear feet of buffer. Buffers may be reduced to 15' in accordance with the buffer reduction feature as noted in Table 4.7-2 Required Landscape Buffer Widths and Allowed Reductions. A reduction in the buffer width does not necessitate a reduction in the required plant quantities.

In addition, a 25' wide special landscape buffer is required along the eastern property boundary adjacent to the city owned and maintained Red Tailed Hawk Park. A reduction in the buffer width is not permitted. Landscaping shall consist of one tree and 10 shrubs per 30 feet. Work with PROS on the type/species of plant material that they would like to see within the buffer.

The encroachment of buildings or portions of buildings including porches, patios, trash enclosures, sidewalks or sidewalk connections to the multifamily units, dumpsters, parking lots and internal vehicular drives and detention and water quality pond infrastructure into the landscape buffer 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: Noted. The Landscape Architect met with PROS obtain the needed clarifications, and the landscape plan addresses the requirements. Please refer to the Landscape Tables and the notes provided beneath each.

If any portion of this development is to be phased and that phasing is anticipated to impact the installation of the buffer, the site plan shall provide timing for the installation. Coordination regarding timing shall be discussed with the PROS and Planning departments.

RESPONSE: Phasing is not anticipated.

- Section 146-4.7.5 K. Parking Lot Landscaping

Both interior and exterior parking lot landscaping is required for all proposed parking lots. No parking row shall exceed 15 spaces without an intervening landscaped island, median or landscaped peninsula. All parking rows must terminate in a landscaped island. 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 this section. If required, street and non-street frontage landscape buffers may be combined with the parking lot screening requirements to satisfy both if the two requirements should overlap. City staff will determine whether the overlap exists once a formal site plan submittal is made.

When not integrated as part of a required buffer, a minimum four-foot planting bed shall be provided around the perimeter of the parking lot. Parking lot screening shall consist of a berm between three to four-foot tall with a maximum slope of 3:1 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:

- a. A low continuous hedge between three to four-foot tall planted in a double row at three feet on center in a triangular pattern or;
- b. A decorative masonry wall between three to four-foot tall in combination with landscaping.

Shrubs must reach a height of three feet at maturity and at least 50% of the shrub material shall be flowering species. Large shade and evergreen tree species and/or small tree or large shrub species 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. Ornamental grasses are not permitted to screen parking lots.

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

RESPONSE: Due to site layout and adjacencies, parking lots will not be visible from outside the site, except potentially from distant open space; however, planting design does address parking perimeter landscape requirements. Please refer to the Landscape Tables and the notes provided beneath each.

- Section 146-4.7.5 L. Site Entryways and Intersections

Provide a distinctive landscape feature at each site entrance. Distinctive landscape features should consist of specimen quality plant material that will provide visual interest during all seasons. This is often provided around any proposed signage and/or monumentation.

RESPONSE: A planting mix of trees, shrubs and perennials is intended to highlight monument signage, entry gates and walks, and foreground to the Amenity Building.

- Section 146-4.7.3 M. Detention and Water Quality Ponds

The city encourages applicants to utilize Low Impact Development (LID) techniques as permanent best management practices (BMPs).

Applicants may propose their own BMPs or work with the City of Aurora's Water and/or Public Work's Departments.

All detention pond facilities shall not exceed six feet in depth. The area within the tract surrounding the pond shall contain a minimum of one tree and 10 shrubs or the approved tree and shrub equivalents per 4000 square feet above the 100-year water surface elevation. When overlapping landscape standards occur such as when buffers,

detention/water quality and parking lot landscape requirements fall within the buffer, they may be counted towards meeting the buffer requirements, however the most restrictive requirements shall be met.

RESPONSE: Underground stormwater detention is proposed.

- Section 146-4.8.3. C. Irrigation

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the Water Department will require the applicant 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 that clearly delineates these areas should be provided. Contact Timothy York at (303) 739-8819 or tyork@auroragov.org regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

RESPONSE: Noted. Plant material water needs are included on the Plant Schedule.

2F. 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. The PD also contains various design requirements for architectural features including average rental living area, stucco/masonry requirements, roof pitch, and more. Reference the PD document for these requirements.

RESPONSE: Noted.

Code requires that you incorporate material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs, and changes in parapet height to improve the façade and create an inviting and attractive street presence. Buildings must be designed to create a clear base, middle, and cap, with specific instructions and tips for how this can be achieved in Section 146-4.8.5.C. Ground floor designs should support a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic. Code also requires that you use changes in the wall planes, both horizontally and vertically, at specific intervals and provide a variety of durable materials to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to prevent the back of house appearance. See the table below for applicable building design standards and ensure that the building elevations meet all applicable requirements. Please also ensure that the six individual buildings vary somewhat in design.

RESPONSE: Noted.

Provide information on the plan for screening from E-470. Code requires an 8-foot sound wall to protect residents from nuisances associated with the adjacent highway. It will be necessary to work with the E-470 Public Highway Authority on design and placement of this sound wall.

RESPONSE:

2G. Exterior Lighting

Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the plan and on building elevations.

RESPONSE:**2H. Signs**

Section 146-4.10 governs signage standards. Please review this section for complete details. Show the location of any monument signs on the plans and indicate the location of wall-mounted signs on the building elevations.

RESPONSE: *The proposed monument sign location is shown adjacent to entry.*

3. 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: *Noted, we do not anticipate needing any adjustments at this point.*

4. Submittal Reminders**4A. 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.

4B. 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.

4C. Mineral Rights Notification

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

Pre-Submittal Meeting:

Contact the assigned Case Manager to schedule a pre-submittal meeting at least one week prior to submitting an application. At the pre-submittal meeting, staff will review the submittal requirements, discuss the review timeline, provide a fee estimate, and review the process for uploading files and inputting adjacent property owners.

RESPONSE: *Pre-Submittal meeting occurred on 08.26.2021 with Aja Tibbs and Susan Chapel.*

Community Participation:

Please work proactively with registered neighborhood organizations and adjacent

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

Neighborhood Services Liaison:

- Meg Allen is the neighborhood liaison for the project. She has put together a report attached to these notes listing the registered neighborhood organizations within one-mile of your proposed project and can assist in scheduling and facilitating meetings with community members. Please work with the organizations that express interest in your project to address comments and mitigate concerns
- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and procedures can be properly addressed. The Case Manager will record any project-related commitments that are made to the community at these meetings.
- Additional information about the Neighborhood Liaison Program can be found on the Housing and Community Services page of the city website.

RESPONSE: Noted.

Oil and Gas Development

We have reviewed the area of your development. There are no known plugged and abandoned (P&A) wells within your site and no existing or planned oil and gas surface facilities on your site.

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:

- The proposal includes 186 multifamily units.
- The proposed site is adjacent to Piney Creek Open Space and Regional Trail.
- The proposed site is considered infill and therefore no open space land dedication is required.

Special Landscape Buffer

Whenever developer occurs adjacent to parks or open space, a 25' special landscape buffer is required. This buffer is measured from the property line and may not be encroached into with any building, parking, sidewalk, detention or water quality. Trail connections are permitted within this space. The buffer would apply along the east side of your site and should be landscaped with 1 tree and 10 shrubs per 30 linear feet. Please note that there is an abundance of prairie dogs on and adjacent to your site. In order to effectively establish the landscape buffers, you will need to provide enough prairie dog fencing and mitigation so that vegetation will grow. Please ensure to include the detail for prairie dog measures in your site plan.

RESPONSE: Noted. The special landscape buffer is accommodated. Prairie dog mitigation is planned and fencing is shown. We will continue to work with PROS on a hybrid open space 3-rail fence that also provides prairie dog protection.

Trail Connection

Your proposal includes a connection to the Piney Creek Regional Trail which is encouraged by PROS to provide direct access to this regional amenity. Note that in order to accomplish this connection, the following will be required:

- A license agreement for any work and improvements on city owned property. Please contact Grace Gray with Real Property at ggray@auroragov.org to begin that process after the first review of your site plan. The license will require you to restore any disturbed area back to the original condition with a native seed mix as well as meet the specifications for trail connections.
- Meet PROS trail intersection detail and turning radius as shown below. Please include this on the civil plan set. All details including the trail and intersection can be found within the PROS Dedication and Development Criteria Manual.
- The connection should be a minimum of 6' wide, concrete hardscape. Note that this connection will need to be privately maintained along with 2' of shoulder on each side of the walk.

RESPONSE: Noted. Details for the trail and connection are included.

Population Impact

For multifamily homes, population calculations for the project are based on an average household size multiplier of 2.5 persons per unit, resulting in an overall projected population of 465 persons residing in 186 units.

RESPONSE: Noted.

Land Dedication

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

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

The resulting acreage required is as follows: 186 Multifamily Units
Neighborhood Park Land 1.40 acres
Community Park Land 0.51 acres
Total Land Dedication 1.91 acres

RESPONSE: Noted.

Cash-in-Lieu Payment –

Given the small overall acreage of park land impact generated by the population increase and the fact that the subject development is not conducive to on-site dedication due to minimum park size criteria, the land dedication shall be satisfied by a cash-in-lieu payment prior to subdivision plat/replat. The amount of the payment is computed by multiplying the dedication acreage by the estimated market value for the land. Being an infill development, this project is able to take advantage of a less-than-market-rate value which the city offers to reduce the cost of PROS' requirements for infill. The current per-acre value of \$60,200 multiplied by the dedication acreage results in the following potential cash-in-lieu payments:

186 Units
114,982.00

RESPONSE: Wood Partners is in process of purchasing a half-acre parcel of land abutting our northern boarder. They would like to donate this parcel to PROS with hopes of this counting towards their Cash-in-Lieu Payment fees required for this site. What is the procedure to gift land to the City of Aurora?

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 \$1,827.28 would apply if permits for construction of the residential units are pulled in 2021.

RESPONSE: Noted.

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 2021). 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.

Forestry Division

There are trees on the southeast side of this site that appear will be impacted by development. There are also many trees located in the proposed detention pond area that will be impacted. Trees impacted will require tree mitigation.

Tree Mitigation Requirements

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

RESPONSE: Noted.

Civil and SWMP plans will not be approved by Aurora Forestry until tree mitigation has been approved through the Site Plan Process.

RESPONSE: Noted.

Forestry's Role in Site Plan Review

- When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors. If there is interest in determining mitigation requirements before your submittal, there is the option of hiring a consulting arborist; a list can be obtained from Forestry upon request. Forestry would require a meeting with the arborist selected to make sure that we agree on the appraisal.
- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site. If a Consulting Arborist is hired, this information will be supplied by them. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan.
- Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at: <https://www.auroragov.org/cms/one.aspx?pagelId=16394080>

RESPONSE: Noted. Minimal tree and shrub vegetation exists on site, and protection fencing is proposed during construction.

Ash Trees Prohibited

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

RESPONSE: Noted.

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:

- ▶ There are two existing water main stubs to serve this site. One is located at the south property line and the other in South Addison Way. Both water mains must be extended through the site for a looped water supply. Single utilities mains require a 16' utility easement. Two public mains require a 26' utility easement.
- ▶ All buildings are required to have frontage to public water and sewer mains.
- ▶ Water quality and detention are required for this development. An I and M plan is required for the private detention facility. A drainage easement is required for the detention basin.
- ▶ Water meters must be located in a 10' pocket easement in a landscaped area, two feet from any hardscape.
- ▶ A domestic allocation agreement will be required for connections 2" and larger.

Utility Services Available:

- Water service may be provided from: Extension of public mains.

- Sanitary sewer service may be provided from: Extension of public mains
- Project is located on the following Map Pages: 26T

RESPONSE: Noted.

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).

RESPONSE: Noted.

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.
- Commercial users with meters one and one-half inches and smaller with landscaped areas not served by a separate irrigation system shall be charged an outdoor fee based upon the total landscaped area.

RESPONSE: Noted.

Public Works Department

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

Key Issues:

- A detailed Traffic Impact Study will be required. Please see notes below regarding the criteria that will be needed for approval. Intersections to be analyzed in the study are Aurora Parkway at Addison Court and Aurora Parkway at Biloxi Way.
- Parking lot configuration will need to avoid having parallel parking stalls behind any perpendicular (back-out) parking

- Show all adjacent and opposing access points on the Site Plan.
- Objects and structures shall not impede vision within the sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with City of Aurora Standard Traffic Detail TE-13. In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in City of Aurora Standard Traffic Detail TE-13.3. Add the following note landscape plans: 'All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10'

RESPONSE: TIS will be included with first submittal. Parallel parking behind backout spaces are 23'+ behind them, a full two lane roadway width. Sight triangles at Addison Ct are not provided. Perpendicular cross traffic is minimal at a cul-de-sac.

Improvements:

- 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: Note added.

- A Traffic Impact Study will be required for this site which will include addressing the following specific items:
 1. Existing, buildout and 2040 average daily traffic counts.
 - a. The City can provide some historic count data, but the City has also taken pre-post COVID19 count data that can support scaling of counts taken during this time. Coordinate, via email, with Brianna Medema on this item.
 2. Include detailed analysis of:
 - a. All site access points
 - b. Intersection of Aurora Pkwy at Addison Ct
 - c. Intersection of Aurora Pkwy at Biloxi Way

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

Submitting the Traffic Study:

- The Traffic Study shall be sent directly to Brianna Medema at bmedema@auroragov.org as soon as possible.
- The Traffic Study shall also be uploaded with the rest of the submittal.
- Previously approved Traffic Impact Studies/Letters are available through this link.
- Based on our review of the Traffic Impact Study / Traffic Letter, additional improvements may be required.

RESPONSE: Noted. The Traffic Impact Study report was sent directly to Brianna on

09.10.2021, who informed us that Steven Gomez has taken over the Traffic Engineering reviewer position. Brianna forwarded to Steven on our behalf.

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 include providing curb returns with curb ramps at the access point on Addison Court.
- ☐ A Preliminary Drainage Report shall be submitted with the site plan. On-site detention and water quality/EURV are required.
- ☐ Previously approved plans and reports can be found on the City's website. Instructions can be found here: [Getting to Engineering Documents Online](#). Older documents can be provided upon request.
- ☐ This application will be referred to Mile High Flood District (MHFD) for review and comment. It is advised that coordination with MHFD is started as soon as possible. There may be additional channel improvements required.

Improvements:

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

- Curb ramps must be shown (located) on the plans at all curb returns, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed grading of the curb ramps.
- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required, and the curb return radii shall be labeled on the plan.
- 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 handrails 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.

RESPONSE: Noted for all items. Entry gates are being planned.

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.
 - Sidewalk easements may be required for new sidewalk installed.
 - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
 - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
 - Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

RESPONSE: Noted for all items.

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. Full spectrum detention is required for this project.

RESPONSE: Noted.

- 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.

RESPONSE: Noted.

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

RESPONSE: Noted.

- Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.

RESPONSE: Underground stormwater detention is being designed for this site.

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

RESPONSE: Noted.

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

RESPONSE: Noted.

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

RESPONSE: Noted.

- This site is located within the Cherry Creek Reservoir drainage basin and storm drainage water quality enhancement facilities are required as part of this site development. These are land intensive facilities and should be incorporated into the landscaping area of your site or some other public use facility on your site.

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:

- As discussed in previous pre-application meetings for this site, the developer will need to obtain a second point of independent emergency access through the LDS church site. This secondary access point is required per the 2015 IFC, Appendix D, Section D105. This section requires a secondary access point where structure(s) greater than 30' in height which requires aerial fire apparatus access.

RESPONSE: The second access point through the LDS Church is being planned for this development.

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: N/A- Single family dwellings are not proposed.

Addressing Requirements:

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

Adopted Codes by the City of Aurora – Setbacks:

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

RESPONSE: Noted.

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.

- Alternative Fire Lane Surfacing Material
- Alternative Fire Lane Surface Signs
- Combined Fire Lane and Pedestrian Sidewalks
- Dead-End Fire Lane Detail
- Fire Lane Sign Detail
- The developer of the site will be required to install fire lane signs in areas where the site abuts an existing fire lane easement that is currently without adequate signage.
- Gated Entry for Fire Department Access utilizing a 4' Manway Gate
- Grading Plan
- Handicap Accessible Parking Signs
- Keep Drive Aisle Passable at All Times Signs
 - Sign Package
- Signature Block
- Street Standards and Street Section Details
- Warehouse/Distribution Facilities Storing High-Piled Combustible Storage:

RESPONSE: These will be accounted for in the future civil package submittal.

Emergency Responder Radio Coverage:

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

- The 2015 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC). At the time the structure is at final frame and final electrical inspections, the general contractor (GC) will be required to hire an approved and qualified independent 3rd party to assess the radio frequency levels within the structure. Once completed, the 3rd party will provide the results of the test to both the GC and the Aurora Building Division as to whether the structure passed or failed the preliminary radio surveillance. A structure that has passed this surveillance requires no further action by the GC. A failed radio surveillance will require a licensed contractor to submit plans to the aurora building division to obtain a building permit for the

installation of an ERRC system prior to installation. This assessment and installation is at the owner or developer's expense. Future interior or exterior modifications to the structure after the original Certificate of Occupancy is issued will require a reassessment for adequate radio frequency coverage.

- Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed.
- New additions to existing structures will require a full radio frequency survey of both the addition and the existing structure. (See Chapter 11 of the 2015 IFC)
- Based on the size of the proposed structure(s), Fire/Life Safety is not asking for a radio assessment unless the site is reconfigured to utilize larger structures at time of submittal.

RESPONSE: Noted.

Fire Department Access:

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

- Fire Lane Easement
 - As discussed in previous pre-application meetings for this site, the developer will need to obtain a second point of independent emergency access through the LDS church site. This secondary access point is required per the 2015 IFC, Appendix D, Section D105. This section requires a secondary access point where structure(s) greater than 30' in height which requires aerial fire apparatus access. As indicated in the drawing below, the missing off-site infrastructure still needed is the 15' fire lane easement shown in red and green below.

RESPONSE: An existing easement is in place with the LDS church and is currently being updated to reflect the new owner. We will work with the church and will assume the construction of the missing piece of access lane as indicated.

- Buildings greater than 30' in height are regulated by the 2015 IFC Section D105 and require 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: Noted.

- The first phase of construction must include two points of emergency access and a looped water supply to support on site fire hydrants and fire service lines.

RESPONSE: Noted.

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.

RESPONSE: Noted.

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:

- 2015 IFC, Section 903.2.1.3 Group A-3. An automatic sprinkler system shall be provided for Group A-3 occupancies where one of the following conditions exists:
 - The fire area exceeds 12,000 square feet (1115 m²).
 - The fire area has an occupant load of 300 or more.
 - The fire area is located on a floor other than a level of exit discharge serving such occupancies.
- 2015 IFC, Section 903.2.8 Group R. An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area.

RESPONSE: The Clubhouse amenity is mostly made up of Group A-3 occupancy and has a footprint of only 5,000SF and an occupant load of less than 300. This structure is not intended to be sprinklered.

Our residential buildings however are planned to be equipped throughout with an NFPA 13R sprinkler system.

Gated Entry:

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

- If a gating system is to be installed at a site access point, it must be set back from the flow line of the street at least 35 feet or one design vehicle length, whichever is larger, and be approved by the City of Aurora's Fire and Life Safety department. Gating systems located within close proximity to public right-of-way (ROW) may also be assessed by the City of Aurora Traffic Manager or designee and could require a traffic analysis to determine the appropriate distance of gating system to said flow line of ROW. Where a gating system crosses a dedicated or designated fire access roadway please reference the Security Gates section of the latest edition of the International Fire Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the Fire Chief (designated Fire Chiefs representative).
- A separate building permit is required for the installation of any gating system that may obstruct fire department access to the internal areas of a site. Prior to construction, please submit plans and specifications of your proposed gating system to the Aurora Building Division. If you have any questions, please contact a Fire/Life Safety representative by calling 303-739-7420.

RESPONSE: Noted.

Accessibility Requirements:

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

- A117.1 and the 2003 Colorado State House Bill 03-1221, Article 5, Standards for Accessible Housing.
- Residential
- Please show the location of all mail kiosks proposed within this site. Public Works will require a curb ramp to access the mail kiosks from the adjacent urban

streets. A detail will be needed of the mail kiosk layout that includes the mailboxes, sidewalk, street and curb that reflect the way these elements will meet the accessibility requirements of the ADA, USPS, ICC A117.1, 2009 edition.

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

- Commercial

RESPONSE: Noted.

Hazardous Materials:(Pool chemical storage.)

Per the 2015, IFC Chapter 50 – A permit through the Aurora Building Division is required to for the prevention, control and mitigation of dangerous conditions related to storage, dispensing, use and handling of hazardous materials. To download a copy of the hazardous materials inventory statement checklists please visit our web site by clicking on the hyperlink provided.

RESPONSE: All pool servicing will be done by an outside maintenance company and will store all materials off-site.

Knox Hardware:

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

- Approved Knox Hardware is required for existing buildings at the main entry of the structure, at the exterior door of a fire riser/fire pump room and at the fire department connections (caps/plugs).

RESPONSE: Noted. Knox box locations will be indicated on the Life Safety plans in the construction document set.

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:

Phasing Plans:

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

RESPONSE: This project plans to be developed for a full build-out in one phase.

Photometric Plan:

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

LUX) AT THE FLOOR LEVEL AND CONTINUING TO THE "PUBLIC WAY".

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

RESPONSE: Noted.

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

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

- (Plat Note) If Plat Contains Fire Lane Easement
- (Site Plan Note) Access Control Gate or Barrier Systems
- (Site Plan Note) Accessibility Note for Commercial Projects
- (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) Alternative Fire Lane Surfacing Materials.
- (Site Plan Note) Americans with Disabilities Act
- (Site Plan Note) Emergency Ingress and Egress
- (Site Plan Note) Emergency Responder Radio Coverage
- (Site Plan Note) Fire Lane Easements
- (Site Plan Note) Fire Lane Signs

RESPONSE: Noted.

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
 - The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2015 IFC, Section 503.1.1 where allowed by code. If granted approval, a fire sprinkled structure may utilize a 200-foot reach criteria in place of the 150-foot standard requirement.
- Access Road Width with a Hydrant
- Aerial Fire Apparatus Access Roads
- Alternative Fire Lane Surfaces
 - Alternative fire lane surfaces other than asphalt or concrete will require a license agreement through Real Property within Public Works.
- Fire Apparatus Access Road Specifications
 - If an existing fire lane or public roadway has to be removed or relocated for any reason, the portion replaced must be in compliance with the current specifications of the Public Works Department.
- Combined Fire Lane, Public Access and Utility Easements

- Construction of Fire Lane Easements and Emergency Access Easement
- 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 though Real Property.
- No Parking is allowed within a Fire Lane Easement
- Pocket Utility Easements for Fire Hydrants
- Public Street Systems Adjacent to Site
- Remoteness
- Speed Bumps
- Snow Removal Storage Areas
- Two points of Emergency Access
- Width and Turning Radius

RESPONSE: Noted.

Trash Enclosure:

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

RESPONSE: Our trash enclosures are to be made of masonry constructions, open to above. Our covered parking structures are to be made of non-combustible materials as well, steel construction.

Real Property Division

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

Subdivision Plats:

- N/A

Site Plans:

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

Separate Documents:

- A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a Subdivision Plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the city, signed by the property owner as well as the appropriate city officials and recorded with the county.
- During the pre-application meeting no requirement for separate documents were

specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions which will require a separate document. Following are the links to additional information if needed later in your formal review process:

- Dedications Packet
- Easement Release
- License Agreement Packet

- Offsite easement dedications may be required to make your project work. It's up to the developer to obtain these easements for the city, pay compensation, etc. Dedication documents must be prepared using Real Property specifications which can be found in the Dedications Packet. Once complete and accurate easement dedication 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.
- If there are existing easements that are no longer needed, the city will require the developer to make application to the city to release those easements. Easement release documents must be prepared using Real Property specifications and are available in the Easement Release Packet. Once complete and accurate easement release information is submitted to Real Property, it takes about 8-10 weeks to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.
- The developer may need to dedicate new easements and/or street right-of-way on the site. Since a new Subdivision Plat is not required, these dedications must be done by separate legal document. These legal documents must be prepared using Real Property specifications which are found in the Dedications Packet. Once complete and accurate easement dedication information is submitted to Real Property, it takes about 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.
- No portion of any roofed structure, balconies or footings may encroach into any easement. However, you may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.). If allowed, these types of encroachments require a License Agreement. Requirements can be found in the License Agreement Packet. It takes 8-10 weeks to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.
- If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact Leslie Gaylord at 303.739.7901 for additional details and contact information.

RESPONSE: Noted.