

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



June 2, 2023

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

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

Dear Mr. Cochran:

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

Another technical correction submittal will be necessary to address all outstanding redline comments. Please contact the reviewer from Parks and Open Space to address the Open Space comments so additional submittals will not be required. As there are only minor comments on other Tabs, please review the attached requirements regarding the items required on your final mylars. You will need to submit a layout for approval prior to printing the mylars.

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah Bickmire".

Deborah Bickmire, Senior Planner  
City of Aurora Planning Department

Attachment: Master Plan Summary of MP Documents and Formats

cc: Ken Harshman - Grey Wolf Architecture, 17301 W Colfax Avenue #140 Golden, CO 80401  
Brit Vigil, ODA  
Filed: K:\\$DA\2304-00tech1.rtf



## *First Technical Review*

### PLANNING DEPARTMENT COMMENTS

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

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

1A. Revise the land use references in the Key.

##### **TAB #11: Landscape Standards**

- 1B. Remove the note on Page 6 regarding maximum cool season grass. This issue will be addressed at the time of the site plan review per Aurora Water's water conservation requirements.
- 1C. See redlines for minor edits that weren't addressed since the last review.

### **REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

#### **2. Civil Engineering** (Julie Bingham / [jbingham@auroragov.org](mailto:jbingham@auroragov.org) / Comments in green)

2A. We have no further comments, however, the Master Plan will not be approved by Public Works until the Master Drainage Study is approved.

#### **3. PROS** (Joe Odrzywolski / 303-739-7147 / [jodrzywo@auroragov.org](mailto:jodrzywo@auroragov.org) / Comments in purple)

##### **Tab #8: Land Use Map**

- 3A. Are the areas noted in Item 2 only the basin areas, or is this the total area of PAs 4, 5, 6, and 7?
- 3B. Provide a note reference and place a note below the Land Use Matrix, "No parkland dedication is required because this project contains no residential land uses.
- 3C. Provide another reference to a note, "Annexation agreement requires an open space land dedication of a minimum of 2% of the total project area, 2% = \_\_\_\_ acres.
- 3D. This total Open Space Land number should be the total open space credited acreage per Tab 9.

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

- 3E. Please show/label "Planning Areas" 1, 2, and 3 on the Open Space Circulation & Neighborhood Map, not "Neighborhoods."
- 3F. Adjust the leader line so that the PA-4 label points to the blue area.
- 3G. Revise the Legend labels to "Open Space" and "Industrial."
- 3H. Is the line around PA-4 and PA-5 meant to indicate a trail? If so, please give it a thickness and color.
- 3I. PROS cannot give open space credit for detention basins not designed to drain within 24 hours.
- 3J. The PA-4 and PA-5 boxes in Column F should be blank.
- 3K. Per Tab 8 the Total Acreage and Credited Acreage for PA-6 should be 1.58 acres.
- 3L. Per Tab 8 the Total Acreage and Credited Acreage for PA-7 should be 1.28 acres.
- 3M. Add the triggers for PA-6 and PA-7 per the redline comments.
- 3N. Add totals for column D. Credited acreage is 2.86 acres.
- 3O. Each item in column E should read, "Design, construction, ownership, and maintenance by private developer/owner."

**TABLE 1.9 SUMMARY OF MP DOCUMENTS AND FORMATS**

Required MP Component	Formats				
	Preliminary Application (Pre-application Meeting)	MP Application	MP Design Standards Amendment Submitted With or Before First Site Plan	Planning Department Approved Set	Signed Mylars (To be Recorded with the County)
Index	Not required.	8 ½ x 11 inch	On cover page of amendment.	MP cover sheet with title, notes, and vicinity map. 24 x 36 inch format	Signed and notarized MP cover sheet with title, notes, & vicinity map. 24 x 36 inch (18 x 24 in Adams County)(if being recorded)
TAB #1: Letter of Introduction	8 ½ x 11 inch	8 ½ x 11	Letter summarizes the contents of the amendment.	Not required	Not required
TAB #2: No longer required	N/A	N/A	N/A	N/A	N/A
TAB #3: Context Map	24 x 36 inch map	24 x 36 inch map	Not required.	Not required	Not required
TAB #4: Site Analysis Narrative	8 ½ x 11 inch	8 ½ x 11 inch	Not applicable.	Not required	Not required
Existing Conditions Map	11 x 17 inch	11 x 17 inch	Not applicable.	Not required	Not required
Natural Features Map	11 x 17 inch	11 x 17 inch	Not applicable.	Not required	Not required
TAB #5: Response to Pre-Application/Other Review Comments	Not applicable.	8 ½ x 11 inch	Not applicable.	Not required	Not required
TAB #6: MP Narrative	8 ½ x 11 inch	8 ½ x 11 inch	Not required unless changes are proposed.	Not required	Not required
TAB #7: Public Art Plan (If not applicable, so state)	Not required, but consult with staff of Art in Public Places Program.	Optional Submission.	"11 x 17" combined with 8.5" x 11" as appropriate	Combined on 24x36 inch map and narrative	Not required
TAB #8: MP Land Use Map.	11 x 17 inch	11 x 17 inch	Not required unless changes are proposed.	Combined on 24 x 36 inch	Combined on 24 x 36 inch signed mylar (18 x 24 in Adams County) Include all MP notes.
MP Land Use Matrix	8 ½ x 11 inch	8 ½ x 11 inch			
Standard MP Notes	Not applicable	8 ½ x 11 inch			

	Pre-App	MP Application	MP Amendment	Approved Set	Recorded Mylars
TAB #9: MP Open Space, Circulation, and Neighborhood Plan	11 x 17 inch	8 ½ x 11 inch Form J 11 x 17 inch	Not required unless changes are proposed.	24 x 36 inch	24 x 36 inch signed mylar (18 x 24 in Adams County)
TAB #10: MP Urban Design Standards	Not required.	Optional/ Not required.	11 x 17 inch fold-out bound into ring binder.	11 x 17 images electronically placed on a 24 x 36 mylar-4 to a sheet.	Not required
TAB #11: MP Landscape Standards	Not required.	Optional/ Not required.	11 x 17 inch fold-out bound into ring binder.	11 x 17 images electronically placed on a 24 x 36 mylar-4 to a sheet.	Not required
TAB #12: MP Architectural Standards	Not required.	Optional/ Not required.	11 x 17 inch fold-out bound into ring binder.	11 x 17 images electronically placed on a 24 x 36 mylar-4 to a sheet.	Not required
TAB #13 Public Improvements Plan	Not required	11 x 17 inch fold out bound into ring binder		11 x 17 images electronically placed on a 24 x 36 mylar-4 to a sheet.	Required
TAB #14: Appendix of Other Supporting Documents	Not required	8 ½ x 11 inch bound into ring binder.	Not required unless changes are proposed.	Not required	Not required
Site Contours/ Slope Map	24 x 36 inch format	24 x 36 inch format	Not applicable.	Not required	Not required
Alta Survey	Not required	24 x 36 inch format	Not applicable.	Not required	Not required
24 x 36 Composite MP Land Use Map	Only if your 11 x 17 land use map is divided into more than one sheet.	Only if your 11 x 17 land use map is divided into more than one sheet.	Not required unless changes are proposed.	See MP Land Use Map description above	See MP Land Use Map description above
Bound Separately: Traffic Impact Study	Not required	8 ½ x 11 inch format separately bound.	Not required unless changes are proposed.	Not required	Not required
Bound Separately: Master Drainage Report	Not required	8 ½ x 11 inch format separately bound.	Not required unless changes are proposed.	Not required	Not required
Bound Separately: Master Utilities Report	Not required	8 ½ x 11 inch format separately bound.	Not required unless changes are proposed.	Not required	Not required
Ownership Documents	Letter from owner(s) approving submittal of pre- application documents.	Title Report or Commitment current within 120 days.  Letter from any owner not listed in title work authorizing submittal of MP		Mylars signed and notarized by owner (JS)	
Submitted separately: Digital Map Submittal	Not required	Electronic, submitted at least one week prior to application submission.	Not applicable.	Final version, Electronic Version	Not required