



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

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August 4, 2022

Kory Whitaker  
Habitat for Humanity of Metro Denver  
3245 Eliot Street  
Denver, CO 80211

**Re: 2<sup>nd</sup> Technical Submission Review** – Mountain View Community Homes Zoning Map Amendment, Site Plan and Final Plat  
Application Number: **DA-2269-00**  
Case Numbers: **2021-2004-00; 2021-4013-00; 2021-3033-00**

Dear Mr. Whitaker:

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

Several issues remain, and another technical submission will be required. Please revise your previous work and send us a technical submission at [www.aurora4biz.org](http://www.aurora4biz.org).

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 303-739-7121 or [dosoba@auroragov.org](mailto:dosoba@auroragov.org).

Sincerely,

Dan Osoba, Planner II  
City of Aurora Planning Department

cc: Roxanne Jacobson, EV Studio  
Scott Campbell, Neighborhood Liaison  
Daunte Rushton, ODA  
Filed: K:\\$DA\2200-2299\2269-00tech2

Attached: Mylar Change Application Form



## Second Technical Submission Review

### PLANNING DEPARTMENT COMMENTS

#### **1. Community Questions, Comments and Concerns**

- 1A. No further comments were received from outside agencies nor abutting property owners or neighborhood groups.

#### **2. Completeness and Clarity Comments**

##### *Sheet 1*

- 2A. The landscaping set needs to be uploaded within this full site plan set. Integrate the landscape plans per the sheet index.

##### *Sheet 2*

- 2B. Apologies that this was not included in the previous review: Please remove the amendments block on this sheet; there should only be one.

##### *Sheet 3*

- 2C. Correct the printing error in the table.

##### *Sheet 5*

- 2D. Correct the overlapping text.
- 2E. As the project is nearing completion of technical reviews, please coordinate with me to process a mylar change for the portion of the church site that is being modified. The existing Mountain View Community Church Site Plan must be amended in a mylar change application to show the area of change and reference this site plan for details. The mylar change application form is attached to the review letter.

#### **3. Parking Issues**

##### *Sheet 3*

- 3A. Add a separate symbol for the garage spaces.
- 3B. The label should be proposed parking space. Add a dimension to the proposed space (9'x19' is the typical parking space).
- 3C. The parking spaces shown shall not extend over the sidewalk area. Correct the locations of the parking shown.
- 3D. The proposed parking spaces should be shown on the driveways. There are several instances of the spaces overlapping buildings, grass areas, and outside of the property lines. Per the previous review comment, delineate between the garage spaces and the outdoor parking spaces. Correct throughout.
- 3E. Please see the redlines for an example of how the garage parking and outdoor parking should be delineated.

#### **4. Architectural and Urban Design Issues**

- 4A. Architectural issues have been resolved.

#### **5. Landscaping Issues (Kelly Bish / 303-739-7189 / [kbish@auroragov.org](mailto:kbish@auroragov.org) / Comments in bright teal)**

##### *Landscape Plan Comments*

##### *Sheet 1*

- 5A. Each highlighted item in perennials is a 1 gallon minimum.
- 5B. Why does this read "All other Planting Bed Areas" as if there were areas mentioned previously. Shouldn't this just state, "Planting Bed Areas shall be..."
- 5C. Keep in mind, it takes 3 one-gallon plants to equal one shrub. This is short on plant material.
- 5D. Side yards do not count towards the front yard requirements.

##### *Sheet 2*



- 5E. Move the highlighted tree into the curbside landscaping area.
- 5F. Label the type, color, and size of the mulch.

*Sheet 3*

- 5G. Do not include the trees to be removed on this plan. A separate tree mitigation plan depicting trees to be removed should be provided. This plan should only show and call out the plant material to be installed and/or trees to remain.

**6. Addressing (Phil Turner / 303-739-7357 / [pturner@auroragov.org](mailto:pturner@auroragov.org))**

- 6A. Addressing comments have been addressed.

**REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

**7. Civil Engineering (Kristin Tanabe / 303-739-7306 / [KTanabe@auroragov.org](mailto:KTanabe@auroragov.org) / Comments in green)**

*Site Plan Comments*

*Sheet 1*

- 7A. The Site plan will not be approved by Public Works until the Preliminary Drainage Report is approved.

*Sheet 4*

- 7B. Add a note indicating if the storm sewer system is public or private and who will maintain it.

*Sheet 5*

- 7C. Repeated comment: an access easement is required from the drainage easement to the public ROW for maintenance access.
- 7D. Repeated comment: show/label the maintenance access to the pond bottom and the top of the outlet structure. Show/label the 100-year water surface elevation, indicate the direction of emergency overflow and show the spillway.

*Sheet 7*

- 7E. Reference the COA draft lighting standards for proposed street lights in the ROW.

*Sheet 7*

- 7F. The “Edge Series” is not a standard COA street light fixture. Jamaica is proposed as a public street and the street lights must meet COA standards.

*Sheet 8*

- 7G. This will be a public document and must be able to be reproduced. Remove the copyright statement, typical.

*Final Plat Comments*

- 7H. A drainage easement is required for the detention pond.

**8. Traffic Engineering (Sylvia Lopo / 303-339-0440 / [slopo@auroragov.org](mailto:slopo@auroragov.org) / Comments in amber)**

- 8A. Traffic Engineering comments were not received during this review. Please contact the reviewer directly for comments.

**9. Forestry (Rebecca Lamphear / 303-739-7177 / [rlamphea@auroragov.org](mailto:rlamphea@auroragov.org) / Comments in purple)**

- 9A. Trees located around the detention pond may require removal due to the grading. 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.



- 9B. Tree mitigation is always above and beyond the Landscape Code requirements. Any tree that is removed from this site will either require replacement within the landscape or be mitigated through payment to the Community Tree Fund.
- 9C. 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://auroraver2.hosted.civicleve.com/cms/One.aspx?portalId=16242704&pageId=16529352>

**10. Aurora Water** (Clifford Stephens / [cstephen@auroragov.org](mailto:cstephen@auroragov.org) / Comments in red)

*Site Plan Comments*

*Sheet 6*

- 10A. Make the water services as straight as possible from the meter to the main.
- 10B. Move the irrigation meter outside of the drainage easement.

**11. Real Property** (Maurice Brooks (Ryan Nelson) / 303-739-7294 / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org) / Comments in magenta)

*Site Plan Comments*

*Sheet 3*

- 11A. Match the plat easement name.
- 11B. Correct the obscured text.
- 11C. Label the easement and include the size and name.
- 11D. Correct the utility easement called out on the redlines with a “?”.
- 11E. If the items called out in the redlines are walls, fences and gates, then they will need to be covered by a license agreement. Contact Grace Gray at [ggray@auroragov.org](mailto:ggray@auroragov.org).
- 11F. The building is encroaching into the drainage easement. Move the building out of the easement or show the distance between the building (including walls and overhands) and the drainage easement.

*Plat Comments*

- 11G. Send in the title.
- 11H. Delete the company logo, typical.
- 11I. Change public to street.
- 11J. Send in the Certificate of taxes due showing they are paid in full up to and through the plat approval date of recording. This can be obtained from the County Treasurer’s office.
- 11K. Send in the title commitment to be dated within 120 calendar days of the plat approval date.
- 11L. Change public to street.
- 11M. This looks like it is more than 10’. Check the measurement.

**12. Revenue** (Diana Porter / 303-739-7395 / [dsporter@auroragov.org](mailto:dsporter@auroragov.org))

- 12A. NOTE: Storm Drainage Development Fees are due: 2.06-acres x \$1,242.00 = \$2,558.52. This fee is due prior to Final Plat recordation.



Planning and Development Services Department  
15151 E Alameda Pkwy, 2nd Floor  
Aurora, Colorado 80012  
(303) 739-7217 | [planning@auroragov.org](mailto:planning@auroragov.org)

Case Mgr  
Case Number  
Quarter Section  
AMANDA Row ID

## MYLAR CHANGE APPLICATION FORM

**(NOTE: Please call or email the Planning Information Desk at 303.739.7217/[planning@auroragov.org](mailto:planning@auroragov.org) prior to submitting this application.)**

### Applicant Information

An applicant must either be the property owner or the owner's authorized representative. (See signature line below.)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Property Owner

If the applicant is not the owner, please fill out these lines. Otherwise write "SAME".

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Property Information

Address \_\_\_\_\_  
Existing Use \_\_\_\_\_

### Proposed Changes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Applicant's Signature

I certify that I am the owner or a representative authorized to request the changes listed above. An original or electronic signature is required.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Notice to Applicants:** Use this form to apply for a minor Mylar Change to an existing Site Plan. Fees may be paid with a check made out to "City of Aurora" or online payment may be made after application submission. Be sure to discuss the proposed changes with a Planning Department representative prior to submitting the application.

### This Section for City Use Only

Site Plan \_\_\_\_\_

Amount of application fee paid ☐ \$215.00 (5 sheets maximum)

#### Planning Department Action

☐ Approved ☐ Approved w/conditions

☐ Approved for Site Plan Extension

#### Conditions/Notes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date File Retired \_\_\_\_\_

Signed: Principal or Senior Planner \_\_\_\_\_ Date \_\_\_\_\_



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## Mylar Change Guidelines

Very minor Site Plan or Redevelopment Plan changes may qualify for a fast approval process known as a "Mylar Change". Mylar Changes may be used to document "as-built" conditions discovered at Certificate of Occupancy inspection time, which have no impact on a project's level of quality, safety, or appearance. Such changes do need to be documented, but are minor enough that they can be approved on a "walk-in" basis without referral to other departments.

The Director of Planning established the guidelines for authorization of a Mylar Change process. In summary, the following types of Site Plan changes may be processed as Mylar Changes:

- Minor changes in the location of exterior light fixtures, unless the change could impact site safety.
- Minor sidewalk relocations on private property.
- Sidewalk additions on private property.
- Parking lot surface changes (as permitted by Public Works).
- Monument sign relocations, if not encroaching into an easement.
- Minor reductions in the number of parking spaces (when above the minimum number required by code) or parking space reconfigurations (not involving a net reduction in landscaping.) (The Case Manager will check the minutes of the original Planning & Zoning Commission meeting at which the plan was approved. If there was any concern about inadequate parking, staff will process the application as a Minor Amendment or send it to the Planning & Zoning Commission).
- Landscape species changes or minor relocations of plants.
- Relocation of landscape islands, if sight distances are not affected.
- Minor fence relocations, if not encroaching into an easement. Fencing may not obstruct corner site lines or impact drainage easements or flow paths.
- Minor architectural elevation changes including the addition (but not deletion) of fire doors and minor changes in window location.

### The Mylar Change process is also used to:

- Correct typographical errors and minor drawing errors.
- Make minor updates of old Site Plans where a new Site Plan has been carved out as a separate plan. For example, a recent Planning Commission case might have granted approval for a new pad site in an existing shopping center. The pad site might have received a new case number and Site Plan, in which case the original shopping center plan would have to be amended to reference the new plan.
- Add "irrigation notes" to an existing plan where no other changes that would require a Minor Amendment are planned. The addition of an irrigation system crossing an easement does not need a revocable license as long as the note is used.

### The following types of cases DO NOT qualify for Mylar Change processing:

- Any change which may require a "revocable license" from the Real Property division.
- Changes to properties that do not have an existing Site Plan Redevelopment Plan. If no plans exist, applicants need to create a Redevelopment Plan. Discuss this application process with a Planning Department staff member.
- Significant reductions in the quality of landscaping or buffering such as reductions in plant materials, elimination of walls or fences, or significant changes in the design, materials, or colors of fences or walls.
- The addition or relocation of large buffering features, such as walls or fences.
- Significant changes in the design of building elevations, including changes in approved color schemes, materials, and architectural features.
- Significant reductions in parking supply, even if zoning code requirements are still being met.
- The elimination of items negotiated by a neighborhood group.
- The significant addition of signage or significant changes in color or design even though the design may still meet code.
- Any changes which violate a zoning or city code.
- Any changes to site access.
- If any of the following items are proposed, the application will be required to be reviewed as a Minor Amendment and will likely require a drainage letter. Please contact Public Works Engineering at 303-739-7300 for more details:
  - Greater than 500 square-feet of increased impervious area.
  - Changes to existing drainage infrastructure.
  - Changes in drainage patterns or grading.
  - Improvements within existing drainage easements.

### Planning will NOT process a change as a Mylar Change procedure if:

- The proposed change needs to be referred to other departments for review and approval.
- The applicant is also proposing other site changes that don't qualify as Mylar Changes. (In this case, all the changes will be processed together as one Minor Amendment.)