

City Manager's Office

Office of Development Assistance
15151 E. Alameda Parkway, Suite 5200
Aurora, Colorado 80012
303.739.7345



City of Aurora

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September 6, 2019

Casey Adragna - cadragna@adragnaarch.com
Adragna Architecture + Development
6162 W Cross Dr
Littleton, CO 80123

Re: Meadows at Highline (#1396402)/Pre-Application Meeting held August 22, 2019

Dear Mr. Adragna:

I would like to take this opportunity to thank you for considering the City of Aurora for the Meadows at Highline project. As your assigned Project Manager, I remain available as a resource as you initiate the review and approval process in the city.

Attached to this letter are the formal Staff Comments from your Pre-Application Meeting with the Development Review Team. I have taken the opportunity to highlight a few key issues below that may require further consideration prior to a formal submittal of your Development Application. These, as well as those on the attached pages, will need to be addressed either before or during the development review process.

Key Issues:

► **Zoning and Land Use:** The City of Aurora adopted an updated zoning code known as the Unified Development Ordinance (UDO) on August 19, 2019, which will have a legal effective date of September 21, 2019. With the various development standards under the UDO, the proposal for Townhomes would not comply with the required standards and infrastructure needs. However, a multi-story multifamily building could meet code requirements, but would be subject to new development standards and regulations. The full text of the UDO can be found [here](#).

► **Special Landscape Buffer:** A 25' landscape buffer is required on the east side of your property, adjacent to the High Line Canal. This 25' buffer is measured from your property line and code specifies that it may not be reduced or encroached into by buildings, pavement parking lots, sidewalks or detention pond infrastructure. You may put trail connections within this corridor and PROS will support a direct connection to the high line canal trail on your site. Planting requirements include 1 tree and 10 shrubs per 30 linear feet. Please see section 4.7.5 (H) within the Unified Development Ordinance for additional information on the buffer.

NOTED

► **Water and Sewer Service:** An 8-inch dead end main is to be extended into the property for the purposes of serving the domestic and irrigation meters. The fire service is to be tapped directly from the existing 16-inch main in Colfax. Wet taps are to be performed by the City of Aurora. An easement is to be provided for the dead end main and water meters. The fire service is to not be within this easement. Note that a utility easement is to be provided for the existing sanitary sewer.

Based on the single building with multiple units stacked vertically, a single water meter is to be provided for the building. An additional irrigation meter is to be provided for the development's landscaping. Please see Aurora Water comments on page 16 for more information.

► **Public Improvements:** Public improvements for this development include constructing a 10' sidewalk on Colfax Avenue. A detached sidewalk is preferred, but an attached sidewalk can be considered given the site constraints. The City would also request that the sidewalk be extended to the west to connect to existing sidewalk. The City would consider a potential cost reimbursement for the sidewalk improvements off site. Additionally, CDOT may require the access to be updated as well.

► **Drainage:** A preliminary drainage report shall be submitted with the site plan. Detention and water quality are required on site. The pond outfall may extend to the Highline Canal depending on comments from and coordination with the High Line Canal Conservancy.

The comments reflect information provided on your submittal materials as well as the discussion within the meeting and are meant to provide general direction to you in the preparation of the actual submittals. If the plans change significantly for the project, another pre-application meeting would be advised.

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7346 or jcox@auroragov.org.

Sincerely,



Jacob Cox
Project Manager

cc:

Development Review Team
File



City of Aurora

Development Process

While the development process is described in more detail in the [Development Handbook](#), the following information will help you gain a quick understanding of your next steps in the process and understand the formatting of the attached staff comments:

Step I - Planning Phase

- The application is submitted to the Planning Department.
- The Planning Department refers the plan to other city departments for comment.
- Neighborhood meeting(s) are scheduled as necessary.
- The Site Plan is approved at a public hearing.
- A Subdivision Plat is approved administratively during the same time line.

Step II - Construction Document Phase

Civil Engineering Plans: Generally includes grading, storm drainage, stormwater management plan, public utilities, and street construction plans.

- A preliminary drainage report is a part of the site plan submittal (Step I above). Final drainage plans are included in the civil engineering plans package.
- A pre-submittal meeting with Public Works Engineering is required prior to electronic submittal of final civil plans for review. This review is separate from the Planning Phase review above and requires a per-sheet review fee at the time of submittal.

Building Plans: (construction plans for structures)

- Usually reviewed after Planning decision is made.

All data submitted in AutoCAD 13 or higher as part of this project should be in conformance with the City of Aurora CAD Data Submittal Standard. The standards and template can be found here: [CAD Data Submittal Standard](#)

Step III - Construction Phase

Building/Civil Permits:

- **Stormwater Quality Discharge** permits must be issued prior to any site work (Aurora Water).
- **Public Improvement permits** can be issued after civil plan approvals.
- **Building permits** are issued only after Steps I & II are complete (site plan/civil plan), and building plans are approved.

Inspections: Certificate of Occupancy (CO) is granted once all work and inspections are complete.

STAFF COMMENTS - PRE-APPLICATION MEETING

Purpose of the Pre-Application Notes

These comments summarize the City's land use ordinances, policies, design standards, and code requirements that apply to your project. They are based on the material you have supplied us and will alert you to key issues involved in your project. They are not intended to provide a complete review of your proposal. Several electronic links have been included within the body of these comments, some specific to your project and some more general in nature. Note that these comments are valid for a period of six months.

Please do not hesitate to contact **Jacob Cox, ODA Project Manager**, who assembled these notes.

Contact Information

Below is a list of City of Aurora Departments/Divisions that were represented at the meeting and contact information for the individual City Staff members present.

City Manager's Office

Office of Development Assistance
Jacob Cox
303.739.7346
jcox@auroragov.org

Thelma Gutierrez
303.739.7352
tgutierr@auroraogov.org

Planning

Zoning and Plan Review
Christopher Johnson
303.739.7112
chjohnso@auroragov.org

Landscape Design
Kelly Bish, RLA, LEED AP
303.739.7189
kbish@auroragov.org

Parks, Recreation & Open Space

Planning Design and Construction
Michelle Teller
303.739.7437
mteller@auroragov.org

Forestry
Jacque Chomiak
303.739.7178
jchomiak@auroragov.org

Aurora Water

Casey Ballard
303.739.7382
Cballard@auroragov.org

Public Works

Traffic Division
Brianna Medema
303.739.7336
bmedema@auroragov.org

Drainage and Public Improvements
Engineering Division
Kristin Tanabe
303.739.7306
ktanabe@auroragov.org

Life Safety and Building Division

Mike Dean
303.739.7447
mdean@auroragov.org

Real Property Division
Andy Niquette
303-739-7325
aniquett@auroragov.org

Neighborhood Services

Neighborhood Support
Meg Allen
303.739.7258
mkallen@auroragov.org

Aurora Public School

Joshua Hensley
303-365-7812 x28463
jdhensley@aurorak12.org

STEP I – PLANNING PHASE

Planning Department

The Planning comments are numbered, when you submit your application, include a letter of introduction responding to each of the numbered comments including key issues from other departments.

Key Issues:

- ▶ Zoning Code Update
- ▶ Access & Streetscape Improvements
- ▶ Special Landscape Buffer
- ▶ Buckley Noise Impact District
- ▶ Building Design Standards

General Zoning Code Review of your Property:

- Your property is zoned *R-3 Medium-Density Multifamily District* under the recently adopted Unified Development Ordinance (UDO).
- The uses you propose, a Multifamily Residential building, is permitted by the current zoning, but subject to a Major Site Plan and Replat approval.

Type of Application(s):

- As part of your application, you will need to make the following land use requests:
 - [Site Plan](#)
 - [Replat](#)
- Your project will require approval in a public hearing before the Planning Commission.
- The following applications, [manuals](#) and [design standards](#) may also be helpful in completing your application for submittal:
 - City of Aurora [CAD Data Submittal Standard](#)
 - AutoCAD Template
 - [Air Influence Districts](#)
 - Floodplain Ordinance
 - [Landscape Reference Manual](#)
 - [Landscape Ordinance \[Chapter 146, Article 14\]](#)
 - [On-Line Application](#)
 - [On-line Application and Plan Submittal Guide](#)
 - Preliminary list of community groups and homeowners associations within a one-mile radius of your proposed development
 - [Site Plan Manual](#)
 - [Subdivision Plat Manual](#)
 - [Subdivision Plat Checklist](#)
 - Subdivision Ordinance [[Chapter 147](#)]

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- Your application will be uploaded through our Planning Portal as separate PDFs for each of the required documents. Please ensure that, during the PDF creation process, all AutoCAD SHX text items are removed from the comment section and that the sheets are flattened to reduce the select-ability of items. Plans submitted for City Pre-Acceptance review will be rejected if it is determined that plans do not comply; this could result in delays in application start times if the applicant is asked to re-upload corrected PDFs.

Standards and Issues:

1. Zoning and Land Use Issues

The City of Aurora adopted an updated zoning code known as the UDO on August 19, 2019, which will have a legal effective date of September 21, 2019. With the various development standards under the UDO, the proposal for Townhomes would not comply with the required standards and infrastructure needs. A multi-story multifamily building could meet code requirements, but would be subject to new development standards and regulations. The full text of the UDO can be found [here](#).

NOTED

2. Traffic and Street Layout Issues

2A. Streetscape Improvements

Based on the limited site frontage, please provide a 10-foot attached sidewalk with a 10-foot tree lawn along Colfax Avenue in accordance with the city's arterial street standards.

NOTED

2B. Access

The subject parcel and the adjacent parcel to the west do not appear to have a *dedicated* access to Colfax Avenue. The existing access points are currently being utilized by the adjacent property to the west. Please work with this adjacent property owner to reconcile these issues, and consider a shared access agreement.

NOTED

2C. CDOT

Colfax Avenue right-of-way is owned by Colorado Department of Transportation (CDOT). Any construction proposed within this right-of-way will require a letter of authorization/agreement from CDOT to proceed (i.e. service connections, sidewalks, plantings, etc.). Access permits will also be required. A referral will be sent to CDOT for their review at the time of your application.

NOTED

3. Environmental Issues

3A. The City of Aurora has no environmental records on this site. As our records may be incomplete, please contact the Environmental Health Division of the Tri-County Health Department at 303-220-9200, and the Colorado Department of Public Health and Environment (CDPHE) at (303) 692-2000 for more information.

3B. Buckley Air Influence District

Because this property is located within the Airport Influence District (AID) of Buckley Air Force Base (BAFB), the applicant must assure that an aviation easement has been conveyed to the City of Aurora for this parcel and that this easement has been recorded with the Adams County Clerk and Recorder along with the first plat in accordance with Section 146-817 of the Aurora Zoning Code.

NOTED

To streamline this process, the City of Aurora will record the aviation easement for the applicant. The applicant is responsible for the following:

- Completing the easement form

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- Obtaining the property owner's signature
- Notarizing the document
- Including a legal description of the property
- Including a survey of the property

The completed easement form can be dropped off or e-mailed to Porter Ingram at pingrum@auroragov.org. It may also be e-mailed to the case manager. The easement form is available on the city website at www.auroragov.org, Business Services, Development Center, Development Process, Forms & Applications.

Development in the AID shall comply with height restrictions in the underlying zone district, which do not intrude into 14 CFR 77 surfaces for military airports.

Vendors of real property located within the Airport Influence District are required to provide notice to prospective purchasers in accordance with Section 146-811. The notice will state that the property may be subject to some of the annoyances or inconveniences associated with proximity to an airport including noise, vibration, and odors. Please contact Porter Ingram at 303-739-7227 with any additional questions regarding the AID.

3C. Noise Impact District

The property is located within the Noise Impact District (NID) of Buckley AFB. The NID is composed of those areas between the Ldn 55 and the Ldn 60 noise contours. New residential uses or structures in the NID permitted by the underlying zone restrictions must include noise reduction measures in the design and construction in accordance with Section 146-810 of the Aurora Zoning Code. Please contact the Building Division at 303-739-7240 regarding the specific construction requirements for building in the NID.

4. Site Design Issues

4A. Density of Use.

The maximum building height increases from 40 feet to 45 feet. There is a requirement for multifamily development to have a minimum lot area of 7000 square feet. Your proposal as shown meets these requirements, but please keep them in mind if you plan to alter anything in your site or building design. Please note that associated open space internal to the site is required.

NOTED

4B. Building Orientation

Section 146-4.8.4.B of the UDO dictates requirements for building orientation for Multifamily development. Each primary structure must be arranged so that the primary façade and any façade with a pedestrian entrance orients onto either a public or private street, public park, open space, or common green, a plaza or courtyard, or a pedestrian passage. Due to the shape of the lot and limited street frontage, this may be challenging. A solution to this requirement is to provide a lobby or pedestrian accessible building entrance on the north end of the building and to take advantage of the adjacent drainage way and highlight it as an amenity.

Although difficult given the orientation of the site there was an emphasis on adding architectural variety on the north building facade.

4C. Pedestrian Circulation and Linkages to Off-Site Trails & Open Space.

The provision of a direct pedestrian connection to the adjacent Highline Canal Trail is encouraged to provide future residents access to this amenity. Please review comments from the Parks, Recreation, and Open Space department for requirements. The Highline Conservancy also defines how adjacent development should interface with the Highline Canal.

NOTED

4D. On-Site Amenities and Use of Open Space

Multifamily development in an R-3 zone is required to contain at least 20 percent of the lot as landscaped open space. The required 25-foot special landscape buffer adjacent to the Highline

Canal can be counted towards this requirement. Please review Parks, Recreation, and Open Space comments for detail on permitted site elements and structures within the buffer. The provision of usable common amenities is encouraged for all multifamily development.

Proposed site plan layout includes a large open landscaped area directly adjacent to the Highline canal. This is for the benefit of both residents and pedestrians on path.

4E. *Parking*

Code requires 1 parking space per unit, plus 1 guest parking space per every 5 required parking spaces for Multifamily development; please provide the amount of parking to accommodate needs on site and preclude parking on the street. Additionally, at least 40 percent of the required spaces must be in a garage or carport, and at least 50 percent of the required garages or carports must be attached to the primary structure. ADA compliant parking spaces are required within the requirements of the UDO in Table 4.6-2 or as required by the International Building Code, the Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities and Colorado Revised Statutes, whichever has the higher requirement. The full text of the updated parking requirements can be found in Section 146-4.6.5.

Standards met

4F. *Site Lighting*

Section 146-4.9 governs exterior lighting. For building lighting, lights must be installed so that all light is directed downward and lights may not be mounted above the parapet or eave on a pitched roof. Show typical details of lighting on the plan and/or building elevations. All parking area lighting shall be shielded to minimize spillover onto adjacent lots.

Standards met

5. **Landscape Design Issues**

For further information, please feel free to contact our Senior Landscape Architect, Kelly K. Bish, PLA, LEED AP. The general landscape comments on your proposal are listed below:

- A. General Landscape Plan Comments.** The city recently adopted a Unified Development Code (UDO) that includes updated landscape standards. The UDO effective date is September 21, 2019 and can be found online by clicking on this link: [New Unified Development](#). It is anticipated that a formal application for the Meadows at Highline would be submitted after the 21st of September therefore the landscape comments provided herein are based upon the new zoning regulations and should follow Section 146-4.7 Landscape, Water Conservation, Stormwater Management in addition to the [Landscape Reference Manual](#). Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments.

The landscape plan shall include the necessary landscape tables to demonstrate compliance with code requirements. Tables shall be provided 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.

- **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/Contextual Site Plan submittal process must be prepared on 24”x36” 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.

- **PDF Creation Process:** Please ensure that during the PDF creation process, that all AutoCAD SHX text items are removed from the comment section and that the landscape sheets are flattened to reduce the select-ability of items. Instructions can be provided by your Case Manager if there are questions as to how to change the AutoCAD settings during the creation of the PDF's. Plans submitted for city pre-acceptance review will be rejected if it is determined that plans do not comply. This could result in delays in application start times if the applicant is asked to re-upload corrected PDF's.

- **Sight Triangles** – Include sight distance and sight 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.

B. Section 146-4.7 Landscape, Water Conservation, Stormwater Management Requirements

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Section 146-4.7. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

- **Curbside Landscaping.** Provide one street tree per 40 lineal feet along East Colfax Avenue. Refer to Section 146-4.7.5 Required Landscaping (C) Curbside Landscaping 2. a. When a detached walk and tree lawn are provided according to Public Works street cross section requirements, street trees shall be provided within the designated curbside landscape area. When a detached walk and tree lawn are absent, street trees shall be located from four to five feet from the back of walk, curb or pavement. Given the narrow nature of the property, the city would be in support of an attached sidewalk in this location with street trees being provided behind the walk.

Standards met

- **Landscape Street Buffers.** All multi-family developments shall provide a 20' wide landscape street frontage buffer that may only be reduced to 15' when the front of the building faces the arterial or collector street and the reduction complies with the buffer reduction feature as noted in Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. Street frontage buffers for multi-family developments constructed adjacent to an arterial or collector street shall measure their buffers from the flow line of the street. Landscaping shall consist of one tree and ten shrubs per each forty linear feet of buffer length. Fifty percent of the tree species shall be evergreen. Refer to Table 4.7-2, Figures 4.7-14 and 4.7-15 as well as Section 146-4.7.5 D. Street Frontage Landscape Buffers.

Standards met

- **Non-Street Perimeter Buffers.** A 15' wide non-street frontage landscape buffer is required along the western property boundary and may be reduced to 10' depending upon the landscape incentive feature chosen (as specified in Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions as well as Section 146-4.7.5 E. Non-Street Perimeter Buffers). Plant material shall be provided at a ratio of 1 tree and 5 shrubs per 40 linear feet of buffer.

Noted

- **Special Landscape Buffer.** A 25' wide special landscape buffer is required along the eastern property boundary line where the city owned and maintained Highline Canal Trail and open space abuts the property and existing drainage channel. Reductions in buffer widths are *not* permitted. Buffers shall consist of one tree and ten shrubs per 30' linear feet of frontage. Refer to Section 146-4.7.5 E. Special Landscape Buffers for Development Adjacent to I-70, I-225, E-470 and Public Parks, Open Space and Trails as well as Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. No buildings, parking, roads or structures of any kind are permitted within the 25' wide buffer, unless approved by the Parks,

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Recreation and Open Space Department (PROS) based upon unique site conditions and alternatives to those impacts. The overall landscape palette and design of the buffer shall be approved by the PROS.

- **Building Perimeter Landscaping.** Refer to Section 146-4.7.5 J.3. Building Perimeter Landscaping. Building perimeter landscaping shall consist of an average landscape bed width of 8' with a minimum of 1.25 plants per five linear feet of unit perimeter footage, Five percent shall be a mixture of evergreen and deciduous trees, 15% tall shrubs and 80% a mixture of evergreen and deciduous shrubs. Provide a building perimeter landscape table that breaks down the quantities provided by the required percentages listed above. See example table below. Landscaping shall be completed prior to issuance of a final certificate of occupancy. Temporary certificates may be granted at the discretion of the Building Department when certificates are requested outside of the normal landscaping season of April 1st through October 31.

Standards met

Building Perimeter Landscape Table

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

- **Special Landscape Requirements at 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. Refer to Section 146-4.7.5 L. Site Entryways and Intersections.
- **Detention and Water Quality Ponds.** It is not certain based upon the sketch plan provided what the intent is for meeting the requirements for water quality and/or detention. The information being provided here is so that the applicant is aware of the city's requirements in the event an above ground detention pond is provided.

The city encourages all applicants to utilize LID (Low Impact Development) principles as permanent best management practices (BMPs). Many of the LID practices have an integrated vegetative component which supports the treatment, evapotranspiration and infiltration functions so that storm water is treated at the source. With the implementation of LID techniques, landowners can benefit from the environmental quality and aesthetics of the area in which they live and work. Some examples of LID techniques are depicted in the images below and include permeable pavements, vegetative swales and rain gardens.

Noted



Vegetative
Swale



Porous
Pavement



Rain Garden

Applicants may propose their own BMPs or refer to the Urban Drainage and Flood Control District's Storm Drainage Criteria Manual where multiple examples of BMPs are described such as grass buffers, grass swales, permeable pavements etc. The City of Aurora Water Department has recently completed a study and produced a manual entitled "Low Impact Development Techniques for Urban Redevelopment in Aurora". Applicants are encouraged to utilize this document as an introduction to LID/BMP techniques. To obtain a copy, please contact Vern Adam, Engineering Services Manager at Vadam@auroragov.org. The applicant may also wish to review the Ultra-Urban Green Infrastructure Guidelines published by the City and County of Denver/ Public Works.

All detention pond facilities shall not exceed 6' in depth. The area within the tract surrounding the pond shall contain a minimum of 1 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. Landscaping shall be provided in accordance with Section 146-4.7.3 M. Detention and Water Quality Ponds.

- **Irrigation.** Refer to Section 146-4.7.5.C. All developments shall install an automatic irrigation system for landscape areas. To assess irrigation, tap fees, the City Water Dept. will require that the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at (303) 326-8819 in Aurora Water regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

6. Architectural and Urban Design

6A. Residential Design Standards

Section 146-4.8 of the UDO governs building design standards. Specific to multifamily buildings, there are code requirements for design governing building massing and articulation, permitted materials, and four-sided building design. There are requirements that all buildings employ both vertical and horizontal articulation elements to break up long, flat walls. For mixed-use and multifamily buildings, at least two items from Table 4.8-3 must be used every 50 feet. Buildings must also employ vertical articulation methods to create a clear base, middle, and cap, with requirements detailed in Table 4.8-4. standards met

Permitted building materials for multifamily development can be found in Table 4.8-5. Multifamily developments must be clad in either 60 percent brick or stone, 80 percent three coat stucco, or 80 percent a combination of stucco and brick or stucco and stone. Your submission should include calculations demonstrating that you have met these requirements. Four-sided building design is still a requirement of the UDO, however there are standards for new buildings on what must be included on each façade in order to meet the requirement. These can be found in Table 4.8-8.

standards met

6B. Screening of Mechanical Equipment

Code Section 146-4.8.11 requires that any rooftop, wall or ground mounted equipment, and garbage or recycling storage areas be shown on the plans and screened from view. Use drawings and notes to explain how this will be accomplished. Screening may be done either with an extended parapet wall, or a freestanding screen. In either case the screening must be at least as high as the equipment it hides. The following note to be labeled “Roof-Mounted Equipment Screening” must be added to the general notes section of all Site Plans: (click [here](#) for the specific note)

Noted

7. Signage

Signage is governed by Section 146-4.10 of the UDO. For multifamily residential developments containing 24 units or more, a maximum of 1 wall or monument sign per street frontage is permitted. The permitted sign is allowed a maximum size of 96 square feet.

Noted

8. Flexibility and Relief Procedures

Section 146-5.4.4 of the UDO details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If you decide to request any adjustments, you must clearly list them in your Letter of Introduction and justify them according to the appropriate criteria of approval and reference the code section you are requesting relief from. You must also list them on the cover sheet of your Site Plan or other drawings on which they occur.

9. Mineral Rights Notification Requirements

Please fill out the [Mineral Rights Affidavit](#) / [Severed Mineral Rights Notice](#) and supply this document to your Case Manager at the time of site plan submittal.

Included

10. New CAD Standards

The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standards are required by consultants on development projects before submitting to the City for signature sets and on capital projects funded by the City. Please review the CAD Data Submittal Standards, including templates and required layer file labeling, at <http://tinyurl.com/AuroraCAD>.

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Pre-submittal Meeting:

At least one week prior to submitting an application, you will be required to hold a Pre-submittal meeting with your assigned Case Manager to ensure that your entire application package is complete and determine your application fee. Please contact your Case Manager in advance to schedule.

Community Participation:

You are encouraged to work proactively with neighborhood groups and adjacent property owners. Neighborhood groups within a mile radius will formally be notified of this project when submittal has been made to the Planning Department.

Neighborhood Services Liaison:

- Your Neighborhood Services Liaison is Meg Allen. She has put together a report attached to these notes listing the registered groups within one mile of your proposed project and can assist in scheduling and facilitating meetings with community members. It is recommended that you work with the neighborhood organizations that express interest in your project to mediate and mitigate concerns.
- All meetings with neighborhood associations should also include your Planning Department Case Manager so that questions concerning City Code or policies and procedures can be properly addressed. We will record any project-related commitments that you make to the community at these meetings.
- Additional information about the Neighborhood Liaison Program can be found on the [Neighborhood Services](#) page of the city website.

Parks, Recreation & Open Space Department (PROS)

Project Characterization:

Based on your proposal, the following information has relevance to the determination of PROS' requirements for this project:

- Your proposed site is directly adjacent to the High Line Canal
- Your proposed site is considered infill and therefore no open space land dedication is required
- Your proposal includes 25 multi-family units.

Special Landscape Buffer:

A 25' landscape buffer is required on the east side of your property, adjacent to the High Line Canal. This 25' buffer is measured from your property line and code specifies that it may not be reduced or encroached into by buildings, pavement parking lots, sidewalks or detention pond infrastructure. You may put trail connections within this corridor and PROS will support a direct connection to the high line canal trail on your site. Planting requirements include 1 tree and 10 shrubs per 30 linear feet. Please see section 4.7.5 (H) within the Unified Development Ordinance for additional information on the buffer.

Noted

High Line Canal Conservancy:

Please reach out to the High Line Canal Conservancy to coordinate your project in accordance with the recently adopted Framework Plan for the canal. PROS suggests reaching out to them before you make your initial submittal to coordinate potential stormwater outfall into the canal, landscape material in the special landscape buffer, and connectivity to your site. **Josh Phillips**, the Director of Planning and Implementation, can be reached at josh.p@highlinecanal.org.

Our team has reached out to Josh Phillips and where told that they would review the project once referred to them.

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Population Impact:

For multi-family 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 63 persons residing in 25 units.

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:

Noted

- 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:

	<u>25 Multifamily Units</u>
Neighborhood Park Land	0.19 acres
Community Park Land	0.07 acres
Total Land Dedication	0.26 acres

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 financial burden of PROS' requirements for infill. The current per-acre value of \$45,800 multiplied by the dedication acreage results in the following potential cash-in-lieu payments:

25 Units
\$11,596.00

Noted

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 \$ 1,793.06 would apply if permits for construction of the residential units are pulled in 2018, and the total paid under either scenario would be as follows:

25 Units
\$44,826.45

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 2019). The timing for implementation of the project may affect the ultimate amount of fees collected and other payments imposed to satisfy park-

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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.

Forestry Division

There are several trees on this property that will be impacted by development. The condition of the trees is unknown at this time, but due to the size of the trees the mitigation could be substantial.

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 are not acceptable for tree mitigation.

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 are in agreement 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. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan. If there is not room to replace the number of inches that will be lost, payment can be made into the Tree Planting Fund based on the dollar value associated with tree loss.
- 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 [Parks, Recreation & Open Space Dedication and Development Criteria manual](#).

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.

Aurora Public School

In accordance with Section 4.3.18 of the Unified Development Ordinance, the school land dedication obligation for the proposed Meadows at Highline project is approximately .1644 acres. The final school land obligation will depend on the final number of residential units approved. Aurora Public Schools will accept cash-in-lieu of land for this obligation valued at market value of zoned land with infrastructure in place. Cash-in-lieu is due at the time of recording of the first plat.

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:

- ▶ Based on the single building with multiple units stacked vertically a single water meter is to be provided for the building. An additional irrigation meter is to be provided for the development's landscaping.
- ▶ An 8-inch dead end main may be extended into the property for the purposes of serving the domestic and irrigation meters. The fire service water line is to be tapped directly from the existing 16-inch main in Colfax. Wet taps are to be performed by the City of Aurora. An easement is to be provided for the dead end main and water meters. The fire service is to not be within this easement.
- ▶ An easement is to be provided for the existing sanitary sewer. Easement requirements can be found in Section 5.04 of the specifications and standards, linked below.
- ▶ The existing sanitary sewer up stream manhole, to the east, has an as built invert of 5,429.38'. All as-built information should be field verified before engineering is performed.
- ▶ The applicant needs to provide anticipated sewer loading for the project prior to civil plan approval. Additional requirements such as flow monitoring to ensure this development does not adversely impact the system may be required.
- ▶ A [domestic allocation agreement](#) will be required starting in 2019 for non-residential connections 2" and larger.

Utility Services Available:

- Water service may be provided from Colfax Avenue.
- Sanitary sewer service may be provided from the on Site Sewer Main
- The project is located on Map Page 05K.

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
 - Grease Interceptors are required for commercial kitchens
 - Sand/Oil Interceptors are required for vehicle maintenance facilities
 - All utility connections in the arterial roadway are required to be bores.
- General utility design criteria can be found in Section 5 of the [Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#) (Utility Manual).

Utility Development Fees:

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional storm drainage development fees may be charged and are based on the amount of impervious surface created by the project.

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- 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](#).

Public Works Department

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

Key Issues:

Included

- ▶ Traffic Impact Study is required. See below for additional details.
- ▶ Colfax Ave is a state highway. Approval and access permits will need to be obtained from the Colorado Department of Transportation (CDOT). Please contact *Marilyn Cross* at CDOT, phone number 303.512.4266. Developers/applicants are encouraged to contact CDOT early on in the review process to determine the feasibility of the proposed access and any specific CDOT requirements. In order to insure CDOT will allow access as shown, provide a letter from CDOT indicating they have reviewed the proposed access(es) and have given preliminary approval. **This letter must be received 10 days prior to the Planning Commission hearing.**
 - Existing accesses may need to be re-evaluated based on new trips, so configuration and movements may be limited.
- ▶ Traffic is concerned with potential conflicts from removing second connection to Colfax Ave & shared access to existing development to west.
- Show all adjacent and opposing access points on the Site Plan.
- Label the access movements on the Site Plan. East Colfax Ave access shall be permitted as a right-in/right-out.
- Objects and structures shall not impede vision within these sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with [City of Aurora Standard Traffic Detail TE-13](#) In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in [City of Aurora Standard Traffic Detail TE-13.3](#).

Add the following note landscape plans: 'All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10'

ROW/Plat:

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

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. 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.

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- Show the installation, by developer, “Right Turn Only”/”Do Not Enter” signs at east access onto Colfax Ave. Signs shall be installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards. Noted
- 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. Add a note to the Site Plan indicating this commitment.
- 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.
 - 2) Include detailed analysis of:
 - a) All site access points
 - b) Internal intersections, include intersection control
 - 3) Site Circulation Plan, pedestrian & vehicular, typically accomplished with a map/figure
 - 4) Any other requirements from CDOT to support their Access Permit process

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.
- Based on our review of the Traffic Impact Study, additional improvements may be required.

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.

Noted

Key Issues:

- ▶ Public improvements for this development include constructing a 10’ sidewalk on Colfax Avenue. A detached sidewalk is preferred, but an attached sidewalk can be considered given the site constraints. The City also requests that the sidewalk be extended to the west to connect to existing sidewalk. The City would consider a potential cost reimbursement for the sidewalk improvements off site. Additionally, CDOT may require the access to be updated as well.
- ▶ A preliminary drainage report shall be submitted with the site plan. Stormwater detention and water quality are required on site. The pond outfall may extend to the Highline Canal depending on comments from and coordination with the High Line Canal Conservancy.

Improvements:

Sections and details referenced in the Improvements section refer to the City’s [Roadway Design and Construction Specifications \(Roadway Manual\)](#).

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1.

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- Curb ramps must be shown (located) on the plans at all curb returns 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. Noted
- 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. Noted
- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or hand rails may be required.
- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.

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.

Noted

- 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.

Drainage:

~~Drainage design standards can be found in the City's ["Storm Drainage Design and Technical Criteria"](#).~~

Noted

- 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.
- 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. Urban Drainage and Flood Control District (UDFCD) 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.
- 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.

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- Release rate for the detention pond shall be based upon the [“Storm Drainage Design and Technical Criteria”](#) Manual, latest revision.
- 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.
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.
- Storm sewer system does not extend to this site.
 - Extend storm sewer to this site; or
 - Discharge onto the adjacent property (Highline Canal).

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.

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](#).

Civil Plans:

Based on the discussion within the pre-application meeting the following information must be reflected within the Civil Plan package submitted to Public Works Department.

- [Dead-End Fire Lane Detail](#)
- [Fire Lane Sign Detail](#)
 - 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.
- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)

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

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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 developers 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.

Fire Department Access:

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

- **Fire Lane Easement**

Noted

- o Buildings greater than 30' in height are regulated by the 2015 IFC Section D105 and require a both a 26' Fire Lane Easement and two points of emergency access. Typically the 26' fire lane easement is located on the front main entry side of the structure within a minimum of 15' and a maximum of 30' from the exterior wall of the building. Structures greater than 30' in height also require a second point of emergency access.

Fire Hydrants:

Noted

- Based on the proximity of the structure to existing fire hydrants, Fire/Life Safety is not asking for additional fire hydrants to support this site. Please show and label existing fire hydrants abutting this site on the site plan submitted to the Planning Department and Civil Plans submitted to Public Works.
- If a fire hydrant is needed as a blow-off for the dead-end water line extension, please place this fire hydrant on the east side of the fire lane easement facing west.

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:

Noted

- R-2 Apartments. A heated fire riser room with an exterior door will be required. A Knox box will be required on the right side of the entrance to the fire riser room. A fire alarm control panel can be placed within the main entrance of the apartment building or within the fire riser room.

Handicap Accessibility Requirements:

The City of Aurora reviews handicapped accessibility requirements based on 2015 IBC, Chapter 11, the 2009 ICC/ANSI A117.1 and the 2003 Colorado State [House Bill 03-1221](#), Article 5, Standards for Accessible Housing.

- **Residential**

Noted

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 or 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). Please label and show these Knox boxes on the site plan amendment submitting to the Planning Department.

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.

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 EXIT 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.

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](#)
- [\(Site Plan Note\) Accessibility Note for Multi-Family Projects Built under the 2015 IBC/IRC and HB-1221](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)
 - This area is within a noise mitigation area. [Sec. 22-425](#)
- [\(Site Plan Note\) 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](#)

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 structures may utilize a 200 foot reach criteria in place of the 150 foot standard requirement.
 - Where fire hydrants and fire department connections are provided adjacent to vehicular access drive aisles, they will need to be dedicated as fire lane easements in order to provide emergency access to them.

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- [Aerial Fire Apparatus Access Roads](#)
- [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](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Width and Turning Radius](#)

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.

Noted

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.

Key Issues:

- ▶ A re-plat of the subdivision named “Vacation of Altura Farms” is needed.
- ▶ New easements can be dedicated by plat.
- ▶ Consult with other departments for connecting to the High Line Canal.

Noted

Subdivision Plats:

- The property is currently platted but because of what you propose to do, it will need to be resubdivided (replatted) at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications given in the most current [Subdivision Plat Checklist](#). These reviews of the plat can run concurrently with your other Planning Dept. submittals.
- A **pre-submittal meeting** with Real Property is required on all plat submittals so that we can make sure the basic elements have been addressed before they are submitted to Planning. This 30 minute meeting is for the 1st submittal of plats only and is by appointment only. Call *Darren Akrie* at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend and bring two sets of the plat.

Site Plans:

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

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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 that may require a separate document. Following are the links to additional information if needed later in your formal review process:
 - [Dedications Packet](#)
 - [Easement Release](#)
 - [Revocable License Packet](#)
 - [License Agreement Packet](#)
- **Off-site easement dedications** may be required in order 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 [Dedication Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.
- 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 4-6 weeks to complete the process after submittal. The License Agreement must be completed before the site plan is recorded.
- Real Property may require a Monumented Field Survey but we are unable to determine that until we have our 1st review.
- If 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.

STEP II – CONSTRUCTION DOCUMENT PHASE

The Construction Document Phase is when Engineering and Building plans are reviewed against City Codes for compliance. It is an administrative process and usually occurs after Planning Commission or Planning Director decisions. Permits are issued from these documents.

Civil Engineering Plans

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically.
- Use of the Batch Standards Checker Tool is requested for this project.
- Civil Engineering Plan Review (*see links below for additional information*):
 - [Process](#)
 - [Review Schedule](#)
 - [Fees](#)

Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre-submittal meeting with Engineer on Call at 303.739.7335. One paper set of Civil Plans and Reports is required for this pre-submittal review. Also bring a copy of the pre-application meeting notes and a copy of the submitted site plan, including the landscape plan. At this meeting the Civil Plans shall be reviewed for completeness. A [checklist](#) is used to ascertain completeness.

- Civil Construction Document Plan Set generally includes the following plans:
 - Stormwater Management Plan
 - Final Drainage Plan/Report
 - Final Grading Plan
 - Utility Plan and Profiles
 - Signing and Striping Plan
- *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

[Aurora Water](#)

General Requirements:

- Utility Plans will be required with the Civil Engineering Plans:
 - Utility Plans shall be prepared in accordance with the Utility Manual
 - Utility Plans must be approved prior to obtaining building permits
 - Utility Plans must include:
 - Fixture Unit Table and Meter Sizing Tables
 - Water Service and Water Meter locations
 - Sanitary Sewer Service Lines
 - Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
 - Cross Connection Control Devices are required for:
 - Fire Service Lines

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- Commercial and Domestic Water Service Lines.
- These devices are required to be located within the building or within a heated and drained vault after the water meter.

Construction Stormwater Quality Requirements:

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora [Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities](#) Manual (SWMP Manual) for more detailed requirements. A [Colorado Discharge Permit System \(CDPS\)](#) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- CAD Data Submittal Standard: The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard are required by consultants on development projects when submitting to the City for signature sets and on capital projects funded by the City. Details of the CAD Data Submittal Standard can be found on the [CAD Standards](#) web page.

Public Works Department

Construction documents should reflect all approved Access, Right of Way, Easements and Public Improvements that were included and approved on the Site Plan and Plat for your project.

Traffic Division

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.
- The Construction Documents shall include Signing and Striping Plan, and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees are available on the City's website or in the Development Handbook.
- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from Colfax Ave and not through the adjacent residential neighborhood(s).

Engineering Division

General Requirements:

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Quality Control Plan (SWQCP) in conjunction with the overall drainage plan for the site. The SWQCP shall be included in and become part of the preliminary and final drainage reports. The SWQCP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.
- The SWQCP shall be developed by applying the permanent water quality "best management practices" described in Volume 3 of the USDCM. The SWQCP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, ["Storm Drainage Design and Technical Criteria"](#))

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manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives.

- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to a public way for access to the facilities. This easement shall be executed prior to the approval of the Civil Plans.
- An Inspection and Maintenance Plan (I and M Plan) shall be developed concurrently with the design of the permanent BMP's and submitted with the final drainage plan and report for approval. See the 2010 [Storm Drainage Design & Technical Criteria](#) manual's appendices for direction on preparing an I and M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted to the Water Department prior to issuance of a certificate of occupancy, or if no CO, then prior to approval of the Civil plans.

Roadway Design and Construction Specifications:

- All road cuts or other roadway disturbances within the City of Aurora's public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City's Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the issuance of the Certificate of Occupancy.
- Fire lanes. All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City's adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshall) and the City Engineer.

Building Plans

Building Division Comments:

Building Plan Review

- [Process](#)
- [Review Schedule](#)
- [Fees](#)

The comments made during the meeting address large-scale issues. We strongly recommend that a code consultation meeting be scheduled to discuss more detailed concerns.

During the development review process, you will not need to submit any documentation to the Fire Department for review. The Life Safety group within the Aurora Building Division conducts all site development and construction plan reviews on behalf of the Aurora Fire Department.

The links below contain additional information and requirements for completion, submittal and permitting of your building plans.

Permit Types:

- Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type.

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- [Master Multi-Family or Multi-Family Permits](#)

-

Additional Building Construction Plan Checklists: Based on the information provided, you may also need the following Checklists:

- [Modular, Construction Trailer, Mobile Home](#)

Fire (click on this [link](#) to find checklist below)

- Fire Alarm
- Fire Sprinkler & Standpipe Systems
- Knox Box
- Knox Box Rapid Entry

Key Issue:

- It is recommended that a preliminary meeting be scheduled with your design team and the Aurora Building Division prior to formal submittal of building construction plans. This meeting gives both the applicant and city staff the ability to clarify online submittals requirements, code requirements and interpretations to ensure mutual compliance with our currently adopted codes.

[Accessibility:](#)

The City of Aurora enforces handicapped accessibility requirements based on 2015 IBC, Chapter 11, and the 2009 ICC 117.1.

[Adopted Codes by the City of Aurora:](#)

This “link” will provide a current listing of all adopted building codes and ordinances utilized by the Aurora Building Division. To view the 2015 International Codes please utilize the following hyperlink; [ICC Codes Online](#)

[Building Division General Comments:](#)

The function of the Building Division in the development process involves assistance with building code questions. This “link” will provide answers to the most typical initial questions concerning the role of the Building Division.

[Checklist for Plan Review Submittals:](#)

The Aurora Building Division has established a number of checklists that reflect specific construction plan submittal and permit requirements. A copy of these checklists can be obtained through the City of Aurora website or by clicking on the link provided here.

[Day-Night Sound Level \(LDN or DNL\):](#)

C.O.A Building and Zoning Code, Section 22-425 through 22-434 provides three methods for residential and commercial building design/construction to comply with the aircraft noise reduction criteria of this Code.

[General Fire Protection System Requirements:](#)

Based on the information provided during the Pre-Application meeting the following fire protection systems are likely to be required for this structure:

- **Fire Alarm and Detection System** – 2015 IFC, Section 907.
- **Fire Sprinkler System** - 2015 IFC, Section 903.
- **Standpipe System** – 2015 IFC, Section 905.

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Geographic Design Criteria:

New construction must adhere to the climatic and geographic design criteria provided using the hyperlink above.

Occupancy Specific Building Code Requirements:

Based on the information provided, your building occupancy or occupancies are as follows.

- R-2 Occupancy - Residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature.

Request for Modification or Alternative Material:

Per the 2015 IFC, Section 104.10 and 104.10.1, whenever there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements.

Real Property Division

Reminder – Prior to building plans submittal, processing of any/all required separate documents should be started so that this process does not interfere with permit issuance.

STEP III – CONSTRUCTION PHASE

*Before any construction may commence, a contractor licensed in the City of Aurora must be issued the appropriate **permits** for all work to be performed. [Licensing](#) information is available on the City's website.*

Aurora Water

Utility Connection Fees:

- Water Service Connection Fee
- Metro Sanitary Sewer Connection Fee
- Sanitary Sewer Connection Fee

Fees may only be paid after issuance of building permit and must be paid prior to issuance of the Certificate of Occupancy. This is required for new services and when meter sizes are upsized.

- Wet Tap Fees:
 - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.
- Irrigation Water Meter Fees:
 - Will be calculated in accordance with the City Ordinance for irrigated common areas in Single-Family Detached and Commercial areas.
 - The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedule](#).

Public Works Department

Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy.** See [Section 5.01.2.02](#) for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities.
- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.

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- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
 - fire lanes
 - curbs, gutters, curb ramps, and sidewalks
 - sanitary sewer mains, including laterals to each lot line
 - storm drainage
 - detention and water quality facilities, including necessary structures
 - water mains, hydrants and valves
 - tree plantings and landscaping
 - repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

Building Division

Key Issue:

- Once the building permit is issued it is recommended that the General Contractor (GC) schedule a pre-construction meeting through the Office of Development Assistance Project Manager. The meeting will consist of the Public Improvement Supervisor, Building Division Inspector Supervisors and a Fire/Life Safety Supervisor. These meeting are highly beneficial to both the GC and city staff in addressing inspection requirements that assist in obtaining a TCO or CO in a timely manner.

Construction Permits:

Please click on the link provided for a listing of required construction permits.

Fire Safety during Construction, Alteration or Demolition of a Building:

Utilize the requirements of the 2015 IFC, Chapter 33 for both construction and demolition of any structure within your site. To obtain a full copy for fire department access and water supplies to a construction site, please call the Building Department at 303-739-7420.

Secondary Access Roadways during Construction:

Please click on the “link” provided for requirements for fire department access during construction.



City of Aurora

Neighborhood Services
15151 E Alameda Parkway
Aurora, Colorado 80012
Phone: 303-739-7280
Fax: 303-739-7191
www.auroragov.org

PRE-APPLICATION CONFERENCE

TO: Casey Adragna
FROM: Meg Allen
DATE: Thursday, August 22, 2019
SUBJECT: Meadows at Highline
LOCATION: 16350 E. Colfax Ave.

Listed below are the neighborhood associations that are currently registered with the Neighborhood Support Division within one mile of your proposed project. Once your application has been formally submitted each Neighborhood Organization will receive a copy of your application along with a comment card to be returned to the Planning Department. The comment card allows neighborhood organizations to share their concerns about the application prior to Planning Commission. Since the neighborhood list is updated frequently, it is recommended if you submit your application to the Planning Department anytime after 30 days of today's date, you should obtain a new, current list. Your Planning Case Manager will have an updated list available at your pre-submittal meeting.

As an applicant for a proposed development or use approval in the City of Aurora, you are strongly encouraged, but not required, to set up a neighborhood meeting with these representatives as soon as possible, but no later than 21 days prior to your scheduled public hearing. The purpose of this meeting is to explain your proposed development or use approval, and if necessary, to work with neighborhood representatives to address their concerns. Your assigned Neighborhood Liaison will assist you in scheduling and mediating the meeting at your request. The liaison will also provide you with an updated and accurate neighborhood association mailing list prior to the meeting. Adjacent property owner address information is available on the Adams and Arapahoe County web sites at www.co.arapahoe.co.us and www.co.adams.co.us. It is the applicant's responsibility to mail and/or e-mail a letter of invitation to all neighborhoods and adjacent property owners at least 10 days prior to the meeting. A sample letter of invitation is included in this packet. The assigned Planning Case Manager will attend the meeting to note any agreements made by the applicant, and will include those agreements in their presentation at public hearings. You may anticipate being asked at public hearings if you have met with nearby neighborhoods and the result of such meetings.

As the Neighborhood Liaison for this area, I am available to assist you in communicating with the neighborhood listed below. For assistance or to set up a neighborhood meeting, please contact me at 303-739-7280.

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#	ORGANIZATION	CONTACT	PHONE
114	BERKSHIRE PLACE CONDOS	HEATHER KERWIN 15703 E 13TH PLACE AURORA CO 80011	
23	Chambers Heights Neighborhood Association	RICK BARELA 1057 GRANBY ST AURORA CO 80011 RICK.BARELA@CENTURYLINK.COM	(303)349-5724 (303)341-2467
411	Cottage Grove Homeowners Association	KATIE BARKER 1224 WADSWORTH BLVD LAKEWOOD CO 80214 KATIE@CMSINCORP.NET	(720)377-0100
3	HILLCREST VILLAGE	JOEL HANNEL 1600 SABLE BLVD - OFFICE NOT PROVIDED CO 80011 HILLCRESTVILLAGE_MGR@EQUITYLIFESTYLE.COM	(303)364-4782
4	KIRKEGAARD ACRES	TIM GREEN 17701 E 14TH DR AURORA CO 80011 TGREEN@ARCHCENTRIC.COM	(303)343-6613 (720)289-6560
286	LAREDO LANDING	NATASHA HENRICKS 4950 S YOSEMITE ST, F2-506 GREENWOOD VILLAGE CO 80111 NATASHA@SAMMGT.COM	(303)459-4919
67	LAREDO/HIGHLINE	DUANE SENN 16732 E 8TH AVE AURORA CO 80011 DASENN@ME.COM	(303)364-7368 (303)364-7570
13	NORFOLK GLEN	SHERRY STUMBAUGH 15804 E 17TH PL AURORA CO 80011 SSTUMBAUGH@FBX.COM	(303)364-4478 (123)456-7890

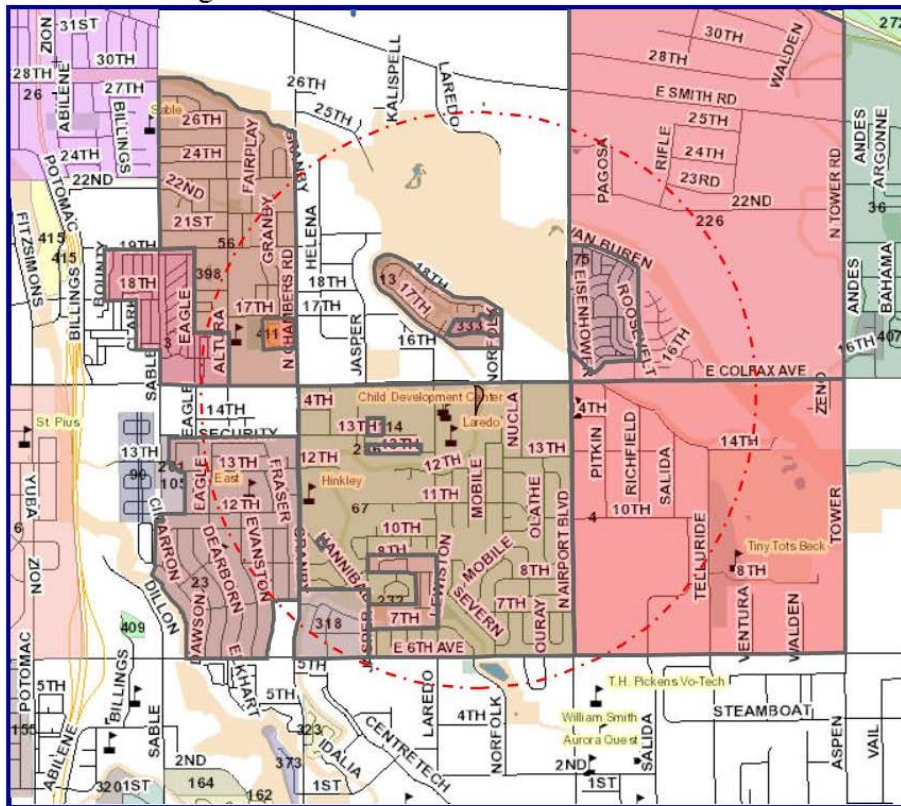
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#	ORGANIZATION	CONTACT	PHONE
333	NORFOLK VILLAGE TH & NORFOLK PLACE OWNERS ASSOC	KATRINA PACHECO 1313 W 121ST AVE WESTMINSTER CO 80234 KPacheco@ColoradoManagement.com	(303)468-3686 Ext 3150
56	SABLE ALTURA CHAMBERS NBHD	DIANE BRAKE 3090 S DAHLIA ST DENVER CO 80222 BRAKEPLACE@CENTURYLINK.NET	(303)344-8226 (303)758-3311

Meadows at Highline



114-Berkshire Place Condo
13-Norfolk Glen NBHD Assoc.
226-Aurora Gateway Business Assoc.
23-Chambers Heights HOA
232-Sunlite HOA
286-Laredo Landing Owners Assoc.
3-Hillcrest Village HOA
308-Chambers Court Commons
318-Highline Court LLC
333-Norfolk Village Townhomes/Norfolk Place Owner's
4-Kirkgaard Acres NBHD Assoc.
411-Cottage Grove HOA
56-Sable/Altura/Chambers NBHD
67-Laredo/Highline NBHD Assoc.
75-Friendly Village of Aurora NBHD