



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

Worth Discovering • auroragov.org

December 3, 2020

Bill Wichterman - bill@thesanjuancompany.com
The San Juan Company
4530 E Shea Blvd, Ste 100
Phoenix, AZ 85028

Re: Porteos Fairfield Inn (#1501061)/Pre-Application Meeting held November 19, 2020

Dear Mr. Wichterman:

I would like to take this opportunity to thank you for considering the City of Aurora for the Porteos Fairfield Inn 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:

- ▶ **Porteos Master Plan:** This site is located within Planning Area 3 of the Porteos Master Plan. The Porteos Master Plan provides guidelines and standards for urban design, landscaping, architecture, and public improvements for the development of the master plan area. In addition, the corresponding Public Improvement Plan (PIP) discusses relevant issues related to infrastructure planning for the Porteos Development, including required roadway, storm drainage, water, and sanitary sewer infrastructure necessary to facilitate development. Please refer to both of these documents as you refine your submittal.
- ▶ **Development Standards:** Please see Planning Development Standards on page seven of these notes for detail on buffers, setbacks, etc.
- ▶ **Traffic Signal Responsibility:** The Master Plan's Traffic Impact Study for this Planning Area identifies the future signalized intersections. This site shall pay a proportional share of the total Planning Area's responsibility for Traffic Signals based on this site's acreage vs the total acreage of the Planning Area. You will need to include a table on the cover sheet with this total Planning Area, acreage of roadway improvements and acreage of this site. Please see Traffic comments beginning on page 19 for more information.

R&R Response: Acknowledged.

R&R Response: Acknowledged.

- ▶ **Public Improvements:** Adjacent public improvements shall be completed and accepted prior to the issuance of a Certificate of Occupancy.
- ▶ **Site Amenities:** The Porteos Master Plan provides urban design standards for street furniture and site amenities. Public realm furnishings for PA-3 should support the Master Plan Street Furniture Standards adopted in the Porteos Development Wide Urban Design Standards in support of the “Aerotropolis” theme. In addition, please include an outdoor patio space integrated with the primary building entrances facing the street and the primary portico. This could include an outdoor area connected with the lounge area with tables, seating hardscape and landscaping, as well outdoor plaza or courtyard near entrance to the lobby. These areas should include the decorative pavement, pedestrian-scaled lighting, site furniture, shade features, and enhanced landscape amenities such as raised planters and seat walls.

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 303.739.7044 or cdancy@auroragov.org.

Sincerely,



Cesarina Dancy
Project Manager

cc: Curtis Kostecki - curtisk@creativecivil.com



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 can be approved administratively.
- The Subdivision Plat is approved administratively during the same time line.

Step II - Construction Document Phase

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

- 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 **Cesarina Dancy, 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
Cesarina Dancy
303.739.7044
cdancy@auroragov.org

Megan Weikle
303.739.7357
mweikle@auroragov.org

Planning

Zoning and Plan Review
Ryan Loomis
303.739.7220
rloomis@auroragov.org

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

Parks, Recreation & Open Space

Planning Design and Construction
Not represented at meeting

Forestry
Jacque Chomiak
303.739.7178
jchomiak@auroragov.org

Aurora Water

Ryan Tigera
303.326.8867
rtigera@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

Housing and Community Services

Neighborhood Support
Scott Campbell
303.739.7441
scampbel@auroragov.org

Oil and Gas Division

Jeffrey Moore
303.739.7676
jsmoore@auroragov.org

STEP I – PLANNING PHASE

Planning and Development Services Department

The Planning comments are numbered. When submitting an application, please include a letter of introduction responding to each of the numbered comments, including key issues from other departments.

Key Issues:

- ▶ Submit for a Subdivision Replat based on changes to Lot 1 shown in the Final Plat for PA-3 (currently being reviewed).
- ▶ Ensure architecture complies with UDO Design Standards and Master Plan Architecture Standards
- ▶ Provide enhanced screening and landscape buffers for parking, loading, service, and outdoor storage areas

R&R Response: A Subdivision Replat is included with this submittal.

SRD Response: Architecture and Landscape complies with UDO and Master Plan Standards.

Project Overview:

- Zoning: Airport District (AD)
- Character Area: Subarea C
- Proposed Use: Hotel
- Permitted Use: Yes

Type of Application:

- Site Plan
- Subdivision Replat (See discussion below in Section 2B)

Procedures:

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- The Site Plan and Subdivision Replat applications can be reviewed and approved administratively by the Planning Director. Please note that if any Adjustments are requested as part of the application, this would also trigger a Planning and Zoning Commission public hearing. It can be reviewed in a 12-13-week timeframe and will be processed electronically through the development review website, found in the links below.

Important Links:

- [Unified Development Ordinance \(UDO\)](#)
- [Aurora Places Comprehensive Plan](#)
- [CAD Data Submittal Standard](#)
- [Landscape Reference Manual](#)
- [Development Review Website](#)
- [Online Application and Plan Submittal Guide](#)
- [Transportation Studies & Plans](#)
- [Pre-Submittal Checklist](#)
- [Forms & Applications](#)
- [Aurora Map Gallery](#)
- [Adams County Assessor Map](#)
- [Site Plan Manual](#)
- [Subdivision Plat Manual](#)
- [Subdivision Plat Checklist](#)

Standards and Issues:

1. Zoning and Placetype

R&R Response: Acknowledged.

1A. Zoning

The subject property is zoned AD (Airport District). The AD district is intended to take advantage of the nearby regional and national transportation hubs and infrastructure, to expand employment opportunities created by the strategic location of these lands near the airports operating in or near Aurora, and to ensure that development is located and designed to be consistent with the continued efficient operation of those airports. Industry hubs and a variety of commercial, light manufacturing (e.g., assembly and technology centers), distribution uses (e.g., freight forwarders, warehousing/distribution), and research and development campuses are anticipated to be developed in this classification. Development is encouraged that will take advantage of the multi-modal transportation opportunities in this district. Limited and supporting retail and service uses are also allowed in this district but are not intended to be regional draws or the driving force for economic development. Residential uses are not permitted in this district. Other uses permitted in this district are as shown in Table 3.2-1 (Permitted Use Table).

1B. Subarea

This area is within Subarea C, which generally includes rolling, semi-arid, largely undeveloped lands with large open fields of prairie grass in northeast Aurora and mostly developed newer developments in southeast Aurora. It currently includes expanding residential developments, industrial parks and areas of city-owned open spaces and parks. Development pressures within Subarea C continue to rise as the demand for more housing choices intensifies; the pressure for large industrial storage facilities increases and the need for expanded infrastructure to accommodate the demands of growth become a priority. Because these lands will develop over a long period of time, their layouts, design, and building styles need to be flexible enough to accommodate new forms of development at a variety of development densities while avoiding patterns and practices that have increased traffic congestion and/or reduced the visual appeal of the city in the past.

1C. Overlay Districts

The property is within the Airport Influence District surrounding Denver International Airport. An aviation easement has been processed and is on file for the project site.

1D. Placetype

This area is designated as Industry Hub Placetype in the Aurora Places Comprehensive Plan. The Industry Hub includes areas typically dedicated to manufacturing, warehousing, distribution, fulfillment centers, freight operations and renewable energy enterprises. This placetype plays an important role in the city's employment base and economy but can sometimes create outdoor activity and should be appropriately buffered from residential and commercial areas. It can generate high volumes of traffic from both its employees and associated truck traffic. Adjoining roadways should accommodate traffic without negatively impacting quieter placetypes or traffic on local streets serving residential areas. Uses permitted only in Industry Hubs are manufacturing plants, factories, large open-air operations and heavy-equipment storage.

1E. Porteos Master Plan (Formerly FDP)

The proposed project is located within the Porteos Master Plan (formerly FDP). The Porteos Master Plan includes approximately 1,287 acres of land bordered by existing 56th Avenue and undeveloped Aurora to the south, Harvest Road alignment and undeveloped Aurora to the west, 68th Avenue alignment to the north, and Denver International Airport (DIA) property to the north and east. The master plan area consists of eighteen (18) planning areas with industrial and mixed-use commercial land use designations. The proposed project is located in Planning Area 3, and specifically the MU

Commercial – Hospitality land use, which is targeted for hotel uses as well as retail, office and other commercial uses. The Porteos Master Plan provides guidelines and standards for urban design, landscaping, architecture, and public improvements for the development of the master plan area. A Public Improvement Plan discusses relevant issues related to infrastructure planning for the Porteos Development, including required roadway, storm drainage, water, and sanitary sewer infrastructure necessary to facilitate development.

2. Development Standards

2A. Dimensional Standards

R&R Response: Acknowledged. Site layout complies with City of Aurora Site Development standards.

The development of the project site shall comply with the standards in [Section 146-4.2.2](#) (General Dimensional Standards Summary Tables). Dimensional standards for the AD district in Subarea C are shown in Table 4.2-4, such as setback and height info, also provided below:

Setbacks:

Front (Jackson Gap Street):	25 feet
Street Side (private street):	25 feet
Interior Side:	25 feet
Rear:	25 feet

Please also ensure the project meets the required landscape buffers found in the Porteos Master Plan and also within [Section 146-4.7](#). Further discussion on required landscape buffers is found further below under Landscape Design Issues.

Lot Area: Lot must be large enough to accommodate required setbacks, parking, loading, landscaping, screening, buffering, fire access, refuse/recycling, and other areas required by this UDO.

Height: 100 feet maximum

2B. Subdivision Standards

Review and approval of a subdivision plat shall be required whenever any lot, tract or land parcel is created or divided into two or more lots, tracts, parcels or other land divisions for the purpose of sale or development. The proposed Fairfield Inn project site is currently unplatted and shall be subdivided in order to obtain a building permit. Please note that COA staff is currently reviewing application DA-1903-17, which includes a Final Plat for PA-3 area. This includes the site proposed for Fairfield Inn. As shown in latest Final Plat submittals, the project site is proposed on Lot 1 (17.59 acres), which is a larger lot abutting the northeast portion of PA-3. Any proposal to further subdivide Lot 1, such as for delineating a separate lot for Fairfield Inn, will require a Replat after the Final Plat has been recorded with Adams County. Any subdivision of land shall meet the following standards:

Compliance with Plans and Regulations

The design of each subdivision shall comply with, and shall include only lots, tracts, and infrastructure improvements that comply with:

- The Comprehensive Plan and all other adopted plans and policies of the City Council;
- The requirements of the AD (and Airport overlay district) in which the property is located;
- All provisions of this UDO applicable to the type of development proposed in that zone district
- The Aurora Roadway Design and Construction Specifications Manual, the Aurora Public Improvements Rules and Regulations Regarding Standards, the Aurora Parks, Recreation

Re: Porteos Fairfield Inn (#1501061)/Pre-Application Meeting held November 19, 2020

and Open Space Dedication and Development Criteria Manual, and the regulations of the Urban Drainage and Flood Control District; and

- All requirements of Porteos Master Plan and Site Plan approved for the property.

Avoidance of Sensitive Areas

Per Section 146-4.3.5.B, the proposed project shall follow the standards and be organized to protect, appropriately use, or enhance the natural resources and features, by including such areas in private common space and dedicated public park land and open space areas, by requiring construction in these areas to avoid sensitive land features to the maximum extent practicable, or by mitigating the impacts of construction on these features to the maximum extent practicable.

No Grading Before Stormwater Quality Permit

No site grading shall occur on land included within any proposed subdivision prior to the issuance of a stormwater quality permit as required by the Aurora City Code.

Through-Connectivity

The proposed project shall comply with the requirements in Section 146-4.5 (Access and Connectivity) and specific pedestrian connection requirements highlighted in the Porteos Master Plan for PA-3.

Lot Design and Layout

The Porteos Master Plan provides lot configuration and layout standards. Per the Master Plan, lot configurations should be design so that buildings are laid out to promote pedestrian use and social interaction. Functional walkways with multiple plazas that are comfortable for year-round use. Parking lot layout must follow City of Aurora standards and placement of trash enclosures and loading zones should be discouraged along public open space network.

All lots shall have direct or indirect access to a dedicated public or private street. The local street connection to the site shall meet the Conceptual Road Circulation and Pedestrian Connectivity Plan established for Planning Area 3 per the latest Porteos Master Plan amendment (DA-1903-17).

No subdivision of land shall result in any remainder parcel or tract that does not otherwise meet the standards for a required open space, drainage area, buffer, or other area required by this UDO to be included in the development.

Sidewalks, Trails, and Bicycle Paths

The development project shall ensure an interconnected system of sidewalks that directly connect all lots to the nearby proposed commercial center, parks and open spaces, and other uses per Section 146-4.3.12. As discussed above, lot configurations should be design so that buildings are laid out to promote pedestrian use and social interaction as shown for PA-3.

The pedestrian network should include a sidewalk connection on the north end of the site from the public sidewalk to the parking lot in addition to the connection on the south end.

Also note the Master Plan prescribes an enhanced approach to paving pedestrian areas and connections with unique scoring patterns and acid etched patterns throughout the commercial developments.

Improvements Required

The proposed project will be required abide by the Public Improvement Plan (PIP) proposed for Porteos Master Plan.

2C. Access and Connectivity

As discussed within Public Works section, a Traffic Letter of Conformance for the proposed hotel in accordance to the Master Traffic Impact Study. As discussed earlier, the local street and pedestrian connections to the site shall meet the Conceptual Road Circulation and Pedestrian Connectivity Plan established for Planning Area 3 per the latest Porteos Master Plan amendment (DA-1903-17).

2D. Parking, Loading, and Stacking

Off-street parking is governed by Section 146-4.6, which requires 1 space per unit. Bicycle parking shall be required and shall equal at least five percent of the required automobile parking spaces in Subarea C. Please provide a breakdown of the specific types of uses within the building to demonstrate how parking requirements were determined when a formal submittal is made. This information should be included in the Data Block on the Cover Sheet.

2E. Landscape, Water Conservation, Stormwater Management

General Landscape Plan Comments:

Prepare your landscape plans in accordance with the requirements found in the Landscape Reference Manual, the Unified Development Ordinance (UDO) as well as the Porteos Framework Development Plan (FDP) currently being amended. The UDO landscape comments provided should follow Section 146-4.8 (Landscape, Water Conservation, Stormwater Management). Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments.

SRD Response: Acknowledged. Landscape complies with UDO and FDP standards.

Landscape Plan Preparation

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

Landscape plans must be prepared on 24” x 36” sheets. Plans shall have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible. Landscape plans shall include the necessary landscape tables for each of the required landscape treatments (i.e. standard right-of-way landscaping, street and non-street frontage buffers, building perimeter landscape tables etc.) to demonstrate compliance with code requirements. Should any of the above information be missing, it may result in additional submittals and ultimately delays in approval of the plan set.

Sight Triangles

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

Porteos Master Plan

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within the Master Plan. The applicant is responsible for reviewing this document and determining all applicable landscape conditions. *Note: If a conflict should exist between the standards of the Master Plan and the current ordinance standards, the more restrictive standards shall govern.*

Overall Landscape

Fifty percent of the plant material provided should be evergreen trees. Unique landscape treatments help to identify parcel entries. Graphics have been provided in the Master Plan to help demonstrate this point.

Landscape Along Arterial and Collector Roads

Plant quantities to follow city code requirements but be clustered rather than on center spacing. A minimum 15' setback shall be implemented along the length of arterial and collector roads at intersections corners the setback shall be 20'. Where monument signs are proposed at intersection corners, the setbacks shall be 40'. *Note: See setback requirements below within the UDO.*

Landscape Along Local Roads

Street trees shall be more formally spaced.

Parking Lot Landscaping

Parking lots shall be landscaped in accordance with city standards. Plant material should attain a height of 3' in three years. Berming is encouraged to increase screening. Plant quantities to follow city standards. Screening shall include informal hedgerows combined with evergreen trees and berming where feasible.

Buffers Separating Land Uses

The proposed FDP amendment requires that a 15' wide buffer be provided when a building abuts/faces the property line and/or a 10' ± wide buffer be provided when parking fronts the property line. See diagram provided within the Master Plan.

The proposed pre-application includes a 25' wide buffer which is being measured incorrectly from the adjoining fence. The buffer should be measured from the property line which in reviewing the Park DIA approved landscape plans, occurs along the existing fence that is being shown. Staff supports the larger buffer given the expansive parking area visible from the commercial lot.

Planting Concepts – Trees

All streets within the development shall have trees that are minimum 2.5" caliper. The northeast corner of Jackson Gap Street and the internal private drive shall have enhanced landscaping with signature trees. The street shall be supplemented with street trees that have shades of rust and red in the fall.

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

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

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

Landscaping for the curbside along Jackson Gap Street was previously installed and is being maintained by the metro district. If any of the landscaping is missing or dead, the metro district shall be required to replace it prior to the issuance of a certificate of occupancy for the hotel. The landscaping for the internal private drive has been designed and is awaiting administrative approval as part of Porteos PA-3 Filing No.1 Preliminary Plat. If the master developer/metro district has agreed to install, irrigate and maintain the landscaping in accordance with the plan, the landscaping should be shown grayed back and a note added to the plan that states that the master developer is responsible for the curbside landscape.

Section 146-4.7.5 D. (Street Frontage Landscape Buffers)

Both Jackson Gap Street and the internal drive require a 20' wide buffer. A reduction in the buffer width is possible, but it may only be reduced to 15' in accordance with the Master Plan. While Table 4.7-2 (Required Landscaping Buffer Widths and Allowed Reductions) allows for greater reductions, the most restrictive reduction must be adhered to and that is the Master Plan. Landscape street frontage buffers shall consist of one tree and 10 shrubs per 40 linear feet of street frontage. Buffers shall be installed along the exterior sides of proposed fencing or walls.

Shrubs and ornamental grasses may not be substituted for trees in the buffer unless the applicant demonstrates to staff that the site is encumbered. Encumbrances shall include overhead and underground utilities, floodplain, easements or the like. When overlapping landscape standards occur such as when building perimeter, detention/water quality and/or parking lot landscape requirements fall within the landscape buffer, they may be counted towards meeting the buffer requirements, however the most restrictive requirements shall be met.

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

Provide a minimum 10' wide non-street frontage landscape buffer along the northern property boundary adjacent to the Park DIA existing development. Buffers may be reduced to five feet depending upon the landscape incentive feature chosen as specified in Table 4.7-2 (Required Landscaping Buffer Widths and Allowed Reductions). While this is less restrictive, the applicant should comply with the more restrictive requirement as specified within the Master Plan. The applicant has proposed a 25' wide buffer which staff supports. Plant material shall be provided at a ratio of one tree and five shrubs per 25 linear feet of buffer with 50 percent of the tree species being evergreen.

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

Landscaping shall be located on the exterior side of any fences or walls. If there is an existing fence along an adjoining property line and the applicant also wishes to install a fence, the city will work with the applicant on the best buffer alternative and likely, landscaping will be permitted to be located along the interior side of the lot.

Section 146-4.8.5 J. (Building Perimeter Landscaping)

Building perimeter landscaping is required when building elevations face public rights-of-way, residential neighborhoods, public open space, or whenever an entrance door is present. Landscaping shall consist of one tree or tree equivalent per each 40 linear feet of elevation length or per building face. Building perimeter landscaping provided within 20' of the building face may count towards the building perimeter landscaping requirements including landscaping provided within parking lot islands.

Section 146-4.7.5 K. (Parking Lot Landscaping)

Both interior and exterior parking lot landscaping is required for all proposed parking lots. No parking row shall exceed 15 spaces without an intervening landscaped island, median or landscaped peninsula. All parking rows must terminate in a landscaped island. The perimeter of all parking lots shall be screened from public rights-of-way, public open space and adjacent property with one

or a combination of methods shown in this section. If required, street and non-street frontage landscape buffers may be combined with the parking lot screening requirements to satisfy both if the two requirements should overlap. City staff will determine whether the overlap exists once a formal site plan submittal is made.

When not integrated as part of a required buffer, a minimum four-foot planting bed shall be provided around the perimeter of the parking lot. Parking lot screening shall consist of a berm between three to four-foot tall with a maximum slope of 3:1 in combination with evergreen and deciduous trees and shrubs. Screening should be integrated with streetscape plantings whenever possible. If berms are not practical, then one of the following options shall provide equivalent screening:

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

Shrubs must reach a height of three feet at maturity and at least 50% of the shrub material shall be flowering species. Large shade and evergreen tree species and/or small tree or large shrub species shall be used as accents throughout the screen planting in conjunction with buffer and street frontage plantings to offset the horizontal lines of a typical shrub bed. Ornamental grasses are not permitted to screen parking lots.

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

Section 146-4.7.8 B. 2.b. (Service, Loading, Storage and Trash Area Screening)

All trash dumpsters and recycling bins must be enclosed and setback at least 12 feet from adjacent properties when adjacent to residential or commercial uses. Service areas visible from streets or residences shall be screened by fences, walls, landscaping, berms or any combination of items. Fencing and wall screening shall be accompanied by landscaping on the exterior side to soften the appearance of the wall and/or fence. Evergreen plantings are required along the exterior.

Section 146-4.7.5 L. (Site Entryways and Intersections).

Provide a distinctive landscape feature at each site entrance. Distinctive landscape features should consist of specimen quality plant material that will provide visual interest during all seasons. This may be integrated with any proposed or existing signage.

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

To meet water quality objectives, the city encourages applicants to utilize Low Impact Development (LID) techniques 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, property owners 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.



Applicants may propose their own BMP's or work Aurora Water/Public Works. Aurora Water has a manual titled "Low Impact Development Techniques for Urban Redevelopment in Aurora" that may be helpful. To obtain a copy, please contact Vern Adam 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.

All detention pond facilities shall not exceed six feet in depth. The area within the tract surrounding the pond shall contain a minimum of one tree and 10 shrubs or the approved tree and shrub equivalents per 4000 square feet above the 100-year water surface elevation. When overlapping landscape standards occur such as when buffers, detention/water quality and parking lot landscape requirements fall within the buffer, they may be counted towards meeting the buffer requirements, however the most restrictive requirements shall be met.

Section 146-4.7.3. C. (Irrigation)

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, Aurora Water will require the applicant to divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at 303.326.8819 regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

SRD Response: Acknowledged. Building Design complies with UDO and FDP standards.

2F. Building Design Standards

The Porteos Master Plan provides guidelines and standards for architecture and building design. Specifically, the architectural design standards provide guidance on building form, materials, colors, architectural features, architecture style, rooftop design and equipment screening, and screening for service areas and loading docks. Architecture is intended to support the "Aerotropolis" Concept due to the adjacency to Denver International Airport. The architecture will support this theme by anchoring urban character elements adapted from the surrounding land and topography. The Architectural Design Standards encourage the use of mass, color, and light to create lantern features as building components and wayfinding elements to articulate permanent facade materials and treatments in various degrees within the uses presented. Please review these architectural standards and indicate how the project meets these standards. Many of these standards align with the requirements found in Section 146-4.8.

Section 146-4.8 also contains specific standards for the design of buildings. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, four-sided building design, and permitted materials, among other things. Specific provisions Section 146-4.8 apply to those types of buildings indicated in Table 4.8-1. Along with the standards in the Master Plan, the proposed hotel building will need to meet these requirements. The Master Plan requires predominately masonry and metal materials.

Table 4.8-1
Building Design Standards Applicability by Building Type
Adjustments for Affordable Housing Structures appear in Sections 146-4.8.5 and 146-4.8.6

Standard	Single-family detached or two-family dwellings	Single-family attached	Multifamily buildings	Single-story non-residential buildings	Multi-story mixed-use or non-residential buildings	Large-scale retail large format-over 75,000 sq. ft. gfa.
General building design standards						
Design variety	✓					
Distribution of masonry and architectural features	✓					
Windows	✓					
Building orientation and spacing			✓	✓	✓	✓
Massing and articulation						
Horizontal articulation		✓	✓	✓	✓	✓
Vertical articulation	✓		✓		✓	✓ [1]
Maximum building length			✓	✓	✓	✓
Building materials						
Primary building materials	✓		✓	✓	✓	✓
Masonry standards		✓	✓			
Four-sided building design						
Facade character elements			✓	✓	✓	✓
Entry design			✓	✓	✓	✓
Roof design						
Roof materials	✓		✓	✓	✓	✓
Roof form	✓		✓	✓	✓	✓
Screening of mechanical equipment						
Rooftop equipment	✓		✓	✓	✓	✓
Ground-mounted equipment	✓		✓	✓	✓	✓
Garbage storage areas			✓	✓	✓	✓

Notes:
[1] Only applies when more than two stories or over 30 feet tall.

2G. Site Amenities

The Porteos Master Plan provides urban design standards for street furniture and site amenities. Public realm furnishings for PA-3 should support the Master Plan Street Furniture Standards adopted in the Porteos Development Wide Urban Design Standards in support of the “Aerotropolis” theme.

Please include an outdoor patio space/courtyard integrated with the primary building entrances facing the street and the primary portico per Section 146-4.8.4.B.1. This could include an outdoor area connected with the lounge area with tables, seating hardscape and landscaping, as well outdoor courtyard near the entrance to the lobby. These areas should include the decorative pavement, pedestrian-scaled lighting, site furniture, shade features, and enhanced landscape amenities such as raised planters and seat walls.

2H. Exterior Lighting

The Porteos Master Plan provides specific Lighting Standards for exterior lighting. In PA-3, the lighting design should support the urban design goal of promoting walkability between hotels and commercial nodes and should consider the use of pedestrian light poles in lieu of “street lights.” For internal, private streets and parking lots, lights shall be a clean, simple, modern fixture that provides required illumination but does not draw attention to itself visually. Lighting throughout this area shall prioritize Dark Sky ratings and efficient LED lights. Lighting concepts for the PA-3 area are inspired by the original FDP imagery and represent a handsome, simple fixture that supports the “Aerotropolis” theme of the Porteos development overall. All lighting fixtures shall meet the City of Aurora standards found in Section 146-4.9. Show typical details of lighting on the plan and on building elevations.

2I. Signs

The Porteos Master Plan provides Entry Monumentation and Signage standards for primary monument signs, secondary monument signs, tenant signs, and directional signs. Per Master Plan, all signage will be comprised of silver metal and earth-toned, indigenous stone with accents of colored light and organic patterns and nature inspired elements. All signage shall be of a uniform design and shall comply with Section 146-4.10. Please review the Master Plan and the UDO section for complete details. Show the location of any monument signs on the plans and indicate the approximate locations of wall-mounted signs on the building elevations using dashed lines. The Master Plan also anticipates the use of way finding signage. Please include your approach to the wayfinding program in your submittal.

2J. Fences and Privacy Walls

The Porteos Master Plan includes urban design standards for fences and privacy walls. Per the Master Plan, fences and privacy walls are discouraged within Mixed-Use Commercial areas as they limit the flow of movement throughout the site, although low, decorative fencing may have appropriate uses. Screen walls for trash enclosures, loading docks, etc. should be made of concrete masonry units in a horizontal ashlar pattern and textured face to reflect the character of the stone used in the monumentation and landscape walls. Wood fencing will be allowed only where required due to an underlying easement that prohibits permanent fence construction. No chain link fencing will be allowed.

All fencing shall also comply with city standards. Section 146-4.7.8 governs screening of service areas and equipment and Section 146-4.7.9 provide fence and wall regulations. Please review these sections for complete details. Show the location of any walls or fences on the plans and indicate the location of any outdoor storage areas, loading and service areas, trash enclosures, and any ground-mounted equipment.

3. Adjustments

R&R Response: There are no adjustments being requested as a part of this application.

Section 146-5.4. approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed and justified in the Letter of Introduction. They must also be listed on the cover sheet of the Site Plan and any other sheets on which they are applicable. Approvals of adjustment requests are not guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction. Typically, mitigation techniques should go *above and beyond* requirements from other code sections. If an adjustment does not meet the limits for administrative approval under Section 146-5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.

4. Submittal Reminders

R&R Response: Acknowledged.

4A. CAD Data Submittal Standards

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

4B. PDF Requirements

The application will be uploaded through the city's development review website as separate PDFs. Please ensure that all AutoCAD SHX text items are removed from the "Comment" section during the PDF creation process and that the sheets are flattened to reduce ability to select items. PDFs

Re: Porteos Fairfield Inn (#1501061)/Pre-Application Meeting held November 19, 2020

will be rejected during pre-acceptance reviews if they do not comply with this requirement, which could result in delays.

4C. Mineral Rights Notification

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

Pre-Submittal Meeting:

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

R&R Response: Acknowledged.

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

Community Participation:

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

Neighborhood Services Liaison:

- Your Neighborhood Services Liaison is *Scott Campbell*. Since there are no registered neighborhoods within a one-mile radius of this site plan area, there is no neighborhood referral list. However, this project will be referred to the adjacent property owners as well as it will be listed on our website www.aurora4biz.org where residents can make comments throughout the project review. Should there turn out to be substantive comments on this project, *Scott* can assist with the meeting planning.
- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and procedures can be properly addressed. The Case Manager will record any project-related commitments that are made to the community at these meetings.
- Additional information about the Neighborhood Liaison Program can be found on the [Housing and Community Services](#) page of the city website.

R&R Response: Acknowledged.

Oil and Gas Development

The Colorado Oil and Gas Conservation Commission (COGCC) maps indicate there are two plugged and abandoned (P&A) oil or gas wells nearby to your proposed development. The wells are noted as black circles in the map below. These wells are at a sufficient distance that they are not expected to interfere with your development in any way.



Please note that while wells display on the COGCC map with a latitude and longitude, for older wells, those values have been calculated from the footage references. They are likely close to the correct spot but may not be exact. If you have any concerns about the location of these P&A wells, please reach out to the Aurora Oil & Gas Division. For more information please review the city's [Plugged and Abandoned Oil and Gas Well Criteria](#).

There are no other currently approved oil or gas facilities within one-half mile of your development.

R&R Response: Acknowledged.

Parks, Recreation & Open Space Department (PROS)

No comments from this department

Forestry Division

The trees that may be impacted look as though they were recently planted and would not be large enough to require tree mitigation. However, if any are 4" or greater in diameter and are impacted by development then mitigation is required. Please be sure that you read Forestry's Role in Site Plan Review below and provide a sheet in the submittal that labels all existing trees and include the grading. Also, if there is no required tree mitigation, you will still need to provide the appropriate protection measures for the existing trees.

Tree Mitigation Requirements

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

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.

Re: Porteos Fairfield Inn (#1501061)/Pre-Application Meeting held November 19, 2020

- Once Forestry Staff conducts the tree assessment, and there are trees 4" and greater that will be impacted, 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:
<https://www.auroragov.org/cms/one.aspx?pageId=16394080>

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 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:

R&R Response: Acknowledged.

- ▶ Aurora Water requires access to within 5 ft of all public manholes.
- ▶ No structural encroachments or trees within a utility easement.
- ▶ Fixture Unit Table to confirm adequate size of meter.
- ▶ Allocation for water meter to be subject to pre pandemic occupancy rates for a hotel.
- ▶ A [domestic allocation agreement](#) will be required for connections 2" and larger.

Utility Services Available:

- Water service may be provided from: 16-inch PVC main in S. Jackson Gap Way.
- Sanitary sewer service may be provided from: 18-inch PVC main in S. Jackson Gap Way.
- The project is located on the following Map Page 93W.

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
 - 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: R&R Response: Acknowledged.

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project.
- The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#).

Public Works Department

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

Key Issues:

- ▶ A Traffic Letter of Conformance will be required. See below for additional information.
- ▶ The Master Plan's Traffic Impact Study for this Planning Area identifies the future signalized intersections. This site shall pay a proportional share of the total Planning Area's responsibility for Traffic Signals based on this site's acreage vs the total acreage of the Planning Area. Include a table on the cover sheet with this total Planning Area, acreage of roadway improvements and acreage of this site. R&R Response: Acknowledged.
- Show all adjacent and opposing access points on the Site Plan.
- Label the access movements on the Site Plan.
- Objects and structures shall not impede vision within the sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with [City of Aurora Standard Traffic Detail TE-13](#). In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in [City of Aurora Standard Traffic Detail TE-13.3](#).

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

- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Add the following not to the Site Plan:
 - The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards and shown on the signing and striping plan for the development.
- Show the installation, by developer, "Right Turn Only" signs at access onto Jackson Gap. Signs shall be installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards.

R&R Response: Acknowledged.

ROW/Plat:

- Designate a Public Access Easement along shared access drive into parking lot.
- 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.

Traffic Signal Escrow:

- Multiple intersections along this Planning Area are candidate for a future traffic signal if and when signal warrants are met. As an adjacent land owner/developer, you must participate in the cost of the traffic signal installation. Add the following note to the Site Plan:
 - **(Applicant/owner name, address, phone)** shall be responsible for payment of (this site area/(total planning area – roadway area)) % of the traffic signalization costs for the intersection of (list intersections from TIS with % for each signal location), if and when traffic signal warrants are satisfied. Traffic signal warrants to consider shall be as described in the most recently adopted version of Manual on Uniform Traffic Control Devices, as of the date or dates of any such warrant studies. For warrant purposes, the minor street approach traffic shall typically be comprised of all through and left-turn movement and 50% of right turn movements unless otherwise determined by the traffic engineer. Pursuant to 147-37.5 of city code, the percentage of the traffic signalization costs identified above shall be paid to the city by the applicant / owner, to be held in escrow for such purpose, prior to the issuance of a building permit for the related development or as otherwise required by city code. The percentage above will be applied to the entire traffic signalization cost as estimated at the time of the escrow deposit to calculate specific dollar funding requirement.

Traffic Letter of Conformance:

R&R Response: A traffic letter of conformance is included with this submittal.

- The applicant shall prepare a Traffic Letter of Conformance that shall address the following items. The letter shall be signed and stamped by a Professional Engineer in the State of Colorado, and address:
 - Trip Generation from the site and comparison to the ISP's Traffic Impact Study
 - Site Circulation Plan
 - Site staging/phasing plan

The Traffic Letter shall be prepared in accordance with the [City of Aurora Traffic Impact Study Guidelines](#).

Submitting the Traffic Letter:

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

Engineering Division

R&R Response: Acknowledged.

The Engineering Division reviews the drainage and public improvement components of your project plans. Engineering reviews referrals of the Site Plan and Subdivision Plat from the Planning Department.

Key Issues:

- ▶ Adjacent public improvements shall be completed and accepted prior to the issuance of a Certificate of Occupancy.
- ▶ A preliminary drainage report shall be submitted with the site plan. Detention and water quality shall be in conformance with the master drainage study as well as the drainage report for PA-3.
- ▶ Previously approved plans and reports can be found on the city's website. Instructions can be found here: [Getting to Engineering Documents Online](#). Older documents can be provided upon request.

Improvements:

R&R Response: Acknowledged.

Sections and details [refer to the city's Roadway Design and Construction Specifications \(Roadway Manual\)](#).

- Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed grading of the curb ramps.
- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required, and the curb return radii shall be labeled on the plan.
- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.
- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or 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.
- Street lights are required along adjacent roadways, if not installed by the master developer. Please refer to the Draft Lighting Standards for street light spacing, location, wattage, etc., information. Street lights along public right-of-way shall become city-owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. Street light locations shown on the site plan are conceptual. The street lighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis.

ROW/Easements/Plat:

R&R Response: Acknowledged.

- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.
 - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
 - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.

Re: Porteos Fairfield Inn (#1501061)/Pre-Application Meeting held November 19, 2020

- 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: R&R Response: Acknowledged.

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

- Per Section [138-367](#) of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the city prior to acceptance of the preliminary drainage report. The site plan will not be approved until the preliminary drainage report is approved.
- The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with MHFD and the city shall be initiated in such case at the master plan level or as soon as determined with any proposed development.
- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.
- For alley loaded product areas with more than the equivalent of 2 lots draining to the private alley, flows cannot cross the sidewalk. One of the following treatments shall be utilized unless otherwise approved by the City Engineer: 1. The 2-year storm event shall be collected prior to the sidewalk crossing. 2. The alley v-pan shall be warped to curb returns which shall include curb ramps with truncated domes. 3. The v-pan of the alley shall be perpetuated to the connecting street with the sidewalk approaching the alley terminated with truncated domes just prior to the alley. Any warping of the v-pan shall occur downstream of a line parallel to the adjacent sidewalk.
- A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.

Fire/Life Safety Comments - Building Division

The Building Division will receive a referral of the Site Plan and Subdivision Plat for review and comment. They will review these documents for Life Safety (Fire Code) and Building Code issues.

Key Issue: R&R Response: Acknowledged.

- The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2020 NEC. Our next code adoption cycle will be for the 2021 International Code Series.

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.

Re: Porteos Fairfield Inn (#1501061)/Pre-Application Meeting held November 19, 2020

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](#)

R&R Response: Acknowledged.

Civil Plans:

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

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

Emergency Responder Radio Coverage:

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

- The currently adopted 2015 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC) prior to issuance of a certificate of occupancy. At the time the structure is at final frame and final electrical inspections, the general contractor (GC) will be required to hire an approved and qualified independent 3rd party to assess the radio frequency levels within the structure. Once completed, the 3rd party will provide the results of the test to both the GC and the Aurora Building Division as to whether the structure passed or failed the preliminary radio surveillance. A structure that has passed this surveillance requires no further action by the GC. A failed radio surveillance will require a licensed contractor to submit plans to the Aurora Building Division to obtain a building permit for the installation of an ERRC system prior to installation. This assessment and installation are 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.
- Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed. Facilities utilizing high-piled storage must be stocked prior to the radio frequency survey by a 3rd party.

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](#)
 - Buildings less than 30' in height require only a 23' wide fire lane easement with 29' inside and 52' outside turning radii. Building greater than 30' in height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii.
 - Buildings greater than 30' in height are regulated by the 2015 IFC Section D105 and require a both a 26' Fire Lane Easement and two points of emergency access. Typically, the 26' fire lane easement is located on the front main entry side of the structure within a minimum of 15' and

R&R Response: A 26' Fire Lane Easement has been provided.

Re: Porteos Fairfield Inn (#1501061)/Pre-Application Meeting held November 19, 2020

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.

- Public Street Adjacent to Site
 - Structures greater than 30' in height and adjacent to a public street must provide a 26' wide fire area capable of accommodating aerial fire apparatus (ladder trucks). The intent is to establish a fire apparatus parking area no greater than 30' and no less than 15' from the exterior wall of the structure. This fire apparatus area must be posted as "No Parking-Tow Away Zone" to ensure availability for fire apparatus.

Fire Hydrants:

The number and spacing of fire hydrants are determined using the 2015 IFC, Appendix B & C. As indicated in the previously stated code sections, fire hydrant coverage requirements include **both** internal site areas and abutting public street systems.

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.

**SRD Response: Acknowledged.
Building will have an Automatic Sprinkler
system that meets NFPA 13 standards**

General Comments:

- Commercial Cooking Equipment must utilize a Type I Hood with require a kitchen hood suppression system.
- Based on proposed structure(s) proximity to the adjacent streets a fire lane easement is typically not required for a site such as this one. The drive lane providing access to the fire department connection should reflect the ability to sustain an 85,000 lb.-imposed weight limit for a fire apparatus setting up adjacent to the fire department connection. This will ensure fire apparatus do not damage the road surface in this area.
- Occupancy Specific Fire Sprinkler Requirements. Note: This is general information only and does not encompass every fire code requirement for fire sprinklering within a structure.
 - 2015 IFC, Section 903.2.1.2 Group A-2. An automatic sprinkler system shall be provided for Group A-2 occupancies where one of the following conditions exists:
 - The fire area exceeds 5,000 square feet (464 m²).
 - The fire area has an occupant load of 100 or more.
 - The fire area is located on a floor other than a level of exit discharge serving such occupancies.
 - 2015 IFC, Section 903.2.1.3 Group A-3. An automatic sprinkler system shall be provided for Group A-3 occupancies where one of the following conditions exists:
 - The fire area exceeds 12,000 square feet (1115 m²).
 - The fire area has an occupant load of 300 or more.
 - The fire area is located on a floor other than a level of exit discharge serving such occupancies.
 - 2015 IFC, Section 903.2.8 Group R. An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area.

**SRD Response: Acknowledged.
Building will comply with Accessibility standards**

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](#)

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.

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.

Loading and Unloading Areas:

The site plan must show the location of the loading and unloading areas. These areas must not encroach into the dedicated or designated fire lane easement.

SRD Response: Acknowledged and will comply

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.

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. (uBA) See Building and Zoning Code, [Sec. 22-425](#).
- [\(Site Plan Note\) Alternative Fire Lane Surfacing Materials.](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Emergency Responder Radio Coverage](#)
- [\(Site Plan Note\) Fire Lane Corridors](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

**R&R Response: Appropriate notes
have been added.**

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.

Re: Porteos Fairfield Inn (#1501061)/Pre-Application Meeting held November 19, 2020

Special Design Considerations:

R&R Response: Acknowledged.

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 must 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 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.
- [Access Road Width with a Hydrant](#)
- [Aerial Fire Apparatus Access Roads](#)
- [Fire Apparatus Access Road Specifications](#)
 - If an existing fire lane or public roadway must be removed or relocated for any reason, the portion replaced must be in compliance with the current specifications of the Public Works Department.
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Dead-end Fire Apparatus Access Roadways](#)
- [Dead-End Public Streets](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Single Point of Access through an Adjacent Jurisdiction](#)
- [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.

R&R Response: Acknowledged - a separate trash enclosure is shown on the site plan

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:

- ▶ Plat this area separately or as a subdivided area from the overall Plat of Porteos PA-3.
- ▶ Identify adjacent roads as private or public and label them by reception numbers.
- ▶ See notes below regarding easements and License Agreements.

R&R Response: Acknowledged.

Re: Porteos Fairfield Inn (#1501061)/Pre-Application Meeting held November 19, 2020

Subdivision Plats:

- The property has never been platted and shall be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications provided in our most current [Subdivision Plat Checklist](#). Plat review may run concurrently with your other Planning Department submittals.
- A **presubmittal meeting** with Real Property is required on all plat submittals so our team may verify that basic elements have been addressed before they are submitted to Planning. This 30-minute meeting is for the 1st submittal of plats only and is by appointment only. Call *Darren Akrie* at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend the meeting. Please bring two sets of the plat.

Site Plans:

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

Separate Documents:

- A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the city, signed by the property owner as well as the appropriate city officials and recorded with the county.
- During the pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions which will require a separate document. Following are the links to additional information if needed later in your formal review process:
 - [Dedications Packet](#)
 - [Easement Release](#)
 - [Revocable License Packet](#)
 - [License Agreement Packet](#)
- **Offsite easement dedications** may be required to make your project work. It's up to the developer to obtain these easements for the city, pay compensation, etc. Dedication documents must be prepared using Real Property specifications which can be found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes **about 8-10 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.
- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.). If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes **8-10 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.
- Real Property may require a Monumented Field Survey, but we are unable to determine that until we make our first review.
- If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate

Re: Porteos Fairfield Inn (#1501061)/Pre-Application Meeting held November 19, 2020

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

R&R Response: Acknowledged City of Aurora requirements for Civil Construction Documents

- 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 Christopher Eravelly at 303.739.7457. 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. The engineer shall fill out the checklist and bring it to the pre-submittal meeting. A pre-submittal meeting will not be scheduled until there are no outstanding comments remaining on the preliminary drainage report/letter.

- 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
 - Street Lighting Plan – if not installed by the master developer

➤ *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

Re: Porteos Fairfield Inn (#1501061)/Pre-Application Meeting held November 19, 2020

- 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
 - 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 may be required for this project if an acre or more of disturbance is anticipated (which includes equipment and material storage areas). See the latest revision of the [City of Aurora SWMP Manual](#) for more detailed requirements. A [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

- The Construction Documents shall include an Interim and an Ultimate Signing and Striping Plan, a Traffic Signalization Plan, and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees is available on the city's website or in the Development Handbook.
- Critical Traffic Control Areas, as identified by the Traffic Manager during Civil Plan review, are circumstances that develop resulting from temporary modifications to the roadway network. Critical Traffic Control Areas can include, but are not limited to:
 - lane closures resulting in reduction in vehicles capacity greater than 50%,
 - proximity to intersections, access drives, rail lines,
 - locations with higher multimodal movements, or
 - other special circumstances

When identified, the contractor shall submit Traffic Control Plans (TCPs) to the city through the Public Improvement Permit Application process for the city's review as soon as possible or a minimum of four weeks in advance of construction. In addition, as part of the Public Improvement Permit and TCP, the contractor may be required to provide advance notice (minimum two weeks) to nearby impacted users. Notifications by the contractor may be required to neighboring residences, businesses, or impacted operations of emergency response entities (law enforcement, fire, and medical), transit, delivery companies, etc., as determined by the Traffic Manager at time of the TCP review.

Re: Porteos Fairfield Inn (#1501061)/Pre-Application Meeting held November 19, 2020

- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from Jackson Gap, via 64th 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 Management Plan (SWMP) 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 SWMP shall be developed by applying the permanent water quality "best management practices" described in Volume 3 of the USDCM. The SWMP 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](#)" manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives.
- The civil plans will not be approved until the preliminary drainage report/letter is approved and the plat is ready for recordation.

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 Marshal) and the City Engineer.

Building Plans

Building Division Comments:

Building Plan Review

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

SRD Response: Acknowledged City of Aurora requirements for Civil Construction Documents

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.

Re: Porteos Fairfield Inn (#1501061)/Pre-Application Meeting held November 19, 2020

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.
 - [Commercial Permits](#)

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

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

Fire

- [Fire Alarm](#)
 - [Fire Sprinkler & Standpipe Systems](#)
 - [Knox Box](#)
 - [Knox Box Rapid Entry](#)
 - [Wet and Dry Chemical Hood Suppression Systems](#)
- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
 - Automatic Fire-Extinguishing System and Standpipes
 - Emergency Responder Radio Coverage Systems
 - Fire Alarm and Detection Systems and related equipment
 - Wet and Dry Chemical Hood Suppression Systems

Key Issues:

- ▶ 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.
- ▶ The Aurora Building Division currently utilizes the adopted 2015 International Codes Series with the exception of the 2017 NEC. Our next code adoption cycle will be for the 2021 International Code Series.

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](#)

Re: Porteos Fairfield Inn (#1501061)/Pre-Application Meeting held November 19, 2020

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:

- **Commercial Cooking Hood Suppression System** - 2015 IFC, Section 904.
- **Fire Alarm and Detection System** – 2015 IFC, Section 907.
- **Fire Sprinkler System** - 2015 IFC, Section 903.
- **Standpipe System** – 2015 IFC, Section 905.

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.

- A-2 Occupancy - Assembly uses intended for food and/or drink consumption.
- A-3 Occupancy - Assembly uses intended for worship, recreation or amusement, and other assembly uses not classified elsewhere in Group A.
- B Occupancy - A building or structure or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Building or tenant space used for assembly purposes by fewer than 50 persons may be considered a Group B occupancy.
- R-1 Occupancy - Residential occupancies where the occupants are primarily transient in nature (less than 30 days).

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.

Tri-County Health Department:

All applicants submitting construction plans for retail food establishments, daycare centers, preschool programs, group homes, fountain water attractions and public swimming pools are also responsible for meeting the separate requirements of the Tri-County Health Department.

Re: Porteos Fairfield Inn (#1501061)/Pre-Application Meeting held November 19, 2020

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

R&R Response: Acknowledged City of Aurora requirements for Construction

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.

Re: Porteos Fairfield Inn (#1501061)/Pre-Application Meeting held November 19, 2020

- 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
 - transit passenger facilities
 - monuments and range boxes
 - sanitary sewer mains, including laterals to each lot line
 - storm drainage
 - street lighting – if not installed by the master developer
 - 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 click the hyperlink provided.

Access Roadways during Construction:

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