



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

August 19, 2021

Chase Stillman - [chase.stillman@oreadcapital.com](mailto:chase.stillman@oreadcapital.com)  
Urban Cottages, LLC  
10657 East Ida Avenue  
Englewood, CO 80111

**Re: 11000 E Jewell Ave (#1563595)/Pre-Application Meeting held August 5, 2021**

Dear Mr. Stillman:

I would like to take this opportunity to thank you for considering the City of Aurora for the 11000 E Jewell Ave 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:***

► **Permitted Use:** The proposed use is permitted however, as currently proposed, the lot sizes and access configuration would not be permitted.

**Response: Acknowledged. The plan has been revised since the pre-application to utilize paired homes in the layout. As a result, we are requesting a zone map amendment in conjunction with this application.**

► **Zoning:** A Zoning Map Amendment is Required. Please request and receive a Zoning Inquiry prior to any rezone submission.

**Response: As requested, we submitted and received a Zoning inquiry prior to the rezone submission.**

► **Common Spaces and Amenities:** The development is adjacent to the Havana Heights Pond Park and expectation for any development on this property will be to provide pedestrian facilities to access this existing amenity space. Additionally, internal sidewalk facilities shall connect to the sidewalk

improvements on Jewell Avenue.

**Response: As requested, we are providing pedestrian connectivity to both the Havana Heights Pond Park and to Jewell Avenue.**

► **Access and Connectivity:** The front door of each dwelling unit shall face a public or private street meeting the Aurora Roadway Design Specifications Manual. As proposed, the exterior dwellings do not comply with this standard. Additionally, alley-loaded dwellings shall provide vehicular access to the rear located at least 5-feet from a side property line and the front of the dwelling shall front a public or private street. Internal sidewalks are required on the internal public or private street network in compliance with the Roadway Design Specifications Manual.

**Response: With the revised layout over 60% of the units have a front door that faces a public or private street. The remaining units, around the perimeter of the site are turned ninety degrees from the street and are proposed in a green court scenario that meets the minimum width and pedestrian access requirements of the UDO, since Green Court Dwellings are a permitted use within the R-2 zone district in all subareas.**

► **Forestry:** There will be many trees impacted on this property. It is understood that there is intent to save some of the trees, but many will require removal and tree mitigation. Please hire a Consulting Arborist to conduct the tree inventory and appraisal.

**Response: A consulting arborist was hired, and the tree inventory and appraisal are included with the submittal. With the engineering and grading constraints on the property, we are going to be unable to preserve the trees as originally anticipated, and through discussions with the arborist it has been determined that transplanting the existing trees is not really an option due to tree sizes, species, condition, location, etc. As such, the applicant anticipates paying cash in lieu for the trees as the mitigation measure.**

► **Utilities:** The existing public storm water line in the northeast section of the site requires relocation. Additionally, removal of all existing utilities on the 11000 lot is required.

**Response: Comment noted. Utilities will be relocated and removed to conform to proposed site plan.**

► **Public Improvements:** Public improvements for this development include completing the southern half of Jewell Avenue. This includes additional pavement, including necessary transitions, curb and gutter, streetlights, curbside landscaping and a 6' detached sidewalk. Curb returns with curb ramps are required at the access points. Interior streets shall be private.

**Response: Jewel Ave improvements have been proposed.**

► **Lot Corner Radius:** The dedication of a 20-foot lot corner radius is required at all intersections with Jewell Avenue.

**Response: All curb returns along Jewell Avenue have been designed with 20 foot flowline radii.**

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 303.739.7323 or [bvigil@auroragov.org](mailto:bvigil@auroragov.org).

Sincerely,

*Brit Vigil*

Brit Vigil  
Project Manager

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## City of Aurora Development Process

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

### Step I - Planning Phase

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

### Step II - Construction Document Phase

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

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

**Building Plans:** (construction plans for structures)

- Usually reviewed after Planning decision is made.

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

### Step III - Construction Phase

**Building/Civil Permits:**

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

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

## STAFF COMMENTS - PRE-APPLICATION MEETING

### **Purpose of the Pre-Application Notes**

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

Please do not hesitate to contact **Brit Vigil, 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  
Brit Vigil  
303.739.7323  
[bvigil@auroragov.org](mailto:bvigil@auroragov.org)

Justin Andrews  
303.739.7597  
[jpandrew@auroragov.org](mailto:jpandrew@auroragov.org)

#### **Planning**

Zoning and Plan Review  
Dan Osoba  
303.739.7121  
[dosoba@auroragov.org](mailto:dosoba@auroragov.org)

Landscape Design  
Kelly Bish, RLA, LEED AP  
303.739.7189  
[kbish@auroragov.org](mailto:kbish@auroragov.org)

#### **Parks, Recreation & Open Space**

Planning Design and Construction  
Michelle Teller  
303.739.7437  
[mteller@auroragov.org](mailto:mteller@auroragov.org)

Forestry  
Jacque Chomiak  
303.739.7178  
[jchomiak@auroragov.org](mailto:jchomiak@auroragov.org)

#### **Aurora Water**

Nina Khanzadeh  
[nkhanzad@auroragov.org](mailto:nkhanzad@auroragov.org)

#### **Public Works**

Traffic Division  
Steve Gomez  
303.739.7336  
[segomez@auroragov.org](mailto:segomez@auroragov.org)

Drainage and Public Improvements  
Engineering Division  
Kristin Tanabe  
303.739.7306  
[ktanabe@auroragov.org](mailto:ktanabe@auroragov.org)

Life Safety and Building Division  
Mike Dean  
303.739.7447  
[mdean@auroragov.org](mailto:mdean@auroragov.org)

Real Property Division  
Darren Akrie  
303.739.7331  
[dakrie@auroragov.org](mailto:dakrie@auroragov.org)

#### **Housing and Community Services**

Neighborhood Support  
Scott Campbell  
303.739.7441  
[scampbel@auroragov.org](mailto:scampbel@auroragov.org)

#### **Oil and Gas Division**

Colin Brown  
303.739.6824  
[cmbrown@auroragov.org](mailto:cmbrown@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:*

- ▶ A Zoning Map Amendment is Required. Please request and receive a Zoning Inquiry prior to any rezone submission.
- ▶ Dimensional Standards
- ▶ Subdivision Standards
- ▶ Lot Access and Configuration
- ▶ Single family products require street frontage and garage frontage facing a street is limited to 47% of the building façade.

#### *Project Overview:*

- Zoning: R-R Rural Residential
- Character Area: Subarea A
- Proposed Use: Single-Family Detached
- Permitted Use: Yes; however, the lot sizes and access configuration would not be permitted as currently proposed.

#### *Type of Application:*

- Zoning Map Amendment (Rezone)
- Subdivision Final Plat
- Site Plan

#### *Procedures:*

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- The application will require approval in a public hearing before the Planning and Zoning Commission and the City Council. The application will be reviewed in a 12-13-week timeframe and will be processed electronically through our development review website at [www.aurora4biz.org](http://www.aurora4biz.org).

#### *Important Links:*

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

- [Subdivision Plat Checklist](#)

**Standards and Issues:**

**1. Zoning and Placetype**

1A. *Zoning*

The current zone district is R-R Rural Residential District, which is intended to allow very low density, single-family residences and limited agricultural uses within a rural context. The lots within this district are larger than in other residential districts. The project narrative indicated that the R-1 Low-Density Single-Family Residential District was desired for this project; however, as currently proposed the lot size and access configuration do not meet R-1 District standards. Please see the dimensional standards listed below in Section 1B for details on zone district lot size standards, lot frontage, and setbacks for various housing types.

**Response: A zone map amendment is being requested with this application to change the zone district from R-R to R-2.**

1B. *Dimensional Standards*

The list below includes dimensional standards for single-family detached lots in various zone districts. Additionally, there are dimensional standards for two-family (duplex) and single-family attached (townhome) lots. Please note that these are basic dimensional standards for the various uses discussed during the Pre-Application Meeting. The dwelling units for all the housing types listed below shall have direct frontage and access onto a public or private street. For full details, please see Table 4.2-1 in [Section 146-4.2.2](#) of the UDO.

- R-1 Low-Density Single-Family Detached District (Single-Family Detached Only)
  - Lot Area Minimum: No smaller than the smallest abutting lot occupied by a single-family detached or two-family structure. In this application, the smallest lot size shall be 10,400 s.f. As discussed in the Pre-Application Meeting, staff may entertain an adjustment request to reduce this requirement (see Adjustments section within this letter), but the expectation is for lot sizes to exceed the underlying zone district requirement of 6,000 s.f.
  - Lot Frontage Minimum: 50-feet
  - Front Setback: 25-feet
  - Side Setback: 5-feet
  - Corner Side Setback: 12.5-feet abutting a local street; 25-feet abutting Jewell Ave
  - Rear Setback: 20-feet
  - Miscellaneous: 25-feet abutting the Havana Heights Pond Park
  - Height Maximum: 38-feet
- R-2 Medium Density Residential (Single-Family Detached, Two-Family, Single-Family Attached)
  - Lot Area Minimum (single-family detached): No smaller than the smallest abutting lot occupied by a single-family detached or two-family structure. In this application, the smallest lot size shall be 10,400 s.f. As discussed in the Pre-Application Meeting, staff may entertain an adjustment request to reduce this requirement (see Adjustments section within this letter), but the expectation is for lot sizes to exceed the underlying zone district requirement of 6,000 s.f.
  - Lot Area Minimum (two-family): 3,000 s.f.
  - Lot Area Minimum (single-family attached): 1,600 s.f.
  - Lot Frontage Minimum: 50-feet for SFD; 30-feet for Two-Family; 20-feet for SFA
  - Front Setback: 20-feet
  - Side Setback: 5-feet

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- Corner Side Setback: 10-feet abutting a local street; 20-feet abutting Jewell Avenue
  - Rear Setback: 15-feet
  - Miscellaneous: 25-feet abutting the Havana Heights Pond Park
  - Height Maximum: 38-feet
- R-3 Medium Density Multifamily Residential (Single-Family Detached, Two-Family, Single-Family Attached)
    - Lot Area Minimum (single-family detached): 5,000 s.f.
    - Lot Area Minimum (two-family): 3,000 s.f.
    - Lot Area Minimum (single-family attached): 1,600 s.f.
    - Lot Frontage Minimum: 50-feet for SFD; 30-feet for Two-Family; 18-feet for SFA
    - Front Setback: 15-feet
    - Side Setback: 5-feet
    - Corner Side Setback: 10-feet abutting a local street; 25-feet abutting Jewell Ave
    - Rear Setback: 10-feet
    - Miscellaneous: 25-feet abutting the Havana Heights Pond Park
    - Height Maximum: 45-feet

**Response: We are requesting a rezoning from R-R to R-2, but we will also be requesting adjustments from the two-family minimum lot size and lot frontage requirements.**

*1C. Zoning Map Amendment*

Prior to submission of a Zoning Map Amendment, please submit a Zoning Inquiry application, which can be found [here](#). After reviewing the dimensional standards above and the other comments within this Pre-Application Letter, please provide one proposed zone district on the application form for staff to discuss. Staff will provide a Zoning Inquiry Letter that will indicate a negative, neutral, or positive response to the proposed zone district and with justification for the response. This is a prerequisite for any Zoning Map Amendment request; applications for a Zoning Map Amendment that have not completed a Zoning Inquiry will not be accepted by the Planning Department. Please send the completed application form and any accompanying documents to [planning@auroragov.org](mailto:planning@auroragov.org) to begin the inquiry process. This inquiry review process is a 2-3-week timeframe and does not incur a review fee.

**Response: As requested, we submitted and received a Zoning inquiry response of “neutral” from staff on November 1<sup>st</sup>, 2021**

*1D. Placetype*

The Aurora Places Comprehensive Plan identifies “Placetypes” for all properties within the City that describe the current and intended future character of the area. This property is identified as an Established Neighborhood Placetype, which can be characterized by predominantly residential areas with a variety of unit types, including single-family detached and attached, and multifamily constructed between 1950 and 1990. This placetype utilizes a traditional grid pattern of streets. Established Neighborhoods should be connected to existing commercial or mixed-use placetypes with short, safe, and highly protected bicycle and pedestrian routes. Single-family attached and multifamily residential uses are not the predominate housing type in this Placetype; however, they are an accepted housing type often located along main arterial and collector street or edges of neighborhoods.

**Response: We are proposing two family homes with this application, which is in keeping with the Established Neighborhood designation since the site is located along E. Jewell Avenue.**

## 2. Development Standards

### 2A. Subdivision Standards

A Subdivision Plat will be required with this application. Please see the Real Property Division comments for full details on requirements for this document. The Unified Development Ordinance (UDO) identifies several development standards for block size, access and lot design that will be required with any type of development on this property.

**Response: Comment noted.**

### 2B. Subdivision Standards

The minimum block length shall not exceed 330-feet in width and 660-feet in length. Block length is measured along the flow line of the internal public or private street network within the development. These internal streets shall comply with the requirements and standards set forth in the Roadway Design and Specifications Manual (please see Public Works Civil Engineering comments for details).

**Response: Comment noted. The minimum block length will not exceed 330 feet by 660 feet.**

### 2C. Access to Streets

All lots shall have direct or indirect access to a dedicated public or private street. Alley-loaded product types shall front a public or private street and have vehicular access to a dedicated alley. Please see the Access and Connectivity section below for further details. Also, any frontloaded products the garage door is limited to 47% of the front building elevation.

**Response: With the revised layout over 60% of the units have a front door that faces a public or private street. The remaining units, around the perimeter of the site are turned ninety degrees from the street and are proposed in a green court scenario that meets the minimum width and pedestrian access requirements of the UDO, since Green Court Dwellings are a permitted use within the R-2 zone district in all subareas.**

### 2D. Double Fronted Lots

Double fronted lots are residential lots in which the front and rear property lines abut a public or private street. Alley-loaded product are not classified as double fronted lots. Double fronted lots are not permitted adjacent on local or collector streets (East Jewell Avenue).

**Response: Acknowledged. We are not proposing any double fronted lots.**

### 2E. School Facilities

During development review, staff will coordinate with Aurora Public Schools to provide comments on school land dedication cash-in-lieu fees. The fees will be calculated based on an estimated number of students added to the school system per the proposed housing type and density.

**Response: Acknowledged.**

### 2F. Neighborhood Protection Standards

Neighborhood Protection Standards shall be required only for developments in the R-3 District that are three or more stories in height. The protection standards are as follows:

- Building Height: the maximum height of any structure within 50-feet of an R-R or R-1 District lot shall not exceed 38-feet.
- Exterior Lighting Height: the maximum height of any exterior pole mounted light or building-mounted light shall not exceed 1-foot if the light is located within 50-feet of an R-R or R-1 District lot.
- Setback: the minimum setback for structures adjacent to an R-R or R-1 District lot shall be

equal to or greater than the required setback on the adjacent R-R or R-1 District lot.

**Response: We are proposing a rezone to the R-2 District, and as such, these standards won't apply.**

2G. *Common Space and Amenities*

This development is adjacent to the Havana Heights Pond Park and the expectation for any development on this property will be to provide pedestrian facilities to access this existing amenity space. Internal sidewalk facilities shall connect to the sidewalk improvements on Jewell Avenue. On-site open space and/or amenity space shall be required by the Parks, Recreation and Open Space Department unless a cash-in-lieu payment fee is permitted. Please see PROS comments within this letter for details. If on-site open space or amenities are proposed with this development, all internal sidewalks shall connect to the provided open space. On-site amenities including park benches, tables, trash receptacles, and shade structures shall be included in the Site Plan details sheet identifying dimensions, finishes and locations of the amenities.

**Response: The proposed site plan is providing pedestrian connectivity to both Jewell Avenue and the Havana Heights Pond Park, as this is a desirable amenity for this development. In fact, given the proximity to this park, the applicant would like to propose the use of the cash-in-lieu payment towards improvements to this particular park, and will work with PROS towards this end if this is amenable to them.**

2H. *Access and Connectivity*

For all housing product types listed above, the front door of each dwelling unit shall face a public or private street meeting the Aurora Roadway Design Specifications Manual. As proposed, the exterior dwellings do not comply with this standard. Alley-loaded dwellings shall provide vehicular access to the rear located at least 5-feet from a side property line and the front of the dwelling shall

front a public or private street. Internal sidewalks are required on the internal public or private street network in compliance with the Roadway Design Specifications Manual.

**Response: With the revised layout over 60% of the units have a front door that faces a public or private street. The remaining units, around the perimeter of the site are turned ninety degrees from the street and are proposed in a green court scenario that meets the minimum width and pedestrian access requirements of the UDO, since Green Court Dwellings are a permitted use within the R-2 zone district in all subareas.**

2I. *Parking, Loading, and Stacking*

Off-street parking is required by Section 146-4.6. Based on the information provided, 2 parking spaces per dwelling unit will be provided.

Section 146-4.6.5 details requirements for the design and placement of parking areas. Required parking spaces, including guest parking spaces, shall not be located more than 330-feet from an entrance to the building it is serving and shall have a direct pedestrian connection to the building's front entrance(s). Please note that in Subarea A, a garage is not required on each lot (for single-family detached and two-family products); however, the overall parking requirement must still be met.

**Response: The proposed plan includes two car garages with every unit, and on and off-street guest parking is provided within the site plan and is located within 330' of all front entrances.**

2J. *Landscape, Water Conservation, Stormwater Management*

- General Landscape Plan Comments

**Re: 11000 E Jewell Ave (#1563595)/Pre-Application Meeting held Aug 5, 2021**

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

**Response: The landscape plans have been prepared in accordance with the UDO and Landscape Manual.**

– 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.

**Response: Acknowledged. The landscape plans contain the relevant tables, symbols, labels, etc.**

– Sight Triangles

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

**Response: Sight distance triangles have been included in the landscape plans and designed accordingly.**

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

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

**Response: Acknowledged**

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

Street trees are required at a ratio of one street tree per 40 linear feet along all street frontages. Street trees shall be provided in the curbside landscape when a detached walk is provided or 4'-5' from behind the back of walk when an attached walk is provided. Street trees shall be located 50' from the face of a stop sign to maintain regulatory sign visibility. Refer to Figure 4.7-2.

The UDO requires plantings within the curbside landscape to vary depending upon the width required by the street cross section. A xeric landscape would consist of shrubs and ornamental grasses being provided in a minimum five-gallon size at a ratio of one shrub per 40 sf. of curbside landscaping. Sod is not permitted in curbside landscapes that are less than 10' in width.

**Response: Curbside Landscaping has been included per the city standards.**

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

In all development areas of land that have been disturbed during construction and are required or

designated to be preserved and protected from future development for nonpublic active and passive recreation areas and facilities, trails, wildlife habitat or the preservation of view corridors and natural land features, shall be landscaped with one tree and ten shrubs per 4,000 square feet. This excludes areas defined as street buffers, detention and water quality ponds, undisturbed marshes, wetlands, 100-year floodways and lakes are excluded.

**Response: Private Common Open Space Landscaping has been included per the City standards.**

– Section 146-4.7.5 P. Residential Yard Landscape

All new single family detached, attached and two-family residential homes shall provide for front and side yard landscaping for corner lot yards visible from public view to meet the water-wise or turf landscape options. Front yard landscape requirements can be found in Table 4.7-3 Residential Yard Landscape Requirements. The table provides a starting point for those lots that are 4,500sf or larger. Smaller lot sizes shall utilize the requirements of this table as much as possible but may need to modify the standards to reflect the lot sizes being proposed. The city does offer developers a \$1,000 tap credit for each home that has a separate meter and participates in the “xeric” front yard landscape requirements. For further information on the xeric tap credit, contact Tim York in Aurora Water at (303) 326-8819 for the specific landscape requirements.

Landscaping shall be completed prior to the issuance of a final certificate of occupancy. Temporary certificates may be granted at the discretion of the Building Department when certificates are requested outside of the normal landscaping season of April 1<sup>st</sup> through October 31.

**Response: Front yard, and side yard landscaping for corner lots have been included in the plan set, in the form of lot templates, and they are xeric in nature. We have utilized the Residential Yard Landscape Requirements as a guide to propose what we can on the smaller lot sizes that are utilized in this site plan.**

– 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.

**Response: Acknowledged. The applicant will prepare irrigation plans after we have received comments back from the city to ensure that the landscape plans that are used as the basis for the irrigation design are acceptable.**

2K. *Building Design Standards*

Section 146-4.8 of the UDO contains specific standards for the design of buildings. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, four-sided building design, and permitted materials, among other things. For single-family attached products, please include architectural elevation sheets that illustrates compliance with the UDO Sections included within these notes.

Code requires that you incorporate material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs, and changes in parapet height to improve the façade and create an inviting and attractive street presence. Buildings must be designed to create a clear base, middle, and cap, with specific instructions and tips for how this can be achieved in Section 146-4.8.5.C. Code also requires that you use changes in the wall planes, both horizontally and vertically, at specific intervals and provide a variety of durable materials to create visually

interesting buildings. See the table below for applicable building design standards and ensure that the building elevations meet all applicable requirements.

**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.
<b>General building design standards</b>						
Design variety	✓					
Distribution of masonry and architectural features	✓					
Windows	✓					
Building orientation and spacing			✓	✓	✓	✓
<b>Massing and articulation</b>						
Horizontal articulation		✓	✓	✓	✓	✓
Vertical articulation	✓		✓		✓	✓ [1]
Maximum building length			✓	✓	✓	✓
<b>Building materials</b>						
Primary building materials	✓		✓	✓	✓	✓
Masonry standards		✓	✓			
<b>Four-sided building design</b>						
Facade character elements			✓	✓	✓	✓
Entry design			✓	✓	✓	✓
<b>Roof design</b>						
Roof materials	✓		✓	✓	✓	✓
Roof form	✓		✓	✓	✓	✓
<b>Screening of mechanical equipment</b>						
Rooftop equipment	✓		✓	✓	✓	✓
Ground-mounted equipment	✓		✓	✓	✓	✓
Garbage storage areas			✓	✓	✓	✓

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

*For Single-Family Detached and Two-Family Dwellings*

If the application will include specific single-family detached home models, the models will need to be submitted separately to the Building Division for review. Note that these models may be submitted prior to Site Plan approval at the risk of the applicant. If changes occur on the Site Plan or Building Permit, then both documents will need to be updated accordingly to match. Please be aware that code has specific requirements for design variety and durability, and that the building elevations must meet a minimum score of 17 points in Section 146-4.8.3.F, Table 4.8-2 in order to receive building permits.

**Response: Acknowledged, the buildings will meet current code and have a minimum of 17 points.**

2L. *Exterior Lighting*

Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the plan and on building elevations for single-family attached products. Lighting details shall be provided on separate building permits for single-family detached and two-family products.

**Response: Comment Noted. Lighting is shown on the building elevations.**

2M. *Signs*

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

**Response: A potential monument sign location has been included on the plans, and any ultimate sign design will be in compliance with the signage standards in Section 146-4.10.**

3. **Adjustments**

Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed and justified in the Letter of Introduction. They must also be listed on the cover sheet of the Site Plan and any other sheets on which they are applicable. Approvals of adjustment requests are not

guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction. Typically, mitigation techniques should go *above and beyond* requirements from other code sections. If an adjustment does not meet the limits for administrative approval under Section 146-5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.

**Response: Adjustment requests have been included in the letter of introduction and on the site plan cover sheet.**

#### **4. Submittal Reminders**

##### *4A. CAD Data Submittal Standards*

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

**Response: Acknowledged**

##### *4B. PDF Requirements*

The application will be uploaded through the city's development review website as separate PDFs. Please ensure that all AutoCAD SHX text items are removed from the "Comment" section during the PDF creation process and that the sheets are flattened to reduce ability to select items. PDFs will be rejected during pre-acceptance reviews if they do not comply with this requirement, which could result in delays.

**Response: Acknowledged**

##### *4C. Mineral Rights Notification*

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

**Response: Per State Statute we will provide proper notification 30 days prior to the public hearings.**

#### ***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.

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.

**Response: Acknowledged**

#### ***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:***

- Scott Campbell is the neighborhood liaison for the project. He has put together a report attached to these notes listing the registered neighborhood organizations within one mile of your proposed project and can assist in scheduling and facilitating meetings with community members. Please work with the

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organizations that express interest in your project to address comments and mitigate concerns

- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and procedures can be properly addressed. The Case Manager will record any project-related commitments that are made to the community at these meetings.
- Additional information about the Neighborhood Liaison Program can be found on the [Housing and Community Services](#) page of the city website.

**Response: Acknowledged. The applicant will work with any organizations that express interest in our project moving forward.**

### **Oil and Gas Development**

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

There may be existing underground pipelines in rights-of-way. If you have questions or concerns about this, the Oil & Gas Division can assist with providing additional information.

**Response: Acknowledged**

### **Parks, Recreation & Open Space Department (PROS)**

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

- Your proposal includes 23 single family detached units.
- Your project is adjacent to a park site.

#### ***25' Special Landscape Buffer***

Note that if your use changes, a 25' special landscape buffer along the eastern property boundary adjacent to the park will be required. This buffer is measured from the property line in and may not be encroached into with any detention, water quality, building or pavement and is required to have 1 tree and 10 shrubs per 30 linear feet. Single Family Detached homes are exempt from this requirement.

**Response: The proposed site plan is including the 25' special landscape buffer adjacent to the Havana Heights Pond Park, with pedestrian connectivity through it to the park as was requested by the City.**

#### ***Population Impact***

For single-family homes, population calculations for the project are based on an average household size multiplier of 2.65 persons per unit, resulting in an overall projected population of 114 persons residing in 43 units.

#### ***Land Dedication***

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

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

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The resulting acreage required is as follows:

	<u><b>43 Single Family Units</b></u>
Neighborhood Park Land	0.34 acres
<u>Community Park Land</u>	<u>0.13 acres</u>
Total Land Dedication	0.47 acres

Cash-in-Lieu Payment –

Given the small overall acreage of park land impact generated by the population increase and the fact that the subject development is not conducive to on-site dedication due to minimum park size criteria, the land dedication shall be satisfied by a cash-in-lieu payment prior to subdivision plat/replat. The amount of the payment is computed by multiplying the dedication acreage by the estimated market value for the land.

Being an infill development, this project is able to take advantage of a less-than-market-rate value which the city offers to reduce the cost of PROS' requirements for infill. The current per-acre value of \$60,200 multiplied by the dedication acreage results in the following potential cash-in-lieu payments:

**43 Units**  
\$28,294.00

**Response: The proposed site plan is proposing 36 paired home units, as opposed to the single family detached units that were in the original pre-application plan. The applicant recognizes that this will change the PLD requirements. By our calculation this would result in an adjusted PLD requirement of 0.37 acres, which we would still propose to meet via a cash in lieu payment. Using the value included above, this would equate to a payment of \$22,274 in association with the proposed plan. The applicant would like to discuss with PROS the possibility of utilizing these funds for improvements to Havana Heights Pond Park, if possible.**

**Park Development Fees**

In accordance with Section 146-306 of City Code, Park Development Fees shall be collected by the city to cover the cost of constructing new park facilities to serve the needs of the projected population. These fees apply to the project because park facilities are not proposed to be provided on-site. Fees are based on the park land dedication acreages and an annual cost per acre for construction of park facilities. The fees, which are computed and collected on a per-unit basis, shall be paid at time of building permit issuance. **The current per-unit fee of \$1,936.91** would apply if permits for construction of the residential units are pulled in 2021.

**Response: Acknowledged.**

**PROS Requirements Caveat**

The monetary calculations presented herein are estimates based on park construction costs and a per-acre value for infill development at this point in time (current year 2021). The timing for implementation of the project may affect the ultimate amount of fees collected and other payments imposed to satisfy park-related obligations. Furthermore, if aspects of your project change, such as the number of dwelling units proposed, the park land dedication requirements may also change.

**Response: Acknowledged.**

**Forestry Division**

There will be many trees impacted on this property. It is understood that there is intent to save some of the trees, but many will require removal and tree mitigation. Please hire a Consulting Arborist to conduct the tree inventory and appraisal. A list has been provided below.

**Response: A consulting arborist was hired, and a tree mitigation plan is included with the submittal. Due to grading, utility and available land constraints, the applicant is proposing to remove the existing trees and mitigate them with a cash-in-lieu payment.**

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

**Response: Acknowledged.**

**Tree Mitigation Requirements**

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

**Response: A tree assessment was prepared by Colorado Tree Consultants, and as you will see most of the trees fall into the poor and fair category, with only two of them being rated as good. Given some development constraints on the property the applicant would like to meet the tree mitigation requirements via a cash in lieu payment.**

**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. Since you will be hiring a Consulting Arborist, please provide the inventory and appraisal with the first submittal. Below is the list of Consulting Arborists for your review. Forestry would require a meeting with the arborist selected to make sure that we agree on the appraisal.

Name	Company	Address	Phone
David Merriman	Arborscape	5044 S. Youngfield Court Morrison, CO 80465	303-795-2381
Keith Worley	Forestree Development, LLC	7377 Osage Rd, Larkspur, CO 80118	303-681-2492
Robert Brudenell	The Natural Way, Inc.	1952 W. Dartmouth Ave. Englewood, CO 80110	303/347-0988
Scott Grimes	Colorado Tree Consultants	<a href="mailto:coloradotreeconsultants@yahoo.com">coloradotreeconsultants@yahoo.com</a>	303-720-8170
Stefan Ringgenberg	Boulder Tree and Landscape Consulting	7289 Petursdale Court Boulder, CO 80301	303-530-0640
Steve Geist	SavATree	8585 E Warren Ave, Denver, CO 80231	303-306-3144

- Once the tree assessment is complete, a spreadsheet will be provided by the Consulting Arborist 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 – make sure the Consulting Arborist contacts Forestry to make sure they provide the correct number of inches. 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 Community 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

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details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at:

<https://auroraver2.hosted.civiclive.com/cms/One.aspx?portalId=16242704&pageId=16529352>

**Ash Trees Prohibited**

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

**Response: Acknowledged.**

## Cherry Creek Schools

Cherry Creek School District No.5 has reviewed the information provided by the City of Aurora regarding the site plan for the 11000 E Jewell Ave development and will provide educational services to the future residents of this project.

Students from this development are within the current boundaries of Ponderosa Elementary, Prairie Middle School, and Overland High School. Boundaries are subject to change when necessary to promote the efficient utilization of school facilities.

Utilizing the City of Aurora Land Development Code, the land dedication calculation for the school district is .70305 acres or an appropriate cash-in-lieu fee. This acreage was calculated using the Aurora Building and Zoning Code 147-48 based on student yield ratios for single family housing. The District proposes to utilize the Appraisal Method to determine the fair market value as outlined in 14-111.05.02 B.1 of the City of Aurora Land Development Code. The cash-in-Lieu fee will be determined by a fair market appraisal.

Cherry Creek School District #5					
Planning Department					
Student Generation Worksheet - Aurora					
Project Name:	11000 E Jewell Ave				
Project Number:	1563595 Pre App				
Developer/Contact Person:	c/o Brit Vigil for Chase Stillman & Urban Cottages LLC				
Submitted for Review:	8/5/2021				
	43 SF units on 4 acres				
Students Generated					
Type of Unit	#D.U.s	Elem	MS	HS	Total
Single Family Detached (R-0/1)	43	15	7	9	30
Multifamily Low Density (R-2/3)	0	0	0	0	0
Multifamily High Density (R-4/5)	0	0	0	0	0
<b>Totals</b>		15	7	9	30
Acre per Child		0.0175	0.025	0.032	
Land Dedication Total		0.2559	0.1720	0.2752	0.70305

**Response: Acknowledged and recognized that the calculation will change slightly with the revisions in unit count and type associated with the submitted plan.**

## 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:**

- ▶ A SWMP Plan and Permit will be required if the area of disturbance is over 1 acre.
- ▶ There is an existing public storm water line in the northeast section of the site which will require relocation.
- ▶ Water meters are to be located in pocket utility easements and in landscaped areas.
- ▶ Water quality and detention is required for this site.
- ▶ Removal of all existing utilities on the 11000 lot is required. Utilize the existing water stub is acceptable.
- ▶ Contact the Aurora Water Taps office to attain information on meter credit.
- ▶ Each home will require individual water and sanitary services.
- ▶ Abandon the existing service connection to the meter pit at the point of connection of the existing 16" water line (in relation to the existing water meter).
- ▶ A [domestic allocation agreement](#) will be required for connections 2" and larger.

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- ▶ Aurora Water is currently performing modeling studies to understand the effects of this development on the sanitary system. Results will be forwarded when these results are completed.

**Response: Comment Noted.**

***Utility Services Available:***

- Water service may be provided from: 16” waterline along Jewell Avenue
- Sanitary sewer service may be provided from: 8” line on east side of site
- Project is located on the following Map Pages: 13C

**Response: Comment Noted.**

***Utility Service Requirements:***

- A Site Plan is required for this project and must show existing and proposed utilities including:
  - Public/Private Mains
  - Service Lines
  - Water Meters
  - Fire Suppression Lines
  - Fire Hydrants necessary to service your development
  - 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).
- Aurora Water does not require a Site Plan for this project.

**Response: Comment Noted.**

***Utility Development Fees:***

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project.
- The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#).
- Commercial users with meters one and one-half inches and smaller with landscaped areas not served by a separate irrigation system shall be charged an outdoor fee based upon the total landscaped area.

**Response: Comment noted.**

**Public Works Department**

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

***Key Issues:***

- ▶ A detailed Traffic Impact Study will be required with this development. See below for more information.
- ▶ Alignment of the western most site access should align with the existing access on the north side of

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Jewell Avenue. The site access could be shifted to the west at a minimum of 10' from the property line.

- Label the access movements on the Site Plan.
- Objects and structures shall not impede vision within 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.

**Response: Note has been added.**

**ROW/Plat:**

- Designate a Public Access Easement along all private streets/drives.

**Response: Public access and Utility easements have been added to all private streets and drives.**

**Traffic Impact Study:**

- A detailed Traffic Impact Study will be required for this site which will include addressing the following specific items:
  - 1) Existing, buildout and 2040 average daily traffic counts.
    - a) The City can provide some historic count data, but the City has also taken pre-post COVID19 count data that can support scaling of counts taken during this time. Coordinate, via email, with Steve Gomez on this item.
  - 2) Trip Generation from the site.
  - 3) Site Circulation Plan
  - 4) Include detailed analysis of:
    - a) All site access points
    - b) Intersection of Jewell Avenue at Havana Street
    - c) Intersection of Jewell Avenue at Lima Street
    - d) Intersection of Jewell Avenue at Joliet Street
  - 5) Analysis of pedestrian connectivity
  - 6) Discussion of the application of elements from the Traffic Calming Toolbox and countermeasures applicable from the FHWA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations (July 2018) to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox include: Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane. Details of Enhanced Crosswalk, compact roundabout, speed cushions and chicane may be made available if requested.

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

Submitting the Traffic Study:

- The Traffic Study shall be sent directly to *Steve Gomez* at [segomez@auroragov.org](mailto:segomez@auroragov.org) as soon as possible.
- The Traffic Study shall also be uploaded with the rest of the submittal.
- Previously approved Traffic Impact Studies/Letters are available through this [link](#).

1) Based on our review of the Traffic Impact Study/Traffic Letter, additional improvements may be required.

**Response: Aldridge Transportation Consultants has performed an analysis and the transportation and trip generation, and the site only generates 21 trips in the PM Peak Hour and falls below the 75 trips threshold for a report but please provide any additional requests as part of the review process.**

**Engineering Division**

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

***Key Issues:***

- ▶ Public improvements for this development include completing the southern half of Jewell Avenue. This includes additional pavement, including necessary transitions, curb and gutter, streetlights, curbside landscaping and a 6' detached sidewalk. Curb returns with curb ramps are required at the access points. Interior streets shall be private.
- ▶ A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality/EURV are required unless it can be demonstrated it has been provided offsite. If offsite facilities are utilized, a pond certificate is required to verify volumes.
- ▶ 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.

**Response: Jewell improvements have been proposed and a preliminary drainage report has been prepared.**

***Improvements:***

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

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1.
- Curb ramps must be shown (located) on the plans at all curb returns, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Refer to Standard Detail S9. Detailed grading of the curb ramps shall be included in the civil plans.
- 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,

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or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.

- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or handrails may be required.
- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.
- If gates are incorporated into the design of the development, they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.
- Streetlights are required along adjacent roadways. Please refer to the Draft Lighting Standards for streetlight spacing, location, wattage, etc., information. Streetlights 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. Streetlight 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.

**Response: Comment noted.**

***ROW/Easements/Plat:***

- The dedication of a 20-foot lot corner radius is required at all intersections with Jewell Avenue.
- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.
  - Sidewalk easements may be required for new sidewalk installed.
  - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
  - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
  - Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

**Response: Comment noted.**

***Drainage:***

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

- Per Section [138-367](#) of the Aurora Municipal Code, a preliminary drainage plan and report is required prior to Site Plan or Plat approval. A preliminary drainage plan and report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the preliminary drainage report. The site plan will not be approved until the preliminary drainage report is approved.
- 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.
- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility

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

- Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.
- Release rate for the detention pond shall be based upon the [“Storm Drainage Design and Technical Criteria”](#) Manual, latest revision.
- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.
- 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.

**Response: Comment noted.**

**Fire/Life Safety Comments - Building Division**

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

**Addressing Requirements:**

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

**Adopted Codes by the City of Aurora – Setbacks:**

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

- 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.

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- Show any new lot lines and distance to proposed exterior walls on the site plan.

***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](#)
- [Sign Package](#)
- [Signature Block](#)
- [Street Standards and Street Section Details](#)

**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](#)
  - The abutting public streets and internal private streets being proposed are sufficient to provide emergency apparatus access, no additional fire lane easement is being required internally within this site.

**Response: Comment noted.**

**Fire Hydrants:**

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

- In single-family detached residential sites, the IFC reflects an exception in Section 507.5.1 that allows IRC R-3 dwellings to utilize a 600' on center spacing of fire hydrants.

**Response: Comment noted.**

**Fire Sprinkled Structures:**

The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2015 IFC and IBC.

General Comments:

- Our jurisdiction has amended the IFC through a city ordinance that removes the requirement for fire sprinkling R-3 Single-Family residences. During the pre-application meeting it was stated that these units would be IRC R-3 Occupancy. If this is changed to IBC R-2 occupancy, then a fire sprinkler system will be required for these units.

**Accessibility Requirements:**

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

- [Residential](#)
- The site plan and the civil plans must reflect the location of outside mail kiosk. A detail of the types of mail kiosks must be included along with a drawing showing how the residents will access their mailbox, how the postal service will load the mailboxes, along with curb ramp and sidewalks abutting the mail kiosks.

**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.

**Phasing Plans:**

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

**Response: Comment noted.**

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

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

- [\(Plat Note\) If Plat does not contain a Dedicated Fire Lane Easement](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)

**Site Plan Data Block:**

The site plan must include a “Data Block” on the cover sheet that reflects all items indicated within the “link” that apply to your project.

**Special Design Considerations:**

Based on the information presented in the pre-application meeting, these additional Life Safety criteria must be shown on the site plan, plat and civil plans.

- [Access to within 150 feet of Each Structure](#)

**Response: Comment noted.**

**Real Property Division**

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

***Subdivision Plats:***

- A portion of the property is currently platted; however, due to your proposed use, it will need to be resubdivided (replatted) at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications provided in the most current [Subdivision Plat Checklist](#). Plat reviews may run concurrently with your other Planning Dept. 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 1<sup>st</sup> 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.

**Response: Comment noted.**

***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:***

- 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

**Re: 11000 E Jewell Ave (#1563595)/Pre-Application Meeting held Aug 5, 2021**

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.
  - If there are existing easements that are no longer needed, the city will require the developer to make application to the city to release those easements. Easement release documents must be prepared using Real Property specifications and are available in the [Easement Release Packet](#). Once complete and accurate easement release information is submitted to Real Property, it takes about **8-10 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.
  - **(Residential only)** No portion of any roofed structure or footers may encroach into any easement. However, the city will allow certain items to encroach in easements such as fences, retaining walls etc. as long as they do not interfere with the use of the easement. If your encroachment is approved, you must obtain a **Revocable License** from Real Property. It is the responsibility of the applicant to identify and include all encroachments on their Revocable License application which can be found in the [Revocable License Packet](#). A Revocable License takes about **8 weeks** to complete and must be complete before Real Property will record the Site Plan. Please note that a revocable license applies to each individual lot and will be recorded to run with the land.
  - You may have items that encroach into city-owned property or easements (i.e. perimeter fencing, medians, monument signs, etc.). If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes **8-10 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.
  - If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact *Leslie Gaylord* at 303.739.7901 for additional details and contact information.

**Response: Comment noted.**

## STEP II – CONSTRUCTION DOCUMENT PHASE

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

### Civil Engineering Plans

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

*Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre-submittal meeting with 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.*

- Civil Construction Document Plan Set generally includes the following plans:
  - Stormwater Management Plan
  - Final Drainage Plan/Report
  - Final Grading Plan
  - Utility Plan and Profiles
  - Street Plan and Profiles
  - Area Grading Plans
  - Signing and Striping Plan
  - Street Lighting Plan

➤ *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

**Response: Comment noted.**

### [Aurora Water](#)

#### **General Requirements:**

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

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- Commercial and Domestic Water Service Lines.
- These devices are required to be located within the building or within a heated and drained vault after the water meter.
- Civil plans will not be required to be submitted to Public Works for review and approval.
  - All service line construction information (horizontal and vertical information, lengths, slopes, etc.) must be provided on the Site Plan Utility Sheet.
  - Individual service line connections and fire line connections must be approved through Aurora Water. Include all applicable standard notes from Section 5.05.1 of the Utility Manual on the Site Plan Utility Sheet.

**Response: Comment noted.**

***Construction Stormwater Quality Requirements:***

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora [Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities](#) Manual (SWMP Manual) for more detailed requirements. A [Colorado Discharge Permit System \(CDPS\)](#) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- 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.

**Response: Comment noted.**

**Public Works Department**

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

**Traffic Division**

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

**Response: Comment noted.**

**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.
- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to an access easement that ties to public right of way for access to the facilities. These easements shall be executed prior to the approval of the Civil Plans.
- An Inspection and Maintenance Plan (I and M Plan) shall be developed concurrently with the design of the permanent BMP’s and submitted with the final drainage plan and report for approval. See the 2010 [Storm Drainage Design & Technical Criteria](#) manual’s appendices for direction on preparing an I and M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted to the Water Department prior to issuance of a certificate of occupancy, or if no CO, then prior to approval of the Civil plans.
- The civil plans will not be approved until the preliminary drainage report is approved and the plat is ready for recordation.

**Response: Comment noted.**

***Roadway Design and Construction Specifications:***

- This project is required to widen an existing street. Per [Section 4.05.10](#) cores of the existing pavement are required. If the cores indicate the existing pavement is not adequate then, this project is responsible for the removal and replacement of the existing pavement with a properly designed pavement section. A minimum of 24-feet of pavement or one-half of the street section, whichever is more, is required. Any construction beyond the street centerline in order to match existing grades to make a safe, drivable surface will also be this project’s responsibility.
- 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.

**Response: Comment noted.**

## Building Plans

### Building Division Comments:

Building Plan Review

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

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

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

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

### **Permit Types:**

- Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type.
  - [Single Family Residential or Master Plan Single Family Permits](#)

### **Key Issues:**

- ▶ 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.
- ▶ Based on the reuse and addition to an existing structure please utilize the adopted 2015 International Existing Building Code where applicable.
- ▶ If your architect would like to set up a preliminary building construction plan submittal meeting please contact our Plans Examiner Manager Jose Rodriguez ([jrodrig@auroragov.org](mailto:jrodrig@auroragov.org)).

### Accessibility:

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

### Adopted Codes by the City of Aurora:

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

### Building Division General Comments:

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

### Checklist for Plan Review Submittals:

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

**Geographic Design Criteria:**

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

**Occupancy Specific Building Code Requirements:**

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

- R-3 IRC Occupancy - Residential occupancies shall include buildings arranged for occupancy as Residential Care/Assisted Living Facilities including more than five but not more than 16 occupants, excluding staff. Group R-4 shall meet construction requirements for Group R-3 or shall comply with the IRC.

**Single-Family Master Plans:**

Master plans can be used for each identical townhouse type. Please utilize our [IRC ONE AND TWO FAMILY RESIDENTIAL](#) checklist.

**Request for Modification or Alternative Material:**

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

**Real Property Division**

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

**STEP III – CONSTRUCTION PHASE**

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

**Aurora Water**

**Utility Connection Fees:**

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

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

- Wet Tap Fees:
  - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.
- Irrigation Water Meter Fees:
  - Will be calculated in accordance with the City Ordinance for irrigated common areas in Single-Family Detached and Commercial areas.

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- 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.

Public streets are required to have geotechnical and pavement design reports approved before a paving permit will be issued. Please note the requirement for composite pavement sections in Section 5.00. Also, streets are required to have French drains (for concrete pavements and bituminous composite pavement sections) at the back of curb at low points in the streets and be extended 100-feet on both sides of the low point, unless the geotechnical pavement design report indicates the presence of high ground water. Then, the French drains shall be extended in accordance with the recommendations of the pavement design report.

- 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.
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - private streets
  - one-half of all streets abutting subdivided or platted land, including any required offsite transitions back to existing street sections
  - fire lanes
  - curbs, gutters, curb ramps, and sidewalks
  - monuments and range boxes
  - sanitary sewer mains, including laterals to each lot line
  - storm drainage
  - detention and water quality facilities, including necessary structures
  - street lighting
  - 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:***

**Re: 11000 E Jewell Ave (#1563595)/Pre-Application Meeting held Aug 5, 2021**

- ▶ 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 meetings are highly beneficial to both the GC and city staff in addressing inspection requirements that assist in obtaining a TCO or CO in a timely manner.

**[Construction Permits:](#)**

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

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

Utilize the requirements of the 2015 IFC, Chapter 33 for both construction and demolition of any structure within your site. To obtain a full copy for fire department access and water supplies to a construction site, please call the Building Department at 303.739.7420.

**[Access Roadways during Construction:](#)**

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

**Response: Comment noted.**



## Pre-Application Conference

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

To: Chase Stillman  
From: Scott Campbell  
Date: August 5, 2021  
Subject: 11000 E Jewell Ave  
Location: 11000 E Jewell Ave

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

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

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

The neighborhoods within 5280 feet of your proposed developments are:

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## List of Neighborhood Associations

Location: 11000 E Jewell Ave

Record Id	HOA #	Organization	Contact	Phone
13-791818-000-00-NA	12	Berkshire Village HOA	Michael Wenzel 2491 S Oswego St AURORA CO 80014 Michael.jeffrey.wenzel@gmail.com	(719) 651-0479
03-108394-000-00-NA	296	CARRIAGE VILLAGE HOA	MSI, LLC N/A 6892 S YOSEMITE CT STE 2-101 CENTENNIAL CO 80112 N/A	(303) 420-4433 (303) 751-7396
03-110741-000-00-NA	89	CHAMPAGNE CONDOMINIUM ASSOCIATION	WESTWIND MGMT GROUP INC 27 INVERNESS DRIVE EAST ENGLEWOOD CO 80112 TARA@WESTWINDMANAGEMENT.COM	(303) 369-1800
03-110511-000-00-NA	262	CHATEAU AT AURORA PARK HOA	TARA SEGURA 27 INVERNESS DRIVE EAST ENGLEWOOD CO 80112 TARA@WESTWINDMANAGEMENT.COM	(303) 369-1800
03-110272-000-00-NA	27	COUNTRY GREEN TOWNHOMES	FRANK SCARDINA 2280 S OAKLAND WAY AURORA CO 80014 PTKKF13@YAHOO.COM	(303) 337-1902
14-868355-000-00-NA	33	Dam West Homeowners Association	RON KOCH 14901 E HAMPDEN AVE #320 AURORA CO 80014 RON@CCHOAPROS.COM	(303) 693-2118
12-611688-000-00-NA	50	Eastridge Civic Association	THOM KERR 2603 S NOME ST AURORA CO 80014 TOMNJODY@ECENTRAL.COM	(303) 337-7341
03-117158-000-00-NA	100	EMBARCADERO CONDO ASSOCIATION	CYLINDA WALKER 27 INVERNESS DRIVE EAST ENGLEWOOD CO 80112 CYLINDA@WESTWINDMANAGEMENT.COM	(303) 369-1800



## List of Neighborhood Associations

Location: 11000 E Jewell Ave

Record Id	HOA #	Organization	Contact	Phone
03-116998-000-00-NA	32	GREENBRIAR TOWNHOMES	STEPHANIE HELFER 3190 S VAUGHN WAY, SUITE 550 AURORA CO 80014 SHELFER@SERVICEPLUSCM.COM	(720) 571-1440
21-000001-NAM	440	Havana Heights Steering Committee	Valarie Marshall 10795 E Evans Ave AURORA CO 80014 paidcheck@aol.com	(303) 596-4461
03-118800-000-00-NA	288	INNSBRUCK TH ASSOC	MARIA BAKER 2563 S PEORIA ST AURORA CO 80014 OVRWLM48@AOL.COM	(303) 671-8040 (303) 671-8040
07-178394-000-00-NA	363	KINGS MARK HOA	EVERETT BOWEN 11066 E LOUISIANA PLACE AURORA CO 80012 EBOW039@GMAIL.COM	(303) 249-8593 (303) 744-4849
03-116995-000-00-NA	118	LITTLE TURTLE	MANAGEMENT & MAINTENANCE INC. 7803 E HARVARD AVE DENVER CO 80231 DLOQ@MANAGEMENTANDMAINTENANCE.NET	(303) 755-2732 (303) 755-4509
03-108601-000-00-NA	292	NOAH: NEIGHBORHOOD ORGS ALONG HAVANA	ARNIE SCHULTZ 1137 S OAKLAND ST AURORA CO 80012 SEAMUS12@COMCAST.NET	(303) 750-8824 (303) 750-8824
03-115044-000-00-NA	141	PEORIA PARK CIVIC ASSN	JANE DEACON 11712 E ADRIATIC PLACE AURORA CO 80014 JANEDEACON@COMCAST.NET	(303) 810-2207 (303) 810-2207
03-109063-000-00-NA	289	PINNACLE RANCH HOA	JANELLE MAUCH 27 INVERNESS DRIVE EAST ENGLEWOOD CO 80112 JANELLE@WESTWINDMANAGEMENT.COM	(303) 369-1800



## List of Neighborhood Associations

Location: 11000 E Jewell Ave

Record Id	HOA #	Organization	Contact	Phone
15-945202-000-00-NA	66	Ptarmigan Park HOA	TEDDY BENDER 9101 E KENYON AVE, SUITE 1200 DENVER CO 80237 TEDDY@SAMMGT.COM	(303) 459-4919
17-1277321-000-00-NA	37	Raintree East	RON KOCH 14901 E HAMPDEN AVE #320 AURORA CO 80014 RON@CCHOAPROS.COM	(303) 693-2118
03-117136-000-00-NA	143	RODEO DRIVE HOA	BRENDA VANDERLIP 14901 E. Hampden Ave. Ste 320 AURORA CO 80014 BVANDERLIP@CCHOAPROS.COM	(303) 693-2118
03-119832-000-00-NA	19	SHORES HOA, THE	ROBERTA SELIG 6795 E TENNESSEE AVE STE 601 DENVER CO 80224 ROBERTA@WESTSTARMANAGEM ENT.COM	(720) 941-9200
03-116639-000-00-NA	108	TELEGRAPH HILL II CONDOS	Jim Cowell 1776 S Jackston St Suite 530 Denver, CO 80210 jcowell@lcmpm.com	(303) 221-1117
03-109057-000-01-NA	93	TYNDALL GREEN	JUDY ROLFE, SUNSHINE MGMT 1460 S HAVANA ST #600 AURORA CO 80012 JUDY@SUNSHINEMGMT.COM	(303) 337-0963
03-109050-000-00-NA	234	TYNDALL GREEN II HOA	Bonnie Reps 9741 E Hawaii Pl AURORA CO 80247 piperreps@aol.com	(303) 696-9367
14-909027-000-00-NA	86	Village East Neighborhood Association	ARNIE SCHULTZ 1137 S OAKLAND AURORA CO 80012 SEAMUS12@COMCAST.NET	(303) 750-8824



## List of Neighborhood Associations

Location: 11000 E Jewell Ave

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