

June 27, 2019

City of Aurora, Planning Department
Stephen Rodriguez
15151 E. Alameda Pkwy
Aurora, CO 80012

Re: **Porteos ISP (#1373478)/Pre-Application Meeting held June 06, 2019**

Dear Stephen,

Thank you for taking the time to provide comments from our Pre-Application meeting, held on June 6, 2019. Our staff has received and reviewed comments received on June 21, 2019. We have made the following changes. Please reach out with any questions a lvielehr@norris-design.com or 303-892-1166.

Sincerely,
Norris Design



Leanne Vielehr
Senior Associate

PLANNING DEPARTMENT

Key Issues:

- ▶ FDP Amendment (if needed)

Response: A PIP Amendment has been included with this application.

- ▶ Phasing

Type of Application:

- As part of your application, you will need to make the following land use requests:

- Contextual Site Plan (Infrastructure Site Plan)

Response: Noted.

- The Contextual Site Plan application can be reviewed and approved administratively in a 12-13 week timeframe if no waivers are requested and all city requirements are met. All applications will be processed electronically through our development review website

Response: Comment noted, thank you.

- The following applications, manuals and design standards may also be helpful in completing your application for submittal:

- Airport Influence Districts
- On-Line Application
- On-line Application and Plan Submittal Guide
- Site Plan Manual
- Xeriscape Plant List (see Landscape Manual)
- Zoning criteria for each land use approval requested

Response: Comment noted, thank you.

Standards and Issues:

1. General Planning Comments

1A.. Infrastructure Site Plan Components

Although this application will be reviewed and approved based on the Contextual Site Plan (CSP) criteria, the components within an Infrastructure Site Plan are different than a typical CSP. Infrastructure Site Plans generally only identify street improvements, grading, utilities, and landscaping. Please review other Infrastructure Site Plans that have been approved recently in Porteos, in order to have a better understanding of what the document should include.

Response: Comment noted, thank you.

1B. FDP Amendment (if applicable)

If street cross-sections are proposed to be modified then an FDP Amendment will be required as part of your development application

Response: Comment noted. An amendment letter to the PIP and updated exhibits have been included with this submittal.

1C. Property Owner Authorization

Regardless of which property owner is the official “applicant” on the subject Infrastructure Site Plan, a signed letter must be received from all property owners whose properties are impacted giving their authorization to

proceed with the application. These letters must be received with the initial submittal of the application, or the review process cannot begin.

Response: Comment noted, thank you.

1D. It is assumed that the initial Infrastructure Site Plan to be submitted will be for the Powhatan Road segment between the 60th Avenue alignment and 64th Avenue. The second Infrastructure Site Plan will be for the additional segments shown on the pre-application exhibit and will be phased.

Response: This ISP includes Powhatan Road between 60th and 64th and the north half of 64th between Jackson Gap and Powhatan. All other roadway sections will be included in future ISPs.

The first segment of the infrastructure site plan will be Powhatan between E. 60th and E. 64th Avenue and the north half of E. 64th avenue between Jackson Gap Street and Powhatan Road. The second infrastructure site plan will be for the additional segments.

2. Landscape Design Issues

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

- A. **General Landscape Plan Comments.** Prepare your landscape plans in accordance with the requirements found in the City of Aurora Zoning code, specifically Article 14 Landscape Ordinance as well as the Landscape Reference Manual. Please ensure that your landscape architect or designer has a copy of these documents as well as the City's project specific comments.

Response: Comment noted, thank you.

Please be advised the city is in the process of adopting a new zoning code that includes updated landscape standards. The adoption process is tentatively scheduled to be completed in early to mid-2019. Should an updated site plan be submitted after the adoption process, the proposed application would be subject to the new zoning code standards regardless of previous landscape streetscape approvals. The proposed zoning code can be found on line using this [link](#):

Response: At this time, the new zoning code has not yet been adopted, therefore the previously approved streetscape design standards are being used with this application.

If a formal submittal is made prior to the adoption of the new zoning code, the applicant shall comply with previously approved streetscape design standards established within Porteos and at a minimum, the standards found within Article 14 and the Landscape Reference Manual. Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments. The landscape plan shall include the necessary landscape tables to demonstrate compliance with code requirements. Tables shall be provided for each of the required landscape treatments i.e. standard right-of-way landscaping, street and non-street frontage buffers, building perimeter landscape tables etc.

Response: At this time, the new zoning code has not yet been adopted, therefore the previously approved streetscape design standards are being used with this application.

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

Response: Comment noted, thank you.

B. Article 14 Landscape Code

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Article 14. The applicant is responsible for reviewing either the current and/or proposed landscape code and determining all applicable landscape conditions.

- **Standard Right-of-Way Landscaping.** Landscaping shall be provided within the curbside planting area. The master developer should ensure a cohesive streetscape concept is envisioned. At a minimum, one shade/street tree shall be accounted for per 40 linear feet of street frontage along all streets. Refer to Section 146-1451 Additional Requirements for Non-Residential Development (B) 2.

Response: Comment noted, thank you.

When a detached walk and tree lawn are provided according to Public Works street cross section requirements, street trees shall be provided within the designated tree lawn. When a detached walk and tree lawn are absent, street trees shall be located from four to five feet from the back of walk, curb or pavement. Avoid the use of blue grass sod and install a more xeric sod mixture for the tree lawn. In lieu of sod, install a combination of shrubs, perennials and ornamental grasses at a ratio of 1 five-gallon shrub per 40 square foot of sod. All shrub and ornamental grasses must be 5-gallon size at time of installation no more than 40% of the five-gallon plant material shall be ornamental grasses. This is a new option within the proposed zoning code which is scheduled to be adopted by late summer. While a version of this has been designed along some of the street frontages within Porteos, should plans for the remaining streets be submitted after the adoption process, they will be subject to the new standards and not those previously approved.

Response: At this time, the new zoning code has not yet been adopted, therefore the previously approved streetscape design standards are being used with this application.

Should the proposed roadway cross sections include raised medians, landscaping shall be provided within the median. If maintenance and ownership are envisioned to be by the City, coordination with the Parks Recreation and Open Space Department will be necessary regarding the ultimate landscape and irrigation design.

Response: No raised medians are being proposed.

- **Irrigation.** Refer to Section 146-1430. All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the City Water Department will require that 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 in Aurora Water regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

Response: Comment noted, thank you.

3. **Waivers**

If you decide to request any waivers, you must clearly list them in your *Letter of Introduction* and justify them according to the criteria listed in Section 405 of the Zoning Code.

Response: No waivers are being requested at this time.

4. **New CAD Standards**

The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal 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, thank you.

Pre-submittal Meeting:

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

Response: Comment noted, thank you.

Parks, Recreation & Open Space Department (PROS)

No comments from this department.

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:

- ▶ The Public Improvement Plan (PIP) is to be followed for timing of utility improvements.

Response: Acknowledged.

- ▶ A domestic allocation agreement will be required starting in 2019 for connections 2" and larger.

Response: Acknowledged.

Utility Services Available:

- Water service may be provided from existing water main extensions.

Response: Acknowledged.

- Sanitary sewer service may be provided from existing sewer main extensions.

Response: Acknowledged.

- The project is located on the following Map Pages: 94W & 94X.

Response: Acknowledged.

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
- All utility connections in existing arterial roadways are required to be bores.

Response: Acknowledged. Water main will be developed per City standards.

- 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).

Response: Section 5 will be followed in the development of any utilities.

Utility Development Fees (The notes below are more appropriate for private land development. An Infrastructure Site Plan (ISP) may not be subject to the following fees):

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

Response: Acknowledged.

- 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.

Response: Acknowledged.

- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules.

Response: Acknowledged.

Public Works Department

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

Key Issues:

- Cross sections shall comply with the approved Traffic Impact Studies/Traffic Letters. Multiple Detail Traffic Impact Studies have been completed along 68th, 64th, Jackson Gap & Powhaton that have identified required lengths of auxiliary lanes (left turn pockets, right turn lanes, channelized right turn, etc.) and the Master Traffic Impact Study has identified classifications and required non-intersection laneage. Ensure proposed roadways comply with existing approved studies.

Response: Comment noted, thank you.

- For intersections near 56th Ave along both Jackson Gap St & Jackson Gap Wy, there has not been a Detail Traffic Impact Study identifying required auxiliary lane requirements. If no Detail Traffic Impact Studies have been completed in this area, the City would accept a Traffic Letter with this analysis. This would apply to the Phases 4, 5, 6, 7, & 8.
 - The City can support extension of these roadways without auxiliary lanes, but would be highly likely to be required to be rebuilt when these areas develop. The City's preference is to avoid requiring tearing up recently constructed infrastructure.

Response: Comment noted, thank you.

- Traffic Signal Escrow would be required when the adjacent Planning Area is built (Building permits) and will not be required with roadway construction.

- Show all known access points on the Infrastructure Site Plan.

Response: Acknowledged.

- Label the access movements on the Infrastructure Site Plan.

Response: Access movements will be labeled.

- 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 note to the Site Plan: 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: Signage will follow city standards.

- The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Add a note to the Site Plan indicating this commitment.

Response: Acknowledged. A signage and striping plan will be included with construction documents.

- Objects and structures shall not impede vision within these sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with City of Aurora Standard Traffic Detail TE-13. In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in City of Aurora Standard Traffic Detail TE-13.3.

Response: Comment noted, thank you.

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'

Response: Note has been added.

ROW/Plat:

- Designate a Public Access Easement along roadways if not dedicated to the City.

Response: Acknowledged.

- A traffic signal easement shall be required at multiple intersections to accommodate the proposed traffic signal pole, underground conduits, pull boxes and signal control cabinet (as identified in the Master Traffic Impact Study and Detailed Traffic Impact Studies).

Response: Acknowledged.

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 shall be completed per the approved Public Improvement Plan.

Response: Acknowledged. All improvements are per the PIP.

- A preliminary drainage report shall be submitted with the site plan in conformance with the approved Mater Drainage Study and any approved adjacent drainage reports. Storm crossings and needed storm infrastructure shall be included.

Response: Acknowledged. A preliminary drainage report has been included with this submittal.

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.

Response: Acknowledged. All road ways will follow the PIP. Any modifications to standard cross-sections will be noted.

- Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed

grading of the curb ramps.

Response: Acknowledged.

- 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.

Response: Acknowledged.

- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.

Response: Acknowledged.

- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or hand rails may be required.

Response: Acknowledged.

- Street lights are required along adjacent roadways. Please refer to the Draft Lighting Standards for street light spacing, location, wattage, etc., information. Street lights along public right-of-way shall become City owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. The street lighting plan shall be included with the Civil Plan submittal.

Response: Acknowledged.

ROW/Easements/Plat:

- ROW dedication is required for any public roadways. This site must dedicate all of the designated ROW width.

Response: Acknowledged. All ROW will be dedicated.

- The dedication of a 25-foot lot corner radius is required at the intersection of arterial roadways, and a 20-foot lot corner radius is required at the intersection of collector roadways.

Response: Acknowledged.

- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.

Response: Acknowledged. All easements and ROW's will be by separate document.

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. This report shall be in conformance with the approved master drainage study as well as any approved drainage report adjacent to the development. Additional storm infrastructure and detention and/or water quality shall be identified.

Response: Acknowledged.

- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Urban Drainage and Flood Control District (UDFCD) has created a spreadsheet form (called *SDI*

Design Data) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the web portal. Public Works Engineering will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.

Response: Acknowledged.

- Cross pans are not allowed across collector or arterial roadways, nor are they allowed on roadways with storm sewer systems.

Response: Acknowledged. There are no planned cross pans.

- 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.

Response: Acknowledged.

- 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.

Response: Acknowledged. All existing infrastructure will be identified.

- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.

Response: Acknowledged.

Fire/Life Safety Comments - Building Division

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

Key Issue:

- Fire/Life Safety comments will only address needed fire hydrants along these proposed streets within the Porteos development.

Response: Acknowledged.

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 includes public street systems. Section C102, item b states; Where streets are provided with median dividers that cannot be crossed by fire fighters pulling hose lines, or where arterial streets are provided with four or more traffic lanes and have a traffic count of more than 30,000 vehicles per day, hydrant spacing shall average 500 feet on each side of the street and be arranged on an alternating basis.

Response: All fire hydrants will be spaced appropriately.

Real Property Division

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

Key Issue:

- All easements and Rights-of-Way shall be required to be dedicated prior to construction or installation of roads or infrastructure. The road and easement dedications must match the ISP plans.

Response: Acknowledged.

Subdivision Plats:

N/A at this time

Response: N/A

Site Plans:

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

Response: An Infrastructure site plan has been included with this submittal.

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 additional conditions that may require a separate document. Following are the links to additional information if needed later in your formal review process:

- [Dedications Packet](#)

Response: Acknowledged.

- The developer may need to **dedicate new easements** and/or street right-of-way on the site. Since a new subdivision plat is not required at this time, these dedications must be done by separate legal document. These legal documents must be prepared using Real Property specifications which are found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.

Response: Acknowledged.

- If there is an existing street right-of-way that needs to be vacated. **Street vacations** must go to City Council via ordinance. The process begins with the owner making application to the Planning Department. As part of that application, Real Property will need a legal description and exhibit for the portion of the street being vacated prepared to our specifications. The specifications on how to prepare the legal description and exhibit are available in the [Dedications Packet](#).

Response: Acknowledged.

- If street lighting is identified during the review process, this may be an opportunity to partner with our 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: Acknowledged.