

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



February 1, 2021

Jazzmine Clifton  
Strategic Storage Partners  
18435 W Colfax Ave  
Golden, CO 80401

**Re: Initial Submission Review – Citadel on Colfax Self-Storage – Site Plan with Conditional Use**  
Application Number: **DA-1422-14**  
Case Numbers: **2017-6017-05; 2017-6017-06**

Dear Ms. Clifton:

Thank you for your initial/second/technical submission, which we started to review on January 4, 2021. We reviewed it and attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and community members.

Since several important issues remain, you will need to make another submission. Please revise your previous work and send us a new submission on or before February 24, 2021. Note, as this review was delayed, time has been added for your resubmission. If we receive the second submission on February 24, 2021, your second review will be sent back to you on March 10, 2021 as stated in the application acceptance letter to stay on track. If you have questions regarding timing, please let me know.

Note that all our comments are numbered. When you resubmit, include a cover letter specifically responding to each item. The Planning Department reserves the right to reject any resubmissions that fail to address these items. If you have made any other changes to your documents other than those requested, be sure to also specifically list them in your letter.

Your estimated Planning Commission hearing date is still set for April 14, 2021. Please remember that all abutter notices for public hearings must be sent and the site notices must be posted at least 10 days prior to the hearing date. These notifications are your responsibility and the lack of proper notification will cause the public hearing date to be postponed. It is important that you obtain an updated list of adjacent property owners from the county before the notices are sent out. Take all necessary steps to ensure an accurate list is obtained after the second review.

As always, if you have any comments or concerns, please let me know. I may be reached at (303)-739-7121 or [dosoba@auroragov.org](mailto:dosoba@auroragov.org).

Sincerely,

Dan Osoba, Planner II  
City of Aurora Planning Department

cc: Jeff Weeder  
Meg Allen, Neighborhood Liaison  
Cesarina Dancy, ODA  
Filed: K:\\$DA\1422-14rev1



## Initial Submission Review

### SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- The development fees are due prior to your second submission. The amount is \$15,873.00.
- The area shown at the southwest corner of the site is supposed to have specialty paving per the Master Plan along with benches and a light pole with hanging baskets and/or banners.
- If any of the landscape requirements cannot be met, then an adjustment must be requested. An adjustment is for hardships such as site configuration or topography and not self-imposed hardships. The adjustment must be stated on the landscape plan and the cover sheet. The letter of introduction should be updated to reflect the adjustment request and mitigating measures should be included to offset the adjustment request.
- A 10' wide buffer is not being provided along N. Altura Blvd. While a 10' width may be provided along E. 14<sup>th</sup> Ave, the buffer reduction features has not been provided to allow a reduction to 10'.
- Provide the required non-street buffer table for the north and eastern boundaries of the site. Refer to the Pre-App letter for details.
- Provide a discussion of the application of elements from the Traffic Calming Toolbox to address any concerns for pedestrian crossings. Please see the redlined comments for further details on the Traffic Calming Toolbox.
- A 2-foot recovery zone is required along the entire length of the trail. Such an area should be free of obstructions, including landscaping. The proposed planting is too close to the edge of the trail. Please revise to provide an unobstructed space that also maintains that same grade as the trail (maximum -percent cross slope).
- There are some easement issues and some License Agreement issues. See the comments on the document. Contact Andy Niquette ([aniquett@auroragov.org](mailto:aniquett@auroragov.org)) for the easement concerns and Contact Grace Gray ([ggray@auroragov.org](mailto:ggray@auroragov.org)) for the License Agreement concerns. Please note that the site plan cannot be approved until all the items needed are submitted, fully reviewed and ready to record.

### PLANNING DEPARTMENT COMMENTS

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

- 1A. No questions, comments, or concerns were received from adjacent property owners during this review. One (1) comment was received from Xcel Energy. Please see their comment attached at the end of this letter. Include any correspondence with Xcel regarding this comment in your second submission.

#### 2. Completeness and Clarity of the Application

- 2A. Per the Citadel Master Site Plan, the Design Review Committee shall review all development for compliance with the Master Site Plan prior to submission to the City. Please provide documentation that this occurred or is ongoing in the Letter of Introduction.

#### *Sheet 1*

- 2B. Add line item "Proposed Use" to the data block. It should indicate: "Self-Storage, Conditional Use".  
2C. Label the key map as "Citadel Master Site Plan Key Map".  
2D. File name locations are okay for review but need to be removed prior to recordation.  
2E. Remove "Major" from the title.  
2F. Remove the City Council line item as it is not required with this application.  
2G. Enlarge the amendment block.

#### *Sheet 2*

- 2H. For clarity, please provide a detail on this sheet or add a sheet for Altura Blvd street improvements including all existing items to remain, be removed, and new improvements called out. This overall site plan sheet should only show what is proposed with this development. Keep all of the "existing improvement to be removed" items on the provided detail.



- 2I. Too many of the linetypes in the legend are very similar and difficult to distinguish. Please revise the line weight or choose other linetypes.
- 2J. If the LOMR is approved during the City review, please remove or revise note 3 to reflect it.

*Sheet 7*

- 2K. Move the bike rack detail to sheet 3.

**3. Zoning and Land Use Comments**

*Sheet 2*

- 3A. Altura Blvd must be constructed to its intersection with 14<sup>th</sup> Ave with this development. There are concrete pavers, benches, landscape, and lighting improvements associated with the development of this Planning Area even if the street ROW improvements are complete. Please provide information with your next submission as to who is responsible for these improvements.
- 3B. Provide a detail for the trash enclosure on sheet 3. This shall not be located in the building perimeter landscaping or buffer areas.

*Sheet 3*

- 3C. The trash enclosure detail must be consistent with the Master Plan Design Guidelines. Materials for all walls around the enclosure shall be complementary to the building.

**4. Streets and Pedestrian Issues**

*Sheet 2*

- 4A. Generally for all crosswalks proposed: Per the Master Site Plan, “Areas within the project where the pedestrian walkway system crosses a parking area or internal street, the walkway shall be clearly differentiated through a change in color or material.” See Altura Blvd crossings for example. This should be reflected at all proposed pedestrian crossings.
- 4B. The southeast pedestrian access does not go anywhere. Internal sidewalks must wrap the building and connect to the front main entrance and provide pedestrian access to all parking areas.
- 4C. There are portions of the sidewalk where the Master Site Plan calls for decorative pavers. Please revise the note to state: “... and sidewalks shall be consistent with the Citadel on Colfax Master Site Plan.”
- 4D. The minimum pedestrian walkway width is 5’ per the Master Site Plan.

**5. Fencing and Gating Issues**

- 5A. Mesh is not permitted on either the gate or fence.
- 5B. The fence and gate color should be black.
- 5C. Sharp, pointed fences of any material in residential areas shall have the top of the pickets sawed or rounded to provide a blunt end. This is a mixed-use development with residential directly to the sound and a park amenity and trail connection directly to the west and north, so this standard will apply. Please revise the detail.
- 5D. Indicate the exact width dimension proposed and the height of the gate(s).
- 5E. See the gate detail 11 on the Master Site Plan. This detail must match.

**6. Architectural and Urban Design Issues**

*Sheet 2*

- 6A. Entryways must have an entry feature as defined by the Citadel on Colfax Design Standards and Guidelines (i.e. an awning).
- 6B. Utilities such as transformers shall be screened. Please provide a location in which the proposed transformer is screened.
- 6C. Label the overhangs and/or add the bolder dashed linetype to the legend. Note, if they are overhangs, they may not encroach into any easement.

*Sheet 10*



- 6D. Applicable to all RTU's: the RTU must be fully screened by a parapet wall.
- 6E. Additional parapet variations are required on the north and east elevation. See sheet 11 comments for full details.
- 6F. Label the garage door materials and color, typical.
- 6G. Provide dimensions to the horizontal façade breaks so these elevations may be reviewed accurately for compliance with the Master Site Plan and UDO, typical for all elevations.
- 6H. Please label the feature shown on the redlines.

#### *Sheet 11*

- 6I. When changing materials at a corner, the materials must wrap around the corner. The wrapped material shall go to the first horizontal break (see the light blue shaded areas).
- 6J. EIFS is a permitted material in the Master Site Plan but is no longer a permitted material in the UDO. If a type of stucco is proposed, it must be a 3-coat stucco as defined by the UDO.
- 6K. Please label the feature (RTU?) shown on the redlines.
- 6L. Per the Master Site Plan, in mixed-use blocks (PA-6 is identified as mixed-use), at least 50% of the ground floor must be transparent glazing. Ground floor is the area between 0' and 10' on the façade.
- 6M. Some level of vertical articulation is required on the west elevation roofline. At least 1 change of height is required at a minimum of 3' per the UDO.
- 6N. The maximum length of a blank wall along a pedestrian zone is 30'. There is a relatively open, "blank" area of the façade on both the west and south elevations that need additional architectural elements to break up the area.
- 6O. The west elevation is missing a "top" per the UDO requirement of a base, middle, and top. Consider providing architectural detailing or fenestration along this roof line as it is the primary frontage.
- 6P. Add a note for all G-2 items in the legend that the glazing shall be clear and shall transmit at least 65-percent of the visible daylight. There shall be no reflective coatings on the first surface of glass.
- 6Q. Label all G-2 items.
- 6R. Label the brick color. This may be generic (i.e. brown, red, black, etc.), typical for all material legends.
- 6S. Label all lighting fixtures on the elevations.

### **7. Signage Issues**

#### *Sheet 1*

- 7A. Include a note that the signage must also comply with the Citadel on Colfax Design Guidelines and Standards.
- 7B. Relabel the wall signage section in the data block to "Per Sign Permit".

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

#### *Sheet 6*

- 8A. If any of the landscape requirements cannot be met, then an adjustment must be requested. An adjustment is for hardships such as site configuration or topography and not self-imposed hardships. The adjustment must be stated on the landscape plan and the cover sheet. The letter of introduction should be updated to reflect the adjustment request and mitigating measures should be included to offset the adjustment request.
- 8B. Expand the view port of this landscape plan to include the streets along the west and east sides. It may necessitate the relocation of this plant list within this plan set.
- 8C. Label the transformer.
- 8D. Remove the extra north arrow and scale.
- 8E. Show the property line as a traditional line type. A long dash and two short dashes.
- 8F. Please verify the 10' dimension shown. Buffers are measured from the back of the walk.
- 8G. Dimension and label the easement as shown.
- 8H. Dimension and label the buffers as shown.
- 8I. Please label the object shown on the redlines.



- 8J. Grasses may not be used to screen parking lots.
- 8K. Label the street. See additional commentary above on this sheet.
- 8L. Dimension and label the street frontage buffers. They are measured from the back of walk. The buffers are not being met along N. Altura Blvd or E 14<sup>th</sup> Ave.
- 8M. Building perimeter landscaping is required in the locations highlighted in red.
- 8N. The buffer on the east of the property requires a non-street frontage buffer as well as a buffer to meet the screening requirements of parking lots. Because the two requirements overlap, the most restrictive plant quantities are required to be provided. Parking lot screening requires a berm with plant material or when no berm is provided, a double row of shrubs. The buffer width; however, is still required to be met. It starts at 10' and may be reduced to 5' with either a tall landscape screen or a fence. See the UDO for more information.
- 8O. Label the building.
- 8P. Darken the linetype for the outline of the building.
- 8Q. The area shown at the southwest corner of the site is supposed to have specialty paving per the Master Plan along with benches and a light pole with hanging baskets and/or banners.
- 8R. Show the sight distance triangles per the Traffic Comments.
- 8S. A 10' wide buffer is not being provided along N. Altura Blvd. While a 10' width may be provided along E. 14<sup>th</sup> Ave, the buffer reduction features has not been provided to allow a reduction to 10'.
- 8T. The table is not completed. Ensure this is completed for the 2<sup>nd</sup> review.
- 8U. Add what the requirements are: 1 tree per 40 linear feet, etc. Include the shrub requirements.
- 8V. The norther side is not being met in the building perimeter landscaping table.
- 8W. Provide the required non-street buffer table for the north and eastern boundaries of the site. Refer to the Pre-App letter for details.
- 8X. Change the buffer description labels to actual street names. These are street frontage buffers and not non-street frontage buffers.
- 8Y. The northern buffer should not be included here as it is not a street frontage buffer. It belongs in the non-street frontage buffer table that has not been included but requested in comment 8W.

#### *Sheet 7*

- 8Z. Review the Planting Notes and only include the required landscaping notes from the Landscape Reference Manual. Notes describing the mulch treatment and edging are the fire life safety notes.
- 8AA. 20-percent of the trees must be upsized per the Planning Area.
- 8BB. Move PEOR to the ornamental grasses section.
- 8CC. The MASP must be 2".

#### **9. Addressing** (Phil Turner / 303-739-7357 / [pcturner@auroragov.org](mailto:pcturner@auroragov.org))

- 9A. Please provide a digital .shp or .dwg file for addressing and other GIS mapping purposes. Include the parcel, street line, easement and building footprint layers at a minimum. Please ensure that the digital file provided in a NAD 83 feet, Stateplane, Central Colorado projection so it will display correctly within our GIS system. Please eliminate any line work outside of the target area. Please contact me if you need additional information about this digital file.

#### **REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

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

##### *Sheet 1*

- 10A. The site plan will not be approved by public works until the preliminary drainage letter/report is approved.

##### *Sheet 2*

- 10B. The area called out in the redlines is a concrete pan, not a cross pan. Please revise.



- 10C. Dimension the distance of the gate from the flowline of the street. 35' minimum or longest vehicle length is required.

*Sheet 3*

- 10D. The minimum slope for asphalt pavement is 1-percent.

*Sheet 4*

- 10E. The minimum slope for all non-paved areas is 2-percent.  
10F. The minimum slope for asphalt pavement is 1-percent.  
10G. The slope called out in the redlines needs to be as close to 2-percent as possible. 1.\*-percent is acceptable, but 1.5-percent is the minimum slope accepted.  
10H. Does the metro district maintain the private on-site storm sewer?

*Sheet 6*

- 10I. 10-foot minimum separation between the tree and the storm sewer is required.

**11. Traffic Engineering** (Brianna Medema / 303-739-7336 / [bmedema@auroragov.org](mailto:bmedema@auroragov.org) / Comments in amber)

*Traffic Conformance Letter*

- 11A. Provide a site circulation plan.  
11B. Provide a discussion of the site accesses.  
11C. Provide a discussion of the application of elements from the Traffic Calming Toolbox to address any concerns for pedestrian crossings. Please see the redlined comments for further details on the Traffic Calming Toolbox.  
11D. Gates are proposed on the site plan; provide queueing analysis and operation plan. Will the gates be open during business hours?  
11E. Provide the previously proposed Trip Generation for PA-6 specifically in the appendix.  
11F. Please see other comments included in the redlined Traffic Conformance Letter.

*Site Plan Comments*

*Sheet 2*

- 11G. Move the stop sign to be located before the pedestrian crossing. Place "No Left Turn" sign under the stop sign.  
11H. Advisory note: ongoing discussions are being held regarding gate locations and operation hours.  
11I. Show the access movements and turn templates.  
11J. Replace the "No Left Turn" sign with a "One Way" sign.  
11K. The city minimum for a gate from the flowline is 35'.  
11L. Provide sight triangle dimensions per COA STD TE-13 Case 1.

*Sheet 6*

- 11M. Show sight triangles per COA STD TE 13. NEFA, BETH, PEOR, PEST, CAAC, and ECPU will not be allowed within sight triangles.

**12. Fire / Life Safety** (Mark Apodaca / 303-739-7656 / [mapodaca@auroragov.org](mailto:mapodaca@auroragov.org) / Comments in blue)

*Sheet 1 of 11 / Cover*

- 12A. See comment to remove note.

*Sheet 2 of 11 / Site*

- 12B. See accessible parking sign note.  
12C. See light pole comments.  
12D. See multiple comment to replace or remove the word Handicap.



- 12E. See comment multiple comment for knox box.
- 12F. See comment for fire lane turning radii.
- 12G. See comment for labeling the gates.
- 12H. See comment for gate setback.
- 12I. See comment for fire lane signs.
- 12J. See cross hatching parking space comment.

*Sheet 3 of 11 / Details*

- 12K. Provide trash enclosure gate details.
- 12L. Please show gate operator bollards on site plan.
- 12M. See multiple comment to replace or remove the word Handicap.
- 12N. See comment to add a note.
- 12O. Update note 8 on this sheet to reflect the redlined comment.

*Sheet 5 of 11 / Utility*

- 12P. See fire hydrant comment.

*Sheet 8 of 11 / Photometric*

- 12Q. See accessible route comment.
- 12R. See fire lane comment.

*Sheet 10 of 11 / Elevations*

- 12S. See comment for FDC & Knox box.

**13. Aurora Water** (Daniel Pershing / 303-739-7646 / [ddpershi@auroragov.org](mailto:ddpershi@auroragov.org) / Comments in red)

*Sheet 3*

- 13A. Please show the existing 15" sanitary sewer. Verify this sewer is outside of the building footprint.
- 13B. Please be aware that a 2" meter will require a Domestic Service Allocation Agreement.
- 13C. A manhole may be required at the point of connection if the service is 6" or larger. Connection to exist. MH would be best.

**14. PROS** (Curtis Bish / 303-739-7131 / [cbish@auroragov.org](mailto:cbish@auroragov.org) / Comments in mauve)

*Sheet 6*

- 14A. A 2-foot recovery zone is required along the entire length of the trail. Such an area should be free of obstructions, including landscaping. The proposed planting is too close to the edge of the trail. Please revise to provide an unobstructed space that also maintains that same grade as the trail (maximum - percent cross slope).
- 14B. The fence must be setback a minimum of 20-feet from the edge of the trail. More distance would be preferred.

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

*Generally*

- 15A. There are some easement issues and some License Agreement issues. See the comments on the document. Contact Andy Niquette ([aniquett@auroragov.org](mailto:aniquett@auroragov.org)) for the easement concerns and Contact Grace Gray ([ggray@auroragov.org](mailto:ggray@auroragov.org)) for the License Agreement concerns. Please note that the site plan cannot be approved until all the items needed are submitted, fully reviewed and ready to record.

*Sheet 2*

- 15B. The portion of the proposed sign and fence needs to be covered by a license agreement. See the general



comment above regarding license agreements for details.

- 15C. Add the B&D and curve data for the boundary of the lot, typical.
- 15D. Add the lot, block and subdivision name.



**Right of Way & Permits**

1123 West 3<sup>rd</sup> Avenue  
Denver, Colorado 80223  
Telephone: **303.571.3306**  
Facsimile: 303. 571. 3284  
donna.l.george@xcelenergy.com

January 18, 2021

City of Aurora Planning and Development Services  
15151 E. Alameda Parkway, 2<sup>nd</sup> Floor  
Aurora, CO 80012

Attn: Daniel Osoba

**Re: Citadel on Colfax Self-Storage, Case # DA-1422-14**

Public Service Company of Colorado's (PSCo) Right of Way & Permits Referral Desk has reviewed the site plans with condition use for **Citadel on Colfax Self-Storage**. Please be aware PSCo owns and operates existing electric distribution facilities along the westerly property line and requests that they are shown and labeled on the plans.

The property owner/developer/contractor must complete the application process for any new natural gas or electric service, or modification to existing facilities via [xcelenergy.com/InstallAndConnect](http://xcelenergy.com/InstallAndConnect). It is then the responsibility of the developer to contact the Designer assigned to the project for approval of design details. Additional easements *will* need to be acquired by separate document for new facilities.

As a safety precaution, PSCo would like to remind the developer to call the Utility Notification Center by dialing 811 for utility locates prior to construction.

Donna George  
Right of Way and Permits  
Public Service Company of Colorado dba Xcel Energy  
Office: 303-571-3306 – Email: donna.l.george@xcelenergy.com