



Office of Development Assistance  
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December 22, 2020

Asif Memon - [memonllc@gmail.com](mailto:memonllc@gmail.com)  
9051 E Wesley Dr  
Denver, CO 80231

**Re: 10250 E Colorado Ave (#1504658)/Pre-Application Meeting held December 10, 2020**

Dear Mr. Memon:

I would like to take this opportunity to thank you for considering the City of Aurora for the 10250 E Colorado 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:***

- ▶ **Building Orientation:** It is expected that multifamily buildings be oriented to the street along with a primary building entrance facing the street with the general intent, specific to this project, to strengthen the building's relationship to East Colorado Avenue. An internal sidewalk network needs to connect all building entrances together and to the public sidewalk and to all common areas. Please see additional development standards on page six of these notes.
- ▶ **Open Space:** Please show community open space and how it will relate to the buildings, how it will be activated to allow for increased community interaction, the type of proposed amenities, play spaces, and connectivity through the development. A minimum of 20% common open space should be provided. To count toward the 20% open space requirement the space needs to be *usable* for residents and guests.
- ▶ **Public Improvements:** Public improvements for this development include the completion of Colorado Avenue along the property frontage, including transitions back to existing pavement. These improvements consist of pavement, curb and gutter, curbside landscaping, street lights, and a 5.5' detached sidewalk. All public improvements must be completed and accepted prior to the issuance of a Certificate of Occupancy. In addition, the city would consider a

reimbursement to this development to complete the construction of the south half of Colorado Avenue east to Havana Street.

- ▶ **Sanitary Sewer:** Sanitary sewer is to be extended along the frontage of the property.

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

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7044 or [cdancy@auroragov.org](mailto:cdancy@auroragov.org).

Sincerely,



Cesarina Dancy  
Project Manager

cc: Kenneth Pulciani - [kpulciani@hotmail.com](mailto:kpulciani@hotmail.com)



## City of Aurora Development Process

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

### Step I - Planning Phase

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

### Step II - Construction Document Phase

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

- 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. **PRELIMINARY DRAINAGE REPORT INCLUDED IN SITE PLAN PACKAGE**
- A pre-submittal meeting with Public Works Engineering is required prior to electronic submittal of final civil plans for review. This review is separate from the Planning Phase review above and requires a per-sheet review fee at the time of submittal.

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

- Usually reviewed after Planning decision is made.

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

### Step III - Construction Phase

**Building/Civil Permits:**

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

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

## STAFF COMMENTS - PRE-APPLICATION MEETING

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

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

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

### **Contact Information**

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

#### **City Manager's Office**

Office of Development Assistance  
Cesarina Dancy  
303.739.7044  
[cdancy@auroragov.org](mailto:cdancy@auroragov.org)

Megan Weikle  
303.739.7357  
[mweikle@auroragov.org](mailto:mweikle@auroragov.org)

#### **Planning**

Zoning and Plan Review  
Rachid Rabbaa  
303.739.7450  
[rrabbaa@auroragov.org](mailto:rrabbaa@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**

Casey Ballard  
303.739.7382  
[cballard@auroragov.org](mailto:cballard@auroragov.org)

#### **Public Works**

Traffic Division  
Brianna Medema  
303.739.7336  
[bmedema@auroragov.org](mailto:bmedema@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**

Jeffrey Moore  
303.739.7676  
[jsmoore@auroragov.org](mailto:jsmoore@auroragov.org)

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

#### **Aurora Public Schools**

Joshua Hensley  
303.365.7812 x28463  
[jdhensley@aurorak12.org](mailto:jdhensley@aurorak12.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:***

- ▶ Building Frontage on East Colorado Avenue
- ▶ Parking
- ▶ Open Space

#### ***Project Overview:***

- Zoning: MU-OI (Mixed-Use Office/Institutional District)
- Character Area: Subarea A in the City Corridor Placetype
- Proposed Use: The use proposed, Multi-Family Residential, is permitted by the current zoning but subject to a Site Plan.

#### ***Type of Application:***

- 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. The application will be reviewed in a 12-13-week timeframe and will be processed electronically through our development review website.

#### ***Important Links:***

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

#### ***Standards and Issues:***

##### **1. Zoning and Placetype**

###### *1A. Mixed – Use Office /Institutional*

The purpose of the MU-OI district is to accommodate office, institutional, and related low impact uses near residential areas, which provides for transition to lower density areas. This district is intended to allow low- to medium-scale, low traffic generating office and residential uses in areas that can serve to buffer single-family residential areas from nearby more intensive commercial

development. This district allows both residential and small- and moderate-scale commercial activities, with limited retail, services, and institutional uses.

1B. *Placetype-City Corridor*

The “City Corridor” placetype contributes to the economic and fiscal success of the city and are centered along the city’s major roadways, home to a wide range of uses, including commercial, retail, institutional, service and some residential. The “City Corridor” placetype is generally auto oriented, but should also accommodate pedestrians, bicyclists and transit service. Development within this Placetype should include amenities such as sidewalks, crosswalks, benches, pedestrian-scale lighting and landscaping that make it easy for pedestrians to safely and comfortably navigate the area. Green space is typically limited within this placetype, but outdoor gathering areas—like pocket parks, common greens and plazas—are appropriate to enhance the experience. Integration of these amenities varies among the City Corridors throughout Aurora making each one unique. Multifamily residential and institutional uses are secondary uses and allow for the development of mixed-use projects. **AMENITIES SUCH AS SIDEWALKS, CROSSWALKS, BENCHES, PEDISTRIAN-SCALE LIGHTING, AND LANDSCAPING WILL BE PROVIDE FOR PEDISTRIAN USE.**

2. **Development Standards**

2A. *Dimensional Standards*

Residential development within the MU-OI zoning district follows R-2 standards (See Table 4.2-1 below). Building standards include a 38’ building height maximum and 60’ lot frontage.

(See Table 4.8-1 for Building Design Standards)

**Table 4.2-1**  
**Summary of Residential Districts Dimensional Standards – Sub**  
See additional standards in Section 146-2.3 (Residential Districts)

Zone District	R-R	R-1	R-2
<b>Density and Lot Standards</b> <small>[Also See Small Residential Lot Options in Section 146-4.2.3.B]</small>			
Residential density, maximum			N/A
<b>Lot area, minimum</b>			
Single-family detached	43,560 sf.	6,000 sf. [1]	
Two-family	NA		
Single-family attached fronting a public street or a private street meeting public street standards [3]	NA		
Multifamily	N/A		
Other permitted or approved conditional use			7,000 sf.
<b>Lot frontage at front lot line, minimum</b>			
Single-family detached	120 ft.	Subarea A: 50 ft. Subarea B: 60 ft.	
Two-family	NA		
Single-family attached fronting a public street or a private street meeting public street standards [3]	NA		20 ft.
Multifamily	NA		
Other permitted or approved conditional use			60 ft.
<b>Lot frontage (cul-de-sac or curved frontage), minimum</b>			
	60 ft.	35 ft.	
<b>Setbacks, Minimum</b>			
Front	30 ft.	25 ft. [4]	20 ft. [4]
Side			
Interior [5]	10 ft.	5 ft. [6]	5 ft. [6]
Abutting a local street	25 ft.	12.5 ft.	10 ft.
Abutting a collector or arterial street	25 ft.		20 ft.
Non-residential use abutting residential use			25 ft.
Rear			
General	25 ft.	20 ft.	15 ft.
Non-residential use abutting residential use			25 ft.
<b>Building separation between units, minimum</b>			
			N/A
<b>Building Standards</b>			
Building height, maximum		38 ft.	

WE HAVE CONFIRMED THAT IF OUR BUILDING IS 75'-0" AWAY FROM A R-2 ZONE, ALLOWS A MAXIMUM OF 75'-0" TALL BUILDING.

2B. *Common space and Amenities*

Please show community open space and how it will relate to the buildings, how it will be activated to allow for increased community interaction, the type of proposed amenities, play spaces, and connectivity through the development. A minimum of 20% common open space should be provided. To count toward the 20% open space requirement the space needs to be *usable* for residents and guests. This may include open green spaces that can be used for recreational activities and gathering space. Outdoor playgrounds, pools and athletic courts may also count toward the 20%. Outdoor courtyards, plazas and similar common areas may also count toward the 20%. A significant portion of the required useable space should be consolidated into a single area. When utilizing plaza and courtyard space please incorporate decorative concrete treatments, pedestrian scaled lighting, site furniture, shade features and landscape amenities such as tree openings, seat walls and raised planters. Please be advised that the water quality pond as shown on your plan does not count in your required open space requirement.

19,976 S.F. OF OPEN SPACE IS REQUIRED. WE ARE PROVIDING: 3,167 S.F. OF LANDSCAPING NORTH OF THE BUILDING, 6,321 S.F. OF SECOND FLOOR PLAZA, 7,630 S.F. OF INDIVIDUAL DECKS, 2,858 S.F. OF FITNESS, LOUNGE, AND FITNESS AREA.

2C. *Neighborhood Protection Standards*

Neighborhood protection standards apply to this parcel as it is adjacent to a R-2 zone district. (See UDO Section 146-4.4) The maximum building height of any portion of a primary structure may not exceed 38 feet within 50 feet of a protected lot in Subarea A.

THE BUILDING IS 75'-0" AWAY FROM THE ADJACENT R-2 DISTRICT TO THE EAST. THE THREE OTHER SIDES ARE MU-OI, ALLOWING THE BUILDING TO BE 75'-0" TALL PER ARTICLE 146-4.4.3.

2D. *Building Orientation*

It is expected that multifamily buildings be oriented to the street along with a primary building entrance facing the street with the general intent to strengthen the building's relationship to East Colorado Avenue.

BUILDING IS ORIENTATED TOWARD COLORADO AVENUE WITH LOBBY AND MAIN ENTRANCE FACING NORTH.

An internal sidewalk network needs to connect all building entrances together and to the public sidewalk and to all common areas. SIDEWALK HAS BE PROVIDED.

2E. *Parking, Loading, and Stacking*

Off-street parking is required by Section 146-4.6. For multifamily structures, on-site parking for residents is required in the amount of 1 space per dwelling unit. Guest parking should be provided at 1 additional space per 5 dwelling units. For the proposed 98 residential units, 98 on-site parking spaces, plus guest spaces including 4 accessible spaces would be needed per code. Parking alternatives listed in Section 146-4.6.4 may reduce parking requirements.

132 UNITS REQUIRES 132 PARKING SPACES, 201 PARKING SPACES REQUIRED, 6 ACCESSIBLE SPACES PROVIDED.

Multifamily development in Subarea A shall provide bicycle parking spaces equal to at least 10 percent of required automobile parking spaces. (98 spaces x 10% equals 10 bicycle spaces) Bicycle spaces must comply with Section 146-4.6.3.F.2 including providing a design that includes 2 points of contact with each bicycle. Each inverted "U" rack counts as two bicycle parking spaces. Place any bicycle parking in a convenient, paved, and well-lit location. An amenity for the development could possibly be bicycle lockers for residents.

132 PARKING SPACES = 14 BIKE SPACES. BIKE LOCKER ROOM PROVIDED.

Garages or carports are required for 40% of the provided resident parking and half of those garage or carport spaces must be attached to the primary residential structure (UDO Section 146-4.6.5.A.4). The "under building" parking is considered part of the residential use (UDO Section 146-3.3.2.H). At this point it is not clear how the "non-residential uses" along the street frontage or the building entrance facing the street is being addressed. Both requirements are meant to assure the building has a strong and functional street presence in terms of architecture and site design.

132 SPACES X 40% (COVERED) = 53 COVERED SPACES REQUIRED. 80 COVERED SPACES PROVIDED.

Section 146-4.6.5 details requirements for the design and placement of parking areas. Generally, parking areas should be located and designed to provide for adequate vehicle circulation, safe

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pedestrian connections, screening from adjacent sites and streets, and to avoid abutting significant stretches of adjacent streets. **DESIGN COMPLIES**

**2F. Tandem Parking (Proposed)**

In Subarea A, all required parking spaces shall be individually accessible except for guest parking in private driveways leading to dwellings, designated employee parking for non-residential uses, and residential parking spaces assigned to a specific unit in a multifamily dwelling.

**TANDEM SPACES REMOVED**

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

**General Landscape Plan Comments:**

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

**WILL COMPLY**

**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 DRAWINGS LABELLED 'NOT FOR CONSTRUCTION'**

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.

**WILL COMPLY**

**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.

**WILL COMPLY**

**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. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

**Section 146-4.7.5. C. (Required Landscaping, Curbside Landscaping)**

Provide one shade/street tree per 40 linear feet of street frontage along East Colorado Avenue. Street trees shall be provided within the designated curbside landscape in connection with the installation of the detached walk. Evergreen trees may not be used to meet the street tree requirement.

**WILL COMPLY**

Plantings permitted within the curbside landscape area vary depending upon the width required by the street cross section. Curbside landscape widths three feet or less may be rock mulch, no white rock. Curbside landscape widths four to six feet in width shall be shrubs, ornamental grasses and perennials at a ratio of one shrub/grass per 40 square feet of curbside landscape. Grasses may only be provided to a maximum of 40%. Shrubs and grasses must be five-gallon size at time of

installation. For curbside landscapes six to ten foot in width, a combination of shrubs/grasses with native seed may be provided or all shrubs and grasses. Any curbside landscape areas ten feet in width or greater may be sod if desired. Sod may not be installed unless the curbside landscape is a minimum of ten feet wide.

**WILL COMPLY**

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

All multi-family developments shall provide a 20' wide street frontage landscape buffer as measured from the back of walk. The buffer may be reduced to 12' with the installation of specific buffer reduction features as noted in Table 4.7-2 (Required Landscaping Buffer Widths and Allowed Reductions). Landscaping shall consist of one tree and ten shrubs per each forty linear feet of buffer and shall be installed along the exterior sides of proposed fencing or walls. A reduction in the buffer width does not mean a reduction in the required plant quantities.

**BUFFER HAS BEEN REDUCED, ADDITIONAL LANDSCAPING HAS BEEN PROVIDED.**

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

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

Provide 25' wide non-street frontage landscape buffers along the eastern and southern property boundary lines and a 15' wide buffer along the western property boundary line. Buffers may be reduced to 12' and 10' respectively depending upon the landscape incentive feature chosen as specified in Table 4.7-2 (Required Landscaping Buffer Widths and Allowed Reductions). For buffers adjacent to non-residential properties, the buffer plant material shall be provided at a ratio of one tree and five shrubs per 25 linear feet of buffer with 50 percent of the tree species being evergreen. Plant sizes are required to be upsized between residential and non-residential development. Deciduous shade trees shall be three-inch caliper and evergreen trees shall be eight foot tall. Plant material shall be provided at a ratio of one tree and five shrubs per 40 linear feet along the western property boundary.

**BUFFER HAS BEEN REDUCED, ADDITIONAL LANDSCAPING HAS BEEN PROVIDED.**

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

**WILL COMPLY**

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

**NO FENCES ON THE WEST AND EAST, EXISTING FENCE WILL REMAIN ON THE SOUTH SIDE.**

Section 146-4.7.5 J.3. (Multifamily and Single Family Attached (Townhome) Residential Structures

Building perimeter landscaping is required for all multifamily residential dwellings. Plant beds shall be an average of six feet wide and shall consist of 1.25 plants per five linear feet of unit perimeter footage. At least five percent should be a mixture of evergreen and deciduous trees, at least 15% shall be tall shrubs with a mature height of six feet and up to 80% shall be a mixture of

**WILL COMPLY**

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evergreen and deciduous shrubs chosen to create seasonal interest. An example table demonstrating compliance has been provided below.

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

**Section 146-4.7.5 K. (Parking Lot Landscaping)**

Both interior and exterior parking lot landscaping is required for all proposed parking lots. No parking row shall exceed 15 spaces without an intervening landscaped island, median or landscaped peninsula. All parking rows must terminate in a landscaped island. The perimeter of all parking lots shall be screened from public rights-of-way, public open space and adjacent property with one or a combination of methods shown in this section. If required, street and non-street frontage landscape buffers may be combined with the parking lot screening requirements to satisfy both if the two requirements should overlap. City staff will determine whether the overlap exists once a formal site plan submittal is made.

**WILL COMPLY**

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

**WILL COMPLY**

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

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

**WILL COMPLY**

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

**WILL COMPLY**

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

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

**WILL COMPLY**

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

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

A TRASH ROOM IS PROVIDED INSIDE THE BUILDING.

Section 146-4.7.3 M. Detention and Water Quality Ponds

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



Porous Pavement



Vegetative Swale



Rain Garden

Applicants may propose their own BMP's or work Aurora Water/Public Works. Aurora Water has a manual titled "Low Impact Development Techniques for Urban Redevelopment in Aurora" that may be helpful. To obtain a copy, please contact *Vern Adam* at [vadam@auroragov.org](mailto:vadam@auroragov.org). The applicant may also wish to review the Ultra-Urban Green Infrastructure Guidelines published by the City and County of Denver.

WILL COMPLY

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

WILL COMPLY

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 requires that the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact *Timothy York* at 303.326.8819 regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

WILL COMPLY

**3. 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.

**WILL COMPLY**

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. Ground floor designs should support a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic. 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. Architectural details shall be continued on all four sides of the buildings to prevent the back of house appearance. 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>						
Façade 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.

**WILL COMPLY**

3A. *Exterior Lighting*

Standards for exterior lighting are found in Section 146-4.9.3 Show typical details of lighting on the plan and on building elevations. In general, sidewalks, internal pedestrian paths, and bicycle paths shall be lit with full cutoff lighting fixtures no more than 16 feet tall and providing consistent illumination of at least one foot-candle on the walking surface. In the Medium Density Residential subarea, on-site streets and parking areas shall be lit with full cutoff type lighting fixtures no more than 25 feet tall. Fixtures shall be of the downcast type.

**WILL COMPLY**

3B. *Streetscape Improvements*

Please provide 5.5-foot detached sidewalk with curbside landscaping along East Colorado Avenue in accordance with city design standards. Staff suggests collaborating with the owners of the adjacent proposed development on Fulton Street and East Colorado Avenue to coordinate the needed curb and gutter improvements. For additional information regarding street design please consult Public Works Roadway Design Standards manual.

**WILL COMPLY**

*3C. Internal Pedestrian Connectivity*

Section 146-4.5 provides access and connectivity standards for development; each development shall accommodate safe and convenient movement for all modes of transportation throughout the development. General pedestrian access and connectivity standards (See section 146-4.5.4.D) require that safe and convenient pedestrian access be provided to points within a development and to nearby uses and amenities to encourage walking and reduce the frequency and number of automobile trips. Please add sidewalk and/or internal parking lot striping to provide intentional internal connectivity between detached parking garage and building and to the public right of way.

**WILL COMPLY**

*3D. 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 and indicate the location of wall-mounted signs on the building elevations.

**WILL COMPLY**

**4. 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.

**5. Submittal Reminders**

*5A. 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.

*5B. 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.

*5C. Mineral Rights Notification*

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

**WILL COMPLY**

***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.

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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.

WILL COMPLY

***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.

WILL COMPLY

***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 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.

**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 right-of-ways. If you have questions or concerns about this, the Oil & Gas Division can assist with providing additional information.

Should you have any questions about oil and gas development, please reach out to *Jeffrey Moore*, Manager of the Oil & Gas Division.

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

***Project Characterization***

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

- Your proposal includes 98 multifamily units.
- Your proposed site is considered infill and therefore no open space land dedication is required.

132 UNITS

***Population Impact***

For multi-family homes, population calculations for the project are based on an average household size multiplier of 2.5 persons per unit, resulting in an overall projected population of 245 persons residing in 98 units.

132 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

The resulting acreage required is as follows:

	<b><u>98 Multifamily Units</u></b>
Neighborhood Park Land	0.74 acres
<u>Community Park Land</u>	<u>0.27 acres</u>
Total Land Dedication	1.01 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:

**98 Multifamily Units** 132 UNITS  
\$60,802.00

**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 \$1,827.28** would apply if permits for construction of the residential units are pulled in 2021. 132 UNITS

**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.

**Forestry Division**

There are many trees growing on this site that will require mitigation. A Consulting Arborist must be hired to conduct inventory and provide the appraisal for the trees. Forestry believes one of their inspectors did

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meet a Consulting Arborist on site, so this inventory is likely complete. To obtain a copy or further discuss these requirements, please contact *Jacque Chomiak* whose contact information is provided on page four.

**TREE MITIGATION PLAN PROVIDED**

**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.

**TREE MITIGATION PLAN PROVIDED**

**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. The inventory and appraisal should be a part of the first submittal.

**WILL COMPLY**

- Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at: <https://www.auroragov.org/cms/one.aspx?pageId=16394080>

**Ash Trees Prohibited**

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

**Aurora Water**

*Aurora Water will receive a referral of the Site Plan and Subdivision Plat for review and comment. Please respond to all Water Department comments with your initial submittal.*

**Key Issues:**

- ▶ Please see the [2021 Connection Fee schedule](#) for current fees. Fees due are calculated at time of payment.
- ▶ A water quality pond to include detention is required.
- ▶ Sanitary sewer is to be extended along the frontage of the property.
- ▶ Building to be served by a single domestic meter. Irrigation is to be through a separate irrigation only meter.
- ▶ A [domestic allocation agreement](#) will be required for connections 2” and larger.

**Utility Services Available:**

- Water service may be provided from: East Colorado Avenue.  
**SEE CIVIL UTILITY PLAN**
- Sanitary sewer service may be provided from: Extension in East Colorado Avenue.  
**SEE CIVIL UTILITY PLAN**
- The project is located on Map Page 12B.

***Utility Service Requirements:***

- A Site Plan is required for this project and must show existing and proposed utilities including:  
**SEE CIVIL UTILITY PLAN**
  - Public/Private Mains
  - Service Lines
  - Water Meters
  - Fire Suppression Lines
  - Fire Hydrants necessary to service your development
  - Grease Interceptors are required for commercial kitchens
  - All utility connections in the arterial roadway are required to be bores.
- General utility design criteria can be found in Section 5 of the [Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#) (Utility Manual).

***Utility Development Fees:***

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

**Public Works Department**

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

***Key Issues:***

- ▶ A Detailed Traffic Impact Study will be required with this development. See below for additional information. **WILL COMPLY**
- ▶ Site access onto Colorado Avenue shall be at least 150-feet offset (centerline to centerline) from the intersection of Fulton Street & Colorado Avenue. **WILL COMPLY**
- ▶ Ensure access points across from existing access points either align or are sufficiently offset from adjacent access points. The standard offset is at least 75-feet from centerline to centerline. **WILL COMPLY**
- ▶ The first head-in parking may be located 20' away from ROW line. **WILL COMPLY**
- Show all adjacent and opposing access points on the Site Plan. **WILL COMPLY**
- Label the access movements on the Site Plan. **WILL COMPLY**
- Objects and structures shall not impede vision within the sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with [City of Aurora Standard Traffic Detail TE-13](#) In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in [City of Aurora Standard Traffic Detail TE-13.3](#). **WILL COMPLY**

**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'**

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- If a shared access is created, a private cross-access agreement is recommended for maintenance and snow removal. The developer is responsible for establishing this agreement with the adjacent property owner. **N/A**
- 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.  
**WILL COMPLY**
- A Traffic Impact Study will be required for this site which will include addressing the following specific items: **WILL COMPLY**
  - 1) Existing, buildout and 2040 average daily traffic counts.
    - a) The City can provide some historic count data, but the City has also take pre-post COVID19 count data that can support scaling of counts taken during this time. Coordinate, via email, with Brianna Medema on this item.
  - 2) Include detailed analysis of:
    - a) All site access points
    - b) Intersection of Colorado Avenue at Fulton Street
    - c) Intersection of Colorado Avenue at Havana Street
  - 3) Signal Warrant Analyses of Colorado Avenue at Fulton Street – Warrant 1,2,3 all to be included (collect 72 hr tube counts for analysis)
  - 4) If a traffic signal or multiway stop warrant is met at an intersection, then a roundabout shall also be considered at the intersection.
  - 5) Discussion of the application of elements from the Traffic Calming Toolbox and countermeasures applicable from the FHA 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.

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

*Submitting the Traffic Study:*

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

### **Engineering Division**

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

#### ***Key Issues:***

- ▶ Public improvements for this development include the completion of Colorado Avenue along the property frontage, including transitions back to existing pavement. These improvements consist of pavement, curb and gutter, curbside landscaping, street lights, and a 5.5' detached sidewalk. All public improvements must be completed and accepted prior to the issuance of a Certificate of Occupancy.
- ▶ The city would consider a reimbursement to this development to complete the construction of the south half of Colorado Avenue east to Havana Street.
- ▶ A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality are required.

#### ***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.  
**WILL COMPLY**
- Mountable curb and gutter shall be used on all Type 1 and 2 streets. All other streets, including those within the Urban Centers and TODs shall use 6" vertical curb and gutter.  
**WILL COMPLY**
- 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. Any street grades in excess of three percent will require detailed grading of the curb ramps.  
**WILL COMPLY**
- 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.  
**WILL COMPLY**
- 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.  
**WILL COMPLY**
- 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.  
**WILL COMPLY**
- 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.  
**WILL COMPLY**
- 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.  
**WILL COMPLY**
- 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. Street light locations shown on the site plan are conceptual. The street

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lighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis.

N/A

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

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

WILL COMPLY

- 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 with an access easement.
- Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
- Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

***Drainage:***

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

- 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.

WILL COMPLY

- 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.

WILL COMPLY

- 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.

WILL COMPLY

- 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.

WILL COMPLY

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

WILL COMPLY

- Storm sewer system does not extend to this site.
  - Extend storm sewer to this site; or
  - Discharge onto the street through a chase; or

- Discharge onto the adjacent property with their permission or in accordance with the approved preliminary drainage study for that property.

WE ARE PLANNING TO DISCHARGE OUR STORM WATER AT THE NORTH-EAST CORNER, WE ARE PLANNING TO WORK WITH THE CITY OF AURORA TO CONTINUE THE STORM SYSTEM TO HAVANA.

### **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.

WILL COMPLY

#### **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 2017 NEC. Our next code adoption cycle will be for the 2021 International Code Series.

WILL COMPLY

#### **Civil Plans:**

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

- [Dead-End Fire Lane Detail](#)
- [Fire Lane Sign Detail](#)
- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
  - Note: This site is intended to be utilized as a construction material and vehicle outdoor storage yard only. As such, no accessibility is being required for this site.
- [Sign Package](#)
- [Signature Block](#)
- [Street Standards and Street Section Details](#)

WILL COMPLY

#### **Emergency Responder Radio Coverage:**

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

- The currently adopted 2015 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC) prior to issuance of a certificate of occupancy. At the time the structure is at final frame and final electrical inspections, the general contractor (GC) will be required to hire an approved and qualified independent 3rd party to assess the radio frequency levels within the structure. Once completed, the 3rd party will provide the results of the test to both the GC and the Aurora Building Division as to whether the structure passed or failed the preliminary radio surveillance. A structure that has passed this surveillance requires no further action by the GC. A failed radio surveillance will require a licensed contractor to submit plans to the Aurora Building Division to obtain a building permit for the installation of an ERRC system prior to installation. This assessment and installation are at the owner or developers' expense. Future interior or exterior modifications to the structure after the original

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Certificate of Occupancy is issued will require a reassessment for adequate radio frequency coverage. **WILL COMPLY**

- Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed. Facilities utilizing high-piled storage must be stocked prior to the radio frequency survey by a 3<sup>rd</sup> party. **N/A**

**Fire Department Access:**

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

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

**FIRE ACCESS LANE WILL BE OFF OF COLORADO AVE. BUILDING IS WITHIN 30'-0" OF THE FLOW LINE.**

**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.

**WE ARE PLANNING 3 NEW FIRE HYDRANTS, SEE CIVIL PLANS.**

**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. **WILL COMPLY**

**General Comments:**

- Note: R-2 Condominiums. A heated fire riser room with an exterior door will be required. A Knox box will be required on the right side of the entrance to the fire riser room. A fire control panel or unit that is tied into a master fire alarm panel will be required within the fire riser room. **Remote Annunciators Alarm Panel for Multi-Family Complexes** **WILL COMPLY, WATER ENTRANCE ROOM IS OFF OF COLORADO AVE.**
- R-2 Apartments or Condominiums. A heated fire riser room with an exterior door will be required. A Knox box will be required on the right side of the entrance to the fire riser room. A fire control panel or unit that is tied into a master fire alarm panel will be required within the fire riser room. **WILL COMPLY** **Remote Annunciators Alarm Panel for Multi-Family Complexes**
- Based on the size of the proposed use of the structure it does appear that a fire sprinkler system would be required. As such, a dedicated 23' fire lane easement will be required to provide fire apparatus the ability to access the fire department connection.

**FIRE ACCESS LANE WILL BE OFF OF COLORADO AVE. BUILDING IS WITHIN 30'-0" OF THE FLOW LINE.**

1. Occupancy Specific Fire Sprinkler Requirements. Note: This is general information only and does not encompass every fire code requirement for fire sprinkling within a structure.
  - 2015 IFC, Section 903.2.8 Group R. An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area.

**WILL COMPLY**

**Gated Entry: N/A: NO GATES PROPOSED AT ENTRANCE DRIVES**

The installation of any gating system will require a City of Aurora licensed contractor to obtain a building permit through the Aurora Building Division prior to the start of any work. This would be considered a structural, life safety and electrical review within the Building Division that is conducted on behalf of the Fire Chief.

- If a gating system is to be installed at a site access point, it must be set back from the flow line of the street at least 35 feet or one design vehicle length, whichever is larger, and be approved by the City of Aurora's Fire and Life Safety department. Gating systems located within close proximity to public right-of-way (ROW) may also be assessed by the City of Aurora Traffic Manager or designee and could require a traffic analysis to determine the appropriate distance of gating system to said flow line of ROW. Where a gating system crosses a dedicated or designated fire access roadway please reference the Security Gates section of the latest edition of the International Fire Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the Fire Chief (designated Fire Chiefs representative).
- A separate building permit is required for the installation of any gating system that may obstruct fire department access to the internal areas of a site. Prior to construction please submit plans and specifications of your proposed gating system to the Aurora Building Division. If you have any questions, please contact a Fire/Life Safety representative by calling 303.739.7420.

**Handicap Accessibility Requirements:**

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

- **Residential**
  - Please show the location of all mail kiosks proposed within this site. Public Works will require a curb ramp to access the mail kiosks from the adjacent urban streets. A detail will be needed of the mail kiosk layout that includes the mail boxes, sidewalk, street and curb that reflect the way these elements will meet the accessibility requirements of the ADA, USPS, ICC A117.1, 2009 edition.

WILL COMPLY, MAIL BOXES WILL BE PROVIDED OFF OF LOBBY.

**Knox Hardware:**

Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an accessible location.

WILL COMPLY

**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.

WILL COMPLY

**Photometric Plan:**

- Add the following note to the Photometric Site Plan: WILL COMPLY  
ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015 INTERNATIONAL BUILDING CODE REQUIREMENT FROM SECTION 1006 - MEANS OF EGRESS ILLUMINATION. SECTION 1006. ILLUMINATION REQUIRED: THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING IS OCCUPIED. SECTION 1006.2 ILLUMINATION LEVEL. THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL NOT BE LESS THAN 1 FOOT-CANDLE (11 LUX) AT THE FLOOR LEVEL AND CONTINUING TO THE "PUBLIC WAY".
- Add the "accessible route" (heavy dashed line) to the photometric plan and verify minimum 1 foot-candle of illumination along its entire length. WILL COMPLY

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

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

- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) Accessibility Note for Multi-Family Projects Built under the 2015 IBC/IRC and HB-1221](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Emergency Responder Radio Coverage](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

***Site Plan Data Block:***

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

***Special Design Considerations:***

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

- [Abutting Fire Lane or Public Access Easement to Property](#)
  - If an existing fire lane or public street has to be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.
- [Access to within 150 feet of Each Structure](#)
  - The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2015 IFC, Section 503.1.1 where allowed by code. If granted approval, a fire sprinkled structures may utilize 200-foot reach criteria in place of the 150-foot standard requirement.
- [Aerial Fire Apparatus Access Roads](#)
- [Fire Apparatus Access Road Specifications](#)
  - If an existing fire lane or public roadway must be removed or relocated for any reason, the portion replaced must be in compliance with the current specifications of the Public Works Department.
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [Private Streets Constructed to Public Street Standards](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Remoteness](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

**Trash Enclosure:**

Per the 2015 International Fire Code, Section 304.3.3, dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings, or combustible roof eave lines.

WILL COMPLY, TRASH ROOM PROVIDED INSIDE BUILDING PROPER.

**Real Property Division**

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

***Key Issues:***

- ▶ It appears that a portion of the property was parceled out. If the applicant can produce documentation reflecting that the property was parceled out prior to August of 1980 then a replat may not be required; however, the applicant may want to consider platting to locate or set new property boundary points. I will include language for both scenarios based on documentation needed mentioned within this comment. If you come in with a Subdivision Plat, then all easements needed within your site can be dedicated via Subdivision Plat.
- ▶ No portion of your building may encroach into easements dedicated to the city, this includes roof overhangs and footers.

***Subdivision Plats:***

- 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. WILL COMPLY
- 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. COMPLETED

***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](#). WILL COMPLY

***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 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](#)
  - [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

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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. WILL COMPLY

- 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. WILL COMPLY
- The developer may need to **dedicate new easements** and/or street right-of-way on the site. If a new subdivision plat is not required, 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 **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.  
WILL COMPLY, A SIDEWALK EASEMENT IS SHOWN ON CIVIL SITE PLAN.
- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.). If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes **8-10 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.  
N/A
- Your project has been classified as a Redevelopment so a resubdivision is not required. However, street right-of-way and/or easements may need to be dedicated to the city. These are legal documents and must be prepared using Real Property specifications which can be found in the [Dedications Packet](#). Once complete and accurate information is submitted to Real Property, it takes about **8-10 weeks** to complete the process. These documents must be complete and ready to record before Real Property will record the Site Plan.
- 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. WILL COMPLY

## 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.*

- 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
    - Signing and Striping Plan
    - Street Lighting Plan
- *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

### [Aurora Water](#)

#### **General Requirements:**

- Utility Plans will be required with the Civil Engineering Plans:
  - Utility Plans shall be prepared in accordance with the Utility Manual
  - Utility Plans must be approved prior to obtaining building permits
  - Utility Plans must include:
    - Fixture Unit Table and Meter Sizing Tables

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

***Construction Stormwater Quality Requirements:***

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

**Public Works Department**

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

**Traffic Division**

- The Construction Documents shall include Signing and Striping Plan, and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees is 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 Colorado Ave via Havana St and not through the adjacent residential neighborhood(s).

**Engineering Division**

***General Requirements:***

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

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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/letter is approved and the plat is ready for recordation.

***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.

<b>Building Plans</b>
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**[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.*

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

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

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

*Fire*

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

***Key Issues:***

- ▶ It is recommended that a preliminary meeting be scheduled with your design team and the Aurora Building Division prior to formal submittal of building construction plans. This meeting gives both the applicant and city staff the ability to clarify online submittals requirements, code requirements and interpretations to ensure mutual compliance with our currently adopted codes.
- ▶ The Aurora Building Division currently utilizes the adopted 2015 International Codes Series with the exception of the 2017 NEC. Our next code adoption cycle will be for the 2021 International Code Series.
- ▶ 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.

**[General Fire Protection System Requirements:](#)**

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

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

**[Geographic Design Criteria:](#)**

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

**[Occupancy Specific Building Code Requirements:](#)**

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

- R-2 Occupancy - Residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature.
- U Occupancy - Buildings and structures of any accessory character, and miscellaneous structures not classified in any specific occupancy.

**[Request for Modification or Alternative Material:](#)**

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

**[Tri-County Health Department:](#)**

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

**Real Property Division**

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

## STEP III – CONSTRUCTION PHASE

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

### Aurora Water

#### Utility Connection Fees:

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

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

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

### Public Works Department

#### Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy.** See [Section 5.01.2.02](#) for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities.

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

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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:
  - 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
  - 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:***

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

**Construction Permits:**

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

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

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

**Access Roadways during Construction:**

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



## 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: Asif Memon  
From: Scott Campbell  
Date: December 10, 2020  
Subject: 10250 E Colorado Ave  
Location: 10250 E Colorado 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: 10250 E Colorado

Record Id	HOA #	Organization	Contact	Phone
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
12-611688-000-00-NA	50	Eastridge Civic Association	THOM KERR 2603 S NOME ST AURORA CO 80014 TOMNJODY@ECENTRAL.COM	(303) 337-7341
03-116998-000-00-NA	32	GREENBRIAR TOWNHOMES	STEPHANIE HELFER 3190 S VAUGHN WAY, SUITE 550 AURORA CO 80014 SHELFER@SERVICEPLUSCM.COM	(720) 571-1440
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: 10250 E Colorado

Record Id	HOA #	Organization	Contact	Phone
17-1277321-000-00-NA	37	Raintree East	RON KOCH 14901 E HAMPDEN AVE #320 AURORA CO 80014 RON@CCHOAPROS.COM	(303) 693-2118
13-642262-000-00-NA	51	Rangeview Neighborhood Association	ROGER MILLER 845 S GENEVA ST AURORA CO 80247 ROGERMILLER69@GMAIL.COM	(303) 667-8899
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
03-109057-000-01-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

