



Planning Division  
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Aurora, Colorado 80012  
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October 28, 2021

Katie Van Kooten  
Cherry Creek Schools  
9301 E. Union Ave.  
Greenwood Village CO 80111

**Re: Initial Submission Review – CCSD Day Treatment Center Advisory Site Plan**  
Application Number: **DA-2291-00**  
Case Number(s): 2021-6045-00

Dear Ms. Van Kooten:

Thank you for your initial submission, which we started to process on October 7, 2021. We reviewed it and have attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and community members.

Per the Public School Development Process Agreement (Agreement), the attached Planning Comments are advisory. Engineering Comments should be considered for the civil plan drawing submittal and review required in Step C of the Agreement. After you have had an opportunity to review the comments, please coordinate with your team to bring any questions and/or responses to your Comment Review Meeting scheduled on Tuesday, November 9. This is an important meeting that will help city staff learn more about your plans to revise the site plan document for a final set and/or for the upcoming Planning Commission review. Per the MOU, a planning resubmittal will not be required, but you may choose to revise the documents for Planning Commission, depending on the comments that are provided in this letter.

Your project is currently scheduled for the Planning Commission Study Session on Wednesday, November 23, 2021. Per the MOU, this will not be a public hearing so city staff will not be providing notice to abutting property owners or interested neighborhood groups. You are still strongly encouraged to coordinate the proposal with interested persons or groups in the community.

As always, if you have any comments or concerns, please feel free to email or call me. I may be reached at [atibbs@auroragov.org](mailto:atibbs@auroragov.org) or 303-739-7227.

Sincerely,

Aja Tibbs, Planner II  
City of Aurora Planning Department

cc: Kasia Bulkowski, MOA Architecture, 414 14<sup>th</sup> St., Suite 300, Denver, CO 80202  
Scott Campbell, Neighborhood Liaison  
Laura Rickoff, ODA  
Filed: k:\SDA\2291-00rev1.rtf



## Initial Submission Review

### SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- If this application is meant to serve as an application submittal for changes proposed to both the I-Manor and Joliet Center sites, please clearly demonstrate the full scope of existing and proposed changes to both sites. Once this document is finalized, it should be able to serve as a site plan for the Joliet Learning Center site as well as the redevelopment of the I-Manor property into the Day Treatment Facility. As currently drawn, this would not provide existing site information for the Joliet Learning Center. (Planning)
- Non-Street Perimeter Buffer 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 be evergreen. In lieu of any shrubs, the city would be supportive if all buffer material were provided as trees. Please consider the existing residential homes. A vegetative buffer would help to mitigate any potential noise and screen the school areas. (Landscaping)
- Design for Kenton Street is still required to be shown on the plan. (Public Works)
- For the pond: show/label drainage easement, show/label pond maintenance access to the pond bottom as well as the top of the outlet structure (through the site and not from ROW), show/label access easement from the drainage easement to ROW, show/label 100-year water surface elevation, indicate direction of emergency overflow, ensure emergency overflow is not directed towards the houses. (Public Works)
- There should be an easement on the western property boundary. Also ensure the water main is in the correct position. If it is not already within an easement, an easement will need to be dedicated. (Aurora Water)
- Given the access drives doesn't align with access, can the proposed access be right in only? (Traffic)
- When the final 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. (Forestry)

### PLANNING DEPARTMENT COMMENTS

#### **1. General Planning** (Aja Tibbs / [atibbs@auroragov.org](mailto:atibbs@auroragov.org) / 303-739-7227 / Comments in dark teal)

- 1A. If this application is meant to serve as an application submittal for changes proposed to both the I-Manor and Joliet Center sites, please clearly demonstrate the full scope of existing and proposed changes to both sites. Once this document is finalized, it should be able to serve as a site plan for the Joliet Learning Center site as well as the redevelopment of the I-Manor property into the Day Treatment Facility. As currently drawn, this would not provide existing site information for the Joliet Learning Center.
  - 1B. Thank you for providing estimated student capacity for both facilities. In general, our standard parking requirements are estimated to be lower than those provided. Staff has no further concerns regarding the quantity of parking spaces.
  - 1C. "No comment" letters were received from the following Arapahoe County (both the engineering and planning divisions).
- Sheet 2, Site Plan:
- 1D. If this plan is intended to address changes to Joliet Center, then please add that property to all sheets of the plan and show the entirety of the proposed changes.
  - 1E. What will the electrical areas be enclosed with? A fencing or wall detail would be helpful.
  - 1F. Will there be a new monument sign proposed for the school? How about any wall signs on the building? Please indicate the design of monument signs and location of all proposed signs on the elevations and/or site plan (no need to show content just the signs location.)
- Sheet 6, L-200:
- 1G. Should the title of this sheet be Landscape Notes or Details?
- Sheet 7, L-201:
- 1H. Will the parking lot addition in this area impact the surrounding landscaping? Please clarify changes to the plan.

#### Sheet 11, Lighting Photometric Plan:

- 1I. Please identify new or existing light fixtures drawn on the JLC site.
- 1J. What are the light levels at the southern property line of the JLC site?



Materials Board:

- 1K. Highly reflective materials are prohibited per the UDO, and the light metal panels look like they might be reflective. Metal panels need to be painted or coated in a flat/ non-reflective material.

**2. Landscaping Design Issues** (Chad Giron / [cgiron@auroragov.org](mailto:cgiron@auroragov.org) / 303-739-7185 / PDF comment in teal/black)

Sheet 6, L-200:

- 2A. Please remove all notes referencing a contractor. Those are not needed on the Site Plan and can be added back for the Civil drawings.
- 2B. Please add the missing Standard Landscape Notes as described in the Landscape Reference Manual.
- 2C. Remove note as shown on PDF.
- 2D. Missing plant totals.
- 2E. Change Grasses to Ornamental Grasses
- 2F. Change table title to Curbside Landscape
- 2G. Only deciduous canopy trees may count toward the street tree requirement.

Sheet 7, L-201:

- 2H. Please provide additional information to the highlighted items in the legend or in the planting notes.
- 2I. Add the street name on all sheets.
- 2J. Add property line to the legend on all sheets.
- 2K. Non-Street Perimeter Buffer 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 be evergreen. In lieu of any shrubs, the city would be supportive if all buffer material were provided as trees. Please consider the existing residential homes. A vegetative buffer would help to mitigate any potential noise and screen the school areas.

Sheet 8, L-202:

- 2L. Please consider following code and design this as a landscaped island with a tree and attractive plant material. Having bike racks at the entrance and adjacent to a parking stall is not recommended.

Sheet 9, L-203:

- 2M. Please consider following code and design this as a landscaped island with a tree and attractive plant material.
- 2N. Please consider adding a deciduous canopy tree at the locations shown on the plan.

Sheet 10, LI-100:

- 2O. The irrigation plan is not required for Site Plan approval and can be removed.

**3. Addressing** (Phil Turner / [pcturner@auroragov.org](mailto:pcturner@auroragov.org) / 303-739-7271)

- 3A. Please submit a preliminary digital addressing .SHP or a .DWG file as soon as possible. This digital file is used for street naming, addressing and preliminary GIS analysis.

Include the following layers as a minimum:

- Parcels
- Street lines
- Building footprints (if available)

Please ensure that the digital file is provided in a NAD 83 feet, State plane, Central Colorado projection so it will display correctly within our GIS system. Please provide a CAD .dwg file that is a 2013 CAD version.

Please eliminate any line work outside of the target area. More information can be found at:

[tinyurl.com/3xe6ds46](http://tinyurl.com/3xe6ds46) or by contacting [CADGIS@auroragov.org](mailto:CADGIS@auroragov.org)

**REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES****4. Public Works / Julie Bingham / [jbingham@auroragov.org](mailto:jbingham@auroragov.org) / 720-587-2668 / comments in green)****Cover Sheet:**

- 4A. The site plan will not be approved by public works until the preliminary drainage letter/report is approved.
- 4B. Please add all of the required site plans notes plus the following notes:
  - o In locations where utility easements overlap drainage easements, only subsurface utilities shall be permitted within the portion of the utility easement that overlaps the drainage easement. Installation of above ground utilities within a drainage easement requires prior written approval by the City Engineer.
  - o The streetlight or pedestrian light installation within the public right-of-way shall be designed, funded, and constructed by the developer/owner. Ownership and maintenance of the street/pedestrian lights shall be the responsibility of the City of Aurora once they have been accepted. Street light and/or pedestrian photometrics plans shall be prepared and submitted to the City for review and approval and shall become a part of the approved civil construction plans for the project. An electrical plan showing site location of lights, electrical one line and grounding details shall be submitting to the Permit Center for review by the Building Department. The owner is responsible for obtaining an address for the meter(s) from the Planning Department. A Building Permit for the meter and a Public Inspections Permit for the street lights are required. Certificate of occupancies will not be issued until the street and/or pedestrian lighting plans are approved, constructed, and initially accepted.

**Sheet 2, Site Plan:**

- 4C. Show/call out proposed street lights. Lighting is required along Joliet St. Additional lighting may be required.
- 4D. Please also add the note: Street light locations are conceptual. Final locations will be determined with photometric analysis submitted with the street lighting plans in the civil plan submittal.
- 4E. A sidewalk easement will be required.
- 4F. Curb ramps are required to be directional and out of the cross pan.
- 4G. Call out proposed cross pan.
- 4H. Dimension/call out sidewalk.
- 4I. Label all easements, show fire lane radii
- 4J. Show/label pond maintenance access, drainage easement, access easement from drainage easement to ROW.
- 4K. What are the lines drawn on the inside of the detention pond?
- 4L. Design for Kenton Street is still required to be shown on the plan.
- 4M. The Horizontal control legend indicates a shade for asphalt paving. Where is this shown on the plan?
- 4N. Please add the following note: Detailed layout and design for proposed curb ramps within right of way or along an accessible route will be completed with the civil plans.
- 4O. Remove copyright (typical all sheets)

**Sheet 3, Grading and Drainage Plan:**

- 4P. 4% max when sloping down to a public street for 65' minimum.
- 4Q. Max 4% cross slope in fire lane easements.
- 4R. Add a slope label.
- 4S. Provide max wall height or height range and material, typical all walls. If the wall is over 30", railing is required, show/call out railing. If the wall is over 4', structural cales are required. Please also provide a standard section detail.
- 4T. Show slopes away from building:
  - o Minimum slope away from the building is 5% for 10' for landscape areas, minimum 2% for impervious areas.
- 4U. Why is this FFE higher? Where is the foundation step?
- 4S. Show slope in swale, minimum 0.5% for concrete.
- 4T. Please revise text overlap, typical.



- 4U. For the pond: show/label drainage easement, show/label pond maintenance access to the pond bottom as well as the top of the outlet structure (through the site and not from ROW), show/label access easement from the drainage easement to ROW, show/label 100-year water surface elevation, indicate direction of emergency overflow, ensure emergency overflow is not directed towards the houses.
- 4V. Add a note indicating if the storm sewer system is public or private and who will maintain it.

Sheet 4, Utility Plan:

- 4W. Add a note indicating if the storm sewer system is public or private and who will maintain it.

Sheet 5, Drainage Map:

- 4X. Remove from this plan set. Drainage map is not included with the site plan.

Sheet 7, L-201 Overall Landscape Plan:

- 4Y. Please show proposed street lights on the landscaping sheets, typical.
- 4Z. Please ensure trees are a minimum of 10' from storm sewer.
- 4AA. Please show/label drainage easement, access easement, maintenance path, 100-year WSEL.

Sheet 8, L-202, Enlargement Plan:

- 4BB. Please show/label drainage easement, access easement, maintenance path, 100-year WSEL.

Sheet 9, L-203, Enlargement Plan:

- 4CC. Please ensure trees are a minimum of 10' from storm sewer.

**5. Utilities Dpt. /Aurora Water** (Casey Ballard / [cballard@auroragov.org](mailto:cballard@auroragov.org) / 303-739-7382 / comnts. in red)

Sheet 2, Site Plan:

- 5A. There should be an easement on the western property boundary. Also ensure the water main is in the correct position. If it is not already within an easement, an easement will need to be dedicated.

Sheet 4, Utility Plan

- 5B. Water meters are available in 1, 1.5, 2, 3, 4, 6 inch diameters. Please note that 3-inch meters and larger require increased easement width.
- 5C. Meters not within public ROW are to be in an easement.
- 5D. Call the fire service line as a private fire service.
- 5E. Provide access to all manholes.
- 5F. License agreements are needed for any private utility crossing a utility easement. Private utilities need to cross as significantly 90-degree angles whenever possible.
- 5G. Access is needed to the bottom of the pond, any forebay, and top of the outlet structure.

Sheet 7, Overall Landscape Plan

- 5H. Does this area have some sort of mulch, rocks scape, grass, etc?

**6. Traffic Engineering** (Steven Gomez / [sgomez@auroragov.org](mailto:sgomez@auroragov.org) / 720-739-7336 / Comments in gold)

Cover Sheet:

- 6A. Add note:  
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.



Sheet 2, Site Plan:

- 6B. Label all access locations i.e. Full movement, Right in, etc
- 6C. Provide sight triangles on Site Plan per COA TE-13
- 6D. Revise plan to callout striping and dimensions in missing locations as redlined.
- 6E. Given this access doesn't align with access to the west, can it be right in only?
- 6F. Revise orientation of signs as redlined.
- 6G. A few of the parking spaces do not meet sizing requirements. Please revise.
- 6H. Align and increase directionality of ramps on northern access. Add width of access.

Sheet 6, Overall Landscape Plan (L200):

- 6I. Add note: All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10'

Sheet 7, Overall Landscape Plan (L-201):

- 6J. Provide sight triangles per COA TE-13
- 6K. Move sight triangles to center of the lane of crossing vehicles per COA TE-13 (see arrows)
- 6J. Please clarify the identified site triangles on this page.

Traffic Study:

- 6L. Traffic Study/Letter is approved.

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

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

Cover Sheet:

- 7A. Provide written property description.
- 7B. All crossings or encroachments into easements and rights-of-way owned by the City of Aurora ("City") identified as being privately-owned and maintained herein are acknowledged by the undersigned as being subject to City's use and occupancy of said easements or rights-of-way. The undersigned, its successors and assigns, further agrees to remove, repair, replace, relocate, modify, or otherwise adjust said crossings or encroachments upon request from the City and at no expense to the City. The City reserves the right to make full use of the easements and rights-of-way as may be necessary or convenient and the City retains all rights to operate, maintain, install, repair, remove or relocate any City facilities located within said easements and rights-of-way at any time and in such a manner as it deems necessary or convenient.

Architectural features (i.e. bay windows, fireplaces, roof overhang, gutters, eaves, foundation, footings, cantilevered walls, etc.) are not allowed to encroach into any easement or fire lane.

Sheet 2, Site Plan:

- 7C. Label B&D as redlined
- 7D. Label license agreement and easement areas as redlined in the site plan.
- 7E. Begin vacation process indicated for the 16' utility easement internal to the site.
- 7F. Add plat and recording information as redlined.
- 7D. Do the sidewalks on private property need to be covered by a sidewalk easement? Confirm with Engineering Dept.





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

Cover Sheet:

- 8A. See comment to add notes.
- 8B. Please provide site data block information.
- 8C. See note to submit 4070 form.
- 8D. See comment to revise code sets to state standards.

Sheet 2, Site Plan

- 8E. See comments for fire lane sign locations.
- 8F. See notes for labeling and showing the locations of knox box & fire riser room.
- 8G. Please show the accessible route.
- 8H. Provide cross walk striping for accessible route.
- 8I. See notes for labeling gate and gate swing.
- 8J. See comment for fire lane turning radii.

Sheet 3, Grading and Drainage Plan:

- 8K. See comment for maximum cross slope in a fire lane.

Sheet 4, Utility Plan:

- 8L. See comment for labeling fire service line.

Sheet 11, Photometric Lighting Plan

- 8M. Please show the accessible route.

Sheet 13, Building Elevations:

- 8N. See notes for FDC, knox box, & Riser room door.

**9. Forestry** (Rebecca Lamphear / [rlamphea@auroragov.org](mailto:rlamphea@auroragov.org) / 303-739-7139 / comments in purple)

- 9A. There could be trees affected by development. Due to the location, size and condition of trees on the site, relocation is not an option. The use of tree equivalents is not permitted to mitigate for tree loss. And tree mitigation is always above and beyond the Landscape Code requirements. Any tree that is removed from this site will either require replacement within the landscape or be mitigated through payment to the Community Tree Fund.
- 9B. When the final site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors.
- 9C. 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://auroraver2.hosted.civicleve.com/cms/One.aspx?portalId=16242704&pageId=16529352>

**10. Tri-County Health Department** (Kathy Boyer / [kboyer@tchd.org](mailto:kboyer@tchd.org) / 720-302-3184)

- 10A. Please see the attached comment letter for a full list of review comments, below is a summary of some of the key points:
- 10B. TCHD supports the proposal to offer mental health support to uh and their facilities through the provision of direct access to care via integrated mental health services in the school environment. For more information on mental wellbeing and integrated school care, please visit Mental Health Colorado's School Mental Health Toolkit.
- 10C. The Colorado Department of Human Services regulates behavioral health facilities. The Applicant shall contact the Colorado Department of Human Services, 1575 Sherman St., Denver CO, 80203, (303) 866-5700, for information about licensing (links and email provided in attached letter).



10D. Additional comments regarding demolition and pest control and management. Please refer to the attached letter.

**11. Xcel Energy (Donna George / 303-571-3306 / [donna.l.george@xcelenergy.com](mailto:donna.l.george@xcelenergy.com))**

10A. Excel Energy has the following general requirements for new commercial building locations:

- Gas main 6'
- Electrical distribution line 10'
- Joint trench 15'
- Transformer 15' x 15' (easement as a separate document)
- Switch cabinet 20'x 20' or 15' x 25' depending on model (easement as a separate document)
- 10' easement is required along all lot lines abutting any public rights-of-way