

September 18, 2020

Debbie Bickmire  
Planner, City of Aurora  
5151 E. Alameda Parkway, Suite 5200  
Aurora, CO 80012  
(303) 739-7345  
dbickmire@auroragov.org

**Re: Green Valley Ranch East Active Adult Clubhouse – Minor Amendment #1  
Responses to City Comments Submittal Review #3  
Seeking Approval with Conditions**

Ms. Bickmire,

On behalf of Clayton Properties Group II, LLC, we respectfully resubmit our request for approval with conditions of the Green Valley Ranch East Active Adult Clubhouse CSP Amendment #1, located 4875 North Rome Street, Aurora, Colorado.

The application has satisfied all requests made by Staff. The reason for asking for the approval with conditions as we are aware of the review that is lagging from Public Works. The Grading and Utility sheet within the CSP creates an accurate and complete CSP Set.

**SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS**

- Mail kiosk locations and USPS compliance  
**Response: Complete – Approval granted from USPS Growth Manager – See Sheet 24**  
**Also please reference the email approval within.**

If you require additional information or have any questions about our submittal items, please do not hesitate to call or e-mail me (303) 734-1777 or [jcarpenter@laidesigngroup.com](mailto:jcarpenter@laidesigngroup.com). We look forward to working with the City in completing this process in order to contribute high-quality project to the City of Aurora.

Sincerely,



Jennifer Carpenter  
Associate Principal

## Jen Carpenter

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**From:** Bickmire, Deborah <[dbickmir@auroragov.org](mailto:dbickmir@auroragov.org)>  
**Sent:** Thursday, September 17, 2020 12:00 PM  
**To:** Jen Carpenter; Mike Weiher  
**Subject:** FW: Growth Manager for 4875 N. Rome Street, Aurora, Colorado 80249

FYI

Debbie Bickmire  
Senior Planner, City of Aurora  
[dbickmir@auroragov.org](mailto:dbickmir@auroragov.org)  
303-739-7261



COVID-19 Operating Status: Aurora Municipal Center is closed to the public indefinitely. All meetings with city staff will be through telephone or video conference. Other processes related to development review and inspections are currently operating as usual. See Aurora's COVID-19 webpage for up to date information.

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**From:** Eddleman, Jason - Denver, CO <[Jason.G.Eddleman@usps.gov](mailto:Jason.G.Eddleman@usps.gov)>  
**Sent:** Thursday, September 17, 2020 10:20 AM  
**To:** Bickmire, Deborah <[dbickmir@auroragov.org](mailto:dbickmir@auroragov.org)>  
**Cc:** Martinez, Erlinda J - Denver, CO <[Erlinda.J.Martinez@usps.gov](mailto:Erlinda.J.Martinez@usps.gov)>; Minnock, Amanda J - Denver, CO <[Amanda.J.Minnock@usps.gov](mailto:Amanda.J.Minnock@usps.gov)>; Brooks, Brenda L - Denver, CO <[Brenda.L.Brooks@usps.gov](mailto:Brenda.L.Brooks@usps.gov)>; Szasz, Mariann - Denver, CO <[Mariann.Szasz@usps.gov](mailto:Mariann.Szasz@usps.gov)>; Eddleman, Jason - Denver, CO <[Jason.G.Eddleman@usps.gov](mailto:Jason.G.Eddleman@usps.gov)>  
**Subject:** FW: Growth Manager for 4875 N. Rome Street, Aurora, Colorado 80249

The USPS prefers to have the least amount of stops as possible, so if this is what your community has determined for mail delivery this project is USPS approved.

Thank you,

Jason Eddleman  
Delivery Programs Specialist  
USPS-Colorado/Wyoming District  
7500 E. 53rd Pl. RM 2245-A  
Denver CO 80266-9334  
Office: 303-853-6025  
Fax: 303-853-6453

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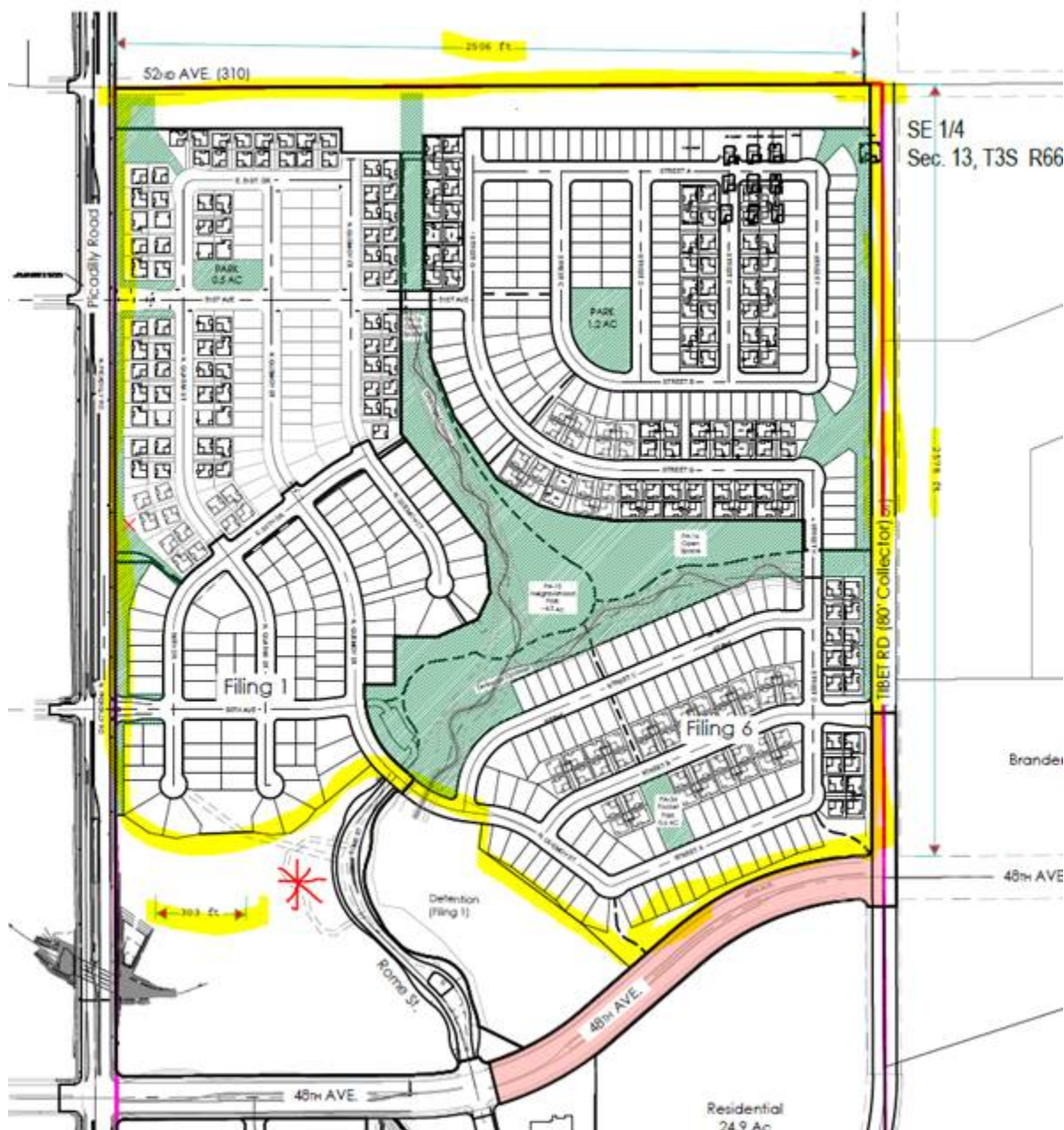
**From:** Bickmire, Deborah [<mailto:dbickmir@auroragov.org>]  
**Sent:** Wednesday, September 16, 2020 10:48 AM  
**To:** Eddleman, Jason - Denver, CO <[Jason.G.Eddleman@usps.gov](mailto:Jason.G.Eddleman@usps.gov)>; Jen Carpenter <[jcarpenter@laidesigngroup.com](mailto:jcarpenter@laidesigngroup.com)>; Polk, William <[wpolk@auroragov.org](mailto:wpolk@auroragov.org)>; Dean, Mike <[MDEAN@auroragov.org](mailto:MDEAN@auroragov.org)>

Cc: Joel Stine <[jstine@laidesigngroup.com](mailto:jstine@laidesigngroup.com)>; James Gusky <[jgusky@calibre-engineering.com](mailto:jgusky@calibre-engineering.com)>; Howe, Justin <[JHowe@OakwoodHomesCO.com](mailto:JHowe@OakwoodHomesCO.com)>; Martinez, Erlinda J - Denver, CO <[Erlinda.J.Martinez@usps.gov](mailto:Erlinda.J.Martinez@usps.gov)>; Minnock, Amanda J - Denver, CO <[Amanda.J.Minnock@usps.gov](mailto:Amanda.J.Minnock@usps.gov)>; Brooks, Brenda L - Denver, CO <[Brenda.L.Brooks@usps.gov](mailto:Brenda.L.Brooks@usps.gov)>  
**Subject:** [EXTERNAL] RE: Growth Manager for 4875 N. Rome Street, Aurora, Colorado 80249

**CAUTION:** This email originated from outside USPS. **STOP and CONSIDER** before responding, clicking on links, or opening attachments.

Jason, what the City needs to understand is that you are conceptually okay for all of the homes in the yellow outlined area to collect their mail at the community clubhouse, located at the red asterisk. I have added a few dimensions so you can see the scale and distance they will travel.

Thank you!



Debbie Bickmire

Senior Planner, City of Aurora  
[dbickmir@auroragov.org](mailto:dbickmir@auroragov.org)  
303-739-7261



COVID-19 Operating Status: Aurora Municipal Center is closed to the public indefinitely. All meetings with city staff will be through telephone or video conference. Other processes related to development review and inspections are currently operating as usual. See Aurora's COVID-19 webpage for up to date information.

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**From:** Eddleman, Jason - Denver, CO <[Jason.G.Eddleman@usps.gov](mailto:Jason.G.Eddleman@usps.gov)>  
**Sent:** Wednesday, September 16, 2020 9:13 AM  
**To:** Jen Carpenter <[jcarpenter@laidesigngroup.com](mailto:jcarpenter@laidesigngroup.com)>; Bickmire, Deborah <[dbickmir@auroragov.org](mailto:dbickmir@auroragov.org)>; Polk, William <[wpolk@auroragov.org](mailto:wpolk@auroragov.org)>  
**Cc:** Joel Stine <[jstine@laidesigngroup.com](mailto:jstine@laidesigngroup.com)>; James Gusky <[jgusky@calibre-engineering.com](mailto:jgusky@calibre-engineering.com)>; Howe, Justin <[JHowe@OakwoodHomesCO.com](mailto:JHowe@OakwoodHomesCO.com)>; Martinez, Erlinda J - Denver, CO <[Erlinda.J.Martinez@usps.gov](mailto:Erlinda.J.Martinez@usps.gov)>; Minnock, Amanda J - Denver, CO <[Amanda.J.Minnock@usps.gov](mailto:Amanda.J.Minnock@usps.gov)>; Brooks, Brenda L - Denver, CO <[Brenda.L.Brooks@usps.gov](mailto:Brenda.L.Brooks@usps.gov)>; Eddleman, Jason - Denver, CO <[Jason.G.Eddleman@usps.gov](mailto:Jason.G.Eddleman@usps.gov)>  
**Subject:** RE: Growth Manager for 4875 N. Rome Street, Aurora, Colorado 80249

Yes.

Thank you,

Jason Eddleman  
Delivery Programs Specialist  
USPS-Colorado/Wyoming District  
7500 E. 53rd Pl. RM 2245-A  
Denver CO 80266-9334  
Office: 303-853-6025  
Fax: 303-853-6453

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**From:** Jen Carpenter [<mailto:jcarpenter@laidesigngroup.com>]  
**Sent:** Wednesday, September 16, 2020 9:05 AM  
**To:** Eddleman, Jason - Denver, CO <[Jason.G.Eddleman@usps.gov](mailto:Jason.G.Eddleman@usps.gov)>; Bickmire, Deborah <[dbickmir@auroragov.org](mailto:dbickmir@auroragov.org)>; Polk, William <[wpolk@auroragov.org](mailto:wpolk@auroragov.org)>  
**Cc:** Joel Stine <[jstine@laidesigngroup.com](mailto:jstine@laidesigngroup.com)>; James Gusky <[jgusky@calibre-engineering.com](mailto:jgusky@calibre-engineering.com)>; Howe, Justin <[JHowe@OakwoodHomesCO.com](mailto:JHowe@OakwoodHomesCO.com)>; Martinez, Erlinda J - Denver, CO <[Erlinda.J.Martinez@usps.gov](mailto:Erlinda.J.Martinez@usps.gov)>; Minnock, Amanda J - Denver, CO <[Amanda.J.Minnock@usps.gov](mailto:Amanda.J.Minnock@usps.gov)>; Brooks, Brenda L - Denver, CO <[Brenda.L.Brooks@usps.gov](mailto:Brenda.L.Brooks@usps.gov)>  
**Subject:** [EXTERNAL] RE: Growth Manager for 4875 N. Rome Street, Aurora, Colorado 80249

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Thank you Jason.

If we can get this updated and back to you today would you be able to provide COA – Debbie Bickmire an approval to proceed with the CSP?

Jennifer



**Jennifer Carpenter**

Associate Principal / PLA and LEED A.P.

**CORPORATE OFFICES**

88 Inverness Circle East, Suite J101  
Englewood, Colorado 80112  
phone 303.734.1777 | fax 303.734.1778  
[jcarpenter@LAIdesigngroup.com](mailto:jcarpenter@LAIdesigngroup.com)  
[www.laidesigngroup.com](http://www.laidesigngroup.com)

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Architecture | Planning & Entitlements | Visual Media | Landscape Architecture | Real Estate Advisory



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**From:** Eddleman, Jason - Denver, CO <[Jason.G.Eddleman@usps.gov](mailto:Jason.G.Eddleman@usps.gov)>

**Sent:** Wednesday, September 16, 2020 9:02 AM

**To:** Jen Carpenter <[jcarpenter@laidesigngroup.com](mailto:jcarpenter@laidesigngroup.com)>; Bickmire, Deborah <[dbickmir@auroragov.org](mailto:dbickmir@auroragov.org)>; Polk, William <[wpolk@auroragov.org](mailto:wpolk@auroragov.org)>

**Cc:** Joel Stine <[jstine@laidesigngroup.com](mailto:jstine@laidesigngroup.com)>; James Gusky <[jgusky@calibre-engineering.com](mailto:jgusky@calibre-engineering.com)>; Howe, Justin <[JHowe@OakwoodHomesCO.com](mailto:JHowe@OakwoodHomesCO.com)>; Martinez, Erlinda J - Denver, CO <[Erlinda.J.Martinez@usps.gov](mailto:Erlinda.J.Martinez@usps.gov)>; Minnock, Amanda J - Denver, CO <[Amanda.J.Minnock@usps.gov](mailto:Amanda.J.Minnock@usps.gov)>; Brooks, Brenda L - Denver, CO <[Brenda.L.Brooks@usps.gov](mailto:Brenda.L.Brooks@usps.gov)>; Eddleman, Jason - Denver, CO <[Jason.G.Eddleman@usps.gov](mailto:Jason.G.Eddleman@usps.gov)>

**Subject:** RE: Growth Manager for 4875 N. Rome Street, Aurora, Colorado 80249

Everything looks good so far except the configuration of the mail room. The carrier delivers the mail moving to the right so where box 11 is it needs to be box 1. Where box 1 is needs to end with box 11. 12-18 are perfect. Box 19 needs to start where box 25 is and 25 needs to end at box 19. Boxes 26-28 are good but boxes 29-31 need to be reversed. Boxes 32-36 are good.





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**From:** Jen Carpenter [<mailto:jcarpenter@laidesigngroup.com>]

**Sent:** Tuesday, September 15, 2020 5:37 PM

**To:** Eddleman, Jason - Denver, CO <[Jason.G.Eddleman@usps.gov](mailto:Jason.G.Eddleman@usps.gov)>; Bickmire, Deborah <[dbickmir@auroragov.org](mailto:dbickmir@auroragov.org)>; Polk, William <[wpolk@auroragov.org](mailto:wpolk@auroragov.org)>

**Cc:** Joel Stine <[jstine@laidesigngroup.com](mailto:jstine@laidesigngroup.com)>; James Gusky <[jgusky@calibre-engineering.com](mailto:jgusky@calibre-engineering.com)>; Howe, Justin <[JHowe@OakwoodHomesCO.com](mailto:JHowe@OakwoodHomesCO.com)>

**Subject:** [EXTERNAL] FW: Growth Manager for 4875 N. Rome Street, Aurora, Colorado 80249

**Importance:** High

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Hello Jason:

I am working on finalizing approval on the CSP for the Green Valley Ranch Sales and Clubhouse.

This is our last item – COA have requested an approval from the USPS.

Unfortunately we are awaiting addressing for all filings but we have the relative information below as well as the attachments within.

Would you please review and let me know if you would be willing to do a preliminary approval with conditions that as soon as plats and addressing are approved that we forward those to you to show that they are consistent with our original intent.

Look forward to working with you, Jennifer



**Jennifer Carpenter**

Associate Principal / PLA and LEED A.P.

**CORPORATE OFFICES**

88 Inverness Circle East, Suite J101  
Englewood, Colorado 80112  
phone 303.734.1777 | fax 303.734.1778  
[jcarpenter@LAIdesigngroup.com](mailto:jcarpenter@LAIdesigngroup.com)  
[www.laidesigngroup.com](http://www.laidesigngroup.com)

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Architecture | Planning & Entitlements | Visual Media | Landscape Architecture | Real Estate Advisory



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**We will need the following information from you as soon as possible:**

1. Zip Code where project is located: **80019**
2. Provide Project Name- **GVR East AA Clubhouse**
3. Project filing/amendment number- **Green Valley Ranch East Subdivision Filing No. 4**
4. Provide Project/Building Site Address- **4875 N. Rome Street, Aurora, CO 80019**
3. Provide/Attach- copy of the property/project- Plat Map - **Attached**
4. Provide/Attach- Location/Diagram of mailboxes within the property/project – **See attached "Mail Room Location Plan.pdf"**
5. Provide/Attach- Mail Room Configuration/Diagram **See attached "Mail Room Configuration.pdf"**.
6. Provide/Attach- a list of all of the addresses for the property/project, with highlighted ADA units **Pending**

(Americans with Disability Act) (see page 6 of attached builder handout for ADA specifications)

7. Provide total number of addresses for the Project- **643+1 sales center + 1 clubhouse + 3 cottages**

8. Provide Delivery Equipment information- Manufacturer -Model Type of equipment/mailboxes you will be using- **Salsbury Industries: Free-Standing 4C Horizontal Mailbox Unit #3915D-18 (See attached "Mailbox 4C Horiz\_3900.pdf" specification sheets)**

(see page 6 of attached builder handout for USPS approved equipment specifications)

(see below for USPS approved Centralized Equipment contractor information)

9. Provide/Propose- Quantity of Equipment that you want to install- **36 Mailbox Units provide: 648 MB1 (Door Size: 13 ¼" W. and 3 ¼" H.), 72 PL5 (Door Size: 13 ¼" W. and 15 ½" H.) and 36 Outgoing Mail Compartments.**

10. Provide how exterior mailbox compartments will be engraved- **These are interior units.**

11. Will the building/mailroom have secured access/locked?- **Access provide by key fob. USPS access will be provided with a Key Keeper (see attached "Key Keeper" cut sheet).**

(see attached key keeper information regarding USPS delivery access solutions)

12. Provide tentative tenant occupancy date- **06/01/2020**

13. Attach Signed copy of USPS Letter of Agreement **Pending**

(see last page of attached handout for builders)

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**From:** Eddleman, Jason - Denver, CO <[Jason.G.Eddleman@usps.gov](mailto:Jason.G.Eddleman@usps.gov)>

**Sent:** Tuesday, April 28, 2020 7:44 AM

**To:** Joel Stine <[jstine@laidesigngroup.com](mailto:jstine@laidesigngroup.com)>

**Cc:** Martinez, Erlinda J - Denver, CO <[Erlinda.J.Martinez@usps.gov](mailto:Erlinda.J.Martinez@usps.gov)>; Brooks, Brenda L - Denver, CO <[Brenda.L.Brooks@usps.gov](mailto:Brenda.L.Brooks@usps.gov)>; Minnock, Amanda J - Denver, CO <[Amanda.J.Minnock@usps.gov](mailto:Amanda.J.Minnock@usps.gov)>; Eddleman, Jason - Denver, CO <[Jason.G.Eddleman@usps.gov](mailto:Jason.G.Eddleman@usps.gov)>

**Subject:** FW: Growth Manager for 4875 N. Rome Street, Aurora, Colorado 80249

**Importance:** High



Thank you for contacting the United States Postal Service on your upcoming project:

**Effective October 5, 2006, all new designs approved for NEW CONSTRUCTION AND MAJOR RENOVATION require U.S. Postal Service approved CBU's to be installed.**

**We will need the following information from you as soon as possible:**

1. **Zip Code where project is located:**
2. Provide Project Name-
3. Project filing/amendment number-
4. Provide Project/Building Site Address-
3. Provide/Attach- copy of the property/project- Plat Map
4. Provide/Attach- Location/Diagram of mailboxes within the property/project
5. Provide/Attach- Mail Room Configuration/Diagram
6. Provide/Attach- a list of all of the addresses for the property/project, with highlighted ADA units (Americans with Disability Act) (see page 6 of attached builder handout for ADA specifications)



7. Provide total number of addresses for the Project-
8. Provide Delivery Equipment information- Manufacturer -Model Type of equipment/mailboxes you will be using- (see page 6 of attached builder handout for USPS approved equipment specifications)  
(see below for USPS approved Centralized Equipment contractor information)
9. Provide/Propose- Quantity of Equipment that you want to install-
10. Provide how exterior mailbox compartments will be engraved-
11. Will the building/mailroom have secured access/locked?-  
(see attached key keeper information regarding USPS delivery access solutions)
12. Provide tentative tenant occupancy date-
13. Attach Signed copy of USPS Letter of Agreement  
(see last page of attached handout for builders)

#### 632.11 Responsibilities

Appropriate mail receptacles must be provided for the receipt of mail. The Type of mail receptacle depends on the mode of delivery in place. **Purchase, Installation, and maintenance of mail receptacles are the responsibility of the Customer (HOA/Property Management Company).** Appropriate locations for installation should be verified with local Postmasters.

#### Some available contractors for your reference below:

Page Specialty – 303-770-2842

Postal Products Unlimited

Florencemailboxes.com

Mailboxes.com

**Please note that the only pedestal mount boxes currently USPS approved are shown below.** They can be purchased in various colors and styles but must maintain the approved configuration:



Whether you plan to serve four or 2,000 residents, cluster box units (CBU) provide a flexible solution to accommodate your building project configured unit(s) that has the best options for your residents. These standard stock units can be used individually or in larger group installations as a secure method of mail and package delivery to residents.

Please submit for project review and support,

Thank you,

Jason Eddleman  
Delivery Programs Specialist  
USPS-Colorado/Wyoming District  
7500 E. 53rd Pl. RM 2245-A  
Denver CO 80266-9334  
Office: 303-853-6025  
Fax: 303-853-6453

---

**From:** Delivery Growth  
**Sent:** Tuesday, April 28, 2020 6:37 AM  
**To:** Eddleman, Jason - Denver, CO <[Jason.G.Eddleman@usps.gov](mailto:Jason.G.Eddleman@usps.gov)>; Vickrey, Arlene A - DENVER, CO <[Arlene.A.Vickrey@usps.gov](mailto:Arlene.A.Vickrey@usps.gov)>; Martinez, Erlinda J - Denver, CO <[Erlinda.J.Martinez@usps.gov](mailto:Erlinda.J.Martinez@usps.gov)>  
**Subject:** FW: Growth Manager for 4875 N. Rome Street, Aurora, Colorado  
**Importance:** High

Good Morning,

Please contact Mr. Stine below.

Thank you,

---

**From:** Joel Stine [<mailto:jstine@laidesigngroup.com>]  
**Sent:** Monday, April 27, 2020 12:16 PM  
**To:** Delivery Growth <[Delivery.Growth@usps.gov](mailto:Delivery.Growth@usps.gov)>  
**Subject:** [EXTERNAL] Growth Manager for 4875 N. Rome Street, Aurora, Colorado

**CAUTION:** This email originated from outside USPS. **STOP and CONSIDER** before responding, clicking on links, or opening attachments.

Hello,

We are planning a single family residence community by the name of Green Valley Ranch East. As part of this community we are designing a clubhouse with a mail room to serve the residents of this community. I believe that this community lies within the zip code of 80249. Please identify the Growth Manager with whom I can work to ensure we are meeting the standards you require.

Thanks,

Joel



**Joel Stine**  
Associate Principal

**CORPORATE OFFICES**  
88 Inverness Circle East, Suite J-101  
Englewood, Colorado 80112  
phone: 303.734.1777 | Fax: 303.734.1778  
[jstine@laidesigngroup.com](mailto:jstine@laidesigngroup.com)  
[www.laidesigngroup.com](http://www.laidesigngroup.com)



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