

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



January 7, 2021

Jessica Maitland Mayo  
Judi's House/JAG Institute  
1741 Gaylord Street  
Denver, CO 80206

**Re: Initial Submission Review – Judi's House/JAG Institute – Site Plan**  
Application Number: **DA-1787-09**  
Case Numbers: **2020-6057-00**

Dear Ms. Mayo:

Thank you for your initial submission, which we started to process on Monday, November 16, 2020. We have reviewed your plans and attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and community members.

Since several important issues remain, you will need to make another submission. Please revise your previous work and send us a new submission on or before Wednesday, January 20, 2020.

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

Your estimated Planning Commission hearing date is still set for February 24, 2021. Please remember that all abutter notices for public hearings must be sent and the site notices must be posted at least 10 days prior to the hearing date. These notifications are your responsibility and the lack of proper notification will cause the public hearing date to be postponed. It is important that you obtain an updated list of adjacent property owners from the county before the notices are sent out. Take all necessary steps to ensure an accurate list is obtained.

As always, if you have any comments or concerns, please let me know. I may be reached at (303) 739-7184 or [hlamboy@auroragov.org](mailto:hlamboy@auroragov.org).

Sincerely,

Heather L. Lamboy, AICP  
Planning Supervisor  
City of Aurora Planning Department

cc: Julie M. Eck, Davis Partnership Architects 2301 Blake St Suite 100, Denver, CO 80205  
Meg Allen, Neighborhood Liaison  
Jacob Cox, ODA  
Filed: K:\SDA\1787-09rev1



## *Initial Submission Review*

### **SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS**

- Please reorganize the introduction letter to have a separate parking discussion section, and also include the justification for the waiver request.
- Please add sight triangles as noted. Please review landscaping that will be within these sight triangles.
- Please address comments as they relate to accessible routes.
- Please provide details for all lighting on the site, including building lighting as well as bollards, if any.

### **PLANNING DEPARTMENT COMMENTS**

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

1A. Name: NADINE CALDWELL

Address: Northwest Aurora Neighborhood Org. 2065 Florence St Aurora, CO 80010

Phone: 3033642859

Email: bnthdnh@comcast.net

Comment: We think this is a great project for that corner. Like that entryways are on Galena not 25th. They need to be aware that the corner of 25th and Fulton (and that lot) are often flooded during heavy rains.

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

- 2A. In the discussion regarding the proposed parking reduction, please include the number of staff at the facility during the day versus the evening so the Commission can better understand the demand throughout the day.
- 2B. You may want to note that on-street parking is available on Galena St and E 25<sup>th</sup> Ave for any overflow.
- 2C. What is the "EPDM" material? Please note that EIFS is not a permitted building material in the City of Aurora, and staff needs to determine that this product is not EIFS.
- 2D. Please provide a letter of approval of the Schematic Design by the Stapleton Design Review Committee.
- 2E. Please provide cut sheets for lighting proposed on the building and bollards, if any. All lighting must be downcast.

#### **3. Streets and Pedestrian Issues**

- 3A. Provide crosswalks within the site connecting the building with the street across the parking lot.
- 3B. Label bike racks on all sheets.

#### **4. Parking Issues**

- 4A. A detailed discussion regarding required parking is provided in the introduction letter. Please separate this out as a separate Parking Adjustment Request section. If you have data on operations and parking demand at the current location, include that as part of the discussion to support the rationale for the adjustment.
- 4B. Please note that on-street parking is available on Galena Street as well as E 25<sup>th</sup> Avenue.
- 4C. If requesting credit for the EV charging stations, they will have to be provided concurrent with the construction of the building. Please remove the "future" label.

#### **5. Architectural and Urban Design Issues**

- 5A. On the elevations, please remove the shading.
- 5B. Please provide labels as to materials and colors on the elevations.
- 5C. Please indicate the screen walls as mechanical equipment areas.



## **6. Signage Issues**

- 6A. Please dash in on the elevations a scaled representation of where signage is proposed on the building.
- 6B. Please include a label pointing out the monument sign location on the site plan. Include a scaled version of the sign footprint.
- 6C. Please provide a detail of the monument sign. No text or design is required for the sign itself, just the base design as well as an illustration of height.

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

### *Sheet 5 Landscape Plan*

- 7A. A second landscape sheet is necessary as the landscape pallette needs to be enlarged and the landscape notes need to be provided. Refer to the Landscape Reference Manual available on line. Include in the landscape notes the type of edger being used, also describe the rock mulch types proposed that correspond with the type 1 and type 2's listed below.
- 7B. Show the sight distance triangles at the respective intersections.
- 7C. Darken the hatches indicated in the legend.
- 7D. The pre-application response letter indicated that the irrigation would be design build. The city requires that a separate irrigation plan be submitted. Design build is not permitted as our Water Conservation Division will approve of your irrigation plan. It is a separate application and fee. Contact Tim York (303) 326-8819.
- 7E. Provide a table for with square footages and percentages of the high water use vs. low water use landscape areas. High water use being sod low water use shrub beds.
- 7F. Provide a building perimeter landscape table. The requirement appears to have been met but must be documented. Break the table down by building side and the requirements per side. One tree or tree equivalent per 40 linear feet.
- 7G. Remove the note regarding the utility easement. According to the Site Plan, the existing easements will be vacated by a separate document. Adjust the shrub plantings accordingly, however, they must meet the 1 per 40 sf of curbside landscape.
- 7H. Update the landscape tables provided to include the requested information.
- 7I. Double check the width of the curbside landscape along E. 25th Avenue, but our Public Works Department is only proposing a 4' wide curbside landscape. That's from the back of walk to the face of curb. While shrubs may work, please locate the required street trees along the back of walk for more room to grow.
- 7J. Pick two street trees for the E. 25th Avenue street frontage. No ornamentals. Street trees shall be deciduous canopy trees.
- 7K. Dimension and label the street frontage buffers. They are measured from the back of walk.
- 7L. If possible, please locate the storm pipe in the curbside landscape. Given the narrow space allocated for the street trees, they will have a better chance for long term survival if located behind the back of walk. But the proposed storm sewer will need to be relocated to do so.
- 7M. Do not show the interior of the building. Darken the building outline.
- 7N. Double check that these trees can be planted where they area as there appears to be a storm line conflict.
- 7O. Darken the ornamental fence.
- 7P. There appears to be a water line running through the parking lot island. Is it possible to adjust the water line location? See plan.
- 7Q. Why is the easement line so pronounced?
- 7R. Remove the labels pertaining to the existing utility easements where they are set to be vacated.
- 7S. While a beautiful tree, the Saucer Magnolia have not proven to survive in Aurora. Denver has a few, but our Parks Department has had no luck with these surviving in Aurora.
- 7T. Provide taller shrubs where indicated along the perimeter of the parking lot to ensure screening.
- 7U. Adjust the placement of the trees in various locations due to conflicts with the storm inlets and storm lines.
- 7V. Pick two trees for along Fulton Street. Street trees should be deciduous canopy trees and not ornamental trees.
- 7W. Provide the missing street name.



- 7X. Because the easement along the north is being vacated by a separate document, alternate the trees with some on the outside of the fence and some on the internal side of the fence.
- 7Y. Change the property line to a traditional line type. A long dash and two short dashes in the legend and on the plan.
- 7Z. Turn off the build to line on the landscape plan and in the legend.

**8. Addressing** (Phil Turner / 303-739-7357 / [pturner@auroragov.org](mailto:pturner@auroragov.org))

- 8A. No additional comments; CAD file received.

**REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

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

- 9A. The Site Plan will not be approved by Public Works until the Preliminary Drainage Report is approved.
- 9B. Add this note: "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 City Engineer."
- 9C. Add this note: "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."
- 9D. A 15' lot corner radius is required.
- 9E. Label and dimension the existing sidewalk.
- 9F. Label curb ramps. Reference COA standard detail number for all ramps in ROW, typical.
- 9G. Show/label required street lights on adjacent streets. Add a note that the street light locations are conceptual. Final street light locations will be determined by photometric analysis submitted with the street lighting plan in the civil plan submittal.
- 9H. The sidewalk easement needs to be a minimum of 0.5' from the back of sidewalk, typical.
- 9I. Label cross pan.
- 9J. Advisory note for civil plans: All sump inlets will be required to show emergency overflow path and provide freeboard to FFE.
- 9K. What does this statement refer to? Undergrounding of overhead lines needs to be requested so the process can begin with Xcel Energy.
- 9L. 2% min slope for all non-paved areas, typical.
- 9M. Show/label required street lights on adjacent streets. Add a note that the street light locations are conceptual. Final street light locations will be determined by photometric analysis submitted with the street lighting plan in the civil plan submittal.
- 9N. Include a proposed light fixture for the required street lights.

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

*Traffic Letter*

- 10A. No comments.

*Site Plan*

- 10B. Remove the 30'x30' sight triangle and add the COA STD TE-13.1 compliant ones. (see redlines)
- 10C. Label stop signs at the Galena Street/25<sup>th</sup> Avenue intersection and add sight triangles.



- 10D. This dimension needs to be 390', per COA STD TE-13.1.
- 10E. Add a stop sign where noted on the driveways.
- 10F. Add sight triangles per COA STD TE-13.1, use 240' for this dimension at northernmost portion of the site.
- 10G. Add sight triangles per COA STD TE-13.1, use 280' dimension for the southernmost edge of the north driveway.
- 10H. Review plantings in the sight triangles.
- 10I. 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'.

**11. Fire / Life Safety** (Jeff Gorman / 303-739-7464 / [jgoorman@auroragov.org](mailto:jgoorman@auroragov.org) / Comments in blue)

*Sheet 1 Cover Sheet*

- 11A. Remove this note This note is a duplicate.
- 11B. Change to 2015 IBC
- 11C. State if the building is sprinklered.
- 11D. List number of van accessible spaces.
- 11E. List occupancy classification.

*Sheet 3 of 9*

- 11F. Provide accessible ramp detail to include slope. Can be provided on a separate sheet.
- 11G. Replace ADA with Accessible TYP.
- 11H. If this is part of the accessible route an accessible ramp will be required at this location.
- 11I. Provide detail for all accessible ramps. Locations must be shown on all sheets. Detail showing slope can be shown on a separate sheet. TYP.
- 11J. Provide a bold dashed line to show exterior accessible route throughout site to required accessible entrances (60%), site amenities (Mail, Trash & similar) and transportation stops (or to edge of site near public transportation stops). TYP.

*Sheet 4 of 9 Grading & Utility Schematic*

- 11K. Move this hydrant to this location
- 11L. Area highlighted in yellow shall provide remain unobstructed.
- 11M. Extend the sidewalk in the areas highlighted in blue to provide unobstructed access to the entrance and FDC
- 11N. Show location of the fire sprinkler riser room.
- 11O. Remove this fire hydrant.
- 11P. Replace HANDICAP with Accessible, typ.

*Sheet 5 of 9 Landscape Plan*

- 11Q. Area in front of the entrance and FDC shall remain unobstructed to provide access to the fire department and allow the FDC to be visually seen from the roadway.
- 11R. Show location of the new hydrant. No obstructions within 3' of the hydrants

*Sheet 7 of 9 Building Elevations*

- 11S. Show location of FDC and Sprinkler Riser Room Sign on elevations.
- 11T. Clearly identify the location of the knox boxes. Knox boxes Identified as a box with an X in the middle see reference below.

*Sheet 8 of 9 Site Plan Details Sheet*

- 11U. Provide Life Safety Detail. Reference below. Can be shown on a separate sheet.

*Sheet 9 of 9 Site Plan Details Sheet*

- 11V. Provide a bold dashed line to show exterior accessible route throughout site to required accessible entrances (60%), site amenities (Mail, Trash & similar) and transportation stops (or to edge of site near public transportation stops). Maintain minimum 1 ft candle to all exterior accessible routes.

**12. Aurora Water (Ryan Tigera / 303-326-8867 / [rtigera@auroragov.org](mailto:rtigera@auroragov.org) / Comments in red)**

- 12A. Please include 48-inch diameter in label on Sheet 4.
- 12B. Fire line to be DIP unless resistivity results on civil plans show corrosive soils.
- 12C. Per Aurora Water criteria, service line is to be Type K copper.
- 12D. Label existing 8-inch PVC water main.
- 12E. Connection seems to be made at an acute angle. Civil plans will require a detail for further review for the private connection to the public inlet.
- 12F. Show meter pits in tree lawn to ensure pits are accessible to Aurora Water maintenance personnel.

**13. PROS (Michelle Teller / 303-739-7437 / [mteller@auroragov.org](mailto:mteller@auroragov.org) / Comments in mauve)**

- 13A. No comments.

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

- 14A. There may be some easement issues and some License Agreement issues. See any comments on the document(s).
- 14B. Contact Andy Niquette ([aniquett@auroragov.org](mailto:aniquett@auroragov.org)) for the easement concerns and Contact Grace Gray ([ggray@auroragov.org](mailto:ggray@auroragov.org)) for the License Agreement concerns. Please note that the site plan cannot be approved until all the items needed are submitted, fully reviewed and ready to record.
- 14C. In the title block on all pages, add the Lot, Tract, Block, Subdivision designations for the location.
- 14D. Update Note 7 to read “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.”
- 14E. On Sheets 2, 3 and 4, add the Lot, Tract, Block, Subdivision designations for the locations noted.
- 14F. The entry sign may need to be covered by a License Agreement for the encroachment into the existing easement.
- 14G. On Sheet 3, label and dedicate the noted easement.

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

- 15A. Comments have not been received, they will be provided as part of the review letter for the second submission.