



February 16, 2023

James Chamblin - [jchamblin@rymanhp.com](mailto:jchamblin@rymanhp.com)  
Ryman Hospitality Partners, Inc.  
1 Gaylord Drive  
Nashville, TN 37214

**Re: Gaylord Rockies Pavilion (#1678162)/Pre-Application Meeting held December 15, 2022**

Dear Mr. Chamblin:

I would like to take this opportunity to thank you for considering the City of Aurora for the Gaylord Rockies Pavilion 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:**

- ▶ **Existing Site Plan:** Please continue coordinating with staff to determine the best way to account for the proposed amendment within the existing Site Plan. This will likely involve adding new sheets to the end of the existing Site Plan to reflect the building addition and then adding references to these new sheets in several locations on the existing sheets. Revisions to some existing tables (Data Block, Parking, etc.) will be required, and a new table or sheet should be added to account for all past (and future) amendments more clearly.

***Response: We have worked with the Planning Department and have created an Amendment Set that will be added to the end of the existing Site Plan. New data tables have been included within the Amendment Cover Sheet.***

- ▶ **Access and Connectivity:** Please provide a safe, convenient, and accessible pedestrian connection from the main entrances of the buildings to a public sidewalk or internal walkway that connects to a public sidewalk. All developments containing more than one building shall provide walkways between the principal entrances of buildings. Walkways shall be a minimum of 6' wide and include lighting at a height of 12' or less spaced no further than 50' on center. At each point where a sidewalk must cross a parking lot, internal street, or driveway to make a required connection, it shall be clearly marked by using one of the methods shown in Table 4.5-3.

*Response: Pedestrian walkways/connections are included as a portion of the Pavilion. Walk and connections have been designed to accommodate the anticipate uses with lighting provided to meet the Gaylord standards.*

- ▶ **Landscaping:** Prior to the issuance of a Certificate of Occupancy for the pavilion, landscaping that is missing or dead shall be installed per the original approved landscape plan. It appears as if numerous trees were cut down/removed from the parking lot islands throughout the Gaylord development. Please ensure that these trees are replaced. While different city approved species can be installed, trees must be deciduous canopy trees and must comply in quantity with the original plan.

*Response: We will continue to work with City staff to determine the best way forward on solving the challenge we are facing with tree planting within the North East Parking lot islands. The property is investigating the cause of the failure of the initially planted trees to survive. Once that is determined we intend to present a proposed course of action to City of Aurora staff on how to address this issue.*

- ▶ **Stormwater Management:** See comments from Aurora Water on page 13 of these notes for pertinent information to include verification of current pond capacity to accommodate this portion of the development.

*Response: Please see that section for the detailed response.*

- ▶ **Fire Hydrant:** A new fire hydrant will be required on the west side of the new structure.

*Response: We will continue to work with staff within Life Safety pertaining the Fire Hydrant.*

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  
Senior Project Manager

cc: Jason Margraf, PE - [jmargraf@dewberry.com](mailto:jmargraf@dewberry.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 administratively.
- A Subdivision Plat is not required at this time.

#### Step II - Construction Document Phase

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

- 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.
- 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)

#### Aurora Water

Nina Khanzadeh  
[nkhanzad@auroragov.org](mailto:nkhanzad@auroragov.org)

#### Housing and Community Services

Community Engagement  
[engageCEC@auroragov.org](mailto:engageCEC@auroragov.org)

#### Public Works

Traffic Division  
Dean Kaiser  
303.739.7267  
[djkaiser@auroragov.org](mailto:djkaiser@auroragov.org)

#### Planning

Zoning and Plan Review  
Sarah Wile  
303.739.7857  
[swile@auroragov.org](mailto:swile@auroragov.org)

Roadway & Public Improvements  
Engineering Division  
Kristin Tanabe  
303.739.7306  
[ktanabe@auroragov.org](mailto:ktanabe@auroragov.org)

#### Oil and Gas Division

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

Landscape Design  
Kelly Bish, RLA, LEED AP  
303.739.7189  
[kbish@auroragov.org](mailto:kbish@auroragov.org)

Life Safety and Building Division  
Mike Dean  
303.739.7447  
[mdean@auroragov.org](mailto:mdean@auroragov.org)

#### Parks, Recreation & Open Space

Planning Design and Construction  
*Not represented at meeting*  
Joe Odrzywolski  
303.739.7147  
[jodrzywo@auroragov.org](mailto:jodrzywo@auroragov.org)

Real Property Division  
Darren Akrie  
303.739.7331  
[dakrie@auroragov.org](mailto:dakrie@auroragov.org)

Forestry  
Jacque Chomiak  
303.739.7178  
[jchomiak@auroragov.org](mailto:jchomiak@auroragov.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.

***Response: Please accept this comment response document and contact us with any questions during your review.***

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

- ▶ Consistency with Existing Site Plan
- ▶ Building Architecture

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

- Zoning: MU-A (Mixed-Use Airport)
- Character Area: Subarea C
- Proposed Uses: Event Pavilion Addition
- Permitted Use?: Yes

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

- Site Plan Amendment

#### ***Procedures:***

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- The Site Plan Amendment will be reviewed and approved administratively by the Planning Director unless adjustments are requested, in which case it would require 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, found in the links below.

#### ***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 & Applications](#)
- [Aurora Map Gallery](#)
- [Adams County Assessor Map](#)
- [Site Plan Manual](#)

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

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

###### **1A. Zoning**

The purpose of the MU-A District is to enable the development of master planned developments that allow for a mix of uses, located, and designed in accordance with the Comprehensive Plan, and that will allow Aurora to leverage the economic opportunities created by Denver International Airport. A wide variety of attached and detached single-family, two-family, and low- to medium-

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density multi-family housing is permitted. Higher densities are allowed primarily when residential development is adjacent to an activity center.

Employment centers are focused near the Denver International Airport and the I-70 and E-470 major transportation corridors. For non-residential uses, the emphasis is on high-quality corporate office and business parks that desire or require high visibility and easy access to Denver International Airport, I-70, or E-470, as well as limited and supporting retail, commercial, and service uses that are not regional destinations. The district encourages well designed and planned commercial developments in proximity to employment centers and major activity centers.

***Response: Acknowledged***

1B. *Overlay Districts*

- *55 LDN Subarea*

This site is within the 55 LDN Subarea, which is composed of lands located between the 55 LDN and 60 LDN noise contours.

***Response: Acknowledged***

- *Mountain View District*

The “High Point Park Mountain View Preservation Overlay District,” which originates at the northwest corner of this Master Plan, designates panoramic view preservation areas per Section 146-2.6.6.B. No part of any structure within the panoramic view preservation area shall exceed the mean elevation above sea level indicated on the overlay district map. Whenever a structure lies partially within a designated view panoramic preservation area, only that part of the structure that lies within the preservation area shall be subject to these provisions. All tree plantings in areas within the view panoramic preservation district shall conform to the landscaping standards prescribed by the Planning Department, to protect the panoramic views from encroachment. Because the proposed addition is a lower height than the existing hotel, this should not be a concern.

***Response: Acknowledged***

1C. *Placetype*

The subject property is within the Urban District placetype, which is the city’s most intensely developed area with mixed-use, entertainment, institutional, retail, restaurant, and multi-family residential as defining uses. This placetype creates a unique mix of uses in a relatively dense urban fabric, that provides a pedestrian-friendly environment and a place to live, work, shop, dine, recreate and more. It is distinguished from other placetypes by density, scale, and the prioritization of multi-modal transportation. Defining features into connected, well-designed urban streetscapes, high-quality design, and a grid street network with small urban blocks. The subject development must be consistent with the overall vision and defining features of the Urban District placetype.

***Response: Acknowledged***

1D. *Existing Site Plan*

Please continue coordinating with staff to determine the best way to account for the proposed amendment within the existing Site Plan. This will likely involve adding new sheets to the end of the existing Site Plan to reflect the building addition and then adding references to these new sheets in several locations on the existing sheets. Revisions to some existing tables (Data Block, Parking, etc.) will be required, and a new table or sheet should be added to account for all past (and future) amendments more clearly.

***Response: Based upon conversations with Staff, we believe that this submittal meets the requirements and intent of the agreed upon amendment document(s). The Amendment sheets have been labeled with***

*subsequent and consecutive number from the existing CSP document. Additional data tables have been provided.*

**2. Land Uses**

*2A. Proposed Land Use*

The proposed use – an event pavilion for the existing Gaylord Rockies Resort and Convention Center – is permitted in the MU-A District.

*Response: Acknowledged*

**3. Development Standards**

*3A. Dimensional Standards*

Per Table 4.2-2 in Section 146-4.2.3, the maximum height is 100' and the building setbacks from property lines are 25'.

*Response: Acknowledged and met.*

*3B. Subdivision Standards*

*Sidewalks*

All properties shall provide an interconnected system of sidewalks that directly connect all lots to and within commercial centers, employment areas, designated parks and open spaces, and other uses. All lots, except those Motor Court Dwelling lots that do not abut a public street, shall include, or directly abut a sidewalk. Accessible routes meeting the ADA shall also be provided from the building or site entries to a public or private street.

*Response: Walk have been provided within the Amendment area to connect to proposed and existing pedestrian areas with ADA routes depicted.*

*3C. Access and Connectivity*

Provide a safe, convenient, and accessible pedestrian connection from the main entrances of the buildings to a public sidewalk or internal walkway that connects to a public sidewalk. All developments containing more than one building shall provide walkways between the principal entrances of buildings. Walkways shall be a minimum of 6' wide and include lighting at a height of 12' or less spaced no further than 50' on center. At each point where a sidewalk must cross a parking lot, internal street or driveway to make a required connection, it shall be clearly marked by using one of the methods shown in Table 4.5-3.

*Response: Pedestrian walkways/connections are included as a portion of the Pavilion and connect to existing and proposed pedestrian areas. Walk and connections have been designed to accommodate the anticipate uses with lighting provided to meet the Gaylord standards.*

*3D. Parking, Loading, and Stacking*

Off-street parking is required by Section 146-4.6. The existing parking for the hotel and convention center should be sufficient for the proposed use, but the tables within the Site Plan should be updated to reflect the additional square footage of the event pavilion.

*Response: Acknowledged with the table updated to add the Pavilion square footage.*

*3E. Landscape, Water Conservation, Stormwater Management*

*General Landscape Plan Comments*

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

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*Response: We will continue to work with City staff to determine the best way forward on solving the challenge we are facing with tree planting within the North East Parking lot islands. The property is investigating the cause of the failure of the initially planted trees to survive. Once that is determined we intend to present a proposed course of action to City of Aurora staff on how to address this issue.*

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.

*Response: We will continue to work with City staff to determine the best way forward on solving the challenge we are facing with tree planting within the North East Parking lot islands. The property is investigating the cause of the failure of the initially planted trees to survive. Once that is determined we intend to present a proposed course of action to City of Aurora staff on how to address this issue.*

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.

*Response: We will continue to work with City staff to determine the best way forward on solving the challenge we are facing with tree planting within the North East Parking lot islands. The property is investigating the cause of the failure of the initially planted trees to survive. Once that is determined we intend to present a proposed course of action to City of Aurora staff on how to address this issue.*

Existing Gaylord Rockies Landscape Plan

Prior to the issuance of a certificate of occupancy for the new building, landscaping that is missing or dead shall be installed per the original approved landscape plan. It appears as if numerous trees were cut down/removed from the parking lot islands throughout the Gaylord development. Please ensure that these trees are replaced. While different city approved species can be installed, trees must be deciduous canopy trees and must comply in quantity with the original plan.

*Response: We will continue to work with City staff to determine the best way forward on solving the challenge we are facing with tree planting within the North East Parking lot islands. The property is investigating the cause of the failure of the initially planted trees to survive. Once that is determined we intend to present a proposed course of action to City of Aurora staff on how to address this issue.*

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.

*Response: We will continue to work with City staff to determine the best way forward on solving the challenge we are facing with tree planting within the North East Parking lot islands. The property is investigating the cause of the failure of the initially planted trees to survive. Once that is determined we intend to present a proposed course of action to City of Aurora staff on how to address this issue.*

Section 146-4.7.5 J. (Building Perimeter Landscaping)

Building perimeter landscaping is required when building elevations face public rights-of-way, residential neighborhoods, public open space, or whenever an entrance door is present. Landscape each elevation with one tree equivalent per each 40 linear feet of elevation length. Building

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perimeter landscaping provided within 20' of the building face may count towards the building perimeter landscaping requirements including landscaping provided within parking lot islands. Depending upon the length of the building, landscaping may need to be pro-rated if less than 40 linear feet. Landscaping shall be broken down by building face and not as an entire entity.

***Response: We will continue to work with City staff to determine the best way forward on solving the challenge we are facing with tree planting within the North East Parking lot islands. The property is investigating the cause of the failure of the initially planted trees to survive. Once that is determined we intend to present a proposed course of action to City of Aurora staff on how to address this issue.***

Section 146-4.7.3 C (Irrigation)

Work with Tim York in Aurora Water regarding irrigation plan submittal requirements. An amendment to the existing irrigation plan will likely be required. Given the extensive outdoor lawn areas being proposed, a re-evaluation of the resort's initial water allocations will need to be reviewed. Tim's contact information is as follows: 303.326.8819 / [tyork@auroragov.org](mailto:tyork@auroragov.org).

***Response: We will continue to work with City staff to determine the best way forward on solving the challenge we are facing with tree planting within the North East Parking lot islands. The property is investigating the cause of the failure of the initially planted trees to survive. Once that is determined we intend to present a proposed course of action to City of Aurora staff on how to address this issue.***

3F. *Building Design Standards*

Section 146-4.8 contains specific standards for the design of buildings. 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 and homes. See Table 4.8-1 below for applicable building design standards and ensure that the building elevations meet all applicable requirements and are consistent with the existing building elevations for the Gaylord Rockies Resort and Convention Center.

**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.

**Response:** *The new building meets these design standards. It's form and elevations have been designed to complement the existing facility with a continuation of the building materials and façade character elements that are present in the existing structure.*

3G. *Exterior Lighting*

Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the Site Plan.

**Response:** *Acknowledged*

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.

**Response:** *No adjustments are anticipated at this time.*

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.

**Response:** *Acknowledged*

5B. *PDF Requirements*

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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.

***Response: Acknowledged***

**5C. Mineral Rights Notification**

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

***Response: Per conversation with Staff, the Mineral Rights Affidavit may be provided with the 2<sup>nd</sup> submittal of the Ammendment.***

***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.

***Response: A pre-submittal meeting was held with Staff, prior to this official submittal.***

***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.

***Response: Acknowledged***

***Community Engagement Coordinator:***

- Community Engagement Coordinators can assist in scheduling and facilitating meetings with community members. They have included a report attached to these notes listing the registered neighborhood organizations within one mile of your proposed project. Please work with the organizations that express interest in your project to address comments and mitigate concerns.

***Response: Acknowledged***

- 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.

***Response: Acknowledged***

- Additional information about the Community Engagement Program can be found on the [Housing and Community Services](#) page of the city website.

***Response: Acknowledged***

**Oil and Gas Development**

There are no existing or planned oil and gas surface facilities on your site or within 2,000’ of your site at this time. Based on additional conversation with the Developer on December 22, 2022, and a review of historical aerial photographs, we do not believe there are any plugged wells within the current area of the proposed new building.

***Response: Acknowledged***

The Colorado Oil and Gas Conservation Commission (COGCC) maps indicate there are plugged and abandoned (P&A) wells within proximity of the proposed development. The applicant is responsible for locating the abandoned wells and to ensure adequate measures are taken to secure/buffer their locations during construction.

***Response: Acknowledged***

Please note that while wells display on the COGCC map with a latitude and longitude, for older wells, those values have been calculated from the footage references from section lines. They are likely close to the correct spot but may not be exact. The applicant is still responsible to physically locate such abandoned wells. The city will work with you to determine appropriate setbacks from various surface features once the wells have been located. The city recommends a permanent easement of 200 feet by 200 feet surrounding the P&A well, with no permanent structures within this easement.

***Response: We will continue to work with the City, however; we understand based upon conversations with the City, no oil and gas concerns existing for the Pavilion Amendment and therefore, no requirements are anticipated for this project.***

There may be existing underground pipelines in rights-of-way. If you have questions or concerns about this, the Oil & Gas Division can assist with providing additional information.

Plugged and Abandoned (P&A) wells did produce hydrocarbons during the life of the well. Wells plugged more recently should have clear records with COGCC of the existence of any flowlines connected to the wells, and how those flowlines were handled during final remediation. Some lines are removed, and some are left buried in place. Wells plugged further in the past may not have records at COGCC regarding flowlines. Note that some flowlines were asbestos-wrapped fiberglass instead of steel and may require special precautions if removal is necessary.

***Response: Acknowledged***

Additional information regarding oil and gas development can be found in the data and maps on the Colorado Oil & Gas Conservation Commission website at COGCC Home ([cogcc.state.co.us](http://cogcc.state.co.us)) and COGCC GISOnline ([cogccmap.state.co.us](http://cogccmap.state.co.us)).

***Response: Acknowledged***

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

***Response: Thank you.***

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

No comments from this department.

***Response: Acknowledged***

**Forestry Division**

There are trees on this site in the area of the proposed pavilion, but it is unclear if they are of a size that would require mitigation. If trees are removed that fit the size criteria, there will be required mitigation for their loss.

***Response: We will continue to work with City staff to determine the best way forward on solving the challenge we are facing with tree planting within the North East Parking lot islands. The property is investigating the cause of the failure of the initially planted trees to survive. Once that is determined we intend to present a proposed course of action to City of Aurora staff on how to address this issue.***

### **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.

*Response: We will continue to work with City staff to determine the best way forward on solving the challenge we are facing with tree planting within the North East Parking lot islands. The property is investigating the cause of the failure of the initially planted trees to survive. Once that is determined we intend to present a proposed course of action to City of Aurora staff on how to address this issue.*

### **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. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors. If there is interest in determining mitigation requirements before your submittal, there is the option of hiring a consulting arborist; a list can be obtained from Forestry upon request. Forestry would require a meeting with the arborist selected to make sure that we agree on the appraisal.

*Response: We will continue to work with City staff to determine the best way forward on solving the challenge we are facing with tree planting within the North East Parking lot islands. The property is investigating the cause of the failure of the initially planted trees to survive. Once that is determined we intend to present a proposed course of action to City of Aurora staff on how to address this issue.*

- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site. If a Consulting Arborist is hired, this information will be supplied by them. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan.

*Response: We will continue to work with City staff to determine the best way forward on solving the challenge we are facing with tree planting within the North East Parking lot islands. The property is investigating the cause of the failure of the initially planted trees to survive. Once that is determined we intend to present a proposed course of action to City of Aurora staff on how to address this issue.*

- Civil and SWMP plans will not be approved by Aurora Forestry until tree mitigation has been approved through the Site Plan Process.

*Response: Acknowledged*

- 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>

*Response: We will continue to work with City staff to determine the best way forward on solving the challenge we are facing with tree planting within the North East Parking lot islands. The property is investigating the cause of the failure of the initially planted trees to survive. Once that is determined we intend to present a proposed course of action to City of Aurora staff on how to address this issue.*

### **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 requirement.

*Response: We will continue to work with City staff to determine the best way forward on solving the challenge we are facing with tree planting within the North East Parking lot islands. The property is investigating the cause of the failure of the initially planted trees to survive. Once that is determined we intend to present a proposed course of action to City of Aurora staff on how to address this issue.*

## **Aurora Water**

### **Utilities**

*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:**

- ▶ If a commercial kitchen is required for this site, a grease trap will be needed.  
*Response: Acknowledged. Additionally, we will evaluate the existing grease trap to determine the viability to service the additional use.*
- ▶ All water services, irrigation lines, and fire suppression lines to have backflow preventers.  
*Response: Water service and fire suppression for the Pavilion is being provided through the existing hotel and convention center facilities and shall meet Aurora Water requirements.*
- ▶ Cleanouts and sanitary sewer services are to be private and to be labeled on plans.  
*Response: The existing sanitary service is anticipated to be connected to and shall be labeled accordingly.*
- ▶ A Storm Water Management Plan (SWMP) is required if disturbance of site is 1 acre or more  
*Response: Acknowledged*
- ▶ Please note that the city has recently implemented a turf ordinance, which limits the use of non-functional turf.  
*Response: We will continue to work with City staff to determine the best way forward on solving the challenge we are facing with tree planting within the North East Parking lot islands. The property is investigating the cause of the failure of the initially planted trees to survive. Once that is determined we intend to present a proposed course of action to City of Aurora staff on how to address this issue.*
- ▶ Encroachments into existing easements will not be permitted. Grading of existing utility easements will not be permitted.  
*Response: No existing COA easements are anticipated to be encroached upon, at this time. We will work with the City should any grading within existing easements be required.*
- ▶ Include a fixture unit table on civil plans to determine if existing meter will suffice or if a new meter is needed.  
*Response: We will work with the City at the time of the Civil plans on how best to address this comment.*
- ▶ If building is to not be connected to existing, a separate water meter will be required.

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- Water meters and any new hydrants to be within pocket utility easements if not in ROW
- Domestic Service Allocation agreement is required for 1.5” meters and larger

***Response: Acknowledged and we currently anticipate the Pavilion to be serviced from the existing meter.***

***Utility Services Available:***

- Water service may be provided from: 8” PVC

***Response: Acknowledged.***

- Sanitary sewer service may be provided from: 6” Private sanitary main

***Response: Presently, we anticipate the sanitary to be serviced by the existing services/mains.***

- Project is located on the following Map Page: 93Q

***Response: Acknowledged.***

***Utility Service Requirements:***

- A Site Plan is required for this project and must show existing and proposed utilities including:
  - 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.

***Response: Acknowledged.***

- 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).

***Response: Acknowledged.***

- Note that Aurora Water reserves the right to enact certain restrictions that may include curtailment of water taps or usage of non-functional turf as established by City Ordinance.

***Response: Acknowledged.***

- Please reference Ordinance No. 2022-46 pertaining to the use and restrictions of turf and ornamental water features.

***Response: Acknowledged.***

***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.

***Response: We understand that the 2011 Incentive Agreement for the Gaylord Rockies is still in effect, and the fee cap has been met. As a result, we do not believe that these fees apply.***

- 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.

***Response: We understand that the 2011 Incentive Agreement for the Gaylord Rockies is still in effect, and the fee cap has been met. As a result, we do not believe that these fees apply.***

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- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#). Connection fees should be paid prior to December 31<sup>st</sup> which are subject to increases as approved by City Council.

*Response: We understand that the 2011 Incentive Agreement for the Gaylord Rockies is still in effect, and the fee cap has been met. As a result, we do not believe that these fees apply.*

- Commercial users with meters one and one-half inches and smaller with landscaped areas not served by a separate irrigation system shall be charged an outdoor fee based upon the total landscaped area.

*Response: We understand that the 2011 Incentive Agreement for the Gaylord Rockies is still in effect, and the fee cap has been met. As a result, we do not believe that these fees apply.*

## **Stormwater Management**

*Aurora Water reviews the drainage and public improvement components of your project plans. Drainage design standards can be found in the city's ["Storm Drainage Design and Technical Criteria"](#) and ["Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure"](#).*

### **Key Issues:**

- ▶ A drainage report is required.

*Response: A Preliminary Drainage Letter focusing on the impacted sub-basins has been provided.*

- ▶ The current Inspection and Maintenance agreement for the existing pond needs to be signed by the property owner/responsible party that will maintain the pond.

*Response: We will work with Staff during the processing of the Pavilion documents on this issue.*

- ▶ The site is located within the DIA 10,000 ft wildlife mitigation buffer; therefore, the pond should have a maximum 40-hour release rate for WQ/EURV and 100-year event.

*Response: We will work with Staff during the processing of the Pavilion documents on this issue.*

- ▶ Verify pond S-243 has been built and that the design included the proposed land use from this site.

*Response: We have included discussion pertaining existing Pond S-243 within the attached Preliminary Drainage Letter.*

- ▶ The consultant will need to verify the capacity of existing on-site pond for the additional WQ/EURV requirements from the proposed improvements as the initial design of the pond did not account for this developed area.

*Response: We have included discussion pertaining existing EURV Pond within the attached Preliminary Drainage Letter.*

- ▶ Pond may need to be modified to the current pond standards to include all the city's current requirements including but not limited to maintenance access, trickle channels, forebays, outlet structure, and spillway.

*Response: The existing EURV Pond includes maintenance access, trickle channels, forebays, an outlet structure, and a spillway. We look forward to discussing this existing Pond during the processing of the application.*

- ▶ Any modifications to the pond will require recertification with an updated pond certificate.

*Response: Acknowledged.*

- ▶ Please extend storm sewer, as needed, to support the site.

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***Response: Acknowledged.***

- ▶ Refer to CoA approved reports EDNs 215091, 220087, 218077, 208134, and 215091. Please see the standard note for drainage references stating that this is not an exhaustive list for this project.

***Response: Acknowledged.***

- 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.

***Response: Acknowledged and we understand that the 2011 Incentive Agreement for the Gaylord Rockies is still in effect, and the fee cap has been met. As a result, we do not believe that these fees apply.***

- The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with MHFD and the city shall be initiated in such case at the master plan level or as soon as determined with any proposed development.

***Response: Acknowledged, however; the Gaylord designed and constructed downstream, regional drainage improvements and does not anticipate additional improvements to support this site.***

- 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. Mile High Flood District (MHFD) 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. Aurora Water 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.

***Response: Acknowledged and we understand this notification to have occurred as a portion of the original development of the Gaylord and therefore, do not anticipate the need for additional notification.***

- Detention of storm drainage is required for this site and shall be incorporated on the site, unless a variance is approved through the City review process.

***Response: A existing regional detention pond was developed and attenuates developed runoff from this site. This is in accordance with the approved Master Drainage Studies for the High Point at DIA and Gaylord/Rockies Village Subdivisions. Therefore, no on-site detention is anticipated within the Gaylord or Rockies Village site.***

- Per City of Aurora Storm Drainage Design and Technical Criteria Section 3.61, underground detention may be used only as a last resort and must be approved by variance, when all other alternatives are exhausted. If a development chooses to propose underground detention, they are doing so at-risk of significant redesign if the underground detention is not approved. A variance, with supporting documentation, in the preliminary drainage report for underground detention will be evaluated on a case-by-case basis.

***Response: A existing regional detention pond was developed and attenuates developed runoff from this site. This is in accordance with the approved Master Drainage Studies for the High Point at DIA and***

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*Gaylord/Rockies Village Subdivisions. Therefore, no on-site detention is anticipated within the Gaylord or Rockies Village site.*

- Release rate for the detention pond shall be based upon the [“Storm Drainage Design and Technical Criteria”](#) Manual, latest revision, and in conformance with the MHFD’s MDP/OSP.

*Response: A existing regional detention pond was developed and attenuates developed runoff from this site. This is in accordance with the approved Master Drainage Studies for the High Point at DIA and Gaylord/Rockies Village Subdivisions. Therefore, no on-site detention is anticipated within the Gaylord or Rockies Village site. The release rate for the existing, on-site EURV pond was previously determined. In the event the EURV pond must be modified, we will evaluate the release rate.*

- Cross pans are not allowed across collector or arterial roadways, nor are they allowed on roadways with storm sewer systems.

*Response: Acknowledged but in the case of this project is not anticipated.*

- 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.

*Response: Acknowledged but in the case of this project is not anticipated.*

- For alley loaded product areas with more than the equivalent of 2 lots draining to the private alley, flows cannot cross the sidewalk. One of the following treatments shall be utilized unless otherwise approved by the City Engineer: 1. The 2-year storm event shall be collected prior to the sidewalk crossing. 2. The alley v-pan shall be warped to curb returns which shall include curb ramps with truncated domes. 3. The v-pan of the alley shall be perpetuated to the connecting street with the sidewalk approaching the alley terminated with truncated domes just prior to the alley. Any warping of the v-pan shall occur downstream of a line parallel to the adjacent sidewalk.

*Response: Acknowledged but in the case of this project is not anticipated.*

- A private storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.

*Response: The existing private system will be utilized, as appropriate.*

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

*Response: Acknowledged.*

- Drainage references provided in these notes may not be an exhaustive list or include all potentially relevant existing or under-review documents. Please note that approved city documents before approximately the year 2000 are not available on the city website and must be requested by the design engineer from the Aurora Water Reviewer listed on the Pre-Application notes. Additionally, the city can only provide copies of approved Master Drainage, Preliminary Drainage, Final Drainage and Civil Plan documents. In cases where city review of these documents is on-going and they may have some impact on the project, it is the design engineer’s responsibility to contact the designers of the under-review documents and coordinate designs.

*Response: Acknowledged.*

## **Public Works Department**

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

**Re: Gaylord Rockies Pavilion (#1678162)/Pre-Application Meeting held December 15, 2022**

**Key Issue:**

- ▶ A Detailed Traffic Impact Study (TIS) will be required for this development application. See below for additional information.

**Response: Per Carl Harline's direction via email dated 2-16-23 a TIS is not required for the Pavilion project.**

- Show all adjacent and opposing access points on the Site Plan.

**Response: The Site Plan Amendment is specific to the Pavilion and no modifications to the existing access are proposed.**

- Objects and structures shall not impede vision within 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](#).

**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'**

**Response: Acknowledged but in the case of this project is not anticipated.**

- 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 note 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.

**Response: No modification to the existing signing and striping for the Gaylord are anticipated with the Pavilion Amendment.**

**Traffic Impact Study:**

- A Traffic Impact Study will be required for this site which will include addressing the following specific items:
  - 1) Existing, buildout and 2040 average daily traffic counts.
  - 2) Trip Generation from the site based on the new pavilion operations.
  - 3) Site Circulation Plan
  - 4) Site Circulation Plan and interior intersection control
  - 5) Include detailed analysis, including vehicle queuing evaluation, of:
    - a) All site access points
    - b) Intersections of 64<sup>th</sup> Avenue at Himalaya Street and 64<sup>th</sup> Avenue at Lisbon Street
  - 6) Interior roadway ADT & classification
  - 7) Parking sufficiency for the pavilion occupancy

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 *Dean Kaiser* at [djkaiser@auroragov.org](mailto:djkaiser@auroragov.org) as soon as possible.
- The Traffic Study shall also be uploaded with the rest of the submittal.
- Previously approved Traffic Impact Studies/Letters are available through this [link](#).

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***Response: Per Carl Harline's direction via email dated 2-16-23 a TIS is not required for the Pavilion project.***

- Based on our review of the Traffic Impact Study, additional improvements may be required.

***Response: Per Carl Harline's direction via email dated 2-16-23 a TIS is not required for the Pavilion project.***

**Engineering Division**

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

***Key Issues:***

- ▶ There are no additional public improvements required for this development.

***Response: Acknowledged.***

- ▶ The updated Roadway Manual is anticipated to be adopted in February 2023.

***Response: Acknowledged.***

- ▶ Previously approved plans and reports can be found on the city's website. Instructions can be found here: [Getting to Engineering Documents Online](#). Older documents can be provided upon request.

***Response: Acknowledged.***

***Improvements:***

*Sections and details referenced in the Improvements section refer to the city's [Roadway Design and Construction Specifications \(Roadway Manual\)](#).*

- Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans.

***Response: Acknowledged, however; curb ramps are not anticipated to be proposed with this Amendment.***

- 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.

***Response: Acknowledged, however; bicycle railings are not anticipated to be proposed with this Amendment.***

- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or handrails may be required. Structural calculations are required with the first civil plan submittal for all cast in place walls and walls greater than four feet in height. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements.

***Response: We will continue to work with City staff to determine the best way forward on solving the challenge we are facing with tree planting within the North East Parking lot islands. The property is investigating the cause of the failure of the initially planted trees to survive. Once that is determined we intend to present a proposed course of action to City of Aurora staff on how to address this issue.***

***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.

- Sidewalk easements may be required for new sidewalk installed.

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- A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
- 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.

*Response: Acknowledged, however; modification of easements are not anticipated to be proposed with this Amendment.*

**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.*

**Key Issues:**

- ▶ The construction industry is experiencing unprecedented supply chain issues which has not only affected costs, but also inventory and delivery timelines. Due to nationwide shortages of various building materials, the city of Aurora is extending the deadline by which all submittals will be reviewed for compliance with the 2021 codes until May 1, 2023.

*Response: Acknowledged.*

- ▶ In determining which code series to utilize (2015 or 2021) please be aware that once chosen, only that code series can be utilized throughout the plan review and inspection processes.

*Response: Acknowledged.*

**Adopted Codes by the City of Aurora – Setbacks:**

The site plan and civil plans must reflect the setback requirements of the 2015/2021 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 2015/2021 International Codes please utilize the following hyperlink: [ICC Codes Online](#).

- Show the distance of new or existing lot lines to proposed exterior walls of structures on the site plan.

*Response: Acknowledged.*

**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.

- [Alternative Fire Lane Surfacing Material](#)
- [Alternative Fire Lane Surface Signs](#)
- [Fire Lane Sign Detail](#)
  - The developer of the site will be required to install fire lane signs in areas where the site abuts an existing fire lane easement that is currently without adequate signage.
- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)

*Response: Acknowledged.*

**Emergency Responder Radio Coverage:**

The 2015/2021 International Fire Code requires all buildings to be assessed for adequate emergency responder radio coverage.

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- The 2015/2021 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC). 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 is at the owner or developers' expense. Future interior or exterior modifications to the structure after the original Certificate of Occupancy is issued will require a reassessment for adequate radio frequency coverage.

***Response: Acknowledged.***

**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
  - The existing fire lane easements within the site are sufficient, no additional fire lane easement is being required internally within this site. Please show and label existing fire lane easements within this site on the site plan submitted to the Planning Department.

***Response: Acknowledged.***

**Fire Hydrants:**

The number and spacing of fire hydrants are determined using the 2015/2021 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.

- A new fire hydrant will be required on the west side of the new structure.
- Changes made to the site from the current proposal may require additional onsite hydrants once site plan is submitted.

***Response: Acknowledged.***

**Fire Sprinkled Structures:**

The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2015/2021 IFC and IBC.

***Response: Acknowledged.***

**Accessibility Requirements:**

The City of Aurora reviews accessibility requirements based on 2015/2021 IBC, Chapter 11, the 2009/2017 ICC/ANSI A117.1.

- Commercial

***Response: Acknowledged.***

**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 lifesaving of fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an accessible location.

- Provide a Knox Box at the entry door to the new addition.

***Response: Acknowledged. The proposed event pavilion will be an extension of the existing facility, and will use the same address and entry door as the existing facility.***

**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.

***Response: Acknowledged.***

**Loading and Unloading Areas:**

The site plan must show the location of the loading and unloading areas. These areas must not encroach into the dedicated or designated fire lane easement.

***Response: No loading zones are proposed with this Amendment and the Pavilion will utilize the existing loading zones for the site.***

**Photometric Plan:**

- Add the following note to the Photometric Site Plan:  
ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015/2021 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".

***Response: Acknowledged. We will work with the City to review pre-existing bollard installations along parts of the accessible route. Due to the existing spacing of landscape bollards along the accessible route, 1 footcandle is not reached. Changing the spacing along the new, continuation of the pre-existing route would change design intent and would cause major differences in the design.***

- Add the “accessible route” (heavy dashed line) to the photometric plan and verify minimum 1 foot-candle of illumination along its entire length.

***Response: Acknowledged. We will work with the City to review pre-existing bollard installations along parts of the accessible route. Due to the existing spacing of landscape bollards along the accessible route, 1 footcandle is not reached. Changing the spacing along the new, continuation of the pre-existing route would change design intent and would cause major differences in the design.***

**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.

***Response: Acknowledged.***

**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 2015/2021 IFC, Section 503.1.1 where allowed by code. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.
- [Alternative Fire Lane Surfaces](#)

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- Alternative fire lane surfaces other than asphalt or concrete will require a license agreement through Real Property within Public Works.
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [Pocket Utility Easements for Fire Hydrants](#)

***Response: Acknowledged.***

**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.*

***Subdivision Plats: N/A***

***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](#).

***Response: Acknowledged.***

***Separate Documents:***

- A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the city, signed by the property owner as well as the appropriate city officials and recorded with the county.

***Response: Acknowledged.***

- 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](#)

***Response: Acknowledged.***

- 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 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.

***Response: Acknowledged.***

- The developer may need to **dedicate new easements** and/or street right-of-way on the site. Since 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

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takes about **8 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.

*Response: Acknowledged.*

- No portion of any roofed structure may encroach into any easement. However, 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 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.

*Response: Acknowledged.*

## 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 or [ceravell@auroragov.org](mailto:ceravell@auroragov.org). Civil Plans and Reports are required for this pre-submittal review. Also copy of the pre-application meeting notes is required 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 submit it for the pre-submittal meeting. A pre-submittal meeting will not be scheduled until there are no outstanding comments remaining on the preliminary drainage report/letter.*

- Civil Construction Document Plan Set generally includes the following plans:
  - Stormwater Management Plan
  - Final Drainage Plan/Report
  - Final Grading Plan
  - Utility Plan and Profiles
  - Signing and Striping Plan
- *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

***Response: Acknowledged.***

### [Aurora Water](#)

#### [Utilities](#)

##### **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.
- All service line construction information (horizontal and vertical information, lengths, slopes, etc.) must be provided on the Site Plan Utility Sheet.
- Individual service line connections and fire line connections must be approved through Aurora Water. Include all applicable standard notes from Section 5.05.1 of the Utility Manual on the Site Plan Utility Sheet.

***Response: Acknowledged.***

***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.

***Response: Acknowledged.***

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report may be required for this project if an acre or more of disturbance is anticipated (which includes equipment and material storage areas). See the latest revision of the [City of Aurora SWMP Manual](#) for more detailed requirements. A [CDPS](#) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.

***Response: As discussed with City Staff, the Pavilion SWMP requirements will likely occur as an amendment to the currently active Enhancements SWMP.***

- 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.

***Response: Acknowledged.***

**Stormwater Management**

***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 SWMP shall be included in and become part of the preliminary and final drainage reports. The SWMP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.

***Response: As discussed with City Staff, the Pavilion SWMP requirements will likely occur as an amendment to the currently active Enhancements SWMP.***

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- 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 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.

*Response: As discussed with City Staff, the Pavilion SWMP requirements will likely occur as an amendment to the currently active Enhancements SWMP.*

- An Inspection and Maintenance Plan (I&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. Refer to Section 5.09 of the [Water, Sanitary Sewer, and Storm Drainage Infrastructure Standards and Specifications](#) as well as the 2010 [Storm Drainage Design & Technical Criteria](#) manual’s appendices for direction on preparing an I&M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted with the signature set of civil plans and must be approved prior to approval of the Civil plans.

*Response: Acknowledged.*

- The civil plans will not be approved until the preliminary drainage report/letter is approved and the plat is ready for recordation.

*Response: Acknowledged.*

### **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 Engineering**

- The Construction Documents shall include an Interim and an Ultimate Signing and Striping Plan, and Traffic Control Plans, if needed. 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.

*Response: Signing and Striping plans are not anticipated as a portion of the Pavilion project.*

- Critical Traffic Control Areas, as identified by the Traffic Manager during Civil Plan review, are circumstances that develop resulting from temporary modifications to the roadway network. Critical Traffic Control Areas can include, but are not limited to:
  - lane closures resulting in reduction in vehicles capacity greater than 50%,
  - proximity to intersections, access drives, rail lines,
  - locations with higher multimodal movements, or
  - other special circumstances

When identified, the contractor shall submit Traffic Control Plans (TCPs) to the City through the Public Improvement Permit Application process for the City’s review as soon as possible or a minimum of four weeks in advance of construction. In addition, as part of the Public Improvement Permit and TCP, the contractor may be required to provide advance notice (minimum two weeks) to nearby impacted users. Notifications by the contractor may be required to neighboring residences, businesses, or impacted operations of emergency response entities (law enforcement, fire, and medical), transit, delivery companies, etc., as determined by the Traffic Manager at time of the TCP review.

*Response: Acknowledged.*

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- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from 64<sup>th</sup> Avenue and not through any of the adjacent residential neighborhoods.

*Response: Acknowledged and as discussed with City Staff, the Pavilion SWMP requirements will likely occur as an amendment to the currently active Enhancements SWMP.*

**Engineering Division**

***General Requirements:***

- 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.

*Response: Acknowledged, however; the Pavilion project will utilize the existing Ponds.*

- The civil plans will not be approved until the preliminary drainage report/letter is approved and the plat is ready for recordation.

*Response: Acknowledged.*

***Roadway Design and Construction Specifications:***

- *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.

*Response: Acknowledged.*

**Building Plans**

**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.*

*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.
  - [Commercial Permits](#)

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*Fire (click on this [link](#) to find checklist below)*

- Fire Alarm
- Fire Sprinkler & Standpipe Systems
- Knox Box
- Knox Box Rapid Entry

***Response: Acknowledged.***

- 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

***Response: Acknowledged.***

***Key Issues:***

- ▶ If your architect would like to set up a preliminary building construction plan submittal meeting, please contact our Plans Examiner Manager Jose Rodriguez ([jcrodrig@auroragov.org](mailto:jcrodrig@auroragov.org)).

***Response: Thank you. We have already been in contact with Mr. Rodriguez and plan to continue to meet with him and city officials as the building design progresses and we get closer to the plans submittal.***

- ▶ On January 8, 2022, the 2021 versions of the International Codes became effective in the city of Aurora. Applicants who wish to build their projects to the requirements found in the 2021 codes are allowed to do so and should notify Building Division staff at time of permit submittal of this decision.

***Response: We plan to submit plans for this project under IBC 2015 prior to the May 1<sup>st</sup>, 2023 deadline. We have already been in touch with City Officials regarding our plans to do so.***

- ▶ The construction industry is experiencing unprecedented supply chain issues which has not only affected costs, but also inventory and delivery timelines. Due to nationwide shortages of various building materials, the city of Aurora is extending the deadline by which all submittals will be reviewed for compliance with the 2015 codes until May 1, 2023.

***Response: We plan to submit plans for this project under IBC 2015 prior to the May 1<sup>st</sup>, 2023 deadline. We have already been in touch with City Officials regarding our plans to do so.***

- ▶ In determining which code series to utilize (2015 or 2021) please be aware that once chosen, only that code series can be utilized throughout the plan review and inspection processes.

***Response: Acknowledged.***

***Accessibility:***

The City of Aurora enforces handicapped accessibility requirements based on 2015/2021 IBC, Chapter 11, and the 2009/2017 ICC 117.1.

***Response: Acknowledged.***

***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 2015/2021 International Codes please utilize the following hyperlink; [ICC Codes Online](#)

***Response: Acknowledged.***

***Building Division General Comments:***

**Re: Gaylord Rockies Pavilion (#1678162)/Pre-Application Meeting held December 15, 2022**

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.

***Response: Acknowledged.***

**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.

***Response: Acknowledged.***

**Day-Night Sound Level (LDN or DNL):**

C.O.A Building and Zoning Code, Section 22-425 through 22-434 provides three methods for residential and commercial building design/construction to comply with the aircraft noise reduction criteria of this Code.

***Response: Acknowledged.***

**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** – 2015/2021 IFC, Section 907.
- **Fire Sprinkler System** – 2015/2021 IFC, Section 903.

***Response: Acknowledged. We will have a fire sprinkler system installed in this project and will be compliant with the codes above.***

**Geographic Design Criteria:**

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

***Response: Acknowledged.***

**Occupancy Specific Building Code Requirements:**

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

- A-2 Occupancy - Assembly uses intended for food and/or drink consumption.
- A-3 Occupancy - Assembly uses intended for worship, recreation or amusement, and other assembly uses not classified elsewhere in Group A.
- B Occupancy - A building or structure or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Building or tenant space used for assembly purposes by fewer than 50 persons may be considered a Group B occupancy.

***Response: Acknowledged. Our project is being submitted as A-2 occupancy.***

**Request for Modification or Alternative Material:**

Per the 2015/2021 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.

***Response: Acknowledged.***

**Real Property Division**

**Re: Gaylord Rockies Pavilion (#1678162)/Pre-Application Meeting held December 15, 2022**

***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.

*Response: Acknowledged.*

## 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

*Response: Acknowledged and we understand that the 2011 Incentive Agreement for the Gaylord Rockies is still in effect, and the fee cap has been met. As a result, we do not believe that these fees apply.*

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.

*Response: Acknowledged and we understand that the 2011 Incentive Agreement for the Gaylord Rockies is still in effect, and the fee cap has been met. As a result, we do not believe that these fees apply.*

#### • Wet Tap Fees:

- Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.

*Response: Acknowledged and we understand that the 2011 Incentive Agreement for the Gaylord Rockies is still in effect, and the fee cap has been met. As a result, we do not believe that these fees apply.*

#### • 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.

*Response: Acknowledged and we understand that the 2011 Incentive Agreement for the Gaylord Rockies is still in effect, and the fee cap has been met. As a result, we do not believe that these fees apply.*

- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedule](#).

*Response: Acknowledged and we understand that the 2011 Incentive Agreement for the Gaylord Rockies is still in effect, and the fee cap has been met. As a result, we do not believe that these fees apply.*

### Stormwater Management

- Pond certification is required prior to TCO or CO.

*Response: Acknowledged should the Pond be modified as a portion of the Pavilion project.*

## 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.

*Response: Acknowledged.*

- 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.

*Response: We have been in touch with city officials regarding this item and believe that the new project will fall under the existing certificate of occupancy. We will continue to work with city officials/staff to confirm this as we progress forward.*

- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - fire lanes
  - curbs, gutters, curb ramps, and sidewalks
  - storm drainage
  - detention and water quality facilities, including necessary structures
  - 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.

*Response: Acknowledged.*

### 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.

*Response: Acknowledged.*

#### **Construction Permits:**

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

*Response: Acknowledged.*

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

Utilize the requirements of the 2015/2021 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 call the Building Department at 303.739.7420.

***Response: Acknowledged.***

***Access Roadways during Construction:***

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

***Response: Acknowledged.***



## Pre-Application Conference

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Community Engagement Coordinators  
Housing and Community Services  
15151 E Alameda Parkway  
Aurora, Colorado 80012  
Phone: 303-739-7280  
Fax: 303-739-7191  
[www.auroragov.org](http://www.auroragov.org)

To: Cesarina Dancy  
From: John Harris  
Date: December 12, 2022  
Subject: Gaylord Rockies  
Location: 1 Gaylord Drive

Listed below are the registered neighborhood groups that are currently registered with the Community Engagement Division within one mile of your proposed project. Once your application has been formally submitted each registered neighborhood group will receive a referral memo with information about the project and a link to view project documents. Registered neighborhood groups will have the opportunity to provide comments on the application at this time.

A neighborhood meeting is required by UDO Section 146-5.3.1 if a registered neighborhood group requests a meeting, the city receives a significant number of comments, or the Planning Director determines that one is warranted. Your Planning Case Manager will let you know after the first round of review if a neighborhood meeting is required. 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 Community Engagement Coordinator will assist you in scheduling and mediating the meeting at your request. The Coordinator will also provide you with an updated registered neighborhood group mailing list, invitation, and agenda prior to the meeting. Adjacent property owners' address information is available on the Adams, Douglas, and Arapahoe County websites at [www.co.arapahoe.co.us](http://www.co.arapahoe.co.us), [www.douglas.co.us](http://www.douglas.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.

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 registered neighborhood groups and the result of such meetings.

As the Community Engagement Coordinator for this area, I am available to assist you in communicating with the registered neighborhood groups 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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Re: Gaylord Rockies Pavilion (#1678162)/Pre-Application Meeting held December 15, 2022



## List of Neighborhood Associations

Location: 1 Gaylord Drive

Record Id	HOA #	Organization	Contact	Phone
21-000005-NAM	444	CLEAN	CLEAN 71 Algonquian St AURORA CO 80018 bonzorader@gmail.com	(720) 366-8686
09-436544-000-00-NA	384	HIGH POINT MASTER ASSN INC	LANA WHITEHEAD 6892 S YOSEMITE COURT SUITE 2-101 CENTENNIAL CO 80012 LWHITEHEAD@MSIHOA.COM	(720) 974-4226
22-000016-NAM	459	House of Pain East (HOPE)	Bernie Aragon 16251 E Colfax Ave, Suite 107 AURORA CO 80011 coachbermdog@yahoo.com	720-862-4912
22-000017-NAM	460	The Ex-Nihilo Foundation LTD	Bernie Aragon 16251 E Colfax Ave, Suite 107 AURORA CO 80011 coachbermdog@yahoo.com	(720) 862-4912

**Pick a Tool**

**Distance:**

**Map Title:**

**To:**

**From:**

**Date:**

**Subject:**

**Location:**