

Planning Division  
15151 E. Alameda Parkway, Ste. 2300  
Aurora, Colorado 80012  
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August 9, 2023

Dayna Ashley-Oehm  
Aurora Housing Authority  
2280 S Xanadu Way  
Aurora, CO 80014

**Re: Initial Submission Review – Potomac Campus Housing Aurora Housing Authority – Site Plan**  
Application Number: **DA-2322-02**  
Case Numbers: **2023-4013-00**

Dear Ms. Ashley-Oehm:

Thank you for your initial submission, which we started to process on July 17, 2023. We have reviewed your plans and attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and community members.

Since several important issues remain, you will need to make another submission. Please revise your previous work and send us a new submission on or before August 31, 2023.

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

As always, if you have any comments or concerns, please let me know. I may be reached at 303-739-7450 or [efuselier@auroragov.org](mailto:efuselier@auroragov.org).

Sincerely,

Liz Fuselier, Planner II  
City of Aurora Planning Department

cc: Julie M. Eck-Davis Partnership Architects 2901 Blake Street Ste 100 Denver CO 80205  
Jacob Cox, ODA  
Filed: K:\\$DA\2322-02rev1



## Initial Submission Review

### SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- External Referral Letter (Planning)
- Data Block Items (Planning)
- Title Block (Planning)
- Phasing Plan (Planning)
- Elevation Comments (Planning)
- Exterior Visual Interest (Planning)
- Lighting (Planning)
- Readability of Charts (Landscaping)
- Master Site Plan Requirements (Landscaping)
- Turning Radii (Public Works)
- Crosswalk Installation (Fire/Life Safety)
- Dimension Parking Spaces (Fire/Life Safety)
- FDC/Knox Box Locations (Fire/Life Safety)
- Preliminary Drainage Report (Aurora Water)
- Tree Mitigation (Forestry)
- Contact Real Property Directly (Real Property)
- PSCO Comment Letter (External Agencies)

### PLANNING DEPARTMENT COMMENTS

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

- 1A. Please respond to the Public Service CO letter within the Letter of Introduction with your next submittal.

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

- 2A. Please provide a discussion in the Letter of Introduction on how the requirements of the Master Site Plan's Phasing Plan and this site plan are being met:

##### PHASING TABLE:

<p>PHASE 1: DEVELOPMENT OF PLANNING AREA 1 WHICH INCLUDES THE OVERALL SITE INFRASTRUCTURE. (REFER TO SHEET 4 SHOWING THE PHASE 1 DEVELOPMENT AND SHEET 8 FOR UTILITY CONSTRUCTION)</p> <p>SITE ENTRANCE AND LOOP ROAD THROUGH DEVELOPMENT POTOMAC STREET SIDEWALK IMPROVEMENTS SIDEWALK ACCESS INTO SITE COMMON QUAD/ COURTYARD AMENITY AREA PERIMETER LANDSCAPING ENTIRE DEVELOPMENT PARKING AND BUILDING FOR PLANNING AREA 1 STORMWATER DETENTION FACILITIES AND STORM SEWER TO SERVE THE DEVELOPMENT WATER MAIN CONSTRUCTION SANITARY SEWER MAIN CONSTRUCTION</p> <p>TRIGGERS FOR PHASE 1 DEVELOPMENT: (NONE)</p>
<p>PHASE 2: DEVELOPMENT OF PLANNING AREA 2 (REFER TO SHEET 5 SHOWING THE PHASE 2 DEVELOPMENT AND SHEET 8 FOR UTILITY CONSTRUCTION)</p> <p>PARKING AND BUILDING FOR PLANNING AREA 2 WATER AND SANITARY SEWER SERVICES TO SERVE THE PROPOSED BUILDING STORM SEWER EXTENSION TO SERVE THE PARKING LOT EAST OF THE PROPOSED BUILDING</p> <p>TRIGGERS FOR PHASE 2: PHASE 1 IMPROVEMENTS</p>
<p>PHASE 3: DEVELOPMENT OF PLANNING AREA 3 (REFER TO SHEET 6 SHOWING THE PHASE 3 DEVELOPMENT AND SHEET 8 FOR UTILITY CONSTRUCTION)</p> <p>PARKING AND BUILDING FOR PLANNING AREA 3 AMENITY AREA FOR PROPOSED BUILDING WATER AND SANITARY SEWER SERVICES TO SERVE THE PROPOSED BUILDING</p> <p>TRIGGERS FOR PHASE 2: PHASE 1 IMPROVEMENTS</p> <p>NOTE: PHASE 2 AND 3 CAN BE CONSTRUCTED AT ANY TIME, OR IN ANY ORDER, CONCURRENT WITH OR AFTER THE PHASE 1 IMPROVEMENTS ARE COMPLETE</p>

- 2B. Letter of Introduction refers to EV charging spaces. Please include in data block and show on site plan.
- 2C. Please see additional comments within the LOI.
- 2D. Adjustment not variance request. Please change to reflect current code.
- 2E. Title Block: Add-"With Adjustments"
- 2F. Vicinity Map-Add additional street names for better context.
- 2G. Add open space requirement coverage. Separate out the patio amount/percentage.
- 2H. Remove zero before the number for consistency throughout the plan set.
- 2I. Enlarge the site plan to fill the sheet.



- 2J. ADA path is difficult to locate. Please make the symbol darker.
- 2K. Label as detention.
- 2L. Show fencing and gating in elevations.
- 2M. Show elevations of seat wall/dimension.
- 2N. Please label the front entrance of the building.

### **3. Streets and Pedestrian Comments**

- 3A. Show bike infrastructure/lane on Potomac Street.
- 3B. There is no sidewalk segment along the entrance/pond (North side) from Potomac Street into the development. Please confirm there is no expectation of a sidewalk at this location.

### **4. Parking Comments**

- 4A. Please highlight or differentiate the parking for this building versus parking for other uses.
- 4B. Please dimension all sidewalks and parking spaces.
- 4C. Where will the EV spaces be located? Please show on the site plan.

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

- 5A. Please provide an elevation of the privacy wall with the next submission. Material, color, and height.
- 5B. **Sheet 6**-Consider adding another window in this space for symmetry.
- 5C. Confirm colors with the next submission.
- 5D. Please review Table 4.8-6 in the UDO and provide an explanation in the Letter of Introduction on how exterior materials are meeting the code.
- 5E. What is masonry %? What percentage of metal paneling is used?
- 5F. Consider a different color that may be more in line with the cooler tones of the other products.
- 5G. **Sheet 7**-Consider adding some additional visual interest.
- 5H. **Sheet 8**-please add some visual interest to this base section.
- 5I. Please add some visual interest to this base section. Perhaps a mixture of different brick colors to avoid a back-of-the-house look.
- 5J. **Sheet 9**- please add some visual interest to this base section. Perhaps a mixture of different brick colors?
- 5K. **Sheet 10**- Please label lighting heights with the next submission.
- 5L. The lighting needs to be a full cutoff. Where will these be located?
- 5M. **Sheet 11**- It is difficult to understand where the 2 different fencing types will be located. Please clarify on the site plan sheet with the next submittal.
- 5N. Show the exterior sides of the trash enclosure and add visual interest with the next submittal.

### **6. Signage & Lighting Comments**

- 6A. There is no proposed signage for the building. Please confirm.
- 6B. Will there be any monument signage? If so, please show on site plan.

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

- 7A. **Sheet 6**-Add the proposed fence symbology to the legend and make sure it is legible on the plan set.
- 7B. Turn the interior of the building off.
- 7C. Do not hatch the shrub beds to indicate mulch. Just handle it with a note.
- 7D. Gray back or turn off the hatching for the specialty paving. The actual landscape concept is hard to read due to a combination of the scale of the drawing and the hatching. The different surface types are already included and called out on Sheet 3, the Site Plan. They do not need to be included here.
- 7E. A parking lot tree is required at the ends of rows of parking. Is it possible to consider an alternative to the sidewalk connection to the street?
- 7F. According to the Master Plan all deciduous trees are to be 2.5" caliper.
- 7G. The legend indicates that one mulch type is proposed. This note states wood mulch and two types of rock mulch. Please just update this note to list the anticipated places the different mulch types will be used in the landscape concept.

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

- 8A. Please provide a digital .shp or .dwg file for addressing and other GIS mapping purposes. Include the parcel, street line, easement and building footprint layers at a minimum. Please ensure that the digital file provided is in a NAD 83 feet, Stateplane, Central Colorado projection so it will display correctly within our GIS system. Please eliminate any line work outside of the target area. Please contact me if you need additional information about this digital file.

**REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES****9. Civil Engineering** (Kendra Hanagami / 303-739-7295 / [KHanagam@auroragov.org](mailto:KHanagam@auroragov.org) / Comments in green)

- 9A. **Cover Sheet-** Should this be 1, per the subdivision plat? Please revise if so.
- 9B. **Sheet 2-** Label Potomac St classification, typ. (all sheets).
- 9C. **Sheet 3-** Please label private turn around radii. Per Section 4.04.1.06 dead-end streets (public or private) shall have a turnaround at the end within a minimum property line radius of 58 feet and a minimum flow line radius of 48 feet. Please also extend the public access easement to include the full turnaround.
- 9D. Advisory comment: This cannot be the ADA route, because of these stairs.
- 9E. Please add the following note on this sheet: "Proposed street light locations are conceptual. Final locations will be determined with photometric analysis submitted with the street lighting plans in the civil plan submittal."
- 9F. Please provide lighter linetypes and linework for phases that are outside of the scope of this site plan, typ. ALL.
- 9G. **Sheet 4-** Add an asterisk or callout to note (i.e. See Note 1 callout) stating something like: "These improvements are a requirement prior to Certificate of Occupancy for this phase and are included as part of the Infrastructure Site Plan, DA 2322-01, RSN 1721007 for this site." Please verify the DA and RSN numbers.
- 9H. **Sheet 14-** Per the table for Short-Arm Luminaire Requirements, in Section 4.10.4.07.1, the pedestrian luminaire mounting height shall be 14'.

**10. Traffic Engineering** (Dean Kaiser / 303-739-7584/ [DKKaiser@auroragov.org](mailto:DKKaiser@auroragov.org)/ Comments in amber)

- 10A. **Sheet 3-**Identify crosswalk installation.
- 10B. Call out parking stall sizing and pavement markings.
- 10C. **Sheet 6-**Tree will cause significant blockage of pedestrian vs motorist sight visual, any option to relocate tree would be beneficial.

**11. Fire / Life Safety** (Steve Kirchner / 303-739-7489 / [stkirchn@auroragov.org](mailto:stkirchn@auroragov.org) / Comments in blue)

- 11A. Site Plan Comments
- 11B. **Sheet 1**  
Remove this note.  
Replace note 9 with the one below.  
Replace note 4 with the one provided to the right.  
Add these notes.  
Please add the 2021 ICC for code year and list the construction type in the data block.  
What is the total square footage of this building?
- 11C. **Sheet 2**  
Off-site fire lane dedication will be needed to interconnect to the existing fire lane of the north or south property. Standard width is 23'.  
Show fire lane easements on abutting sites.  
Use the examples provided to show an Emergency Access gate with adjacent property. The details of the actual gate to be installed must be shown on detail page.  
Place a sign here that states the Fire lane ends 110 feet. No turnaround.  
Place a sign here that states End of the fire lane.  
Provide a narrative of the different phases that addresses the information provided to the right.  
The entire fire lane, looped water supply, and fire hydrants need to be shown in the first phase of construction.  
A phasing plan must be provided with the Planning Departments Site Plan and the Public Works Departments



Civil Plans submittal.

The details and descriptions of the phasing plan reflected on both the site plan and civil plans must match.

Off-Site Improvements. The phasing plan must reflect two distinct points of emergency access to the overall site.

The developer is responsible for the construction of any off-site roadway(s) or crossings needed to facilitate emergency apparatus access to the overall site.

Prior to the issuance of the first certificate of occupancy each phase of construction must have the required number of emergency access points and approved water supply.

Looped road needs to be a 26' fire lane easement.

11D. **Sheet 3**

Show and label all fire lane easements on this sheet.

Show location of Knox box at main entrance.

If this is a secured gate, a knox box will need to be provided.

Provide detail of gate to be installed on detail sheet. Include information provided in example.

Relocate FDC to this position.

Will there be electric vehicle parking on this site?

Accessible route needs to show which entrance(s) they serve and extend to the end of the accessible parking loading aisles. See notes provided.

11E. **Sheet 4**

Provide fire lane sign stating end of fire lane at this location.

Shaded section of fire lane easement can be removed.

11F. **Sheet 5**

Show connections with existing water lines to meet looped water line requirement.

Provide a utility sheet of the entire site.

Show and label FDC using the following example: FDC w/app'd lockable Knox Caps. Please include symbol and label within the legend.

Show and label Knox boxes, fire riser room, and FDC using the descriptions provided above.

Show and label all hydrants as existing or proposed. Provide information requested above.

Show and label fire riser room.

Provide a looped water line around the site.

11G. **Sheet 6**

Show riser room, FDC, Knox boxes

Provide a 3' wide concrete path to the FDC.

Provide a concrete walkway for access to FDC from street.

11H. **Sheet 7**

Add these notes and show details on landscape drawings.

11I. **Sheet 8**

Show location of Knox box and main entrance. Use information provided to show mounting location.

11J. **Sheet 10**

Show and label relocated FDC.

Show and label fire riser room and Knox box.

11K. **Sheet 13**

Add these details.

11L. **Sheet 14**

Show accessible route on photometric plan.

**12. Aurora Water** (Daniel Pershing / 303-739-7490 / [ddpershi@auroragov.org](mailto:ddpershi@auroragov.org) / Comments in red)

12A. The site plan will not be approved by Aurora Water until the preliminary drainage report is approved.

12B. Please provide EDN or RSN to reference existing plans.

12C. **Sheet 5**-Clearly delineate utilities proposed with this site plan versus existing utilities installed.

12D. Dimension width of easement for meter.



**13. Forestry** (Rebecca Lamphear / 303-739-7177 / [RLamphea@auroragov.org](mailto:RLamphea@auroragov.org) / Comments in purple)

- 13A. There are trees impacted by this project. Due to the location, size, and condition of trees on the site, relocation is not an option. Tree mitigation is always above and beyond the Landscape Code requirements. Any tree that is removed from this site will either require replacement within the landscape or be mitigated through payment to the Community Tree Fund.
- 13B. As discussed, tree mitigation will be addressed for each site plan submitted within the ISP. 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. There will be a running total of required tree mitigation within the ISP. Please included a tree mitigation chart which includes trees to be removed and that will be planted for mitigation. This should be included on the Tree Mitigation Plan.
- 13C. Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at:  
<https://auroraver2.hosted.civiclive.com/cms/One.aspx?portalId=16242704&pageId=16529352>

**14. PROS** (Curtis Bish / 303-739-7131 / [cbish@auroragov.org](mailto:cbish@auroragov.org) / Comments in mauve)

- 14A. Approved.

**15. Land Development Services** (Maurice Brooks / 303-739-7294 / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org) / Comments in magenta)

- 15A. Please contact the reviewer directly for any and all comments prior to the next submittal.



**Right of Way & Permits**

1123 West 3<sup>rd</sup> Avenue  
Denver, Colorado 80223  
Telephone: **303.571.3306**  
Facsimile: 303.571.3284  
Donna.L.George@xcelenergy.com

July 31, 2023

City of Aurora Planning and Development Services  
15151 E. Alameda Parkway, 2<sup>nd</sup> Floor  
Aurora, CO 80012

Attn: Liz Fuselier

**Re: Potomac Campus Housing Aurora Housing Authority, Case # DA-2322-02**

Public Service Company of Colorado's (PSCo) Right of Way & Permits Referral Desk has reviewed the site plan for **Potomac Campus Housing Aurora Housing Authority**. Please be aware PSCo owns and operates existing natural gas and underground electric distribution facilities along the north and west property lines. The property owner/developer/contractor must complete the application process for any new natural gas or electric service, or modification to existing facilities including relocation and/or removal via [xcelenergy.com/InstallAndConnect](https://www.xcelenergy.com/InstallAndConnect). It is then the responsibility of the developer to contact the Designer assigned to the project for approval of design details.

Additional easements will need to be acquired by separate document for new facilities (i.e. transformers) – be sure to have the Designer contact a Right-of-Way and Permits Agent.

As a safety precaution, PSCo would like to remind the developer to call the Utility Notification Center by dialing 811 for utility locates prior to construction.

Donna George  
Right of Way and Permits  
Public Service Company of Colorado dba Xcel Energy  
Office: 303-571-3306 – Email: Donna.L.George@xcelenergy.com

Lot 3, Block 1, Careunit of Aurora Subdivision Filing No 2  
Aurora, Colorado

## **Aurora Housing Authority Potomac Campus Housing**

### **Preliminary Drainage Report**

June 30, 2023

PREPARED FOR: Dayna Ashley-Oehm  
Aurora Housing Authority  
2280 S. Xanadu Way  
Aurora, Colorado 80014  
(720) 251-2068

PREPARED BY: CKE Engineering Inc.  
14257 W. Evans Circle  
Lakewood, Colorado 80228  
(303) 917-1757

Project Manager: Joe Coco, P.E.

<b><i>APPROVED FOR ONE YEAR FROM THIS DATE</i></b>	
<b><i>City Engineer</i></b>	<b><i>Date</i></b>
<b><i>Water Department</i></b>	<b><i>Date</i></b>



***CKE ENGINEERING INC.***

Aurora Water Department  
15151 E. Alameda Parkway  
Aurora, CO 80012

Dear Staff,

Enclosed is a drainage letter for the Aurora Housing Authority Potomac Campus Housing project located at Lot 3, Block 1, Careunit of Aurora Subdivision Filing No 2. More specifically the site is located at 1290 S. Potomac Street in the City of Aurora.

The project is located within the 7.04-acre AMHR Safety Net Campus Development. Lot 3 is approximately 0.75 acres in size.

The drainage for Lot 3 is being designed per the AMHR Safety Net Campus Preliminary Drainage Report. This site conforms with the drainage design presented in this report.

If you have any questions, please do not hesitate to contact us at your earliest convenience.

Sincerely,

Joe Coco  
For and on behalf of  
CKE Engineering Inc.