

July 15, 2024

Planning & Business Development | City of Aurora  
Attn: Cesarina Dancy, Development Assistance Supervisor  
15151 E Alameda Pkwy, Ste 5200  
Aurora, CO 80012

RE: Gaylord Rockies Hotel Expansion (#1771958)/Pre-Application Meeting held January 4, 2024 & Gaylord Rockies Guestroom Expansion and Soundwaves (#1804453)/Pre-Application Meeting held May 20, 2024

Dear Ms. Dancy,

On behalf of Ryman Hospitality Properties, BLUR Workshop and Dewberry Engineers, we have reviewed the comments from the pre-application meeting held on January 4, 2024 for the Gaylord Rockies Hotel Expansion and the pre-application meeting held on May 20, 2024 for the Gaylord Rockies Guestroom Expansion and Soundwaves. Below is a response to comments regarding *Step I – Planning Phase*. We can provide a response to comments regarding *Step II – Construction Document Phase* at the time of construction document submittal.

## Planning and Development Services

### 1. Zoning and Placetype

#### A. 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. 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.** This project is an expansion to the existing Gaylord Rockies Resort & Convention Center, which conforms with the Comprehensive Plan

#### B. 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**

#### C. *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: This development will be consistent with the overall vision and defining features of the Urban District placetype.**

#### D. *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 held a meeting with Sarah Wile on June 17, 2024 to review the proposed Site Plan Amendment and have a clear path forward regarding formatting and sheet revisions with this submittal**

### 2. **Land Uses**

#### A. *Proposed Land Use*

- The proposed uses – a 450 hotel room addition and indoor pool building – are permitted in the MU- A District.
  - **RESPONSE: Acknowledged**

### 3. **Development Standards**

#### A. *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: Building will conform with 100' maximum height. South building setback has been revised from 50' to 25'.**

#### B. *Subdivision Standards*

- 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 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: The existing property and proposed improvements provide accessible routes and sidewalk connectivity around the site and to adjacent lots.**

#### C. *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: Walkways are provided from principal entrances of new buildings to existing internal walkways. New walkways will abide by the above width and lighting.**

*D. Parking, Loading, and Stacking*

- Off-street parking is required by Section 146-4.6. The approved Gaylord Rockies Site Plan is based on the number of required parking spaces on data from similar Gaylord facilities throughout the country. The current parking requirement for hotels in the UDO is 0.75 parking spaces per guest room. 2,673 parking spaces are available on the site currently. With the proposed building addition, the number of guest and visitor parking spaces will be reduced but will still comply with UDO requirements. The Data Block and Sheet 24 will need to be updated to reflect the revised parking counts. Please include discussion on the parking reduction in the Letter of Introduction
  - **RESPONSE: Data block and sheet 24 will be updated with revised parking counts. A letter has been provided confirming sufficient parking for hotel operations. Parking narrative is included in the Letter of Introduction**

*E. 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.
  - **RESPONSE: Landscaping has been designed in accordance with the above documents and project-specific comments**
- 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: Plans are labeled "not for construction"**
- 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: Sheets are 24"x36" and include plant symbols, labels, itemized plant schedule, and other appropriate tables**
- Sight Triangles: Include sight distance triangles per the Roadway Design and Construction Specifications document. All landscaping within the designated triangles shall not exceed 26" in height as measured from the roadway surface.

- **RESPONSE: No sight distance triangles are located within areas to be improved with this project.**
- 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: Acknowledged. Landscape architect has reviewed all applicable landscape conditions**
- Section 146-4.7.5 E.2.b (Non-Street Perimeter Buffers): Provide a 10' wide non-street buffer along the southern property boundary line. A buffer reduction to 5' is possible depending upon the landscape incentive feature chosen as specified in Table 4.7-2 (Required Landscaping Buffer Widths and Allowed Reductions).
  - **RESPONSE: Landscaping plans review non-street buffer planting requirements**
- Provide landscaping at a ratio of one tree and five shrubs per 40 linear feet. Thirty percent of the tree species shall be evergreen. Plant material shall be chosen based upon their ability to provide appropriate screening and shall be selected to reach a mature height of no less than five feet. While Junipers are commonly used as the shrub for screening, alternative plant material shall be integrated that are better suited to winter snow loads and provide year-round visual interest. Refer to the UDO for an alternative plant list. Perennials may not be used to satisfy any portion of the buffer requirement and may not be substituted for shrubs within the buffer. Landscaping may be provided on the interior side of any existing or proposed fencing.
  - **RESPONSE: Landscaping plans review non-street buffer planting requirements**
- 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 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.
  - **RESPONSE: Landscaping plans review building perimeter planting requirements**
- Section 146-4.7.3 C (Irrigation): Work with the Water Conservation Division of Aurora Water to determine what irrigation plan submittals are required. An updated irrigation plan may be necessary to reflect the removal of the parking lot irrigation and the installation of new irrigation for the building perimeter and buffer plantings. Contact Timothy York at 303.739.8819 or tyork@auroragov.org regarding irrigation plan requirements and application fees.
  - **RESPONSE: Irrigation plans will be coordinated with Tim York throughout the project submittal process**

**F. 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 be compatible with the existing building elevations for the Gaylord Rockies Resort and Convention Center.

- **RESPONSE: Guestroom Expansion building design matches the existing resort. Soundwaves building design will be compatible with existing resort design and meet requirements in Section 146-4.8.**

#### G. Exterior Lighting

- Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the Site Plan.
  - **RESPONSE: Lighting conforming to Section 146-4.9 is presented with this Site Plan Amendment**

#### 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. Typically, mitigation techniques should go above and beyond requirements from other code sections. If an adjustment does not meet the limits for administrative approval under Section 146- 5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.
  - **RESPONSE: Any requested adjustments will be provided in the Letter of Introduction**

#### 5. Submittal Reminders

##### A. PDF Requirements

- 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: AutoCAD SHX text will be removed/flattened prior to submittal**

##### B. Mineral Rights Notification

- Please fill out the Mineral Rights Affidavit and supply this document to your Case Manager with the application submittal.
  - **RESPONSE: Mineral Rights Affidavit will be provided to our Case Manager**

### Energy and Environment 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. The Colorado Energy & Carbon Management Commission (ECMC) 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. The city recommends a permanent easement of 200 feet by 200 feet surrounding the P&A well, with no permanent structures within this easement. Wells plugged more recently should have clear records with ECMC 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 ECMC regarding

flowlines. Note that some flowlines were asbestos-wrapped fiberglass instead of steel and may require special precautions if removal is necessary. Should you have any questions about oil and gas development, please reach out to Jeffrey Moore, Manager of the Oil & Gas Division.

- **RESPONSE: We will continue working with the Oil & Gas Division and Land Development Review Services regarding plugged and abandoned wells within proximity of the development**

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

- PROS is proud to have recently adopted the Our Parks, Our Places Master Plan (2023). We're excited to share this progress with you based on a mutual interest in recreational activities. While PROS does not maintain requirements for private recreation facilities, we are pleased to share related contextual information about your site from the master plan. Connectivity is a major theme in the master plan. The image below indicates your adjacency to PROS assets. PROS is also participating in Connecting Aurora: Our Multi-Modal Transportation Master Plan (2024-2026). We welcome input from developers and residents alike to enhance equity, connectivity, and quality of life.
  - **RESPONSE: Acknowledged. We will coordinate with PROS as needed**

## **Forestry Division**

- Trees on this property, particularly within the parking lot area, will be impacted by development. Some of the trees could be too small for mitigation, however, if there are trees 4" or greater in diameter that will be impacted, tree mitigation will be required. Due to the number of trees that will be impacted, you are required to hire a Consulting Arborist. Civil and SWMP plans will not be approved by Aurora Forestry until tree mitigation has been approved through the Site Plan Process.
  - **RESPONSE: A consulting arborist was hired to assist with tree mitigation. Tree mitigation plan is presented with the Site Plan.**
- 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 are not acceptable for tree mitigation.
    - **RESPONSE: Tree mitigation plan is presented with the Site Plan.**
- 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. Since you will be hiring a Consulting Arborist, please provide the inventory and appraisal with the first submittal. Below is the list of Consulting Arborists for your review. Forestry would require a meeting with the arborist selected to make sure that we agree on the appraisal.
    - **RESPONSE: Tree mitigation plan is presented with the Site Plan.**
  - Once the tree assessment is complete, a spreadsheet will be provided by the Consulting Arborist 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 – the Consulting Arborist should contact Forestry to make sure they provide the correct number of inches. In most cases, the

mitigation inches can be replaced on the site through upgrades to the landscape plan. If there is not room to replace the number of inches that will be lost, payment can be made into the Community Tree Planting Fund based on the dollar value associated with tree loss.

- **RESPONSE: Tree mitigation plan is presented with the Site Plan.**
- 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
  - **RESPONSE: Tree protection notes will be provided with Civil Plans**
- 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 new requirement.
    - **RESPONSE: We are aware of the requirement prohibiting all Ash species**

## Aurora Water

### Utilities

- Existing private storm and public water will need to be relocated to avoid being under proposed structures. New easements will be required for the relocated water line.
  - **RESPONSE: Utilities will be relocated to avoid proposed structures. New easements will be granted for new and relocated public water lines**
- A fixture unit analysis is required to determine if the existing water meter is able to accommodate the new structures.
  - **RESPONSE: A fixture unit analysis will be provided prior to Site Plan approval**
- A separate meeting is required to discuss the existing water meter and the current under allocation
  - **RESPONSE: This meeting was held on 6/18/2024. We are following up with water demand calculations to determine if a second meter is required for the Soundwaves waterpark**
- A new meter is required for the Soundwaves expansion. This will have its own Domestic Service Allocation Agreement (DSAA).
  - **RESPONSE: Per meeting with Aurora Water on 6/18/2024, Soundwaves indoor water park can utilize the existing water meter if fixture analysis confirm existing water meter has capacity to service the entire site.**
- A new meter to serve the guest rooms would be allowed with a new DSAA for that service line.
  - **RESPONSE: Per meeting with Aurora Water on 6/18/2024, the existing DSAA will be reviewed once water use analyses are provided to Aurora Water for the existing resort, proposed guestroom expansion and Soundwaves.**
- A stormwater management plan is required.
  - **RESPONSE: A stormwater management plan will be submitted with Civil Plans**
- A utility conformance letter is required to show densities are at or below the approved Master Utility Study for Rockies Village.
  - **RESPONSE: A utility conformance letter is provided with the Site Plan submittal**
- 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.
  - Sand/Oil Interceptors are required for vehicle maintenance facilities.
  - All utility connections in the arterial roadway are required to be bores.

- **RESPONSE:** Site plan will show the required utilities. Grease interceptor will be coordinated with building MEP engineer for Soundwaves kitchen. No utility connections are planned within Himalaya Rd.
- All commercial and industrial users that discharge wastewater to the City of Aurora are to meet Metro Water Recovery's Industrial Pre-Treatment Program. Applicants are encouraged to reach out to Metro Water Recovery early in the planning process to learn more about the program requirements.
  - **RESPONSE:** We will coordinate with Metro Water Recovery during the Site Plan process
- 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:** Acknowledged. We will work with Aurora Water to determine the change in impervious surface by this Project
- 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:** Acknowledged. We will continue to coordinate with Aurora Water on these fees
- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules. Connection fees should be paid prior to December 31st which are subject to increases as approved by City Council.
  - **RESPONSE:** Acknowledged
- 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:** Acknowledged

#### Stormwater Management

- A preliminary drainage report shall be submitted with the site plan. Ensure that the assumptions made for imperviousness in the master study are consistent with the proposed site. Downstream drainage facilities must be installed prior to on site paving and must be accepted prior to issuance of TCO/CO. A review fee shall be paid to the City prior to the acceptance of the preliminary drainage report.
  - **RESPONSE:** Preliminary drainage report is submitted with the Site Plan. Downstream drainage facilities exist. Review fee will be paid to the City.
- Detention and water quality/EURV shall be in conformance with the master and most recent final drainage study. Ensure that the assumptions made for imperviousness in these studies are consistent with the proposed site.
  - **RESPONSE:** We will re-evaluate detention facilities for impervious values updated the proposed site
- Detention and water quality shall be provided for all internal, perimeter, and any other roadways required by Public Works as a part of this development.

- RESPONSE: Detention and water quality and provided by existing facilities on or adjacent to the site
- This site should be in compliance with the new impervious values. These values may exceed those assumed in development of the existing downstream water quality/EURV pond. Either mitigate the additional volume with on-site full spectrum detention or describe how the offsite pond will be modified to provide for the additional imperviousness.
  - RESPONSE: Site basins affected by proposed improvements were evaluated using new impervious values in the 2023 SDDTC. Capacity within the existing EURV pond has been evaluated against revise site imperviousness
- Phasing should be discussed in the PDR and how drainage will be handled in the interim condition.
  - RESPONSE: Phasing is discussed in the PDR. There will be no “interim conditions” evaluated in the drainage report since areas upstream of the Project are fully developed
- There are 1-2 existing private storm lines that appear to intersect with the proposed building layout. Storm sewer shall not be permitted under the proposed building’s footprint.
  - RESPONSE: Storm sewer will be re-located outside proposed building footprints
- A drainage report review checklist should be completed and signed by a professional engineer and uploaded with the report first review.
  - The PDR review checklist is attached to the back of the PDR
- The lowest point of entry (LPE) shall be minimum one-foot above all emergency overflow elevations and all 100-year ponding and flow depths.
  - RESPONSE: Lowest points of entry will be minimum one-foot above 100-year ponding and flow depths unless they conform to SDDTC Table 6-5. Variance may be required for a few specific areas that cannot achieve one-foot above emergency overflow elevations
- Note that for all preliminary drainage reports (PDR) that review fees will be limited to the first three reviews. If additional reviews are required, fourth and greater, then new fees will be required.
  - RESPONSE: Acknowledged
- This site will be subject to Ordinance No. 2022-46 pertaining to the use of turf and water features.
  - RESPONSE: Acknowledged
- The City of Aurora has an updated drainage criteria manual which should be used for this and all future submittals. It is highly encouraged that you read section 1.5 SIGNIFICANT UPDATES BY CHAPTER to determine changes in the city’s criteria.
  - RESPONSE: 2023 SDDTC is referenced for this Project
- Site has gone through multiple revisions, be sure to reference the most recent revisions and include excerpts within the submitted report. A comparison of existing conditions imperviousness and runoff versus the proposed site will be required.
  - RESPONSE: The PDR references the most recent revisions. Comparison tables are provided in the PDR appendix
- 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 the City shall be initiated in such case at the master plan level or as soon as determined with any proposed development.
  - RESPONSE: Engineer will coordinate with MHFD for proposed improvements adjacent to the Gaylord Rockies development

- Refer to EDN's 216150 (MD), 215091 (CP), 220087 (PD) for supporting information related to your site. A revision to 215091 stated changes to the approved pond design was performed but reviewers were unable to locate those changes. The Engineer and Developer will be responsible for obtaining and providing the most recent approved design information.
  - **RESPONSE: We will obtain the most recent approved design information**
- The site is located within 5 miles of Denver International Airport. Pond drain times for sites adjacent to air operations areas are limited by FAA recommendations contained in Advisory Circular 150/5200-33C dated 2/21/2020 and by additional guidance specific to Denver International Airport. These drain time limitations are intended to minimize wildlife attractants and potential interference with air traffic. The drain time limitations preclude pond designers from obtaining the full drain times recommended by the Mile High Flood District (MHFD) for Water Quality Capture Volume (WQCV) and Excess Urban Runoff Volume (EURV). 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: We will follow drain time limitations if revisions are made to existing drainage facilities**
- 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: SDI Design Data will be completed and uploaded to the web portal during the Civil Plan process**
- Detention of storm drainage is supported by offsite ponds. Since offsite ponds are supporting this development a pond certificate is required prior to TCO/CO. Include approved pond certificates or timing of the certificate submittals in the first submittal of the preliminary drainage report. The drainage map used in the design of the pond should be included and illustrate that this site is in compliance with the assumptions.
  - **RESPONSE: The EURV Pond will be re-certified as required by Aurora Water through the Final Drainage Report /Civil Plan review process**
- Per the 2023 Roadway Design Manual: The slope away from the building shall have a minimum grade of five (5) percent for the first ten feet or to the property line, whichever occurs first, then a minimum of two (2) percent until the slope reaches the swale around the building. If physical obstructions or lot lines prohibit the ten feet of horizontal distance, a five (5) percent slope shall be provided to an approved alternative method of diverting storm runoff away from the foundation. Swales used for this purpose shall be sloped a minimum of two (2) percent. In no condition shall the bottom of the swale at its highest point be less than Submittal Requirements and Procedures 2-32 2023 six inches below the grade at the foundation of any adjacent structure. Impervious surfaces within ten feet of the building foundation shall be sloped a minimum of two (2) percent away from the building.
  - **RESPONSE: Slope away from building will maintain five (5) percent slope to swales. Swales will slope at a minimum two (2) percent to area inlets for capture. WSEL within swales and at area inlets will maintain 1-foot freeboard to LFE.**
- Per the 2023 Roadway Design Manual: Storm water from concentrated points of discharge from a 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: Concentrated storm flows will not flow over sidewalks. Sidewalk chases, where used, will follow the above requirements**
- See section 3.20 EASEMENTS AND TRACTS for specific information for maintenance access for channels, ponds, and all other storm features.
  - **RESPONSE: Acknowledged**
- A public storm sewer system is located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.
  - **RESPONSE: Storm sewer constructed with this Project will tie into existing private on-site storm sewer to the existing EURV pond. No storm sewer with this Project will tie directly to public storm sewer**
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.
  - **RESPONSE: Acknowledged**
- Stormwater Conveyance - Notification of Adjacent Property Owners link
  - **RESPONSE: Proper notification will be provided to adjacent property owners**
- Digital files supporting this submittal should be uploaded at the time of first review, examples are MHFD Detention files.
  - **RESPONSE: Digital files will be submitted with the PDR**

## Public Works Department

### Traffic Impact Study

- A Traffic Impact Study will be required for this site which will include addressing the following specific items:
  - Existing, buildout and 2050 average daily traffic counts.
  - Trip Generation from the site.
  - Site Circulation Plan
  - Include detailed analysis, including vehicle queuing evaluation, of:
    - All site access points
    - External Intersections should follow the Highpoint at DIA\_Gaylord\_TIS done in September 2015.
  - Interior roadway ADT & classification
  - Analysis of pedestrian connectivity, including vehicle/pedestrian crossing of trails. Enhancements will be required and any concerns with sight distance need to be addressed
  - Discussion of the application of elements from the Traffic Calming Toolbox and countermeasures applicable from the FHWA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations (July 2018) to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox include: Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RRFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane. Details of Enhanced Crosswalk, compact roundabout, speed cushions and chicane may be made available if requested.
    - **RESPONSE: Traffic study addresses most, if not all the items listed above**
- *Submitting the Traffic Study*
  - The Traffic Study shall be sent directly to Jason Igo at [jigo@auroragov.org](mailto:jigo@auroragov.org) as soon as possible. Traffic Study shall also be uploaded with the rest of the submittal.
    - **RESPONSE: Traffic Study will be sent to Jason Igo and uploaded with the Site Plan**

## Parking Study

- A Parking Study will be required for this site which will include addressing the following specific items:
  - Existing parking conditions in the area, including verbiage that addresses weekday and weekend parking trends.
  - Specific users of the different parking lots of the existing parking and the proposed zones.
  - The additional demand of parking based on the new addition with the reduction of parking spaces
    - **RESPONSE: The completed parking study is submitted with the Site Plan**
- Gates are required to be setback from public road flowline a minimum of 35-feet, longest expected vehicle or at least the 95th percentile queue. If the gating system swings, it shall swing into the site.
  - **RESPONSE: No gates will be constructed near public roads with this Project. Gates from the private road to parking areas are the only gates that may be modified with the Project.**
- 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: No sight distance triangles are located within areas to be improved with this project. This note will be included in landscape plans**
- 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: Site plan will show existing stop signs and street name signs. No public streets or private streets approaching public streets will be improved with this Project**

## Engineering Division

- Ensure that the fire lane meets the weight requirements (85,000 lb vehicle requirement) and radii requirements for a 26' wide fire lane per section 4.07.1.01 of the 2023 Roadway Manual.
  - **RESPONSE: Fire lanes will meet weight and radii requirements as prescribed**
- The updated Roadway Manual has been adopted as of February 1, 2023. The link to the updated Roadway Manual can be found below.
  - **RESPONSE: Acknowledged**
- The City has updated its civil plan submittal intake process which became effective June 26, 2023. A civil plan pre-submittal is no longer required.
  - **RESPONSE: Acknowledged**

## Improvements

- Mountable curb and gutter shall be used on all Type 1 and 2 streets. All other streets, including those within the Urban Centers and TODs shall use 6" vertical curb and gutter.
  - **RESPONSE: No streets are being constructed with this Project**

- Curb ramps must be shown (located) on the plans at all curb returns, “T” intersections, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans.
  - **RESPONSE: Curb ramps will be designed as required and will be included in Civil Plans**
- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required, and the curb return radii shall be labeled on the plan.
  - **RESPONSE: Flared curb cuts will not be designed where the above parameters are met**
- 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: Pedestrian bicycle railing will be designed were the above parameters are met**
- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guards or handrails may be required. Structural calculations are required with the first civil plan submittal for walls that fall under the specifications listed in Table 4.02.7.03 in the Roadway Manual. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements.
  - **RESPONSE: Retaining walls are shown on the Site Plan. Structural calculations will be provided with the Civil Plan**
- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.
  - **RESPONSE: No private access drives are being designed near public roads with this Project**
- If gates are incorporated into the design of the development, they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.
  - **RESPONSE: No gates will be constructed near public roads with this Project. Gates from the private road to parking areas are the only gates that may be modified with the Project.**

**ROW/Easements/Plat:**

- ROW dedication is required for public streets.
  - **RESPONSE: No public streets are being constructed with this project**
- The dedication of a 25-foot lot corner radius is required at the intersection of arterial roadways, a 20-foot lot corner radius is required at the intersection of collector roadways, and a 15-foot lot corner radius is required at the intersection of local roadways.
  - **RESPONSE: No public streets are being constructed with this project**
- 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.
  - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way. Please coordinate with Aurora Water for their alignment.
  - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way. Please coordinate with Aurora Water for their alignment.
  - 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: Easements will be dedicated by separate document**

## 1. Fire/Life Safety Comments – Building Division

### **Key Issue**

- A new looped waterline will be needed within the proposed fire lane easements to support the new fire hydrants along the emergency access route. The looped waterline appears to be needed from Himalaya Road, along the proposed fire lane to connect with the existing water line within the site.
  - **RESPONSE: A new looped water line with utility and fire lane easements are provided along the southern side of the site**

### **Accessibility Requirements**

- The City of Aurora reviews accessibility requirements based on 2021 IBC, Chapter 11, the 2017 ICC/ANSI A117.1. Accessibility Requirements – Commercial
  - **RESPONSE: Acknowledged. The project will meet accessibility requirements**

### **Addressing Requirements**

- All buildings or structures, except accessory buildings, shall display the proper building number in the manner provided in this article. It shall be the responsibility of the owner, occupant or any person obtaining a building permit to place such numbers in the manner provided in the Aurora City Code of Ordinance, Chapter 126 - Article VII - Numbering of Buildings.
  - At the time of construction plan submittal to the Aurora Building Division the applicant will need to determine if the phase one and two construction will be addressed separately or under the existing 6700 N. Gaylord Rockies Blvd address.
    - **RESPONSE: Both the guestroom expansion and Soundwaves will be addressed under the existing 6700 N Gaylord Rockies Blvd address**

### **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.
  - Using the 2021 International Building Code adopted by the City of Aurora, the site plan submittal must show the distance between new or existing property lines and proposed exterior walls of structure(s).
    - **RESPONSE: Site plan will show the required 25' property line setback**

### **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 to Civil Plan Sign and Detail Package.
  - Combined Fire Lane and Pedestrian Sidewalks
  - Grading Plan
  - Handicap Accessible Parking Signs
  - Sign Package
  - Signature Block
    - **RESPONSE: The above items will be reflected in the Civil Plans**

### **Emergency Responder Communication Coverage**

- The 2021 International Fire Code (IFC) requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERCC). 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 are at the owner or developer's 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: This will be addressed at time of building construction**

### **Fire Department Access**

- Based on the information presented so far, the type(s) of fire apparatus access road(s) needed for this site is fire lane easements
  - Buildings less than 30' in height require only a 23' wide fire lane easement with 29' inside and 52' outside turning radii. Buildings greater than 30' in height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii.
  - Buildings greater than 30' in height are regulated by the 2021 IFC Section D105 and require both a 26' Fire Lane Easement and two points of emergency access. Typically, the 26' fire lane easement is located on the front main entry side of the structure within a minimum of 15' and a maximum of 30' from the exterior wall of the building. Structures greater than 30' in height also require a second point of emergency access.
  - The first phase of construction must include two points of emergency access and a looped water supply to support on site fire hydrants and fire service lines.
    - **RESPONSE: Fire apparatus access roads have been and will continue to be coordinated with Fire/Life Safety throughout the Site Plan and Civil Plan process**

### **Fire Hydrants**

- The number and spacing of fire hydrants are determined using the 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.
  - **RESPONSE: Fire hydrant locations and spacing have been and will continue to be coordinated with Fire/Life Safety throughout the Site Plan and Civil Plan process**
- A new looped waterline will be needed within the proposed fire lane easements to support the new fire hydrants along the emergency access route. The looped waterline appears to be needed from Himalaya Road, along the proposed fire lane to connect with the existing water line within the site.
  - **RESPONSE: A new looped water line with utility and fire lane easements are provided along the southern side of the site**
- An onsite looped water supply will be needed where there are two or more fire appliances, such as fire hydrants and fire service lines supporting a fire sprinkled structure.
  - **RESPONSE: A looped water supply will be provided where there are two or more fire appurtenances**
- A fire department connection will be required at the front main entry side of the structure. A fire hydrant will be required within 100' of the fire department connection.
  - **RESPONSE: FDCs will be provided at the front main entry side of each new structure. Fire hydrants will be placed within 100' of each FDC**
- Please show the location of all fire hydrants within 400' of this site. Where fire hydrants are outside the boundaries of the site plan you can indicate the distance using a fire hydrant label or symbol
  - **RESPONSE: Site plan calls out location of all fire hydrants within proximity of the proposed structures**

### **Fire Sprinklered Structures**

- The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2021 IFC and IBC.
  - **RESPONSE: Acknowledged**

### **Gated Entry**

- The installation of any gating system will require a City of Aurora licensed contractor to obtain a building permit through the Aurora Building Division prior to the start of any work. This would be considered a structural, life safety and electrical review within the Building Division that is conducted on behalf of the Fire Chief.
  - **RESPONSE: No new gating systems are proposed with this Project**
- If a gating system is to be installed at a site access point, it must be set back from the flow line of the street at least 35 feet or one design vehicle length, whichever is larger, and be approved by the City of Aurora's Fire and Life Safety department. Gating systems located within close proximity to public right-of-way (ROW) may also be assessed by the City of Aurora Traffic Manager or designee and could require a traffic analysis to determine the appropriate distance of gating system to said flow line of ROW. Where a gating system crosses a dedicated or designated fire access roadway, please reference the Security Gates section of the latest edition of the International Fire Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the designated Fire Code representative within the Aurora Building Division.
  - **RESPONSE: No new gating systems are proposed with this Project**
- A separate building permit is required for the installation of any gating system that may obstruct fire department access to the internal areas of a site. Prior to construction, please submit plans and specifications of your proposed gating system to the Aurora Building Division. If you have any questions, please contact a Fire/Life Safety representative by calling 303-739-7420.
  - **RESPONSE: No new gating systems are proposed with this Project**

### **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.
  - **RESPONSE: Acknowledged**

### **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: Acknowledged**

### **Phasing Plans**

- A phasing plan must be provided with the Planning Departments Site Plan and the Public Works Departments Civil Plans submittals.
  - **RESPONSE: Acknowledged**

### **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**

#### **Site Plan, Civil Plan, Framework and General Development Plan, and Plat Notes**

- The notes being provided below must be included on the cover sheet of the indicated submittal type.
  - (Plat Note) If Plat Contains Fire Lane Easement
  - (Site Plan Note) Access Control Gate or Barrier Systems
  - (Site Plan Note) Accessibility Note for Commercial Projects
  - (Site Plan Note) Addressing
  - (Site Plan Note) Aircraft Noise Reduction (LDN)
  - This area is within a LDN noise mitigation area. Sec. 22-425
  - (Site Plan Note) Americans with Disabilities Act
  - (Site Plan Note) Emergency Ingress and Egress
  - (Site Plan Note) Emergency Responder Radio Coverage
  - (Site Plan Note) Fire Lane Easements
  - (Site Plan Note) Fire Lane Signs
    - **RESPONSE: The requested notes are provided on sheet 2 of the previously approved Contextual Site Plan for Gaylord Rockies**

#### **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: Data block provided on the cover sheet**

#### **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 must 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
  - Where fire hydrants and fire department connections are provided adjacent to vehicular access drive aisles, they will need to be dedicated as fire lane easements in order to provide emergency access to them.
  - Access Road Width with a Hydrant
  - Aerial Fire Apparatus Access Roads
  - Alternative Fire Lane Surfaces
    - Alternative fire lane surfaces other than asphalt or concrete will require a license agreement through Land Development Services within Public Works. The civil plans must include a detail of the alternative surfacing material that reflects the current Public Works fire lane specifications.
  - Fire Apparatus Access Road Specifications
    - If an existing fire lane or public roadway must be removed or relocated for any reason, the portion replaced must follow the current specifications of the Public Works Department.
  - Combined Fire Lane, Public Access and Utility Easements
  - Construction of Fire Lane Easements and Emergency Access Easement
  - Dead-end Fire Apparatus Access Roadways

- Encroachment into Emergency Access or Fire Lane Easements are Prohibited
- Grade
- Labeling of Easements on the Site Plan, Plat and Civil Plans
- License Agreement
  - Construction of fire lanes using alternative surfacing materials other than asphalt and concrete and/or installations of gating systems crossing a dedicated fire lane easement will require a license agreement through Real Property.
  - Installation of gating systems crossing a dedicated fire lane easement will require a license agreement through Real Property
- No Parking is allowed within a Fire Lane Easement
- Pocket Utility Easements for Fire Hydrants
- Public Street Systems Adjacent to Site
- Remoteness
- Speed Bumps
- Snow Removal Storage Areas
- Two points of Emergency Access
- Width and Turning Radius
  - **RESPONSE: Applicable criteria will be shown on the Site Plan and Civil Plans**

#### **Trash Enclosure**

- Per the 2021 International Fire Code, Section 304.3.3, dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings, or combustible roof eave lines.
  - **RESPONSE: New dumpsters 1.5 CY or greater will follow the above requirements**

### **Land Development Review Services Division**

#### **Key Issue**

- With the bridge to the pool structure over the proposed Fire Lane easement. The Fire Lane easement will need to be dedicated up to the vertical portion of the bridge and not go under the bridge and then to be continued on the other side of the bridge structure. This will be like the existing situation for the Porte Cochere on the main building.
  - **RESPONSE: Based on review of the 2021 IFC we believe we meet all fire lane requirements without extending the fire lane north of the bridge. Fire lane ends at south side of bridge**

#### **Subdivision Plats**

- A subdivision plat is not required at this time.
  - **RESPONSE: Acknowledged**

#### **Site Plans**

- A Site Plan will be required by the Planning Department. Land Development Review Services has items that need to appear on that site plan above and beyond what other departments may require. These items are listed on the Land Development Review Services Subdivision Plat Checklist.
  - **RESPONSE: Required items will be shown on Site Plan**

#### **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:

- **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 Land Development Review Services specifications and are available in the Easement Release Packet. Once complete and accurate easement release information is submitted to Land Development Review Services, it takes about 8-10 weeks to complete the process. They must be complete and ready to record before Land Development Review Services 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 Land Development Review Services specifications which are found in the Dedications Packet. Once complete and accurate easement dedication information is submitted to Land Development Review Services, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan.
  - **RESPONSE: Acknowledged**
- No portion of any roofed structure or footings 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 8-10 weeks to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.
  - **RESPONSE: Acknowledged. License agreements will be submitted after first submittal of Civil Plans**
- Your project has been classified as a Redevelopment so a resubdivision is not required. However, street right-of-way and/or easements may need to be dedicated to the city. These are legal documents and must be prepared using Land Development Review Services specifications which can be found in the Dedications Packet. Once complete and accurate information is submitted to Land Development Review Services, it takes about 4-6 weeks to complete the process. These documents must be complete and ready to record before Land Development Review Services will record the Site Plan.
  - **RESPONSE: Acknowledged**
- If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact Leslie Gaylord at 303.739.7901 for additional details and contact information.
  - **RESPONSE: Acknowledged**

Sincerely,

Sue Sibel, P.E.  
Senior Associate, Department Manager