



Office of Development Assistance  
15151 E. Alameda Parkway, Suite 5200  
Aurora, Colorado 80012  
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June 22, 2023

Megan Waldschmidt - [meganw@westsideinv.com](mailto:meganw@westsideinv.com)  
Westside Investment Partners, Inc.  
4100 E Mississippi Ave Ste 500  
Denver, CO 80246

**Re: High Point Park 12A (#1714153)/Pre-Application Meeting held June 08, 2023**

Dear Ms. Waldschmidt:

I would like to take this opportunity to thank you for considering the City of Aurora for the High Point Park 12A 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:**

- ▶ **Master Plan Conformance:** The application will be subject to all requirements and standards in the High Point at DIA Master Plan. Review the Master Plan to ensure compliance with all documents, including the Design Standards (Tabs 10-12) and the Public Improvements Plan. Please ensure that all streets adjacent to the site are constructed prior to or concurrently with the park.
- ▶ **Access and Connectivity:** Please improve connectivity between the proposed park and the adjacent Planning Area. Ensure that a north-south sidewalk is included along the western property boundary from 67<sup>th</sup> Avenue to 66<sup>th</sup> Avenue as required by the PA-64 Multi-Family Site Plan. In addition, there should be better east-west connectivity from the sidewalk on the multi-family site through the park so residents can easily access amenities.
- ▶ **Parks, Recreation and Open Space (PROS):** Please see PROS comments on page 11 of these notes for comments on park design.
- ▶ **Traffic:** While a Traffic Study is not required at this time, Traffic is requesting the construction of curb extensions, at a minimum, at adjacent intersections to the park to help with pedestrian access.
- ▶ **Public Improvements:** Public improvements shall be provided in conformance with the Public Improvement Plan.

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,

A handwritten signature in black ink that reads "Cesarina Dancy". The script is cursive and fluid, with the first name and last name clearly distinguishable.

Cesarina Dancy  
Senior Project Manager

cc: Al Cunningham - [al@pcsgroupco.com](mailto:al@pcsgroupco.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. All civil plans are electronic submittal only.

- 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.
- Civil plans are submitted through a pre-acceptance process. Once the civil plans have been accepted, then the formal review begins. 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.

#### 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)

#### **Planning**

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

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

#### **Parks, Recreation & Open Space**

Planning Design and Construction  
Joe Odrzywolski  
303.739.7147  
[jodrzywo@auroragov.org](mailto:jodrzywo@auroragov.org)

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

#### **Aurora Water**

Steven Dekoskie  
303.739.7490  
[sdekoski@auroragov.org](mailto:sdekoski@auroragov.org)

#### **Aurora Water - Drainage**

Richard Ommert  
303.739.7314  
[rommert@auroragov.org](mailto:rommert@auroragov.org)

#### **Public Works**

Traffic Division  
Dean Kaiser  
303.739.1718  
[djkaiser@auroragov.org](mailto:djkaiser@auroragov.org)

Roadway & Public Improvements  
Engineering Division  
Julie Bingham  
303.739.7403  
[jbingham@auroragov.org](mailto:jbingham@auroragov.org)

Life Safety and Building Division  
William Polk  
303.739.7371  
[wpolk@auroragov.org](mailto:wpolk@auroragov.org)

Land Development Review Services  
Division  
Andy Niquette  
303.739.7325  
[aniquett@auroragov.org](mailto:aniquett@auroragov.org)

#### **Oil and Gas Division**

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

#### *Key Issues:*

- ▶ Infrastructure Improvements per PIP
- ▶ Connectivity to Adjacent Planning Areas

#### *Project Overview:*

- Zoning: MU-A (Mixed-Use Airport)
- Character Area: Subarea C
- Proposed Use: Neighborhood Park
- Permitted Use: Yes

#### *Type of Application:*

- Site Plan (Subarea C)

#### *Procedures:*

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- The application can be reviewed and approved administratively by the Planning Director. Please note that if any Major Adjustments are requested as part of the application, a public hearing before the Planning and Zoning Commission will be required. 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](#)
- [Colorado Oil and Gas Conservation Commission](#)
- [Landscape Reference Manual](#)
- [Development Review Website](#)
- [Online Application and Plan Submittal Guide](#)
- [Pre-Submittal Checklist](#)
- [Forms and Applications](#)
- [Aurora Map Gallery](#)
- [Adams County Assessor Map](#)
- [Site Plan Manual](#)
- [Preliminary Drainage Report \(PDR\) Review Checklist](#)
- [Master Drainage Report \(MDR\) Review Checklist](#)
- [Civil \(Utility\) Plan Pre-Acceptance Review Checklist](#)

***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- 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. Neighborhood parks are consistent with the uses in this zone district.

**Response: Acknowledged**

**1B. *Placetype***

The subject properties are 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 developments must be consistent with the overall vision and defining features of the Urban District placetype.

**Response: Acknowledged**

**1C. *Master Plan***

The application will be subject to all requirements and standards in the High Point at DIA Master Plan. Please review the Master Plan to ensure compliance with all documents, including the Design Standards (Tabs 10-12) and the Public Improvements Plan. Please ensure that all streets adjacent to the site are constructed prior to or concurrently with the park.

**Response: The developer plans on keeping with all requirements of the Master Plan for design and construction.**

**2. Land Use**

**2A. *Proposed Land Use***

The proposed use – neighborhood park – is permitted in the MU-A District. The subject Planning Area, PA-12A, is designated as a 3.9-acre neighborhood park in the latest version of the High Point at DIA Master Plan.

**Response: Acknowledged**

**3. Development Standards**

**3A. *Subdivision Standards***

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**Lot Design and Layout**

All lots shall have direct or indirect access to a dedicated public or private street. Indirect access through an easement may be approved by the city for alternative lot layouts defined in the UDO (green courts and motor courts), based on considerations of pedestrians, bicycle, emergency vehicle access and safety, and through-connectivity. The expectation is buildings along the street will have functional entrances oriented to the street with direct connections to the public sidewalk. Ground floor units shall have front doors oriented to and be accessible from the public sidewalk.

**Response: There are no lots in directly adjacent to this park, but pathways have been provided through the park to create connectivity with the nearest residents along with entrances to the park at multiple locations for pedestrian access.**

**Remainder Parcels Prohibited**

No subdivision of land shall result in any remainder parcel or tract that does not otherwise meet the standards for a required open space, drainage area, buffer, or other area required by the UDO.

**Response: Acknowledged**

**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: ADA accessibility has been provided with a route through the park and leading to the high use area of shade shelter, patio and playgrounds.**

**3B. Access and Connectivity**

Please improve connectivity between the proposed park and the adjacent Planning Area. Please ensure that a north-south sidewalk is included along the western property boundary from 67<sup>th</sup> Avenue to 66<sup>th</sup> Avenue as required by the PA-64 Multi-Family Site Plan. In addition, there should be better east-west connectivity from the sidewalk on the multi-family site through the park so residents can easily access amenities.

**Response: Both routes have been provided through the site and accommodate ADA accessibility.**

**3C. Parking, Loading, and Stacking**

Per Section 146-4.6, off-street parking is not required for parks and open spaces. All parking can occur on streets adjacent to the parks.

**Response: Acknowledged**

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

**General Landscape Plan Comments**

Prepare your landscape plans in accordance with the Landscape Reference Manual as well as the Unified Development Ordinance (UDO). Both documents are available online. The landscape requirements within the UDO should follow Section 146-4.7 (Landscape, Water Conservation, Stormwater Management). Please ensure that the landscape architect or designer has a copy of

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these documents, as well as our project specific comments.

**Response: Acknowledged**

**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.

Landscape plans must be prepared on 24” x 36” sheets and have plant symbols, plant labels with quantities and a plant schedule upon first submission or a complete review will not be possible. This may result in additional submittals and ultimately delays in approval of the plan set.

**Response: Acknowledged**

**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: Site Distance triangles have been provided on the landscape plan.**

**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 146-4.7. The applicant is responsible for reviewing this section and determining all applicable landscape conditions.

**Section 146-4.7.5.C.2a (Required Landscaping, Curbside Landscaping)**

Street trees are required at a ratio of one street tree per 40 linear feet along all abutting streets. Street trees shall be provided in the curbside landscape when a detached walk is provided or 4’-5’ from behind the back of walk when an attached walk is provided. Street trees shall be located 50’ from the face of a stop sign to maintain regulatory sign visibility. Refer to Figure 4.7-2.

Please note that City Council passed a turf ordinance that prohibits the installation of non-functional turf. This includes all curbside landscapes. Questions regarding the ordinance should be directed to Tim York, Water Conservation Supervisor, Water Conservation Division, 303.326.8819. Landscaping for the curbside area should follow this section and include shrubs at a ratio of one shrub per 40 square feet of curbside area.

**Response: Street trees have been provided at the required spacing and all stop signs have been called out in the plan showing none within the site Right of Way. The required shrubs have been included in all curbside landscape areas according to the required ratio. Turf seed mix is in the active field area only and all turf on site is under 33% which is within the turf limitations.**

**Section 146-4.7.5.I (Private Common Open Space/Tract Landscaping)**

All areas of land that have been disturbed during construction and are required or designated to be preserved and protected from future development for non-public active and passive recreation areas and facilities, trails, wildlife habitat or preservation of view corridors and natural land features shall be landscaped with one tree and ten shrubs per 4,000 square feet. Open space areas that will be activated or programed for use by the residents can contain sod. Include information



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on the landscape plan on how any cultural activities, organized social gatherings etc. may occur in the space including the placement of benches, trash receptacles, picnic tables or any covered pavilions.

**Response: Amenities and gathering areas have been provided and are called out on the landscape plan.**

**Section 146-4.8.3.C (Irrigation)**

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, Aurora Water requires that the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing the quantities along with a plan that clearly delineates these areas should be provided. Contact Timothy York at 303.739.8819 or [tyork@auroragov.org](mailto:tyork@auroragov.org) regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

**Response: An irrigation plan has been provided showing irrigation for landscape areas.**

**3E. Exterior Lighting**

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

**Response: Whether lighting is needed in this park will be determined by the reviewer.**

**3F. Signs**

Section 146-4.10 and the High Point at DIA Design Standards govern signage standards for this area. Please review these sections for complete details. Please show the location of any monument signs on the Site Plan.

**Response: No monument or sign will be a part of the design at this time.**

**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: Acknowledged**

**5. Submittal Reminders**

**5A. 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: Acknowledged**

**5B. Mineral Rights Notification**

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

**Response: Mineral Right Affidavit is attached.**

***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: Acknowledged**

***Community Participation:***

The City of Aurora promotes citizen participation in the development review process. One way to promote this participation is through a community meeting. 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. Occasionally, it will be necessary to hold a community meeting to discuss the application. Your Planning Case Manager can assist and inform you if a community meeting will be required.

***Community Meetings:***

- Currently, the city is utilizing Kerri Drumm with Purpose Aligned Consulting to facilitate these meetings. Please work with your assigned Planning Case Manager to schedule these meetings.
- These community meetings allow applicants an opportunity to present their proposal to adjacent neighborhoods and any impacted citizens. The meetings also allow residents to share their questions and opinions about the proposal to both the applicant and City staff.
- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and land use procedures can be properly addressed. The applicant will be expected to take meeting notes and include any project-related commitments that are made to the community at these meetings. After the meeting, please continue to work with the organizations that express interest in your project to address comments and mitigate concerns.
- Additional information about Community Meetings can be provided by reaching out to the Planning Case Manager for the application or by visiting the Planning and Development Services page of the city website.
- You can also find adjacent neighborhood groups associated with your site via this link: [Aurora Registered Neighborhood Associations - HOAs \(arcgis.com\)](#)

**Response: Acknowledged**

**Oil and Gas Development**

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We have reviewed the area of your development. There are no known plugged and abandoned (P&A) wells within your site and no existing or planned oil and gas surface facilities on your site at this time.

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.

In the future, a horizontal well may be drilled underneath your site. If so, the depth would be greater than 7,000 feet below the surface. At that depth, we do not expect any effects to be felt at the surface.

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

**Response: Acknowledged**

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

### **Planning Design and Construction**

#### ***Site Plan Comments***

- Repeat Informational Comment: Neighborhood Park PA-12a is identified within the High Point Master Plan to be 4.75 acres in size and completed by 50% CO of PA-5a and 5b.
- As outlined in the Pre-App Notes from the previous Pre-App on December 16, 2021, it appears that the required site elements and amenities to meet PROS standards for neighborhood parks have been included in this current site plan. Additionally, it appears that other comments regarding minimum setbacks for the playground areas and appropriateness of the pump track at this location have been addressed.

**Response: Acknowledged**

#### ***Design Comments***

- Trees and native landscaping along the western side of the site do not seem purposeful in the overall design of the park. We would encourage the design to activate the gentle slope along western side of the park to create a focal point, drawing park users to that area of the park and providing better pedestrian circulation and connectivity into the park for the residential project to the west. Potentially, a hillside seating area with seat walls could provide an overlook for viewing the activity on the turf fields and creating a destination. There has been recent discussion between PROS and the developer of the residential project to the west with regard to their wishes to include a patio off of their project clubhouse adjacent to the park, with direct connectivity to the park. A focal point along the western side of the park would be key in attaining the objective of creating an inviting, seamless feeling interface between the park and private amenities, where clubhouse users could easily meander into the park, utilizing the park amenities as a kind of extended patio area, and park users would feel invited to enjoy the more formal clubhouse patio amenities.

**Response: In discussion with PROS an agreed upon extension of the adjacent patio that leads directly into a sidewalk for pedestrian circulation has been provided.**

- The path along the western side of the park should meander amongst the trees to provide a more natural experience and better connectivity rather than the linear path currently proposed.

**Response: A meandering path among trees has been provided.**

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- We would encourage the triangular area of turf north of the park shelter to be replaced with a landscaped area, and that turf area added to the larger turf area, expanding it to the west to accommodate larger scale activities, creating a more formal, regularly shaped turf area for organized activities.

**Response: Turf and landscape area has been adjusted per recommendation.**

## **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:***

- ▶ Existing 12" water main in Nepal Street for irrigation service. Landscape plan required to determine irrigation water meter size.
- ▶ Offsite detention is provided. Water quality is required for this site.
- ▶ Preliminary drainage report (PDR) is required.

**Response: Irrigation tap shown on utility plan and meter sizing provided with irrigation plans.**

**Offsite Pond PD1 is a full spectrum detention pond and has accounted for both Water Quality and detention for the site per the approved drainage report/pond certificate. Calculations/verification provided in the Preliminary Drainage Report provided as part of this submittal.**

#### ***Utility Services Available:***

- Water service may be provided from: Existing 12" PVC in Nepal Street.

**Response: Water tap is not necessary for this site.**

- Sanitary sewer service may be provided from: Existing 8" PVC in Nepal Street.

**Response: Sanitary sewer service is not necessary for this site.**

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

**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.
  - All utility connections in the arterial roadway are required to be bores.

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: Acknowledged.**

- 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.**

- 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: 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**

*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"](#).*

**Notes**

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

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on the project, it is the design engineer's responsibility to contact the designers of the under-review documents and coordinate designs.

Stormwater Conveyance - Notification of Adjacent Property Owners link:

[https://cdns5-hosted.civicle.com/UserFiles/Servers/Server\\_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Stormwater%20Conveyance%20-%20Notification%20of%20Adjacent%20Property%20Owners.pdf0](https://cdns5-hosted.civicle.com/UserFiles/Servers/Server_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Stormwater%20Conveyance%20-%20Notification%20of%20Adjacent%20Property%20Owners.pdf0)

Note that for all master drainage reports (MDR) and 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**

***Key Issues:***

References

205122 Master Plan

221186 offsite pond serving the site

222220

221332

Drainage Notes for Pre-App

- Per Section 138-367 of the Aurora Municipal Code, a Preliminary Drainage plan and report is required. 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: Preliminary drainage plan/report provided with this submittal.**

- Include offsite pond certificate and illustrate that this site was included in the pond design tributary area and at the anticipated imperviousness.

**Response: Pond certificate and narrative provided in Preliminary Drainage Report.**

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

**Response: Storm extended through site.**

- Please use the city's draft impervious values for the site. <https://engageaurora.org/stormcriteria>

**Response: Draft impervious values used.**

## **Public Works Department**

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

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

- ▶ Pending something unforeseen, such as public comment, Traffic Engineering will not require a Traffic Study at this time.
- ▶ Traffic calming elements will be an area of focus of review for this site. See requirements below.
- Show all adjacent and opposing access points on the Site Plan.

### **Response: All access points shown.**

- 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: Sight triangles shown.**

- 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: Stop/street name signs shown on the site plan. Note added to site plan.**

- Depiction 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: Per coordination with Aurora Traffic, RRFB signs have been added to the intersection of East 67<sup>th</sup> Avenue and North Nepal Street.**

### **Improvements:**

- The developer is requested to construct curb extensions, at a minimum, at adjacent intersections to the park to help with pedestrian access.

**Response: Per coordination with Aurora Traffic, RRFB signs will be provided in lieu of curb extensions as the**

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**adjacent roadway has recently been construction and curb extensions would generate several conflicts/revisions to inlet locations (possible drainage design issues), redesign of ADA ramps, intersection design, etc.**

**Traffic Impact Study:**

- Pending something unforeseen, such as public comment, Traffic Engineering will not require a Traffic Study at this time.

**Response: Acknowledged**

**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:**

- ▶ Public improvements shall be provided in conformance with the Public Improvement Plan.
- ▶ The updated Roadway Manual has been adopted as of February 1, 2023. The link to the updated Roadway Manual can be found below.
- ▶ The city has updated its civil plan submittal intake process and it will be effective June 26, 2023. A civil plan pre-submittal is no longer required. Please review the new submittal instructions [here](#).
- ▶ 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.

**Improvements:**

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

- 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: Adjacent streets have been constructed as part of the High Point Filing 11 project.**

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

**Response: All curb ramps will be constructed as part of the High Point Filing 11 project. Design of ramps were included in the Filing 11 CDs.**

- 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**

- 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 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: Acknowledged**



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***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.
  - 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**

**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 Issue:***

- Please review the 2021 IFC, Chapter 11 for Construction Requirements for Existing Buildings. The provisions of this chapter shall apply to existing buildings constructed prior to the adoption of this code.

**Response: Acknowledged**

***Address Directory Signs for Single-Family Dwellings Facing Green Belts instead of Public Right-of-Way:***

An approved address directory shall be shown within the detail sheet of the site plan and/or civil plan sign package. Address Directory Signs must be installed at properties where the single-family unit is facing a green belt and access to the unit is from garage of an adjacent access road.

**Response: Acknowledged**

- Adjacent public/ private roadways, or fire lane easements/public access easements must provide emergency access to within 150' of all exterior portions of the first floor of each structure. The utilization of a greenbelt product cannot exceed this requirement.

**Response: Acknowledged**

**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 number in the manner provided in the Aurora City Code of Ordinance, Chapter 126 - Article VII - Numbering of Buildings.

**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

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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](#).

- The Aurora Building Division currently utilizes the adopted 2021 International Codes Series except for the 2020 NEC. This includes the International Existing Building Code (IEBC).

**Response: Acknowledged**

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

**Response: There are no proposed structures with exterior walls in this project.**

***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.

- [Sign Package](#)
- [Signature Block](#)

**Emergency Responder Radio Coverage:**

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

- [Designated Fire Lane](#)
- [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.

- Changes made to the site from the current proposal may require additional onsite hydrants once site plan is submitted.

**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 and the 2003 Colorado State [House Bill 03-1221](#), Article 5, Standards for Accessible Housing.

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

- [Commercial](#)

**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.

- A Knox box will be required at each fire riser room door. Please label and show these Knox boxes on the site plan amendment submitting to the Planning Department.
- Approved Knox Hardware is required for existing buildings at the main entry of the structure, at the exterior door of a fire riser/fire pump room and at the fire department connections (caps/plugs). Please label and show these Knox boxes on the site plan amendment submitting to the Planning Department.

**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**

**Petroleum and Gas Line Easements:**

Please review either 49 CFR part 195, Transportation of Hazardous Liquids by Pipeline criteria or 49 CFR part 192, Transportation of Natural and Other Gas by Pipeline criteria to determine minimum distance criteria of a pipe line proximity of any private dwelling, industrial building, or place of public assembly in which persons work, congregate, or assemble. You can also gain assistance by obtaining a letter from the petroleum or gas line easement owner indicating the minimum distance they would allow the buried gas line and easement line to the proposed exterior wall. Submit this letter with your site plan amendment planning documents for recordation.

**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.

- [\(Site Plan Note\) Access Control Gate or Barrier Systems](#)
- [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)
- [\(Site Plan Note\) Addressing](#)  
[\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)

**Response: Acknowledged**

**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**

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**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 Road Width with a Hydrant](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [License Agreement](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [Private Streets Constructed to Public Street Standards](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Urban Street Standards](#)
- [Width and Turning Radius](#)

**Response: Acknowledged**

**Trash Enclosure:**

Per the 2015/2021 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: Acknowledged**

**Land Development Review Services Division**

*The Land Development Review Services Division reviews the Site Plan and processes Subdivision Plats, Easements, and License Agreements that may be necessary for development of property.*

**Key Issues:**

- ▶ Easements may need to be adjusted. Follow the instruction for releases and dedications as necessary.
- ▶ No Plat required
- ▶ No structures of concern

**Response: Acknowledged**

**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](#).

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**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](#)
  - [Revocable License Packet](#)
  - [License Agreement Packet](#)

**Response: Acknowledged**

- **Offsite easement dedications** may be required to make your project work. It's up to the developer to obtain these easements for the city, pay compensation, etc. Dedication documents must be prepared using Land Development Review Services specifications which can be found in the [Dedications Packet](#). Once complete and accurate easement dedication 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**

- 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.

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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**

- Land Development Review Services may require a Monumented Field Survey, but we are unable to determine that until we make our first review.

**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**