

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



September 8, 2023

Sarah Vogl  
Aurora Housing Authority  
2280 S Xanadu Way  
Aurora, CO 80014

**Re: Initial Submission Review** Residence at Willow Park –Site Plan Amendment  
Application Number: **DA-2360-00**  
Case Numbers: **1988-6056-03**

Dear Mrs. Vogl:

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

Since several important issues remain, you will need to make another submission. Please revise your previous work and send us a new submission on or before Tuesday, September 19, 2023. Note that all our comments are numbered. When you resubmit, include a cover letter specifically responding to each item. The Planning Department reserves the right to reject any resubmissions that fail to address these items. If you have made any other changes to your documents other than those requested, be sure to also specifically list them in your letter.

Your estimated Planning and Zoning Commission public hearing date is tentatively set for Wednesday, November 8, 2023. Please remember that all abutter notices for public hearings must be sent and the site notices must be posted at least 10 days prior to the hearing date. These notifications are your responsibility and the lack of proper notification will cause the public hearing date to be postponed. It is important that you obtain an updated list of adjacent property owners from the county before the notices are sent out. Take all necessary steps to ensure an accurate list is obtained.

As always, if you have any comments or concerns, please let me know. I may be reached at (303) 739-7220 or [bbravene@auroragov.org](mailto:bbravene@auroragov.org).

Sincerely,

Ben Bravenec  
Planner I

cc: Sarah Vogl, 2280 S Xanadu Way, Aurora, CO 80014  
Ben Bravenec, Case Manager  
Scott Campbell, Neighborhood Services  
Lori Anne Thennes, ODA  
Filed: K:\\$DA\2360-00rev1.rtf



## *First Submission Review*

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

- Planning asks to grey out the “Full Site Plan” to avoid confusion on what is being reviewed.
- Revise the Site Data Table to include information on what is being removed and what is being added.
- Update and revise the building perimeter landscape table per site plan comment.
- Remove the non-functional turf where indicated.
- Revise General Notes to match template note requirements.
- 26’ fire lane is required for buildings over 30’.
- There may be easements to release or dedicate per other department comments for this project.

### **PLANNING DEPARTMENT COMMENTS**

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

- 1A. Thirty-Eight (38) registered neighborhood organizations were notified of the Site Plan application. As of the date of this letter, 6 public comments have been received. Concerns include noise, vandalism, and trash in the area. Two comments expressed concern but just asked to stay updated on how the project progresses. Comments will be attached separately. All comments shall be responded to in the comment letter.
- 1B. A neighborhood meeting will be required and should be held prior to the second submission.

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

- 2A. Include Abutting zone districts on Site Plan.
- 2B. Site plan process will need to be approved at Planning and Zoning Commission due to process within subarea B.
- 2C. There are no unpaid application fees for this due.
- 2E. See the attached data block format and revise on cover sheet.
- 2F. Remove “With Amendments”.
- 2G. Remove existing building information, only include how many units are being removed and how many are being added for the total.
- 2H. List the DA number on Cover Sheet.
- 2I. Title should be “Site Plan Amendment” rather than “Site Plan”
- 2J. Be clear on the cover sheet what is part of the proposed area and existing area.
- 2K. On Sheet 02, The areas of the site that are not being modified should be grayed and faded out.
- 2L. On Sheet 02, It should be labeled “Amendment Project Scope.”
- 2M. Clarify color differences in the concrete through symbology other than color variation. Clarify the color differences in the Site Plan Legend.
- 2N. Match line weights.

#### **3. Urban Design and Site Plan Issues**

- 3A. Another pedestrian access is recommended on Colorado further south to allow for more convenient access from the sidewalk.
- 3B. Show common open space calculations and what areas are being counted as common open space on the landscape plan Sheet 7. Ensure that the plan matches the site data information on the cover sheet.
- 3C. Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the plan and on building elevations. Lighting is limited to 25-feet in height and should be full-cutoff. Light sources must be color-correct such as halogen or LED. Shield light sources from all adjacent residential uses. Pedestrian sidewalks and gathering spaces such as the front entrance should include pedestrian-scaled lighting to ensure these areas are safe for pedestrians.
- 3D. Review photometric plan to meet requirements of Section 4.9.2.G of UDO. Lighting to the south is too high.



#### **4. Architectural Design**

- 4A. Wall signs should only be outlined on the building elevations. Any proposed monument sign location and design detail (no content) should be included in the site plan (if applicable). All proposed sign area should also be a part of the site data table.
- 4B. Confirm if materials are the same and match the color for clarity.
- 4C. Include detail of shutter.
- 4D. Include both styles of brick in legend.
- 4E. Include this paneling in legend.
- 4F. Revise East elevations roofline to have a variation of 3' every 60' per Table 146-4.8-8

#### **5. Landscaping Issues (Kelly Bish / 303-739-7189 / [kbish@auroragov.org](mailto:kbish@auroragov.org) / Comments in Teal outlined in Red)**

##### **Sheet 07**

- 5A. Under the Aurora Standard Notes, update note seven to remove the reference to the previous landscape code.

##### **Sheet 08**

- 5B. The trees listed in the Plant Schedule can be left at 3", but only 2" are required. The extra inch can go towards tree mitigation if necessary. This would need to be stated as part of the tree mitigation table.
- 5C. Update the building perimeter landscape table per the comment provided.
- 5D. Add Not for Construction to all landscape plan sheets.
- 5E. Darken the building.
- 5F. Turn the survey information off.
- 5G. Identify with the double line as noted is on the drawing.
- 5H. Make the existing trees darker. They are hard to see.
- 5I. Looking at the proposed grading, there may be fill around some of the trees impacting their ability to survive.
- 5J. Include the utilities, easements as well as existing and proposed grading on the landscape plan sheet.
- 5K. Add the tree mitigation table to the tree mitigation sheet.
- 5L. Specify how tree mitigation is being met. Cash in lieu, upsizing of the proposed trees from the minimum code requirements, planting trees back on site, etc.
- 5M. Remove the non-functional turf where indicated.

#### **6. Addressing (Phil Turner / (303) 739-7336/ [pturner@auroragov.org](mailto:pturner@auroragov.org) )**

- 6A. Please submit a preliminary digital addressing .SHP or a .DWG file as soon as possible. This digital file is used for street naming, addressing and preliminary GIS analysis. Include the following layers as a minimum:
  - Parcels
  - Street lines
  - Building footprints (If available)Please ensure that the digital file is provided in a NAD 83 feet, State plane, Central Colorado projection so it will display correctly within our GIS system. Please provide a CAD .dwg file that is a 2013 CAD version. Please eliminate any line work outside of the target area. More information can be found at: <https://auroragov.org/CADtoGISstandards> OR by contacting [CADGIS@auroragov.org](mailto:CADGIS@auroragov.org)

#### **REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

#### **7. Civil Engineering (Christopher Eravelly / (303) 739-7457 / [ceravell@auroragov.org](mailto:ceravell@auroragov.org) / Comments in Green)**

##### **Sheet 01**

- 7a. Please include Site Plan standard notes or coordinate with Planner to ensure these notes apply to the set (See Site Plan).



**Sheet 02**

7B. Pre-Application notes calls for the existing curb ramps to be updated per COA standards.

**Sheet 03**

7C. Please add street classification label.

7D. Label as "PRIVATE"

7E. Add dimension for existing sidewalk.

7F. Pre-Application notes calls for the existing curb ramps to be updated per COA standards.

**Sheet 04**

7G. Pre-Application notes calls for the existing curb ramps to be updated per COA standards.

7H. Please add these standard notes to the grading plan (See Site Plan).

7I. Show slope on access drive.

**8. Traffic Engineering** (Dean Kaiser / (303) 739-7584 / [djkaiser@auroragov.org](mailto:djkaiser@auroragov.org))

**Sheet 02**

8A. Add Parking stall depth of 19' to this sheet.

8B. Show existing STOP sign.

**9. Life Safety** (Rich Tenorio / 303-739-77628 / [rtenorio@auroragov.org](mailto:rtenorio@auroragov.org) / Comments in blue)

9A. Add the following note to the General Notes.

- ACCESSIBLE EXTERIOR ROUTES" SHALL BE PROVIDED FROM PUBLIC TRANSPORTATION STOPS, ACCESSIBLE PARKING AND ACCESSIBLE PASSENGER LOADING ZONES AND PUBLIC SIDEWALKS TO 60% OF THE ACCESSIBLE BUILDING ENTRANCE THEY SERVE. THE ACCESSIBLE ROUTE BETWEEN ACCESSIBLE PARKING AND ACCESSIBLE BUILDING ENTRANCES SHALL BE THE MOST PRACTICAL DIRECT ROUTE. THE ACCESSIBLE ROUTE MUST BE LOCATED WITHIN A SIDEWALK. NO SLOPE ALONG THIS ROUTE MAY EXCEED 1:20 WITHOUT PROVIDING A RAMP WITH A MAXIMUM SLOPE OF 1:12 AND HANDRAILS. CROSSWALKS ALONG THIS ROUTE SHALL BE WIDE ENOUGH TO WHOLLY CONTAIN THE CURB RAMP WITH A MINIMUM WIDTH OF 36" AND SHALL BE PAINTED WITH WHITE STRIPES. THE CITY OF AURORA ENFORCES HANDICAPPED ACCESSIBILITY REQUIREMENTS BASED ON THE 2015 INTERNATIONAL BUILDING CODE, CHAPTER 11, AND THE AMERICAN NATIONAL STANDARDS INSTITUTE (ICC/ANSI) A117-2009. THE DEVELOPER, OWNER AND ASSIGNS ARE RESPONSIBLE FOR COMPLYING WITH THE FEDERALLY MANDATED REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (ADA), AND AS SUCH, THE CITY OF AURORA DOES NOT ENFORCE THESE LAWS.

9B. Replace NOTE #2 with the following.

- ***Accessibility Note for Commercial Projects Built under the 2015 IBC:***  
ACCESSIBLE EXTERIOR ROUTES" SHALL BE PROVIDED FROM PUBLIC TRANSPORTATION STOPS, ACCESSIBLE PARKING AND ACCESSIBLE PASSENGER LOADING ZONES AND PUBLIC SIDEWALKS TO 60% OF THE ACCESSIBLE BUILDING ENTRANCE THEY SERVE. THE ACCESSIBLE ROUTE BETWEEN ACCESSIBLE PARKING AND ACCESSIBLE BUILDING ENTRANCES SHALL BE THE MOST PRACTICAL DIRECT ROUTE. THE ACCESSIBLE ROUTE MUST BE LOCATED WITHIN A SIDEWALK. NO SLOPE ALONG THIS ROUTE MAY EXCEED 1:20 WITHOUT PROVIDING A RAMP WITH A MAXIMUM SLOPE OF 1:12 AND HANDRAILS. CROSSWALKS ALONG THIS ROUTE SHALL BE WIDE ENOUGH TO WHOLLY CONTAIN THE CURB RAMP WITH A MINIMUM WIDTH OF 36" AND SHALL BE PAINTED WITH WHITE STRIPES. THE CITY OF AURORA ENFORCES HANDICAPPED ACCESSIBILITY REQUIREMENTS BASED ON THE 2015 INTERNATIONAL BUILDING CODE, CHAPTER 11, AND THE AMERICAN NATIONAL STANDARDS INSTITUTE (ICC/ANSI) A117-2009.



Sheet 02 of 17 / Full Site Plan

- 9C. Show the ADA Ramp detail at this location.
- 9D. Show ADA access to the mail kiosks.
- 9E. Detail for all ADA Parking Spaces (see graphic on drawing).
- 9F. This ADA space shall be provided a loading space and direct access to the sidewalk.
- 9G. Show the ADA Parking Signs at the back of sidewalk and parking stops or vertical curb at the front of each ADA parking space per the graphic provided.

Sheet 04 of 17 / Preliminary Grading Plan

- 9H. Structures over 30-feet tall require a 26-foot Fire Lane Easement for fire apparatus.

Sheet 05 of 17 / Preliminary Grading Plan

- 9I. The ADA loading area shall not encroach into the Fire Lane Easement.
- 9J. Show the proposed location for the relocated fire hydrant. Ensure the fire hydrant is facing the fire lane.
- 9K. Graphic added for ADA Parking and Ramp Detail.

Sheet 08 of 17 / Landscape Detail Reference Plan

- 9L. Please add fire hydrants to the street section details using the typical fire hydrant placement detail below.
- 9M. **ALL FIRE HYDRANTS SHALL BE LOCATED NOT LESS THAN THREE FEET - SIX INCHES (3'-6") AND NOT MORE THAN EIGHT FEET (8') FROM THE BACK OF CURB TO THE CENTER OF THE HYDRANT AND BE UNOBSTRUCTED ON THE STREET SIDE. MINIMUM CLEARANCE ON ALL OTHER SIDES SHALL BE FIVE FEET (5'). FIRE HYDRANTS MUST BE GRADE STAKED IN THE FIELD. FIRE HYDRANTS ARE NOT ALLOWED IN SIDEWALKS.**
- 9N. Using heavy dashed delineation, show the accessible route on the grading plan.

Sheet 09 of 17 / Architectural Elevations

- 9O. Elevation sheets must show and label the locations of Fire Department Connection (FDC), Fire Riser Room Door and Knox Box locations.

Sheet 12 of 17 / Site Details

- 9P. COA minimum is 7-feet to the bottom of the signs.
- 9Q. Add the Fire Lane Sign graphic to this page.
- 9R. Add the Handicap Parking Sign graphic to this page.

Sheet 13 of 17 / Site Details

- 9S. Please add the following notes and reflect the minimum illumination requirements within the photometric plan:
  - ILLUMINATION WITHIN THE EXTERIOR ACCESSABLE ROUTE MUST COMPLY WITH THE 2021 IBC, SECTION 1008 - MEANS OF EGRESS ILLUMINATION.
  - SECTION 1008. ILLUMINATION REQUIRED: THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING IS OCCUPIED.
  - THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL BE NOT LESS THAN 1 FOOTCANDLE (11 LUX) AT THE WALKING SURFACE.
  - ALONG EXIT ACCESS STAIRWAYS, EXIT STAIRWAYS AND AT THEIR REQUIRED LANDINGS, THE ILLUMINATION LEVEL SHALL NOT BE LESS THAN 10 FOOTCANDLES (108 LUX) AT THE WALKING SURFACE WHEN THE STAIRWAY IS IN USE.

Sheet 15 of 17 / Fire and Life Safety Plan



- 9T. The proposed location for the FDC on the building does NOT meet the 100-foot requirement to the nearest fire hydrant.
- 9U. A Fire hydrant must be located within 100’ of a fire department connection. The measurement is taken within the drive lanes the fire apparatus will utilize to get from the fire hydrant to the fire department connection.

**10. Forestry** (Rebecca Lamphear / (303) 739-7177 / rlamphea@auroragov.org)

- 10A. Trees will be impacted by the project. Tree mitigation is always above and beyond the Landscape Code requirements. Any tree that is removed from this site will either require replacement within the landscape or be mitigated through payment to the Community Tree Fund.
- 10B. Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at: <https://auroraver2.hosted.civicle.com/cms/One.aspx?portalId=16242704&pageId=16529352>
- 10C. Please show the tree mitigation chart provided below. If payment will be made into the Tree Planting Fund, add another column to the chart indicating the payment amount that will be made. If trees will be planted on the site, please show a symbol indicating trees that are specific to tree mitigation.
- 10D. The caliper inches that will be lost are 42”, but only 17” would be required for planting back onto the site. The mitigation value is \$7,010.00.

TREE #	SPECIES	DIAMETER	MITIGATION VALUE	COMMENTS	MITIGATION INCHES
1	Colorado Spruce	16	\$1,568.75		6
2	Silver Maple	26	\$5,439.87		10
<b>Total</b>		<b>42</b>	<b>\$7,008.62</b>		<b>17</b>

NOTE: Mitigation values based on International Society of Arboriculture’s Guide to Plant Appraisal. Species, diameter, condition, and location factors were included in the assessment.

**11. Land Development Review** (Maurice Brooks / 303-739-7294 / mbrooks@auroragov.org / Comments in magenta)

Comments were not received at this date and to contact the reviewer directly for comments. Please revise the plans as needed prior to the next submittal.

**12. Easements** (Andy Niquette / (303) 739-7325 / aniquett@auroragov.org)

There may be easements to release or dedicate per other department comments for this project. If easements and or ROW are needed please consult with the Easement Dedication packet. Please find instruction at [https://www.auroragov.org/business\\_services/development\\_center/land\\_development\\_review\\_services](https://www.auroragov.org/business_services/development_center/land_development_review_services)

**13. Utilities** (Steven Dekoski / (303) 739-7490/ sdekoski@auroragov.org / Comments in Red)

**Sheet 05**

- 13A. A water fixture unit table is required to determine if the existing water meter has the capacity to serve the proposed new building.
- 13B. Saddle tee connections to the main.
- 13C. Conflict with underground fiber **Sheet 05**.
- 13D. If the water meter is not in the ROW, then additional easement would be required. 10’ water easement.



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

- 14A. Public Service Company of Colorado's (PSCo) Right of Way & Permits Referral Desk has reviewed the site plan amendment for **Residences at Willow Park**. Please be aware PSCo owns and operates existing natural gas and electric distribution facilities within the subject property. The property owner/developer/ contractor must complete the application process for any new natural gas or electric service, or modification including relocation and/or removal to existing facilities via [xcelenergy.com/InstallAndConnect](http://xcelenergy.com/InstallAndConnect). It is then the responsibility of the developer to contact the Designer assigned to the project for approval of design details.
- 14B. Additional easements *will* need to be acquired by separate document for new facilities (i.e. transformer) – be sure to contact Russ McClung, the Right-of-Way Agent at [russell.w.mcclung@xcelenergy.com](mailto:russell.w.mcclung@xcelenergy.com).
- 14C. As a safety precaution, PSCo would like to remind the developer to contact Colorado 811 for utility locates prior to construction.