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February 9, 2021

Wilson Day, RTA Inc  
19 S Tejon St Ste 300  
Colorado Springs, CO 80903

**Re: Initial Submission Review** – Cherry Creek Elementary School #45 - Advisory Site Plan  
Application Number: **DA-1617-16**  
Case Number: **2021-6002-00**

Dear Mr. Day,

Thank you for your initial submission, which we started to process on January 21, 2021. We reviewed it 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 still remain, you will need to make a technical submission. Please review your previous work and send us a new technical submission after your Advisory Hearing presentation with the Planning Commission.

Note that all our comments are numbered. When you resubmit, include a cover letter specifically responding to each item marked with an asterisk. 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 Virtual Advisory Planning Commission presentation date is set for Wednesday, February 24, 2020. Please be prepared to have representatives attend the meeting and if planning to present, send your presentation to me at least a day before the hearing. As always, if you have any comments or concerns, please call me at 303-739-7266 or email me at [cdalby@auroragov.org](mailto:cdalby@auroragov.org).

Sincerely,

Claire Dalby, Planner II  
City of Aurora Planning Department

Cc: Susan Martini, Aurora Public Schools  
Meg Allen, Neighborhood Services  
Laura Rickoff, ODA  
K:\\$DA\2230-00rev1



## Initial Submission Review

### KEY COMMENTS FROM ALL DEPARTMENTS

- Address any formatting concerns identified by all departments.
- Address all comments from Landscaping, Building, Traffic, Civil Engineering, Real Property, and Aurora Water.

### PLANNING DEPARTMENT COMMENTS

Claire Dalby / [cdalby@auroragov.org](mailto:cdalby@auroragov.org) / 303-739-7266

#### 1. Community Questions Comments and Concerns

1A. Notification requirements are the responsibility of Aurora Public Schools. On occasion the Planning Commission requests information regarding the types of community outreach was done, and it may be helpful to include that in your presentation to the Planning Commission.

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

2A. Please reference the site plan shown in the graphic provided here for guidance on how to generally format the cover sheet of the site plan.

2B. Please flatten the document for ease of review.

2C. Center the title of the site plan and include “at High Plains Country Club” below it.

2D. Please include a legal description block on the cover sheet.

2E. Include an amendment block for any future amendments on the cover sheet.

2F. Rename “Code Data” to “Data Block”. In addition to building coverage and hard surface area, include total landscaped area square footage. Include

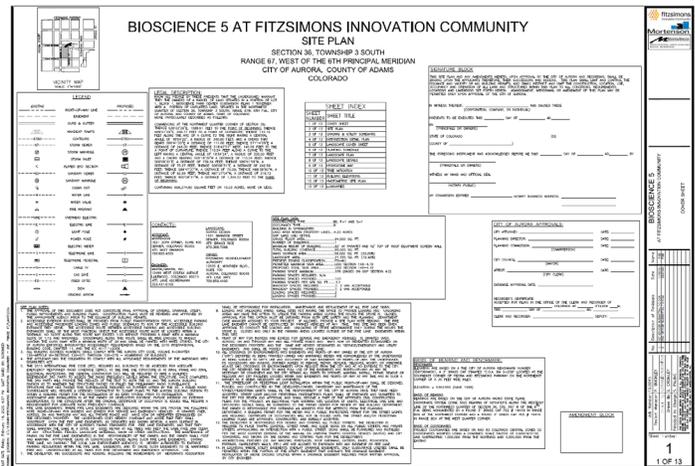
percentages for all three.

2G. Please dimension all proposed buildings and sidewalk widths and include setback measurements from the property line on the site plan.

2G. Preferably, the vicinity map should not be a color screen shot from Google Maps. Please replace with a black-and-white vicinity map of the project site in a three-inch by four-inch block at a scale that includes the closest major arterial street intersection and all surrounding local streets within ½ mile. Only one vicinity map is required.

2H. Provide the title block on all sheets.

-You provided both a “Site Plan” and an “Architectural Site Plan”. The architectural site plan has a lot of the items requested in this letter but there needs to be just one site plan document. Please incorporate important elements shown on the architectural site plan into the main site plan sheet.



1 Sample Site Plan Cover Sheet

#### 3. Zoning and Land Use Comments

3A. No issues.

#### 4. Traffic and Street Layout Issues

4A. Please reference traffic comments for any traffic and street layout issues.

#### 5. Access and Connectivity

5A. Show the accessible route on the site plan as a bold dashed line and include in the site plan legend.

5B. Differentiate between heavy duty and light duty asphalt paving in the site plan legend.

#### 6. Parking

6A. Plan is meeting UDO parking requirements.



## **7. Open Space and Recreational Amenities**

7A. Show bike rack locations on the site plan and include in the site plan legend.

## **8. Architectural and Urban Design Issues**

8A. Show and label the location of exterior lighting on the site plan elevations.

## **9. Landscape Design Issues**

Kelly Bish / [kbish@auroragov.org](mailto:kbish@auroragov.org) / 303.739.7189 / Comments highlighted in teal.

SHEET SDP-7

9A: Remove as this refers to the previous landscape code.

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

### **10. Building Department**

Mark Apodaca / [mapodaca@auroragov.org](mailto:mapodaca@auroragov.org) / 303.739.7656 / Comments in blue

SHEET SDP-00

10A. Add this note:

THE 2015 INTERNATIONAL FIRE CODE, SECTION 510, REQUIRES ALL BUILDINGS TO BE ASSESSED FOR ADEQUATE EMERGENCY RESPONDER RADIO COVERAGE (ERRC). AT THE TIME THE STRUCTURE IS AT FINAL FRAME AND FINAL ELECTRICAL INSPECTIONS, THE GENERAL CONTRACTOR (GC) WILL BE REQUIRED TO HIRE AN APPROVED AND QUALIFIED INDEPENDENT 3RD PARTY TO ASSESS THE RADIO FREQUENCY LEVELS WITHIN THE STRUCTURE. ONCE COMPLETED, THE 3RD PARTY WILL PROVIDE THE RESULTS OF THE TEST TO BOTH THE GC AND THE AURORA BUILDING DIVISION AS TO WHETHER THE STRUCTURE PASSED OR FAILED THE PRELIMINARY RADIO SURVEILLANCE. A STRUCTURE THAT HAS PASSED THIS SURVEILLANCE REQUIRES NO FURTHER ACTION BY THE GC. A FAILED RADIO SURVEILLANCE WILL REQUIRE A LICENSED CONTRACTOR TO SUBMIT PLANS TO THE AURORA BUILDING DIVISION TO OBTAIN A BUILDING PERMIT FOR THE INSTALLATION OF AN ERRC SYSTEM PRIOR TO INSTALLATION. THIS ASSESSMENT AND INSTALLATION IS AT THE OWNER OR 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.

SHEET SDP-1

10B. Provide a bold dashed line to show exterior accessible route throughout site to required accessible entrances (60%), site amenities (Mail, Trash & similar) and transportation stops (or to edge of site near public transportation stops). Maintain minimum 1 ft candle to all exterior accessible routes.

10C. Please verify the Fire Lane Easement label.

10D. Revise label: Fire Lane Turnaround

10E. Provide and show fire lane signs in this fire lane.

10F. Provide a detail of the rolled curb transition to rolled curb.

10G. Describe how the fire lane and the play area will be discernible to responding fire crews. (Mountable curb, striping)

10H. A 26' fire lane easement requires inside turning radii of 26' and outside turning radii of 49'.

10I. Please verify the Fire Lane Easement label.

10J. Label FDC.

10K. Provide a knox box at main entrance & fire riser room. Show symbol and label.

10L. Provide a Fire lane sign here that reads: Fire lane Ends.

10M. A 23' fire lane easement requires inside turning radii of 29' and outside turning radii of 52'

10N. Update label: Fire Lane Easement. Is it your intent to include public access in this easement.



SHEET SDP-2

10O. 4% is maximum traverse grading within the fire lane easement.

SHEET SDP-3

10P. See stamp.

10Q. Include sign details in the plan-set.

10R. Identify the Fire Service Line using the following example: 6" Fire Line DIP (Private).

10S. These fire hydrants can be removed.

SHEET SDP-4

10T. Provide a bold dashed line to show exterior accessible route throughout site to required accessible entrances (60%), site amenities (Mail, Trash & similar) and transportation stops (or to edge of site near public transportation stops).

- Maintain minimum 1 ft candle to all exterior accessible routes.

- Bold dashed line shall be shown on Site, Utility, Photometric and Landscaping Plans.

10U. Please show fire lane easements on Photometric plan.

SHEET SDP-9

10V. Show the location of the FDC, Knox Boxes & Riser Room:

- Show symbol and label for the FDC.

- Show symbol and label for the Knox Box.

- Show location of Riser Room and exterior door.

(Typical for Site, Utility, Landscaping and Photometric Plans.)

**11. Traffic**

Brianna Medema, Kyle Morris / [bmedema@auroragov.org](mailto:bmedema@auroragov.org), [kmorris@auroragov.org](mailto:kmorris@auroragov.org) / 303-739-7336, 720-587-2668 /

Comments in gold

Comments are forthcoming and will be sent under separate cover.

**12. Civil Engineering**

Kristin Tanabe / 303.739.7306 / [ktanabe@auroragov.org](mailto:ktanabe@auroragov.org) / 303.739.7306 / Comments in green

SHEET 1: SDP-00

12A: This site plan will not be approved by Public Works until the Preliminary Drainage letter/report is approved.

12B. This will be a public document and must be able to be reproduced. Please remove the copyright

12C. Add the following note: In locations where utility easements overlap drainage easements, only subsurface utilities shall be permitted within the portion of the utility easement that overlaps the drainage easement. Installation of above ground utilities within a drainage easement requires prior written approval by the City Engineer

SHEET SDP-1

12D. Indicate material type and max height or height range

12E. Per the pre-application notes, off-site ramps are required to be updated to be consistent with the safe route to school or at locations where crossing guards will be assisting students. Please show those off-site ramp updates

12F. Label/dimension existing sidewalk, typical

12G. Fire lane?

SHEET SDP-2

12H. No wall elevations are provided

12I. All cast in place walls or other walls 4' in height or greater require structural calculations submitted with the first civil plan submittal. All walls greater than 30" require railing.

12J. 4% max slope for 65' when sloping towards a local street



- 12K. Add a note indicating if the storm sewer system is public or private and who will maintain it.
- 12L. Provide additional slope labels in landscape areas, typical. Max 3:1 slope
- 12M. Indicate material type and max height or height range
- 12N. Max 4% cross slope for fire lanes, typical
- 12O. Label slope of swale. 2% min or provide concrete pan, typical all swales

SHEET SDP-3

- 12P. Add a note indicating if the storm sewer system is public or private and who will maintain it.

SHEET SDP-5

- 12Q. Maintain 10' separation between trees and proposed storm sewer, typical

SHEET SDP-6

- 12R. Maintain 10' separation between trees and proposed storm sewer, typical
- 12S. Ensure trees are planted outside of the swale section

**13. Real Property**

Maurice Brooks & Andy Niquette / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org), [aniquett@auroragov.org](mailto:aniquett@auroragov.org) / 303-739-7294, 303-739-7325 / Comments in magenta

See the comments on the Site Plan. Dedicate the easements by separate documents. Contact Andy Niquette ([aniquett@auroragov.org](mailto:aniquett@auroragov.org)) to start the processes.

SHEET SDP-00

- 13A. Add the legal description for the site.
- 13B. Add the following notes:
  - All crossings or encroachments into easements and rights-of-way owned by the City of Aurora ("City") identified as being privately-owned and maintained herein are acknowledged by the undersigned as being subject to City's use and occupancy of said easements or rights-of-way. The undersigned, its successors and assigns, further agrees to remove, repair, replace, relocate, modify, or otherwise adjust said crossings or encroachments upon request from the City and at no expense to the City. The City reserves the right to make full use of the easements and rights-of-way as may be necessary or convenient and the City retains all rights to operate, maintain, install, repair, remove or relocate any City facilities located within said easements and rights-of-way at any time and in such a manner as it deems necessary or convenient.
  - Architectural features (i.e. bay windows, fireplaces, roof overhang, gutters, eaves, foundation, footings, cantilevered walls, etc.) are not allowed to encroach into any easement or fire lane.

SHEET SDP-1

- 13C. Dedicate the easements needed by separate documents. Contact Andy Niquette ([aniquett@auroragov.org](mailto:aniquett@auroragov.org)) to start the dedications
- 13D. Add R.O.W. width
- 13E. Add the width of the R.O.W.
- 13F. Cover this sidewalk with a sidewalk easement

**14. Aurora Water**

Nina Khanzad / [nkhanzad@auroragov.org](mailto:nkhanzad@auroragov.org) / 303-883-2060 / Comments in red

SHEET SDP-1

- 14A: Meter pit to be located in a landscaped area.
- 14B. Fire hydrant to be clear of obstructions within 5 FT (typ.)



SHEET SDP-2

14C. Slope/grading for this utility easement will make it difficult to access WL. Please provide slope of grading. WL may need to be relocated

14D. Needing water quality prior to entering public storm? PW to define

SHEET SDP-3

14E. Provide fixture unit table

14F. Requires a pocket utility easement. Reference AW spec section 5.04

14G. No structural encroachments in easement

14H. Planning on making this an external drop?

SHEET SDP-5

14I. Indicate all easements and water meter

SHEET SDP-6

14J. Indicate all easements and water meter