

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



March 15, 2021

Jazzmine Clifton  
 Strategic Storage Partners  
 18435 W Colfax Ave  
 Golden, CO 80401

**Re: Initial Submission Review** – Citadel on Colfax Drive Lane A – Site Plan  
**Application Number:** DA-1422-15  
**Case Number:** 2017-6017-07

Dear Ms. Clifton:

Thank you for your initial submission, which we started to process on Friday, February 12, 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 another submission. Please revise your previous work and send us a second submission on or before Thursday, April 1, 2021. Please note, payment of the outstanding invoice of \$10,240 is required before second submittal.

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 estimated Administrative Decision date is tentatively scheduled for Wednesday, May 12, 2021. Please remember that all abutter notices for administrative decisions 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, to include checking with adjacent builders if development activity and/or sales are taking place on properties adjacent to your site.

\*\*I will be leaving the City of Aurora and your new Case Manager going forward will be Aja Tibbs. If you have any comments or concerns, please contact Aja Tibbs at 303-739-7227 or [atibbs@auroragov.org](mailto:atibbs@auroragov.org).\*\*

Sincerely,

Ryan Loomis, Senior Planner  
 City of Aurora Planning Department

cc: Scott Brown - Galloway And Company Inc 6162 S Willow Dr Ste 320 Greenwood Village CO 80111  
 Ryan Loomis, Case Manager  
 Meg Allen, Neighborhood Services  
 Cesarina Dancy, ODA  
 Filed: K:\SDA\1422-15rev1.rtf

Attachments: Xcel Letter: MHFD Letter: Arapahoe County Letter



## *Initial Submission Review*

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

- Payment of outstanding invoice of \$10,240 required before next submittal
- Revise Cover Sheet title, lettering, and center.
- Clarify if this ISP should include the sidewalk/landscaping on south side of Drive Lane A.
- Clarify curbside landscaping responsibility.
- Sidewalk connection needs to continue along south side of Lane A and also return back to Colfax.
- Ensure proper grading slopes for sidewalks areas.
- Site Plan will not be approved by Public Works until the Preliminary Drainage Letter/Report is approved.
- Remove mid-block crossing and extend to east.
- Vacate easements prior to the approval of the site plan.
- Label all slopes appropriately.
- Please see revised labels and symbols required by Fire Safety comments.
- Review comments from outside agencies.

### **PLANNING DEPARTMENT COMMENTS**

#### **1. Planning and Development Services** (Ryan Loomis / 303-739-7220 / [rloomis@auroragov.org](mailto:rloomis@auroragov.org))

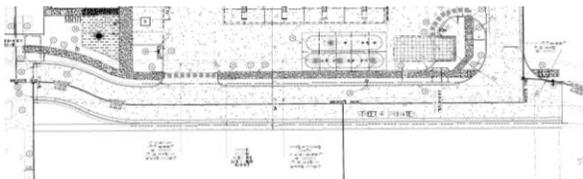
1A. Please make payment of \$10,240 for application prior to second submittal.

Redlines to Sheet 1

1B. Prefer to be titled as shown, centered, and provide lettering in solid letters instead of bubble letters, as it is better for mylars.

Redlines to Sheet 2

1C. The Murphy Express Site Plan shows the north portion of Drive Lane A as part of the site plan (see clip below), however the site plan appears not to include sidewalk/landscaping for south side of Drive A. Please clarify if this ISP should include the sidewalk/landscaping on south side of Drive Lane A south of Murphy site plan.



Redlines to Sheet 5

1D. See comment above, and also from Kelly Bish below regarding the sidewalk/landscaping for the south side of Drive Lane A.

#### **2. Landscaping** (Chad Giron / 303-739-7189 / [kbish@auroragov.org](mailto:kbish@auroragov.org) / Comments in bright teal)

Redlines to Sheet 1

2A. One of the City of Aurora Site Plan notes needs to be revised to reflect that there is a portion of the curbside landscaping that will be responsibility of the Metro District and shall be installed once the street is constructed. It will not depend upon development of the adjoining parcel or a certificate of occupancy. See landscape plan for additional commentary regarding this.

Redlines to Sheet 5

2B. Please provide a shrub/ornamental grass concept for the curbside landscape. It may be adjusted once a site plan is submitted for these areas to account for curb cuts. Consult the Murphy Express landscape plan prepared by Galloway



for a continuation of the streetscape. Provide the required landscape table to document the required and provided quantities. Break down the north and south sides of the road separately.

2C. There is a duplicative note on the plan.

2D. The area along the south side of Drive Lane A will not be installed when the adjoining lot develops. This shall be installed once Drive Lane A is constructed and will be owned and maintained by the Metro District.

2E. If the sidewalk is extended along the south side of Drive Lane A, then provide the street trees along the back of walk.

**3. Addressing** (Phil Turner / [pcturner@auroragov.org](mailto:pcturner@auroragov.org) / 303-739-7271)

3A. No addressing needed.

**REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

**4. Civil Engineering** (Kristin Tanabe / 303-739-7306 / [ktanabe@auroragov.org](mailto:ktanabe@auroragov.org) / Comments in green)

Redlines to Sheet 1

4A. The Site Plan will not be approved by Public Works until the Preliminary Drainage Letter/Report is approved.

4B. 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.

Redlines to Sheet 2

4C. Verify with Traffic that this location is ok for a mid-block crossing.

4D. Pedestrians should not be dumped into a parking lot. A sidewalk connection needs to be made back to Colfax.

4E. Label curb return radius.

4F. Streetlights are required on this portion of the private drive. Show/label proposed streetlights. Include proposed fixture.

4G. Why does the sidewalk not extend to the end of the drive lane? That is a more logical location for a crossing.

Redlines to Sheet 3

4H. Label slope. Min 2% or provide concrete pan.

4I. The contours are not reflecting grading for the sidewalk.

4J. There can't be a 3:1 slope across the sidewalk. It does not appear the sidewalk was graded in properly.

4K. Pedestrian railing is required when there is 3:1 slope next to a sidewalk.

**5. Traffic** (Brianna Medema / [bmedema@auroragov.org](mailto:bmedema@auroragov.org) / 303-739-7336 / Comments in gold)

Redlines to Sheet 2

5A. Remove mid-block crossing and extend to east and cross at access to east property.

5B. Add crosswalk striping, extension of sidewalk to Colfax Ave (with ramps).

5C. Add Stop sign.

Redlines to Sheet 3

5D. Remove this crossing.

5E. ADA ramp here. Are slopes ok?

5F. Sidewalk will be over shown.

Redlines to Sheet 5

5G. Review this tree placement vs COA STD TE-13.3

**6. Fire / Life Safety** (Mark Apodaca / 303-739-7656 / [mapodaca@auroragov.org](mailto:mapodaca@auroragov.org) / PDF Comments in Blue).

Redlines to Sheet 1

6A. See comment to add notes.



Redlines to Sheet 2

- 6B. See comment to replace text.
- 6C. See comments for provide 26' fire lane easement.

Redlines to Sheet 4

- 6D. See new fire hydrant location.

**7. Aurora Water** (Ryan Tigera / 303-326-8867/ [rtigera@auroragov.org](mailto:rtigera@auroragov.org) / Comments in red)

Redlines to Sheet 4

- 7A. Indicate proposed storm drain as private.

**8. Real Property** (Maurice Brooks / 303-739-7294 / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org) / Comments in magenta)

Redlines to Sheet 1

- 8A. There are some easement issues and some License Agreement issues. See the comments on the document(s). Contact Andy Niquette ([aniquett@auroragov.org](mailto:aniquett@auroragov.org)) for the easement concerns and Contact Grace Gray ([ggray@auroragov.org](mailto:ggray@auroragov.org)) for the License Agreement concerns. Please note that the site plan cannot be approved until all the items needed are submitted, fully reviewed and ready to record.
- 8B. 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.

Redlines to Sheet 2

- 8C. Vacate this easement by separate document. Contact Andy Niquette ([aniquett@auroragov.org](mailto:aniquett@auroragov.org)) for the easement concerns.
- 8D. Vacate these easements prior to the approval of the site plan.
- 8E. License Agreement is needed for the retaining wall in the easements. Contact Grace Gray ([ggray@auroragov.org](mailto:ggray@auroragov.org)) to start the License Agreement.
- 8F. Which adjacent property owner is providing the shown easement?
- 8G. Dedicate this easement by separate document. Contact Andy Niquette ([aniquett@auroragov.org](mailto:aniquett@auroragov.org)) for the easement concerns
- 8H. The highlighted should qualify as item 9 in the legend - off-site dedication.
- 8I. Dedicate the highlighted easement by separate document.
- 8J. The highlighted number is not represented in the list.
- 8K. Match the plat info.
- 8L. Add the easement name here.
- 8M. License Agreement is needed for the retaining wall in the easements. Contact Grace Gray ([ggray@auroragov.org](mailto:ggray@auroragov.org)) to start the License Agreement.

Redlines to Sheet 3 and 4

- 8N. Add rec info.

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

- 9A. Please review the attached letter from Xcel Energy.

**10. RTD** (Clayton Scott Woodruff/ [clayton.woodruff@rtd-denver.com](mailto:clayton.woodruff@rtd-denver.com) / 303-299-2943)

- 10A. No comments.



**11. Mile High Flood District (Mark Schutte / 303-455-6277)**

11A. Letter provided, however no comments.

**12. Arapahoe County Public Works & Development (Sarah L White/ swhite@arapahoegov.com/ 720-874-6500)**

12A. Letter provided, however no comments.



Right of Way & Permits  
1123 West 3<sup>rd</sup> Avenue  
Denver, Colorado 80223  
Telephone: **303.571.3306**  
Facsimile: 303.571.3284  
donna.l.george@xcelenergy.com

March 4, 2021

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

Attn: Ryan Loomis

**Re: Citadel on Colfax Drive Lane A, Case # DA-1422-15**

Public Service Company of Colorado's Right of Way & Permits Referral Desk has reviewed the site plans for **Citadel on Colfax Drive Lane A** and has no particular concerns with the proposed infrastructure.

The property owner/developer/contractor must continue working with the Xcel Designer assigned to the project for approval of design details.

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

**MAINTENANCE ELIGIBILITY PROGRAM (MEP)****MHFD Referral Review Comments**

| For Internal MHFD Use Only. |          |
|-----------------------------|----------|
| MEP ID:                     | 106325   |
| Submittal ID:               | 10005829 |
| MEP Phase:                  | Referral |

**Date:** February 25, 2021  
**To:** Ryan Loomis  
*Via email*  
**RE:** MHFD Referral Review Comments

|                      |  |
|----------------------|--|
| <b>Project Name:</b> | CITADEL ON COLFAX - DRIVE LANE A (RSN 1516416) |
| <b>Drainageway:</b>  | Granby Ditch                                   |

This letter is in response to the request for our comments concerning the referenced project. We have reviewed this proposal only as it relates to maintenance eligibility of major drainage features, in this case:

- Not applicable

We have no comments on the referenced project as it is not eligible for maintenance. The site is not adjacent to a major drainageway or mapped floodplain and does not include any proposed MHFD master plan improvements. We do not need to review future submittals.

We appreciate the opportunity to review this proposal. Please feel free to contact me with any questions.

Sincerely,



**Mark Schutte, P.E., CFM**  
Project Engineer, Sand Creek  
Mile High Flood District





**ARAPAHOE COUNTY**  
PUBLIC WORKS & DEVELOPMENT

**PUBLIC WORKS & DEVELOPMENT**

6924 South Lima Street  
Centennial, CO 80112-3853  
Phone: 720-874-6500  
Fax: 720-874-6611

[www.arapahoegov.com](http://www.arapahoegov.com)

**BRYAN D. WEIMER, PWLF Director**

## **Engineering Services Division Referral Comments**

City of Aurora Planning & Development Services  
15151 E Alameda Parkway, Ste 2300  
Aurora, CO 80012  
Attn: Planning Case Manager

RE: CITADEL ON COLFAX DRIVE LANE A  
DA-1422-15

Engineering Services Division of Arapahoe County Public Works and Development (Staff) thanks you for the opportunity to review the outside referral for the proposed project located in the City of Aurora. The Engineering Division has no comments regarding the referral at this time based on the information submitted.

Please know that other Divisions in the Public Works Department may submit comments as well.

Thank you,

Sarah L White, PE, CFM  
Arapahoe County Public Works & Development  
Engineering Services Division  
6924 South Lima Street  
Centennial, CO 80112  
Main: 720-874-6500  
[swhite@arapahoegov.com](mailto:swhite@arapahoegov.com)

Re: Arapahoe County Case No. O21-038