



Planning Division  
15151 E. Alameda Parkway, Ste. 2300  
Aurora, Colorado 80012  
phone 303.739.7217

[AuroraGov.org](http://AuroraGov.org)

August 20, 2024

Don Provost  
GVP Windler, LLC  
5750 DTC Parkway Ste 210  
Greenwood Village CO 80111

**Re: Technical Submission Review – Windler Butterfly Park - Site Plan**  
Application Number: **DA-1707-32**  
Case Numbers: **2024-4007-00**

Dear Mr. Provost:

Thank you for your technical submission, which we started to process on Wednesday, August 7, 2024. 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.

All review comments have been resolved for this application, so no further review submission is required. However, Land Development Services has indicated that the easement process is not yet complete. Please coordinate the timing of this process as you proceed with your mylar submission, as it may cause your final plan recordation to be denied or rejected.

When ready, please send in the final documents for the Site Plan and Plat. Plat mylars may be processed with final digital copies, but the site plan mylars will need to be printed per the county recording requirements. When printing final mylars, please utilize the attached Mylar Checklist and include it with your mylars. The mylars should be mailed into the Planning & Development Services Department at the address below:

ATTN: Ariana Muca  
Planning & Development Services Department  
15151 E Alameda Pkwy, Ste 2300  
Aurora, CO 80012

As always, if you have any comments or concerns, please let me know. I may be reached at 303-739-7259 or [amuca@auroragov.org](mailto:amuca@auroragov.org).

Sincerely,

Ariana Muca, PLA, AICP  
Planner II

cc: Jeff Norberg, PCS Group 200 Kalamath Street Denver, CO 80223  
Ariana Muca, Case Manager  
Cesarina Dancy, ODA  
Filed: K:\\$DA\DA-1707-32tech2.rtf



## *Technical Submission Review*

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

- Minor comments from Land Development Services

### **PLANNING DEPARTMENT COMMENTS**

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

1A. No outside comments were received during the first or second review.

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

2A. No further comments.

#### **3. Urban Design Issues**

3A. No further comments.

#### **4. Landscaping Issues** (Tammy Cook / 954-266-6488 / [tdcook@auroragov.org](mailto:tdcook@auroragov.org) / Comments in bright red)

4A. No further comments.

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

5A. No further comments.

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

#### **6. Civil Engineering** (Hanagami, Kendra / (303) 739-7295 / [khanagam@auroragov.org](mailto:khanagam@auroragov.org))

6A. No further comments.

#### **7. Traffic Engineering** (Steven Gomez / 303-739-7336 / [segomez@auroragov.org](mailto:segomez@auroragov.org) / Comments in amber)

7A. No further comments.

#### **8. Utilities** (Fatin “Iman” Ghazali / [ighazali@auroragov.org](mailto:ighazali@auroragov.org) / Comments in red)

8A. No further comments.

#### **9. Fire / Life Safety** (Gail Pough / 303-326-8679 / [gpough@auroragov.org](mailto:gpough@auroragov.org) / Comments in blue)

9A. No further comments.

#### **10. Land Development Services** (Maurice Brooks / 303-739-7294 / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org) / Comments in magenta)

10A. Fill in the blank on the first page.

10B. See the possible License Agreement issue on the second page. The Barricades are encroaching into the Fire Lane and Access easement.

10C. Add the Access easement as indicated throughout the site plan.

#### **11. PROS** (Scott Hammons / 303-739-7147 / [shammons@auroragov.org](mailto:shammons@auroragov.org) / comments in purple)

11A. No further comments.

#### **12. Public Art** (Roberta Bloom / 303-739-6747 / [rbloom@auroragov.org](mailto:rbloom@auroragov.org))

12A. No further comments.



## City of Aurora Planning & Business Development

# RECORDING CHECKLIST - SITE PLANS

15151 E. Alameda Parkway, Ste 2300 • Aurora, CO 80012

303.739.7217 • Email: [Planning@AuroraGov.org](mailto:Planning@AuroraGov.org) • [AuroraGov.org/Planning](http://AuroraGov.org/Planning)

**Instructions:** The applicant shall confirm that each item listed below has been completed by checking each box or writing not applicable (N/A) and signing and dating the form before submitting MYLARs to the planning case manager. Use this form for all new site plans and all major site plan amendments. Minor site plan amendments, mylar changes, and redevelopment plans do not need to be recorded. Please allow a minimum of 10 business days for MYLAR recording.

Site Plan Name: \_\_\_\_\_ DA #: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant (√)	Steps Needed for MYLAR recording	Staff (√)
	All required city application and recording fees have been paid (verify this with the planning case manager)	
	• Impact fee for tree mitigation fund has been paid (if applicable)	
	• Public art fee has been paid (if applicable for properties with Metro Districts or zoned MU-TOD).	
	Comments from all departments have been addressed and all changes to the MYLARs have been approved by the affected departments prior to submittal of the final MYLARs to the planning case manager.	
	Drainage plan/study approved and civil drawings near completion.	
	If an Avigation Easement is required, a copy of the final document with signatures has been submitted to the planning case manager.	
	The property owner(s), mortgage company/lien holder (if applicable), and notary have signed both cover sheets with black, permanent ink. Please ensure that any signatures, stamps, and seals do not smear	
	Any public notice/hearing signs on the property have been taken down	
	Please submit the following: • One complete site plan set in PDF (can be emailed to the case planner). • All mylars shall be four millimeters thick, double mat, reverse print/burn, and photo quality	
	For properties within Adams County: • One complete set of signed and notarized MYLARs in 18" x 24" format • One additional signed and notarized MYLAR cover sheet in 24" x 36" format	
	For properties within Arapahoe or Douglas Counties: • One complete set of signed and notarized MYLARs in 24" x 36" format • One additional signed and notarized MYLAR cover sheet in 24" x 36" format	

When ready to submit the MYLARs, please drop off at the Access Aurora Window in the Lobby of the Municipal Center during business hours. Please attach this checklist for ease of routing and review.

Note: This form is also available online