



Office of Development Assistance  
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Aurora, Colorado 80012  
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Note: R&R Responses to Key Comments are included in Comments Boxes like this one.

June 29, 2018

Nazan Wolfe - [nazanwolfe@aumhc.org](mailto:nazanwolfe@aumhc.org)  
Aurora Mental Health Center  
14500 E 33rd Pl  
Aurora, CO 80011

**Re: 2206 Victor Street Parking Lot, Parcel M-3 (#1293940)/Pre-Application Meeting held June 14, 2018**

Dear Mr. Wolfe:

R&R Responses:

Victor Street - Per discussions with COA, The Sidewalks & Victor Street Alignment Have Been Left Out of These Plans.

Utilities: These items will be confirmed and reflected in the Construction Document Phase.

Parking Layout And Access: Per discussions with COA, the requested alignment will not be feasible due to existing on-site transformers.

Detention and Water Quality: Per discussions with COA, the Interceptor designed in 2004 supplies Detention and Water Quality for this property. A Drainage Compliance Letter has been submitted.

**Key Issues:**

▶ **Victor Street:** A detailed representation of Victor Street included in the GDP Amendment No. 6 should be shown on the site plan, even if the new Victor Street alignment and other connecting roadways are planned for construction at a later time. Identify triggers for construction of the new victor street alignment and its associated sidewalk and street tree planting.

▶ **Utilities:** Please note that you may need to provide easements for the sanitary sewer and water line off of Right-of-Way. The 4 inch cast iron water stub shall be removed and the abandoned 6 inch VCP line shall be disconnected at the manhole.

▶ **Parking Layout and Access:** Consolidate the ingress and egress point of access at Victor Street with a designated loading zone and two way flow of vehicular circulation to, from, and through the site. Please consider revising the layout to accommodate emergency needs as well as staff and visitor parking. Note that site access shown onto Victor Street shall align with the future opposing street, 22<sup>nd</sup> with the consolidated entrance / exit.

▶ **Detention and Water Quality:** On site detention and water quality shall be provided unless it can be demonstrated that it is accounted for in an off-site facility.

► **Public Improvements:** A 5.5' wide sidewalk shall be provided along Victor Street. Additionally, please provide one shade/street tree per 40 linear feet of street frontage along Victor Street. The standard right-of-way landscaping has already been established as part of the Colorado Crisis Center development and therefore should continue for that portion of the parking lot frontage.

R&R Response: Per discussions with COA, The Sidewalks & Victor Street Alignment Have Been Left Out of These Plans.

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 303.739.7346 or [jcox@auroragov.org](mailto:jcox@auroragov.org).

Sincerely,



Jacob Cox  
Project Manager

cc: Doug Dunkin - [ddunkin@reengineers.com](mailto:ddunkin@reengineers.com)  
Lyle Artz - [LArtz@colobio.com](mailto:LArtz@colobio.com)

Development Review Team  
File



## 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 needed.

#### Step II - Construction Document Phase

**Civil Engineering Plans:** Generally includes grading, storm drainage, stormwater management plan, public utilities, and street construction plans.

- 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.
- **R&R Response:** Per discussions with COA, the Interceptor designed in 2004 supplies Detention and final Water Quality for this property. A Drainage Compliance Letter has been submitted. per-sheet review fee at the time of submittal.

**Building Plans:** (construction plans for structures)

- Usually reviewed after Planning decision is made.

All data submitted in AutoCAD 13 or higher as part of this project should be in conformance with the City of Aurora CAD Data Submittal Standard. The standards and template can be found here: [CAD Data Submittal Standard](#)

#### 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 **Jacob Cox, 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  
Jacob Cox  
303.739.7346  
[jcox@auroragov.org](mailto:jcox@auroragov.org)

#### **Aurora Water**

Ryan Tigera  
303.326.8867  
[rtigera@auroragov.org](mailto:rtigera@auroragov.org)

#### **Neighborhood Services**

Neighborhood Support  
Meg Allen  
303.739.7258  
[mkallen@auroragov.org](mailto:mkallen@auroragov.org)

Thelma Gutierrez  
303.739.7352  
[tgutierr@auroraogov.org](mailto:tgutierr@auroraogov.org)

#### **Planning**

Zoning and Plan Review  
Brenden Paradies  
303.739.7266  
[bparadie@auroragov.org](mailto:bparadie@auroragov.org)

#### **Public Works**

Traffic Division  
Brianna Medema  
303-739-7336  
[bmedema@auroragov.org](mailto:bmedema@auroragov.org)

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

Drainage and Public Improvements  
Engineering Division  
Kristin Tanabe  
303.739.7306  
[ktanabe@auroragov.org](mailto:ktanabe@auroragov.org)

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

Planning Design and Construction  
*Not represented at meeting*

Forestry  
Rebecca Lamphear  
303.739.7177  
[rlamphea@auroragov.org](mailto:rlamphea@auroragov.org)

Life Safety and Building Division  
William Polk  
303-739-7371  
[wpolk@auroragov.org](mailto:wpolk@auroragov.org)

Real Property Division  
Darren Akrie  
303.739.7331  
[dakrie@auroragov.org](mailto:dakrie@auroragov.org)

## STEP I – PLANNING PHASE

### Planning Department

The Planning comments are numbered, when you submit your application, include a letter of introduction responding to each of the numbered comments including key issues from other departments.

#### *Key Issues:*

- ▶ Public Infrastructure Improvements
- ▶ Compliance with Fitzsimons Campus Design Guidelines and the associated General Development Plan Standards
- ▶ Victor Street Alignment

#### *General Zoning Code Review of your Property:*

- Your property is currently within the boundaries of the City of Aurora, and is zoned Planned Development – Mixed-Use (PD-MU) and is located within the Fitzsimmons Innovation Campus General Development Plan Amendment #6.
- The use you propose, an accessory surface parking lot, is permitted within this GDP.

#### *Type of Application(s):*

- As part of your application, you will need to make the following land use requests:
  - [Advisory Site Plan Amendment](#)
- Your project can be reviewed and approved administratively and will require a Minor Amendment to the Aurora Mental Health Center.
- This project will be processed electronically through our digital submittal process.
- The following applications, [manuals](#) and [design standards](#) may also be helpful in completing your application for submittal:
  - City of Aurora [CAD Data Submittal Standard](#)
  - [Landscape Reference Manual](#)
  - [Landscape Ordinance \[Chapter 146, Article 14\]](#)
  - [On-Line Application](#)
  - [On-line Application and Plan Submittal Guide](#)
  - [Site Plan Manual](#) (see here for Site Plans )
  - [Subdivision Plat Manual](#)
  - [Subdivision Plat Checklist](#)
  - Xeriscape Plant List (see Landscape Manual)
  - Fitzsimons Campus Urban Design Guidelines

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***Standards and Issues:***

**1. Zoning and Land Use Issues**

1A. The purpose of the Fitzsimons Innovation Campus is to utilize new and imaginative concepts in urban design and land development in order to promote and improve the health, safety, and general welfare of the citizens of the city. The planned development zone is also intended to provide both the City and the landowner/developer with necessary information on which to base decisions about future development and services. The intent is to create high quality neighborhoods, commercial areas, and employment centers.

1B. The proposed parking lot should be in compliance with all development and design standards listed in the Fitzsimons GDP Amendment No. 6 and the Fitzsimons Innovation Campus design guidelines.

1C. Staff suggests first meeting with the Fitzsimons Design Review Board prior to submittal of the Site Plan. Prior to final approval, a letter of approval from the DRB will be required.

R&R Response: Fitzsimons DRB discussions are ongoing at the time of submittal. Determination of the need for a DRB review will be determined by Lyle Artz in parallel with this initial submittal.

**2. Traffic and Street Layout Issues**

2A. All proposed streets whether public or private need to be labeled and designed in accordance with street standard ordinance, [Chapter 126-1](#) and [126-36](#) of the city code. Roadways, trail and bicycle connections should be illustrated on the site plan.

2B. A detailed representation of Victor Street included in the GDP Amendment No.6 should be shown on the site plan, even if the new Victor Street alignment and other connecting roadways are planned for

R&R Response: Per discussions with COA, The Sidewalks & Victor Street Alignment Have Been Left Out of These Plans.

**3. Site Design Issues**

**3A. Phasing**

Clearly define all phasing of public improvements and utilities that may be needed for this development. Please remember that temporary drainage provisions must be made until the regional detention has been improved to accept runoff from the site.

R&R Response: Per discussions with COA, the Interceptor designed in 2004 supplies Detention and Water Quality for this property, thus no public improvements are required for construction.

Please include a phasing strategy explaining the timing of when shared or structured parking may be developed.

**3B. Site Access**

Consider the proposed alignment of Victor Street with the proposed building footprint.  
R&R Response: Per discussions with COA, the requested alignment will not be feasible due to two existing on-site transformers.

**3C. Setbacks**

All street setbacks and buffers should be shown on the site plan and shall comply with the Design Guidelines adopted by the Fitzsimons Redevelopment Authority (FRA)

R&R Response: 10' Setback reflected from Victor Street as a Secondary Street per the Fitzsimons Guidelines.

**3D. Site Layout**

Please ensure the application meets the requirements for fire lanes, landscaping, buffers, and screening.

R&R Response: Presented Site Layout has been reviewed by Life Safety and the proposed pedestrian gate addresses Fire Access.

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*3E. On Site Loading Zone*

On the site plan for the proposed parking lot please show and designate a drop off zone on the south side of the parking lot immediately abutting the north side of the Aurora Mental Health center. This designation will allow for easier site access and circulation.

*3F. Pedestrian Circulation*

Identify and label on the Site Plan, all accessible and pedestrian routes from the parking lot(s), buildings, and and public right of way.

*3G. Screening*

All surface parking shall be screened from public view in accordance with landscape standards identified below.

**5. Landscape Design Issues**

For further information, please feel free to contact our Senior Landscape Architect, Kelly K. Bish, PLA, LEED AP. The general landscape comments on your proposal are listed below:

**A. General Landscape Plan Comments.** The applicant shall include a landscape plan with the Site Plan Amendment. All proposed landscaping should at a minimum meet or exceed the requirements of [Article 14](#) Landscape Ordinance as well as the [Landscape Reference Manual](#). Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments.

- **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 submitted with a site plan or redevelopment plan are used by the City to determine compliance with the landscape standards and for code enforcement purposes.

Landscape plans submitted during the Development Application/Contextual Site Plan submittal process must be drawn on 24”x 36” sheets, have plant symbols, plant labels with a plant schedule upon first submission or a complete review will not be possible and may result in additional submittals and ultimately delays in approval of the plan set.

**B. Article 14 Landscape Ordinance Requirements**

The following bullet points are not necessarily and all-inclusive list of the landscape requirements found within Article 14, but are the minimum requirements to be included with the site plan amendment. The applicant is responsible for reviewing the landscape code and determining all applicable landscape requirements.

- **Street Right-of-Way Landscaping.** Provide one shade/street tree per 40 linear feet of street frontage along Victor Street. The standard right-of-way landscaping has already been established as part of the Colorado Crisis Center development and therefore should continue for that portion of the parking lot frontage. Based upon the existing conditions, an attached walk has been provided with street trees located approximately 4’-5’ from the back of walk. Refer to [Section 146-1450](#) Additional Requirements for Residential Development (B). If a detached walk and tree lawn are determined to be the current standard according to Public Works, then street trees shall be provided within the designated tree lawn. Avoid the use of blue grass sod and install a more xeric sod mixture. In lieu of sod, consider the installation of ornamental grasses, shrubs and perennials at a ratio of 0.025 plants per sf of sod area. All ornamental grasses and shrubs shall be installed at 5 gallon size.

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- **Landscape Street Buffers.** Provide a 15' wide landscape street frontage buffer along Victor Street. All buffers are measured inward from the back of walk or from the right-of-way if no walk is provided. Landscape with one tree and 10 shrubs per each 40 linear feet of buffer length. Incremental reductions in the buffer width are possible down to a minimum 9' wide buffer when landscape incentive features are implemented in accordance with Table 14.5 Standard Buffer Widths and Allowed Reductions for Commercial Development. Landscape street buffers shall be installed along the exterior sides of proposed fencing or walls. A reduction in the buffer width does not mean a reduction in the quantity of plant material. The landscape consultant should consider the ultimate growth of the plant material when selecting a buffer reduction feature.

If utilizing tree equivalents, one tree equivalent is equal to 10 five gallon shrubs or 30 one gallon perennials or any combination of trees, shrubs, or perennials meeting equivalents. When overlapping landscape standards occur such as when building perimeter, parking lot landscape screening and/or detention and water quality pond landscaping fall within the buffer, they may be counted towards meeting the buffer requirements, however the more restrictive requirements shall be implemented. Refer to [Section 146-1422](#).

- **Parking Lot Landscaping and Screening.** Interior and exterior parking lot landscaping is required. In accordance with the landscape code, the perimeter of all parking lots shall be screened from public rights-of-way, public open space and adjacent property with one or a combination of methods shown in [Section 146-1440](#). The landscape buffers above, may be combined with the parking lot screening requirements to satisfy both.

Screening shall consist of a berm between 2 feet 6 inches and 3 feet high with a maximum slope of 4:1 in combination with evergreen and deciduous trees and shrubs. Screening should be integrated with streetscape plantings whenever possible. If berms are not practical, then one of the following options shall provide equivalent screening:

- a. A low continuous hedge between 2 feet 6 inches and 3 feet tall planted in a double row at 3 feet on center in a triangular pattern or;
- b. A decorative masonry wall between 2 feet 6 inches and 3 feet tall in combination with landscaping.
- c. Shrubs must reach a height of 3' at maturity.
- d. Large shade and evergreen tree species and/or small tree or large shrub species shall be used as accents throughout the screen planting in conjunction with buffer and street frontage plantings to offset the horizontal lines of a typical shrub bed.

Also provide and landscape each parking lot island with one tree and six five gallon shrubs per 9' X 19' island. No more than an average of 10 parking spaces, are permitted in a row without a landscape island. Islands or areas within parking lots should be landscaped with one tree and a sufficient number of shrubs to provide 50% cover at installation. A table of plant coverage values may be found in [Section 146-1431](#).

- **Detention, Retention and Water Quality Ponds.** In order to meet water quality objectives, the city encourages all applicants to utilize LID (Low Impact Development) principles as permanent best management practices (BMP's). Many of the LID practices have an integrated vegetative component which supports the treatment, evapotranspiration and infiltration functions so that storm water is treated at the source. With the implementation of LID  
R&R Response: Per discussions with COA, the Interceptor designed in 2004 supplies Detention and Water Quality for this property. A Drainage Compliance Letter has been submitted.

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techniques, landowners can benefit from the environmental quality and aesthetics of the area in which they live and work.

Applicants may propose their own BMPS's or refer to the Urban Drainage and Flood Control District's Storm Drainage Criteria Manual where multiple examples of BMP's are described such as grass buffers, grass swales, permeable pavements etc. Coordinate with our Public Work's and Aurora Water Departments staff on the implementation of BMPs.

All detention pond facilities shall not exceed 6' in depth. The area within the tract surrounding the pond shall contain a minimum of 1 tree and 10 shrubs or the approved tree and shrub equivalents per 4000 square feet above the 100 year water surface elevation. When overlapping landscape standards occur such as when buffers, detention/water quality and parking lot landscape requirements fall within the buffer, they may be counted towards meeting the buffer requirements, however the most restrictive requirements shall be met. Landscaping shall be provided in accordance with [Section 146-1434](#) Detention, Retention and Water Quality Ponds.

- **Irrigation.** Refer to [Section 146-1430](#). All developments shall install an automatic irrigation system for landscape areas. Work with Aurora Water to determine whether an irrigation plan is required as the new landscaping will likely tie into an existing irrigation system. For irrigation plan requirements, fees or questions, contact Tim York at (303) 739-881.

## **6. Waivers**

If you decide to request any waivers, you must clearly list them in your *Letter of Introduction* and justify each according to the criteria listed in [Section 146-405](#) of the Zoning Code. You must also list them on the cover sheet of your Site Plan or other drawings on which they occur.

## **7. Mineral Rights Notification Requirements**

Please fill out the [Mineral Rights Affidavit](#) / [Severed Mineral Rights Notice](#) and supply this document to your Case Manager at the time of site plan submittal

## **8. New CAD Standards**

The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard are required by consultants on development projects when submitting to the City for signature sets and on capital projects funded by the City. Details of the CAD Data Submittal Standard can be found on the [CAD Standards](#) web page.

### ***Pre-submittal Meeting:***

At least one week prior to submitting an application, you will be required to hold a Pre-submittal meeting with your assigned Case Manager to ensure that your entire application package is complete and determine your application fee. Please contact your Case Manager in advance to schedule.

### ***Community Participation:***

You are encouraged to work proactively with neighborhood groups and adjacent property owners. Neighborhood groups within a mile radius will formally be notified of this project when submittal has been made to the Planning Department.

### ***Neighborhood Services Liaison:***

- Your Neighborhood Services Liaison is Meg Allen she has put together a report attached to these notes listing the registered groups within one mile of your proposed project and can assist in scheduling and

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facilitating meetings with community members. It is recommended that you work with the neighborhood organizations that express interest in your project to mediate and mitigate concerns.

- All meetings with neighborhood associations should also include your Planning Department Case Manager so that questions concerning City Code or policies and procedures can be properly addressed. We will record any project-related commitments that you make to the community at these meetings.
- Additional information about the Neighborhood Liaison Program can be found on the [Neighborhood Services](#) page of the city website.

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

### **Forestry**

There are several mature trees on this property that will be impacted by development. Due to the size of the trees alone, the tree mitigation costs could be substantial.

#### ***Tree Mitigation Requirements:***

Trees on site that are 4" or greater in caliper that will be impacted by development require tree preservation or mitigation. The intention of the Tree Preservation Policy is to preserve trees that are in good condition and of high value during the process of development. Mitigation for trees removed from the property can be accomplished by trees being planted back onto the site through the landscape plan, payment made into the Tree Planting Fund, or a combination of the two. If trees are planted on the site, the mitigation requirement is an inch-for-inch replacement. This is in addition to the regular landscape requirements. For example, if a 10" tree is removed, 10 caliper inches must be replaced back onto the site. The use of tree equivalents are not acceptable for tree mitigation.

#### ***Forestry's Role in Site Plan Review:***

- When the site plan is submitted, please show and label all existing trees on the Landscape Plan and indicate which existing trees will be preserved or removed. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors. If there is interest in determining mitigation requirements before your submittal, there is the option of hiring a consulting arborist; a list can be obtained from Forestry upon request. Forestry would require a meeting with the arborist selected to make sure that we are in agreement on the appraisal.
- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan. If there is not room to replace the number of inches that will be lost, payment can be made into the Tree Planting Fund based on the dollar value associated with tree loss.
- 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 [Parks, Recreation & Open Space Dedication and Development Criteria manual](#).

#### ***Ash Trees Prohibited:***

Due to the invasive Emerald Ash Borer that has been infesting trees along the Front Range, all species of Ash are prohibited from planting within the City of Aurora – please be sure that your Landscape Architect is aware of this new requirement.

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**Aurora Water**

*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:***

- ▶ 4 inch cast iron water stub to be removed.
  - ▶ Easements for 10 inch sewer and water line off of Right of Way.
  - ▶ Abandoned 6 inch VCP line to be disconnected at the manhole.
  - ▶ Irrigation meter to be shown on site plan if needed.
  - ▶ Storm Fees will be required based on additional impervious surface.
- R&R Response: These items will be confirmed and reflected in the Construction Document Phase.**

***Utility Services Available:***

- Water service may be provided from the 12 inch PVC waterline in Victor St.
- Sanitary sewer service may be provided from the 10 inch VCP sanitary sewer main in Victor St.
- Project is located on Map Page 03F

***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
  - Grease Interceptors are required for commercial kitchens
  - Sand/Oil Interceptors are required for vehicle maintenance facilities
  - 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).

***Utility Development Fees:***

- The Sanitary Sewer Interceptor and Storm Drainage Development fees are required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required.
- The Water Transmission Development Fee has been combined into the water connection fee and is required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.
- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules below:
  - [Platted After January 1, 2017](#)
  - [Platted Before January 1, 2017](#)

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## **Public Works Department**

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

### **Key Issues:**

- ▶ Site access shown onto Victor St shall align with the future opposing street, 22<sup>nd</sup> with a consolidated entrance / exit.
- ▶ **NR&R Response: Per discussions with COA, the requested alignment will not be feasible due to existing on-site transformers.**
- Show all adjacent and opposing access points on the Site Plan.
- Traffic is concerned with challenges of maintaining one-way traffic for a 24' wide access drive and would recommend considering two-way traffic.
- Label the access movements on the Site Plan.
- The proposed entrance may be considered for a dead-end for patient transport vehicles.
- Objects and structures shall not impede vision within these sight triangles. Landscaping shall be restricted to less than 26-inches in 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 site triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10'

### **ROW/Plat:**

- ROW dedication is requested for future Victor St if it aligns on this parcel.

### **Improvements:**

- 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. 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.
- 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. Add a note to the Site Plan indicating this commitment.
- Pending something unforeseen, such as public comment, Traffic Engineering will not require a Traffic Study at this time.

## **Engineering Division**

*The Engineering Division reviews the drainage and public improvement components of your project plans. Engineering reviews referrals of the Site Plan and Subdivision Plat from the Planning Department.*

**Re: 2206 Victor Street Parking Lot, Parcel M-3 (#1293940)/Pre-Application Meeting held June 14, 2018**

**Key Issues:**

- ▶ The current layout of the parking lot does not support one way traffic in and out. Please consider revising the layout to accommodate emergency needs as well as staff and visitor parking.
- ▶ On site detention and water quality shall be provided unless it can be demonstrated that it is accounted for in an off-site facility.
- ▶ A 5.5' wide sidewalk shall be provided along Victor Street.

**R&R Responses:**

**In**  
**S**  
**C** Victor Street - Per discussions with COA, The Sidewalks & Victor Street Alignment Have Been Left Out of These Plans.

Detention and Water Quality: Per discussions with COA, the Interceptor designed in 2004 supplies Detention and Water Quality for this property. A Drainage Compliance Letter has been submitted.

- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required and the curb return radii shall be labeled on the plan.
- 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.
- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or hand rails may be required.
- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.
- If gates are incorporated into the design of the development they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.

**R&R Response:** No gates are proposed in vehicular access areas. One Pedestrian gate is proposed on the east side of the property for on-foot Fire Access from adjacent Fire Lane.

- 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.
  - 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.

**Drainage:**

Drainage design standards can be found in the City's ["Storm Drainage Design and Technical Criteria"](#).

- Per Section [138-367](#) of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. 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.

**R&R Response:** Per discussions with COA, the Interceptor designed in 2004 supplies Detention and Water Quality for this property. A Drainage Compliance Letter has been submitted.

**Re: 2206 Victor Street Parking Lot, Parcel M-3 (#1293940)/Pre-Application Meeting held June 14, 2018**

- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Urban Drainage and Flood Control District (UDFCD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the web portal. Public Works Engineering will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.
- Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.  
R&R Response: Per discussions with COA, the Interceptor designed in 2004 supplies Detention and Water Quality for this property. A Drainage Compliance Letter has been submitted.  
[Criteria](#) Manual, latest revision.
- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks, but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.
- A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.

**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.*

**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.

**Adopted Codes by the City of Aurora – Setbacks:**

The site plan and civil plans must reflect the setback requirements of the 2015 International Building 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 International Codes please utilize the following hyperlink; [ICC Codes Online](#).

***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.

- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)

**Re: 2206 Victor Street Parking Lot, Parcel M-3 (#1293940)/Pre-Application Meeting held June 14, 2018**

**Fire Department Access:**

Based on the information presented so far, no fire lane easement are need to support this site.

**Fire Hydrants:**

The number and spacing of fire hydrants are determined using the 2015 IFC, Appendix B & C.

**Fire Sprinkled Structures:**

Not applicable.

**Gated Entry:**

The installation of any gating system will require a City of Aurora licensed contractor to obtain a building permit through the Aurora Building Division prior to the start of any work. This would be considered a structural, life safety and electrical review within the Building Division that is conducted on behalf of the Fire Chief.

- If a gating system is to be installed at a site access point, it must be set back from the flow line of the street at least 35 feet or one design vehicle length, whichever is larger, and be approved by the City of Aurora's Fire and Life Safety department. Gating systems located within close proximity to public right-of-way (ROW) may also be assessed by the City of Aurora Traffic Manager or designee and could require a traffic analysis to determine the appropriate distance of gating system to said flow line of ROW. Where a gating system crosses a dedicated or designated fire access roadway please reference the Security Gates section of the latest edition of the International Fire Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the Fire Chief (designated Fire Chiefs representative).

**Handicap Accessibility Requirements:**

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

- [Commercial](#)

**Knox Hardware:**

R&R Response: Per discussions with COA, two Knox Boxes will be provided for the proposed pedestrian fire access gate; one on the AuMHC building and one on the Early Learning Center building. to require a key box to be installed in an accessible location.

**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.

**Loading and Unloading Areas:**

The site plan must show the location of the loading and unloading areas. These areas must not encroach

R&R Response: Per discussions with COA, one loading/police drop-off space has been provided.

**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](#)

**Re: 2206 Victor Street Parking Lot, Parcel M-3 (#1293940)/Pre-Application Meeting held June 14, 2018**

- [\(Site Plan Note\) Loading and Unloading Areas](#)

**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.

**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.

- [Access to within 150 feet of Each Structure](#)

R&R Response: Per discussions with COA, building is sprinklered so access to within 200 feet is required. The proposed pedestrian Fire Access gate provides remaining coverage.

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

**Subdivision Plats:**

N/A

**Site Plans:**

A site plan will be required by the Planning Department. Real Property has items that need to appear on that site plan above and beyond what other departments may require. These items are listed on the Real Property [Site Plan Checklist](#).

**Separate Documents:**

- 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 that may require a separate document. Following are the links to additional information if needed later in your formal review process:
  - [Dedications Packet](#)
  - [Easement Release](#)
  - [License Agreement Packet](#)
- **Off site easement dedications** may be required in order 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 Real Property specifications which can be found in the [Dedication Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.
- 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 Real Property specifications and are available in the [Easement Release Packet](#). Once complete and accurate easement release information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.
- 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 Real Property specifications which are found in the

**Re: 2206 Victor Street Parking Lot, Parcel M-3 (#1293940)/Pre-Application Meeting held June 14, 2018**

[Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.

- 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 4-6 weeks to complete the process after submittal. The License Agreement must be completed before the site plan is recorded.

## STEP II – CONSTRUCTION DOCUMENT PHASE

*The Construction Document Phase is when Engineering and Building plans are reviewed against City Codes for compliance. It is an administrative process and usually occurs after Planning Commission or Planning Director decisions. Permits are issued from these documents.*

### Civil Engineering Plans

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically.
- Use of the Batch Standards Checker Tool is requested for this project.
- Civil Engineering Plan Review (*see links below for additional information*):
  - [Process](#)
  - [Review Schedule](#)
  - [Fees](#)

*Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre-submittal meeting with Engineer on Duty at 303.739.7335. One paper set of Civil Plans and Reports is required for this pre-submittal review. Also bring a copy of the pre-application meeting notes and a copy of the submitted site plan, including the landscape plan. At this meeting the Civil Plans shall be reviewed for completeness. A [checklist](#) is used to ascertain completeness.*

- Civil Construction Document Plan Set generally includes the following plans:
  - Stormwater Management Plan
  - Final Drainage Plan/Report
  - Final Grading Plan
  - Signing and Striping Plan

➤ *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

### [Aurora Water](#)

#### **General Requirements:**

- Civil plans will not be required to be submitted to Public Works for review and approval.
  - All service line construction information (horizontal and vertical information, lengths, slopes, etc.) must be provided on the Site Plan Utility Sheet.
  - Individual service line connections and fire line connections must be approved through Aurora Water. Include all applicable standard notes from Section 5.05.1 of the Utility Manual on the Site Plan Utility Sheet.

**Re: 2206 Victor Street Parking Lot, Parcel M-3 (#1293940)/Pre-Application Meeting held June 14, 2018**

***Construction Stormwater Quality Requirements:***

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report may be required for this project if an acre or more of disturbance is anticipated (which includes equipment and material storage areas). See the latest revision of the [City of Aurora SWMP Manual](#) for more detailed requirements. A [CDPS](#) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- CAD Data Submittal Standard: The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard are required by consultants on development projects when submitting to the City for signature sets and on capital projects funded by the City. Details of the CAD Data Submittal Standard can be found on the [CAD Standards](#) web page.

**Public Works Department**

*Construction documents should reflect all approved Access, Right of Way, Easements and Public Improvements that were included and approved on the Site Plan and Plat for your project.*

**Traffic Division**

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.
- The Construction Documents shall include an Ultimate Signing and Striping Plan, and Traffic Control Plans.
- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from Fitzsimons Pkwy, via Montview Blvd and not through the adjacent residential neighborhood(s).

**Engineering Division**

***General Requirements:***

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Quality Control Plan (SWQCP) in conjunction with the overall drainage plan for the site. The SWQCP shall be included in and become part of the preliminary and final drainage reports. The SWQCP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.
- The SWQCP shall be developed by applying the permanent water quality “best management practices” described in Volume 3 of the USDCM. The SWQCP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, [“Storm Drainage Design and Technical Criteria”](#) manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives.
- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to a public way for access to the facilities. This easement shall be executed prior to the approval of the Civil Plans.

**Re: 2206 Victor Street Parking Lot, Parcel M-3 (#1293940)/Pre-Application Meeting held June 14, 2018**

- An Inspection and Maintenance Plan (I and M Plan) shall be developed concurrently with the design of the permanent BMP's and submitted with the final drainage plan and report for approval. See the 2010 [Storm Drainage Design & Technical Criteria](#) manual's appendices for direction on preparing an I and M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted to the Water Department prior to issuance of a certificate of occupancy, or if no CO, then prior to approval of the Civil plans.

***Roadway Design and Construction Specifications:***

- All road cuts or other roadway disturbances within the City of Aurora's public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City's Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior the end of the project or as directed by the City Engineer.
- Fire lanes. All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City's adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshall) and the City Engineer.

**Building Plans**

**Building Division Comments:**

Building Plan Review

- [Process](#)
- [Review Schedule](#)
- [Fees](#)

*The comments made during the meeting address large-scale issues. We strongly recommend that a code consultation meeting be scheduled to discuss more detailed concerns.*

*During the development review process, you will not need to submit any documentation to the Fire Department for review. The Life Safety group within the Aurora Building Division conducts all site development and construction plan reviews on behalf of the Aurora Fire Department.*

The links below contain additional information and requirements for completion, submittal and permitting of your building plans.

***Permit Types:***

- Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type.
  - [Commercial Permits](#)
  - [Limited Plan Permits](#)

*Fire*

- [Gating Systems across Fire Apparatus Roads](#)
- [Knox Box](#)

**Re: 2206 Victor Street Parking Lot, Parcel M-3 (#1293940)/Pre-Application Meeting held June 14, 2018**

***Key Issue:***

- ▶ It is recommended that a preliminary meeting be scheduled with your design team and the Aurora Building Division prior to formal submittal of building construction plans. This meeting gives both the applicant and city staff the ability to clarify online submittals requirements, code requirements and

**Accessibility:**

The City of Aurora enforces handicapped accessibility requirements based on 2015 IBC, Chapter 11, and the 2009 ICC 117.1.

**Adopted Codes by the City of Aurora:**

This “link” will provide a current listing of all adopted building codes and ordinances utilized by the Aurora Building Division. To view the 2015 International Codes please utilize the following hyperlink; [ICC Codes Online](#)

**Building Division General Comments:**

The function of the Building Division in the development process involves assistance with building code questions. This “link” will provide answers to the most typical initial questions concerning the role of the Building Division.

**Checklist for Plan Review Submittals:**

The Aurora Building Division has established a number of checklists that reflect specific construction plan submittal and permit requirements. A copy of these checklists can be obtained through the City of Aurora website or by clicking on the link provided here.

**General Fire Protection System Requirements:**

Based on the information provided during the Pre-Application meeting the following fire protection systems are likely to be required for this structure:

- **Alternate Clean Agent Gas or Halon** - 2015 IFC, Section 904.
- **Commercial Cooking Hood Suppression System** - 2015 IFC, Section 904.
- **Emergency Alarm Systems** - 2015 IFC, Section 908.
- **Explosion Control Systems** - 2015 IFC, Section 911.
- **Fire Alarm and Detection System** – 2015 IFC, Section 907.
- **Fire Command Center** - 2015 IFC, Section 508.
- **Fire Pump** - 2015 IFC, Section 913.
- **Fire Sprinkler System** - 2015 IFC, Section 903.
- **Standpipe System** – 2015 IFC, Section 905.

**Geographic Design Criteria:**

New construction must adhere to the climatic and geographic design criteria provided using the hyperlink above.

**Occupancy Specific Building Code Requirements:**

Based on the information provided, your building occupancy or occupancies are as follows.

- U Occupancy - Buildings and structures of any accessory character, and miscellaneous structures not classified in any specific occupancy.

**Re: 2206 Victor Street Parking Lot, Parcel M-3 (#1293940)/Pre-Application Meeting held June 14, 2018**

**Real Property Division**

*Reminder* – Prior to building plans submittal, processing of any/all required separate documents should be started so that this process does not interfere with permit issuance.

## STEP III – CONSTRUCTION PHASE

Before any construction may commence, a contractor licensed in the City of Aurora must be issued the appropriate **permits** for all work to be performed. [Licensing](#) information is available on the City's website.

### Aurora Water

**Utility Connection Fees:** ([Platted After January 1, 2017](#) / [Platted Before January 1, 2017](#))

- Irrigation Water Meter Fees:
  - Will be calculated in accordance with the City Ordinance for irrigated common areas in Single-Family Detached and Commercial areas.
  - The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations.
  
- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules below:
  - [Platted After January 1, 2017](#)
  - [Platted Before January 1, 2017](#)

### Public Works Department

#### Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy.** See [Section 5.01.0.02](#) for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities.
  
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - fire lanes
  - curbs, gutters, curb ramps, and sidewalks
  - detention and water quality facilities, including necessary structures
  - tree plantings and landscaping
  - repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

#### Building Division

##### **Key Issue:**

- ▶ Once the building permit is issued it is recommended that the General Contractor (GC) schedule a pre-construction meeting through the Office of Development Assistance Project Manager. The meeting will consist of the Public Improvement Supervisor, Building Division Inspector Supervisors and a Fire/Life Safety Supervisor. These meetings are highly beneficial to both the GC and city staff in addressing inspection requirements that assist in obtaining a TCO or CO in a timely manner.

**Re: 2206 Victor Street Parking Lot, Parcel M-3 (#1293940)/Pre-Application Meeting held June 14, 2018**

**[Construction Permits:](#)**

Please click on the link provided for a listing of required construction permits.

***Fire Safety during Construction, Alteration or Demolition of a Building:***

Utilize the requirements of the 2015 IFC, Chapter 33 for both construction and demolition of any structure within your site. To obtain a full copy for fire department access and water supplies to a construction site, please call the Building Division.

**Re: 2206 Victor Street Parking Lot, Parcel M-3 (#1293940)/Pre-Application Meeting held June 14, 2018**



**City of Aurora**

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Neighborhood Services  
15151 E Alameda Parkway  
Aurora, Colorado 80012  
Phone: 303-739-7280  
Fax: 303-739-7191  
www.auroragov.org

**PRE-APPLICATION CONFERENCE**

TO: Nazan Wolfe  
FROM: Meg Allen  
DATE: Thursday, June 14, 2018  
SUBJECT: 2206 Victor Street Parking Lot, Parcel M-3  
LOCATION: 2206 Victor St

Listed below are the neighborhood associations that are currently registered with the Neighborhood Support Division within one mile of your proposed project. Once your application has been formally submitted each Neighborhood Organization will receive a copy of your application along with a comment card to be returned to the Planning Department. The comment card allows neighborhood organizations to share their concerns about the application prior to Planning Commission. Since the neighborhood list is updated frequently, it is recommended if you submit your application to the Planning Department anytime after 30 days of today's date, you should obtain a new, current list. Your Planning Case Manager will have an updated list available at your pre-submittal meeting.

As an applicant for a proposed development or use approval in the City of Aurora, you are strongly encouraged, but not required, to set up a neighborhood meeting with these representatives as soon as possible, but no later than 21 days prior to your scheduled public hearing. The purpose of this meeting is to explain your proposed development or use approval, and if necessary, to work with neighborhood representatives to address their concerns. Your assigned Neighborhood Liaison will assist you in scheduling and mediating the meeting at your request. The liaison will also provide you with an updated and accurate neighborhood association mailing list prior to the meeting. Adjacent property owner address information is available on the Adams and Arapahoe County web sites at [www.co.arapahoe.co.us](http://www.co.arapahoe.co.us) and [www.co.adams.co.us](http://www.co.adams.co.us). It is the applicant's responsibility to mail and/or e-mail a letter of invitation to all neighborhoods and adjacent property owners at least 10 days prior to the meeting. A sample letter of invitation is included in this packet. The assigned Planning Case Manager will attend the meeting to note any agreements made by the applicant, and will include those agreements in their presentation at public hearings. You may anticipate being asked at public hearings if you have met with nearby neighborhoods and the result of such meetings.

As the Neighborhood Liaison for this area, I am available to assist you in communicating with the neighborhood listed below. For assistance or to set up a neighborhood meeting, please contact me at 303-739-7280.

**Re: 2206 Victor Street Parking Lot, Parcel M-3 (#1293940)/Pre-Application Meeting held June 14, 2018**

2206 Victor St

Report Ran On Thursday, June 14, 2018

#	ORGANIZATION	CONTACT	PHONE
5	DEL MAR NEIGHBORHOODS UNITED	YVES GENTY 10162 E7TH AVENUE AURORA CO 80010  gentyryves@gmail.com	(720)629-9894
415	Denver Meadows - Vecinos Unidos	LUZ GALICIA 2075 N POTOMAC ST LOT 88 AURORA CO 80011  FLORECITAROKERA69@MSN.COM	(720)480-5025
3	HILLCREST VILLAGE	NOT CURRENTLY REGISTERED 1600 SABLE BLVD AURORA CO 80011	(303)739-7280
6	Hoffman/Jewell Heights Neighborhood Association	NOTAVAILABLE@NOTAVAILABLE.COM KURT PATTON 1265 SCRANTON STREET AURORA CO 80011	(303)341-2562
398	Lady Nelson Townhomes Association	COERULEZ@AOL.COM NOT CURRENTLY REGISTERED	
26	MORRIS HEIGHTS IMPROVEMENT ASSOC	SUZY CRESS 3175 VAUGHN ST AURORA CO 80011  SZCRESS@COMCAST.NET	(303)364-8998 (303)364-8998
2	NORTHWEST AURORA NBHD ORGANIZATION	NADINE CALDWELL 2065 FLORENCE ST AURORA CO 80010  BNTHDNTH@COMCAST.NET	(303)364-2859 (303)364-2859
56	SABLE ALTURA CHAMBERS NBHD	DIANE BRAKE 3090 S. DAHLIA ST. DENVER, CO 80222-7331	(303)344-8226

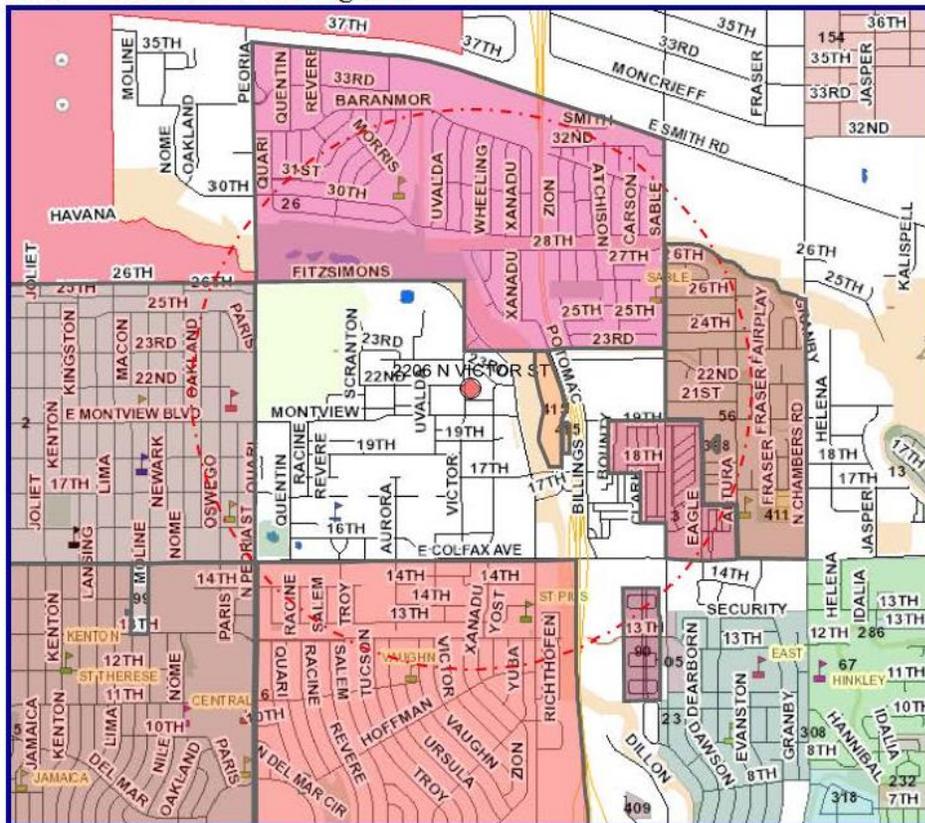
**Re: 2206 Victor Street Parking Lot, Parcel M-3 (#1293940)/Pre-Application Meeting held June 14, 2018**

2206 Victor St

Report Ran On Thursday, June 14, 2018

#	ORGANIZATION	CONTACT	PHONE
90	THE MEADOWS	NOT CURRENTLY REGISTERED 15151 E ALAMEDA PKWY AURORA CO 80012  NOTAVAILABLE@NOTAVAILABLE.COM	(303)739-7280

2206 Victor Street Parking Lot



- 2-North west Aurora NBHD Org.
- 26-Morris Heights Improvement Assoc.
- 3-Hillcrest Village HOA
- 398-Lady Nelson Townhome Assoc
- 415-Denver Meadows - Vecinos Unidos
- 5-Del Mar Parkway NBHD Org
- 56-Sable/Atura Chambers NBHD
- 6-Hoffman Hgts./Uevell Hgts. NBHD Assoc.
- 90-The Meadows