

March 20, 2017

Mr. Jacob Cox  
City of Aurora, Planning Department  
15151 E. Alameda Parkway, Suite 5200  
Aurora, Colorado 80012

Re: Revised Fan Fare Redevelopment (#1158458) / Pre-Application Meeting held October 6, 2016  
Comment Response Letter

Dear Mr. Cox,

Thank you for taking the time to review our preliminary plans presented at the Pre-Application Meeting held at your office on October 6, 2016. Valuable feedback was given by City Staff and adjustments have been made to reflect some of the key points made. We have reviewed the comments made and have responded in the following pages.

Please feel free to contact me directly should you have any other comments, questions and/or special requests for additional information. We look forward to working with you to make this project a success.

Sincerely,  
Norris Design



Brad J. Haigh, PLA  
Principal

## 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:*

- ▶ Compliance with Havana Street Overlay District
- ▶ Sustainable Infill and Redevelopment District standards
- ▶ Phasing and Infrastructure Improvements

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

- Your property is currently zoned Planned Development Mixed Use Commercial and Mixed Use Residential (PD MU-C and PD MU-R), and is subject to the Fan Fare General Development Plan (Case Number 2004-2023-00).  
Response: Comment noted. Thank you.
- The uses you propose – mixed use development, including town homes, multi-family residential, retail, open space public amenities, and recreation areas – will require rezoning. The zoning recommended by the Planning Department for the property is Sustainable Infill and Redevelopment District (SIR).  
Response: Comment noted. Thank you. The rezoning effort is being led by AURA.

#### *Type of Applications:*

- As part of your application, you will need to make the following land use requests:
  - Rezoning (Will be completed by the Aurora Urban Renewal Authority (AURA))
  - Site Plan
  - Subdivision Plat
  - Master PlanResponse: Comment noted. Thank you.
- Rezoning shall be carried out under the authority of the Aurora Urban Renewal Authority (AURA).  
An illustrated conceptual plan of the proposed development must be submitted with the rezone. The rezoning process will require consideration and approval in a public hearing before the Planning Commission, with final approval before the City Council. After AURA has submitted the rezone, you may submit your Master Plan, Site Plan, and Subdivision Plat. These can be processed simultaneously. The master plan and site plan portions of your project shall be reviewed administratively unless significant waiver requests are indicated. Waivers may require Planning Commission consideration. Subdivision plats are also reviewed administratively. As stated at the pre-application meeting, your entire application can be reviewed in a 16-18 week timeframe. All subsequent site plans can be reviewed administratively in a 12-13 week timeframe. Authorization from all property owners is required. Please coordinate with your AURA Project Manager to determine if proceeding with a Master Plan of the site is appropriate in the event full ownership or permission to proceed has not been acquired.  
Response: Comment noted. Thank you.

- The following applications, manuals and design standards may also be helpful in completing your application for submittal:

- Landscape Reference Manual
  - Landscape Ordinance [Chapter 146, Article 14]
  - On-Line Application
  - On-line Application and Plan Submittal Guide
  - Residential Masonry and Quality Construction Standards Ordinance [22-133]
  - Site Plan Manual (see here for Site Plans and Contextual Site Plans)
  - Street Standards Ordinance [126-1] and [126-36]
  - Street Standards, Roadway Cross Sections
  - Subdivision Plat Manual
  - Subdivision Ordinance [Chapter 147]
  - Xeriscape Plant List (see Landscape Manual)
  - Zoning criteria for each land use approval requested
- Response: Comment noted. Thank you.

*Standards and Issues:*

1. Zoning and Land Use Issues

1A. *Rezoning.* The mixed-use development you propose does not meet the design and use requirements within the existing General Development Plan (GDP) and will require rezoning. Staff encourages the rezoning from Planned Development (PD) MU-R/C to Sustainable Infill and Redevelopment District (SIR) to allow flexibility and permit a mix of uses on the site.

Sustainable Infill and Redevelopment Design Handbook and Article 7, Division 7 provide guidelines and standards for development in this zoning district. The purpose of this district is to support new businesses in areas identified for redevelopment and maximize living choices. The goals of this district include the following:

- Maximum height of 35-feet.
  - Create new choices not currently available in terms of places to live and locate businesses within the existing city;
  - Provide infill locations for new businesses;
  - Create public spaces that attract people;
  - Improve property values in surrounding areas and increase the value of infill areas for development;
  - Complete pedestrian and bicycle connections to surrounding sites and neighborhoods;
  - Encourage high quality and creative design to ensure competitive and economically valuable infill locations;
  - Promote energy and resource efficiency; and
  - Provide simple and easy procedures for review and approval of infill development.
- Response: Comment noted. The Argenta (Fan Fare) master plan proposes to create a development that encapsulates the above listed principles of the SIR zoning code. Reference the Master Plan documents for more information.

1B. *Havana Street Overlay District.* The property lies within the Havana Street Overlay District. The Overlay District is intended to encourage improvements to streetscape, landscaping, and the general aesthetics of the street edges along Havana Street from 6th Avenue to Dartmouth Avenue. The Havana Street Overlay District requirements set forth in this Article 8 supersede the general landscaping requirements of Article 14 of this Chapter 146 in those instances where the provisions conflict.  
Response: Comment noted. Plans reflect the requirements of the Havana Street Overlay District.

The goals set for achieving the purpose stated above are to:

1. Encourage high-quality street edges by requiring a flexible schedule of improvements proportionate to the level of development proposed on properties abutting Havana Street;

Response: Comment noted. Thank you.

2. Provide landscape and streetscape options that respond flexibly to a variety of existing conditions on lots along the corridor;

Response: Comment noted. Thank you.

3. Strive for consistency of appearance and materials so that the Havana Street Corridor builds a distinctive character over time; and

Response: Building design will comply with consistency of appearance and materials relevant to the Havana Street Corridor standards.

4. Provide for readily identifiable amenities specific to Havana Street that are attractive and useful.

Response: Comment noted. The Argenta (Fan Fare) project utilizes design elements that are specialized to the Havana Street District and the overall concept and theme of the project.

1C. *CMRS Facility.* A CMRS facility is located north of the Fan Fare site (CN 1694-6008-06). One of the conditions of approval for the CMRS facility was that the site plan approval will expire if a building is constructed on an adjacent property that is suitable for concealed CMRS antennas. Planning Staff encourages you to work with T-Mobile in discussing and identifying locations to relocate the CMRS facility onto one of your proposed buildings. The Forum at Fitzsimons (Case Number 2014-4015-01) provides a good example of a well-designed stealth CMRS facility. See below.

Response: This item will be addressed in Phase II

## 2. Traffic and Street Layout Issues

2A. *Street Standards.* All proposed streets whether public or private need to be labeled according to our street standard ordinance, Chapter 126-1 and 126-36 of the city code. Internal, private streets must meet the city design standards.

This Site is designated as an Urban Center by the 2009 Comprehensive Plan. See comments from Public Works regarding Urban Street Standards. Section 146-886 governs the required improvements along Havana Street. See landscaping comments for details.

Access off of Havana Street must be in alignment with 4<sup>th</sup> Avenue. Coordinate with Traffic and CDOT regarding the location of this access. A right-of-way access permit will be required which is issued by CDOT. CDOT Region 1 Traffic Section, located at 2000 South Holly Street, Denver, CO 80222, can be contacted at 303-512-4266.

Response: All proposed streets are labeled according to the street standard ordinance. Access off of Havana Street is proposed in alignment with 4<sup>th</sup> Avenue.

2B. *Infrastructure Improvements.* See comments from Public Works regarding infrastructure improvements along Havana Street. Staff will work with you to coordinate these improvements with the phasing of your project.

Response: Noted.

2C. *Bus Stop Shelter.* Staff has identified the need for a bus stop shelter at the intersection of Havana and 4<sup>th</sup> Avenue. Please coordinate with RTD's Planning Project Manager, Lacy Bell, to identify the appropriate structure, or create a design unique to your site, and provide that detail on your next submittal. She may be contacted at [lacy.bell@rtd-denver.com](mailto:lacy.bell@rtd-denver.com).

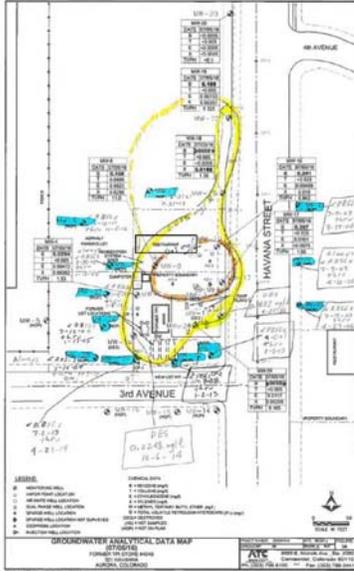
Response: This item will be addressed in Phase II

2D. *Enhanced Intersection Design.* One of the goals of the Havana District Improvement Plan is to enhance the design of intersections. Staff encourages you to provide enhanced design features such as public art, textured cement, street furnishings, and gateway features for your development at the intersection of Havana Street and 3<sup>rd</sup> Avenue, as well as the intersection at Havana Street and 4<sup>th</sup> Avenue.

Response: This item will be addressed in phase 2 of the development.

### 3. Environmental Issues

3A. *Environmental Mitigation.* The corner outparcel located at 301 N. Havana Street contains an underground petroleum plume that flows in a northwesterly direction, with a small area of the plume affecting the AURA owned site, as well as the outparcel located immediately north of and adjacent to the corner outparcel (Outparcel #3). The ground water is contaminated with hydrocarbons and methyl tertiary butyl ether (MTBE) from the operation of a gas station, which occurred years prior to the current ownership of the station. The site has been undergoing remediation through the Colorado Petroleum Storage Tank Fund program, operated through the Colorado Department of Labor and Employment, since 2001. The program works with the party responsible for the contamination and provides remediation funds limited to \$2 million dollars per occurrence. Four leaking underground storage tanks were replaced in 2002. The State approved a revised CAP (Corrective Action Plan) for the site in 2014. Under this, some of the remediation wells that have reached acceptable levels, will be closed, with some remaining open, and possibly relocated. The estimated completion date at this time is early 2018. Construction on the contaminated site may require the installation of vapor barriers for the buildings. Continue working with Melissa Rogers regarding the remediation process and timeline. The location and extent of the plume is illustrated in the graphic below.



Response: Noted.

#### 4. Master Plan

4A. *Master Plan Requirements.* An overall master plan may be submitted once AURA has submitted for rezone. The master plan should include:

- Street system
- Master drainage plan
- Infrastructure improvements plan
- Architectural and urban design standards
- Public Improvement Plan:  
 Identify the phasing of public infrastructure improvements including requirements of the Havana Overlay District. Development on vacant ground triggers the requirements outlined in Section 146-887. Provide information regarding how the infrastructure will be built and detail how it will be maintained. The phasing plan should detail the stages of build out for the project. Provide details regarding the time and manner that outparcels will be acquired.

Response: A Master Plan shall be submitted at the time of CSP and Plat and will include the above listed items.

The architectural and urban design standards should address the following:

- Architectural theme
- Building orientation and scale
- Loading and service areas
- Rooftop units and screening
- Exterior building materials and design elements
- Color schemes
- Roof types

- Lighting
- Signage
- Fencing
- Landscaping
- Roads, pedestrian and bicycle circulation
- Public Art

Response: The above mentioned elements are discussed in the Master Plan document.

## 5. Site Design Issues

5A. *Density of Use.* Currently, the standards in the Fan Fare GDP apply to this property. Rezoning the property to SIR will eliminate the GDP and the SIR standards shall apply. The density proposed is well within the limits imposed by SIR zoning.

Response: Comment noted. Thank you.

5B. *Building Orientation.* Provide dimensions for the spacing of townhomes, their access drives, and alleys. Garden courts must be a minimum of 40 feet in width. Buildings abutting street fronts shall be engaging to people walking and driving through the corridor and provide sufficient pedestrian access from the exterior of the site.

Response: Comment noted. Dimensions are provided on the site plan and are in compliance to the above listed requirements.

5C. *Pedestrian and Bicycle Circulation and Linkages to Off-Site Trails & Open Space.* Pedestrian and bicycle access to and throughout the site and to the adjacent rights-of-way should be integral to the design of the development. This site is in proximity to Westery Creek Trail to the south along 1st Avenue, the 6th Avenue Trail to the north, and the Highline Canal trail to the east accessed via 4th Avenue. Indicate on your PIP that upon construction of a signal at the intersection of 4th Avenue and Havana Street, bike detection shall be provided. Planning Staff are available to work with you regarding design and placement of bicycle facilities and infrastructure.



Response: Appropriate detection infrastructure will provided at the time approved by the City Traffic Department.

5D. *On-Site Vehicular Circulation.* The modified grid proposed provides connectivity and good internal circulation. Please provide an operations plan detailing how the site will be serviced for deliveries, trash collection, and snow plowing.

Response: As phasing is determined, the service operations will be developed. Snow storage removal areas are planned into each phase.

5E. *On-Site Amenities and Use of Open Space.* The event lawn and water features provide the required recreational amenities to the site.

Response: Comment noted. A central green space and other small amenity areas are proposed in the community. Please reference the Master Plan and Site Plan for more information on amenities and their locations.

5F. *Parking.* The provisions of Section 146-1504 regarding on-site parking do not apply within the SIR District. The development should provide sufficient parking to serve the development and its residents so that there are no negative impacts to surrounding properties and neighborhoods. Clustered or shared parking between different uses is encouraged. Table 15.2, Schedule of Shared Parking, in Section 146-1504 provides guidance on determining shared parking. Please provide a parking analysis with your application that demonstrates anticipated parking needs. You should cite at least three other instances of similar land uses in comparable settings in the Denver metropolitan area. On-street parking can be included in your parking calculations. Your master site plan and all site plans should illustrate the locations of on-street parking on Geneva Street and Third Avenue. On-street parking is not permitted on Havana Street.

*Bicycle Parking.* Off-street bicycle parking spaces should be provided at a minimum 3% of the provided automobile parking. Bicycle parking should be located in a convenient, highly visible and well lighted area that does not interfere with pedestrian movements.

Response: Parking will be provided per phase. The first phase includes only for sale townhomes. Parking (owner/guest) have been provided as shown on the plans. Any future phases that will include shared parking will have information provided at that time. Bicycle parking will be provided as shown on plans.

5G. *Site Lighting.* Section 146-1509(H) governs the design of parking lot lighting. In general, parking areas should be lit with full cutoff type lighting fixtures no more than 30 feet tall. Your master plan must include lighting design standards for the site. Each individual site plan will require a photometric plan with lighting details. Lighting details must also be included in all subsequent site plans and building elevations.

Response: A photometric plan that adheres to the required standards has been provided for phase 1. Subsequent photometric plans will be provided during phase 2 of the development.

## 6. Landscape Design Issues

The general landscape comments on your proposal are listed below. For further information, please feel free to contact Landscape Architect, Chad Giron.

A. General Landscape Plan Comments: Prepare your landscape plans in accordance with the following documents:

- Article 7 Mixed Use and Special Districts, Division 7 Sustainable Infill Redevelopment (SIR)
- District
- Havana Street Overlay District, Section 146-886
- Urban Street landscaping, Section 146-1478
- Landscape Ordinance, Article 14

- Landscape Reference Manual

Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments.

Response: Comment Noted.

Provide the necessary landscape tables in order to demonstrate compliance with code requirements. Tables shall be provided for each of the required landscape treatments (i.e. building perimeter).

- 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.

Response: Drawings are labeled not for construction.

Landscape plans submitted during the Development Application/Contextual Site Plan submittal process must have plant symbols, plant labels with quantities, and 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.

Response: A full planting plan has been provided for phase 1 including symbols, labels and a full planting schedule.

#### **B. Sustainable Infill and Redevelopment District (SIR)**

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within SIR district. The applicant is responsible for reviewing this section and determining all applicable landscape/aesthetic/design requirements.

Response: Comment Noted.

- *Compatibility* – Combat negative external effects between uses by constructing buffers, including trees, berms, architectural elements, walls and fences.

Response: Comment Noted. Buffers and landscape screens are located between conflicting land uses.

- *Development Ideas* – On all streets, utilize Article 14 Landscape standards and urban street standards where appropriate to create comfortable, safe and attractive street environments. Emphasize people and buildings instead of parking.

Response: Comment Noted. Thank you.

- *Durable Materials* - Use durable materials such as stone pavers, steel, masonry and retaining walls to define outdoor spaces and enhance the character of the space.

Response: Comment Noted. Thank you.

- *Public Place Making* - In order to enhance infill development, smaller scale pocket parks, active main streets, pedestrian ways and plazas should be included to offer places to sit, are friendly and inviting,

provide an opportunity to view public art and are inclusive of quality paving, materials and landscaping. All development and redevelopment projects should provide at least one public space.

Response: Comment Noted. Multiple public spaces are provided within the community. Two major gathering spaces are included within phase 1.

- *Main Streets and Pedestrian Streets* - Use buildings to create comfortable walking spaces. Buildings should be located between zero and 20' from the property line.

Response: Comment Noted.

- *Energy and Resource Conservation* – All SIR developments shall incorporate a conservation measure designed to reduce energy and water use. Heat island reduction can occur through the installation/integration of landscaping to capture and treat stormwater runoff for water quality purposes. In addition, porous paving materials may be incorporated into walkways or parking areas that allow water to infiltrate the ground more quickly thereby reducing runoff.

Response: Comment Noted. In Phase 1, stormwater is being carried by decorative cobble swales in the public gathering spaces. This serves as both an aesthetic and functional enhancement of the space.

#### C. Havana Street Overlay District

The Havana Street Overlay District Section 146-886 is intended to encourage improvement in streetscape, landscaping, and the general aesthetics of the street edges along Havana Street from 6<sup>th</sup> Avenue to Dartmouth Avenue. The proposed development is classified under 'Condition 1' according to overlay district standards. The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within the Havana Street Overlay District. The applicant is responsible for reviewing the landscape code and determining all applicable landscape conditions. Please ensure that your landscape architect or designer has a copy of the Recommended Xeriscape Plant & Tree Palette - Havana District Design Concepts Plan document.

Response: Comment noted. This will be addressed in phase 2.

- **Streetscape.** Provide a ten-foot wide tree lawn with one street tree per 40 linear feet of tree lawn as required, and a ten-foot wide detached sidewalk.
- **Landscape Buffer.** Provide a minimum nine-foot wide landscape buffer and landscaping at a minimum of two tree equivalents per 40 linear feet of buffer length. One tree equivalent is equal to one tree or 10 five gallon shrubs or 30 one gallon perennial plants or ornamental grasses.

Response: Comment noted. This will be addressed in phase 2.

#### D. Article 14 Landscape Code

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Article 14. The applicant is responsible for reviewing the landscape code and determining all applicable landscape conditions.

Response: Comment Noted. Thank you.

- **Standard Right-of-Way Landscaping.** Provide one shade/street tree per 40 linear feet of street frontage along both E. 3<sup>rd</sup> St. and Geneva St. Refer to Section 146-1451 (B) 2. Additional Requirements for Non-Residential Development. When a detached walk and tree lawn are provided according to Public Works street cross section requirements, street trees shall be provided within the designated tree lawn. Avoid the use of blue grass sod and install a more xeric sod mixture for the tree lawn. In lieu of sod, consider the installation of shrubs, perennials and ornamental grasses.  
 Response: Comment noted. Tree spacing and tree lawn requirements have been met for phase 1.
- **Building Perimeter Landscaping.** With SIR zoning, the buildings are intended to be located in close proximity to the streets. Any proposed building perimeter landscaping shall be used to enhance and/or highlight the aesthetic amenities being provided for the residents along Geneva St. in connection with the streetscape. The required landscaping is one tree equivalent per each 40 linear feet of elevation length. This applies to buildings that face public right-of-ways, open space or have an entrance door. Applicants may choose to provide tree equivalents at a ratio of one tree equivalent being equal to one tree or 10 five gallon shrubs or 30 one gallon perennial plants or ornamental grasses. Any combination of plant material may be used that totals the required number of tree equivalents. Plant quantities may vary depending upon the residential areas provided and their relationship to the street. Refer to Section 146-1451 (D) Additional Requirements for Non-Residential Development.  
 Response: Comment Noted. Building perimeter buffer plant and tree requirements have been met for phase 1.
- **Non Street Frontage Landscape Buffers.** Provide a minimum 10' wide non-street frontage landscape buffer along the north property boundary lines per Table 14.5 Standard Buffer Widths and Allowed Reductions for Commercial Development. A typical non street frontage buffer requires 1 tree and 5 shrubs per 40 linear feet of buffer. A reduction in the buffer width up to 4' is permitted with the use of xeriscape landscape incentive features as described in Table 14.6. Refer to the landscape ordinance Section 146-1451 Additional Requirements for Non-Residential Development (B) 3. B for further clarification on nonstreet frontage buffers.  
 Response: Comment Noted. Non Street frontage buffer plant and tree requirements have been met for phase 1. Because of the location of a detention area in this location, ornamental grasses have been substituted for tree requirements at the prescribed tree equivalent rate.
- **Parking Lot Landscaping and Screening.** All visible parking lot perimeters shall be screened with one or a combination of methods shown in Section 146-1440. If using plant material, screening shall consist of a continuous row of shrubs planted in a double row at 3 feet on center. Shrubs must reach a minimum of height of 3 feet at maturity. 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, and no parking row shall exceed 15 continuous parking spaces. Refer to Section 146-1509 – Parking Area Design. 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 Living Material Requirements. When overlapping landscape standards occur such as parking lot screening and required landscape street buffers, provide and document the more restrictive of the requirements to satisfy both.  
 Response: No parking lots exist in phase 1. This comment will be addressed in phase 2.

- **Special Landscape Requirements at Entryways and Intersections.** Provide a distinctive landscape feature at each site entrance. Distinctive landscape features should consist of specimen quality plant material that will provide visual interest during all seasons. Refer to Section 146-1451 Additional Requirements for Residential Development (C) Special Landscape Requirements at Entryways and Intersections.  
 Response: Noted. Thank you.
- **Service Areas and Trash Enclosures.** Service areas visible from streets or residences shall be screened by fences, walls, landscaping, berms or any combination of items. Refer to Section 146-1433, Service Areas and Trash Enclosures.  
 Response: Noted, all back of house areas are internal and have been screened.
- **Detention, Retention and Water Quality Ponds.** The city encourages all applicants to utilize LID (Low Impact Development) principles as permanent best management practices (BMP's) whenever possible in order to avoid the installation of large unsightly detention ponds. Applicants may propose their own BMP's or refer to Urban Drainage and Flood Control Districts Storm Drainage Criteria Manual where multiple examples of BMP's are described such as grass buffers, grass swales, permeable pavements etc. Should the applicant chose to utilize a traditional detention pond, pond depths 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 sf of pond. Refer to Section 146-1434 Detention, Retention and Water Quality Ponds.  
 Response: Noted. Detention pond is surrounded with native grass plantings and street trees where space allows.
- **Irrigation.** Refer to Section 146-1430. All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the City Water Dept. will require that the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at (303) 739-8819 in Aurora Water regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.  
 Response: Noted. A hydrozone map has been provided showing water use areas.

## 7. Architectural and Urban Design

7A. *Design Standards.* Section 146-405(F)8 of the zoning code establishes the approval criteria for building architecture and urban design. Building elevations will need to be included as part of your site plan, and should call out dimensions, exterior finishes and color schemes. Color and material samples must be included in your initial submittal. As a general rule, "high quality of design" means that architectural details should be continued on all four sides of the buildings to reduce the "back of house" appearance. Building design should incorporate textured surfaces, projections, color, overhangs, changes in parapet height, and other features to create architectural interest. Use changes in the wall planes, both horizontally and vertically, a variety of durable materials, and quality architecture to create visually interesting buildings.

Emphasis should be placed on ground floor design. Ground floor designs should support a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic. Please see Article 13 of the Building and Zoning Code regarding residential development standards. Ensure that all townhomes and apartment units provide private outdoor space such as a balcony or porch. A uniform set of architectural design standards needs to be submitted for the entire site as part of your master site plan. These standards are intended to provide uniformity in design and provide guidance for each individual user. With a rezone to SIR, development must conform to certain architectural and design standards and should be addressed in the Master Plan. These are outlined in Section 146-736, and are also detailed in the Sustainable Infill and Redevelopment Design Handbook.

Response: Building Elevations are included with labeling that calls out the required information. Color images of building finish materials are included with building elevations. Architecture includes textured surfaces, projections, color, overhangs, changes in parapet height, and other features to create architectural interest. Each townhome Unit includes private outdoor space at the ground floor entrance, the third floor balcony and roof top terrace.

7B. *Screening of Roof Top Mechanicals.* Show the location of any rooftop or mechanical equipment and vents greater than eight inches in diameter on the elevation drawings. All such equipment must be screened. Use drawings and notes to explain how this will be accomplished. Screening may be done either with an extended parapet wall, or a freestanding screen. In either case the screening must be at least as high as the equipment it hides. The following note to be labeled “Roof-Mounted Equipment Screening” must be added to the general notes section of all Site Plans. Standard general notes can be accessed via this link.

Response: Rooftop equipment and penetrations will be screened by parapet on all townhomes.

## 8. Signage

Please refer to Article 16 of the Building and Zoning Code for complete regulations. Development of this size should include a sign program detailing a theme and design standards for signage and wayfinding for the entire project. Please plan on including this with your Master site plan. Staff is happy to provide examples of sign programs to assist you in the drafting of sign standards.

Response: A sign program and design guidelines are provided within the Master Plan document.

## 9. Waivers

Planning actively discourages waivers from code, design and standards. SIR zoning lends itself to flexible approaches to designing projects of this nature. If possible, please avoid the necessity of waivers for any element of this project. If you decide to request any waivers, you must clearly list them in your *Letter of Introduction* and justify them according to the criteria listed in Section 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.

Response: Comment noted. No waivers are requested at this time. Should waivers be requested with future submittals, a descriptions shall be provided in the letter of introduction.

## 10. Mineral Rights Notification Requirements

Please fill out the Mineral Rights Affidavit and supply this document to your Case Manager at the time of rezoning and site plan submittal.

Response: Comment noted. The Mineral Rights Affidavit will be provided prior to administrative approval.

*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.

Response: A pre-submittal meeting was held November 1, 2017.

*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.

Response: Comment noted. Thank you.

*Neighborhood Services Liaison:*

- Your Neighborhood Services Liaison is Marsha Osborn. 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 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.

Response: Comment noted. Thank you.

- 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.

Response: Comment noted. Thank you.

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.

Response: Comment noted. Thank you.

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

*Population Designation:*

The initial pre-application submittal information designated the development in question as a mixed use infill development with a single family attached component of 85 density units and a multi-family residential component of 167 density units. Population calculations for the development utilize a per-unit multiplier of 2.65 and 2.50 persons per unit respectively. This calculation would propose an overall population of 643 persons residing in 252 total units.

Response: Comment noted. Thank you.

*Land Dedication and Park Development Fees:*

To provide adequate parks and open space equipped with appropriate facilities, the City Code enumerates requirements for park land dedication and park development fees. These allow the Parks, Recreation & Open Space Department to purchase land and to construct new facilities, respectively. When a development includes residential units and involves re-zoning, these requirements are applied.

Response: Comment noted. Thank you.

*Explanation of Park Land Dedication Requirements:*

The City's park land dedication policy is set forth in Section 48(b) of Chapter 147 (i.e., the Subdivision Ordinance) of the City Code. It specifies that park land shall be dedicated in accordance with the following standards:

- 3.0 acres per 1,000 residents for neighborhood parks.

Response: Comment noted. Thank you.

- 1.1 acres per 1,000 residents for community parks.

Response: Comment noted. Thank you.

No open space land dedication will be required because this qualifies as Infill Development and is exempt from the open space land dedication requirement.

These land dedication requirements and the proposed method of how they will be satisfied should be explicitly presented in the formal submittal to the Planning Department. If the number of proposed units changes, the park land dedication requirements will also change.

Response: Comment noted. Thank you.

- Neighborhood Park Land Dedications - Based on an overall population projection of 643 for 252 dwelling units, the neighborhood park land dedication requirement will be 1.93 acres.

Response: Comment noted. Neighborhood Park Land Dedication will be satisfied through cash-in lieu or in combination with a small urban park credit.

- Community Park Land Dedication - Based on an overall population projection of 643 for 252 dwelling units, the community park land dedication requirement will be 0.71 acres.

Response: Comment noted. Community Park land dedication requirements will be satisfied through cash-in-lieu.

- Cash-in-Lieu Payments - For subdivisions qualifying as Infill, PROS allows as an incentive the use of a predefined per-acre value for cash-in-lieu payments based on the average cost for COA open space acquisitions. This value at the time of application is \$52,600 per acre. Total cash-in-lieu of land dedication for Fan Fare is as illustrated in the following calculation: Land dedication total acreage 2.64 acres x \$52,600 per acre = \$138,864.00 (before any potential reductions for Small Urban Park credit). The cash-in-lieu payment for land dedication shall be paid at the time of first subdivision platting. Based on the preliminary site plan submitted at the time of pre-application, it appears to PROS staff that there may be opportunities for the applicant to develop Small Urban Park space within the Fan Fare redevelopment in accordance with PROS standards. Park Land Dedication cash-in-lieu requirements as stated above were calculated prior to consideration of any

Small Urban Park eligible dedication. If the applicant proposes Small Urban Park areas within the approved site plan, Land Dedication cash-in-lieu fees shall be adjusted to accommodate eligible SUP acreage.

Response: Cash-in-lieu of land dedication shall be completed prior to recording.

***Park Development Fees:***

Park development fees will be calculated per current City Code requirements. These fees are based on the park land area (land dedication acreage = 2.64 acres) required to serve these new residents and a cost per acre for construction of facilities designated annually by City of Aurora PROS staff. Park Development Fees, for 2016 development year are \$166,590 per acre for neighborhood parks and \$167,430 per acre for community park and shall be formally calculated in total by PROS staff upon submission of the site plan. Park Development Fees for Fan Fare, combined for Neighborhood Park and Community Park development fees, shall be \$439,604.36 or \$1,812.45 for single family attached per density unit and \$1,709.86 for multifamily per density unit. There is no park development fee required for open space acreage. Park Development Fees shall be paid at the time of building permit issuance. Based on the preliminary site plan submitted at the time of pre-application, it appears to PROS staff that there may be opportunities for the applicant to develop Small Urban Park space within the Fan Fare redevelopment in accordance with PROS standards. Park Development Fees as stated above were calculated prior to consideration of any Small Urban Park eligible dedication. If the applicant proposes Small Urban Park areas within the approved site plan, Park Development Fees shall be adjusted to accommodate eligible SUP acreage.

Response: Comment noted. Park Development Fees will be completed prior to recording.

***Small Urban Park:***

The Fan Fare redevelopment site is eligible for Small Urban Park credit in accordance with COA PROS standards relative to the provision of urban park space on site to offset neighborhood park land dedication cash in lieu requirements. Any approved Small Urban Park credited on-site acreage designed to PROS standards would directly decrease required neighborhood park land dedication total acreage. Based on the concepts shown in the preliminary site plan submitted at the time of pre-application, it appears that there is a series of potential outdoor spaces that could be designed as Small Urban Parks. Small Urban Parks must remain publically accessible in order to achieve SUP dedication credit. The applicant should work directly with the Parks, Recreation and Open Space Department to develop concept designs for Small Urban Parks.

Response: Comment noted. The Applicant will work with PROS to determine applicability for SUP credit.

A Small Urban Park is no less ten thousand (10,000) square feet in size and located where limited land is available for the provision of other larger types of parks. Areas appropriate for small urban parks include urban centers, transit-oriented developments, and infill development parcels where development with a compact form and densities that are higher than surrounding areas are planned. They should complement and integrate with surrounding uses and be designed in accordance with department design guidelines to serve two functions:

1. Provide facilities to meet the park needs of residents by serving as a place for social interaction and leisure opportunities, and

Response: Comment Noted. This will be addressed in phase 2.

2. Create focal points and activity nodes within the urban fabric of the city.

Small Urban Parks are not required for land dedication by City Code. Instead, they are optional as a way to help meet the need for park/open space land in certain designated (urban) parts of the city. Small Urban Parks may offset the amount of land otherwise required to be dedicated and constructed on-site as qualifying Neighborhood Park and Open Space lands.

Response: Comment Noted. This will be addressed in phase 2.

Examples of small urban parks include:

- Greens / Commons – Public areas consisting of predominantly open lawn areas for unstructured recreational use partially surrounded by streets and the fronts of buildings.

Response: Comment Noted. This will be addressed in phase 2.

- Squares – Public areas that adjoin streets on three (3) sides and are surrounded by the fronts of buildings with a prominent feature designed as a centerpiece of the space having formally arranged walks and landscaping.

Response: Comment Noted. This will be addressed in phase 2.

- Plazas – Public areas that are predominantly paved, open-air spaces enclosed on two or more sides by buildings and bounded by one or two streets.

Response: Comment Noted. This will be addressed in phase 2.

- Promenades – Public areas set aside as a principal means of access to and through an urban setting for pedestrians and possibly bicyclists, facilitating connectivity between public streets, private property and civic destinations.

Response: Comment Noted. This will be addressed in phase 2.

***PROS Requirements Caveat:***

The monetary calculations presented herein are estimates based on park construction costs and a per-acre value for infill development at this time (current year 2016). The timing for implementation of the project may affect the ultimate amount of fees collected and other payments imposed to satisfy park-related obligations. Furthermore, if aspects of your project change, such as the number of dwelling units proposed or the integration of Small Urban Parks, the park land dedication requirements may also change.

Response: Comment noted. Park and fee amounts will be finalized prior to final recording.

**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:***

- ▶ There are three 4” diameter sanitary sewer service lines crossing the northern section of the subject property. These service lines could be relocated and reconnected to a public sewer.

Response: Noted and this is planned for the first phase of development.

- ▶ There are two existing 6” water main stubs on Geneva. If not utilized in the redevelopment, these stubs should be severed from the City main in a manner that conforms to the City’s standards.

Response: Noted.

▶ There is an existing 1" domestic meter at 301 N Havana, and the same size at 313 N Havana St. Having detached the service lines at the main and returned the meters to the City due credit will be issued for these meters.

Response: Noted.

▶ A 4" meter once served the previous Fan Fare facility. Partial credit will be issued for this meter. As at this date, it was determined that credit will be issued for the water connection fee and COA Sanitary Sewer connection fee, but there will be no credit for the Metro Wastewater District fee. The amounts of all fees and credits will be based on the current rate.

Response: Noted.

▶ A looped water distribution system will be required through the subject property.

Response: Noted. Looped system from 3<sup>rd</sup> to Geneva will be provided in Phase I. Future phase will connect to line in Havana.

▶ Every fee simple unit will be required to have individual meter and sanitary sewer connections, which should both be located within the frontage of each lot.

Response: Noted.

▶ For any dead-end water main, there shall be no more than 12 units connected to that dead-end line.

Response: Noted.

*Utility Services Available:*

- Water service may be provided from the 6" main on Geneva, the 30" steel transmission main on Havana, and the 8" main on 3<sup>rd</sup> Ave. Note that the steel pipe will require a welded connection.

Response: Noted.

- Sanitary sewer service may be provided from the 8" sewer on Geneva and the 8" sewer on 3<sup>rd</sup> Avenue.

Response: Noted.

The project is located on Map Page 07B.

Response: Noted.

*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
  - All utility connections in the arterial roadway are required to be bores.

Response: Noted.

- 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).

Response: Noted.

*Utility Development Fees:*

- These fees are not applicable to this redevelopment.
- For a full listing of Utility Fees, please see the Aurora Water Fee Schedule.  
 Response: Noted.

## Public Works Department

### Traffic Division

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

#### *Key Issues:*

#### *Key Issues:*

- ▶ A Traffic Impact Study will be required for this site which will include addressing the following specific items:
  1. Existing, buildout and 2035 average daily traffic counts.  
 Response: Noted.
  2. Include detailed analysis of Havana Street at 4<sup>th</sup> Avenue, Havana Street at 3<sup>rd</sup> Avenue, All site Access points, and 3<sup>rd</sup> Avenue at Geneva Street.  
 Response: Noted.
  3. Signal Warrant Analyses of Havana Street at 4<sup>th</sup> Avenue – Warrant 1,2,3 all to be included (collect 72 hr tube counts for analysis)  
 Response: Noted.
  4. The possible necessity of a southbound right turn lane on Havana turning into your site. Note that there exists a right turn lane for 3<sup>rd</sup> Avenue.  
 Response: Noted.
  5. CDOT Concerns  
 Response: Noted.
  6. HOA Concerns  
 Response: Noted.

The Traffic Study shall be prepared in accordance with the City of Aurora Traffic Impact Study Guidelines. A pdf copy of the Traffic Study shall be submitted to *Ethan Jacobs* at [ejacobs@auroragov.org](mailto:ejacobs@auroragov.org) at the time of Site Plan Application. The study shall not be submitted with the electronic Site Plan Submittal.  
 Response: Noted.

- ▶ The developer is responsible to fund 50% of the signal at 4<sup>th</sup> Avenue and Havana Street once signal warrants are met. Funds would be held in an escrow account and have to be deposited before any building permits are issued. See note below for details.
  - For your estimates: 50% of a Traffic Signal ≈ \$175,000

▶ Havana Street is a state highway. Approval and access permits will need to be obtained from the Colorado Department of Transportation (CDOT). Please contact *Bradley Sheehan* at CDOT, phone number 303.512.4271/*Marilyn Cross* at CDOT, phone number 303.512.4266. Developers/applicants are encouraged to contact CDOT early on in the review process to determine the feasibility of the proposed access and any specific CDOT requirements. In order to insure CDOT will allow access as shown, provide a letter from CDOT indicating they have reviewed the proposed access(es) and have given preliminary approval. This letter must be received 10 days prior to the Planning Commission hearing.  
 Response: Noted. Initial meeting with Bradley Sheehan has occurred.

- Show all adjacent and opposing access points on the Site Plan.  
Response: Noted.
- The access onto Havana shall align with 4<sup>th</sup> Avenue.  
Response: Noted.
- Label the access movements on the Site Plan.  
Response: Noted.
- Designate the 30-foot sight triangles at all access points and intersections. 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 page 3 of 3.  
Response: Noted.
- Sight distance criteria as shown on City of Aurora Standard Traffic Detail TE-13 and as detailed by AASHTO guidelines is required.  
Response: Noted.
- A traffic signal easement will be required at the intersection of 4<sup>th</sup> Avenue/Site Access and Havana to accommodate the proposed traffic signal pole, underground conduits, pull boxes and signal control cabinet.  
Response: Noted.
- 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.  
Response: Noted.
- The intersection of 4<sup>th</sup> Avenue and Havana Street is a potential candidate for a future traffic signal if and when signal warrants are met. As an adjacent land owner/developer, you must participate in the cost of the traffic signal installation. Add the following note to the Site Plan:
  - (Applicant/owner name, address, phone) shall be responsible for payment of 50% of the traffic signalization costs for the intersection of 4<sup>th</sup> Avenue and Havana Street, if and when traffic signal warrants are satisfied. Traffic signal warrants to consider shall be as described in the most recently adopted version of Manual on Uniform Traffic Control Devices, as of the date or dates of any such warrant studies. For warrant purposes, the minor street approach traffic shall typically be comprised of all through and left-turn movement and 50% of right turn movements unless otherwise determined by the traffic engineer. Pursuant to 147-37.5 of city code, the percentage of the traffic signalization costs identified above shall be paid to the city by the applicant / owner, to be held in escrow for such purpose, prior to the

issuance of a building permit for the related development or as otherwise required by city code. The percentage above will be applied to the entire traffic signalization cost as estimated at the time of the escrow deposit to calculate specific dollar funding requirement.  
 Response: Noted.

### 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.*

#### *Key Issues:*

- ▶ Havana Street needs to be widened to 3 continuous south bound lanes.  
 Response: Noted.
- ▶ The Site is designated as an Urban Center by the 2015 Comprehensive Plan. As such streets are required to meet the Urban Street Standards as follows:
  - Havana Street, Standard Detail S1.18, 10' tree lawn & 10' sidewalk
  - Geneva Street & 3rd Avenue, Standard Detail S1.9, 8' tree lawn & 6' sidewalk
  - Interior EW street, Standard Detail S1.15 or S1.12, 16' hardscape
  - Interior NS street, Standard Detail S1.9, 8' tree lawn & 6' sidewalk or S1.10, 16' hardscape.
 Response: Noted.

#### *Improvements:*

*Sections and details referenced in the Improvements section refer to the City's Roadway Design and Construction Specifications*

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1.  
 Response: Noted.
- Mountable curb and gutter shall be used on all Type 1 and 2 streets. All other streets, including those within the Urban Centers and TODs shall use 6" vertical curb and gutter.  
 Response: Noted.
- Curb ramps must be shown (located) on the plans at all curb returns, "T" intersections, residential mail kiosks or clustered mailboxes, and any other location of public necessity.  
 Response: Noted.
- 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 area required.  
 Response: Noted.
- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30" or greater or on slopes greater than or equal to 3:1. See Standard Detail S18.  
 Response: Noted.

- Retaining walls shown on plans should indicate a height range or indicate a maximum height.  
Response: Noted.
- Street lights and pedestrian lights are required along adjacent roadways. Street light spacing, location, wattage, etc., information is contained in Section 2.11.  
Response: Noted.

*ROW/Plat:*

- ROW dedication is required for Geneva Street and 3<sup>rd</sup> Avenue. This site must dedicate an additional 1 foot of ROW on the east and south sides of these streets, respectively.  
Response: Noted.
- The dedication of a 20-foot lot corner radius is required at the intersection of Geneva Street and 3<sup>rd</sup> Avenue.  
Response: Noted.

*Drainage:*

*Drainage design standards can be found in the City's "Storm Drainage Design and Technical Criteria".*

- In the existing condition, the site receives a considerable offsite flow through a cross-pan across 3<sup>rd</sup> Avenue. Historically, this water has flowed across the surface. The cross-pan must be removed from 3<sup>rd</sup> Avenue, replaced with inlets, and provision must be made to convey flow through the site.  
Response: Noted.
- 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 to Engineering at the time of Planning Department application submittal. A review fee shall be paid to engineering prior to acceptance of the preliminary drainage report. Full spectrum detention will be required for this project.  
Response: Noted.
- 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.  
Response: Noted.

- A per-sheet review fee is required prior to beginning the Civil Plan review process. Refer to the Development Review Handbook for all required fee amounts.  
Response: Noted.
- 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.  
Response: Noted.
- Release rate for the detention pond shall be based upon the “Storm Drainage Design and Technical Criteria” Manual, latest revision.  
Response: Noted.
- Cross pans are not allowed across collector or arterial roadways, nor are they allowed on roadways with storm sewer systems.  
Response: Noted.
- 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 chase sections. Chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.  
Response: Noted.
- 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.  
Response: Noted.

## 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.*

### *Key Issue:*

- ▶ Any drive aisle needed for emergency access that is located underneath a structure will need to be called out on the site plan as a “designated” fire lane. These designated easements will need to be constructed to the same standards as a fire lane easement and provide a minimum clearance of 13’-6”.

Response: Noted.

### *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.

Response: Building design will comply with these requirements.

### *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.  
Response: Noted.

*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.
  - Alternative Fire Lane Surfacing Material
  - Alternative Fire Lane Surface Signs
  - Combined Fire Lane and Pedestrian Sidewalks
  - Dead-End Fire Lane Detail
  - Fire Lane Sign Detail
  - Gated Entry for Fire Department Access utilizing a 4' Manway Gate
  - Handicap Accessible Parking Signs
  - Keep Drive Aisle Passable at All Times Signs
  - Sign Package
  - Signature BlockResponse: Noted.

*Emergency Responder Radio Coverage:*

- The 2015 International Fire Code requires all buildings to be assessed for adequate emergency responder radio coverage.  
Response: This item will be addressed in Phase II
- The 2015 International Fire Code (IFC), 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 developers 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.  
Response: This item will be addressed in Phase II
  - Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed.  
Response: This item will be addressed in Phase II

*Fire Department Access:*

- Based on the information presented so far, the type(s) of fire apparatus access road(s) needed for this particular site is:
  - Designated Fire Lane
  - Fire Lane EasementResponse: Noted.

*Fire Hydrants:*

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

*Fire Sprinkled Structures:*

- The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2015 IFC and IBC.  
Response: This item will be addressed in Phase II

General Comments:

- Our jurisdiction has amended the IFC through a city ordinance that removes the requirement for fire sprinkling R-3 Single-Family residences. During the pre-application meeting it was stated that these units would be IRC R-3 Occupancy. If this is changed to IBC R-2 occupancy, then a fire sprinkler system will be required for these units.  
Response: This item will be addressed in Phase II

*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.  
Response: This item will be addressed in Phase II

*Handicap Accessibility Requirements:*

- The City of Aurora enforces handicapped accessibility requirements based on 2015 IBC, Chapter 11, the 2009 ICC/ANSI A117.1 and the 2003 Colorado State House Bill 03-1221, Article 5, Standards for Accessible Housing.
  - Commercial
  - ResidentialResponse: Accessibility requirements will be addressed in floor plan design.

*Knox Hardware:*

- Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving of fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an accessible location.  
Response: The proposed design will comply.

*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.  
Response: Noted.

*Loading and Unloading Areas:*

- The site plan must show the location of the loading and unloading areas. These areas must not encroach into the dedicated or designated fire lane easement.  
Response: Noted.

*Motor Fuel Dispensing Sites:*

- Automotive motor fuel-dispensing facilities, marine motor fuel-dispensing facilities, fleet vehicle motor fuel-dispensing facilities, aircraft motor-vehicle fuel-dispensing facilities and repair garages must reflect the specific elements within the site plan submittal.  
Response: Noted, none anticipated.

*Phasing Plans:*

- A phasing plan must be provided with the Planning Departments Site Plan and the Public Works Departments Civil Plans submittals.  
Response: Noted.

*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.
  - (Plat Note) If Plat Contains Fire Lane Easement
  - (Site Plan Note) Accessibility Note for Commercial Projects
  - (Site Plan Note) Accessibility Note for Multi-Family Projects Built under the 2015 IBC/IRC and HB-1221
  - (Site Plan Note) Addressing
  - (Site Plan Note) Alternative Fire Lane Surfacing Materials.
  - (Site Plan Note) Americans with Disabilities Act
  - (Site Plan Note) Emergency Ingress and Egress
  - (Site Plan Note) Emergency Responder Radio Coverage
  - (Site Plan Note) Fire Lane Easements
  - (Site Plan Note) Fire Lane SignsResponse: Noted.

*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.  
Response: Noted.

*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.

- Abutting Fire Lane or Public Access Easement to Property  
 Response: Noted.
- If an existing fire lane has to be removed or relocated for any reason, the fire lane must be replaced using the current fire lane specifications of the Public Works Department
  - Access to within 150 feet of Each Structure
  - Where fire hydrants and fire department connections are provided adjacent to vehicular access drive aisles, they will need to be dedicated as fire lane easements in order to provide emergency access to them.
  - Access Road Width with a Hydrant
  - Aerial Fire Apparatus Access Roads
  - Alternative Fire Lane Surfaces  
 Response: Noted.
- Alternative fire lane surfaces other than asphalt or concrete will require a license agreement through Real Property within Public Works.
  - Fire Apparatus Access Road Specifications  
 Response: Noted.
- If an existing fire lane has to be removed or relocated for any reason, the fire lane must be replaced using the current fire lane specifications of the Public Works Department.
  - Combined Fire Lane, Public Access and Utility Easements
  - Construction of Fire Lane Easements and Emergency Access Easement
  - Dead-end Fire Apparatus Access Roadways
  - Dead-End Public Streets
  - Encroachment into Emergency Access or Fire Lane Easements are Prohibited
  - Grade
  - Labeling of Easements on the Site Plan, Plat and Civil Plans
  - License Agreement  
 Response: Noted.
- Construction of fire lanes using alternative surfacing materials other than asphalt and concrete will require a license agreement though Real Property.
  - No Parking is allowed within a Fire Lane Easement
  - Private Streets Constructed to Public Street Standards
  - Pocket Utility Easements for Fire Hydrants
  - Public Street Systems Adjacent to Site
  - Public Streets Constructed to the Urban Street Standards
  - Remoteness
  - Speed Bumps
  - Snow Removal Storage Areas
  - Two points of Emergency Access
  - Width and Turning Radius  
 Response: Noted.

*Trash Enclosure:*

- Per the 2015 International Fire Code, Section 304.3.3, dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings or combustible roof eave lines.

Response: The proposed design will comply.

**Real Property Division**

*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:*

- The property is currently platted but because of what you propose to do, it will need to be resubdivided (replatted) at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications given in the most current Subdivision Plat Checklist. These reviews of the plat can run concurrently with your other Planning Dept. submittals.

Response: Noted.

- A pre-submittal meeting with Real Property is required on all plat submittals so that we can make sure the basic elements have been addressed before they are submitted to Planning. This 30 minute meeting is for the 1<sup>st</sup> submittal of plats only and is by appointment only. Call *Darren Akrie* at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend and bring two sets of the plat.

Response: Noted.

*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.

Response: Noted.

*Separate Documents:*

- A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the City, signed by the property owner as well as the appropriate City officials and recorded with the County.

Response: Comment noted. Thank you.

- 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

Response: Comment noted. Separate documents such as easements or license agreements will be submitted and finalized prior to final recording.

- 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.  
Response: Noted.
- 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.  
Response: Noted.