



February 22, 2019

Mark Geyer
[City of Aurora](#)
15151 E. Alameda Parkway
Suite 5200
Aurora, Colorado 80012

**Re: Brookhaven (#1326464)/Pre-Application Meeting held October 18, 2018
Comment Response Letter**

Dear Mr. Geyer:

This letter is in response to your comments dated February 15, 2019. Please find responses by JR Engineering below in bold font.

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.

JR Response:

Key Issues:

- ▶ Ensure your proposal conforms to the layout and specifications detailed in the original Site Plan.

JR Response: The layout is consistent with the original Site Plan.

- ▶ Please submit detailed revised building elevations for Planning Department review.

JR Response: Revised building elevations are included with this submittal.

- ▶ Please submit a detailed copy of the Cost Sharing Agreement for this property.

JR Response: A copy of the Cost Sharing Agreement is included with this submittal.

- ▶ Address all comments from Landscaping to bring the site into compliance with the original Site Plan, CN-2001-4023-01.

JR Response: Noted, all comments have been addressed.

General Zoning Code Review of your Property:

- Your property is zoned *Planned Community Zone District (PCZD) – Multi Family*

JR Response: Noted.

- The use you propose, a Multi-Family Residential Project, is permitted by the current zoning, but subject to a [Minor Amendment](#).

JR Response: Noted.

Type of Application(s):

- Your project can be reviewed and approved administratively.

JR Response: Noted.

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

JR Response: Noted.

- City of Aurora [CAD Data Submittal Standard](#)
- [Landscape Reference Manual](#)
- [Landscape Ordinance \[Chapter 146, Article 14\]](#)
- Xeriscape Plant List (see Landscape Manual)

Standards and Issues:

1. Traffic and Street Layout Issues

All streets and driveways must comply with the existing Site Plan.

JR Response: Noted, streets and drives will comply with the existing Site Plan.

2. Environmental Issues

Your property falls within an Airport Influence District for the Buckley Air Force Base. An [avigation easement](#) is already on file with the city for this area. This property is also within the 55 Ldn Noise Contour and the HB1205 Notification Area for Buckley Air Force Base. This will require building code enhancements to mitigate noise impacts. Please see Building Department comments for further detail.

JR Response: Noted.

3. General Issues

3A. Conformance with Previously Approved Site Plan

Since this project has a previously approved Site Plan on file, there are no additional requirements from the Planning Department, provided that the development does not deviate from what is shown on the previously approved Site Plan. Any changes to the original Site Plan must be reflected within the Minor Amendment documents with redlines on the existing plan indicating areas of change.

JR Response: This site plan amendment is in conformance with the previously approved site plan.

3B. Building Elevations

During the Pre-Application Meeting, it was discussed that your proposal involved changing the previously approved building elevations. Detailed building elevations will need to be submitted to the Planning Department for review along with your Minor Amendment submittal, and should call out dimensions, exterior finishes and color schemes. We will also ask for color and material samples with the initial submittal. [Section 146-405\(F\)8](#) of the Zoning Code establishes the approval criteria for building architecture and urban design.

JR Response: Building elevations are included with this submittal.

Any variations in color, materials, or design of the building elevations should be compatible in nature and character to the existing condominium buildings on site, so as to achieve a cohesive site design. Multi-Family buildings must also meet the city's masonry standards found in Code Section 146-1303 Table 13.4. Generally, Multi-Family residential buildings must be clad in either 60% brick or stone OR 80% stucco OR 80% clad in a combination of stucco and brick or stucco and stone.

JR Response: The buildings percentage of masonry coverage is included on the elevation plans and the site data table has been updated. They meet the city's Code.

3C. *Building Height*

According to Code Section 146-724, developments on land zoned PCZD must conform to the development applications, general development plans, preliminary development plans, master plans, or site plans previously approved for those sites. The original approved site plan for this states a maximum building height at 50 feet. Any new buildings must meet this height requirement.

JR Response: Noted, the building heights are within the maximum height restrictions per the approved site plan.

3D. *HOA/Metro District*

During the Pre-Application meeting, it was mentioned that this project proposes to create a new HOA for the 5 new buildings, separate from the HOA in place for the existing 3 buildings. It was discussed that there is currently a Cost Sharing Agreement in place governing the entire site. Planning will require a copy of this Cost Sharing Agreement for review, so that we may ensure it adequately addresses all necessary elements of shared amenities, access, maintenance, and any other relevant elements, as well as the authority to contact if necessary. There may also be some public improvement obligations that will be required. \

JR Response: A copy of the Cost Sharing Agreement is included with this submittal.

4. **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:

JR Response: Noted.

A. **General Landscape Plan Comments.** While a landscape plan had been previously approved as part of the Brookhaven Condominiums Site Plan, the plans did not call out the plant species proposed as building perimeter landscaping. The landscape plans include a plant schedule, but the plants associated with the building perimeter do not appear to have been included in the overall plant schedule. The applicant therefore is required to prepare a landscape plan that meets the building perimeter landscape requirements for multi-family buildings. In addition, should changes in the overall size of the buildings, orientation of the buildings, parking areas or drive aisles be proposed, then the existing landscape plan should reflect those changes as well.

JR Response: The proposed building perimeter landscaping has been included in the plant schedule and meets the multi-family landscape requirements.

Landscape plans shall be prepared in accordance with the requirements found in the City of Aurora Zoning code, specifically [Article 14](#), 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.

JR Response: Noted, these documents were referenced by the landscape architect.

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 landscaping etc.

JR Response: Landscape tables are included on the landscape plans.

- **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.

JR Response: Noted.

Landscape plans submitted during the Development Application/Contextual Site Plan submittal process must be drawn on 24"x36" 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.

JR Response: Noted, plans have been prepared as stated above.

- **PDF Creation:** Please ensure that during the PDF creation process, that all AutoCAD SHX text items are removed from the comment section and that the landscape sheets are flattened to reduce the select-ability of items. Instructions can be provided by your Case Manager if there are questions as to how to change the AutoCAD settings during the creation of the PDF's. Plans submitted for city pre-acceptance review will be rejected if it is determined that plans do not comply. This could result in delays in application start times if the applicant is asked to re-upload corrected pdf's.

JR Response: Noted.

B. Brookhaven Condominiums Approved Site Plan

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

JR Response: Noted.

- The applicant is required to bring their entire site/property into compliance with the current landscape plan. Any missing or dead plant material will need to be installed and/or replaced. The notes on the cover sheet of the site plan submittal state "The developer, his successors and assigns, shall be responsible for the installation, maintenance and replacement of all landscaping materials shown or indicated on the approved site plan or landscape plan on file in the Planning Department. All landscaping will be installed prior to issuance of a certificate of occupancy."

JR Response: Noted, landscaping materials will be installed and/or replaced as needed.

- The current landscape plan includes ash trees. While ash trees were allowed when the original landscape plan was prepared, due to the impending arrival of the Emerald Ash Borer, the City no longer allows ash trees to be planted.

JR Response: Noted, no ash trees are proposed with the updated landscape plans.

- Building perimeter landscaping shall be provided that reflects the current landscape code requirements. The current landscape plan does not include plant labels and the plants do not appear to have been included in the plant schedule.

JR Response: The proposed building perimeter landscaping has been included in the plant schedule and meets the multi-family landscape requirements.

C. Article 14 Landscape Ordinance Requirements

The following bullet points are not necessarily and 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.

JR Response: Noted.

- **Building Perimeter Landscaping.** Refer to [Section 146.1450](#) (F) 3. Additional Requirements for Residential Development for building perimeter landscaping requirements. Building Perimeter Landscaping shall consist of an average landscape bed width of 8' with a minimum of 1.25 plants per five linear feet of unit perimeter footage, five percent shall be a mixture of evergreen and deciduous trees, 15% tall shrubs and 80% a mixture of evergreen and deciduous shrubs. Provide a building perimeter landscape table that breaks down the quantities provided by the required percentages listed above..

JR Response: The landscape plans have a plant schedule for the building perimeter landscaping indicating the required percentages of landscape material.

Landscaping provided within parking lots or parking lot islands if within 20' of the building face, may count toward the required building perimeter landscaping.

JR Response: Noted.

5. Waivers

From the material you supplied us, it appears that no waivers of development standards are involved. 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.

JR Response: Noted, no waivers are proposed.

6. 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.

JR Response: The Mineral Rights Affidavit was provided with the original site plan approval.

7. 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.

JR Response: Noted.

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.

JR Response: The case manager has been contacted and there is no pre-submittal meeting required. Material will be submitted directly to the case manager for uploading to the Planning Portal.

Neighborhood Services Liaison:

- Your Neighborhood Services Liaison is Scott Campbell. He 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.

JR Response: Noted.

- 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.

JR Response: Noted.

- Additional information about the Neighborhood Liaison Program can be found on the [Neighborhood Services](#) page of the city website.

JR Response: Noted.

Parks, Recreation & Open Space Department (PROS)

No comments from this department.

JR Response: Noted.

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 Issue(s):

- ▶ Separate irrigation meters are required for common areas within Multi-family developments.

JR Response: Separate irrigation meters were built with the previously approved construction plans.

- ▶ Please disconnect any unused utilities stubbed out to the site.

JR Response: All existing stubs that were constructed will be used.

- ▶ Fire lines will need to be retested for acceptance, please include a note on the civil drawings.

JR Response: The fire lines will have to be realigned to fall within the new fire riser room and they will be retested at that time. A note will be added to the construction plans.

- ▶ An inspection and maintenance plan and executed agreement is required for the onsite WQ/Detention pond if there one does not currently exist.

JR Response: An I & M manual will be submitted with the construction plan submittal.

Utility Services Available:

- Water service may be provided from existing 8-inch main looped around the development.

JR Response: Existing water services previously constructed will be used.

- Sanitary sewer service may be provided from existing 8" main adjacent to the development.

JR Response: Existing sanitary services previously constructed will be used.

- The project is located on Map Page 12N.

JR 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
- Sand/Oil Interceptors are required for vehicle maintenance facilities
- All utility connections in the arterial roadway are required to be bores.

JR Response: All existing and proposed utility mains and services are shown on the site plan.

- 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).

JR Response: Noted.

Utility Development Fees:

- Any unpaid development fees per the annexation agreement are required to be resolved prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required.

JR Response: Noted.

- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules below:

- Platted Before January 1, 2017

JR Response: Noted.

Public Works Department

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

Key Issue(s):

- Striping on Dunkirk Street provides the main access point as a right-in, right-out, the Master Traffic Impact Study has this access as a full movement. Either update striping on Dunkirk or update the Master Traffic Impact Study accordingly. If striping along Dunkirk Street is incorporated into the project, a Traffic Letter would be required (instead of the full update). See below for additional information on requirements of the Traffic Letter.

JR Response: The striping on Dunkirt Street will be modified to provide the full movement access.

- Signal Escrow will be required. See below for additional information.

JR Response: Noted.

- Show all adjacent and opposing access points on the Site Plan.

JR Response: There are no adjacent or opposing access point near the site.

- Label the access movements on the Site Plan.

JR Response: The access movement has been labeled on the site plan.

- 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](#).

JR Response: Noted. The sight triangles are shown and labeled on the site plan.

Add the following note landscape plans: 'All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10'

JR Response: This note has been added to the landscape plan.

ROW/Plat:

- If not previously provided, designate a Public Access Easement along internal drive isles.
JR Response: This was provided on the Heather Ridge Village Subdivision Filing No. 3 final plat.
- A private cross-access agreement is recommended for maintenance and snow removal. The developer is responsible for establishing this agreement with the adjacent property owner.
JR Response: An agreement has been signed off by the owners and is included with this submittal.
- A traffic signal easement shall be required at the intersection of Colorado Drive and Dunkirk Street to accommodate the proposed traffic signal pole, underground conduits, pull boxes and signal control cabinet.
JR Response: Once the size and location for this easement has been determined, a legal and exhibit shall be provided for review, approval and recording.

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.
JR Response: Existing and proposed signs are shown on the site plan.
- Show the installation, by developer, “Right Turn Only”/”Do Not Enter” signs at access onto Dunkirk St if striping is not completed. Signs shall be installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards.
JR Response: Dunkirk Street will be restriped so this sign will not be required.
- 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.
JR Response: A note stating the above has been added to the site plan.
- The intersection of Colorado Drive and Dunkirk 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 25% of the traffic signalization costs for the intersection of Colorado Drive and Dunkirk 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.

JR Response: A note stating the above has been added to the site plan.

- A full Traffic Impact Study will not be required if the applicant decides to complete striping on Dunkirk Street to allow full movement access. The applicant shall prepare a detailed letter to address the following items. The letter shall be signed and stamped by a professional engineer licensed in the State of Colorado, and address:
 - Trip Generation from the site and comparison with previous trip generation in the Master Traffic Impact Study, “Traffic Impact Analysis, The Great Louisiana Purchase Apartments, LSC Transpiration Consultants, Inc. LSC #011040”. The MTIS may be requested via Open Records request, available on the City’s website.

JR Response: The Master Traffic Impact Study has been reviewed and trip generation comparison will be added to the traffic letter.

- Site Circulation Plan

JR Response: A plan has been prepared and is included with the letter.

- Signal Warrant Analyses of Colorado Drive & Dunkirk Street – Warrant 1,2,3 all to be included (collect 72 hr. tube counts for analysis)

JR Response: This will be added to the traffic letter..

The Traffic Letter shall be prepared in accordance with the [City of Aurora Traffic Impact Study Guidelines](#). *Submitting the Traffic Letter:*

- The Traffic Letter shall be sent directly to Brianna Medema at bmedema@auroragov.org as soon as possible.

JR Response: Noted.

- The Traffic Letter shall also be uploaded with the rest of the submittal.

JR Response: Noted.

- Based on our review of the Traffic Impact Study / Traffic Letter, additional improvements may be required.

JR 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:

- ▶ Public improvements for this development include updating curb ramps adjacent to the site to meet current City of Aurora Standards.

JR Response: Noted, ramps will be updated.

- ▶ New construction plans shall be submitted for the areas being developed. Additionally, an Inspection and Maintenance Plan shall be submitted with the civil plans. A new pond certification may be required.

JR Response: Noted, the plans and I&M shall be submitted for approval.

Improvements:

Sections and details referenced in the Improvements section refer to the City’s [Roadway Design and Construction Specifications \(Roadway Manual\)](#).

- Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed grading of the curb ramps.

JR Response: The new curb ramps have been shown and grades verified.

- 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.

JR Response: Noted, no new curb cuts are proposed.

- 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.

JR Response: Noted.

- 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.

JR Response: Wall material will be called out along with the maximum height.

- 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.

JR Response: No gates are proposed for this site.

ROW/Easements/Plat:

- 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.

JR Response: Noted, will work with Reap Property as needed.

Drainage:

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

- A preliminary drainage letter may be submitted in lieu of a preliminary drainage study. It should state the approved drainage patterns will not be altered and the imperviousness will not change from the approved drainage study covering this development. It will need to be signed and stamped by a Professional Engineer licensed in the State of Colorado. The letter shall be submitted to Engineering at the time of the Planning Department application submittal. Please contact the Engineer on Duty at 303-739-7335 to create a civil folder for the drainage letter submittal. A review fee shall be paid to the City prior to acceptance of the letter.

JR Response: A preliminary drainage letter is provided with this submittal.

- 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.

JR Response: The SDI Design Data sheet shall be filled out prior to construction plan approval.

- Water quality is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.

JR Response: A water quality pond was constructed based on the previously approved construction plans and drainage report.

- 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.

JR Response: Noted.

- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.

JR 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.

JR 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.

JR Response: Noted.

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](#).

JR 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.

- [Dead-End Fire Lane Detail](#)
- [Fire Lane Sign Detail](#)
 - The developer of the site will be required to install fire lane signs in areas where the site abuts an existing fire lane easement that is currently without adequate signage.
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)

JR Response: Noted, details will be provided along with additional signs shown.

Emergency Responder Radio Coverage:

The 2015 International Fire Code requires all buildings to be assessed for adequate emergency responder radio coverage.

- 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.

JR Response: Noted.

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:

- [Fire Lane Easement](#)
- The existing fire lane easements within the site are sufficient, no additional fire lane easement are being required internally within this site. Please show and label existing fire lane easements within this site on the site plan submitted to the Planning Department.

JR Response: Noted, easements will be shown and labeled.

Fire Hydrants:

- Based on the proximity of the structures to existing fire hydrants, Fire/Life Safety is not asking for additional fire hydrants to support this site. Please show and label existing fire hydrants abutting this site on the site plan submitted to the Planning Department and Civil Plans submitted to Public Works.

JR Response: Noted, the existing fire hydrants will be shown and labeled.

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.

- Structures are classified by the IBC as R-2.

JR Response: Noted, the requirements per Chapter 9 will be followed.

Handicap Accessibility Requirements:

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

- [Residential](#)
- Note: With the new buildings being added at this time you may have to upgrade the previously approved site plan to be in compliance with the current accessibility standards. As discussed in the meeting, the upgraded accessibility elements may include internal ramps and crosswalks only in areas needed to support the new structures.

JR Response: Noted, ramps and crosswalks will follow current accessibility standards.

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.

- A Knox box will be required at each fire riser room door. Please label and show these Knox boxes on the site plan amendment submitting to the Planning Department.

JR Response: Noted, the Knox Box locations will be shown

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.

Photometric Plan:

- Add the following note to the Photometric Site Plan:
ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015 INTERNATIONAL BUILDING CODE REQUIREMENT FROM SECTION 1006 - MEANS OF EGRESS ILLUMINATION. SECTION 1006. ILLUMINATION REQUIRED: THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING IS OCCUPIED. SECTION 1006.2 ILLUMINATION LEVEL. THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL NOT BE LESS THAN 1 FOOT-CANDLE (11 LUX) AT THE FLOOR LEVEL, AND CONTINUING TO THE "PUBLIC WAY".

JR Response: No updates to the Photometric Plan is proposed with this amendment. All lights were installed per the previously approved site plan.

- Add the “accessible route” (heavy dashed line) to the photometric plan and verify minimum 1 foot-candle of illumination along its entire length.

JR Response: The accessible route will be shown on the site plan only since no Photometric Plan is proposed with the amendment.

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](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)



- [\(Site Plan Note\) 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 Signs](#)

JR Response: 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.

JR Response: Noted, included on the cover sheet.

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](#)
 - 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 Road Width with a Hydrant](#)
- [Fire Apparatus Access Road Specifications](#)
 - 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](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [Public Street Systems Adjacent to Site](#)
- [Speed Bumps](#)

JR 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.

JR Response: Noted, all dumpster locations were installed per the previously approved site plan.

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.

JR 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](#).

JR Response: Noted, the Real Property Site Plan Checklist has been reviewed and required items shown.

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.

JR Response: Noted.

- 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](#)

JR Response: Noted, separate documents will be provided as required.

- 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.

JR Response: Noted, no easements will need to be released.

- 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 [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.

JR Response: Noted, new easements will be provided as required.

- 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.

JR Response: Noted, no encroachments are currently occurring on the site.

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.

JR Response: Noted.

Civil Engineering Plans

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically.

JR Response: Noted.

- Use of the Batch Standards Checker Tool is requested for this project.

JR Response: Noted.

- Civil Engineering Plan Review (*see links below for additional information*):
 - [Process](#)
 - [Review Schedule](#)
 - [Fees](#)

JR Response: Noted.

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.

JR Response: Noted, at the time prior to submittal, a pre-submittal meeting shall be held with staff.

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

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

JR Response: Noted.

[Aurora Water](#)

General Requirements:

- Utility Plans will be required with the Civil Engineering Plans:
 - Utility Plans shall be prepared in accordance with the Utility Manual
 - JR Response: Noted, plans shall be prepared in accordance with the Manual.**
 - Utility Plans must be approved prior to obtaining building permits
 - JR Response: Noted.**
 - Utility Plans must include:
 - Fixture Unit Table and Meter Sizing Tables
 - Water Service and Water Meter locations
 - Sanitary Sewer Service Lines
 - Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
 - JR Response: Noted, an updated fixture unit table will be included to verify that the services and meter sizing previously installed are of adequate size.**
 - Cross Connection Control Devices are required for:
 - Fire Service Lines
 - Commercial and Domestic Water Service Lines.
 - These devices are required to be located within the building or within a heated and drained vault after the water meter.
 - JR Response: Noted.**

Construction Stormwater Quality Requirements:

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora [Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities](#) Manual (SWMP Manual) for more detailed requirements. A [Colorado Discharge Permit System \(CDPS\)](#) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.

JR Response: Noted, the permit will be obtained at the time of construction.

- 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.

JR Response: Noted, CAD files will be submitted per City Criteria.

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.

JR Response: Noted, all will be shown.

Traffic Division

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.

JR Response: Noted, all will be shown.

- The Construction Documents shall include an Interim and an Ultimate Signing and Striping Plan, a Traffic Signalization Plan, and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees are available on the City's website or in the Development Handbook.

JR Response: An ultimate Striping Plan for Kunkirk will be provided in the CD set. A traffic study was done and a signal is not warranted at this time, so no Signalization Plan will be provided. Dunkirk will be restriped and if a Traffic Control Plan is required, it will be prepared at the time of the CD set.

- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from Dunkirk St, via Iliff Ave/Jewell Ave and not through the adjacent residential neighborhood(s).

JR Response: Noted, this will be added to the Grading Plan.

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.

JR Response: A SWQCP will be prepared as part of the final construction plan set and included in the final drainage letter.

- 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.

JR Response: A SWQCP will be prepared as part of the final construction plan set and included in the final drainage letter.

- 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.

JR Response: A drainage easement will be processed at the time of Construction Plan review with the City.

- 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.

JR Response: An I & M plan will be prepared and submitted for approval.

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 to the issuance of the Certificate of Occupancy.

JR Response: The curb returns and ramps at each entrance into the site will be removed and replaced per current City criteria. No new cuts are proposed with this project.

- 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.

JR Response: All fire lanes are existing and were constructed per the previously approved construction plans.

Building Plans

Building Division Comments:

Building Plan Review

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

JR Response: Noted.

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.

JR Response: Noted.

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.

JR Response: Noted.

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

JR Response: Noted.

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.

- [Master Multi-Family or Multi-Family Permits](#)

JR Response: Noted.

Additional Building Construction Plan Checklists: Based on the information provided, you may also need the following Checklists:

- [Modular, Construction Trailer, Mobile Home](#)

JR Response: Noted.

Fire

- [Fire Alarm](#)
- [Remote Annunciators Alarm Panel for Multi-Family Complexes](#)
- [Fire Sprinkler & Standpipe Systems](#)
- [Knox Box](#)
- [Knox Box Rapid Entry](#)

JR Response: Noted.

Key Issue(s):

- 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 interpretations to ensure mutual compliance with our currently adopted codes.

JR Response: Noted.

Accessibility:

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

JR Response: Noted.

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](#)

JR Response: Noted.

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.

JR Response: Noted.

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.

JR Response: Noted.

Day-Night Sound Level (LDN or DNL):

C.O.A Building and Zoning Code, Section 22-425 through 22-434 provides three methods for residential and commercial building design/construction to comply with the aircraft noise reduction criteria of this Code.

JR Response: Noted.

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:

- **Fire Alarm and Detection System** – 2015 IFC, Section 907.
- **Fire Sprinkler System** - 2015 IFC, Section 903.

JR Response: Noted.

Geographic Design Criteria:

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

JR Response: Noted.

Occupancy Specific Building Code Requirements:

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

- R-2 Occupancy - Residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature.

JR Response: Noted.

Previously Approved Master Plans:

A master plan can be submitted for identical multi-family structures in place of separate submittals for different addresses.

JR Response: Noted.

Request for Modification or Alternative Material: (select “Plan Review Services”)

Per the 2015 IFC, Section 104.10 and 104.10.1, whenever there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements.

JR Response: Noted.

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.

JR Response: Noted, all needed easements will be processed at the time of construction plan review.

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.*

JR Response:

Aurora Water

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

- Water Service Connection Fee
- Metro Sanitary Sewer Connection Fee
- Sanitary Sewer Connection Fee

JR Response: Noted.

Fees may only be paid after issuance of building permit and must be paid prior to issuance of the Certificate of Occupancy. This is required for new services and when meter sizes are upsized.

JR Response: Noted.

- Wet Tap Fees:
 - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.

JR Response: Noted.

- Irrigation Water Meter Fees:
 - Will be calculated in accordance with the City Ordinance for irrigated common areas in Single-Family Detached and Commercial areas.

JR Response: Noted.

- The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations.

JR Response: Noted.

- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules below:

- [Platted Before January 1, 2017](#)
JR Response: Noted.

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.

JR Response: Noted. The default pavement section will be included on the construction plans.

- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.

JR Response: Noted.

- 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
 - 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.

JR Response: Noted.

Building Division

Key Issue(s):

- ▶ 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.

JR Response: Noted.

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 click the hyperlink provided.

JR Response: Noted.

If you have any questions regarding the above comments, please do not hesitate to contact me at (303) 740-9393.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Williams", with a long horizontal flourish extending to the right.

JR Engineering, LLC
Kurtis W. Williams, PE

Cc:/

Mark Geyer
Thelma Gutierrez
Christopher Johnson
Kelly Bish, RLA, LEED AP
Anthony "Tony" Tran
Brianna Medema
Kristin Tanabe
Scott Campbell