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July 3, 2017

KDiamond Hotels LLC  
1345 Mullooney Lane  
Billings, MT 59101

**Re: Initial Submission Review – Holiday Inn at Hampton Inn (La Quinta) Site Plan Amendment**  
Case Number: 1984-6029-08

Thank you for your initial submission, which we started to process on June 19, 2017. We reviewed it and attached our comments along with this review letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments.

Since several important issues still remain, you will need to make another submission. Please revise your previous work and send us a new submission on or before Friday, July 21, 2017. Please note that a license agreement will be required to allow the installation of the stamped concrete in the Utility Easement. License agreements can take between 6 and 8 weeks to process, so it is recommended that you begin this process immediately so that it does not delay your minor amendment approval.

Note that all our comments are numbered. When you resubmit, include a cover letter specifically responding to each item. The Planning Department reserves the right to reject any resubmissions that fail to address these items. If you have made any other changes to your documents other than those requested, be sure to also specifically list them in your letter.

As always, if you have any comments or concerns, please give me a call. I may be reached at 303-739-7857.

Sincerely,

Sara Ullman, Planner I  
City of Aurora Planning Department

cc: Margee Cannon, Neighborhood Liaison

Filed: K:\\$MA\2017 MAs\21984-6029-08 La Quinta (Holiday Inn at Hampon Inn)\Rev1



## Initial Submission Review

### SUMMARY OF COMMENTS

- A license agreement will be required to allow the installation of the stamped concrete in the Utility Easement. Please begin this process immediately so that it does not delay your minor amendment approval.
- Please provide bicycle parking as required by code. Your data block on the cover sheet should be revised and bicycle parking must be shown on the site plan.
- On all building elevations, please indicate the location of rooftop mechanical equipment with a dashed line. All such equipment must be screened.
- In order to meet city code requirements for four-sided design, as well as the design guidelines of the Florida Station Area Plan, please do not remove the windows from the east elevation.
- Please revise the permitted sign area to 340 square feet on the data block on the cover sheet to reflect the permitted sign area of the approved site plan.
- Regarding the proposed flag poles on the site, please specify pole height and whether the flags are for advertising. Flags with advertising count against the total allocated square footage of sign area. If the pole is over 25 feet tall a building permit is required. You are permitted a maximum of 3 poles with a total flag area not to exceed 240 SF in area and poles cannot exceed 35 feet in height.
- The sun mural is considered an architectural detail and will **NOT** count towards your permitted sign area. Please provide a note on the elevation identifying the sun mural as an architectural detail.
- The Landscape Plan is not up to date on this site. You will need to bring the site into compliance with the approved landscape plan as there are a lot of trees missing on the entire property. Please work with William Barrett if you have any questions regarding your Landscape Plan.

### PLANNING DEPARTMENT COMMENTS

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

- 1A. Please remove the second paragraph under Note 4 on your cover sheet. See redline comment.
- 1B. Your data block must specify that the present zoning classification is B-3.
- 1C. On the Existing Conditions Survey Sheet, please bubble the area that is being amended.
- 1D. Please remove the tree symbology from the site plan.
- 1E. Correct the spelling of Abilene in the title block for each sheet.

#### **2. Parking**

2A. Code Section 146-1508 governs the requirement for bicycle parking. "For non-residential development, a number of off-street bicycle parking spaces shall be provided equal to three percent of the required motor vehicle parking spaces. Each inverted-U bicycle rack will count as two bicycle parking spaces." Based on the amount of required vehicle parking, you are required to provide 4 bicycle parking spaces (2 racks). Please revise the data block on the cover sheet and also show the bicycle parking on the site plan.

#### **3. Architectural and Urban Design Issues**

3A. Code section [146-1300](#) requires the location of any rooftop or mechanical equipment and vents greater than eight inches in diameter be shown 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. On all elevations, please indicate the location of rooftop mechanical equipment with a dashed line.

3B. Please do not remove the windows from the east elevation. [Section 146-405\(F\)](#) 8 of the zoning code establishes the approval criteria for building architecture and urban design. Building architecture should exhibit a "High quality of design" which requires that architectural details are continued on all elevations. Furthermore, this property is located within the Florida Station Area Plan which includes certain design guidelines. As per the [Florida Station Area Plan](#) "Blank walls are not permitted on any façade. All façades shall



have architectural details that add visual interest. To create an urban environment that is visually pleasing from all points of view, all sides of a building shall exhibit design continuity, with no unimproved sides being visible from public rights-of-way." Please revise the east elevation to meet the code requirement of four-sided design.

#### **4. Signage**

4A. Code section 146-1609 governs permitted sign area for commercial uses adjacent to arterial roads. Your permitted sign area is based off of the following calculation: "Two (2) square feet of sign area for each linear foot of building frontage for the first 100 feet. Then one-half square feet of sign area for each linear foot of building frontage thereafter as measured along the building frontage (the longest building frontage with a public entrance)." Based off of this, you are allowed a sign area of approximately 275 square feet. Because the approved site plan has a permitted sign area of 340 square feet, you may exceed the code-required 275 square feet because of the pre-existing entitlement. Please revise the permitted sign area to 340 SF on the data block on the cover sheet.

4B. Note 22 on Sheet 3 must specify pole height and whether the flags are for advertising. Code Section 146-1610 governs the requirements for flag poles. "The number of poles per property applies to all flags with or without advertising. Flags with advertising will count against the total allocated square footage of sign area. If the pole is over 25 feet tall a building permit is required. In no instance shall a flag extend beyond the property line." You are permitted a maximum of 3 poles with a total flag area not to exceed 240 SF in area. Poles cannot exceed 35 feet in height.

4C. The sun mural is considered an architectural detail and will not count towards your permitted sign area. Please provide a note on the elevation identifying the sun mural as an architectural detail.

#### **5. Landscaping Issues** (William Barrett / (303) 739-7133 / [wbarrett@auroragov.org](mailto:wbarrett@auroragov.org) )

5A. Please bring the property's landscaping up to date with the landscape plan. There are many required trees missing throughout the entire property. As part of the Certificate of Occupancy/inspection process, the site will be reviewed for compliance with the landscape plan. Please contact me if you have any questions or concerns about the landscape.

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

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

6A. No comments at this time.

#### **7. Fire / Life Safety** (John Van Essen / (303) 326-8270 / [avanesse@auroragov.org](mailto:avanesse@auroragov.org) )

7A. No comments at this time.

#### **8. Traffic** (Victor Rachael / (303) 739-7309 / [vrachael@auroragov.org](mailto:vrachael@auroragov.org) )

8A. No comments at this time.

#### **9. Utilities** (Edward Francis / (303) 739-7382 / [efrancis@auroragov.org](mailto:efrancis@auroragov.org) )

9A. A license agreement will be required to allow the installation of this stamped concrete in the Utility Easement.

#### **10. Forestry** (Jacque Chomiak / (303) 739-7178 / [jchomiak@auroragov.org](mailto:jchomiak@auroragov.org) )

10. There are no trees that will be removed for the additions that will be done on this property. No tree mitigation is necessary. However, the Landscape Plan is not up to date on this site. You will need to bring the site into compliance with the approved landscape plan as there are a lot of trees missing on the entire property.