

08/20/2019

City of Aurora  
Mark Geyer  
15151 E. Alameda Pkwy  
Aurora, CO 80012

Re: **Sterling Hills – Filing 14 (#1377786)/Pre-Application Meeting held June 20, 2019**

Dear Mr. Geyer:

Thank you for taking the time to provide comments from our Pre-Application meeting, held on June 20, 2019. Our staff has received and reviewed comments received on July 3, 2019. We have made the following changes. Please reach out with any questions a [scrowder@norris-design.com](mailto:scrowder@norris-design.com) or 303-892-1166.

Sincerely,  
Norris Design

Samantha Crowder  
Associate

## **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:*

- Waivers regarding percentage of small lots and lot sizes.
- Clarify building and lot design.
- Homes need to front the street.

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

- Your property is zoned PCZD Multi-family. In the draft Unified Development Code and associated Map Amendments this parcel will convert to R-3 Residential Zoning based on current entitlements associated with the PCZD Zone District.  
**Response: Comment noted. In discussions with staff a rezone was not required.**
- The use you propose, single family detached with waivers is permitted by the current zoning, but subject to a Site Plan and Plat approval.  
**Response: Comment noted, thank you.**

### *Types of Applications:*

- As part of your application, you will need to make the following land use requests:
  - Site Plan
  - Subdivision Replat**Response: Comment noted, thank you.**
- Your project with waivers will require approval in a public hearing before the Planning Commission.  
**Response: Comment noted, thank you.**
- The following applications, manuals and design standards may also be helpful in completing your application for submittal:
  - City of Aurora CAD Data Submittal Standard
  - Landscape Reference Manual
  - Landscape Ordinance [Chapter 146, Article 14]
  - On-Line Application
  - On-line Application and Plan Submittal Guide
  - Preliminary list of community groups and homeowners associations within a one mile radius of your proposed development
  - Residential Masonry and Quality Construction Standards Ordinance [22-133]
  - Site Plan Manual
  - Street Standards Ordinance [126-1] and [126-36]
  - Street Standards, Roadway Cross Sections
  - Subdivision Plat Manual
  - Subdivision Plat Checklist
  - Subdivision Ordinance [Chapter 147]
  - Xeriscape Plant List (see Landscape Reference Manual)
  - UDO**Response: Comment noted, thank you.**

### *Standards and Issues:*

## 1. Zoning and Land Use Issues

The proposal will require Planning Commission to consider multiple waivers regarding the proposed single family detached lot sizes. Those waivers include the percentage of small lots proposed, reduction in minimum lot size, frontage, front and rear setbacks.

**Response: The Applicant is requesting waivers for minimum lot size, frontage, and front setback. A waiver for percentage of single-family lots proposed is not required under the UDO. An exhibit illustrating the number of small lots is included with this application.**

## 2. Traffic and Street Layout Issues

The development of a street network with small blocks and no dead-end streets and alleys is required to support projects with higher density, mixed-density or mixed-use. The expectation is the front of all homes will face a street. The proposed layout is generally consistent with that expectation with all of the homes to fronting a street and no dead-end streets. Improvements to the proposed layout you should include: (1) minimize alley widths to 16'; (2) alleys cannot dead end and should connect to the street; (3) remove any unbuildable "common tracts" between the front lot lines and the street right-of-way; (4) widen the middle street section to accommodate detached sidewalk and tree lawns on both sides and on-street parking on both sides in accordance with city standards.

**Response: Alley widths are proposed at 20' in width to accommodate necessary utilities. Dead end alleys remain to reduce conflicts with the adjacent E. Villanova Place and E. Waters Drive. The main access road is proposed at 60' ROW, which includes detached walks as well as parking on both sides, per City standards for a Local Type II.**

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. City design standards call for detached sidewalks and tree lawns.

**Response: Noted on plan sheets.**

## 3. Environmental Issues

Your property falls within an Airport Influence District. If it hasn't already been done, an aviation easement will need to be conveyed to the city by any person subdividing lands or initiating construction of any structure on already subdivided lands within the airport influence area. Please note enhanced noise mitigation in associated residential home construction may be required.

**Response: Comment noted. An aviation easement will be conveyed to the City prior to approval of the subdivision plat.**

## 4. Site Design Issues

4A. *Density of Use.* The proposed density of the development is approximately seven dwelling units per acre (DUA), which is less dense than the multifamily projects to the east, west, and south which have densities between 13 and 16 DUA. The single-family development to the north is less dense with under four dwelling units per acre.

**Response: Comment noted.**

4B. *Building Orientation.* The fronts of all residential products should face, and directly abut a street.

**Response: All homes proposed within Filing 15 front a street.**

4C. *Pedestrian Circulation and Linkages to Off-Site Trails & Open Space.*

Open space proposed at the southeast corner of the site should be included with the site plan submittal with safe pedestrian connections across Water Drive, this should include striping and design elements such as pedestrian scale lighting and distinct landscape treatments which distinguishes the pedestrian crossing area.

**Response: Open space proposed at the southwest corner of the site is included with this submittal.**

4D. *On-Site Vehicular Circulation.* As per the new UDO, alleys should be a secondary point of access and connect to streets.

**Response: Alleys connect to Private Street B, see plan sheets.**

4E. *On-Site Amenities and Use of Open Space.* The proposed lot sizes are smaller than typical lots found in this portion of the city. The expectation is each lot will have a minimum of 360 square feet of usable outdoor space with a minimum dimension of 12 feet in a single direction. With compact sites, the grading of the property along the street is critical for drainage, urban design, and maintenance. The front yard should not include slopes over 4 to 1. Utilities need to be located to not impact required landscaping in the tree lawns or the front yards.

**Response: Comment noted. Thank you.**

With numerous waivers relating to the proposed small lots, demonstrating to Planning Commission that the lot layout accommodates quality outdoor spaces will be an important component of waiver mitigation.

**Response: A lot typical will be provided for discussions with Planning Commission illustrating the usable spaces within each lot type.**

#### 4F. *Parking*

Adequate street frontage is critical to accommodate the required on-street parking with smaller lots in particular. On-Site parking is required by Section 1504 of the Zoning Code. Single-family detached requires two on-site parking spaces plus two guest spaces. The guest spaces may be accommodated on the street.

**Response: East alley-loaded unit provides a minimum of 2 spaces (some units provide additional rear drive spaces). Each front-loaded unit provides a minimum of 4 spaces. Additional guest parking is provided with the internal access road, Dunkirk, E. Waters Drive, and E. Villanova Place.**

#### 4G. *Site Lighting*

The proposed "park" should include pedestrian-scaled lighting identified in the site plan.

**Response: Tract H is being reserved as open space, not park, and therefore will not include lighting.**

### 5. **Landscape Design Issues**

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

**A. General Landscape Plan Comments.** Prepare your landscape plans in accordance with the requirements found in the City of Aurora Zoning code, Article 14 Landscape Ordinance as well as the Landscape Reference Manual. Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments.

**Response: Comment noted. Thank you.**

Please be advised the city is in the process of adopting a new zoning code that includes updated landscape standards. The adoption process is tentatively scheduled to be completed in early to mid-2019. Should a site plan be submitted after the adoption process, the application would be subject to the new zoning code standards. The proposed zoning code can be found on line using this link:

[https://www.auroragov.org/UserFiles/Servers/Server\\_1881137/Image/Planning/1.%20Aurora%20UDO%20Public%20Hearing%20Draft%2010-9-18%20--%20clean.pdf](https://www.auroragov.org/UserFiles/Servers/Server_1881137/Image/Planning/1.%20Aurora%20UDO%20Public%20Hearing%20Draft%2010-9-18%20--%20clean.pdf)

**Response: Response: Comment noted. Thank you.**

If a formal submittal is made prior to the adoption of the new zoning code, the applicant shall comply with the landscape standards found within Article 14 and 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. The landscape plan shall include the necessary landscape tables to demonstrate compliance with code requirements. Tables shall be provided for each of the required landscape treatments i.e. standard right-of-way landscaping, street and non-street frontage buffers, building perimeter landscape tables etc.

**Response: Comment noted, thank you.**

- **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: Sheets labeled not for construction. No stamp or seal provided.**

Landscape plans submitted during the Development Application/Contextual Site Plan submittal process must be prepared on 24”x36” sheets and 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 set.

**Response: Landscape plans provided on 24x36” sheets, including plant symbols, labels, quantities, and plant schedule.**

- PDF Plan Creation Process - 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 PDFs. 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 PDFs.  
**Response: Confirmed. PDF re-printed to PDF to optimized PDF.**
- Sight Triangles – Include sight distance and sight triangles per the Roadway Design and Construction Specifications document. All landscaping within the designated triangles shall not exceed 26” in height as measured from the roadway surface.  
**Response: All landscaping within sight distance triangles are compliant.**

**B. Article 14 Landscape Ordinance Requirements.** 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 requirements.

- **Standard Right-of-Way Landscaping.** Provide one shade/street tree per 40 linear feet of street frontage along all streets. While it appears as if the sidewalk has already been installed along both Sterling Hills Parkway and East Villanova Place, it does not appear that any street trees were installed. Street trees would also be required along any additional public or private streets internal to the site Refer to Section 146-1450 (B). Additional Requirements for Residential Development.  
**Response: All public right-of-ways have been provided with a minimum of one tree per 40 linear feet of roadway, as described in figure 4.7-7 of the UDO. Additional trees are provided on-lot, as identified in the lot typicals and indicated on the landscape plan, along E Water Drive to meet street tree requirements.**

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. When a detached walk and tree lawn are absent, street trees shall be located from four to five feet from the back of walk, curb or pavement. 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 at a ratio of one five-gallon plant per 40 square footage of tree lawn/sod.

**Response: Street trees provided within the designated tree lawn. Street trees located on-lot along E Water Drive, in consideration of tree lawn absence. All lawn to be drought tolerant.**

- **Non-Street Frontage Landscape Buffers.** A residential to residential ten-foot (10') landscape buffer is required along the southern or south eastern property boundary line adjacent to the existing multi-family development. A reduction in the buffer width to four feet (4') is permitted with the use of xeriscape or landscape incentive features in accordance with Table 14.4 Standard Buffer Widths and Allowed Reductions for Multi-family and Single Family Attached Townhouses. In addition, the landscaping standards as outlined in Table 14.2 Residential Buffers Between Uses shall be followed. Buffers shall consist of 1 tree and 5 shrubs per 25 linear feet of buffer. Fifty percent of the trees shall be evergreen species.

**Response: Buffer not required per Table 4.7.2 of section 146-6 Development standards. 6' solid screening fence provided along southeastern boundary line, consistent with existing fencing provided in Sterling Hills.**

The city is willing to work with the applicant given the landscaping that has been provided on the adjoining development and what appears to be a larger buffer width. The landscaping provided however, is smaller shrub material that does not screen headlight glare. As an alternative, evergreen trees could be added to the existing landscape buffer of the multi-family development, if agreed upon by the property owner. Perhaps an evergreen tree could be provided in every other backyard lot or a tall opaque fence.

**Response: Evergreen trees provided within open space tracts to screen headlights. On-lot landscaping provided in on-lot typicals, to meet landscape requirements.**

- **Front Yard Landscape requirements for Single Family Detached and Duplex Residences.** All new single family detached, two family and single family attached duplex residences shall provide front and side yard (corner lots) and tree lawn landscaping in accordance Section 146-1450 Additional Requirements for Residential Development (E) and in accordance with Tables 14.3A and 14.3B Home Yard Landscaping Turf and Xeric Options. Shrub quantities vary depending upon the lot size. Landscaping shall be completed prior to issuance of a final certificate of occupancy. Temporary certificates may be granted at the discretion of the Building Department when certificates are requested outside of the normal landscaping season of April 1st through October 31.

**Response: On-lot landscape typical plans and minimum planting requirements provided, in accordance with code requirements.**

Builders may want to consider the new xeric front yard landscape option as a tap credit of \$1,000.00 per lot is issued for each front yard utilizing these new requirements. Contact Aurora Water, Tim York at (303) 326-8819 for the specific landscape requirements.

**Response: Noted. Water wise landscaping provided for all Lot Type B lots.**

- Private Common Open Space** – Developers are required to landscape lands that have been disturbed during construction and will be preserved and protected from future development for non-public active and passive recreation, trails, wildlife habitats and view corridors with landscaping. This includes all areas not defined as street buffers. Landscaping shall consist of 1 tree and 10 shrubs per 4,000 sf of area or tracts. Refer to Section 146-1425 Private Common Open Space.  
**Response: Confirmed. Open space table provided in addition to plans, illustrating the required planting of 1 tree and 10 shrubs per 4,000 square feet.**
- Special Landscape Features.** 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 Non-Residential Development (C) Special Landscape Requirements at Entryways and Intersections. This may be incorporated into your proposed signage, if any.  
**Response: Noted. No distinctive landscape features or signage provided within this filing.**
- Detention, Retention and Water Quality Ponds.** Should an on-site detention pond be required as well as water quality, the city encourages all applicants to utilize LID (Low Impact Development) principles as permanent best management practices (BMPs). Many of the LID practices have an integrated vegetative component which supports the treatment, evapotranspiration and infiltration functions so that storm water is treated at the source. With the implementation of LID techniques, landowners can benefit from the environmental quality and aesthetics of the area in which they live and work. Some examples of LID techniques are depicted in the images below and include permeable pavements, vegetative swales and rain gardens.  
**Response: Comment noted. No detention, retention, or water quality ponds located within this filing.**



Vegetative Swale



Porous Pavement



Rain Garden

Applicants may propose their own BMPs or refer to the Urban Drainage and Flood Control District’s Storm Drainage Criteria Manual where multiple examples of BMPs are described such as grass buffers, grass swales, permeable pavements etc. The City of Aurora Water Department has recently completed a study and produced a manual entitled “Low Impact Development Techniques for Urban Redevelopment in

Aurora”. Applicants are encouraged to utilize this document as an introduction to LID/BMP techniques. To obtain a copy, please contact Vern Adam, Engineering Services Manager at [Vadam@auroragov.org](mailto:Vadam@auroragov.org). The applicant may also wish to review the Ultra-Urban Green Infrastructure Guidelines published by the City and County of Denver/ Public Works.

**Response: Comment noted, thank you.**

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

**Response: Comment noted. No detention ponds present.**

- **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 Department 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) 326-8819 in Aurora Water regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

**Response: Comment noted, thank you.**

## 6. Architectural and Urban Design

### 6A. Design Standards

Section 146-405(F)8 of the zoning code establishes the approval criteria for building architecture and urban design. Building elevations and models will need to be included as part of your site plan, and should call out dimensions, exterior finishes and color schemes. We will also ask for color and material samples with the initial submittal. As a general rule, “high quality of design” usually means that architectural details should be continued on all four sides of all buildings open to view.

**Response: Building elevations and plans are included with this submittal.**

### 6B. Residential Design Standards

Your submission should include calculations demonstrating that you have met requirements.

**Response: Masonry on each elevation will meet or exceed minimum percentages.**

In a subdivision plat of 50 or more lots, at least four different home model shall be constructed, each with a distinct floor plan and elevations. No model elevation shall be repeated more than once every four lots. No identical model home elevation shall be repeated directly across the street. Approved paint schemes shall not be repeated more than once every four lots or directly across the street. At least 30 percent of the model/elevation combinations must have variation in the roof line. An average of not less than 15 percent of the net façade area of all residential design plans within a subdivision plat shall consist of masonry.

**Response: No elevation will be repeated more than once every four lots.**

Enhanced architecture should be part of the mitigation proposed for the “small lot” waivers. Enhanced architecture should exceed minimum requirements. Elements recommended as part of the enhancements include a variety of covered projecting front porches in excess of 50 square feet, more fenestration and architectural detail of side elevations facing a street or alley and no use of vinyl siding.

**Response: All front porches are at least 50 s.f.**

## 7. Signage

All ground neighborhood identification signs should be at least 10 feet back from the property line and 21 feet back from the flow line. Please refer to Article 16 of the Zoning Code for complete regulations.

**Response: Comment noted, thank you.**

## 8. Waivers

From the material you supplied us, it appears that you will need to request waivers relating to the percentage of small lots, lots sizes and setbacks. Please keep in mind that waivers are considered provided that all potential impacts are mitigated and the proposed development provides superior quality design including site and street layouts.

**Response: Based on our calculations approximately 29.3% of the Sterling Hills community are classified as a "small lot", with the addition of the 67 units proposed with Filing 15, the total small lot percentage is be approximately 32.1%, well within the Code requirements. An exhibit has been provided with this application.**

You must clearly list requested waivers 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: Waivers are listed in letter of introduction and cover sheet of the site plan.**

## 9. 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.

**Response: Comment noted, thank you.**

## 10. 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.

**Response: Comment noted, thank you.**

### *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: Comment noted, thank you.**

### *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 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.

**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. We will record any project-related commitments that you make to the community at these meetings.

**Response: Comment noted, thank you.**

- 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)**

### *Project Characterization*

Based on your proposal, the following information has relevance to the determination of PROS' requirements for this project:

- Your proposed site is within the existing Sterling Hills General Development Plan

### **Land Dedication**

Based on your current proposal of 66 units within the Sterling Hills General Development Plan, there are no additional park land dedication requirements. Should you significantly increase the number of units on this site; further evaluation may occur requiring additional dedication.

**Response: Comment noted, thank you.**

### **Proposed Dog Park**

As previously mentioned, no land dedication is required for this site. Therefore, any amenities on site will be owned and maintained by the overarching HOA. PROS suggests formalizing this site by adding dog waste stations, seating amenities, and ensuring safe access from the residential side across the right of way or private drives to this site.

**Response: Tract H will remain open space with additional tree and shrub planting to protect existing vegetation and drainage swale. No dog park provided.**

### **Park Development Fees**

Although land dedication is not required for this site, park development fees will still be required based on the original General Development Plan. In accordance with Section 146-306 of City Code, Park Development Fees shall be collected by the city to cover the cost of constructing new park facilities to serve the needs of the projected population. These fees apply to the project because park facilities are not proposed to be provided on-site. Fees are based on the park land dedication acreages and an annual cost per acre for construction of park facilities. The fees, which are computed and collected on a per-unit basis, shall be paid at time of building permit issuance. The current per-unit fee of \$1,900.64 would apply if permits for construction of the residential units are pulled in 2019, and the total paid under either scenario would be as follows:

**Response: Comment noted, thank you.**

### **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 point in time (current year 2019). 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, the park land dedication requirements may also change.

**Response: Comment noted, thank you.**

## **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:*

- **Water:** Water mains will need to be installed to provide frontage to all units. Three existing stub-outs are available to connect to for the looping of the waterline. Any stub not utilized will need to be disconnected at the main. Banked meters for service on homes fronting Villanova Place, Sterling Hills Parkway and Water Drive can be submitted on for use. Meter pits will not be allowed in hardscape.  
**Response: The water utility layout will utilize the stub outs coming from Villanova Place and Water Drive. The stub out from Sterling Hills Parkway is not shown on our existing utility layout. Banked meters are not utilized on the site.**
  
- **Sanitary:** Sanitary main will require frontage to all units. There is an existing Utility easement containing Sanitary and Storm on the east side of the property. All manholes will require access within 5-feet and any encroachments (fences) will require a license agreement.  
**Response: Noted.**
  
- If water and sewer are installed in the alley, verification will be required to confirm there is 26' separation between roof overhangs. No overhangs nor footings will be allowed in the City's utility easement.  
**Response: Noted.**

### *Utility Services Available:*

- Water service may be provided from Sterling Hills Parkway, Villanova Place, and Water Drive.
- Sanitary sewer service may be provided from the southeast side of the property off Water Drive.
- The project is located on Map Page 14N.  
**Response: Sanitary Sewer runs offsite at the connection of Water Drive and Private Drive A, where it turns south and connects into the existing sanitary sewer main.**

### *Utility Services 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
  - All utility connections in the arterial roadway are required to be bores.  
**Response: Criteria is met, see plan set.**
  
- 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: The utility manual criteria was used in the design of the onsite utilities.**

### *Utility Development Fees:*

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional storm water fees may apply and are based on the amount of impervious surface created by the project.  
**Response: Noted.**

- The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.

**Response: Noted.**

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

**Response: Noted.**

## **PUBLIC WORKS DEPARTMENT**

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

### *Key Issues:*

- A Traffic Letter of Conformance is required with this development. See below for additional information.

**Response: A traffic letter has been provided.**

- Traffic Engineering will not support alley access to Villanova Place. Traffic Engineering prefers that the alleys do not connect to Water Drive (concerning offset to adjacent access on south alley).

**Response: Alleys do not connect with existing offsite streets, all alleys connect with Private Drive B.**

- Review width and evaluate if striping could be added to Water Drive to delineate 2 exiting lanes (left & thru/right).

**Response: We believe striping could be added, but comments from the neighbors indicate many people park on this drive restricting the travel lanes. WE have not been able to verify this or study the repercussions of striping and or eliminating parking on a private road that we do not entirely own.**

- Due to striping on Sterling Hills Pkwy, a right-in / right-out access will be supported by Traffic Engineering without striping changes. If limited movement, a physical channelization would be required.

- If a full movement (or  $\frac{3}{4}$  movement) access to Sterling Hills Pkwy is desired, additional analysis and discussion in the Traffic Letter would be required. The City would review the analysis and determine if the access would meet City criteria per the Traffic Impact Study Guidelines. Striping modifications on Sterling Hills Pkwy would be required.

**Response: Access from Private Drive B to Sterling Hills is limited to a right-in/right-out pattern by a median island. The median island has mountable curb to allow for Fire Truck Access off of Sterling Hills Parkway.**

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

**Response: All adjacent site access points are shown on the Site Plan.**

- The access onto Villanova Place shall align with the opposing street to the north.

**Response: Acknowledged.**

- Label the access movements on the Site Plan.

**Response: Acknowledged.**

- 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.

**Response: Comment noted, thank you.**

**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'**

**Response: Comment added to plans, thank you.**

- 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. Add the following note to the Site Plan: 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: Acknowledged.**

- Show the installation, by developer, “Right Turn Only”/”Do Not Enter” signs as applicable. Signs shall be installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards.

**Response: Noted.**

- 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.

**Response: Acknowledged.**

#### ROW / Plat

- Designate a Public Access Easement along private roadways and alleys.

**Response: Tracts B, D AND I will designate a “Non-Exclusive Access Easement” over the entirety of the Tracts by the recording of the plat. See general note 5, sheet 1.**

- 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.

**Response: Noted. This will be coordinated with the adjacent property owner.**

#### Traffic Letter:

- A full Traffic Impact Study will not be required. 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 to the master Traffic Impact Study
  - Site Circulation Plan
  - Detailed Analysis of Sterling Hills Pkwy & Villanova Place, including queuing analysis and turn lane recommendations to support striping modifications, if more than RI/RO.
    - Due to striping on Sterling Hills Pkwy, a right-in / right-out access will be supported by Traffic Engineering without striping changes. If limited movement, a physical channelization would be required. If a full movement (or ¾ movement) access to Sterling Hills Pkwy is desired, additional analysis and discussion of intersection of Sterling Hills Pkwy & Villanova Place. The City would review the analysis and determine if the access would meet City criteria per the Traffic Impact Study Guidelines. Striping modifications on Sterling Hills Pkwy would be required.

**Response: Noted.**

- Discussion of the application of elements from the Traffic Calming Toolbox to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox may: Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane. Details of Enhanced Crosswalk, compact roundabout, speed cushions and chicane may be made available if requested.

**Response: Noted.**

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@auroragov.org](mailto:Medema@auroragov.org) as soon as possible.
- The Traffic Letter shall also be uploaded with the rest of the submittal.
- Based on our review of the Traffic Letter, additional improvements may be required.

**Response: Noted. The letter will be uploaded as well as emailed directly to Ms. Medema.**

**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 required with this development include updating curb ramps, repair curb and gutter on Water Drive and any other areas as necessary, and installing street lights on Sterling Hills Parkway and Villanova Place. The curb ramps shall be updated on both sides of a street or access. This includes all four ramps at the intersection of Sterling Hills Parkway and Villanova Place. Street light location and quantity will be determined by photometric analysis.
- The streets interior to the site shall be private streets built to public street standards.
- A preliminary drainage report shall be submitted with the site plan. Detention and water quality is provided offsite in the existing pond. The existing pond will need to be certified prior to the issuance of a Certificate of Occupancy. An Inspection and Maintenance Plan shall also be submitted with the civil plans.
- The existing tributary identified in the park area shall be maintained.

*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, "T" intersections, residential mail kiosks or clustered mailboxes, 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.

**Response: Ramps have been shown.**

- 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.

**Response: Returns have been depicted.**

- 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.

**Response: Noted railings along Villanova will be required.**

- 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.

**Response: Noted railings along Villanova will be required.**

- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.

**Response: Noted.**

- 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.

**Response: Acknowledged (Not anticipated).**

- Street lights are required along adjacent roadways. Please refer to the Draft Lighting Standards for street light spacing, location, wattage, etc., information. Street lights along public right-of-way shall become City owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. The street lighting plan shall be included with the Civil Plan submittal.

**Response: Street light locations and specifications have been provided with a photometric analysis per the Draft Lighting Standards, RE: Sheets 8 and 9. Street Lighting Construction Documents will be provided at a later date in the Civil Construction Documents.**

#### *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.
  - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.  
**Response: Drainage easements will be dedicated as needed, appropriately.**
  - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.  
**Response: Utility easements will be dedicated as needed, appropriately.**
  - Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.  
**Response: Fire Lane easements will be dedicated as needed, appropriately.**

#### *Drainage:*

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

- Per Section 138-367 of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the preliminary drainage report. The site plan will not be approved until the preliminary drainage report is approved. Full spectrum detention is required for this project.

**Response: Preliminary Drainage plan presented- Existing sub regional detain already provided down stream.**

- 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: Draining to existing facility.**

- Detention of storm drainage is provided in the existing detention pond. The existing pond shall be certified prior to the issuance of the first Certificate of Occupancy.

**Response: Noted.**

- Release rate for the detention pond shall be based upon the “Storm Drainage Design and Technical Criteria” Manual, latest revision.

**Response: Noted (District engineer operating under the guidance of the Metro district in charge of the pond is currently working on a design that modifies and improves the working of the pond. We are working with that engineer to obtain more information as it becomes available.**

- 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.

**Response: Noted and will be designed as necessary into the CD's and final drainage report for the project.**

- A 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.**

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

**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.*

#### *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: 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.

**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
- Signature Block

**Response: We do not believe these comments are applicable. We are happy to discuss during review of the first submittal documents.**

*Emergency Responder Radio Coverage:*

- No ERRC requirements for this site. The applicant is proposing to construct IRC R-3 Single-Family detached units on fee simple lots.

**Response: Noted.**

*Fire Department Access:*

During the pre-application meeting we discussed that the existing fire lane easements would be vacated and replaced with private streets built to the public street standards of Public Works. All IRC R-3 residential units are being shown fronting onto a public-way and fire lane easements do not appear to be required based on the site configuration presented during the meeting.

**Response: Noted.**

*Fire Hydrants:*

The number and spacing of fire hydrants are determined using the 2015 IFC, Appendix B & C. As indicated in the previously stated code sections, fire hydrant coverage requirements includes both internal site areas and abutting public street systems.

- In single-family detached residential sites the IFC reflects an exception in Section 507.5.1 that allows IRC R-3 dwellings to utilize a 600' on center spacing of fire hydrants.

**Response: Noted.**

- Based on the proximity of the structure to existing fire hydrants, Fire/Life Safety would like to limit the number of fire hydrants within this site. By utilizing the abutting fire hydrants and locations of access points from existing streets, add only fire hydrants needed to be within the 300' of farthest residential structure from the nearest existing fire hydrant. 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.

**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.

*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: Noted.**

*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: Acknowledged.**

*Phasing Plans:*

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

**Response: Acknowledged.**

*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 does not contain a Dedicated 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

**Response: Notes have been included.**

*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.

- Access to within 150 feet of Each Structure
- Dead-End Public Streets

**Response: Noted.**

## **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.
- 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 1st 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: Pre-submittal meeting was held w/ Darren Akrie on August, 15<sup>th</sup>, 2019.**

*Site Plans:*

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

*Separate Documents:*

- 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.**

- 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
  - Revocable License Packet
  - License Agreement Packet

**Response: Comment Noted.**

- 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: An easement release legal and exhibit had been prepared and provided.**

- 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.

**Response: Separate legal and exhibits will be prepared, if required.**

- **(Residential only)** No portion of any roofed structure can encroach into any easement.

**Response: Noted.**

- You may have items that encroach into city-owned property or easements (i.e. fences, gates, monument signs, 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.**

- If street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact Leslie Gaylord at 303-739-7901 for additional details and contact information.

**Response: Noted.**