



## Pre-Application Meeting

Meeting Date: \_\_\_\_\_ Pre-Application Number: \_\_\_\_\_

*Pre-application comments, verbal and written, are preliminary and cursory in nature. No comments imply consent or approval of any aspect of an application not in strict compliance with all applicable regulations.*

*Regulations are subject to change and may change between the pre-application meeting and a formal application. Plans must comply with the regulations in place at the time a complete application is made and fees are paid (if applicable). If more than four months have passed since the date of this pre-application meeting, and you intend on submitting an application, contact city staff regarding the need for a new meeting.*

### City Staff Contact Information

Planner	
Engineer	
Fire	
Economic Development	

### Meeting Attendee Contact Information

Primary:	Name: Project Affiliation/Company:	Phone: Email:
Additional:	Name: Project Affiliation/Company:	Phone: Email:
Additional:	Name: Project Affiliation/Company:	Phone: Email:
Engineer:	Name: Project Affiliation/Company:	Phone: Email:

Charlie Stanfield (RTD); Debbie Brinkman (Gerrity); Jessica Alizadeh (Otten Johnson); Danielle Vera (Gerrity), Mike Arbour (Architect); Kathleen Osher (COL); Jennifer Henninger (COL); Mike Sutherland (COL); Eric Ervin (COL); Brent Thompson (COL); Ernie Rose (COL)

### Project Details

Zoning	
Subdivision	
Project Description	
Process	<b>Administrative</b> <b>Public Hearing (Planning Commission/City Council)</b>
Application Type(s)	<input type="checkbox"/> <b>SDP - Major</b> <input type="checkbox"/> <b>Major Plat</b> <input type="checkbox"/> Minor Plat <input type="checkbox"/> Planned Development Overlay <input type="checkbox"/> SDP - Minor <input type="checkbox"/> <b>Rezoning</b> <input type="checkbox"/> <b>PD</b> <input type="checkbox"/> Conditional Use <input type="checkbox"/> PD Amendment <input type="checkbox"/> Sketch Plan <input type="checkbox"/> Variance <input type="checkbox"/> Limited Plan Review <input type="checkbox"/> <b>P4</b> <input type="checkbox"/> Variance - Sign <input type="checkbox"/> COA <input type="checkbox"/> Hist. Landmark Des.
Application Sub-Type	

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All submittals must include a signed **Application Checklist**. Incomplete submittals will not be processed and will be returned to the applicant. Below is the list of policies and regulations relevant to the proposed project.

- ☐ Codes and requirements:
  - Zoning Regulations
  - Subdivision Regulations
  - Operating Standards
  - Historic Preservation Code
- ☐ Comprehensive Plan
- ☐ Transportation Master Plan
- ☐ Downtown Littleton Design Standards
- ☐ Neighborhood Meeting required prior to submittal (all public hearing cases)
- ☐ Fees (see attached fee schedule)
- ☐ Additional information:

-Request would be processed as a PD amendment which will likely not be an available process within the Unified Land Use Code (ULUC). A PD amendment would be heard by the planning commission and approved by the city council.

-A Site Development Plan (SDP) would be processed administratively.

-A Preliminary Plat, and Final Plat may also be required depending on the applicant's long-term plan.

-Strongly recommend applying for a P4 process.

-Applicant is also encouraged to become involved with the ULUC process.

-Applicant may want to consider delaying the Site Development Plan application until Q3 or Q4 of 2021, at which time the ULUC will have been adopted by the city.

-Please submit a filled-out copy of the Comprehensive Plan Checklist with the initial submittal.

-With the initial submittal, please pay the \$310.32 fee to cover the cost to mail postcards notifying landowners and renters/leasees w/in 700' of the site of the application being in process.



## Application Submittal Checklist

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Pre-Application Meeting Number: \_\_\_\_\_

- ***This checklist must accompany all initial land use applications in eTRAKiT***
- Provide one (1) electronic copy of each required item
- All files must use the following naming convention: **Name of Document – Date (year-month-day)**
  - **Example: Letter of Intent – 2019-07-12**

### Required Provided Name of Document [Description]

**Application fees** [Paid via E-Trakit. Put project name in memo if paid by check]

**Application** [Completed application form via E-Trakit]

**Letter of Authorization** [Notarized letter of authorization from the property owner]

**Notice to Mortgage and Lien Holders** [Copy of notice to relevant entities, by registerde mail, of this application being made to the City]

**Project Narrative** [On the applicant's letterhead, provide a summary of how the project's goals, timing, aesthetics, scope, and scale of the proposed project. Explain how the project helps implement the "Guiding Principles" of the Comprehensive Plan: Anchored, Authentic, Connected, Active, and Engaged]

**Comp Plan Checklist** [Applicant's response to the relevant Plan Goals and Policies]

**Narrative:Design Standards** [Applicant's narrative describing consistency and compliance with relevant codes, requirements, and design standards]

**3-D Drawing of relevant blockface context** [Include length of entire block]

**Title Commitment** [Title commitment – current within 90 days]

**Materials Board** [Electronic materials board]

**Open Space Exhibit** [Graphic demonstrating how required open space is provided on site]

**Drainage Study – Conceptual**

**Mineral Rights Notification Form**

**Drainage Analysis Letter**

**Traffic Study**

**Traffic Update Letter**

**Will-serve letters** [water, sewer, gas/electric]

**Parcel Closure Sheet** [Surveyor's closure calculations]

**Site Plan**

**Final Plat** [See Minor and Admin Plat Operating Standards]

**Preliminary Plat**

**Neighborhood Outreach** [Summary of neighborhood outreach meeting (GPDP, PD Amendment, Conditional Use, Rezoning, PDO, Use by Special Exception, Major SDP)]

**Additional materials may be required as part of the application review [Examples may include, but are not limited to: floor plans, parking study, noise study, shadow study, site impact analysis, tenant roster, etc.]**

**Other:**

# LITTLETON DEVELOPMENT REVIEW PROCESS [City Code 10-1-9(3)a]

Pre-Application Meeting	<ul style="list-style-type: none"> <li>• Required before submittal of complete land application</li> <li>• Request made through eTRAKiT</li> <li>• Discuss with staff the feasibility, regulations, and relevant application requirements</li> </ul>
Preliminary Project Planning Process (P4)	<ul style="list-style-type: none"> <li>• Applicants for a new PD or a PD amendment may be eligible for a P4 review by planning commission and city council. Eligibility is determined during the pre-application meeting</li> <li>• A non-binding discussion scheduled prior to formal application submittal</li> <li>• Apply through eTRAKiT</li> </ul>
Neighborhood Meeting (s)	<ul style="list-style-type: none"> <li>• A neighborhood outreach meeting is required for all applications that require a public hearing and must be held prior to initial submittal</li> <li>• Invite all property owners within 700 ft. of the subject property</li> <li>• Some processes require second neighborhood meeting prior to second submittal</li> </ul>
Submittal Received	<ul style="list-style-type: none"> <li>• Apply through eTRAKiT and submit all review fees</li> <li>• Completeness review conducted and project is assigned to a planner</li> <li>• Full engineering documents (CDs, drainage report/study, traffic, etc.) submitted</li> </ul>
Review 1	<ul style="list-style-type: none"> <li>• Reviewed for compliance with regulations, policies, and engineering standards</li> <li>• Referred to appropriate outside agencies for review and comment</li> <li>• Comments provided to applicant after review</li> <li>• Applicant changes/updates application materials to reflect staff's and agencies' review comments and resubmits with a response letter and responses on plan set(s)</li> <li>• Applicant hosts neighborhood meeting (if applicable)</li> </ul>
Review 2	<ul style="list-style-type: none"> <li>• Applicant uploads re-submittal to eTRAKiT</li> <li>• Project is reviewed for compliance and comments provided to applicant after review</li> <li>• Applicant changes/updates application materials to reflect staff's and agencies' review comments and resubmits with a response letter and responses on plan set(s)</li> </ul>
Review 3 (or more if needed)	<ul style="list-style-type: none"> <li>• Applicant uploads re-submittal to eTRAKiT</li> <li>• Project is reviewed for compliance and comments provided to applicant after review</li> <li>• Applicant makes changes/updates to application materials to reflect staff's and agencies' review comments and resubmits with a response letter and responses on plan set(s)</li> <li>• Applicant may request Concurrent Plan Review - building permit - Schedule pre-building permit meeting at Permit Center</li> </ul>
Checkprint Submittal	<ul style="list-style-type: none"> <li>• Final minor revisions are reviewed by staff (NOTE: After 3 months of inactivity, a reminder will be sent to applicants that action is required in the next 30 days to remain active. If no action is taken by the applicant within those 30 days the case will be closed.)</li> <li>• Addressing form may be submitted for building permit</li> <li>• Schedule, notice, and conduct public hearing(s)/meeting(s) if applicable</li> </ul>
Mylar Submittal (1 signed set)	<ul style="list-style-type: none"> <li>• Project planner obtains city signatures and records document at county clerk and recorder</li> <li>• Check to pay for recording fees are delivered with executed mylar(s) (NOTE: Recording of mylars must occur within one year from the date of approval; otherwise the plan will become invalid. Time extensions may only be granted by the Community Development Director on a case by case basis.)</li> </ul>
Building Permit Process Begins	<ul style="list-style-type: none"> <li>• Littleton Permit Center is located in the lobby of the Littleton Center</li> <li>• Schedule pre-building permit meeting with Permit Center</li> <li>• Prior to issuance of building permit, civil construction documents must be approved by Engineering and SDPs must be recorded</li> </ul>



## DEVELOPMENT REVIEW FEES – Planning and Engineering Divisions

The Littleton City Code provides for the establishment and collection of fees for certain services provided by the Community Services and Public Works Departments. Other city departments may collect fees that are not included on this page.

An applicant is responsible for providing title insurance, document recording fees, and all costs related to hosting neighborhood meetings and public hearing notices.

APPLICATION TYPE	PLANNING REVIEW FEES	ENGINEERING REVIEW FEES
Pre-Application Meeting	\$ --	\$ --
Preliminary Project Plan Process (P4)	< 10 ac: \$275 10 ac+: \$550	N/A
Initial Zoning	\$2,000	\$775
Rezoning	\$4,200	\$1,000
Admin PD Amendment	\$1,000	N/A
General PD Plan	< 10 ac: \$6,000 10 ac +: \$12,000	< 10 ac: \$3,250 10 ac +: \$4,400
Planned Development Overlay (PDO)	\$6,500	\$3,500
Preliminary Plat: Minor Subdivision	\$1,000	\$1,750
Final Plat: Minor Subdivision	\$2,000	\$3,400
Preliminary Plat: Major Subdivision	\$4,200	\$2,400
Final Plat: Major Subdivision	\$7,500	\$3,500
Administrative Plat and Replat	\$1,000	\$2,150
Site Development Plan / Conceptual	\$2,200	\$1,250
Site Development Plan / Final	\$5,000	\$5,500
Sketch Plan	< 10 ac: \$500 10 ac +: \$1,000	< 10 ac: \$1,000 10 ac +: \$2,000
Metro District Formation	Varies: 1/100 of 1% of the debt listed in the Service Plan	Engineering review included in planning fees
Conditional Use	Accessory to Single Family: \$1,750 All Others: \$3,000	N/A
Vested Rights Permit	\$1,500	N/A
Annexation	< 10 ac: \$10,000 10 ac +: \$30,000	N/A
Certificate of Historic Appropriateness (Board Approval)	\$500	N/A
Certificate of Historic Appropriateness (Administrative)	\$275	N/A
Wireless Communications Facility (private property)	\$1,500	N/A
Wireless Communications Facility (ROW)	N/A	\$2,500

## DEVELOPMENT REVIEW FEES – Planning Review and Engineering Review

APPLICATION TYPE	PLANNING REVIEW FEES	ENGINEERING REVIEW FEES
Appeal	\$500	\$500
Minor Zoning Variance	\$70	N/A
Zoning Variance	\$275	N/A
Zoning Letter (standard)	\$25	N/A
Zoning Letter (customized)	\$65	N/A
Home Occupation	\$50	N/A
Temporary Use Permit	\$275	
Amplified Sound Permit	Commercial: \$50 Residential: \$25	N/A
Subdivision Improvements Agreement	N/A	\$2,000
Floodplain Use Permit	N/A	\$800
Special Exception Permit (Floodplain Management)	\$500	\$4,200
Grading Permit	N/A	< 1 ac: \$300 1 ac < 10 ac: \$1,000 10 ac+: \$3,000
Drainage Report	N/A	< 10 ac: \$2,000 10 ac+: \$4,000
Drainage Master Plan	N/A	\$1,000
Drainage Conformance Letter	N/A	\$750
Traffic/Trip Letter	N/A	\$250
Traffic Impact Study	N/A	< 10 ac: \$1,000 10 ac+: \$2,000
Construction Plans	N/A	< 10 ac: \$9,000 10 ac+: \$16,000
Vacation of ROW Vacation of Easement	N/A	\$600
Easements Warranty Deeds Revokable Licenses	N/A	\$650

Fees are based on three rounds of review. 4th review = 50% of initial fees, 5th review and onward = 25% of initial fees.

*Fees effective 1/1/2019 for all new applications (Res 74-2018).*



Envision Littleton  
Comprehensive Plan Analysis Checklist  
All Checklist

Applicant Name:	Case No.
Address	Date

The following table is to be completed through the review of land development applications for compliance with the Envision Littleton Comprehensive Plan.

<i>Standard</i>		<i>Applicant Response</i>	<i>Met</i>	<i>Not Met</i>	<i>N/A</i>
<b>Land Use And Community Character</b>					
The following descriptions indicate the anticipated principal uses in each category, plus the intended character of the areas in which the land uses occur, abut, or mix. Public and institutional uses commonly occur in all these areas and should match the character. Specific standards for land development based on these designations are articulated through the City's implementing regulations (zoning and subdivision) as they currently exist and may be further amended over time based on this planning guidance.					
Corridor Mixed Use	<p>This designation is for properties in commercial retail, office, and service uses along and near a high-profile roadway corridor where mixed-use development outcomes are desired and encouraged. The mix of uses includes residential, especially to provide additional housing options and price points within the community. Major public and/or institutional facilities may also serve as development anchors within the area.</p> <p>Not all properties within this designation will be viable for or result in mixed-use outcomes given their size, location, and/or market position. Therefore, a range of typical stand-alone uses is anticipated as in the Suburban Commercial and Auto-Oriented Commercial designations that are also shown along portions of Littleton's major roadway network. Relative to these other designations, however, Corridor Mixed Use is particularly intended to recognize fundamental paradigm shifts occurring in the development models for residential, retail, office, and hospitality uses, leading to even greater focus on "destination" developments that creatively mix uses, integrate amenities, and emphasize quality design. Whatever the approach for a particular property in Corridor Mixed Use, the design of the site and its use(s) should be compatible with the Suburban or Urban mixed-use character established or emerging in its vicinity, avoid proliferating Auto Urban character in areas intended to transition toward other character types, and provide adequate protections and</p>				

<p>buffering at points of transition between differing character types.</p> <p>As elaborated on further in the Special Areas and Design section (where the Special Corridor Planning Areas on the map are also discussed), the nature of Corridor Mixed Use will vary across the different roadway environments where it appears on the Future Land Use and Character Map (Map 1). Along Littleton Boulevard, an atmosphere more amenable to walking and biking may emerge through ongoing redevelopment and transition in uses, placing the corridor in a character range from Auto-Oriented (its existing status along most blocks) to Urban in some segments. However, the potential scale of new or reconfigured uses would be tempered by the relatively smaller, shallower properties along this corridor. Additionally, Littleton Boulevard is framed by residential neighborhoods and also requires sensitivity to its unique collection of post-World War II buildings designed in a Mid Century Commercial Modernism style. Along Santa Fe Drive, Broadway and Bellevue Avenue, various sites are of adequate size to be conducive for master-planned, mixed-use development that also strives for a relatively Urban character by de-emphasizing large-scale surface parking and designing more for walkability. The core area of Littleton Village is a contemporary example of this approach.</p> <p>However, in any of these corridor settings where most business patrons, employees, and visitors will still reach their destinations by private vehicle, it will be difficult to avoid an Auto Urban character outcome where significant surface parking must be provided. The potential for future Bus Rapid Transit (BRT) service on Broadway, linking south into Highlands Ranch and north into Denver, could change the equation and lead to less auto-oriented development at least in some locations along and near this corridor. Yet some stretches of Broadway today have existing low-intensity commercial activity fronting on this busy roadway. These small and shallow properties will continue to be a challenge to redevelopment and may result in the current uses continuing indefinitely.</p> <p>Where a site's immediate vicinity has a greener Suburban character – for example, near Suburban Residential neighborhoods or abutting Mary Carter Greenway and the river</p>				
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<p>corridor – site design and development criteria can minimize auto-oriented development outcomes (e.g., site coverage limits, more intensive landscaping and buffering, etc.). Littleton especially has opportunities for more river- and trail-oriented development, where new or redeveloped sites are carefully designed to embrace rather than turn their back on the South Platte and greenway corridors, particularly if the future of Santa Fe Drive is even greater restriction of direct vehicular access to properties from that busy roadway.</p> <p>The zoning parameters set for each distinct area in the Corridor Mixed Use designation can address differing character, use, and design considerations. With regard to uses, this may include giving greater preference to residential in certain areas while locations considered best suited for revenue-generating nonresidential uses may have limits on the amount of stand-alone residential use.</p> <p>Finally, consensus on potential land uses and intensities in the vicinity of the Santa Fe/Mineral Avenue intersection has been so elusive precisely because so many character considerations come into play at this premier location. Extensive undeveloped land and surface parking near a busy light rail station offers obvious opportunity for transit-oriented development with a more Urban character. Yet proximity to the river/greenway corridor typically points to site designs with Suburban character in mind. At the same time, Santa Fe's vehicular volumes and the high-profile nature of this busiest of Littleton intersections introduces auto-oriented development pressures. The Corridor Mixed Use designation provides the flexibility to weigh all of these character factors when designing and vetting specific development concepts in such a unique location.</p>				
<b>Land Use &amp; Character Goals and Policies</b>				
GOAL L&C 1:	A land use allocation and pattern that supports and promotes Littleton's pride in, and reputation for, quality neighborhoods and an abundance of parks and preserved open space.			
GOAL L&C 2:	A sustained focus on the long-term fiscal sustainability of Littleton City government while recognizing the direct connection to the			

	community's land use mix, especially for sales tax revenue needs.				
GOAL L&C 3:	Ongoing and effective collaboration between land use and transportation planning to ensure compatibility among decisions and actions taken with respect to each.				
GOAL L&C 4:	A more attractive community, based on quality design and character of both private development and the public realm.				
Policy L&C 1:	Emphasize compatible intensities and character when evaluating applications involving more intensive and/or nonresidential development near homes and neighborhoods.				
Policy L&C 6:	Recognize and promote land use and development decisions that further community objectives for reduced traffic congestion, more pedestrian- and cyclist-friendly design, and expanded and viable public transit options.				

#### **Housing and Neighborhoods**

Housing needs, gaps, and challenges in Littleton are central to this Plan. A key component of a city's livability is whether its residents can find suitable and economical housing options at all stages of life to remain in the community they love. Littleton also must offer quality and sustainable neighborhoods, the elements of which – safe streets, great schools, nearby shopping, and parks and trails, among others – cut across all parts of this Plan.

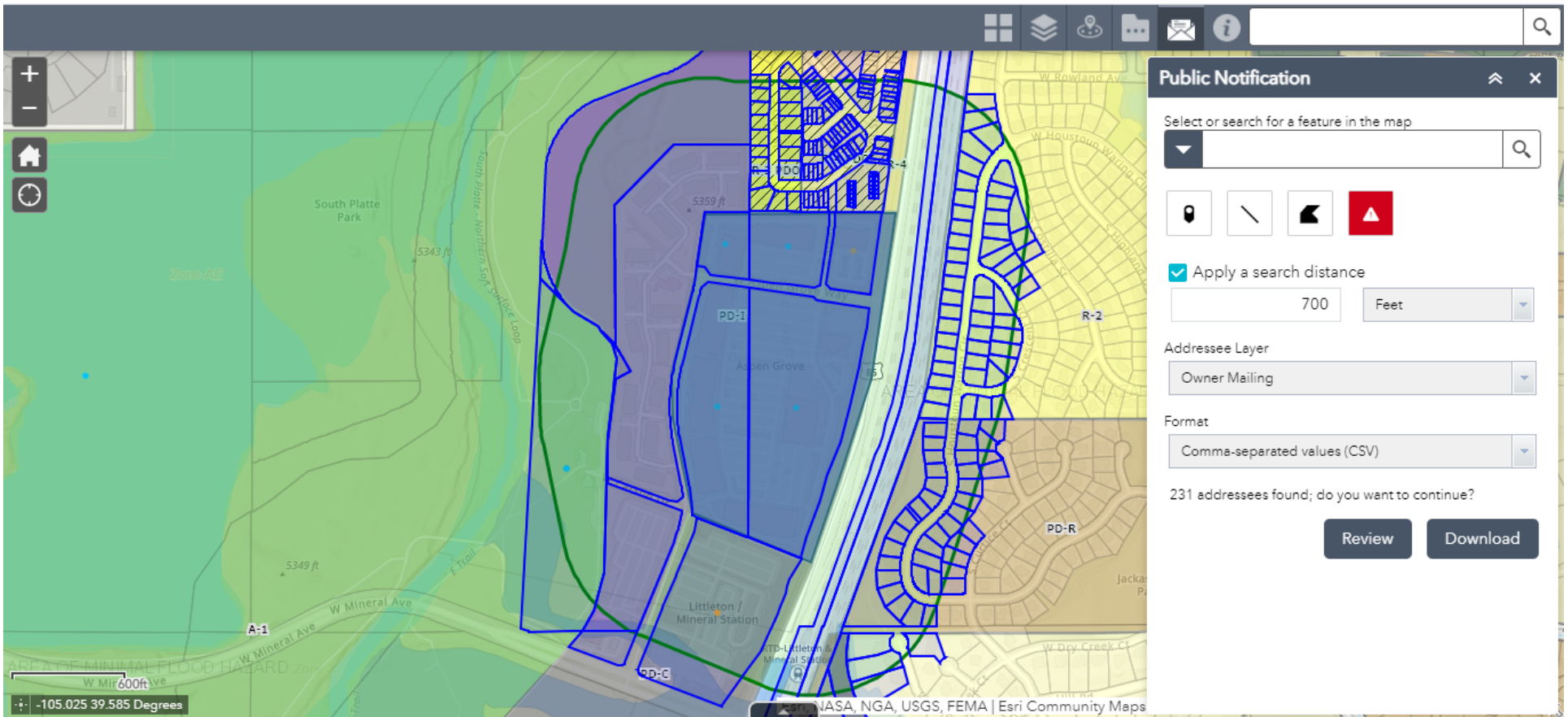
While the development of new residences and the rehabilitation of older housing occurs primarily through the private sector, municipal government and other public and non-profit partners have essential roles to play. The City and other partners protect residential investments over time, and strong neighborhoods support the local economy and tax base. Having a diverse stock of housing – new and old, big and small, ownership and rental – is crucial for offering choice and providing for the individual needs of all households, regardless of economic conditions.

Goal H&N 1:	A quantity and diversity of housing options that makes living in Littleton attainable for a wide range of age groups and income levels.				
Goal H&N 2:	Appealing housing choices for families drawn by Littleton's educational, recreational, and other amenities.				
Goal H&N 3:	Neighborhoods that are safe and comfortable for all residents.				
Goal H&N 5:	Housing that supports choice in mobility and investments in transportation infrastructure.				
Policy H&N 1:	Encourage an array of residential options within the city – through new development, redevelopment, and maintenance of existing housing stock – to respond to the need for varied housing types, sizes, and price points that are attainable for prospective				

	owners and renters at all levels of income.				
Policy H&N 4:	Encourage mixed-use development proposals that include a residential component, especially where this will support retail viability and transit ridership, place residents near education and local employment options, and provide living options for seniors and others close to transit, parks, and shopping, medical, and other services.				
<b>Transportation</b> Envision Littleton involved concurrent preparation of a new Comprehensive Plan and the City's first-ever Transportation Master Plan (TMP). The two plans were synchronized through joint community and leadership engagement processes involving City Council, Planning Commission, other City boards/commissions, a Project Management Team with City staff and consultant representatives for both plans, and extensive interaction with residents and other stakeholders across the city. During each Envision Littleton phase, inputs to the Comprehensive Plan and the Transportation Master Plan were coordinated to ensure an integrated set of policies and priorities, along with ongoing discussion of the Future Land Use and Character map. The Framework for Action presented below is intended as the outline for the TMP and should be revisited upon each update of the TMP to ensure consistency. In addition to goals, the TMP process resulted in a transportation Mission, as well as policies, which are summarized herein.					
Goal TMP 1:	Connect people conveniently to the community, resources, and opportunities.				
Goal TMP 2:	Promote safety and support efforts to maintain a healthy and active lifestyle.				
Goal TMP 3:	Allocate services and facilities so that all people have transportation options that are best suited for their needs and lifestyle.				
Goal TMP 4:	Contribute to our economic prosperity while maintaining and enhancing our community's character.				
Policy TMP 1:	Focus on enhancing safety on auto and freight networks.				
Policy TMP 3:	Provide automobile Level of Service (LOS) E or better on Suburban Connectors and Commercial Corridors and LOS D or better on all other streets.				
Policy TMP 5:	Enhance the safety of vulnerable user groups on streets and trails.				
Policy TMP 6:	Support connections to employment, retail, and entertainment/recreation land uses given the opportunity.				
Policy TMP 12:	Consider installing an all ages and abilities bicycle facility for every new bicycle project. All ages and abilities bicycle facilities are low-stress for all				

	potential users, including children and seniors.				
Policy TMP 21:	Encourage new developments to provide secure indoor parking and other end-of-trip facilities for bicyclists.				
Policy TMP 22:	Encourage development to utilize grid street networks and limit the use of cul-de-sacs.				
Policy TMP 27:	Prioritize the safety of vulnerable user groups on trains, buses, and at stations and stops.				
Policy TMP 28:	Demand and support connections to employment, retail, and entertainment/recreation opportunities.				
<b>Infrastructure and Services</b> Littleton must prepare for, and have the capacity to meet, the service demands of current residents plus future new development and redevelopment. As with other mature cities, Littleton has a full slate of aging infrastructure and public facility needs to address. Infrastructure and services are essential to secure investor interest and assurance to undertake private projects in Littleton. Likewise, the City depends on an adequate tax base from business activity and private property improvements to fund essential capital projects and ongoing maintenance.  Capital investments in public infrastructure such as utilities and streets can signal desired locations for growth, help maintain a high quality of life for residents, and create a framework for desired land development and revitalization. Meanwhile, local development regulations govern subdivision and re-platting activity, provide for the appropriate use of land through zoning, and set minimum standards for the nature and quality of development. The City can employ financing and special district mechanisms that advance the community's economic development and growth management objectives while supporting beneficial private development and reinvestment. Finally, effective oversight and management of ongoing growth and revitalization depends on solid partnerships with other key public agencies, including County government, Littleton Public Schools, South Suburban Park and Recreation District, South Platte Water Renewal Partners, and South Metro Fire Rescue, among others.					
Goal I&S: 1	Well-maintained water, wastewater, and storm drainage infrastructure that serves the needs of Littleton residents and businesses while minimizing adverse impacts on the environment.				
Policy I&S: 5	Pursue multi-objective drainage design solutions, where appropriate, that integrate open space, recreational, and aesthetic considerations while maintaining public safety.				
<b>Economy and Tax Base</b> Continued economic opportunity and prosperity in Littleton will bolster the community's tax base to support quality public services and amenities. The City's development strategies and implementation tools must be nimble and flexible enough to respond to a dynamic economic climate at the local, regional, and national levels. Successful economic development also requires a focus on quality of place, capitalizing on Littleton's special character and unique identity to attract and retain businesses and draw visitors seeking shopping, services, entertainment, recreation, arts and culture, and heritage tourism.					
Goal E&T: 3	Revitalized commercial centers and areas that alleviate obsolete conditions and vacant sites and that meet the				

contemporary shopping and service needs of Littleton residents and visitors.				
<b>Heritage, Arts, Recreation, and Tourism</b> With its unique history and architectural heritage, active arts scene, widespread recreation options, abundant green and open spaces, and many community events year-round, Littleton offers an array of amenities that appeal to residents and visitors. All aspects of the Plan shape the livability of Littleton, but this section especially reinforces the quality of life its residents enjoy.				
Goal HART: 3	A healthy community with convenient access to recreational facilities and programming and outdoor fitness activities.			
Policy: HART: 8	Be aware of the diverse perspective and needs of visitors to Littleton, along with those of residents.			
<b>Environment</b> The quality of land, water, and air resources is essential to the character and livability of a community, especially within a highly populated, and relatively intensively developed, metropolitan area. Individuals, groups, and governments have a responsibility to appreciate and assess their respective contributions, both positive and negative, to a shared natural environment. To be responsible stewards they must determine how best to integrate such considerations into their planning and decision-making processes. All the other Plan elements tie to the environment including topics such as: land management through municipal planning and development regulation; design of housing and neighborhoods; availability of travel options; provision of water, sanitary sewer, waste disposal, storm drainage, and other public services; and planning for recreation and enjoyment of the outdoors. Consideration of prudent resource conservation practices requires a holistic view of the community and how it interacts with, benefits from, and manages the integrity of its natural “infrastructure.”				
Goal ENV: 3	Efficient use and conservation of water resources.			
Goal ENV: 4	Reduced energy consumption and solid waste generation by residents, businesses, and the City.			
Policy ENV: 6	Reduce excessive noise and outdoor lighting levels.			
<b>Special Areas and Design</b>				
Goal S&D: 4	Roadway corridors that fulfill their primary transportation functions for drivers, pedestrians, cyclists, and public transit while advancing the community’s economic development, housing, and aesthetic interests.			



PREAPP21-0008

Aspen Grove - Public Works Comments

1. Storm Drainage
  - a. Proposed redevelopment shall comply with the [Littleton Drainage Criteria Manual](#). Chapters 14 and 15 as well as Table 15.3.1 provide requirements for Stormwater Detention and Water Quality.
  - b. Carolyn Road, Water Resource Manager, has also provided copies of the existing drainage reports for the site.
2. Sanitary Sewer
  - a. The property is located within the Southwest Metropolitan Water and Sanitation District. Requirements for sanitary service shall be coordinated with the District.
    1. The District is looking into existing capacity, however a capacity analysis may be required. Is so, Southwest Metropolitan Water and Sanitation District conducts the analysis and charge the applicant.
  - b. The City of Littleton provides provide billing for the property and will collect [Sanitary Sewer Tap Fees](#) for the redevelopment. Existing structures will receive credit for tap fees already paid.
  - c. Coordinate with South Platte Renew on uses that require sanitary pre-treatment (i.e. food/beverage). <https://southplatterenewco.gov/>
3. Traffic Analysis
  - a. A Traffic Study will be required for the proposed redevelopment. A Scoping meeting has been conducted with the City's Transportation Manager to discuss the scope of study requirements.
  - b. The City is participating in an active Planning and Environmental Linkage (PEL) study along the Santa Fe Corridor along with CDOT. Additional ROW may be required to accommodate future roadway improvements.
    1. Note, there are already a number of existing easements adjacent to Santa Fe ROW.
  - c. The city is supportive of integrating multi-modal concepts and amenities, such as the proposed bikepath along the northern property and further coordination with RTD.

Please let us know if you have any questions or concerns.

Sincerely,

**Anastasia Urban, PE**

Email: [aurban@littletongov.org](mailto:aurban@littletongov.org)

Development Services Manager

Office: 303-795-3784

Cc: Brent Thompson, PE – City Engineer  
Brandon Curiel, PE – Development Review Engineer