



Office of Development Assistance
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October 25, 2019

Charlie Alexander - charliea@acredevelopment.net
ACRE Development
2003 Crestridge Drive
Greenwood Village, CO 80121

Re: Precision Building Systems (#1410469)/Pre-Application Meeting held October 10, 2019

Dear Mr. Alexander:

I would like to take this opportunity to thank you for considering the City of Aurora for the Precision Building Systems project. As your assigned Project Manager, I remain available as a resource as you initiate the review and approval process in the city.

Attached to this letter are the formal Staff Comments from your Pre-Application Meeting with the Development Review Team. I have taken the opportunity to highlight a few key issues below that may require further consideration prior to a formal submittal of your Development Application. These, as well as those on the attached pages, will need to be addressed either before or during the development review process.

Key Issues:

- ▶ **TransPort FDP and Sub-Area Master Plan 1:** Your project will be reviewed based on the standards outlined in the TransPort FDP Amendment application; which is in process. Please ensure that the Site Plan and Plat submittal are *not submitted* until the FDP Amendment *and* Sub-Area Master Plan have been issued an administrative decision by the Planning Director.
- ▶ **Overall Master Development Coordination:** Please coordinate with the master developer on public improvements specifically laid out in Sub-Area Master Plan 1 that will facilitate development of the subject property. Construction of 32nd Avenue via Quail Run Road and Imboden Road is required for access to the site. If the TransPort developer does not construct these road improvements prior to the Site Plan being submitted, then the owner of this property will be required to do an Infrastructure Site Plan in addition to the Site Plan and Plat.
- ▶ **Utility Infrastructure:** Public water and sanitary sewer must be installed along property frontages as part of this development. All utilities are to be installed in accordance with the yet to be approved master utility study, currently under review.

► **Traffic Study:** The Master Traffic Impact Study has not yet been approved. For this development a Detailed Traffic Impact Study will be required. The City will not accept a Detailed Traffic Impact Study until the Master Traffic Impact Study has been approved. See below for additional information. Additionally, Signal Escrow may be required, but signalized locations have not yet been determined (one of the reasons the Master TIS needs to be approved).

► **Public Improvements:** Public improvements for this development shall be in conformance with the yet to be approved Public Improvement Plan (PIP). The FDP and PIP for the overall site as well as Subarea 1 are currently under review. It will be important to identify what improvements will be installed by the master developer and which will be the responsibility of the developer of this site. Please indicate the surface material proposed for the site. Recycled asphalt or road base is permitted for outdoor storage areas.

► **Drainage:** A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality shall be provided as required by the yet to be approved Master Drainage Study, which is under review.

► **Fire Hydrants:** The fire flow requirements needed for this site must be provided through an onsite water distribution system. All private water main infrastructure must be installed as to the Aurora Water specifications for a public distribution system. Upon availability of future public water main extension to the site, the private water distribution system (constructed to a public standard) will be required to be connected. For fire flow information see the TransPort and Front Range Airport Area Master Utility Plan for further clarification.

The comments reflect information provided on your submittal materials as well as the discussion within the meeting and are meant to provide general direction to you in the preparation of the actual submittals. If the plans change significantly for the project, another pre-application meeting would be advised.

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7346 or jcox@auroragov.org.

Sincerely,



Jacob Cox
Project Manager

cc: Isaac Sawatzky - isawatzky@waremalcomb.com
Chris Strawn - cstrawn@waremalcomb.com
Matt Chaiken - mchaiken@waremalcomb.com

Development Review Team
File



City of Aurora

Development Process

While the development process is described in more detail in the [Development Handbook](#), the following information will help you gain a quick understanding of your next steps in the process and understand the formatting of the attached staff comments:

Step I - Planning Phase

- The application is submitted to the Planning Department.
- The Planning Department refers the plan to other city departments for comment.
- Neighborhood meeting(s) are scheduled as necessary.
- The Site Plan can be reviewed and approved administratively unless there are adjustments requested that do not comply with the new city code and/or TransPort FDP.
- A Subdivision Plat is approved administratively during the same time line.

Step II - Construction Document Phase

Civil Engineering Plans: Generally includes grading, storm drainage, stormwater management plan, public utilities, and street construction plans.

- A preliminary drainage report is a part of the site plan submittal (Step I above). Final drainage plans are included in the civil engineering plans package.
- A pre-submittal meeting with Public Works Engineering is required prior to electronic submittal of final civil plans for review. This review is separate from the Planning Phase review above and requires a per-sheet review fee at the time of submittal.

Building Plans: (construction plans for structures)

- Usually reviewed after Planning decision is made.

All data submitted in AutoCAD 13 or higher as part of this project should be in conformance with the City of Aurora CAD Data Submittal Standard. The standards and template can be found here: [CAD Data Submittal Standard](#)

Step III - Construction Phase

Building/Civil Permits:

- **Stormwater Quality Discharge** permits must be issued prior to any site work (Aurora Water).
- **Public Improvement permits** can be issued after civil plan approvals.
- **Building permits** are issued only after Steps I & II are complete (site plan/civil plan), and building plans are approved.

Inspections: Certificate of Occupancy (CO) is granted once all work and inspections are complete.

STAFF COMMENTS - PRE-APPLICATION MEETING

Purpose of the Pre-Application Notes

These comments summarize the City's land use ordinances, policies, design standards, and code requirements that apply to your project. They are based on the material you have supplied us and will alert you to key issues involved in your project. They are not intended to provide a complete review of your proposal. Several electronic links have been included within the body of these comments, some specific to your project and some more general in nature. Note that these comments are valid for a period of six months.

Please do not hesitate to contact **Jacob Cox, ODA Project Manager**, who assembled these notes.

Contact Information

Below is a list of City of Aurora Departments/Divisions that were represented at the meeting and contact information for the individual City Staff members present.

City Manager's Office

Office of Development Assistance
Jacob Cox
303.739.7346
jcox@auroragov.org

Laura Rickhoff
303.739.7585
lrickhof@auroragov.org

Planning

Zoning and Plan Review
Stephen Rodriguez
303.739.7186
srodrigu@auroragov.org

Landscape Design
Kelly Bish, RLA, LEED AP
303.739.7189
kbish@auroragov.org

Parks, Recreation & Open Space

Planning Design and Construction
Michelle Teller
303.739.7437
mteller@auroragov.org

Forestry
Jacque Chomiak
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Aurora Water

Steven Dekoskie
303.739.7490
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Public Works

Traffic Division
Brianna Medema
303.739.7336
bmedema@auroragov.org

Drainage and Public Improvements
Engineering Division
Kristin Tanabe
303.739.7306
ktanabe@auroragov.org

Life Safety and Building Division

Mike Dean
303.739.7447
mdean@auroragov.org

Real Property Division
Darren Akrie
303.739.7331
dakrie@auroragov.org

Neighborhood Services

Neighborhood Support
Susan Barkman
303.739.7402
sbarkman@auroragov.org

STEP I – PLANNING PHASE

Planning Department

The Planning comments are numbered, when you submit your application, include a letter of introduction responding to each of the numbered comments including key issues from other departments.

Key Issues:

- ▶ Coordination with TransPort Framework Development Plan Amendment (FDP) and Sub-Area Master Plan 1 completion/approval
- ▶ Operations Plan
- ▶ Adherence to the TransPort FDP Amendment and Sub-Area Master Plan 1
- ▶ Comment regarding potential Infrastructure Site Plan

General Zoning Code Review of your Property:

- Your property is zoned I-2 (Industrial District). The purpose of the district is to provide locations for all industrial uses that are not permitted in the I-1 zone district, while mitigating impacts on surrounding areas. It also includes certain public facilities that are needed to serve this district and nearby neighborhoods. Uses are as shown (Table 3.2-1 (Permitted Use Table)).
- The uses you propose, manufacturing with associated outdoor storage, are classified in the [Unified Development Ordinance](#) as permitted by the current zoning, but subject to a Site Plan and Plat approval. Please be advised that an Infrastructure Site Plan may be required. See Comment 1D to follow.

Type of Application(s):

- As part of your application, you will need to make the following land use requests:
 - [Site Plan](#)
 - [Subdivision Plat](#)
[Subdivision Plat Checklist](#)
- Your project can be reviewed and approved administratively unless there are adjustments requested that do not comply with the new city code and/or TransPort FDP. Any adjustments may require a public hearing depending on the scope of the adjustments(s). See comment No. 8 to follow.
- The following applications, [manuals](#) and [design standards](#) may also be helpful in completing your application for submittal:
 - City of Aurora [CAD Data Submittal Standard](#)
 - AutoCAD Template
 - Batch Checker Batch Standards Checker Tool and Users Guide
 - [Fence Ordinance](#), City Code Chapter 146, Article 17
 - [Landscape Reference Manual](#)
 - [Landscape Ordinance \[Chapter 146, Article 14\]](#)
 - [On-Line Application](#)
 - [On-line Application and Plan Submittal Guide](#)
 - Noise, vibration, & engine idling ordinances [Chapter 146, Sections 1800 - 1805]
 - Preliminary list of community groups and homeowners associations within a one mile radius of your proposed development
 - [Site Plan Manual](#)

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- [Subdivision Plat Manual](#)
 - [Subdivision Plat Checklist](#)
- Xeriscape Plant List (see [Landscape Reference Manual](#))
- Your application will be uploaded through our Planning Portal as separate PDFs. Please ensure that, during the PDF creation process, all AutoCAD SHX text items are removed from the comment section and that the sheets are flattened to reduce the select-ability of items. 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.

Standards and Issues:

1. Zoning and Land Use Issues

1A. Your project will be reviewed based on the standards outlined in the TransPort FDP Amendment application which is in process.

Response: Acknowledged

1B. Please describe the type of storage that is being proposed in the designated storage yard areas and in your *Operations Plan* discussing the number of employees and their shifts, hours of operation, nature of operations, rail service, parking, circulation and any other pertinent information.

Response: An operations plan is included in the submittal package to describe the pertinent information.

1C. Please ensure that the Site Plan and Plat submittal are ***not submitted*** until the FDP Amendment *and* Sub-Area Master Plan being are issued an administrative decision by the Planning Director.

Response: Acknowledged

*1D. Please coordinate with the developer on public improvements specifically laid out in Sub-Area Master Plan 1 that will facilitate development of the subject property. Construction of 32nd Avenue via Quail Run Road and Imboden Road is required for access to the site. If the TransPort developer does not construct these road improvements prior to the Site Plan being submitted, then the owner of this property will be required to do an Infrastructure Site Plan in addition to the Site Plan and Plat.

Response: Acknowledged and coordinated with the master developer and engineer.

1E. Screening of outdoor storage is required per city code. The site shall be appropriately screened from view from adjacent streets by an opaque screen to a height of nine feet with landscaping that complies with section 146.4.7.8. Also, the view of loading areas shall be minimized where visible, especially from the front line of the lot. For Fencing and Wall types, see the soon to be amended TransPort FDP Urban Design Standards, Tab 10.

Response: Tilt up concrete screen walls adjacent to the building in addition to landscape screening along the frontage are proposed to screen the outdoor storage.

1F. *Aurora Places Comprehensive Plan*

The Aurora Places Plan identifies these properties as an Industrial Hub Placetype. The typical land uses light industrial, warehousing, and distribution. These typical land uses must be appropriately buffered and screening from residential uses.

Response: There are no known residential uses adjacent to the site.

2. Traffic and Street Layout Issues

All proposed streets whether public or private need to be labeled according to our street standard

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ordinance, Chapter [126-1](#) and [126-36](#) of the city code. The approved TransPort Framework Development Plan provides the required interim street cross-sections and is currently being amended. Please ensure that if any street cross section modifications occur as a result of the current FDP Amendment your project must adhere to the amended cross sections.

Response: All proposed streets have been labeled

3. Environmental Issues

The City of Aurora has no environmental records on this site. As our records may be incomplete, please contact the Environmental Health Division of the Tri-County Health Department at 303-220-9200, and the Colorado Department of Public Health and Environment (CDPHE) at (303) 692-2000 for more information.

4. Site Design Issues

4A. *Pedestrian Circulation.* An accessible route from 32nd Avenue to the building entrance is required.

Response: An accessible route is proposed

4B. *On-Site Vehicular Circulation.* Please mitigate for any potential conflicts between autos for employees and trucks coming in and out of the site. Please elaborate on how all vehicles will effectively circulate through the site while avoiding conflicts. This information can be provided in the *Operations Plan*.

Response: An Operations Plan is included in the submittal package.

4C. *On-Site Amenities and Use of Open Space.* Please consider providing an outdoor seating area for employees to utilize for breaks and similar. Please show this space on the Site Plan.

Response: An onsite amenity area is proposed for employee use.

4D. *Parking*

On-Site parking is required by City Code. Your parking requirement will be based on the peak time employee count provided in your Letter of Description or Operations Plan. Take into consideration any truck parking that may be needed depending on the proposed operations and include this in your parking count, separated from the automobile count for employees.

Response: Parking is designed to accommodate peak demand during shift changes as described in the operations plan.

4E. *Site Lighting*

Show typical details of lighting on the plan and/or building elevations. A photometric plan will be required as part of your Site Plan submittal. Lighting levels must be at least one foot-candle along all pedestrian routes. The accessible route must be shown to the front main entrance on the photometric plan and indicate a lighting level of at least one foot-candle. All lighting shall be full-cutoff shielded luminaire type lighting fixtures no more than 25 feet tall, and fixtures shall be downcast. The maximum permitted height of lighting fixtures located at least 750 feet from Residential districts and uses shall be 40 feet.

Response: Photometric plan and related details are included in the submittal package.

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

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Transport Colorado Framework Development Plan for Sub-Area 1 (FDP) as well as the recently adopted Unified Development Code (UDO). The UDO effective date was September 21, 2019 and can be found online by clicking this link: [New Unified Development](#). The FDP has not been approved and therefore the comments provided herein are preliminary. The landscape comments provided herein are based upon the new code regulations and should follow Section 146-4.7 Landscape, Water Conservation, Stormwater Management 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 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.) to demonstrate compliance with code requirements.

Response: Landscape Plan has been prepared in accordance with these guidelines.

- **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.

Landscape plans submitted during the Development Application Plan submittal process must be prepared on 24”x 36” 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.

- **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 PDF’s. Plans submitted for city pre-acceptance review will be rejected if it is determined that plans do not comply. This could result in delays in application start times if the applicant is asked to re- upload corrected pdf’s.
- **Sight Triangles** – Include 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: Sight Triangles included in plans

B. Transport Colorado Framework Development Plan for Sub-Area 1 (FDP)

The new UDO was adopted prior to the approval of the FDP. The landscape standards included in the FDP currently reflect Article 14 or the previous landscape code. At a minimum, the FDP will need to comply with the new landscape requirements found within the UDO. The landscape review comments provided below are based upon the current landscape standards.

C. Section 146-4.7 Landscape, Water Conservation, Stormwater Management Requirements

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Section 146-4.7. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

- **Curbside Landscape.** Provide one shade/street tree per 40 linear feet of street frontage along 32nd Avenue. Refer to Section 146-4.7.5 Required Landscaping (C) Curbside Landscaping 2. a. When a detached walk and curbside landscape are provided according to Public Works street cross section requirements, street trees shall be provided within the designated curbside landscape. 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.

Plantings permitted within the curbside landscape area vary depending upon the width required by the street cross section. Curbside landscape widths three feet or less may be rock mulch, no white rock. Curbside landscape widths four to six feet in width shall be shrubs, ornamental grasses and perennials at a ratio of one shrub/grass per 40 square feet of curbside landscape. Grasses may only be provided to a maximum of 40%. Shrubs and grasses must be five-gallon size at time of installation. For curbside landscapes six to ten foot in width, a combination of shrubs/grasses with native seed may be provided or all shrubs and grasses. Any curbside landscape areas ten feet in width or greater may be sod if desired. Sod may not be installed unless the curbside landscape is a minimum of ten feet wide.

The installation of the plantings within the curbside landscape may be deferred if Public Works is permitting an interim alternative street cross section. The ultimate condition must be design for, but plantings may be deferred until the ultimate street cross section is constructed.

- **Street Frontage Landscape Buffers.** As a proposed minor arterial street, East 32nd Avenue will require a 25' wide street frontage landscape buffer. All buffers are measured inward from the back of walk or from the right of way if no walk is provided. Landscape with one tree and ten shrubs per each forty linear feet of buffer length. Reductions in buffer width are not permitted for industrial developments along arterial street frontages. Refer to Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. Landscape street buffers shall be installed along the exterior sides of proposed fencing or walls.

If utilizing tree equivalents, one 2.5" diameter tree or 8'-10' evergreen tree is equivalent to 12 five-gallon shrubs, one 2" diameter tree or 6' evergreen tree is equivalent to 10 five-gallon shrubs or any combination of trees and shrubs meeting equivalents. When over lapping landscape standards occur such as when building perimeter, detention/water quality and/or parking lot landscape requirements fall within the landscape buffer, they may be counted towards meeting the buffer requirements, however, the most restrictive requirements shall be met. Refer to Section 146-4.7.5 D. Street Frontage Landscape Buffers.

- **Non-street Perimeter Buffers.** Non-street perimeter buffers are not required between the same or differing land uses in multiple phases of a single approved Master Plan. Refer to Section 146-4.7.5 E. 3. Buffer Exceptions for Subareas A, B, and C.
- **Building Perimeter Landscaping.** Building perimeter landscaping is required when building elevations face public rights-of-way, residential neighborhoods, public open space, or whenever an entrance door is present. Landscape each elevation with one tree equivalent per each 40 linear feet of elevation length. One tree equivalent is equal to one tree, or 10 five-gallon shrubs, or 30 one-gallon perennial plants or ornamental grasses. Any combination of plant material may be used that totals the required number of tree equivalents. Refer to Section 146-4.7.5 J. Building Perimeter Landscaping.
- **Outdoor Storage and Screening.** Per Section 146-4.7.8 B. 2. Service, Loading, Storage and

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Trash Area Screening Standards. All trash dumpsters and recycling bins placed on an existing or developing site must be enclosed and set back at least 12 feet from adjacent properties and be completely screened from public view from streets and adjacent properties. Screening shall include a minimum six-foot tall wall or opaque fence with exterior evergreen plantings.

In addition, outdoor storage yards shall be screened from view by an opaque fence with a maximum height of nine feet, a berm or a wall with a maximum height of nine feet in combination with landscaping that completely conceals the view of those materials. Chain link fencing is not permitted for this purpose. Landscaping shall consist of one tree and 10 shrubs per 40 linear feet.

- **Service Areas and Trash Enclosures.** Service areas visible from streets or residences shall be screened by fences, walls, landscaping, berms or any combination of items. Refer to Section 146-4.7.8 B. 2.

Response: These Landscape guidelines have been followed

- **Special Landscape Requirements at Entryways and Intersections.** Provide a distinctive landscape feature at each site entrance. Distinctive landscape features should consist of specimen quality plant material that will provide visual interest during all seasons. Refer to Section 146-4.7.5 L. Site Entryways and Intersections.
- **Detention Pond and Water Quality Measures:** In the event detention and/or water quality are required, the city encourages applicants to utilize Low Impact Development (LID) techniques 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.



Vegetative
Swale



Porous
Pavement



Rain Garden

Applicants may propose their own BMPs or work with the City of Aurora's Water and/or Public Work's Departments. The City of Aurora Water Department has recently completed a study and produced a manual titled "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 Adams at 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.

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. Depending upon the ultimate location of the pond, staff may work with the applicant to determine whether landscaping of the pond would be necessary depending upon its visibility and aesthetic impact to the surrounding developments. 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 146-4.7.3 M. Detention and Water Quality Ponds.

- **Irrigation.** Refer to Section 146-4.7.3.C . All developments shall install an automatic irrigation system for landscape areas. To assess irrigation, tap fees, the City Water Dept. will require that the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at (303) 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.

6. Architectural and Urban Design

6A. Design Standards

Section 146-4.8 of the Unified Development Ordinance establishes the approval criteria for building architecture and urban design. Building elevations will need to be included as part of your site plan, and should call out dimensions, exterior finishes and color schemes. 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.

For single-story non-residential buildings, the following building design standards will apply per Table 4.8-1. These standards can be found within Section 146-4.8:

- Building Orientation
- Horizontal Articulation
- Maximum Building Length
- Primary Building Materials
- Façade Character Elements
- Entry Design
- Roof Materials
- Roof Form
- Rooftop Equipment Screening
- Ground-Mounted Equipment Screening
- Garage Storage Area Screening

Staff suggests that these material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs and changes in parapet height be incorporated to improve the façade and create an inviting and attractive street presence. Emphasis should be placed on ground floor design. Ground floor designs should support a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic. Use changes in the wall planes, both horizontally and vertically, a variety of durable materials, and quality

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architecture to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to reduce the back of house appearance.

The proposed concrete tilt-up panels are subject to specific requirements such as:

- Embossed panels with reveals;
- Variable parapet heights and 1-foot minimum projections; and
- Uniquely identified main entries

See the TransPort FDP for additional examples of architectural imagery and character.

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

Response: The submittal documents indicate compliance with these Architecture and Urban design requirements.

7. Signage

The total allowable square footage of signs is based on a zoning code formula tied to location of the property and building frontage. Ground monument signs must be set back at least 4-feet from the back of sidewalk and outside of any corner sight triangles as required by the Aurora Roadway Design and Construction Specifications Manual. The location of a proposed sign must be included on your Site Plan; however, the design and square footage will be reviewed in a separate building permit. Ground monument signs may be proposed with a maximum height of 12-feet.

Response: Proposed building mounted signage complies with these requirements.

8. Adjustments

From the material you supplied us, it is unclear if any adjustments of development standards are involved. If you decide to request any adjustments, you must clearly list them in your *Letter of Introduction* and justify them according to the criteria listed in UDO Section 146-5.4.4 Flexibility and Relief Procedures. You must also list them on the cover sheet of your Site Plan or other drawings on which they occur.

Response: We are not aware of any required adjustments at this time.

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.

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 Standards are required by consultants on development projects before submitting to the City for signature sets and on capital projects funded by the City. Please review the CAD Data Submittal Standards, including templates and required layer file labeling, at <http://tinyurl.com/AuroraCAD>.

Pre-submittal Meeting:

At least one week prior to submitting an application, you will be required to hold a Pre-submittal meeting

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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.

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.

Neighborhood Services Liaison:

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

Parks, Recreation & Open Space Department (PROS)

There are outstanding issues in the FDP that need to be resolved. The public land dedication requirement which is being met by an open space trail corridor still needs to be revised. Please work with PROS to resolve the outstanding issues as they may impact the proposed site.

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:

- ▶ Public water and sanitary sewer must be installed along property frontages as part of this development. All utilities are to be installed in accordance with the yet to be approved master utility study.
- ▶ Water quality and detention are required for this site.
- ▶ A water fixture unit table is required to determine the size of the water meter needed to serve this site.
- ▶ All onsite wastewater treatment systems will require approval from Tri-County Health Department (TCHD) and possibly Colorado Department of Public Health and Environment (CDPHE).
- ▶ A [domestic allocation agreement](#) will be required starting in 2019 for connections 2" and larger.

Utility Services Available:

- Water service may be provided from: Extension of public mains as outlined in the master utility study.
- Sanitary sewer service may be provided from: Extension of public mains as outlined in the master utility study.
- The project is located on Map Pages 02AL.

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Utility Service Requirements:

- A Site Plan is required for this project and must show existing and proposed utilities including:
 - Public/Private Mains
 - Service Lines
 - Water Meters
 - Fire Suppression Lines
 - Fire Hydrants necessary to service your development
 - Grease Interceptors are required for commercial kitchens
 - Sand/Oil Interceptors are required for vehicle maintenance facilities
 - All utility connections in the arterial roadway are required to be bores.
- 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).

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 Drainage fees may be charged and are based on the amount of impervious surface created by this project.
- 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.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#).

Public Works Department

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

Key Issues:

- ▶ The Master Traffic Impact Study has not yet been approved. For this development a Detailed Traffic Impact Study will be required. The City will not accept a Detailed Traffic Impact Study until the Master Traffic Impact Study has been approved. See below for additional information.
- ▶ Signal Escrow may be required, but signalized locations have not yet been determined (one of the reasons the Master TIS needs to be approved).
- Show all adjacent and opposing access points on the Site Plan.
Response: N/A no other access points currently
- The access onto roadways shall align with the opposing street or access points to the north.
Response: N/A no other access points currently
- Label the access movements on the Site Plan.
Response: All access is anticipated to be full movement
- 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](#)

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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: Site Triangles shown and note added

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'

ROW/Plat:

- A private cross-access agreement is recommended for maintenance and snow removal. The developer is responsible for establishing this agreement with the adjacent property owner.

Response: N/A

- Right-of-Way (ROW) dedication is required for an additional future right turn lane (or other auxiliary lanes) as necessitated by the TIS & SHAC criteria.

Response: Master Development dedicating ROW

- A traffic signal easement shall be required at all identified potential signalization intersection(s) to accommodate the proposed traffic signal pole, underground conduits, pull boxes and signal control cabinet.

Response: Noted, master development is responsible for traffic signals

Improvements:

- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. 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: Signs added to plans

- 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: N/A no proposed private or public streets

- Adjacent intersections may be potential candidate for a future traffic signal if and when signal warrants are met. As an adjacent land owner/developer, you must participate in the cost of the traffic signal installation. Add the following note to the Site Plan:
 - **(Applicant/owner name, address, phone)** shall be responsible for payment of ____ 25/50/100% of the traffic signalization costs for the intersection of _____ and _____, if and when traffic signal warrants are satisfied. Traffic signal warrants to consider shall be as described in the most recently adopted version of Manual on Uniform Traffic Control Devices, as of the date or

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dates of any such warrant studies. For warrant purposes, the minor street approach traffic shall typically be comprised of all through and left-turn movement and 50% of right turn movements unless otherwise determined by the traffic engineer. Pursuant to 147-37.5 of city code, the percentage of the traffic signalization costs identified above shall be paid to the city by the applicant / owner, to be held in escrow for such purpose, prior to the issuance of a building permit for the related development or as otherwise required by city code. The percentage above will be applied to the entire traffic signalization cost as estimated at the time of the escrow deposit to calculate specific dollar funding requirement.

- A Detailed Traffic Impact Study will be required for this site which will include addressing the following specific items:
 - 1) Existing, buildout and 2040 average daily traffic counts.
 - 2) Include detailed analysis of:
 - a) All site access points
 - b) Intersections along the way from I-70 to Site (and multiple routes, if two points of access are provided)
 - c) Existing/ initial build out bridges analysis to confirm interim is acceptable
 - 3) Signal Warrant Analyses may be required– Warrant 1,2,3 all to be included (collect 72 hr tube counts for analysis)
 - 4) If a traffic signal or multiway stop warrant is met at an intersection, then a roundabout shall also be considered at the intersection.
 - 5) Analysis of pedestrian connectivity, Pedestrian LOS.

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

Submitting the Traffic Study:

- The Traffic Study shall be sent directly to Brianna Medema at bmedema@auroragov.org as soon as possible.
- The Traffic Study shall also be uploaded with the rest of the submittal.

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

Response: Master Development TIS included with submittal. PBS site included in TIS

Engineering Division

The Engineering Division reviews the drainage and public improvement components of your project plans. Engineering reviews referrals of the Site Plan and Subdivision Plat from the Planning Department.

Key Issues:

- ▶ Public improvements for this development shall be in conformance with the approved Public Improvement Plan (PIP). The FDP and PIP for the overall site as well as Subarea 1 are currently under review. It will be important to identify what improvements will be installed by the master developer and which will be the responsibility of this site.
- ▶ Please indicate the surface material proposed for the site. Recycled asphalt or road base is permitted for outdoor storage areas.
- ▶ A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality shall be provided as required by the approved Master Drainage Study, which is still under review.

Response: No public improvements proposed with project, surface material is indicated, preliminary drainage report was included

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Improvements:

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

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1.
- Curb ramps must be shown (located) on the plans at all curb returns, “T” intersections, 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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. Street light locations shown on the site plan are conceptual. The street lighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis.

Response: Improvement guidelines have been followed

ROW/Easements/Plat:

- ROW dedication is required for public streets, if not dedicated by the master developer.

Response: Master Development dedicating ROW

- The dedication of a 25-foot lot corner radius is required at the intersection of arterial roadways, a 20-foot lot corner radius is required at the intersection of collector roadways, and a 15-foot lot corner radius is required at the intersection of local roadways,.

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Response: Driveway Radii have been provided in accordance with this criteria

- 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.
 - Sidewalk easements may be required for new sidewalk installed.
 - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
 - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
 - 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.

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, unless regional or offsite facilities are designed with the Master Drainage Study.

Response: Master Development proposed detention pond, Preliminary Drainage Plan provided

- 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

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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: Master Development proposed detention pond, Preliminary Drainage Plan provided

- Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.

Response: Master Development proposed detention pond

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

Response: Master Development proposed detention pond

- 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

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

Response: Noted and included

- Dust free surface. If some other surface is approved for a site that is not improved (concrete or asphalt pavement), it needs to be dust free and maintained in a dust free condition. As part of the site plan approval process, the applicant shall place on the site plan/contextual site plan a complete description of the material proposed to be used, any and all dust control additives or treatments, and the maintenance schedule of the periodic additives or treatments. Additionally, a note shall be added to the site plan/contextual site plan that: “The property owner/developer shall maintain the dust free surface as provided within the site plan/contextual site plan. Otherwise if the property owner/developer fails to maintain the dust free surface as identified within the site plan/contextual site plan and fails to correct the condition after notification of the condition, the property owner/ developer agrees to remove it and replace it with an improved surface such as concrete or asphalt within the specified time of the notification.

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.

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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](#).

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](#)
- [Gated Entry for Fire Department Access utilizing a 4' Manway Gate](#)
- [Grading Plan](#)

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- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)
- [Warehouse/Distribution Facilities Storing High-Piled Combustible Storage:](#)

Emergency Responder Radio Coverage:

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

- The 2015 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC). At the time the structure is at final frame and final electrical inspections, the general contractor (GC) will be required to hire an approved and qualified independent 3rd party to assess the radio frequency levels within the structure. Once completed, the 3rd party will provide the results of the test to both the GC and the Aurora Building Division as to whether the structure passed or failed the preliminary radio surveillance. A structure that has passed this surveillance requires no further action by the GC. A failed radio surveillance will require a licensed contractor to submit plans to the aurora building division to obtain a building permit for the installation of an ERRC system prior to installation. This assessment and installation is at the owner or developers expense. Future interior or exterior modifications to the structure after the original Certificate of Occupancy is issued will require a reassessment for adequate radio frequency coverage.
- Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed.

Fire Department Access:

Based on the information presented so far, the type(s) of fire apparatus access road(s) needed for this particular site is:

- [Fire Lane Easement](#)
- [Outdoor Storage Yards](#)
- [Public Street Adjacent to Site](#)

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 include both internal site areas and abutting public street systems.

- The fire flow requirements needed for this site must be provided through an onsite water distribution system. All private water main infrastructure must be installed as to the Aurora Water specifications for a public distribution system. Upon availability of future public water main extension to the site, the private water distribution system constructed to a public standard will be required to be connected.
- For fire flow information see the TransPort and Front Range Airport Area Master Utility Plan for further clarification.

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.

- 2015 IFC, Section 903.2.4 Group F-1. An automatic sprinkler system shall be provided throughout all buildings containing a Group F-1 occupancy where one of the following conditions exists:
 - A Group F-1 fire area exceeds 12,000 square feet (1115 m2).
 - A Group F-1 fire area is located more than three stories above grade plane.

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- The combined area of all Group F-1 fire areas on all floors, including any mezzanines, exceeds 24,000 square feet (2230 m2).
- 2015 IFC, Section 903.2.9 Group S-1. An automatic sprinkler system shall be provided throughout all buildings containing a Group S-1 occupancy where one of the following conditions exists:
 - A Group S-1 fire area exceeds 12,000 square feet (1115 m2).
 - A Group S-1 fire area is located more than three stories above grade plane.
 - The combined area of all Group S-1 fire areas on all floors, including any mezzanines, exceeds 24,000 square feet (2230 m2).
 - A Group S-1 fire area used for the storage of commercial trucks or buses where the fire area exceeds 5,000 square feet (464 m2).

Gated Entry:

The installation of any gating system will require a City of Aurora licensed contractor to obtain a building permit through the Aurora Building Division prior to the start of any work. This would be considered a structural, life safety and electrical review within the Building Division that is conducted on behalf of the Fire Chief.

- If a gating system is to be installed at a site access point, it must be set back from the flow line of the street at least 35 feet or one design vehicle length, whichever is larger, and be approved by the City of Aurora's Fire and Life Safety department. Gating systems located within close proximity to public right-of-way (ROW) may also be assessed by the City of Aurora Traffic Manager or designee and could require a traffic analysis to determine the appropriate distance of gating system to said flow line of ROW. Where a gating system crosses a dedicated or designated fire access roadway please reference the Security Gates section of the latest edition of the International Fire Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the Fire Chief (designated Fire Chiefs representative).
- A separate building permit is required for the installation of any gating system that may obstruct fire department access to the internal areas of a site. Prior to construction please submit plans and specifications of your proposed gating system to the Aurora Building Division. If you have any questions please contact a Fire/Life Safety representative by calling 303-739-7420.

Handicap Accessibility Requirements:

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

- [Commercial](#)

Hazardous Materials:

Per the 2015, IFC Chapter 50 – A permit through the Aurora Building Division is required to for the prevention, control and mitigation of dangerous conditions related to storage, dispensing, use and handling of hazardous materials. To download a copy of the hazardous materials inventory statement checklists please visit our web site by clicking on the hyperlink provided.

High-piled Combustible Storage:

For submittal requirements to the Aurora Building Codes Division please visit our website to download a copy of the 2015 High-Piled Combustible Storage Checklist by clicking on the hyperlink provided.

- Per the 2015 IFC, Section 3206.6 Building access. Where building access is required by Table 3206.2, fire apparatus access roads in accordance with Section 503 shall be provided within 150 feet (45 720 mm) of all portions of the exterior walls of buildings used for high-piled storage.

Response: All portions of the building are within 150' of fire access roads.

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Knox Hardware:

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

- Approved Knox Hardware is required for existing buildings at the main entry of the structure, at the exterior door of a fire riser/fire pump room and at the fire department connections (caps/plugs). Please label and show these Knox boxes on the site plan amendment submitting to the Planning Department.

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.

Phasing Plans:

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

Photometric Plan:

- Add the following note to the Photometric Site Plan:
ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015 INTERNATIONAL BUILDING CODE REQUIREMENT FROM SECTION 1006 - MEANS OF EGRESS ILLUMINATION. SECTION 1006. ILLUMINATION REQUIRED: THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING IS OCCUPIED. SECTION 1006.2 ILLUMINATION LEVEL. THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL NOT BE LESS THAN 1 FOOT-CANDLE (11 LUX) AT THE FLOOR LEVEL AND CONTINUING TO THE "PUBLIC WAY".
- Add the "accessible route" (heavy dashed line) to the photometric plan and verify minimum 1 foot-candle of illumination along its entire length.

Site Plan, Civil Plan, Framework and General Development Plan and Plat Notes:

The notes being provided below must be included on the cover sheet of the indicated submittal type.

- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) Access Control Gate or Barrier Systems](#)
- [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)
 - This area is within a noise mitigation area. [Sec. 22-425](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Emergency Responder Radio Coverage](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

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.

Special Design Considerations:

Based on the information presented in the pre-application meeting, these additional Life Safety criteria must be shown on the site plan, plat and civil plans.

- [Abutting Fire Lane or Public Access Easement to Property](#)

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- If an existing fire lane or public street must be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.
- [Access to within 150 feet of Each Structure](#)
 - See the 2015 IFC, Section 503.1.1 that discusses fire access requirements to within 150' of "facilities" such as your outdoor storage yard.
- [Access Road Width with a Hydrant](#)
- [Aerial Fire Apparatus Access Roads](#)
- [Fire Apparatus Access Road Specifications](#)
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Dead-end Fire Apparatus Access Roadways](#)
- [Dead-End Public Streets](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [License Agreement](#)
 - Construction of fire lanes using alternative surfacing materials other than asphalt and concrete and/or installations of gating systems crossing a dedicated fire lane easement will require a license agreement though Real Property.
- [No Parking is allowed within a Fire Lane Easement](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Remoteness](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

Trash Enclosure:

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

Response: Trash Enclosure is located near a non-combustible wall

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 has never been platted and will be required to be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications given in our most current [Subdivision Plat Checklist](#). The review 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.

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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:

- During the Pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions that may require a separate document. Following are the links to additional information if needed later in your formal review process:
 - [Dedications Packet](#)
 - [Easement Release](#)
 - [License Agreement Packet](#)
- **Off-site easement dedications** may be required in order to make your project work. It's up to the developer to obtain these easements for the City, pay compensation, etc. Dedication documents must be prepared using Real Property specifications which can be found in the [Dedication 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.
- 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.
- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.) If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes 4-6 weeks to complete the process after submittal. The License Agreement must be completed before the site plan is recorded.
- 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.