



May 3, 2023

City of Aurora
Justin Andrews – Project Manager

RE: West Centertech (#1640699)/Pre-Application Meeting held July 14, 2022

Please find attached our formal responses to comments to pre-application comments received as part of the pre-application meeting for the above project.

Key Issues:

- **Centertech Design Review Committee:** There are specific requirements for building design that are separate from City of Aurora design standards, which are the baseline standards. Please contact the Aurora Centertech Metropolitan District to begin this process of review. Your application will not be approved until the review committee has approved the plan.

Response: Acknowledged. The submission documents have been routed to the Centertech Design Review Committee for review.

- **Historic Land Use:** This property is part of the Lockheed Facility Site Plan and was originally intended to be phase 2 of the expansion of the building directly to the west. This Site Plan will have to be amended during this application to void the phase 2 portion of the plan. Current property owner authorization will be required to submit this application.

Response: Acknowledged.

- **Traffic:** A detailed letter to address site circulation and trip generation from the site will be required in lieu of a full Traffic Impact Study. Site access should align with the existing access to the east. The first head-in parking stall shown on the site plan will need to be removed to mitigate backing maneuver conflicts at the entrance drive.

Response: Acknowledged. A traffic letter has been included in the submission package.

- **Public Improvements:** Public improvements required with this application include the completion of a 5.5' attached sidewalk around the cul-de-sac and providing streetlight along Laredo Street. A deferral can be considered for the sidewalk on the south side of the cul-de sac.

Response: Required public improvements are included.

- **Subdivision Plat:** The property is currently platted; however, due to your proposed use, it will need to be resubdivided (replatted) in order to obtain a building permit.

Response: Acknowledged.

- **Aurora Water:** The water line in Laredo Street must be looped. This can be achieved to the south at East Centretech Parkway.

Response: A watermain connection has been proposed from the existing watermain in Laredo to the existing watermain in E. 2nd Ave.

- **Preliminary Drainage Report:** A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality/EURV are required. Coordination with the property to the north will be required if flows are sent to the north due to existing constraints in existing storm sewer in East First Avenue. Underground detention may be used only as a last resort and must be approved by the City Engineer, when all other alternatives are exhausted.

Response: Acknowledged. A preliminary drainage report has been included in the submission package. On-site detention will be achieved using a detention pond at the SE corner of the site and the use of walls with the pond outfall being the flowline of Centretech Pkwy.

Planning and Development Services Department Comments

Standards and Issues:

1. Zoning and Placetype

1A. Zoning

The purpose of the I-1 district is to provide employment centers with offices, office showrooms, light manufacturing, research and development operations, and a limited range of associated retail services, at a low- to medium scale with high building design quality in an integrated or campus-like setting.

Response: Acknowledged.

1B. Placetype

The Aurora Places Plan identifies this property within the Innovation Campus Placetype. This Placetype typically includes light industrial, office, and institutional land uses. The Placetype is highly connected and provides pedestrian facilities throughout. Open gathering spaces or patio spaces should be integrated into the building design and placement to provide employee amenity space. Building design shall incorporate high-quality building materials, architecture, lighting, and infrastructure.

Response: Acknowledged.

1C. Centretech Design Review Committee

The Centretech Design Review Committee contact information is listed below. There are specific requirements for building design that are separate from City of Aurora design standards, which are the baseline standards. Please contact the Aurora Centretech Metropolitan District to begin this process of review. Your application will not be approved until the review committee has approved the plan.

Dan Cordova
141 Union Blvd, Ste 150
Lakewood, CO 80228

Phone: 303-987-0835

Response: Acknowledged.

2. Land Use

2A. *Historic Land Use*

This property is part of the Lockheed Facility Site Plan and was originally intended to be phase 2 of the expansion of the building directly to the west. This Site Plan will have to be amended during this application to void the phase 2 portion of the plan. Current property owner authorization will be required to submit this application.

Response: Acknowledged.

3. Development Standards

3A. *Dimensional Standards*

The setback distance from the building to the site to the west will need to be increased to provide building perimeter landscaping. There is no landscape buffer required between two of the same or similar land uses (both industrial/office).

Response: Acknowledged, a setback and landscape buffer has been provided.

3B. *Common Space and Amenities*

Patio spaces for employees need to be provided near the front entrance of the building. These spaces need to be delineated on the site plan with dimensions and amenities such as tables, benches, trash receptacles, etc. The minimum square footage shall be roughly 300-400 square feet (minimum dimension of 10 feet). Landscape and site furniture and related details need to be included on the site plan.

Response: Acknowledged and provided in the southwestern corner of the building.

3C. *Access and Connectivity*

5.5-foot detached sidewalks are required along Laredo Street. Pedestrian connections from this sidewalk and the existing walk on Centretech Parkway and Laredo are required to the entrance(s) of the building. Any pedestrian path that crosses a drive aisle must show a striped crosswalk and ramps.

Response: Required sidewalk, pedestrian path, and striping provided.

3D. *Parking, Loading, and Stacking*

Off-street parking is required by Section 146-4.6. Based on the information provided, 90 parking spaces are required for an office, flex land use. Parking may be delineated between different land uses by showing the square footage for each land use within the data block. Office, flex requires 2.5 spaces per 1,000 square feet; and storage, distribution, and warehousing requires 1 space per 1,000 square-feet. Based on the total required parking, accessible parking space will be required per Table 4.6-2. Parking alternatives listed in Section 146-4.6.4 may reduce parking requirements. In addition to vehicle parking, the development is required to provide bicycle parking spaces equal to 5% of the required vehicle parking spaces. Bicycle spaces must comply with Section 146-4.6.3.F.2 including providing a design that includes 2 points of contact with each

bicycle. Each inverted “U” rack counts as two bicycle parking spaces. Place any bicycle parking in a convenient, paved, and well-lit location.

Response: Site data block has been provided on the cover sheet and bike parking is also provided.

3E. Landscape, Water Conservation, Stormwater Management

Prepare your landscape plans in accordance with the Landscape Reference Manual, the Centretech Design Guidelines as well as the Unified Development Ordinance (UDO). The landscape comments provided herein are based upon the above documents. Landscape requirements within the UDO should follow Section 146-4.7 Landscape, Water Conservation, Stormwater Management. The Landscape Reference Manual is available online. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments.

Response: Acknowledged.

- **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 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.

Response: Acknowledged.

- **Sight Triangles**
Include sight distance 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: Acknowledged.

- **Centretech Design Guidelines**
The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within the approved Centretech Design Guidelines. The applicant is responsible for reviewing this document and determining all applicable landscape conditions.
 - These guidelines do not replace or take precedence over local codes and/or ordinances.
 - The guidelines ensure overall uniformity in development within the Centretech business campus.
 - Site, architectural and landscape plans shall be approved through a preliminary, final and construction review through the design review board for the campus.

- The guidelines identify specific design parameters for parking, circulation, lighting, signage and site layout.
- Due to the age of the Centretech Design Guidelines, should the UDO landscape standards be more restrictive, they shall take precedence as they are more reflective of current landscape standards the city is trying to achieve.

Response: Acknowledged.

Section 146-4.7 Landscape, Water Conservation, Stormwater Management

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

Response: Acknowledged.

Section 146-4.7.5 Required Landscaping (C) Curbside Landscaping 2a

Street trees shall be provided along S. Laredo Street and E Lockheed Drive at a ratio of one tree per 40 lineal feet. 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 area. When a detached walk and curbside landscape are absent, street trees shall be located from four to five feet from the back of walk, curb or pavement. Street trees shall be located 50' from the face of a stop sign to maintain regulatory sign visibility. Refer to Figure 4.7-2.

Plantings permitted within the curbside landscape area vary depending upon the width required by the street cross section. Sod is only permitted within curbside landscape areas that are 10' or greater in width.

Response: Acknowledged.

Section 146-4.7.5 D. Street Frontage Landscape Buffers

Provide 10' wide street frontage landscape buffers as measured from the back of walk along S Laredo Street and E Lockheed Drive. Landscaping shall consist of one tree and ten shrubs per each forty linear feet of buffer length. A reduction in the buffer width to six feet is permitted in accordance with Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions.

Landscaping shall be installed along the exterior sides of proposed fencing or walls. Shrubs and ornamental grasses may not be substituted for trees in the buffer unless the applicant demonstrates to staff that the site is encumbered. Encumbrances shall include overhead and underground utilities, floodplain, easements or similar. When overlapping 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. Staff will determine whether an overlap exists once a site plan is submitted.

No portions of buildings, including porches or patios, drive lanes, sidewalks, detention ponds, parking stalls, dumpsters or dumpster enclosures shall be permitted within the buffer.

Response: Acknowledged.

Section 146-4.7.5.E.2.b. Non-Street Perimeter Buffers

Provide 20' wide non-street perimeter buffers along the western and southern property boundary lines. A reduction in the buffer width to 12' is possible depending upon the buffer reduction feature chosen as specified in Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions.

While the buffer widths are less restrictive, plant quantities remain consistent. Plant material shall be provided at a ratio of one tree and five shrubs per 40 linear feet with 30% of the tree species being evergreen.

Plant material shall be chosen based upon its ability to provide appropriate screening and shall be selected to reach a mature height of no less than five feet. Perennials shall only be used as accents and may not count toward the buffer requirement. Shrubs and ornamental grasses may not be substituted for the tree requirement unless the site is encumbered. Refer to the UDO for what is considered an encumbrance. While Junipers are commonly used for buffer screening, alternative plant material shall be integrated that are better suited to winter snow loads and provide year-round visual interest. Refer to the UDO for an alternative plant list.

Response: Acknowledged.

Section 146-4.7.5 J. 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. Building perimeter landscaping provided within 20' of the building face may count towards the building perimeter landscaping requirements including landscaping provided within parking lot islands. Depending upon the length of the building, landscaping may need to be pro-rated if less than 40 linear feet. Landscaping shall be broken down by building face and not as an entire entity.

Response: Acknowledged.

Section 146-4.7.5 K. Parking Lot Landscaping

Both interior and exterior parking lot landscaping is required for all proposed parking lots. No parking row shall exceed 15 spaces without an intervening landscaped island, median or landscaped peninsula. All parking rows must terminate in a landscaped island. The perimeter of all parking lots shall be screened from public rights-of-way, public open space and adjacent property with one or a combination of methods shown in this section. If required, street and non-street frontage

landscape buffers may be combined with the parking lot screening requirements to satisfy both if the two requirements should overlap. City staff will determine whether the overlap exists once a formal site plan submittal is made.

Also provide and landscape each parking lot island with one tree and six five-gallon shrubs per

9' X 19' island and two trees and 12 shrubs per 9' X 38' island. Ornamental trees may be used as accents at the ends of parking rows but shall not be used as the primary shade tree within the parking lot.

Response: Acknowledged.

Section 146-4.7.8. B. 2.b. Service, Loading, Storage and Trash Area Screening

All service, loading and storage areas visible from residences, public or private streets, public open spaces or trails shall be screened by fences, walls, berms, or any combination of those items with landscaping. Chain link fencing is not permitted for this purpose. If walls are used, they shall not exceed nine feet in height. Landscaping shall accompany all wall and fence screening on the exterior side. Landscaping shall consist of one tree and 10 shrubs per 40 linear feet.

All trash dumpsters and recycling bins must be enclosed and setback at least 12 feet from adjacent properties when adjacent to residential or commercial uses. Dumpsters shall have a wall or opaque fence at least six feet in height on three sides and accompanied by landscaping on the exterior side to soften the appearance of the wall and/or fence. Evergreen plantings are required along the exterior.

Response: Acknowledged.

Section 146-4.7.5 L. Site 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. This is often provided around any proposed signage and/or monumentation.

Response: Acknowledged.

Section 146-4.7.3 M. Detention and Water Quality Ponds

The city encourages applicants to utilize Low Impact Development (LID) techniques as permanent best management practices (BMPs). Some examples of LID techniques are depicted in the images below and include permeable pavements, vegetative swales and rain gardens.

Applicants may propose their own BMPs or work with the City of Aurora's Water and/or Public Work's Departments.

All detention pond facilities shall be approved by the Aurora Public Works Department. The area within the tract surrounding the pond shall contain a minimum of one tree and 10 shrubs or the approved tree and shrub equivalents per 4000 square feet above the 100-year water surface elevation. When overlapping landscape standards occur such as when buffers, detention/water quality and parking lot landscape requirements fall within the buffer, they may be counted towards meeting the buffer requirements, however the most restrictive requirements shall be met.

Response: Acknowledged.

Section 146-4.8.3. C. Irrigation

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the Water Department will require the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing the quantities along with a plan that clearly delineates these areas should be provided. Contact Timothy York at 303.739.8819 or tyork@auroragov.org regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

Response: Acknowledged.

3F. Building Design Standards

Section 146-4.8 of the UDO contains specific standards for the design of buildings. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, four-sided building design, and permitted materials, among other things. The Aurora Centretech Metro District requirements will apply to the design of this building. If there are conflicts between these requirements and the UDO, the more restrictive standard shall apply.

Loading doors and operations shall occur within the interior of the site and not be visible from a public right-of-way. If physical site constraints or frontage on more than one right-of-way prevent compliance with this standard, alternative compliance may be approved by the Planning Director on a case-by-case basis if the Director determines that the alternative will reduce visual and noise impacts of loading doors and operations on abutting rights-of-way and residential to the maximum extent practicable. Please provide a section showing the screening provided on both Centretech Pkwy and Laredo Street. Screening methods can include, but not be limited to, fencing, berming, landscaping and building design.

Code requires that you incorporate material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs, and changes in parapet height to improve the façade and create an inviting and attractive street presence. Buildings must be designed to create a clear base, middle, and cap, with specific instructions and tips for how this can be achieved in Section 146-4.8.5.C. Ground floor designs should support a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic. Code also requires that you use changes in the wall planes, both horizontally and vertically, at specific intervals and provide a variety of durable materials to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to prevent the back of house appearance. See the table below for applicable building design standards and ensure that the building elevations meet all applicable requirements.

Response: Acknowledged.

3G. Exterior Lighting

Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the plan and on building elevations.

Response: Acknowledged.

3H. Signs

Section 146-4.10 governs signage standards. Please review this section for complete details. Show the location of any monument signs on the plans and indicate the location of wall-mounted signs on the building elevations.

Response: Acknowledged.

4. Adjustments

Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed and justified in the Letter of Introduction. They must also be listed on the cover sheet of the

Site Plan and any other sheets on which they are applicable. Approvals of adjustment requests are not guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction. Typically, mitigation techniques should go above and beyond requirements from other code sections. If an adjustment does not meet the limits for administrative approval under Section 146-5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.

Response: Acknowledged.

5. Submittal Reminders

5A. CAD Data Submittal Standards

The city has developed CAD Data Submittal Standards for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. A digital submission meeting the CAD Data Submittal Standards is required before final mylars can be routed for signatures or recorded for all applications. Please review these standards and ensure that files are in the correct format to avoid future delays.

Response: Acknowledged.

5B. PDF Requirements

The application will be uploaded through the city's development review website as separate PDFs. Please ensure that all AutoCAD SHX text items are removed from the "Comment" section during the PDF creation process and that the sheets are flattened to reduce ability to select items. PDFs will be rejected during pre-acceptance reviews if they do not comply with this requirement, which could result in delays.

Response: Acknowledged.

5C. Mineral Rights Notification

Please fill out the Mineral Rights Affidavit and supply this document to your Case Manager with the application submittal.

Response: Acknowledged.

Oil and Gas Development

There are no known plugged and abandoned (P&A) wells within your site and no existing or planned oil and gas surface facilities on your site at this time.

There may be existing underground pipelines in rights-of-ways. If you have questions or concerns about this, the Oil & Gas Division can assist with providing additional information.

Should you have any questions about oil and gas development, please reach out to Jeffrey Moore, Manager of the Oil & Gas Division.

Response: Acknowledged.

Parks, Recreation & Open Space Department (PROS) **Forestry Division**

There are no trees on this property that will be impacted by construction activities, but there are trees that should be protected located in the curbside landscape area.

Response: Acknowledged.

Forestry's Role in Site Plan Review

Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at: <https://auroraver2.hosted.civiclive.com/cms/One.aspx?portalId=16242704&pageId=16529352>

Response: Acknowledged.

Ash Trees Prohibited

- Due to the invasive Emerald Ash Borer that has been infesting trees along the Front Range, all species of Ash are prohibited from planting within the City of Aurora – please be sure that your Landscape Architect is aware of this new requirement.

Response: Acknowledged.

Aurora Water

Key Issues:

- Water in Laredo must be looped. Looping can be down to the south into East Centretech Parkway.
- Water meter to be in a landscaped area with a pocket easement if outside of the public Right-Of-Way.
- Aurora Water is currently processing a non-functional turf ordinance which will limit cool weather turf. As discussed during the meeting this prohibits turf in the area behind curb but does still allow trees, shrubs, and other native plants.
- If an automotive or other use that includes floor drains where oils can drain, then a sand/oil interceptor is required.
- Connection fees are those in effect at time of payment.
- A domestic allocation agreement will be required for connections 2" and larger.

Response: A water connection is proposed from Laredo to the existing main in 2nd Ave. All other issues are acknowledged and addressed in the site plan package.

Utility Services Available:

- Water service may be provided from: Laredo Street
- Sanitary sewer service may be provided from: Laredo Street
- Project is located on the following Map Page: 07J

Response: Acknowledged.

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
- 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).

Response: Acknowledged.

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.

- Commercial users with meters one and one-half inches and smaller with landscaped areas not served by a separate irrigation system shall be charged an outdoor fee based upon the total landscaped area.

Response: Acknowledged.

Public Works Department

Key Issues:

- A Traffic Letter will be required for this development. See below for additional information.
- The applicant shall align the access on Laredo Street with the existing access to the east
- The first head-in parking stall at the northern entrance shall be removed to mitigate backing maneuver conflicts at the entrance drive.
- Truck turning templates at site accesses and internally are required.
- Show all adjacent and opposing access points on the Site Plan.

- Label the access movements on the Site Plan.

- Objects and structures shall not impede vision within the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with City of Aurora Standard Traffic Detail TE-13. In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in City of Aurora Standard Traffic Detail TE-13.3. 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'

- 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 not to the Site Plan:
 - 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. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards and shown on the signing and striping plan for the development.

Response: Acknowledged.

ROW/Plat:

- Designate a Public Access Easement along private drives.

Response: Public Access Easement has not been shown on the site plan. After initial review of site plan, if it is still required, it will be added with subsequent submissions and appear on the plat. At this time we do not feel it is necessary.

Traffic Impact Study:

A full Traffic Impact Study will not be required. The applicant shall prepare a detailed letter to address the following items. The letter shall be signed and stamped by a professional engineer licensed in the State of Colorado, and address:

- Trip Generation from the site.
- Site Circulation Plan

The Traffic Letter shall be prepared in accordance with the City of Aurora Traffic Impact Study Guidelines.

Submitting the Traffic Letter:

- The Traffic Letter shall be sent directly to Steve Gomez at segomez@auroragov.org as soon as possible.
- The Traffic Letter shall also be uploaded with the rest of the submittal.
- Previously approved Traffic Impact Studies/Letters are available through this link.
- Based on our review of the Traffic Letter, additional improvements may be required.

Response: Acknowledged.

Engineering Division

Key Issues:

- Public improvements required with this application include completing a 5.5' attached sidewalk around the cul-de-sac and providing streetlights along Laredo. A deferral can be considered for the sidewalk on the south side of the cul-de-sac.
- A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality/EURV are required. Coordination with the property to the north will be required if flows are sent to the north due to existing constraints in existing storm sewer in East First Avenue.
- Per City of Aurora Storm Drainage Design and Technical Criteria Section 3.61, underground detention may be used only as a last resort and must be approved by the City Engineer, when all other alternatives are exhausted. If a development chooses to propose underground detention,

they are doing so at-risk of significant redesign if the underground detention is not approved. A variance, with supporting documentation, in the preliminary drainage report for underground detention will be evaluated on a case by case basis.

- Previously approved plans and reports can be found on the City's website. Instructions can be found here: [Getting to Engineering Documents Online](#). Older documents can be provided upon request.

Response: Acknowledged.

Improvements:

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

- Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans.
- 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 handrails may be required. Structural calculations are required with the first civil plan submittal for all cast in place walls and walls greater than four feet in height. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements.
- 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.
- Streetlights are required along adjacent roadways. Please refer to the Draft Lighting Standards for streetlight spacing, location, wattage, etc., information. Streetlights 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. Streetlight 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: Acknowledged.

ROW/Easements/Plat:

- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.
 - 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.

Response: Acknowledged.

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.
- The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with MHFD and the City shall be initiated in such case at the master plan level or as soon as determined with any proposed development.
- 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. Mile High Flood District (MHFD) has created a spreadsheet form (called SDI Design Data) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the SDI Design Data and uploading to the web portal. Public Works Engineering will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.
- 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.
- Per City of Aurora Storm Drainage Design and Technical Criteria Section 3.61, underground detention may be used only as a last resort and must be approved by the City Engineer, when all other alternatives are exhausted. If a development chooses to propose underground detention, they are doing so at-risk of significant redesign if the underground detention is not approved. A variance, with supporting documentation, in the preliminary drainage report for underground detention will be evaluated on a case by case basis.
- Release rate for the detention pond shall be based upon the "Storm Drainage Design and Technical Criteria" Manual, latest revision.
- Cross pans are not allowed across collector or arterial roadways, nor are they allowed on roadways with storm sewer systems.

- 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.
- A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.

Response: Acknowledged.

Fire/Life Safety Comments – Building Division

Addressing Requirements:

All buildings or structures, except accessory buildings, shall display the proper building number in the manner provided in this article. It shall be the responsibility of the owner, occupant or any person obtaining a building permit to place such number in the manner provided in the Aurora City Code of Ordinance, Chapter 126 - Article VII - Numbering of Buildings.

Response: Acknowledged.

Adopted Codes by the City of Aurora – Setbacks:

The site plan and civil plans must reflect the setback requirements of the 2015/2021 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 2015/2021 International Codes please utilize the following hyperlink;

ICC Codes Online.

- The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2020 NEC. Our next code adoption cycle will be for the 2021 International Code Series, along with the 2020 NEC as of January 8, 2022. A 9-month grace period will be allowed after the formal adoption of the 2021 ICC codes to utilize the 2015 ICC codes until October 31, 2022.
- Show the distance of new or existing lot lines to proposed exterior walls of structures on the site plan.

Response: Acknowledged.

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
- Grading Plan
- Handicap Accessible Parking Signs
- Sign Package
- Signature Block

Response: Acknowledged.

Emergency Responder Radio Coverage:

The 2015/2021 International Fire Code requires all buildings to be assessed for adequate emergency responder radio coverage.

- The 2015/2021 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 are 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.

Response: Acknowledged.

Fire Department Access:

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

- Fire Lane Easement
 - Buildings less than 30' in height require only a 23' wide fire lane easement with 29' inside and 52' outside turning radii. Building greater than 30' in height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii.
 - Buildings greater than 30' in height are regulated by the 2015/2021 IFC Section D105 and require a both a 26' Fire Lane Easement and two points of emergency access. Typically, the 26' fire lane easement is located on the front main entry side of the structure within a minimum of 15' and a maximum of 30' from the exterior wall of the building. Structures greater than 30' in height also require a second point of emergency access.
- Outdoor Storage Yards

Response: Acknowledged.

Fire Hydrants:

The number and spacing of fire hydrants are determined using the 2015/2021 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.

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

Response: Existing Fire Hydrants shown and labeled.

Fire Sprinkled Structures:

The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the

2015/2021 IFC and IBC.

Response: Acknowledged.

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.

Response: No gate system to be installed.

Accessibility Requirements:

The City of Aurora reviews accessibility requirements based on 2015/2021 IBC, Chapter 11, the 2009/2017 ICC/ANSI A117.1.

- Commercial

Response: Acknowledged.

Hazardous Materials:

Per the 2015/2021, IFC Chapter 50 – A permit through the Aurora Building Division is required 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.

Response: Acknowledged.

High-piled Combustible Storage:

For submittal requirements to the Aurora Building Codes Division please visit our website to download a copy of the 2015/2021 High-Piled Combustible Storage Checklist by clicking on the hyperlink provided.

- Per the 2015/2021 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: Fire apparatus access road designed in accordance with Section 503.

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 lifesaving of fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an accessible location.

Response: Acknowledged.

Legend:

The cover sheet must include a “Site Plan Legend” reflecting both existing and/or proposed site elements that are existing or proposed within site.

Response: Site Plan Legend included.

Photometric Plan:

- Add the following note to the Photometric Site Plan:
ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015/2021 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.

Response: Acknowledged.

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

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

- (Plat Note) If Plat 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

Response: Acknowledged.

Site Plan Data Block:

The site plan must include a “Data Block” on the cover sheet that reflects all items indicated within the “link” that apply to your project.

Response: Data block included.

Special Design Considerations:

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

- Abutting Fire Lane or Public Access Easement to Property
 - If an existing fire lane or public street has to 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
 - The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2015/2021 IFC, Section 503.1.1 where allowed by code. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.
 - Where fire hydrants and fire department connections are provided adjacent to vehicular access drive aisles, they will need to be dedicated as fire lane easements in order to provide emergency access to them.
 - See the 2015/2021 IFC, Section 503.1.1 that discusses fire access requirements to within 150' of "facilities" such as your outdoor storage yard.
- 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
- Cul-De-Sac's
- 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
- Public Street Systems Adjacent to Site
- Speed Bumps
- Snow Removal Storage Areas
- Width and Turning Radius

Response: Acknowledged.

Trash Enclosure:

Per the 2015/2021 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: Acknowledged.

Real Property Division

Subdivision Plats:

- The property is currently platted; however, due to your proposed use, it will need to be resubdivided (replatted) at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications provided in the most current Subdivision Plat Checklist. Plat reviews may run concurrently with your other Planning Dept. submittals.
- A pre-submittal meeting with Real Property is required on all plat submittals so our team may verify that 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 the meeting. Please bring two sets of the plat.

Response: Acknowledged.

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 Subdivision Plat Checklist.

Response: Acknowledged.

Separate Documents:

- A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the city, signed by the property owner as well as the appropriate city officials and recorded with the county.
- 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 which will 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
- 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 8 weeks to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.
- No portion of any roofed structure or footings may encroach into any easement. However, 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 8 weeks to complete the



process after submittal. The License Agreement must be completed before the Site Plan is recorded.

- If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact Leslie Gaylord at 303.739.7901 for additional details and contact information.

Response: Acknowledged.

Sincerely,

R&R Engineers-Surveyors, Inc.