



Planning Division
 15151 E. Alameda Parkway, Ste. 2300
 Aurora, Colorado 80012
phone 303.739.7217

AuroraGov.org

April 24, 2025

Aaron Barnhart
 Wallace Design Collective
 9800 Pyramid Court, Ste 350
 Englewood, CO 80112

Re: Initial Submission Review: Dunkin’ Donuts 270 Havana – Conditional Use and Site Plan with Adjustment
Application Number: DA-2409-00
Case Numbers: 2025-6015-00; 2025-6015-01

Dear Aaron Barnhart:

Thank you for your initial submission, which we started to process on Monday, March 31, 2025. We have reviewed your plans and attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and community members.

Since several important issues remain, you will need to make another submission. Please revise your previous work and send us a new submission on or before Thursday, May 15, 2025.

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

The estimated Planning & Zoning Commission hearing date is *tentatively* set for Wednesday, June 25, 2025. Please remember that all abutter notices for public hearings must be sent and the site notices must be posted at least 10 days prior to the hearing date. These notifications are your responsibility and the lack of proper notification will cause the public hearing date to be postponed. It is important that you obtain an updated list of adjacent property owners from the county before the notices are sent out. Take all necessary steps to ensure an accurate list is obtained.

Projects that have gone one year without a submission will be considered inactive and require a 25% restart fee to be reactivated. After 18 months of inactivity, projects that are not reactivated will be closed and retired.

As always, if you have any comments or concerns, please let me know. I may be reached at (303) 326-8834 or mjennings@auroragov.org.

Sincerely,

Morgan Jennings, Planner 1
 City of Aurora Planning Department

cc: Jazmine Marte, ODA
 Filed: K:\SDA\DA-2409-00rev1



Initial Submission Review

SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- Public Service of Colorado, RTD, and CDOT Comments (Planning)
- Sheet Labeling (Planning)
- UDO Criteria (Planning)
- Zoning Identification (Planning)
- Materials and Articulation (Planning)
- Sign Locations (Planning)
- Screening, Buffers, and Building Perimeter Landscaping (Landscaping)
- Drive-Through Screening Wall (Landscaping)
- Light Pole Location (Landscaping)
- Preliminary Digital Addressing (Addressing)
- Directional Curb Ramps (Civil Engineering)
- Photometric Analysis (Civil Engineering)
- Traffic Enclosure (Traffic Engineering)
- Sight Triangles (Traffic Engineering)
- Traffic Impact Study Comments (Traffic Engineering)
- Grease Interceptor Location (Fire/Life Safety)
- ADA Parking Sign (Fire/Life Safety)
- Fire Hydrant Location (Aurora Water)
- Existing Water Line (Aurora Water)
- Adjacent Property Owner Coordination (Aurora Water)
- Tree Species Identification (Forestry)
- Tree Mitigation Plan and Protection (Forestry)
- Master License Agreement (Land Development Services)
- Easement Dedication (Land Development Services)

PLANNING DEPARTMENT COMMENTS

1. Community Questions, Comments, and Concerns (Morgan Jennings / 303-326-8834 mjennings@auroragov.org / Comments in dark teal)

- 1A. Please see *Public Service of Colorado* letter from Donna George attached. Respond to it in your comment response letter with your next submission.
- 1B. Please respond to the RTD comments from Scott Woodruff (attached) in your comment response letter.
- 1C. See the attached comment letter from CDOT and respond to it in the comment response letter along with your next submission.

2. Completeness and Clarity of the Application

Site Plan

- 2A. Label sheets numerically (Sheet 1, Sheet 2, Sheet 3, etc.), not “C100” or similar.
- 2B. The Existing Conditions Drainage Plan (Sheet C501) is not needed. Please remove from the Site Plan package.
- 2C. Please add the adjustment request and the UDO code section to the Cover Sheet of the Site Plan. A possible location could be under the data block.
- 2D. For the Site Plan, Sheet C400 currently appears cluttered. Please include a key/legend with corresponding numbers rather than labeling every detail on the actual plan. This will make the site plan more legible.
- 2E. Include a detail of the screen wall that is located between the right-of-way and the building.



Letter of Introduction

- 2F. Include responses to how the Site Plan meets the Site Plan criteria found in [Section 146-5.4.3.B.2.c](#) of the UDO.
- 2G. Include responses to how the Site Plan meets the Conditional Use criteria found in [Section 146-5.4.3.A.3](#) of the UDO.
- 2H. Include responses to how the Site Plan meets the Major Adjustment criteria found in [Section 146-5.4.4.D.3](#) of the UDO.
- 2I. The Operations section may be removed, as it is in an exhibit of its own.

Operations Plan

- 2J. Please include the operating hours of any on-site lighting.

3. Streets and Pedestrian Comments

- 3A. Ensure coordination with CDOT as mentioned in the Pre-App notes on page 18. An access permit will need to be obtained, and a letter should be provided from CDOT. This letter must be received 10 days prior to the Planning Commission hearing per the Pre-Application notes.

4. Parking Comments

- 4A. Sufficient parking, including ADA and bike parking, is provided.

5. Architectural and Urban Design Comments

Sheet C400

- 5A. Identify zoning on all abutting properties.

Sheet A100

- 5B. Per code [Section 146-4.8.6.C.3](#) Table 4.8-5, fiber cement *lap siding* is not a permitted material for mixed-use districts. Large cementitious panels, however, are permitted. Please revise the exterior materials to meet code.
- 5C. Please make improvements to the north elevation. The north elevation is deficient in that it lacks horizontal articulation, required by [Section 146-4.8.5.B](#) of the UDO. Four-sided architecture is also required by [Section 146-4.8.7](#).

6. Signage & Lighting Comments

Advisory

- 6A. A total of 5 signs are permitted per use. This encompasses wall-mounted and monument signs.

Sheet C100

- 6B. The number of proposed signs includes wall-mounted signs.

Sheets C400 and L1.1

- 6C. A monument sign is proposed based on the Data Block on the Cover Sheet. Please include its location and setbacks on the site plan and landscape plan.

Sheet A100

- 6D. Please remove the wall-mounted signage design details from **all** elevations. The anticipated locations of the wall-mounted signs may be shown with dashed lines.

7. Landscaping Issues (Tammy Cook / 954-266-6488 / tdcook@auroragov.org / Comments in bright teal)

Sheet C100

- 7A. Provide consecutive sheet numbers 1 through 14 for the entire set.

Sheet L1.1

- 7B. The fg, df and kf are all ornamental grasses and they are not permitted for screening of parking lots. Keep in mind that while this is a non-street buffer the plant material should be screening the parking lot. Given this entire buffer is parking/ driveway, no grasses should be used. Parking lots buffers are supposed to have a double row of shrubs.



- 7C. Include this information on the tree mitigation plan. Only include the existing trees that are to remain.
- 7D. Include all utility easements on the plans. Show the light poles on this planting plan.
- 7E. General comment: The buffer shrubs along the parking must be 4' in height. The aw gets 2'-3', the bm only gets 2'-3'. Please change to taller species.
- 7F. Label and dimension the non-street frontage buffer. Describe the buffer reduction features as noted in Table 4.7.2 Required Landscaping Buffer Widths and Allowed Reductions.
- 7G. Evergreen shrubs are required to screen the perimeter of the dumpster enclosure.
- 7H. All existing vegetation to remain should be added to the legend on this sheet.
- 7I. Label the 100 SF plaza or courtyard for the outdoor seating area and the bike rack.
- 7J. Label and dimension the Street Frontage Buffer.
- 7K. Provide height, material, color and reference sheet and detail no. Per staff comments the wall should be a minimum of 42"-48" ht.
- 7L. Label existing bus stop shelter to remain.
- 7M. Show the property line a traditional line type a long dash and two short dashes.
- 7N. Wrap the wall around the drive-thru.
- 7O. This elevation has an entrance door & therefore requires the bldg. perimeter landscaping.
- 7P. A minimum 9' wide landscape island is required here to include a tree and six shrubs.
- 7Q. Note on the plans: NOT FOR CONSTRUCTION on each sheet.
- 7R. On the Street Frontage Buffer Table: Per the Pre-app comments 2 T.E. per 40 Lineal feet are required.
- 7S. On the Building Perimeter Landscape Requirement Table: On the East- This elevation has an entrance door & therefore requires the bldg perimeter landscaping.
- 7T. On the South side, not required. Please remove.
- 7U. In the Key Notes for Existing Trees: Provide a separate tree mitigation plan and include the trees to be removed and trees to remain along with this table.

Sheet E100

- 7V. This light pole appears to be in the street, please revise symbol to show it correctly.

8. Addressing (Phil Turner / 303-739-7357 / pturner@auroragov.org)

- 8A. Please submit a preliminary digital addressing .SHP or a .DWG file as soon as possible. This digital file is used for street naming, addressing and preliminary GIS analysis. Include the following layers as a minimum:

- Parcels
- Street lines
- Building footprints (If available)

Please ensure that the digital file is provided in a NAD 83 feet, State plane, Central Colorado projection so it will display correctly within our GIS system. Please provide a CAD .dwg file that is a 2018 CAD version.

Please eliminate any line work outside of the target area. More information can be found at: <https://auroragov.org/CADtoGISstandards> OR by contacting CADGIS@auroragov.org

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

9. Civil Engineering (Sergio Um / 303-739-7563 / sum@auroragov.org / Comments in green)

Sheet C100

- 9A. Not ready for technical review.

Sheet C400

- 9B. What is this easement?
- 9C. If this a sidewalk easement, it may need to be vacated and re-dedicated to fit proposed curb ramp.
- 9D. Please coordinate with Xcel. In the civil plans, provide correspondence (emails, letters, etc.) showing that this was discussed with Xcel and they are okay with vacating easement.
- 9E. Per pre-app notes, make these curb ramps directional.
- 9F. Label and dimension all easements.
- 9G. Is this existing sidewalk public? If so, it will need a sidewalk easement.



9H. Provide EDN# for this site.

Sheet C500

9I. This is a turning area in the ADA path, show resultant slope to show it does not exceed 2%.

9J. This cross slope is on the ADA path, it shall follow ADA criteria, meaning maximum allowable cross slope is 2%.

Sheet C502

9K. Remove grease interceptor from ADA parking stall.

Sheet C800

9L. Remove copyright note from all details.

Sheet C801

9M. These are civil plan details, not needed for site plans. Also, do not provide City details, refer to them via a note.

9N. Advisory Note: Curb ramp details will need to be provided for civil plans, not just the City detail, but a detail showing the slopes, elevations, etc. for all curb ramps, also need to show that the slopes are complying with ADA standards.

Sheet E100

9O. Provide photometric analysis for ADA path only, label pedestrian activity level and ensure illuminance meets the minimum value for the pedestrian activity level.

9P. Per pre-app notes: Evaluate the existing streetlight along S Havana Street for compliance with the 2023 COA Roadway Manual. If photometric requirements are insufficient, please provide additional streetlights to meet the criteria.

10. Traffic Engineering (Jason Igo / jigo@auroragov.org / Comments in orange)

Site Plan

Sheet C400

10A. Call out as a full movement access.

10B. Remove call out for private drive and just have one call out for the full intersection.

10C. Trash enclosure needs to be 50' from flow line of private drive.

10D. Will need a pedestrian ADA route to the trash enclosure.

Sheet L1.1

10E. Provide sight triangles for the Intersections.

Sheet L1.2

10F. Updated Roadway specifications has moved the section to Section 8.B.1

Traffic Impact Study

Page 6

10G. The right turn deceleration lane has been removed from this intersection. Update analysis to have a NB thru right.

Page 7

10H. Call out Synchro version you are using.

10I. Provide HCM 7th Signalize report LOS and delay.

10J. Provide LOS per movement as stated in Aurora TIS guideline in Section 3.2. For any LOS of E or F highlight red.

10K. Provide Control Delay for non signalized intersections.

Page 9

10L. DRCOG also has 1% growth rate. Use 1% growth rate instead of 2%.

Page 10

10M. Update values to 1%.

10N. Also update the turn lane for the analysis at access A.



Page 11

10O. The numbers are slightly high based on 2% per a year. Will need to update to 1%. Verify that growth is being generated correctly.

Page 12

10P. Update table based on previous comments about HCM 7 for signalized intersections, growth rate, and displaying LOS by movement.

Page 13

10Q. Update table based on previous comments about HCM 7 for signalized intersections, growth rate, and displaying LOS by movement.

Page 14

10R. One verify size of building. Site plan has 1 KSF.

10S. Verify values in general with 0.9 KSF I get 480 ADT, 77 Total AM, 35 Total PM.

Page 15

10T. This doesn't match the table.

10U. There is not a pass by trip for ITE Code 937. There is one for ITE Code 938.

Page 17

10V. Need to update this graphic. The trips on this graphic don't match Table 6. Make sure that those match.

Page 19

10W. Will need to update based on Updated background data and trip generation.

Page 20

10X. Will need to update based on Updated background data and trip generation.

Page 21

10Y. Will evaluate Total traffic LOS for year 2026 and 2050 once traffic volumes are updated.

Page 23

10Z. Provide table of queue lengths.

Page 44

10AA. Provide HCM 7th reports for delay and LOS.

11. Fire / Life Safety (Richard Tenorio / 303-739-7628 / rtenorio@auroragov.org / Comments in blue)

Sheet C600

11A. The grease interceptor is not permitted in any of the parking spaces or the ADA loading area.

11B. The ADA parking sign is not permitted in the sidewalk. It must be located at the back of sidewalk, on a wall, or in the gutter pan of the accessible parking space. (a bollard type example is shown in the graphic)

12. Aurora Water (Travis Haugen / 303-739-7490 / thaugen@auroragov.org / Comments in red)

Sheet C600

12A. Aurora Water records indicate a fire hydrant at 08C-47. Please add note that this hydrant is being removed/relocated to proposed location.

12B. Please note whether the existing water line (shown in screenshot) will be abandoned in place or removed.

12C. Identify as existing or proposed water easement.

12D. Water meter requires easement 10' wide and extending 5' behind meter pit.

12E. Remove line diameter size and material for all proposed utilities (Typical).

12F. Note: Water fixture unit table will be required at Civil Plan to verify correct meter size.

12G. Identify easement.

12H. Is existing sanitary service line being removed / abandoned?

12I. Is existing Sand/Oil interceptor removed or backfilled?

12J. Coordinate with adjacent property owner to connect to private storm asset.

Sheet L1.1

12K. Ensure trees are 8' from storm line.



13. Forestry (Rebecca Lamphear / 303-739-7139 / rlamphea@auroragov.org / Comments in mauve)

Sheet C400

- 13A. Tree species have been identified on the site plan.
- 13B. There will be trees impacted by the development. There are additional trees on the site that were not identified on the tree mitigation sheet. Please determine whether these trees will be preserved or removed. Tree mitigation is always above and beyond the Landscape Code requirements. Any tree that is removed from this site will either require replacement within the landscape or be mitigated through payment to the Community Tree Fund.
- 13C. When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Below is the value of the existing trees on site.
- 13D. 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://www.auroragov.org/cms/one.aspx?pageId=16394080>

14. PROS (Adison Petti / 303-739-7437 / apetti@auroragov.org)

- 14A. No PROS comments.

15. Land Development Services (Darren Akrie / 303-739-7331 / dakrie@auroragov.org / Comments in purple)

Sheet C400

- 15A. Stair Risers located on the west side of your project are encroaching within 17' /sidewalk easement. For this to occur a Master License Agreement shall be required.
- 15B. Screen wall is encroaching into 16' utility easement this to will have to be covered in the Master License Agreement.
- 15C. The 16' water easement appears to be new, please dedicate this easement by separate document, please submit the dedication documentation prior to or around the same time as your second submittal.

Advisory (Grace Gray / 303-739-7277 / ggray@auroragov.org)

- 15D. All departments requiring a license, easement dedications or releases need to be started. Easement dedications to be submitted to dedicationproperty@auroragov.org, releases to be submitted to releaseeasements@auroragov.org.

Traffic & Safety

Region 1
2829 W Howard Place, 2nd Floor
Denver, Colorado 80204



COLORADO
Department of Transportation
Region 1

Project Name: Dunkin Donuts 270 S Havana

Print Date: 4/21/2025

Highway: 030

Mile Marker: 6.837

A comment response letter is REQUIRED along with the next submittal.

Review POC: Loeffler, Steven

Environmental Comments:

For ANY ground disturbance/work within CDOT ROW---

Required:

Arch/History/Paleo:

Since this is a permit, a file search for Arch, Paleo and History is required. If the file search identifies anything, a more extensive report will be required. If nothing is identified, then the file search should be sufficient. For the file search contact:

Cultural/History File Search: <https://www.historycolorado.org/file-access> Email: hc_filesearch@state.co.us

Paleo File Search: Colorado University Museum of Natural History -
<https://www.colorado.edu/cumuseum/research-collections/paleontology/policies-procedure> Email:
jacob.vanveldhuizen@colorado.edu and from the Denver Museum of Nature and Science – Email:
kristen.mackenzie@dmns.org <https://www.dmns.org/science/earth-sciences/earth-sciences-collections/>

If there is NO ground disturbance within CDOT ROW, the applicant shall submit an email/memo to the R1 Environmental Permit Review Specialist stating this.

Info for Applicant/Contractor:

The Permittee shall complete a stormwater management plan (SWMP) which must be prepared with good engineering, hydrologic, and pollution control practices and include at a minimum the following components: qualified stormwater manager; spill prevention and response plan; materials handling; potential sources of pollution; implementation of control measures; site description; and site map.

In addition, the Permittee shall comply with all local/state/federal regulations and obtain all necessary permits. Permittee shall comply with CDOT's MS4 Permit. When working within a local MS4 jurisdictional boundary, the permittee shall obtain concurrence from the local MS4 that the local MS4 will provide construction stormwater oversight. The local MS4 concurrence documentation shall be retained with the SWMP.

From: [Clayton Woodruff](#)
To: [Jennings, Morgan](#)
Subject: RE - 1882327 - Dunkin Donuts 270 S Havana
Date: Tuesday, April 15, 2025 8:44:34 AM

This Message Is From an External Sender
This message came from outside your organization.

[Report Suspicious](#)

RTD Comments:

Department	Comments
Bus Operations	No exceptions
Bus Stop Program	No exceptions
Commuter Rail	No exceptions
Construction Management	No exceptions
Engineering	There are no direct concerns but if this development is altering the detention pond then we will need to see information showing that the development will not result in an impact to our park n ride lot.
Light Rail	No exceptions
Real Property	No exceptions
Service Development	No exceptions
Transit Oriented Development	No exceptions
Utilities	No exceptions

This review is for Design concepts and to identify any necessary improvements to RTD stops and property affected by the design. This review of the plans does not eliminate the need to acquire, and/or go through the acquisition process of any agreements, easements or permits that may be required by the RTD for any work on or around our facilities and property.

Thank you,



C. Scott Woodruff
Engineer III
Regional Transportation District
1560 Broadway, Suite 700, FAS-73 | Denver, CO 80202
o 303.299.2943 | m 303-720-2025
clayton.woodruff@rtd-denver.com



Right of Way & Permits

1123 West 3rd Avenue
Denver, Colorado 80223
Telephone: **303.571.3306**
Facsimile: 303.571.3284
donna.l.george@xcelenergy.com

April 16, 2025

City of Aurora Planning and Development Services
15151 E. Alameda Parkway, 2nd Floor
Aurora, CO 80012

Attn: Morgan Jennings

Re: Dunkin' Donuts 270 S Havana, Case # DA-2409-00

Public Service Company of Colorado's (PSCo) Right of Way & Permits Referral Desk has reviewed the site plan and conditional use for **Dunkin' Donuts 270 S Havana**. Please be aware PSCo owns and operates existing underground electric distribution facilities along the west property line including a transformer. The property owner/developer/contractor must complete the application process for any new natural gas or electric service, or modification to any of the existing facilities via xcelenergy.com/InstallAndConnect. It is then the responsibility of the developer to contact the Designer assigned to the project for approval of design details.

Additional easements *will* need to be acquired by separate document for new facilities (i.e. transformers) – be sure to have the Designer contact a Right-of-Way Agent. This Agent will be the responsible party to quitclaim of any PSCo easements that need to be vacated.

As a safety precaution, PSCo would like to remind the developer to contact Colorado 811 for utility locates prior to construction.

Donna George
Right of Way and Permits
Public Service Company of Colorado dba Xcel Energy
Office: 303-571-3306 – Email: donna.l.george@xcelenergy.com