

October 16, 2024

Rachid Rabbaa, Planner II  
City of Aurora Planning Department  
15151 E. Alameda Parkway, Ste. 2300  
Aurora, Colorado 80012

Re: Initial Submission Review: Express Car Wash – Conditional Use and Site Plan  
Application Number: DA-2379-00  
Case Numbers: 2024-6037-00; 2024-6037-01

WTCE Project No.: C2300090

Dear Mr. Rabbaa:

Listed below in **bold** are our responses to comments from your letter dated September 26, 2024.

PLANNING DEPARTMENT COMMENTS  
Community Questions, Comments, and Concerns  
1A. No comments from neighbors were received.

**Response:**  
**Acknowledged.**

1B. External agency comments were received from Xcel Energy and CDOT and are attached to this letter. Please respond to their comments within the comment response letter in your next submission.

**Response:**  
**Acknowledged.**

Completeness and Clarity of the Application  
2A. Please update your Letter of Introduction and explain how the proposal complies with the Conditional Use Criteria in section 146-5.4.3.A.3. <https://aurora.municipal.codes/UDO/146-5.4.3.A.3>

**Response:**  
**Please refer to the response by the Ownership team provided in a separate document.**

2B. Please provide an Operations Plan; hours of operation, number of employees, depth of the car wash bay and any other relevant information.

**Response:**

**Please refer to the response by the Ownership team provided in a separate document.**

2C. Remove duplicate Site Plan notes as they are already included on the cover sheet.

**Response:**

**Duplicate notes already shown on the Cover Sheet have been removed from the Site Plan.**

2D. The Site Plan for the proposed car wash shall show the extent of Lot 1 only, not any portion of Lot 2. If the greyed-out parking north and east of Lot 1 is proposed to be shared with the commercial uses, then provide an analysis of how the parking proposed for the car wash will function and how it will result in the commercial center still meeting parking requirements.

**Response:**

**Please refer to the response by the Ownership team provided in a separate document.**

2E. Please correct the sheet pagination. Do not format 1 of X, only provide consecutive numbering. 1,2,3, etc.

**Response:**

**Please refer to the response by the Ownership team provided in a separate document.**

Site Plan Comments

3A. Please provide the required outdoor patio space. At least one patio space is required per business. Patio space utilization can incorporate decorative concrete treatment, outdoor seating and raised wood planter boxes for example. Patio spaces must be buffered from vehicular areas by sidewalk or landscaping. There appears to be an opportunity to locate the patio space directly north of the building.

**Response:**

**Outdoor patio space has been added to the Site Development Plan**

3B. Please show on the Site Plan with a thick dashed line, the accessible pedestrian route from Havana Street to the building.

**Response:**

**A thick dashed line has been added to the Site Development Plan (Sheet 2 of 12) indicating the accessible pedestrian route from Havana Street to the building.**

3C. Mechanical Equipment and Trash collection: All 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. Trash collection must be incorporated into the overall design of the building, fully shielded from view of the adjacent rights-of-way, or be in a fully enclosed building that is architecturally compatible to the primary building. (Section 146.4.7.8)

**Response:**

**Ground mounted equipment is screened by decorative wall as shown on sheet 7. Roof mounted equipment is screened by an extended parapet wall as shown on sheet 8.**

3D. Please specifically show the location of the vacuums on the Site Plan and add a corresponding number to the Project Notes. The vacuum equipment enclosure needs to be completely enclosed to help mitigate noise impacts.

**Response:**

**Please see Project Note #18 on the Site Development Plan (Sheet 2 of 12) indicating the location of trash and vacuum equipment enclosure. Please refer to the Architectural plans for screen wall details.**

3E. Identify the width of the proposed sidewalk. Please connect the sidewalk to align straight to the north if feasible.

**Response:**

**Sidewalk widths have been labeled on the Site Development Plan (Sheet 2 of 12).**

3F. Parking: In Subarea A no more than 25 percent of the lot frontage on arterial or collector streets to a depth of 60 feet shall be occupied by surface parking. The remaining 75 percent of the lot frontage on arterial or collector streets shall be occupied by a structure, and no surface parking shall be located between that building and the street. The plan is not compliant regarding the parking fronting Havana Street. Please revise in the resubmittal to not exceed more than percent.

**Response:**

**Please see parking type designations (vacuum only/parking & vacuum/employee) added to the Site Development Plan. It is our understanding Mr. Rabba will make a determination on compliance with this requirement.**

3G. Parking Design: Please show the parking layout dimensions. The 90-degree head-in spaces are required to be 19' in depth by 9' in width. (<https://aurora.municipal.codes/UDO/146-4.6.5.D.6> )

**Response:**

**Parking dimension have been labeled on the Site Development Plan (Sheet 2 of 12).**

3H. Please label the bike parking on the Site Plan.

**Response:**

**Bicycle parking has been labeled on the Site Development Plan (Sheet 2 of 12).**

3I. The sidewalk treatment on the Site Plan and Landscape plan are required to match and be consistent. Please revise where necessary.

**Response:**

**Site plan and landscape plan have been coordinated.**

3J. Please identify the hatching shown over the drive-thru lane and partially over the parking stalls along Havana Street.

**Response:**

**The hatching is depicting the new canopy. Please see Project Note #19 on the Site Development Plan (Sheet 2 of 12).**

3K. Elevations: The building does not meet horizontal articulation requirements. A single-story commercial building shall use at least one of the horizontal articulation methods shown in Table 4.8-3 at an interval of 50 feet or less on each street facing façade of the primary building. Please revise. <https://aurora.municipal.codes/UDO/146-4.8.5.B.2>

**Response:**

**Elevations meets the horizontal articulation requirements based on HORIZONTAL ARTICULATION METHODS :**

**c. Change in fenestration pattern - A change in window size, style, or placement and d. Change in roof height or form - A variation in parapet height of at least 3 ft. or a change in roof form**

**Signage**

4A. If any monument signs are proposed the location must be shown on the Site Plan and Landscape Plan, with details provided on materials, colors, proposed lighting and similar on the Detail page. All monument signs must match the design aspects of the building.

**Response:**

**Please refer to the response by the Architectural team provided in a separate document.**

**Addressing**

5A. 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)

**Response:**

**Acknowledged. DWG file will be submitted during permitting.**

5B. 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 2013 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](mailto:CADGIS@auroragov.org)

**Response:**

**Acknowledged. DWG file will be submitted during permitting.**

Landscaping Comments:

6A. General Note: Provide a legend or note as to why some plant material is gray and others are colored.  
**See updated schedules sheet 7.**

6B. **Sheet 6:** Consider smaller planting at the corner for sight visibility as it is not to exceed 36" in ht. as measured at the roadway surface.

**See updated landscape plan and schedule sheets 6 and 7.**

6C. Label the sign, the trash and vacuum equipment enclosure and building.

**See updated landscape plan sheet 6.**

6D. Ornamental grasses shall be 5 gallon in the curbside landscape area.

**See updated landscape plan and schedule sheets 6 and 7**

6E. Label and dimension the street frontage buffer.

**See updated landscape plan sheet 6**

6F. Show the location of the existing sight light pole.

**See updated landscape plan sheet 6**

6G. Include an elevation/detail of the canopy.

**See sheet 7 of 12 for pay-station canopy plan and elevations and sheet 9 of 12 for vacuum canopy plan and elevations**

6H. Turn off these dimensions.

**Noted**

6I. label/call out as non-street buffer.

**See updated landscape plan sheet 6**

6J. Provide the typical parking lot end island landscaping per the UDO for this island.

**See updated landscape plan sheet 6**

6K. Where the parking islands are striped: Since this is a new parking island, it shall be curbed and include the planting requirements for each island.

**See updated landscape plan sheet 6**

6L. All parking rows are to terminate with a landscaped parking lot island. A tree and six shrubs are required here.

**See updated landscape plan sheet 6**

6M. Label and dimension the non-street frontage buffer.

**See updated landscape plan sheet 6**

6N. In the southeast corner, switch the tree locations where the large tree is in the larger planting area.

**See updated landscape plan and schedule sheets 6 and 7**

6O. **Sheet 7:** For the Planting Schedule add plant symbols to the Legend. Change the deciduous shrubs to 5 gallons.

**See updated landscape schedule sheet 7**

6P. Change to Havana Street instead of Parkway Planting Schedule.

**See updated landscape schedule sheet 7**

6Q. Change the PF curbside landscape ornamental grasses to 5 gallons.

**See updated landscape schedule sheet 7**

6R. On the planting schedule the title that reads: Off-site Planting Schedule, what is this describing? Everything planted should be on site.

**See updated landscape schedules sheet 7**

6S. On the table for Landscape Requirements: under curbside landscaping-Add a column for curbside area sf.

**See updated landscape schedules sheet 7**

6T. Add the actual shrub requirement. 1 shrub per 40 SF.

**See updated landscape schedules sheet 7**

6U. Under street frontage landscaping on Havana the required buffer should be noted as 9'.

**See updated landscape schedule sheet 7**

6V. Under the non-street frontage buffer: under the provided buffer on the south property boundary, note 9'-5" to 12'-3". For the number of trees provided note: 2 new, 7 existing trees

**See updated landscape schedule sheet 7**

6W. Include the City of Aurora notes and remove the contractor notes.

**See updated notes on sheet 7**

6X. Provide a table what documents the high, medium and low water use areas by square footage and by percentage of the overall landscaped area for the entire development.

**See additional notes on sheet 7**

#### Civil Engineering

7A. Remove copyright notes restricting reproduction of the approved plans and reports.  
(TYP.)(2.03.5.10 of the 2023 COA Roadway Manual)

**Response:**

**Copyright note has been removed.**

7B. P.E. stamp is not needed on the site plan. Please remove (TYP.)

**Response:**

**P.E. stamp has been removed.**

7C. Please add the following note:

"The streetlight or pedestrian light installation within the public right-of-way shall be designed, funded, and constructed by the developer/owner. Ownership and maintenance of the street/pedestrian lights shall be the responsibility of the City of Aurora once they have been accepted. Streetlight and/or pedestrian photometrics plans shall be prepared and submitted to the City for review and approval and shall become a part of the approved civil construction plans for the project. An electrical plan showing site location of lights, electrical one line and grounding details shall be submitted to the Permit Center for review by the Building Department. The owner is responsible for obtaining an address for the meter(s) from the Planning Department. A Building Permit for the meter and a Public Inspections Permit for the street lights are required. Certificate of occupancies will not be issued until the street and/or pedestrian lighting plans are approved, constructed, and initially accepted."

**Response:**

**The streetlight note has been added, please see Note #22 on the Cover Sheet.**

7D. Advisory comments: Per pre-app notes, when it comes to civil these street light will be evaluated to our current 2023 Roadway manual. If they are not in compliance then they will need to be brought into compliance and additional streetlights may be needed

**Response:**  
**Acknowledged.**

7E. Existing sign appears to conflict with purpose sidewalk. Shift or relocate sign to be outside of ROW or within the property.

**Response:**  
**The existing sign has been relocated to avoid conflict with the proposed sidewalk.**

7F. Label the roadway classification. (2.06.1.03 of the 2023 COA Roadway Manual)

**Response:**  
**Havana Street classification (Major) has been added.**

7G. Label the curb return, minimum of 25 for an arterial road (TYP.)(4.04.5.03 of the 2023 COA Roadway Manual).

**Response:**  
**Curb returns have been labeled and revised to provide 25' radii.**

7H. Show the ADA path from the building to the ROW.

**Response:**  
**The ADA accessible route has been labeled. Please see Project Note #33 on the Site Development Plan (Sheet 2 of 12).**

7I. Remove duplicate site plan notes, as they are already included on the cover.

**Response:**  
**Duplicate site plan notes have been removed.**

7J. Label existing and purposed (if any) easements (TYP.)

**Response:**  
**All easements have been labeled.**

7K. Identify the width of the purposed and existing sidewalk and landscaping (TYP.)



**Response:**

**Existing and proposed sidewalk widths have been labeled.**

7L. Pavement sections are not needed for site plan. Please remove and include in the civil plans.

**Response:**

**Pavement sections have been removed.**

7M. Advisory comment: Minimum depth for a sidewalk within the ROW is 6"

**Response:**

**Acknowledged.**

7N. Remove these notes. This is not a construction documents. Can apply on the civil plan (TYP.)

**Response:**

**Notes identified on plan markups have been removed.**

7O. Show existing contours (dashed) at a contour interval of two feet or less, proposed contours (solid) at a contour interval of two feet or less. Contour elevations shall be labeled and proposed contours shall be tied into existing contours. (2.08.1.02 of the 2023 COA Roadway Manual)

**Response:**

**Existing and proposed contours have been shown and labeled on the Grading Plan.**

7P. Remove spot elevations on the site grading plan sheet.

**Response:**

**Spot elevations have been removed.**

7Q. Show finished floor or top of foundation elevation of all structures (TYP.)(2.08.1.03 of the 2023 COA Roadway Manual).

**Response:**

**Finished floor elevations will be providing in Civil Construction plans at the time of permitting.**

7R. Provide slope arrows away from the building, around the building for the asphalt and concrete and at the drive entrance.

**Response:**

**Slope arrows have been provided for the locations described.**

7S. Max slope at the drive entrance is 4% when sloping down towards public street and up to 6% when sloping up towards a public street.

**Response:**  
**Acknowledged.**

7T. Remove details for the site plan, but will need by reference only.

**Response:**  
**Details have been removed.**

7U. City of Aurora Standard Details. Do not include City Standard Details in the plans, but reference them by detail number, only. (2.03.8 of the 2023 COA Roadway Manual).

**Response:**  
**City of Aurora Standard Details have been removed.**

7V. Please show the existing street lights along Havana Street.

**Response:**  
**Existing street lights along Havana Street are depicting on the plan sheets.**

7W. Public streets shall have public streetlights in conformance with COA standards.

**Response:**  
**Acknowledged.**

7X. For each street, identify the following information as part of the site plan submittal in conformance with Section 2.12.0.1 of the Roadway Manual:

- Roadway Classification (typical section name)
- Adjacent Land Use Category (i.e., TOD), as applicable
- Number of lanes
- Back-to-back curb width
- Pedestrian Activity Level
- Pavement Type: R3, for all lighting calculations

**Response:**  
**There are no proposed streets to be constructed as part of this development.**

## Traffic Engineering

8A. (Comments omitted).

### **Response:**

**Traffic Engineering not under the purview of Civil Engineering. Please refer to the response by the Traffic Engineering consultant provided in a separate document.**

8B. Site Plan comments include needing additional DO NOT ENTER signs, relocation of arrow marking, need for lane, aisle and parking space dimensions and need for intersection sight triangle illustrated on landscaping plan sheet.

### **Response:**

**The site plan has been updated as described. Please refer to the Landscape Architectural plan sheets for intersection sight triangle verification.**

## Fire/Life Safety

9A. Sheet 2/Site Development

### **Response:**

**Redline comments on the plans have been addressed.**

9B. Using a heavy dashed delineation and label show the exterior accessible route of travel throughout the site plan to:

- Public transportation stops.
- Accessible parking and accessible passenger loading zones.
- 60% of the required building entrances. Indicate all entrances and required exits on the plan.
- Provide an accessible route to all on site amenities.
- Curb ramps at street crossings and where accessible parking space access aisles connect to adjacent sidewalks.
- Provide marked crosswalks in all areas where the accessible route crosses a drive aisle.
- Show and label the location of accessible units required by IBC Chapter 11 and the revised 2003 HB- 1221 to be part of the exterior accessible route.
- SHOW THE ADA PARKING SPACE DETAIL, CURB STOP, ADA LOADING AREA, AND SIGNAGE.
- SIGNS MUST NOT BE PLACED IN THE SIDEWALK. PROVIDE A BOLLARD TYPE SIGN IF PLACED AT THE FRONT OF THE ADA PARKING SPACE IN THE GUTTER PAN (IN PLACE OF CURB STOP).

### **Response:**

**Accessible route has been identified by a heavy dashed line. ADA parking detail is provided on Sheet 5 "Site Development Details" and has been updated as required.**

9C. Sheet 3 / Site Utility Plan

SHOW AND LABEL ALL FIRE LANE EASEMENTS TO BE ESTABLISHED BY PLAT, DEDICATION, OR LICENSE AGREEMENT.

**Response:**

**The proposed fire lane easement has been added to the plan set. Please see Note #38 on the Site Development Plan (Sheet 2 of 12).**

9D. Sheet 5 / Site Development Details

ADA parking sign must not be placed in the sidewalk.

**Response:**

**Acknowledged. The ADA sign has been shown not in the sidewalk.**

9E. Sheet 8 / Main Elevations

SHOW THE LOCATION OF THE KNOX BOX ON THE ELEVATION SHEET. Details in the graphic, Show the Knox Box at front main entrance.

**Response:**

**See north elevation sheet 8**

9F. Sheet 11 / Photometric Plan

The Photometric Plan must show and label the location of the site Accessible Route. Provide a minimum of 1 foot-candle of lighting within the accessible route.

**Response:**

**See updated sheet 11**

Aurora Water

10A. This site plan cannot be approved until the Preliminary Drainage Letter is approved.

**Response:**

**Acknowledged.**

10B. Manholes should all be Cast-In-Place.

**Response:**

**Storm sewer notes have been revised to call for cast-in-place concrete storm manholes.**

10C. I believe these should be inlets. Please coordinate with your drainage reviewer who is reviewing the PDL.

**Response:**

**Acknowledged. Structures will be coordinated with drainage reviewer once review comments are received.**

10D. Water meters must be within an easement or ROW, and within a landscaped area.

**Response:**

**Acknowledged. The proposed meter location is within a landscaped area and a proposed easement has been added to the Civil plans.**

10E. Carwashes must recycle 75% of water provided by Aurora Water. Please show recycling system on site plan.

**Response:**

**Acknowledged. A recycling system has been added to the Utility Plan Sheet. Please see Sewer Note #14.**

10F. Manholes must not have slots in them. See AW MH Spec 101-1.

**Response:**

**Note indicating manholes to have open slot lids unless otherwise noted has been removed.**

10G. The current meter placement is approx here. Trees can not be within the water meter easement.

**Response:**

**New meter location has been placed within a new easement.**

#### Forestry

11A. There will be trees impacted by this project. Due to the location, size and condition of trees on the site, relocation is not an option. 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.

**Response:**

**Acknowledged.**

11B. Grading needs to stay at least 1/2 the diameter away from the trunks of the trees located on the south side of the property in order for them to be preserved.

**Response:**

**Acknowledged.**

11C. 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. Forestry Division staff will conduct a tree assessment, which includes species, size, condition, and location factors. If there is interest in determining mitigation requirements before your submittal, there is the option of hiring a consulting arborist; a list can be obtained from Forestry upon request. Forestry would require a meeting with the arborist selected to make sure that we are in agreement on the appraisal.

**Response:**

**Acknowledged. A Tree Mitigation Plan Sheet will be included in the Civil Construction Plans.**

11D. Trees should be protected on the neighboring properties to the south and east. Communication with those neighboring properties will be required so that they understand tree protection measures, possible tree loss and how their site plan will be made whole so they are still in compliance with it should damage occur. If the trees are damaged during development activities, the entity who damaged them will be required to mitigate their loss or injury. The neighboring property owner should be contacted using registered mail to notify them of your plan to develop and how you plan to protect the tree(s). Forestry will need you to submit this letter with your plan so that we are sure the neighboring property owner has been notified.

**Response:**

**Acknowledged. Notifications to neighboring properties will be carried out during City permitting phase.**

11E. 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 – this includes trees on the neighboring property. 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. A Tree Mitigation Plan Sheet will be included in the Civil Construction Plans.**

Land Development

12A. Sheet 1: Revise note #6 to read as required by Real Property.

**Response:**

**Cover sheet notes have been revised according to the plan markups provided by the City.**

12B. Sheet 2: Show and label all existing easements (typical).

**Response:**

**All existing and proposed easements have been labeled.**

12C. Sheet 2: Label exterior boundary with bearings and distances to match the existing plat (typical).

**Response:**

**All boundary information has been added to the Site Development Plan.**

12D. Sheet 2: Label existing Lots and Blocks and include the area (typical).

**Response:**

**Existing lots and blocks have been labeled.**

12E. Sheet 3: Label the ROW recording information and width for Havana Street.

**Response:**

**Recording info and width of Havana Street has been added.**

12F. Sheet 3: Label adjoining Subdivision names and recording information.

**Response:**

**Adjoining subdivisions have been labeled.**

12G. Sheet 3: Show adjoining easements.

**Response:**

**Adjoining easements have been shown.**

12H. Sheet 3: Confirm that no portion of the building encroaches into an easement.

**Response:**

**Please see Note #40 on the Site Development Plan. The existing utility easement in close proximity to the proposed building is to be released.**

Easements

13A. Easement dedications to be submitted to [dedicationproperty@aurorag.org](mailto:dedicationproperty@aurorag.org).

**Response:**

**Acknowledged.**

13B. Release to be submitted to [releaseeasements@aurorag.org](mailto:releaseeasements@aurorag.org).

**Response:**

**Acknowledged.**

Xcel Energy

(Letter Omitted)

**Response:**

**Acknowledged. The Contractor will complete the application process for new electric service. Easements will be provided when finalized with Xcel Energy.**

CDot

Please show and clearly label the CDOT ROW on the plans.

**Response:**

**CDOT ROW has been labeled.**

Because this is a new car wash an access permit will be required for the change in use of the access.

**Response:**

**Acknowledged. Permits will be applied for during permitting phase.**

Working from or within CDOT ROW will require a utility/special use permit. This includes, but is not limited to survey, landscaping, signal or utility work. Application is made online at the following link:

<https://cdotpermits.force.com/portal/s/login/?ec=302&startURL=%2Fportal%2Fs%2F>

**Response:**

**Acknowledged. Permits will be applied for during permitting phase.**

With the work being adjacent to the State Highway and within CDOT Right-of-Way we request to review a Drainage Report.

**Response:**

**Acknowledged. Drainage Report is pending with the City of Aurora.**



Any signing must be on premise and cannot be either partly or wholly in CDOT ROW. Signing must be compliant with CDOT rules governing outdoor advertising per 2 CCR 601-3. -- Aaron Eyl  
9.20.24

**Response:**

**Acknowledged. No signage is located within in the CDOT ROW.**

I can't tell what impacts there are to CDOT property. Need Engineering Plans that show what work will happen on CDOT property, including to the sidewalk.

**Response:**

**Acknowledged. Engineering plans will be provided during permitting.**

Will any portion of this development need construction access from Havana St?

**Response:**

**No, construction access will be provided from the private access drive.**

Can turning templates be provided for the driveway? What design vehicle will be used?

**Response:**

**Yes, turning templates will be provided as part of Engineering plans during permitting.**

The PC(Chanticleer Pear) and PB(Autumn Blaze Pear) trees in the strip of land between the roadway and the sidewalk can interfere with the line of sight when they are mature and should be removed from the landscape plans.

**Response:**

**Please see the revised Landscaping plans.**

Will the (3)VO (Dwarf European Cranberry) shrubs in the clear zone cause line of sight issues for pedestrians?

**Response:**

**Please see the revised Landscaping plans.**

**Respectfully Submitted,**

**The W-T Group, LLC**

A handwritten signature in black ink, reading "Jim Glascott". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

**Jim Glascott, PE, CPESC**  
**Principal in Charge, Civil Engineering**