

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



November 7, 2024

Bill Thatcher  
Zubha Pop Foods LLC.  
4415 Highway 6  
Sugarland, TX 77478

**Re: Technical Submission Review:** Popeye's at Citadel – Site Plan and Conditional Use  
**Application Number:** DA-1422-17  
**Case Numbers:** 2017-6017-09; 2017-6017-10

Dear Bill Thatcher:

Thank you for your fifth technical submission, which we started to process on October 24, 2024. Please review the comments and make corrections prior to proceeding toward recordation. All the comments appear to be minor corrections, so another technical submission will not be required. However, staff recommends that a revised digital set be emailed in for review prior to signature and mylar recordation (to ensure the corrections have been made).

When preparing the final plans for recordation, please work with staff to determine if a digital recordation is possible. This requires the file to be 30MB or less. Converting the file to a TIF file may also help reduce the file size. Attached is the mylar checklist for your reference as you prepare the final documents.

As always, if you have any comments or concerns, please let me know. I may be reached at 303.739.7227 or [atibbs@auroragov.org](mailto:atibbs@auroragov.org).

Sincerely,

Aja Tibbs, Planning Supervisor  
City of Aurora Planning Department

cc: Grace Seiter, Cole and Associates  
Cesarina Dancy, ODA  
Filed: K:\SDA\1400-1499\1422-13tech5.rtf



## *Fifth Technical Submission Review*

### **1. Planning** (Aja Tibbs / 303.739.7227 / [atibbs@auroragov.org](mailto:atibbs@auroragov.org) / Comments in teal)

- 1A. Please note that per Section 146-4.3.14 Site Plan Approvals lapse after a period of 5 years, and Conditional Uses for new buildings lapse after a period of 3 years. Per my records, the site plan and conditional use applications were approved by the Planning Commission on December 8, 2021, which means that the Conditional Use Permit will lapse on December 8<sup>th</sup> this year. Section 146-5.3.14.C.1. allows the Director to administratively approve a one-year extension or the Planning Commission to approve up to a two-year extension of approvals. Please submit a request for the appropriate amount of time needed to complete construction. Approval of the request will be required in order to proceed with development after the conditional use approval period has lapsed.
- 1C. The city signature block is missing from the plan set cover sheet. Please include this with the final document.
- 1D. Revise landscape plan to match changes made to the site plan since last submission.
- 1B. The allowed sign area calculations are incorrect. Apologies for the confusion on this, but how this section of code is applied has been clarified since past reviews. The total sign area allowed on site is by calculating one building street frontage rather than each frontage as shown on the plan. Per Section 146-4.10.5.B.2., you may use the longest building frontage with an entrance so the total allowed sign area for the site is calculated as follows: (Colfax, Arterial/BL is 87.25'):  $87.20 \times 2 = 174.4$  SF. There are a maximum number of 5 signs allowed per site – not including drive thru signage which is exempt. Please update the sign area tables on the cover sheet and the sign calculation references on the architectural elevations. You are also encouraged to update the monument sign detail to match the monument sign that will be constructed, so that a site plan amendment is not needed when constructing the sign.

### **2. Landscaping** (Kelly Bish, PLC, LEED AP / [kbish@auroragov.org](mailto:kbish@auroragov.org) / 303.739.7189 / Comments in teal)

- 2A. Per the Citadel on Colfax Master Plan, the landscaping along Colfax Avenue is the responsibility of the adjoining lot owner, in this case, Popeye's at time of site development. If a different arrangement has been made, please provide such documentation. Please see excerpt provided on this sheet from the Master Plan. The Master Developer would only be responsible for the installation of the landscaping if development did not occur on the parcel prior to June of 2025.
- 2B. Label the monument sign.
- 2C. Provide the missing sidewalk and curb where indicated.
- 2D. There appears to be a different sidewalk configuration on the north side of the building. Please adjust accordingly the landscaping.
- 2E. Turn the identified text and box off.
- 2F. An adjustment to the tree locations along the south side of the site may be necessary to avoid the storm line.

### **3. Real Property** (Maurice Brooks / 303.739.7294 / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org) / Comments in magenta)

- 3A. The Water Utility easement for the hydrant and irrigation meter (see Sheet 6 of 16) - the easement is needed to be dedicated prior to any building permits for this site. Submit documents to [dedicationproperty@auroragov.org](mailto:dedicationproperty@auroragov.org). Please start this soon, so it will not hold up any aspect of your site.
- 3B. Add this standard Site Plan Note:  
All crossings or encroachments into easements and rights-of-way owned by the City of Aurora ("City") identified as being privately-owned and maintained herein are acknowledged by the undersigned as being subject to City's use and occupancy of said easements or rights-of-way. The undersigned, its successors and assigns, further agrees to remove, repair, replace, relocate, modify, or otherwise adjust said crossings or encroachments upon request from the City and at no expense to the City. The City reserves the right to make full use of the easements and rights-of-way as may be necessary or convenient and the City retains all rights to operate, maintain, install, repair, remove or relocate any City facilities located within said easements and rights-of-way at any time and in such a manner as it deems necessary or convenient.
- 3C. Sheets 4 & 6: please start the easement dedication for the Water easement as indicated.



# RECORDING CHECKLIST - SITE PLANS

15151 E. Alameda Parkway, Ste 2300 • Aurora, CO 80012  
 303.739.7217 • Email: [Planning@AuroraGov.org](mailto:Planning@AuroraGov.org) • [AuroraGov.org/Planning](http://AuroraGov.org/Planning)

*Instructions:* The applicant shall confirm that each item listed below has been completed by checking each box or writing not applicable (N/A) and signing and dating the form before submitting MYLARs to the planning case manager. Use this form for all new site plans and all major site plan amendments. Minor site plan amendments, mylar changes, and redevelopment plans do not need to be recorded. Please allow a minimum of 10 business days for MYLAR recording.

Site Plan Name: \_\_\_\_\_ DA #: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant (√)	Steps Needed for Final Plan Set Recording	Staff (√)
	All required city application and recording fees have been paid (verify this with the planning case manager)	
	· Impact fee for tree mitigation fund has been paid (if applicable)	
	· Public art fee has been paid (if applicable for properties with Metro Districts or zoned MU- TOD).	
	Comments from all departments have been addressed and all changes to the Final Plan Set have been approved by the affected departments prior to submittal of the Final Plan Set to the planning case manager.	
	Drainage plan/study approved and civil drawings near completion.	
	If an Avigation Easement is required, a copy of the final document with signatures has been submitted to the planning case manager.	
	The property owner(s), mortgage company/lien holder (if applicable), and notary have signed both cover sheets with black, permanent ink. Please ensure that any signatures, stamps, and seals do not smear	
	Any public notice/hearing signs on the property have been taken down	
	Please submit the following for properties within Adams County: · One complete signed and notarized site plan PDF in 18" x 24" format at 50MB or under (can be emailed to the case planner). · If the site plan PDF is over 50MB, please submit MYLARs following the below instructions.	
	Please submit the following for properties within Arapahoe or Douglas Counties: · One complete signed and notarized site plan PDF in 24" x 36" format at 30MB or under (can be emailed to the case planner). · If the site plan PDF is over 30MB, please submit MYLARs following the below instructions.	
	<b>Steps Needed for MYLAR Recording if the file size exceeds the size limitations mentioned above.</b>	
	For properties within Adams County: · One complete set of signed and notarized MYLARs in 18" x 24" format. · One additional signed and notarized MYLAR cover sheet in 24" x 36" format	

	<ul style="list-style-type: none"> <li>· All mylars shall be four millimeters thick, double mat, reverse print/burn, and photo quality</li> <li>· One complete site plan set in PDF (can be emailed to the case planner).</li> </ul>	
	<p>For properties within Arapahoe or Douglas Counties:</p> <ul style="list-style-type: none"> <li>· One complete set of signed and notarized MYLARS in 24" x 36" format</li> <li>· One additional signed and notarized MYLAR cover sheet in 24" x 36" format</li> <li>· All mylars shall be four millimeters thick, double mat, reverse print/burn, and photo quality</li> <li>· One complete site plan set in PDF (can be emailed to the case planner).</li> </ul>	

When ready to submit the MYLARS, please drop off at the Access Aurora Window in the Lobby of the Municipal Center during business hours. Please attach this checklist for ease of routing and review.

Note: This form is also available online