



July 3, 2024

Justin Andrews, Project Manager
Office of Development Assistance
15151 E. Alameda Parkway, Ste. 5200
Aurora, Colorado 80012

**RE: Centretch Parking Lot (#1786687)
Pre-Application Comment Response Letter**

Dear Mr. Andrews,

Thank you for the comments on March 28, 2024, for the above-mentioned project. In an effort to address your comments concisely and simplify your review of the utility construction plan, we have summarized your comments and our responses below.

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SITE PLAN PHASE

KEY ISSUES:

- ▶ **Fencing:** Since this property's use is outdoor storage and in an industrial district, there are overlapping requirements for the property to be screened appropriately. Maximum fence heights are nine feet, and must be opaque along arterial roads. Color clad, welded wire, chain link, or similar welded wire fences are not permitted.
 - Response: The fence requirements outlined are followed for the proposed Site. Refer to Site Details within the Site Plan for the proposed fence and its' materials.
- ▶ **Forestry:** There are various trees throughout the site that will be impacted by this development. The required sidewalk construction may cause additional impacts. Tree mitigation will be required for any trees removed from the site.
 - Response: Understood, tree mitigation has been applied to the Site. Refer to the Tree Mitigation Plan within the Site Plan for more information.
- ▶ **Utilities:** A 16-foot utility easement is required for water mains. A 10-foot utility easement will be required for fire hydrants. Bollard protection is required for interior hydrants.
 - Response: A 16-foot water easement and two, 10-foot fire hydrant easements are proposed for the Site. Bollard protection is proposed for the two interior hydrants.
- ▶ **Drainage:** The site is located within 10,000 feet of Buckley Space Force Base. Pond drain times for sites adjacent to air operations areas are limited by FAA recommendations contained in Advisory Circular 150/5200-33C dated 2/21/2020. The total drain times for ponds within this area is 48 hours.
 - Response: Understood, FFA recommendations contained in Advisory Circular 150/5200-33c dated 2/21/2020 are utilized for the proposed pond drain time. The total pond drain time is within the 48-hour requirement for the area.
- ▶ **Traffic:** A Traffic Letter will be required that documents trip generation, site circulation, and the timing of unloading/loading of vehicles throughout the day.
 - Response: A Traffic Trip Generation Letter is provided with this submittal that documents trip generation, site circulation, and the timing of unloading/loading of vehicles throughout the day. Refer to Section 4.1 Trip Generation within the study for details.
- ▶ **Public Improvements:** Confirm that the existing detached sidewalk along the north side of East Centretech Parkway is six-feet wide. If it is, that is sufficient. The existing curb ramps at the southwest, northwest, and northeast corners of the East Centretech Parkway and North Airport Boulevard intersection should be ADA compliant and meet current standards. Provide a 10-foot detached sidewalk and landscape strip to match the major arterial typical section along North Airport Boulevard.
 - Response: Understood, a 10-foot detached sidewalk and landscaping is proposed along North Airport Boulevard that meets the requirements of a major arterial typical section.
 - Per coordination with City staff (specifically, Kendra Hanagami and Jacque Chomiak on May 14, 2024), it was determined the existing sidewalk along CentreTech is 5-feet wide, however due to the proximity to the number of trees along the roadway the existing sidewalk will remain in place and no improvements will be proposed to maintain the existing trees.
- ▶ **Fire and Life Safety:** A looped water supply is required to support more than one required onsite fire hydrants. A secondary point of access is needed in the northeast corner of the site connecting to East Airport Boulevard.
 - Response: A looped water supply is proposed for the Site that supports two onsite fire hydrants. A secondary point of access is proposed for the Site in the northeast corner of the site connection to East Airport Boulevard.
- ▶ **Plat:** A Subdivision plat is currently under review. The Site plan must match boundary configurations and easements.

- Response: Understood, the Site boundary configurations and easements will match the Subdivision plat under review.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

STANDARDS AND ISSUES:

1. Zoning, Subarea, and Placetype

A. Zoning

The goal of the I-1 zone 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: Understood, the Site will share the goals of the I-1 zone district. Proposed is a medium scale facility lot that will aid in the storage and circulation of Asbury vehicles associated with an existing manufacturer in the area and includes sidewalks and accessibility improvements along East CentreTech Parkway and North Airport Boulevard aiding in the integration of the Site's surroundings.

B. Overlay Districts

Avigation Easements: Since the property is within the Airport Influence District surrounding Buckley Air Force Base, an avigation easement with the city and the airport shall be conveyed by the person subdividing lands or initiating construction of any structure on already subdivided lands. Such avigation easement shall be an easement for right-of-way for unobstructed passage of aircraft above the property and shall waive any right of cause of action against the city of associated airport arising from noise, vibrations, fumes, dust, fuel particles, and other effects caused by aircraft and airport operations. The avigation easement shall be in a form approved by the city and shall be recorded in the office of Clerk and Recorder for the county where the property is located before permit or plat approval is granted. The avigation easement form can be found here. Please contact Porter Ingrum at 303-739-7227 or pingrum@auroragov.org with any questions you may have.

- Response: Understood.

C. Airport Influence Subarea – 55 LDN

The subject property is within the 55 LDN Airport Influence Subarea. This subarea is composed of lands located between the 55 LDN and 60 LDN noise contours, inclusive, generated by aircraft operations related to the Buckley Air Force Base. Requirements associated with the 55 LDN subarea apply to new residential structures and do not apply to this project.

- Response: Understood, requirements associated with the 55 LDN subarea are not applicable to the Site.

D. Placetype

The vision for the Innovation District placetype is creating an area where anchor institutions and businesses connect with start-ups and business incubators and accelerators. Light industrial and business park uses are joined with educational and medical institutions to foster sought-after creativity. A high-quality, tech-centric space is critical to this placetype's success, including unique meeting spaces that encourage people and organizations to come together, learn from one another and exchange ideas. Transit, pedestrian, and bicycle accessibility to and through the Innovation District is a priority.

- Response: Understood. The Site fulfills the ideals of the zone and placetype with its purpose and proposes sidewalk and accessibility improvements to the area as detailed in the response for section A. Zoning under Planning and Development Services Department.

2. Land Use

A. Historic Land Use

Records show that this property has been vacant since at least 2014.

- Response: Understood, thank you for the information.

B. Proposed Land Use

The property is proposed to be used as outdoor storage for new inventory and overflow for a nearby auto dealership. This use would be considered outdoor storage which is permitted in the I-1 zone. Upon submission for a development application, please include an operations plan that details the hours of operation, number of employees, any proposed security measures and any additional supportive functions that may occur on the site.

- Response: An operations plan is included in the Site Plan. Refer to the Operation Plan within the detailing the hours of operation and number of employees applicable for the Site.

3. Development Standards

A. Use Specific Standards for Outdoor Storage

Since the intention of the proposed parking lot is to store new inventory and overflow of vehicles, the city would consider this use outdoor storage. As a result, the project will need to adhere to the use specific standards for Outdoor Storage found in Section 146- 3.3.5.X. The standards for outdoor storage include requirements for screening, surface material and lighting that are specifically associated with the Outdoor Storage use. In addition, sidewalk improvements will be required along Airport Boulevard which include detached sidewalk meeting current requirements with curbside landscaping and street trees located between the back of curb and the sidewalk. See comments from Engineering for more details regarding these improvements.

- Response: Understood, the Site adheres to the standards set forth in Section 146- 3.3.5.X for Outdoor Storage. Sidewalk improvements are proposed with the Site along East Centretech Parkway and North Airport Boulevard.

4. Landscape, Water Conservation, Stormwater Management

General Landscape Plan Comments

A. Prepare your landscape plans in accordance with the Unified Development Ordinance (UDO) and the Landscape Reference Manual. The landscape comments provided herein are based upon the following ordinance section 146-3. Use Regulations and 146-4.7 Landscape, Water Conservation, Stormwater Management. Please ensure that the landscape architect or designer has a copy of these documents as well as the project specific comments.

- Response: These comments have been shared with the Site's landscape architect and the Regulations and 146-4.7 Landscape, Water Conservation, Stormwater Management are followed.

B. 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 are used by the city to determine compliance with the landscape standards and for code enforcement purposes.

- Response: Understood.

C. Landscape plans must be prepared on 24" x 36" sheets. Plans shall have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible. Landscape plans shall include the necessary landscape tables for each of the required landscape treatments (i.e. standard right-of-way landscaping, street and non-street frontage buffers, building perimeter landscape tables etc.) to demonstrate compliance with code requirements. Should any of the above information be missing, it may result in additional submittals and ultimately delays in approval of the plan set.

- Response: Understood, plans are provided on 24" x 36" sheet and follow the standards outlined above.

D. 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: Understood, plans include sight triangles and follow the specifications per the Roadway Design and Construction Specifications document.

E. Section 146-4.7 Landscape, Water Conservation, Stormwater Management

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

Section 146-4.7.5. C. Required Landscaping, Curbside Landscaping

Street trees are required at a ratio of one tree per 40 linear feet along E. Centretech Parkway and N. Airport Boulevard. There appear to be street trees along both street frontages. Those trees shall be shown grayed back as existing on the proposed landscape plan and should be accounted for in the required curbside landscape table. If any of the trees should be missing or dead, replacement trees are required. Street trees shall be located 50' from the face of a stop sign to maintain regulatory sign visibility. Refer to Figure 4.7-2.

In addition to the street trees, the UDO requires plantings within the curbside landscape should a detached sidewalk be provided. The permitted plantings may be found in this section of the UDO. Turf is no longer permitted in the curbside landscape.

Section 146-4.7.5 D. Street Frontage Landscape Buffers

Street frontage buffers are required for all commercial, retail or industrial developments. Street frontage buffers are required to be 20' wide as measured from the back of walk. Landscaping shall consist of one tree and ten shrubs per forty linear feet of buffer length. A buffer reduction to 10' is possible 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.

A row of trees had previously been planted behind the back of walk along N. Airport Boulevard in what is considered the street frontage buffer. If those should be removed in connection with the development of this parcel, they will be required to be replaced in accordance with this section. If they can be retained, they may count toward the required buffer trees.

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. 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.

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

Provide a 25' wide non-street perimeter buffer along the northern property boundary and a 10' wide non-street buffer along the western property line. A reduction in the buffer width to 15' is possible along the north and a reduction to five feet is possible along the west depending upon the buffer reduction feature chosen as specified in Table 4.7- 2 Required Landscaping Buffer Widths and Allowed Reductions. While buffer widths are less restrictive, plant quantities remain consistent. Plant material shall be provided at a ratio of one tree and five shrubs per 25 linear feet along the north. At least 50% of the tree species shall be evergreen. Where a commercial use abuts a residential use, plant sizes shall be upgraded. Evergreen trees shall be 8' tall and deciduous trees shall be 2.5" caliper.

Provide one tree and five shrubs per 40 linear feet of buffer along the western property boundary. At least 30% of the tree species shall be evergreen. If the site layout should remain as shown in the pre-application submittal, the plant material provided may count towards meeting the detention pond and non-street buffer requirements. The most restrictive requirement shall be met. The infrastructure associated with the detention pond may not encroach into the buffer. No outlet

structures, dissipating measures such as rip rap or concrete flow channels may be placed in the buffer.

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.

Section 146-4.7.5 K. Parking Lot Landscaping and 146-4.7.5 K. 6. b. Surface Parking Lots as a Primary Use

Car sales lots shall be required to comply with the street and non-street buffer requirements as well as the parking lot screening requirements. 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.

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.

Section 146-4.7.3 M. Detention and Water Quality Ponds

All detention pond facilities shall not exceed six feet in depth. 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.

Section 146-4.7.3. C. Irrigation

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, Aurora Water will require the applicant to divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at 303.326.8819 regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

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 fencing screening on the exterior side. Landscaping shall consist of one tree and 10 shrubs per 40 linear feet.

- Response: Understood, thank you for the comment. The above Section requirements have been reviewed and applied to the proposed Site.

F. Standards for Accessory Non-residential Structures

The proposed structure intended for key storage must adhere to the standards that apply to NonResidential Accessory Structures. Keep in mind that there is a specific requirement for

accessory buildings in a Special Purpose district (in the case of this project, I-1 zone district) in which they shall be constructed with materials and building forms compatible with the surrounding nonresidential area.

- Response: The proposed key storage structure adheres to the standards applicable to Non-residential Accessory Structures.

G. Fence Standards

Essentially, the code sections designate that:

- i. The maximum fence height is nine (9) feet
- ii. Fence along arterial streets must be opaque. Permit fence materials include closed style wood fences or composite wood. Fences must meet design requirements of Section 146-4.7.9.O.
- iii. Additional permitted screening materials for outdoor storage include decorative and durable pre-cast concrete panels or walls consisting of brick, stone, or integrally colored decorative concrete masonry units (CMUs)
- iv. Prohibited fence materials that may not be used for screening include color cladded, welded wire, chain link, Omega or similar welded wire.

- Response: Understood. The proposed fence for the Site follows the requirements within the applicable code sections.

H. 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. Outdoor storage requires that lighting facilities must be arranged in order to neither unreasonably disturb occupants of adjacent residential properties nor interfere with traffic. Be sure to provide a photometric plan that demonstrates the proposed light locations, light fixtures, and foot candles that adhere to exterior lighting standards in Section 146-4.9.

- Response: Understood.

I. 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: Understood. There are no proposed monument signs for the Site.

5. 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: At this time no adjustments are being requested.

6. Submittal Reminders

A. 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: Understood.

B. 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: Understood.

C. Mineral Rights Notification

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

- Response: The Mineral Rights Affidavit document is included with the submittal.

PRE-SUBMITTAL MEETING

- A.** Contact the assigned Case Manager to schedule a pre-submittal meeting at least one week prior to submitting an application. At the pre-submittal meeting, staff will review the submittal requirements, discuss the review timeline, provide a fee estimate, and review the process for uploading files and inputting adjacent property owners.

Please note that a separate pre-submittal meeting is required with the Land Development Review Services Division for the Subdivision Plat prior to application submittal. Please contact them directly to schedule this meeting.

- Response: Understood. A plat is not being submitted with this application. The plat for the project site is being submitted under a separate application by others. Easements will be dedicated via separate document.

COMMUNITY MEETINGS

- A.** The City of Aurora promotes citizen participation in the development review process. One way to promote this participation is through a community meeting. Registered neighborhood organizations within a one-mile radius and adjacent property owners will formally be notified of the application when a submittal has been made to the Planning and Development Services Department. Occasionally, it will be necessary to hold a community meeting to discuss the application. Your Planning Case Manager can assist and inform you if a community meeting will be required.

Currently, the city is utilizing Kerri Drumm with Purpose Aligned Consulting to facilitate these meetings. Please work with your assigned Planning Case Manager to schedule these meetings.

These community meetings allow applicants an opportunity to present their proposal to adjacent neighborhoods and any impacted citizens. The meetings also allow residents to share their questions and opinions about the proposal to both the applicant and City staff.

All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and land use procedures can be properly addressed. The applicant will be expected to take meeting notes and include any project-related commitments that are made to the community at these meetings. After the meeting, please continue to work with the organizations that express interest in your project to address comments and mitigate concerns.

- Response: Understood. A meeting with Kerri Drumm will be utilized if a meeting is required.

ENERGY AND ENVIRONMENT DEVELOPMENT

We have reviewed the area of your 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-way. If you have questions or concerns about this, the Energy & Environment Division can assist with providing additional information.

Please be advised there is a regional hazardous liquid pipeline running along the east side of the proposed project parcel belonging to Magellan. PHMSA identifies the line closer to the parcel than ECMC.

The City of Aurora has no authority or control over subsurface well equipment or operations. Contact the Colorado Energy & Carbon Management Commission (ECMC) for more information.

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

- Response: Understood, thank you.

PARKS, RECREATION & OPEN SPACE DEPARTMENT (PROS)

No comments from this department.

FORESTRY DIVISION

A. There are trees scattered throughout the site that will be impacted by development. Also, there might be impacts related to sidewalk construction. Any tree removed from this site will require tree mitigation.

- Response: Understood, a tree mitigation plan has been included as part of this submittal.

Tree Mitigation Requirements

B. Trees on site that are 4" or greater in caliper that will be impacted by development require tree preservation or mitigation. The intention of the Tree Preservation Policy is to preserve trees that are in good condition and of high value during the process of development. Mitigation for trees removed from the property can be accomplished by trees being planted back onto the site through the landscape plan, payment made into the Tree Planting Fund, or a combination of the two. If trees are planted on the site, the mitigation requirement is an inch-for-inch replacement. This is in addition to the regular landscape requirements. For example, if a 10" tree is removed, 10 caliper inches must be replaced back onto the site. The use of tree equivalents is not acceptable for tree mitigation.

- Response: Understood. The Site attempts to protect the existing trees. Refer to the tree mitigation plan for details.

Forestry's Role in Site Plan Review

C. 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. Forestry Division staff will conduct a tree assessment after the initial submittal, 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 agree on the appraisal.

- Response: Understood. A tree mitigation plan and grading plan are provided with the submittal.

D. Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site. If a Consulting Arborist is hired, this information will be supplied by them. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan.

- Response: Understood.

E. Civil and SWMP plans will not be approved by Aurora Forestry until tree mitigation has been approved through the Site Plan Process.

- Response: Understood.

- F. 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.
- Response: Understood.

Ash Trees Prohibited

- G. 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 requirement.
- Response: Understood.

AURORA WATER

Key Issues:

- ▶ 16' utility easement required for water mains, if needed for fire hydrant service. 10' utility easement for fire hydrants. Bollard protection required for hydrants interior to the site.
- ▶ 12" DIP in Centretech Parkway, 36" steel in U.E. northside of parking lot. (Zone 3 -5720')
- ▶ Irrigation meter to be tapped from the 12" DIP in Centretech Pkwy or new main through the parking lot.
- ▶ Fire hydrants should have bollard protection.
- ▶ SWMP & report.
- ▶ WQ & detention (48hr drain time).
- ▶ Drainage easements for private ponds need to extend to ROW.
- ▶ Storm water development fees due (\$.14/SF).
- ▶ Please contact Jason Fowler (jfowler@auroragov.org) in the Taps office for storm water fee payment. Fees due upon platting & site plan approval.

Utilities

Aurora Water will receive a referral of the Site Plan and Subdivision Plat for review and comment. Please respond to all Water Department comments with your initial submittal.

- Response: Understood, responses for Water Department comments will be completed with the Site's initial submittal.

Utility Services Available:

- A. Water service may be provided from: 12" DIP in Centretech or new water main through the parking lot.
- Response: The Site proposes a water line running through the site that connects to the 12" water main in E. Centretech Parkway and a 36" Steel main North of the site. Water and fire easements are proposed as shown on the site plan package.
- B. Sanitary sewer service may be provided from: N/a
- Response: Noted, no sanitary sewer service proposed, as service is not needed to serve the site.
- C. Project is located on the following Map Page: 8K
- Response: Understood.

Utility Service Requirements:

- D. 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.
 - Response: Understood, the Site Plan will show the items listed above.

- E. 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: Understood, thank you.
- F. Note that Aurora Water reserves the right to enact certain restrictions that may include curtailment of water taps or usage of non-functional turf as established by City Ordinance.
 - Response: Understood.
- G. Please reference Ordinance No. 2022-46 pertaining to the use and restrictions of turf and ornamental water features.
 - Response: There is no turf or ornamental water features proposed for the Site.

Utility Development Fees:

- H. 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.
 - Response: Understood.
- I. 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.
 - Response: Understood.
- J. For a full listing of Utility Fees, please see the Aurora Water Fee Schedules. Connection fees should be paid prior to December 31st which are subject to increases as approved by City Council.
 - Response: Understood.
- K. 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: Understood.

STORMWATER MANAGEMENT

Key Issues:

- ▶ A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality/EURV pond is required. The pond shall be in place prior to paving, and it shall be accepted prior to the initial acceptance of utilities. o Detention, water quality and storm infrastructure shall be provided for all adjacent and required roadway improvements.
 - ▶ A drainage report review checklist should be completed and signed by a professional engineer and uploaded with the report first review. The checklist can be located at: <https://www.auroragov.org/cms/One.aspx?portalId=16242704&pageId=16533628>
 - ▶ Note that for all preliminary drainage reports (PDR), review fees will be limited to the first three reviews. If additional reviews are required, fourth and greater, then new fees will be required.
 - ▶ This site will be subject to Ordinance No. 2022-46 pertaining to the use of turf and water features.
 - ▶ The City of Aurora has an updated drainage criteria manual which should be used for this and all future submittals. It is highly encouraged that you read section 1.5 SIGNIFICANT UPDATES BY CHAPTER to determine changes in the city's criteria. The manual can be downloaded at: https://cdnsm5hosted.civiclive.com/UserFiles/Servers/Server_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Storm%20Drainage/CoA%20Storm%20Drainage%20Criteria%2009NOV2023.pdf
1. Drainage references provided in these notes may not be an exhaustive list or include all potentially relevant existing or under-review documents. Please note that approved City documents before approximately the year 2000 are not available of the City website and must be requested by the design engineer from the Aurora Water Reviewer listed on the Pre-Application notes. Additionally, the City can only provide copies of approved Master Drainage, Preliminary Drainage, Final Drainage and Civil Plan

documents. In cases where City review of these documents is on-going and they may have some impact on the project, it is the design engineer's responsibility to contact the designers of the under review documents and coordinate designs.

- Response: Understood.
2. Refer to EDN's (202186) for supporting information related to your site.
 - Response: Understood, thank you.
 3. 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. Full spectrum detention is required for this project.
 - Response: A Preliminary Drainage plan and report are included in this submittal.
 4. The site is located within 10,000 feet of Buckley Space Force Base. Pond drain times for sites adjacent to air operations areas are limited by FAA recommendations contained in Advisory Circular 150/520033C dated 2/21/2020. These drain time limitations are intended to minimize wildlife attractants and potential interference with air traffic. The drain time limitations preclude pond designers from obtaining the full drain times recommended by the Mile High Flood District (MHFD) for Water Quality Capture Volume (WQCV) and Excess Urban Runoff Volume (EURV). The total drain times for ponds within this area is 48 hours.
 - Response: Understood, as mentioned in the Key Issues at the beginning of this letter, the Site's pond follows the applicable requirements. Details can be found in the Preliminary Drainage report included with this submittal.
 5. 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. Aurora Water will verify the information matches the final drainage report. Notification must be made before Civil Plans are approved or Stormwater Permits will be issued.
 - Response: Understood.
 6. Release rate for the detention pond shall be based upon Table 10-2 using simplified equations.
 - Response: Table 10-2 was utilized for determining the Site's pond release rate in conjunction with the UD-Detention spreadsheet.
 7. Per the 2023 Roadway Design Manual: Storm water from concentrated points of discharge from a storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.
 - Response: Understood, runoff is sheet flowing to the Site's proposed pond, and drains away from the existing/proposed sidewalk.
 8. See section 3.20 EASEMENTS AND TRACTS for specific information for maintenance access for channels, ponds, and all other storm features.
 - Response: Understood, section 3.20 EASEMENT AND TRACTS was referenced for storm feature information.
 9. 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: Surveyor verified that an existing public storm sewer system lies within North Airport Boulevard. The Site proposes to connect the proposed detention and water quality pond to the existing inlet in North Airport Boulevard.

10. Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.
 - Response: Understood, an inlet is proposed to capture the Site's generated storm and runoff.
11. Stormwater Conveyance - Notification of Adjacent Property Owners link: https://cdnsm5hosted.civiclive.com/UserFiles/Servers/Server_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Stormwater%20Conveyance%20-%20Notification%20of%20Adjacent%20Property%20Owners.pdf
 - Response: Understood, thank you.
12. Digital files supporting this submittal should be uploaded at the time of first review, examples are MHFD Detention files.
 - Response: Understood, thank you.

PUBLIC WORKS DEPARTMENT

TRAFFIC DIVISION

1. A Traffic Letter will be required for this development. See below for additional information.
 - Response: A Traffic Study is included with this submittal.
2. Signs will be needed to prevent loading or unloading of vehicles on public roadway.
 - Response: Understood, currently no signs are proposed designating this intent. However the operation plans depicts trucks will enter and circulate the site for loading/unloading. If specific signs are needed, please let us know what the signs shall say and where the preferred location of signage shall be.
3. Provide Truck turning diagram into and out of the site. Will need to see site circulation with the truck as well.
 - Response: A Truck Turning exhibit is provided with the Site Plan within the Operations Plan sheet to illustrate the site's circulation.
4. Applicant shall install two 2" conduits and pull boxes to be owned/maintained by the City of Aurora, for future fiber optic interconnect of traffic signals along arterial roadways.
 - A. Conduit
 - i. Conduit material shall be Schedule 80 HDPE (or similar).
 - ii. A # 14 AWG stranded copper conductor shall be installed for city underground locating purposes.
 - iii. A nylon pull tape with a minimum 1,250 lb tensile strength shall be installed in all new conduit.
 - B. Pull Box
 - i. Pull boxes shall be 30"x48"x24", with two-piece interlocking lids.
 - ii. City conduit shall be installed into City Pull Boxes.
 - Response: There is an existing signal at the intersection, no changes to the signal are proposed, thus no conduit is proposed as part of this project.
5. Gates are required to be setback from Public road flowline a minimum of 35-feet, longest expected vehicle or at least the 95th percentile queue. If the gating system swings, it shall swing into the site.
 - Response: Understood, the proposed gating systems follows these requirements.
6. ADA route from the site to the public ROW.
 - Response: Accessible route shown on grading plan
7. Show all adjacent and opposing access points on the Site Plan.
 - Response: where available from survey, access points and roadway medians have been shown
8. Site access shown on preliminary plans looks about right. The access need to be a minimum 300' from CL-CL of Airport Blvd. It will also need to be 75 feet from FL-FL of the access to the west of the site.
 - Response: Understood. The Site's proposed access meets these requirements.
9. Label the access movements on the Site Plan. The access on Centretech Pkwy shall be permitted as a right-in/right-out.

- Response: Understood, the Site Plan is labeled appropriately.
10. 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'
- Response: Site triangles and notes are within the Site Plan.
11. Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Add the following note to the Site Plan:
- A. 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: Existing signage is called out in the Site Plan. Notes have been added to Site Plan.

Traffic Letter:

- L. Based on our review of the Traffic Letter, additional improvements may be required.
- Response: Understood.
- M. A traffic letter will be required documenting usage for this site. If peak hour trips do not exceed 75 vph (total), then a full Traffic Impact Study will not be required. In the case that a full TIS is not 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:
- Response: Understood. A Trip Generation Letter is attached with this submittal.
- N. Trip Generation\usage for the site.
- Response: Understood, trip generation is included within the Trip Generation Letter included with this submittal.
- O. Timing of when unloading of vehicle shall occur. The proposed occurrence is this an everyday event or are vehicles planned to be dropped every so often.
- Response: Two vehicle haulers travel to the site per day to deliver or transfer vehicles. Details can be found within the Trip Generation Letter included with this submittal.
- P. Will the stored vehicles be pulled throughout the day or is it to replenish vehicles at the end of the day.
- Response: The intention of the stored vehicles will include 20-40 vehicles retrieved for test drives or purchase throughout the day.
- Q. Site Circulation Plan
- Response: Site Circulation is demonstrated through the Operation Plan included within the Site Plan for this submittal.
- R. The Traffic Letter shall be prepared in accordance with the City of Aurora Traffic Impact Study Guidelines.
- Response: Understood, the Trip Generation Letter was prepared in accordance with the City of Aurora Traffic Impact Study Guidelines.
- S. **Submitting the Traffic Letter:**
1. The Traffic Letter shall be sent directly to Jason Igo at jigo@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.
 - Response: Traffic Letter will be uploaded with the rest of the submittal.
 -

ENGINEERING DIVISION

Key Issues:

- ▶ Confirm that the existing detached sidewalk along the north side of East Centretech Parkway is 6' wide. If it is, that is sufficient. Evaluate existing streetlights for conformance with the 2023 Roadway Manual and provide additional streetlights if the photometrics require it for East Centretech Parkway.
- ▶ Applicant to verify that the existing curb ramps at the southwest, northwest and northeast corners of the intersection of East Centretech Parkway and North Airport Boulevard are ADA compliant and meet current standards. o It is anticipated that at a minimum the curb ramps at the northeast corner of the intersection will probably need to be updated.
- ▶ Provide curb returns and ADA accessible curb ramps at the access off of East Centretech Parkway, and ensure that the provided crossing is outside of any proposed crossspan.
- ▶ Provide a 10' detached sidewalk, and 10' landscape strip to match the major arterial typical section along North Airport Boulevard.
- ▶ Where there are four existing mature trees just north of the intersection of East Centretech Parkway and North Airport Boulevard, show the proposed standard street section to determine how it will affect the trees, and the best treatment at that location.
- ▶ Evaluate existing streetlights for conformance with the 2023 Roadway Manual and provide additional streetlights if the photometrics require it for North Airport Boulevard.
- ▶ The updated Roadway Manual has been adopted as of February 1, 2023. The link to the updated Roadway Manual can be found below.
- ▶ The City has updated its civil plan submittal intake process which became effective June 26, 2023. A civil plan pre-submittal is no longer required. Please review the new submittal instructions here.
- ▶ 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.

Improvements:

- A. Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1.
 - Response: Understood.
- B. Mountable curb and gutter shall be used on all Type 1 and 2 streets. All other streets, including those within the Urban Centers and TODs shall use 6" vertical curb and gutter.
 - Response: Understood, the North Fire Lane access proposes a mountable curb and gutter following the standards detailed above.
- C. Curb ramps must be shown (located) on the plans at all curb returns, "T" intersections, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans.
 - Response: Understood.
- D. 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.
 - Response: Understood.
- E. 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.
 - Response: No pedestrian bicycle railings are proposed for the Site.
- F. Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guards or handrails may be required. Structural calculations are required with the first civil plan submittal for walls that fall under the specifications listed in Table

4.02.7.03 in the Roadway Manual. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements.

- Response: Understood, at this time there are no proposed retaining walls for the Site.
- G. 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.
 - Response: Understood.
- H. 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.
 - Response: Understood.
- I. Streetlights are required along adjacent roadways. Please refer to the 2023 Roadway Manual 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 streetlighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis.
 - Response: Understood.

ROW/Easements/Plat:

- J. ROW dedication is required for public streets.
 - Response: At this time no ROW dedication is anticipated, as the ROW improvements are contained within the existing boundaries
- K. The dedication of a 25-foot lot corner radius is required at the intersection of arterial roadways, a 20-foot lot corner radius is required at the intersection of collector roadways, and a 15-foot lot corner radius is required at the intersection of local roadways.
 - Response: The existing property line appears to account for this radii, no change is proposed to the ROW boundary at this time.
- L. 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.
 1. Sidewalk easements may be required for new sidewalk installed.
 2. A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way. Please coordinate with Aurora Water for their alignment.
 3. Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way. Please coordinate with Aurora Water for their alignment.
 4. 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: Understood, easements will be dedicated as appropriate.

FIRE/LIFE SAFETY COMMENTS - BUILDING DIVISION

Key Issues:

- ▶ The looped water supply will be needed to support more than one required onsite fire hydrants.
- ▶ Due to the size of the site a secondary point of emergency access will be needed in the northeast corner of the site that connects to E. Airport.
 - Response: A looped water line and secondary point of emergency access have been provided as requested.

Advisory Comment:

- A. On behalf of the Aurora Fire Department, all plan reviews, permits, and inspection associated to site plans, civil plans, platting documents, the International Fire Code and fire protection systems are

conducted by the Aurora Building Division's Fire/Life Safety Group. Please avoid contacting Aurora Fire Rescue or the Fire Prevention Bureau with associated questions since they will only differ your inquiries to the Aurora Building Division Fire/Life Safety Group.

- Response: Understood.

Accessibility Requirements:

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

- Response: Understood.

C. Accessibility Requirements - Commercial

- Response: Understood.

Addressing Requirements:

D. 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 numbers in the manner provided in the Aurora City Code of Ordinance, Chapter 126 - Article VII - Numbering of Buildings.

- Response: Understood.

Adopted Codes by the City of Aurora – Setbacks:

E. 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.

As of Jan. 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2023 National Electrical Code.

- Response: Understood.

Civil Plans:

F. 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.

1. [Alternative Fire Lane Surfacing Material](#)
2. [Alternative Fire Lane Surface Signs to Civil Plan Sign and Detail Package.](#)
3. [Grading Plan](#)
4. [Handicap Accessible Parking Signs](#)
5. [Sign Package](#)
6. [Signature Block](#)
7. [Street Standards and Street Section Details Fire Department Access:](#)

- Response: Understood, all applicable information are reflected within this submittal.

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

1. Due to the size of the site a secondary point of emergency access will be needed in the northeast corner of the site that connects to E. Airport.
2. 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. Buildings greater than 30' in height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii.
3. [Outdoor Storage Yards](#)

- Response: Understood, a secondary point of emergency access is provided along North Airport Boulevard that is accompanied by a 26' fire lane easement.

Fire Hydrants:

- H. The number and spacing of fire hydrants are determined using the 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.
1. The looped water supply will be needed to support more than one required onsite fire hydrants.
 - Response: Understood, a looped water supply is proposed to support two proposed onsite fire hydrants.

Gated Entry:

- I. 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.
1. 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
 2. of the International Fire Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the designated Fire Code representative within the Aurora Building Division.
 3. 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.
 4. The location of the gating systems presented during the pre-application meeting are acceptable to Fire/Life Safety where there is not an internally dedicated fire lane easement within the site. Please consider that Fire/Life Safety's acceptance of the gate locations can be overridden by another department's requirements.
 - Response: Understood.

Knox Hardware:

- J. 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: Understood, Knox Hardware is proposed for the Site and shown on the site plan.

Legend:

- K. 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: Understood, the Cover of the Site Plans contains a "Site Plan Legend" reflecting existing and proposed elements within the Site.

Phasing Plans:

- L. A phasing plan must be provided with the Planning Departments Site Plan and the Public Works Departments Civil Plans submittals.
- Response: No phasing is proposed.

Photometric Plan:

- M. 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".

- Response: Noted added to photometric plan as requested.

N. Add the "accessible route" (heavy dashed line) to the photometric plan and verify minimum 1 footcandle of illumination along its entire length.

- Response: ADA route included on lighting plan as requested.

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

O. 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](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

- Response: Understood, these Site Plan Notes are provided on the cover sheet of the proposed Site.

Site Plan Data Block:

P. 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: Understood, the cover sheet contains the "Data Block" reflected relevant items that apply to the Site.

Special Design Considerations:

Q. 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.

1. [Abutting Fire Lane or Public Access Easement to Property](#)
 - If an existing fire lane or public street must be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.
2. [Access to within 150 feet of Each Structure](#) - See the 2021 IFC, Section 503.1.1 that discusses fire access requirements to within 150' of "facilities" such as your outdoor storage yard.
3. [Access Road Width with a Hydrant](#)
4. [Alternative Fire Lane Surfaces](#)
 - a. Alternative fire lane surfaces other than asphalt or concrete will require a license agreement through Land Development Services within Public Works. The civil plans must include a detail of the alternative surfacing material that reflects the current Public Works fire lane specifications.
5. [Fire Apparatus Access Road Specifications](#)
 - a. If an existing fire lane or public roadway must be removed or relocated for any reason, the portion replaced must follow the current specifications of the Public Works Department.
6. [Combined Fire Lane, Public Access and Utility Easements](#)
7. [Construction of Fire Lane Easements and Emergency Access Easement](#)

8. [Dead-end Fire Apparatus Access Roadways](#)
9. [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
10. [Grade](#)
11. [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
12. [License Agreement](#)
 - a. Construction of gating systems crossing a dedicated fire lane easement will require a license agreement through Land Development Services/Real Property.
13. [No Parking is allowed within a Fire Lane Easement](#)
14. [Pocket Utility Easements for Fire Hydrants](#)
15. [Public Street Systems Adjacent to Site](#)
16. [Remoteness](#)
17. [Speed Bumps](#)
18. [Snow Removal Storage Areas](#)
19. [Two points of Emergency Access](#)
20. [Width and Turning Radius](#)
 - Response: The above noted elements have been included as applicable on the site plan.

LAND DEVELOPMENT REVIEW SERVICES DIVISION

Key Issues:

- ▶ The Subdivision Plat is with the city for review. The Site Plan will need to match any easements or boundary configurations for the Plat.
- ▶ A License Agreement will be needed for the gate/fences crossing the Fire Lane easements.

Subdivision Plats:

- A. A subdivision plat is not required at this time. (The Plat is already into the City of Aurora for review)
 - Response: Understood, thank you.

Site Plans:

- B. A Site Plan will be required by the Planning Department. Land Development Review Services has items that need to appear on that site plan above and beyond what other departments may require. These items are listed on the Land Development Review Services [Subdivision Plat Checklist](#).
 - Response: Understood, the Land Development Review Services Subdivision Plat Checklist was utilized for the Site Plan.

Separate Documents:

- C. 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.
 - Response: Understood.
- D. 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.
 - Response: Understood.
- E. **Offsite easement dedications** may be required to make your project work. It's up to the developer to obtain these easements for the city, pay compensation, etc. Dedication documents must be prepared using Land Development Review Services specifications which can be found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Land Development Review Services, it takes about 8-10 weeks to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan.

- Response: At this time, no off-site easement are anticipated or proposed.
- F. 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 Land Development Review Services specifications and are available in the [Easement Release Packet](#).
Once complete and accurate easement release information is submitted to Land Development Review Services, it takes about **8-10 weeks** to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan.
 - Response: No known existing easements will need to be released at this time.
- G. The developer may need to dedicate new easements and/or street right-of-way on the site. Since a new subdivision plat is not required, these dedications must be done by separate legal document. These legal documents must be prepared using Land Development Review Services specifications which are found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Land Development Review Services, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan.
 - Response: Understood. We anticipate a storm easement for the drainage of the proposed detention and water quality pond.
- H. 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 8-10 weeks to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.
 - Response: Understood, at this time we are not proposing any encroachments.
- I. Your project has been classified as a Redevelopment so a resubdivision is not required. However, street right-of-way and/or easements may need to be dedicated to the city. These are legal documents and must be prepared using Land Development Review Services specifications which can be found in the [Dedications Packet](#). Once complete and accurate information is submitted to Land Development Review Services, it takes about 4-6 weeks to complete the process. These documents must be complete and ready to record before Land Development Review Services will record the Site Plan.
 - Response: Understood, thank you.
- J. 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 a *Land Development Services Agent* at 303.739.7300 for additional details and contact information.
 - Response: Understood.

CIVIL ENGINEERING PLANS

- A. Civil Construction Plans are required for your project as proposed and shall be submitted electronically.
 1. Use of the Batch Standards Checker Tool is requested for this project.
 2. Civil Engineering Plan Review (*see links below for additional information*):
 - i. [Process](#)
 - ii. [Review Schedule](#)
 - iii. [Fees](#)
 - iv. [Civil Plan Submittal Form](#)

- v. [Civil Plan Submittal Pre-Acceptance Checklist](#)
- Response: Understood.

CIVIL PLAN PRE-ACCEPTANCE PROCESS:

1. Prior to submittal of the electronic Civil Construction Plans, the civil consultant will submit the [Submittal Form](#) to the Permit Center via engineering@auroragov.org. If the Permit Center accepts the submittal form, the civil portal will be opened, and the applicant will upload the Civil Construction Plans.
 2. The Permit Center will evaluate the uploaded plans to check that all required documents have been uploaded. The Permit Center will either indicate if any documents are missing via email to the applicant, or they will progress the application to Pre-Acceptance.
 3. During Pre-Acceptance, the appropriate City departments will do a superficial review of the application within two business days after document check in for all the items listed in the [City of Aurora Civil Plan Submittal & Review Pre-Acceptance Checklist](#). This review is only for completeness and does not constitute a full review.
 4. If one or more department(s) determines that the application is incomplete, the application will not be accepted in for 1st review and the applicant shall re-upload the revised, complete documents. If all the departments determine that the application is complete, the project submittal will enter the 1st formal review and follow our standard civil plan timelines.
 - Response: Understood.
- B.** Civil Construction Document Plan Set generally includes the following plans:
- i. Stormwater Management Plan
 - ii. Final Drainage Plan/Report
 - iii. Final Grading Plan
 - iv. Utility Plan and Profiles
 - v. Street Plan and Profiles
 - vi. Structural Calculations
 - vii. Signing and Striping Plan
 - viii. Street Lighting Plan

- *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*
- Response: Understood.

AURORA WATER

- A.** General Requirements:
1. Utility Plans will be required with the Civil Engineering Plans:
 2. Utility Plans shall be prepared in accordance with the Utility Manual - Utility Plans must be approved prior to obtaining building permits - Utility Plans must include:
 - o Fixture Unit Table and Meter Sizing Tables
 - o Water Service and Water Meter locations
 - o Sanitary Sewer Service Lines
 - o Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
 3. Cross Connection Control Devices are required for:
 - o Fire Service Lines
 - o Commercial and Domestic Water Service Lines.
 - o These devices are required to be located within the building or within a heated and drained vault after the water meter.
 4. All service line construction information (horizontal and vertical information, lengths, slopes, etc.) must be provided on the Site Plan Utility Sheet.
 5. Individual service line connections and fire line connections must be approved through Aurora Water. Include all applicable standard notes from Section 5.05.1 of the Utility Manual on the Site Plan Utility Sheet.

- *Response: Understood.*

B. Construction Stormwater Quality Requirements:

1. A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora [Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities](#) Manual (SWMP Manual) for more detailed requirements. A [Colorado Discharge Permit System \(CDPS\)](#) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
 2. CAD Data Submittal Standard: The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the city's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard are required by consultants on development projects when submitting to the city for signature sets and on capital projects funded by the city. Details of the CAD Data Submittal Standard can be found on the [CAD Standards](#) web page.
- *Response: Understood, thank you.*

STORMWATER MANAGEMENT

A. General Requirements:

1. All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Management Plan (SWMP) in conjunction with the overall drainage plan for the site. The SWMP shall be included in and become part of the preliminary and final drainage reports. The SWMP shall discuss and propose solutions to permanently enhance the quality of stormwater runoff through the site.
 2. The SWMP shall be developed by applying the permanent water quality “best management practices” described in Volume 3 of the USDCM. The SWMP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, [“Storm Drainage Design and Technical Criteria”](#) manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives.
 3. An Inspection and Maintenance Plan (I&M Plan) shall be developed concurrently with the design of the permanent BMP’s and submitted with the final drainage plan and report for approval. Refer to Section 5.09 of the [Water, Sanitary Sewer, and Storm Drainage Infrastructure Standards and Specifications](#) as well as the 2010 [Storm Drainage Design & Technical Criteria](#) manual’s appendices for direction on preparing an I&M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted with the signature set of civil plans and must be approved prior to approval of the Civil plans.
 4. The civil plans will not be approved until the preliminary drainage report/letter is approved and the plat is ready for recordation.
- *Response: Understood.*

PUBLIC WORKS DEPARTMENT

- A.** Construction documents should reflect all approved Access, Right of Way, Easements, and Public Improvements that were included and approved on the Site Plan and Plat for your project.
- *Response: Understood.*

TRAFFIC ENGINEERING

- A.** The Construction Documents shall include a Signing and Striping Plan, and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees is available on the City’s website or in the Development Handbook.
- *Response: At this time, no work within the roadway is proposed. If necessary, traffic control plans will be provided by the contractor. Signing and striping plans will be provided as part of the forthcoming CDs.*

- B. Critical Traffic Control Areas, as identified by the Traffic Manager during Civil Plan review, are circumstances that develop resulting from temporary modifications to the roadway network. Critical Traffic Control Areas can include, but are not limited to:
 1. lane closures resulting in reduction in vehicles capacity greater than 50%,
 2. proximity to intersections, access drives, rail lines,
 3. locations with higher multimodal movements, or
 4. other special circumstances
 - *Response: Understood.*

- C. When identified, the contractor shall submit Traffic Control Plans (TCPs) to the City through the Public Improvement Permit Application process for the City’s review as soon as possible or a minimum of four weeks in advance of construction. In addition, as part of the Public Improvement Permit and TCP, the contractor may be required to provide advance notice (minimum two weeks) to nearby impacted users. Notifications by the contractor may be required to neighboring residences, businesses, or impacted operations of emergency response entities (law enforcement, fire, and medical), transit, delivery companies, etc., as determined by the Traffic Manager at time of the TCP review.
 - *Response: Understood.*

- D. Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers’ vehicles) shall access the site from approved truck routes, via Airport Blvd to Centretech Pkwy and not through the adjacent residential neighborhood(s).
 - *Response: Understood.* The only public access to the site is abutting Centretech Parkway and will be the proposed entrance for all construction vehicles that need to access the site. Specific construction circulation will be identified on the forthcoming CDs.

ENGINEERING DIVISION

- A. Sidewalk construction shall conform to the “City’s Roadway Design and Construction Specifications” latest edition. The city considers the burden on you (the developer) for not only your front footage, but also to construct all needed offsite transitions to match the existing roadway(s). Design of the roadway adjacent to your site is required for compliant transitions beyond the site or to the next major intersection.
 - *Response: Proposed sidewalk for the Site conforms with the “City’s Roadway Design and Construction Specifications” latest edition.*

- B. All road cuts or other roadway disturbances within the City of Aurora’s public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City’s Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the end of the project or as directed by the City Engineer.
 - *Response: Understood.*

- C. *Fire lanes.* All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City’s adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshal) and the City Engineer.
 - *Response: Understood.*

BUILDING DIVISION COMMENTS:

- A. The comments made during the meeting address large-scale issues. We strongly recommend that a code consultation meeting be scheduled to discuss more detailed concerns.

During the development review process, you will not need to submit any documentation to the Fire Department for review. The Life Safety group within the Aurora Building Division conducts all site development and construction plan reviews on behalf of the Aurora Fire Department.

The links below contain additional information and requirements for completion, submittal, and permitting of your building plans.

- *Response: Understood.*

B. Permit Types:

Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type.

1. [Limited Plan Permits](#) (Fences greater than 7' height, gating systems and modular buildings.
Fire (click on this [link](#) to find checklist below)

2. Knox Box

3. Knox Box Rapid Entry

- *Response: Understood.*

Key Issues:

- ▶ If your architect would like to set up a preliminary building construction plan submittal meeting, please contact our Plans Examiner Manager Jose Rodriguez (jcrodrig@auroragov.org).
- ▶ As of Jan. 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2023 National Electrical Code.
 - *Response: Understood.*

Accessibility:

- C. The City of Aurora enforces handicapped accessibility requirements based on 2021 IBC, Chapter 11, and the 2017 ICC 117.1.
 - *Response: Understood.*

Adopted Codes by the City of Aurora:

- D. This “link” will provide a current listing of all adopted building codes and ordinances utilized by the Aurora Building Division. To view the 2021 International Codes please utilize the following hyperlink; [ICC Codes Online](#)
 - *Response: Understood.*

Building Division General Comments:

- E. The function of the Building Division in the development process involves assistance with building code questions. This “link” will provide answers to the most typical initial questions concerning the role of the Building Division.
 - *Response: Understood.*

Checklist for Plan Review Submittals:

- F. The Aurora Building Division has established a number of checklists that reflect specific construction plan submittal and permit requirements. A copy of these checklists can be obtained through the City of Aurora website or by clicking on the link provided here.
 - *Response: Understood.*

Day-Night Sound Level (LDN or DNL):

- G. C.O.A Building and Zoning Code, Section 22-425 through 22-434 provides three methods for residential and commercial building design/construction to comply with the aircraft noise reduction criteria of this Code.

- *Response: Understood.*

Geographic Design Criteria:

- H. New construction must adhere to the climatic and geographic design criteria provided using the hyperlink above.
- *Response: Understood.*

Occupancy Specific Building Code Requirements:

- I. Based on the information provided, your building occupancy or occupancies are as follows.
- (Automobile key storage modular) U Occupancy - Buildings and structures of any accessory character, and miscellaneous structures not classified in any specific occupancy.
 - *Response: Understood.*

Request for Modification or Alternative Material:

- J. Per the 2021 IFC, Section 104.10 and 104.10.1, whenever there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements.
- *Response: Understood, there are not requests at this time for modification or alternative materials.*

LAND DEVELOPMENT REVIEW SERVICES DIVISION

- A. *Reminder* – Prior to building plans submittal, processing of any/all required separate documents should be started so that this process does not interfere with permit issuance.
- *Response: Understood.*

CONSTRUCTION PHASE

AURORA WATER

A. Utility Connection Fees:

1. Water Service Connection Fee
 2. Metro Sanitary Sewer Connection Fee
 3. Sanitary Sewer Connection Fee
 4. Fees may only be paid after issuance of building permit and must be paid prior to issuance of the Certificate of Occupancy. This is required for new services and when meter sizes are upsized.
- *Response: Understood.*

B. Wet Tap Fees:

- Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.
- *Response: Understood.*

C. Irrigation Water Meter Fees:

1. Will be calculated in accordance with the City Ordinance for irrigated common areas in Single Family Detached and Commercial areas.
 2. The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations.
- *Response: Understood.*

- D. For a full listing of Utility Fees, please see [the Aurora Water Fee Schedule](#).

- *Response: Understood, thank you.*

STORMWATER MANAGEMENT

- A. Pond cert required prior to TCO or CO.
- *Response: Understood.*

PUBLIC WORKS DEPARTMENT

ENGINEERING DIVISION

- A. A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is not required. A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy. See Section 5.01.2.02 for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities.

Public streets are required to have geotechnical and pavement design reports approved before a paving permit will be issued. Please note the requirement for composite pavement sections in Section 5.00.

Also, streets are required to have French drains (for concrete pavements and bituminous composite pavement sections) at the back of curb at low points in the streets and be extended 100-feet on both sides of the low point, unless the geotechnical pavement design report indicates the presence of high ground water. Then, the French drains shall be extended in accordance with the recommendations of the pavement design report.

- *Response: Understood.*
- B. Certain public improvements will be required with this development. If a deferral of these public improvements is warranted, then a letter requesting to defer the public improvements needs to be sent to the Director of Public Works, specifically stating the improvements to be deferred. The letter, along with the Development Application needs to be submitted to the City Engineer at or before Planning's Development Application. The deferral may be granted in accordance with UDO Section [146-5.3.19\(b\)](#).
- *Response: Understood.*
- C. Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
1. major arterials
 2. collector streets
 3. fire lanes
 4. culverts
 5. curbs, gutters, curb ramps, and sidewalks
 6. transit passenger facilities
 7. monuments and range boxes
 8. sanitary sewer mains, including laterals to each lot line
 9. storm drainage
 10. detention and water quality facilities, including necessary structures
 11. street lighting
 12. water mains, hydrants and valves
 13. tree plantings and landscaping

- *Response: Understood, the public improvements are implemented in the Site's plans.*

BUILDING DIVISION

Key Issue:

- ▶ Once the building permit is issued it is recommended that the General Contractor (GC) schedule a preconstruction meeting with the Office of Development Assistance Project Manager. The meeting will consist of the Public Improvement Supervisor, Building Division Inspector Supervisors, and a Fire/Life Safety Supervisor. These meetings are highly beneficial to both the GC and city staff in addressing inspection requirements that assist in obtaining a TCO or CO in a timely manner.
 - *Response: Understood.*

Construction Permits:

- A. Please click on the link provided for a listing of required construction permits.
 - *Response: Understood, thank you.*

Fire Safety during Construction, Alteration or Demolition of a Building:

- B. Utilize the requirements of the 2021 IFC, Chapter 33 for both construction and demolition of any structure within your site. To obtain a full copy for fire department access and water supplies to a construction site, please call the Building Department by calling 303.739.7420.
 - *Response: Understood.*

Access Roadways during Construction:

- C. Please click on the "link" provided for requirements for fire department access during construction.
 - *Response: Understood, thank you.*

We appreciate your review and approval of these plans. Please contact me at 303-228-2327 or shelby.madrid@kimley-horn.com should you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Shelby Madrid, P.E.
Project Manager