

March 27, 2024

Lorianne Thennes, Project Manager  
City of Aurora  
Planning Division  
15151 E. Alameda Parkway, Ste. 5200  
Aurora, Colorado 80012

**RE: *Porteos Industrial at Porteos Site Plan Amendment (#1785295)/Pre-Application Meeting held March 7, 2024***

Dear Ms. Thennes,

Thank you for the comments on March 22, 2024, for the above-mentioned project. In an effort to address your comments concisely and simplify your review we have summarized your comments and our responses below.

## **CITY OF AURORA**

**Project Manager: Lorianne Thennes 303.739.7352 lthennes@auroragov.org**

### **Key Issues:**

**Parking:** In Subarea C, no more than 60% of the lot frontage on arterial streets to a depth of 60 feet shall be occupied by parking, including truck parking, drive aisles for parking, or driveways. Please be mindful of this requirement, particularly along 64th Avenue.

- *Response: Acknowledged. The previously approved site plan has an approved adjustment to allow for more than 60% of the lot frontage to be occupied by parking. For this site plan amendment, the applicant will utilize this previously approved adjustment to exceed 60%. Enhanced landscaping has been provided in the areas showing new trailer parking along 64<sup>th</sup> Avenue.*

**Master Plan Compliance:** This project will be subject to the standards listed in the approved Porteos Master Plan (Case Number 2012-7001-04), and Porteos Industrial at Porteos Site Plan (Case Number 2020-6030-00). Please note that all standards in the Master Plan are intended to supplement other adopted city codes unless a waiver was specifically granted within the Master Plan.

- *Response: Acknowledged. The previously approved Porteos Master Plan will be followed.*

**Access and Connectivity:** All primary entrances must provide safe routes to walk to the adjacent rights-of-way, other building entrances and common areas. Show and explain how truck and employee access and parking have no conflicts. The dual site accesses as shown on Powhaton Road are too close to each other, as site access drives shall be located a minimum 300' CL-CL along Powhaton Road (arterial), south from 64th Avenue. See Traffic comments on page 16 for more detail on this requirement.

- *Response: Accessible routes are provided to each building from E 64<sup>th</sup> Avenue as E 64<sup>th</sup> Avenue serves as the primary access. The north building has a dedicated auto-only access on the north and a shared truck only entrance at the middle access. The south building does not have a dedicated auto only access, but auto traffic is split off from truck traffic as soon as practical with limited overlap between the two movements.*

**Aurora Water:** As the City updates the city-wide master plan, the applicant must acknowledge any modification to the Master Utility Documents may be required in order to meet the service level demands and water quality standards. There is a waterline along the eastern border of this property 2 that has a 12" waterline sizing per the MUS. The updated master plan shows the installation of a 24" waterline in this area. Though the corridor appears to be in Valley Head, it has been confirmed with the Planning division that the obligation for the upsized will be on this development. There is currently a modeling effort underway to uphold or remove the obligation of a 24" waterline installation. Further coordination and communication will be had once the modeling effort results are finalized. The current fencing proposal will cut off maintenance access to the existing 12" PRV to the south of 64th Avenue. Maintenance access will need to be maintained for this PRV and can entail realignment of the fence or relocation of the existing PRV.

- *Response: The existing PRV will be relocated outside of a fenced area for access and maintenance. The applicant will work with City staff regarding the 24" waterline as it appears this improvement is located outside of the project property.*

**Stormwater:** The proposed Site Plan Amendment shall be in conformance with the Porteos Interim Pond 221277LTR1. Any changes to the approved Civil Plans made by this proposed Amendment will be subject to the 2023 SDDTC including % Impervious and c factor values. The updated values may require the resizing of stormwater infrastructure approved under 221369. The second entrance from Powhaton Road crosses Swale 1 (EDN 221369). This will require an HEC-RAS model of the channel and crossing. Submit the electronic model along with the preliminary drainage report.

- *Response: The proposed site plan amendment will be in conformance with the Porteos Interim Pond 221277LTR1 and will include updated % impervious and c-values. A HEC-RAS model has been provided with this initial submittal.*

**Traffic:** A Traffic Letter of Conformance to the Porteos Industrial Traffic Impact Study dated August 2021 by Kimley-Horn will be required for this development. See page 17 for additional information. The comments reflect information provided on your submittal materials as well as the discussion within the meeting and are meant to provide general direction to you in the preparation of the actual submittals. If the plans change significantly for the project, another pre-application meeting would be advised. Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7352 or lthennes@auroragov.org.

- *Response: A Traffic Letter of Compliance has been prepared based on the feedback provided on page 17.*

## **STEP I – PLANNING PHASE**

### **PLANNING AND DEVELOPMENT SERVICES DEPARTMENT**

The Planning comments are numbered. When submitting an application, please include a letter of introduction responding to each of the numbered comments, including key issues from other departments.

#### **Key Issues:**

Parking lot frontage along streets  
Access and circulation

#### **Project Overview:**

- Zoning: AD (Airport District)
- Character Area: Subarea C
- Proposed Use: Distribution/Warehousing/Adding trailer parking spaces and guard sheds

- Permitted Uses: Yes

Type of Application:

- Site Plan Amendment

Procedures:

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- The application can be reviewed and approved administratively by the Planning Director. Please note that if any Major Adjustments are requested as part of the application, a public hearing before the Planning and Zoning Commission will be required. The application will be reviewed in a 12-13-week timeframe and will be processed electronically through our development review website, found in the links below.

Important Links:

- Unified Development Ordinance (UDO)
- Aurora Places Comprehensive Plan
- CAD Data Submittal Standard
- Landscape Reference Manual
- Development Review Website
- Online Application and Plan Submittal Guide
- Transportation Studies & Plans
- Pre-Submittal Checklist
- Forms and Applications
- Aurora Map Gallery
- Adams County Assessor Map
- Site Plan Manual
- Preliminary Drainage Report (PDR) Review Checklist
- Civil (Utility) Plan Pre-Acceptance Review Checklist

Standards and Issues:

1. Zoning and Placetype

A. Zoning

This property is zoned AD (Airport District), which takes advantage of the nearby regional and national transportation hubs and infrastructure, to expand employment opportunities created by the strategic location of these lands near the airports operating in or near Aurora, and to ensure that development is located and designed to be consistent with the continued efficient operation of those airports. Industry hubs and a variety of commercial, light manufacturing, distribution, and research and development campuses are anticipated to be developed in this classification.

- *Response: Acknowledged. Project will comply with Zone AD standards as applicable.*

B. Character Area

This property is located within the Subarea C Character Area, which generally includes rolling, semi-arid, largely undeveloped lands with large open fields of prairie grass in northeast Aurora and mostly developed newer developments in southeast Aurora.

- *Response: Acknowledged. Project will comply with Subarea C Character Area standards as applicable.*

C. Placetype

The Aurora Places Comprehensive Plan designates this area as the Industry Hub placetype. This includes areas typically dedicated to manufacturing, warehousing, distribution, fulfillment centers, freight operations and renewable energy enterprises. This placetype plays an important role in the city's employment base and economy but can sometimes create outdoor activity and should be appropriately buffered from residential and commercial areas.

- *Response: Acknowledged. Project will comply with Industry Hub placetype.*

**D. Master Plan & Site Plan**

This project will be subject to the standards listed in the approved Porteos Master Plan (Case Number 2012-7001-04), and Porteos Industrial at Porteos Site Plan (Case Number 2020-6030-00). The Master Plan includes specific standards including, but not limited to, building form and material allowances, fence and lighting standards, and landscape design specifications. Please note that all standards in the Master Plan are intended to supplement other adopted city codes unless a waiver was specifically granted within the Master Plan.

- *Response: Acknowledged. Project will comply with Porteos Master Plan.*

**2. Development Standards**

**A. Dimensional Standards**

Dimensional standards for this project are outlined in Section 146-4.2.2. The front setback is 25- feet, the rear setback is 25-feet, and the side setback is 25-feet. The maximum building height is 100 feet.

- *Response: Acknowledged. Project will comply with dimensional standards for all new improvements associated with this site plan amendment.*

**B. Access Circulation and Connectivity**

Section 146-4.5 outlines Access and Connectivity standards for subdivision and site design. These standards ensure the development promotes safe and convenient multimodal access within and around the site. All primary entrances must provide safe routes to walk to the adjacent rights-of-way, other building entrances and common areas. Show and explain how truck and employee access and parking have no conflicts. The dual site accesses shown on Powhaton Road are too close to each other. See public works comments below.

- *Response: Accessible routes are provided to each building from E 64<sup>th</sup> Avenue as E 64<sup>th</sup> Avenue serves as the primary access. The north building has a dedicated auto-only access on the north and a shared truck only entrance at the middle access. The south building does not have a dedicated auto only access, but auto traffic is split off from truck traffic as soon as practical with limited overlap between the two movements.*

**C. Parking, Loading, and Stacking**

Section 146-4.6.5 governs parking design and location. In Subarea C, no more than 60% of the lot frontage on arterial streets to a depth of 60 feet shall be occupied by parking, including truck parking, drive aisles for parking, or driveways. Staff has concerns regarding the additional parking along 64th Avenue and being able to comply with this section of the code.

Section 146-4.6.5 details requirements for the design and placement of parking areas. Generally, parking areas should be located and designed to provide for adequate vehicle circulation, safe pedestrian connections, screening from adjacent sites and streets, and to avoid abutting significant stretches of adjacent streets.

- *Response: Accessible routes are provided to each building from E 64<sup>th</sup> Avenue as E 64<sup>th</sup> Avenue serves as the primary access. The north building has a dedicated auto-only access on the north and a shared truck only entrance at the middle access. The south building does not have a dedicated auto only access, but auto traffic is split off from truck traffic as soon as practical with limited overlap between the two movements.*

**D. Landscape, Water Conservation, Stormwater Management**

Prepare your landscape plans in accordance with the Unified Development Ordinance (UDO) as well as the Porteos Framework Development Plan (FDP) and the Landscape Reference Manual. The UDO landscape comments provided should follow Section 146-4.8 Landscape, Water Conservation, Stormwater Management. Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments.

- *Response: Acknowledged. Landscape plans will comply with UDO, FDP and Landscape Reference Manual standards.*

**Landscape Plan Preparation.**

Please label all landscape sheets “Not for Construction”. Landscape construction drawings are not required and therefore do not necessitate the signature, stamp and seal of a licensed landscape architect upon final approval by the City of Aurora. Landscape plans submitted with a site plan or redevelopment plan are used by the City to determine compliance with the landscape standards and for code enforcement purposes.

- *Response: Acknowledged. Plans will be labeled with “Not for Construction”.*

Landscape plans submitted during the Development Application Plan submittal process must be prepared on 24”x 36” sheets and have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible and may result in additional submittals and ultimately delays in approval of the plan set. The landscape plan 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.

- *Response: As this site is located within Adams County, landscape plans within the development application will be on 18”x24” per Adams County recording requirements.*

**General Comment:**

The addition of auto parking and the expanded truck parking will require additional street frontage buffers and interior and exterior parking lot landscaping. A detail of the proposed security fencing should be provided as part of the amended site plan. Include the material, height and color. Landscaping is required along the exterior side of the fence and should be provided in connection with the street frontage buffers or expanded parking areas.

- *Response: Additional landscaping is provided along areas of the proposed amendment. A detail of the security fencing is provided.*

**Porteos FDP**

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

**Overall Landscape**

- Fifty percent of the plant material provided should be evergreen trees. Lot Configurations
- All truck loading and storage areas shall be oriented internal to the parcel areas and will be screened from public streets and open space networks.
- Landscape buffer widths for screening of loading areas shall be based upon current code.

**Landscape Along Arterial and Collector Roads**

- Plant quantities to follow city code requirements but be clustered rather than on center spacing.
- A minimum 15' setback shall be implemented along the length of arterial and collector roads at intersections corners the setback shall be 20'. Where monument signs are proposed at intersection corners, the setbacks shall be 40'.

#### Landscape Along Local Roads

- Street trees shall be more formally spaced.

#### Parking Lot Landscaping

- The current layout exceeds the 60% parking permitted along arterial streets and will require additional buffering and/or landscape enhancements to mitigate the visual impacts.
- Parking lots shall be landscaped in accordance with city standards. Plant material should attain a height of 3' in three years. Berming is encouraged to increase screening. Plant quantities to follow city standards.
- Screening shall include informal hedgerows combined with evergreen trees and berming where feasible.
  - *Response: Landscaping will comply with FDP requirements.*

#### Section 146-4.7 Landscape, Water Conservation, Stormwater Management

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

##### Section 146-4.7.5 D. Street Frontage Landscape Buffers.

While the FDP has provided setbacks for street frontage landscape buffers, the UDO has more restrictive setback requirements that should be met. Both E. 64th Avenue and Powhatan Road are considered arterial streets and shall have 25' wide landscape street buffers that may not be reduced. Landscape street buffers shall consist of one tree and 10 shrubs per 40 linear feet of street frontage. Buffers shall be installed along the exterior sides of proposed fencing or walls.

- *Response: Project will comply with setback standards for all new improvements associated with this site plan amendment.*

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

Provide a 18' wide non-street perimeter buffer along the eastern property boundary line. A reduction in the buffer width to 12' is possible depending upon the buffer reduction feature chosen as specified in Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. Plant material shall be provided at a ratio of one tree and five shrubs per 40 linear feet. At least 30% of the tree species shall be evergreen.

While the buffer widths are less restrictive with the installation of buffer reduction features, plant quantities remain consistent. No buildings or portions of buildings, including patios, drive lanes, parking, dumpster, dumpster enclosures as well as detention pond infrastructure such as rip rap, outlet structures or trickle channels may encroach into the buffer.

- *Response: Non-street perimeter buffer requirements are met.*

##### Section 146-4.7.5 K. Parking Lot Landscaping.

Both interior and exterior parking lot landscaping is required. 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 provided in this section. 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.

- *Response: Parking lot landscaping will comply with City requirements.*

**Section 146-4.8.8 B. 2. Service, Loading, Storage and Trash Area Screening Standards.**

All service, loading and storage areas visible from residences, public or private streets, public open spaces or trails shall be screened by fences, walls, berms, or any combination of those items with landscaping. Chain link fencing is not permitted for this purpose. If walls are used, they shall not exceed nine feet in height. Landscaping shall accompany all wall and fence screening on the exterior side. Landscaping shall consist of one tree and 10 shrubs per 40 linear feet. Should required street and non-street frontage buffers overlap with the required outdoor storage screening as determined by Planning Department staff, additional plant material may not be required.

- *Response: Service, loading and storage areas will be screened to the extent practical with landscaping and/or fencing.*

**E. Industrial Building Design Standards**

All roll-up doors and parked trucks must be hidden from view from the public right-of-way and adjacent properties. This can be done with opaque walls, berming, landscaping, or a combination of these. In the Site Plan, include perspective/sight line drawings or renderings from adjacent rights of-way.

- *Response: Roll up doors and parked trucks will be screened from ROW to the extent practical with landscaping and/or fencing/walls.*

Section 146-4.8 of the UDO contains specific standards for the design of buildings. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, four-sided building design, and permitted materials, among other things.

Code requires that you incorporate material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs, and changes in parapet height to improve the façade and create an inviting and attractive street presence. Buildings must be designed to create a clear base, middle, and cap, with specific instructions and tips for how this can be achieved in Section 146-4.8.5.C. Ground floor designs should support a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic. Code also requires that you use changes in the wall planes, both horizontally and vertically, at specific intervals and provide a variety of durable materials to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to prevent the back of house appearance. See the table above for applicable building design standards and ensure that the building elevations meet all applicable requirements. The Phase 2 building needs to also comply with standards in the Porteos Master Plan.

**Table 4.8-1**  
**Building Design Standards Applicability by Building Type**  
 Adjustments for Affordable Housing Structures appear in Sections 146-4.8.5 and 146-4.8.6

Standard	Single-family detached or two-family dwellings	Single-family attached	Multifamily buildings	Single-story non-residential buildings	Multi-story mixed-use or non-residential buildings	Large-scale retail large format-over 75,000 sq. ft. gfa.
<b>General building design standards</b>						
Design variety	✓					
Distribution of masonry and architectural features	✓					
Windows	✓					
Building orientation and spacing			✓	✓	✓	✓
<b>Massing and articulation</b>						
Horizontal articulation		✓	✓	✓	✓	
Vertical articulation			✓	✓	✓	✓ [1]
Maximum building length			✓	✓	✓	
<b>Building materials</b>						
Primary building materials	✓		✓	✓	✓	✓
Masonry standards		✓	✓	✓	✓	✓
<b>Four-sided building design</b>						
Façade character elements			✓	✓	✓	✓
Entry design			✓	✓	✓	✓
<b>Roof design</b>						
Roof materials	✓		✓	✓	✓	✓
Roof form	✓		✓	✓	✓	✓
<b>Screening of mechanical equipment</b>						
Rooftop equipment	✓		✓	✓	✓	✓
Ground-mounted equipment			✓	✓	✓	✓
Garbage storage areas			✓	✓	✓	✓

Notes:  
 [1] Only applies when more than two stories or over 30 feet tall.

- *Response: Building design will meet UDO requirements.*

## F. 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: Monument signs are being coordinated with potential tenants. If requested by the tenant, they will be shown on the site plan.*

## G. Fences, Walls and Gates

Please show the locations of all proposed fences, walls and gates. If different types of fencing are proposed, include details for each. Fencing shall be in compliance with the Master Plan, and if a standard is not addressed in the Master Plan, reference the requirements found in UDO Section 146-4.7.9. All gates must be set back at least 35 feet from the street entry point.

- *Response: Fences, wall and gates are shown on the plans and are in compliance with the Master Plan.*

## 3. 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 1465.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.

- *Response: Additional adjustments are not requested beyond the adjustments that were previously approved with the initial development.*

## 4. 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: CAD submittal will be provided with the final mylar submittal.*

### 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: PDFs will comply with City requirements.*

### C. Mineral Rights Notification

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

- *Response: Based on discussion with Case Manager, a Mineral Rights Affidavit is not required as there is one previously on file for this site.*

#### Pre-Submittal Meeting:

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: A pre-submittal meeting has been scheduled.*

#### Community Participation:

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.

#### Community Meetings:

- 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.
- Additional information about Community Meetings can be provided by reaching out to the Planning Case Manager for the application or by visiting the Planning and Development Services page of the city website.
- You can also find adjacent neighborhood groups associated with your site via this link: Aurora Registered Neighborhood Associations - HOAs ([arcgis.com](http://arcgis.com))

- *Response: The applicant will coordinate with the surrounding neighborhoods if 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.

In the future there will be horizontal wells drilled underneath your site. The well is at a depth of greater than 7,000 feet below the surface. The operation of the well is not anticipated to impact your surface development.

Please be advised there are regional natural gas pipelines running north/south along the western end of the property belonging to PSCo and DCP Midstream. 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: Acknowledged.*

### **Parks, Recreation & Open Space Department (PROS)**

No comments from this department.

- *Response: Acknowledged.*

### **Aurora Water**

#### 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.

#### Key Issues:

As the City updates the city-wide master plan, the applicant must acknowledge any modification to the Master Utility Documents may be required in order to meet the service level demands and water quality standards.

There is a waterline along the eastern boarder of this property that has a 12" waterline sizing in accordance with the MUS. The updated master plan shows the installation of a 24" waterline in this area. Though the corridor appears to be in Valley head, it has been confirmed with the planning division that the obligation for the upsize will be on this development.

\*There is currently a modeling effort underway to uphold or remove the obligation of a 24" waterline installation. Further coordination and communication will be had once the modeling effort results are finalized.

The current proposal for fencing will cut off maintenance access to the existing 12" PRV to the south of 64th Avenue. Maintenance access will need to be maintained for this PRV and can entail realignment of the fence or relocation of the existing PRV.

Ensure that hydrants are still placed in an adequate location with all parking modifications.

- *Response: The existing PRV will be relocated outside of a fenced area for access and maintenance. The applicant will work with City staff regarding the 24" waterline as it appears this improvement is located outside of the project property. Fire hydrants will be located to provide sufficient access and building coverage.*

**Utility Services Available:**

- Water service may be provided from: Currently serviced
- Sanitary sewer service may be provided from: Currently Serviced
- Project is located on the following Map Page: 94Y

**Utility Service Requirements:**

- A Site Plan is required for this project and must show existing and proposed utilities including:
  - Public/Private Mains
  - Service Lines - Water Meters
  - Fire Suppression Lines
  - Fire Hydrants necessary to service your development.
  - All utility connections in the arterial roadway are required to be bores.
- General utility design criteria can be found in Section 5 of the Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure (Utility Manual).
- 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.
- Please reference Ordinance No. 2022-46 pertaining to the use and restrictions of turf and ornamental water features.
  - *Response: Acknowledged. Project will comply with above referenced City standards.*

**Utility Development Fees:**

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project.
- The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.
- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules. Connection fees should be paid prior to December 31<sup>st</sup> which are subject to increases as approved by City Council.
- Commercial users with meters one and one-half inches and smaller with landscaped areas not served by a separate irrigation system shall be charged an outdoor fee based upon the total landscaped area.
  - *Response: Acknowledged. Applicant will pay fees as required.*

## **Stormwater Management**

Aurora Water reviews the drainage and public improvement components of your project plans. Drainage design standards can be found in the city's "Storm Drainage Design and Technical Criteria" and "Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure".

### Key Issues:

The proposed Site Plan Amendment shall be in conformance with the Porteos Interim Pond 221277LTR1. 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 issuance of Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO). Any changes to the approved Civil Plans made by this proposed Amendment will be subject to the 2023 SDDTC including % Impervious and c factor values. The updated values may require the resizing of stormwater infrastructure approved under 221369.

- *Response: The site plan amendment will be in conformance with 221277LTR1. On-site water quality/EURV pond is existing and was constructed for the full build out of this development per the Master Plan. Updated C-values and impervious % were utilized.*

The second entrance from Powhaton Road crosses Swale 1 (EDN 221369). This will require a HECRAS model of the channel and crossing. Submit the electronic model along with the preliminary drainage report.

- *Response: A HEC-RAS model has been provided.*

A Pond Certification request has been submitted for Pond EV5. Should a TCO or CO be needed prior to the approval of the Civil Plan Amendment stemming from this revision, the Pond Certification will need to be completed and then updated as a part of the construction stemming from this proposed Amendment.

- *Response: Acknowledged. Applicant intends to close out the Pond Certification process shortly, well before the need for TCO or CO.*

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>

The lowest point of entry (LPE) shall be minimum one-foot above all emergency overflow elevations and all 100-year ponding and flow depths.

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.

- *Response: PDR checklist will be completed and signed as part of the first review. If additional review fees are required, they will be paid.*

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://cdns5hosted.civiclive.com/UserFiles/Servers/Server\\_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Storm%20Drainage/CoA%20Storm%20Drainage%20Criteria%2009NOV2023.pdf](https://cdns5hosted.civiclive.com/UserFiles/Servers/Server_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Storm%20Drainage/CoA%20Storm%20Drainage%20Criteria%2009NOV2023.pdf)

- *Response: Acknowledged. The City's ordinances will be followed.*
- 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 typically not available on 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.
- Refer to EDN's 221108, 221119, 221277, 221277LTR1, and 221369 for supporting information related to your site.
- *Response: Acknowledged. Applicant will review above referenced EDNs for supporting information.*
- 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: Acknowledged. PDR will be approved prior to Site Plan or Plat approval.*
- The city asks that the developer work with the owner to provide an I&M agreement and an easement over the existing pond.
- *Response: There is an existing easement around the pond as well as an approved I&M agreement already in place.*
- The site is located within 10,000 feet of Denver International Airport. 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 and by additional guidance specific to Denver International Airport. 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: Acknowledged. Drain time will adhere to MHFD and FAA criteria.*

- The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with the City shall be initiated in such case at the master plan level or as soon as determined with any proposed development.
- *Response: Acknowledged. Applicant will coordinate with MHFD.*
- 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 will be approved or Stormwater Permits will be issued.
- *Response: Acknowledged. A revised SDI will be provided with the final drainage report.*
- Detention of storm drainage is supported by offsite ponds. If offsite ponds are supporting this development a pond certificate is required prior to TCO/CO. Include approved pond certificates or timing of the certificate submittals in the first submittal of the preliminary drainage report. The drainage map used in the design of the pond should be included and illustrate that this site is in compliance with the assumptions.
- *Response: Acknowledged. Offsite ponds have previously been constructed.*
- Release rate for the detention pond shall be based upon Table 10-2 using simplified equations. *As the proposed Amendment changes the approved project, the allowable release rate for the existing WQCV/EURV Pond EV5 will be subject to the 2023 SDDTC.*
- *Response: Acknowledged. No proposed detention ponds are associated with this development.*
- Per the 2023 Roadway Design Manual: The slope away from the building shall have a minimum grade of five (5) percent for the first ten feet or to the property line, whichever occurs first, then a minimum of two (2) percent until the slope reaches the swale around the building. If physical obstructions or lot lines prohibit the ten feet of horizontal distance, a five (5) percent slope shall be provided to an approved alternative method of diverting storm runoff away from the foundation. Swales used for this purpose shall be sloped a minimum of two (2) percent. In no condition shall the bottom of the swale at its highest point be less than Submittal Requirements and Procedures 2-32 2023 six inches below the grade at the foundation of any adjacent structure. Impervious surfaces within ten feet of the building foundation shall be sloped a minimum of two (2) percent away from the building.
- *Response: Acknowledged. Loading docks are 4' below FFE but are sloped at less than 2% away from the building per industry standards.*

- 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: Acknowledged. Concentrated runoff will not flow over sidewalks.*
- See section 3.20 EASEMENTS AND TRACTS for specific information for maintenance access for channels, ponds, and all other storm features.
  - *Response: Acknowledged. Maintenance access will comply with Section 3.20.*
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.
  - *Response: Acknowledged. Storm sewer will be extended through the site as needed to support the development.*
- 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](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: Acknowledged. Adjacent property owners will be notified as applicable.*
- Per Section 4.5.4 Non-residential Construction. With the exception of critical facilities, outlined in section 70-37 of this Code, new construction and substantial improvements of any commercial, industrial, or other nonresidential structure shall either have the lowest floor (including basement or crawl space), electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities (including ductwork), elevated to one foot above the base flood elevation or, together with attendant utility and sanitary facilities, be designed so at one foot above the base flood elevation the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
  - *Response: Acknowledged. New construction will comply with Section 70-37.*
- No work is allowed in the floodplain without a floodplain development permit (FDP), no work is allowed within the floodway without a CLOMR or a No Rise analysis included within the floodplain development permit.
  - *Response: Acknowledged. No floodplains exist on site.*
- Digital files supporting this submittal should be uploaded at the time of first review, examples are CUHP, SWMM, HEC-RAS, and MHFD Detention files.

- *Response: Acknowledged. Digital files will be provided as applicable.*

### **Public Works Department**

*Traffic Engineering will receive a referral of the Site Plan, Subdivision Plat, and Civils for review and comment.*

#### Key Issues:

A Traffic Letter of Conformance to the Porteos Industrial Traffic Impact Study dated August 2021 by Kimley-Horn will be required for this development. See below for additional information.

\*If an interim roadway/access network is proposed, a traffic analysis for this condition would be required.

- *Response: Acknowledged. A traffic letter of conformance is provided.*

Site access drives shall be located a minimum 300' CL-CL along Powhaton Road (arterial), south from 64th Avenue.

- *Response: Site access has been revised to meet the minimum 300' CL-CL spacing requirements.*

Gates, if proposed, 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: Gates will be located a minimum of 35' from flowline.*

- Show all adjacent and opposing access points on the Site Plan.

- *Response: Acknowledged. Adjacent and opposing access points are shown.*

- The dual site accesses shown onto Powhaton Road are too close to each other. Our initial recommendation would be to have a shared access (with agreement) between DIA I and DIA II where trucks could stop completely off of Powhaton Road to decide which building they are driving to. Alternatives can be discussed with the Traffic Division in advance of the DA submission.

- *Response: Access has been revised to be a shared middle access for inbound trucks only.*

- Label the access movements on the Site Plan. Ensure truck versus employee access points are delineated on the site plan.

- *Response: Traffic movements have been labeled.*

- 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: Acknowledged. Note has been added to the plans.*
- 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:
  - The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards, and shown on the signing and striping plan for the development.
- *Response: Acknowledged. Existing and proposed signs are labeled. Note has been added to the plans.*

**Improvements:**

- The dual accesses on Powhaton Road are too close to each other. Per on-going discussions, alternative access options can be reviewed prior to DA submission with the Traffic Division as needed.
- *Response: Access has been revised to be a shared middle access for inbound trucks only.*

**Traffic Impact Study:**

- A full Traffic Impact Study will not be required. The applicant shall prepare a detailed letter to address the following items. The letter shall be signed and stamped by a professional engineer licensed in the State of Colorado, and address:
  - Trip Generation to/from the site.
  - Site Circulation Plan
  - Updated traffic signal warrant analysis of 64<sup>th</sup> Avenue & Powhaton Road utilizing four (4) hour traffic counts

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

- The Traffic Letter shall be sent directly to *Dean Kaiser* at [djkaiser@auroragov.org](mailto:djkaiser@auroragov.org) as soon as possible.
- The Traffic Letter shall also be uploaded with the rest of the submittal.
- Previously approved Traffic Impact Studies/Letters are available through this [link](#).
- Based on our review of the Traffic Letter, additional improvements may be required.
- *Response: Acknowledged. A traffic letter will be provided in-lieu of a traffic impact study.*

**ENGINEERING DIVISION**

*The Engineering Division reviews the roadway and public improvement components of your project plans. Engineering reviews referrals of the Site Plan and Subdivision Plat from the Planning Department.*

**Key Issues:**

Public improvements shall be provided in conformance with the Public Improvement Plan.

- *Response: Proposed public improvements will be in conformance with the PIP.*

The updated Roadway Manual has been adopted as of February 1, 2023. The link to the updated Roadway Manual can be found below.

- *Response: Acknowledged. Latest roadway manual will be referenced.*

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.

- *Response: Acknowledged. Civil plan submittal will follow the new city guidelines.*

**Improvements:**

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

- 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.
- Curb ramps must be shown (located) on the plans at all curb returns, “T” intersections, and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans.
- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required, and the curb return radii shall be labeled on the plan.
- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.
- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, 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.

- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.
  - If gates are incorporated into the design of the development, they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.
  - Streetlights are required along adjacent roadways. Please refer to the 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 streetlight locations based on a photometric analysis.
- *Response: Acknowledged. Plans will comply the city roadway guidelines.*

**ROW/Easements/Plat:**

- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.
    - Sidewalk easements may be required for new sidewalk installed.
    - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way. Please coordinate with Aurora Water for their alignment.
    - 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.
    - Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.
- *Response: Acknowledged. Applicant/surveyor will coordinate with Real Property for plat requirements. Easements will be dedicated by the plat.*

**Fire/Life Safety Comments - Building Division**

*The Building Division will receive a referral of the Site Plan and Subdivision Plat for review and comment. They will review these documents for Life Safety (Fire Code) and Building Code issues.*

**Key Issues:**

Please review the 2021 IFC, Chapter 11 for Construction Requirements for Existing Buildings. The provisions of this chapter shall apply to existing buildings constructed prior to the adoption of this code. The Aurora Building Division follows the adopted codes of the Division of Fire Prevention and Control (DFPC) for all plan review and inspection processes associated to Schools and Medical Facilities using the 2021 International Codes Series except for the 2023 NEC.

- *Response: Acknowledged. Building design will meet City adopted code requirements.*

**Advisory Comment:**

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: Acknowledged. All discussions will be routed through Aurora Building Division’s Fire/Life Safety Group.*

**Accessibility Requirements:**

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

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

- Accessibility Requirements - Commercial
- *Response: Acknowledged. The referenced IBC sections will be adhered to as applicable.*

**Adopted Codes by the City of Aurora – Setbacks:**

The site plan and civil plans must reflect the setback requirements of the 2015/2021 International Building and Fire Code for placement of the structure(s) in relation to adjacent buildings, property lines, public ways, accessible walkways, etc. To view the 2015/2021 International Codes please utilize the following hyperlink: ICC Codes Online.

- As of Jan. 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2023 National Electrical Code. The grace period allowing the use of the previously adopted 2015 International Codes officially ended on May 1<sup>st</sup> 2023 requiring all construction plan submittals to comply with the 2021 International Codes.
- Using the 2021 International Building Code adopted by the City of Aurora, the site plan submittal must show the distance between new or existing property lines and proposed exterior walls of structure(s).
- *Response: Acknowledged. The referenced International Code sections will be adhered to as applicable.*

**Civil Plans:**

Based on the discussion within the pre-application meeting the following information must be reflected within the Civil Plan package submitted to Public Works Department.

- Handicap Accessible Parking Signs
- Keep Drive Aisle Passable at All Times Signs
- Sign Package
- *Response: Acknowledged. The above items will be addressed with the Civil Plans.*

**Fire Department Access:**

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

- Designated Fire Lane
  - 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.
    - Buildings greater than 30' in height are regulated by the 2021 IFC Section D105 and require both a 26' Fire Lane Easement and two points of emergency access. Typically, the 26' fire lane easement is located on the front main entry side of the structure within a minimum of 15' and a maximum of 30' from the exterior wall of the building. Structures greater than 30' in height also require a second point of emergency access.
- *Response: Acknowledged. Fire lanes and fire lane easements will be shown on the plans and plat where applicable.*

**Fire Hydrants:**

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.

- Based on the proximity of the structure to existing fire hydrants, Fire/Life Safety is not asking for additional fire hydrants to support this site. Please show and label existing fire hydrants abutting this site on the site plan submitted to the Planning Department and Civil Plans submitted to Public Works.
  - Changes made to the site from the current proposal may require additional onsite hydrants once the site plan is submitted.
- *Response: Acknowledged. Fire hydrants will be spaced our IFC.*

**Gated Entry:**

The installation of any gating system will require a City of Aurora licensed contractor to obtain a building permit through the Aurora Building Division prior to the start of any work. This would be considered a structural, life safety and electrical review within the Building Division that is conducted on behalf of the Fire Chief.

- If a gating system is to be installed at a site access point, it must be set back from the flow line of the street at least 35 feet or one design vehicle length, whichever is larger, and be approved by the City of Aurora's Fire and Life Safety department. Gating systems located within close proximity to public right-of-way (ROW) may also be assessed by the City of Aurora Traffic Manager or designee and could require a traffic analysis to determine the appropriate distance of gating system to said flow line of ROW. Where a gating system crosses a dedicated or designated fire access roadway, please reference the Security Gates section of the latest edition of the International Fire Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the designated Fire Code representative within the Aurora Building Division.
- 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.

- 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: Acknowledged. Gating systems will comply with referenced sections.*

**Knox Hardware:**

Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for lifesaving of fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an accessible location.

- Approved Knox Hardware is required for new and existing buildings at the main entry of the structure, at the exterior door of a fire riser/fire pump room and at the fire department connections (caps/plugs). Please label and show these Knox devices on the site plan submitted to the Planning & Development Service Department.
- *Response: Acknowledged. Knox hardware will be provided and labeled on plans.*

**Legend:**

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

- *Response: Acknowledged. Legend is provided on plans.*

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

The notes being provided below must be included on the cover sheet of the indicated submittal type. (Plat Note) If Plat Contains Fire Lane Easement

- (Site Plan Note) Access Control Gate or Barrier Systems
- (Site Plan Note) Accessibility Note for Commercial Projects
- (Site Plan Note) Americans with Disabilities Act
- (Site Plan Note) Emergency Ingress and Egress
- (Site Plan Note) Fire Lane Easements
- (Site Plan Note) Fire Lane Signs
- *Response: Notes included on plans.*

**Site Plan Data Block:**

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

- *Response: Data block included on cover sheet.*

**Special Design Considerations:**

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

- Access to within 150 feet of Each Structure
    - The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2021 IFC, Section 503.1.1. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.
    - Where fire hydrants and fire department connections are provided adjacent to vehicular access drive aisles, they will need to be dedicated as fire lane easements in order to provide emergency access to them.
    - See the 2021 IFC, Section 503.1.1 that discusses fire access requirements to within 150' of "facilities" such as your outdoor storage yard.
  - Aerial Fire Apparatus Access Roads
  - Alternative Fire Lane Surfaces
    - 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.
  - Fire Apparatus Access Road Specifications
    - 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.
  - Combined Fire Lane, Public Access and Utility Easements
  - Construction of Fire Lane Easements and Emergency Access Easement
  - Dead-End Public Streets
  - Encroachment into Emergency Access or Fire Lane Easements are Prohibited
  - Labeling of Easements on the Site Plan, Plat and Civil Plans
  - No Parking is allowed within a Fire Lane Easement
  - Pocket Utility Easements for Fire Hydrants
  - Public Street Systems Adjacent to Site
  - Two points of Emergency Access
  - Width and Turning Radius
- *Response: Special Design Considerations have been incorporated into the plans as applicable.*

**Land Development Review Services Division**

*The Land Development Review Services Division reviews the Site Plan and processes Subdivision Plats, Easements, and License Agreements that may be necessary for development of property.*

***Key Issues:***

With the Site Plan Amendment, you should dedicate any additional easements by separate documents, release any easements that are not needed by separate documents and follow the guidelines from the Planning Department for Site Plan Amendments.

If you decide to do a re-subdivision of the property to make two Lots into one Lot, then follow the Subdivision Plat Checklist requirements.

**Subdivision Plats:**

*Based on your desire to change the internal lot lines of your site, a Plat Amendment shall be required. At that time if additional easement shall be needed then these could be dedicated via plat amendment.*

- *Response: A plat amendment is included in this submittal and will follow the subdivision plat checklist.*

**Site Plans:**

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: A site plan amendment is included in this submittal.*

**Separate Documents:**

- A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the city, signed by the property owner as well as the appropriate city officials and recorded with the county.
- During the pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions which will require a separate document. Following are the links to additional information if needed later in your formal review process:
  - Easement Release
  - License Agreement Packet
- If there are existing easements that are no longer needed, the city will require the developer to make application to the city to release those easements. Easement release documents must be prepared using 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.
- 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 **8 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.
- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.). If allowed, these types of encroachments require a **License Agreement**.

Requirements can be found in the [License Agreement Packet](#). It takes **8 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.

- If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact a *Land Development Agent* at 303.739.7300 for additional details and contact information.
- *Response: Acknowledged. Easements be separate document are not anticipated as this project is submitting a plat amendment. License agreements will be submitted following the first round of civil plan comments.*

**STEP II – CONSTRUCTION DOCUMENT PHASE  
CIVIL ENGINEERING PLANS**

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

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](mailto: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: Acknowledged. Pre-submittal form will be provided and new process will be adhered to.*
- Civil Construction Document Plan Set generally includes the following plans:

- Stormwater Management Plan
  - Final Drainage Plan/Report
  - Final Grading Plan
  - Utility Plan and Profiles
  - Street Plan and Profiles
  - Structural Calculations
  - Signing and Striping Plan
- *Response: Acknowledged. Civil plans will be developed at a future date and will include the above listed sheets as applicable.*

**AURORA WATER**

Utilities

**General Requirements:**

- Utility Plans will be required with the Civil Engineering Plans:
  - 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.
  - 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.
  - All service line construction information (horizontal and vertical information, lengths, slopes, etc.) must be provided on the Site Plan Utility Sheet.
  - 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: Acknowledged. Civil plans will be developed at a future date and will comply with Aurora Water standards.*

**Construction Stormwater Quality Requirements:**

- 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.

- *Response: Acknowledged. SWMP Plans and Report will be provided with civil plans at a future date.*

- 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: Acknowledged. CAD submittal will be provided with civil plans at a future date.*

**STORMWATER MANAGEMENT**

**General Requirements:**

- 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 the solutions to permanently enhance the quality of stormwater runoff through the site.
- 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.
- 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.
- The civil plans will not be approved until the preliminary drainage report is approved and the plat is ready for recordation.

- *Response: Acknowledged. SWMP Plans, SWMP Report and I&M will be provided with civil plans at a future date.*

**PUBLIC WORKS DEPARTMENT**

*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.*

**Traffic Engineering**

- The Construction Documents shall include an Interim and an Ultimate 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.

- 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:
  - lane closures resulting in reduction in vehicles capacity greater than 50%,
  - proximity to intersections, access drives, rail lines,
  - locations with higher multimodal movements, or
  - other special circumstances

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.

- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers’ vehicles) shall access the site from Powhaton Road, via 64<sup>th</sup> Avenue and not through any adjacent residential neighborhood(s).
- *Response: Acknowledged. Striping plans will be provided with civil plans.*

**ENGINEERING DIVISION**

***Roadway Design and Construction Specifications:***

- Roadway 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).
- This project is required to widen an existing street. Per Section 4.05.10 cores of the existing pavement are required. If the cores indicate the existing pavement is not adequate then this project is responsible for the removal and replacement of the existing pavement with a properly designed pavement section. A minimum of 24 feet of pavement or one-half of the street section, whichever is more, is required. Any construction beyond the street centerline to match existing grades to make a safe, drivable surface will also be this project’s responsibility.
- 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 issuance of the Certificate of Occupancy.
- *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: Acknowledged. Civil plans will be developed to comply with Roadway Manual.*

## **BUILDING PLANS**

### **Building Division Comments:**

#### Building Plan Review

- Process
- Review Schedule
- Fees

*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.

### **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.
  - Commercial Permits
  - Gating Systems across Fire Apparatus Roads
  - Knox Box
  - Knox Box Rapid Entry

Aurora Building Division  
15151 E. Alameda Pkwy, 2nd Floor Permit Center  
Aurora CO 80012  
Phone: 303.739.7447  
Email: [Life/Safety@auroragov.org](mailto:Life/Safety@auroragov.org)  
Website: <https://www.auroragov.org> (Search Building Division)  
Hours of Operation:  
Monday, Tuesday, Thursday, and  
Friday 7:30 a.m. to 4:30 p.m.  
Wednesday  
8:30 a.m. to 4:30 p.m.

State of Colorado Division of Oil and Public Safety  
633 17th Street, Suite 500, Denver, CO 80202  
Phone: 303.318.8525  
Email: [cdle\\_ops@state.co.us](mailto:cdle_ops@state.co.us)  
Website: <https://ops.colorado.gov>  
Office Hours: 8:00 - 5:00

**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 January 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2020 National Electrical Code. The grace period allowing the use of the previously adopted 2015 International Codes officially ended requiring all construction plan submittals to comply with the 2021 International Codes.

**Accessibility:**

The City of Aurora enforces handicapped accessibility requirements based on 2021 IBC, Chapter 11, and the 2017 ICC 117.1.

**Adopted Codes by the City of Aurora:**

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](#)

**Building Division General Comments:**

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.

**Checklist for Plan Review Submittals:**

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.

**Day-Night Sound Level (LDN or DNL):**

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.

**Occupancy Specific Building Code Requirements:**

Based on the information provided, your building occupancy or occupancies are as follows.

- B Occupancy - A building or structure or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Building or tenant space used for assembly purposes by fewer than 50 persons may be considered a Group B occupancy.
- S-1 Occupancy - Moderate-hazard storage buildings occupied for storage uses that are not classified as Group S-2.
  - To include S-1 Occupancy Repair Garages.
- S-2 Occupancy - Low-hazard storage buildings used for storage of noncombustible materials such as products on wood pallets, or in paper cartons with or without single thickness divisions, or in paper wrappings. Such products may have a negligible amount of plastic trim such as knobs, handles or film wrapping.
- U Occupancy - Buildings and structures of any accessory character, and miscellaneous structures not classified in any specific occupancy.

## LAND DEVELOPMENT REVIEW SERVICES DIVISION

**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: Acknowledged. Building plans will be developed based on the above referenced codes.*

## STEP III – CONSTRUCTION PHASE AURORA WATER

### Utility Connection Fees:

- Water Service Connection Fee
- Metro Sanitary Sewer Connection Fee
- Sanitary Sewer Connection Fee

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.

- Wet Tap Fees:
  - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.
- Irrigation Water Meter Fees:
  - Will be calculated in accordance with the City Ordinance for irrigated common areas in SingleFamily Detached and Commercial areas.
  - The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedule](#).
- *Response: Acknowledged. Fees will be paid as applicable.*

## STORMWATER MANAGEMENT

- Pond cert required prior to TCO or CO.
- *Response: Acknowledged. Pond certificate will be obtained prior to TCO or CO.*

## PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION

- 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: Acknowledged. Pavement design for public streets will prepared by the project geotechnical engineer in conformance with City requirements.*
- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - one-half of all streets abutting subdivided or platted land, including any required offsite transitions back to existing street sections
  - fire lanes
  - curbs, gutters, curb ramps, and sidewalks
  - sanitary sewer mains, including laterals to each lot line
  - storm drainage
  - detention and water quality facilities, including necessary structures
  - street lighting
  - water mains, hydrants, and valves
  - tree plantings and landscaping
  - repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.
- *Response: Acknowledged. A Certificate of Occupancy will be obtained following completion of required public improvements.*

**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: Acknowledged. The General Contractor may reach out for a preconstruction meeting.*

**Construction Permits:**

Please click on the link provided for a listing of required construction permits.

- *Response: Acknowledged. Construction permits will be applied for as applicable.*

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

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: Acknowledged. 2021 IFC will be adhered to as applicable.*

**Access Roadways during Construction:**

Please click on the "link" provided for requirements for fire department access during construction.

- *Response: Acknowledged. Access will be provided to the fire department as required during construction.*

**Single Points of Access through an Adjacent Jurisdiction:**

Providing only one point of access through another jurisdiction is not an acceptable operational position for the city. Please click on the "link" provided to obtain the full requirements.

- *Response: Acknowledged. Multiple points of access will be provided.*

We appreciate your review and approval of these plans. Please contact me at 303-974-3625 or [Brad.Cooney@kimley-horn.com](mailto:Brad.Cooney@kimley-horn.com) should you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Brad Cooney, P.E.  
Project Manager