



March 22, 2024

Planning & Development Services
City of Aurora
15151 E Alameda Pkwy #2300
Aurora, CO 80012

Responses to Pre-Application Notes

Key Issues:

Master Plan: The East Quincy Highlands II Master Plan encompasses an area from the corner of South Piccadilly Road and East Quincy Avenue to the east, approximately 600 feet past the South Plains Parkway collector street and to the north up to East Hampden Avenue. This master plan, while mostly focusing on the primarily residential development of the area, discusses allowed land uses, public improvements, and landscaping design and materials along streets. This plan also identifies the East Quincy Highlands Commercial Site Plan Amendment Master Plan as the primary guiding document for the commercial planning area located at the corner of East Quincy Avenue and South Piccadilly Road

Response: Proposed land use is acceptable for the area with conditional use for the proposed drive-through.

Conditional Use: The proposed use of a restaurant is a permitted use in the MU-C zone district, however, the proposed drive-through is an accessory conditional use and will require Planning Commission approval. Approval criteria can be found in Section 146-5.4.3.A. Please submit a Letter of Introduction with an Operations Plan that introduces the project and justifies the Conditional Use request by specifically responding to the Criteria of Approval.

Response: A letter of introduction will be submitted with the site plan submittal and the site has been designed to abide by the criteria in the section referenced above.

Neighborhood Protection Standards: Due to its proximity to the R-1 zone district, this site is subject to the Neighborhood Protection Standards of the UDO. See page seven for additional information.

Response: No site features such as the proposed building, proposed dumpster location or any site lighting are within 100 feet from the lot lines for the neighborhood to the north and east.

Common Space and Amenities: An outdoor patio space with site furniture and shade features is required per Section 146-4.8.4.B.1 of the UDO. This area should be separated from parking and drive isles by a low fence or planter boxes and be of a minimum 300sf with a minimum dimension of 12 feet.



Response: An employee break area has been placed in the central island of the site to accommodate this request. The patio has been approved to be a minimum of 100sf per discussions with both Erik Gates and Kelly Bish. The patio space shown is currently 200 sf and shade is provided a shade tree on both sides of the patio as well as planting that will act as screening for the area. A bench has also been shown on the site plan for the area.

Access and Connectivity: There is currently only a sidewalk present along East Quincy Avenue. A pedestrian sidewalk is needed along the remaining private drives bordering the site and a direct pedestrian and accessible path will be needed from the entrance of the primary structure out to East Quincy Avenue. A curb cut at the northwest corner of the site should also be provided to allow for future pedestrian access between the sites in this MU-C district. Vehicular access should remain on the north end of the site as shown in the conceptual layout.

Response: A sidewalk has been shown on the perimeter of the site. The sidewalk is set back 6 feet from the back of the curb for the unnamed private drive and 18.2 feet from the back of the curb for the proposed drive aisle of the drive-through. This design has gained the go-ahead from both Kelly Bish and Julie Bingham.

Drive Through: Code does not allow drive throughs to be located between the primary building and a street. In this case, the site will have to be rearranged such that the drive through is not between E Quincy Ave and the main structure on site.

Response: The site has been re-designed to accommodate the request.

Forestry: There are trees on this site that may be impacted by development of this site, particularly on the south side of the property. Tree mitigation will be required if trees are removed.

Response:

Traffic Impact Study (TIS): A Detailed Traffic Impact Study (TIS) will be required for this development. See page 18 for additional information.

Response: Through working with Dean Kaiser and Joshua Hoffman we have been able to come to an agreement that a full-fledged traffic study will not be required. We will instead provide a traffic letter that is attached to this submittal.

Right of Way (ROW): Designate a Public Access Easement along the north/south access drive and the east/west drive.



Response: Public Access easement is already in place on these drives. No further easement should be required.

Traffic Signal Escrow: The intersection of Picadilly Road and Quemoy Way is a potential candidate for a future traffic signal if and when signal warrants are met. As an adjacent landowner/developer, you must participate in the cost of the traffic signal installation.

Response: Acknowledged

Public Improvements: Public improvements for this development include updating the curb ramps at the access points to meet current standards or verify through survey that the existing ramps meet current standards. Additionally, the private access drives shall be completed to include curb and gutter, a detached 5.5' sidewalk, private streetlights, and curbside landscaping. A pedestrian path shall also be provided between the building and the ROW.

Response: Curb ramps and access points have been added to the re-designed sign design and a side walk has been added to perimeter of the site.

Master Plans Compliance: In addition to the standards of the UDO, this site is subject to standards laid out in the East Quincy Highlands II Master Plan and the East Quincy Highlands Commercial Site Plan Amendment Master Plan.

Response: Standards have been checked and site is in conformance in from our point of view.

Drive Through Location: The expectation is for the drive through lane, order board and related facilities are not located between the building and the primary street frontage (Quincy)

Response: The site has been redesigned so the drive through is on the inner portion of the site so the building is most directly parallel to the street frontage.

Pedestrian Connectivity: Sidewalks and a direct, accessible pedestrian connection from the building's entrance to the sidewalk network on E Quincy Ave are required on the site.

Response: Connections via sidewalks have been placed on the site to provide required accessibility routes.



Standards and Issues:

1. Zoning and Placetype - 1A. Zoning- Mixed-Use Corridor

The purpose of the MU-C district is to provide retail goods and services to satisfy the household and personal needs of the residents of nearby residential neighborhoods, those traveling on adjacent collector and arterial corridors, and to allow for higher intensity general business and service activities. The MU-C district should be located and designed to allow for access by pedestrians, bicyclists, and public transportation, in addition to automobiles. In Subarea C, the MU-C district is intended to enable sustainable development of new medium-scale mixed-use centers. Uses permitted in this district are as shown in Table 3.2-1 (Permitted Use Table).

Response: Proposed use is permitted under conditional approval pending planning commission approval. The term “Conditional Use” has been added to the title of the project as per the site plan manual.

1B. Overlay Districts - Avigation Easements

Because the property is within the Airport Influence District surrounding Buckley Air Force Base, an avigation easement with the city and the airport shall be conveyed by the person subdividing lands or initiating construction of any structure on already subdivided lands. Such avigation easement shall be an easement for right-of-way for unobstructed passage of aircraft above the property and shall waive any right of cause of action against the city of associated airport arising from noise, vibrations, fumes, dust, fuel particles, and other effects caused by aircraft and airport operations. The avigation easement shall be in a form approved by the city and shall be recorded in the office of Clerk and Recorder for the county where the property is located before permit or plat approval is granted. The avigation easement form can be found here. Please contact Jeffrey Moore at 303. 739.7676 or jsmoore@auroragov.org with any questions you may have.

Response: The proposed building does not encroach into avigation easement.

1C. Placetype

Established Neighborhood

The Established Neighborhood placetype is characterized by predominantly residential areas with a variety of unit types, including single-family detached and attached, and multifamily, typically constructed between 1950 and 1990. This place type often deviates from the traditional grid pattern of streets and contains a more curvilinear pattern. Although primarily a residential area, this place type may also support limited retail, service and office uses located at intersections or along major perimeter streets.



Response: No response

1D. Master Plan

East Quincy Highlands II Master Plan

The East Quincy Highlands II Master Plan encompasses an area from the corner of S Piccadilly Rd and E Quincy Ave to the east about 600 ft past the S Plains Pkwy collector street, and to the north up to E Hampden Ave. This master plan, while mostly focusing on the primarily residential development of the area, discusses allowed land uses, public improvements, and landscaping design and materials along streets. This master plan also identifies the East Quincy Highlands Commercial Site Plan Amendment Master Plan as the primary guiding document for the commercial planning area located at the corner of E Quincy Ave and S Piccadilly Rd.

Response: The proposed site is aligned with the requirements of East Quincy Highlands II Master Plan requirements.

East Quincy Highlands Commercial Site Plan Amendment Master Plan

This master plan is the primary guiding document for the commercial area of the East Quincy Highlands II neighborhood. This document identifies the street network for this area, maximum gross floor area and building heights, conceptual building architecture and materials, and allowed lighting fixtures.

Response: The proposed site is aligned with the requirements of East Quincy Highlands Commercial Site Plan Amendment Master Plan requirements.

2. Land Use - 2A. Historic Land Use

This site is currently vacant.

Response: No Response

2B. Proposed Land Use

The proposed use of a restaurant is a permitted use in the MU-C zone district, however the proposed drive-through is an accessory conditional use and will need to be reviewed by the Planning Commission. Some site design considerations are also required for drive-throughs and are discussed throughout this letter.

Response: "Conditional Use" has been included in the sheet name as instructed in the site plan manual requirements.



2C. Conditional Use

The proposed use is subject to Conditional Use approval, according to Sections 146-3.2.

3.3. Approval criteria can be found in Section 146-5.4.3.A, and generally involve compatibility of the proposed use with existing and planned uses, traffic generation, use of architectural and landscape features to mitigate negative impacts, and several other topics. As part of the application, please submit a Letter of Introduction with an Operations Plan that introduces the project and justifies the Conditional Use request by specifically responding to the Criteria of Approval. The Planning and Zoning Commission will consider the ability of the proposal to meet these criteria in a public hearing

Response: “Conditional Use” has been included in the sheet name as instructed in the site plan manual requirements. Other screening and mitigation measures have been taken during the site design to help address concerns.

3. Development Standards

3A. Dimensional Standards

The maximum building height for this site is regulated both by the UDO and the East Quincy Highlands Commercial Site Plan Amendment Master Plan. The master plan limits the building height on this lot to 50 ft maximum, while the UDO limits the building height to 38 ft when within 100 ft of the nearby R-1 zone district. There are no setbacks in the MU-C zone district, rather the landscape buffer requirements set the building envelope for the lot. These are discussed further below. Finally, the master plan limits the gross floor area on this lot to 14,490 sf in total.

Response: The height of the building is 19’9 7/16” and the gross floor area of the building is roughly 750 sf. The landscape buffer has been incorporated into the site design.

3B. Subdivision Standards

If this site is intended to be subdivided, a subdivision plat application will be needed. This application can be run concurrently with the site plan. All new lots must have direct public street access.

Response: The site has already been subdivided and has been completed



3C. Neighborhood Protection Standards

Due to its proximity to the R-1 zone district, this site is subject to the Neighborhood Protection Standards of the UDO for any portion of the site within 100 ft of the residential neighborhood to the north and east. These standards include limiting building height as discussed previously and limiting the maximum height of any exterior pole mounted light or building-mounted light to 15 feet.

Response: No site features such as the proposed building, proposed dumpster location or any site lighting are within 100 feet from the lot lines for the neighborhood to the north and east.

3D. Common Space and Amenities

An outdoor patio space with site furniture and shade features will be needed based on Section 146-4.8.4.B.1 of the UDO. This area should be separated from parking and drive isles by a low fence or planter boxes and be of a minimum 300 sf with a minimum dimension of 12 feet.

Response: An employee break area has been placed in the central island of the site to accommodate this request. The patio has been approved to be a minimum of 100sf per discussions with both Erik Gates and Kelly Bish. The patio space shown is currently 200 sf and shade is provided a shade tree on both sides of the patio as well as planting that will act as screening for the area. A bench has also been shown on the site plan for the area.

3E. Access and Connectivity

Currently, there is only a sidewalk present along E Quincy Ave on this site. A pedestrian sidewalk is needed along the remaining private drives bordering the site and a direct pedestrian and accessible path will be needed from the entrance of the primary structure out to E Quincy Ave. A curb cut at the northwest corner of the site should also be provided to allow for future pedestrian access between the sites in this MU-C district. Vehicular access should remain on the north end of the site as shown in the conceptual layout.

Response: A sidewalk has been shown on the perimeter of the site. The sidewalk is set back 6 feet from the back of the curb for the unnamed private drive and 18.2 feet from the back of the curb for the proposed drive aisle of the drive-through. This design has gained the go-ahead from both Kelly Bish and Julie Bingham.



3F. Parking, Loading, and Stacking

Off-street parking is required by Section 146-4.6. Based on the information provided, a 510 sf restaurant building, 3 parking spaces, including 1 accessible parking space will be required. Parking alternatives listed in Section 146-4.6.4 may reduce parking requirements. In addition to vehicle parking, the development is required to provide 2 bicycle parking spaces. Bicycle spaces must comply with Section 146-4.6.3.F.2 including providing a design that includes 2 points of contact with each bicycle. Each inverted "U" rack counts as two bicycle parking spaces. Place any bicycle parking in a convenient, paved, and well-lit location. 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. Specific stacking and site design standards apply to drive-throughs. Section 146-4.6.7 of the UDO requires that drive-throughs have at least 7 stacking spaces, with 4 of those spaces located behind the order boards. In addition, Code does not allow drive throughs to be located between the primary building and a street. In this case, the site will have to be rearranged such that the drive through is not between E Quincy Ave and the main structure on site.

Response: All requirements have been satisfied. See site plan details and site plan in the accompanying submittal.

3G. Landscape, Water Conservation, Stormwater Management

General Landscape Plan Comments.

Prepare your landscape plans in accordance with the requirements found in the East Quincy Highlands Commercial Site Plan Amendment Master Plan, the East Quincy Highlands II Preliminary Development Plan Amendment (PDP), as well as the Unified Development Ordinance

(UDO). The landscape comments provided herein are based upon the following ordinance Section 146-4.7 Landscape, Water Conservation, Stormwater Management as well as the Landscape Reference Manual. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments.

Response: Landscape architect has a copy of the above listed documents as well as receipt of project specific comments (written and phone communication) with City Staff.



Landscape Plan Preparation

Please label all landscape sheets “Not for Construction”. Landscape construction drawings are not required and therefore do not necessitate the signature, stamp, and seal of a licensed landscape architect upon final approval by the City of Aurora. Landscape plans are used by the city to determine compliance with the landscape standards and for code enforcement purposes. Landscape plans must be prepared on 24” x 36” sheets. Plans shall have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible. Landscape plans shall include the necessary landscape tables for each of the required landscape treatments (i.e. standard right-of-way landscaping, street, and non-street frontage buffers, building perimeter landscape tables etc.) to demonstrate compliance with code requirements. Should any of the above information be missing, it may result in additional submittals and ultimately delays in approval of the plan set.

Response: Plans provide such information and are labeled as noted above.

Sight Triangles

Include sight distance triangles per the Roadway Design and Construction Specifications document. All landscaping within the designated triangles shall not exceed 26” in height as measured from the roadway surface.

Response: Site distance triangles are shown on the landscape plan.

East Quincy Highlands Commercial Site Plan Amendment Master Plan

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

- Plant Schedule: The plant list includes Fall Gold Ash trees. The applicant should be aware that ash trees are prohibited from planting within the city due to the impending arrival of the emerald ash borer.

- The approved landscape plan shall be followed. If the site is non-compliant, the applicant shall be required to bring the site into compliance with the approved landscape plan prior to the issuance of a certificate of occupancy.

Response: Will comply.



East Quincy Highlands II Preliminary Development Plan Amendment (PDP)

– Buffering – Buffering along arterial streets shall have enhanced landscaping to buffer noise and to add attractiveness to the development with necessary bicycle and pedestrian connections. Enhancements shall consist of earth berming, landscaping, screen fencing, sidewalks, and trail systems.

– Landscaping – a 20' wide landscape strip shall be designed and installed along arterial streets (E. Quincy Avenue) at the time of complete commercial development.

– Plant Quantities – For Quincy Avenue the commercial frontage only, per 500 linear feet of frontage: Tree lawns 1 tree 45' linear feet on center, shrub mass 3 shrubs @ 30'-50' long.

Response: Landscape is within compliance of the items listed above.

Section 146-4.7 Landscape, Water Conservation, Stormwater Management

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Section 146-4.7. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

Section 146-4.7.5 Required Landscaping (C) Curbside Landscaping 2. a

Provide one street tree per 40 lineal feet of along all internal and external street frontages. While the PDP as noted above requires one street tree per 45 linear feet of street frontage, the UDO is more restrictive and therefore the more restrictive requirements should be met. When a detached walk and curbside landscape are provided according to Public Works street cross section requirements, street trees shall be provided within the designated curbside landscape area. When a detached walk and curbside landscape are absent, street trees shall be located from four to five feet from the back of walk, curb, or pavement.

Please note City Council passed a turf ordinance that prohibits the installation of non-functional turf. This includes all curbside landscapes. Questions regarding the ordinance should be directed to Tim York, Water Conservation Supervisor, Water Conservation Division, 303.326.8819. Landscaping for the curbside area should follow this section and include shrubs at a ratio of one shrub per 40sf of curbside area.

Response: Landscape is within compliance of the items listed above.



Section 146-4.7.5 D. Street Frontage Landscape Buffers

Provide a 20' wide street frontage buffer as measured from the back of walk along all street frontages. If no walk is provided, then from the property line. Landscaping shall consist of one tree and ten shrubs per each forty linear feet of buffer length. A reduction in buffer width is permitted for commercial developments in accordance with Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. Landscape street frontage buffers may be reduced incrementally down to 10' depending upon the buffer reduction feature chosen. Landscaping shall be installed along the exterior sides of proposed fencing or walls.

Shrubs and ornamental grasses may not be substituted for trees in the buffer unless the applicant demonstrates to staff that the site is encumbered. Encumbrances shall include overhead and underground utilities, floodplain, easements or similar. When overlapping landscape standards occur such as when building perimeter, detention/water quality and/or parking lot landscape requirements fall within the landscape buffer, they may be counted towards meeting the buffer requirements, however, the most restrictive requirements shall be met. Staff will determine whether an overlap exists once a site plan is submitted. While plantings had been previously provided along E. Quincy Avenue as part of the overall master planned development, additional plant material will be required to screen the proposed drive through lanes.

Response: Landscape is within compliance with the items listed above.

Section 146-3.3.6 E. Drive-Up or Drive-Through Facility

Drive-through facilities shall be located to the side or rear of the primary building and not between any façade and any street. Drive-through lanes visible from streets are not ideal and shall require mitigating measures to offset the negative impacts associated with headlight glare, noise from idling cars, and reader boards. Drive-throughs shall be screened. See below for screening requirements.

Response: The site has been redesigned so the drive-through is not between the façade of building and the street. Lanes have been screened as requested with discussions with Kelly Bish.

Section 146-4.7.5 N. Drive-Through Screening Adjacent to Street Frontages

The UDO does not permit drive through lanes to pass between the front façade of the primary structure and any street. If this is unavoidable, then a wall between 42 and 48 inches in height shall be provided to mitigate noise and minimize the visual impacts associated with on-site signs with speakers as well as screen drive-through aisles, service areas and car stacking lanes from abutting public or private street rights-of-way. Landscaping in accordance with the street frontage buffer requirement shall be provided along the exterior side of the wall.

Response: The site has been redesigned so the drive-through is not between the façade of building and the street. Lanes have been screened as requested with discussions with Kelly Bish.



Section 146-4.7.5 K. Parking Lot Landscaping.

Both interior and exterior parking lot landscaping is required for all proposed parking lots. No parking row shall exceed 15 spaces without an intervening landscaped island, median or landscaped peninsula. All parking rows must terminate in a landscaped island. The perimeter of all parking lots shall be screened from public rights-of-way, public open space, and adjacent property with one or a combination of methods shown in Section 146-4.7.5 K. 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. When not integrated as part of a required buffer, a minimum four-foot buffer width shall be provided around the perimeter of the parking lot.

Also provide and landscape each parking lot island with one tree and six five-gallon shrubs per 9' X 19' island. No more than an average of 15 parking spaces are permitted in a row without a landscape island. All parking rows shall be provided with a terminal landscaped island. Landscaping shall consist of one deciduous canopy tree and six shrubs per 9'x19' island and two trees and 12 shrubs per 9'x38' island. Ornamental trees may be used as accents at the ends of parking rows but shall not be used as the primary shade tree within the parking lot.

Response: Landscape is within compliance to requirements listed above. Site does not have more than 15 parking spaces to clarify.

Section 146-4.7.5 J. Building Perimeter Landscaping.

Building perimeter landscaping is required when building elevations face public rights-of-way, residential neighborhoods, public open space, or whenever an entrance door is present. Landscape each elevation with one tree equivalent per each 40 linear feet of elevation length. Building perimeter landscaping provided within 20' of the building face may count towards the building perimeter landscaping requirements including landscaping provided within parking lot islands. Depending upon the length of the building, landscaping may need to be pro-rated if less than 40 linear feet. Landscaping shall be broken down by building face and not as an entire entity.

Response: Landscape is within compliance per requirements listed above.



Section 146-4.7.5 I Site Entryways and Intersections.

Provide a distinctive landscape feature at each site entrance. Distinctive landscape features should consist of specimen-quality plant material that will provide visual interest during all seasons. This may be integrated with any proposed signage.

Response: Distinctive use of landscape plant material (Common White Snowberry) provided at entry for all-season visual interest.

Section 146-4.7.8. B. 2.b. Service, Loading, Storage and Trash Area Screening

All trash dumpsters and recycling bins must be enclosed and setback at least 12 feet from adjacent properties with residential or commercial uses. Service areas visible from streets or residences shall be screened by fences, walls, landscaping, berms, or any combination of items. Fencing and wall screening shall be accompanied by landscaping on the exterior side to soften the appearance of the wall and/or fence. Evergreen plantings are required along the exterior.

Response: Trash dumpster is enclosed and at least 12 feet from adjacent properties.

Section 146-4.7.3 C. Irrigation.

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

Response: An automatic (drip) irrigation system will be provided by the owner. All planting areas on the site are considered low water use - water conserving areas. A separate irrigation permit requirement is noted.



3H. Building Design Standards

The East Quincy Highlands Commercial Site Plan Amendment Master Plan provides architectural design guidelines and allowed materials for this site. These guidelines encourage the use of gabled, hip, or arched dormers or gable-style roofs. The guidelines also require the use of stone on at least 30% of all elevations and recommend accents of tile, metal, or similar materials. Example concept elevations are also provided in the master plan document. 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 below for applicable building design standards and ensure that the building elevations meet all applicable requirements.

Response: Materials requirements for site have been noted by architect for the design process.

3I. Exterior Lighting

Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the plan and on building elevations. The East Quincy Highlands Commercial Site Plan also identifies allowed lighting fixtures for this site.

Response: Siting lighting and details shown on photometric plan as well as the site plan for reference.

3J. 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: Sign allowance has been calculated and provided on site data block for the site plan notes sheet. The proposed overage allowance has also been stated on this sheet.



4. Adjustments

Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed and justified in the Letter of Introduction. They must also be listed on the cover sheet of the Site Plan and any other sheets on which they are applicable. Approvals of adjustment requests are not guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction. Typically, mitigation techniques should go above and beyond requirements from other code sections. If an adjustment does not meet the limits for administrative approval under Section 146- 5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.

Response: Through multiple discussions and calls with all city representatives we were not advised that any of our requests would require adjustments as it was within the intent of the codes.

5. Submittal

Reminders 5A. 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: We will ensure that the cad data standards are met.

5B. 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: We will ensure that the PDF requirements are met.



5C. Mineral Rights Notification

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

Response: See attached document.

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:

- ▶ There is an existing 8-inch sanitary main within the private road to the north. This can be tapped for sanitary service.

- o The sanitary main must be extended to the edge of the new lot line.

- ▶ There is an existing 12-inch water main within the private road in the north. This can be tapped for domestic service.

- o This is currently a dead end main and will need to be looped to provide service to any new fire hydrants or fire services.

- o The water main has to be extended to the edge of the new lot line.

- ▶ Connection fees are those in effect at time of payment.

- ▶ A fixture unit table is required to determine water service size.

- o Non-residential water services 1.5-inches and larger require a Domestic Service Allocation Agreement (DSAA). This will establish the service scenario for the user and the connection fee.

- ▶ The city has passed a non-function turf ordinance. This prohibits the use of cool weather turf in non-active areas.

Response: The current site design has the site tapping into the 8-inch sanitary main to the north of the site in the unnamed private road to the west of the existing sanitary manhole. The Existing sanitary main is also shown to be extended to the new property line between lots 1 and 2. Per discussions with the water department, the proposed tap location for water will be with the existing water main to the west within the unnamed private drive that runs north/south.



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 Issue:

All finished floor elevations (FFE) shall be minimum one-foot above all emergency overflow elevations and all 100-year ponding and flow depths. At sump inlet, culverts, and pond emergency spillways.

Drainage references provided in these notes may not be an exhaustive list or include all potentially relevant existing or under-review documents. Please note that approved City documents before approximately the year 2000 are not available 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.

Response: There are no emergency overflows on our site. Any overflow path at curb inlet locations will not affect our buildings.

Refer to EDN's (206038) for supporting information related to your site.

Response: Reports related to EDN 206038 have been referenced.

A preliminary drainage letter may be submitted in lieu of a preliminary drainage study. It should state the approved drainage patterns will not be altered and address any changes in imperviousness from the approved drainage study covering this development. The letter shall include calculations for onsite improvements, compare peak flows to the previously approved report, and include any relevant sheets from said report. A drainage plan sized no larger than 11" x 17", shall be included, as well as a comparison of the proposed drainage plan to the previously approved plan, with the proposed area highlighted. Additional information may be requested from the reviewing engineer to ensure adequate analysis. It will need to be signed and stamped by a Professional Engineer licensed in the State of Colorado. The letter shall be submitted to Aurora Water at the time of the Planning Department application submittal. A review fee shall be paid to the city prior to acceptance of the letter. The site plan will not be approved until the preliminary drainage letter is approved.

Response: We have created a preliminary drainage report instead of a preliminary drainage letter since the drainage patterns show us collecting water onsite and carrying it downstream to the existing detention basin. Even though the water is still ending up at the same place, we feel it is a change of drainage patterns because of how it's getting to that basin.



The site is located within 5 miles 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: These specifications have been acknowledged.

The city is asking for a pond certificate for the existing pond. The pond certificate should confirm the pond area, emergency spillway geometry, and release rate prior to Temporary Certificates of Occupancy (TCO) or Certificates of Occupancy (CO).

Response:

This has been provided

The developer should contact and work with the owner of the pond to ask for an I&M plan.

Response: This has been acknowledged.

Illustrate in the report that the site is in compliance with the imperviousness and drainage paths shown in the preliminary drainage report EDN 206038.

Response: Per EDN 206038 the planned imperviousness for the subject property was 85%. After implementing our site (64% imperviousness) that number has risen from an original 80% imperviousness to 84%. This is shown in the preliminary drainage report.

This site will be subject to Ordinance No. 2022-46 pertaining to the use of turf and water features and any future updates to the COA Storm Drainage Design and Technical Criteria. This ordinance and criteria manual updates may impact the sizing of storm infrastructure.

Response:

Please use the city's draft impervious values for the site. <https://engageaurora.org/stormcriteria>

Response: Correct impervious values have been used.





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 MHFD and the city shall be initiated in such case at the master plan level or as soon as determined with any proposed development.

Response:

This has been acknowledged.

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:

This has been acknowledged.

Release rate for the detention pond shall be based upon the "Storm Drainage Design and Technical Criteria" Manual, latest revision, and in conformance with the MHFD's MDP/OSP.

Response: The detention pond's release rates can be found in a previous study from EDN 206038. Our site is not having any substantial increase in water to the detention cell.

Cross pans are not allowed across collector or arterial roadways, nor are they allowed on roadways with storm sewer systems.

Response: There are no cross pans across collector or arterial roadways.

Storm water from concentrated points of discharge from a minor 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: All offsite drainage flows via sheet flow. All concentrated flow is captured at curb inlets within the site.

For alley loaded product areas with more than the equivalent of 2 lots draining to the private alley, flows cannot cross the sidewalk. One of the following treatments shall be utilized unless otherwise approved by the City Engineer: 1. The 2-year storm event shall be collected prior to the sidewalk crossing. 2. The alley v-pan shall be warped to curb returns which shall include curb ramps with truncated domes. 3. The v-pan of the alley shall be perpetuated to the connecting street with the sidewalk approaching the alley terminated with truncated domes just prior to the alley. Any warping of the v-pan shall occur downstream of a line parallel to the adjacent sidewalk.

Response: There are no alley loaded product areas within our site.

A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.

Response: The storm water that does not infiltrate on our site is collected at curb inlets that are connected via a storm sewer network. This network ties into the public storm sewer network system on the south side of our site.

Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.

Response: Curb inlets and pipes have been implemented on our site where needed.

Stormwater Conveyance - Notification of Adjacent Property Owners link: https://cdns5-hosted.civiclive.com/UserFiles/Servers/Server_1881137/File/Business%20Services/Development%20Center/Water%20&%20Other%20Utilities/2023/Stormwater%20Conveyance%20-%20Notification%20of%20Adjacent%20Property%20Owners.pdf0

Response: Noted.

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: No other software besides HydroCAD was used in the drainage computations.



Public Works Department

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

Key Issues:

A Detailed Traffic Impact Study (TIS) will be required for this development. See below for additional information.

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

Response: An agreement between client and Dean Kaiser/Joshua Hoffmann was achieved and only a traffic letter will be required.

The northwestern site access drive shall be located 50' CL-CL from north/south commercial driveway, including access spacing along the east/west driveway a minimum of 75' CL-CL.

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

Response: The site currently is only showing one entrance/exit that is measured at 139 feet from the center of the unnamed private drive to the center of the drive entrance/exit. Adjacent and opposing access points are shown on the site plan. Site triangles are also shown on the site plan per requirements.



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'

- 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: Note added to landscape plans. Existing signs and street names are shown on the site plan as well as new proposed stop signs. No resigning or striping of public streets should be required for site development.

ROW/Plat:

- Designate a Public Access Easement along the north/south access drive as well as the east/west drive.

Response: Public Access easement is already in place on these drives. No further easement should be required.

Traffic Signal Escrow:

- The intersection of Picadilly Road and Quemoy Way is a potential candidate for a future traffic signal if and when signal warrants are met. As an adjacent landowner/developer, you must participate in the cost of the traffic signal installation per the Public Improvement Phasing Agreement recorded (#D1082300) August 25, 2011 between Quincy Marketplace, LLC and the City of Aurora. Add the following note to the Site Plan:

– (Applicant/owner name, address, phone) shall be responsible for payment of 20.12% of the traffic signalization costs for the intersection of Picadilly Road and Quemoy Way, if and when traffic signal warrants are satisfied. Traffic signal warrants to consider shall be as described in the most recently adopted version of Manual on Uniform Traffic Control Devices, as of the date or dates of any such warrant studies. For warrant purposes, the minor street approach traffic shall typically be comprised of all through and left-turn movement and 50% of right turn movements unless otherwise determined by the traffic engineer. Pursuant to 126-38 of city code, the percentage of the traffic signalization costs identified above shall be paid to the city by the applicant / owner, to be held in escrow for such purpose, prior to the issuance of a building permit for the related development or as otherwise required by city code. The percentage above will be applied to the entire traffic signalization cost as estimated at the time of the escrow deposit to calculate specific dollar funding requirement.

- The intersection of Quincy Avenue and Commercial/Retail Access has met traffic signal warrants and was signalized during the summer of 2019. As an adjacent landowner/developer, you must participate in



the cost of the traffic signal installation per the Public Improvement Phasing Agreement recorded (#D1081869) August 25, 2011 between Quincy Marketplace, LLC and the City of Aurora. Add the following note to the Site Plan:

– (Applicant/owner name, address, phone) shall be responsible for payment of 20.12% of the traffic signalization costs for the intersection of Quincy Avenue and Commercial/Retail Access which has been signalized in 2019. Pursuant to 126-38 of city code, the percentage of the traffic signalization costs identified above shall be paid to the city by the applicant / owner, to be held in escrow for such purpose, prior to the issuance of a building permit for the related development or as otherwise required by city code. The percentage above will be applied to the entire traffic signalization cost to calculate specific dollar funding requirement.

Response: Acknowledged

Traffic Impact Study:

• A Traffic Impact Study will be required for this site which will include addressing the following specific items:

- 1) Existing, buildout and 2050 average daily traffic counts.
- 2) Trip Generation and distribution to/from the site.
- 3) Site Circulation Plan and interior intersection control
- 4) Include detailed analysis, including vehicle queuing evaluation, of:
 - a) All site access points
 - b) Intersection of Quincy Avenue at Commercial Driveway
 - c) Intersection of Commercial Driveway at internal ring roadway
- 5) Interior roadway ADT & classification
- 6) Signal Warrant Analyses of Picadilly Road & Quemoy Way – Warrant 1,2,3 all to be included (collect 72 hr tube counts for analysis)

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

Submitting the Traffic Study:

- The Traffic Study shall be sent directly to Dean Kaiser at djkaiser@auroragov.org as soon as possible.
- The Traffic Study 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 Impact Study, additional improvements may be required.

Response: An agreement between client and Dean Kaiser/Joshua Hoffmann was achieved and only a traffic letter will be required.

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 for this development include updating the curb ramps at the access points to meet current standards or verify through survey that the existing ramps meet current standards. Additionally, the private access drives shall be completed to include curb and gutter, a detached 5.5' sidewalk, private street lights, and curbside landscaping.

Response: All public improvements have been incorporated into the current site design.

-A pedestrian path shall be provided between the building and the ROW. The updated Roadway Manual has been adopted as of February 1, 2023. The link to the updated

Response: Pedestrian path has been provided on site layout from current ROW to proposed building.

Roadway Manual can be found below.

-The City has updated its civil plan submittal intake process and it will be 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: Submittal follows instructions outlined during the onboarding meeting and site plan manual.

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.

Response: Curb and gutter to match existing curb and gutter on the unnamed private drive. The exact curb detail is to be determined during construction drawings.

- Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans.



Response: Curb ramps are shown within the site as required by design standards. The curb ramp shown on the northwest corner of the site is to be finalized during construction drawings pending a decision from the Aurora Public Works department.

- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required, and the curb return radii shall be labeled on the plan.

Response: A commercial/industrial driveway curb return has been shown on the site. No curb cut has been proposed for this site. The curb radii have also been shown on the site 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.

Response: No area of this site is over 3:1 or equal to. No railings are required.

- 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 all cast in place walls and walls greater than four feet in height. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements.

Response: No retaining walls are to be on this site. We will have free standing walls for screening and details for those will be depicted on landscaping sheets or architectural elevation sheets.

- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.

Response: The requirements for this comment are achieved for the current site.

- Private streetlights are required along adjacent roadways. Please refer to the 2023 Roadway Manual for streetlight spacing, location, wattage, etc., information. Streetlight locations shown on the site plan are conceptual. The street lighting plan shall be included with the Civil Plan submittal and will determine final streetlight locations based on a photometric analysis.

Response: Street lights are shown on the Site plan and photometric plan per photometric analysis and site requirements.

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.

Response: Any additional required easements if any will be decided post review.

- Sidewalk easements may be required for new sidewalk installed.

Response: City shall provide feedback during review process if this will be required.

- A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.

Response: No detention or water quality facilities are on site. We will be tying into the detention cell to the west.

- Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.

Response: Utility easements will be provided upon request from the reviewer.

- 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: A public access/fire easement for fire lanes is already in place for this site.

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:

This is in the 55 LDN for airport noise based on the location to the north for Buckley Space Force Base.

Response: No Response

The Aurora Building Division currently utilizes the adopted 2021 International Codes Series except for the 2020 NEC.

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: No Response

Accessibility Requirements:

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

Response: Site conforms to the sited accessibility requirements.

- Accessibility Requirements – Commercial

Addressing Requirements:

All buildings or structures, except accessory buildings, shall display the proper building number in the manner provided in this article. It shall be the responsibility of the owner, occupant or any person obtaining a building permit to place such numbers in the manner provided in the Aurora City Code of Ordinance, Chapter 126 - Article VII - Numbering of Buildings.

Response: Acknowledged.

Adopted Codes by the City of Aurora – Setbacks:

The site plan and civil plans must reflect the setback requirements of the 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 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 2020

Response: Per prior comment within the pre-application notes and confirmed with the 2021 IBC there are no setbacks for this site. Only a landscape buffer due to the site having a drive-through for screening purposes. The site abides by landscape buffer requirements as discussed with Kelly Bish, Julie Bingham and Erik Gates.



National Electrical Code. The grace period allowing the use of the previously adopted 2015 International Codes officially ended on May 1st 2023 requiring all construction plan submittals to comply with the 2021 International Codes.

Response: Acknowledged.

- 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: Distances have been shown on the site plan per request.

Accessibility Requirements:

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

- Commercial

Response: Site design adheres to requirements stated in the accessibility requirements of the 2021 IBC, Chapter 11.

Knox Hardware:

Approved Knox Hardware is required for 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 boxes on the site plan amendment submitting to the Planning Department.

Response: The site is clear of buildings currently and no existing buildings exist. If required, we can add a note to the plans to require Knox hardware by the client or contractor.

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: Site plan includes a site plan legend that denotes all existing site elements as shown on the site survey completed by Aztec Consultants, Inc. All proposed elements are also included in this site legend.

Loading and Unloading Areas:

The site plan must show the location of the loading and unloading areas. These areas must not encroach into the dedicated or designated fire lane easement.

Response: Due to the nature of the business there are not loading and unloading areas to designate.



Petroleum and Gas Line Easements:

Please review either 49 CFR part 195, Transportation of Hazardous Liquids by Pipeline criteria or 49 CFR part 192, Transportation of Natural and Other Gas by Pipeline criteria to determine minimum distance criteria of a pipeline proximity of any private dwelling, industrial building, or place of public assembly in which persons work, congregate, or assemble. You can also gain assistance by obtaining a letter from the petroleum or gas line easement owner indicating the minimum distance they would allow the buried gas line and easement line to the proposed exterior wall. Submit this letter with your site plan amendment planning documents for recordation.

Response: Acknowledged.

Photometric Plan:

- Add the following note to the Photometric Site Plan:

ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015/2021 INTERNATIONAL BUILDING CODE REQUIREMENT FROM SECTION 1006 - MEANS OF EGRESS ILLUMINATION. SECTION 1006. ILLUMINATION REQUIRED: THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING IS OCCUPIED. SECTION 1006.2 ILLUMINATION LEVEL. THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL NOT BE LESS THAN 1 FOOT-CANDLE (11 LUX) AT THE FLOOR LEVEL AND CONTINUING TO THE "PUBLIC WAY".

- Add the "accessible route" (heavy dashed line) to the photometric plan and verify a minimum 1 foot-candle of illumination along its entire length

Response: Note added to site plan and requested route dashed line added as well.