



Planning Division  
15151 E. Alameda Parkway, Ste. 2300  
Aurora, Colorado 80012  
303.739.7250

*AuroraGov.org*

May 21, 2024

Caleb McNaughton  
Highpoint Church Aurora  
6450 S Southlands Pkwy  
Aurora, CO 80016

**Re: Third Submission Review: Highpoint Church Parking Expansion – Site Plan Amendment and Plat**  
**Application Number: DA-1455-34**  
**Case Numbers: 2007-6009-05, 2024-3060-00**

Dear Caleb McNaughton:

Thank you for your third submission, which we started to review on May 1, 2025. We have reviewed your plans and attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and community members.

All major issues have been resolved, so this application is ready for administrative decision. Please see the details below regarding your upcoming decision date. Since some technical changes still remain, you will need to make a technical submission following the decision. Please revise your previous work and send us a new submission after your Administrative Decision date of June 11, 2025.

Note that all our comments are numbered. When you resubmit, include a cover letter specifically responding to each item. The Planning Department reserves the right to reject any resubmissions that fail to address these items. If you have made any other changes to your documents other than those requested, be sure to also specifically list them in your letter.

Your estimated administrative decision date is set for June 11, 2025. Please remember that all abutter notices for decisions must be sent and the site notices must be posted at least 10 days prior to the decision date. These notifications are your responsibility, and the lack of proper notification will cause the decision date to be postponed. It is important that you obtain an updated list of adjacent property owners from the county before the notices are sent out. Take all necessary steps to ensure an accurate list is obtained.

Please note, projects that have gone one year without a submission will be considered inactive and require a 25% restart fee to be reactivated. After 18 months of inactivity, projects that are not reactivated will be closed and retired.

As always, if you have any comments or concerns, please let me know. I may be reached at 303.739.7220 or [bbravenec@auroragov.org](mailto:bbravenec@auroragov.org).

Sincerely,

Ben Bravenec, Planner II  
City of Aurora Planning Department

cc: Joshua Stevens, Samuel Engineering  
Jazmine Marte, ODA  
Filed: K:\\$DA\1455-34rev3



## *Third Submission Review*

### **SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS**

- Sheet index should properly reflect all sheets including original sheets. The sheet index includes 32 sheets and the set only has 28.
- The public access easement does not match the callout on the plat, which calls out a 16' storm water maintenance access easement. Please update this callout and verify with Aurora Water about the naming of this easement, typ. all.
- Site Sight triangle is not pointing to the correct lane. It should be pointed to oncoming traffic. Based on Roadway Specifications TE-13.1

### **PLANNING DEPARTMENT COMMENTS**

#### **1. Community Questions, Comments, and Concerns**

- 1A. There were no community questions, comments, or concerns received from adjacent property owners or registered neighborhood groups.

#### **2. Completeness and Clarity of the Application**

##### **Sheet 1**

- 2A. Sheet index should properly reflect all sheets including original sheets. The sheet index includes 32 sheets and the set only has 28.

#### **3. Zoning and Subdivision Use Comments**

- 3A. No comments.

#### **4. Signage & Lighting Comments**

- 4A. No comments.

#### **5. Landscaping Issues** (Kelly Bish / [kbish@auroragov.org](mailto:kbish@auroragov.org) / Comments in bright teal)

- 5A. No comments.

#### **6. Addressing** (Phil Turner / 303.739.7357 / [pturner@auroragov.org](mailto:pturner@auroragov.org))

- 6A. No comments.

### **REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

#### **7. Civil Engineering** (Kendra Hanagami / 303.739.7295 / [khanagam@auroragov.org](mailto:khanagam@auroragov.org) / Comments in green)

##### **Sheet 1**

- 7A. Advisory Note: Subdivision plat must be executed and submitted to the City prior to submittal of the signature set (3rd review) civil plan set. If the executed plat has not been submitted to the City prior to routing for final City signatures, the civil plan set will be returned and full submittal will be required.
- 7B. All easement dedications and vacations by separate document are required to be executed prior to civil plan approval. As of this review, no easement dedications or vacations of existing easements have been accepted by the City for review, and civil plans will be returned. Please submit the required documents to: [dedicationproperty@auroragov.org](mailto:dedicationproperty@auroragov.org)

##### **Sheet 3**

- 7C. New comment based on new information:  
This public access easement does not match the callout on the plat, which calls out a 16' storm water maintenance access easement. Please update this callout and verify with Aurora Water about the naming of this easement, typ. all.



**Sheet 7**

- 7D. New advisory comment based on new information:  
Per sections 18.B.1.a and 18.B.1.b of the 2025 Roadway Manual, any pavement within a public access easement maintained by Aurora requires a geotechnical investigation and pavement design report, typ. all.

**8. Traffic Engineering** (Jason Igo / [jigo@auroragov.org](mailto:jigo@auroragov.org) / Comments in amber)

- 8A. Site Sight triangle is not pointing to the correct lane. It should be pointed to oncoming traffic. Based on Roadway Specifications TE-13.1

**9. Fire / Life Safety** (Richard Tenorio / 303.739.7628 / [rtenorio@auroragov.org](mailto:rtenorio@auroragov.org) / Comments in blue)

- 9A. No comments.

**10. Forestry** (Becky Lamphear / 303.739.7177 / [rlamphea@auroragov.org](mailto:rlamphea@auroragov.org) )

- 10A. Approved

**11. Land Development** (Roger Nelson / 720.587.2657 / [ronelson@auroragov.org](mailto:ronelson@auroragov.org) / Comments in magenta)

**Advisory Comments**

- 11A. Update title Commitment and change note #3 with the title commitment information.

**Site Plan**

- 11B. No comments.

**12. Easements** (Grace Gray)

- 12A. Advisory - All departments requiring a license, easement dedications or releases need to be started. Easement dedications to be submitted to [dedicationproperty@auroragov.org](mailto:dedicationproperty@auroragov.org), releases to be submitted to [releaseeasement@auroragov.org](mailto:releaseeasement@auroragov.org).

**13. Utilities** (Ashley Duncan / 720.859.4319 / [aduncan@xauroragov.com](mailto:aduncan@xauroragov.com))

**Sheet 01**

- 13A. The site plan will not be approved by Aurora Water until the preliminary drainage report or letter has been approved.

**14. Xcel Energy** (Donna George / 303.571.3306 / [donna.l.george@xcel energy.com](mailto:donna.l.george@xcel energy.com))

- 14A. Approved.