



Planning Division
15151 E. Alameda Parkway, Ste. 2300
Aurora, Colorado 80012
phone 303.739.7217

AuroraGov.org

November 6, 2024

Scott Auker
Suncap Real Estate Investment
500 W Cypress Creek Rd 755
Ft. Lauderdale, FL 33309

Re: Initial Submission Review: Bank of America at Aurora Plaza Site Plan and Conditional Use
Application Number: DA-2339-01
Case Numbers: 1981-6061-19; 1981-6061-20

Dear Scott Auker:

Thank you for your initial submission, which we started to process on October 14, 2024. 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.

Since several important issues remain, you will need to make another submission. Please revise your previous work and send us a new submission on or before December 3, 2024.

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.

As always, if you have any comments or concerns, please let me know. I may be reached at 303-739-7112 or swasinge@auroragov.org.

Sincerely,

Stacy Wasinger, Senior Planner
City of Aurora Planning Department

cc: Brynhildr Halsten, Galloway
Lorianne Thennes, ODA
Filed: K:\\$DA\2339-01rev1



Initial Submission Review

SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- Please update all plan sheets to reflect the correct detached sidewalk location. It appears that the landscape plan was not updated with the correct location.
- See Engineering comments and update the site plan and public infrastructure items noted (see Item 11).
- Update fire lane signage and accessible parking (see Item 13).
- Address Forestry comments regarding tree protection requirements (see Item 15).

PLANNING DEPARTMENT COMMENTS

1. Community Questions, Comments, and Concerns

- 1A. No comments from neighbors were received. Therefore, no neighborhood meeting will be required. Please see all comments from review agencies in this letter and on the redlines.
- 1B. Written comments were received from Arapahoe County and Xcel Energy are included or attached to this letter. Please respond to their comments within the response letter for your next submission.

2. Completeness and Clarity of the Application

- 2A. Total application fees of \$18,131 have been paid.
- 2B. Please update the narrative to reflect any site plan changes based on these comments.
- 2C. Please clarify authorization from the Wendy's parcel to move the driveway. The easement was provided, but it is not clear that includes moving the driveway entrance.
- 2D. Update title to "Bank of America Site Plan and Conditional Use". In addition, add the note in the data block that the conditional use is for the drive-through.
- 2E. Remove "of 10" from the sheet count in the lower right corner.
- 2F. Please check the scale of each sheet. In particular, Sheets 2 and 3 both indicate they are the same scale but do not appear to be the same scale.

3. Zoning and Subdivision Use Comments

Site Plan

Sheet 1:

- 3A. Remove the recorder's certificate from the lower right corner; Arapahoe County no longer uses this format. Instead, please ensure that a 3" by 7" space is available in the upper right corner for recordation data.
- 3B. Add an "amendment" box to the cover sheet for future use.
- 3C. Add an "s" to "American" in note 4.

Sheet 2:

- 3D. Show/label bicycle parking.
- 3E. Show/label monument signage.
- 3F. Note any proposed fences and walls. Please provide details as well. See UDO 146-4.7.9.T for retaining wall requirements.

Sheets 7 and 10:

- 3G. The site amenity details do not need to be on both sheets; please remove them from one.

4. Streets and Pedestrian Comments

Sheet 9:

- 4A. Thank you for the inclusion of an outdoor plaza area. Please update to include pedestrian features such as decorative pavement, pedestrian scale lighting, shade features, site furniture, landscape borders with amenities such as tree cut-outs and raised planters, etc.

5. Parking Comments

- 5A. See UDO Table 4.6-4 for parking lot design requirements. The parking spaces must be 9' by 19' (not 18').
- 5B. Include drive-through stacking requirements per UDO Table 4.6-7. A Bank, Financial Institution, or



Automated Teller Machine (ATM) requires 3 stacking spaces.

- 5C. Include bicycle parking per UDO 146-4.6.3.F in the data table. The detail is shown on Sheet 7, but the bicycle parking is not labeled on the site plan or shown in the calculations.

6. Architectural and Urban Design Comments

- 6A. Please provide color elevations and a digital material board.
- 6B. Note that all mechanical equipment must be screened, including rooftop equipment. Please see UDO 146-4.8.11.
- 6C. Include material and transparency calculations per UDO 146-4.8.6.
- 6D. Please identify primary and secondary facades per UDO 146-4.8.7 and Table 4.8-7. Provide calculations/analysis to show 146-4.8.7.D Table 4.8-8 standards are met.
- 6E. The north and east elevations will require additional articulation (such as a vertical element, material change, recess or pop-out, etc.) to break up the plane.
- 6F. Include an elevation/detail of the trash enclosure.

7. Signage & Lighting Comments

- 7A. Please show and label the monument sign(s) location on the site plan.
- 7B. Please include lighting fixture cut sheets. Note the location of any free-standing light poles, and include the proposed height.

Sheet 1:

- 7C. Clarify the signage data in the data table. Per UDO 146-4.10.5, a maximum of five signs is permitted. Please see this code section to calculate allowable signage square footage.

8. Landscaping Issues (Tammy Cook / tdcook@auroragov.org / Comments in bright teal)

Site Plan:

Sheet 1:

- 8A. Add the Landscape Architect's contact information.
- 8B. Do not number the sheets as 1 of X. Only use single numbers i.e. 1, 2, 3 etc.

Sheet 2:

- 8C. A 9' attached walk is not shown here.
- 8D. The sidewalk line is missing here.
- 8E. The landscape plan does not show this same base file. Which one is correct?
- 8F. Is this a 10' future walk? This does not correlate with the proposed planting plans. This is shown as a planting area.
- 8G. 9' existing walk to remain?

Sheet 6:

- 8H. The sidewalk line is missing here.

Sheet 7:

- 8I. (LP-001): In the City of Aurora Notes: Please remove reference to the previous landscape code.
- 8J. In the Building Perimeter Landscape Table: Provide columns for the tree equivalent shrubs required/provided.
- 8K. 20 required, 7 provided -this is deficient.
- 8L. 20 required 20 provided, note how many 5 gals. and how many 1 gal.
- 8M. 20 required, 39 provided, note how many 5 gals. and how many 1 gal.
- 8N. Provide a table for the Curbside landscape -Street trees and shrubs required/provided.
- 8O. In the Plant Schedule: Show tree and shrub/planting symbols here.

Sheet 8:

- 8P. (LP-002): Is it likely this tree will survive the installation of a light pole so close to it?

Sheet 9:

- 8Q. (LP-101): Show all site lighting on this plan as it appears that there are some conflicts.
- 8R. All parking rows must terminate on the landscape. Landscape each parking lot island with a tree and six five-gallon shrubs per 9'X19' island.



- 8S. Note where the sign will be located and adjust the landscaping accordingly.
- 8T. This is called out as an electrical line, but it is noted as a water line.
- 8U. The sidewalk is shown different than the landscape base on this corner.
- 8V. The Civil base shows a different base file along this perimeter.
- 8W. Label and dimension the 20' street frontage buffer per Section 146-4.7.5.D.
- 8X. The civil plans show two retaining walls?
- 8Y. Label the retaining wall height and height of the wall between 42"-48" to mitigate noise and minimize the visual impacts associated with on-site signs with speakers.
- 8Z. Once a clarification on the sidewalk condition and walls is provided with the next submission, a more thorough review of the landscape requirements for the street frontage will be provided.
- 8AA. Will there be a dumpster located on the property? If so, please show that location.
- 8BB. In accordance with the UDO, light poles, trash enclosures, vacuum equipment, fire hydrants, etc. cannot displace the required trees within the parking island.
- 8CC. These Karl Forester grasses cannot be used to screen the parking lot. Parking lot screening should consist of a double row of shrubs.
- 8DD. Show tree and shrub/planting symbols here.

Sheet 11:

- 8EE. (LP-502): Is it possible for this tree to be retained with a light pole that is being proposed so close to it?

9. Addressing (Phil Turner / 303-739-7357 / pcturner@auroragov.org)

- 9A. Please submit a preliminary digital addressing .SHP or a .DWG file as soon as possible. This digital file is used for street naming, addressing and preliminary GIS analysis. Include the following layers as a minimum:
 - Parcels
 - Street lines
 - Building footprints (If available)

Please ensure that the digital file is provided in a NAD 83 feet, State plane, Central Colorado projection so it will display correctly within our GIS system. Please provide a CAD .dwg file that is a 2013 CAD version. Please eliminate any line work outside of the target area. More information can be found at: <https://auroragov.org/CADtoGISstandards> OR by contacting CADGIS@auroragov.org.

10. Planning Transportation (Tom Worker-Braddock / 303-739-7340 / tworker@auroragov.org / Comments in bright teal)

- 10A. Clarify that the site sidewalk does directly connect with the sidewalk along Mississippi Avenue, rendering was unclear.
- 10B. Identify the number and location of bike racks.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

11. Civil Engineering (Jonathan Phan / 303-739-8273 / jphan@auroragov.org / Comments in green)

Site Plan

Sheet 2:

- 11A. Include a legend to identify what some of these line types are.
- 11B. Label the radii (TYP.).
- 11C. Per pre-app notes, "Designate a public access easement along the east/west drive aisle."
- 11D. Provide the ADA path from the building to the ROW (TYP.).
- 11E. Label the private drive (TYP.).
- 11F. What's going on in this area? Looks like concrete transitioning into landscaping.
- 11G. Please provide the sidewalk easement since part of the ramp is outside of the ROW.
- 11H. Label curb return radii, Arterial requires 25 ft radius (TYP.) (4.04.5.03 of the 2023 COA Roadway Manual).
- 11I. Label the roadway classification and dimension the ROW width (TYP.).
- 11J. Please move the on-site light out of the future sidewalk and easement.



- 11K. Revise the leader location for the sidewalk easement.
- 11L. Looks like a typo, remove the backslash.
- 11M. I would re-word this as being deferred or something along the lines of that.
- 11N. Provide a deferral request letter for the detach walk. You can provide it to me via email or provide it next submittal.

Sheet 3:

- 11O. Remove all spot elevations on the site plan. This level of detail shall be in the civil plan. The slope arrows can remain in the site plan (TYP.).
- 11P. A legend may be needed to know what some of these abbreviation stand for.
- 11Q. Label existing and purpose contours on the grading sheet (2.08.1.02 of the 2023 COA Roadway Manual).
- 11R. Provide additional slope arrows around the building for the asphalt, concrete, and landscaping.
- 11S. Please label TOW and BOW as some of them are missing right next to the elevations (TYP.)
- 11T. Where is this spot elevation pointing to?
- 11U. Impervious surfaces within ten feet of the building foundation shall be sloped a minimum of two (2) percent away from the building. (2.08.1.06.2 of the 2023 COA Roadway Manual).

Sheet 4:

- 11V. This sheet isn't needed in the site plan. Please remove and add to the civil plan.

Sheet 5:

- 11W. Provide the handrail info or reference our standard detail.
- 11X. This is too much in terms of detail on the site plan. Please try to keep it general and broad as this level of detail isn't needed for the site plan. Remove the reinforcing from the site plan but is needed on the civil plans.
- 11Y. Identify the material type for the retaining wall, whether the walls are private or public and owners responsible for maintenance. (4.02.7.03.3.3 of the 2023 COA Roadway Manual).
- 11Z. Advisory note: Structural calculations are required for these retaining walls on the first submittal of the civil plans (4.02.7.03.3.1 of the 2023 COA Roadway Manual).
- 11AA. Advisory note: The design of this retaining wall will be evaluated during the civil plan process and potential design changes may occur at later stages.
- 11BB. All other retaining wall heights shall not exceed eight feet except when approved by variance by the Public Works Engineering Division. (4.02.7.04.3 of the 2023 COA Roadway Manual).
- 11CC. Provide the slopes between walls, shall not exceed (4:1) (4.02.7.04.3 of the 2023 COA Roadway Manual).
- 11DD. Remove the approval block.

Sheet 14:

- 11EE. Please move the on-site light out of the future sidewalk and easement.
- 11FF. Show the existing public streetlight.
- 11GG. Please add the following note:
- 11HH. "Proposed street light locations are conceptual. Final locations will be determined with photometric analysis submitted with the street lighting plans in the civil plan submittal."
- 11II. Potential might not have to add a streetlight, however, just add the note just in case
- 11JJ. Public streets shall have public streetlights in conformance with COA standards.
- 11KK. For each street, identify the following information as part of the site plan submittal in conformance with Section 2.12.0.1 of the Roadway Manual:
 - Roadway Classification (typical section name)
 - Adjacent Land Use Category (i.e., TOD), as applicable
 - Number of lanes
 - Back-to-back curb width
 - Pedestrian Activity Level
 - Pavement Type: R3, for all lighting calculationsThis information (if it's not already shown) can be added to the street sections provided if desired.



12. Traffic Engineering (Dean Kaiser / 303-739-7584 / djkaiser@auroragov.org / Comments in orange)

Site Plan

Sheet 2:

- 12A. Provide dimensions.
- 12B. 9'x19' parking space required per UDO 4.6.5, Table 4.6-4.
- 12C. There is a need to identify one-way flow and provide DO NOT ENTER signage.
- 12D. Assuming a one-way exit, there is a need for DO NOT ENTER signage.

Traffic Impact Study

Page 1:

- 12E. 2024-10-28 (DJK) reviewed. Find the report acceptable, minor updates should be made as noted or explained.

Page 5:

- 12F. Unsure where this was from, the adjacent Murphy Fuel site analysis that Galloway also prepared to the west identified a significant crash history at the access, COA requested the turning movement restrictions, application is installing restrictions improvement

Page 7:

- 12G. Chambers is NOT technically a RIRO (not signed as such) revise.

Page 8:

- 12H. Revise, not a RIRO.

Page 13:

- 12I. From the Murphy Fuel project that you also prepared the TIS for.

Page 19:

- 12J. Highlighted values differ from the updated 8/12/24 Murphy Fuel TIS (Table 3-1). All existing volumes from Fig 3.1 match existing Murphy Fuel volumes.

Page 20:

- 12K. Highlighted values all differ from Murphy Fuel TIS values.

Page 25:

- 12L. Totals the pass-by and net of Murphy Fuel, explain.
- 12M. Numerous values do not match the Murphy Fuel Net Site Trips (Fig 5-3). Explain.

13. Fire / Life Safety (Carl Horst / 303-739-7639 / chorst@auroragov.org / Comments in blue)

Site Plan

Sheet 1:

- 13A. Please remove City of Aurora Note 19.
- 13B. Please update the data block to reflect the following items;
 - Van Accessible Parking – required/provided
 - 2021 IBC Construction Type and Occupancy classification
 - Status of Sprinkler System

Sheet 2:

- 13C. It appears there are no fire lanes/parking signs along the north edge of your project. Please provide and identify three fire lane signs in the locations shown.
- 13D. There appears to be a vertical curb in front of the accessible parking. Please provide more information and details showing the accessible transition/curb ramps/etc.
- 13E. Please show and identify the accessible route from the accessible parking to the accessible entrance to include any accessible transitions with details.
- 13F. The site sheet shall identify and label the Knox Box. A Knox Box is required for the front main entrance. See example.
- 13G. Show and identify the location of access doors. Please label the main public entrance.
- 13H. Please identify accessible parking signs/posts. If signage/posts are located within the parking stall, a wheel stop is required.



Sheet 3:

- 13I. Please show and identify the accessible route from the accessible parking to the accessible entrance to include any accessible transitions with details.
- 13J. Please identify how the accessible route interconnects to the public right of way.
- 13K. Please show and identify the accessible parking aisle and transition to the accessible sidewalk.
- 13L. Please provide a legend that shows and identifies the accessible route, accessible parking/aisle/transition, and signage.
- 13M. At the front (West elevation) are the square symbols proposed by bollards? If so, please ensure that the bollard doesn't conflict with the accessible route requirements, preventing any possible obstruction.

Sheet 4:

- 13N. At the Southwest corner, the continuation of the sidewalk is not shown.

Sheet 6:

- 13O. The Utility plan shall identify and label the Knox Box. A Knox Box is required for the front main entrance. See the example on the site sheet.
- 13P. Show and identify the location of access doors. Please label the main public entrance.

Sheet 8 and 9:

- 13Q. Please identify and label the Knox Box. A Knox Box is required for the front main entrance. See the example on the site sheet.

Sheet 10:

- 13R. With both site and civil plan submittals, please provide a signage/stripping package. Ensure to include other reviewing departments' required signage.

Sheets 12 and 13:

- 13S. Elevation sheets shall identify and label the Knox Box. A Knox Box is required for the front main entrance. See the example on the site page.
- 13T. Please show and identify the building address.

Sheet 14:

- 13U. Please identify the full path of the accessible route by dash delineation.

14. Aurora Water (Samantha Bayliff / 303-739-7490 / sbayliff@auroragov.org / Comments in red)

Site Plan

Sheet 2:

- 14A. Provide easement information for these easements.

Sheet 6:

- 14B. Provide information about this easement.
- 14C. These utility connections are not yet constructed, be sure to coordinate with the property that is constructing these utility extensions. Also, provide RSN/EDN for utilities that will be existing at the time of this project.
- 14D. This utility connection is not being provided by the adjacent property. Please avoid utility service lines crossing.
- 14E. Remove these labels from the utility plan.
- 14F. Clear text if you are going to be showing easement information.
- 14G. What is this? Is it the Rec number?
- 14H. Please verify that this is located outside of concrete and is located in a landscaped area. The water service line needs to be located in an easement.
- 14I. Specify what this number is.
- 14J. Clear text.
- 14K. Remove label.
- 14L. Please provide a legend, needs to indicate utility linework, and shading.
- 14M. Provide RSN for the existing utilities.
- 14N. Call out the removal of the plug as well.
- 14O. Define AHJ.
- 14P. Corp stop.

**15. Forestry** (Becky Lamphear/ 303-739-7177 / rlamphea@auroragov.org / Comments in purple)

- 15A. There will be trees impacted by the project. Any tree that is removed from this site will either require replacement within the landscape or be mitigated through payment to the Community Tree Fund.
- 15B. Remove trees identified to be planted for mitigation on the Tree Mitigation plan and add these to the landscape plan. Please show a symbol indicating trees that are specific to tree mitigation on the landscape plan.
- 15C. **Tree mitigation is always above and beyond the Landscape Code requirements.**
- 15D. Please show a tree mitigation chart provided on this sheet. If payment will be made into the Tree Planting Fund, add another column to the chart indicating the payment amount that will be made. If trees will be planted on the site, please show a symbol indicating trees that are specific to tree mitigation.
- 15E. The caliper inches that will be lost are 70", but only 22" would be required for planting back onto the site. The mitigation value is \$2,940.00.

TREE #	SPECIES	DIAMETER	MITIGATION VALUE	COMMENTS	MITIGATION INCHES
1	White Ash	14	\$828.85		6
2	White Ash	16	\$539.30		3
3	Silver Maple	14	\$507.68		3
4	Pear	7	\$240.68		3
5	Pear	7	\$240.68		3
6	Crab	6	\$291.26		2
7	Crab	6	\$291.26		2
Total		70	\$2,939.71		22

- 15F. NOTE: Mitigation values based on International Society of Arboriculture's Guide to Plant Appraisal. Species, diameter, condition, and location factors were included in the assessment.

16. Land Development Services (Maurice Brooks / 303-739-7294 / mbrooks@auroragov.org / Comments in magenta)

- 16A. Add the Standard Site Plan Note: All crossings or encroachments into easements and rights-of-way owned by the City of Aurora ("City") identified as being privately owned and maintained herein are acknowledged by the undersigned as being subject to the City's use and occupancy of said easements or rights-of-way. The undersigned, its successors, and assigns, further agree to remove, repair, replace, relocate, modify, or otherwise adjust said crossings or encroachments upon request from the City and at no expense to the City. The City reserves the right to make full use of the easements and rights-of-way as may be necessary or convenient and the City retains all rights to operate, maintain, install, repair, remove, or relocate any City facilities located within said easements and rights-of-way at any time and in such a manner as it deems necessary or convenient.
- 16B. Aurora Water has indicated a need for the easement to cover the Water Meter: Send in the Water easement documents to dedicationproperty@auroragov.org. Comply with the requirements from Aurora Water for the configuration of the easement to cover the water meter.

17. Easements (Grace Gray / 303-739-7277 / ggray@auroragov.org)

- 17A. Easement dedications to be submitted to dedicationproperty@auroragov.org, releases to be submitted to releaseeasements@auroragov.org.

18. Xcel Energy PSCo (Donna George / 303-571-3306 / ReferralsXcelDistribution@xcelenergy.com)

- 18A. Please see attached

19. Arapahoe County (Terri Maulik / 720-874-6840 / referrals@arapahoegov.com)

- 19A. Planning Division: thank you for the opportunity to review and comment on this project. The Arapahoe



County Planning Division has no comments; however, other departments and/or divisions may submit comments.

19B. Engineering Services Division: please see attached.



Right of Way & Permits

1123 West 3rd Avenue
Denver, Colorado 80223
Telephone: **303.571.3306**
Facsimile: 303.571.3284
donna.l.george@xcelenergy.com

October 25, 2024

City of Aurora Planning and Development Services
15151 E. Alameda Parkway, 2nd Floor
Aurora, CO 80012

Attn: Stacy Wasinger

Re: Bank of America at Aurora Plaza, Case # DA-2339-01

Public Service Company of Colorado's (PSCo) Right of Way & Permits Referral Desk has reviewed the site plan and conditional use for **Bank of America at Aurora Plaza**. Please be aware PSCo owns and operates existing natural gas and underground electric distribution facilities along the south property line.

The property owner/developer/contractor must complete the application process for any new natural gas or electric service, or modification to existing facilities via [xcelenergy.com/InstallAndConnect](https://www.xcelenergy.com/InstallAndConnect). It is then the responsibility of the developer to contact the Designer assigned to the project for approval of design details.

Additional easements *will* need to be acquired by separate document for new facilities (i.e. transformer) – be sure to have the Designer contact a Right-of-Way Agent.

As a safety precaution, PSCo would like to remind the developer to contact Colorado 811 for utility locates prior to construction.

Donna George
Right of Way and Permits
Public Service Company of Colorado dba Xcel Energy
Office: 303-571-3306 – Email: donna.l.george@xcelenergy.com



Engineering Services Division Referral Comments

October 21, 2024

City of Aurora Planning & Development Services
15151 E Alameda Parkway, Ste 2300
Aurora, CO 80012
Attn: Stacy Wasinger

RE: AURORA REF / DA-2339-01 (1832154) / BANK OF AMERICAN

Engineering Services Division of Arapahoe County Public Works and Development (Staff) thanks you for the opportunity to review the outside referral for the proposed project located in the City of Aurora. Staff has no comments regarding the referral at this time based on the information submitted.

Please know that other Divisions in the Arapahoe County Public Works Department may submit comments as well.

If you have any questions, please feel free to contact our offices at 720-874-6500.

Thank you,

Joseph Boateng, PE
Arapahoe County Public Works & Development
Engineering Services Division