



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

*AuroraGov.org*

January 13, 2025

Amy Nostrom  
Asbury Automotive  
2905 Premiere Parkway, Ste 300  
Duluth, GA 30097

**Re: Initial Submission Review: Centretech Inventory Parking Lot - Site Plan**  
**Application Number: DA-1005-33**  
**Case Number: 2024-6055-00**

Dear Amy Nostrom:

Thank you for your **initial** submission, which we started to process on December 16, 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 January 27, 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.

The estimated Planning & Zoning Commission hearing date is tentatively set for March 26, 2025. Please remember that all abutter notices for public hearings must be sent and the site notices must be posted at least 10 days prior to the hearing date. These notifications are your responsibility and the lack of proper notification will cause the public hearing 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 303.739.7133 or [akarabas@auroragov.org](mailto:akarabas@auroragov.org).

Sincerely,

Ani Karabashian  
Planner 1  
City of Aurora Planning Department

cc: Shelby Madrid | Kimley Horn and Associates, 6200 S Syracuse Way Greenwood Village, Colorado, 80111  
Justin Andrews, ODA  
Filed: K:\\$DA\1000-1099\1005-33rev1



## *Initial Submission Review*

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

- Avigation Easement (see Item 2A)
- Secondary Access and Landscape Buffer (see Item 4T)
- Alternative Secondary Access (see Item 4U)
- Curb Ramps and ADA Requirements (see Item 6F)
- Sight Triangle Distance (see Item 7B)
- Trip Generation Letter (see Item 7F)
- Pork Chop Encroaching Into Fire Lane Easement (see Item 8U)
- Provide Additional Key Storage Building Details (see Item 8CC)
- Eliminate this Weld on Tap and line (see Item 9D)
- Tree Mitigation (see Item 10A)
- Delineate Easements (see item 11C)
- Xcel Energy (see item 12A)

### **PLANNING DEPARTMENT COMMENTS**

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

- 1A. There are no community comments at this time.

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

- 2A. Avigation Easement: [Click here](#) to review the 2023 Avigation Easement Instructions Packet. Please reach out to Jeffery Moore at [jsmoore@auroragov.org](mailto:jsmoore@auroragov.org) or 303.739.7676 to verify if an avigation easement is required for this property. If yes, please coordinate with Jeffery Moore and submit the required documentation for an avigation easement by the second submission.
- 2B. Operations Plan: please include an operations plan that details the hours of operation, number of employees, any proposed security measures and any additional supportive functions that may occur on the site. The operations plan can be included in the letter of intent.

#### **Letter of Intent**

- 2C. Please revise this letter to note that the use for the proposed parking lot is considered outdoor storage.
- 2D. Please revise this sentence to reflect the current status of the re-plat (i.e. lot line adjustment).
- 2E. As noted above, include the operations plan in the letter of intent.

#### **Site Plan**

##### **Sheet 1**

- 2F. Title needs to match the title of the project in the system. Please revise to "Centretch Inventory Parking Lot".
- 2G. Please increase the size of the amendment block to the recommended size of 2"x3."

##### **Sheet 2**

- 2H. 90 degree parking stall spaces need to be 9'x19'.

##### **Sheet 7**

- 2I. Please provide the height of the Key Storage Container and add it to the detail sheet.



### **3. Fencing & Lighting Comments**

#### **Sheet 2**

- 3A. City code requires that all unattended gates to be self closing, self-latching, and locked when not in use. Can you please verify if the proposed gates are self closing and self latching?

#### **Sheet 7**

- 3B. Please clarify the fence material for the proposed fence and the color. Add both details to the fence detail on sheet 7. As a reminder, the code notes that the permitted fence materials for this project would be closed style wood or composite wood fences.

### **4. Landscaping Issues (Tammy Cook / 954.266.6488 / [tdcook@Auroragov.org](mailto:tdcook@Auroragov.org) / Comments in bright teal)**

#### **Sheet 2**

- 4A. Note the 100-Year Water Surface Elevation (WSEL).  
4B. No portion of the detention pond is allowed in the non- street frontage buffer.

#### **Sheet 8**

- 4C. Label all proposed and existing utilities and easements.  
4D. Is fencing proposed along the perimeter? It appears to be shown on the Civil Sheets. If so, show and label the proposed fence, height and show it darker along the property line. Additionally, landscape material is required along the exterior side of the fencing proposed.  
4E. Note the 100 WSEL and show this line darker.  
4F. Re-label this: Non- Street frontage buffer.  
4G. (See redline on Sheet 8) You may leave them but understand the Red Bud generally do not perform well here.  
4H. Show the property line with two short dashes and one long dash and show the line darker.  
4I. The curbside area for E. Centretech Parkway can be all rock mulch if desired. This area is 4' wide and qualifies for all rock if so desired. Street trees must remain or be replaced and remain on permanent irrigation.  
4J. Label and dimension the street frontage buffer.  
4K. Label 3' swing gate refer to sheet 7.  
4L. (See redline on Sheet 8) Label this structure.  
4M. (See redline on Sheet 8) You may leave them but understand they generally do not perform well here.  
4N. Additional shrubs can be placed in this corner to screen the parking lot. The exterior of the fence is required to be covered with shrubs.  
4O. Add the written scale.  
4P. Show the pole for the existing stop light.  
4Q. Label and dimension the street frontage buffer.  
4R. (See redline on Sheet 8) Add this hatch to the legend.  
4S. In the Legend: Add the fence line type and add the label to the Legend. Include this hatch and label in the Legend.  
4T. While a secondary point of access is required by the Building/ Life Safety Department, this is not permitted to displace the requirements of the non-street buffer. Code requires that the buffer plant material be distributed along the length of the buffer. This is not being done. If the secondary access point cannot be relocated as requested, then an adjustment should be requested.  
4U. Consider moving the emergency access can go through here instead of through the north buffer? In coordinating with our Building Life Safety reviewer, Erick Bumpass an alternative alignment of a secondary emergency access is feasible and will allow the buffer along the northern property line to be met. Please work with Erick Bumpass to revise the Fire Lane Easement so that it is not impacting the required non-street buffer.



- 4V. These trees along the north property line are too tall to be adjacent to the overhead electric lines. Please select different species.

Sheet 9

- 4W. Label the Street Names on this sheet.  
4X. Add the written scale.

Sheet 10

- 4Y. In the Plant List: While the Easter Redbud is a nice ornamental tree, they generally do not perform well here.  
4Z. In the Landscape Code Requirement: See comment on landscape plan. Shrubs are not required but may be provided if so desired.  
4AA. Provide a column for width required/provided buffer.  
4BB. Trees provided "elsewhere" on site do not satisfy the requirements for a buffer.  
4CC. Please revise the numbers: 126 shrubs required. 13 TE or 13 x 12 (12 TE per tree when along an arterial street as trees are required to be 2.5". 2.5" tree = 12 shrubs not 10 like most trees on other streets. 12 TE x 13 trees = 156 shrubs + 126 shrubs = 282 total shrubs required. 288 have been provided.  
4DD. (See redline on Sheet 10) Please update this to reflect the actual total number of shrubs being provided.  
4EE. For the non-street frontage north buffer, please demonstrate below that at least 50% of the tree species are evergreen. For the west buffer demonstrate that 30% of the tree species are evergreen.  
4FF. (See redline on Sheet 10) Revise the table per the markups on the PDF.

In the Landscape Notes:

- 4GG. Note #5: Change text to include: prior to the operation of the business and upon completion of the on-site, site improvements.  
4HH. Note #8: Fencing is shown on the Civil & landscape drawings around the perimeter of the site. What is this referencing?

**5. Addressing** (Phil Turner / 303.739.7357 / [pcturner@auroragov.org](mailto:pcturner@auroragov.org))

- 5A. Please provide a digital .shp or .dwg file for addressing and other GIS mapping purposes in your next submittal. Include the parcel, street line, easement and building footprint layers at a minimum. Please ensure that the digital file provided in a NAD 83 feet, Stateplane, Central Colorado projection so it will display correctly within our GIS system. Please eliminate any line work outside of the target area. Please contact me if you need additional information about this digital file.

**REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

**6. Civil Engineering** (Moustapha Agrignan / 303.739.7455 / [magrigna@auroragov.org](mailto:magrigna@auroragov.org) / Comments in green)

Sheet 1

- 6A. Basis of Elevations: Please remove the benchmark

Sheet 2 (See redlines on plan)

- 6B. Show and label ROW lines, existing and proposed easements.  
6C. Provide and or label fire lane easement.  
6D. Label street classification, TYP.  
6E. There are two leaders pointing in different callout for note 8. Please revise.  
6F. These curb ramps are required to be evaluated for ADA compliances and they will be required to be replaced if they don't meet ADA requirements.  
6G. Dimension the existing sidewalk. If the sidewalk is less than 6 feet wide, it will be required to remove and replace with a 6 feet wide detached sidewalk.  
6H. Label curb radii.



- 6I. Provide and label fire lane radii (inside and outside), TYP.

Sheet 5 (See redlines on plan)

- 6J. Max 4% cross slope is required in the fire lane easement, TYP.  
6K. Provide longitudinal slope at the entrance, TYP.  
6L. Minimum 2% is required in unpaved area.

Sheet 12

- 6M. Streetlights on N. Airport Blvd and Centretech Pkwy will be evaluated at the Civil plan.

**7. Traffic Engineering** (Jason Igo / 303.739.1792 / [jigo@auroragov.org](mailto:jigo@auroragov.org) / Comments in orange)

Sheet 2

- 7A. Add stop sign for the access on the Centretech Parkway.  
7B. The sight triangle shall be at least 14.5 feet from the flowline of the access.  
7C. Add two notes to the landscaping plans.  
7D. Add sight triangles to the landscaping plans.  
7E. Trees shall not block stop sign and will need to follow TE-13.3

Trip Generation Letter

- 7F. Verify distribution of trips throughout the day. From ITE Trip Generation it looks like there might be more during the AM peak and taper off during the day.

**8. Fire / Life Safety** (Erick Bumpass / 303.739.7627 / [ebumpass@auroragov.org](mailto:ebumpass@auroragov.org) / Comments in blue)

Sheet 1

- 8A. Please provide additional Site Data such as Accessible Parking, Occupancy Classification, and Occupant Load of the Building to be on site.  
8B. Please correct the referenced code cycle to the 2021 IBC and the 2017 A117.1 ANSI.  
8C. Please delete note #9. It is a duplicate.  
8D. Please relabel the Fire Lane & public Access Easement to "Fire Lane Easement" TYP  
8E. Please correct note #10 to read as follows: THE DEVELOPER, HIS SUCCESSORS AND ASSIGNS SHALL BE RESPONSIBLE FOR INSTALLATION, MAINTENANCE AND REPLACEMENT OF FIRE LANE EASEMENTS CONSTRUCTED WITHIN THIS SITE USING ALTERNATIVE SURFACING MATERIALS SUCH AS, BUT NOT LIMITED TO; GRASSPAVE, GRASS CRETE, RITTER RINGS, INVISIBLE STRUCTURES UTILIZED ONLY FOR EMERGENCY VEHICLE ACCESS USE. THIS AGREEMENT WILL INCLUDE SNOW REMOVAL TO ENSURE EMERGENCY ACCESS IS AVAILABLE AT ALL TIMES. IF THE ABOVE CONDITIONS ARE NOT MET, THE OWNERS, HIS SUCCESSORS AND ASSIGNS SHALL BE REQUIRED BY ORDER NOTICE FROM THE AURORA FIRE DEPARTMENT TO REMOVE THE INVISIBLE STRUCTURE AND REPLACE IT WITH AN ASPHALT OR CONCRETE ROAD SURFACE THAT MEETS THE CONSTRUCTION REQUIREMENTS OF THE PUBLIC WORKS DEPARTMENT FIRE LANE STANDARDS AND BE SHOWN IN DETAIL WITHIN THE CIVIL PLANS.  
8F. Please add the Right Of way Note as shown: RIGHT-OF-WAY FOR INGRESS AND EGRESS FOR SERVICE AND EMERGENCY VEHICLES IS GRANTED OVER, ACROSS, ON AND THROUGH ANY AND ALL PRIVATE ROADS AND WAYS NOW OR HEREAFTER ESTABLISHED ON THE DESCRIBED PROPERTY, AND THE SAME ARE HEREBY DESIGNATED AS "SERVICE/EMERGENCY AND UTILITY EASEMENTS" AND SHALL BE POSTED "NO PARKING - FIRE LANE".  
8G. Please add the Fire Lane Note as shown: THE DEVELOPER, HIS SUCCESSORS AND ASSIGNS, INCLUDING THE HOMEOWNERS OR MERCHANTS ASSOCIATION SHALL BE RESPONSIBLE FOR INSTALLATION, MAINTENANCE AND REPLACEMENT OF ALL FIRE LANE SIGNS.



Sheet 2

- 8H. Please Label all gate locations using the suggested naming convention: "23' Automatic Sliding Gate w/Manual Release and Approved Knox Hardware."
- 8I. Please designate the north Access as a "Fire Lane Easement."
- 8J. Please provide the required minimum inside turn radius at the north end of the lot.
- 8K. Please show details for and describe Curb Ramp at northeast location.
- 8L. Please provide Gate labels and Signage at northeast location.
- 8M. Provide Gate details and show: "No Parking Fire Lane-Connects to main Street" signage.
- 8N. Please include the highlighted area to the Dedicated Fire Lane Easement and label.
- 8O. Paint cross hatch for Utility Easements TYP.
- 8P. Where Fire Lane Signs are shown provide a 30–45-degree angle to oncoming traffic.
- 8Q. No portion of the gating system can encroach into the 23' clear drivable space or the required 29' inside turning radius of the Fire Lane easement once the gate is in the open position.
- 8R. Please provide information and hardware details for the Main Gate at the main/south entrance.
- 8S. Please provide more information on gating system. Manual or powered? Provide cut sheets for any gate controllers, etc.
- 8T. Provide dimensioned details for all signage including mounting/attachment methods, lettering size and sign colors. Describe any sign illumination methods.
- 8U. The pork chop is not permitted to encroach into the Fire Lane Easement as shown. Please remove or work with real Property and Engineering on a License Agreement.
- 8V. Please show the Pork Chop details. Mountable? vertical? Designed for minimum imposed weight of 85,000 lbs.
- 8W. Please relabel the Fire Hydrant Easements to "Utility Easement" TYP.
- 8X. Please relabel the 26' Drainage & Fire Access Easement to "26' Fire Lane and Drainage Easement."
- 8Y. Please relabel the proposed 30' Fire & Water Easement to "30' Fire Lane & Utility Easement."

Sheet 3

- 8Z. Please delineate between the Loading Truck and the Fire Truck Turn Templates.

Sheet 4

- 8AA. Please relabel the Fire Hydrant Easements to "Utility Easement" TYP.
- 8BB. Please relabel the Fire Lane & public Access Easement to "Fire Lane Easement" TYP.

Sheet 6

- 8CC. Please provide additional details for the Key Storage Building such as occupancy classification, will there be power to the building?
- 8DD. Provide a Knox Box for the Key Storage Building and show location on the plans.
- 8EE. A separate building permit will be required for all gating systems and the Key Storage Building.

**9. Aurora Water** (Travis Haugen / 303.739.7490 / [thaugen@auroragov.org](mailto:thaugen@auroragov.org) / Comments in red)

- 9A. This site plan will not be approved until the Preliminary Drainage Report is approved.

Sheet 6

- 9B. Remove pipe type and diameter. These details will be on the Civil Plan (Typical).
- 9C. Add "proposed" to water easement, provide by separate document (Typical).
- 9D. Eliminate this Weld on Tap and line. Utilize Centretech Pkwy 12" line to loop hydrants or use 2 laterals - 1 lateral per hydrant. Provide calculations showing minimum 20 psi to both hydrants.
- 9E. Linear footages will be on Civil Plan but are not necessary on Site Plan. (Typical)
- 9F. Eliminate "hydrant" from easement. (Typical)
- 9G. License Agreements required for crossings of water easements.
- 9H. Provide maintenance access to forebays and top/bottom of outlet structure per AW standards.





9I. Existing utility easement will need to be released by separate document.

Sheet 8

9J. No trees within easement. (Typical)

**10. Forestry** (Rebecca Lamphear / 303.739.7139 / [rlamphea@auroragov.org](mailto:rlamphea@auroragov.org) / Comments in purple)

10A. There will be trees affected by the project. Tree mitigation is always above and beyond the Landscape Code requirements. 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.

Please update tree mitigation table included within the tree mitigation 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.

The caliper inches that will be lost are 129", but only 44" would be required for planting back onto the site. The mitigation value is for the removals are \$4,987.75.

TREE #	SPECIES	DIAMETER	MITIGATION VALUE	COMMENTS	MITIGATION INCHES
1	Green Ash	13	\$689.10		5
2	Green Ash	13	\$172.27		1
3	Green Ash	12	\$588.96		5
4	Green Ash	13	\$689.10		5
5	Green Ash	11	\$496.83	Remove	4
6	Green Ash	13	\$689.10	Remove	5
7	Honey Locust	13	\$1,054.47	Remove	5
8	Honey Locust	11	\$760.41	Remove	4
9	Honey Locust	13	\$1,054.47	Remove	5
10	Green Ash	15	\$1,004.75		6
11	unknown gone	0	\$0.00	No mitigation gone	0
12	unknown gone	0	\$0.00	No mitigation gone	0
13	Red Maple	2	\$0.00	No mitigation <4 in diameter	0
14	Red Maple	2	\$0.00	No mitigation <4 in diameter	0
15	Green Ash	15	\$913.41		6
16	Green Ash	16	\$0.00		0
17	Green Ash	14	\$199.31		1
18	Green Ash	12	\$588.96		5
19	Green Ash	12	\$588.96		5
20	Green Ash	12	\$0.00	Remove	0
21	Green Ash	14	\$159.45	Remove	3
22	Colorado Blue Spruce	8	\$171.11	Remove	3
23	Austrian Pine	9	\$168.11	Remove	4
24	Austrian Pine	8	\$132.86	Remove	3
25	Austrian Pine	8	\$132.86	Remove	3
26	Austrian Pine	9	\$168.11	Remove	4
<b>Total</b>		<b>268</b>	<b>\$10,422.55</b>		<b>84</b>



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.

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

**Sheet 1**

- 11A. Legal Description – Remove subdivision plat language “Know all people by these presents that the undersigned warrant they are the owners of”, Make basis of bearing bearings consistent throughout, correct spelling errors, fully describe the basis of bearing monument cap stamping, revise the cap diameter to 3.25”.
- 11B. City of Aurora Site Plan Notes - #12 Correct spelling to “Right-of-Way”

**Sheet 2**

- 11C. Delineate where Drainage & Fire Lane Easement, Fire Lane & Public Access, and Fire Lane & Water Easements begin and end.

**12. Public Service Company of Colorado dba Xcel Energy** (Donna George / 303.571.3306 / [donna.l.george@xcelenergy.com](mailto:donna.l.george@xcelenergy.com))

- 12A. See attachment.





**Right of Way & Permits**

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

January 2, 2025

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

Attn: Ani Karabashian

**Re: Centretch Inventory Parking Lot, Case # DA-1005-33**

Public Service Company of Colorado's (PSCo) Right of Way & Permits Referral Desk has reviewed the site plan for **Centretch Inventory Parking Lot**. Please be aware PSCo owns and operates existing natural gas and underground electric distribution facilities along the east property line, and underground electric distribution facilities in the northeast corner area of the subject property.

Note that proper clearances must be maintained including ground cover over buried facilities that should not be modified from original depths. In other words, if the original cover is changed (by less or more), PSCo facilities must be raised or lowered to accommodate that change. Contact Colorado 811 for locates before excavating. Use caution and hand dig when excavating within 18-inches of each side of the marked facilities. Please be aware that all risk and responsibility for this request are unilaterally that of the Applicant/Requestor.

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](http://xcelenergy.com/InstallAndConnect). If additional easements need to be acquired by separate PSCo document, a Right-of-Way Agent will need to be contacted.

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