



Office of Development Assistance
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October 5, 2023

Megan Waldschmidt - meganw@westsideinv.com
Jamaso, LLC
4100 E Mississippi Ave Ste 500
Denver, CO 80246

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

Dear Ms. Waldschmidt:

I would like to take this opportunity to thank you for considering the City of Aurora for the Crippen Property project. As your assigned Project Manager, I remain available as a resource as you initiate the review and approval process in the city.

Attached to this letter are the formal Staff Comments from your Pre-Application Meeting with the Development Review Team. I have taken the opportunity to highlight a few key issues below that may require further consideration prior to a formal submittal of your Development Application. These, as well as those on the attached pages, will need to be addressed either before or during the development review process.

Key Issues:

- ▶ **Zoning Map Amendment:** The Planning and Development Services Department staff will support the zoning map amendment to AD within a portion of the MU-R to ensure a commercial node or strip be retained in the northeast portion of the site adjacent to Gun Club Road. If the commercial zoning strip/node is not maintained, staff will likely not support the rezone request.

Response: An approximate 5 acre site will be retained for a commercial node in the northeast corner of the site.

- ▶ **Master Plan:** Please see comments throughout for detailed information on the Master Plan requirements, to include all associated studies and reports.

Response: Acknowledged

- ▶ **Access and Connectivity:** A fully developed east-west and north-south collector street network interior to the site to insure a healthy connection to adjacent uses and future planned development is required. This should include existing and planned access to the east and a North/South connection to the proposed development to the North and the Aspen Business Park to the South.

Response: While the applicant agrees that connectivity to adjacent properties is important the use of a collector road section through the site makes less sense. These collector roads

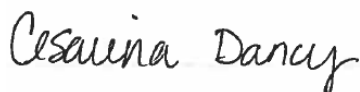
would not connect to adjacent local roads and essentially connect to “nowhere” as E470 is a significant barrier to the west and no roads are proposed on the sites to the north and south of the Crippen site to connect in the north-south direction. Circulation throughout the site would be via access drive lanes or a reduced local road section. It is anticipated that circulation will mainly serve the operations of a distribution use- loading/unloading, employee parking, and general circulation throughout the site that can accommodate a variety of vehicle sizes.

- ▶ **Parks, Recreation and Open Space (PROS):** Please see PROS comments on page 13 of these notes for detailed information on Public Land Dedication, Trail Connectivity, Detention Ponds, and Medians. **Response: Acknowledged**
- ▶ **Public Improvements:** A Public Improvement Plan (PIP) shall be submitted with the Master Plan and will identify all the improvements required for each planning area to be developed independently. Improvements include streets, utilities, drainage infrastructure, etc.. South Gun Club Road is a requirement for this development and should be coordinated with Murphy Creek East, Aspen Business Park to the South and Jewell Commercial property to the North. In addition, South Gun Club Road is a CDOT State highway, and all accesses must be approved and permitted through CDOT. **Response: Acknowledged**
- ▶ **Traffic Engineering:** The signalized intersection plan for the Murphy Creek development, along Gun Club Road, is at Jewell Avenue, Yale Avenue and Addison(Baltic). CDOT has approved a traffic signal at the Addison(Baltic) and Gun Club Road intersection and will likely not support other signalized intersections other than at the intersections noted. In addition, access onto Gun Club Road should align with the latest access plan for the Murphy Creek development.
Response: Acknowledged- applicant has been coordination with the Murphy Creek design team to align access points.
- ▶ **Utilities:** The water main in Gun Club Road is to be 42-inches in diameter, and the sanitary is to discharge to the Northwest under E-470 and to the Coal Creek Interceptor. **Response: Acknowledged.**

The comments reflect information provided on your submittal materials as well as the discussion within the meeting and are meant to provide general direction to you in the preparation of the actual submittals. If the plans change significantly for the project, another pre-application meeting would be advised.

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7044 or cdancy@auroragov.org.

Sincerely,



Cesarina Dancy
Development Assistance Supervisor

cc: Al Cunningham - al@pcsgroupco.com

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City of Aurora

Development Process

While the development process is described in more detail in the [Development Handbook](#), the following information will help you gain a quick understanding of your next steps in the process and understand the formatting of the attached staff comments:

Step I - Planning Phase

- The application is submitted to the Planning Department.
- The Planning Department refers the plan to other city departments for comment.
- Neighborhood meeting(s) are scheduled as necessary.
- The Master Plan is approved administratively; the Zoning Map Amendment is approved in a Public Hearing with both Planning Commission and City Council.
- The Subdivision Plat is approved administratively during the same timeline.

Step II - Construction Document Phase

Civil Engineering Plans: This generally includes grading, storm drainage, stormwater management plan, public utilities, and street construction plans. All civil plans are electronic submittal only.

- A Master Drainage Report is a part of the Master Plan submittal (Step I above). Final drainage plans are included in the civil engineering plans package.
- Civil plans are submitted through a pre-acceptance process. Once the civil plans have been accepted, then the formal review begins. This review is separate from the Planning Phase review above and requires a per-sheet review fee.

Building Plans: (construction plans for structures)

- Usually reviewed after Planning decision is made.

Step III - Construction Phase

Building/Civil Permits:

- **Stormwater Quality Discharge** permits must be issued prior to any site work (Aurora Water).
- **Public Improvement permits** can be issued after civil plan approvals.
- **Building permits** are issued only after Steps I & II are complete (site plan/civil plan), and building plans are approved.

Inspections: Certificate of Occupancy (CO) is granted once all work and inspections are complete.

STAFF COMMENTS - PRE-APPLICATION MEETING

Purpose of the Pre-Application Notes

These comments summarize the city's land use ordinances, policies, design standards, and code requirements that apply to your project. They are based on the material you have supplied us and will alert you to key issues involved in your project. They are not intended to provide a complete review of your proposal. Several electronic links have been included within the body of these comments, some specific to your project and some more general in nature. Note that these comments are valid for a period of six months.

Please do not hesitate to contact **Cesarina Dancy, ODA Project Manager**, who assembled these notes.

Contact Information

Below is a list of City of Aurora Departments/Divisions that were represented at the meeting and contact information for the individual City Staff members present.

City Manager's Office

Office of Development Assistance
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Planning

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STEP I – PLANNING PHASE

Planning and Development Services Department

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

Key Issues:

- ▶ Rezone to allow for proposed Light Industrial, Distribution/Warehouse Use (currently MU-R District)
- ▶ Master Plan Requirements
- ▶ Connectivity – Include a north/south connection on the Masterplan.
- ▶ Street Network Alignment – planned and existing streets across Gun Club need to be extended into this site, and planned and existing streets on adjacent property need to be extended into this project.

Project Overview:

- Zoning: Mixed-Use Regional (MU-R) and Airport District (AD)
- Character Area: Subarea C
- Proposed Use: Industrial, Warehouse and Distribution
- Permitted Uses: yes, only within the AD zone district

Type of Application:

- Zoning Map Amendment
- Master Plan

Procedures:

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- The Zoning Map Amendment application will require approval in a public hearing before the Planning and Zoning Commission and the City Council. The application will be reviewed in a 12-13 -week timeframe and will be processed electronically through our development review website. The Planning and Development Services Department staff will support the zoning map amendment within a portion of the MU-R to ensure a commercial node or strip be retained in the northeast portion of the site adjacent to Gun Club Road. If the commercial zoning strip/node is not maintained, staff will likely not support the rezone request.
- The Master Plan application can be reviewed and approved administratively by the Planning Director. Please note that if any Major Adjustments are requested as part of the application, a public hearing before the Planning and Zoning Commission will be required. The application will be reviewed in a 17–18-week timeframe and will be processed electronically through our development review website, found in the links below.

Important Links

- [Unified Development Ordinance \(UDO\)](#)
- [Aurora Places Comprehensive Plan](#)
- [CAD Data Submittal Standard](#)
- [Colorado Oil and Gas Conservation Commission](#)
- [Landscape Reference Manual](#)
- [Development Review Website](#)

- [Online Application and Plan Submittal Guide](#)
- [Transportation Studies & Plans](#)
- [Pre-Submittal Checklist](#)
- [Forms and Applications](#)
- [Aurora Map Gallery](#)
- [Adams County Assessor Map](#)
- [Site Plan Manual](#)
- [Master Plan Manual 5.6.2021.pdf \(civiclives.com\)](#)
- [Preliminary Drainage Report \(PDR\) Review Checklist](#)
- [Master Drainage Report \(MDR\) Review Checklist](#)
- [Civil \(Utility\) Plan Pre-Acceptance Review Checklist](#)

Standards and Issues:

1. Zoning, Overlay District and Placetype

1A. Zoning

Staff requests that a portion of the site either remain within the MU-R zone district or is rezoned to the MU-C (Mixed-Use Corridor) zone district at the northeast portion of the site adjacent to Gun Club Road. Providing a commercial strip/node best aligns with the current Comprehensive Plan placetype of Commercial Hub.

Response: An approximate 5 Acre parcel will be maintained as part of the MU-R zone district. This parcel will be located in the northeast corner of the site along Gun Club Road.

The *Mixed-Use Regional* district (MU-R) is intended to serve “image making” areas in Aurora such as gateways, major arterial street and highway intersections, and regional activity centers. The MU-R district allows for a mix of medium- to high-density residential and regional commercial uses, as well as other uses as shown in Table 3.2-1 (Permitted Use Table). The MU-R district intends to promote a distinctive, unified character and to ensure high quality development. More specifically, the district intends to promote:

1. A larger scale of development that presents a recognizable skyline or silhouette, and a visible transition in building massing and concentration from a visible focal point;
2. A safe and pleasant pedestrian and bicycle environment connected to the streets and walkways;
3. Nodes for multi-modal movement, including mass transit facilities; and
4. A pleasant visual environment with high-quality architectural materials, properly sized and positioned signage, and intensive landscaping with generous outdoor common areas.

Response: A portion of the site (5 AC.) will be retained within the MU-R zoning designation. Uses within this planning area will adhere to allowable uses as outlined in Table 3.2.-1 of the UDO.

The *Airport District* (AD) is intended to take advantage of the nearby regional and national transportation hubs and infrastructure, to expand employment opportunities created by the strategic location of these lands near the airports operating in or near Aurora, and to ensure that development is located and designed to be consistent with the continued efficient operation of those airports. Industry hubs and a variety of commercial, light manufacturing (e.g., assembly and technology centers), distribution uses (e.g., freight forwarders, warehousing/distribution), and research and development campuses are anticipated to be developed in this classification. Development is encouraged that will take advantage of the multi-modal transportation opportunities in this district. Limited and supporting retail and service uses are also allowed in this district but are not intended to be regional draws or the driving force for economic development. Residential uses are not permitted in this district.

Response: There will not be a residential component to the site and the plan proposes a small

retail / commercial node in the northeast corner. The primary use will be those allowed within the Airport District zone – warehousing, distribution, light industrial & manufacturing, and research and development.

The purpose of the *Mixed-Use Corridor District* (MU-C) 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.

Response: The applicant does not intend to re-zone any portion of the site to MU-C.

A rezoning will need to occur to permit the proposed uses because the northern portion (half) the current zone district (MU-R) does not allow for the proposed uses. The rezoning will need to demonstrate how the proposal complies with the rezoning approval criteria in Section 146- 5.4.1.3.a of the UDO, namely its consistency with the Comprehensive Plan and other applicable plans, compatibility with surrounding land uses, and demonstration that any negative impacts are outweighed by other public benefits.

Response: The applicant proposes to keep the existing MU-R and AD zoning designations on the property, but to adjust the proportion of them to increase the amount of ground within AD and reduce the ground within MU-R, while maintaining the commercial designation at the NE corner of the site, as discussed with staff.

1B. *Overlay Districts*

The Airport Influence Overlay (-AIO) Buckley 60 LDN-AID) – New residential uses are prohibited in the 60 or greater LDN.

There are certain areas within the City that are subject to high aviation noise levels and possible crash hazards generated by aviation activities that endanger the lives and property of occupants of land in the vicinity of four airports.

Airport districts are created in and around these airports for the following purposes:

- a. To minimize exposure of residential and other noise-sensitive land uses to aircraft noise;
- b. To minimize risks to public safety from potential aircraft accidents;
- c. To protect property values;
- d. To promote sound land use planning and zoning practices in areas encompassed by airport influence districts;
- e. To restrict incompatible land use within the airport influence districts; and
- f. To promote and protect the public health, safety, and welfare.

Response: No residential use types are proposed in the master plan. All commercial uses will adhere to the UDO regarding this Airport Influence Overlay.

1C. *Placetype*

Commercial Hubs are centers of activity supporting adjacent neighborhoods with shopping, services, entertainment, and community life. Commercial hubs are especially critical to the future economic and fiscal health of Aurora. This placetype primarily contains uses that provide goods and services to nearby Established and Emerging Neighborhoods but can also serve other placetypes in the area. This placetype is characterized by shopping centers and areas that provide a cluster of compatible businesses. It may be located along the city's corridors, often at the intersection of two arterial streets. Although varying in size and intensity, this placetype is more than just a small neighborhood-scaled commercial use. Improvements to these centers should better connect them to surrounding neighborhoods and provide a broader array of services and experiences.

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

The Commercial Hub's primary uses are retail, commercial service, and restaurant. Smaller community parks, trails, plazas, common greens, and shared outdoor areas provide social gathering spaces as well. The Commercial Hub is intended to serve the needs of multiple nearby neighborhoods. Transit, pedestrian, and bicycle connections should safely and conveniently link the Commercial Hub to other placetypes. It is the applicant's responsibility to show compliance with the above referenced place type in the context of the rezone to Airport District. Zoning.

Response: A portion of the site will be retained for commercial uses under the MU-R zone district. As there are significant commercial uses planned for the site to the north and along the Gun Club road edge of Murphy Creek it is envisioned that the commercial planning area for this site will be a small piece of a larger commercial corridor that could be described as a commercial hub.

1D. *Master Plan*

A Master Plan will be required in order to guide development in the area and provide for a similar site design and architectural vocabulary and theme across the site. The Master Plan will provide guidance for the design and development of the property and will ensure predictability when each site plan is reviewed. The master developer is responsible for managing the development and dispositions of the site from planning refinement to final buildout, overseeing site preparation and shared infrastructure development, design review, maintenance, and asset management.

The required Letter of Introduction should address how the project meets Master Plan criteria for approval. A Master Plan shall only be recommended for approval if:

- It is consistent with the Comprehensive Plan, the purpose statement for the zone district(s) where the property is located, the use regulations in 146-3 for the zone district(s), and all other adopted plans and policies of the City Council;
- It identifies a Master Developer and Master Plan that will foster future development of the property which complies with all applicable standards;
- It will result in a coordinated system of streets, trails, sidewalks, open spaces, and infrastructure systems that are integrated into the surrounding area and does not create significant adverse impacts on the surrounding area;
- It will improve or expand multi-modal opportunities with park and open space connections to adjacent sites, neighborhoods, and urban centers.

As outlined in the Master Plan Manual, the submittal must include all tabs (Tab 1,3,4,5,6,7,8,9,10, 11 and 12), a Public Improvement Plan, a Master Utility Study, and Master Drainage Report, and a Master Traffic Impact Study with the first submittal. Detailed justification must be provided for any adjustment requests and shall be mitigated through enhanced design standards and other measures.

Acknowledged: A master plan including all of the above tabs will be submitted for the Crippen property.

1E. *Public Improvement Plan*

A Public Improvements Plan (PIP) will be required with the Master Plan and should address all public improvements including streets, utilities, drainage, and dedicated parks and open space (as appropriate). The plan should not only include a sheet in the plan set, but also a narrative that addresses utilities, roads, parks, and drainage. Stormwater management shall be designed to integrate with required outdoor common areas, designated parkland and open space areas, green space and landscaped areas to promote the use of natural systems to manage stormwater and to reduce the cost of construction and maintenance of pipes, culverts, and other hard infrastructure to the maximum extent practicable. Parks and open space shall be integrated into and throughout the

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

development, connected with one another through pedestrian and bicycle circulation as well as connections to regional city trails. Please see Section 146-4.3.15 for additional detail regarding required components to be provided with a Public Improvement Plan.

Response: Agreed. The PIP plan has been provided with this submittal.

2. Land Use

2A. *Historic Land Use*- the land is vacant and is adjacent to the Murphy Creek residential and golf course developments. The subject property is south of the Walmart at Jewell Marketplace site and north of the Aspen Business Park master planned development.

2B. *Proposed Land Use* – Approximately 1.5 million SF of Industrial, Distribution and Warehousing development.

Response: Acknowledged- note a portion of the site will be retained for commercial uses.

3. Development Standards

3A. *Dimensional Standards*

When site planning occurs, detailed dimensional standards for all proposed uses are included in Section 146-4.2 (Table 4.2-2). Please also review the use-specific standards in Section 146-3.3.5 (Commercial).

Response: Acknowledged – at site plan dimensional standards for each use will be adhered too.

3B. *Subdivision Standards*

At the time of platting, each block shall be bordered by public or private streets meeting the requirements of Section 146-4.5 (Access and Connectivity) and with all applicable Aurora Roadway Design and Construction Specifications, or by private common space or dedicated park land or open space at least 30 feet in width with a sidewalk connecting one street to another.

3C. *Common Space and Amenities*

The Master Plan should identify open space tracts within the proposed development. At the time of site planning, an outdoor amenity area for use by employees and customers should be provided in reasonable proximity to the buildings. Pedestrian access should be provided into and around the property, to trail corridors and between individual sites and/or buildings. Accessible routes will be required between parking areas, buildings and to the public right-of-way. Consideration should be taken to ensure adequate connectivity and accessible route(s).

Response: Acknowledge- at site plan open space, outdoor amenities, and pedestrian circulation will be detailed for the site.

3D. *Access and Connectivity*

All properties shall provide an interconnected system of sidewalks that directly connect all lots to and within commercial centers, employment areas, designated parks and open spaces, and other uses. All lots shall include or directly abut a sidewalk. The city requires the developer to address connectivity requirements as specified in UDO sections 146-4.5.3.A.1 and 146-4.5.3.A.2 and provide a fully developed east-west and north-south collector street network interior to the site to insure street connections to adjacent uses and future planned development.

This needs to include extending existing and planned streets from adjacent properties and across Gun Club Road. The other key component is a north/south connection to the proposed Walmart at Jewell Marketplace development to the north and the Aspen Business Park to the south.

Response: The plan has been laid out to align with the proposed streets from Murphy Creek, across Gun Club Road, and it is also accommodating a connection to the proposed Walmart

site to the north and to Aspen Business Park to the south. All roads and circulation internal to the site are proposed to be private.

In Tab 10 (Urban Design Standards), provide an illustrative street network plan with your that generally identifies the location of all streets (including locals). The purpose of this conceptual plan is to ensure that there is adequate connectivity within and between each Planning Area in the development, as well as to adjacent areas.

Response: An illustrative street network plan has been provided.

3E. *Parking, Loading, and Stacking*

At the time of site planning, off-street parking is required by Section 146-4.6. 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.

Response: Acknowledged that Parking, loading, and stacking shall adhere to the UDO including the implementation of bike parking.

Master Plan Requirements. Urban Design standards are required that address landscaping, parking lot design, signage, entry monuments, street furniture, and lighting among others.

Response: Acknowledge and these design standards have been included.

3F. *Landscape, Water Conservation, Stormwater Management*

The Master Plan (MP) shall include design standards that address the overall landscape and aesthetic requirements for the entire development. Design standards shall meet the Unified Development Ordinance (UDO) but typically go above and beyond these minimum standards and address any unique circumstances that may require special design considerations such as steep slopes, trail connections, buffers, and setbacks etc. Please consider an aesthetic theme that is carried throughout the development by way of landscaping, architecture, hardscape, accoutrements, and public art. Once the applicant has an approved MP, all future site plan submittals will be reviewed against the adopted standards as well as the UDO for regulatory compliance.

While not an all-inclusive list, the MP should at a minimum address the following:

- Streetscapes: Hierarchy of streetscape aesthetic treatments for internal vs. external streets. Tree spacing shall meet current city standards, but alternative design options can be proposed that exceed current code requirements. Address any proposed street furnishings such as benches, trash receptacles, planters, signage, banners, lighting etc. in terms of their style and use throughout the development.

- Public gathering spaces: Incorporate design standards for any proposed plaza spaces associated with the development and the integration of pedestrian public spaces. Amenity spaces might be located between building entrances and the street. Describe how the interconnection of public spaces with walkways and trails will be designed

- Views: Explain how building placement will be oriented to address what people see when looking into the development from the external streets surrounding the site. What views, if any, are highlighted or captured from within the development looking out? Amenity spaces, buildings, public art, and principal entrances are encouraged to be located to create interesting views from the street and from within the site.

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

- Public Art: Will a public art component theme get carried throughout the development within the architecture or public accoutrements? Is there only one larger public art piece provided in a central location? Public art can act as a gateway entrance into the site or building and can serve multiple purposes if designed and sited properly.

- Landscaping: The MP should address the streetscape including street frontage buffers that detail proposed widths, berming, plant quantities and plant types. Street buffers should reflect the hierarchy of the street in addition to the proposed land development associated with that frontage. The MP should include landscape design standards for screening of loading areas, detention basin landscaping, building perimeters, parking lot landscaping, non-street frontage buffers and enhanced site entrances. The proposed landscape standards should meet the current UDO, but where landscape standards are missing or silent, they shall defer to the requirements found within the UDO.

- Entry Monumentation: Will there be multiple primary entrances into the development and how will they be treated aesthetically with landscape, monumentation/signage, hardscape, etc.?

- Hardscapes: How do hardscape materials, patterns and colors relate to the public areas within the development? Where are they used relative to traditional concrete?

Response: Acknowledged. Design standards have been included.

3G. Building Design Standards

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. These items will need to be referenced within Tab 12 of the Master Plan submittal.

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

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

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

Notes:

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

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

Section 146-4.8.5.C. Ground floor designs should support a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic. Code also requires that you use changes in the wall planes, both horizontally and vertically, at specific intervals and provide a variety of durable materials to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to prevent the back of house appearance. See the table above for applicable building design standards and ensure that the building elevations meet all applicable requirements.

Response: Acknowledged. Design standards have been included.

3H. *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. These standards will need to be addressed within Tab 10 of the Master Plan submittal.

Response: Acknowledged. Design standards have been included.

3I. *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. These standards will need to be addressed within Tab 10 of the Master Plan submittal.

Response: Acknowledged. Design standards have been included.

3J. *Fencing*

Section 146-4.7 governs fencing standards. Please review this section for complete details. Show typical elevations of any fencing on the plans and indicate location of any and all fencing on the site plan as well. These standards will need to be addressed within Tab 10 of the Master Plan submittal.

Response: Acknowledged. Design standards have been included.

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: No Adjustments are being requested.

5. **Public Art**

After joining with neighboring metro districts, a public art plan will be required. The Metro District Public Art Guidelines articulates how to calculate the public art budget and create a plan. Please contact Roberta Bloom with any questions at rbloom@auroragov.org.

Response: See tab 7 for public art plan.

6. **Submittal Reminders**

6A. *CAD Data Submittal Standards*

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

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: Acknowledged

6B. 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: Acknowledged

6C. Mineral Rights Notification

Please fill out the [Mineral Rights Affidavit](#) and supply this document to your Case Manager with the application submittal.

Response: Acknowledged

Pre-Submittal Meeting:

Contact the assigned Case Manager to schedule a pre-submittal meeting at least one week prior to submitting an application. At the pre-submittal meeting, staff will review the submittal requirements, discuss the review timeline, provide a fee estimate, and review the process for uploading files and inputting adjacent property owners.

Please note that a separate pre-submittal meeting is required with the Land Development Review Services Division for the Subdivision Plat prior to application submittal. Please contact them directly to schedule this meeting.

Response: Acknowledged

Community Participation:

The City of Aurora promotes citizen participation in the development review process. One way to promote this participation is through a community meeting. Registered neighborhood organizations within a one-mile radius and adjacent property owners will formally be notified of the application when a submittal has been made to the Planning and Development Services Department. Occasionally, it will be necessary to hold a community meeting to discuss the application. Your Planning Case Manager can assist and inform you if a community meeting will be required.

Response: Acknowledged

Community Meetings:

- Currently, the city is utilizing Kerri Drumm with Purpose Aligned Consulting to facilitate these meetings. Please work with your assigned Planning Case Manager to schedule these meetings.

Response: Acknowledged.

- These community meetings allow applicants an opportunity to present their proposal to adjacent neighborhoods and any impacted citizens. The meetings also allow residents to share their questions

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

and opinions about the proposal to both the applicant and City staff.

- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and land use procedures can be properly addressed. The applicant will be expected to take meeting notes and include any project-related commitments that are made to the community at these meetings. After the meeting, please continue to work with the organizations that express interest in your project to address comments and mitigate concerns.
- Additional information about Community Meetings can be provided by reaching out to the Planning Case Manager for the application or by visiting the Planning and Development Services page of the city website.
- You can also find adjacent neighborhood groups associated with your site via this link: [Aurora Registered Neighborhood Associations - HOAs \(arcgis.com\)](https://arcgis.com)

Response: applicant acknowledges that a community meeting may be required as part of this master plan process.

Energy and Environment Development

We have reviewed the area of your development. There are no known plugged (P&A) wells within your site and no existing or planned oil and gas surface facilities on your site.

Response: Acknowledged

Parks, Recreation & Open Space Department (PROS)

Key Issues:

- This property will be governed by an annexation agreement and new Master Plan.
- Gun Club Road is slated to be a major arterial roadway which triggers median requirements.

Response: Acknowledge that an annexation agreement and master plan will govern the site. Additionally, it is acknowledged that ultimately Gun Club Rd will be a major arterial with medians and applicant may have an obligation on that improvement.

Public Land Dedication

Standard with all annexation agreements into the City is the requirement to dedicate 2% of lands for public purpose including park and open space. Within the Master Plan Tab 9, please identify key areas where 2% of the total site acreage can be dedicate for park and open space purposes. This may be made up by a trail corridor on site, a small park and seating area for employees or other desirable use. Included in the Form J, please note the following:

- Minimum size
- Trigger for completion of the site
- Designated planning area for the space
- Identifying that these will need to be privately owned and maintained
- Description of the intent for design of the space

Based on the location adjacent to Murphy Creek where there is planned residential, PROS suggests creating a small park space that is on the eastern side of the site and includes a shade structure, tables, internal circulation walk, security lighting, landscaping, trash receptacles and dog waste pick up stations. This may mean expanding the area adjacent to Planning Area 5 to include a larger node of at least ½ acre to provide space for the programming.

Response: Acknowledge that land dedication for public purpose such as parks and open space is required totaling 2% of total site acreage.

Trail connectivity

Murphy Creek to the east will have a trail corridor that spans the entire project north to south. The access road that connects central to your site will connect directly to this regional trail. Please ensure that there is an enhanced connection at this central access drive location including a safe pedestrian crossing.

Response: Acknowledge that an enhanced connection to the trail corridor east of the Crippen site is desired.

Detention ponds

You are currently proposing making up open space within the detention areas. Note that only areas that drain within 24 hours and are landscaped and designed as a park like feature may qualify. PROS suggests utilizing the eastern pond and expanding the corridor on the north, south or west to create a more park-like feature to meet this requirement. Detention pond open space abutting an arterial roadway is not preferred unless area is designed as part of a larger regional trail network.

Response: Acknowledged

Medians

It is identified that Gun Club Road will be a 6-lane major arterial roadway at 144' right of way. If this is the final condition, note that the standard 26' median will be required. Typically, these medians are maintained by PROS unless requested to be maintained by a metro district or HOA. If maintained by PROS, please follow the requirements set forth in Section 6.15 of the [PROS Dedication and Development Criteria Manual](#) and note the following:

- Medians are required to have a 3-year maintenance and warranty period prior to final acceptance and turnover to PROS.
- Medians are required to be xeric and may not include any irrigation or trees.
- A mix of hardscape and plant material is required, and all plant materials selected must be chosen from Aurora Waters Z-Zone Plant List which contains native, low water use materials.
- A maintenance access area is required on the median nose to provide maintenance personnel access to the landscaped area via an access ramp. These need to be designed as a 15'x50' concrete area that is uninterrupted by plants, light poles or other above ground obstructions.
- Raised splashblock is no longer used; in lieu provide an 18" border around all planting areas measured from the curb in to provide an access area and buffer from roadway.
- For an example design, please refer to Arapahoe Road near South Aurora Parkway or Tower Road from Telluride to Iliff Avenue.

Response: Acknowledged - City median requirements will be adhered to.

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:

- A Master Utility Study (MUS) is required for this site.
 - This MUS will need to include all offsite basins such as Aspen Business Park to the south.
 - If an offsite basin has an existing MUS use that information instead of general assumptions based on zoning.
 - Include any phasing plans in the MUS ensuring that a looped water supply exists in all

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

phases.

Response: Acknowledged. The MUS incorporates information from the southern property (Aspen Business Park)

- ▶ All water meters are to be in a landscaped area outside of any gated or fenced in areas.

Response: Acknowledged.

- ▶ Water mains are to be extended to and around the property.

Response: Acknowledged. This is shown on the MUS Plans

- ▶ The water main within Gun Club is to be 42-inch in diameter.

Response: The MUS shows a 12-inch waterline within Gun Club road fronting the project site. This is consistent with the southern property (Aspen Business Park) and their MUS. The PIP also shows that only a 12-inch waterline is needed to support this property.

Sanitary is to discharge to the northwest under E-470 and to the Coal Creek interceptor.

Response: Acknowledged. This is shown on the MUS Plans

Utility Services Available:

- Water service may be provided from: Jewell Avenue
- Sanitary sewer service may be provided from: Main extensions per MUS
- Project is located on the following Map Pages: 13T

Response: Acknowledged. A Master Utility Study has been created to discuss sanitary and water demands and the utility plans to address those demands.

Utility Service Requirements:

- A Site Plan is required for this project and must show existing and proposed utilities including:
 - Public/Private Mains
 - Service Lines
 - Water Meters
 - Fire Suppression Lines
 - Fire Hydrants necessary to service your development.
 - Grease Interceptors are required for commercial kitchens.
 - Sand/Oil Interceptors are required for vehicle maintenance facilities.
 - All utility connections in the arterial roadway are required to be bores.
- General utility design criteria can be found in Section 5 of the [Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#) (Utility Manual).
- Note that Aurora Water reserves the right to enact certain restrictions that may include curtailment of

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

water taps or usage of non-functional turf as established by City Ordinance.

- Please reference Ordinance No. 2022-46 pertaining to the use and restrictions of turf and ornamental water features.

Response: Acknowledged. Additionally, it is noted that restrictions may be placed on the use of turf and water features.

Utility Development Fees:

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

Response: Acknowledged.

Stormwater Management

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

Key Issues:

- ▶ This site will require a master plan. See section 2.20 Master Drainage Report in the City of Aurora Storm Drainage Design and Technical Criteria Manual for report requirements.
 - Note that the basin boundaries in the master plan extend to the centerline of adjacent roadways.
 - Detention and water quality should be provided for all internal, perimeter and required roadways.
 - The first-in developer for these roadways shall coordinate with adjacent developments, or make allowable assumptions, to design infrastructure such that parallel storm sewer systems are avoided.

Response: Acknowledged. A MDR is provided with this submittal.

- ▶ The City of Aurora has adopted and applied Mile High Flood District (MHFD) criteria where appropriate. In addition to the role that MHFD plays supporting the City, a MHFD stream corridor has been identified adjacent to or within your site. It is advised that coordination with City who will include the MHFD in the meeting is started as soon as possible with a drainage kickoff meeting. Begin the process by emailing aurorawaterdrainage@auroragov.org to request a meeting.
 - MHFD has offered developers to provide assistance with development of master drainage plans on their behalf and this can be discussed at the drainage kickoff meeting described in the above bullet.
- ▶ A drainage report review checklist should be completed and signed by a professional engineer and uploaded with the report first review. The checklist can be located at:

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

<https://www.auroragov.org/cms/One.aspx?portalId=16242704&pageId=16533628>

- All finished floor elevations (FFE) shall be minimum one-foot above all emergency overflow elevations and all 100-year ponding and flow depths.
- Note that for all master drainage reports (MDR) that review fees will be limited to the first three reviews. If additional reviews are required, fourth and greater, then new fees will be required.
- 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.
- The City of Aurora is currently revising their storm drainage manual, the site will need to be in compliance with the latest storm drainage manual update. Use the following tables for imperviousness and C value computations.

Table 5-5. Land Use Based Imperviousness Values for Master Planning

Land Use (Including Roadways)	Corresponding Zoning	Density	Imperviousness
Residential			
Low-Density Single-Family Home (SFH)	R-1, PD, APZ ^a , MU-A ^a	3 dwelling units per acre (du/acre)	70%
Medium-Density SFH	R-2, MU-A ^a	5 du/acre	75%
Rural	R-R	0-3 du/acre	30%
Trailer Parks	R-MH	Manufactured: 10 du/ac; Cohousing/cottage: 12 du/ac; Tiny houses: 15 du/ac	65%
Medium-Density MFH	R-3	N/A	75%
High-Density MFH	R-4, MU-TOD	Core: 60 du/ac, min.; Edge: 20 du/ac, min.	80%
Commercial			
Low-Density Commercial	MU-N	16 du/ac max	70%
Medium- to High-Density Commercial	MU-R, MU-FB, MU-C, AD ^a , MU-A ^a	25 du/ac min	80%
Urban Core Commercial	MU-OA	5 - 25 du/ac	90%
Industrial/Institutional			
Schools	MU-OI	N/A	55%
Office/Institutional	MU-OI (non-school)	N/A	75%
Industrial, Light Areas	I-1, AD ^a	N/A	80%
Industrial, Heavy Areas	I-2	N/A	90%
Solar Farm, Gravel Cover [#]	N/A	N/A	60%
Solar Farm, Grass Cover [#]	N/A	N/A	40%
Parks and Open Space			
Open Space	POS, APZ ^a	N/A	5%
Less Developed Parks	POS	N/A	10%
Cemeteries	POS	N/A	25%
Developed Parks	POS	N/A	30%

^aUse corresponding value for appropriate land use; if land-use is unknown at time of master planning, use the highest imperviousness category. For example, if an area zoned as MU-A, the impervious value for master planning would be 80% (Medium- to High- Density Commercial).

[#]Use these values at master planning stage when specific layout of panels is not known. Use values in Table 5-6 at site planning and design stage when orientation of panels relative to contours is known.

Table 5-7. Runoff Coefficient Equations Based on NRCS Soil Group and Storm Return Period (MHFD Manual)

NRCS Soil Group	Storm Return Period						
	2-year	5-year	10-year	25-year	50-year	100-year	500-year
A	$C_A = 0.84i^{1.302}$	$C_A = 0.86i^{1.276}$	$C_A = 0.87i^{1.232}$	$C_A = 0.88i^{1.124}$	$C_A = 0.85i^{0.025}$	$C_A = 0.78i^{0.110}$	$C_A = 0.65i^{0.254}$
B	$C_B = 0.84i^{1.169}$	$C_B = 0.86i^{1.088}$	$C_B = 0.81i^{0.057}$	$C_B = 0.63i^{0.249}$	$C_B = 0.56i^{0.328}$	$C_B = 0.47i^{0.426}$	$C_B = 0.37i^{0.536}$
C/D	$C_{C/D} = 0.83i^{1.122}$	$C_{C/D} = 0.82i^{0.035}$	$C_{C/D} = 0.74i^{0.132}$	$C_{C/D} = 0.56i^{0.319}$	$C_{C/D} = 0.49i^{0.393}$	$C_{C/D} = 0.41i^{0.484}$	$C_{C/D} = 0.32i^{0.588}$

- 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 of 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

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

some impact on the project, it is the design engineer's responsibility to contact the designers of the under-review documents and coordinate designs.

- Refer to EDN's (207099, 990002, Murphy Creek ODP by the MHFD, and Murphy Creek Master Plan 980080) for supporting information related to your site.
- The site is located within 10,000 feet of Buckley Space Force Base. 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. 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.
- The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with the City shall be initiated in such case at the master plan level or as soon as determined with any proposed development.
- 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.
- 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.
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as 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.pdf
- Digital files supporting this submittal should be uploaded at the time of first review, examples are CUHP, SWMM, HEC-RAS, and MHFD Detention files.

Public Works Department

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

Key Issues:

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

- ▶ A Master Traffic Impact Study (MTIS) will be required for this development. See below for additional information.
 - If an interim roadway/access network is proposed, a traffic analysis for this condition would be required.
 - Applicant shall coordinate with CDOT for any additional traffic information required.

Response: MTIS was performed and included with submittal. The interim roadway/access was evaluated. Coordination with CDOT will be conducted.

- ▶ COA traffic engineering supports separation of large and small vehicle access/parking and an internal connection between the properties to the north and south.

Response: Acknowledged.

- ▶ Site access spacing would need to conform with COA requirements; signalized intersection spacing 660' and 300' access spacing for non-signalized intersections.

Response: Acknowledged

- ▶ The signalized intersection plan for the Murphy Creek development, along Gun Club Road, is at Jewell Avenue, Yale Avenue and Addison(Baltic).
 - CDOT has approved a traffic signal at the Addison(Baltic) and Gun Club Road intersection and will likely not support other signalized intersections other than at the intersections noted.

Response: Acknowledged. No additional signalized intersection have been proposed.

- ▶ Access onto Gun Club Road should align with the latest access plan for the Murphy Creek development.

Response: Accesses are aligned and consistent with the Murphy Creek development plan.

- ▶ Traffic signal escrow will be required for the Addison(Baltic) and Gun Club Road intersection per warranted via the MTIS. See below for additional information

Response: Acknowledged.

- ▶ Applicant shall install two 2" conduits and pull boxes to be owned/maintained by the City of Aurora, for future fiber optic interconnect of traffic signals along arterial roadways (i.e. Gun Club Road).
 - Conduit
 - Conduit material shall be Schedule 80 HDPE (or similar).
 - A # 14 AWG stranded copper conductor shall be installed for city underground locating purposes.
 - A nylon pull tape with a minimum 1,250 lb tensile strength shall be installed in all new conduit.
 - Pull Box
 - Pull boxes shall be 30"x48"x24", with two-piece interlocking lids.
 - City conduit shall be installed into City Pull Boxes.

Response: This will be included in a future signal design.

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

- Gun Club Road is a state highway. Approval and access permits will need to be obtained from the Colorado Department of Transportation (CDOT). Please contact *Steve Loeffler* at CDOT, phone number 303.757.9891. Developers/applicants are encouraged to contact CDOT early on in the review process to determine the feasibility of the proposed access and any specific CDOT requirements. In order to ensure CDOT will allow access as shown, provide a letter from CDOT indicating they have reviewed the proposed access(es). **This letter must be received 10 days prior to the Planning Commission hearing.**
 - Construction should only occur after obtaining the State Highway Access permits and the Notice to Proceed from CDOT. State Highway Access permitting is a two-step process. First obtaining the access permit and then obtaining the Notice to Proceed with the construction documents, Certificate of Insurance, and Traffic Control Plan. Having approval from Aurora for construction of the store did not mean you had approval for construction of the accesses in the State Highway right-of-way.

Response: Acknowledged.

- 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 [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.

ROW/Plat:

- Designate a Public Access Easement along private drives.
- To permit maintenance of the proposed traffic signal equipment (such as controller cabinets, pull boxes, and signal poles), dedicate a traffic signal easement (consisting of a 75-ft corner chamfer from the intersection of flowlines) on the western corners of the intersection of Addison(Baltic) and Gun Club Road.

Traffic Signal Escrow:

- The intersection of Addison(Baltic) and Gun Club Road is a potential candidate for a future traffic signal if and when signal warrants are met. As an adjacent land owner/developer, you must participate in the cost of the traffic signal installation. Add the following note to the Site Plan:

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

- **(Applicant/owner name, address, phone)** shall be responsible for payment of 50% of the traffic signalization costs for the intersection of Addison(Baltic) and Gun Club Road, 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.

Response: Acknowledged. Signal will be warranted with full buildout of the Crippen property.

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 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 Jewell Avenue at Gun Club Road
 - c) Intersection of Jewell Avenue at the E-470 ramp terminals
 - d) Intersection of Addison(Baltic) at Gun Club Road
 - e) Intersection of Yale Avenue at Gun Club Road
 - 5) Interior roadway ADT & classification
 - 6) Signal Warrant Analyses of the Addison(Baltic) at Gun Club Road intersection– Warrant 1,2,3 all to be included (collect 72 hr tube counts for analysis)
 - 7) Analysis of pedestrian connectivity

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 *Steve Gomez* at segomez@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](#).

- 1) Based on our review of the Traffic Impact Study, additional improvements may be required.

Response: A MTIS is included in the submittal for the City's review and includes the listed requirements.

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.

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

Key Issues:

- ▶ A Public Improvement Plan (PIP) shall be submitted with the master plan. The PIP shall identify all the improvements required for each planning area to be developed independently. Improvements include streets, utilities, drainage infrastructure, etc. South Gun Club Road is a requirement for this development.

Response: Acknowledged. The PIP is included with this project.

- ▶ South Gun Club Road is a CDOT State highway, and all accesses must be approved and permitted through CDOT.
 - Please also ensure that South Gun Club Road/State Highway 30 (144' ROW) is coordinated with Murphy Creek East, Aspen Business Park to the South and Jewell Commercial property to the north.

Response: Acknowledged.

- ▶ Provide streetlights that meet the photometric requirements of the 2023 Roadway Manual.
- ▶ The updated Roadway Manual has been adopted as of February 1, 2023. The link to the updated Roadway Manual can be found below.
- ▶ The City has updated its civil plan submittal intake process which became effective June 26, 2023. A civil plan pre-submittal is no longer required. Please review the new submittal instructions [here](#).

Acknowledged. This is shown on the MUS Plans

- ▶ 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.

The following applies to any site plan submittals:

Improvements:

Sections and details referenced in the Improvements section refer to the City's [Roadway Design and Construction Specifications \(Roadway Manual\)](#).

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1.
- Mountable curb and gutter shall be used on all Type 1 and 2 streets. All other streets, including those within the Urban Centers and TODs shall use 6" vertical curb and gutter.
- Curb ramps must be shown (located) on the plans at all curb returns, "T" intersections, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans.
- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required, and the curb return radii shall be labeled on the plan.
- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.
- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard 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

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements.

- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.
- If gates are incorporated into the design of the development, they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.
- Streetlights are required along adjacent roadways. Please refer to the Draft Lighting Standards for streetlight spacing, location, wattage, etc., information. Street lights along public right-of-way shall become city-owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. Street light locations shown on the site plan are conceptual. The street lighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis.
- Dust free surface. If some other surface is approved for a site that is not improved (concrete or asphalt pavement), it needs to be dust free and maintained in a dust free condition. As part of the site plan approval process, the applicant shall place on the site plan/contextual site plan a complete description of the material proposed to be used, any and all dust control additives or treatments, and the maintenance schedule of the periodic additives or treatments. Additionally, a note shall be added to the site plan/contextual site plan that: "The property owner/developer shall maintain the dust free surface as provided within the site plan/contextual site plan. Otherwise if the property owner/developer fails to maintain the dust free surface as identified within the site plan/contextual site plan and fails to correct the condition after notification of the condition, the property owner/ developer agrees to remove it and replace it with an improved surface such as concrete or asphalt within the specified time of the notification.

ROW/Easements/Plat:

- ROW dedication is required for public streets.
- The dedication of a 25-foot lot corner radius is required at the intersection of arterial roadways, a 20-foot lot corner radius is required at the intersection of collector roadways, and a 15-foot lot corner radius is required at the intersection of local roadways.
- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.
 - Sidewalk easements may be required for new sidewalk installed.
 - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way. Please coordinate with Aurora Water for their alignment.
 - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way. Please coordinate with Aurora Water for their alignment.

Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

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 Issue:

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

- At this initial phase of the development process the Fire/Life Safety group will be focused on the forthcoming planning department master plan, master utility and traffic studies, and infrastructure site plan (ISP) submittals. These submittals to the city primarily provide our team help us to focus on the establishment of two points of emergency access and a looped water supply to the overall site and each sub-phasing areas, the needed construction of off-site roadway(s) and waterline(s) extensions needed to support the site.

Response: Acknowledge the need for two points of emergency access and the need for a looped water supply. Additionally, acknowledge the need for off-site improvements needed to support the site.

Advisory Comment:

On behalf of the Aurora Fire Department, all plan reviews, permits, and inspection associated to site plans, civil plans, platting documents, the International Fire Code and fire protection systems are conducted by the Aurora Building Division's Fire/Life Safety Group. Please avoid contacting Aurora Fire Rescue or the Fire Prevention Bureau with associated questions since they will only differ your inquiries to the Aurora Building Division Fire/Life Safety Group.

Response: Acknowledged

Accessibility Requirements:

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

- Accessibility Requirements - [Commercial](#)

Response: Acknowledged- the 2021 IBC will be the base reviewing document for accessibility.

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.

Adopted Codes by the City of Aurora – Setbacks:

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

- As of January 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2023 National Electrical Code.
- 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).

Civil Plans:

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

- [Alternative Fire Lane Surfacing Material](#)
- [Alternative Fire Lane Surface Signs](#) to Civil Plan Sign and Detail Package.
- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

- [Street Standards and Street Section Details](#)
- [Warehouse/Distribution Facilities Storing High-Piled Combustible Storage:](#)

Emergency Responder Communication Coverage:

The 2021 International Fire Code requires all buildings to be assessed for adequate emergency responder radio coverage.

- The 2021 International Fire Code (IFC) requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERCC). At the time the structure is at final frame and final electrical inspections, the
- General Contractor (GC) will be required to hire an approved and qualified independent 3rd party to assess the radio frequency levels within the structure. Once completed, the 3rd party will provide the results of the test to both the GC and the Aurora Building Division as to whether the structure passed or failed the preliminary radio surveillance. A structure that has passed this surveillance requires no further action by the GC. A failed radio surveillance will require a licensed contractor to submit plans to the aurora building division to obtain a building permit for the installation of an ERRC system prior to installation. This assessment and installation are at the owner or developer's expense. Future interior or exterior modifications to the structure after the original Certificate of Occupancy is issued will require a reassessment for adequate radio frequency coverage.
- Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed.
- New additions to existing structures will require a full radio frequency survey of both the addition and the existing structure. (See Chapter 11 of the 2021 IFC).

Where required in new buildings:

- All building construction types will be assessed for adequate radio frequency levels.
 - Exception: Group R- 3 occupancies; single-family dwellings, townhomes.
- The total building area is 50,000 square feet or more without basements.
- The total (single level) basement area is 10,000 square feet or more.
- Buildings 4 stories in height or greater.
- Use of building products such as low-emission glass.
- Building is within the shadows of other buildings.
- High piled storage Systems.
- The fire code official determines that acceptable radio coverage is needed for the safety and effectiveness of emergency responders.

Fire Department Access:

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

- [Fire Lane Easement](#)
 - Buildings less than 30' in height require only a 23' wide fire lane easement with 29' inside and 52' outside turning radii. Buildings greater than 30' in height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii.
 - Buildings greater than 30' in height are regulated by the 2021 IFC Section D105 and require both a 26' Fire Lane Easement and two points of emergency access. Typically, the 26' fire lane easement is located on the front main entry side of the structure within a minimum of 15' and a maximum of 30' from the exterior wall of the building. Structures greater than 30' in height also require a second point of emergency access.
 - The first phase of construction must include two points of emergency access and a looped water supply to support on site fire hydrants and fire service lines.

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

- [Outdoor Storage Yards](#)

Fire Hydrants:

The number and spacing of fire hydrants are determined using the 2021 IFC, Appendix B & C. As indicated in the previously stated code sections, fire hydrant coverage requirements include both internal site areas and abutting public street systems.

- An onsite looped water supply will be needed where there are two or more fire appliances, such as fire hydrants and fire service lines supporting a fire sprinkled structure.
- A fire department connection will be required at the front main entry side of the structure. A fire hydrant will be required within 100' of the fire department connection.
- Please show the location of all fire hydrants within 400' of this site. Where fire hydrants are outside the boundaries of the site plan you can indicate the distance using a fire hydrant label or symbol with an arrow and distance.

Fire Sprinkled Structures:

The requirements for the installation of a fire sprinkler system are provided within Chapter 9 of the 2021 IFC and IBC.

- Commercial Cooking Equipment utilizing a Type I Hood will require a kitchen hood suppression system.
- Fire sprinkled structures will require fire apparatus access to the fire department connection (FDC). Where the FDC is located interior of the site a dedicated fire lane easement will be required to ensure fire apparatus the ability to access the FDC.
 - 2021 IFC, Section 308.5 Institutional Group I-4, day care facilities. Institutional Group I-4 occupancy shall include buildings and structures occupied by more than five persons of any age who receive custodial care for fewer than 24 hours per day by persons other than parents or guardians; relatives by blood, marriage, or adoption; and in a place other than the home of the person cared for. This group shall include, but not be limited to, the following:
 - Adult day care
 - Child day care

Flag Lots:

- which the children are cared for are located on a level of exit discharge serving such rooms and each of these childcare rooms has an exit door directly to the exterior, shall be classified as Group E.

 - 2021 IFC, Section 904.14.1.1 Automatic fire-extinguishing system. The domestic recirculating or exterior vented cooking hood provided over the cooktop or range shall be equipped with an approved automatic fire-extinguishing system complying with the following:
 1. The automatic fire-extinguishing system shall be of a type recognized for protection of domestic cooking equipment. Pre-engineered automatic fire-extinguishing systems shall be listed and labeled in accordance with UL 300A and installed in accordance with the manufacturer's instructions.
 2. Manual actuation of the fire-extinguishing system shall be provided in accordance with Section 904.13.1.
 3. Interconnection of the fuel and electric power supply shall be in accordance with Section 904.13.2.
 - 2021 IFC, Section 903.2.1.3 Group A-3. An automatic sprinkler system shall be provided throughout stories containing Group A-3 occupancies and throughout all stories from the Group A-3 occupancy to and including the levels of exit discharge serving that occupancy where one of the following conditions exists:
 1. The fire area exceeds 12,000 square feet (1115 m2).
 2. The fire area has an occupant load of 300 or more.
 3. The fire area is located on a floor other than a level of exit discharge serving such occupancies.

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

A flag lot is considered a parcel of land that is entirely dependent upon an adjacent property for access to a public street and to a public water supply. A flag lot can create an area of land that is undevelopable unless a dedicated means of access and water is established at the time of the subdivision of the site.

Planning Department Master Plan:

Gated Entry:

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

- If a gating system is to be installed at a site access point, it must be set back from the flow line of the street at least 35 feet or one design vehicle length, whichever is larger, and be approved by the City of Aurora's Fire and Life Safety department. Gating systems located within close proximity to public right-of-way (ROW) may also be assessed by the City of Aurora Traffic Manager or designee and could require a traffic analysis to determine the appropriate distance of gating system to said flow line of ROW. Where a gating system crosses a dedicated or designated fire access roadway, please reference the Security Gates section of the latest edition of the International Fire Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the designated Fire Code representative within the Aurora Building Division.
- A separate building permit is required for the installation of any gating system that may obstruct fire department access to the internal areas of a site. Prior to construction, please submit plans and specifications of your proposed gating system to the Aurora Building Division. If you have any questions, please contact a Fire/Life Safety representative by calling 303-739-7420.

Hazardous Materials:

Per the 2021, IFC Chapter 50 – A permit through the Aurora Building Division is required to for the prevention, control and mitigation of dangerous conditions related to storage, dispensing, use and handling of hazardous materials. To download a copy of the hazardous materials inventory statement checklists please visit our web site by clicking on the hyperlink provided.

High-piled Combustible Storage:

For submittal requirements to the Aurora Building Codes Division please visit our website to download a copy of the 2021 High-Piled Combustible Storage Checklist by clicking on the hyperlink provided.

- Per the 2021 IFC, Section 3206.6 Building access. Where building access is required by Table 3206.2, fire apparatus access roads in accordance with Section 503 shall be provided within 150 feet (45 720 mm) of all portions of the exterior walls of buildings used for high-piled storage.

Knox Hardware:

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

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.

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.

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

Phasing Plans:

A phasing plan must be provided with the Planning Departments Site Plan and the Public Works Departments Civil Plans submittals.

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 minimum 1 foot-candle of illumination along its entire length.

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

The notes being provided below must be included on the cover sheet of the indicated submittal type.

- [\(Plat Note\) If Plat does not contain a Dedicated Fire Lane Easement](#)
- [\(Site Plan Note\) Access Control Gate or Barrier Systems](#)
- [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)
 - This area is within a LDN noise mitigation area. [Sec. 22-425](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Emergency Responder Radio Coverage](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

Site Plan Data Block:

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

Special Design Considerations:

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

- [Access to within 150 feet of Each Structure](#)
 - See the 2021 IFC, Section 503.1.1 that discusses fire access requirements to within 150’ of “facilities” such as your outdoor storage yard.
- [Access Road Width with a Hydrant](#)
- [Aerial Fire Apparatus Access Roads](#)
- [Alternative Fire Lane Surfaces](#)
 - Alternative fire lane surfaces other than asphalt or concrete will require a license agreement through Land Development Services within Public Works. The civil plans must include a detail of the alternative surfacing material that reflects the current Public Works fire lane specifications.
- [Fire Apparatus Access Road Specifications](#)
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

- [Cul-De-Sac's](#)
- [Dead-end Fire Apparatus Access Roadways](#)
- [Dead-End Public Streets](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [License Agreement](#)
 - Construction of fire lanes using alternative surfacing materials other than asphalt and concrete and/or installations of gating systems crossing a dedicated fire lane easement will require a license agreement though Real Property.
- [No Parking is allowed within a Fire Lane Easement](#)
- [Private Streets Constructed to Public Street Standards](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Remoteness](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

Trash Enclosure:

Per the 2021 International Fire Code, Section 304.3.3, dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings, or combustible roof eave lines.

Response: Acknowledged. The Commercial parcels will follow the 2021 IFC for trash enclosures.

Land Development Review Services Division

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

Key Issue:

- Any subsequent Site Plans need to match the platted Lots, Blocks, easements and Tracts as needed for the proposed sites.

Subdivision Plats:

- The property has never been platted and shall be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications provided in our most current [Subdivision Plat Checklist](#). Plat review may run concurrently with your other Planning Department submittals.
- A **presubmittal meeting** with Land Development Review Services is required on all plat submittals so our team may verify that basic elements have been addressed before they are submitted to Planning. This 30-minute meeting is for the 1st submittal of plats only and is by appointment only. Call *Darren Akrie* at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend the meeting. Please bring two sets of the plat.

Site Plans:

A Site Plan will be required by the Planning Department. Land Development Review Services has items that need to appear on that site plan above and beyond what other departments may require. These items are listed on the Land Development Review Services [Subdivision Plat Checklist](#).

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

Separate Documents:

- A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the city, signed by the property owner as well as the appropriate city officials and recorded with the county.
- During the pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions which will require a separate document. Following are the links to additional information if needed later in your formal review process:
 - [Dedications Packet](#)
 - [Easement Release](#)
 - [Revocable License Packet](#)
 - [License Agreement Packet](#)
- **Offsite easement dedications** may be required to make your project work. It's up to the developer to obtain these easements for the city, pay compensation, etc. Dedication documents must be prepared using Land Development Review Services specifications which can be found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Land Development Review Services, it takes **about 8-10 weeks** to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan.
- If there are existing easements that are no longer needed, the city will require the developer to make application to the city to release those easements. Easement release documents must be prepared using Land Development Review Services specifications and are available in the [Easement Release Packet](#). Once complete and accurate easement release information is submitted to Land Development Review Services, it takes about **8-10 weeks** to complete the process. They must be complete and ready to record before Land Development Review Services will record the Plat and/or Site Plan.
- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.). If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes **8-10 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.
- Land Development Review Services may require a Monumented Field Survey, but we are unable to determine that until we make our first review.
- If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact *Leslie Gaylord* at 303.739.7901 for additional details and contact information.

Response: Acknowledged. Subdivision plats will follow the subdivision plat checklist and will schedule a pre-submittal meeting. Also acknowledge a site plan is needed and Land Development Review Services has items that need to appear on that site plan above and beyond what other departments may require.

STEP II – CONSTRUCTION DOCUMENT PHASE

The Construction Document Phase is when Engineering and Building plans are reviewed against City Codes for compliance. It is an administrative process and usually occurs after Planning Commission or Planning Director decisions and after the preliminary drainage report is approved or has been requested for signature process. Permits are issued from these documents.

Civil Engineering Plans

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically.
- Civil Construction Plans are not required for your project as proposed.
- Use of the Batch Standards Checker Tool is requested for this project.
- Civil Engineering Plan Review (*see links below for additional information*):
 - [Process](#)
 - [Review Schedule](#)
 - [Fees](#)
 - [Civil Plan Submittal Form](#)
 - [Civil Plan Submittal Pre-Acceptance Checklist](#)

Civil Plan Pre-Acceptance Process:

1. Prior to submittal of the electronic Civil Construction Plans, the civil consultant will submit the [Submittal Form](#) to the Permit Center via engineering@auroragov.org. If the Permit Center accepts the submittal form, the civil portal will be opened, and the applicant will upload the Civil Construction Plans.
 2. The Permit Center will evaluate the uploaded plans to check that all required documents have been uploaded. The Permit Center will either indicate if any documents are missing via email to the applicant, or they will progress the application to Pre-Acceptance.
 3. During Pre-Acceptance, the appropriate City departments will do a superficial review of the application within two business days after document check in for all the items listed in the [City of Aurora Civil Plan Submittal & Review Pre-Acceptance Checklist](#). This review is only for completeness and does not constitute a full review.
 4. If one or more department(s) determines that the application is incomplete, the application will not be accepted in for 1st review and the applicant shall re-upload the revised, complete documents. If all the departments determine that the application is complete, the project submittal will enter the 1st formal review and follow our standard civil plan timelines.
- Civil Construction Document Plan Set generally includes the following plans:
 - Stormwater Management Plan
 - Final Drainage Plan/Report
 - Final Grading Plan
 - Utility Plan and Profiles

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

- Street Plan and Profiles
- Structural Calculations
- Signing and Striping Plan
- Street Lighting Plan

➤ *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

Aurora Water

Utilities

General Requirements:

- Utility Plans will be required with the Civil Engineering Plans:
 - Utility Plans shall be prepared in accordance with the Utility Manual
 - Utility Plans must be approved prior to obtaining building permits
 - Utility Plans must include:
 - o Fixture Unit Table and Meter Sizing Tables
 - o Water Service and Water Meter locations
 - o Sanitary Sewer Service Lines
 - o Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
 - Cross Connection Control Devices are required for:
 - o Fire Service Lines
 - o Commercial and Domestic Water Service Lines.
 - o These devices are required to be located within the building or within a heated and drained vault after the water meter.
 - All service line construction information (horizontal and vertical information, lengths, slopes, etc.) must be provided on the Site Plan Utility Sheet.
 - Individual service line connections and fire line connections must be approved through Aurora Water. Include all applicable standard notes from Section 5.05.1 of the Utility Manual on the Site Plan Utility Sheet.

Construction Stormwater Quality Requirements:

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora [Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities](#) Manual (SWMP Manual) for more detailed requirements. A [Colorado Discharge Permit System \(CDPS\)](#) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report may be required for this project if an acre or more of disturbance is anticipated (which includes equipment and material storage areas). See the latest revision of the [City of Aurora SWMP Manual](#) for more detailed requirements. A [CDPS](#) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- CAD Data Submittal Standard: The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the city's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard are required by consultants on development projects when submitting to the city for signature sets and on capital

projects funded by the city. Details of the CAD Data Submittal Standard can be found on the [CAD Standards](#) web page.

Stormwater Management

General Requirements:

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Management Plan (SWMP) in conjunction with the overall drainage plan for the site. The SWMP shall be included in and become part of the preliminary and final drainage reports. The SWMP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.
- The SWMP shall be developed by applying the permanent water quality “best management practices” described in Volume 3 of the USDCM. The SWMP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, [“Storm Drainage Design and Technical Criteria”](#) manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives.
- An Inspection and Maintenance Plan (I&M Plan) shall be developed concurrently with the design of the permanent BMP’s and submitted with the final drainage plan and report for approval. Refer to Section 5.09 of the [Water, Sanitary Sewer, and Storm Drainage Infrastructure Standards and Specifications](#) as well as the 2010 [Storm Drainage Design & Technical Criteria](#) manual’s appendices for direction on preparing an I&M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted with the signature set of civil plans and must be approved prior to approval of the Civil plans.

At first submittal of the construction documents, structural calculations should be submitted for the following items:

- Structural calcs/reports are required for life safety items (unless standard details such as CDOT apply):
 - Vehicular Bridges
 - Pedestrian Bridges
 - All Vertical Walls (such a headwalls, wingwalls, retaining walls, etc.) over 4’ (unless special or surcharge conditions exist per RW Manual 4.02.7.03.3.1)
- Structural details are required for all other cast-in-place structures. These include, but are not limited to, the following (note: Aurora and/or CDOT standard details can be used when applicable.). Refer to 4.02.7.
 - Headwalls and wingwalls less than 4’ that do not require calculations (RW Manual Section 4.02.7.03.3.2)
 - Storm sewer connections to structural inlets larger than 15 feet.
 - Multiple storm sewer connections to inlet.
 - Skewed storm sewer connection to inlets where pipe penetration exceeds the inside wall width.
 - All structures with non-standard grate openings and grate hinges
 - Wingwalls with pipe penetrations
 - Spillway cutoff walls and baffle blocks
 - Forebays and micropools
- No details or calculations are required for pre-cast concrete structures.

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

- The civil plans will not be approved until the preliminary drainage report/letter is approved and the plat is ready for recordation.

Public Works Department

Construction documents should reflect all approved Access, Right of Way, Easements, and Public Improvements that were included and approved on the Site Plan and Plat for your project.

Engineering Division

Roadway Design and Construction Specifications:

- Roadway construction shall conform to the “[City’s Roadway Design and Construction Specifications](#)” latest edition. The City considers the burden on you (the developer) for not only your front footage, but also to construct all needed offsite transitions to match the existing roadway(s). Design of the roadway adjacent to your site is required for compliant transitions beyond the site or to the next major intersection.
- This project is required to widen an existing street. Per [Section 4.05.10](#) cores of the existing pavement are required. If the cores indicate the existing pavement is not adequate then, this project is responsible for the removal and replacement of the existing pavement with a properly designed pavement section. A minimum of 24-feet of pavement or one-half of the street section, whichever is more, is required. Any construction beyond the street centerline in order to match existing grades to make a safe, drivable surface will also be this project’s responsibility.
- All road cuts or other roadway disturbances within the City of Aurora’s public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City’s Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the issuance of the Certificate of Occupancy.
- *Fire lanes.* All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City’s adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshal) and the City Engineer.

Building Plans

Building Division Comments:

Building Plan Review

- [Process](#)
- [Review Schedule](#)
- [Fees](#)

The comments made during the meeting address large-scale issues. We strongly recommend that a code consultation meeting be scheduled to discuss more detailed concerns.

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

During the development review process, you will not need to submit any documentation to the Fire Department for review. The Life Safety group within the Aurora Building Division conducts all site development and construction plan reviews on behalf of the Aurora Fire Department.

The links below contain additional information and requirements for completion, submittal, and permitting of your building plans.

Permit Types:

- Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type.
 - [Commercial Permits](#)

Fire (click on this [link](#) to find checklist below)

- Fire Alarm
 - Fire Sprinkler & Standpipe Systems
 - Gating Systems across Fire Apparatus Roads
 - [Hazardous Materials Storage](#)
 - [High Piled Combustible Storage Checklist](#)
 - Knox Box
 - Knox Box Rapid Entry
- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
 - Above-Ground Fuel Storage Systems
 - Automatic Fire-Extinguishing System and Standpipes
 - Emergency Responder Radio Coverage Systems
 - Fire Alarm and Detection Systems and related equipment
 - LP-Gas (Liquid Propane)
 - Hazardous Materials
 - Where work is related to new construction, alteration, or an addition to an existing building the Hazardous Materials Inventory Statement (HMIS) must be submitted with the construction drawings. This information is imperative to accurately determine the occupancy classification of the structure or space.
 - High-Piled Combustible Storage and Racking Systems
 - Where work is related to new construction, alteration, or an addition to an existing building these storage systems can be submitted with the construction drawings.
 - Underground Fuel Storage Systems
 - Underground Fuel Storage Systems (and dispensing equipment) associated to the construction of a fuel dispensing station are reviewed through the State Oil & Public Safety Division and the City of Aurora. We do ask that the location of underground fuel storage tanks be shown on the site plan and include the type of fuel and gallonage being proposed.
 - The following types of IFC plan reviews and permits must be included with the building construction documents for the overall project. These systems include, but are not limited to:
 - Battery Systems (Un-Interrupted Power Supply Systems)
 - Compressed Gases
 - Cryogenic Fluids
 - Dry-cleaning Plants
 - Explosives

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

- Fire Pumps and Related Equipment
- Flammable and Combustible Liquids
- Hazardous Materials
- High-Piled Combustible Storage and Racking Systems
- Industrial Ovens
- Spraying and Dipping Operations
- Aboveground and Underground Fuel Tanks: Concurrent plan reviews and inspections will be required by the State of Colorado Division of Oil and Public Safety and the City of Aurora Building Division for the installation of underground and aboveground fuel storage tanks.

Key Issues:

- ▶ If your architect would like to set up a preliminary building construction plan submittal meeting, please contact our Plans Examiner Manager Jose Rodriguez (jcrodrig@auroragov.org).
- ▶ As of January 8, 2022, the City of Aurora has adopted the 2021 International Codes and the 2020 National Electrical Code. The grace period allowing the use of the previously adopted 2015 International Codes officially ended requiring all construction plan submittals to comply with the 2021 International Codes.
- ▶ No building division comments are being provided since no new construction is being proposed.

Accessibility:

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

Adopted Codes by the City of Aurora:

This “link” will provide a current listing of all adopted building codes and ordinances utilized by the Aurora Building Division. To view the 2021 International Codes please utilize the following hyperlink; [ICC Codes Online](#)

Building Division General Comments:

The function of the Building Division in the development process involves assistance with building code questions. This “link” will provide answers to the most typical initial questions concerning the role of the Building Division.

Checklist for Plan Review Submittals:

The Aurora Building Division has established a number of checklists that reflect specific construction plan submittal and permit requirements. A copy of these checklists can be obtained through the City of Aurora website or by clicking on the link provided here.

Day-Night Sound Level (LDN or DNL):

C.O.A Building and Zoning Code, Section 22-425 through 22-434 provides three methods for residential and commercial building design/construction to comply with the aircraft noise reduction criteria of this Code.

General Fire Protection System Requirements:

Based on the information provided during the Pre-Application meeting the following fire protection systems are likely to be required for this structure:

- **Commercial Cooking Hood Suppression System** – 2021 IFC, Section 904.
- **Fire Alarm and Detection System** – 2021 IFC, Section 907.
- **Fire Pump** – 2021 IFC, Section 913.
- **Fire Sprinkler System** – 2021 IFC, Section 903.

Geographic Design Criteria:

New construction must adhere to the climatic and geographic design criteria provided using the hyperlink above.

Occupancy Specific Building Code Requirements:

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

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

Request for Modification or Alternative Material:

Per the 2021 IFC, Section 104.10 and 104.10.1, whenever there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements.

Land Development Review Services Division

Reminder – Prior to building plans submittal, processing of any/all required separate documents should be started so that this process does not interfere with permit issuance.

STEP III – CONSTRUCTION PHASE

*Before any construction may commence, a contractor licensed in the City of Aurora must be issued the appropriate **permits** for all work to be performed. [Licensing](#) information is available on the city's website.*

Aurora Water

Utility Connection Fees:

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

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

Fees may only be paid after issuance of the building permit and must be paid prior to issuance of the Certificate of Occupancy. This is required for new services and when meter sizes are upsized.

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

Stormwater Management

- The developer shall have a licensed Professional Engineer certify each stormwater detention pond and/or water quality BMP is built according to the approved plans and specifications and the required detention volume, including the WQCV when used, is met. The certification shall also verify all pertinent dimensions, elevations, required outlet orifice plates for detention and WQCV and other permanent BMPs requirements are installed per the approved plans and specifications, and shall show the as-built design volumes (WQCV, 10- year, 100 year, EURV) and other pertinent dimensions, elevations and capacity requirements associated with the WQ BMP used. The certification shall be provided to the City of Aurora Engineering Control Section Principal Engineer. An approved pond certificate shall be required prior to the return of any Fiscal Security Deposit (as well as satisfying other conditions of the Stormwater permit) for sites that do not require a certificate of occupancy. Examples of these sites include but are not limited to: sites without vertical construction, oil and gas well pads, outdoor storage, and tow yards. An approved pond certificate shall be required prior to commencement of business operations. In no case shall a Certificate of Occupancy or Temporary Certificate of Occupancy be issued without an approved pond certificate.

Public Works Department

Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy.** See [Section 5.01.2.02](#) for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor’s risk to begin paving without the initial acceptance of the wet utilities.

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

Public streets are required to have geotechnical and pavement design reports approved before a paving permit will be issued. Please note the requirement for composite pavement sections in Section 5.00. Also, streets are required to have French drains (for concrete pavements and bituminous composite pavement sections) at the back of curb at low points in the streets and be extended 100-feet on both sides of the low point, unless the geotechnical pavement design report indicates the presence of high ground water. Then, the French drains shall be extended in accordance with the recommendations of the pavement design report.

- Certain public improvements will be required with this development. If a deferral of these public improvements is warranted, then a letter requesting to defer the public improvements needs to be sent to the Director of Public Works, specifically stating the improvements to be deferred. The letter, along with the Development Application needs to be submitted to the City Engineer at or before Planning's Development Application. The deferral may be granted in accordance with UDO Section [146-5.3.19\(b\)](#).
- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
 - industrial or private streets
 - major arterials
 - collector streets
 - one-half of all streets abutting subdivided or platted land, including any required offsite transitions back to existing street sections
 - fire lanes
 - culverts
 - curbs, gutters, curb ramps, and sidewalks
 - transit passenger facilities
 - monuments and range boxes
 - sanitary sewer mains, including laterals to each lot line
 - storm drainage
 - detention and water quality facilities, including necessary structures
 - street lighting
 - median construction
 - water mains, hydrants and valves
 - tree plantings and landscaping
 - repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

Building Division

Key Issue:

- Once the building permit is issued it is recommended that the General Contractor (GC) schedule a pre-construction meeting with the Office of Development Assistance Project Manager. The meeting will consist of the Public Improvement Supervisor, Building Division Inspector Supervisors, and a Fire/Life Safety Supervisor. These meetings are highly beneficial to both the GC and city staff in addressing inspection requirements that assist in obtaining a TCO or CO in a timely manner.

Re: Crippen Property (#1744193)/Pre-Application Meeting held 09/07/2023

Construction Permits:

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

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

Utilize the requirements of the 2021 IFC, Chapter 33 for both construction and demolition of any structure within your site. To obtain a full copy for fire department access and water supplies to a construction site, please call the Building Department by calling 303.739.7420.

Access Roadways during Construction:

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