



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

*Worth Discovering* • [auroragov.org](http://auroragov.org)

January 11, 2023

Joshua Lester  
Penske  
17200 SE Mill Plain Blvd, Ste 160  
Vancouver, WA 98662

**Re: Initial Submission Review – Penske Center Expansion – Site Plan Amendment**  
Application Number: **DA-1461-04**  
Case Numbers: **2000-6030-05**

Dear Mr. Lester:

Thank you for your initial submission, which we started to process on December 5, 2022. We have reviewed your plans and attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and community members.

Since several important issues remain, you will need to make another submission. Please revise your previous work and send us a new submission on or before January 25, 2023.

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

As always, if you have any comments or concerns, please let me know. I may be reached at 303.739.7121 or [dosoba@auroragov.org](mailto:dosoba@auroragov.org).

Sincerely,

Dan Osoba, Planner II  
City of Aurora Planning Department

cc: Brad Cooney, Kimley-Horn Associates  
Scott Campbell, Neighborhood Liaison  
Justin Andrews, ODA  
Filed: K:\\$DA\1461-04rev1



## Initial Submission Review

### SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- Include sheets 2-5 from the original set. Redline clouds should be included over the areas of change on the existing site plan sheets with a reference to the delta 2 amendment.
- The parking requirement is not correct. Refer to the pre-app notes: 1 space per 1.5 employees (okay per this table); plus 1 space per 150 gfa of maintenance space (not accounted for on this table). Revise based on this parking calculation.
- This expansion triggers the touch rule requirement that horizontal articulation, vertical articulation, building materials, four-sided building design, and roof form requirements in Section 146-4.8 are in compliance.
- Is this a new or existing gate? Please identify all new gating systems. If new, please include a sign package that includes gate details. See other gate notes on this sheet.
- There could be trees affected by the addition. Due to the location, size, and condition of trees on the site, relocation is not an option. Tree mitigation is always above and beyond the Landscape Code requirements. Any tree that is removed from this site will either require replacement within the landscape or be mitigated through payment to the Community Tree Fund.

### PLANNING DEPARTMENT COMMENTS

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

- 1A. No comments, questions, or concerns were received from adjacent property owners or registered neighborhood groups. The requirement for a First Review Neighborhood Meeting has been waived.
- 1B. One (1) comment was received from Xcel Energy regarding this proposal. Please see their comment letter attached and ensure that you include a response to those comments in your second submission.

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

##### *Generally*

- 2A. Development Review Fees in the amount of \$15,580.90 are due prior to acceptance of your second submission.

##### *Site Plan*

###### *Sheet 1*

- 2B. Sheets 2-5 are not included in this set. Please ensure the full set is included in the submission that is accurate to the updated sheet index.
- 2C. Add a delta 2 revision and note to reference updated notes on page 6.
- 2D. Add note 18 to the list of notes on sheet 6. It will apply as a condition of approval of the original site plan.
- 2E. Add site plan details to this sheet in your next submittal. Items to be added include: bike racks, fencing, gating systems, man gates, lighting fixtures, fire lane signage (update as necessary), accessible parking signage (update as necessary), and outdoor amenities such as benches, trash receptacles, etc.

###### *Sheet 2*

- 2F. Include sheets 2-5 from the original set. Redline clouds should be included over the areas of change on the existing site plan sheets with a reference to the delta 2 amendment.
- 2G. Correct note 1 and note 16 line break error.
- 2H. Remove Aurora Commerce Center FDP Ensure notes are applicable to this development.
- 2I. Advisory note: the file save locations are okay for review, but will need to be removed from this plan set.
- 2J. Add note 18 from the original notes.
- 2K. Check the math and/or rounding – percentages add up to 101%.

###### *Sheet 3*

- 2L. Change from “Conceptual” to “Overall”.



*Sheet 4*

- 2M. Ensure the symbol matches the plan, typical on all sheets.

*Sheet 6*

- 2N. Label the line type called out on the redlines, typical on all sheets.

**3. Zoning and Subdivision Use Comments**

*Sheet 2*

- 3A. Change the zoning M-1 to I-1.  
3B. If adjustments are requested, add them in the location shown. Justification, mitigation measures, and other compliance with adjustment review criteria should be included as a note and in the letter of introduction.

*Sheet 4*

- 3C. Per the Pre-App Notes, a common outdoor space or amenity area is expected to be provided near the main entry to the building. The patio space should be approximately 6-8% of the total building area.

*Sheet 25*

- 3D. There are several items on this sheet that may require adjustment requests as they apply to the existing structure. Please coordinate with staff to determine the applicability of the adjustment requests and to weigh staff support of these requests.

**4. Streets and Pedestrian Comments**

*Site Plan*

*Sheet 4*

- 4A. Provide crosswalk striping.  
4B. Label the man gates. Provide a detail of the man gates and access gates on the site plan details sheet.  
4C. Is the east access onto E 32<sup>nd</sup> Ave to be controlled?

**5. Parking Comments**

*Site Plan*

*Sheet 2*

- 5A. For parking, provide a delineation of the gross floor area for the office space and maintenance area. Parking calculations only need to utilize the maintenance area, see comments below on the calculation.  
5B. Office is not the land use category applicable to this expansion. Use “Automobile and Light Truck Sales and Rental”.  
5C. Delineate the office and maintenance area per gross floor area instead of a warehouse.  
5D. The parking requirement is not correct. Refer to the pre-app notes: 1 space per 1.5 employees (okay per this table); plus 1 space per 150 gfa of maintenance space (not accounted for on this table). Revise based on this parking calculation.  
5E. Remove the distribution and office rows and revise per the requirements of the Automobile and Light Truck Sales and Rental category.  
5F. Update the land use throughout the table.  
5G. Accessible spaces requirements will need to be updated based on the change in required parking. Utilize table 4.6-2 to re-evaluate the required accessible space requirement.  
5H. Only 4 u-racks are identified on the site plan (8 total spaces). Revise and ensure that 5% of the required parking spaces are included as bicycle parking (see other comments regarding parking requirements).

*Sheet 4*

- 5I. Use a circle with parking count to count the number of spaces by parking stall size.



## **6. Architectural and Urban Design Comments**

### *Site Plan*

#### *Sheet 4*

- 6A. Provide building dimensions on all sheets.

#### *Sheet 25*

- 6B. Provide a colored rendering for use during review and PZC hearing.
- 6C. Provide a materials calculation table indicating the percentages of metal, glass, and masonry on each elevation. Provide a total for the entire façade as well. Note that metal may not exceed 10% of the elevation facing E 32<sup>nd</sup> Ave.
- 6D. This expansion triggers the touch rule requirement that horizontal articulation, vertical articulation, building materials, four-sided building design, and roof form requirements in Section 146-4.8 are in compliance.
- 6E. Show compliance with Table 4.8-8 Façade Character Elements for Four-Sided Building Design (copy the table and include it filed out on this sheet – use special purpose districts columns). The elevations have been labeled on the redlines in accordance with this section. Call out any façade character element utilized for points on each elevation.
- 6F. Clarify if the metal is finished with the colors proposed or painted those colors. For maintenance purposes, the metal is preferred to be finished in the color provided rather than painted.
- 6G. Advisory note: intense, bright, or fluorescent colors shall not be used as the predominant color on any wall or roof. These colors may be used as accents up to 10% of each elevation.
- 6H. Call out the change in material and/or entry design feature. To comply with building design standards, this must be a canopy.
- 6I. Ensure bollards are shown on the site plan sheets.
- 6J. Provide dimensions on the elevation plans for parapet height changes and existing/new delineations.
- 6K. Label the vertical change in roof height. To count as a horizontal articulation method, this must be at least 3’.
- 6L. Single-story industrial buildings shall use one horizontal articulation method found in Table 4.8-3 every 100-feet. Label the method and provide dimensions, typical on all elevations.
- 6M. Label the parapet height. To count as a vertical articulation method, it must be at least 24”.
- 6N. Provide a decorative fascia on the office expansion to comply with <https://aurora.municipal.codes/UDO/146-4.8.8.A.2.c>.
- 6O. What are the callouts? They do not have leaders and are not included on the key.

## **7. Signage & Lighting Comments**

### *Site Plan*

#### *Sheet 25*

- 7A. Show only a dashed box area and indicate “existing sign area”. Actual content of wall signage should not be shown on the site plan.

## **8. Landscaping Issues (Tammy Cook / 954-684-0532/ [tdcook@auroragov.org](mailto:tdcook@auroragov.org) / Comments in bright teal)**

### *Site Plan*

#### *Sheet 16*

- 8A. Show the existing trees to remain within the property darker and note them in a legend.

#### *Sheet 17*

- 8B. At the Pre-application meeting it was recommended that since plant material was missing from 2000, that staff would support an updated landscape concept such as the planting concept to the right to be included for the E. 32<sup>nd</sup> Avenue planting.
- 8C. At the pre-app. meeting it was recommended that the double row of shrubs or evergreen trees be a larger variety such as Viburnum, Lilac, or Serviceberry
- 8D. Grasses should not be used for screening as they do not provide screening in the winter.
- 8E. An island with a tree and six shrubs is required at each island.



8F. A tree is required at this location.

*Sheet 18*

- 8G. At the pre-app. meeting it was recommended that the double row of shrubs or evergreen trees be a larger variety such as Viburnum, Lilac, or Serviceberry.
- 8H. Label the fencing height, material, color, and detail.
- 8I. Provide a dimension and label the Street Frontage buffer.
- 8J. A tree is required in this island.

*Sheet 19*

- 8K. At the pre-app. meeting it was recommended that the double row of shrubs or evergreen trees be a larger variety such as Viburnum, Lilac, or Serviceberry.
- 8L. Label existing trees to remain.

*Sheet 20*

- 8M. Provide a tree in this terminal island.

*Sheet 24 & 25*

- 8N. Label the 100-year WSEL line.

*Sheet 26*

- 8O. Is your intention to have red granite only or would consider x , y or z type rock? The red crushed granite is not a common rock mulch treatment used in Colorado.

*Sheet 27*

- 8P. Revise some of the quantities for trees and shrubs in the tables.
- 8Q. Include the requirements for the Planting around the Detention Pond.

*Sheet 28*

- 8R. Please remove the construction notes and as the City only reviews the plans for compliance with the code. Staff does not review construction documents.

**9. Addressing** (Phil Turner / 303-739-7357 / [pcturner@auroragov.org](mailto:pcturner@auroragov.org))

- 9A. Please provide a digital .shp or .dwg file for addressing and other GIS mapping purposes. Include the parcel, street line, easement, and building footprint layers at a minimum. Please ensure that the digital file provided in a NAD 83 feet, Stateplane, Central Colorado projection so it will display correctly within our GIS system. Please eliminate any line work outside of the target area. Please contact me if you need additional information about this digital file.

**REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

**10. Civil Engineering** (Kristin Tanabe / 303-739-7306 / [KTanabe@auroragov.org](mailto:KTanabe@auroragov.org) / Comments in green)

*Site Plan*

*Sheet 1*

- 10A. The site plan will not be approved by Public Works until the preliminary drainage letter/report is approved.

*Sheet 4*

- 10B. Dimension the proposed sidewalk.
- 10C. The existing accessible ramps need to be updated to current standards per the Pre-App Notes.
- 10D. Label the existing cross pans, typical.
- 10E. Dimension the existing sidewalk.
- 10F. A minimum of 35' between the gate and the flowline of the street is required.



*Sheet 5*

- 10G. Label as an access easement up to the drainage easement.

*Sheet 7*

- 10H. Label the FFE.

*Sheet 8*

- 10I. Minimum 2% slope in the bottom of the pond.  
10J. Indicate who will maintain it.

*Sheet 20*

- 10K. Plantings should be above the 100-year WSEL in the pond.

*Sheet 26*

- 10L. Site plans do not need to be stamped.

**11. Traffic Engineering** (Dean Kaiser / 303-739-7584 / [djkaiser@auroragov.org](mailto:djkaiser@auroragov.org) / Comments in amber)

- 11A. Traffic Engineering comments will appear on the documents; however, they have not been reviewed or finalized. Please coordinate with Carl Harline in Traffic Engineering at [charline@auroragov.org](mailto:charline@auroragov.org) | 303-739-7584 for a final set of review comments.

**12. Fire / Life Safety** (Steve Kirchner / 303-739-7489 / [stkirchn@auroragov.org](mailto:stkirchn@auroragov.org) / Comments in blue)  
(Will Polk / 303-739-7371 / [wpolk@auroragov.org](mailto:wpolk@auroragov.org) / Comments in blue)

*Site Plan*

*Sheet 1*

- 12A. Please include a photometric plan sheet. It must show and label the location of the internal site accessible route. Provide a minimum of 1 foot-candle of lighting within this accessible route.

*Sheet 2*

- 12B. Calculate the handicap spaces required using the table provided.

*Sheet 3*

- 12C. Due to building height, a 26' Fire Lane Easement is required at this location and shall be located within a minimum of 15 feet and a maximum of 30 feet from the building, and shall be positioned parallel to one entire side of the building. Use the highlighted area as reference.  
12D. Please initiate the fire lane easement dedication process with Real Property.

*Sheet 4*

- 12E. Is this a new or existing gate? Please identify all new gating systems. If new, please include sign package that includes gate details. See other gate notes on this sheet.  
12F. Please include a detail showing the accessible parking sign placement.  
12G. A licensed contractor is required to obtain a valid building permit through the Aurora Building Division prior to the installation of any gating system utilized by emergency responders to enter the site. Call 303-739-7420 to begin the plan review, permitting and inspection processes.  
12H. The installation of security gates across a fire apparatus access road shall be approved. Where security gates are installed at primary access points those gates shall have an approved automatic means of emergency operation (Siren Operated System or SOS), a Knox Key Switch or Knox Box with a means of manual operation. Security gates installed at secondary access points shall have an approved means of operation. The security gates and the emergency operation shall be maintained in proper working condition at all times. In the event that there are



electric gate operators, they shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed, and installed in compliance with the requirements of ASTM F 2200.

- 12I. Gating or barricade systems must be shown on the site plan in the following manner:
- The minimum gate width shall be 23 feet and shall not encroach into the fire lane easement.
  - Gating and barricade systems must be located a minimum of 35 ft. back from the adjacent street flow line.
- 12J. Label the type of gating or barricade system being installed on the site plan using one of the following examples:
- 23' Automatic Sliding Gate with approved Siren Operated System, Knox Key Switch and Manual Release.
  - 23' Manual Swinging Gate with Approved Knox Hardware.
  - 23' Manual Sliding Gate with Approved Knox Hardware.
  - 23' Electrical Sliding Gate with Approved Knox Hardware.
- 12K. Show the accessible route extending into the parking zone, typical.
- 12L. Where fire lane signs are shown provide a 30 to 45-degree angle to oncoming traffic, typical.
- 12M. TYPICALLY, THE MAXIMUM SPACING OF FIRE LANE SIGNS IS 50' ON CENTER ON ALTERNATING SIDES OF THE FIRE LANE EASEMENT. WHERE EXCESSIVE CURVATURE OF THE FIRE LANE EXISTS, THE SPACING OF THE FIRE LANE SIGNAGE WILL BE DECREASED AS NEEDED.

**13. Aurora Water** (Steve Dekoski / 303-739-7490 / [sdekoski@auroragov.org](mailto:sdekoski@auroragov.org) / Comments in red)

*Site Plan*

*Sheet 3*

- 13A. A water fixture unit table will be required with the civil plans to determine if the existing water has the capacity to serve the additions.

*Sheet 10*

- 13B. Additional service bays may require the sand/oil interceptor to be replaced with a larger unit.

**14. Forestry** (Rebecca Lamphear / 303-739-7177 / [jchomiak@auroragov.org](mailto:jchomiak@auroragov.org) / Comments in purple)

*Site Plan*

*Sheet 12*

- 14A. There could be trees affected by the addition. Due to the location, size and condition of trees on the site, relocation is not an option. Tree mitigation is always above and beyond the Landscape Code requirements. Any tree that is removed from this site will either require replacement within the landscape or be mitigated through payment to the Community Tree Fund.
- 14B.
- 14C. When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors.
- 14D. Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at:  
<https://auroraver2.hosted.civicleve.com/cms/One.aspx?portalId=16242704&pageId=16529352>
- 14E. Please show a tree mitigation chart on the landscape plan taken from the Landscape Manual page 29. If payment will be made into the Tree Planting Fund, add another column to the chart indicating the payment amount that will be made. If trees will be planted on the site, please show a symbol indicating trees that are specific to tree mitigation.



**15. Real Property** (Maurice Brooks / 303-739-7294 / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org) / Comments in magenta)

*Site Plan*

*Sheet 3-5*

- 15A. Check the recording info.
- 15B. Add: to be dedicated by separate document.
- 15C. Add: to be vacated by separate document.
- 15D. A license agreement is required for the fence/gates at the location shown.
- 15E. Send in the sidewalk easement for review.
- 15F. Add "Lane" to the Fire "Lane" Easement.



**Right of Way & Permits**

1123 West 3<sup>rd</sup> Avenue  
Denver, Colorado 80223  
Telephone: **303.571.3306**  
Facsimile: 303. 571. 3284  
donna.l.george@xcelenergy.com

December 27, 2022

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

Attn: Daniel Osoba

**Re: Penske Center, Case # DA-1461-04**

Public Service Company of Colorado's (PSCo) Right of Way & Permits Referral Desk has determined **there is a potential conflict** with the above captioned project. Public Service Company has existing electric *transmission* lines and associated land rights as shown within this property. Any activity including grading, proposed landscaping, erosion control or similar activities involving our existing right-of-way will require Public Service Company approval. Encroachments across Public Service Company's easements must be reviewed for safety standards, operational and maintenance clearances, liability issues, and acknowledged with a Public Service Company License Agreement to be executed with the property owner. PSCo is requesting that, prior to any final approval of the site plan amendment, it is the responsibility of the property owner/developer/contractor to have this project assigned to a Land Rights Agent for development plan review and execution of a License Agreement (via either website [www.xcelenergy.com/rightofway](http://www.xcelenergy.com/rightofway) or email [coloradorightofway@xcelenergy.com](mailto:coloradorightofway@xcelenergy.com)).

PSCo has no conflict with the building addition.

PSCo also has existing intermediate pressure natural gas and underground electric *distribution* facilities along East 32<sup>nd</sup> Avenue. For any new natural gas or electric service or modification to existing facilities, the property owner/developer/contractor must complete the application process via [xcelenergy.com/InstallAndConnect](http://xcelenergy.com/InstallAndConnect).

If additional easements need to be acquired by separate PSCo document, a Right-of-Way Agent will need to be contacted.

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

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