



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

AuroraGov.org

March 27, 2024

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

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

Dear Caleb McNaughton:

Thank you for your second submission, which we started to review on March 11, 2025. We have reviewed your plans and attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and community members.

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 April 4, 2025, to maintain your estimated Administrative Decision date.

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

Your estimated Administrative Decision date will be tentatively scheduled based on your next submission. Please remember that all abutter notices for hearings must be sent and the site notices must be posted at least 10 days prior to the hearing date. These notifications are your responsibility and the lack of proper notification will cause the hearing date to be postponed. It is important that you obtain an updated list of adjacent property owners from the county before the notices are sent out. Take all necessary steps to ensure an accurate list is obtained.

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

As always, if you have any comments or concerns, please let me know. I may be reached at 303.739.7220 or bbravene@auroragov.org.

Sincerely,

Ben Bravenec, Planner II
City of Aurora Planning Department

cc: Joshua Stevens, Samuel Engineering
Jazmine Marte, ODA
Filed: K:\\$DA\1455-34rev2



Second Submission Review

SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- The curb cannot encroach into the fire lane radii. This applies to all parts of the fire lane easement. Please verify with fire and life safety that the inner radii and proposed alignments are acceptable, typ. all. Per the comment response, it seems that the curb does encroach into the fire lane radii, at least minimally where tying into existing. Please revise. Also ensure that all linework shown on the site plan matches the plat, and vice versa.
- Justify the accessible parking spaces that are not shown on other sheets throughout this set of plans (as shown here). All sheets throughout must match.
- Clarify proposed easement. We don't typically have any named "Storm Water Maintenance Access".
- Add missing plat

PLANNING DEPARTMENT COMMENTS

1. Community Questions, Comments, and Concerns

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

2. Completeness and Clarity of the Application

Sheet 1

- 2A. Site Plan Development Fees of \$19,931.96 have been paid.
- 2B. Sheet index should properly reflect all sheets including original sheets.
- 2C. Add missing plat.

3. Zoning and Subdivision Use Comments

- 3A. Please be aware that your lot is split between 2 zonings, MU-R and R-2. In the future if you are to build or change uses, you will need to follow the respective zoning standards and permitted uses. Any new uses on the site may require a zoning map amendment. Please include the parking calculation required in both the site plan and Letter of introduction.

4. Signage & Lighting Comments

- 4A. Approved

5. Landscaping Issues (Kelly Bish / kbish@auroragov.org / Comments in bright teal)

- 5A. Approved

6. Addressing (Phil Turner / 303.739.7357 / pcturner@auroragov.org)

- 6A. Approved

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

7. Civil Engineering (Kendra Hanagami / 303.739.7295 / khanagam@auroragov.org / Comments in green)

Sheet 1

- 7A. Subdivision plat was not included in the 2nd referral. See comment below.
Advisory Note: Subdivision plat must be executed and submitted to the City prior to submittal of the signature set (3rd review) civil plan set. If the executed plat has not been submitted to the City prior to routing for final City signatures, the civil plan set will be returned and full submittal will be required.

Sheet 3

- 7B. The sidewalks shown is indicated as part of the ADA route, and typically a receiving ramp is required across from an ADA ramp. Please clarify if it is a part of the ADA accessible route, and provide a receiving ramp as necessary.



- 7C. Repeat Comment:
The curb cannot encroach into the fire lane radii. This applies to all parts of the fire lane easement. Please verify with fire and life safety that the inner radii and proposed alignments are acceptable, typ. all.
Per the comment response, it seems that the curb does encroach into the fire lane radii, at least minimally where tying into existing. Please revise. Also ensure that all linework shown on the site plan matches the plat, and vice versa.
- 7D. Repeat Comment:
Per section 5.C.1.a of the 2025 Roadway Manual, the inner radius of a 23' wide fire lane shall be 29'.
(2.06.1.03 of the 2023 COA Roadway Manual)

8. Traffic Engineering (Jason Igo / jigo@auroragov.org / Comments in amber)

- 8A. Show sight triangle for Wheatlands.

9. Fire / Life Safety (Richard Tenorio / 303.739.7628 / rtenorio@auroragov.org / Comments in blue)

Sheet 04

- 9A. Encroachments into the fire lane are not permitted – curbs landscaping or signs.

Sheet 12

- 9B. All accessible routes must be shown on all photometric sheets.

Sheet 14

- 9C. Justify these accessible parking spaces that are not shown on other sheets throughout this set of plans (as shown here). All sheets throughout must match.

Sheet 15

- 9D. Where the accessible route is not part of the sidewalk in front of the ADA parking spaces and is part of the drive aisle, a 36" aisle must be striped on the asphalt paving adjacent to the ADA parking spaces and the ADA loading areas.

Sheet 21

- 9E. Show on the elevation sheet the location of: The fire sprinkler riser room with the label on the door, the fire department connection with the fdc sign location above, and the knox box(ex) on the building.

Sheet 25

- 9F. Show on the photometric plan the location of all the accessible routes around the building. 65% of the exits in the building are required to be part of the accessible route.

10. Forestry (Becky Lamphear / 303.739.7177 / rlamphea@auroragov.org)

- 10A. Approved

11. Land Development (Roger Nelson / 720.587.2657 / ronelson@auroragov.org / Comments in magenta)

Advisory Comments

- 11A. Resubmit Subdivision Plat

Site Plan – Sheet 02

- 11B. Change all Subdivision boundary lines, R.O.W. lines, and Lot or Tract lines to be continuous/solid lines (Typ.)

Site Plan – Sheet 04

- 11C. Add Lot, Block and subdivision name & Filing No.

12. Easements (Grace Gray)

- 12A. All departments requiring a license, easement dedications or releases need to be started. Easement dedications to be submitted to dedicationproperty@auroragov.org, releases to be submitted to releaseeasement@auroragov.org.



13. Utilities (Ashley Duncan / 720.859.4319 / aduncan@xauroragov.com)

Sheet 01

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

Sheet 04

13B. Clarify proposed easement. We don't typically have any named "Storm Water Maintenance Access". If you would like to discuss what it should be, you can reach out to me or the drainage reviewer (jcoleman@auroragov.org)

14.Xcel Energy (Donna George / 303.571.3306 / donna.l.george@xcel energy.com)

14A. Approved.