



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

[AuroraGov.org](http://AuroraGov.org)

February 5, 2025

Jessica Glavas  
 QuikTrip Corporation  
 12000 Washington Street  
 Thornton, CO 80241

**Re: (Second) Submission Review: QUIKTRIP 4217 - ISP AND PLAT**  
**Application Number: DA-2399-00**  
**Case Numbers: 2024-6046-00 (ISP) / 2024-3058-00 (PLAT)**

Dear Jessica Glavas:

Thank you for your **second** submission, which we started to process on January 15, 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 February 20, 2025

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

The *estimated* Planning & Zoning Commission hearing date is still set for April 23, 2025. Please remember that all abutter notices for public hearings must be sent and the site notices must be posted at least 10 days prior to the hearing date. These notifications are your responsibility and the lack of proper notification will cause the public hearing date to be postponed. It is important that you obtain an updated list of adjacent property owners from the county before the notices are sent out. Take all necessary steps to ensure an accurate list is obtained.

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

As always, if you have any comments or concerns, please let me know. I may be reached at 303-739-7133 or [akarabas@auroragov.org](mailto:akarabas@auroragov.org).

Sincerely,

Ani Karabashian  
 Planner 1  
 City of Aurora Planning Department



## Second Submission Review

### SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- Clarify Truck Access (see Item 1A)
- Extra Trees (see Item 2A)
- Please submit a preliminary digital addressing (see Item 3A)
- Add Note for Receiving Ramps (see Item 4A)
- Traffic Impact Study Revision (see Item 5A)
- Private Drive as Fire Lane Easement (see Item 6D)
- 90 Degree Bend for Water Line (see Item 7E)
- Contact Aurora Forestry (see Item 8A)
- Label All Easements and Show All Easements on the Subdivision Plat on ISP (see Item 9X)

### PLANNING DEPARTMENT COMMENTS

#### 1. Streets and Pedestrian Comments

- 1A. Addressing comment 3A from initial review: 3A. *“Please clarify if there will be truck specific vehicle access points for Lot 1? Will trucks be prohibited to use the proposed private drives to access Lot 1? Please provide more detail in your Letter of Intent regarding where truck access will be permitted on Lot 1 and if there will be signage to be used to prohibit truck access at specific locations.”* Staff response - The applicant’s response was that there would be truck only access on 38<sup>th</sup> Avenue but also all vehicle entrances except off of Chambers Road into Lot 1. Please clarify in the resubmittal if the truck access is only going to be off of 38<sup>th</sup> Avenue or if truck access will be available through all vehicle accesses except off of Chambers Road into Lot 1.

#### 2. Landscaping Issues (Kelly Bish / 303-739-7189 / [kbish@auroragov.org](mailto:kbish@auroragov.org) / Comments in bright teal)

##### General Comments:

- 2A. While the installation of the extra trees and shrubs in the curbside areas is appreciated, it is better to meet code so that there is adequate space for mature growth. Please adjust the quantities of trees and shrubs being provided.
- 2B. Please provide edger around the shrubs being provided in the detention pond areas.
- 2C. Update the match line text to reflect the correct sheet numbers.
- 2D. Double check the plant material species being provided in the curbside landscape areas that are within the designated site triangles as the heights are limited to more than 26” as measured from the roadway surface.

##### Sheet 11

- 2E. Update the Landscape Requirements tables per the comments provided.

##### Sheet 12

- 2F. Add two more shrubs to meet code for Pond #1.

##### Sheet 13

- 2G. Ornamental trees may be used as accents, but cannot be the primary street tree. Code requires deciduous canopy trees and the Pear trees are considered ornamentals.

##### Sheet 15

- 2H. Can you clarify this note to indicate if it will be a metro district etc. that will be installing, irrigating and maintaining the curbside areas as well as the detention ponds?
- 2I. Upon completion of the installation of the new sidewalks, lighting and associated infrastructure. The detention pond landscaping will be installed once the ponds have been installed.

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

3A. Please submit a preliminary digital addressing .SHP or a .DWG file as soon as possible. This digital file is used for street naming, addressing and preliminary GIS analysis. Include the following layers as a minimum:

- Parcels
- Street lines
- Building footprints (If available)

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

<https://auroragov.org/CADtoGISstandards> OR by contacting [CADGIS@auroragov.org](mailto:CADGIS@auroragov.org)

**REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES****4. Civil Engineering** (Sarah Siggue / 303-739-1958 / [ssiggue@auroragov.org](mailto:ssiggue@auroragov.org) / Comments in green)

Sheet 4

4A. Please add a note regarding the receiving ramps at the northeast corner of the property, stating that it is the project's responsibility and will be considered for deferral as cash in lieu until further sidewalk construction takes place.

4B. Please label and dimension the sidewalk easement.

Sheet 7

4C. Please ensure that the minimum slope of the concrete surface is no less than 0.5%. (TYP).

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

*Ready for Technical Referral*

Traffic Impact Study

5A. Minor comment, need 28th & Chambers reviewed for crash history and provide mitigation if possible.

Infrastructure Site Plan (ISP)

5B. Relocate 35th Ave intersection sight triangle point adjacent to STOP sign location.

**6. Fire / Life Safety** (Erick Bumpass / 303-739-7627 / [ebumpass@auroragov.org](mailto:ebumpass@auroragov.org) / Comments in blue)

Sheet 2

6A. Please correct note number 11 (previously #2) to read as follows: ALL BUILDING ADDRESS NUMBERS SHALL COMPLY WITH THE AURORA CITY CODE, SECTION 126, ARTICLE VII -NUMBERING OF BUILDINGS.

6B. Please correct the code reference in not number 3 (previously #4) to the 2021 IBC and the 2017 A117.1 ANSI Standard.

Sheet 3

6C. Please label the 35' Water, Fire Lane and Access Easement to Please label "35' Fire Lane and Utility Easement" TYP

6D. If the Private drive is to be a Fire Lane Easement, please address the Dead End and provide the required turn-around per Chapter 5 of the 2021 IFC. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an approved area for turning around fire apparatus.

Sheet 5

6E. Provide required Dead-End Fire Lane Signage for Fire Lane Easement.

6F. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an approved area for turning around fire apparatus.

Sheet 10

6G. Please provide a Dead-End Fire Lane Ends in 150 Foot Sign as shown with your sign package.



**7. Aurora Water (Ashley Duncan / 720-859-4319 / [aduncan@auroragov.org](mailto:aduncan@auroragov.org) / Comments in red)**

7A. The site plan will not be approved by Aurora Water until the preliminary drainage report or letter has been approved.

Sheet 9

7B. Make sure this name matches the easement on the plat. (Sanitary Sewer, Water, Fire Lane & Access Easement)

7C. Make sure this name matches the easement on the plat. (Water, Fire lane & Access Easement)

7D. Please ensure the hydrants are in ROW or in an easement.

7E. Is there going to be a 90 degree bend from the existing water line to the new one? If no, please make sure the two water lines match up.

**8. Forestry (Rebecca Lamphear / 303-739-7139 / [rlamphea@auroragov.org](mailto:rlamphea@auroragov.org) / Comments in purple)**

8A. Please contact Aurora Forestry regarding requirements for the tree mitigation sheet and our policy.

**9. Land Development Services (Roger Nelson / 720-587-2657 / [ronelson@auroragov.org](mailto:ronelson@auroragov.org) / Comments in magenta)**

9A. (Advisory Comment) Send in the updated Title Commitment to be dated within 30 calendar days of the plat approval date (This Commitment should be submitted at the time of your final submittal of the electronic Plat for recording.) per COA 2025 Subdivision Plat Checklist Item 19.b.

9B. (Advisory Comment) Provide statement of authority for person signing on behalf of the entity named in the title commitment.

9C. (Advisory Comment) Send in the Certificate of Taxes Due show they are paid in full up to and through the plat approval date of recording. Obtained from the County Treasurer's office (This Certificate of Taxes should be submitted no later than your second submittal of the plat.) per COA 2025 Subdivision Plat Checklist Item #19.a.

9D. (Advisory Comment) Be advised: Sometimes the margins or scale factor may not match the County or City standards as stated in the Subdivision Plat Checklist. If any of these factors are misaligned or scale does not match the drawing information, then this may cause the plat to be sent back and corrected and thus adding time to your submittal. And in turn, you may need to update the Title Commitment to bring it within the 30-day time limit. Please check these items before sending the plat in for recording.

9E. All departments requiring a license, easement dedications or releases need to be started. easement dedications to be submitted to [dedicationproperty@auroragov.org](mailto:dedicationproperty@auroragov.org), releases to be submitted to [releaseeasements@auroragov.org](mailto:releaseeasements@auroragov.org).

9F. Send in a closure report for the plat exterior boundary per COA 2025 Subdivision Plat Checklist Item #19.d.

9G. Send in the State Monument Records for the aliquot corners used in the plat per COA 2025 Subdivision Plat Checklist Item #19.e.

**Subdivision Plat**

Sheet 1

9H. Vicinity Map – Label all publicly dedicated streets/roads, Label Denver County & Adams County.

9I. Dedication – Revise property description to only show the as surveyed exterior boundary.

9J. Note #4: Revise the title commitment date to reflect the updated title commitment, Add the gas easement note and Tracts privately owned note.

9K. Surveyor's Certificate – Date that control corners are shown should match the field work date in Note #11.

Sheet 2

9L. Covenants – Revise to show the applicable Adams County recording information.

Sheet 3

9M. Label all existing ROW recording information, do not show existing underlying subdivision names, No easements can be vacated by the plat, This sheet is not required per COA checklist.



Sheet 4

9N. All existing easements must be vacated by separate document, Remove all vacated easements that have been vacated prior to the final plat, remove “to remain” from those easements that are not being vacated, Add reception number for all existing ROW, fill in all missing reception numbers, match the easement titles provided in the covenants for all easement labels, this sheet is not required per the COA checklist.

Sheet 5

9O. Add reception numbers for all existing ROW, easements cannot be vacated by this plat, relabel “Tract C” to “Tract A”.

Sheet 6

9P. Add reception numbers for all existing ROW, easements cannot be vacated by this plat, relabel “Tract C” to “Tract A”.

Sheet 7

9Q. Be consistent with easement labels to match the covenant easement names, easements cannot be vacated by this plat, add monument symbols to the respective details, show the subdivision exterior with the ROW dedications, relabel “Tract C” to “Tract A”.

Sheet 8

9R. Relabel “Tract C” to “Tract A”, easements cannot be vacated by this plat.

Sheet 9

9S. Be consistent with easement name labels to match the covenants, easements cannot be vacated by this plat, indicate where the drainage easement and storm sewer easements begin/end, show the subdivision exterior with ROW dedication.

Sheet 10

9T. Relabel “Tract C” to “Tract A”, be consistent with easement name labels to match the covenants, easements cannot be vacated by this plat.

Sheet 11

9U. Detail E – Is there a need for a Fire Lane turnaround? Relabel “Tract C” to “Tract A”, Remove the circle from the abbreviation legend, be consistent with easement name labels to match the covenants, show the subdivision exterior with ROW dedication.

Infrastructure Site Plan

Sheet 1

9V. Legal Description – Revise to match the plat as surveyed exterior description.

Sheet 2

9W. Notes – Add the required Real Property note.

Sheet 3

9X. Label all easements that are shown and show all easements that are on the subdivision plat, match the lot/Tract line geometry that is shown on the plat, label the lot numbers to match the plat and include their area, remove the vacated street.

Sheet 4

9Y. Label the lots/Tracts and include their area, easement labels should be consistent between the site plan and plat.

Sheet 5

9Z. Label the lots/Tracts and include their area, easement labels should be consistent between the site plan and plat, show all easements that are on the plat, lot/tract line geometry should be consistent between the site plan and plat, label all easements.

Sheet 6

9AA. Label all easements, plat shows ROW has already been vacated, label all lots/tracts and include their area.