



September 27, 2023

Lorianne Thennes
Project Manager
City of Aurora
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303-739-7352

RE: QuikTrip 4274 #1739865 Pre-Application Meeting held 08/24/2023

Dear Lorianne Thennes,

Thank you for the comments on August 24, 2023 for the above-mentioned project. In an effort to address your comments concisely and simplify your review, we have summarized your comments and our responses below.

COMMENT RESPONSE LETTER: PRE-APPLICATION MEETING NOTES

STAFF COMMENTS

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

1. Zoning and Placetype

1A. Zoning

The purpose of the MU-C district 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 Subareas A and B, the MU-C district is intended to promote sustainable infill redevelopment of older commercial sites, while mitigating the impacts of redevelopment on surrounding areas. In Subarea C, the MU-C district is intended to enable sustainable development of new medium-scale mixed-use centers. Uses permitted in this district are as shown in Table 3.2-1 (Permitted Use Table).

- *Response: Understood, QuikTrip proposes a use permitted in the district MU-C.*

1B. Placetype

The Established Neighborhood placetype is characterized by predominantly residential areas with a variety of unit types, including single-family detached and attached, and multifamily, typically constructed between 1950 and 1990. This placetype often deviates from the traditional grid pattern of streets and contains a more curvilinear pattern. Although primarily a residential area, this placetype may also support limited retail, service and office uses located at intersections or along major perimeter streets.

- *Response: Comment acknowledged and understood.*

2. Land Use

2A. Historic Land Use

The existing use of this site is mixed commercial with an assortment of retail sales and personal services located within one multi-tenant commercial building. These uses will be replaced by the proposed site plan.

- *Response: Comment acknowledged and understood.*

2B. Proposed Land Use

There are several use specific standards that must be met for all motor vehicle fueling uses. These standards are found in Section 146-3.3.5.OO and include but are not limited to items such as a separation of at least 500 ft from all day care centers/hospitals/schools/nursing and group homes, a prohibition on the outdoor storage of auto related parts and equipment, the need for fueling canopies to be located behind primary buildings in relation to adjacent streets, fueling canopy design standards, and landscaping corner treatments.

- *Response: The proposed building location is in relation to adjacent streets with the fueling canopy behind.*

2C. Conditional Use

The proposed motor vehicle fueling use is subject to Conditional Use approval. Approval criteria can be found in Section 146-5.4.3.A, and generally involve compatibility of the proposed use with existing and planned uses, traffic generation, the use of architectural and landscape features to mitigate negative impacts, and several other topics. As part of the application, please submit a Letter of Introduction with an Operations Plan that introduces the project and justifies the Conditional Use request by specifically responding to the Criteria of Approval.

- *Response: Comment acknowledged and understood.*

3. Development Standards

3A. Dimensional Standards

The maximum building height is 75 feet. Setbacks are based on the required landscape buffers. Refer to the landscape notes for the front, side, and rear buffer requirements.

- *Response: Dimensional standards followed in design.*

3B. Common Space and Amenities

The primary building is required to have a furnished, outdoor patio space located near a main entrance with a direct connection to the public sidewalk. In order to activate pedestrian activity at the large intersection of South Chambers Road and East Smoky Hill Road, locating this patio/plaza space in the southeast corner of the site is strongly recommended. This area should be 400 sf in area with a minimum dimension of 12ft. It should be separated from parking spaces via low decorative fencing or planter boxes. The trash enclosure and parking or service areas should not be placed near the corner of South Chambers Road and East Smoky Hill Road. It is preferred that this amenity space occupy any area between the building and South Chambers Road and East Smoky Hill Road.

- *Response: A proposed canopy outdoor patio space is proposed adjacent to building.*

3C. Access and Connectivity

Internal vehicular access between this site and the sites to the north and west should be maintained in a fashion consistent with existing site plans. A direct pedestrian connection from all building entrances out to a street sidewalk is required, along with any crosswalks needed to

make this connection. An accessible crossing to the fueling canopy from the building entrance is also required.

Provide additional information regarding the cross-access and shared use of the internal drives between lots. It appears that some of the parking shown is located on an adjacent lot and is located in an area that might have previously been provided site circulation to the abutting properties.

Please reduce the width of the access off East Smoky Hill Road. The expectation is for an access width of 40 feet or less.

- *Response: A direct pedestrian connection is provided to create an accessible.*

3D. Parking, Loading, and Stacking

Off-street parking is required by Section 146-4.6. Based on the information provided, a 3,904 sf convenience store, 12 parking spaces, including 1 accessible parking space will be required. Parking alternatives listed in Section 146-4.6.4 may reduce parking requirements. In addition to vehicle parking, the development is required to provide 2 bicycle parking spaces. 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. While this point was clarified in the pre-application meeting, please remember that no parking spaces may obstruct access to the trash enclosure. Truck loading or parking areas should be located internally to the site and be screened from South Chambers Rd and East Smoky Hill Rd.

- *Response: Off-street parking provided. Bicycle parking provided as well.*

3E. Landscape, Water Conservation, Stormwater Management

General Landscape Plan Comments

Prepare your landscape plans in accordance with the Unified Development Ordinance (UDO) and the Landscape Reference Manual. The landscape comments provided herein are based upon the following code sections 146-3.3.5. OO Motor Vehicle Fuel Dispensing Station, Section 146-4.7 8 Landscape, Water Conservation, Stormwater Management and Section 148-4.8.10 Special Standards for Industrial Structures. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments.

- *Response: Landscape plans prepared in accordance with the UDO.*

Landscape Plan Preparation

Please label all landscape sheets "Not for Construction". Landscape construction drawings are not required and therefore do not necessitate the signature, stamp and seal of a licensed landscape architect upon final approval by the City of Aurora. Landscape plans are used by the city to determine compliance with the landscape standards and for code enforcement purposes.

Landscape plans must be prepared on 24" x 36" sheets. Plans shall have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible. Landscape plans shall include the necessary landscape tables for each of the required landscape treatments (i.e. standard right-of-way landscaping, street and non-street frontage buffers, building perimeter landscape tables etc.) to demonstrate compliance with

code requirements. Should any of the above information be missing, it may result in additional submittals and ultimately delays in approval of the plan set.

- *Response: All landscape plans are labeled and prepared as required.*

Sight Triangles

Include sight distance triangles per the Roadway Design and Construction Specifications document. All landscaping within the designated triangles shall not exceed 26" in height as measured from the roadway surface.

- *Response: Sight distance triangles followed per specifications.*

Section 146-3.3.5. OO Motor Vehicle Fuel Dispensing Station

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within this section. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

- Shrubs may not be substituted for trees in the landscape buffer.
- When the building fronts the street and the fueling canopies are setback behind the building, no street frontage buffers for building perimeters are required.
- At the intersection of buffer strips fronting on public and private streets, a distinctive landscape area at least 10 percent larger in size than the area that would otherwise be formed by the intersection of the required buffer strips shall be provided.

- *Response: Applicable landscape conditions are followed based off the UDO.*

Section 146-4.7 Landscape, Water Conservation, Stormwater Management Requirements

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Section 146-4.7. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

- *Response: Applicable standards are followed based off the specified section of the UDO.*

Section 146-4.7.5 Required Landscaping (C) Curbside Landscaping 2. a.

Provide one street tree per 40 lineal feet along South Chambers Road and East Smoky Hill Road. When a detached walk and curbside landscape are provided according to Public Works street cross section requirements, street trees shall be provided within the designated curbside landscape area. When a detached walk and curbside landscape are absent, street trees shall be located from four to five feet from the back of walk, curb or pavement.

- *Response: Required landscaping specification followed.*

City Council passed a new turf ordinance that prohibits the installation of non-functional turf. This includes all curbside landscapes. All site plans submitted after October 1, 2022 shall comply with the new ordinance. Questions regarding the ordinance should be directed to Tim York, Water Conservation Supervisor, Water Conservation Division, 303.326-8819. Refer to this section of the UDO for alternatives to sod installation.

- *Response: Comment acknowledged and understood.*

Section 146-4.7.5 D. Street Frontage Landscape Buffers

A street frontage buffer would not be required along Sound Chambers Road if the building as shown on the sketch plan for the QuikTrip is fronting the street. A 20' wide street frontage landscape buffer is required along East Smoky Hill Road. All buffers are measured inward from

the back of walk or from the right of way if no walk is provided. Landscaping shall consist of one tree and ten shrubs per each forty linear feet of buffer length. A reduction in buffer width to 10' is permitted in accordance with Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. Landscape street buffers shall be installed along the exterior sides of proposed fencing or walls.

Shrubs and ornamental grasses may not be substituted for trees in the buffer unless the applicant demonstrates to staff that the site is encumbered. Encumbrances shall include overhead and underground utilities, floodplain, easements or similar. When overlapping landscape standards occur such as when building perimeter, detention/water quality and/or parking lot landscape requirements fall within the landscape buffer, they may be counted towards meeting the buffer requirements, however, the most restrictive requirements shall be met. Staff will determine whether an overlap exists once a site plan is submitted.

- *Response: Applicable standards are followed based off the specified section of the UDO.*

Section 146-4.7.5 E.2.b. Non-Street Perimeter Buffers.

A 10' wide non-street landscape buffer is required along the western property boundary line. Given that the length of this would be very short and provide little to no benefit between the uses and the fact that the proposed use and surrounding uses are car centric and related to one another, staff would be in support of an adjustment request in exchange for enhanced landscaping along the street frontages which could benefit from an increased aesthetic.

- *Response: Applicable standards are followed based off the specified section of the UDO.*

Section 146-4.7.5 L. Site Entryways and Intersections.

Provide a distinctive landscape feature at each site entrance. Distinctive landscape features should consist of specimen quality plant material that will provide visual interest during all seasons. This is often provided around any proposed signage and/or monumentation.

Section 146-4.7.8 B. 2.b. Service, Loading, Storage and Trash Area Screening

All trash dumpsters and recycling bins must be enclosed and setback at least 12 feet from adjacent properties when adjacent to residential or commercial uses. Dumpsters shall have a wall or opaque fence at least six feet in height on three sides and accompanied by landscaping on the exterior side to soften the appearance of the wall and/or fence. Evergreen plantings are required along the exterior.

- *Response: Applicable standards are followed based off the specified section of the UDO.*

Section 146-4.7.5 J. Building Perimeter Landscaping.

Building perimeter landscaping is required when building elevations face public rights-of-way, residential neighborhoods, public open space, or whenever an entrance door is present. Landscape each elevation with one tree equivalent per each 40 linear feet of elevation length. One tree equivalent is equal to one tree, or 10 five-gallon shrubs, or 30 one-gallon perennial plants or ornamental grasses. Any combination of plant material may be used that totals the required number of tree equivalents.

- *Response: Applicable standards are followed based off the specified section of the UDO.*

Section 146-4.7.5 K. Parking Lot Landscaping

Both interior and exterior parking lot landscaping is required for all proposed parking lots. No parking row shall exceed 15 spaces without an intervening landscaped island, median or landscaped peninsula. All parking rows must terminate in a landscaped island.

The perimeter of all parking lots shall be screened from public rights-of-way, public open space

and adjacent property with one or a combination of methods shown in this section. If required, street and non-street frontage landscape buffers may be combined with the parking lot screening requirements to satisfy both if the two requirements should overlap. City staff will determine whether the overlap exists once a formal site plan submittal is made.

Also provide and landscape each parking lot island with one tree and six five-gallon shrubs per 9' X 19' island and two trees and 12 shrubs per 9'X 38' island. Ornamental trees may be used as accents at the ends of parking rows but shall not be used as the primary shade tree within the parking lot.

- *Response: Applicable standards are followed based off the specified section of the UDO.*

Section 146-4.8.3. C. Irrigation

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the Water Department will require the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing the quantities along with a plan shall be provided that clearly delineates these areas. Contact Timothy York at 303.739.8819 or tyork@auroragov.org regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

- *Response: Applicable standards are followed based off the specified section of the UDO.*

3F. 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. Please note, that EIFS is not a permitted building material.

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 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. For the purposes of four-sided architecture requirements, the east, south, and west building elevations will be considered primary facades. The north elevation will be considered a minor façade. See the table below for applicable building design standards and ensure that the building elevations meet all applicable requirements.

- *Response: Applicable standards are followed based off the specified section of the UDO.*

3G. 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. As residential districts are located across both South Chambers Rd and East Smoky Hill Rd from this site, it is particularly important for this site to minimize lighting spillover beyond the property line.

- *Response: Applicable standards are followed based off the specified section of the UDO.*

3H. 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.

- *Response: Applicable standards are followed based off the specified section of the UDO.*

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: Adjustments followed per the specified section.*

5. Submittal Reminders

5A. CAD Data Submittal Standards

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: Submittal requirements followed.*

5B. 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: Submittal requirements followed.*

5C. Mineral Rights Notification

Please fill out the Mineral Rights Affidavit and supply this document to your Case Manager with the application submittal.

- *Response: Mineral Rights Affidavit supplied.*

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: Pre-Submittal Meeting process followed.*

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: Understood and 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.
- 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 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)
- *Response: Understood and acknowledged.*

Energy And Environmental Development

We have reviewed the area of your development. There are no known plugged and abandoned (P&A) wells within your site and no existing or planned oil and gas surface facilities on your site at this time. There may be existing underground pipelines in rights-of-way. If you have questions or concerns about this, the Energy & Environment Division can assist with providing additional information.

The City of Aurora has no authority or control over subsurface well equipment or operations. Contact the Colorado Oil & Gas Conservation Commission (COGCC)/Colorado Energy and Carbon Management Commission (CECMC) for more information.

- *Response: Comment understood and acknowledged, thank you.*

PARKS, RECREATION & OPEN SPACES

No comments from this department.

Forestry Division

There are trees around the building and in the corner turf area that could be impacted by development of this site. Any tree that is removed will require mitigation.

- *Response: Comment understood and acknowledged.*

Tree Mitigation Requirements

- Trees on site that are 4" or greater in caliper that will be impacted by development require tree preservation or mitigation. The intention of the Tree Preservation Policy is to preserve trees that are in good condition and of high value during the process of development. Mitigation for trees removed from the property can be accomplished by trees being planted back onto the site through the landscape plan, payment made into the Tree Planting Fund, or a combination of the two. If trees are planted on the site, the mitigation requirement is an inch-for-inch replacement. This is in addition to the regular landscape requirements. For example, if a 10" tree is removed, 10 caliper inches must be replaced back onto the site. The use of tree equivalents is not acceptable for tree mitigation.

■ *Response: Tree mitigation requirements followed.*

Forestry's Role in Site Plan Review

- 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. If there is interest in determining mitigation requirements before your submittal, there is the option of hiring a consulting arborist; a list can be obtained from Forestry upon request. Forestry would require a meeting with the arborist selected to make sure that we agree on the appraisal.
- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site. If a Consulting Arborist is hired, this information will be supplied by them. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan.
- Civil and SWMP plans will not be approved by Aurora Forestry until tree mitigation has been approved through the Site Plan Process.
- 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://www.auroragov.org/cms/one.aspx?pagelId=16394080>

■ *Response: Specifications for forestry's role are followed.*

Ash Trees Prohibited

- Due to the invasive Emerald Ash Borer that has been infesting trees along the Front Range, all species of Ash are prohibited from planting within the City of Aurora – please be sure that your Landscape Architect is aware of this requirement.

■ *Response: Comment understood and acknowledged, thank you.*

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:

- Upsize the existing water meter and sanitary service line as necessary based on the proposed demand and loading.

- *Response: Water meter and new sanitary service lines proposed.*
- All unused existing water meters and sanitary service lines shall be removed and capped at the main.
- *Response: Unused water meters and sanitary services lines removed.*
- Show a fixture unit table on the Civil Plan to verify meter size.
- *Response: Fixture unit table shown.*
- Meters shall be located within landscaped areas and covered by a pocket utility easement if not located within a ROW.
- *Response: Specification followed.*
- A domestic service allocation agreement (DSAA) shall be required for meters 1.5" and larger. Please contact the TAPS office (303-739-7393 or 303-739-7395) for more information.
- *Response: Comment understood and acknowledged, thank you.*
- A grease interceptor shall be required if food will be prepared at the proposed facility. A sand/oil interceptor will be required if floor drains are proposed within the fueling bay area.
- *Response: A grease interceptor proposed.*
- A demolition SWMP is required to be submitted, before or with the Civil Plan package, and approved prior to issuance of a building permit to demolish the existing building.
- *Response: A demolition SWMP submitted.*

Utility Services Available:

- Water service may be provided from existing service line or 12" DIP main along South Chambers Road
- Sanitary sewer service may be provided from existing service line or 12" VCP main along East Smoky Hill Road
- Project is located on the following Map Page: 19H
- *Response: Existing utilities lines utilized.*

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.
- *Response: A site plan provided and provides all specified information.*
- 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 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: Comment understood and acknowledged, thank you.*

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: Fee to be paid at time of building permit approval.*

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:

- A preliminary drainage report shall be submitted with each site plan. Water quality shall be in conformance with the master drainage study. Ensure that the assumptions made for imperviousness in the master study is consistent with the proposed site. Downstream drainage facilities must be installed prior to onsite paving and must be accepted with an approved pond certificate prior to issuance of TCO/CO.
 - Bioretention should be considered for this site.
 - Pond certificates are required for all permanent detention and water quality devices/facilities, including underground detention/water quality devices.
- *Response: A preliminary drainage report submitted with each site plan as specified.*
- A preliminary drainage report shall be submitted with the site plan. On-site water quality is required. The pond shall be in place prior to paving, and it shall be accepted prior to the issuance of Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO).
- *Response: Comment understood and acknowledged, thank you.*
- 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: <https://www.auroragov.org/cms/One.aspx?portalId=16242704&pageId=16533628>
- *Response: Checklist completed and signed.*
- 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 preliminary drainage reports (PDR) 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.
- *Response: Comment understood and acknowledged, thank you.*

- 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. This ordinance and criteria manual updates may impact the sizing of storm infrastructure. Use the following tables for imperviousness and C value computations.
- *Response: Specifications followed and utilized.*

- 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 some impact on the project, it is the design engineer's responsibility to contact the designers of the under-review documents and coordinate designs.
- *Response: Comment understood and acknowledged, thank you.*

- Refer to EDN's (C8-2-1114) for supporting information related to your site.
- *Response: Comment understood and acknowledged, thank you.*

- Per Section 138-367 of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the city prior to acceptance of the preliminary drainage report. The site plan will not be approved until the preliminary drainage report is approved.
- *Response: Comment understood and acknowledged, thank you.*

- 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.
- *Response: Comment understood and acknowledged, thank you.*

- 2.08.1.06.2 The slope away from the building shall have a minimum grade of five (5) percent for the first ten feet or to the property line, whichever occurs first, then a minimum of two (2) percent until the slope reaches the swale around the building. If physical obstructions or lot

- lines prohibit the ten feet of horizontal distance, a five (5) percent slope shall be provided to an approved alternative method of diverting storm runoff away from the foundation. Swales used for this purpose shall be sloped a minimum of two (2) percent. In no condition shall the bottom of the swale at its highest point be less than Submittal Requirements and Procedures 2-32 2023 six inches below the grade at the foundation of any adjacent structure. Impervious surfaces within ten feet of the building foundation shall be sloped a minimum of two (2) percent away from the building.
- *Response: The specified requirements are followed.*
- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.
- *Response: The specified requirements are followed.*
- Storm sewer system does not extend to this site.
 - Extend storm sewer to this site, including inlets, pipes, manholes, etc.; or
 - Discharge onto the street through a chase; or
 - Discharge onto the adjacent property in accordance with the approved master drainage study/preliminary drainage study for this development.
- *Response: A proposed storm sewer ties into the existing storm sewer to utilize it.*
- 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
- *Response: Comment understood and acknowledged, thank you.*
- Digital files supporting this submittal should be uploaded at the time of first review, examples are MHFD Detention files AND OR UD-BMP FOR RPA.
- *Response: Comment understood and acknowledged, thank you.*

PUBLIC WORKS DEPARTMENT

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

Key Issues:

- A Detailed Traffic Impact Study (TIS) 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.
- *Response: Comment understood and acknowledged, thank you.*
- A TIS Scoping meeting will be required to be scheduled with the City's Traffic Department at the team's earliest convenience. Have the team's Traffic Engineer reach out to Dean Kaiser at djkaiser@auroragov.org to schedule this meeting.

- *Response: Comment understood and acknowledged, thank you.*
- Show all adjacent and opposing access points on the Site Plan.
- *Response: All adjacent and opposing access points shown.*
- Traffic concurs that the site access shown on South Chambers Road closest to East Smoky Hill Road can be closed.
- *Response: Specified site access closed.*
- Traffic is concerned with potential conflicts from multiple driver conflict points for the East Smoky Hill Road access. Better delineation and/or median should be considered for this access.
- *Response: Drive aisle access along East Smoky Hill Road minimized to 35' width.*
- Label the access movements on the Site Plan,
- *Response: Access movements labeled.*
- 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'
- *Response: Site triangles shown.*
- 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.
- *Response: Existing signing and striping shown.*

ROW/Plat:

- Dedicate/illustrate all Public ROW for these roadways.
- *Response: All public ROW dedicated/illustrated.*

Improvements:

- Show the installation, by others, the new traffic signal improvements being installed as an HSIP project has currently started for several intersections along South Chambers Road, including this one at East Smoky Hill Road. New signalization equipment is being proposed at the northwest corner of South Chambers Road & East Smoky Hill Road which will need to be

shown on the site plan as well as to incorporate new ADA ramps requested by the City's Engineering unit.

- *Response: Improvements shown and provided.*

Traffic Signal Escrow:

- The intersection of South Chambers Road and East Smoky Hill Road is being upgraded as part of an HSIP project. As an adjacent landowner/developer, you must participate in the cost of the traffic signal improvements. Add the following note to the Site Plan:
 - (Applicant/owner name, address, phone) shall be responsible for payment of 25% of the traffic signalization costs for the intersection of South Chambers Road and East Smoky Hill Road, when the traffic signal upgrade project is completed. 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: Comment acknowledged and understood, note added.*

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 to/from the site along with directional distribution of that site traffic.
 - 3) Site Circulation Plan
 - 4) Include detailed analysis, including vehicle queuing evaluation, of:
 - a) All site access points
 - b) Intersection of South Chambers Road & East Smoky Hill Road

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 Dean Kaiser at djkaiser@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.

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

- *Response: Traffic impact study provided.*

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.

Key Issues:

- The project is required to evaluate all existing curb ramps at the intersection of South Chambers Road and East Smoky Hill Road for compliance with ADA requirements. The applicant will need to coordinate their curb ramp design at the intersection with the HSIP (highway safety improvement program) traffic signal rebuild project that is currently in the contract phase of

construction. Please coordinate with city of Aurora (COA) Traffic PM Chris Stephan, cstephan@auroragov.org to ensure that no conflicts are present between the two projects.

- Flatwork was not included in the scope of the traffic signal rebuild project. The ongoing COA project was specifically focused on upgrading the traffic signal and signal structures for the safety of the traveling public.
- *Response: All existing curb ramps evaluated for compliance with ADA requirements.*
- The project is required to provide a 10' detached sidewalk with a 10.5' landscape strip along East Smoky Hill Road, in compliance with the typical section for arterials in the 2023 Roadway Manual, and any associated sidewalk easements.
 - There is an existing RTD bus stop to the west of the South Chambers Road/East Smoky Hill Road intersection, and the applicant must coordinate with RTD to ensure compliance with their requirements.
- *Response: A 10' detached sidewalk with 10.5' landscape strip provided. The existing RTD bus stop remains.*
- The project is required to provide a 10' detached sidewalk with a 10.5' landscape strip along South Chambers Road, in compliance with the typical section for arterials in the 2023 Roadway Manual, and any associated sidewalk easements.
- *Response: A 10' detached sidewalk with 10.5' landscape strip provided.*
- Evaluate the existing streetlights along both South Chambers Road and East Smoky Hill Road and ensure they are compliant with the 2023 Roadway Manual.
 - If a baseline photometric study of the existing streetlights exists, it can be found at the link provided below to previously approved plans and reports. If one does not exist, the applicant must hire a consultant to evaluate the existing and proposed photometric outputs, and ensure that the existing and proposed public lighting meets the requirements of the 2023 Roadway Manual.
- *Response: Existing streetlights evaluated.*
- Curb returns and compliant curb ramps shall be provided on both sides of the two proposed private accesses.
 - During site plan review, evaluation of the existing ramps shall be completed to determine if the ramp improvements can be constructed within the existing public ROW. If standard directional curb ramps cannot fit within the existing ROW, additional discussions with Public Works shall occur, to ensure a viable directional solution.
- *Response: Curb returns and compliant curb ramps provided as specified.*
- The updated Roadway Manual has been adopted as of February 1, 2023. The link to the updated Roadway Manual can be found below.
- *Response: Comment acknowledged and understood.*
- 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](#).
- *Response: Comment acknowledged and understood.*

- 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.
- *Response: Comment acknowledged and understood.*

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 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.
- Streetlights are required along adjacent roadways. Please refer to the Draft Lighting Standards for streetlight spacing, location, wattage, etc., information. Streetlights 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. Streetlight locations shown on the site plan are conceptual. The streetlighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis.
- *Response: Improvements follow the specified design specifications.*

ROW/Easements/Plat:

- ROW dedication is required for public streets.
- *Response: ROW dedicated 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.
- *Response: Radius specifications followed.*

- 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.
- *Response: Comment acknowledged and understood.*

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:

- The Aurora Building Division currently utilizes the adopted 2021 International Codes Series except for the 2023 NEC. This includes the International Existing Building Code (IEBC).

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.

Accessibility Requirements:

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

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 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 2021 International Codes please utilize the following hyperlink: ICC Codes Online.
- The City of Aurora has adopted the 2021 International Codes and the 2023 National Electrical Code.
- *Response: Comment acknowledged and understood. Requirements followed as specified.*

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.

- Grading Plan
- Handicap Accessible Parking Signs
- Keep Drive Aisle Passable at All Times Signs
- Sign Package
- Signature Block
- *Response: Civil Plan package includes specified items.*

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.

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.
- *Response: Comment acknowledged and understood.*

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.

- Public Street Adjacent to Site
 - Structures greater than 30' in height and adjacent to a public street must provide a 26' wide fire area capable of accommodating aerial fire apparatus (ladder trucks). The intent is to establish a fire apparatus parking area no greater than 30' and no less than 15' from the exterior wall of the structure. This fire apparatus area must be posted as "No Parking-Tow Away Zone" to ensure availability for fire apparatus.
- *Response: Fire Department access requirements followed as specified.*

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.
- Based on the proximity of the structure to existing fire hydrants, Fire/Life Safety is not asking for additional fire hydrants to support this site. Please show and label existing fire hydrants abutting this site on the site plan submitted to the Planning Department and Civil Plans submitted to Public Works.
- Changes made to the site from the current proposal may require additional onsite hydrants once the site plan is submitted.
- *Response: Comment acknowledged and understood.*

Fire Sprinkled Structures:

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

General Comments:

- Based on the size of the proposed use of the structure it does not appear that a fire sprinkler system would be required. The IFC/IBC requirements for fire sprinkler systems mandate when a system is required, and the notes provided should only be used if the size of the structure changes or a voluntary system is installed.
- *Response: Comment acknowledged and understood.*

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.
- *Response: Comment acknowledged and understood.*

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.
- *Response: Cover sheet includes legend as specified.*

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.
- *Response: Areas shown and included as specified.*

Motor Fuel Dispensing Sites:

- Automotive motor fuel-dispensing facilities, marine motor fuel-dispensing facilities, fleet vehicle motor fuel-dispensing facilities, aircraft motor-vehicle fuel-dispensing facilities and repair garages must reflect the specific elements within the site plan submittal.
- Show and label locations of underground fuel storage tanks with gallon size and type of fuel being stored.
- IFC Section 2304.3 Unattended self-service motor fuel-dispensing facilities. Unattended self-service motor fuel-dispensing facilities shall comply with Sections 2304.3.1 through 2304.3.7.
- The site plan must show the location of emergency disconnect switches (E-Stops) in accordance with the 2021 IFC, Section 2303.2 - Emergency disconnect switches.
- *Response: Location of fuel-dispensing tanks shown as specified.*

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.
- *Response: Note added and accessible route delineated.*

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 Contains Fire Lane Easement
- (Plat Note) If Plat Contains an Emergency Access Easement
- (Site Plan Note) Accessibility Note for Commercial Projects
- (Site Plan Note) Addressing
- (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.
- *Response: Items included on plans as specified.*

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.

- Abutting Fire Lane or Public Access Easement to Property

- If an existing fire lane or public street must be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.
- Access to within 150 feet of Each Structure
 - The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2021 IFC, Section 503.1.1. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.
- Combined Fire Lane, Public Access and Utility Easements
- Encroachment into Emergency Access or Fire Lane Easements are Prohibited
- Grade
- Labeling of Easements on the Site Plan, Plat and Civil Plans
- License Agreement
- No Parking is allowed within a Fire Lane Easement
- Pocket Utility Easements for Fire Hydrants
- Public Street Systems Adjacent to Site
- Speed Bumps
- Snow Removal Storage Areas
- Width and Turning Radius
- *Response: Special design considerations shown as required.*

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: Trash enclosures placed as specified.*

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:

- Should the configuration of the platted lot change, leaving a remnant piece at the corner of South Chambers and East Smoky Hill, this would need to be labeled to remain as the existing lot or it may need granted to The City of Aurora as R.O.W. Please coordinate with the City Engineer prior to submittal.
- *Response: Comment acknowledged and understood.*

Subdivision Plats:

- The property is currently platted; however, should you intend to change the lot configuration, the property would need to be resubdivided (replatted). Plats must be prepared using City of Aurora specifications provided in the most current Subdivision Plat Checklist. Plat reviews may run concurrently with your other Planning Dept. submittals.
- *Response: Comment acknowledged and understood.*
- 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.

- *Response: Comment acknowledged and understood.*

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.
- *Response: Site plan provided as specified.*

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.
- The developer may need to dedicate new easements and/or street right-of-way on the site. Since a new subdivision plat is not required, these dedications must be done by separate legal document. These legal documents must be prepared using Land Development Review Services specifications which are found in the Dedications Packet. Once complete and accurate easement dedication information is submitted to Land Development Review Services, it takes about 4-6 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.
- 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: Separate documents provided as specified.*

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. 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
- *Response: Comment acknowledged and understood.*

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.
- *Response: Comment acknowledged and understood.*

- Civil Construction Document Plan Set generally includes the following plans:
 - Stormwater Management Plan
 - Final Drainage Plan/Report
 - Final Grading Plan
 - Utility Plan and Profiles
 - 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.
- *Response: Civil Construction Documents include required plans.*

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:
 - Fixture Unit Table and Meter Sizing Tables
 - Water Service and Water Meter locations
 - Sanitary Sewer Service Lines
 - Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
- *Response: Utility plans provided as specified.*

Cross Connection Control Devices are required for:

- Fire Service Lines
- Commercial and Domestic Water Service Lines.
- 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.
- *Response: Cross connection control devices required as necessary.*

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.
- *Response: Stormwater quality requirements followed.*

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 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.
- The civil plans will not be approved until the preliminary drainage report is approved and the plat is ready for recordation.
- *Response: Stormwater management plans designed as required.*

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.

- *Response: Construction documents reflect all approved items from Site Plan.*

Traffic Engineering

- The Construction Documents shall include an Interim and an Ultimate Signing and Striping Plan, and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees is available on the City's website or in the Development Handbook.
- *Response: Construction documents include required plans as specified.*

- Critical Traffic Control Areas, as identified by the Traffic Manager during Civil Plan review, are circumstances that develop resulting from temporary modifications to the roadway network. Critical Traffic Control Areas can include, but are not limited to:
 - lane closures resulting in reduction in vehicles capacity greater than 50%,
 - proximity to intersections, access drives, rail lines,
 - locations with higher multimodal movements, or
 - other special circumstances

When identified, the contractor shall submit Traffic Control Plans (TCPs) to the City through the Public Improvement Permit Application process for the City's review as soon as possible or a minimum of four weeks in advance of construction. In addition, as part of the Public Improvement Permit and TCP, the contractor may be required to provide advance notice (minimum two weeks) to nearby impacted users. Notifications by the contractor may be required to neighboring residences, businesses, or impacted operations of emergency response entities (law enforcement, fire, and medical), transit, delivery companies, etc., as determined by the Traffic Manager at time of the TCP review.

- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from South Chambers Road, via Quincy Avenue or Parker Road and not through any adjacent residential neighborhood(s).
- *Response: Traffic control plans prepared as specified.*

Engineering Division

Roadway Design and Construction Specifications:

- Sidewalk 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).
- 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.
- *Response: Sidewalk construction conforms to required specifications. Fire Lanes constructed as required.*

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. 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
 - Demolition Permit
- Fire (click on this link to find checklist below)
 - Knox Box
 - Knox Box Rapid Entry
 - Portable LP-Gas Exchange Cage Checklist
 - Underground and Above Ground Fuel Storage Systems requires a permit through both the City Aurora Building Division and Division of Oil and Public Safety.
 - State of Colorado Division of Oil and Public Safety
 - Petroleum Storage Tank regulations
- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
 - Above-Ground Fuel Storage Systems
 - Emergency Responder Radio Coverage Systems
 - LP-Gas (Liquid Propane)
 - 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:
 - 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.
 - *Response: Required permits to be obtained as specified.*

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).
- The City of Aurora has adopted the 2021 International Codes and the 2023 National Electrical Code.
 - *Response: Comment acknowledged and understood.*

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.

- *Response: Checklist followed as specified.*

Demolition Permits:

A separate demolition permit must be obtained for each individually addressed structure through the Aurora Building Division prior to the start of any removal of any structure within the site.

- City of Aurora Demolition Permit Information
- State of Colorado Demolition Permit Application Form
- *Response: Demolition permit to be obtained.*

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.

- M Occupancy - Buildings and structures, or portions thereof, for the display and sale of merchandise. Involves stocks of goods, wares, or merchandise incidental to such purposes and accessible to the public.
- *Response: Construction adheres to design criteria as specified.*

Tri-County Health Department:

All applicants submitting construction plans for retail food establishments, daycare centers, preschool programs, group homes, fountain water attractions, and public swimming pools are also responsible for meeting the separate requirements of the Tri-County Health Department.

- *Response: Comment acknowledged and understood.*

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.

- *Response: Comment acknowledged and understood.*

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

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.
 - *Response: Fee to be paid as specified.*

STORMWATER MANAGEMENT

- Pond cert required prior to TCO or CO.
 - *Response: Comment acknowledged and understood.*

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.
 - *Response: Comment acknowledged and understood.*
- 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.
 - *Response: Comment acknowledged and understood.*
- 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).
 - *Response: Comment acknowledged and understood.*
- 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.

■ *Response: A certificate for occupancy is to be issued for this site.*

- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
 - fire lanes
 - culverts
 - curb ramps and sidewalks
 - transit passenger facilities
 - monuments and range boxes
 - sanitary sewer mains, including laterals to each lot line
 - storm drainage
 - street lighting
 - 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.
- *Response: Comment acknowledged and understood.*

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.
- *Response: Meeting to be scheduled pre-construction.*

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.
- *Response: Required permits acknowledged and understood.*

We appreciate your review and approval of these plans. Please contact me at 720-897-6312 or at danielle.prescott@kimley-horn.com should you have any questions.

Sincerely,



KIMLEY-HORN AND ASSOCIATES, INC.