

April 5, 2023

City of Aurora
Rachid Rabbaa
15151 E. Alameda Parkway, Suite 5200
Aurora, Colorado 80012

Re: DA-2350-00 QuikTrip 4245 (#1629380) / Pre-Application Response

Dear Mr. Rabbaa:

Thank you for taking the time to review our pre-application submission for QuikTrip 4245 along with City staff and providing valuable feedback, which was received on June 16, 2022. Comment responses have been addressed on the following pages.

Please feel free to contact me directly should you have any other comments, questions and/or special requests for additional information. We look forward to working with you to make this project a success.

Sincerely,
Norris Design



Stacey Weaks
Principal

Pre-Application Review

KEY ISSUES

- **City Center Station Area Plan:** This site is located within the City Center Station Area Plan which is intended to offer opportunities to create new employment districts and grow the number of jobs in the area. Planning has concerns with the removal of the existing ~25,000 s.f. office building and replacement with a gas station and convenience store due to the reduction of capacity for primary office employment in the area. Please continue to work with Planning staff to address concerns prior to submittal of the application. See page six for more information on the adopted plan as well as the ongoing visioning process for this area.
- **Conditional Use:** In addition to a Site Plan application, your project will also require a separate Conditional Use Application for the operation of a Motor Vehicle Fuel Dispensing Station. Approval criteria can be found in Section 146-5.4.3.A of the UDO and generally involve compatibility of the proposed use with existing and planned uses, traffic generation, 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. The Planning and Zoning Commission will consider the ability of the proposal to meet these criteria in their evaluation of the proposal.
- **Building Orientation:** Please ensure the building will be oriented towards E. Alameda Avenue or Crystal Street.
- **Parking:** Your current proposal shows you are overparked with 60 proposed parking spaces. The required number of spaces is 16; staff recommends that the number of spaces proposed be reduced.
- **Traffic Engineering:** This project will need to determine and compare the expected trip generation from the site with trip generation of the current use. If the site peak hour trip generation is 20% or greater than the previous peak hour trip generation estimates, then a Detailed Traffic Impact Study (TIS) will be required for this development. If the site peak hour trip generation is less than 20% of current use peak hour trip generation, a Traffic Letter of Conformance will be required that documents the trip generation from the site with a comparison with the current use trip generation estimates. In addition, access onto to Crystal Street will not be allowed and COA Traffic Engineering does not support the double-sided head in parking on the primary East-West internal drive located on the north end of the site due to conflicts with vehicle backing maneuvers and through movement conflicts.
- **Engineering:** Public improvements required for this development include updating curb ramps to meet current standards. The curb ramp at the corner of Alameda Parkway and Crystal Street shall be updated. Additionally, the ramps at the access to the east on Alameda Parkway are requested to be updated and internal ramps should be updated.
- **Drainage:** A preliminary drainage report shall be submitted with the site plan. Detention and water quality/EURV are required. The drainage report shall verify the required volumes are provided by downstream facilities. If there is any deficiency, on site facilities will be required. The previous Town Center of Aurora civil and drainage documents are Engineering Drawing Number (EDN) 201171, which can be found on the city's website.

PLANNING DEPARTMENT COMMENTS

1. Zoning & Placetype

1A. Zoning

This project is located in a MU-R zone district in Subarea A. The MU-R district is intended to serve “image making” areas in Aurora such as gateways, major arterial street and highway intersections, and regional activity centers. The MU-R district allows for a mix of medium- to high-density residential and regional commercial uses, as well as other uses as shown in Table 3.2-1.

The MU-R district intends to promote a distinctive, unified character and to ensure high quality development. More specifically, the district intends to promote:

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

Long-range planning division has concerns about the removal of the multi-story office building and replacement with a gas station and convenience store. This location's proximity and visibility to the center of the City Center district and Aurora Metro Center Station make it most appropriate for a mid- or high-density mixed-use development. Auto-oriented uses generally do not contribute to the character or function of a transit-oriented development envisioned for City Center.

Response: Comment noted. While our team understands the overarching goals of the zoning district and the desire to see mid to high-density development in this location, we feel that the proposed use for a QuikTrip location would allow for an appropriate use of the property. The property currently contains a dated 3-story office building that houses one tenant, leaving the building underutilized and underperforming commercial office space. In addition, given development of the surrounding area to include medium to high density residential and other uses, the development of a QuikTrip location would provide for additional services to the growing community in the area, and provide more functionality than the existing underutilized office building.

1B. Subarea

Your property is within Subarea A, which includes a mix of industrial, residential and commercial developments. Future development will occur mainly infill as well as redevelopment of existing sites and structures.

Response: Comment noted, thank you.

1C. Placetype

This project site is located in the Urban District Placetype as defined by the Aurora Places Comprehensive Plan. Multi-family development is identified as a primary land use in the Urban District by Aurora Places. Urban Districts will be critical to the economic and fiscal health of the city because they will be the centers of employment, culture and activity. The Urban District is the city's most intensely developed area with mixed-use, entertainment, institutional, retail, restaurant and multifamily residential as defining uses. In the absence of a single "Downtown Aurora," this placetype creates a unique mix of uses in a relatively dense urban fabric, that provides a pedestrian-friendly environment and a place to live, work, shop, dine, recreate and more. It is distinguished from other placetypes by density, scale and the prioritization of multimodal transportation. Multifamily housing and employment opportunities abound, making Urban Districts the center of activity for Aurora. Predominantly mixed-use developments accompanied by a small amount of stand-alone commercial and multifamily uses characterize the Urban District.

Response: Comment noted. Please refer to the letter of introduction. Thank you.

1D. City Center Station Area Plan (Adopted 2015)

Comments:

- Station areas, like City Center, offer opportunities to create new employment districts and grow the number of jobs in the area. Removal of the existing ~25,000 sf. office building and replacement

with a gas station and convenience store would remove capacity for primary office employment in the area.

- The fundamental concept for the district is an urban, mixed-use district with the highest densities closer to the Aurora Metro Center Station and central areas of the district. A series of urban blocks should offer a high level of pedestrian connectivity, safety and convenience. Auto-oriented land uses, and development patterns can erode the vision and function of a pedestrian-oriented district.
- The Sable / Alameda intersection is considered the gateway to the station area and should serve as the primary architectural highlight of the district. Land uses near the intersection should facilitate a high-density, multi-story redevelopment over time. Intensification can occur over time. Removal of the three-story office building to accommodate a gas station and convenience store would de-intensify this parcel.

Response: The current use of the property is for a three-story office building. The building currently houses one tenant and is an underperforming property in the current market. Recent trends in office use, exacerbated by the onset of Covid-19 and continuing through the recent economic fluctuations have shown a decreased demand in traditional office space. More employees work from home or through hybrid schedules, while businesses as a whole are seeking smaller, shorter-term leases for office space, or new construction with various amenities to increase in-person attendance.

1E. City Center Vision Planning Process (Ongoing)

Comments:

- The ongoing City Center vision process reiterates the importance of the district as an urban mixed-use center that offers concentrations of employment, among other active uses. The Sable and Alameda intersection is a primary gateway into the district and the design and character of development in this central area should be a highlight.
- A concentration of office uses, and employment opportunities are important elements of the district's vision. Addition of these land uses, not removal, should be a priority.

Response: As the office market continues to adjust to changes in how companies and employees work, the redevelopment of this site into a full-service fuel station would provide more functionality and maximize the use of the property versus an existing semi-vacant office space.

2. Land Use

2A. *Conditional Use*

In addition to a Site Plan application, your project will also require a separate Conditional Use Application for the operation of a Motor Vehicle Fuel Dispensing Station. The proposed use is subject to Conditional Use approval, according to Sections 146-3.2. 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, 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. The Planning and Zoning Commission will consider the ability of the proposal to meet these criteria in their evaluation of the proposal.

Per Section 146-5.4.3.B.2, your proposal is subject to Site Plan approval. The Letter of Introduction shall include justification regarding how this application meets the Criteria for Approval for a Site Plan. Approval criteria generally involve adherence to code, existing infrastructure, expanding multimodal connections,

compatibility with surrounding uses, and mitigating adverse impacts. Staff and the Planning and Zoning Commission will consider the proposal's ability to meet these criteria in the evaluation of the proposal.

It is not clear how this use and the current layout are consistent with the conditional use criteria.

Response: Please refer to criteria responses in the letter of introduction submitted with application.

3. Development Standards

3A. Dimensional Standards

The uses in the MU-R zone district must follow dimensional standards which are detailed in Section 146-4.2.2, Table 4.2-3. These standards include a maximum building height of 100 feet and a 10-foot minimum front setback from all streets. Side and rear setbacks must allow compliance with Section 146-4.7.

This area is part of the station area plan and integrated into a mixed-use walkable area. Typically, a gas station or two gas stations are not the most compatible uses. Planning Commission will have to approve the proposal and evaluate the appropriateness of this use at this location as part of the conditional use hearing. Should this use be pursued, the C-store should be double fronted with a primary entrance to the parking lot and the other primary entrance directly onto Crystal or Alameda. The C-store should have no intervening vehicular areas between Alameda and Crystal and the store. A high level of fenestration and building design are required along Alameda and Crystal. Staff recommends patio space integrated between the main entry and the street frontage. Patio space for a C-store typically includes an outdoor eating and gathering area sized at roughly 5% or more of the building footprint and a minimum dimension of 15 feet. In addition, the space includes pedestrian-scaled lighting, differentiated concrete treatment, site furniture, landscape border and amenities such as raised planters and tree cut-outs.

Response: Comments noted, thank you. The proposed site plans include extensive landscaping, pedestrian-scaled amenities including patio and seating, as well as site furniture and conforming to the dimensional standards outlined in code.

3B. Use Specific Standards

Fueling stations have a comprehensive set of standards which are described in UDO Section 146-3.3.5.OO.9. These are in addition to general requirements in the UDO which include a requirement to situate the C-store on the property with direct frontage along a street without any parking or site circulation areas located between the building and the street. In addition, the fueling canopy shall be located to the side or rear of the C-store. The building must have high-quality design features on all four sides, so there is not a "back of house" visible from the public street.

Response: Comments noted, thank you. The convenience store has an entrance facing Crystal and is connected with a pedestrian connection to Alameda. There is minimal circulation around the building for fire access, and enhanced landscaping along the streets. The fueling canopy is positioned to the rear of the site. The building and fueling canopy both incorporate four-sided architecture. The building has been designed to the standards of QuikTrip stores throughout existing markets, including new stores in the Front Range area including Denver, Firestone, Parker, and Bennett. These designs include brick facades, with metallic and colored accents, as well as pedestrian scaled lighting and seating areas.

3C. Common Space and Amenities

Please show outdoor patio space for waiting and a small seating area for patrons to enjoy the food items provided by the store. Commercial buildings in the development are expected to include an outdoor patio

space for patrons at a main building entrance. The detail of the patio should consist of the following: (1) enhanced concrete treatment typically colored concrete and decorative scoring patterns; (2) pedestrian-scaled lighting such as bollard lighting in pedestrian areas; (3) formalized landscaping as the border of the patio and seat walls and raised planters within the patio space; and (4) site furniture. For a building this size this area is typically 5% of the building footprint with a minimum dimension of 8 feet.

Response: Comments noted, see the landscape plans for the outdoor patio space and the amenity area along the Alameda streetscape.

3D. Access and Connectivity

Individual lots located within the Mixed-Use zone district on arterial streets should provide site access to the requirements of identified in Table 4.5-1.

- Access points shall use flared or channelized intersections and be oriented at right angles to the street.
- Curb cuts shall be located a minimum of 200 feet from each other and no more than the required number of curb cuts shall be used. For redevelopment sites, existing curb cuts may be used if approved by the Department of Public Works.
- Vehicle entrances and exits shall be located at least 10 feet from an adjacent property line, except where it is possible to provide one shared access point to serve the adjacent property on the other side of that property line.
- Primary circulation and access shall be oriented toward predominantly non-single-family residential streets. If necessary, secondary and emergency access may be provided on such streets.
- Private full movement driveways giving access to development sites shall be aligned across arterial, collector and local streets to contribute to circulation efficiency.

Response: Access points are oriented to be at 90-degree angles from the private drives and Crystal Avenue. 15' Radii minimum are used at all entrances. The proposed curb cuts follow the existing site's curb cut locations, however, where applicable we have improved the locations. For the existing access along Crystal, we have pulled it back further from the intersection and turned it into a right-in only access. The north access location will remain in the same location, lining up with the existing drive aisle going north. The southeast entrance will remain in the same location, but will be widened to better line it up with the neighboring property and the existing drive aisle/parking area. The only new access is located at the northeast side of the property and will line up with the existing private east/west access. All vehicle entrances/exits are located more than 10' from property lines.

3E. Parking, Loading, and Stacking

Your current proposal shows that you meet the 16 required parking spaces. Considering there are 60 parking spaces being proposed, staff recommends that the number of spaces be reduced. Per the bicycle parking requirement, you must provide the 1 bicycle parking space.

Response: QuikTrip is a well-known convenience store that sells fuel and a large variety of fresh food. With this in mind and based on developer history, providing parking in excess of code requirements for a standard convenience store is a large contributor to their business model and long-term success.

Per Section 146-4.6.5.3, no more than 25 percent of the lot frontage on arterial streets to a depth of 60 feet shall be occupied by surface parking and related site circulation. The remaining 75 percent of the lot frontage on arterial or collector streets shall be occupied by a structure, and no surface parking shall be located between that building and the street.

Response: 16% of the 60' depth along Alameda is occupied by surface parking and related site circulation. There are no parking spaces between the building and Alameda Ave. The drive aisle located between the building and Alameda is the proposed fire lane and is not considered related site circulation.

Section 146-4.6.5 details requirements for the design and placement of parking areas. Generally, parking areas should be located and designed to provide for adequate vehicle circulation, safe pedestrian connections, screening from adjacent sites and streets, and to avoid abutting significant stretches of adjacent streets.

Response: Parking areas have been strategically placed for optimal use.

3F. 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 and Section 146-4.7 Landscape, Water Conservation, Stormwater Management. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments.

Response: Comment noted.

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.

Response: Comment noted, "Not for construction" included on all sheets.

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: Comment noted, see "Landscape Notes and Tables" sheet.

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: Comment noted.

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. The current design does not comply with this layout scenario and therefore street frontage buffers would be 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: Comments noted, all buffers are landscaped per the requirements.

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: Comment noted.

Section 146-4.7.5 Required Landscaping (C) Curbside Landscaping 2. a.: Provide one street tree per 40 lineal feet along E. Alameda Avenue and Crystal Street. Existing trees that are in good health and condition may be used to satisfy this requirement. Should trees be missing, then additional trees shall be provided to ensure compliance with code requirements.

Response: Comment noted, 1 street tree per 40' is provided with new trees and/or the preservation of the existing trees.

Section 146-4.7.5 D. Street Frontage Landscape Buffers: Provide 20' wide street frontage landscape buffers along E. Alameda Avenue and Crystal Street. 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: Comment noted, street frontage buffers meet plant and buffer requirements. The Alameda frontage integrates a low screen wall. The Crystal frontage integrates a landscape hedge.

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. Any combination of plant material may be used that totals the required number of tree equivalents. Landscaping provided within landscaped parking lot islands if within 20' of the building required building face to be landscaped, may count towards the required building perimeter landscaping.

Response: Comment noted, building perimeter landscaping meets plant requirements per the building LF.

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: Comment noted.

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.

Response: Comment noted. Signage is noted on the site plans.

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: Comment noted and screening provided.

Section 146-4.7.3 M. Detention and Water Quality Ponds: The city encourages applicants to utilize Low Impact Development (LID) techniques as permanent best management practices (BMPs). Some examples of LID techniques are depicted in the images below and include permeable pavements, vegetative swales and rain gardens. Applicants may propose their own BMPs or work with the City of Aurora's Water and/or Public Work's Departments.



All detention pond facilities shall not exceed six feet in depth. The area within the tract surrounding the pond shall contain a minimum of one tree and 10 shrubs or the approved tree and shrub equivalents per 4000 square feet above the 100-year water surface elevation. When overlapping landscape standards occur such as when buffers, detention/water quality and parking lot landscape requirements fall within the buffer, they may be counted towards meeting the buffer requirements, however the most restrictive requirements shall be met.

Response: Comment noted. The property is part of a master drainage network and meets the drainage requirements.

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: Comment noted.

3G. Design Standards

You are required to meet building design standards for the Mixed-Use Corridor District in Section 146-4.8 for building form, massing, ground floor articulation and materials and colors. New buildings shall implement building and roof articulation methods to avoid long, flat walls and provide visual interest in architecture. High quality materials are encouraged to enhance the architectural character and promote overall building longevity. Buildings shall respond to context with a hierarchy of façade design.

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. Requirements for four-sided architecture are detailed in Table 4.8-8.

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

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

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

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. See the table above for applicable building design standards and ensure that the building elevations meet all applicable requirements.

Response: *Building design includes enhanced architectural features to comply with these guidelines.*

3H. Exterior Lighting

Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the plan and on building elevations.

Response: *Noted. Lighting is shown on building and on photometric plan.*

3I. Signs

Section 146-4.10 governs signage standards. Please review this section for complete details. Show the location of any monument signs on the plans and indicate the location of wall-mounted signs on the building elevations.

Response: *Signs are shown on elevations and site plan.*

3J. Screening of Mechanical Equipment and Garbage Dumpsters

All equipment must be screened. Use drawings and notes to explain how this will be accomplished. Screening may be done either with an extended parapet wall, or a freestanding screen. In either case the screening must be at least as high as the equipment it hides. Trash collection must be incorporated into the overall design of the building, fully shielded from view of the adjacent rights-of-way or be in a fully enclosed building that is architecturally similar to the primary building. (Section 146.4.7.8).

Response: All equipment is screened in various ways; rooftop mechanical equipment by a metal screen, trash in enclosure, and service equipment painted to match the building.

4. Adjustments

4A. 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: At this time, we are not requesting any adjustments.

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: Comment noted, thank you.

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: Comment noted, thank you.

5C. Mineral Rights Notification

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

Response: Noted and provided.

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 Real Property for the Subdivision Plat prior to application submittal. Please contact Real Property directly to schedule this meeting.

Response: Noted.

Community Participation: Please work proactively with registered neighborhood organizations and adjacent property owners. 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.

Response: Noted

Community Engagement Coordinator: **Maria Saldana is the Community Engagement Coordinator for the project.** She has put together a report attached to these notes listing the registered neighborhood organizations within one mile of your proposed project and can assist in scheduling and facilitating meetings with community members. Please work with the organizations that express interest in your project to address comments and mitigate concerns.

All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and procedures can be properly addressed. The Case Manager will record any project-related commitments that are made to the community at these meetings.

Additional information about the Community Engagement Program can be found on the Housing and Community Services page of the city website.

Response: Noted, thank you!

6. Oil and Gas 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-ways. If you have questions or concerns about this, the Oil & Gas Division can assist with providing additional information.

Should you have any questions about oil and gas development, please reach out to Jeffrey Moore, Manager of the Oil & Gas Division.

Response: Noted, thank you!

7. PROS (Parks, Recreation, and Open Space)

Forestry Division: There are trees on this site around the existing building and on the north side that will be impacted by development. Any trees that are removed from the site, will be required to be mitigated.

7A. 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: Comment noted, 13 trees are removed for new construction conflicts have been replaced (14 new trees), these trees are currently 2.5" diameter. We will include the arborist's tree assessment with the next submittal.

7B. 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?pageld=16394080>.

Response: Comment noted, please refer to the "Tree Mitigation Plan" Sheet.

7C. 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 noted, no ash trees are included on our landscape plans.

8. Aurora Water

8A. Key Issues:

- Water quality and detention are required.

Response: Water quality and detention are provided by the master development. A drainage report discussing how our site meets the requirements laid out in the master report has been submitted.

- There is an existing 1.5-inch water service to the existing building that can be reused.

Response: The QT site will be reusing this 1.5" water service to serve the proposed building.

- Water meters must be in a landscaped area with a pocket easement if outside of the public Right-Of-Way.

Response: The water meter is currently located within an easement, outside of the ROW.

- Reuse of existing service mains is recommended to avoid open cutting in Alameda Parkway.

Response: The existing service main will be reused.

- A grease interceptor is required for commercial kitchens.

Response: A grease interceptor is proposed on the south side of the proposed building.

- The onsite hydrant will need to be replaced if the location needs to change.

Response: The onsite hydrant will be moved about 10' south to fit in the new landscaped area. This hydrant will be replaced.

- SWMP is required for demolition and construction of the new building.

Response: A SWMP will be provided further along in permitting.

- Please note, Aurora Water is processing a non-functional turf ordinance which will limit the amount of cool-weather turf allowed in all developments. Please find the ordinance here under Item 5. Please plan to incorporate these requirements in your future submittals.

Response: Comment noted.

- Connection fees are those in effect at time of payment.

Response: Noted.

- A domestic allocation agreement will be required for connections 2" and larger

Response: The site will use the existing 1.5" water meter.

8B. Utility Service Requirements

A Site Plan is required for this project and must show existing and proposed utilities including:

- Public/Private Mains
- Service Lines
- Water Meters

- Fire Suppression Lines
- Fire Hydrants necessary to service your development
- Grease Interceptors are required for commercial kitchens
- Sand/Oil Interceptors are required for vehicle maintenance facilities
- All utility connections in the arterial roadway are required to be bores

General utility design criteria can be found in Section 5 of the Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure (Utility Manual).

Response: All utility information requested can be found on the Utility Sheet. There are no proposed utility connections in Alameda at this time.

8C. 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.

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: Noted.

9. Public Works Department

9A. Key Issues:

- The applicant shall determine and compare the expected trip generation from the site with trip generation of the current use. If the site peak hour trip generation is 20% or greater than the previous peak hour trip generation estimates, then a Detailed Traffic Impact Study (TIS) will be required for this development. See below for additional information.
- If the site peak hour trip generation is less than 20% of current use peak hour trip generation a Traffic Letter of Conformance will be required that documents the trip generation from the site with a comparison with the current use trip generation estimates.
- Access onto to Crystal Street will not be allowed.
- Traffic calming elements will be an area of focus of review for this site. See TIS requirements below.
- COA does not support the double-sided head in parking on the primary East-West internal drive located on the north end of the site due to conflicts with vehicle backing maneuver and through movement conflicts.

Response: The site peak hour trip generation is more than 20% of the previous peak hour trip generation estimates, so a full TIS has been created and submitted. The access along Crystal is right-in only access and pulled back further from the intersection than the existing access entrance. The double-sided parking on the north side has been removed to resolve any potential conflicts.

9B.

Show all adjacent and opposing access points on the Site Plan.

Response: All adjacent and opposing access points are shown on the Site Plan.

9C.

Label the access movements on the Site Plan.

Response: Flow arrows have been added to the Site Plan to show access movements.

9D.

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: Comment noted.

9E.

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 not 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: There are no new stop signs or street name signs anticipated to be added with this development. There are no changes to public streets that would require changes to signing and striping.

9F.

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 not 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: Duplicate of previous comment. There are no new stop signs or street name signs anticipated to be added with this development. There are no changes to public streets that would require changes to signing and striping.

ROW/Plat

9G.

Designate a Public Access Easement along private drives.

Response: Public access easements are already designated per the previous development.

9H.

A private cross-access agreement is recommended for maintenance and snow removal. The developer is responsible for establishing this agreement with the adjacent property owner

Response: Noted – this will be pursued further in the process. There is a current REA in place for the shopping center.

Traffic Impact Study

9I. As noted above A Traffic Impact Study (TIS) will be required for this site if the site peak hour trip generation is 20% or greater than current land use peak hour trip generation estimates. The TIS will include addressing the following specific items

- Existing, buildout and 2040 average daily traffic counts.
- Trip Generation from the site.
- Site Circulation Plan
- Include detailed analysis, including vehicle queuing, of
 - All site access points
 - Intersection of Alameda Parkway Avenue at Crystal Street
 - Intersection of East-West development drive at Crystal Street
- Analysis of pedestrian connectivity

The Traffic Study shall be prepared in accordance with the City of Aurora Traffic Impact Study Guidelines.

Submitting the Traffic Study:

- The Traffic Study shall be sent directly to Steve Gomez at segomez@auroragov.org as soon as possible.
- The Traffic Study shall also be uploaded with the rest of the submittal.
- Previously approved Traffic Impact Studies/Letters are available through this link.

Response: As noted above, the site peak hour trip generation is more than 20% of the previous peak hour trip generation estimates, so a full TIS has been created and submitted.

10. Engineering Division

Key Issues

10A. Public improvements required for this development include updating curb ramps to meet current standards. The curb ramp at the corner of Alameda Parkway and Crystal Street shall be updated. Additionally, the ramps at the access to the east on Alameda Parkway are requested to be updated and internal ramps should be updated.

Response: Updated curb ramps have been proposed at the NE corner of Alameda and Crystal, as well as the eastern entrance along Alameda.

10B. A preliminary drainage report shall be submitted with the site plan. Detention and water quality/EURV is required. The drainage report shall verify the required volumes are provided by downstream facilities. If there is any deficiency, on site facilities will be required. The previous Town Center of Aurora civil and

drainage documents are Engineering Drawing Number (EDN) 201171, which can be found on the city's website.

Response: A preliminary drainage memo has been provided, showing that water quality and detention have been provided by the Town Center development.

10C. 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: Noted, thank you.

Improvements

10C. 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.

Response: Locations of the proposed curb ramps can be found on the Site Plan, and include the upgraded public improvements noted in #10A, as well as ramps along Crystal Ave at the proposed right-in only access, and at the end of our site.

10D. 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.

Response: Curb returns, not flared curb cuts, are provided on our plans. These returns have a minimum of 15' radius.

10E. 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.

Response: One bike rack has been provided near the entrance of the building.

10F. Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or hand rails 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.

Response: No retaining walls are currently proposed onsite.

10G. 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.

Response: Noted – these slopes are following when sloping toward public streets.

ROW/Easements/Plat

10H. 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.
- Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
- 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: Noted – easement dedication will be pursued later in the process.

Drainage

10I. 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: Noted - A preliminary drainage memo has been submitted.

10J. The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with MHFD and the city shall be initiated in such case at the master plan level or as soon as determined with any proposed development.

Response: No such studies have been determined.

10K. 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. Public Works Engineering 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: Noted – we are not proposing any new detention facilities that would meet this statute.

10L. Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.

Response: Detention of storm drainage is provided by the master subdivision, and is discussed in the submitted drainage memo.

10M. Per City of Aurora Storm Drainage Design and Technical Criteria Section 3.61, underground detention may be used only as a last resort and must be approved by the City Engineer, when all other alternatives are exhausted. If a development chooses to propose underground detention, they are doing so at-risk of significant redesign if the underground detention is not approved. A variance, with supporting documentation, in the preliminary drainage report for underground detention will be evaluated on a case by case basis.

Response: Underground detention is not currently being proposed.

10N. 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: No stormwater will discharge over sidewalks, but will instead pond at the existing inlet at the northeast side of the site. No sidewalks are located near this point.

10O. A storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.

Response: Our proposed site following existing drainage patterns and utilizes this existing storm drain system.

10P. Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.

Response: Storm sewer has been extended through the site as needed.

11. Fire/Life Safety Comments – Building Division

11A. 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 number in the manner provided in the Aurora City Code of Ordinance, Chapter 126 - Article VII - Numbering of Buildings.

Response: Noted.

11B. Adopted Codes by the City of Aurora-Setbacks

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

- The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2020 NEC. Our next code adoption cycle will be for the 2021 International Code Series, along with the 2020 NEC as of January 8, 2022. A 9-month grace period will be allowed after the formal adoption of the 2021 ICC codes to utilize the 2015 ICC codes until October 31, 2022.
- Show the distance of new or existing lot lines to proposed exterior walls of structures on the site plan.

Response: Noted. Distances from the proposed structure to the existing property lines have been shown on the Site Plan.

11C. 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.

- Fire Lane Sign Detail - The developer of the site will be required to install fire lane signs in areas where the site abuts an existing fire lane easement that is currently without adequate signage.
- Grading plan

- Handicap accessible parking signs
- Sign package
- Signature block

Response: Fire lane signs have been shown on the Site Plan and a detail has been added on the Detail Sheet. The Grading Plan is part of the submittal. The handicap parking sign detail has been provided on the Detail Sheet.

11D. Emergency Responder Radio Coverage

The 2015/2021 International Fire Code requires all buildings to be assessed for adequate emergency responder radio coverage.

The 2015/2021 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC). 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 developers' 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.

Response: Noted.

11E. Fire Department Access

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

- Fire lane easement - The existing fire lane easements within and adjacent to the site are sufficient, no additional fire lane easement is being required internally within this site. Please show and label existing fire lane easements within this site on the site plan submitted to the Planning Department.

Response: The existing fire lane has been shown and labeled on the Site Plan.

11F. Fire Hydrants

The number and spacing of fire hydrants are determined using the 2015/2021 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.

Response: The existing hydrant will be relocated slightly and has been shown and labeled on the Utility Plan.

11G. Fire Sprinkled Structures

The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2015/2021 IFC and IBC.

Response: Noted.

11H. Accessibility Requirements

The City of Aurora reviews accessibility requirements based on 2015/2021 IBC, Chapter 11, the 2009/2017 ICC/ANSI A117.1

- Commercial

Response: Noted.

11I. 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: Noted. Key box will be provided.

11J. 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: Comment noted, thank you.

11K. 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: The designated loading/unloading area is on the east side of the building, not encroaching the fire lane easement.

11L. 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.

Response: Comment noted, thank you.

11M. Phasing Plans

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

Response: This project will not be phased.

11N. Photometric Plans

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: The note and accessible route have been added to the photometric plan.

11O. 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. (Links provided in original PreApp notes)

- (Plat Note) If Plat does not contain a dedicated fire lane easement
- (Plat Note) if plat contains fire lane easement
- (Site Plan Note) Accessibility note for commercial projects
- (Site Plan Note) Addressing
- (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

Response: Comment noted, notes have been included on the site plan submittal.

11P. 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: Comment noted, thank you.

11Q. 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 has to be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.

Response: Noted.

- Access 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 2015/2021 IFC, Section 503.1.1 where allowed by code. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement. Where fire hydrants and fire department connections are provided adjacent to vehicular access drive aisles, they will need to be dedicated as fire lane easements in order to provide emergency access to them.

Response: Noted.

- Fire Apparatus access road specifications: If an existing fire lane or public roadway has to be removed or relocated for any reason, the portion replaced must follow the current specifications of the Public Works Department.

Response: Noted – not planned.

- Combined fire lane, public access and utility easements

Response: There will be private utilities within the fire lane (water, sanitary sewer, grease interceptor).

- Construction of fire lane easements and emergency access easement

Response: Construction of fire line easement will meet the required specifications as needed by the fire department.

- Dead-end fire apparatus access roadways

Response: The proposed fire lane does not dead end.

- Encroachment into emergency access or fire lane easements are prohibited

Response: Nothing encroaches into the proposed fire lane.

- Grade

Response: There are no proposed extreme grades that would hinder emergency vehicles.

- Labeling of easements on the site plan, plat, and civil plans

Response: Easements have been labeled.

- No parking is allowed within a fire lane easement

Response: No parking is planned, and fire lane signs will be provided.

- Public street systems adjacent to site

Response: Public streets adjacent to the site have been labeled.

- Remoteness

Response: This site is not remote and should have no issues regarding fire in this aspect.

- Speed bumps

Response: There are no speed bumps in the surrounding area.

- Snow removal storage areas

Response: Snow removal storage areas will likely be within the landscaped areas along the property line and/or the five northmost parking stalls.

- Width and turning radius

Response: The minimum entrance width is 24', with 15' minimum radii. The fire lane is currently proposed at 19' wide.

11R. *Trash Enclosure*

Per the 2015/2021 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: Noted.

12. Real Property Division

12A. *Subdivision Plats:* N/A

12B. *Site Plans:*

A Site Plan will be required by the Planning Department. Real Property has items that need to appear on that site plan above and beyond what other departments may require. These items are listed on the Real Property Subdivision Plat Checklist

Response: These items will be included on the Site Plan.

12C. *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:

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 Real Property specifications and are available in the Easement Release Packet. Once complete and accurate easement release information is submitted to Real Property, it takes about 8 weeks to complete the process. They must be complete and ready to record before Real Property 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 Real Property specifications which are found in the Dedications Packet. Once complete and accurate easement dedication information is submitted to Real Property, it takes about 8 weeks to complete the process. They must be executed prior to Civil Plan approval.

No portion of any roofed structure or footers may encroach into any easement. However, 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 weeks to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.

Response: Noted, thank you!