

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



January 13, 2024

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

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

Dear Caleb McNaughton:

Thank you for your initial submission, which we started to review on December 19, 2024. We have reviewed your plans and attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and community members.

Since several important issues remain, you will need to make another submission. Please revise your previous work and send us a new submission on or before January 27, 2025, to maintain your estimated Planning Commission hearing date.

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

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

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

As always, if you have any comments or concerns, please let me know. I may be reached at 303.739.7220 or [bbravenec@auroragov.org](mailto:bbravenec@auroragov.org).

Sincerely,

Ben Bravenec, Planner I  
City of Aurora Planning Department

cc: Joshua Stevens, Samuel Engineering  
Jazmine Marte, ODA  
Filed: K:\\$DA\1455-34rev1



## *Initial Submission Review*

### **SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS**

- Site plan needs to reflect existing conditions as well.
- Please relocate the water line in the drive aisle so as to NOT encumber the parking lot islands and displace the required trees.
- Sight triangles should be a minimum of 14.5 feet from flowline. Adjust the sight triangles appropriately.
- There will be trees impacted by the project. Tree mitigation is always above and beyond the Landscape Code requirements. Any tree that is removed from this site will either require replacement within the landscape or be mitigated through payment to the Community Tree Fund.

### **PLANNING DEPARTMENT COMMENTS**

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

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

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

##### **Sheet 1**

- 2A. The site plan needs to reflect what is existing as well. We can schedule a meeting on how to proceed with this. You can include the existing site plan and add your sheets to it.
- 2B. Add DA-1455-34 onto the first amended sheet.
- 2C. Please remove Autocad text.
- 2D. Please fill out data table to include what is existing.
- 2E. Simplify Sheet list table.
- 2F. Site Plan Development Fees of \$19,931.96 have been paid.

##### **Sheet 02**

- 2G. Label the current zoning and the zone district boundaries on the site plan.

#### **3. Zoning and Subdivision Use Comments**

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

#### **4. Signage & Lighting Comments**

- 4A. Show photometric light levels for the entire site and up to 10' beyond the property line. The plan should demonstrate proposed changes for this amendment as it impacts the site as a whole.

#### **5. Landscaping Issues (Kelly Bish / [kbish@auroragov.org](mailto:kbish@auroragov.org) / Comments in bright teal)**

##### **General comment:**

- 5A. Parking lot island trees shall be deciduous canopy trees and not ornamentals or evergreen trees.

##### **Sheet CE-151**

- 5B. Per conversations with the Building/Fire Life Safety Division, please relocate the water line in the drive aisle so as to NOT encumber the parking lot islands and displace the required trees.

##### **Sheet L-100**

- 5C. Upsize the ornamental trees to 2" per code requirements.
- 5D. Incorporate the required parking lot island trees after the water line has been relocated.

##### **Sheet L-200**

- 5E. The linear island associated with the existing parking lot can remain as proposed with shrubs or it can be rock mulch given the width of the landscape bed. It appears as if what was constructed does not match what was originally approved.



**Sheet L-300**

- 5F. There is a swale proposed along the exterior side of the parking lot. The shrubs should likely be relocated to be on the outside of the swale.
- 5G. Replace any missing or dead street trees along S. Southlands Parkway.

**6. Addressing** (Phil Turner / 303.739.7357 / [pcturner@auroragov.org](mailto:pcturner@auroragov.org))

- 6A. Approved

**REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

**7. Civil Engineering** (Kendra Hanagami / 303.739.7295 / [khanagam@auroragov.org](mailto:khanagam@auroragov.org) / Comments in green)

**Sheet 1**

- 7A. Add notes seen on site plan
- 7B. Remove copyright notes restricting reproduction of the approved plans and reports. (2.03.5.10 of the 2023 COA Roadway Manual), all sheets.

**Sheet 2**

- 7C. Show fire lane easement linework, typ. all
- 7D. Label/dimension all existing and proposed easements.
- 7E. Show roadways and roadway names. Label the roadway classification and private/public denotation (typ. all highlighted).  
(2.06.1.03 of the 2023 COA Roadway Manual)
- 7F. Advisory comment:  
All easement dedications and vacations by separate document are required to be executed prior to civil plan approval. As of this review, no easement dedications or vacations of existing easements have been accepted by the City for review, and civil plans will be returned. Please submit the required documents to: [dedicationproperty@auroragov.org](mailto:dedicationproperty@auroragov.org)
- 7G. Please define or update the legend with this linetype, typ. All

**Sheet 03**

- 7H. Please add a linetype to the site plans indicating the proposed ADA accessible route.
- 7I. Please ensure that the background is shown and not frozen on this sheet.
- 7J. For S Southlands Pkwy and E Wheatlands Pkwy, public streets shall have public streetlights in conformance with COA standards.

Identify the following information as part of the site plan submittal in conformance with Section 2.12.0.1 of the Roadway Manual:

- Roadway Classification (typical section name)
- Adjacent Land Use Category (i.e., TOD), as applicable
- Number of lanes
- Back-to-back curb width
- Pedestrian Activity Level
- Pavement Type: R3, for all lighting calculations

It does not appear that this comment was addressed and that the information was provided on the sections as indicated in the conference call and in the comment response. If it has been added elsewhere, please indicate where in the comment response. The missing items are the adjacent land use category, pedestrian activity levels, and pavement type.

- 7K. Please add the following notes:
1. Private street lights will remain privately owned and maintained in perpetuity.
  2. Proposed public street lighting locations are conceptual. Final locations will be determined with photometric analysis submitted with the street lighting plans in the civil plans.

**Sheet 04**

- 7L. Per section 5.C.1.a of the 2025 Roadway Manual, the inner radius of a 23' wide fire lane shall be 29'.
- 7M. Label all existing and proposed radii for fire lane easements and curb returns.
- 7N. Show roadways and roadway names. Label the roadway classification and private/public denotation. (2.06.1.03 of the 2023 COA Roadway Manual)
- 7O. The curb cannot encroach into the fire lane radii. This applies to all parts of the fire lane easement. Please verify with fire and life safety that the inner radii and proposed alignments are acceptable. Also ensure that all linework shown on the site plan matches the plat, and vice versa.

**Sheet 05**

- 7P. Advisory comment:  
Existing and proposed sidewalks, curb ramps, and ADA accessible stalls and routes will be checked in detail for compliance to slope requirements during the civil plan submittal review. Any retaining walls over 30" require railing.
- 7Q. Please add the following note:  
"Detailed layout and design for proposed curb ramps within right of way or along an accessible route will be completed with the civil plans."

**Sheet 06**

- 7R. Please add the following note: "The maximum permissible longitudinal grade for fire lanes is 10%. The maximum transverse grade for a fire lane is four percent with a resultant maximum slope of ten percent."
- 7S. Please show easement linework on all sheets.
- 7T. Advisory comment:  
Existing and proposed sidewalks, curb ramps, and ADA accessible stalls and routes will be checked in detail for compliance to slope requirements during the civil plan submittal review.
- 7U. Clearly label and dimension the public ROW, typ. all sheets.  
Show roadways and roadway names. Label the roadway classification and private/public denotation (typ. all highlighted). (2.06.1.03 of the 2023 COA Roadway Manual)
- 7V. Provide the max height or height range for the proposed retaining wall. Provide a typical section for the wall.  
Any retaining walls over 30" require railing.
- 7W. Please add the following note:  
"Detailed layout and design for proposed curb ramps within right of way or along an accessible route will be completed with the civil plans."
- 7X. Advisory: Please review section 13.B.2 regarding when structural calcs are required. Structural calcs, if applicable, will be required with the first submittal of the civil plans.
- 7Y. **Sheet 12**
- 7Z. Please add the following notes:
  - 1. Private street lights will remain privately owned and maintained in perpetuity.
  - 2. Proposed public street lighting locations are conceptual. Final locations will be determined with photometric analysis submitted with the street lighting plans in the civil plans.

**8. Traffic Engineering** (Jason Igo / [jigo@auroragov.org](mailto:jigo@auroragov.org) / Comments in amber)

- 8A. Need label for access movements at Southlands Parkway and access.
- 8B. Show existing signs on the plans at intersections.
- 8C. Sight triangles should be a minimum of 14.5 feet from flowline. Adjust the sight triangles appropriately. Add length of the sight triangle to the call out.
- 8D. Add crosswalk pavement markings along the accessible walk path.

**9. Fire / Life Safety** (Richard Tenorio / 303.739.7628 / [rtenorio@auroragov.org](mailto:rtenorio@auroragov.org) / Comments in blue)**Sheet CE-100 / Overall Site Plan and Utilities**

- 9A. Show the fire lane easement by dedication.



**Sheet CE-150 / Overall Site Plan and Utilities**

- 9B. Will EV charging parking spaces be provided??
- 9C. ADA Parking Signs must not be located within the sidewalk.

**Sheet CE-151 / Site Plan and Utilities South**

- 9D. All fire hydrants shall be located not less than three feet - six inches (3'- 6") and not more than eight feet (8') from the back of curb to the center of the hydrant and be unobstructed on the street side. Minimum clearance on all other sides shall be five feet (5'). Fire hydrants must be grade staked in the field. Fire hydrants are not allowed in sidewalks.

**Sheet L-300 / Landscape Plan South**

- 9E. Tree must not encroach into the dedicated Fire Lane easement. If so, fire apparatus must have a clear height of 13'-6" along the entire length of the easement.
- 9F. The water line lateral to the fire hydrant should be relocated to be within the fire lane easement per Aurora Water request.

**Sheet E-100 / Photometric Plan**

- 9E. Show the accessible route:  
Show and label the location of the internal site accessible route. Provide a minimum of 1 foot-candle of lighting within the accessible route.  
Using a heavy dashed delineation and label show the exterior accessible route of travel throughout the site plan to:
- Public transportation stops.
  - Accessible parking and accessible passenger loading zones. This includes required accessible garages.
  - 60% of the required building entrances. Indicate all entrances and required exits on the plan.
  - Provide an accessible route to all on site amenities. These elements can include, but are not limited to; tennis courts, club houses, pools, laundry facilities, mail kiosks and dumpsters.
  - Curb ramps at street crossings and where accessible parking space access aisles connect to adjacent sidewalks.
  - Provide marked crosswalks in all areas where the accessible route crosses a drive aisle.

**10. Forestry (Becky Lamphear / 303.739.7177 / [rlamphea@auroragov.org](mailto:rlamphea@auroragov.org) )**

- 10A. There will be trees impacted by the project. Tree mitigation is always above and beyond the Landscape Code requirements. Any tree that is removed from this site will either require replacement within the landscape or be mitigated through payment to the Community Tree Fund.
- 10B. Please show a tree mitigation chart on the landscape plan taken from the Landscape Manual page 29. If payment will be made into the Tree Planting Fund, add another column to the chart indicating the payment amount that will be made. If trees will be planted on the site, please show a symbol indicating trees that are specific to tree mitigation.
- 10C. The caliper inches that will be lost are 50", but only 16" would be required for planting back onto the site. The mitigation value is \$1,250.59.



TREE #	SPECIES	DIAMETER	MITIGATION VALUE	COMMENTS	MITIGATION INCHES
1	Austrian Pine	6	\$140.25		2
2	Austrian Pine	4	\$62.50		1
3	Austrian Pine	5	\$97.49		2
4	Austrian Pine	6	\$140.25		2
5	Austrian Pine	7	\$190.79		2
6	Austrian Pine	6	\$140.25		2
7	Austrian Pine	7	\$190.79		2
8	Austrian Pine	5	\$97.49		2
9	Austrian Pine	7	\$190.79		2
<b>Total</b>		<b>53</b>	<b>\$1,250.59</b>		<b>16</b>

10D. NOTE: Mitigation values based on International Society of Arboriculture's Guide to Plant Appraisal. Species, diameter, condition, and location factors were included in the assessment.

**11. Land Development** (Roger Nelson / 720.587.2657 / [ronelson@auroragov.org](mailto:ronelson@auroragov.org) / Comments in magenta)

**Advisory Comments**

- 11A. Send in the updated Title Commitment to be dated within 30 calendar days of the plat approval date (This Commitment should be submitted at the time of your final submittal of the electronic Plat for recording.) per COA 2024 Subdivision Plat Checklist Item 19.b.
- 11B. Provide statement of authority for person signing on behalf of the entity named in the title commitment.
- 11C. Be advised - sometimes the margins or scale factor may not match the County or City standards as stated in the Subdivision Plat Checklist. If any of these factors are misaligned or scale does not match the drawing information, then this may cause the plat to be sent back and corrected and thus adding time to your submittal. And in turn, you may need to update the Title Commitment to bring it within the 30-day time limit. Please check these items before sending the plat in for recording.
- 11D. Send in a closure report for the plat exterior boundary per COA 2024 Subdivision Plat Checklist Item #19.d.
- 11E. Send in the State Monument Records for the aliquot corners used in the plat per COA 2024 Subdivision Plat Checklist Item #19.e.

**Subdivision Plat - Sheet 01**

- 11F. Vicinity Map – Expand to cover ½ mile in each direction.
- 11G. Dedication – Reference recording information for Filing No. 1, revise as shown on redlines.
- 11H. Covenants – Revise as shown on redlines (Remove items that should be shown in the notes, match checklist text verbatim, remove any non-applicable covenants).
- 11I. General Notes - #2 fully describe the monument and cap and cap stamping at each end of the basis of bearing, #7 Revise to include the appropriate street names, Add notes as requested in the redlines.
- 11J. Certifications - Add requested text to Mortgage holder information.
- 11K. Surveyor's Certification – Add date of field work, remove "required by Colorado Law"

**Subdivision Plat - Sheet 02**

- 11L. Fully describe all monuments, add distances along the north line of the SE ¼, confirm referenced reception numbers to reflect the reception number that created respective tracts, increase the text size to a minimum of 0.1 and include the recording information for agreements, include the length for set monuments, Add cap diameter, label curve data for individual lots, show record bearings and distances, show all control monuments, label easement curve lengths on each side of lot lines, Detail A add monument symbols.

**Site Plan – Sheet 01**

- 11M. Revise title to reflect "Site Plan"





11N. Add required Real Property Notes.

**Site Plan – Sheet 02**

11O. Match Plat reception numbers as commented on the plat.

11P. Show the proposed easements.

**12. Easements (Grace Gray)**

12A. All departments requiring a license, easement dedications or releases need to be started. Easement dedications to be submitted to [dedicationproperty@auroragov.org](mailto:dedicationproperty@auroragov.org), releases to be submitted to [releaseeasement@auroragov.org](mailto:releaseeasement@auroragov.org).

**13. Utilities (Ashley Duncan / 720.859.4319 / [aduncan@xauroragov.com](mailto:aduncan@xauroragov.com))**

**Sheet 01**

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

**Sheet 04**

13B. Label the easement. The easement will need to be shifted to where the water line is being moved to.

**Sheet 10**

13C. No trees are allowed in a public utility easement or within 8' of a public utility

**14. Revenue (Melody Oestmann / 303.739.7224 / [moestman@auroragov.org](mailto:moestman@auroragov.org))**

14A. Storm drain development fee due: \$3,222.99

**15.Xcel Energy (Donna George / 303.571.3306 / [donna.l.george@xcel energy.com](mailto:donna.l.george@xcel energy.com))**

15A. Public Service Company of Colorado's (PSCo) Right of Way & Permits Referral Desk has reviewed the site plan for **Highpoint Church Parking Expansion**. Please be aware PSCo owns and operates existing natural gas *service* in the area of the proposed courtyard addition, and natural gas and underground electric *distribution* facilities in the areas of the proposed ADA sidewalks.

15B. Note that proper clearances must be maintained including ground cover over buried facilities that should not be modified from original depths. In other words, if the original cover is changed (by less or more), PSCo facilities must be raised or lowered to accommodate that change. Contact Colorado 811 for locates before excavating. Use caution and hand dig when excavating within 18-inches of each side of the marked facilities. Please be aware that all risk and responsibility for this request are unilaterally that of the Applicant/Requestor.