



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

*AuroraGov.org*

June 28, 2024

Hope Lee  
New Gate Church  
3350 S Winston Street  
Aurora, CO 80013

**Re: Initial Submission Review:** New Gate Church – Redevelopment and Plat  
**Application Number:** - DA-2004-01  
Case Number(s): 2016-6039-01; 2024-3027-00

Dear Ms. Lee:

Thank you for your initial submission, which we started to process on Wednesday June 5, 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 Friday July 12, 2024.

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

The estimated Administrative Decisions date is still set for August 28. Please remember that all abutter notices must be sent and the site notices must be posted at least 10 days prior to the decision date. These notifications are your responsibility and the lack of proper notification will cause the decision 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.

As always, if you have any comments or concerns, please let me know. I may be reached at (303)739-7220 or [bbravene@auroragov.org](mailto:bbravene@auroragov.org).

Sincerely,

Ben Bravenec

cc: Jack Quandt - Mishler Construction  
Benjamin Bravenec, Case Manager  
Jacob Cox, ODA  
Filed: K:\\$DA\DA-2004-01app.rtf



## *Initial Submission Review*

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

- Include parking calculation. Please show 25 parking spaces required was determined.
- Please relocate trash enclosure to not disrupt required landscaping.
- Per the Pre-Application notes, additional public street lights are required. Please show proposed conceptual public street light locations on this landscape plan also.
- Storm development fees are due.

### **PLANNING DEPARTMENT COMMENTS**

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

- 1A. Twenty-one (21) Neighborhood organization and nineteen (19) adjacent property owners were notified of this application. As of this date there have been no comments.

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

- 2A. At the time of this letter, the fees have been paid.  
2B. Include DA Number in title.  
2C. Show adjacent properties zoning.

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

- 3A. Please include information on your reasoning and plans for the replat of this project. Please note that this is within the R-1 district. The R-1 district is primarily for single-family homes and the parcel that is proposed on creating is not an adequate shape or size for more single-family development.

#### **4. Streets and Pedestrian Comments**

- 4A. Please include site furniture such as benches or tables with seats at the main entrance of the building, and include detail of the furniture.

#### **5. Parking Comments**

- 5A. Include how the parking calculation was determined through our parking calculation table.

#### **6. Architectural and Urban Design Comments**

- 6A. Architectural enhancements will need to be made primarily involving the west elevation. The west elevation meets the criteria of a “secondary building face”. It will need to include elements found in Table 4.8-8 of the UDO. Features can include building-mounted lighting fixtures, awnings, change in color, etc..

#### **7. Signage & Lighting Comments**

- 7A. Photometric plan shall better reflect the entire site, not just the parking portion.

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

##### **Sheet L1.0**

- 8A. Include the existing and proposed grading.  
8B. It appears as if easements have been shown on the landscape plan, but they need to be dimensioned and labeled.  
8C. Add a note to the landscape plan where indicated that sod is being provided to blend with the existing.  
8D. Adjust the parking lot island to be 9'x 36'. Trees are required at the ends of parking rows. Otherwise express a hardship and ask for an adjustment. Adjustments require mitigating measures to offset the adjustment request.



- 8E. Change the ornamental tree where indicated to a deciduous canopy tree.
- 8F. Provide the missing plant call-outs.
- 8G. Per the UDO, trash enclosures may not displace the required landscaping for parking lots. All parking rows are to terminate with a tree. The trash enclosure should be removed, the parking lot island expanded to accommodate the required landscaping or an adjustment requested and a hardship expressed and mitigating measures provided to offset the adjustment request.
- 8H. Add the hatch being provided around the shrubs to the legend.
- 8I. Do not include the trees to be removed symbology within the Plant Schedule. This should only be included on the tree mitigation plan.

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

- 9A. Please provide a digital .shp or .dwg file for addressing and other GIS mapping purposes. Include the parcel, street line, easement and building footprint layers at a minimum. Please ensure that the digital file provided in a NAD 83 feet, Stateplane, Central Colorado projection so it will display correctly within our GIS system. Please eliminate any line work outside of the target area. Please contact me if you need additional information about this digital file.

**REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

**10. Civil Engineering** (Christopher Eravelly/ 303-739-7457 / [ceravaell@auroragov.org](mailto:ceravaell@auroragov.org) / Comments in green)

**Sheet 01**

- 10A. Please remove AutoCad SHX test items in the comment section. Please flatten to reduce select-ability of the items.

**Sheet 02**

- 10B. Please include this standard Site Plan note. "The streetlight or pedestrian light installation within the public right-of-way shall be designed, funded, and constructed by the developer/owner. Ownership and maintenance of the street/pedestrian lights shall be the responsibility of the City of Aurora once they have been accepted. Street light and/or pedestrian photometrics plans shall be prepared and submitted to the City for review and approval and shall become a part of the approved civil construction plans for the project. An electrical plan showing site location of lights, electrical one line and grounding details shall be submitting to the Permit Center for review by the Building Department. The owner is responsible for obtaining an address for the meter(s) from the Planning Department. A Building Permit for the meter and a Public Inspections Permit for the street lights are required. Certificate of occupancies will not be issued until the street and/or pedestrian lighting plans are approved, constructed, and initially accepted."
- 10C. Please include Fire Lane standard note to the list of grading notes. "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."
- 10D. Move the grading notes to the grading plan sheet SP-5.

**Sheet 03**

- 10E. If this is an existing sidewalk chase, call out as existing. If proposed call out per specific COA standards.
- 10F. Show existing ramp to demonstrate how proposed ramps meet/lineup with this existing ramp.
- 10G. Per the Pre-Application notes, additional public street lights are required. Please show proposed conceptual public street light locations and include public street light type (ex. SL-1) and pole height.
- 10H. Please add the following note: "Proposed street light locations are conceptual. Final locations will be determined with photometric analysis submitted with the street lighting plans in the civil plan submittal."

**Sheet 04**



- 10I. Please provide fire lane inside and outside radii per section 4.07.1.01 of the COA Roadway Design & Construction Specifications.
- 10J. Please include street classifications per section 4.04.2 of the COA Roadway Design & Construction Specifications. (TYP.)
- 10K. Curb returns required per section 4.04.5.03 of the COA Roadway Design & Construction Specifications. Please show linework for curb return and callout proposed curb return radii. (TYP.)

**Sheet 05**

- 10L. Please show longitudinal slope on driveway.
- 10M. 4% max. when sloping down toward the public street per section 4.05.4 of the COA Roadway Design & Construction Specifications.
- 10N. Please label existing FFE for existing building.

**Sheet 08**

- 10O. Please show longitudinal slope on driveway.
- 11P. Per the Pre-Application notes, additional public street lights are required. Please show proposed conceptual public street light locations on this landscape plan also.

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

**Sheet 04**

- 11A. Access needs to be within 5 degrees of 90 degrees for improved intersection sight visibility.

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

**Sheet 01**

- 12A. Please include the number of Van Accessible Spaces required and the number of Van Accessible Spaces provided in the Data Block.

**Sheet 02**

- 12B. Please correct note #3 to read as shown for the Exterior Accessible Route details.

**Sheet 04**

- 12C. Please relabel the ADA Route to Accessible Route.
- 12D. Please show the required turn radius for the Fire Lane Easement.

**Sheet 10**

- 12E. Please add the Hydrant note as shown to the Landscape Plans.

**Sheet 16**

- 12F. Please add the note shown to the Photometric Plan as shown.

**13. Aurora Water** (Iman Ghazali / 303-807-8869 / [ighazali@auroragov.org](mailto:ighazali@auroragov.org) / Comments in red)

- 13A. Storm drain development Fee due: **\$1,242 x 3.042 acres = \$3,778.16.**
- 13B. \*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.

**14. Easements** (Grace Gray / 303-739-7277 / [ggray@auroragov.org](mailto:ggray@auroragov.org) / Comments in mauve)

- 14A. All new easements to be dedicated by plat, easement releases to submitted to [releaseeasements@auroragov.org](mailto:releaseeasements@auroragov.org)

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

- 15A. (Advisory Comment) Send in the updated Title Commitment to be dated within 30 calendar days of the plat approval date (This Commitment should be submitted at the time of your final submittal of the electronic Plat for recording.) per COA 2024 Subdivision Plat Checklist Item 19.b.



Advisory Comment) Send in the Certificate of Taxes Due show they are paid in full up to and through the plat approval date of recording. Obtained from the County Treasurer's office (This Certificate of Taxes should be submitted no later than your second submittal of the plat.) per COA 2024 Subdivision Plat Checklist Item #19.a.

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

Send in a closure report for the plat exterior boundary per COA 2024 Subdivision Plat Checklist Item #19.d.

### **Sheet 01**

- 15B. Revise title to match requirements of the City of Aurora 2024 Subdivision Plat Checklist.
- 15C. Label all publicly dedicated streets within ½ mile of the site on the vicinity map.
- 15D. Provide a metes and bounds description of the subdivision exterior boundary per the checklist.
- 15E. Match the checklist dedicatory language exactly.
- 15F. Make sure that owners match the title work exactly.
- 15G. Add new covenants and covenant language per 2024 checklist.
- 15H. Notes – Number notes sequentially (possibly add gas easement note depending on if gas easements are existent per filing No. 1)
- 15I. Remove sidewalk note, if there are dedicated sidewalk easements.
- 15J. Remove Clerk and Recorder Certificate – Arapahoe County stamps this information in the provided blank space.
- 15K. Add Block designation to Lot's 1 & 2.
- 15L. Show boundary control monuments used to establish the southerly and southeasterly boundary.
- 15M. Dimension (prefer bearing & distance) from found monuments to determined boundary.
- 15N. Easement labels should match the site plan and the site plan easement labels should match the plat.
- 15O. Add reception number for both street ROW's creation.
- 15P. Show street center line control, if recovered.
- 15Q. Confirm the basis of bearing (shown as S&W record shows S&E)
- 15R. Show record bearings and distances where they differ from as measured.

### **SP Sheet 01**

- 15S. Only one property description is needed.
- 15T. Revise property description to reflect "A portion of Tract B" and include reception number for Filing No.1.
- 15U. Confirm the basis of bearing (shown as S&W record shows S&E).

### **SP Sheet 02**

- 15V. Notes need to match the COA 2022 Site Plan checklist.

### **SP Sheet 03**

- 15W. Label all adjacent streets with name, ROW width, and recording information.
- 15X. Label all easements or note those are shown on sheet 4.
- 15Y. Label proposed Lots and Block.
- 15Z. Label the remainder portion of Tract B Filing No. 1.
- 15AA. Label exterior boundary with bearings & distances/curve data.

### **SP Sheet 04**

- 15BB. All easement names should match the names between the plat and site plan.
- 15CC. Confirm the "5' Utility Easement" refer to Filing No. 1 Notes.



**16.Xcel Energy** (Donna George / 303-571-3306 / [donna.l.george@xcelenergy.com](mailto:donna.l.george@xcelenergy.com))

Public Service Company of Colorado's (PSCo) Right of Way & Permits Referral Desk has reviewed the redevelopment plan and plat for **New Gate Church - Meadowood Filing No. 9** and has a conflict with the lot split. Please be aware PSCo owns and operates existing underground electric distribution facilities to a transformer that appear to be affected by the lot split. The property owner/developer/contractor must contact Russ McClung (Right of Way Agent at [Russell.W.McClung@xcelenergy.com](mailto:Russell.W.McClung@xcelenergy.com)) in order to acquire an easement by separate PSCo document for facilities.

The property owner/developer/contractor must also complete the application process for any new natural gas or electric service, or modification to existing facilities via [xcelenergy.com/InstallAndConnect](http://xcelenergy.com/InstallAndConnect). It is then the responsibility of the developer to contact the Designer assigned to the project for approval of design details.

For additional easements that may need to be acquired by separate PSCo document (i.e. transformer), the Designer must contact a Right-of-Way Agent.

As a safety precaution, PSCo would like to remind the developer to contact Colorado 811 for utility locates prior to construction.