

## Responses to STEP I – PLANNING PHASE comments are provided in blue

Re: Nicks Convenience - Jackson Gap (#1682725)/Pre-Application Meeting held January 12, 2023

### STAFF COMMENTS - PRE-APPLICATION MEETING

### STEP I – PLANNING PHASE

#### **Planning and Development Services Department**

The Planning comments are numbered. When submitting an application, please include a letter of introduction responding to each of the numbered comments, including key issues from other departments.

#### ***Key Issues:***

- ▶ Site Layout: The UDO requires that primary buildings be placed along the street (either Jackson Gap or 64<sup>th</sup>) and the fueling canopy be set back behind the building internal to the site.
- ▶ Building Architecture: Both the Porteos FDP and UDO contain standards for the architecture of buildings and vehicle canopies. Both will need to be reviewed for the design of structures on this site.
- ▶ Porteos FDP: The Porteos FDP includes a number of additional standards applicable to this site, including those for lighting, signage, landscaping, site furnishings, and the aforementioned building infrastructure. A letter of support from the Porteos Design Review Committee will also be required before the site plan can be approved.  
[Above comments noted and complied with.](#)

#### ***Project Overview:***

- Zoning: Airport District (AD)
- Character Area: Subarea C
- Proposed Use: Motor Vehicle Fueling Station
- Permitted Use: Yes  
[Above comments and information noted.](#)

#### ***Type of Application:***

- Subdivision
- Site Plan (Subarea C)  
[Above comments and information noted.](#)

#### ***Procedures:***

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- The application can be reviewed and approved administratively by the Planning Director. Please note that if any Major Adjustments are requested as part of the application, a public hearing before the Planning and Zoning Commission will be required. The application will be reviewed in a 12-13-week timeframe and will be processed electronically through our development review website, found in the links below.  
[Above comments and information noted.](#)

#### ***Important Links:***

- Unified Development Ordinance (UDO)
- Aurora Places Comprehensive Plan
- CAD Data Submittal Standard
- Colorado Oil and Gas Conservation Commission
- Landscape Reference Manual
- Development Review Website
- Online Application and Plan Submittal Guide
- Transportation Studies & Plans

- Pre-Submittal Checklist
- Forms and Applications
- Aurora Map Gallery
- Adams County Assessor Map
- Site Plan Manual
- Subdivision Plat Manual
- Subdivision Plat Checklist
- Preliminary Drainage Report (PDR) Review Checklist
- Master Drainage Report (MDR) Review Checklist
- Civil (Utility) Plan Pre-Acceptance Review Checklist

**Above comments and information noted.**

*Standards and Issues:*

**1. Zoning and Placetype**

*1A. Zoning - Airport District*

The Airport district is intended to take advantage of the nearby regional and national transportation hubs and infrastructure, to expand employment opportunities created by the strategic location of these lands near the airports operating in or near Aurora, and to ensure that development is located and designed to be consistent with the continued efficient operation of those airports. Industry hubs and a variety of commercial, light manufacturing (e.g., assembly and technology centers), distribution uses (e.g., freight forwarders, warehousing/distribution), and research and development campuses are anticipated to be developed in this classification. Development is encouraged that will take advantage of the multi-modal transportation opportunities in this district. Limited and supporting retail and service uses are also allowed in this district but are not intended to be regional draws or the driving force for economic development. Residential uses are not permitted in this district. Other uses permitted in this district are as shown in Table 3.2-1 (Permitted Use Table).

**Comment noted – the proposed development is intended to serve the surrounding industrial development.**

*1B. Overlay Districts - Avigation Easements*

Because the property is within the Airport Influence District surrounding Denver International Airport, an avigation easement with the city and the airport shall be conveyed by the person subdividing lands or initiating construction of any structure on already subdivided lands. Such avigation easement shall be an easement for right-of-way for unobstructed passage of aircraft above the property and shall waive any right of cause of action against the city of associated airport arising from noise, vibrations, fumes, dust, fuel particles, and other effects caused by aircraft and airport operations. The avigation easement shall be in a form approved by the city and shall be recorded in the office of Clerk and Recorder for the county where the property is located before permit or plat approval is granted. The avigation easement form can be found [here](#). Please contact Jeffrey Moore at 303. 739.7676 or [jsmoore@auroragov.org](mailto:jsmoore@auroragov.org) with any questions you may have.

**A recorded Avigation Easement (Reception #2013000082627) has been included in this submittal packet.**

*1C. Placetype - Industry Hub*

The Industry Hub includes areas typically dedicated to manufacturing, warehousing, distribution, fulfillment centers, freight operations and renewable energy enterprises. This placetype plays an important role in the city's employment base and economy but can sometimes create outdoor activity and should be appropriately buffered from residential and commercial areas. It can generate high volumes of traffic from both its employees and associated truck traffic. Adjoining roadways should accommodate traffic without negatively impacting quieter placetypes or traffic on local streets serving residential areas.

**Comment noted – it is anticipated that the proposed use will serve the new and existing users within the surrounding Industry Hub.**

*1D. Master Plan*

This location is within the Porteos Framework Development Plan (hereafter referred to as the Master Plan or FDP). This is a guiding document establishing requirements for building design standards, landscaping standards, open space, street networks, site furnishing, and monumentation. In addition, we will require written approval of the proposed design from the Porteos Design Review Committee prior to the second submission of the Site Plan.

**Please refer to the Declarant Approval Letter included in this submittal packet.**

## **2. Land Use**

### *2A. Historic Land Use*

Vacant.

**Comment noted.**

### *2B. Proposed Land Use*

While the proposed motor vehicle fueling use is permitted within this zone district, use specific standards found in Section 146-3.3.5.OO of the UDO will apply to this development. These standards include but are not limited to: a requirement that primary buildings shall be located along the street (64<sup>th</sup> or Jackson Gap) and fueling area canopies shall be set back behind buildings internal to the site, in the absence of specific site constraints, design and lighting standards for fueling canopies, and special landscaping street corner treatment.

**Consistent with the use specific standards, the convenience store is located at the hard corner with frontage on both E. 64<sup>th</sup> Avenue and Jackson Gap Street. The fuel canopy is located internal to the site.**

## **3. Development Standards**

### *3A. Dimensional Standards*

The Master Plan outlines requirements for buffers, entry and general landscaping. Please see the Landscaping requirements further along in this letter. A 25 ft setback is required for the front and side façade of all buildings, while the rear setback is 20 ft when facing a public street, or 25ft otherwise. No street frontage landscape buffers are required for the building located along the street.

**Comment noted. Please refer to the Landscape Plan included in this submittal packet.**

### *3B. Subdivision Standards*

A subdivision plat will be needed for this site showing all utility easements and any fire lane easements.

**A subdivision plat will be processed in conjunction with the Site Plan.**

### *3C. Common Space and Amenities*

The primary building is required to have a furnished outdoor patio space outside the main public entrance. This area should be 400 sf in area with a minimum dimension of 12ft. This area should be separated from parking spaces via low decorative fencing or planter boxes. Designs for fencing, furnishing, and decorative patio paving are specified in the Master Plan. The trash enclosure should not be placed along a public street frontage.

**A 400 square foot ± furnished patio is proposed on the east side of the convenience store. The patio area is separated from the adjacent parking spaces by a six-foot wide landscape area that contains a double row of Dark Knight Spirea and two Princeton Sentry Hawthorn trees. The trash enclosure is located in the southeast portion of the lot, away from the public street frontages.**

### *3D. Access and Connectivity*

Detached sidewalks are required along all public street frontages and attached sidewalks are required along private drives, as shown on the Public Improvement Plan currently under review (DA-1903-32). If the sidewalks and streetscape landscaping will not be constructed by this applicant, they should still be shown on the site plan matching the Public Improvement Plan with a note on who will construct them. A direct pedestrian connection from all building entrances out to a street sidewalk is required as well, along with any crosswalks needed to make this connection.

**Sidewalks are to be provided along both the public and private streets per the approved Public Improvement Plan. A direct pedestrian connection is provided from the building entrance to the private street located on the east side of this lot.**

### *3E. Parking, Loading, and Stacking*

Off-street parking is required by Section 146-4.6. Based on the information provided, a 6,000 sq. ft. fueling station convenience store, 18 parking spaces, including 1 accessible parking space will be required. Parking alternatives listed in Section 146-4.6.4 may reduce parking requirements. In addition to vehicle parking, the development is required to provide 1 bicycle parking space. Bicycle spaces must comply with Section 146-4.6.3.F.2 including

providing a design that includes 2 points of contact with each bicycle. Each inverted “U” rack counts as two bicycle parking spaces. Place any bicycle parking in a convenient, paved, and well-lit location.

Section 146-4.6.5 details requirements for the design and placement of parking areas. Generally, parking areas should be located and designed to provide for adequate vehicle circulation, safe pedestrian connections, screening from adjacent sites and streets, and to avoid abutting significant stretches of adjacent streets. No more than 60 percent of the lot frontage along Jackson Gap Street or 64<sup>th</sup> Ave, to a depth of 60 feet, can be occupied by surface parking.

**Comment noted. The site has been designed to comply with the above referenced requirements.**

3F. *Landscape, Water Conservation, Stormwater Management*

Contact Kelly Bish, [kbish@auroragov.org](mailto:kbish@auroragov.org), for landscape comments.

**Comment noted.**

3G. *Building Design Standards*

The FDP provides some architectural design standards specific to retail uses and vehicle canopies. For the primary building, these include a requirement for predominately masonry and metal facades with up to 40% accent products per façade, a need for primary and secondary colors to be imposed on a primary field of neutral coloring, and a goal of creating night interest with creative lighting. For the fueling canopy, columns shall be clad with masonry, architectural metal, or a combination on of both to two-thirds (2/3) the total height of the element and capped with a permanent element. Exposed column surfaces and structural elements above the cap shall be painted or finished with a permanent material. There is also a Porteos Design Review Committee that must approve any submitted design before the city will approve these plans.

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.

**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.
<b>General building design standards</b>						
Design variety	✓					
Distribution of masonry and architectural features	✓					
Windows	✓					
Building orientation and spacing			✓	✓	✓	✓
<b>Massing and articulation</b>						
Horizontal articulation		✓	✓	✓	✓	
Vertical articulation	✓		✓	✓	✓	✓ [1]
Maximum building length			✓	✓	✓	
<b>Building materials</b>						
Primary building materials	✓		✓	✓	✓	✓
Masonry standards		✓	✓	✓	✓	✓
<b>Four-sided building design</b>						
Facade character elements			✓	✓	✓	✓
Entry design			✓	✓	✓	✓
<b>Roof design</b>						
Roof materials	✓		✓	✓	✓	✓
Roof form	✓		✓	✓	✓	✓
<b>Screening of mechanical equipment</b>						
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 below for

applicable building design standards and ensure that the building elevations meet all applicable requirements. **Comments noted. The building has been designed to comply with the above referenced regulations. In addition, the Building Elevations have been approved by the Porteos Design Review Committee. Please refer to the Declarant Approval Letter provided with this submittal packet.**

### 3H. *Exterior Lighting*

The Master Plan prescribes lighting standards applicable to this development. All fixtures shall employ cutoff technology and be shielded or captured to minimize light overflow onto adjacent sites or into the sky. The Master Plan emphasizes the use of a variety pedestrian scaled lighting such including unique elements such as light boxes that include strong vertical and horizontal lines and color.

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

**Comment noted. The site has been designed to comply with the requirements of both the FDP and the UDO.**

### 3I. *Signs*

The Master Plan and 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.

**Comment noted. The location of the monument signs are depicted on the Site Plan (refer to Key Note 5). In addition, the proposed location of the wall-mounted signs are depicted on the Building Elevations. Signage will comply with the requirements of the FDP and UDO. Details will be provided with the Sign Permit as required.**

## 4. **Adjustments**

Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed and justified in the Letter of Introduction. They must also be listed on the cover sheet of the Site Plan and any other sheets on which they are applicable. Approvals of adjustment requests are not guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction. Typically, mitigation techniques should go *above and beyond* requirements from other code sections. If an adjustment does not meet the limits for administrative approval under Section 146- 5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.

**No adjustments are currently proposed.**

## 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.

**Comment noted.**

### 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.

**Comment noted.**

### 5C. *Mineral Rights Notification*

Please fill out the [Mineral Rights Affidavit](#) and supply this document to your Case Manager with the application submittal.

**The required Mineral Rights Affidavit is included in this submittal packet.**

### ***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.

**Comment noted.**

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.

**Comment noted. We have been in contact with Maurice Brooks regarding the Subdivision Plan pre-submittal meeting.**

### ***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.

**Comment noted.**

### ***Community Engagement Coordinator:***

- Community Engagement Coordinators can assist in scheduling and facilitating meetings with community members. They have included a report attached to these notes listing the registered neighborhood organizations within one mile of your proposed project. Please work with the organizations that express interest in your project to address comments and mitigate concerns.

**Comment noted.**

- 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.

**Comment noted.**

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

**Comment noted.**

## **Oil and Gas Development**

We have reviewed the area of your development. There are no known plugged (P&A) wells within your site and no existing or planned oil and gas surface facilities on your site.

**Comment noted.**

## **Parks, Recreation & Open Space Department (PROS)**

No comments from this department.

**Comment noted.**

## **Aurora Water**

### **Utilities**

*Aurora Water will receive a referral of the Site Plan and Subdivision Plat for review and comment. Please respond to all Water Department comments with your initial submittal.*

### ***Key Issues:***

- ▶ A water main extension across the frontage of the site is required to provide water service to the development.
- ▶ A commercial meter is required. A Domestic Service Allocation Agreement will be required for meter sizes 1.5" and larger. Meters must be located in a ROW or a pocket utility easement.
- ▶ A grease interceptor will be required if the convenience store is to have a commercial kitchen.

**Comments noted.**

***Utility Services Available:***

- Water service may be provided from a main extension across the frontage of the site.  
**Comment noted.**
- Sanitary sewer service may be provided from the 12" PVC sanitary main located along E 64<sup>th</sup> Ave.  
**Comment noted.**
- Project is located on the following Map Page: 94W  
**Comment noted.**

***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.**Comment noted.**
- 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).  
**Comment noted.**
- Note that Aurora Water reserves the right to enact certain restrictions that may include curtailment of water taps or usage of non-functional turf as established by City Ordinance.  
**Comment noted.**
- Please reference Ordinance No. 2022-46 pertaining to the use and restrictions of turf and ornamental water features.  
**Comment noted.**

***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.  
**Comment noted.**
- 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.  
**Comment noted.**
- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules. Connection fees should be paid prior to December 31st which are subject to increases as approved by City Council.  
**Comment noted.**
- 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.  
**Comment noted.**

## **Stormwater Management**

*Aurora Water reviews the drainage and public improvement components of your project plans. Drainage design standards can be found in the city's "Storm Drainage Design and Technical Criteria" and "Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure".*

### **Key Issues:**

- ▶ A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality/EURV pond is required. The pond shall be in place prior to paving, and it shall be accepted prior to the issuance of Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO).
- ▶ Illustrate in the report that the site is in compliance with the imperviousness and drainage paths shown in the Porteos Master Drainage Report (COA EDN 221117)
- ▶ Detention and water quality is required. The site is located within the DIA 10,000 ft wildlife mitigation buffer; therefore, ponds should have a maximum drain time of 40 hours.
- ▶ All finished floor elevations (FFE) shall be minimum one-foot above all emergency overflow elevations and all 100-year ponding and flow depths.
- ▶ A Stormwater Quality Discharge Permit and Stormwater Management Plan (SWMP) are required.

**Comments noted.**

- 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.  
**Comment noted. A Preliminary Drainage Report has been included in this submittal packet.**
- 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.  
**Comment noted.**
- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Mile High Flood District (MHFD) has created a spreadsheet form (called SDI Design Data) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the SDI Design Data and uploading to the web portal. Aurora Water will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.  
**Comment noted.**
- Detention of storm drainage is required for this site and shall be incorporated on the site, unless a variance is approved through the City review process.  
**Comment noted.**
- 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 variance, 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.  
**Comment noted.**
- Release rate for the detention pond shall be based upon the "Storm Drainage Design and Technical Criteria" Manual, latest revision, and in conformance with the MHFD's MDP/OSP.  
**Comment noted.**

- Cross pans are not allowed across collector or arterial roadways, nor are they allowed on roadways with storm sewer systems.  
**Comment noted.**
- 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.  
**Comment noted.**
- A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.  
**Comment noted.**
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.  
**Comment noted.**
- Drainage references provided in these notes may not be an exhaustive list or include all potentially relevant existing or under-review documents. Please note that approved city documents before approximately the year 2000 are not available on the city website and must be requested by the design engineer from the Aurora Water Reviewer listed on the Pre-Application notes. Additionally, the city can only provide copies of approved Master Drainage, Preliminary Drainage, Final Drainage and Civil Plan documents. In cases where city review of these documents is on-going and they may have some impact on the project, it is the design engineer's responsibility to contact the designers of the under- review documents and coordinate designs.  
**Comment noted.**

## **Public Works Department**

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

### **Key Issues:**

- ▶ A Traffic Letter will be required for this development. See below for additional information.  
**Comment noted.**
- ▶ Site access drives need to have 50-foot throat depths from the adjacent private streets to ensure the first parking space has safe separation from those streets.  
**Comment noted.**
- ▶ Applicant shall install two 2" conduits and pull boxes to be owned/maintained by the City of Aurora, for future fiber optic interconnect of traffic signals along arterial roadways.
  - Conduit
    - Conduit material shall be Schedule 80 HDPE (or similar).
    - A # 14 AWG stranded copper conductor shall be installed for city underground locating purposes.
    - A nylon pull tape with a minimum 1,250 lb tensile strength shall be installed in all new conduit.
  - Pull Box
    - Pull boxes shall be 30"x48"x24", with two-piece interlocking lids.
    - City conduit shall be installed into City Pull Boxes.  
**Comment noted. To be addressed with the Civil Construction documents.**
- Show all adjacent and opposing access points on the Site Plan.  
**Comment noted.**
- 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'

**Comment noted.**

- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Add the following note to the Site Plan:
  - The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards, and shown on the signing and striping plan for the development.

**Comment noted.**

#### **ROW/Plat:**

- Designate a Public Access Easement along 64<sup>th</sup> Avenue and along Jackson Gap Street.

**Comment noted – to be addressed with the Subdivision Plat.**

#### **Traffic Signal Escrow:**

- The intersection of 64<sup>th</sup> Avenue and Jackson Gap Street is a potential candidate for a future traffic signal if and when signal warrants are met. As an adjacent landowner/developer, you must participate in the cost of the traffic signal installation. Add the following note to the Site Plan:
  - **(Applicant/owner name, address, phone)** shall be responsible for payment of 25% of the traffic signalization costs for the intersection of 64<sup>th</sup> Avenue and Jackson Gap Street, if and when traffic signal warrants are satisfied. Traffic signal warrants to consider shall be as described in the most recently adopted version of Manual on Uniform Traffic Control Devices, as of the date or dates of any such warrant studies. For warrant purposes, the minor street approach traffic shall typically be comprised of all through and left-turn movement and 50% of right turn movements unless otherwise determined by the traffic engineer. **Pursuant to 147-37.5 of city code, the percentage of the traffic signalization costs identified above shall be paid to the city by the applicant / owner, to be held in escrow for such purpose, prior to the issuance of a building permit for the related development or as otherwise required by city code.** The percentage above will be applied to the entire traffic signalization cost as estimated at the time of the escrow deposit to calculate specific dollar funding requirement.

**Comment noted.**

#### **Traffic Impact Study:**

- A full Traffic Impact Study will not be required. The applicant shall prepare a detailed letter to address the following items. The letter shall be signed and stamped by a professional engineer licensed in the State of Colorado, and address:
  - Trip Generation for the site.
  - Signal warrant investigation for the intersection of 64<sup>th</sup> Avenue & Jackson Gap Street. This investigation will enable the City of Aurora to maintain a baseline of traffic at the intersection as the area properties build out over time.

**The Traffic Engineer (SM Rocha, LLC, Traffic and Transportation Consultants) have coordinated with Staff on the requirements and methodology for the Traffic Letter that is included in this submittal packet.**

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

#### Submitting the Traffic Letter:

- The Traffic Letter shall be sent directly to *Dean Kaiser* at [djkaiser@auroragov.org](mailto:djkaiser@auroragov.org) as soon as possible.
- The Traffic Letter shall also be uploaded with the rest of the submittal.
- Previously approved Traffic Impact Studies/Letters are available through this [link](#).

**Comment noted.**

## **Engineering Division**

*The Engineering Division reviews the roadway and public improvement components of your project plans. Engineering reviews referrals of the Site Plan and Subdivision Plat from the Planning Department.*

### **Key Issues:**

- ▶ Public improvements shall be provided in conformance with the public improvement plan. The infrastructure site plan showing the required improvements shall be approved prior to the approval of this site plan.

**Comment noted.**

Streetlights shall be provided for public streets if they are not provided by the master developer. The photometric analysis shall be the 2023 Roadway Manual standards if the site plan is submitted after February 1, 2023.

**Comment noted.**

- ▶ The updated Roadway Manual is anticipated to be adopted in February 2023.

**Comment noted.**

- ▶ 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.

**Comment noted.**

### **Improvements:**

*Sections and details referenced in the Improvements section refer to the city's Roadway Design and Construction Specifications (Roadway Manual).*

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1.  
**Comment noted.**
- Mountable curb and gutter shall be used on all Type 1 and 2 streets. All other streets, including those within the Urban Centers and TODs shall use 6" vertical curb and gutter.  
**Comment noted.**
- Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans.  
**Comment noted.**
- 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.  
**Comment noted.**
- 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.  
**Comment noted.**
- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or handrails may be required. Structural calculations are required with the first civil plan submittal for all cast in place walls and walls greater than four feet in height. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements.  
**Comment noted.**
- 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.

**Comment noted.**

- Streetlights are required along adjacent roadways. Please refer to the Draft Lighting Standards for streetlight spacing, location, wattage, etc., information. Streetlights along public right-of-way shall become city-owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. Street light locations shown on the site plan are conceptual. The street lighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis.

**Comment noted.**

***ROW/Easements/Plat:***

- 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.

**Comments noted – to be addressed with the Subdivision Plat.**

**Fire/Life Safety Comments - Building Division**

*The Building Division will receive a referral of the Site Plan and Subdivision Plat for review and comment. They will review these documents for Life Safety (Fire Code) and Building Code issues.*

***Key Issues:***

- ▶ 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 8 January 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 31st of 2022.
- ▶ The Aurora Building Division follows the adopted codes of the Division of Fire Prevention and Control (DFPC) for all plan review and inspection processes which are the 2021 International Codes Series except for the 2020 NEC.
- ▶ Provide Fire Prevention Code Section 66-33 requirements.
- ▶ Show any LPG tank exchanges with bollard protection on the site plan.

**Above comments noted.**

**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.

**Comment noted.**

**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 8 January 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 31st of 2022.
- Show the distance of new or existing lot lines to proposed exterior walls of structures on the site plan.

**Above comments noted.**

### ***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.

- Dead-End Fire Lane Detail
- 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.
- Gated Entry for Fire Department Access utilizing a 4' Manway Gate
- Grading Plan
- Handicap Accessible Parking Signs
- Sign Package
- Signature Block

**Above comments noted. The be addressed with the Civil Construction documents.**

### **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 is 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.

**Above comment noted.**

### **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:

- Designated Fire Lane
- Fire Lane Easement
  - The abutting two lane drive aisles adjacent to the fuel dispensing site must be dedicated as fire lane easements.
  - The first phase of construction must include two points of emergency access and a looped water supply to support on site fire hydrants and fire service lines.
- Urban Street Standards
  - The site reflects the use of urban street standards. To accommodate large emergency response vehicles, where structures are greater than 30' in height, a minimum of 26' of paved surface width can be required by means of driveways, "No On-Street Parking" areas or other equivalent design features.

**Above comments noted.**

### **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.
- Changes made to the site from the current proposal may require additional onsite hydrants once site plan is submitted.
- The site reflects the use of urban street standards. Placement of fire hydrants within urban streets designations

should begin at intersections. Where fire hydrants are required along urban streets using on-street parking, a 20' minimum section in front of a fire hydrant must be visually designated as "No On-Street Parking" or a landscape island bump-out could be used to place the fire hydrant a minimum of 3'-6" to a maximum 8' from face of curb.

**Above comments noted.**

**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.

**Comment noted.**

General Comments:

- Based on the size of the proposed use of the structure it does not appear that a fire sprinkler system would be required. That being said, the IFC/IBC requirements for fire sprinkler systems mandate when a system is required, and the notes provided should only be used if the size of the structure changes or a voluntary system is installed.
- Based on the size of the proposed use of the structure it does appear that a fire sprinkler system would be required. As such, a dedicated 23' fire lane easement will be required to provide fire apparatus the ability to access the fire department connection.

**Above comments noted.**

**Accessibility Requirements:**

The City of Aurora reviews accessibility requirements based on 2015/2021 IBC, Chapter 11, the 2009/2017 ICC/ANSI A117.1 and the 2003 Colorado State [House Bill 03-1221](#), Article 5, Standards for Accessible Housing.

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

- Commercial

**Above comments noted.**

**Hazardous Materials:**

Per the 2015/2021, IFC Chapter 50 – A permit through the Aurora Building Division is required to for the prevention, control and mitigation of dangerous conditions related to storage, dispensing, use and handling of hazardous materials. To download a copy of the hazardous materials inventory statement checklists please visit our web site by clicking on the hyperlink provided.

**Comment noted.**

**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.

- A Knox box will be required at each fire riser room door. Please label and show these Knox boxes on the site plan amendment submitting to the Planning Department.
- Approved Knox Hardware is required for existing buildings at the main entry of the structure, at the exterior door of a fire riser/fire pump room and at the fire department connections (caps/plugs). Please label and show these Knox boxes on the site plan amendment submitting to the Planning Department.

**Above comments noted.**

**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.

**Comment noted.**

**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.

**Per Section 4.6.6.B.1 of the UDO, an Off-Street Loading area is not required for this development.**

**Motor Fuel Dispensing Sites:**

Automotive motor fuel-dispensing facilities, marine motor fuel-dispensing facilities, fleet vehicle motor fuel-dispensing facilities, aircraft motor-vehicle fuel-dispensing facilities and repair garages must reflect the specific elements within the site plan submittal.

- Show and label locations of underground fuel storage tanks with gallon size and type of fuel being stored.

**Comment noted.**

**Petroleum and Gas Line Easements:**

Please review either 49 CFR part 195, Transportation of Hazardous Liquids by Pipeline criteria or 49 CFR part 192, Transportation of Natural and Other Gas by Pipeline criteria to determine minimum distance criteria of a pipeline proximity of any private dwelling, industrial building, or place of public assembly in which persons work, congregate, or assemble. You can also gain assistance by obtaining a letter from the petroleum or gas line easement owner indicating the minimum distance they would allow the buried gas line and easement line to the proposed exterior wall. Submit this letter with your site plan amendment planning documents for recordation.

**Comment noted.**

**Phasing Plans:**

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

**Comment noted. The project is not proposed to be phased.**

**Photometric Plan:**

- Add the following note to the Photometric Site Plan:  
ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015/2021 INTERNATIONAL BUILDING CODE REQUIREMENT FROM SECTION 1006 - MEANS OF EGRESS ILLUMINATION. SECTION 1006. ILLUMINATION REQUIRED: THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING IS OCCUPIED. SECTION 1006.2 ILLUMINATION LEVEL. THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL NOT BE LESS THAN 1 FOOT-CANDLE (11 LUX) AT THE FLOOR LEVEL AND CONTINUING TO THE "PUBLIC WAY".
- Add the “accessible route” (heavy dashed line) to the photometric plan and verify minimum 1 foot- candle of illumination along its entire length.  
**Comments noted – the requested information is included on the Photometric Plan that is included in this submittal packet.**

***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. As each CSP and Plat are submitted, a possible land dedication for placement of a Whelen Siren system will be assessed.

- (Plat Note) If Plat does not contain a Dedicated Fire Lane Easement
- (Plat Note) If Plat Contains Fire Lane Easement
- (Site Plan Note) Access Control Gate or Barrier Systems
- (Site Plan Note) Accessibility Note for Commercial Projects
- (Site Plan Note) Addressing
- (Site Plan Note) Aircraft Noise Reduction (LDN)
- This area is within a LDN noise mitigation area. Sec. 22-425
- (Site Plan Note) Americans with Disabilities Act
- (Site Plan Note) Emergency Ingress and Egress
- (Site Plan Note) Emergency Responder Radio Coverage

- (Site Plan Note) Fire Lane Easements
- (Site Plan Note) Fire Lane Signs
- (Site Plan Note) Loading and Unloading Areas
- (Site Plan Note) Self Service Storage Restrictions

**Comment noted.**

**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.

**Comment noted – the required Data Block is included on the Cover Sheet of the Site Plan.**

**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.
- Access to within 150 feet of Each Structure
  - The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 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.
  - See the 2015/2021 IFC, Section 503.1.1 that discusses fire access requirements to within 150’ of “facilities” such as your outdoor storage yard.
- Access Road Width with a Hydrant
- Aerial Fire Apparatus Access Roads
- 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 be in compliance with the current specifications of the Public Works Department.
- Combined Fire Lane, Public Access and Utility Easements
- Construction of Fire Lane Easements and Emergency Access Easement
- Encroachment into Emergency Access or Fire Lane Easements are Prohibited
- Grade
- Labeling of Easements on the Site Plan, Plat and Civil Plans
- License Agreement
  - Construction of fire lanes using alternative surfacing materials other than asphalt and concrete and/or installations of gating systems crossing a dedicated fire lane easement will require a license agreement though Real Property.
- No Parking is allowed within a Fire Lane Easement
- Private Streets Constructed to Public Street Standards
- Pocket Utility Easements for Fire Hydrants
- Public Street Systems Adjacent to Site
- Public Streets Constructed to the Urban Street Standards
- Speed Bumps
- Snow Removal Storage Areas
- Two points of Emergency Access
- Urban Street Standards
- Width and Turning Radius

**Above comments noted and are addressed (as applicable) on the Site Plan.**

### **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.

**Comment noted.**

### **Real Property Division**

*The Real Property Division reviews the Site Plan and processes Subdivision Plats, Easements, and License Agreements that may be necessary for development of property.*

#### ***Subdivision Plats:***

- The property has never been platted and shall be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications provided in our most current Subdivision Plat Checklist. Plat review may run concurrently with your other Planning Department submittals.  
**A subdivision plat will be processed and submitted after the first Staff referral comments are received.**
- A **presubmittal meeting** with Real Property is required on all plat submittals so our team may verify that basic elements have been addressed before they are submitted to Planning. This 30-minute meeting is for the 1<sup>st</sup> submittal of plats only and is by appointment only. Call *Darren Akrie* at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend the meeting. Please bring two sets of the plat.  
**Comment noted – we have been in contact with Maurice Brooks regarding the required presubmittal meeting.**

#### ***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.

**Comment noted.**

#### ***Separate Documents:***

- A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the city, signed by the property owner as well as the appropriate city officials and recorded with the county.
- During the pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions which will require a separate document. Following are the links to additional information if needed later in your formal review process:
  - Dedications Packet
  - Easement Release
  - License Agreement Packet**Above comments noted - to be addressed as required with the Subdivision Plat.**
- **Offsite easement dedications** may be required to make your project work. It's up to the developer to obtain these easements for the city, pay compensation, etc. Dedication documents must be prepared using Real Property specifications which can be found in the Dedications Packet. Once complete and accurate easement dedication information is submitted to Real Property, it takes **about 8-10 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.  
**Comment noted.**
- 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 **4-6 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.

**Comment noted.**

- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.). If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the License Agreement Packet. It takes **8-10 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.

**Comment noted.**

- If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact *Leslie Gaylord* at 303.739.7901 for additional details and contact information.

**Comment noted.**