

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



January 6, 2025

Joe Coco
CKE Engineering
14257 W Evans Cir
Lakewood, CO 80228

Re: Initial Submission Review: Aurora Federal Credit Union – Site Plan and Conditional Use
Application Number: DA-1245-25
Case Numbers: 2024-6047-00, 2024-6047-01

Dear Joe Coco,

Thank you for your initial submission, which we started to process on December 6, 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 20, 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.

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.

Sincerely,

Ben Bravenec, Planner I
City of Aurora Planning Department

cc: Charlie Watts, Aurora Federal Credit Union
Justin Andrews, ODA
Filed: K:\SDA\1200-1299\1245-25rev1



Initial Submission Review

SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- Provide details for any proposed outdoor furnishings, including benches and bike racks, somewhere in the site plan.
- Per the UDO and the pre-application notes a street frontage buffer is required along the north side of the site as measured from the back of walk. This is not being provided and an adjustment should be requested.
- An adjustment will be required for building perimeter landscaping. The east side of the building is not in compliance. We will consider an alternative compliance such as an increase in the architectural treatment on this side or potentially the addition of a few extra trees in the curbside along the street on the east side.
- Per the pre-app notes, show the curb ramps (southwest, northwest and northeast) as proposed to meet the requirements of the current ADA standards and the 2025 Roadway Manual. The curb ramps shall also direct users to cross outside of the crosspan.
- Per Section 4.02.7.04 please label the material, label the maximum height and provide a section detail with the maximum height and material, for the wall on the southeast corner. If the wall is greater than 4' structural calcs will be required during the civil plan submittal. Also, a railing will be required for any wall greater than 30".
- Per IBC 1106.7, Accessible parking spaces shall be located on the shortest accessible route of travel from adjacent parking to an accessible building entrance. The accessible space to the north should be moved in front of the main entrance to this tenant space.

PLANNING DEPARTMENT COMMENTS

1. Community Questions, Comments and Concerns

- 1B. There were no community comments received on this review cycle. A neighborhood meeting will not be required at this time.

2. Completeness and Clarity of the Application (Comments in teal)

Letter of Introduction

- 2A. Please specifically address the criteria for approval for a conditional use as described in [Section 146-5.4.3.A.3](#) of the UDO.
- 2B. Please specifically address the criteria for approval for a site plan as described in [Section 146-5.4.3.B.2.c](#) of the UDO.
- 2C. Please provide a little more information on how the site will function. What are the hours of operation? How many employees will be there? How will the drive-thru function?

Site Plan – Sheet 01

- 2D. Include DA number on cover sheet.
- 2E. Please include signage area proposed.
- 2F. Include detail of monument sign
- 2G. Please remove autocad text before the next submission.

Sheet 02

- 2H. Please include surrounding zones and adjacent lot numbers.
- 2I. Include patio space with outdoor furniture.

Sheet 08

- 2J. Please explain the signage on the canopy.

3. Zoning and Land Use Comments (Comments in teal)

- 3A. Standards for Drive-throughs can be found in Section 146-4.6.7. Please show the required 3 stacking spaces per lane on the site plan.
- 3B. The use specific standards for a drive-through can be found in Section 146-3.3.6.E. Under this section, we ask that the location of the drive-through be internal to the site and not between the building and the street. The code section states: “Drive-up or drive-through facilities shall be located to the side or rear of the primary building and not between any façade of a primary building and any street.”



4. Streets and Pedestrian Issues (Comments in teal)

- 4A. Per pre-app notes, the primary façade shall provide direct pedestrian access onto a street, park, pedestrian passage, or plaza. Typically, these patios or courtyards will be 300 to 400 square feet and have a minimum dimension of 12 feet and include decorative pavement, pedestrian scale lighting, shade features, site furniture, and landscape borders and amenities such as tree cut-outs and raised planters

5. Parking Issues (Comments in teal)

- 5A. See the comment from Traffic Engineering regarding parking stall on southeast corner. \
- 5B. The minimum parking requirement is being met, 12 spaces are required and 27 are being provided.
- 5C. Per Section 146-4.6.5.A.3 no more than 60 percent of the lot frontage on arterial and collector streets t a depth of 60 feet shall be occupied by surface parking.

6. Architectural and Urban Design Issues (Comments in teal)

Sheet 11

- 6A. Provide details for any proposed outdoor furnishings, including benches and bike racks, somewhere in the site plan.
- 6B. Include color information of architecture.

7. Landscaping Issues (Tammy Cook / tdcook@auroragov.org / Comments in bright teal)

Sheet 05

- 7A. Deciduous trees are to be 2.5" caliper on arterial and collector streets as street trees. The trees along Quincy are required to be 2.5" caliper.
- 7B. Ornamental trees are to be 2" caliper.
- 7C. Label the street frontage buffer
- 7D. The hatch patterns are too similar, you cannot tell the difference on the plan view.
- 7E. Label and dimension this street frontage buffer it does not appear that the street frontage buffer depth is being met. An adjustment will be required.
- 7F. Show the property line a traditional line type a long dash and two short dashes and darken and thicken this line.
- 7G. Sod is not allowed per the Non Functional Turf Ordinance.
- 7H. Per Tim York's comment on another project he said that the Rhizomatous tall Fescue is classified the same as Kentucky bluegrass.
- 7I. General comment: Lighten the hatches.
- 7J. There are existing utilities i.e water and electric passing through the curbside area. I don't believe trees will work in this location. Relocate the trees to the back of walk and update the landscape table to indicate they have been relocated there due to utility conflicts in the curbside landscape. They may also count toward the required street frontage buffer trees.
- 7K. These ornamental trees may be used as the required street trees. Update the landscape table to reflect that street trees have been provided.
- 7L. Break these out separately. The spartan are more sturdy and will not be impacted as much by heavy snows. The Spearmint are more susceptible to snow loads. Be specific because of this on where these are being specified.
- 7M. Label the building and not just as Lot 5
- 7N. There is an electric line in this area. Not sure trees can be included here.
- 7O. Add more shrubs here. This is essentially two parking lot islands
- 7P. Per the UDO and the pre-application notes a street frontage buffer is required along here as measured from the back of walk. This is not being provided and an adjustment should be requested.
- 7Q. General Comment: It appears as if an adjustment is going to be required for the east/west and north/south streets. Make sure any adjustment requests occur on the landscape plan and on the cover sheet and the Letter of Introduction. The explanation should be provided in the letter and the section title and number on the cover sheet and landscape plan. Adjustment requests are required to provide mitigating measures to offset the adjustment request. Make sure to list what mitigating measures have been provided in the landscape table.
- 7R. These plants do not have labels.



- 7S. Why two different mulch treatments along the same building face?
- 7T. While a nice ornamental grass, these can be left here adjacent to the wall, but the remaining ones cannot be used to screen the parking/drive thru lanes.

Sheet 06

- 7U. Remove the construction document notes as the city does not review construction documents. Only include the city of Aurora notes.
- 7V. This area is the street frontage buffer above, but the east side of the parking lot should be noted here.
- 7W. Label should be noted as Non-Street frontage buffer
- 7X. These mulch notes are appropriate and can remain.
- 7Y. Update. Cool season grass is not permitted unless it can be used for passive or active recreation purposes. Providing cool season grass for aesthetic purposes is no longer permitted. See additional comments on landscape plan.
- 7Z. Update this to reflect the provision of the ornamental trees. See comment on landscape plan.
- 7AA. The actual square footage areas for each curbside should be listed.
- 7BB. According to the pre-application notes, street frontage buffers are required along all public and private streets. The private drive E/W and N/S should be included.
- 7CC. Remove table all together on sheet.
- 7DD. An adjustment will be required for building perimeter landscaping. The east side of the building is not in compliance. We will consider an alternative compliance such as an increase in the architectural treatment on this side or potentially the addition of a few extra trees in the curbside along the street on the east side.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**8. Civil Engineering** (Kendra Hanagami / 303.739.7295 / khanagam@auroragov.org / Comments in green)**Sheet 01**

- 8A. Remove copyright notes restricting reproduction of the approved plans and reports. (2.03.5.10 of the 2023 COA Roadway Manual).
- 8B. Add notes on site plan.
- 8C. Update title block with same project title.

Sheet 02

- 8D. Per the pre-app notes, show these curb ramps (southwest, northwest and northeast) as proposed to meet the requirements of the current ADA standards and the 2025 Roadway Manual. The curb ramps shall also direct users to cross outside of the crossspan.
- 8E. This appears to be a landscape screening wall, and not a retaining wall. Please correct me if I am wrong. If it is a landscape wall, please label accordingly. If it is a retaining wall, please provide the information requested below.
- 8F. 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)
- 8G. Please dimension and label the existing and proposed sidewalks, and curbside landscaping.
- 8H. Label the proposed curb return radii, typical.
- 8I. Please add the following notes:
 - 1. Private street lights will remain privately owned and maintained in perpetuity.
 - 2. 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, and additional lights added if required to meet the photometric requirements. This applies to the streetlights along E Quincy Avenue, and the two private drives adjacent to the project.
- 8J. Per Section 4.02.7.04 please label the material, label the maximum height and provide a section detail with the maximum height and material, for this wall. If the wall is greater than 4' structural calcs will be required during the civil plan submittal. Also, a railing will be required for any wall greater than 30".
- 8K. Per the pre-app notes, verify that the two curb ramps (southwest and southeast) at the private drive and East Quincy Avenue intersection (within unincorporated Arapahoe County) are ADA compliant. Also provide documentation showing that the ramps meet current Arapahoe County standards.
- 8L. Label the proposed curb return radii, typical.



- 8M. Advisory comment:
During civil plan submittal, the photometrics will be checked to ensure that the lighting standards for the private drives and E Quincy Avenue meet the requirements of the 2025 Roadway Manual.
- 8N. Per the pre-app notes, please match the attached sidewalk section to the west.
- 8O. Per the pre-app notes, show this receiving curb ramp to the north as proposed to meet the requirements of the current ADA standards and the 2025 Roadway Manual.
Even if there is an ongoing application for a development to the north, this curb ramp is a public improvement requirement for this property prior to TCO/CO.

Sheet 03

- 8P. Please add notes seen on site plan.
- 8Q. Please format notes as seen below on the site plan.
- 8R. Please also add some sidewalk and curb ramp cross slope labels.
- 8S. Please label easements as existing or proposed (if applicable) and add recordation number as well, typ. all easements.
- 8T. Per the pre-app notes, show these curb ramps (southwest, northwest and northeast) as proposed to meet the requirements of the current ADA standards and the 2025 Roadway Manual. The curb ramps shall also direct users to cross outside of the crosspan.
- 8U. Per the pre-app notes, verify that the two curb ramps (southwest and southeast) at the private drive and East Quincy Avenue intersection (within unincorporated Arapahoe County) are ADA compliant. Also provide documentation showing that the ramps meet current Arapahoe County standards.
- 8V. Per the pre-app notes, please match the attached sidewalk section to the west.
- 8W. Per the pre-app notes, show this receiving curb ramp to the north as proposed to meet the requirements of the current ADA standards and the 2025 Roadway Manual.
Even if there is an ongoing application for a development to the north, this curb ramp is a public improvement requirement for this property prior to TCO/CO.
- 8X. Per Section 4.02.7.04 please label the material, label the maximum height and provide a section detail with the maximum height and material, for this wall. If the wall is greater than 4' structural calcs will be required during the civil plan submittal. Also, a railing will be required for any wall greater than 30".
- 8Y. The wall shown here on the site plan appears to be a landscape screening wall, and not a retaining wall. Please correct me if I am wrong. If it is a landscape wall, please label accordingly. If it is a retaining wall, please provide the information requested below.
- 8Z. Please add the following notes seen on the site plan.

9. Traffic Engineering (Dean Kaiser / 303.739.7584 / djkaiser@auroragov.org / Comments in amber)

- 9A. Site plan comments regarding striping in parking area as well as intersection sight triangle from access needing to be lengthened.

10. Fire / Life Safety (Stephen Kirchner / 303.739.7489 / stkirchn@auroragov.org / Comments in blue)**Sheet 01**

- 10A. Please add lines in the data block for 2021 IBC construction type, occupancy type, van accessible spaces, and whether the building will be sprinklered or non-sprinklered.
- 10B. Add the note. Place the number 55 between the words EXCEEDING and UNDER.
- 10C. Replace note 7 with the one provided above.

Sheet 02

- 10D. Label accessible parking space signs.
- 10E. Show and label accessible route.
- 10F. Change label to "FLUSH MOUNT FDC WITH APPROVED LOCKING KNOX CAPS".
- 10G. Add these sign notes and details.
- 10H. Enter length of the dead-end fire lane to the nearest foot.
- 10I. Add this sign detail.
- 10J. Please show how this space will be marked to distinguish it from an accessible aisle and add to legend.
- 10K. Please add a legend to this page.



10L. Per IBC 1106.7, Accessible parking spaces shall be located on the shortest accessible route of travel from adjacent parking to an accessible building entrance. The accessible space to the north should be moved in front of the main entrance to this tenant space.

10M. For all fire lane signs, identify the type of fire lane sign and arrow direction if applicable.

Sheet 03

10N. Show and label accessible route on grading sheet with running and cross slope percentages.

10O. Provide cross slope percentages for fire lane easement.

Sheet 04

10P. Show fire service line entering fire riser room.

10Q. Change label to "FLUSH MOUNT FDC WITH APPROVED LOCKING KNOX CAPS".

Sheet 05

10R. Please provide a 3' wide paved surface for access to the FDC.

Sheet 06

10S. Add the following notes.

Sheet 08

10T. Use sign provided on elevation to identify FDC. See notes about mounting height and working space.

10U. Show Knox hardware at entrance to tenant space. This Knox box can contain the key for the fire riser room and therefore no Knox box is needed at the riser room door.

Sheet 09

10V. Use sign provided on elevation to identify fire riser room.

10W. See note on sheet 8 regarding Knox box hardware for riser room.

Sheet 10

10X. Lights cannot encroach over fire lane easements.

10Y. Show and label accessible route and path of exit discharge.

10Z. Label fire lane easement.

11. Forestry (Becky Lamphear / 303.739.7177 / rlamphea@auroragov.org / Comments in Purple)

11A. Approved.

12. Aurora Water (Travis Haugen / thaugen@auroragov.org / Comments in red)

Sheet 01

12A. Site Plan will not be approved until PDL is approved

Sheet 04

12B. Remove pipe diameter and material.

12C. Add "existing" to utility easement

12D. Add "proposed" to water easement

12E. No trees allowed within easement or within 8' of utility per section 5.04 of the Aurora Water Specs and Standards

13. Land Development Review (Maurice Brooks / 720.739.7294 / mbrooks@auroragov.org / Comments in magenta)

13A. Dedicate any of the needed easements by separate documents. Submit them to

dedicationproperty@auroragov.org

14. Easements (Grace Gray / 303.739.7227 / ggray@auroragov.org)

15A. All departments requiring a license, easement dedications or releases need to be started. Easement dedications to be submitted to dedicationproperty@auroragov.org, releases to be submitted to releaseeasement@auroragov.org.

15. Xcel Energy Public Service Co (Donna George / 303.571.3306 / donna.l.george@xcelenergy.com)

15A. Public Service Company of Colorado's (PSCO) Right of Way & Permits Referral Desk has reviewed the site plan and conditional use for **Aurora Federal Credit Union**. Please be aware PSCO owns and operates existing natural gas distribution facilities along the south property line. The property owner/developer/contractor must complete the application process for any new natural gas or electric service, or modification to existing facilities via



xcelenergy.com/InstallAndConnect. It is then the responsibility of the developer to contact the Designer assigned to the project for approval of design details.

- 15B. Additional easements *will* need to be acquired by separate document for new facilities (i.e. transformer/s) – be sure to have the Designer contact a Right-of-Way Agent.
- 15C. As a safety precaution, PSCo would like to remind the developer to call the Utility Notification Center by dialing 811 for utility locates prior to construction.