



May 24, 2024

Planning & Development Services  
City of Aurora  
15151 E Alameda Pkwy #2300  
Aurora, CO 80012

## Responses to Pre-Application Notes (Responses in teal)

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

**Response:**

Thank you for the confirmation. We will not look for a meeting to be held at this time.

**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.**

**Response:**

We added to the requested items to be addressed to our letter of introduction.

**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.**

**Response:**

We added to the requested items to be addressed to our letter of introduction.

**2C. Please provide a little more information on how the site will function. Will the public be allowed inside the building? Is there a walk-up order window? Are there public bathrooms?**

**Response:**

We have added a beginning statement to the operation plan to describe better how the coffee shop is intended to work.



**2D. Title needs to include "site plan", e.g. "Seven Brew Coffee - Site Plan and Conditional Use"**

**Response:**

Revised as requested.

**2E. Add the following site plan notes:**

**"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, shown on the signing and striping plan for development."**

**"Fire lane and handicapped parking signs, sign details, handicapped parking stall details, and locations shall be approved with the civil plans, "signage and striping" package."**

**Response:**

We have added the requested verbiage to the requested note.

**2F. This page should also be 24" x 36".**

**Response:**

Sheet has be revised to be 24x36 like other sheets.

**3A. There were no zoning or land use comments on this review.**

**Response:**

Thank you for the confirmation.

**4A. Extend the accessible route out to the sidewalk on the north side of the site.**

**Response:**

We have extended the route to the north and re worked the sidewalk connection to tie into the route.



**5A. See the comment from Traffic Engineering regarding parking stall spaces not meeting minimum dimensions.**

**Response:**

Parking stalls noted have been revised to be 19 feet deep to adhere to city code.

**6A. Provide details for any proposed outdoor furnishings, including benches and bike racks, somewhere in the site plan.**

**Response:**

Requested details have been provided on sheet 4.

**6B. The south elevation is considered a primary facade for the purposes of four-sided building design, and it will need a third human scale element as detailed in Section 146-4.8.7.D.3 of the UDO.**

**Response:**

Per a conversation we had with Erik Gates we have ensured all items needed to be shown as a human scale element for the south elevation. We have had the architect revise the elevations to provide the requested items in order for all items to be accounted for.

**6C. Light spillover on to adjacent properties (excluding streets and sidewalks) shall not exceed 0.1 footcandles measured 10 ft away from the property line.**

**Response:**

This has been revised to be shown as requested.

**7A. Mark the location of any order boards to ensure there are at least 4 stacking spaces located before it per Section 146-4.6.7.A of the UDO.**

**Response:**

Per discussion with Erik Gates on 6-12-2024. It was explained that this site has no true order board. We were advised that due to this the order board and pickup location were the same and thus the site has no problems with stacking. We will add details to this on the operations plan to ensure this detail is conveyed completely.



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

**8A. Sheet numbering should be consecutive and not C1.0 etc. It should be 1, 2, 3 etc. Include a sheet index reference on the cover sheet as well.**

**Response:**

We have revised the sheets to be consecutive as requested as well as updated the sheet index on the coversheet as reference.

**8B. Request an adjustment (formerly waiver) from the Street Frontage Buffer requirements due to non-compliance. Adjustments should be added to the landscape plan, cover sheet and the letter of introduction. The letter of introduction should include an explanation as to why the code section is not being met and provide information on the mitigating measures being provided to offset the adjustment. The adjustment to be listed on the plan sheets is Section 146-4.7.5. D. Street Frontage Landscape Buffer.**

**Response:**

The adjustment request has been added to the landscape plan, cover sheet and letter of introduction.

**8C. This sheet belongs directly after the preliminary grading and drainage plan. Include the tree mitigation plan sheet as well.**

**Response:**

These sheets have been sequenced as requested.

**8D. Darken the building, sidewalks, parking, curbing, utilities etc. Include the parking stalls. This drawing is a little difficult to read as everything is the same line weight and/or may have the same layer color in AutoCAD.**

**Response:**

Proposed and existing elements (building, curbs, sidewalks, utilities, etc.) have been adjusted in an attempt to make the plan more legible.



**8E. Include a legend on the plan that would indicate the symbology for the existing trees that are to remain.**

**Response:**

This information is provided in a separate existing plant schedule on Landscape Plan/Sheet 5.

**8F. An easement has been indicated, but the line work appears to be missing.**

**Response:**

This information now appears on the Landscape Plan/Sheet 5.

**8G. Turn the survey information off.**

**Response:**

This information is no longer visible on Landscape Plan/Sheet 5.

**8H. Dimension and label the street frontage buffers.**

**Response:**

L1-Private Drive (north), L2 (east, non-required buffer), L3-Public Arterial (south) and L4-Private Drive (west)

**8I. Not sure how deep the electric line is in the curbside landscape along the north property line in order to install the required street trees.**

**Response:**

Street trees along the east side of L1-Private Drive have been removed from the curbside landscape area due to the buried utilities. The two street trees removed have been accounted for in-lieu of, as evergreen trees behind the dumpster enclosure as a screen for the property to the east and as deciduous trees along the L2 buffer.

**included.**

**Response:**

Mature plant heights and widths have been removed from the plant schedule.



**8K. The red oak should be 2.5" where used along an arterial or collector street.**

**Response:**

Red oak caliper size has been updated to 2.5"

**8L. Understood that the birch trees are being proposed in connection with basins, but they are high water use, which is a no, no in Aurora and as parking lot island trees, of which at least 3 of these are, should be deciduous canopy trees. Not multi stemmed. Please revise.**

**Response:**

These have been revised to be hackberry (*Celtis occidentalis*) trees.

**8M. Update the Sheet Notes per the comments provided.**

**Response:**

This information has been revised.

**8N. Update the buffer table provided per the review comments.**

**Response:**

The Street Frontage Buffer table has been revised per Initial Submission Review comments.

**8O. Remove the Buffer Summaries table as that is not required and should be replaced with tables that are required.**

**Response:**

The Buffer Summaries table has been removed from the plan.



**8P. Please be advised that a buffer along the east side of the property is not required per our Unified Development Ordinance. This "Extra" plant material can be used to offset and be mitigation towards the street frontage buffers not being met. Currently the street frontage buffer depth along the west and north is not being met and there have been no trees provided for the street frontage buffer along the north. Street trees cannot count toward buffer requirements. There has also been extra landscaping provided in the employee/patron plaza space that can be used as mitigation.**

**Response:**

Proposed and existing elements (building, curbs, sidewalks, utilities, etc.) have been adjusted in an attempt to make the plan more legible.

**8Q. The Oregon Boxwood will likely not survive in Aurora's climate and a different shrub species should be selected.**

**Response:**

These have been revised to be blue spirea (Caryopteris x clandonensis) as found in the City of Aurora Landscape Reference Manual.

**8R. Remove the Line Data Table.**

**Response:**

This table has been removed from the plan.

**8S. Do not include tree mitigation information such as trees to be preserved on the landscape plan. That should only be included on the tree mitigation plan.**

**Response:**

This information has been removed from the plan.

**8T. Include sight visibility triangles and not sight triangles.**

**Response:**

Sight visibility triangles per Sight Distance Requirements TE-13.2 and TE-13.1 have been included. We have used 40 mph as the design speed of Quincy Ave.



**9. Civil Engineering (Jonathan Phan / 303-326-8273 / jphan@auroragov.org / Comments in green)**

**9A. Label the roadway classification. (2.06.1.03 of the 2023 COA Roadway Manual)**

**Response:**

Classification has been added per the roadway manual criteria.

**9B. Need to proposed receiving ramp to the north.**

**Response:**

We have shown a proposed ramp for the north side that we feel will work with what the medical office building complex has already proposed. Final design would need to be finalized at the time of CD set. We would think this would need to be installed by the medical office building client.

**9C. East Quincy Highlands FLG #09 CP doesn't have ramps leading to the south.**

**Response:**

We have shown a proposed ramp for the north side that we feel will work with what the medical office building complex has already proposed. Final design would need to be finalized at the time of CD set. We would think this would need to be installed by the medical office building client.

**9D. Dimension existing sidewalk and landscape (TYP.) or add it to the site plan schedule.**

**Response:**

Revised to show dimensions of surveyed sidewalk width as well as landscape area.

**9E. Label the radii (TYP.)**

**Response:**

Added entrance radii dimension to the plans.

**9F. Include the note "if not then the ramps shall be updated at civil plans".**

**Response:**

Note has been revised to include the requested verbiage.



**9G. Show roadways and roadway names. Label the roadway classification. (TYP.) (2.06.1.03 of the 2023 COA Roadway Manual)**

**Response:**

Revised so roadway name is now visible and added classification.

**9H. Please add the following note: "The slope away from the building shall have a minimum grade of five (5) percent for the first ten feet or to the property line, whichever occurs first, then a minimum of two (2) percent until the slope reaches the swale around the building. If physical obstructions or lot lines prohibit the ten feet of horizontal distance, a five (5) percent slope shall be provided to an approved alternative method of diverting storm runoff away from the foundation. Impervious surfaces within ten feet of the building foundation shall be sloped a minimum of two (2) percent away from the building."**

**Response:**

Sheet note has been added.

**9I. Please add the following note: "The resultant grade in any direction within accessible parking areas shall not exceed two percent."**

**Response:**

Sheet note has been added.

**9J. Please add the following note: "The maximum cross slope in an accessible path shall not exceed two percent. The maximum longitudinal slope in an accessible path shall not exceed five percent."**

**Response:**

Sheet note has been added.

**9K. Please add the following note: "Detailed layout and design for proposed curb ramps within right of way or along an accessible route will be completed with the civil plans."**

**Response:**

Sheet note has been added.



**9L. Label these dimensions, sidewalk, landscape etc. (TYP.)**

**Response:**

Dimensions have been labeled according to their surface type.

**9M. Additional information needed for the slopes around the building, parking lot and landscape. Please provide slope arrows for these areas.**

**Response:**

Slope Percentage arrows have been added throughout the site.

**9N. Minimum pavement slopes: 1% for asphalt, 0.5% for concrete and 2% for landscapes.**

**Response:**

This requirement has been followed for the grading withing our site.

**9O. Slope arrows by the access drive. Max 6% when sloping up and 4% when sloping down. (private to private)**

**Response:**

This requirement has been followed for the grades of the access drive.

**9P. Provide documentation that you have permission to place these street lights there. (easements or other permission would be acceptable)**

**Response:**

Plan has been revised after consulting with properer of photometric plan and determining that aforementioned street lights were not required in locations requiring easement to provide adequate lighting to site. These have since been removed.

**9Q. 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."**

**Response:**

We have added the requested note.



**9R. Public streets shall have public streetlights in conformance with COA standards. For each street, identify the following information as part of the site plan submittal in conformance with Section 2.12.0.1 of the Roadway Manual: - Roadway Classification (typical section name) - Adjacent Land Use Category (i.e., TOD), as applicable - Number of lanes - Back-to-back curb width - Pedestrian Activity Level - Pavement Type: R3, for all lighting calculations This information (if its not already shown) can be added to the street sections provided if desired.**

**Response:**

We have added the requested information where applicable and also to conform what prior site plans including the medical office building referenced in other comments to be consistent with what is being shown.

**9S. Private streets are treated the same as a public street.**

**Response:**

Thank you for this clarification.

**9T. Please don't include street lights in the site plan. These will be included and reviewed in the civil plans.**

**Response:**

Street light detail has been removed from sheet as requested.

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

**10A. Required note to be added: (Applicant/owner name, address, phone) shall be responsible for payment of 20.12% of the traffic signalization costs for the intersection of Picadilly Road and Quemoy Way, 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 126-38 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.**

**Response:**

Requested note has been added however we would like to put forth that the client is against this requested fee.



**10B. Additional note required: (Applicant/owner name, address, phone) shall be responsible for payment of 20.12% of the traffic signalization costs for the intersection of Quincy Avenue and Commercial/Retail Access which has been signalized in 2019. Pursuant to 126-38 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 to calculate specific dollar funding requirement.**

**Response:**

Requested note has been added however we would like to put forth that the client is against this requested fee.

**10C. Standard parking stall dimension is 9'x19'.**

**Response:**

Stalls have been revised to be 19 feet deep and maintain the 9 foot width per request.

**10D. Identify proposed STOP sign by Med Office Building project to north.**

**Response:**

Revised to show general location of sign as well as called out.

**10E. Label proposed signage.**

**Response:**

Signage has been labeled as a no entry sign.

**10F. Dimension access width.**

**Response:**

Width of access has been added to the sheet.



**10G. Provide an intersection sight triangle line per our Roadway Manual, TE-13.1 to ensure compliance with tree locations.**

**Response:**

We have provided site triangles as requested per the roadway manual TE-13.1 and TE-13.2.

**10H. Minor comment to trip distribution, need description of how decided, otherwise current traffic flow at Quincy & Picadilly differ in potential distribution. Also, signal warrant analysis incomplete, also need to see 2050 projected volumes. See additional comments in letter.**

**Response:**

See separate comment response letter prepared by traffic engineer for comments.

**11. Fire / Life Safety (Richard Tenorio / 303-739-7628 / rtenorio@auroragov.org / Comments in blue)**

**11A. Provide the Occupancy Type and Construction Type in the Site Data.**

**Response:**

Consulted IBC to determine occupancy type and manufacture to determine construction type. Placed both items of information in the requested area.

**11B. Add note: Americans with Disabilities Act "The applicant has the obligation to comply with all applicable requirements of the Americans With Disabilities Act."**

**Response:**

This note has been added as requested.

**11C. Will exiting and entering vehicles pose a stacking issue at the entrance to the drive through?**

**Response:**

We have observed there being no stacking issue for local 7 Brews around the Lincoln Nebraska area. From what we have observed there is typically no more than 3-5 cars per lane in the stacking area due to the expediency of how 7 Brews business model works. We would not anticipate there being an issue with the stacking area provided along with non marked buffer areas at the throat of the drive through lanes.



**11D. Provide a detail for this proposed accessibility ramp.**

**Response:**

After reviewing the grades further from what was requested by the drainage plan comments we have decided to remove the ramp on the south side as we are able to maintain an accessible route without having to have a traditional ramp. We have maintained the traditional ramp on the north side of the drive. A detail depicting this has been shown on sheet 4.

**11E. Correct Site Plan Note #46: should be Fire Lane Sign.**

**Response:**

Revised note to be as requested.

**11F. Show the proposed location of the Knox Box on this sheet.**

**Response:**

We have had the architect add the knox box to the rear elevation of the coffee shop where they would typically put it and is shown on the elevations.

**11G. What is this door on the roof for and add it to the legend.**

**Response:**

We have confirmed with the architect that this door serves the purpose of accessing the mechanical on the roof area for maintenance. We have also labeled this on the elevations.

**11H. Remove this overlap of the Exterior Elevation – West.**

**Response:**

We have resolved the issue with the CAD file that produced this overlap.

**11I. Show a parking detail for the ADA Parking Space.**

**Response:**

We have shown a detail for the ADA stall on sheet 4. Final detail will be finalized during construction documents submittal.



**11J. Show the curb stop in the ADA Parking Space. (TYP on all sheets).**

**Response:**

We have added the curb stop as requested.

**12. Forestry (Becky Lamphear / 303-739-7177 / rlamphea@auroragov.org / Comments in Purple)**

**12A. Trees may have to be removed due to proximity to grading, please see notes on plan. Tree mitigation is always above and beyond the Landscape Code requirements. Any tree that is removed from this site will either require replacement within the landscape or be mitigated through payment to the Community Tree Fund.**

**Response:**

Site grading has been revised to ensure no grading will be performed within the general area of the existing trees.

Note that any tree removed will require replacement....was added.

**12B. Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at:**

<https://auroraver2.hosted.civiclive.com/cms/One.aspx?portalId=16242704&pageId=16529352>

**Response:**

Tree Protection notes have been added to the plan. Two tree protection details were added to the plan.

**12C. grading must be at least 4' from tree. If this cannot be achieved it should be removed.**

**Response:**

Site grading has been revised to ensure no grading will be performed within the general area of the existing trees.

**12D. Grading must be at least 3' from tree. If this cannot be achieved it should be removed.**

**Response:**

Site grading has been revised to ensure no grading will be performed within the general area of the existing trees.



**12E. No mitigation too small and very poor condition.**

**Response:**

Noted on the plan as no mitigation required per your comment.

**12F. Grading must be at least 4' from tree. If this cannot be achieved tree should be removed.**

**Response:**

Site grading has been revised to ensure no grading will be performed within the general area of the existing trees.

**12G. Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at: <https://www.auroragov.org/cms/one.aspx?pagelId=16394080>**

**Response:**

Tree Protection notes have been added to the plan. Two tree protection details were added to the plan.

**12H. Tree mitigation is always above and beyond the Landscape Code requirements. Any tree that is removed from this site will either require replacement within the landscape or be mitigated through payment to the Community Tree Fund.**

**Response:**

Note that any tree removed will require replacement....was added.

**13. Aurora Water (Ashley Duncan / 720-859-4319 / [aduncan@auroragov.org](mailto:aduncan@auroragov.org) / Comments in red)**

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

**Response:**

We are revising the preliminary drainage report and will resubmit it along with this first round of revisions.



**13B. Please verify there is already a utility easement around the meter, if not dedicate a pocket easement.**

**Response:**

Pocket easement has been shown. Working with client to get process started for pocket easement to be completed during the review process.

**13C. Are there going to be any bathrooms? If so, the service line needs to tie in downstream of grease interceptor.**

**Response:**

Site plan has been revised to show the tie in for the sanitary line for bathrooms tie in downstream of the grease interceptor.

**13D. Please don't have clean outs in ROW. The tap also needs to be a saddle-tee.**

**Response:**

Cleanout has been removed from the ROW.

**13E. A clean out will be required every 100 linear feet within the service line.**

**Response:**

Proposed Sanitary line is roughly 150 LF. One clean out required. One Clean out shown.

**13F. Bends for storm lines need to be made at a manhole.**

**Response:**

Revised to show Manholes at the bends of the storm lines.

**13G. Proposed storm sewer tap needs to be a manhole.**

**Response:**

Revised to show tie in point to be the existing manhole to the west of initial proposed tie in point.



**13H. Advisory note: easement dedications can take 8-12 weeks.**

**Response:**

Client has been informed and we are trying to take this into account to our time lines.

**13I. Shrubs need to be at least 3' away from meters.**

**Response:**

Plants have been moved a minimum of 3' away from water meters.

**13J. Please consider not planting anything directly on top of service lines.**

**Response:**

We have adjusted planting arrangement to minimize impacts from proposed plantings.

**14. Land Development Review (Roger Nelson / 720-587-2657 / ronelson@auroragov.org / Comments in magenta)**

**14A. Submit Resubdivision Plat for Filing No. 11.**

**Response:**

Called and spoke with Roger. Was able to confirm this had already been filed and approved. Revised the legal description to call to the filing 11 plat.

**14B. Match COA 2022 Site Plan Checklist Note exactly: All crossings or encroachments into easements and rights-of-way owned by the City of Aurora ("City") identified as being privately-owned and maintained herein are acknowledged by the undersigned as being subject to City's use and occupancy of said easements or rights-of-way. The undersigned, its successors and assigns, further agrees to remove, repair, replace, relocate, modify, or otherwise adjust said crossings or encroachments upon request from the City and at no expense to the City. The City reserves the right to make full use of the easements and rights-of-way as may be necessary or convenient and the City retains all rights to operate, maintain, install, repair, remove or relocate any City facilities located within said easements and rights-of-way at any time and in such a manner as it deems necessary or convenient.**

**Response:**

Note revised to match exactly.



**14C. Revise Filing No. reference.**

**Response:**

Called and spoke with Roger. Was able to confirm this had already been filed and approved. Revised the legal description to call to the filing 11 plat.

**14D. Revise property description to match bearings & distances as shown on Filing No. 9.**

**Response:**

Called and spoke with Roger. Was able to confirm this had already been filed and approved. Revised the legal description to call to the filing 11 plat.

**14E. Will a sight line easement be required?**

**Response:**

Site visibility triangle shown for reference. We are not aware of a requirement that would make an easement in this location needed. Please advise.

**14F. Label dashed easement line.**

**Response:**

Easement has been labeled and added to sheet notes.

**15. Xcel Energy Public Service Co (Donna George / 303-571-3306 / donna.l.george@xcelenergy.com)**

**15A. Please be aware PSCo owns and operates existing natural gas distribution facilities along the south property line, and underground electric distribution facilities along the south, east, and north sides of the subject property. The property owner/developer/contractor must complete the application process for any new natural gas or electric service, or modification to existing facilities via [www.xcelenergy.com/InstallAndConnect](http://www.xcelenergy.com/InstallAndConnect). It is then the responsibility of the developer to contact the Designer assigned to the project for approval of design details.**

**Response:**

We believe this process has already been started but we will ensure that the owner is aware of this required application process.



**15B. Additional easements will need to be acquired by separate document for new facilities (i.e. transformer) – be sure to have the Designer contact a Right-of-Way Agent.**

**Response:**

We have noted this and will be working on this during the review process.

**15C. As a safety precaution, PSCo would like to remind the developer to contact Colorado 811 for utility locates prior to construction.**

**Response:**

We have the Colorado 811 logo on our plans and will ensure that this is addressed within our notes for the construction drawings as well.