

August 24, 2022

Justin Andrews  
City of Aurora – Office of Development Assistance  
15151 E. Alameda Parkway  
Suite 5200  
Aurora, CO 80012

**RE: *Penske Truck Leasing (#1605457)  
Pre-Application Meeting held February 17, 2022***

Dear Mr. Andrews,

Thank you for the comments on March 3, 2022, for the above-mentioned project. In an effort to address your comments concisely and simplify your review of the Site Plan package, we have summarized your comments and our responses below.

## **KEY ISSUES**

**Justin Andrews / 303.739.7597 / [jpandrew@auroragov.org](mailto:jpandrew@auroragov.org)**

- **Parking and Vehicle Circulation:** Vehicles to be repaired or serviced shall not be stored along E 32nd Avenue. These vehicles should be located to the side or rear of the service building and customer/employee parking should remain along the northern property line. 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.
- **Fencing:** The existing chain link fencing along E 32nd Avenue is required to be updated to match the new fencing at the Penske expansion site to the west.
- **Outdoor Space:** To accommodate the expanded office space, a usable common outdoor space or amenity area is expected to be provided near the main entry to the building. This outdoor/patio space should be approximately 6-8% of the office space square-footage and include seating such as benches or tables.
- **Site connectivity:** Ensure that all employee and customer parking areas have adjacent sidewalks to access the main entry of the building. Include crosswalk striping if any of these walks crosses a drive aisle and show the crosswalk on the Site Plan. A connection from the existing walk on E 32nd Avenue to the building entrance will be required.
- **Landscape Improvements:** Given the proposed building expansions and parking reconfigurations, the proposed improvements require the applicant to bring the site into compliance with current landscape standards. Prepare your landscape plans in accordance with the previously approved Penske Center approved Landscape Plan from 2000, the Unified Development Ordinance (UDO) and the Landscape Reference Manual. Additionally, assure frontage landscape meets or exceeds existing site plan and include applicable landscaping around the building expansion. See page 9 for further information.
- **Drainage:** The existing detention pond shall be updated to meet current standards. This includes dedicating a drainage easement for the pond, an access easement for maintenance access, providing maintenance access paths in the pond, updating the grading, identifying emergency overflow. An Inspection and Maintenance plan (I&M) shall be submitted with the civil plans. An approved pond certificate is required prior to the issuance of a Temporary Certificate of Occupancy (TCO)/Certificate of Occupancy (CO).

- Utilities: A Fixture Unit Table to confirm meter size will be required due to the additional fixtures be proposed with this project. A Sand/Oil interceptor is required for truck washing and maintenance associated with this project. A Domestic Allocation Agreement will be required for the existing meter if not already in place.
- Tree Mitigation: There are trees in the area where improvements will occur, and it appears they will be impacted. Any trees that are removed during development activities will require mitigation. See page 13 for further information.
- *Response: The existing chain link fence along E 32<sup>nd</sup> Ave will be replaced. Due to the small nature of the office expansion, the Applicant will work with the City on any required amenity space. Accessible route for the building and all employee/customer auto spaces will be provided. Landscape plans have been developed per current standards. The detention pond has been redesigned to current standards.*

## STEP I – PLANNING PHASE

### PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

#### Key Issues:

- Vehicle Parking & Location of Vehicles to be Serviced
- Building Architecture and Design
- Extend metal rail and column fencing along the frontage.
- Assure frontage landscape meets or exceeds existing site plan and include applicable landscaping around the building expansion.
- *Response: Acknowledged.*

#### Standards and Issues

##### 1. Zoning and Placetype

###### A. Zoning

The purpose of the I-1 Business/Tech District is to provide employment centers with offices, office showrooms, light manufacturing and vehicle related operations. The proposed expansion of the existing motor vehicle service and repair land use is consistent with this zone district and is a permitted use by right. The Criteria for Approval for a Major Site Plan Amendment can be found here. Please review these criteria and include a response that demonstrates this application meets or exceeds those criteria in a letter of introduction submitted with this application.

- *Response: Acknowledged.*

###### B. Placetype

This property is located within the Industry Hub Placetype as identified in the Aurora Places Plan. Land uses within this Placetype should be appropriately buffered from residential and commercial areas. Screening should also be provided between the uses within this Placetype and adjacent rights-of-way by utilizing a combination of fencing, berming and landscaping. Buildings and structures on these properties should utilize high quality, durable architecture and landscape to help maintain the value of Industry Hubs over time.

- *Response: Design has included berms and landscaping to appropriately buffer the site from adjacent commercial properties.*

##### 2. Land Use

###### A. Historic Land Use

The original Penske Center Site Plan was approved at the Planning and Zoning Commission in August 2000. When preparing the amended Site Plan, the cover sheet containing these

original signatures must be kept. Please include a revision (with a delta and a subsequent number) in the Amendments block with a brief description and date of application submittal. You may either provide clouded redlines for areas of change on the original plan or provide new Site Plan sheets showing the scope of the changes. In either case, please update the sheet index on the cover sheet.

- *Response: The original coversheet is used and a revision delta has been added to the plans. The expansion set will have all new sheets as identified on the cover sheet.*

3. Development Standards

A. Dimensional Standards

Dimensional standards for building and parking lot setbacks are regulated by the required landscape buffers. Please see Landscape comments within these notes for details on minimum requirements and possible reductions. The maximum height of any structure on site is 100-feet.

- *Response: Acknowledged.*

B. Common Space and Amenities

To accommodate the expanded office space, a usable common outdoor space or amenity area is expected to be provided near the main entry to the building. This patio space should be approximately 6-8% of the office space square-footage and include seating such as benches or tables. Include detail drawings of any outdoor amenity provided and locate them on the Site Plan.

- *Response: Due to the small nature of the expansion, the Applicant will work with the City on any required amenity space.*

C. Access and Connectivity

Ensure that all employee and customer parking areas have adjacent sidewalks to access the main entry of the building. Include crosswalk striping if any of these walks crosses a drive aisle and show the crosswalk on the Site Plan. A connection from the existing walk on E 32nd Avenue to the building entrance will be required.

- *Response: Striping and access has been provided.*

D. Fencing

The existing chain link fencing along E 32nd Avenue is required to be updated to match the new fencing at the Penske Expansion site to the west. That site fencing is 6-foot decorative wrought iron with masonry columns placed at fence corners and spaced evenly between corners not to exceed a maximum of 120 linear feet between columns. This fencing is compliant with the fencing standard along collector streets and is expected to be shown on this proposed Site Plan Amendment along the E 32nd Avenue frontage. The existing chain link fencing on the east and south property lines may remain.

- *Response: The existing chain link fence along the northern property line will be replaced to match the Penske expansion site to the west.*

E. Parking, Loading, and Stacking

Off-street parking is required by Section 146-4.6. Additional information is needed to determine the required off-street parking spaces. Please indicate the number of employees in the letter of introduction. Based on the information provided, 147 total spaces are required (plus 1 space per 1.5 employees). The parking calculation is 1 space per 150 gross floor area of repair space; 1 space per 1.5 employees; and 3 spaces per 1,000 gross floor area of office space. Five (5)

accessible parking spaces will be required (6 if the total standard space requirement exceeds 150 spaces). These accessible spaces are included in the total required off-street parking spaces and are not addition to the total. Parking alternatives listed in Section 146-4.6.4 may reduce parking requirements. In addition to vehicle parking, the development is required to provide seven bicycle parking spaces (5-percent of the total required off-street vehicle parking spaces). 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, typically next to the front main entry to the building.

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. Vehicles to be repaired or serviced shall not be stored along E 32nd Avenue. These vehicles should be located to the side or rear of the service building and customer/employee parking should remain along the northern property line.

- *Response: Bicycle parking has been provided on the north side of the building.*

**F. Landscape, Water Conservation, Stormwater Management**  
General Landscape Plan Comments

Prepare your landscape plans in accordance with the previously approved Penske Center approved Landscape Plan from 2000, the Unified Development Ordinance (UDO) and the Landscape Reference Manual. The landscape comments provided herein are based upon the following code section 146-4.7 Landscape, Water Conservation, Stormwater Management. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments.

The landscape plan shall include the necessary landscape tables for each of the required landscape treatments (i.e. standard right-of-way landscaping, street and non-street frontage buffers, building perimeter landscape tables etc.) to demonstrate compliance with code requirements.

- *Response: Please refer to landscape plans for summary tables to verify compliance.*

Landscape Plan Preparation

Please label all landscape sheets “Not for Construction”. Landscape construction drawings are not required and therefore do not necessitate the signature, stamp and seal of a licensed landscape architect upon final approval by the City of Aurora. Landscape plans submitted with a site plan or redevelopment plan are used by the City to determine compliance with the landscape standards and for code enforcement purposes.

Landscape plans submitted during the Development Application submittal process must be prepared on 24” x 36” sheets and have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible and may result in additional submittals and ultimately delays in approval of the plan set.

- *Response: The landscape plans will be labeled as “Not for Construction” however since this site plan will be recorded with Adams County, the landscape plans will be provided on 18”x24” per County requirements.*

Sight Triangles

Include sight distance triangles per the Roadway Design and Construction Specifications document. All landscaping within the designated triangles shall not exceed 26" in height as measured from the roadway surface.

- Response: Sight distance triangles have been provide on the landscape plans.

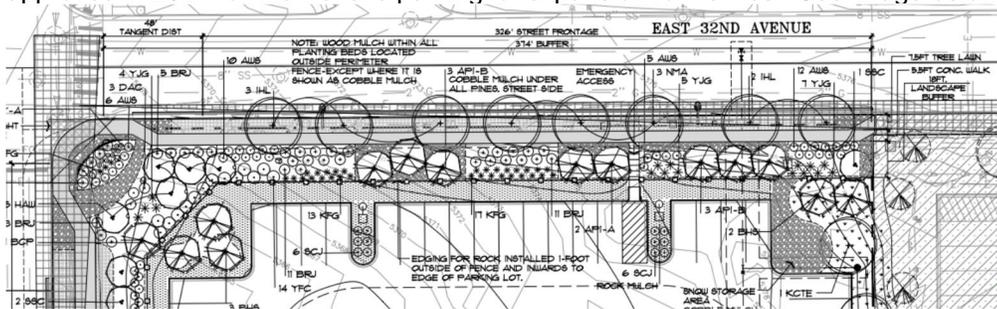
General Comment

Given the proposed building expansions and parking reconfigurations, the proposed improvements require the applicant to bring the site into compliance with current landscape standards. Staff has determined based upon the proposed changes, which sections of code would be applicable to this application and has outlined those sections below.

- Response: Acknowledged. Landscape plan will be per current City code.

Penske Center approved Landscape Plan from 2000

The site is currently missing plant material along the 32nd Avenue Street frontage as well as the detention pond area. The applicant is required to provide the missing landscaping prior to the issuance of the certificate of occupancy for the building additions. While the applicant may provide the street frontage landscaping as shown on the approved landscape plan, staff would be in support of an updated landscape concept for this area that replicates what was recently approved in 2021 for the Penske parking lot expansion to the west. See image below.



Proposed Penske Parking Lot Expansion Street frontage landscape concept.

It appears that the existing chain link fence will remain and visibility into the site should be minimized as much as possible. The parking area adjacent to 32nd Avenue should be screened with either a double row of shrubs or evergreen trees. If shrubs are used, a larger variety such as Viburnum, Lilac or Serviceberry should be considered.



The detention pond landscaping as previously approved may be installed as is with no modifications to the original concept.

- Response: Acknowledged. Landscape plan will be per current City code.

Section 146-4.7 Landscape, Water Conservation, Stormwater Management

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within this Section 146-4.7. The applicant is responsible for reviewing this section and determining all applicable landscape conditions.

- *Response: Acknowledged.*

Section 146-4.7.5 Required Landscaping (C) Curbside Landscaping 2a

Street trees are required along E. 32nd Avenue at a ratio of one (1) tree per 40 linear feet of curbside landscaping. Given the width of the curbside landscape area, the area between the face of curb and back or walk, staff would be in support of the street trees being located behind the back of walk. They may be combined with the street frontage buffer requirements as described below.

- *Response: Street trees will be located behind the back of walk.*

Section 146-4.7.5 D. (Street Frontage Landscape Buffers)

Provide plantings along E. 32nd Avenue at a minimum ratio of one tree and 10 shrubs per 40 linear feet of frontage. Existing trees may be used to satisfy this requirement if in good health and condition. They should be included on the plan with different symbology and noted as existing. Staff is looking for a similar design as was approved for the Penske Parking Lot Expansion in 2021. Refer to the notes provided above regarding this plan.

- *Response: Existing vegetation to remain will be shown screened back and new plantings bold in order to satisfy the landscaping requirements.*

Section 146-4.7.5 J. (Building Perimeter Landscaping)

Building perimeter landscaping is required when building elevations face public rights-of-way, residential neighborhoods, public open space, or whenever an entrance door is present. Landscaping shall consist of one tree or tree equivalent per each 40 linear feet of elevation length or per building face. Depending upon the length of the building, landscaping may need to be pro-rated if less than 40 linear feet.

The proposed building expansion along the north side of the building fronting E. 32nd Avenue will be required to comply with this requirement. Building perimeter landscaping provided within 20' of the building face may count towards the building perimeter landscaping requirements including landscaping provided within the proposed parking lot adjacent to the building.

- *Response: Landscaping will be placed within 20' of the building.*

Section 146-4.7.5 K. (Parking Lot Landscaping)

Both interior and exterior parking lot landscaping is required for all parking lots. No parking row shall exceed 15 spaces without an intervening landscaped island, median or landscaped peninsula. All parking rows must terminate in a landscaped island. The perimeter of all parking lots shall be screened from public rights-of-way, public open space and adjacent property with one or a combination of methods shown in this section. If required, street and non-street frontage landscape buffers may be combined with the parking lot screening requirements to satisfy both if the two requirements should overlap. City staff will determine whether the overlap exists once a formal site plan submittal is made.

The existing parking areas abutting E 32nd Avenue will require screening. See image below.



Staff is requiring that the existing lot shown here with the large trucks be converted to an employee parking area in accordance with the approved Site Plan. This will necessitate that this parking area include landscaped end cap islands and if more than 15 spaces are provided in a row, then a landscaped interior parking lot island to break up the row of parking.

In addition, the proposed employee parking area along the eastern property boundary as well as the parking area being proposed adjacent to the new building addition along the north side will also be required to comply with these standards. Both internal parking lot islands as well as landscaped end islands and perimeter screening shall be provided.

- *Response: Parking lot islands have been added along the north side to break up long rows of parking. A mix of box truck and auto parking is proposed along the north side based on tenant needs.*

#### G. Building Design Standards

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>						
Façade 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.

The design of the expansion area shall be consistent and compatible with the original building on site and comply with UDO requirements for multi-story non-residential buildings per the table above. 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 above for applicable building design standards and ensure that the building elevations meet all applicable requirements.

- *Response: The applicable design standards have been followed for the design of the building.*
- H. Exterior Lighting
- Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the plan and on building elevations. Lighting shall be full cut-off and lighting levels may not spill onto adjacent properties or rights-of-way.
- *Response: Acknowledged. Lighting will not spill out on to adjacent properties or rights-of-way.*

I. Signs

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.

- *Response: No additional signage is proposed as part of this project.*

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.

- *Response: No adjustments are requested at this time.*

5. Submittal Reminders

A. 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.

- *Response: Acknowledged, CAD submittal will be provided with the Civil Plans.*

B. 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.

- *Response: Acknowledged.*

C. Mineral Rights Notification

Please fill out the Mineral Rights Affidavit and supply this document to your Case Manager with the application submittal.

- *Response: Mineral Rights Affidavit will be provided.*

**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.

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.

- *Response: The pre-submittal meeting with Real Property is being coordinated with the surveyor.*

### **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.

- *Response: Applicant will work with neighborhood groups and adjacent property owners as applicable.*

### **Neighborhood Services Liaison:**

- Meg Allen is the neighborhood liaison for the project. She has put together a report attached to these notes listing the registered neighborhood organizations within one mile of your proposed project and can assist in scheduling and facilitating meetings with community members. Please work with the organizations that express interest in your project to address comments and mitigate concerns.

- *Response: Applicant will work with neighborhood groups and adjacent property owners as applicable.*

- 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.

- *Response: Acknowledged. Any neighborhood meetings will include planning staff.*

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

- *Response: Acknowledged.*

### **OIL AND GAS DEVELOPMENT**

**Colin Brown / 303.739.6824 / [cmbrown@auroragov.org](mailto:cmbrown@auroragov.org)**

We have reviewed the area of your development. There are no known plugged and abandoned (P&A) wells within your site and no existing or planned oil and gas surface facilities on your site at this time. There may be existing underground pipelines in rights-of-way. If you have questions or concerns about this, the Oil & Gas Division can assist with providing additional information.

- *Response: Acknowledged.*

### **PARKS, RECREATION & OPEN SPACE DEPARTMENT (PROS)**

**Jacque Chomiak / 303.739.7178 / [jchomiak@auroragov.org](mailto:jchomiak@auroragov.org)**

#### **Forestry Division**

There are trees in the area where improvements will occur, and it appears they will be impacted. Any trees that are removed during development activities will require mitigation.

- *Response: Acknowledged. Trees that are required to be removed will be mitigated.*

### **Tree Mitigation Requirements**

- Trees on site that are 4" or greater in caliper that will be impacted by development require tree preservation or mitigation. The intention of the Tree Preservation Policy is to preserve trees that

are in good condition and of high value during the process of development. Mitigation for trees removed from the property can be accomplished by trees being planted back onto the site through the landscape plan, payment made into the Tree Planting Fund, or a combination of the two. If trees are planted on the site, the mitigation requirement is an inch-for-inch replacement. This is in addition to the regular landscape requirements. For example, if a 10" tree is removed, 10 caliper inches must be replaced back onto the site. The use of tree equivalents is not acceptable for tree mitigation.

- *Response: Acknowledged. Tree mitigation will be provided based on the above guidance.*

**Forestry’s Role in Site Plan Review**

- When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors. If there is interest in determining mitigation requirements before your submittal, there is the option of hiring a consulting arborist; a list can be obtained from Forestry upon request. Forestry would require a meeting with the arborist selected to make sure that we agree on the appraisal.
- *Response: A Tree Mitigation Plan will be provided once the Forestry Division conducts their tree assessment.*
  
- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site. If a Consulting Arborist is hired, this information will be supplied by them. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan.
- *Response: Acknowledged.*
  
- Civil and SWMP plans will not be approved by Aurora Forestry until tree mitigation has been approved through the Site Plan Process.
- *Response: Acknowledged.*
  
- 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?pageId=16394080>
- *Response: Tree protection will be provided as applicable.*

**Ash Trees Prohibited**

- Due to the invasive Emerald Ash Borer that has been infesting trees along the Front Range, all species of Ash are prohibited from planting within the City of Aurora – please be sure that your Landscape Architect is aware of this requirement.
- *Response: No species of Ash are proposed with this development.*

**AURORA WATER**

Ryan Tigera / 303.326.8867 / [rtigera@auroragov.org](mailto:rtigera@auroragov.org)

**Key Issues**

- A Fixture Unit Table is required to confirm the meter size with addition of new fixtures is adequate.
- A Sand/Oil interceptor is required for truck washing and maintenance.

- A Domestic Allocation Agreement required for the existing meter if there is not already one in place.
- Inspection and Maintenance Plan is required for the existing pond.
- Confirm the drainage easement for the existing pond.
- A domestic allocation agreement will be required for connections 2" and larger.
- *Response: A Fixture Unit Table will be provided to verify existing meter size. A sand/oil separator is provided internal to the building. An IMP will be provided for the pond and a drainage easement with access to the ROW will be provided.*

### Utility Services Available:

- Water service may be provided from: 12-inch DIP main in 32nd Ave.
- *Response: No additional taps are proposed for this development.*
- Sanitary sewer service may be provided from: 8-inch PVC main in E 32nd Ave.
- *Response: No additional taps are proposed for this development.*
- Project is located on the following Map Pages: 02J
- *Response: Acknowledged.*

### 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
  - Sand/Oil Interceptors are required for vehicle maintenance facilities
  - All utility connections in the arterial roadway are required to be bores
- *Response: No additional water or sewer taps are proposed. Existing infrastructure will be labeled on the plans.*
- 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).
- *Response: Acknowledged.*

### 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.
- *Response: Acknowledged. Please provide the amount of the partial fee and the balance.*
- 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.
- *Response: No additional taps are proposed.*
- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules.
  - *Response: Acknowledged.*

- 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.
  - *Response: Acknowledged.*

**PUBLIC WORKS DEPARTMENT**

**Steve Gomez / 303.739.7336 / [segomez@auroragov.org](mailto:segomez@auroragov.org)**

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

**Key Issues**

- A Traffic Impact Letter will be required for this development. See below for additional information.
- A vehicle queuing analysis will be required at each of the site accesses.
- Gates are required to be setback from public road flowline a minimum of 35-feet, longest expected vehicle or at least the 95th percentile queue. If the gating system swings, it shall swing into the site.
  - *Response: A traffic impact letter is provided. The existing gate is proposed to remain and is a sliding gate.*
  
- Show all adjacent and opposing access points on the Site Plan.
  - *Response: Opposing access points are identified.*
  
- Label the access movements on the Site Plan.
  - *Response: Both existing drives are full movement.*
  
- 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'
  - *Response: Sight triangles are shown on the site plan and landscape plans along with the requested note on the landscape sheets.*
  
- 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.
    - *Response: Note is included within the general notes.*

**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 from the site.
  - Site Circulation Plan
- *Response: A traffic impact letter is provided.*
- Based on our review of the Traffic Letter, additional improvements may be required. The Traffic Letter shall be prepared in accordance with the City of Aurora Traffic Impact Study Guidelines.
  - *Response: Acknowledged.*

#### Submitting the Traffic Letter:

- The Traffic Letter shall be sent directly to Steve Gomez at [segomez@auroragov.org](mailto:segomez@auroragov.org) as soon as possible.
  - o The Traffic Letter shall also be uploaded with the rest of the submittal.
- Previously approved Traffic Impact Studies/Letters are available through this link.
  - *Response: The Traffic Letter will be sent directly to Steve Gomez as well as uploaded with the rest of the submittal.*

#### **ENGINEERING DIVISION**

**Kristin Tanabe / 303.739.7306 / [ktanabe@auroragov.org](mailto:ktanabe@auroragov.org)**

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

- *Response: Acknowledged.*

#### **Key Issues**

- Public improvements required with this development include updating the curb ramps at the existing access points to meet current standards.
- A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality/EURV is required. The existing detention pond shall be updated to meet current standards. This includes dedicating a drainage easement for the pond, an access easement for maintenance access, providing maintenance access paths in the pond, updating the grading, identifying emergency overflow. An Inspection and Maintenance plan (I&M) shall be submitted with the civil plans. An approved pond certificate is required prior to the issuance of a Temporary Certificate of Occupancy (TCO)/Certificate of Occupancy (CO).
- 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.
  - *Response: A preliminary drainage report is provided showing drainage easements and access in to the pond. An I&M will be provided with the civil drawings.*

#### *Improvements:*

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

- Curb ramps must be shown (located) on the plans at all curbs returns and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans.
  - *Response: Acknowledged. Detailed grading will be provided with the civil plans.*

- 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.
  - *Response: Flared ramps are provided and radii labeled.*
- 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.
  - *Response: Railings will be provided if required.*
- 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.
  - *Response: No retaining walls are proposed.*
- 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.
  - *Response: Acknowledged. No improvements are proposed for the existing drives.*

**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.
- *Response: Applicable easements are provided on the plat.*

**Drainage:**

Drainage design standards can be found in the City’s “Storm Drainage Design and Technical Criteria”.

- 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. Full spectrum detention is required for this project.
  - *Response: A PDR is provided with this submittal and understood that the Site Plan cannot be approved until the PDR is approved.*
- 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.
  - *Response: Acknowledged. MHFD improvements are not proposed for this site.*

- 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. Public Works Engineering 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.
  - *Response: An SDI sheet will be provided with the final drainage report.*
- Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.
  - *Response: Full spectrum detention is proposed for this site.*
- 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 the City Engineer, 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.
  - *Response: Underground detention is not proposed with this development.*
- Release rate for the detention pond shall be based upon the “Storm Drainage Design and Technical Criteria” Manual, latest revision.
  - *Response: Release rates will complete with the Criteria Manual.*
- 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.
  - *Response: Acknowledged.*
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.
  - *Response: The project proposes to utilize the existing stormwater infrastructure.*
- Evaluation of the existing outfall from the site shall be included.
  - Discharge onto the adjacent property in accordance with the approved master drainage study/ drainage study for this development.
    - *Response: The project proposes to outfall in a similar condition to the existing pond.*

**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:

- Please review the 2015/2021 IFC, Chapter 11 for Construction Requirements for Existing Buildings. The provisions of this chapter shall apply to existing buildings constructed prior to the adoption of this code.

- 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 January 8, 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 31, 2022.
- *Response: The project will comply with the above listed applicable IFC code sections.*

**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.

- *Response: No change in building address and no additional structures proposed.*

**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.

- Show the distance of new or existing lot lines to proposed exterior walls of structures on the site plan.
- *Response: Dimensions are provided from lot lines to building face.*

**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.

- 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.
- Grading Plan
- Handicap Accessible Parking Signs
- Sign Package
- Signature Block
- *Response: Fire lane signs have been added as applicable.*

**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.

- *Response: The GC will coordinate the ERRC testing.*

### **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:

- Fire Lane Easement
  - Show existing fire lane easement with the site plan amendment provided to the Planning Department.
- *Response: A fire lane easement is shown.*

### **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.
  - *Response: Existing hydrants are called out on the plans.*

### **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.

- *Response: Acknowledged.*

### **Accessibility Requirements:**

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

- Commercial
  - *Response: Acknowledged, accessibility requirements will be met.*

### **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.

- *Response: A permit will be applied for as applicable.*

### **High-piled Combustible Storage:**

For submittal requirements to the Aurora Building Codes Division please visit our website to download a copy of the 2015/2021 High-Piled Combustible Storage Checklist by clicking on the hyperlink provided.

- Per the 2015/2021 IFC, Section 3206.6 Building access. Where building access is required by Table 3206.2, fire apparatus access roads in accordance with Section 503 shall be provided within 150 feet (45 720 mm) of all portions of the exterior walls of buildings used for high-piled storage.

- *Response: Fire apparatus access is provided within 150' around the entire building.*

**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.

- *Response: Gates with Knox hardware are labeled on the site plan.*

**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.

- *Response: Since this is a site plan amendment, the site plan legend is shown on the site plan sheet.*

**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.
  - *Response: A photometric plan will be provided.*

**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. (Plat Note) If Plat Contains Fire Lane Easement
- (Plat Note) If Plat Contains Designated Fire Lane Corridor
- (Site Plan Note) Access Control Gate or Barrier Systems
- (Site Plan Note) Accessibility Note for Commercial Projects
- (Site Plan Note) Addressing
- (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
  - *Response: Notes will be added as applicable.*

**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.

- *Response: The Data Block is provided on the general notes sheet.*

**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
- 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.
- 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
- Width and Turning Radius
  - *Response: The requested information has been provided.*

**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.

- *Response: Acknowledged.*

**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.

- *Response: Acknowledged.*

**Subdivision Plats:**

- N/A
  - *Response: Acknowledged.*

**Site Plans:**

A Site Plan Amendment 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.

- *Response: A site plan amendment is provided for Real Property review.*

**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
  - *Response: The applicant packets and releases will be provided to Real Property for review.*
- If there are existing easements that are no longer needed, the city will require the developer to make application to the city to release those easements. Easement release documents must be prepared using Real Property specifications and are available in the Easement Release Packet. Once complete and accurate easement release information is submitted to Real Property, it takes about 8 weeks to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.
    - *Response: The Applicant will submit for easement releases as applicable.*
  - 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 8 weeks to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.
    - *Response: Easement dedication by separate document will be provided as applicable.*
  - No portion of any roofed structure or footers may encroach into any easement. However, 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 weeks to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.
    - *Response: License Agreements will be prepared as applicable.*

## STEP II – CONSTRUCTION DOCUMENT PHASE

The Construction Document Phase is when Engineering and Building plans are reviewed against City Codes for compliance. It is an administrative process and usually occurs after Planning Commission or Planning Director decisions. Permits are issued from these documents.

- *Response: Acknowledged.*

### CIVIL ENGINEERING PLANS

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically.
- Use of the Batch Standards Checker Tool is requested for this project.
- Civil Engineering Plan Review (see links below for additional information):
  - Process
  - Review Schedule
  - Fees
- *Response: Civil Plans will be submitted following site plan approval.*

Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre-submittal meeting with Christopher Eravelly at 303.739.7457 or [ceravell@auroragov.org](mailto:ceravell@auroragov.org). Civil Plans and Reports are required for this pre-submittal review. Also copy of the pre-application meeting notes is required and a copy of the submitted site plan, including the landscape plan. At this meeting the Civil Plans shall be reviewed for completeness. A checklist is used to ascertain completeness. The engineer

shall fill out the checklist and submit it for the pre-submittal meeting. A pre-submittal meeting will not be scheduled until there are no outstanding comments remaining on the preliminary drainage report/letter.

- Civil Construction Document Plan Set generally includes the following plans:
  - Stormwater Management Plan
  - Final Drainage Plan/Report
  - Final Grading Plan
  - Utility Plan and Profiles
  - Signing and Striping Plan
  
- Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.
  - *Response: Phasing is not proposed.*

## AURORA WATER

### General Requirements:

- Utility Plans will be required with the Civil Engineering Plans:
  - Utility Plans shall be prepared in accordance with the Utility Manual
  - Utility Plans must be approved prior to obtaining building permits
  - Utility Plans must include:
    - o Fixture Unit Table and Meter Sizing Tables
    - o Water Service and Water Meter locations
    - o Sanitary Sewer Service Lines
    - o Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
  - Cross Connection Control Devices are required for:
    - o Fire Service Lines
    - o Commercial and Domestic Water Service Lines.
    - o These devices are required to be located within the building or within a heated and drained vault after the water meter.
  
- *Response: The requested information will be provided with the civil plans.*

### Construction Stormwater Quality Requirements:

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report may be required for this project if an acre or more of disturbance is anticipated (which includes equipment and material storage areas). See the latest revision of the City of Aurora SWMP Manual for more detailed requirements. A CDPS permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
  - *Response: A SWMP plan and report will be provided with civil plans.*
  
- CAD Data Submittal Standard: The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the city's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard are required by consultants on development projects when submitting to the city for signature sets and on capital projects funded by the city. Details of the CAD Data Submittal Standard can be found on the CAD Standards web page.

- *Response: CAD submittal will be provided with civil plans.*

**PUBLIC WORKS DEPARTMENT**

Construction documents should reflect all approved Access, Right of Way, Easements, and Public Improvements that were included and approved on the Site Plan and Plat for your project.

- *Response: Requested information will be shown on the civil plans.*

**TRAFFIC DIVISION**

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.
  - *Response: Requested information will be shown on the civil plans.*
- The Construction Documents shall include a Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees are available on the City's website or in the Development Handbook.
  - *Response: Traffic Control Plans will be provided by GC if required.*
- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from designated truck routes, via 32nd Avenue and not through the adjacent residential neighborhood(s).
  - *Response: Note will be added to the civil plans.*

**ENGINEERING DIVISION**

**General Requirements:**

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Management Plan (SWMP) in conjunction with the overall drainage plan for the site. The SWQCP shall be included in and become part of the preliminary and final drainage reports. The SWQCP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.
  - *Response: A SWMP plan and report will be provided with civil plans.*
- The SWMP shall be developed by applying the permanent water quality "best management practices" described in Volume 3 of the USDCM. The SWMP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, "Storm Drainage Design and Technical Criteria" manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives. A drainage easement is required for stormwater quality detention ponds. This easement shall connect to an access easement that ties to public right of way for access to the facilities. These easements shall be executed prior to the approval of the Civil Plans.
  - *Response: A drainage easement will be dedicated prior to civil plan approval.*
- An Inspection and Maintenance Plan (I and M Plan) shall be developed concurrently with the design of the permanent BMP's and submitted with the final drainage plan and report for approval. Refer to Section 5.09 of the Water, Sanitary Sewer, and Storm Drainage Infrastructure Standards and Specifications as well as the 2010 Storm Drainage Design & Technical Criteria manual's appendices for direction on preparing an I and M Plan, including the Maintenance Agreement. A

signed Maintenance Agreement shall be submitted with the signature set of civil plans and must be approved prior to approval of the Civil plans.

- *Response: An I&M plan will be approved prior to civil plan approval.*

- The civil plans will not be approved until the preliminary drainage report/letter is approved and the plat is ready for recordation.

- *Response: The PDR will be approved prior to civil plan approval.*

**Roadway Design and Construction Specifications:**

- All road cuts or other roadway disturbances within the City of Aurora’s public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City’s Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the issuance of the Certificate of Occupancy.

- *Response: No improvements to E 32<sup>nd</sup> Avenue are proposed.*

- Fire lanes. All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City’s adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshal) and the City Engineer.

- *Response: Proposed fire lanes shall meet the material requirements.*

**BUILDING DIVISION COMMENTS:**

**Building Plan Review**

- Process
- Review Schedule
- Fees

The comments made during the meeting address large-scale issues. We strongly recommend that a code consultation meeting be scheduled to discuss more detailed concerns.

During the development review process, you will not need to submit any documentation to the Fire Department for review. The Life Safety group within the Aurora Building Division conducts all site development and construction plan reviews on behalf of the Aurora Fire Department.

The links below contain additional information and requirements for completion, submittal, and permitting of your building plans.

- *Response: Acknowledged.*

**Permit Types:**

- Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type.

- Commercial Permits

Fire (click on this link to find checklist below)

- Fire Alarm
- Fire Sprinkler & Standpipe Systems
- Hazardous Materials Storage
- High Piled Combustible Storage Checklist
- Knox Box

- Knox Box Rapid Entry
  - *Response: The building permit will be submitted under a commercial permit as requested.*
- If your architect would like to set up a preliminary building construction plan submittal meeting please contact our Plans Examiner Manager Jose Rodriguez ([jrodrig@auroragov.org](mailto:jrodrig@auroragov.org)).
  - *Response: Acknowledged.*
- On January 8, 2022 the 2021 versions of the International Codes became effective in the city of Aurora. Applicants who wish to build their projects to the requirements found in the 2021 codes are allowed to do so and should notify Building Division staff at time of permit submittal of this decision.
  - *Response: The Applicant will notify the Building Division as applicable.*
- The construction industry is experiencing unprecedented supply chain issues which has not only affected costs, but also inventory and delivery timelines. Due to nationwide shortages of various building materials, the city of Aurora is extending the deadline by which all submittals will be reviewed for compliance with the 2021 codes until October 31, 2022. As this date draws closer, we will provide updates on any changes to this deadline.
  - *Response: Acknowledged.*
- In determining which code series to utilize (2015 or 2021) please be aware that once chosen, only that code series can be utilized throughout the plan review and inspection processes.
  - *Response: Acknowledged. The chosen code will be utilized throughout.*

**Accessibility:**

The City of Aurora enforces handicapped accessibility requirements based on 2015/2021 IBC, Chapter 11, and the 2009/2017 ICC 117.1.

- *Response: Acknowledged.*

**Adopted Codes by the City of Aurora:**

This “link” will provide a current listing of all adopted building codes and ordinances utilized by the Aurora Building Division. To view the 2015/2021 International Codes please utilize the following hyperlink; ICC Codes Online

- *Response: Acknowledged.*

**Building Division General Comments:**

The function of the Building Division in the development process involves assistance with building code questions. This “link” will provide answers to the most typical initial questions concerning the role of the Building Division.

- *Response: Acknowledged.*

**Checklist for Plan Review Submittals:**

The Aurora Building Division has established a number of checklists that reflect specific construction plan submittal and permit requirements. A copy of these checklists can be obtained through the City of Aurora website or by clicking on the link provided here.

- *Response: Checklists will be followed as applicable.*

**Demolition Permits:**

A separate demolition permit must be obtained for each individually addressed structure through the Aurora Building Division prior to the start of any removal of any structure within the site.

- City of Aurora Demolition Permit Information
- State of Colorado Demolition Permit Application Form
- All demolition permits must be routed to Aurora Water in order to assess the BMP requirements for ground disturbances.
  - *Response: A demolition permit will be applied for as appropriate.*

**General Fire Protection System Requirements:**

Based on the information provided during the Pre-Application meeting the following fire protection systems are likely to be required for this structure:

- *Response: Appropriate fire protection systems will be provided.*

**Geographic Design Criteria:**

New construction must adhere to the climatic and geographic design criteria provided using the hyperlink above.

- *Response: Design criteria will be followed.*

**Remodel/Additions:**

Building permits and inspections are required for new construction, additions, and remodeling work to confirm that all structures meet applicable building code requirements. Please click on the link provided to obtain needed information for both residential and commercial projects.

- *Response: Acknowledged that inspections will be required.*

**Request for Modification or Alternative Material:**

Per the 2015/2021 IFC, Section 104.10 and 104.10.1, whenever there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements.

- *Response: If applicable, requests for modification or alternative materials will be submitted.*

**REAL PROPERTY DIVISION**

Reminder – Prior to building plans submittal, processing of any/all required separate documents should be started so that this process does not interfere with permit issuance.

Before any construction may commence, a contractor licensed in the City of Aurora must be issued the appropriate permits for all work to be performed. Licensing information is available on the city’s website.

- *Response: All separate documents will be submitted prior to building permit submittal.*

**STEP III – CONSTRUCTION PHASE**

**AURORA WATER**

**Utility Connection Fees:**

- Water Service Connection Fee

- Metro Sanitary Sewer Connection Fee
- Sanitary Sewer Connection Fee

Fees may only be paid after issuance of building permit and must be paid prior to issuance of the Certificate of Occupancy. This is required for new services and when meter sizes are upsized.

- Wet Tap Fees:
  - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.
- Irrigation Water Meter Fees:
  - Will be calculated in accordance with the City Ordinance for irrigated common areas in Single-Family Detached and Commercial areas.
  - The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations.
- For a full listing of Utility Fees, please see the Aurora Water Fee Schedule.
  - *Response: Fees will be paid when required.*

## PUBLIC WORKS DEPARTMENT

### ENGINEERING DIVISION

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is not required. A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy. See Section 5.01.2.02 for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor’s risk to begin paving without the initial acceptance of the wet utilities.
  - *Response: Acknowledged.*
- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.
  - *Response: Acknowledged.*
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - fire lanes
  - curbs, gutters, curb ramps, and sidewalks sanitary sewer mains, including laterals to each lot line
  - storm drainage
  - detention and water quality facilities, including necessary structures
  - water mains, hydrants and valves
  - tree plantings and landscaping

- repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.
- *Response: Acknowledged.*

## **BUILDING DIVISION**

### **Key Issues:**

- Once the building permit is issued it is recommended that the General Contractor (GC) schedule a pre- construction meeting through the Office of Development Assistance Project Manager. The meeting will consist of the Public Improvement Supervisor, Building Division Inspector Supervisors, and a Fire/Life Safety Supervisor. These meeting are highly beneficial to both the GC and city staff in addressing inspection requirements that assist in obtaining a TCO or CO in a timely manner.
- *Response: The GC will schedule a pre-con meeting as appropriate.*

### **Construction Permits:**

Please click on the link provided for a listing of required construction permits.

Fire Safety during Construction, Alteration or Demolition of a Building:

Utilize the requirements of the 2015/2021 IFC, Chapter 33 for both construction and demolition of any structure within your site. To obtain a full copy for fire department access and water supplies to a construction site, please call the Building Department at 303.739.7420.

- *Response: Acknowledged.*

### **Access Roadways during Construction:**

Please click on the "link" provided for requirements for fire department access during construction.

- *Response: Acknowledged.*



## Pre-Application Conference

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Community Engagement Coordinators  
Housing and Community Services  
15151 E Alameda Parkway  
Aurora, Colorado 80012  
Phone: 303-739-7280  
Fax: 303-739-7191  
[www.auroragov.org](http://www.auroragov.org)

To: Mike Barnes  
From: Meg Allen  
Date: February 14, 2022  
Subject: Penske Truck Leasing  
Location: 15600 E 32nd avenue

Listed below are the registered neighborhood groups that are currently registered with the Community Engagement Division within one mile of your proposed project. Once your application has been formally submitted each registered neighborhood group will receive a referral memo with information about the project and a link to view project documents. Registered neighborhood groups will have the opportunity to provide comments on the application at this time.

A neighborhood meeting is required by UDO Section 146-5.3.1 if a registered neighborhood group requests a meeting, the city receives a significant number of comments, or the Planning Director determines that one is warranted. Your Planning Case Manager will let you know after the first round of review if a neighborhood meeting is required. The purpose of this meeting is to explain your proposed development or use approval, and if necessary, to work with neighborhood representatives to address their concerns.

Your assigned Community Engagement Coordinator will assist you in scheduling and mediating the meeting at your request. The Coordinator will also provide you with an updated registered neighborhood group mailing list, invitation, and agenda prior to the meeting. Adjacent property owners' address information is available on the Adams, Douglas, and Arapahoe County websites at [www.co.arapahoe.co.us](http://www.co.arapahoe.co.us), [www.douglas.co.us](http://www.douglas.co.us), and [www.co.adams.co.us](http://www.co.adams.co.us). It is the applicant's responsibility to mail and/or e-mail a letter of invitation to all neighborhoods and adjacent property owners at least 10 days prior to the meeting.

The assigned Planning Case Manager will attend the meeting to note any agreements made by the applicant and will include those agreements in their presentation at public hearings. You may anticipate being asked at public hearings if you have met with nearby registered neighborhood groups and the result of such meetings.

As the Community Engagement Coordinator for this area, I am available to assist you in communicating with the registered neighborhood groups listed below. For assistance or to set up a neighborhood meeting, please contact me at 303-739-7280.

The neighborhoods within 5280 feet of your proposed developments are:

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List of Neighborhood Associations

Location: 15600 E 32nd avenue

Record Id	HOA #	Organization	Contact	Phone
21-000005-NAM	444	CLEAN	CLEAN 71 Algonquian St AURORA CO 80018 bonzorader@gmail.com	(720) 366-8686
03-117450-000-00-NA	3	HILLCREST VILLAGE	JOEL HANNEL 1600 SABLE BLVD - OFFICE NOT PROVIDED CO 80011 HILLCRESTVILLAGE_MGR@EQUIT YLIFESTYLE.COM	(303) 364-4782
03-112878-000-00-NA	13	NORFOLK GLEN	SHERRY STUMBAUGH 15804 E 17TH PL AURORA CO 80011 SSTUMBAUGH@FBX.COM	(123) 456-7890 (303) 364-4478
03-113505-000-00-NA	56	SABLE ALTURA CHAMBERS NBHD	DIANE BRAKE 3090 S DAHLIA ST DENVER CO 80222 BRAKEPLACE@CENTURYLINK.NET	(303) 758-3311 (303) 344-8226

We appreciate your review and approval of these plans. Please contact me at 303-974-3625 or [brad.cooney@kimley-horn.com](mailto:brad.cooney@kimley-horn.com) should you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Brad Cooney, P.E.  
Project Manager