



Office of Development Assistance  
15151 E. Alameda Parkway, Suite 5200  
Aurora, Colorado 80012  
303.739.7345

September 15, 2022

Alicia Khine - [akhine@walldevgroup.com](mailto:akhine@walldevgroup.com)  
Wall Development Group  
4201 E Yale Ave Ste 140  
Denver, CO 80222

**Re: Aurora One Master Plan: PA 1 - Commercial (#1655056)/Pre-Application Meeting held September 01, 2022**

Dear Ms. Khine:

I would like to take this opportunity to thank you for considering the City of Aurora for the Aurora One Master Plan: PA 1- Commercial project. As your assigned Project Manager, I remain available as a resource as you initiate the review and approval process in the city.

Attached to this letter are the formal Staff Comments from your Pre-Application Meeting with the Development Review Team. I have taken the opportunity to highlight a few key issues below that may require further consideration prior to a formal submittal of your Development Application. These, as well as those on the attached pages, will need to be addressed either before or during the development review process.

**Key Issues:**

NOTED. DEVELOPMENT WILL BE IN COMPLIANCE WITH THE MASTER PLAN AND/OR UDO

- ▶ **Aurora One Master Plan:** In addition to the city standards within the Unified Development Ordinance (UDO), the site orientation and design, architecture, circulation, landscaping, public improvements, etc. should also comply with the standards outlined for Planning Area 1 (PA-1) in the Aurora One Master Plan. If any conflicts arise between the UDO and the Master Plan, the stricter provision will generally apply. Please be aware that there are certain improvements per the Master Plan that will need to be completed in conjunction with development of this site.
- ▶ **Conditional Use:** Drive-through uses are subject to Conditional Use approval at a public hearing. Please see Planning comments for more information on this process as well as use-specific regulations and standards for this use. NO DRIVE-THROUGH PROPOSED AT THIS TIME
- ▶ **Development Standards:** Please see Planning comments on page nine of these notes for detailed information on Development Standards to include: Dimensional Standards, Common Space and Amenities, Access and Connectivity and Parking. DEVELOPMENT STANDARDS SHALL BE FOLLOWED.
- ▶ **Active Bald Eagles Nest:** The project site abuts/or is within one-half mile of an existing, active bald eagle nest. PROS will be looking for a letter of support from Colorado Parks and Wildlife

NOTED. LETTER SHALL BE PROVIDED. NO CONSTRUCTION WILL OCCUR DURING THE SPECIFIED TIME.

(CPW) regarding the design, location, and potential disturbance to the nest in order to sign off on this project. Construction during active nesting season which runs from December through July is prohibited. PROS encourages any area within that one-half mile be designated as open space to satisfy any Park and Open Space requirements.

NOTED

ALL ADJACENT ROW IMPROVEMENTS INCLUDED WITH MASTER ISP

PRELIMINARY DRAINAGE REPORT INCLUDED. NO AMENDMENT REQUIRED. NO PAVING PROPOSED WITH THIS ISP. NO OFFSITE IMPROVEMENTS ANTICIPATED.

- ▶ **Traffic Engineering:** Please see Traffic Engineering comments on page 21 of these notes for detailed information to include: conformance with the MTIS, vehicle queuing and signal escrow.
- ▶ **Public Improvements:** Public improvements shall be provided in conformance with the approved Public Improvement Plan. For this planning area, that includes improvements to Stephen D Hogan Parkway, Rome Street, and Picadilly Road. The Public Improvement Plan amendment to revise the Picadilly section shall be approved prior to the approval of this site plan. The southern drive aisle shall be private.
- ▶ **Drainage:** A preliminary drainage report shall be submitted with the site plan. Detention and water quality/EURV are required and should be in conformance with the Master Drainage Report (MDR). If the MDR needs to be updated, the amendment should be approved prior to the approval of this site plan. More information is required as part of the master drainage amendment and preliminary drainage plan to determine if one pond can be provided for both PA-1 and PA-11. The detention pond shall be in place prior to paving and shall have an approved pond certification prior to the issuance of a Certificate of Occupancy (CO) or Temporary Certificate of Occupancy (TCO). Offsite infrastructure required as noted in the PIP and master drainage report shall be constructed prior to the issuance of a CO or TCO.

The comments reflect information provided on your submittal materials as well as the discussion within the meeting and are meant to provide general direction to you in the preparation of the actual submittals. If the plans change significantly for the project, another pre-application meeting would be advised.

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7323 or [bvigil@auroragov.org](mailto:bvigil@auroragov.org).

Sincerely,

Brit Vigil  
Project Manager



## City of Aurora

DEVELOPMENT PROCESS  
ACKNOWLEDGED.

## Development Process

While the development process is described in more detail in the [Development Handbook](#), the following information will help you gain a quick understanding of your next steps in the process and understand the formatting of the attached staff comments:

### Step I - Planning Phase

- The application is submitted to the Planning Department.
- The Planning Department refers the plan to other city departments for comment.
- Neighborhood meeting(s) are scheduled as necessary.
- The Site Plan is approved administratively; Conditional Use applications are approved at a Public Hearing.
- The Subdivision Plat is approved administratively during the same time line.

### Step II - Construction Document Phase

**Civil Engineering Plans:** This generally includes grading, storm drainage, stormwater management plan, public utilities, and street construction plans.

- A preliminary drainage report is a part of the site plan submittal (Step I above). Final drainage plans are included in the civil engineering plans package.
- A pre-submittal meeting with Public Works Engineering is required prior to electronic submittal of final civil plans for review. This review is separate from the Planning Phase review above and requires a per-sheet review fee at the time of submittal.

**Building Plans:** (construction plans for structures)

- Usually reviewed after Planning decision is made.

All data submitted in AutoCAD 13 or higher as part of this project should be in conformance with the City of Aurora CAD Data Submittal Standard. The standards and template can be found here: [CAD Data Submittal Standard](#)

### Step III - Construction Phase

**Building/Civil Permits:**

- **Stormwater Quality Discharge** permits must be issued prior to any site work (Aurora Water).
- **Public Improvement permits** can be issued after civil plan approvals.
- **Building permits** are issued only after Steps I & II are complete (site plan/civil plan), and building plans are approved.

**Inspections:** Certificate of Occupancy (CO) is granted once all work and inspections are complete.

## STAFF COMMENTS - PRE-APPLICATION MEETING

### Purpose of the Pre-Application Notes

These comments summarize the city's land use ordinances, policies, design standards, and code requirements that apply to your project. They are based on the material you have supplied us and will alert you to key issues involved in your project. They are not intended to provide a complete review of your proposal. Several electronic links have been included within the body of these comments, some specific to your project and some more general in nature. Note that these comments are valid for a period of six months.

Please do not hesitate to contact **Brit Vigil, ODA Project Manager**, who assembled these notes.

### Contact Information

Below is a list of City of Aurora Departments/Divisions that were represented at the meeting and contact information for the individual City Staff members present.

#### City Manager's Office

Office of Development Assistance  
Brit Vigil  
303.739.7323  
[bvigil@auroragov.org](mailto:bvigil@auroragov.org)

#### Aurora Water

Iman Ghazali  
[ighazali@auroragov.org](mailto:ighazali@auroragov.org)

#### Housing and Community Services

Community Engagement  
Scott Campbell  
303.739.7441  
[scampbel@auroragov.org](mailto:scampbel@auroragov.org)

#### Public Works

Traffic Division  
Steve Gomez  
303.739.7336  
[segomez@auroragov.org](mailto:segomez@auroragov.org)

#### Planning

Zoning and Plan Review  
Aja Tibbs  
303.739.7227  
[atibbs@auroragov.org](mailto:atibbs@auroragov.org)

Drainage and Public Improvements  
Engineering Division  
Julie Bingham  
303.739.7403  
[jbingham@auroragov.org](mailto:jbingham@auroragov.org)

#### Oil and Gas Division

Jeffrey S. Moore  
303.739.7676  
[jsmoore@auroragov.org](mailto:jsmoore@auroragov.org)

Landscape Design  
Kelly Bish, RLA, LEED AP  
303.739.7189  
[kbish@auroragov.org](mailto:kbish@auroragov.org)

Life Safety and Building Division  
Mike Dean  
303.739.7447  
[mdean@auroragov.org](mailto:mdean@auroragov.org)

#### Parks, Recreation & Open Space

Planning Design and Construction  
Alex Grimsman  
303.739.7154  
[agrimisma@auroragov.org](mailto:agrimisma@auroragov.org)

Real Property Division  
Darren Akrie  
303.739.7331  
[dakrie@auroragov.org](mailto:dakrie@auroragov.org)

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

CONTACT LIST ACKNOWLEDGED

## STEP I – PLANNING PHASE

### Planning and Development Services Department

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

#### *Key Issues:*

- ▶ Conditional use and use-specific requirements for drive-through accessory uses.
- ▶ Proposed buildings should be fronting arterials and collectors as much as feasible. Surface parking and building orientation requirements throughout the UDO and master plan address this issue.
- ▶ Common area requirements for each building/lot development.
- ▶ Detached sidewalk, street trees and curbside landscaping required along all street frontages.

#### *Project Overview:*

- Zoning: Mixed-Use Regional (MU-R)
- Character Area: Subarea C
- Proposed Use: Commercial (some drive-through)
- Permitted Use: Yes (drive-through require conditional use)

#### *Type of Application:*

- Conditional Use
- Site Plan (Subarea C)

#### *Procedures:*

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- The application can be reviewed and approved administratively by the Planning Director. Please note that if any Major Adjustments are requested as part of the application, a public hearing before the Planning and Zoning Commission will be required. The application will be reviewed in a 12-13 timeframe and will be processed electronically through our development review website, found in the links below. Sites with a conditional use require Planning Commission approval.

#### *Important Links:*

- [Unified Development Ordinance \(UDO\)](#)
- [Aurora Places Comprehensive Plan](#)
- [CAD Data Submittal Standard](#)
- [Landscape Reference Manual](#)
- [Development Review Website](#)
- [Online Application and Plan Submittal Guide](#)
- [Transportation Studies & Plans](#)
- [Pre-Submittal Checklist](#)
- [Forms and Applications](#)
- [Aurora Map Gallery](#)
- [Arapahoe County Assessor Map](#)
- [Site Plan Manual](#)
- [Subdivision Plat Manual](#)
- [Subdivision Plat Checklist](#)

**Standards and Issues:**

**1. Zoning and Placetype**

NOTED

1A. *Zoning – MU-R*

The MU-R district is intended to serve “image making” areas in Aurora such as gateways, major arterial street and highway intersections, and regional activity centers. The MU-R district allows for a mix of medium- to high-density residential and regional commercial uses, as well as other uses as shown in Table 3.2-1 (Permitted Use Table). The MU-R district intends to promote a distinctive, unified character and to ensure high quality development. More specifically, the district intends to promote:

NO STRUCTURES PROPOSED AT THIS TIME

1. A larger scale of development that presents a recognizable skyline or silhouette, and a visible transition in building massing and concentration from a visible focal point;

NO STREETS PROPOSED AT THIS TIME

2. A safe and pleasant pedestrian and bicycle environment connected to the streets and walkways;

NO MASS TRANSIT FACILITIES PROPOSED

3. Nodes for multi-modal movement, including mass transit facilities; and

NO STRUCTURES PROPOSED AT THIS TIME

4. A pleasant visual environment with high-quality architectural materials, properly sized and positioned signage, and intensive landscaping with generous outdoor common areas.

1B. *Overlay Districts*

*Avigation Easements*

NOTED

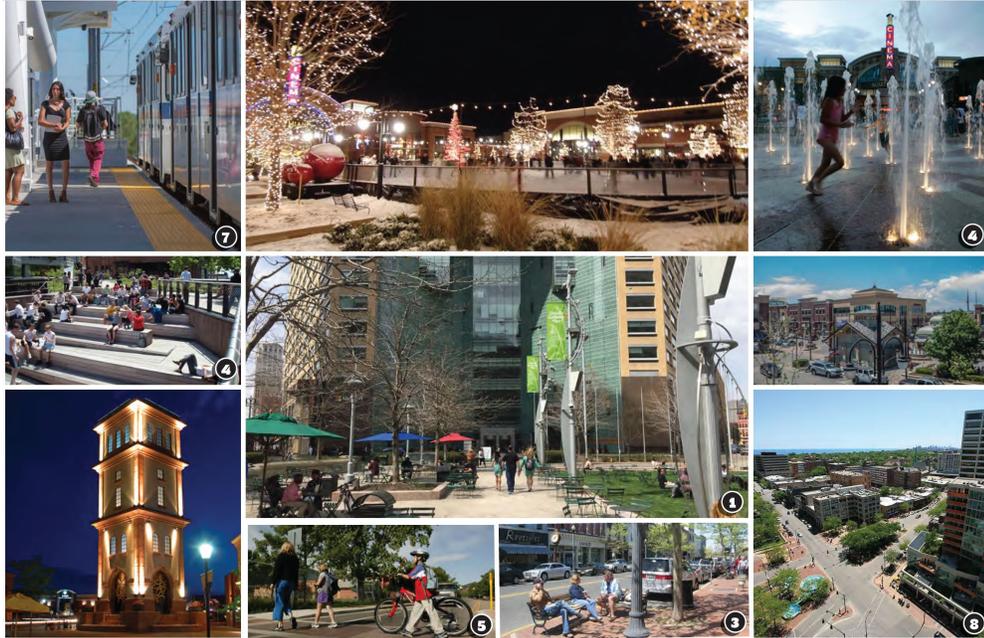
Because the property is within the Airport Influence 55 LDN District surrounding Buckley Air Force Base, an avigation easement with the city and the airport shall be conveyed by the person subdividing lands or initiating construction of any structure on already subdivided lands. Such avigation easement shall be an easement for right-of-way for unobstructed passage of aircraft above the property and shall waive any right of cause of action against the city of associated airport arising from noise, vibrations, fumes, dust, fuel particles, and other effects caused by aircraft and airport operations. The avigation easement shall be in a form approved by the city and shall be recorded in the office of Clerk and Recorder for the county where the property is located before permit or plat approval is granted. The avigation easement form can be found [here](#). Please contact Karen Hancock at 303-739-7107 or [khancock@auroragov.org](mailto:khancock@auroragov.org) with any questions you may have.

1C. *Placetype – Urban District*

NOTED. NO STRUCTURES OR PAVEMENT PROPOSED AT THIS TIME

Urban Districts will be critical to the economic and fiscal health of the city because they are the centers of employments, culture and activity. The Urban District is the city’s most intensely developed area with mixed-use, entrainment, institutional, retail, restaurant and multifamily residential as defining uses. In the absence of a single “Downtown Aurora”. This placetype creates a unique mix of uses in a relatively dense urban fabric, that provides a pedestrian-friendly environment and a place to live, work, shop, dine, recreate and more. It is distinguished from other placetypes by density, scale and the prioritization of multimodal transportation.

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**



**1D. Master Plan – Aurora One**

NO STRUCTURES PROPOSED AT THIS TIME. FUTURE ISPs WILL CONFORM TO MASTER PLAN AND UDO

In addition to the city standards within the Unified Development Ordinance (UDO), the site orientation and design, architecture, circulation, landscaping, public improvements, etc. should also comply with the standards outlined for Planning Area 1 (PA-1) in the Aurora One Master Plan. If any conflicts arise between the UDO and the Master Plan, the stricter provision will generally apply.

PA-1 of the master plan is designated as a commercial use parcel within the Hogan Crossings planning area. Per the master plan, “*Hogan Crossings is first-class, regional, convenience-oriented hub serving local regional users who live within Aurora One or who are accessing the development through Picadilly Road.*” Additional guiding principles for this planning area can be found on Sheet 6 (page 279) of the recorded Master Plan.



Per the master plan, the above drawing is meant to be an illustrative graphic, and “is not intended to reflect the final condition of any neighborhood, area or specific site”. Additionally, when

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

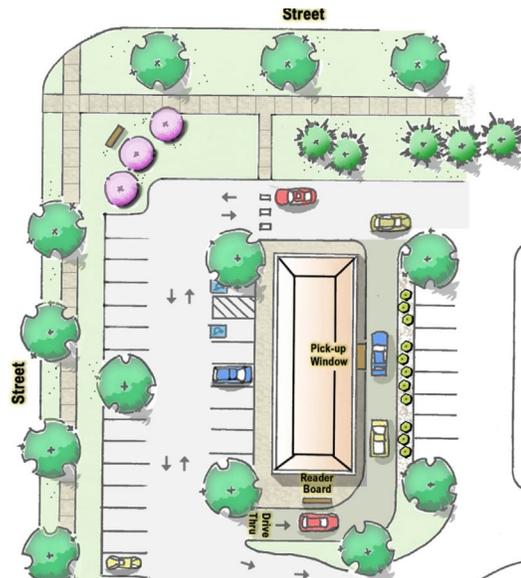
considering the context of a master plan, the UDO states that the Planning Director shall determine the required components of a master plan through applicable planning development manuals. The Master Plan Manual outlines a requirement for an adjustment process if a section of the UDO is not to be met. “If no adjustments are listed and approved, we will always interpret the final master plan document to mean that all city code requirements will be met or exceeded. Applicants may also apply for specific design standard adjustment(s) at the time of Site Plan application.” Note 12 on the cover sheet of this master plan further solidifies this expectation which states: “Except for the adjustments listed below (none listed), this master plan will be interpreted to mean that all standards contained in the Master Plan will meet or exceed all city code requirements.”

**2. Land Use**

*2A. Proposed Land Use*

The pre-application proposes 5.9 acres of commercial pad site development. Five buildings are shown; two drive through restaurants, one medical office, one restaurant without drive through, and one specialty retail building. Totaling roughly 34,895 of gross floor area. All buildings are setback into the middle of the site between 6<sup>th</sup> Avenue and Stephen D. Hogan. Five access entries are shown to the site, two from Stephen D. Hogan, two from 6<sup>th</sup> Avenue, and one from Rome Street.

Use-specific regulations for drive-through accessory uses can be found in Section 146-3.3.6.D.E. Subsection E.5. and E.6. demonstrates the preferred layout for drive-through facilities, ensuring that the drive through window is inside of the site and tucked away from adjacent streets. Section 146-4.6.7. also provides stacking design requirements for drive-through facilities.



*2B. Conditional Use*

Any proposed drive-through use is subject to Conditional Use approval, according to Sections 146-3.2 and 146-3.3. Approval criteria can be found in Section 146-5.4.3.A, and generally involve compatibility of the proposed use with existing and planned uses, traffic generation, use of architectural and landscape features to mitigate negative impacts, and several other topics. As part of the application, please submit a Letter of Introduction with an Operations Plan that introduces the project and justifies the Conditional Use request by specifically responding to the Criteria of Approval. The Planning and Zoning Commission will consider the ability of the proposal to meet these criteria in their evaluation of the proposal.

NO STRUCTURES, USES, OR INTERIOR SITE PAVING PROPOSED AT THIS TIME.

NOTED. IF DRIVE-THORUGHS ARE PROPOSED IN FUTURE ISPs, CONDITIONAL USE APPROVAL WILL BE APPLIED FOR,

### 3. Development Standards

#### 3A. Dimensional Standards

The MU-R zone district has a 10' building setback for all sides of a building which are adjacent to a street. Other (non-street facing) setbacks only require compliance with the landscaping buffer requirements in Section 146-4.7. The maximum building height requirement is based on the focal point of the master plan which has not been constructed yet, so the 100' height requirement is applicable. Please note that any building within 75' of an R-2 zone district (existing on the north side of 6<sup>th</sup> Avenue), has a maximum building height of 38'.

Lastly, the master plan requires buildings within 150' of signalized intersections (Rome and Stephen D. Hogan) shall have a maximum 50' building setback. Buildings are intended to be pushed up to the street as much as possible in these areas.

#### 3B. Subdivision Standards

If buildings will be sold for separate ownership and development, the planning area will need to be platted into individual lots. Planning will be looked to ensure that shared access and parking is encouraged between each development site and that each platted lot does not leave a remnant parcel or undevelopable piece of land.

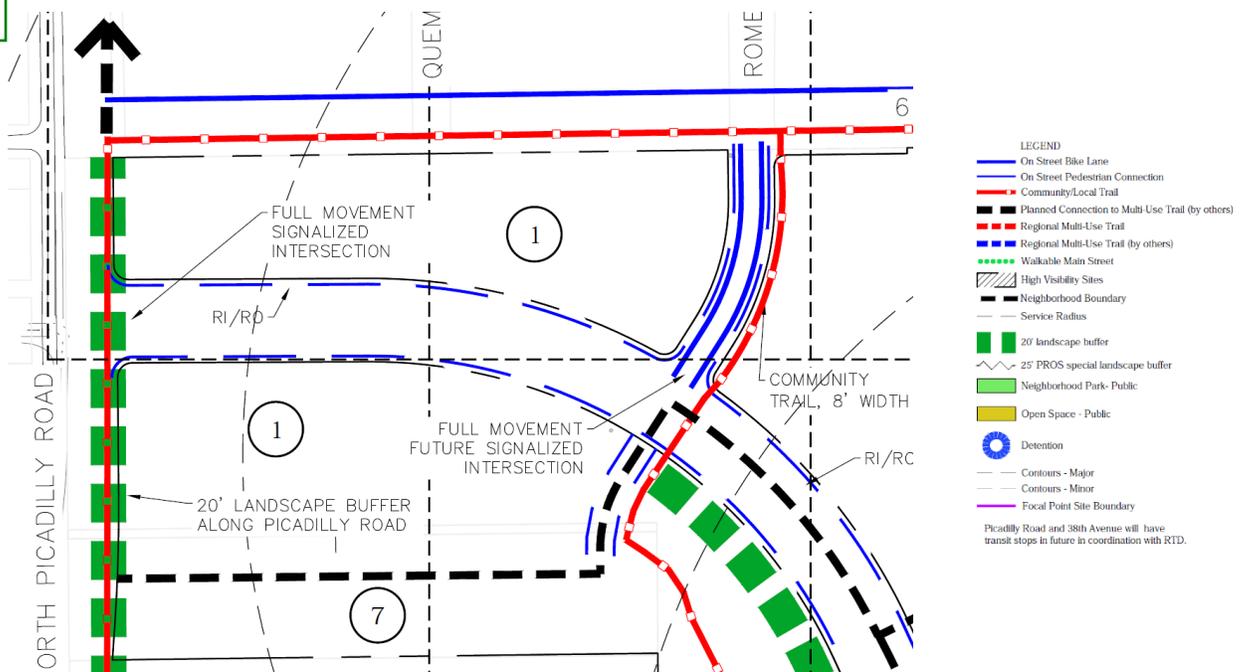
#### 3C. Common Space and Amenities

The Aurora One Master Plan outlines an 8' community/local trail along the south side of 6<sup>th</sup> Avenue, the east side of Picadilly, and the east side of Rome St. Additionally, a 20' landscape buffer is planned along the east side of Picadilly (refer to sheet 16, page 322). Some of these improvements are included within a separate infrastructure site plan (ISP) which has been submitted by the master developer. All of the master plan elements must be completed at the time of site development.

NO STRUCTURES, USES, LANDSCAPING, OR INTERIOR SITE PAVING PROPOSED AT THIS TIME.

NO SUBDIVISION PROPOSED AT THIS TIME.

NOTED. ALL MASTER PLAN ELEMENTS TO BE COMPLETED AT TIME OF FINAL DEVELOPMENT. NO OFFSITE ROW IMPROVEMENTS INCLUDED WITH THIS ISP.  
COMMON AREAS ARE NOT INCLUDED IN THIS ISP, BUT SHALL BE INCLUDED IN FUTURE ISPs.



A common area that is 5-8% of the proposed building area shall be provided for employees and patrons for each building/lot development. Common areas are required at the building entry unless the building opens directly to a street or open space. These areas should be amenitized with site

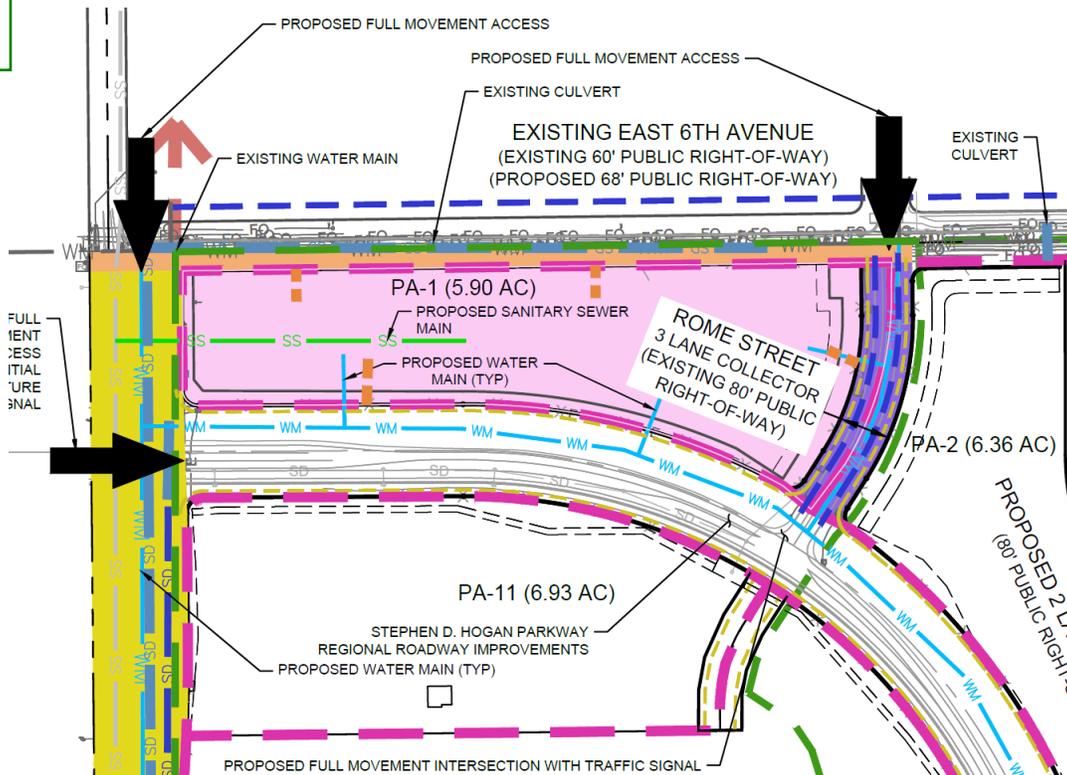
**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

furniture and landscaping that provides shade to the area. Innovative design for these spaces is further envisioned through the Aurora One Master Plan. Refer to site furnishing standards on sheet 13 (page 330), and outdoor amenities standards on sheet 17 (page 326).

**3D. Access and Connectivity**

Access points on the proposed plan align with those demonstrated in the PIP within the Aurora One Master Plan (image below for reference). Abutting and surrounding street, trail and sidewalk improvements for Picadilly, 6<sup>th</sup>, Stephen D. Hogan, and Rome should be completed with site plan development. Section details for the streets and pedestrian paths as well as streetscape design standards are located on sheets 13-16 (pages 312-321).

NOTED. THIS ISP SHALL PROPOSE ACCESS POINTS (DRIVEWAY CUTS) IN CONFORMANCE WITH THE MASTER PLAN. NO INTERIOR ACCESS/CONNECTIVITY PROPOSED AT THIS TIME. FUTURE ISPs SHALL CONFORM TO REQUESTED ACCESS/CONNECTIVITY



Safe and convenient pedestrian access is not only required to the site through street sidewalks and trails, but also through the site. Pedestrian connections should be provided from building entries to parking areas, to regional/community wide sidewalks and trails, and between buildings within the site. Refer to table 4.5-3 for an example of connectivity requirements for commercial and mixed-use developments.

NOTED. NO PROPOSED PARKING OR STRUCTURES WITH THIS ISP. FUTURE ISP SHALL CONFORM TO PARKING REQUIREMENTS

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

Off-street parking is required by Section 146-4.6. Based on the information provided an estimated count of 120 parking spaces would be required for all five proposed buildings. Bicycle and ADA parking is also required per the UDO. The requirement for these spaces is calculated based on the provided automobile parking proposed on-site. The proposed layout includes significantly more parking than is required, so reducing the provided on-site parking would also reduce the required bicycle and ADA requirements. 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

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

counts as two bicycle parking spaces. Place any bicycle parking in a convenient, paved, and well-lit location.

Section 146-4.6.5 details requirements for the design and placement of parking areas. Generally, parking areas should be located and designed to provide for adequate vehicle circulation, safe pedestrian connections, screening from adjacent sites and streets, and to avoid abutting significant stretches of adjacent streets. Please note that in Subarea C, no more than 60% of arterial and collector frontage may be occupied with surface parking (up to a depth of 60' from the property line). This standard is written to encourage arterial and collector frontages be occupied with buildings rather than surface parking. Rome St., Stephen D. Hogan and Picadilly Rd. are all street frontages applicable to this requirement. The master plan supports this section of the UDO by including design standards which note that surface parking should be located internal to the site, with buildings pushed up to the street. Refer to Sheet 8, Design Standards 1, and 3, as well as Sheet 17, Building Siting and Configuration, Design Standards 1, 3 and 5.

As previously noted, all drive-through facilities must meet vehicle cueing and design requirements outlined in Section 146-4.6.7. The drive-through configuration shown abutting Picadilly does not meet these requirements.

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

General Landscape Plan Comments.

Prepare your landscape plans in accordance with the Aurora One Master Plan (MP), the Unified Development Ordinance (UDO) and the Landscape Reference Manual. The landscape comments provided herein are based upon the following ordinance sections: 146-3. Use Regulations and 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 the project specific comments.

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 are used by the city to determine compliance with the landscape standards and for code enforcement purposes.

Landscape plans must be prepared on 24" x 36" sheets. Plans shall have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible. Landscape plans 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. Should any of the above information be missing, it may result in additional submittals and ultimately delays in approval of the plan set.

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.

Aurora One Master Plan (MP)

The MP is currently undergoing a technical review and therefore the following bullet points may not be all-inclusive and should be substantiated when the MP is officially adopted. The applicant

NOTED. NO INTERIOR LANDSCAPE PLANS PROPOSED WITH THIS ISP. FUTURE DEVELOPMENT ISPs SHALL CONFORM TO MASTER PLAN AND UDO REQUIREMENTS. FUTURE LANDSCAPE PLANS SHALL CONFORM TO REQUIREMENTS.

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

is responsible for reviewing the MP and determining all applicable landscape conditions prior to a formal landscape plan submittal.

– If a conflict should exist between the MP and the UDO, the most restrictive requirements apply.

– **Tab 10 Urban Design Standards**

- This development is part of Hogan Crossings neighborhood.
- Drive-thru lanes shall not face Stephen D. Hogan Parkway.
- Stephen D. Hogan Parkway, Rome Street and E. 6<sup>th</sup> Avenue shall have detached sidewalks and curbside landscaping. Street tree spacing is 1 per 40 lf along Stephen D. Hogan Parkway and 1 tree per 35 lf along Rome and E. 6<sup>th</sup> Avenue.
- Picadilly Road shall continue with the same street cross section that was established as part of the development to the north.
- Median landscaping shall consist of one tree per 35 lf.

NOTED. NO STRUCTURES OR LANDSCAPING PROPOSED WITH THIS ISP. ADJACENT ROW IMPROVEMENTS INCLUDED IN MASTER DEVELOPMENT ISP

– **Tab 11 Landscape Standards**

- Drive-thru lanes shall meet the minimum UDO standards for screening and shall include low walls. Drive-thru windows next to secondary streets shall provide a minimum 5’ high buffer. Hedges are not encouraged.
- Buffers between uses i.e. commercial and residential shall not be narrower than 20’.
- Parking areas adjoining one another between different lots shall not require a buffer between them.

NOTED. NO INTERIOR LANDSCAPING PROPOSED WITH THIS ISP. ADJACENT ROW IMPROVEMENTS INCLUDED IN MASTER DEVELOPMENT ISP

– Signage has been identified as part of this development. Specifically, Neighborhood Entry Identification. Landscaping should be provided around sign bases in accordance with the UDO. See image below.



**Section 146-3. Use Regulations**

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Section 146-3. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

NOTED. NO SPECIFIC USES PROPOSED WITH THIS ISP

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

Section 146-3.3.6 E. Drive-Up or Drive-Through Facility

Drive through facilities shall be located to the side or rear of the primary building and not between any façade and any street. The current configurations for both proposed restaurants have the drive through order board and/or pick-up window located directly abutting S. Picadilly Road and E. 6<sup>th</sup> Avenue and Stephen D. Hogan Parkway, in direct conflict with code. Drive through lanes fronting streets are less than ideal and shall require mitigating measures to offset the negative impacts associated with noise from idling cars, reader boards and headlight glare. If an alternative layout is not possible, then screening in accordance with the UDO shall be required. See below in Section 146-4.7 Landscape, Water Conservation, Stormwater Management.

NOTED. NO SPECIFIC USES PROPOSED WITH THIS ISP

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 Section 146-4.7. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

NOTED. NO INTERIOR LANDSCAPE PLANS PROPOSED WITH THIS ISP. FUTURE DEVELOPMENT ISPs SHALL CONFORM TO MASTER PLAN AND UDO REQUIREMENTS. FUTURE LANDSCAPE PLANS SHALL CONFORM TO REQUIREMENTS.

Section 146-4.7.5. C. Required Landscaping, Curbside Landscaping

Street trees are required along all street frontages at ratios as described in the MP standards noted above. Street trees shall be provided in the curbside landscape when a detached walk is provided or 4'-5' from behind the back of walk when an attached walk is provided. Street trees shall be located 50' from the face of a stop sign to maintain regulatory sign visibility. Refer to Figure 4.7-2.

In addition to the street trees, the UDO requires plantings within the curbside landscape to vary depending upon the width required by the street cross section. The UDO currently permits the installation of sod within curbside landscapes that are 10' in width or greater. However, City Council recently passed a new turf ordinance that prohibits the installation of non-functional turf. This includes all curbside landscapes. All site plans submitted after October 1, 2022 shall comply with the new ordinance.

STREET TREE AND TREE LAWN LANDSCAPING PROVIDED IN ISP BY MASTER DEVELOPER. NO INTERIOR LANDSCAPING PROPOSED AT THIS TIME. FUTURE ISPs WILL BE IN ACCORDANCE WITH UDO

Section 146-4.7.5 D. Street Frontage Landscape Buffers

Street frontage buffers are required for all commercial and/or retail buildings. Street frontage buffers are required to be 20' wide as measured from the back of walk. Landscaping shall consist of one tree and ten shrubs per each forty linear feet of buffer length. A buffer reduction to 10' is possible in accordance with Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. Landscaping shall be installed along the exterior sides of proposed fencing or walls.

Shrubs and ornamental grasses may not be substituted for trees in the buffer unless the applicant demonstrates to staff that the site is encumbered. Encumbrances shall include overhead and underground utilities, floodplain, easements or similar. When overlapping landscape standards occur such as when building perimeter, detention/water quality and/or parking lot landscape requirements fall within the landscape buffer, they may be counted towards meeting the buffer requirements, however, the most restrictive requirements shall be met. Staff will determine whether an overlap exists once a site plan is submitted.

No portions of buildings, including porches or patios, drive lanes, sidewalks, detention ponds, parking stalls, dumpsters or dumpster enclosures shall be permitted within the buffer.

Section 146-4.8.5 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.

STREET TREE AND TREE LAWN LANDSCAPING PROVIDED IN ISP BY MASTER DEVELOPER. NO INTERIOR LANDSCAPING PROPOSED AT THIS TIME. FUTURE ISPs WILL BE IN ACCORDANCE WITH UDO

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

Landscaping shall consist of one tree or tree equivalent per each 40 linear feet of elevation length. Building perimeter landscaping provided within 20' of the building face may count towards the building perimeter landscaping requirements including landscaping provided within parking lot islands. Staff will determine whether this provision is applicable once a landscape plan is submitted.

**Section 146-4.7.5 K. Parking Lot Landscaping**

Both interior and exterior parking lot landscaping is required for all proposed 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.

Also provide and landscape each parking lot island with one tree and six five-gallon shrubs per 9' X 19' island and two trees and 12 shrubs per 9' X 38' island. Ornamental trees may be used as accents at the ends of parking rows but shall not be used as the primary shade tree within the parking lot.

**Section 146-4.7.5 L. Site Entryways and Intersections.**

Provide a distinctive landscape feature at each site entrance. Distinctive landscape features should consist of specimen quality plant material that will provide visual interest during all seasons. This is often provided around any proposed signage and/or monumentation.

**Section 146-4.7.3 M. Detention and Water Quality Ponds**

The city encourages applicants to utilize Low Impact Development (LID) techniques as permanent best management practices (BMPs). Some examples of LID techniques are depicted in the images below and include permeable pavements, vegetative swales and rain gardens.

STREET TREE AND TREE LAWN LANDSCAPING PROVIDED IN ISP BY MASTER DEVELOPER. NO INTERIOR LANDSCAPING PROPOSED AT THIS TIME. FUTURE ISPs WILL BE IN ACCORDANCE WITH UDO

NO LID OR DETENTION PROPOSED WITH THIS ISP. FUTURE DEVELOPMENT SHALL INCLUDE LID WHERE PRACTICABLE. NO DETENTION PROPOSED WITH THIS ISP. DETENTION ANTICIPATED TO BE OFF-SITE BY MASTER DEVELOPMENT AND MASTER DRAINAGE REPORT.



Porous Pavement



Vegetative Swale



Rain Garden

Applicants may propose their own BMPs or work with the City of Aurora's Water and/or Public Work's Departments.

All detention pond facilities shall not exceed six feet in depth. The area within the tract surrounding the pond shall contain a minimum of one tree and 10 shrubs or the approved tree and shrub equivalents per 4000 square feet above the 100-year water surface elevation. When overlapping landscape standards occur such as when buffers, detention/water quality and parking lot landscape requirements fall within the buffer, they may be counted towards meeting the buffer requirements, however the most restrictive requirements shall be met.

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

STREET TREE AND TREE  
LAWN LANDSCAPING  
PROVIDED IN ISP BY  
MASTER DEVELOPER.  
NO INTERIOR  
LANDSCAPING  
PROPOSED AT THIS TIME.  
FUTURE ISPs WILL BE IN  
ACCORDANCE WITH UDO

Section 146-4.7.5 M. 6. Drive-through Screening Adjacent to Street Frontages

A wall between 42” and 48” in height shall be provided to mitigate noise and minimize the visual impacts associated with on-site signs with speakers as well as screen drive-through aisles, service areas and stacking lanes from abutting public or private street rights-of-way. This would be applicable to E. 6<sup>th</sup> Avenue, S. Picadilly Road and Stephen D. Hogan Parkway. The wall shall be in character with the building materials and architecture. Landscaping consisting of low shrubs shall be provided along the exterior or street side to soften the appearance of the wall.

NO INTERIOR  
LANDSCAPING  
PROPOSED AT THIS TIME.  
FUTURE ISPs WILL BE IN  
ACCORDANCE WITH UDO

Section 146-4.7.3. C. Irrigation

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, Aurora Water will require the applicant to divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at 303.326.8819 regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

NO INTERIOR  
LANDSCAPING  
PROPOSED AT THIS TIME.  
FUTURE ISPs WILL BE IN  
ACCORDANCE WITH UDO

Section 146-4.7.8 B. 2.b. Service, Loading, Storage and Trash Area Screening

All trash dumpsters and recycling bins must be enclosed and setback at least 12 feet from adjacent properties when adjacent to residential or commercial uses. Service areas visible from streets or residences shall be screened by fences, walls, landscaping, berms or any combination of items. Fencing and wall screening shall be accompanied by landscaping on the exterior side to soften the appearance of the wall and/or fence. Evergreen plantings are required along the exterior.

NO STRUCTURES  
PROPOSED AT THIS TIME.  
FUTURE ISPs WILL BE IN  
ACCORDANCE WITH UDO

3G. *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.

Code requires that you incorporate material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs, and changes in parapet height to improve the façade and create an inviting and attractive street presence. Buildings must be designed to create a clear base, middle, and cap, with specific instructions and tips for how this can be achieved in Section 146-4.8.5.C. Ground floor designs should support a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic. Code also requires that you use changes in the wall planes, both horizontally and vertically, at specific intervals and provide a variety of durable materials to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to prevent the back of house appearance. See the table below for applicable building design standards and ensure that the building elevations meet all applicable requirements.

Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022

**Table 4.8-1**  
**Building Design Standards Applicability by Building Type**  
 Adjustments for Affordable Housing Structures appear in Sections 146-4.8.5 and 146-4.8.6

| Standard   | Single-family detached or two-family dwellings | Single-family attached | Multifamily buildings | Single-story non-residential buildings | Multi-story mixed-use or non-residential buildings | Large-scale retail large format-over 75,000 sq. ft. gfa. |
|--|--|------------------------|-----------------------|--|--|--|
| <b>General building design standards</b>           |  |                        |                       |  |  |  |
| Design variety                                     | ✓  |                        |                       |  |  |  |
| Distribution of masonry and architectural features | ✓  |                        |                       |  |  |  |
| Windows  | ✓  |                        |                       |  |  |  |
| Building orientation and spacing                   |  |                        | ✓                     | ✓                                      | ✓  | ✓  |
| <b>Massing and articulation</b>                    |  |                        |                       |  |  |  |
| Horizontal articulation                            |  | ✓                      | ✓                     | ✓                                      | ✓  | ✓  |
| Vertical articulation                              | ✓  |                        | ✓                     | ✓                                      | ✓  | ✓ [1]  |
| Maximum building length                            |  |                        | ✓                     | ✓                                      | ✓  | ✓  |
| <b>Building materials</b>                          |  |                        |                       |  |  |  |
| Primary building materials                         | ✓  |                        | ✓                     | ✓                                      | ✓  | ✓  |
| Masonry standards                                  |  | ✓                      | ✓                     |  |  |  |
| <b>Four-sided building design</b>                  |  |                        |                       |  |  |  |
| Facade character elements                          |  |                        | ✓                     | ✓                                      | ✓  | ✓  |
| Entry design                                       |  |                        | ✓                     | ✓                                      | ✓  | ✓  |
| <b>Roof design</b>                                 |  |                        |                       |  |  |  |
| Roof materials                                     | ✓  |                        | ✓                     | ✓                                      | ✓  | ✓  |
| Roof form  | ✓  |                        | ✓                     | ✓                                      | ✓  | ✓  |
| <b>Screening of mechanical equipment</b>           |  |                        |                       |  |  |  |
| Rooftop equipment                                  | ✓  |                        | ✓                     | ✓                                      | ✓  | ✓  |
| Ground-mounted equipment                           | ✓  |                        | ✓                     | ✓                                      | ✓  | ✓  |
| Garbage storage areas                              |  |                        | ✓                     | ✓                                      | ✓  | ✓  |

Notes:  
 [1] Only applies when more than two stories or over 30 feet tall.

In addition to UDO standards, Commercial Design Standards for the Aurora One Master Plan are located on Sheets 18 & 19 (pages 330-336). The intersection of Stephen D. Hogan and Rome St. is identified as a primary intersection, and buildings proposed at primary intersections or gateways should provide architecture, massing and height elements that are distinctive in design and materials. Additional glazing and other material requirements are located within this section of the master plan.

3H. Exterior Lighting

Standards for exterior lighting are found in Section 146-4.9, and within the site furnishings section of the master plan (sheet 13, page 310). Show typical details of lighting on the plan and on building elevations. A photometric lighting plan and details of all proposed light fixtures should be included with your site plan submittal.

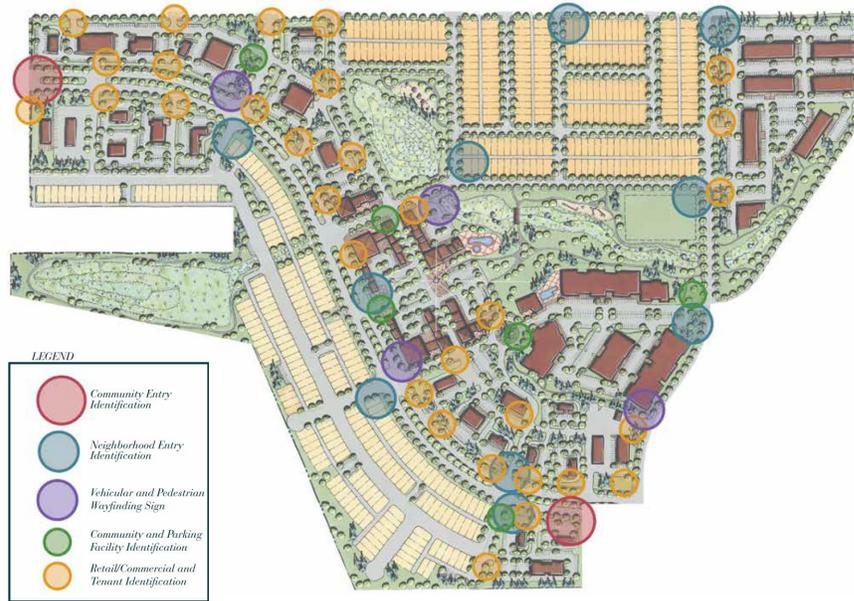
NO EXTERIOR LIGHTING PROPOSED AT THIS TIME. FUTURE ISPs WILL BE IN ACCORDANCE WITH UDO

3I. Signs

Section 146-4.10 of the UDO governs signage standards. Master plan standards for signs are located on sheets 9 and 10 (pages 291-298). The master plan has identified locations for universal tenant signage which should be used for each pad site. Individual monuments for each user are discouraged. A community entry identification sign is planned at the intersection of Stephen D. Hogan and Picadilly. Please review this section for complete details.

NO SIGNAGE PROPOSED AT THIS TIME. FUTURE ISPs WILL BE IN ACCORDANCE WITH UDO

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**



All site signage will be approved through a separate sign permit at the time of building permit. However, all ground mounted monument signage needs to be drawn on the site plan set, and a detail provided to review material and size compliance. Any potential wall sign area should be outlined on the building elevations. Please do not show sign content for any of the proposed sign areas. A sign table should be included on the cover sheet outlining permitted sign area and proposed sign area.

**4. Adjustments**

NO ADJUSTMENTS PROPOSED AT THIS TIME. FUTURE ISPs WILL BE IN ACCORDANCE WITH UDO

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.

**5. Submittal Reminders**

ALL SUBMITTALS SHALL CONFORM TO CAD STANDARDS.

**5A. CAD Data Submittal Standards**

The city has developed [CAD Data Submittal Standards](#) for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. A digital submission meeting the CAD Data Submittal Standards is required before final mylars can be routed for signatures or recorded for all applications. Please review these standards and ensure that files are in the correct format to avoid future delays.

PDFs SHALL BE FLATTENED PRIOR TO SUBMITTAL

**5B. PDF Requirements**

The application will be uploaded through the city's development review website as separate PDFs. Please ensure that all AutoCAD SHX text items are removed from the "Comment" section during the PDF creation process and that the sheets are flattened to reduce ability to select items. PDFs

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

will be rejected during pre-acceptance reviews if they do not comply with this requirement, which could result in delays.

MINERAL RIGHTS AFFIDAVIT TO BE INCLUDED WITH SUBMITTAL

**5C. Mineral Rights Notification**

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

PRE-SUBMITTAL MEETING OCCURED 1/17/2023

**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.

ADJACENT NEIGHBORS TO BE NOTIFIED OF ISP

**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.

NOTED. WORK WITH ORGANIZATIONS SHALL OCCUR

**Community Engagement Coordinator:**

- *Scott Campbell* is the Community Engagement Coordinator for the project. He 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.
- 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.
- Additional information about the Community Engagement Program can be found on the [Housing and Community Services](#) page of the city website.

NOTED. WORK WITH ORGANIZATIONS SHALL OCCUR

NOTED.

**Oil and Gas Development**

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.

NOTED.

There may be existing underground pipelines in rights-of-ways. If you have questions or concerns about this, the Oil & Gas Division can assist with providing additional information. Please be advised, there is a regional transmission line that runs northwest to southeast along the tree line south of the property.

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

**Active Bald Eagles Nest**

The project site abuts/or is within ½ mile of an existing, active bald eagle nest. PROS will be looking for a letter of support from Colorado Parks and Wildlife (CPW) regarding the design, location, and potential disturbance to the nest in order to sign off on this project. Construction during active nesting season which

NOTED.

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

runs from December through July is prohibited. PROS encourage any area within that ¼ mile be designated as open space to satisfy any Park and Open Space requirements.

**Aurora Water**

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

**Key Issues:**

NOTED. WATER AND SANITARY STUBS PROPOSED FOR FUTURE CONNECTIONS

- ▶ Based on current site conditions, frontage is required to provide direct water and sanitary service connections to the individual buildings, and all main extensions must comply with approved Aurora One Master Utility Study (MUS# 221213).
- ▶ Individual meters are required for each proposed building and must be placed in landscaped areas.
- ▶ Backflow prevention devices are required for all service connections. NOTED.
- ▶ A fixture unit and meter sizing table are required on civil plans. NO STRUCTURES PROPOSED
- ▶ Connection fees must be paid by December 31, 2022 to avoid rate changes taking effect January 1, 2023. NO STRUCTURES PROPOSED
- ▶ A Non-Functional Turf Ordinance has been passed by City Council and will take effect January 2023. Information about the ordinance can be found [here](#) under Item 5. Please plan to incorporate these requirements in your future submittals. NO LANDSCAPING PROPOSED
- ▶ Grease interceptors are required for proposed drive-throughs and restaurant. NO STRUCTURES PROPOSED
- ▶ A [domestic allocation agreement](#) will be required for connections 2” and larger. NO METERS PROPOSED

NO STRUCTURES PROPOSED

**Utility Services Available:**

- Water service may be provided from: Main extension along Stephen D Hogan Parkway and into site, as outlined by the Aurora One Master Utility Study. NOTED. WATER STUBS PROPOSED FOR FUTURE CONNECTIONS FROM STEPHEN D HOGAN
- Sanitary sewer service may be provided from: Main extension east-west from Picadilly Road into the site, as outlined by the Aurora One Master Utility Study. NOTED. WATER STUBS PROPOSED FOR FUTURE CONNECTIONS FROM PICADILLY
- Project is located on the following Map Page: 07S NOTED.

**Utility Service Requirements:**

- A Site Plan is required for this project and must show existing and proposed utilities including:
  - Public/Private Mains
  - Service Lines
  - Water Meters
  - Fire Suppression Lines
  - Fire Hydrants necessary to service your development
  - Grease Interceptors are required for commercial kitchens
  - All utility connections in the arterial roadway are required to be bores.
- 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). NOTED.
- Aurora Water does not require a Site Plan for this project. NOTED.

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

**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. NOTED. NO PLAT OR BUILDING PERMIT ANTICIPATED WITH THIS ISP
- 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. NOTED. NO BUILDING PERMIT ANTICIPATED WITH THIS ISP
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#). NOTED.
- Commercial users with meters one and one-half inches and smaller with landscaped areas not served by a separate irrigation system shall be charged an outdoor fee based upon the total landscaped area. NOTED. NO INTERIOR LANDSCAPING PROPOSED

**Public Works Department**

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

**Key Issues:**

- ▶ A Detailed Traffic Impact Study (TIS) in conformance with the Aurora One TIS, dated January 2021, will be required for this development. See below for additional information.
  - An additional Right-In-Right-Out (RIRO) access on Stephen D Hogan Parkway is shown on the Site Plan that is not shown in the Aurora One TIS.
  - If an interim roadway/access network is proposed, a traffic analysis for this condition would be required
- ▶ Site access drives/streets shall be spaced a minimum 300' CL-CL along Stephen D Hogan Parkway (arterial), including from intersections.
- ▶ Site access drives/streets shall be spaced a minimum 150' CL-CL along 6<sup>th</sup> Avenue and a minimum 300' CL to CL from Picadilly Road.
- ▶ Throat depth to site intersections from Stephen D Hogan Parkway shall be a minimum 150' and a minimum 75' from 6<sup>th</sup> Avenue.
- ▶ A vehicle queue evaluation shall be conducted for each of the site drive thru operations.
- ▶ Traffic signal escrow will be required multiple intersections. See below for additional information.
- ▶ Applicant shall install two 2" conduits and pull boxes to be owned/maintained by the City of Aurora, for future fiber optic interconnect of traffic signals along arterial roadways (i.e. Picadilly Road).
  - Conduit
    - Conduit material shall be Schedule 80 HDPE (or similar).
    - A # 14 AWG stranded copper conductor shall be installed for city underground locating purposes.
    - A nylon pull tape with a minimum 1,250 lb tensile strength shall be installed in all new conduit.
  - Pull Box
    - Pull boxes shall be 30"x48"x24", with two-piece interlocking lids.
    - City conduit shall be installed into City Pull Boxes.
- Show all adjacent and opposing access points on the Site Plan. NOTED. NO SPECIFIC SITE PLAN WITH STRUCTURES, USES, PARKING, ETC. IS PROPOSED AT THIS TIME. THEREFORE, A SITE SPECIFIC TIS IS NOT POSSIBLE. THE MASTER TIS WILL BE REFEREED TO FOR THIS ISP. A DETAILED TIS WILL BE SUBMITTED WHEN FUTURE ISPs WITH SPECIFIC SITE PLANS ARE PROPOSED AND SUBMITTED.
- Label the access movements on the Site Plan.

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

- 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'

NOTED. NO INTERIOR LANDSCAPING PROPOSED AT THIS TIME

- 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 not 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.

NOTED. NO SIGNAGE PROPOSED AT THIS TIME

**ROW/Plat:**

- Designate a Public Access Easement along private drives/streets.
- A private cross-access agreement is recommended for maintenance and snow removal. The developer is responsible for establishing this agreement with the adjacent property owner.
- A traffic signal easement shall be required at the intersections of Stephen D Hogan Parkway and Picadilly Road and Stephen D Hogan Parkway and Rome Street to accommodate the proposed traffic signal pole, underground conduits, pull boxes and signal control cabinet.

NOTED. NO INTERIOR DRIVES/STREETS PROPOSED AT THIS TIME

NOTED. NO INTERIOR DRIVES/STREETS PROPOSED AT THIS TIME

OFFSITE ROW IMPROVEMENTS NOT INCLUDED WITH THIS ISP. MASTER DEVELOPER RESPONSIBLE FOR OFFSITE ROW IMPROVEMENTS, INCLUDING SIGNALS

**Traffic Signal Escrow:**

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

OFFSITE ROW IMPROVEMENTS NOT INCLUDED WITH THIS ISP. MASTER DEVELOPER RESPONSIBLE FOR OFFSITE ROW IMPROVEMENTS, INCLUDING SIGNALS

**Traffic Impact Study:**

- A Traffic Impact Study will be required for this site which will include addressing the following specific items:
  - 1) Existing, buildout and 2040 average daily traffic counts.
  - 2) Trip Generation from the site.
  - 3) Site Circulation Plan

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

- 4) Include detailed analysis, including vehicle queuing evaluation, of:
  - a) All site access points
  - b) Intersection of Stephen D Hogan Parkway at Picadilly Road
  - c) Intersection of Stephen D Hogan Parkway at Rome Street
  - d) Intersection of 6<sup>th</sup> Avenue at Picadilly Road Street
  - e) Intersection of 6<sup>th</sup> Avenue at Rome Street
  - f) All drive thru operations
- 5) Signal Warrant Analyses of Stephen D Hogan Parkway at Rome Street – Warrant 1,2,3 all to be included (collect 72 hr tube counts for analysis)
- 6) Analysis of pedestrian connectivity.

NOTED. NO SPECIFIC SITE PLAN WITH STRUCTURES, USES, PARKING, ETC. IS PROPOSED AT THIS TIME. THEREFORE, A SITE SPECIFIC TIS IS NOT POSSIBLE. THE MASTER TIS WILL BE REFEREED TO FOR THIS ISP. A DETAILED TIS WILL BE SUBMITTED WHEN FUTURE ISPs WITH SPECIFIC SITE PLANS ARE PROPOSED AND SUBMITTED.

The Traffic Study shall be prepared in accordance with the [City of Aurora Traffic Impact Study Guidelines](#).

**Submitting the Traffic Study:**

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

NOTED. NO SPECIFIC SITE PLAN WITH STRUCTURES, USES, PARKING, ETC. IS PROPOSED AT THIS TIME. THEREFORE, A SITE SPECIFIC TIS IS NOT POSSIBLE. THE MASTER TIS WILL BE REFEREED TO FOR THIS ISP. A DETAILED TIS WILL BE SUBMITTED WHEN FUTURE ISPs WITH SPECIFIC SITE PLANS ARE PROPOSED AND SUBMITTED.

- 1) Based on our review of the Traffic Impact Study, additional improvements may be required.

**Engineering Division**

*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.*

**Key Issues:**

- ▶ Public improvements shall be provided in conformance with the approved Public Improvement Plan. For this planning area, that includes improvements to Stephen D Hogan, Rome, and Picadilly. The Public Improvement Plan amendment to revise the Picadilly section shall be approved prior to the approval of this site plan. The southern drive aisle shall be private.
- ▶ A preliminary drainage report shall be submitted with the site plan. Detention and water quality/EURV is required and should be in conformance with the master drainage report. If the master drainage report needs to be updated, the amendment should be approved prior to the approval of this site plan. More information is required as part of the master drainage amendment and preliminary drainage plan to determine if one pond can be provided for both PA-1 and PA-11.
- ▶ The detention pond shall be in place prior to paving and shall have an approved pond certification prior to the issuance of a Certificate of Occupancy (CO) or Temporary Certificate of Occupancy (TCO). Offsite infrastructure required as noted in the PIP and master drainage report shall be constructed prior to the issuance of a CO or TCO.
- ▶ 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.

NO PRIVATE DRIVE AISLES ARE PROPOSED. OFFSITE ROW IMPROVEMENTS ARE BY MASTER DEVELOPER

A PRELIMINARY DRAINAGE REPORT, IN ACCORDANCE WITH THE MASTER DRAINAGE REPORT, IS INCLUDED

NOTED. REGIONAL DETENTION POND BY MASTER DEVELOPER

NOTED

**Improvements:**

*Sections and details referenced in the Improvements section refer to the City’s [Roadway Design and Construction Specifications \(Roadway Manual\)](#).*

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1.

NOTED

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

- Mountable curb and gutter shall be used on all Type 1 and 2 streets. All other streets, including those within the Urban Centers and TODs shall use 6" vertical curb and gutter.

NOTED. NO STREETS/CURBS PROPOSED

- Curb ramps must be shown (located) on the plans at all curb returns, "T" intersections, and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans.

NOTED. NO CURB RAMPS PROPOSED

- 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.

NOTED. CURB RETURNS W/ RADII PROPOSED AND 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.

NOTED. NO RAILINGS PROPOSED

- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or hand rails may be required. Structural calculations are required with the first civil plan submittal for all cast in place walls and walls greater than four feet in height. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements.

NOTED. NO RETAINING WALLS 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.

NOTED. ONLY DRIVEWAYS PROPOSED AT THIS TIME

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

STREET LIGHTS IN ADJACENT ROWS BY MASTER DEVELOPER. NO INTERIOR STREET LIGHTS PROPOSED.

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

- Right-Of-Way (ROW) dedication is required for public streets.
- The dedication of a 25-foot lot corner radius is required at the intersection of arterial roadways, a 20-foot lot corner radius is required at the intersection of collector roadways, and a 15-foot lot corner radius is required at the intersection of local roadways.

NOTED. NO PUBLIC STREETS PROPOSED

- 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.

NOTED. NO PLAT ANTICIPATED. EASEMENTS SHALL BE DEDICATED AS NECESSARY

- 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.

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

**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.

A PRELIMINARY DRAINAGE REPORT, IN ACCORDANCE WITH THE MASTER DRAINAGE REPORT, IS INCLUDED

- 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.

NOTED. MASTER DRAINAGE PLAN HAS IDENTIFIED ANY IMPROVEMENTS.

- 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.

NOTED. MASTER DRAINAGE PLAN IS PROPOSING DETENTION FACILITIES.

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.

NOTED. MASTER DRAINAGE PLAN IS PROPOSING DETENTION FACILITIES.

- 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.

NOTED. NO UNDERGROUND DETENTION IS PLANNED.

- Release rate for the detention pond shall be based upon the ["Storm Drainage Design and Technical Criteria"](#) Manual, latest revision.

NOTED. MASTER DRAINAGE PLAN IS PROPOSING DETENTION FACILITIES.

Cross pans are not allowed across collector or arterial roadways, nor are they allowed on roadways with storm sewer systems.

NOTED. NO ARTERIALS OR COLLECTORS PROPOSED

- 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.

NOTED.

- A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.

NOTED.

- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.

NOTED.

### 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:**

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.

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 2015 codes until May 1, 2023.

#### 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.

#### 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.

#### **Civil Plans:**

Based on the discussion within the pre-application meeting the following information must be reflected within the Civil Plan package submitted to Public Works Department.

- [Dead-End Fire Lane Detail](#)
- [Fire Lane Sign Detail](#)
- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)
- [Street Standards and Street Section Details](#)

NOTED. CIVIL PLANS WILL ONLY INCLUDE UTILITY STUBS, OVERLOT GRADING, AND DRIVEWAYS AT THIS TIME. CIVIL CD SUBMITTALS ARE ANTICIPATED TO FOLLOW THE ISP BY 1 REVIEW CYCLE

#### 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

NOTED. NO STRUCTURES OR ROADWAYS PROPOSED AT THIS TIME

NOTED.

NOTED. NO STRUCTURES OR ROADWAYS PROPOSED AT THIS TIME

NOTED. NO STRUCTURES OR ROADWAYS PROPOSED AT THIS TIME

NOTED. NO STRUCTURES OR INTERNAL ROADWAYS PROPOSED AT THIS TIME

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

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.

- Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed.

**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**
  - Buildings less than 30' in height require only a 23' wide fire lane easement with 29' inside and 52' outside turning radii. Building greater than 30' in height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii.
  - Buildings greater than 30' in height are regulated by the 2015/2021IFC Section D105 and require a both a 26' Fire Lane Easement and two points of emergency access. Typically, the 26' fire lane easement is located on the front main entry side of the structure within a minimum of 15' and a maximum of 30' from the exterior wall of the building. Structures greater than 30' in height also require a second point of emergency access.

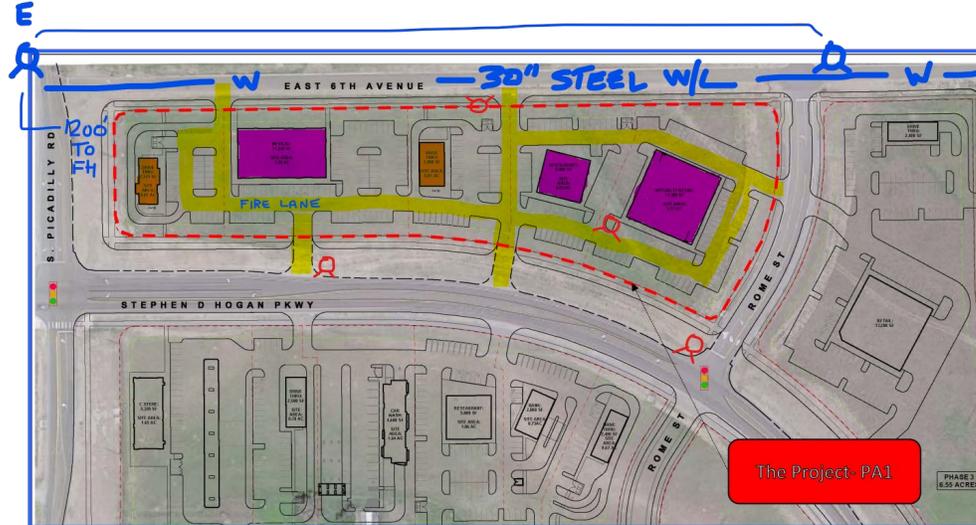
NOTED. NO STRUCTURES OR INTERNAL ROADWAYS PROPOSED AT THIS TIME

**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.

- For fire sprinkled structures a fire hydrant is required to be located within 100' of a fire department connection. Please see exhibit below:

NOTED. NO STRUCTURES OR INTERNAL ROADWAYS PROPOSED AT THIS TIME



**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.

**Accessibility Requirements:**

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

NOTED. NO STRUCTURES PROPOSED AT THIS TIME

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

- [Commercial](#)

**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.

NOTED. NO STRUCTURES PROPOSED AT THIS TIME

**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.

NOTED.

**Loading and Unloading Areas:**

The site plan must show the location of the loading and unloading areas. These areas must not encroach into the dedicated or designated fire lane easement.

NOTED. NO LOADING/UNLOADING AREAS PROPOSED

**Phasing Plans:**

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

NOTED. NO PHASING PROPOSED

**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.

NOTED. NO SITE LIGHTING PROPOSED

**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](#)
- [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)
  - This area is within a noise mitigation area. [Sec. 22-425](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Emergency Responder Radio Coverage](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

NOTES ADDED AS NEEDED

**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.

DATA BLOCK ADDED TO COVER SHEET

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

**Special Design Considerations:**

Based on the information presented in the pre-application meeting, these additional Life Safety criteria must be shown on the site plan, plat and civil plans.

- [Abutting Fire Lane or Public Access Easement to Property](#)
  - If an existing fire lane or public street has to be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.
- [Access to within 150 feet of Each Structure](#)
  - The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2015/2021 IFC, Section 503.1.1 where allowed by code. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.
  - Where fire hydrants and fire department connections are provided adjacent to vehicular access drive aisles, they will need to be dedicated as fire lane easements in order to provide emergency access to them.
- [Access Road Width with a Hydrant](#)
- [Aerial Fire Apparatus Access Roads](#)
- [Fire Apparatus Access Road Specifications](#)
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Dead-end Fire Apparatus Access Roadways](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Remoteness](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Width and Turning Radius](#)

**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.

**Real Property Division**

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

**Subdivision Plats:**

- The property has never been platted and shall be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications provided in our most current [Subdivision Plat Checklist](#). Plat review may run concurrently with your other Planning Department submittals.
- A **presubmittal meeting** with Real Property is required on all plat submittals so our team may verify that basic elements have been addressed before they are submitted to Planning. This 30-minute meeting is for the first submittal of plats only and is by appointment only. Call *Darren Akrie* at 303.739.7300

NOTED. NO STRUCTURES OR INTERNAL ROADWAYS PROPOSED AT THIS TIME.

NOTED. NO STRUCTURES OR INTERNAL ROADWAYS PROPOSED AT THIS TIME.

NOTED. NO STRUCTURES OR SUBDIVISION PLAT PROPOSED AT THIS TIME.

NOTED. NO STRUCTURES OR SUBDIVISION PLAT PROPOSED AT THIS TIME.

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

to schedule your appointment. The person preparing the plat and your project manager should attend the meeting. Please bring two sets of the plat.

**Site Plans:**

A Site Plan will be required by the Planning Department. Real Property has items that need to appear on that site plan above and beyond what other departments may require. These items are listed on the Real Property [Subdivision Plat Checklist](#).

**Separate Documents:**

- 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:

NOTED. SEPARATE DOCUMENTS SHALL BE SUBMITTED AS NEEDED

- [Dedications Packet](#)
- [Easement Release](#)
- [License Agreement Packet](#)

- **Offsite easement dedications** may be required to make your project work. It's up to the developer to obtain these easements for the city, pay compensation, etc. Dedication documents must be prepared using Real Property specifications which can be found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes **about 8-10 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.

- 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.

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

NOTED. NO STREET LIGHTING PROPOSED AT THIS TIME

**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.

**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](#)

NOTED. CAD STANDARDS SHALL BE FOLLOWED

NOTED. CIVIL PLANS WILL ONLY INCLUDE UTILITY STUBS, OVERLOT GRADING, AND DRIVEWAYS AT THIS TIME. CIVIL CD SUBMITTALS ARE ANTICIPATED TO FOLLOW THE ISP BY 1 REVIEW CYCLE

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
  - Street Plan and Profiles
  - Structural Calculations *\*\*only for cast in place walls or walls greater than 4' in height*
  - Signing and Striping Plan
  - Street Lighting Plan
- Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.

NOTED. CIVIL PLANS WILL ONLY INCLUDE UTILITY STUBS, OVERLOT GRADING, AND DRIVEWAYS AT THIS TIME. CIVIL CD SUBMITTALS ARE ANTICIPATED TO FOLLOW THE ISP BY 1 REVIEW CYCLE

NO PHASING ANTICIPATED AT THIS TIME

**[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

NOTED. REQUIRED ITEMS SHALL BE INCLUDED IN CDS.

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

- Water Service and Water Meter locations
- Sanitary Sewer Service Lines
- Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
- Cross Connection Control Devices are required for:
  - Fire Service Lines
  - Commercial and Domestic Water Service Lines.
  - These devices are required to be located within the building or within a heated and drained vault after the water meter.
- All service line construction information (horizontal and vertical information, lengths, slopes, etc.) must be provided on the Site Plan Utility Sheet.
- Individual service line connections and fire line connections must be approved through Aurora Water. Include all applicable standard notes from Section 5.05.1 of the Utility Manual on the Site Plan Utility Sheet.

***Construction Stormwater Quality Requirements:***

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora [Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities](#) Manual (SWMP Manual) for more detailed requirements. A [Colorado Discharge Permit System \(CDPS\)](#) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- 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.
- 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.

NOTED. A PERMIT SHALL BE PROVIDED

NOTED. A PERMIT SHALL BE PROVIDED

NOTED. CAD SHALL BE PROVIDED

**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.*

**Traffic Engineering**

- The Construction Documents shall include an Interim and an Ultimate Signing and Striping Plan, a Traffic Signalization Plan (for Build year), and 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.
- Critical Traffic Control Areas, as identified by the Traffic Manager during Civil Plan review, are circumstances that develop resulting from temporary modifications to the roadway network. Critical Traffic Control Areas can include, but are not limited to:
  - lane closures resulting in reduction in vehicles capacity greater than 50%,

NOTED. NO SPECIFIC SITE PLAN WITH STRUCTURES, USES, PARKING, ETC. IS PROPOSED AT THIS TIME. THEREFORE, A SITE SPECIFIC TIS IS NOT POSSIBLE. THE MASTER TIS WILL BE REFEREED TO FOR THIS ISP. A DETAILED TIS WILL BE SUBMITTED WHEN FUTURE ISPs WITH SPECIFIC SITE PLANS ARE PROPOSED AND SUBMITTED.

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

- proximity to intersections, access drives, rail lines,
- locations with higher multimodal movements, or
- other special circumstances

When identified, the contractor shall submit Traffic Control Plans (TCPs) to the City through the Public Improvement Permit Application process for the City’s review as soon as possible or a minimum of four weeks in advance of construction. In addition, as part of the Public Improvement Permit and TCP, the contractor may be required to provide advance notice (minimum two weeks) to nearby impacted users. Notifications by the contractor may be required to neighboring residences, businesses, or impacted operations of emergency response entities (law enforcement, fire, and medical), transit, delivery companies, etc., as determined by the Traffic Manager at time of the TCP review.

- 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 Stephen D Hogan Parkway or Picadilly Road and not through the adjacent residential neighborhood(s).

**Engineering Division**

NOTE TO BE ADDED

***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.

SWQCP SHALL BE PROVIDED

- 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.

BMPs WILL BE IMPLEMENTED

- 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.

NO WATER QUALITY PONDS ANTICIPATED

- 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.

ANY BMPs SHALL HAVE I AND M PLAN

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

NOTED. NO PLAT ANTICIPATED

***Roadway Design and Construction Specifications:***

- Roadway construction shall conform to the “[City’s Roadway Design and Construction Specifications](#)” latest edition. The City considers the burden on you (the developer) for not only your front footage, but also to construct all needed offsite transitions to match the existing roadway(s).

NOTED. NO PROPOSED ROADWAYS

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

- This project is required to widen an existing street. Per [Section 4.05.10](#) cores of the existing pavement are required. If the cores indicate the existing pavement is not adequate then, this project is responsible for the removal and replacement of the existing pavement with a properly designed pavement section. A minimum of 24-feet of pavement or one-half of the street section, whichever is more, is required. Any construction beyond the street centerline in order to match existing grades to make a safe, drivable surface will also be this project’s responsibility. OFFSITE ROW IMPROVEMENTS BY MASTER DEVELOPER
- 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. NOTED
- *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. NO FIRE LANES PROPOSED

**Building Plans**

**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.

***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](#) NOTED. NO STRUCTURES PROPOSED AT THIS TIME

*Fire (click on this [link](#) to find checklist below)*

- Fire Alarm
- Fire Sprinkler & Standpipe Systems
- Knox Box
- Knox Box Rapid Entry
- Wet and Dry Chemical Hood Suppression Systems

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
  - Automatic Fire-Extinguishing System and Standpipes
  - Emergency Responder Radio Coverage Systems
  - Fire Alarm and Detection Systems and related equipment

NOTED. NO STRUCTURES PROPOSED AT THIS TIME

***Key Issues:***

- ▶ If your architect would like to set up a preliminary building construction plan submittal meeting, please contact our Plans Examiner Manager Jose Rodriguez ([jcrodrig@auroragov.org](mailto:jcrodrig@auroragov.org)).
- ▶ 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.
- ▶ 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 2015 codes until May 1, 2023.
- ▶ 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.

***Accessibility:***

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

***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](#)

***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.

***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.

***Day-Night Sound Level (LDN or DNL):***

C.O.A Building and Zoning Code, Section 22-425 through 22-434 provides three methods for residential and commercial building design/construction to comply with the aircraft noise reduction criteria of this Code.

***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:

- **Commercial Cooking Hood Suppression System** – 2015/2021 IFC, Section 904.
- **Fire Command Center** – 2015/2021 IFC, Section 508.
- **Fire Sprinkler System** – 2015/2021 IFC, Section 903.

NOTED. NO STRUCTURES PROPOSED AT THIS TIME

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

**Geographic Design Criteria:**

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

NOTED. NO STRUCTURES PROPOSED AT THIS TIME

***Occupancy Specific Building Code Requirements:***

Based on the information provided, your building occupancy or occupancies are as follows.

- A-2 Occupancy - Assembly uses intended for food and/or drink consumption.
- B Occupancy - A building or structure or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Building or tenant space used for assembly purposes by fewer than 50 persons may be considered a Group B occupancy.
- M Occupancy - Buildings and structures, or portions thereof, for the display and sale of merchandise. Involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public.

NOTED. NO STRUCTURES PROPOSED AT THIS TIME

***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.

NOTED. NO STRUCTURES PROPOSED AT THIS TIME

**Tri-County Health Department:**

All applicants submitting construction plans for retail food establishments, daycare centers, preschool programs, group homes, fountain water attractions, and public swimming pools are also responsible for meeting the separate requirements of the Tri-County Health Department.

NOTED. NO STRUCTURES PROPOSED AT THIS TIME

**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.

NOTED. NO STRUCTURES PROPOSED AT THIS TIME

## STEP III – CONSTRUCTION PHASE

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.

### [Aurora Water](#)

#### Utility Connection Fees:

- Water Service Connection Fee
- Metro Sanitary Sewer Connection Fee
- Sanitary Sewer Connection Fee

NOTED. NO STRUCTURES  
PROPOSED AT THIS TIME

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:

NOTED. NO STRUCTURES  
PROPOSED AT THIS TIME

- Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.

- Irrigation Water Meter Fees:

NOTED. NO LANDSCAPING  
PROPOSED AT THIS TIME

- 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](#).

NOTED. NO LANDSCAPING  
PROPOSED AT THIS TIME

### [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.

Public streets are required to have geotechnical and pavement design reports approved before a paving permit will be issued. Please note the requirement for composite pavement sections in Section 5.00. Also, streets are required to have French drains (for concrete pavements and bituminous composite pavement sections) at the back of curb at low points in the streets and be extended 100-feet on both sides of the low point, unless the geotechnical pavement design report indicates the presence of high

NOTED. NO ROADWAYS  
PROPOSED AT THIS TIME

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 1, 2022**

ground water. Then, the French drains shall be extended in accordance with the recommendations of the pavement design report.

- 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.

NOTED. NO STRUCTURES PROPOSED AT THIS TIME

- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - collector streets
  - one-half of all streets abutting subdivided or platted land, including any required offsite transitions back to existing street sections
  - 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
  - street lighting
  - 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.

NOTED.

**Building Division**

***Key Issue:***

- 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.

NOTED. NO STRUCTURES PROPOSED AT THIS TIME

**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.

NOTED. NO STRUCTURES PROPOSED AT THIS TIME

**Access Roadways during Construction:**

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

NOTED. NO STRUCTURES PROPOSED AT THIS TIME

**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 01, 2022**



## 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

To: Alicia Khine  
From: Scott Campbell  
Date: September 1, 2022  
Subject: Aurora One Master Plan: PA 1 - Commercial  
Location: NEC of Stephen D. Hogan Pkwy and N Picadilly Rd

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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**Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 01, 2022**



**List of Neighborhood Associations**

Location: NEC of Stephen D.

| Record Id            | HOA # | Organization        | Contact   | Phone                            |
|----------------------|-------|---------------------|---|----------------------------------|
| 21-000005-NAM        | 444   | CLEAN               | CLEAN<br>71 Algonquian St<br>AURORA CO 80018<br>bonzorader@gmail.com                                  | (720) 366-8686                   |
| 08-323188-000-00-NA  | 374   | CROSS CREEK HOA     | Beau Smith<br>11002 Benton St.<br>Westminster CO 80020<br>bsmith@msiho.com                            | (720) 974-4138                   |
| 17-1307329-000-00-NA | 423   | E-470 Neighbors     | MARGARET A. "MARGIE" SOBEY<br>1403 S ADDISON CT<br>Aurora, CO 80018<br>MSOBEY@E470NEIGHBORS.ORG       | (303) 881-2682                   |
| 13-661787-000-00-NA  | 397   | MCGC Neighbors      | MARGARET A. "MARGIE" SOBEY<br>1403 SOUTH ADDISON COURT<br>AURORA CO 80018<br>MSOBEY@MCGCNEIGHBORS.ORG | (303) 881-2682                   |
| 03-113963-000-00-NA  | 40    | THUNDERBIRD ESTATES | CAROLYN RAPP<br>177 S GRANDBAY CIRCLE<br>AURORA CO 80018<br>CBRAPP@GMAIL.COM                          | (303) 343-6207<br>(303) 363-9067 |

Re: Aurora One Master Plan: PA 1- Commercial (#1655056)/Pre-Application Meeting held September 01, 2022

374-Cross Creek HOA  
397-Murphy Creek / Gun Club Neighbors  
40-Thunder Estates HOA  
423-E-470 Neighbors  
444-CLEAN

