



6162 S. Willow Drive, Suite 320  
Greenwood Village, CO 80111  
303.770.8884 • [GallowayUS.com](http://GallowayUS.com)

April 4, 2022

Megan Weikle  
Planning and Development Services  
City of Aurora  
15151 E. Alameda Parkway, 5<sup>th</sup> Floor  
Aurora, CO 80012

**RE: Initial Review Letter – King Soopers on Quincy – Library Time (#1573396)/Pre-Application Meeting held September 09, 2021 – Pre-Application Comment Response**

Dear Ms. Weikle:

Please find below our responses to the Pre-Application comments for the King Soopers on Quincy Site Plan proposal. To facilitate your review, we have included the original comments in italicized font and have provided our responses in ***bold and italics***.



***Standards and Issues:***

**1. Zoning and Placetype**

*1A. Zoning*

The purpose of the MU-C zone district is to provide retail goods and services to satisfy the household and personal needs of the residents of nearby residential neighborhoods, those traveling on adjacent collector and arterial corridors, and to allow for higher intensity general business and service activities. The district should be located and designed to allow for access by pedestrians, bicyclists, and public transportation in addition to automobiles. In Subarea A, the MU-C district is intended to promote sustainable infill redevelopment of older commercial sites, while mitigating the impacts of redevelopment on surrounding areas.

***RESPONSE: Noted, thank you.***

*1B. Placetype*

The Established Neighborhood placetype is characterized by predominantly residential areas with a variety of unit types, including single-family detached and attached, and multifamily, typically constructed between 1950 and 1990. This placetype often deviates from the traditional grid pattern of streets and contains a more curvilinear pattern. Although primarily a residential area, this placetype may also support limited retail, service and office uses located at intersections or along major perimeter streets.

Established Neighborhood primary land uses include: single-family detached and attached and multifamily residential of various densities, along with schools, parks and religious institutions. Supporting uses can include appropriately scaled and located restaurants, retail, commercial services, community gardens and other neighborhood-serving gathering places.

***RESPONSE: Noted, thank you.***

**2. Land Use**

*2A. Historic Land Use*

The property has an existing Motor Vehicle Fuel Dispensing Station located on site. This building will be demolished for construction of the new fueling station.

***RESPONSE: Noted, thank you.***

*2B. Conditional Use*

The proposed 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. The Operations Plan must include hours of operation, number of employees, fuel delivery times, and discussion about how potential negative impacts will be mitigated.

***RESPONSE: Please reference the Letter of Introduction included in this submittal for a detailed response to the Criteria of Approval for the Conditional Use Permit request.***

### **3. Development Standards**

#### ***3A. Dimensional Standards [Setbacks, height limits, build-to requirements, etc.]***

Section 3.3.5.OO.9.a requires the fueling canopy to be set back behind a building. Since only a small kiosk is proposed, this kiosk should front and be located close to E Princeton Drive or E Quincy Avenue. Each primary structure shall be arranged so that the primary façade entry orients towards and provides direct pedestrian access to a street, plaza or pedestrian way. Buildings shall be designed to be “double-fronted”, where one entrance faces the parking lot and another faces E Princeton Drive or E Quincy Avenue. Please see the elevations and site plan example below from a similar King Soopers fueling station proposal at The Point at Nine Mile. A low screen wall and a substantial landscape buffer between the canopy and both streets would be expected in order to screen the fueling canopy and associated traffic from the street and to minimize headlight glare onto the street.

***RESPONSE: The site has been oriented to locate the kiosk as close to E Princeton Drive as possible. Similar architecture has been proposed. A landscape buffer has been provided along E Princeton Drive.***

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

The incorporation of on-site amenities is required for all commercial developments and considered an important mitigation tool for the Conditional Use. Typically, this condition is met with an outdoor seating area or patio adjacent to the building. This space, if provided, shall be connected to any pedestrian walkways throughout the site and have access to sidewalks within the right-of-way.

***RESPONSE: An amenity area is provided near the sidewalk connection to E Princeton Drive and includes a bench and trash receptacle.***

#### ***3C. Subdivision***

If the retail store is proposed to be platted as a separate lot the expectation is this lot will have frontage to the Quincy Avenue right-of-way with cross or shared access easements as needed. The new lot needs to maintain a rectangular shape.

***RESPONSE: A proposed plat has been included to create two parcels.***

#### ***3D. Access and Connectivity***

Safe, well-connected pedestrian networks must be included in the site design. The site design will have to balance the need for vehicle circulation and higher traffic volumes associated with a fueling station. Please include internal pedestrian connectivity between the fueling stations and the kiosk station. Pedestrian networks should be physically separated from vehicle traffic via grade changes, decorative pavement, landscaping, walls, or other design features, and should connect the building to the parking areas, adjacent sites, and to the public way. The submittal should address the circulation plan and operations plan associated with delivery times on the site.

***RESPONSE: The entire canopy slab was graded to meet ADA requirements and as such paths from each dispenser to the kiosk are ADA accessible. An ADA accessible pedestrian path is provided from the sidewalk connection to E Princeton Drive to the proposed parking area and kiosk. The path across the access drive is delineated with stamped, colored concrete. A truck circulation plan has been included with this submittal. Deliveries will occur as needed based on fuel tank levels between 8am and 5pm daily.***

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

Off-street parking is required by Section 146-4.6. Fueling Stations require 3 spaces per 1,000 gfa; parking requirements can be calculated using the square footage of the small employee kiosk therefore parking requirements will be minimal. Bicycle spaces must comply with Section 146-4.6.3.F.2 including providing a design that includes 2 points of contact with each bicycle. Each inverted “U” rack counts as two bicycle parking spaces. Place any bicycle parking in a convenient, paved, and well-lit location.

Section 146-4.6.5 details requirements for the design and placement of parking areas. Generally, parking areas should be located and designed to provide for adequate vehicle circulation, safe pedestrian connections, screening from adjacent sites and streets, and to avoid abutting significant stretches of adjacent streets. If parking is shared with the existing shopping center, please state in your introduction letter. Please also provide a copy of a shared parking agreement as part of your submission.

The expectation is for drive lanes to be delineated in a similar fashion as they are currently with landscaped islands to delineate the primary vehicular movements and be coordinated with the pedestrian movements. The proposed pedestrian network should allow for connection from the sidewalk on the northside of the access drive from Princeton Drive and establish a sidewalk connection to the improved sidewalk along Quincy Avenue.

***RESPONSE: The proposed kiosk is 245 SF GFA, so two parking spaces are required. One standard and one van accessible ADA space have been provided. An inverted “U” bike rack has been provided adjacent to the pedestrian connection to E Princeton Drive for convenience.***

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

General Landscape Plan Comments.

Prepare your landscape plans in accordance with the Unified Development Ordinance (UDO) and the Landscape Reference Manual. The landscape comments provided herein are based upon the following code sections: 146-3.3.5. OO Motor Vehicle Fuel Dispensing Station and 146-4.7 Landscape, Water Conservation, Stormwater Management. Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments.

***RESPONSE: Understood, the proposed landscape plans have been designed to conform with applicable sections of the UDO.***

### *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.

***RESPONSE: All landscape sheets have been labeled “not for construction”.***

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.

***RESPONSE: The proposed landscape plans comply with these requirements.***

#### Sight Triangles

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

***RESPONSE: Sight distance triangles have been included.***

#### Section 146-3.3.5. OO Motor Vehicle Fuel Dispensing Station

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

- Shrubs may not be substituted for trees in the landscape buffer.
- When the building fronts the street and the fueling canopies are setback behind the building, no street frontage buffers for building perimeters are required.
- At the intersection of buffer strips fronting on public streets and private streets, a distinctive landscape area at least 10 percent larger in size than the area that would otherwise be formed by the intersection of the required buffer strips shall be provided. This would be applicable at the intersection of Quincy Avenue and E. Princeton Drive.

***RESPONSE: The proposed landscape plans comply with these requirements.***

#### Section 146-4.7 Landscape, Water Conservation, Stormwater Management Requirements

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

***RESPONSE: The proposed landscape plans comply with these requirements.***

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

Provide street trees at a ratio of one (1) tree per 40 linear feet of curbside landscaping along all public and private street frontages. Trees shall be provided in the curbside

landscape when a detached sidewalk is installed or 4'-5' from the back of walk when an attached sidewalk is installed. Street trees shall be located 50' from the face of a stop sign to maintain regulatory sign visibility. Refer to Figure 4.7-2.

***RESPONSE: The proposed landscape plans comply with these requirements.***

There appear to be existing trees along both street frontages. If these trees are in good health and condition, they may be used to meet this requirement. They must be accounted for on the landscape plan as existing trees to remain. Additional trees may be needed if the one tree per 40 linear feet is not being met.

***RESPONSE: Several existing trees appear to be in good health and condition and are noted as "to remain".***

Section 146-4.7.5 D. Street Frontage Landscape Buffers.

Twenty-foot wide street frontage landscape buffers as measured from the back of walk shall be required along all public and private street frontages. Landscaping shall consist of one tree and 10 shrubs per each forty linear feet of buffer length. A reduction in buffer width to 10' is permitted for commercial developments in accordance with Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions depending upon the buffer reduction feature chosen and shall be installed along the exterior sides of proposed fencing or walls. The street trees required by the curbside landscape above, may be counted toward the buffer requirement if the sidewalk along Quincy Avenue should remain attached.

***RESPONSE: The proposed landscape plans comply with these requirements.***

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 the like. 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 and will be determined by staff once a site plan is submitted.

***RESPONSE: The proposed landscape plans comply with these requirements.***

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.

***RESPONSE: The proposed masonry trash enclosure provides screening of the dumpster and is cohesive with the kiosk and canopy architecture. A landscape berm is proposed along E Princeton Drive.***

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.

***RESPONSE: Understood, an irrigation plan will be provided for review for the irrigation permit after the Site Plan is approved.***

### *3G. Building Design Standards*

Because there is only a small employee kiosk planned for the site without a main building to be utilized by customers like a typical convenience store, the fueling canopy and kiosk will be reviewed for general architectural requirements detailed in Section 146-4.8.6 and 146-4.8.7 such as masonry standards and other applicable standards regarding materials and colors. The fueling canopy design should match that of the kiosk. The design should utilize incentive features as set forth in the Motor Vehicle Fuel Dispensing Station guidelines (Section 146-3.5.OO.9) The kiosk should have four-sided design, which can include changes in material and/or colors.

***RESPONSE: The kiosk has been designed with four-sided architectural treatment. Please reference the elevations for details.***

### *3H. Exterior Lighting*

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

***RESPONSE: A photometric plan is included in the Site Plan set.***

### *3I. Signs*

Section 146-4.10 governs signage standards. Please review this section for complete details. Show the location of any monument signs on the plans and indicate the location of wall-mounted signs on the building elevations.

***RESPONSE: The sign locations are reflected on the elevation sheet and site plan sheet.***

## **4. Adjustments**

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

***RESPONSE: No adjustments are requested at this time.***

## **5. Submittal Reminders**

### ***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.

***RESPONSE: A CAD package will be provided prior to final mylar submission.***

### ***5B. PDF Requirements***

The application will be uploaded through the city's development review website as separate PDFs. Please ensure that all AutoCAD SHX text items are removed from the "Comment" section during the PDF creation process and that the sheets are flattened to reduce ability to select items. PDFs will be rejected during pre-acceptance reviews if they do not comply with this requirement, which could result in delays.

***RESPONSE: All AutoCAD SHX text items have been turned off in each pdf. In addition, all PDFs have been flattened and layers removed.***

### ***5C. Mineral Rights Notification***

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

***RESPONSE: The Mineral Rights Affidavit is included in this submittal.***

### ***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.

***RESPONSE: Thank you, we have contacted our Case Manager to schedule a pre-submittal meeting.***

Please note that a separate pre-submittal meeting is required with Real Property for the Subdivision Plat prior to application submittal. Please contact Real Property directly to schedule this meeting.

***RESPONSE: Thank you, we have contacted Real Property to schedule the Subdivision Plat pre-submittal meeting.***

### ***Community Participation:***

Please work proactively with registered neighborhood organizations and adjacent property owners. Registered neighborhood organizations within a one-mile radius and adjacent property owners will formally be notified of the application when a submittal has been made to the Planning and Development Services Department.

***RESPONSE: Galloway will work with the RNOs and adjacent property owners, as needed.***

***Neighborhood Services Liaison:***

- Scott Campbell is the neighborhood liaison 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 Neighborhood Liaison Program can be found on the Housing and Community Services page of the city website.

***RESPONSE: Galloway will work with the RNOs and adjacent property owners, as needed.***

**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.

There may be existing underground pipelines in rights-of-way. If you have questions or concerns about this, the Oil & Gas Division can assist with providing additional information.

***RESPONSE: Noted, thank you.***

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

**Forestry Division**

It appears there will be tree impacts in the area on the west side of the current structure. Tree mitigation will be required for any trees removed during construction activities.

***Tree Mitigation Requirements:***

Trees on site that are 4" or greater in caliper that will be impacted by development require tree preservation or mitigation. The intention of the Tree Preservation Policy is to preserve trees that are in good condition and of high value during the process of development. Mitigation for trees removed from the property can be accomplished by trees being planted back onto the site through the landscape plan, payment made into the Tree Planting Fund, or a combination of the two. If trees are planted on the site, the mitigation requirement is an inch-for-inch replacement. This is in addition to the regular landscape requirements. For example, if a 10" tree is removed, 10 caliper inches must be replaced back onto the site.

The use of tree equivalents is not acceptable for tree mitigation.

**RESPONSE: Thank you. We will work to preserve trees where feasible and work with the City on mitigation efforts where required.**

**Forestry's Role in Site Plan Review:**

- When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors. If there is interest in determining mitigation requirements before your submittal, there is the option of hiring a consulting arborist, a list can be obtained from Forestry upon request. Forestry would require a meeting with the arborist selected to make sure that we agree on the appraisal.
- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site. If a Consulting Arborist is hired, this information will be supplied by them. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan.
- Civil and SWMP plans will not be approved by Aurora Forestry until tree mitigation has been approved through the Site Plan Process.
- Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at: <https://www.auroragov.org/cms/one.aspx?pagelId=16394080>

**RESPONSE: We will work with Forestry Staff on tree preservation and mitigation efforts as required.**

**Ash Trees Prohibited:**

Due to the invasive Emerald Ash Borer that has been infesting trees along the Front Range, all species of Ash are prohibited from planting within the City of Aurora – please be sure that your Landscape Architect is aware of this new requirement.

**RESPONSE: Noted, thank you.**

**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:**

- Show existing water meter locations on the site plan and civil plans.

**RESPONSE: The existing water meter is shown on the Site Plan.**

- A water fixture unit table is required on the civil plans to verify the water meter size.

**RESPONSE: Understood, this will be provided with the civil plans.**

- Water quality and detention are required for this site. An Inspection and Maintenance (I&M) plan is required for private detention facilities.

**RESPONSE: Regional water quality and detention are provided for the subdivision.**

- A domestic allocation agreement will be required for connections 2" and larger.

**RESPONSE: The proposed water service is smaller than 2".**

**Utility Services Available:**

- Water service may be provided from: Existing service.

**RESPONSE: Noted, thank you.**

- Sanitary sewer service may be provided from: Existing service.

**RESPONSE: Noted, thank you.**

- Project is located on the following Map Page: 18N

**RESPONSE: Noted, thank you.**

**Utility Service Requirements:**

A Site Plan is required for this project and must show existing and proposed utilities including:

- Public/Private Mains
- Service Lines
- Water Meters
- Fire Suppression Lines
- Fire Hydrants necessary to service your development
- Sand/Oil Interceptors are required for vehicle maintenance facilities
- All utility connections in the arterial roadway are required to be bores.

**RESPONSE: All requested items have been shown on the Site Plan.**

General utility design criteria can be found in Section 5 of the Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure (Utility Manual).

**RESPONSE: Noted, thank you.**

**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.
- 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.
- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules.
- Commercial users with meters one and one-half inches and smaller with landscaped areas not served by a separate irrigation system shall be charged an outdoor fee based upon the total landscaped area.

**RESPONSE:** *Noted, thank you.*

### **Public Works Department**

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

#### **Key Issues:**

A Traffic Letter will be required for the site. See below for additional information.

**RESPONSE:** *A traffic letter has been provided.*

- Show all adjacent and opposing access points on the Site Plan.

**RESPONSE:** *Access points have been shown.*

- Label the access movements on the Site Plan.

**RESPONSE:** *The access movements have been labeled.*

- Objects and structures shall not impede vision within the sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with City of Aurora Standard Traffic Detail TE-13. In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in City of Aurora Standard Traffic Detail TE-13.3.

**Add the following note landscape plans:** 'All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10'

**RESPONSE:** *Understood. The requested note has been added to the plan.*

- 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.

**RESPONSE: New stop signs have been proposed at the access points. The requested note has been added.**

**ROW/Plat:**

- Designate a Public Access Easement along private drives.

**RESPONSE: This has been shown on the plat.**

- 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.

**RESPONSE: Understood.**

**Traffic Impact Study:**

- A full Traffic Impact Study will not be required. The applicant shall prepare a detailed letter to address the following items. The letter shall be signed and stamped by a professional engineer licensed in the State of Colorado, and address:
  - Trip Generation from the site.
  - Site Circulation Plan

**RESPONSE: Understood, a Trip Generation Letter has been provided.**

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

- The Traffic Letter shall also be uploaded with the rest of the submittal.
- Previously approved Traffic Impact Studies/Letters are available through this link.

**RESPONSE: Noted, thank you.**

- Based on our review of the Traffic Letter, additional improvements may be required.

**RESPONSE: Understood.**

**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 for this development include street lights along E. Quincy Avenue and E. Princeton Drive. Curb ramps shall be updated at the north and south sides of the access off Princeton, the east and west sides of the access off Quincy and at the northeast and northwest side of the intersection of Princeton and Quincy.

**RESPONSE: Lighting has been provided for the proposed access points.**

- A preliminary drainage report shall be submitted with the site plan. Detention and water quality is required. There is an existing detention pond located to the north of the site that was previously designed to accept flows from the site. If this pond will continue to be utilized it shall require updates and will require the completion of additional offsite improvements to facilitate flows to the pond. This will also include the provision of a new drainage easement, a new pond certificate and an Inspection and Maintenance Plan (I&M). Alternatively, new on-site facilities could be utilized to provide the required detention and water quality.

**RESPONSE: A preliminary drainage conformance letter has been provided. The existing regional detention and water quality will be utilized.**

- Previously approved plans and reports can be found on the city's website. Instructions can be found here: [Getting to Engineering Documents Online](#). Older documents can be provided upon request.

**RESPONSE: Noted, thank you.**

**Improvements:**

- Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Refer to Standard Detail S9. Detailed grading of the curb ramps shall be included in the civil plans.

**RESPONSE: Curb ramps have been shown as needed.**

- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required, and the curb return radii shall be labeled on the plan.

**RESPONSE: Understood, directional curb ramps without flares have been proposed.**

- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.

**RESPONSE: Noted, thank you.**

- 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.

**RESPONSE: No retaining walls are proposed at this time.**

- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.

**RESPONSE: Noted, thank you.**

- 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.

**RESPONSE: Understood, please provide guidance on preferred locations.**

**ROW/Easements/Plat:**

Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.

- Sidewalk easements may be required for new sidewalk installed.
- A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
- Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
- Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

**RESPONSE: Noted. A plat has been provided for review.**

**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.

**RESPONSE: A preliminary drainage conformance letter and plan have been provided**

***for review.***

- The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with MHFD and the city shall be initiated in such case at the master plan level or as soon as determined with any proposed development.

***RESPONSE: Noted, thank you.***

- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Mile High Flood District (MHFD) has created a spreadsheet form (called SDI Design Data) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the SDI Design Data and uploading to the web portal. Public Works Engineering will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.

***RESPONSE: Noted, thank you.***

- Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.

***RESPONSE: The existing regional detention and water quality will be utilized.***

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

***RESPONSE: No modifications are proposed to the existing regional pond.***

- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.

***RESPONSE: Understood.***

- 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.

***RESPONSE: The existing storm sewer system has been surveyed. The proposed site runoff will utilize the existing infrastructure and additional proposed infrastructure.***

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

needed.

***RESPONSE: The proposed storm sewer system is shown within the Site Plans.***

**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.*

***Addressing Requirements:***

All buildings or structures, except accessory buildings, shall display the proper building number in the manner provided in this article. It shall be the responsibility of the owner, occupant or any person obtaining a building permit to place such number in the manner provided in the Aurora City Code of Ordinance, Chapter 126 - Article VII - Numbering of Buildings.

***RESPONSE: Noted, thank you.***

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

The site plan and civil plans must reflect the setback requirements of the 2015 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 International Codes please utilize the following hyperlink; ICC Codes Online.

- The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2017 NEC. Our next code adoption cycle will be for the 2021 International Code Series.
- Show any new lot lines and distance to proposed exterior walls on the site plan.

***RESPONSE: Noted, thank you.***

***Civil Plans:***

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

- Fire Lane Sign Detail
  - The developer of the site will be required to install fire lane signs in areas where the site abuts
- an existing fire lane easement that is currently without adequate signage.
- Grading Plan
- Handicap Accessible Parking Signs
- Sign Package
- Signature Block

***RESPONSE: The items listed shall be included in the Civil Plan package.***

***Emergency Responder Radio Coverage:***

The 2015 International Fire Code requires all buildings to be assessed for adequate emergency responder radio coverage.

- The 2015 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC). At the time the

structure is at final frame and final electrical inspections, the general contractor (GC) will be required to hire an approved and qualified independent 3rd party to assess the radio frequency levels within the structure. Once completed, the 3rd party will provide the results of the test to both the GC and the Aurora Building Division as to whether the structure passed or failed the preliminary radio surveillance. A structure that has passed this surveillance requires no further action by the GC. A failed radio surveillance will require a licensed contractor to submit plans to the aurora building division to obtain a building permit for the installation of an ERRC system prior to installation. This assessment and installation is at the owner or developers expense. Future interior or exterior modifications to the structure after the original Certificate of Occupancy is issued will require a reassessment for adequate radio frequency coverage.

**RESPONSE: Noted, thank you.**

**Fire Department Access:**

- The existing fire lane easements within the site are sufficient, no additional fire lane easement is being required internally within this site. Please show and label existing fire lane easements within this site on the site plan submitted to the Planning Department.

**RESPONSE: Noted, thank you. All existing fire lane easements have been shown and labeled.**

**Fire Hydrants:**

- Based on the proximity of the structure to existing fire hydrants, Fire/Life Safety is not asking for additional fire hydrants to support this site. Please show and label existing fire hydrants abutting this site on the site plan submitted to the Planning Department and civil plans submitted to Public Works.

**RESPONSE: Noted, thank you. Existing hydrants have been shown and labeled.**

**Accessibility Requirements:**

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

- Commercial

**RESPONSE: Noted, thank you.**

**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 life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an accessible location.

**RESPONSE: Noted, thank you.**

**Legend:**

The cover sheet must include a "Site Plan Legend" reflecting both existing and/or proposed site elements that are existing or proposed within site.

**RESPONSE: A site legend has been included for clarity.**

**Motor Fuel Dispensing Sites:**

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

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

**RESPONSE: Underground fuel storage tanks have been shown and labeled.**

**Photometric Plan:**

- Add the following note to the Photometric Site Plan:  
ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015 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".

**RESPONSE: This note has been added.**

- Add the "accessible route" (heavy dashed line) to the photometric plan and verify minimum 1 foot-candle of illumination along its entire length.

**RESPONSE: The accessible route has been shown.**

**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 does not contain a Dedicated Fire Lane Easement
- (Plat Note) If Plat Contains Fire Lane Easement
- (Site Plan Note) Accessibility Note for Commercial Projects
- (Site Plan Note) Addressing
- (Site Plan Note) Americans with Disabilities Act
- (Site Plan Note) Emergency Ingress and Egress
- (Site Plan Note) Emergency Responder Radio Coverage
- (Site Plan Note) Fire Lane Easements
- (Site Plan Note) Fire Lane Signs

**RESPONSE: The requested notes have been included.**

**Site Plan Data Block:**

The site plan must include a "Data Block" on the cover sheet that reflects all items indicated within the "link" that apply to your project.

**RESPONSE: A Data Block has been included on the cover sheet.**

**Special Design Considerations:**

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

**RESPONSE: No additional criteria were listed in the letter.**

**Trash Enclosure:**

Per the 2015 International Fire Code, Section 304.3.3, dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings, or combustible roof eave lines.

**RESPONSE: A masonry trash enclosure has been shown near the northwest corner of the site to comply with this requirement.**

**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 is currently platted; however, due to your proposed use, it will need to be resubdivided (replatted) at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications provided in the most current Subdivision Plat Checklist. Plat reviews may run concurrently with your other Planning Dept. submittals.

**RESPONSE: Understood, a plat has been provided for review.**

- 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 1st submittal of plats only and is by appointment only. Call Darren Akrie at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend the meeting. Please bring two sets of the plat.

**RESPONSE: Understood, a pre-submittal meeting has been requested.**

**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.

**RESPONSE: Noted, thank you.**

**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:

- Easement Release
- License Agreement Packet

***RESPONSE: Noted, thank you.***

- If there are existing easements that are no longer needed, the city will require the developer to make application to the city to release those easements. Easement release documents must be prepared using Real Property specifications and are available in the Easement Release Packet. Once complete and accurate easement release information is submitted to Real Property, it takes about 8-10 weeks to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.

***RESPONSE: Noted, thank you.***

- (Residential only) No portion of any roofed structure may encroach into any easement. However, the city will allow certain items to encroach in easements such as fences, gates, retaining walls, monument signs, etc. as long as they do not interfere with the use of the easement. If your encroachment is approved, you must obtain a Revocable License from Real Property. It is the responsibility of the applicant to identify and include all encroachments on their Revocable License application which can be found in the Revocable License Packet. A Revocable License takes about 1-2 weeks to complete and must be complete before Real Property will record the Site Plan.

***RESPONSE: No residential uses are proposed with this Site Plan.***

- No portion of any roofed structure or footings 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 8-10 weeks to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.

***RESPONSE: Understood, no encroachment is anticipated at this time.***

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

***RESPONSE: Noted, thank you.***