

February 23, 2021

Ms. Laura Rickoff
City of Aurora – Office of Development Assistance
15151 E. Alameda Parkway, Suite 5200
Aurora, Colorado 80012

**RE: Ent Credit Union – Hampden and Tower (#1496371)
Pre-Application Meeting Comments**

Dear Ms. Rickoff,

Please find below our responses to the pre-application comments to the Site Plan for the proposed Ent Credit Union. To facilitate your review, we have included the original comments (key issues and numbered comments) in italicized font and have provided our responses in **bold dynamo**.

PLANNING DEPARTMENT COMMENTS – Comments provided by Claire Dalby and Kelly Bish.

Standards and Issues:

1. Zoning and Placetype

1B. Avigation Easements:

Because the property is within the Airport Influence District surrounding Buckley Air Force Base / Centennial Airport / Front Range Airport / Denver International Airport, 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 Buckley avigation easement form can be found [here](#). Please contact Karen Hancock at 303-739-7107 or khancock@auroragov.org with any questions you may have.

Galloway Response: Thank you for the comment, we're researching the existence of any Avigation Easement(s) in place on the property and will pursue a new if none found.

2. Land Use

2A. Conditional Use:

The use you propose, a Bank with a Drive-Thru, 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.

Galloway Response: Noted. A Letter of Introduction with an Operations Plan will be provided with this subsequent submittal justifying the conditional use request.



3. Development Standards

3C. 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 vehicular circulation and traffic volumes associated with the drive-thru lanes. 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. Please ensure that the western pedestrian connection is preserved and also add a direct sidewalk connection to Hampden.

Galloway Response: The western pedestrian connection has been preserved and an additional connection has been made to the sidewalk along Hampden Ave.

3D. Parking, Loading, and Stacking:

Off-street parking is required by Section 146-4.6. Based on the information provided, 12 parking spaces, including 1 accessible parking space will be required. Parking alternatives listed in Section 146-4.6.4 may reduce parking requirements. In addition to vehicle parking, the development is required to provide 1 bicycle parking space. 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. The conceptual site plan does not conform to the parking design and location requirements outlined in Section 146-4.6.5.A.3.A which states that no more than 60 percent of the lot frontage on arterial and collector streets to a depth of 60 feet shall be occupied by surface parking. Staff recommends that the building be pushed to front Hampden in order to meet this requirement as well as building orientation requirements discussed in Section 3F below. Please reference Section 4 for information on an adjustment request if this new orientation proves to be unfeasible.

The site plan will need to show adequate numbers of vehicle stacking for the drive-thru lanes per Section 146-4.6.7. A Table 4.6-7. Required stacking distances shall be measured from the flowline to the first parking stall or aisle. Minimum required stacking spaces per lane for financial institutions is 3 spaces per lane as measured from the flow line to the teller window. Please be sure to follow additional standards within this section.

Galloway Response: Minimum number of standard parking, accessible parking, and bicycle parking has been provided. Understood, we will be pursuing an adjustment request regarding the frontage having more than 60% covered by surface parking. The stacking requirement has been met and is shown with this submittal.

3E. Landscape, Water Conservation, Stormwater Management

A. General Landscape Plan Comments:

- *Prepare your landscape plans in accordance with the Unified Development Ordinance and the Landscape Reference Manual. The landscape comments provided herein are based upon the following code section 146.4.7 (Landscape, Water Conservation, Stormwater Management). Please ensure that the landscape architect or designer has a copy of these documents as well as our*

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

B. Landscape Plan Preparation:

- *Please label all landscape sheets "Not for Construction". Landscape construction drawings are not required and therefore do not necessitate the signature, stamp and seal of a licensed landscape architect upon final approval by the City of Aurora. Landscape plans submitted with a site plan or redevelopment plan are used by the City to determine compliance with the landscape standards and for code enforcement purposes. Landscape plans submitted during the Development Application submittal process must be prepared on 24" x 36" sheets and have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible and may result in additional submittals and ultimately delays in approval of the plan set.*

C. Site 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.*

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

- *Provide a 20' wide street frontage landscape buffer along Hampden Avenue. A reduction in buffer width is permitted to 15' in accordance with Table 4.7-2 (Required Landscaping Buffer Widths and Allowed Reductions). Code requires that landscaping be provided at a ratio of one tree and ten shrubs per each forty linear feet of buffer length. Because the parking lot is proposed along this frontage, it should be screened with a double row of shrubs. See additional landscape requirements for parking lots below. Please note that buffers are measured from the back of walk.*
- *Should the site layout change such that the building is brought close to the street and parking is located behind the building, building perimeter landscaping will be required and those requirements have also been provided below. When overlapping landscape standards occur such as when building perimeter 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. The buffer depth is required to be met regardless of any overlapping standards.*
- *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.*

E. Section 146.4.7.5. K (Parking Lot Landscaping):

- *Both interior and exterior parking lot landscaping is required. 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.*

- *When not integrated as part of a required buffer, a minimum four-foot planting bed shall be provided around the perimeter of the parking lot. Parking lot screening shall consist of a berm between three to four-foot tall with a maximum slope of 3:1 in combination with evergreen and deciduous trees and shrubs. Screening should be integrated with streetscape plantings whenever possible. If berms are not practical, then one of the following options shall provide equivalent screening:*
 - *A low continuous hedge between three to four-foot tall planted in a double row at three feet on center in a triangular pattern or;*
 - *A decorative masonry wall between three to four-foot tall in combination with landscaping.*
 - *Shrubs must reach a height of three feet at maturity and at least 50% of the shrub material shall be flowering species. Large shade and evergreen tree species and/or small tree or large shrub species shall be used as accents throughout the screen planting in conjunction with buffer and street frontage plantings to offset the horizontal lines of a typical shrub bed. Ornamental grasses are not permitted to screen parking lots.*
- F. *Section 146.4.7.5 J (Building Perimeter Landscaping)*
- *For commercial developments, 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. Landscape each elevation with 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.*
- G. *Section 146-4.7.5L (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.*
- H. *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.*
- I. *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). Many of the LID practices have an integrated vegetative component which supports the treatment, evapotranspiration and infiltration functions so that storm water is treated at the source. With the implementation of LID techniques, landowners can benefit from the environmental quality and aesthetics of the area in which they live and work. Some examples of LID techniques are depicted in the images below and include permeable pavements, vegetative swales and rain gardens.*

J. Section 146.4.8.3 C (Irrigation)

- All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the Water Department will require the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing the quantities along with a plan shall be provided that clearly delineates these areas. Contact Timothy York at (303) 326-8819 or tyork@auroragov.org regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

Galloway Response: Noted required tables will be provided to demonstrate compliance with required landscape treatments. Site triangles will be provided for the two access points. All landscape buffer requirements mentioned above will be followed, including frontage, building perimeter, parking lot, site entryways, and trash enclosures. It is the intent to provide a LID water quality grass swale to collect and discharge runoff from this site.

3F. Building Design Standards:

Section 146-4.8 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. 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.

Please note that the conceptual site plan does not meet building orientation requirements outlined in Section 4.8.4.B.1 that requires each primary structure to be arranged so that the primary façade and each façade with a main pedestrian entry orients onto and provides direct pedestrian access onto a street, a pedestrian passage, or some kind of plaza, courtyard, open space, or common green. Staff recommends that the building be pushed to the southern property edge to front Hampden. Please see additional comments about this proposed orientation in Section 3D (Parking) above.

Galloway Response: Material and architectural requirements noted. Understood, we will be pursuing an adjustment request regarding the frontage having more than 60% covered by surface parking

3G. Exterior Lighting:

Standards for exterior lighting are found in Section 149-4.9. Show typical details of lighting on the plan and on building elevations.

Galloway Response: Understood, lighting shall follow City of Aurora standards.

3H. 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.

Galloway Response: Understood, all signage shall follow City of Aurora standards.

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.

Galloway Response: Understood, any requested adjustments will be detailed and justified within the Letter of Introduction.

5. Submittal Reminders

5C. Mineral Rights Notifications:

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

Galloway Response: Please refer to the enclosed Mineral Rights Affidavit.

Pre-Submittal Meeting:

Contact Claire Dalby, your 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.

Galloway Response: Acknowledged, thank you for your review and comment.

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.

Galloway Response: Acknowledged, thank you for your review and comment.

PARKS, RECREATION & OPEN SPACE (PROS) – Not Represented at meeting

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 are not acceptable for tree mitigation.

Galloway Response: Tree mitigation requirements are understood and will be followed for any trees that may be removed.

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 are in agreement 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. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan. If there is not room to replace the number of inches that will be lost, payment can be made into the Tree Planting Fund based on the dollar value associated with tree loss.

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.

Galloway Response: A tree mitigation plan will be provided with the next site plan submittal with the requested information shown.

AURORA WATER – Comments provided by Ryan Tigera.

Key Issues:

- A fixture unit table is required to confirm the existing 1-inch meter is adequate.

Galloway Response: A fixture table will be provided with the CD's.

- A stormwater permit will be required due to demolition of the building.

Galloway Response: Acknowledged, thank you for your review and comment.

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

Galloway Response: Acknowledged, thank you for your review and comment.

PUBLIC WORKS DEPARTMENT – Comments provided by Carl Harline, Kristin Tanabe, Mike Dean & Darren Akrie.

Key Issues:

- *A traffic letter is required.*

Galloway Response: A traffic letter will be provided with the plan submittal.

- *Site-related queuing at the ATM machine or teller lines shall not exceed the storage capacity provided onsite.*

Galloway Response: Acknowledged, thank you for your review and comment.

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

Galloway Response: Access points will be shown on the Site Plan.

- *Label the access movements on the Site Plan.*

Galloway Response: Access movements will be labeled on the Site Plan.

- *Objects and structures shall not impede vision within these 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.*

Galloway Response: Sight triangles will be shown on the site plan and the landscaping plan.

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

Galloway Response: The note will be added to the landscape plans.

ROW/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.*

Galloway Response: No plat is planned to be submitted with this development.

Improvements:

- *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. 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.*

Galloway Response: No work associated with this development is anticipated in public streets.

- *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. Add a note to the Site Plan indicating this commitment.*

Galloway Response: No work associated with this development is anticipated in public streets.

- *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.*
 - *Queuing analysis at the Automatic Teller Machines, and live teller lane(s). Queuing shall not be permitted to exceed the queue storage that is provided on onsite.*
- *The Traffic Letter shall be sent directly to Brianna Medema at bmedema@auroragov.org as soon as possible.*
- *The traffic letter shall also be uploaded with the rest of the submittal.*

Galloway Response: Understood. The traffic letter will address the requested items above and will be sent to Brianna and uploaded with the submittal.

ENGINEERING DIVISION – Comments provided by Kristin Tanabe.

Key Issues

- *Public improvements for this development include updating the curb ramps on both sides of the access at Hampden Avenue.*

Galloway Response: Acknowledged, thank you for your review and comment.

- *A preliminary drainage report shall be submitted with the site plan. Detention shall be addressed, and water quality is required. There are existing detention facilities in the shopping center as referenced in previously approved reports C5-2-613 and 880085. These reports are available upon request. Newer, approved reports and plans can be found on the City's website: Getting to engineering documents online. Also note there is offsite drainage that will need to be addressed by this development.*

Galloway Response: A preliminary drainage report will be uploaded with this site plan submittal. A water quality swale has been provided along the western proposed curb for the development. This swale has been designed according to the MHFD USDCM criteria and standards. Existing drainage patterns are unchanged, and runoff will ultimately drain to the existing drainage facility downstream.

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. Any street grades in excess of three percent will require detailed grading of the curb ramps.*

Galloway Response: Curb ramps will be shown on the plans.

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

Galloway Response: Acknowledged, thank you for your review and comment.

- *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.*

Galloway Response: Acknowledged, thank you for your review and comment.

- *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.*

Galloway Response: Acknowledged, thank you for your review and comment.

- *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.*

Galloway Response: Acknowledged, thank you for your review and comment.

ROW/Easement/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.*

Galloway Response: A plat will not be prepared for this site. All necessary easements will be obtained by separate instrument.

Drainage

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

Galloway Response: A preliminary drainage report and associated documents will be included with this re-submittal. Minor storm discharge will not flow over sidewalks and will instead drain directly into the roadway. Proposed development will not exceed existing impervious conditions and therefore will not increase site runoff to the downstream detention facility. Per email correspondence between reviewers and Galloway employees a water quality swale has been provided to address water quality requirements.

FIRE/LIFE SAFETY AND BUILDING DIVISION – Comments provided by Mike Dean.

- 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.*

Galloway Response: Acknowledged, we do not anticipate a new address for this site.

- *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.*

Galloway Response: Acknowledged, thank you for your review and comment.

- *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.*
 - *Grading Plan*
 - *Handicap Accessible Parking Signs*
 - *Sign Package*
 - *Signature Block*

Galloway Response: Requested information will be included with 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.*

Galloway Response: Acknowledged, thank you for your review and comment.

- *Fire Department Access:*
 - *The existing fire lane easements within the site are enough, 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.*

Galloway Response: 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.*

Galloway Response: Existing fire hydrants have been shown and labeled.

- 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.

Galloway Response: Acknowledged, thank you for your review and comment.

- 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.

Galloway Response: A legend is provided on the Cover Sheet.

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

Galloway Response: Due to the minimal size of the proposed construction a phasing plan is not necessary. All work can be complete concurrently.

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

Galloway Response: Acknowledged, requested note and accessible route will be provided on the photometric plan.

- 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) Aircraft Noise Reduction (LDN)
 - This area is within a __ LDN 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

Galloway Response: Applicable notes have been included on the Cover Sheet.

- 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.

Galloway Response: A Site Plan Data table has been provided 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.
 - *Abutting Fire Lane or Public Access Easement to Property*
 - *If an existing fire lane or public street must 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*
 - *Fire Apparatus Access Road Specifications*
 - *If an existing fire lane or public roadway has to be removed or relocated for any reason, the portion replaced must be in compliance with the current specifications of the Public Works Department.*
 - *Construction of Fire Lane Easements and Emergency Access Easement*
 - *Encroachment into Emergency Access or Fire Lane Easements are Prohibited*
 - *Labeling of Easements on the Site Plan, Plat and Civil Plans*
 - *No Parking is allowed within a Fire Lane Easement*
 - *Public Street Systems Adjacent to Site*
 - *Speed Bumps*
 - *Snow Removal Storage Areas*
 - *Width and Turning Radius*

Galloway Response: No fire lanes are to be removed or relocated.
- Trash Enclosures:
 - *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.*

Galloway Response: Acknowledged, thank you for your review and comment.

REAL PROPERTY DIVISION – Comments provided by Darren Akrie.

- 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.*

Galloway Response: A site plan is provided with this submittal and complies with the real property Site Plan Checklist.
- Separate Documents:
 - *A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal description and drawing. Each are reviewed and approved by the city, signed by the property owner as well as the appropriate city officials and recorded with the county.*

Galloway Response: Acknowledged, thank you for your review and comment.

 - *During the pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions which will require a separate document. Following are the links to additional information if needed later in your formal review process:*
 - *Dedications Packet*

- *Easement Release*
- *License Agreement Packet*

Galloway Response: Acknowledged, thank you for your review and comment.

- *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.*

Galloway Response: Acknowledged, thank you for your review and comment.

- *The developer may need to dedicate **new easements** and/or street right-of-way on the site. Since a new subdivision plat is not required, these dedications must be done by separate legal document. These legal documents must be prepared using Real Property specifications which are found in the Dedications Packet. Once complete and accurate easement dedication information is submitted to Real Property, it takes about **4-6 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.*

Galloway Response: Acknowledged, thank you for your review and comment.

- *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.*

Galloway Response: Acknowledged, thank you for your review and comment.

Sincerely,
GALLOWAY

Aaron McLean
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