

STEP I – PLANNING PHASE

Applicant's response to comments are provided in blue.

Planning Department

The Planning comments are numbered, when you submit your application, include a letter of introduction responding to each of the numbered comments including key issues from other departments.

Key Issues:

- ▶ Public Improvements
- ▶ Screening and Landscape Buffers
- ▶ Impacts to adjacent residential property
- ▶ Operations Plan

General Zoning Code Review of your Property:

- The property is zoned M-1 (Light Industrial) Zone District.
Not Applicable. The property was rezoned to the I-1 District as part of the City-wide rezoning process that was recently completed.
- The uses you propose, fueling station and 24-hour convenience store, are permitted by the current zoning, but subject to a Conditional Use Review, Site Plan and Plat approval.
Not Applicable. The property was rezoned to the I-1 District as part of the City-wide rezoning process that was recently completed.

Types of Application(s):

- As part of your application, you will need to make the following land use requests:
 - Conditional Use Approval
Not Applicable. The property was rezoned to the I-1 District as part of the City-wide rezoning process, and the proposed use is now permitted by-right, subject to compliance with the Use-Specific Standards.
 - Site Plan
Provided with this submittal
 - Subdivision Plat
To be provided after the first round of Staff comments on the Site Plan.
- Your Site Plan and Conditional Use will require approval in a public hearing before the Planning Commission and your subdivision plat will be approved administratively. The development application will be processed through our digital submission process.
Comments noted (as applicable).
- The following applications, manuals and design standards may also be helpful in completing your application for submittal:
 - City of Aurora CAD Data Submittal Standard
 - Air Influence Districts
 - Design Standards for the Development or Redevelopment of Motor Vehicle Fuel Dispensing Stations [Chapter 146, Section 1240 and Ordinance Number 98-73]
 - Fence Ordinance, City Code Chapter 146, Article 17
 - Landscape Reference Manual
 - Landscape Ordinance [Chapter 146, Article 14]
 - On-Line Application
 - On-line Application and Plan Submittal Guide

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- Noise, vibration, & engine idling ordinances [Chapter 146, Sections 1800 - 1805]
- Preliminary list of community groups and homeowners associations within a one-mile radius of your proposed development
- Site Plan Manual
- Street Standards Ordinance [126-1] and [126-36]
- Street Standards, Roadway Cross Sections
- Subdivision Plat Manual
- Subdivision Plat Checklist
- Subdivision Ordinance [Chapter 147]Xeriscape Plant List (see Landscape Reference Manual)
- Zoning criteria for each land use approval requested

Comment noted - the information and references are appreciated.

Standards and Issues:

1. Zoning and Land Use Issues

1A. Fuel dispensing stations are a Conditional Use in the M-1 zone district when located less than 300 feet from the nearest residential zone. The conditional use application will be processed concurrently with the proposed site plan to look at the compatibility of the proposed use on abutting properties. While reviewing a conditional use, staff will review whether the proposed use will change the predominant character of the surrounding area, mitigate adverse impacts to the surrounding area, and examine the effect on infrastructure. The Planning Commission will provide a decision on the Conditional Use based on how the proposal meets the Criteria of Approval referenced in Section 146-402 of the zoning code.

Not Applicable. The property was rezoned to the I-1 District as part of the City-wide rezoning process, and the proposed use is now permitted by-right, subject to compliance with the Use-Specific Standards.

1B. The City is in the final stages of approval of a Uniform Development Ordinance (UDO) that will replace the City's existing Zoning Code. The Draft UDO, which is scheduled for first reading at City Council on August 5, 2019, reduces the number of zoning districts and includes a zoning conversion map that is linked to the city's website: www.auroragov.org/zoningcodeupdate. If approved by City Council at the first hearing, the effective date will be September 21, 2019.

Comment noted. The Site Plan and associated documents have been prepared in accordance with the new UDO, the I-1 zone district requirements, and the applicable Use-Specific Standards.

The proposed UDO zoning for the subject property is I-1 (Business/Tech District). Motor Vehicle Fuel Dispensing Stations are a permitted use in the I-1 Zone District, subject to the design standards outlined in UDO Section 146-3.3.5(OO) and a conditional use application will not be required.

Comment noted. The Site Plan and associated documents have been prepared in accordance with the new UDO, the I-1 zone district requirements, and the applicable Use-Specific Standards.

1C. Fuel dispensing stations are subject to the City regulations referenced as the "Design Standards for Motor Vehicle Fuel Dispensing Station." The purpose of these standards is to establish consistent standards for a very visible commercial use, typically located on major arterial streets. The design standards contain both minimum design standards and incentive standards to encourage design excellence.

Comment noted. The site has been designed in accordance with the new UDO, the I-1 zone district requirements, and the applicable Use-Specific Standards.

1D. There are residential uses located immediately to the south and to the southeast. Screening and buffers will be required to mitigate adverse impacts on the adjacent properties.

Not Applicable. The subject property and the adjacent properties were rezoned to the I-1 District as part of the City-wide rezoning process.

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1E. In your Letter of Introduction, provide an outline of the proposed uses. Information should include the hours of operation, number of employees, vehicular and truck circulation. Provide as much information as possible.

The requested information has been provided in the Letter of Introduction that is included in this submittal packet.

2. Traffic and Street Layout Issues

All proposed streets whether public or private need to be labeled according to our street standard ordinance, Chapter 126-1 and 126-36 of the city code. City design standards call for a 10' detached sidewalk and 10' tree lawn along Tower Road, an 8' attached sidewalk on Smith Road, and Andes Way requires a 5.5' detached sidewalk and 8' tree lawn. Please show these requirements on your plans. Additional information is provided in the Public Works Engineering section of these notes.

The required tree lawns and sidewalks have been provided in the Site Plan set.

3. Environmental Issues

3A. The property is located within the Buckley Airport Influence District (AID). The AID is an overlay to the existing zoning requirements. The applicant will need to assure that an aviation easement has been conveyed to the city and this easement has been recorded with the Adams County Clerk and Recorder. A copy of the recorded document must be submitted to the Case Manager and

Janice Napper, City Clerk and Recorder
15151 East Alameda Parkway
Aurora, Colorado 80012

The Permanent Parcel Identification (PPI) number and Book and Page where the aviation easement is recorded should be included on the aviation easement submitted to the Case Manager. The easement form is available on the City website. Development in the AID shall comply with height restrictions in the underlying zone district, which do not intrude into 14 CFR 77 surfaces for military airports.

Vendors of real property located within the Airport Influence District are required to provide notice to prospective purchasers in accordance with Section 146-811. The notice will state that the property may be subject to some of the annoyances or inconveniences associated with proximity to an airport including noise, vibration, and odors. Please contact R. Porter Ingram at 303-739-7227 with any additional questions regarding the AID regulations and the content of this memo.

The required Aviation Easement is being processed and will be provided to the Case Manager for the recording process with Adams County.

3B. The City of Aurora has no environmental records on this site. As our records may be incomplete, please contact the Environmental Health Division of the Tri-County Health Department at 303-220-9200, and the Colorado Department of Public Health and Environment (CDPHE) at (303) 692-2000 for more information.

Comment noted.

4. Site Design Issues

4A. Building and Canopy Setbacks

Fuel dispensing stations are subject to the City regulations referenced as the "Design Standards for Motor Vehicle Fuel Dispensing Stations." Table 1, Lines 8-18 of the standards for the required setbacks for the building and canopy. Depending on incentive features used, the setbacks may be reduced. Please see the Design Standards for additional information.

Comment noted. The site has been designed in accordance with the new UDO, the I-1 zone district requirements, and the Use-Specific Standards for Motor Vehicle Fuel Dispensing Stations.

4B. Building Height

The maximum building height in the M-1 zone district is 60 feet, however, where abutting or within 200 feet of a residential zone district, the maximum height shall be the same as in the adjacent residential zone district. The maximum height directly adjacent to a R-A zone district is 35 feet.

Comment noted. The site has been designed in accordance with the new UDO, the I-1 zone district requirements, and the Use-Specific Standards for Motor Vehicle Fuel Dispensing Stations.

4C. Pedestrian Circulation and Off-Site Connections

Please show pedestrian crosswalks and ADA routes from external sidewalks and internal accessible parking spaces using the shortest safe and practical route. There shall be at least one accessible route clearly marked connecting each perimeter sidewalk with the site's main entrance. Show the accessible route with a heavy dashed line on the site plan.

The pedestrian crosswalks and ADA routes have been provided in the Site Plan.

4D. Parking

On-site parking is required by Section 146-1504 of the Zoning Code. A fueling station requires 1 space per employee per shift plus 1 space per 250 GFA of retail space. A 5,780 square foot building requires 24 standard parking spaces plus employee parking. Fueling bays cannot be included in parking calculations. Please show how the parking requirement has been calculated. Fueling pump stations and stacking area may not counted toward the minimum parking requirements. Staff can evaluate proposed reductions in the parking based on the operations of the convenience store.

Per the UDO, the parking requirement is 3 spaces per 1,000 square feet gross floor area. As such, the 4,359 square foot convenience store requires a total of 14 spaces. A total of 19 spaces have been provided.

ADA van accessible parking spaces are required in addition to the standard parking spaces at a rate of 1 accessible space per 25 standard spaces. All fueling stations are required to provide 2 racks for at least four bicycles.

The required number of van accessible spaces have been provided. In addition, a bike rack has been provided that accommodates a total of four (4) bicycles.

Vehicle overhang shall not reduce the width of a sidewalk to less than five feet in width. This may be prevented by widening any affected sidewalk by two feet or by placing wheel stops two feet in front of the sidewalk curb.

Comment noted. The site has been designed in accordance with the new UDO.

4E. On-Site Vehicular Circulation

Please provide a truck circulation plan with your initial submission to demonstrate how fueling and delivery trucks will circulate through the site. Identify where and how deliveries will be made to the convenience store and any impacts that may occur to site circulation. Show the location of all curb cuts including driveways, public streets, and private streets located across public rights-of-way on your site plan.

A Truck Circulation Plan has been provided with this submittal packet.

4F. Site Lighting

Section 146-1509(H) governs the design of parking lot lighting. Section 7 of the Design Standards for Fueling Station also includes lighting standards. Canopy fascia(s) may not be externally lit. All lighting shall be downcast and without drop lenses. Lighting on the underside of canopies shall be flush with or recessed above the underside of the canopy surface. Include typical details of lighting on the plan and/or building elevations.

Comment noted. The site has been designed in accordance with the new UDO.

4G. Exterior Displays, Trash, Storage and Air Station

No merchandise displays shall be located closer than 20 feet from the street right of way line. Outdoor storage is not permitted. All trash and recycling shall be enclosed by a wall at least six feet tall.

Comment noted.

4H. Fences and Screening

Please show the location of all proposed fences and screen-walls. If different types of fencing are proposed, details for each should be included. Fence requirements are in Section 146-1741 and standards for fencing along public and private streets can be found in Table 17.2. Please note, the Table 1, Note 1 of the Design Standards for Fueling Stations requires, at a minimum, a 6-foot wooden fence along adjacent residential property lines.

Comment noted.

5. Landscape Design Issues

5A. General Landscape Plan Comments Prepare your landscape plans in accordance with the requirements found in the City of Aurora Zoning code, specifically Article 14 Landscape Ordinance as well as the Landscape Reference Manual and the Design Standards for Motor Vehicle Fuel Dispensing Stations. In the case of any conflict between the various standards, *the stricter shall govern*. Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments.

Provide the necessary landscape tables to demonstrate compliance with code requirements. Tables shall be provided for each of the required landscape treatments i.e. street frontage and buffer tables etc.

- 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/Site Plan submittal process must 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.

Comments noted. The site has been designed in accordance with the new UDO.

5B. Motor Vehicle Fuel Dispensing Station Design Standards

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Section 6 of the Design Standards for Fueling Stations. The applicant is responsible for reviewing these standards and determining all applicable landscape conditions.

- Standard Streetscape Landscape Features: Provide one street tree per 30 linear feet of public street frontage. Where the frontage is reduced due to curb cuts or incentive features, 10 (5 gallon) shrubs may be substituted for a required tree. Each frontage shall contain a mixture of shade and evergreen trees. The number of evergreen trees shall equal at least 50% of the total number of trees required.
- Standard Buffer Strip Landscape Features at Non-Street Frontages:
 - Buffers adjacent to non-residential areas: Provide one tree for each 45 linear feet of buffer.
 - Buffers adjacent to residential areas: Provide one tree for each 25 linear feet of buffer. Buffers shall include a mixture of shade and evergreen trees, with evergreens constituting at least 50% of the total number of trees.
- Parking Lot Islands: Provide one landscaped island for each ten on-site parking spaces provided. Each island shall be a minimum of 170 square feet and include one shade or ornamental tree and understory

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shrubs. Plant shrubs to provide 100% coverage for each island. Shrub spacing shall not exceed 3 feet on center.

- Incentive Landscape Features: Incentive landscape features can be applied in addition to the standard landscape features required in all developments. Numerous options are identified in the Design Standards.
- Building Landscape: All buildings shall have landscaped areas as follows:
 - One landscaped area within 15' of a building's main customer pedestrian entrance.
 - Two landscaped areas within 15' of a building's perimeter along building elevations facing streets.
 - At least 2 trees located in the space between any building elevation and an adjacent residential area.

Plantings used to meet buffer strip and parking island landscape requirements may also be used to meet the building landscaping requirement as long as they are within the locations listed above.

Comments noted. The site has been designed in accordance with the new UDO, the I-1 zone district requirements, and the Use-Specific Standards for Motor Vehicle Fuel Dispensing Stations.

5C. Article 14 Landscape Ordinance Requirements.

- Standard Right-of Way Landscaping: Provide one shade/street tree per 40 linear feet of street frontage along Tower Road, Smith Road and Andes Way (Section 146-1451(B)2). If the site contains existing healthy street trees, these may be counted toward meeting the standard right-of-way requirements but must be documented within the required standard right-of-way landscape chart. If it is determined that additional street trees are required, they shall be located between the back of sidewalk and face of curb within the tree lawn. Avoid the use of blue grass sod and install a more xeric sod mixture such as Reveille or RTF Fescue. In lieu of lawn, ornamental grasses, shrubs and perennials may also be used.

Comment noted. The site has been designed in accordance with the new UDO.

- Landscape Street Buffers: Tower and Smith Roads both require a 25' wide landscape street buffer. A 10' buffer is required along Andes Way. All buffers are measured inward from back of walk. Landscape with one tree and 10 shrubs per each 40 linear feet of buffer length. Landscape street buffers shall be installed along the exterior sides of any proposed fencing or walls. Buffers may be reduced in width with the use of xeriscape landscape incentive features. Refer to Table 14.5 Standard Buffer Widths and Allowed Reductions for Commercial Development.

Comment noted. The site has been designed in accordance with the new UDO.

When overlapping landscape standards occur such as when building perimeter, parking lot landscape screening and/or detention and water quality pond landscaping fall within the buffer, they may be counted towards meeting the buffer requirements, however the more stringent requirements shall be implemented. Refer to Section 146-1422. If utilizing tree equivalents, one tree equivalent is equal to 10 five gallon shrubs or 30 one gallon perennials or any combination of trees, shrubs, or perennials meeting equivalents.

Comment noted. The site has been designed in accordance with the new UDO.

- Non-Street Frontage Landscape Buffers. A 25' wide landscape buffer is required along the non-street frontage adjacent to residential uses per Section 146-1423 and Table 14.5 of the Landscape Ordinance. Buffer widths can be reduced through the use of xeriscape landscape incentive features. The buffer adjacent to residential property shall consist of 1 tree and 5 shrubs per 25 linear feet of buffer and shall consist of 50% evergreen trees (Section 146- 1451(B)3.b.).

Comment noted. The site has been designed in accordance with the new UDO.

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- Building Perimeter Landscaping: Landscape building elevations facing public rights-of-way, residential neighborhoods, public open space, or having an entrance door. Service doors are not considered as an entry. Landscape each elevation with one tree equivalent per each 40 linear feet of elevation length. One tree equivalent is equal to one tree or 10 five-gallon shrubs or 30 one-gallon perennial plants or ornamental grasses. Any combination of plant material may be used that totals the required number of tree equivalents (Section 146-1451(D)). Landscaped parking lot islands that fall within 20' of the building face may count towards the required building perimeter landscaping.
Comment noted. The site has been designed in accordance with the new UDO.
- Special Landscape Features: 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 (Section 146-1451(C)). This may be incorporated with proposed signage, if any.
Comment noted. The site has been designed in accordance with the new UDO. Please refer to the Landscape Plan for details.
- Parking Lot Landscaping and Screening: Screen the edges of parking lots from public rights- of-way, public open space and adjacent property with one or a combination of methods shown in Section 146-1440. If using plant material, screening shall consist of a continuous row of shrubs planted in a double row at 3 feet on center. Shrubs must reach a minimum of height of 3 feet at maturity. Also provide and landscape each parking lot island with one tree and six five-gallon shrubs per 9'x19' island. No more than an average of 10 parking spaces are permitted in a row without a landscape island. Islands or areas within parking lots should be landscaped with one tree and a sufficient number of shrubs to provide 50% cover at installation. A table of plant coverage values may be found in Section 146-1431. The parking lot screening requirements may overlap with the Landscape Street Buffer requirements and the more stringent requirements shall take precedence.
Comment noted. The site has been designed in accordance with the new UDO. Please refer to the Landscape Plan for details.
- Service Areas and Trash Enclosures: Service areas visible from streets or residences shall be screened by fences, walls, landscaping, berms or any combination of items. Section 146-1433 Service Areas and Trash Enclosures.
Comment noted. The site has been designed in accordance with the new UDO. Please refer to the Landscape Plan for details.
- Detention, Retention and Water Quality Ponds: The city encourages all applicants to utilize LID (Low Impact Development) principles as permanent best management practices (BMP's) whenever possible in order to avoid the installation of large unsightly detention ponds. Applicants may propose their own BMP's or refer to Urban Drainage and Flood Control Districts Storm Drainage Criteria Manual where multiple examples of BMP's are described such as grass buffers, grass swales, permeable pavements etc. Should the applicant choose to utilize a traditional detention pond, pond depths shall not exceed 6' in depth. The area within the tract surrounding the pond shall contain a minimum of 1 tree and 10 shrubs or the approved tree and shrub equivalents per 4000 sf. Refer to Section 146-1434 Detention, Retention and Water Quality Ponds.
Comment noted. The site has been designed in accordance with the new UDO. Please refer to the Landscape Plan for details.
- Irrigation: Refer to Section 146-1430. All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the City Water Dept. will require that the applicant 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 303.739.8819 in Aurora Water regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

Comment noted.

6. Architectural and Urban Design

6A. Fuel Dispensing Station Building Design Standards

Sections 4 and 5 of the Design Standards for Fueling Stations outline specific minimum building standards and requirements for fueling area canopy design. The canopy shall match the building materials, colors, and forms. The cross-section of the canopy columns shall have a minimum width of 24" and depth of 16", and be faced with brick, metal panels, stucco, or decorative masonry block to match the wall materials of the main building. The canopy fascia shall be a neutral color to match the primary building. Canopy fascia may not be internally lit.

Comment noted. The site has been designed in accordance with the new UDO, the I-1 zone district requirements, and the Use-Specific Standards for Motor Vehicle Fuel Dispensing Stations.

Section 146-405(F)8 of the zoning code establishes the approval criteria for building architecture and urban design. Building elevations need to be included as part of your site plan, and should call out dimensions, exterior finishes and color schemes. Color and material samples are also required with the initial submittal. Please include a perspective drawing and a colored elevation as part of your initial submittal. As a general rule, "high quality of design" usually means that architectural details should be continued on all four sides of all buildings open to view.

Comment noted. The site has been designed in accordance with the new UDO, the I-1 zone district requirements, and the Use-Specific Standards for Motor Vehicle Fuel Dispensing Stations.

6B. Screening of Roof Top Mechanicals

Code Section 146-1300 states the requirements, "Show the location of any rooftop or mechanical equipment and vents greater than eight inches in diameter on the elevation drawings. All such equipment must be screened. Use drawings and notes to explain how this will be accomplished. Screening may be done either with an extended parapet wall, or a freestanding screen. In either case the screening must be at least as high as the equipment it hides." The following note to be labeled "Roof-Mounted Equipment Screening" must be added to the general notes section of all Site Plans: (click here for the specific note).

Comment noted.

7. Signage

7A. The total allowable square footage of signs is based on a zoning code formula tied to location of the property and building frontage. Fueling stations may choose either the primary linear frontage of the canopy or store for calculating the sign area, but not both. All ground signs shall be at least 4 feet back of the walk or 21 feet back from the flow line. Ground signs abutting arterial streets may be up to 12 feet high; ground signs abutting other streets are limited to 8 feet in height. Please refer to Article 16 of the Zoning Code for complete regulations. Table 2 of the Motor Vehicle Fuel Dispensing Station Design Standards also includes additional standards as well as building and canopy design incentive features that may allow for additional sign area. Accent bands can be permitted on canopy fascia but will be counted toward the total allowable sign area for the site.

Comment noted. The site has been designed in accordance with the new UDO, the I-1 zone district requirements, and the Use-Specific Standards for Motor Vehicle Fuel Dispensing Stations.

7B. Pole signs are not permitted in the City of Aurora. Ground sign(s) shall be monument-style and are counted as one of the five allowed signs. If you propose the use of an electronic reader board, it is limited to 50% of your monument sign area. Electronic reader boards are not permitted on the canopy.

Comment noted.

8. Waivers

From the material you supplied us, it is unclear whether you would need to request any waivers. If you decide to request any waivers, you must clearly list them in your *Letter of Introduction* and justify them according to the criteria listed in Section 405 of the Zoning Code. You must also list them on the cover

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sheet of your Site Plan or other drawings on which they occur.

Comment noted. Based on the requirements in the new UDO, we are not aware of any waivers that would be required for the development as proposed.

9. Mineral Rights Notification Requirements

Please fill out the Mineral Rights Affidavit / Severed Mineral Rights Notice and supply this document to your Case Manager at the time of site plan submittal.

The Applicant's Certificate of Compliance Regarding Minerals form has been provided with this submittal packet.

10. New CAD Standards

The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standards are required by consultants on development projects before submitting to the City for signature sets and on capital projects funded by the City. Please review the CAD Data Submittal Standards, including templates and required layer file labeling, at <http://tinyurl.com/AuroraCAD>.

Comment noted.

Pre-submittal Meeting:

At least one week prior to submitting an application, you will be required to hold a Pre-submittal meeting with your assigned Case Manager to ensure that your entire application package is complete and determine your application fee. Please contact your Case Manager in advance to schedule.

The Pre-submittal meeting was held on Tuesday, October 21, 2019 at 11:00 am.

Community Participation:

You are encouraged to work proactively with neighborhood groups and adjacent property owners. Neighborhood groups within a mile radius will formally be notified of this project when submittal has been made to the Planning Department.

Comment noted.

Neighborhood Services Liaison:

- Your Neighborhood Services Liaison is Margee Cannon. She has put together a report attached to these notes listing the registered groups within one mile of your proposed project and can assist in scheduling and facilitating meetings with community members. It is recommended that you work with the neighborhood organizations that express interest in your project to mediate and mitigate concerns.
- All meetings with neighborhood associations should also include your Planning Department Case Manager so that questions concerning City Code or policies and procedures can be properly addressed. We will record any project-related commitments that you make to the community at these meetings.
- Additional information about the Neighborhood Liaison Program can be found on the Neighborhood Services page of the city website.

Comments noted.

Parks, Recreation & Open Space Department (PROS)

Please note that the High Line Canal Trail runs along Tower Road on the other side of the right of way from your site. PROS will be looking to ensure that there is strong pedestrian connectivity within your site and to the intersection at Tower Road.

Comment noted.

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.

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Key Issues:

- ▶ A Fire Hydrant needs to be located off of Tower Road. The service tap should be located off of Andes Street.
A new fire hydrant is proposed along Tower Road, just west of the proposed fuel canopy.
- ▶ A domestic allocation agreement will be required starting in 2019 for connections 2" and larger.
The anticipated water tap for this development is 1".

Utility Services Available:

- Water service may be provided from: the 24-inch DIP in Tower Road, 16-inch DIP in Smith Road, and 8-inch DIP in Andes Way.
- Sanitary sewer service may be provided from the 12-inch VCP in Smith Road, and 8-inch PVC in Andes Way.
- The project is located on Map Page 03N.
Comments noted.

Utility Service Requirements:

- A Site Plan is required for this project and must show existing and proposed utilities including:
 - Public/Private Mains
 - Service Lines
 - Water Meters
 - Fire Suppression Lines
 - Fire Hydrants necessary to service your development
 - Grease Interceptors are required for commercial kitchens
 - Sand/Oil Interceptors are required for vehicle maintenance facilities
 - All utility connections in the arterial roadway are required to be bores.
- General utility design criteria can be found in Section 5 of the Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure (Utility Manual).
Comments and requirements noted.

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.
Comments noted.

Public Works Department

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

Key Issues:

- ▶ A Traffic Impact Study (TIS) will be required. See below for additional details.
- ▶ Access onto Smith Road shall be permitted as a Right-in / Right-out only.
- ▶ Access onto Tower Road shall be permitted as a Right-in / Right-out only.
- ▶ If Traffic Signal modification is required, a Colorado State Public Utility Commission process would be required. Continue to work with the City to determine the timing and appropriate process.
- ▶ Signal Escrow will be required if developer does not complete required updates to Traffic Signal. If during the Site design process including additional through lanes on Smith Rd, the traffic signal pole at the north west corner of the site is required to be moved or otherwise modified, the design team can coordinate with City Staff to discuss if City design & construction team vs developer design & construction team maybe more economically suited for the traffic signal modification project. See below for additional

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information.

Comments noted. A Traffic Impact Study, prepared by Aldridge Transportation Consultants, LLC, has been provided with this submittal packet. In addition, the site access has been designed as requested.

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

Comment noted.

- Site access shown onto Tower Road, to Smith Road for full movement, per previously submitted and not accepted Traffic Impact Studies for this parcel as northbound queuing is beyond this access point without trips from parcel. The City's Roadway Design and Construction Specifications identifies that access points along arterials shall be 300-feet offset from adjacent intersections (Smith Road & Tower Road).

Please refer to the Traffic Impact Study, prepared by Aldridge Transportation Consultants, LLC, that has been provided with this submittal packet for a complete analysis of the access and queuing requirements necessitated by the proposed development.

- Label the access movements on the Site Plan.

Access movements have been included 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.

Comment noted. The site has been designed in accordance with the new UDO. Please refer to the Landscape Plan for details.

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'

The requested note has been included on the Landscape Plan – Please refer to City of Aurora General Landscape Note #6.

ROW/Plat:

- Designate a Public Access Easement along internal drive to connect to potential future parcel to the south.

Per discussions with Staff, the Plan will be provided after the first Site Plan referral period.

- 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.

Comment noted.

- ROW dedication is required for an additional future right turn lane along Tower Rd. See Engineering Section below for additional information.

Comment noted. Once the required roadway improvements have been finalized, the appropriate ROW will be dedicated.

- A traffic signal easement shall be required at the intersection of Smith Rd and Tower Rd to accommodate the proposed traffic signal pole, underground conduits, pull boxes and signal control cabinet.

Comment noted. Once the required roadway improvements have been finalized, the appropriate easements will be dedicated.

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. Add the following note to the Site Plan: 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.
Comment noted. The required signs are included on the Site Plan.
- Show the installation, by developer, “Right Turn Only”/”Do Not Enter” signs at appropriate location(s). Signs shall be installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards.
Comment noted. The required signs are included on 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. Add a note to the Site Plan indicating this commitment.
Comment noted. The required signs and striping are included on the Site Plan.
- The intersection of Smith Road and Tower Road has been identified as a potential candidate for a future left turn arrow if and when signal warrants are met. As an adjacent land owner/developer, you must participate in the cost of the left turn arrow installation. Add the following note to the Site Plan:
 - **(Applicant/owner name, address, phone)** shall be responsible for payment of 25% of the left-turn arrow installation costs for the intersection of Smith Rd and Tower Rd, if and when traffic signal warrants are satisfied. Pursuant to 147-37.5 of city code, the percentage of the traffic signalization costs identified above shall be paid to the city by the applicant / owner, to be held in escrow for such purpose, prior to the issuance of a building permit for the related development or as otherwise required by city code. The percentage above will be applied to the entire traffic signalization modification cost as estimated at the time of the escrow deposit to calculate specific dollar funding requirement.
Comment noted. Once the required roadway improvements have been finalized, the appropriate contributions will be made to the City.
- The intersection of Smith Road and Tower Road is a potential candidate for a future traffic signal pole modifications through the design process (based on current locations & required through lanes). As an adjacent land owner/developer, you must participate in the cost of the traffic signal installation. Add the following note to the Site Plan:
 - **(Applicant/owner name, address, phone)** shall be responsible for payment of 25% of the traffic signalization costs for the intersection of Smith Rd and Tower Rd, if and when traffic signal warrants are satisfied. Traffic signal warrants to consider shall be as described in the most recently adopted version of Manual on Uniform Traffic Control Devices, as of the date or dates of any such warrant studies. For warrant purposes, the minor street approach traffic shall typically be comprised of all through and left-turn movement and 50% of right turn movements unless otherwise determined by the traffic engineer. Pursuant to 147-37.5 of city code, the percentage of the traffic signalization costs identified above shall be paid to the city by the applicant / owner, to be held in escrow for such purpose, prior to the issuance of a building permit for the related development or as otherwise required by city code. The percentage above will be applied to the entire traffic signalization cost as estimated at the time of the escrow deposit to calculate specific dollar funding requirement.
Comment noted. Once the required roadway improvements have been finalized, the appropriate contributions will be made to the City.
- A Traffic Impact Study will be required for this site which will include addressing the following specific items:
 - 1) Existing, buildout and 2040 average daily traffic counts. May include second phase to south &

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- interim conditions.
- 2) Include detailed analysis of:
 - a) All site access points
 - b) Intersection of Smith Rd at Tower Rd
 - i) Queuing
 - ii) Turn lane length recommendation with tapers
 - iii) Adjacent access iteration & potential movement restrictions
 - 3) Analysis of pedestrian connectivity, Pedestrian LOS.
A Traffic Impact Study, prepared by Aldridge Transportation Consultants, LLC, has been provided with this submittal packet.

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

Submitting the Traffic Study:

- The Traffic Study shall be sent directly to *Brianna Medema* at bmedema@auroragov.org as soon as possible.
- The Traffic Study shall also be uploaded with the rest of the submittal.

Comment noted. The Traffic Impact Study will be emailed to Brianna Medema at the time of the formal Site Plan upload.

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

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 completing the east half of Tower Road, the south half of Smith Road and the west half of Andes Way. These improvements include pavement, curb and gutter, sidewalk, and street lights. Additional right of way is needed for Tower Road and Andes Way.
Comment noted. Once the required roadway improvements have been finalized, the appropriate roadway improvements will be depicted on the Site Plan and the required ROW will be dedicated.
- ▶ A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality is required.
A Preliminary Drainage Report has been provided with this submittal packet.

Improvements:

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

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

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- 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.
- If gates are incorporated into the design of the development, they are required to be setback from the
- 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. The street lighting plan shall be included with the Civil Plan submittal.

Comments and requirements noted.

ROW/Easements/Plat:

- ROW dedication is required for Tower Road and Andes Way. This site must dedicate an additional 30' of right of way on Tower Road and an additional 18' of right of way on Andes Way. Additional right of way may be required for turn lanes or accel/decel lanes as needed.
- The dedication of a 25-foot lot corner radius is required at the intersection of Tower Road and Smith Road, and at Smith Road and Andes Way.
- 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.
 - 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.

Per discussions with Staff, the Plan will be provided after the first Site Plan referral period.

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.

A Preliminary Drainage Report has been provided with this submittal packet.

- 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. Urban Drainage and Flood Control District (UDFCD) 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.

Comment noted.

- 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.

Comment noted.

- Release rate for the detention pond shall be based upon the "Storm Drainage Design and Technical

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Criteria” Manual, latest revision.

Comment noted.

- 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.

Comment noted.

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

Comment noted.

- Storm sewer system does not extend to this site.
 - Extend storm sewer to this site; or
 - Discharge onto the street through a chase

Comment noted.

Fire/Life Safety Comments - Building Division

The Building Division will receive a referral of the Site Plan and Subdivision Plat for review and comment. They will review these documents for Life Safety (Fire Code) and Building Code issues.

Key Issue:

- A single fire hydrant is required for the southeast intersection of Smith Road and Tower Road.

A new fire hydrant is proposed along Tower Road as requested.

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.

Comment noted.

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.

Comment noted.

Civil Plans:

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

- Dead-End Fire Lane Detail
- Fire Lane Sign Detail
- Grading Plan
- Handicap Accessible Parking Signs
- Sign Package
- Signature Block

Comments noted.

Emergency Responder Radio Coverage:

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

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- Based on the size of the proposed structure, Fire/Life Safety is not asking for a radio assessment unless the site is reconfigured to utilize larger structures at time of submittal.

Comment noted.

Fire Department Access:

Based on the information presented so far, the type(s) of fire apparatus access road(s) needed for this particular site is:

- Fire Lane Easement

Fire Hydrants:

The number and spacing of fire hydrants are determined using the 2015 IFC, Appendix B & C. As indicated in the previously stated code sections, fire hydrant coverage requirements includes both internal site areas and abutting public street systems.

- A single fire hydrant is required for the southeast intersection of Smith Road and Tower Road.

A new fire hydrant is proposed along Tower Road as requested.

Handicap Accessibility Requirements:

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

- Commercial

Comment noted.

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

Comment noted.

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.

Comment noted.

Loading and Unloading Areas:

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

Comment noted.

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.

Comment noted.

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

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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.

Comments noted.

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 INFLUENCE noise mitigation area. Sec. 22-425
- (Site Plan Note) Americans with Disabilities Act
- (Site Plan Note) Emergency Ingress and Egress
- (Site Plan Note) Fire Lane Easements
- (Site Plan Note) Fire Lane Signs
- (Site Plan Note) Loading and Unloading Areas

Comments and requirements noted.

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.

Comment noted.

Special Design Considerations:

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

- Abutting Fire Lane or Public Access Easement to Property
 - If an existing fire lane or public street has to be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.
 - Access to within 150 feet of Each Structure
- Fire Apparatus Access Road Specifications
 - If an existing fire lane or public roadway has to be removed or relocated for any reason, the portion replaced must be in compliance with the current specifications of the Public Works Department.
- Combined Fire Lane, Public Access and Utility Easements
- Construction of Fire Lane Easements and Emergency Access Easement
- Dead-end Fire Apparatus Access Roadways
- Dead-End Public Streets
- Encroachment into Emergency Access or Fire Lane Easements are Prohibited
- Grade
- Labeling of Easements on the Site Plan, Plat and Civil Plans
- No Parking is allowed within a Fire Lane Easement
- Public Street Systems Adjacent to Site
- Speed Bumps
- Snow Removal Storage Areas
- Two points of Emergency Access
- Width and Turning Radius

Comments noted.

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.

Comment noted.

Real Property Division

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

Subdivision Plats:

- The property has never been platted and will be required to be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications given in our most current Subdivision Plat Checklist. The review of the plat can run concurrently with your other Planning Dept. submittals.

Comment noted.

- A **pre-submittal meeting** with Real Property is required on all plat submittals so that we can make sure the 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 and bring two sets of the plat.

A pre-submittal meeting will be scheduled with Real Property as required.

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 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.

Comment noted.

- 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 that may require a separate document. Following are the links to additional information if needed later in your formal review process:

- Easement Release
- License Agreement Packet

Comment noted.

- **Off-site easement dedications** may be required in order to make your project work. It's up to the developer to obtain these easements for the City, pay compensation, etc. Dedication documents must be prepared using Real Property specifications which can be found in the Dedication 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.

Comment noted.

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- 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 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.

Comment noted.

- 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 4-6 weeks to complete the process after submittal. The License Agreement must be completed before the site plan is recorded.

Comment noted.

- If 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.

Comment noted.