

Planning Division
15151 E. Alameda Parkway, Ste. 2300
Aurora, Colorado 80012
303.739.7250



November 8, 2019

Sean Yentsch
Penske
5 Capital Dr, Ste 202
Harrisburg, PA 17110

Re: Initial Submission Review – Penske Expansion – Minor Site Plan with Adjustment and Final Plat
Application Number: **DA-1461-03**
Case Numbers: **2000-6030-02; 2019-3055-00**

Dear Mr. Yentsch:

Thank you for your initial submission, which we started to process on October 14, 2019. We reviewed it and attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and community members.

Since several important issues remain, you will need to make another submission. Please revise your previous work and send us a new submission on or before December 3, 2019.

Note that all our comments are numbered. When you resubmit, include a cover letter specifically responding to each item. The Planning Department reserves the right to reject any resubmissions that fail to address these items. If you have made any other changes to your documents other than those requested, be sure to also specifically list them in your letter.

Please note that City staff is currently not supportive of the adjustment request for chain link fencing and will recommend denial of the adjustment. If an adjustment is not requested with this application, then no public hearing is required. Please see

As always, if you have any comments or concerns, please let me know. I may be reached at (303)-739-7121 or dosoba@auroragov.org.

Sincerely,

Dan Osoba, Planner II
City of Aurora Planning Department

cc: Chad Anderson, Engineering Service Company
Susan Barkman, Neighborhood Liaison
Mark Geyer, ODA
Filed: K:\\$DA\1461-03rev1



Initial Submission Review

SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- Please see the comments from Xcel Energy regarding the 10-foot Utility Easement request. (see Item 1) **Shown on plan now**
- Make the corrections and additions as noted in the redlined Site Plan Notes. (see Item 2) **Addressed**
- Staff is not in support of the major adjustment for fencing at this time. (see Item 5) **Removed. We are using wrought iron.**
- Site lighting illumination timing and height issues. (see Item 7) **Revised.**
- Landscape within the landscape buffer area must be placed outside (street side) of the proposed fence. (see Item 8) **Landscape has been moved to the outside of perimeter fence**
- Provide a .shp or .dwg file to Phil Turner for addressing purposes. (see Item 9) **Done.**
- Show and label the pond maintenance access. (see Item 10) **Access now shown and labeled.**
- Show and label the sight triangles per the redlined comments. (see Item 11) **Triangles now shown and labeled.**
- Provide a man-gate for fire personnel at the location shown on the redlines. (see Item 12) **Man-gate added and labeled.**
- Tree Mitigation will likely be required for trees above 4 caliper-inches on this site. Please provide a tree mitigation table per the comments within this letter. (see Item 14) **Per discussion with Jacque Chomiak, tree mitigation will not be required**
- A license agreement is required for the fence located in the drainage easement. Please coordinate with Public Works Real Property to begin this process as your Site Plan will not be approved prior to the recordation of this agreement. (see Item 15). **Process has been started.**
- Storm Drainage Development Fee Due: 5.2228 acres x \$1,242/acre = **\$6,486.72**. (see Item 16).
Per subsequent coordination with stormwater reviewer, this will be paid during the CD phase.

PLANNING DEPARTMENT COMMENTS

1. Community Questions, Comments and Concerns

- 1A. No community comments, questions or concerns were received as part of this review. Please refer to the attached letter from Xcel Energy. **I've started coordinating with Xcel and will continue to move forward with their license agreement.**

2. Completeness and Clarity of the Application

- 2A. Make the corrections and additions as noted in the redline City of Aurora Site Plan Notes from the various departments. **Done.**
- 2B. Change "Adjustments" to "Adjustment" on the cover sheet. **Removed.**
- 2C. Remove the City Council line item for the City of Aurora Approvals. **Removed.**
- 2D. Change "City of Aurora Notes" to "City of Aurora Site Plan Notes". **Done.**
- 2E. A Minor Site Plan Amendment will be required to modify the original Penske Center Site Plan for the area shown on the sheet 2 redlines. Please see the attached amendment application form for details. **Application does not appear to be attached. Subsequent requests to the planner has been unanswered.**
- 2F. This drive aisle must be a dedicated shared access easement. The easement can be shown on the plat for this lot but will need to be dedicated by separate document for Lot 1 Block 1 Penske Subdivision Flg 1. Please coordinate with Real Property to dedicate this easement. Please start this process as soon as possible as it takes approximately 4-6 weeks to complete. **Drive aisle will be dedicated as a shared access easement by separate document.**
- 2G. Make sure the leaders are connected to the appropriate symbols on all sheets. **Done.**
- 2H. Please add a number to the legend on sheet 2 for the street light symbols. **Done.**
- 2I. Rename "Building Setback Line" to "Required Landscape Buffer" on sheet 2. **Done.**
- 2J. Delineate between the pavement surface for the parking lot, fire lane and sidewalk. **Separate hatches added.**

3. Zoning and Land Use Comments

- 3A. Change the present zoning classification from M-1 to "I-1 Business/Tech District". This is the new zoning classification per the Unified Development Ordinance, effective September 21, 2019. **Revised per comment.**

4. Parking Issues

- 4A. Please include a parking space size line item in the data block showing the quantity of spaces for each type of space and size. **Revised per comment.**



5. Adjustment for Fencing

- 5A. At this point, staff is not supportive of the major adjustment to allow a prohibited chain-link fence material for outdoor storage. **Removed.**
- 5B. The justification shown for the adjustment request does not comply with the criteria for approval found in Code Section 146-5.4.4 shown below. The criteria in blue have not been met; the criteria in red are not applicable to this request:
- The adjustment will have no material adverse impact on any abutting lot, or any material adverse impacts have been mitigated by conditions attached to the adjustment; and
 - The adjustment does not violate any conditions of approval specifically applied to development of the property by the Planning and Zoning Commission or City Council; and
 - At least one of the following:
 - (1) The adjustment will result in a perception of development quality as viewed from adjacent streets and abutting lots that is equal to or better than would have been required without the adjustment.
 - (2) The adjustment will provide options for a more connected neighborhood layout or, for an adjustment for a residential subdivision, the adjustment will result in a neighborhood layout and level of multi-modal connectivity equal or better than would have been required without the adjustment.
 - (3) The adjustment will result in equal or better screening and buffering of adjacent properties and ground and roof mounted equipment than would have been required without the adjustment.
 - (4) The adjustment will not result in a material increase in on-street parking or traffic congestion on any local street in any Residential zone district within 200 feet of the applicant's site; and
 - (5) For an adjustment to the maximum number or area of signs or sign setbacks, the adjustment will have a minimal visual effect on the surrounding neighborhood, and is necessary to compensate for unusual shape or orientation of the lot or to allow sign visibility comparable to, but not exceeding, that available to nearby lots of approximately the same size and shape in the same zone district.
- 5C. Note: this is a Minor Site Plan per the UDO, which typically do not require Planning and Zoning Commission approval. Any Major Adjustment request requires approval by the Planning and Zoning Commission. If the adjustment for the fencing is not requested, this Minor Site Plan can be reviewed and approved administratively by the Planning Director. **Adjustment is removed.**

6. Signage Issues

- 6A. Add a category in the Site Data block titled "Signage" and include the following note: For all signage, refer to Penske Center Site Plan, Case Number 2000-6030-01. **Added.**
- 6B. Remove the signage section in the Site data block crossed-out in the redlines. **Removed.**

7. Site Lighting Issues

- 7A. Change Keyed Note number 9 of sheet 2 to "Proposed 'No Parking – Fire Lane' Sign and Parking Lot Light Fixture – See Sheet 7". **Separate keyed notes added.**
- 7B. Per Code Section 146-4.9.3.C.1: All luminaries, except those required for security, shall be extinguished within one hour after the end of business closing and remain extinguished until one hour before business opening. A maximum of 25 percent of the total luminaries used for parking lot illumination may remain in operation during this period to provide security. **Note added.**
- 7C. Please provide a note showing compliance with the section in 7B. Additionally, indicate the 25% lighting fixtures to remain in operation during this period on the photometric plan. **Highlighted lights to stay illuminated.**

8. Landscaping Issues (Chad Giron / 303-739-77185 / cgiron@auroragov.org / Comments in bright teal)

Sheet 4 – Landscape Plan

- 8A. "NMA" and "IHL" plantings are not in the Landscape Schedule; therefore, a full review cannot be



- completed. **ALL PLANT MATERIAL HAS BEEN LABELED**
- 8B. Label all adjacent streets. **STREETS HAVE BEEN LABELED**
- 8C. There are missing plant labels throughout the plan. Please ensure plant labels are shown in your next submission. **ALL PLANT MATERIAL HAS BEEN LABELED**
- 8D. The Standard Right-of-Way street trees shall be placed in the tree lawn between the curb and detached sidewalk as shown by the green circle on the redlines. **PER DISCUSSION WITH KELLY BISH, NO TREES IN TREE LAWN DUE TO EXTENSIVE NUMBER OF UTILITY LINES**
- 8E. Please provide a fence detail. Only the plant material on the outside of the fence may be counted towards landscape buffer requirements. **FENCE DETAIL IS NOW SHOWN ON LANDSCAPE DETAILS SHEET. PLANT MATERIAL IS NOW SHOWN ON THE OUTSIDE OF PERIMETER FENCING**
- 8F. The labels in the northeast corner of the Landscape Plan are difficult to read. Please revise for clarity. **LABELS HAVE BEEN MOVED**
- 8G. The Standard Right-of-Way Landscaping trees may not count as overlapping landscape standards with the Landscape Street Frontage Buffer requirements. The tree quantities are separate requirements and may not be counted for both. **PER DISCUSSION WITH KELLY BISH, DUE TO UTILITY LINES, NO TREES CAN BE PLANTED IN TREE LAWN. AND IN THIS PARTICULAR CASE, THOSE TREES CAN BE COUNTED FOR BUFFER.**
- 8H. Fencing may not be constructed within the 25-foot Landscape Street Frontage Buffer. **FENCE HAS BEEN PLACED AT 25FT. FROM PROPERTY LINE, AND OUTSIDE OF 25FT. LANDSCAPE BUFFER.**

Sheet 5 – Landscape Notes

- 8I. The plant types and quantities need to be updated. A full review cannot be completed due to missing information on the plant material and types. **PLANT TYPES AND LABELS HAVE BEEN UPDATED**
- 8J. Remove the red crossed-out note shown on the redlines. **CROSSED OUT NOTES HAVE BEEN REMOVED AND REMAINING NOTES ADJUSTED**
- 8K. Fix the abbreviation as shown in the redlines in the Landscape Schedule.
- 8L. Add "...4 Cubic Yards per 1,000 SF of area of..." to the Standard Landscape Notes. **NOTE HAS BEEN MODIFIED**
- 8M. Remove the duplicate note. **DUPLICATE NOTE HAS BEEN REMOVED**
- 8N. Fix the numbering in in the Mulching section. **NOTES HAVE BEEN MODIFIED**
- 8O. Note 11 in the Standard Landscape Notes can be removed. **NOTE #11 HAS BEEN REMOVED**
- 8P. Additional Landscape Notes numbers 1 through 7 can be removed. They are not necessary on the Site Plan submittal can be added during the Civil Plan drawings. **NOTES HAVE BEEN REMOVED**

9. Addressing (Phil Turner / 303-739-7357 / pturner@auroragov.org)

- 9A. Please provide a digital .shp or .dwg file for addressing and other GIS mapping purposes. Include the parcel, street line, easement and building footprint layers at a minimum. Please ensure that the digital file provided in a NAD 83 feet, Stateplane, Central Colorado projection so it will display correctly within our GIS system. Please eliminate any line work outside of the target area. Please contact me if you need additional information about this digital file. **Done. Email address above is incorrect.**

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

10. Civil Engineering (Kristin Tanabe / 303-739-7306 / ktanabe@auroragov.org / Comments in green)

Final Plat – Sheet 2

- 10A. Maintenance access for the detention pond needs to be in a drainage easement that extends to the public right-of-way. It needs to be in a minimum of 12-foot wide, but the fire lane could also be labelled as a drainage easement. **Done. These easements are distinct but overlap.**
- 10B. The radius at the northeast corner of the site needs to be dedicated to the new right-of-way line. **Revised.**

Sheet 1 – Cover Sheet

- 10C. The Site Plan will not be approved by Public Works until the Preliminary Drainage Report is approved. **Noted.**
- 10D. Add the following Site Plan note: "In locations where utility easements overlap drainage easements, only subsurface utilities shall be permitted within the portion of the utility easement that overlaps the drainage easement. Installation of above ground utilities within a drainage easement requires prior written approval by the City Engineer." **Added.**



- 10E. Add the missing Site Plan note: “The approval of this document does not constitute final approval of grading, drainage, utility, public improvements and building plans. Construction plans must be reviewed and approved by the appropriate agency prior to issuance of building permits.” **Added.**

Sheet 2 – Overall Site Plan

- 10F. Dimension the existing sidewalk. **Added.**
- 10G. The radius at the corner of E. 32nd Ave and Chambers Road needs to be dedicated to the new right-of-way line. **Revised.**
- 10H. Show and label the pond maintenance access. Access shall be provided from the site and is required to be in a drainage easement that extends to the public right-of-way (usually along the fire lane). In this case, a drainage easement will need to be dedicated on the other lot to accommodate this access. Please coordinate this easement dedication with Real Property. **Added and labeled.**
- 10I. Please indicate the proposed pavement material in the legend. **Added.**

Sheet 3 – Grading and Utility Plan

- 10J. Label the slopes and add flow direction arrows. **Added.**
- 10K. Label the existing drainage facilities. **Labeled**
- 10L. Show and label the following for the detention pond: Maintenance access to the bottom of the pond and the top of the 100-year water surface elevation, and the direction of emergency overflow.
- 10M. Add a note that the street light locations shown are conceptual. Final street light locations will be determined with the street lighting plan submitted with the Civil Plans. **Labeled**
- 10N. Add a note indicating if the storm water system is public or private and who will maintain it. **Added.**
- 10O. Add contours to the legend. Consider using dashed linetypes for existing contours. **Added.**

Sheet 6 – Photometric Plan

- 10P. Add a note that the street light locations shown are conceptual. Final street light locations will be determined with the street lighting plan submitted with the Civil Plans. **Added.**

11. Traffic Engineering (Brianna Medema / 303-739-7336 / bmedema@auroragov.org / Comments in amber)

Sheet 1 – Cover Sheet

- 11A. Add the following Site Plan note: “The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards, and shown on the signing and striping plan for the development.” **Added to the cover.**

Sheet 2 – Overall Site Plan

- 11B. Show the sight triangle from the access into the existing Penske site per COA STD TE-13.2. **Added.**
- 11C. Label the existing driveway to be removed. **Labeled.**

Sheet 4 – Landscape Plan

- 11D. Show the sight triangle from the access into the existing Penske site per COA STD TE-13.2.
SIGHT TRIANGLE TO EXISTING PENSKE SITE IS NOW SHOWN.

12. Fire / Life Safety (Mark Apodaca / 303-739-7656 / mapodaca@auroragov.org / Comments in blue)

Final Plat – Sheet 2

- 12A. To show consistency with the turning radii for the fire lane, please label the fire lane with a minimum inside turning radius of 29’ and outside turning radius of 53’ for the 23’ fire lane. **Added.**

Sheet 1 – Cover Sheet

- 12B. Remove the crossed-out Site Plan notes as shown on the redlines. **Removed**



12C. Add corrections to the Site Plan notes as shown on the redlines. Done.

Sheet 2 – Overall Site Plan

12D. Apply the redline comments below from Sheet 3 to this sheet as well. Done.

Sheet 3 – Grading and Utility Plan

- 12E. Label the existing fire hydrants and show them in the legend. Labeled.
- 12F. Provide curb ramps in the locations shown in the redlines to support fire personnel and equipment. Added.
- 12G. Crosshatch one of the parking spaces highlighted in yellow for fire personnel and equipment access. Added.
- 12H. Provide a 4-foot manway gate to allow fire personnel and equipment to access this site. The fire hydrant on the north side of East 32nd Avenue will be used to support the northwest portion of the site. Example for the gate label: “Manual 4’ Gate with Releasing Mechanism and Approved Knox Hardware”. Added.
- 12I. Add the new fire hydrant location. Label and show in the legend with a heavy delineation. Added.
- 12J. A single fire hydrant can be supplied by a dead-end water line where the fire hydrant is supplied by a minimum residual pressure of 20 psi. Noted. Aurora Water analyzed this and it qualifies.

13. Aurora Water (Ryan Tigera / 303-326-8867 / rtigera@auroragov.org / Comments in red)

Sheet 3 - Grading and Utility Plan

- 13A. Label the existing 12-inch DIP water line. Labeled.
- 13B. Show the maintenance path to the outlet structure. Labeled.
- 13C. Move the Prop. Drainage Easement label to show the infrastructure. Label moved.

14. Forestry (Rebecca Lamphear / 303-739-7139 / rlamphea@auroragov.org / Comments in purple)

- 14A. There could be trees affected by development. Trees on-site that are 4-inches or greater in caliper that will be impacted by development require tree preservation or mitigation. 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-inch tree is removed, 10 caliper-inches must be replaced back onto the site. The use of tree equivalents is not acceptable for tree mitigation. PER DISCUSSION WITH JACQUE, NO TREE MITIGATION WILL BE REQUIRED
- 14B. 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. Forestry Division staff will conduct a tree assessment after the submittal, which includes species, size, condition, and location factors. SEE NOTE 14A
- 14C. 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, 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. SEE NOTE 14A
- 14D. Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at [Parks, Recreation & Open Space Dedication and Development Criteria manual](#). SEE NOTE 14A
- 14E. Please show a tree mitigation chart on the landscape plan taken from the Landscape Manual page 29. If payment will be made into the Tree Planting Fund, add another column to the chart indicating the payment amount that will be made. If trees will be planted on the site, please show a symbol indicating trees that are specific to tree mitigation. SEE NOTE 14A

15. Real Property (Maurice Brooks / 303-739-7294 / mbrooks@auroragov.org / Comments in magenta)

*Final Plat – Sheet 1*

- 15A. Submit the Certificate of Taxes Due. Included in this submittal.
- 15B. Submit the Title Commitment for review. Included in this submittal.
- 15C. Correct the subdivision filing number in the legal description from 1 to 2. Corrected.
- 15D. Change “Chapter 147” to “Chapter 146” in the Covenants section. Corrected.
- 15E. Match the Title Commitment name in the Owner section. Corrected.
- 15F. Make the corrections to General Notes number 4 as shown in the redlines. Revised.
- 15G. Delete General Notes number 7 regarding the sidewalk easement note. No new sidewalk easement is being granted. Removed.
- 15H. Delete the signature line for the Public Works Director. Removed.
- 15I. Change the City Attorney signature line to City Engineer. Changed.

Sheet 1 – Cover Sheet

- 15J. Add the following Site Plan note: “All crossings or encroachments into easements and rights-of-way owned by the City of Aurora (“City”) identified as being privately-owned and maintained herein are acknowledged by the undersigned as being subject to City’s use and occupancy of said easements or rights-of-way. The undersigned, its successors and assigns, further agrees to remove, repair, replace, relocate, modify, or otherwise adjust said crossings or encroachments upon request from the City and at no expense to the City. The City reserves the right to make full use of the easements and rights-of-way as may be necessary or convenient and the City retains all rights to operate, maintain, install, repair, remove or relocate any City facilities located within said easements and rights-of-way at any time and in such a manner as it deems necessary or convenient.” Added.
- 15K. Add the following Site Plan note: “Architectural features (i.e. bay windows, fireplaces, roof overhang, gutters, eaves, foundation, footings, cantilevered walls, etc.) are not allowed to encroach into any easement or fire lane.” Added.

Sheet 2 – Overall Site Plan

- 15L. Add the existing Gas easement. Added.
- 15M. Add and label the existing adjacent Utility & Drainage easement. Added.
- 15N. Add and label the existing Slope easement. Added.
- 15O. A License Agreement is required for the fence located in the Drainage easement. Please coordinate with Grace Gray in Real Property to begin the process for a License Agreement. Note: this process typically takes 6-8 weeks and your Site Plan will not be approved until the License Agreement is complete. You can contact Grace directly at 303-739-7277 or ggray@auroragov.org.
- 15P. Add the existing 15’ Drainage easement and the 10’ Utility easement. I’ve contacted Grace and have started the process.

16. Revenue (Jason Fowler / 303-739-7393 / jfowler@auroragov.org)

16A. Storm Drainage Development Fee Due: 5.2228 acres x \$1,242/acre = **\$6,486.72**

- Checks should be made payable to City of Aurora. Noted. Per subsequent coordination with the stormwater reviewer, this will be paid in the CD Phase.