

Re: Kum & Go - E470 and 6th Parkway (#1476218)/Pre-Application Meeting held August 13, 2020

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Dear Mr. Garneau:

I would like to take this opportunity to thank you for considering the City of Aurora for the Kum & Go - E470 And 6th Parkway project. As your assigned Project Manager, I remain available as a resource as you initiate the review and approval process in the city.

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

Key Issues:

► **Master Plan Compliance and Conditional Use:** This project falls within the recently submitted Aurora One Master Plan, which is currently under review with the city. A Site Plan cannot be submitted until substantial progress has been made on the Master Plan, and no approval of a Site Plan can be issued until final approval of the Master Plan. Any Site Plan submitted must be fully in compliance with the standards established by the Aurora One Master Plan. The Master Plan will include specific commercial design standards that meet or exceed code requirements. These commercial design elements have not yet been developed within the Master Plan and will impact the review of this proposal.

Response: Acknowledged

The proposed use is subject to Conditional Use approval, for which approval criteria 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.

Response: Acknowledged. This submittal includes the Conditional Use submittal for both the fueling use and 24-hour operations.

► **Development Standards:** There are specific use standards per code for motor fueling stations. Please see Planning comments beginning on page seven for further details.

Response: Acknowledged. Additional specific standards have been referenced and planning comments have been addressed with this submittal.

► **Access and Traffic:** Access onto 6th Parkway shall be physically limited to a right-in/right-out only for both initial build and full build condition. The site access shown onto 6th Parkway is an acceptable distance from the intersection of 6th Parkway & Valdai Street, and the site access to Valdai Street is an acceptable distance from the intersection of 6th Parkway & Valdai Street. Concerns exist for the access spacing on Valdai Street to the East/West roadway, a minimum of 150 ft separation is required (CL of access to CL of roadway). Please see Traffic Division comments beginning on page 16 for more information.

Response: Dimensions to each intersection have been provided on plans to show the minimum 150' separation between site access and intersection. The traffic report has been included in this submittal, which addresses the Traffic Division comments on page 16.

► **Public Improvements:** As part of the Aurora One Master Plan, public improvements required shall be in conformance with the Public Improvement Plan (PIP). If the master developer will be constructing any of these

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improvements, it is very important to understand the timing as the required public improvements shall be completed prior to the issuance of a Certificate of Occupancy.

Response: Acknowledged.

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

Response: Acknowledged. The plans have not changed significantly from the pre-application meeting.

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7346 or jcox@auroragov.org.



City of Aurora Development Process

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

Step I - Planning Phase

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

Step II - Construction Document Phase

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

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

Building Plans: (construction plans for structures)

- Usually reviewed after Planning decision is made.

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

Step III - Construction Phase

Building/Civil Permits:

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

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

STAFF COMMENTS - PRE-APPLICATION MEETING

Purpose of the Pre-Application Notes

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

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

Contact Information

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

City Manager's Office

Office of Development Assistance
Jacob Cox
303.739.7346
jcox@auroragov.org

Justin Andrews
303.739.7597
jpandrew@auroragov.org

Planning

Zoning and Plan Review
Christopher Johnson
303.739.7112
chjohnso@auroragov.org

Landscape Design
Kelly Bish, RLA, LEED AP
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Aurora Water

Casey Ballard
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Public Works

Traffic Division
Brianna Medema
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Drainage and Public Improvements
Engineering Division
Kristin Tanabe
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Housing and Community Services

Neighborhood Support
Scott Campbell
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Parks, Recreation & Open Space

Planning Design and Construction

Michelle Teller

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Forestry

Jacque Chomiak

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Life Safety and Building Division

Mike Dean

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Real Property Division

Andy Niquette

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STEP I – PLANNING PHASE

Planning and Development Services Department

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

Key Issues:

- ▶ Conditional Use Request
- ▶ Conformance with Aurora One Master Plan
- ▶ Use Specific Standards
- ▶ Site Design and Building Placement
- ▶ Traffic and Circulation
- ▶ Site Lighting

Project Overview:

- Zoning: MU-R (Mixed Use – Regional)
- ☐ Character Area: Subarea C
- ☐ Proposed Use: Motor Vehicle Fuel Dispensing Station
- ☐ Permitted Use: Conditional Use

Type of Application:

- ☐ Subdivision
- ☐ Conditional Use
- ☐ Site Plan (Subarea C)

Procedures:

- ☐ A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- ☐ The application will require approval in a public hearing before the Planning and Zoning Commission. The application will be reviewed in a 12-13-week timeframe and will be processed electronically through our development review website. Both your Conditional Use request and Site Plan will be processed concurrently under the same application.

Important Links:

- ☐ [Unified Development Ordinance \(UDO\)](#)
- ☐ [Aurora Places Comprehensive Plan](#)
- ☐ [CAD Data Submittal Standard](#)
- ☐ [Colorado Oil and Gas Conservation Commission](#)
- ☐ [Landscape Reference Manual](#)

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- ☐ [Development Review Website](#)
- ☐ [Online Application and Plan Submittal Guide](#)
- ☐ [Transportation Studies & Plans](#)
- ☐ [Pre-Submittal Checklist](#)
- ☐ [Forms & Applications](#)
- ☐ [Aurora Map Gallery](#)
- ☐ [Arapahoe County Assessor Map](#)
- ☐ [Site Plan Manual](#)

Standards and Issues:

1. Zoning and Placetype

1A. Zoning

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

1. A larger scale of development that presents a recognizable skyline or silhouette, and a visible transition in building massing and concentration from a visible focal point;
2. A safe and pleasant pedestrian and bicycle environment connected to the streets and walkways;
3. Nodes for multi-modal movement, including mass transit facilities; and
4. A pleasant visual environment with high-quality architectural materials, properly sized and positioned signage, and intensive landscaping with generous outdoor common areas.

Response: Acknowledged

1B. Overlay Districts

Avigation Easements

Because the property is within the Airport Influence District surrounding Buckley Air Force Base, an avigation easement with the city and the airport shall be conveyed by the person subdividing lands or initiating construction of any structure on already subdivided lands. Such avigation easement shall be an easement for right-of-way for unobstructed passage of aircraft above the property and shall waive any right of cause of action against the city of associated airport arising from noise, vibrations, fumes, dust, fuel particles, and other effects caused by aircraft and airport operations. The avigation easement shall be in a form approved by the city and shall be recorded in the office of Clerk and Recorder for the county where the property is located before permit or plat approval is granted. The avigation easement form can be found [here](#). Please contact Porter Ingram at 303-739-7227 or pingrum@auroragov.org with any questions you may have.

Response: The Avigation easement will be created by separate document prior to approval of the plans.

1C. Placetype

This project is located within the Urban District placetype in the Aurora Places plan. Urban Districts are Aurora's signature destinations that offer a unique, vibrant urban experience. Urban Districts will be critical to the economic and fiscal health of the city because they will be the centers of employment, culture and activity. The Urban District is the city's most intensely developed area with mixed-use, entertainment, institutional, retail, restaurant and multifamily residential as defining uses. In the absence of a single “Downtown Aurora,” this placetype creates a unique mix of uses in a relatively dense urban fabric, that provides a pedestrian-friendly environment and a

place to live, work, shop, dine, recreate and more.

Because of the nature of this placetype and the Conditional Use aspect of your proposal, it is essential that you use site design and quality architecture to address how your proposed development will conform to this placetype description and uphold this vision.

Response: Acknowledged

1D. Master Plan

This project falls within the recently submitted Aurora One Master Plan. This Master Plan is currently under review with the city. A Site Plan cannot be submitted until substantial progress has been made on the Master Plan, and no approval of a Site Plan can be issued until final approval of the Master Plan. Any Site Plan submitted must be fully in compliance with the standards established by the Aurora One Master Plan.

Response: Acknowledged

The Master plan will include specific commercial design standards that meet or exceed code requirements. The commercial design elements have not yet been developed within the Master Plan and will impact the review of this proposal.

Response: Acknowledged

2. Land Use

2A. Conditional Use

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

Response: The letter of introduction includes the Conditional Use submittal for both the fueling use and 24 hour operations.

3. Development Standards

3A. Use Specific Standards

Section 146-3.3.5.OO contains the applicable use specific standards for Motor Vehicle Fuel Dispensing Stations. These standards are specific to this type of use and are supplemental to the development standards contained throughout the UDO. In instances where the standards of this section conflict with other provisions of the UDO, these use specific standards shall take precedence. Please review these standards in their entirety and utilize them to inform the design of your project.

Response: Acknowledged

3B. Site Design Standards

When site constraints such as easements, floodplains, utilities, or others do not impact building placement, primary buildings shall front the street and fueling area canopies shall be set back behind

buildings, and no street frontage buffers for building perimeters shall be required. Your preliminary design does not show this standard being met. The site plan must be revised so that the building is pulled up to the street corner and provides frontage on Stephen D Hogan Parkway and Valdai Street, with the canopies placed to the rear.

This site is a greenfield development which is relatively flat, so there are no site constraints which would prohibit a site design that meets code. In addition, the location of this project within the MU-R zone district, the nature of a Conditional Use request, and this site's placement at a gateway intersection to Aurora and the Aurora One Master Plan all warrant this site design. An adjustment to this standard would not be supported by staff.

Response: The building and site layout has been revised such that the building is pulled up to the corner of Stephen D Hogan Parkway.

3C. Access and Connectivity

The MU-R zone district places a strong emphasis on the walkability of development. All sites must provide a network of walkways that directly connects each major pedestrian entrance of each primary building to the sidewalk system or another primary building, so that pedestrians can move from each site perimeter street to each major pedestrian entrance of a primary building on a sidewalk or walkway. While this is an auto-oriented use, thought must be given through the site design to the safe circulation of pedestrians from the parking areas, to the building, throughout the site, and to adjacent right of way and neighboring parcels.

Vehicular circulation throughout your site and connectivity to adjacent commercial properties must be contemplated as well. These details should be informed by the Aurora One Master Plan. Ensure that the vehicle circulation provides safe access to and throughout your site and minimizes vehicle and pedestrian conflict points to the greatest extent possible. Please review Traffic Engineering comments for further detail.

Response: Acknowledged. Refer to the Site Plan for a vehicle turning movement showing access to the proposed site.

The expectation is the proposal will include an outdoor patio space integrated with the functionality of the building. Typically, this space is approximately 8% of the building foot print and includes decorative paving, shade features, pedestrian scaled lighting, site furniture and landscape borders and amenities such as tree cut outs, raised planter and seat walls.

Response: An approximately 1,300SF patio has been provided on the south side of the building.

3D. Parking, Loading, and Stacking

Off-street parking is required by Section 146-4.6, which requires 3 spaces per 1,000 square feet of gross floor area for this use. Based on the information provided, 17 regular parking spaces, plus at least 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 at least 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.

Response: A total of 35 parking spaces have been provided on-site. Bike parking has been provided near the southeast corner of the building, in a well-lit location that has been paved.

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.

Response: Parking areas have been designed to consider vehicle circulation, safe pedestrian connections, screening from adjacent sites and streets, and avoiding the abutment of significant stretches of adjacent streets.

3E. Landscape, Water Conservation, Stormwater Management

- General Landscape Plan Comments.

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

Response: Acknowledged.

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.

Response: Tables have been included.

- 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.

Response: “Not for Construction” has been added to landscape plans.

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.

Response: Plans are 24x36, have plant symbols, plant labels with quantities, and a schedule.

- Sight Triangles

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

Response: Sight Triangles are shown on the landscape plans.

- **Aurora One Master Plan**

The first submission of the Master Plan did not include landscape and/or aesthetic design standards, so the preliminary Kum & Go Site Plan was only reviewed against the current Unified Development Ordinance (UDO). The UDO represents the bare minimums; however the landscape and aesthetic design standards should exceed these standards. The Master Plan should be completed prior to the submission of any formal site plans so that a complete review of the site plan submittal is possible.

Response: Acknowledged.

- **Section 146-3.3.5. OO (Motor Vehicle Fuel Dispensing Station)**

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Section 146-3.3.5. OO. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

- When the proposed gas station is located adjacent to a residential zone district, the lot lines adjacent to the residential zone district shall be screened pursuant to Section 146-4.7 (Landscape Water Conservation, Stormwater Management).
- All landscape buffers adjacent to Residential zone districts or uses, shall include a six-foot high decorative fence or wall.
- Shrubs may not be substituted for trees in the landscape buffer.
- When the building fronts the street and the fueling canopies are setback behind the building, no street frontage buffers are required.
- At the intersection of buffer strips fronting on public streets and private streets, a distinctive landscape area at least 10 percent larger in size than the area that would otherwise be formed by the intersection of the required buffer strips shall be provided.

Response: Acknowledged.

- **Section 146-4.7 (Landscape, Water Conservation, Stormwater Management)**

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Section 146-4.7. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

Response: Acknowledged.

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

Street trees shall be provided along the frontage road and E. 6th Parkway at a ratio of one (1) tree per 40 linear feet of curbside landscaping. Trees shall be provided in the curbside landscape when a detached sidewalk is installed or 4'-5' from the back of walk when an attached sidewalk is installed. Street trees shall be located 50' from the face of a stop sign to maintain regulatory sign visibility. Refer to Figure 4.7-2.

Response: The site has been designed per Section 146-4.7.5 of the criteria.

The UDO requires plantings within the curbside landscape to vary depending upon the width required by the street cross section. Curbside landscape widths three feet or less may be rock mulch, no white rock. Curbside landscape widths four to six feet in width shall be shrubs, ornamental grasses and perennials at a ratio of one shrub/grass per 40 square feet of curbside landscape. Grasses may only be provided to a maximum of 40%. Shrubs and grasses must be five-gallon size at time of installation. For curbside landscapes six to ten foot in width, a combination of

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shrubs/grasses with native seed may be provided or all shrubs and grasses. Any curbside landscape areas ten feet in width or greater may be sod if desired. Sod may not be installed unless the curbside landscape is a minimum of ten feet wide.

Response: The site has been designed per the criteria outlined above.

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

Provide a 20' wide street frontage landscape buffer along both street frontages. A reduction in buffer width is permitted for commercial developments in accordance with Table 4.7-2 (Required Landscaping Buffer Widths and Allowed Reductions). Landscape street frontage buffers may be reduced incrementally down to 10' depending upon the buffer reduction feature chosen and shall be installed along the exterior sides of proposed fencing or walls. Landscaping shall consist of one tree and ten shrubs per each forty linear feet of buffer length.

Response: A 20' wide street frontage landscape buffer has been provided on both street frontages.

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

Response: Acknowledged.

- Section 146-4.7.5 K (Parking Lot Landscaping).

Both interior and exterior parking lot landscaping is required. No parking row shall exceed 15 spaces without an intervening landscaped island, median or landscaped peninsula. All parking rows must terminate in a landscaped island. The perimeter of all parking lots shall be screened from public rights-of-way, public open space and adjacent property with one or a combination of methods shown in this section. Street frontage landscape buffers may be combined with the parking lot screening requirements to satisfy both if the two requirements should overlap. 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 buffer width shall be provided around the perimeter of the parking lot.

Response: The site has been designed per the criteria outlined above.

Parking lot screening shall consist of a berm between three to four feet 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. A low continuous hedge between three to four feet tall planted in a double row at 3 feet on center in a triangular pattern or;
- b. A decorative masonry wall between three to four feet tall in combination with landscaping.

Response: The site has been designed per the criteria outlined above.

Shrubs must reach a height of three 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

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frontage plantings to offset the horizontal lines of a typical shrub bed. Ornamental grasses are not permitted to screen parking lots.

Response: Acknowledged.

Also provide and landscape each parking lot island with one deciduous canopy tree and six shrubs per 9' X 19' island. Landscaping shall consist of two trees and 12 shrubs per 9'x38' island. Ornamental trees may be used as accents at the ends of parking rows but shall not be used as the primary shade tree within the parking lot.

Response: Acknowledged.

- Section 146-4.7.5 J. (Building Perimeter Landscaping).

For commercial uses, 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.

Response: The site has been designed per the criteria outlined above.

- Section 146-4.7.5 L. (Site Entryways and Intersections).

Provide a distinctive landscape feature at each site entrance. Distinctive landscape features should consist of specimen quality plant material that will provide visual interest during all seasons.

Response: The site has been designed per the criteria outlined above.

- 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.



Response: Acknowledged.

Applicants may propose their own BMPs or work with the City of Aurora's Water and/or Public Work's Departments. The City of Aurora Water Department has recently completed a study and

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produced a manual titled “Low Impact Development Techniques for Urban Redevelopment in Aurora”. Applicants are encouraged to utilize this document as an introduction to LID/BMP techniques. To obtain a copy, please contact Vern Adam at vadam@auroragov.org. The applicant may also wish to review the Ultra-Urban Green Infrastructure Guidelines published by the City and County of Denver/ Public Works.

Response: Acknowledged.

All detention pond facilities shall not exceed six feet in depth. The area within the tract surrounding the pond shall contain a minimum of one tree and 10 shrubs or the approved tree and shrub equivalents per 4000 square feet above the 100-year water surface elevation. Depending upon the ultimate location of the pond, staff may work with the applicant to determine whether landscaping of the pond would be necessary depending upon its visibility and aesthetic impact to the surrounding developments. When overlapping landscape standards occur such as when buffers, detention/water quality and parking lot landscape requirements fall within the buffer, they may be counted towards meeting the buffer requirements, however the most restrictive requirements shall be met.

Response: Not applicable to this site.

- 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 with residential or commercial uses. Service areas visible from streets or residences shall be screened by fences, walls, landscaping, berms or any combination of items. Fencing and wall screening shall be accompanied by landscaping on the exterior side to soften the appearance of the wall and/or fence. Evergreen plantings are required along the exterior.

Response: The trash enclosure is enclosed and set back more than 12' from adjacent properties.

- 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) 739-8819 or tyork@auroragov.org regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

Response: Acknowledged.

3F. *Building Design Standards*

Section 146-4.8 of the UDO contains specific standards for the design of buildings. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, four-sided building design, and permitted materials, among other things. The Aurora One Master Plan will also establish design standards of equal or greater stringency to the UDO. Your Site Plan submittal must adhere to these standards above and beyond those contained in the UDO. Please also review the use specific standards for details about the design of the canopy.

Response: Acknowledged.

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

Response: Acknowledged.

Table 4.8-1 Building Design Standards Applicability by Building Type Adjustments for Affordable Housing Structures appear in Sections 146-4.8.5 and 146-4.8.6						
Standard	Single-family detached or two-family dwellings	Single-family attached	Multifamily buildings	Single-story non-residential buildings	Multi-story mixed-use or non-residential buildings	Large-scale retail large format-over 75,000 sq. ft. gfa.
General building design standards						
Design variety	✓					
Distribution of masonry and architectural features	✓					
Windows	✓					
Building orientation and spacing			✓	✓	✓	✓
Massing and articulation						
Horizontal articulation		✓	✓	✓	✓	✓
Vertical articulation	✓		✓	✓	✓	✓ [1]
Maximum building length			✓	✓	✓	✓
Building materials						
Primary building materials	✓		✓	✓	✓	✓
Masonry standards		✓	✓			
Four-sided building design						
Façade character elements			✓	✓	✓	✓
Entry design			✓	✓	✓	✓
Roof design						
Roof materials	✓		✓	✓	✓	✓
Roof form	✓		✓	✓	✓	✓
Screening of mechanical equipment						
Rooftop equipment	✓		✓	✓	✓	✓
Ground-mounted equipment	✓		✓	✓	✓	✓
Garbage storage areas			✓	✓	✓	✓

Notes:

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

The UDO also has additional specific standards for Motor Vehicle Fueling Stations (Section 146-3.3.5.OO.9).

Design Standards for Motor Vehicle Fuel Dispensing Stations

a. Setbacks for Buildings and Fueling Area Canopies

When site constraints such as easements, floodplains, utilities, or others do not impact building placement, primary buildings shall front the street and fueling area canopies shall be set back behind buildings, and no street frontage buffers for building perimeters shall be required.

b. Canopy Compatibility

The materials, colors and forms on the fueling area canopy shall repeat those used on other structures on the site. c. Canopy Columns

i. The cross-section of canopy columns shall have a minimum width of 24 inches and depth of 16 inches, except that round columns shall have a minimum diameter of 24 inches.

ii. All columns shall be faced with brick, metal panels, stucco, or decorative masonry block to match the wall materials of the main building.

iii. Columns may be any shape, as long as they meet the minimum dimensional standard listed above for at least 3/4 of their height.

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- c. Canopy Fascia Colors
 - i. Intense, bright, or florescent colors shall not be used as the predominant canopy fascia color.
 - ii. Strong accent colors may be used as decorative elements on the fascia, but they shall be limited to horizontal bands of a total area not to exceed 40 percent of the area of the canopy fascia.
 - iii. Additional fascia color bands or designs in excess of 40 percent are permitted, and count toward the total allowable sign code area for the site.
- d. Lighting
 - a. All lighting mounted on buildings or poles shall be downcast and without drop lenses, and shall not spill light in excess of two foot candles onto the surface of adjacent parcels or rights-of way.
 - b. Buildings facades may be spot-lit but only if the spot lighting bulbs and lenses are shielded and not visible from the adjacent parcels or rights-of-way.
- v. Fueling Area Canopy Fixtures

Lighting on the underside of canopies shall be flush with, or recessed above the underside of the canopy surface. Lenses dropping below the surface of the canopy underside are not permitted.
- vi. Canopy Fascia Lighting
 - a. Canopy fasciae may not be externally lit.
 - b. A fascia accent band of up to nine inches in width may be internally illuminated.
 - c. Additional areas of internal illumination on the canopy fascia are allowed provided those areas are included in the total sign area allowed for the site.
- vii. Maximum Area of Internally Lit Building Panels
 - a. On buildings, the total area (as projected on a vertical plane) of internally lit panels and internally lit awnings shall:
 - i. Twenty percent or less of the total wall area of any single building elevation, and
 - ii. Ten percent or less of the total of all of a building's wall elevations.
 - b. Externally lit building areas shall not be subject to these restrictions.

Response: Acknowledged.

3G. Exterior Lighting

The use specific standards speak to lighting on the building and canopy. Generally, all building or pole mounted lighting must be downcast and minimize lighting spillover. Lighting on the underside of canopies shall be flush with or recessed above the underside of the canopy surface. Internally lit canopy fascia are not permitted. Due to the project's location within the Buckley Air Influence District, it may be referred out to Buckley Air Force Base for review of the lighting design to ensure no hazards to aircraft movement are posed. Show typical details of lighting on the plan and on building elevations. Additional lighting standards for are found in Section 146-4.9.

Response: Acknowledged.

3H. Signs

Section 146-4.10 governs signage standards. Please review this section for complete details. For projects fronting an arterial street, two square feet of sign area for each linear foot of building frontage for the first 100 feet, then one-half square feet of sign area for each linear foot of building frontage thereafter as measured along the building frontage is permitted. This total square footage is divided between the total number of individual signs permitted per use, which is 5. This includes wall-mounted, monument, blade, and projecting signs. Show the location of any monument signs on the plans and indicate the location of wall-mounted signs on the building elevations.

Response: Monument sign has been identified on plans.

With regards to the ampersand symbol, based off preliminary internal discussion this has been determined to be signage as it is used as an identifier of your business. This would count as one of your 5 signs and count towards the total permitted sign area.

Response: Acknowledged.

4. Adjustments

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

Response: Acknowledged.

5. Submittal Reminders

5A. CAD Data Submittal Standards

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

Response: Acknowledged.

5B. PDF Requirements

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

Response: Acknowledged.

5C. Mineral Rights Notification

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

Response: A signed Mineral Rights Affidavit has been submitted as part of the 1st SDP submittal.

Pre-Submittal Meeting:

Contact the assigned Case Manager to schedule a pre-submittal meeting at least one week prior to submitting an application. At the pre-submittal meeting, staff will review the submittal requirements

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discuss the review timeline, provide a fee estimate, and review the process for uploading files and inputting adjacent property owners.

Response: Acknowledged. A pre-submittal meeting was held on 12/10.

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

Response: Acknowledged.

Community Participation:

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

Response: Acknowledged.

Neighborhood Services Liaison:

- ☐ Scott Campbell is the neighborhood liaison for the project. He has put together a report attached to these notes listing the registered neighborhood organizations within one-mile of your proposed project and can assist in scheduling and facilitating meetings with community members. Please work with the organizations that express interest in your project to address comments and mitigate concerns

Response: Acknowledged.

- ☐ All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and procedures can be properly addressed. The Case Manager will record any project-related commitments that are made to the community at these meetings.

Response: Acknowledged.

- ☐ Additional information about the Neighborhood Liaison Program can be found on the [Housing Community Services](#) page of the city website.

Response: Acknowledged.

Parks, Recreation & Open Space Department (PROS)

No comments from this department.

Response: Acknowledged.

Aurora Water

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

Key Issues:

- Master Utility Study (MUS) for this area is not yet approved. Applications for this site are to wait until the MUS is substantially completed.

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Response: Acknowledged.

- ▶ A conformance letter will be required with the site plan.

Response: Acknowledged.

- ▶ A fixture unit table is required on the civil plans to ensure meter is adequately sized.

Response: Fixture unit table has been added to the utility plan.

- ▶ Water meter is to be in a landscaped area. A pocket easement is required should the meter be outside of the public ROW.

Response: The water meter has been placed

- ▶ This project and any hydrants for this project must be off of a looped main.

Response: Acknowledged.

- ▶ A [domestic allocation agreement](#) will be required for connections 2" and larger.

Response: Acknowledged.

Utility Services Available:

- ☐ Water service may be provided from: Per MUS currently under review

Response: Acknowledged.

- ☐ Sanitary sewer service may be provided from: Per MUS currently under review

Response: Acknowledged.

- ☐ Project is located on the following Map Pages: 07T

Response: Acknowledged.

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.

Response: A site plan has been included with this submittal.

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

Response: Acknowledged.

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.

Response: Acknowledged.

- ☐ 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.

Response: Acknowledged.

- ☐ For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#).

Response: Acknowledged.

Public Works Department

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

Key Issues:

- ▶ A Detailed Traffic Impact Study will be required. See below for additional information.

Response: Acknowledged. A traffic study is provided in this submittal.

- ▶ Traffic Signal Escrow will be required for this development, 25% of the intersection of 6th Parkway at Valdai Street.

Response: Acknowledged.

- ▶ Applicant shall install two 2" conduits and pull boxes to be owned/maintained by the City of Aurora, for future fiber optic interconnect of traffic signals along 6th Parkway.
 - Conduit
 - Conduit material shall be Schedule 80 HDPE (or similar).
 - A # 14 AWG stranded copper conductor shall be installed for city underground locating purposes.
 - A nylon pull tape with a minimum 1,250 lb tensile strength shall be installed in all new conduit.
 - Pull Box
 - Pull boxes shall be 30"x48"x24", with two-piece interlocking lids.
 - City conduit shall be installed into City Pull Boxes.

Response: Acknowledged.

- ▶ Label the access movements on the Site Plan. Access onto 6th Parkway shall be physically limited to a right-in/right-out only for both initial build and full build condition.

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Response: Acknowledged.

- ▶ Site access shown onto 6th Parkway is an acceptable distance from the intersection of 6th Parkway & Valdai Street. Site access to Valdai Street is an acceptable distance from the intersection of 6th Parkway & Valdai Street. Concerns exist for the access spacing on Valdai Street to the E/W roadway, a minimum of 150 ft separation is required (CL of access to CL of roadway).

Response: Acknowledged.

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

Response: Acknowledged.

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

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

Response: The note can be found on note 11 of sheet 6 – landscape notes and details on the landscape plans included in this submittal.

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

Response: Proposed signs have been indicated on the site plan

ROW/Plat:

- ☐ Designate a Public Access Easement along private roadways and fire lanes.

Response: Public Access easement included through the site.

- ☐ A private cross-access agreement is recommended for maintenance and snow removal. The developer is responsible for establishing this agreement with the adjacent property owner.

Response: Acknowledged.

- ☐ ROW dedication is required for an additional future right turn lane along Valdai St, as identified in the MTIS.

Response: Acknowledged.

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- A traffic signal easement shall be required at the intersection of 6th Pkwy and Valdai St to accommodate the proposed traffic signal pole, underground conduits, pull boxes and signal control cabinet.

Response: Acknowledged.

Improvements:

- Right turn lanes for major intersections shall consider alternative geometric configurations (standard geometry for channelized right turn lanes with acceleration lane, compound curves for channelized right turn lanes without acceleration lanes).

Response: Acknowledged.

- Show the installation, by developer, “Right Turn Only”/”Do Not Enter” signs at access on 6th Pkwy. Signs shall be installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards.

Response: Acknowledged.

- The intersection of 6th Pkwy and Valdai St is a potential candidate for a future traffic signal if and when signal warrants are met. As an adjacent land owner/developer, you must participate in the cost of the traffic signal installation. Add the following note to the Site Plan:
 - **(Applicant/owner name, address, phone)** shall be responsible for payment of 25% of the traffic signalization costs for the intersection of 6th Pkwy and Valdai St, 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.

Response: Note has been added to the site plan.

- 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 and conformance to Master TIS.
 - a) No new traffic counts are required for this Detailed Traffic Impact Study, use counts from the MTIS.
 - 2) Include detailed analysis of:
 - a) All site access points to 6th Parkway & Valdai Street
 - b) Intersections internal to site
 - 3) Signal Warrant Analyses of 6th Parkway and Valdai Street – Warrant 1,2,3 all to be included
 - 4) Discussion of the application of elements from the Traffic Calming Toolbox and countermeasures applicable from the FHA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations (July 2018) to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox include: Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs,

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Enhanced Pedestrian Crossing Sign Devices (HAWK or RFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane. Details of Enhanced Crosswalk, compact roundabout, speed cushions and chicane may be made available if requested.

Response: A traffic study has been included with this submittal.

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

Response: Acknowledged.

Submitting the Traffic Study:

- The Traffic Study shall be sent directly to Brianna Medema at bmedema@auroragov.org as soon as possible.

Response: Acknowledged.

-

- The Traffic Study shall also be uploaded with the rest of the submittal.

- Response: Acknowledged.

☐ Based on our review of the Traffic Impact Studies, additional improvements may be required.

Response: Acknowledged.

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:

- ▶ As part of the Aurora One Master Plan, public improvements required shall be in conformance with the Public Improvement Plan (PIP). If the master developer will be constructing any of these improvements, it is very important to understand the timing as the required public improvements shall be completed prior to the issuance of a Certificate of Occupancy.

Response: Acknowledged.

- ▶ A preliminary drainage report shall be submitted with the site plan. Detention and water quality shall be in conformance with the master drainage study.

Response: A preliminary drainage report has been included with this submittal.

- ▶ A site plan submittal should not be made until the master plan, and associated engineering documents are substantially complete.

Response: Acknowledged.

Improvements:

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

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Response: Acknowledged.

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

Response: Acknowledged.

- ☐ 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.

Response: Acknowledged.

- ☐ 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.

o **Response: Acknowledged.**

- ☐ 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.

o **Response: Acknowledged.**

- ☐ 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.

o **Response: Not required for this site.**

- ☐ 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.

o **Response: Acknowledged.**

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

Response: Acknowledged.

ROW/Easements/Plat:

- ☐ ROW dedication is required for any public roadways.

Response: Acknowledged.

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- ☐ The dedication of a 25-foot lot corner radius is required at the intersection of arterial roadways, a 20-foot lot corner radius is required at the intersection of collector roadways, and a 15-foot lot corner radius is required at the intersection of local roadways.

Response: Acknowledged.

- ☐ 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.

Response: Acknowledged.

- ☐ Sidewalk easements may be required for new sidewalk installed.

Response: Acknowledged.

- ☐ A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.

Response: Not required for this site.

- ☐ Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.

Response: Acknowledged.

- ☐ Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

Response: Acknowledged.

Drainage:

Drainage design standards can be found in the City's ["Storm Drainage Design and Technical Criteria"](#).

- ☐ Per Section [138-367](#) of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the preliminary drainage report. The site plan will not be approved until the preliminary drainage report is approved.

- ☐ Response: Acknowledged. A preliminary drainage study has been included with this submittal.

- ☐ 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.

- ☐ Response: Acknowledged.

- ☐ Detention of storm drainage is required for this site and shall be in conformance with the master drainage study.

- ☐ Response: Acknowledged. Detention is provided downstream as part of the overall development. A preliminary

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drainage study has been included with this submittal.

- ☐ Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks, but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.
- ☐ **Response: Acknowledged.**
- ☐ Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.
- ☐ **Response: Acknowledged.**

Fire/Life Safety Comments - Building Division

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

Key Issues:

- ▶ The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2020 NEC. Our next code adoption cycle will be for the 2021 International Code Series.
Response: Acknowledged.
- ▶ Provide one fire hydrant on the southwest corner of the entry point off Valdai Street.
Response: A fire hydrant has been included at the southwest corner of the site.

Addressing Requirements:

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

Response: Acknowledged.

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](#).

Response: Acknowledged.

Civil Plans:

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

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

- [Street Standards and Street Section Details](#)

Response: Acknowledged and will be included with the civil plans.

Emergency Responder Radio Coverage:

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

- The 2015 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC). At the time the structure is at final frame and final electrical inspections, the general contractor (GC) will be required to hire an approved and qualified independent 3rd party to assess the radio frequency levels within the structure. Once completed, the 3rd party will provide the results of the test to both the GC and the Aurora Building Division as to whether the structure passed or failed the preliminary radio surveillance. A structure that has passed this surveillance requires no further action by the GC. A failed radio surveillance will require a licensed contractor to submit plans to the aurora building division to obtain a building permit for the installation of an ERRC system prior to installation. This assessment and installation is at the owner or developers expense. Future interior or exterior modifications to the structure after the original Certificate of Occupancy is issued will require a reassessment for adequate radio frequency coverage.

Response: Acknowledged.

Fire Department Access:

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

- [Fire Lane Easement](#)
 - o Buildings less than 30' in height require only a 23' wide fire lane easement with 29' inside and 52' outside turning radii.
- **Response: Acknowledged.**
 - o
 - o Even though the fueling canopies will not encroach into a fire lane easement, please ensure that they are a minimum of 13'-6" from grade to the bottom of the canopy.
- **Response: Acknowledged.**
 - o With the future developments being shown it appears that the semi-truck fuel dispensers and canopy would be within the needed fire lane easement. The ultimate location of the fire lane easement may affect this proposed placement.
- **Response: Acknowledged.**

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 include both internal site areas and abutting public street systems.

- Provide one fire hydrant on the southwest corner of the entry point off Valdai Street.

Response: A fire hydrant has been included at the southwest corner of the site.

Fire Sprinkled Structures:

The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2015 IFC and IBC.

General Comments:

- Based on the size of the proposed use of the structure it does not appear that a fire sprinkler

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system would be required.

Response: Acknowledged

Handicap Accessibility Requirements:

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

- Commercial

Response: Acknowledged.

Knox Hardware:

Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an accessible location.

Response: A knox box has been included on the plans

Legend:

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

Response: A legend has been included on all sheets, including the site plan.

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.

Response: Loading and unloading zones are shown on the site plan.

Motor Fuel Dispensing Sites:

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

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

Response: Underground fuel storage tanks and gallon size and type have been labelled.

Phasing Plans:

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

Response: Not applicable to this site.

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,

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INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING IS OCCUPIED. SECTION 1006.2 ILLUMINATION LEVEL. THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL NOT BE LESS THAN 1 FOOT-CANDLE (11 LUX) AT THE FLOOR LEVEL AND CONTINUING TO THE "PUBLIC WAY".

Response: Note has been added.

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

Response: Accessible route is shown.

Site Plan, Civil Plan, Framework and General Development Plan, and Plat Notes:

The notes being provided below must be included on the cover sheet of the indicated submittal type.

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

Site Plan Data Block:

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

Response: All items within the Data Block are shown 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](#)
 - o 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](#)
 - o The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2015 IFC, Section 503.1.1 where allowed by code. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.
 - o Where fire hydrants and fire department connections are provided adjacent to vehicular access drive aisles, they will need to be dedicated as fire lane easements in order to provide emergency access to them.
- [Fire Apparatus Access Road Specifications](#)
 - o If an existing fire lane or public roadway must 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](#)

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- [Dead-end Fire Apparatus Access Roadways](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Width and Turning Radius](#)

Response: All above items have been added on the site plans as necessary.

Trash Enclosure:

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

Response: Trash enclosure has an individual capacity of over 1.5 cubic yards and is located on the north side of the property and therefore not within 5 feet of combustible walls, openings, or combustible roof eave lines.

Real Property Division

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

Response: Acknowledged.

Key Issues:

- ▶ A subdivision Plat will be expected to follow the Aurora One Master Plan.

Response: Acknowledged.

- ▶ Any encroachment items (like monument signs) may require a License Agreement.

Response: Acknowledged.

- ▶ Most easements can be dedicated by the Plat.

Response: Acknowledged.

Subdivision Plats:

- ☐ The property has never been platted and shall be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications provided in our most current [Subdivision Plat Checklist](#). Plat review may run concurrently with your other Planning Department submittals.

Response: Acknowledged.

- ☐ A **pre-submittal meeting** with Real Property is required on all plat submittals so our team may verify that basic elements have been addressed before they are submitted to Planning. This 30-minute meeting is for the 1st submittal of plats only and is by appointment only. Call *Darren Akrie* at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend the meeting. Please bring two sets of the plat.

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Response: Acknowledged.

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](#).

Response: Acknowledged.

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.

Response: Acknowledged.

- ☐ 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](#)
 - [Revocable License Packet](#)
 - [License Agreement Packet](#)

Response: Acknowledged.

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

Response: Acknowledged.

- ☐ You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.). If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes **8-10 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.

Response: There are no items that encroach into city-owned property or easements.

- ☐ Real Property may require a Monumented Field Survey, but we are unable to determine that until we make our first review.

Response: Acknowledged.

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

Response: There are no proposed streetlights proposed within 6th Avenue.

STEP II – CONSTRUCTION DOCUMENT PHASE

The Construction Document Phase is when Engineering and Building plans are reviewed against City Codes for compliance. It is an administrative process and usually occurs after Planning Commission or Planning Director decisions. Permits are issued from these documents.

Response: Acknowledged.\

Civil Engineering Plans

- ☐ Civil Construction Plans are required for your project as proposed and shall be submitted electronically.

Response: Acknowledged.

- ☐ Use of the Batch Standards Checker Tool is requested for this project.

Response: Acknowledged.

- ☐ Civil Engineering Plan Review (*see links below for additional information*):
 - [Process](#)
 - [Review Schedule](#)
 - [Fees](#)

Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre-submittal meeting with Christopher Eravelly at 303.739.7457. One paper set of Civil Plans and Reports is required for this pre-submittal review. Also bring a copy of the pre-application meeting notes and a copy of the submitted site plan, including the landscape plan. At this meeting the Civil Plans shall be reviewed for completeness. A [checklist](#) is used to ascertain completeness. The engineer shall fill out the checklist and bring it to the pre-submittal meeting.

Response: Acknowledged.

- Civil Construction Document Plan Set generally includes the following plans:
 - Stormwater Management Plan
 - Final Drainage Plan/Report
 - Final Grading Plan
 - Utility Plan and Profiles
 - Street Plan and Profiles – if not constructed by master developer
 - Signing and Striping Plan
 - Street Lighting Plan – if not installed by master developer

Response: Acknowledged.

- *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

Response: Acknowledged.

Aurora Water

General Requirements:

- ☐ Utility Plans will be required with the Civil Engineering Plans:
 - Utility Plans shall be prepared in accordance with the Utility Manual
 - Utility Plans must be approved prior to obtaining building permits
 - Utility Plans must include:
 - o Fixture Unit Table and Meter Sizing Tables
 - o Water Service and Water Meter locations
 - o Sanitary Sewer Service Lines
 - o Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
 - Cross Connection Control Devices are required for:
 - o Fire Service Lines
 - o Commercial and Domestic Water Service Lines.
 - o These devices are required to be located within the building or within a heated and drained vault after the water meter.

Response: Acknowledged.

Construction Stormwater Quality Requirements:

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

Response: Acknowledged.

- ☐ CAD Data Submittal Standard: The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard are required by consultants on development projects when submitting to the City for signature sets and on capital projects funded by the City. Details of the CAD Data Submittal Standard can be found on the [CAD Standards](#) web page.

Response: Acknowledged.

Public Works Department

Construction documents should reflect all approved Access, Right of Way, Easements, and Public Improvements that were included and approved on the Site Plan and Plat for your project.

Traffic Division

- ☐ Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.

Response: Acknowledged.

- The Construction Documents shall include a Ultimate Signing and Striping Plan, a Traffic Signalization Plan (if warranted for build year and if development desires to build and have the City pay for ¾ of actual cost), and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees are available on the City's website or in the Development Handbook.

Response: Acknowledged.

- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from 6th Pkwy, via access or Valdai St access and not through the adjacent residential neighborhood(s).

Response: Notes have been added to the site and grading plans.

Engineering Division

General Requirements:

- ☐ All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Management Plan (SWMP) in conjunction with the overall drainage plan for the site. The SWQCP shall be included in and become part of the preliminary and final drainage reports. The SWQCP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.

Response: The SWQCP has been included as a portion of the preliminary drainage report.

- The SWMP shall be developed by applying the permanent water quality "best management practices" described in Volume 3 of the USDCM. The SWMP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, ["Storm Drainage Design and Technical Criteria"](#) manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives

Response: Acknowledged.

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

Response: Acknowledged.

Roadway Design and Construction Specifications:

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

Response: Acknowledged.

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- All road cuts or other roadway disturbances within the City of Aurora's public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City's Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the issuance of the Certificate of Occupancy.

Response: Acknowledged.

- Fire lanes. All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City's adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshal) and the City Engineer.

Response: Acknowledged.

Building Plans

Building Division Comments:

Building Plan Review

- [Process](#)
- [Review Schedule](#)
- [Fees](#)

The comments made during the meeting address large-scale issues. We strongly recommend that a code consultation meeting be scheduled to discuss more detailed concerns.

Response: Acknowledged.

During the development review process, you will not need to submit any documentation to the Fire Department for review. The Life Safety group within the Aurora Building Division conducts all site development and construction plan reviews on behalf of the Aurora Fire Department.

Response: Acknowledged.

The links below contain additional information and requirements for completion, submittal, and permitting of your building plans.

Response: Acknowledged.

Permit Types:

- ☐ Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type.

- [Commercial Permits](#)

Additional Building Construction Plan Checklists: Based on the information provided, you may also need the following Checklists:

- [Modular, Construction Trailer, Mobile Home Modular School Checklist](#)

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

- Fire Alarm
 - Fire Sprinkler & Standpipe Systems
 - Knox Box
 - Knox Box Rapid Entry
 - Portable LP-Gas Exchange Cage Checklist
- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
- Above-Ground Fuel Storage Systems
 - Automatic Fire-Extinguishing System and Standpipes
 - Emergency Responder Radio Coverage Systems
 - Fire Alarm and Detection Systems and related equipment
 - LP-Gas (Liquid Propane)
 - Underground Fuel Storage Systems
 - Underground Fuel Storage Systems (and dispensing equipment, canopies and LP-Gas (Liquid Propane) associated to the construction of a fuel dispensing station can be submitted with the construction drawings for the C-Store.
 - [State of Colorado Division of Oil and Public Safety](#)
 - [Petroleum Storage Tank regulations](#)

Response: Acknowledged.

Key Issues:

- It is recommended that a preliminary meeting be scheduled with your design team and the Aurora Building Division prior to formal submittal of building construction plans. This meeting gives both the applicant and city staff the ability to clarify online submittals requirements, code requirements and interpretations to ensure mutual compliance with our currently adopted codes.

Response: Acknowledged.

- The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2017 NEC. Our next code adoption cycle will be for the 2021 International Code Series. The 2020 version of the NEC will be adopted by the State of Colorado on Aug 1st, 2020.

Response: Acknowledged.

Accessibility:

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

Response: Acknowledged. ADA route has been identified on the plans.

Adopted Codes by the City of Aurora:

This “link” will provide a current listing of all adopted building codes and ordinances utilized by the Aurora Building Division. To view the 2015 International Codes please utilize the following hyperlink; [ICC Codes Online](#)

Response: Acknowledged.

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Building Division General Comments:

The function of the Building Division in the development process involves assistance with building code questions. This “link” will provide answers to the most typical initial questions concerning the role of the Building Division.

Response: Acknowledged.

Checklist for Plan Review Submittals:

The Aurora Building Division has established a number of checklists that reflect specific construction plan submittal and permit requirements. A copy of these checklists can be obtained through the City of Aurora website or by clicking on the link provided here.

Response: Acknowledged.

Day-Night Sound Level (LDN or DNL):

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

Response: Acknowledged.

Geographic Design Criteria:

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

Response: Acknowledged.

Occupancy Specific Building Code Requirements:

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

- M Occupancy - Buildings and structures, or portions thereof, for the display and sale of merchandise. Involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public.
- U Occupancy - Buildings and structures of any accessory character, and miscellaneous structures not classified in any specific occupancy.

Response: Acknowledged.

Request for Modification or Alternative Material:

Per the 2015 IFC, Section 104.10 and 104.10.1, whenever there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements.

Response: Acknowledged.

Tri-County Health Department:

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

Response: Acknowledged.

Real Property Division

Reminder – Prior to building plans submittal, processing of any/all required separate documents should be started so that this process does not interfere with permit issuance.

STEP III – CONSTRUCTION PHASE

*Before any construction may commence, a contractor licensed in the City of Aurora must be issued the appropriate **permits** for all work to be performed. [Licensing](#) information is available on the City's website.*

Aurora Water

Utility Connection Fees:

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

Fees may only be paid after issuance of building permit and must be paid prior to issuance of the Certificate of Occupancy. This is required for new services and when meter sizes are upsized.

Response: Acknowledged.

- ☐ Wet Tap Fees:
 - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.

Response: Acknowledged.

- ☐ Irrigation Water Meter Fees:
 - Will be calculated in accordance with the City Ordinance for irrigated common areas in Single-Family Detached and Commercial areas.
 - The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations.

Response: Acknowledged.

- ☐ For a full listing of Utility Fees, please see the [Aurora Water Fee Schedule](#).

Response: Acknowledged.

Public Works Department

Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement

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design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy.** See [Section 5.01.2.02](#) for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities.

Response: Acknowledged.

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

Response: Acknowledged.

- ☐ A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.

Response: Acknowledged.

- ☐ Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
 - one-half of all streets abutting subdivided or platted land, including any required offsite transitions back to existing street sections
 - fire lanes
 - curbs, gutters, curb ramps, and sidewalks
 - sanitary sewer mains, including laterals to each lot line
 - storm drainage
 - street lighting
 - water mains, hydrants and valves
 - tree plantings and landscaping
 - repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

Response: Acknowledged.

Building Division

Key Issue:

- Once the building permit is issued it is recommended that the General Contractor (GC) schedule a pre-construction meeting through the Office of Development Assistance Project Manager. The meeting will consist of the Public Improvement Supervisor, Building Division Inspector Supervisors, and a Fire/Life Safety Supervisor. These meetings are highly beneficial to both the GC and city staff in addressing inspection requirements that assist in obtaining a TCO or CO in a timely manner.

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Response: Acknowledged.

Construction Permits:

Please click on the link provided for a listing of required construction permits.

Fire Safety during Construction, Alteration or Demolition of a Building:

Utilize the requirements of the 2015 IFC, Chapter 33 for both construction and demolition of any structure within your site. To obtain a full copy for fire department access and water supplies to a construction site, please call the Building Department at 303.739.7420.

Response: Acknowledged.

Access Roadways during Construction:

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

Response: Acknowledged.



Pre-Application Conference

Neighborhood Services
15151 E Alameda Parkway
Aurora, Colorado 80012
Phone: 303-739-7280
Fax: 303-739-7191
www.auroragov.org

To: Dan Gameau
From: Scott Campbell
Date: August 13, 2020
Subject: Kum and Go | E470 and 6th Pkwy
Location: NWC of Stephen D Hogan Pkwy and Valdai St

Listed below are the neighborhood associations that are currently registered with the Neighborhood Support Division within one mile of your proposed project. Once your application has been formally submitted each Neighborhood Organization will receive a copy of your application along with a comment card to be returned to the Planning Department. The comment card allows neighborhood organizations to share their concerns about the application prior to Planning Commission. Since the neighborhood list is updated frequently, it is recommended if you submit your application to the Planning Department anytime after 30 days of today's date, you should obtain a new, current list. Your Planning Case Manager will have an updated list available at your pre-submittal meeting.

As an applicant for a proposed development or use approval in the City of Aurora, you are strongly encouraged, but not required, to set up a neighborhood meeting with these representatives as soon as possible, but no later than 21 days prior to your scheduled public hearing. The purpose of this meeting is to explain your proposed development or use approval, and if necessary, to work with neighborhood representatives to address their concerns. Your assigned Neighborhood Liaison will assist you in scheduling and mediating the meeting at your request. The liaison will also provide you with an updated and accurate neighborhood association mailing list prior to the meeting. Adjacent property owner address information is available on the Adams and Arapahoe County web sites at www.co.arapahoe.co.us and www.co.adams.co.us. It is the applicant's responsibility to mail and/or e-mail a letter of invitation to all neighborhoods and adjacent property owners at least 10 days prior to the meeting. A sample letter of invitation is included in this packet. The assigned Planning Case Manager will attend the meeting to note any agreements made by the applicant, and will include those agreements in their presentation at public hearings. You may anticipate being asked at public hearings if you have met with nearby neighborhoods and the result of such meetings.

As the Neighborhood Liaison for this area, I am available to assist you in communicating with the neighborhood listed below. For assistance or to set up a neighborhood meeting, please contact me at 303-739-7280.

The neighborhoods within 5280 feet of your proposed developments are:

Response: Acknowledged.



List of Neighborhood Associations

Location: NWC of Stephen D

Record Id	HOA #	Organization	Contact	Phone
08-323188-000-00-NA	374	CROSS CREEK HOA	CROSS CREEK METRO DISTRICT NO. 2 11002 BENTON ST WESTMINSTER CO 80020 GSICKELS@MSIHOA.COM	(720) 974-4179
17-1307329-000-00-NA	423	E-470 Neighbors	MARGARET A. "MARGIE" SOBEY 1403 S ADDISON CT Aurora, CO 80018 MSOBEY@E470NEIGHBORS.ORG	(303) 881-2682
13-661787-000-00-NA	397	MCGC Neighbors	MARGARET A. "MARGIE" SOBEY 1403 SOUTH ADDISON COURT AURORA CO 80018 MSOBEY@MCGCNEIGHBORS.ORG	(303) 881-2682
03-113963-000-00-NA	40	THUNDERBIRD ESTATES	CAROLYN RAPP 177 S GRANDBAY CIRCLE AURORA CO 80018 CBRAPP@GMAIL.COM	(303) 343-6207 (303) 363-9067

[illegible]