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March 15, 2019

Brandon Becker - [brandon@buildersstonekc.com](mailto:brandon@buildersstonekc.com)  
Builder's Stone & Masonry, Inc.  
616 N Rogers Rd  
Olathe, KS 66062

**Re: AIRWAYS 3 (#1350511)/Pre-Application Meeting held February 28, 2019**

Dear Mr. Becker:

I would like to take this opportunity to thank you for considering the City of Aurora for the Airways 3 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:***

- ▶ **Buckley Accident Potential Zone:** This proposal falls into the Buckley Air Force Base Accident Potential Zone II – N, which is an area characterized by high noise levels and a significant accident potential resulting from aircraft operations. Facilities within an APZ must conform to specific lot coverage and occupancy maximums. As proposed (~30% lot coverage), this facility would allow 47 employees during its largest shift.
- ▶ **Building Materials:** As discussed at the Pre-app meeting, traditionally EIFS is not an acceptable finishing system due to its lack of durability, especially at ground level. If you are intending on using high-quality EIFS, please adjust your elevations accordingly and provide samples for review. Emphasis should be placed on ground floor design.
- ▶ **Public Improvements:** Public improvements required with this development include a 6' detached sidewalk, tree lawn and street lights on Uravan Street and a 5.5' detached sidewalk, tree lawn and street lights on 23<sup>rd</sup> Avenue. Curb ramps adjacent to the site shall be updated to meet current City of Aurora Standards. Existing curb and gutter shall be replaced as needed based on condition.

**Noted and completed.**

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.

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 303.739.7588 or [mgeyer@auroragov.org](mailto:mgeyer@auroragov.org).

Sincerely,

A handwritten signature in black ink that reads "Mark Geyer". The signature is written in a cursive, slightly slanted style.

Mark Geyer  
Project Manager

cc: Claudia Vaughn - [claudia@rockyridgecivil.com](mailto:claudia@rockyridgecivil.com)

Development Review Team  
File



## 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 is approved at a public hearing.
- A Subdivision Plat is not needed.

#### Step II - Construction Document Phase

**Civil Engineering Plans:** 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.

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 **Mark Geyer, 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  
Mark Geyer  
303.739.7588  
[mgeyer@auroragov.org](mailto:mgeyer@auroragov.org)

Thelma Gutierrez  
303.739.7352  
[tgutierr@auroraogov.org](mailto:tgutierr@auroraogov.org)

#### **Planning**

Zoning and Plan Review  
Tanner Axt  
303.739.7450  
[taxt@auroragov.org](mailto:taxt@auroragov.org)

Landscape Design  
Kelly Bish, RLA, LEED AP  
303.739.7189  
[kbish@auroragov.org](mailto:kbish@auroragov.org)

#### **Parks, Recreation & Open Space**

Planning Design and Construction  
*Not represented at meeting*

#### **Aurora Water**

Ryan Tigera  
303.326.8867  
[rtigera@auroragov.org](mailto:rtigera@auroragov.org)

#### **Public Works**

Traffic Division  
Brianna Medema  
303-739-7336  
[bmedema@auroragov.org](mailto:bmedema@auroragov.org)

Drainage and Public Improvements

Engineering Division  
Kristin Tanabe  
303.739.7306  
[ktanabe@auroragov.org](mailto:ktanabe@auroragov.org)

Life Safety and Building Division

Ted Caviness  
303-739-7628  
[tcavines@auroragov.org](mailto:tcavines@auroragov.org)

#### **Neighborhood Services**

Neighborhood Support  
Susan Barkman  
303.739.7402  
[sbarkman@auroragov.org](mailto:sbarkman@auroragov.org)

## STEP I – PLANNING PHASE

### Planning Department

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

#### ***Key Issues:***

- ▶ New Site Plan required
- ▶ Buckley APZ II – N restrictions
- ▶ Proposed EIFS exterior elevations
- ▶ Landscape buffer requirements

#### ***General Zoning Code Review of your Property:***

- Your property is zoned M-2 (Medium Industrial), which provides locations for a broad range of industrial uses that will not adversely affect nearby neighborhoods and businesses
- The uses you propose, office-showroom, office-warehouse, outdoor storage, and warehousing of construction materials are permitted by the current zoning, but subject to a Site Plan approval. The previous Airways 3 Site Plan is expired.

#### ***Type of Application(s):***

- As part of your application, you will need to make the following land use requests:
  - [Site Plan](#)
- Your project will require approval in a public hearing before the Planning Commission and will be processed through our digital submission process.
- The following applications, [manuals](#) and [design standards](#) may also be helpful in completing your application for submittal:
  - [Fence Ordinance](#), City Code Chapter 146, Article 17
  - [Landscape Reference Manual](#)
  - [Landscape Ordinance \[Chapter 146, Article 14\]](#)
  - [On-Line Application](#)
  - [On-line Application and Plan Submittal Guide](#)
  - Noise, vibration, & engine idling ordinances [Chapter 146, Sections 1800 - 1805]
  - Preliminary list of community groups and homeowners associations within a one mile radius of your proposed development
  - [Site Plan Manual](#)
  - Street Standards Ordinance [[126-1](#)] and [[126-36](#)]
  - Street Standards, Roadway Cross Sections

#### ***Standards and Issues:***

##### **1. Zoning and Land Use Issues**

1A. Office-showroom, office-warehouse, outdoor storage, and warehousing of construction materials are permitted uses in the M-2 zone district. See code link for other Permitted Land Uses in the M-2 zone district: [Section 146-602](#). **Noted**

1B. This proposal falls into the Buckley Air Force Base Accident Potential Zone II – N, which is an area characterized by high noise levels and a significant accident potential resulting from aircraft operations. Facilities within an APZ must conform to specific lot coverage and occupancy maximums. As proposed (~30% lot coverage), this facility would allow 47 employees during its largest shift. See link for detailed lot coverage and occupancy allowances: [Section 146-807](#). **Noted**

1C. This application will be referred to Union Pacific due to the proposal's proximity to the rail spur to the north. Coordination between the applicant and Union Pacific will be required. **Noted**

1D. All outdoor storage and roll-up doors must be screened from the public right-of way. This can be done with landscaping, opaque fencing or a combination of both ([Section 146-1104](#)(D) and landscape code). **Noted and screened with landscaping.**

1E. Identify all proposed surface materials for the storage area, parking lot, etc. on the site plan. **Noted and labeled as concrete**

1F. Adherence to the General Performance Standards for Industrial Uses is required and is listed in [Section 146-1259](#). Standards include Noise, Limitations on External Effects of Uses, Waste Disposal, and Enclosure of Uses. **Noted**

## 2. Traffic and Street Layout Issues

All proposed streets whether public or private need to be labeled according to our street standard ordinance, Chapter [126-1](#) and [126-36](#) of the city code. City design standards call for detached sidewalks and tree lawns. Please revise your drawings to show a detached 5.5 foot sidewalk and 8 foot tree lawn along East 23<sup>rd</sup> Avenue and a detached 6 foot sidewalk and 8 foot tree lawn along Uravan Street. **Noted**

## 3. Environmental Issues

Buckley AID: Because this property is located within the Airport Influence District of Buckley Air Force Base (BAFB), the applicant must assure that an aviation easement has been conveyed to the City of Aurora for this parcel and that this easement has been recorded with the Adams County Clerk and Recorder along with the first plat in accordance with Section 146-817 of the Aurora Zoning Code. The city's GIS system indicates that an aviation easement has been previously recorded for this property and submitted to the city. No further information regarding the aviation easement is needed. **Noted**

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

APZ II: This property is located in the Accident Potential Zone (APZ II-N). The applicant will need to comply with lot coverage, height restrictions, emissions release, hazardous materials restrictions, and other prohibitions required in Section 146-807 of the zoning code.

**Noted and adhering to regulations.**

The majority of this property is in the APZ II. The maximum building lot coverage in the APZ II is 35 percent. The allowable coverage is based only on the portion of the property that is within the APZ II. The applicant should provide staff with the square footage of the property that is within the APZ II and the amount of square footage of the proposed buildings that will be within the APZ

**Noted**

II. At time of development application submission, please show the location of the APZ II boundary on the site plan to allow staff and BAFB to evaluate the application. The City's Data Services Division can provide a digital file of the APZ II. Please contact Karen Hancock at 303-739-7107 to obtain a copy of this file. **Noted and in the process of being obtained and added.**

Additionally, staff requests the applicant provide the Material Safety Data Sheets (MSDS) related for the chemicals used for this operation and information related to any onsite flammable material storage if such storage is proposed. Bulk storage of flammable materials is not allowed in the APZ II. **Noted**

#### 4. Site Design Issues

##### 4A. Industrial District Development Standards

Standards for building in the M-2 Industrial District are as follows: 25 foot front setback, 25 foot side setback when abutting a public street, 10 foot side setback when not abutting a public street, 5 foot rear setback ([Code Section 146-605](#)). Height is limited to 60 feet. **Noted, exceeding all setback requirements.**

##### 4B. Pedestrian Circulation

Sidewalks along the perimeter will contribute to safe pedestrian circulation and will provide pedestrian connections to adjacent sites. Show the accessible route from the right of way to the building entrances and accessible parking spaces to provide for pedestrian circulation through the site. **Noted**

##### 4C. Parking

On-Site parking is required by [Section 1504](#) of the Zoning Code. Parking requirements will be determined based on more clearly defining your operations and actual parking needs. Per code, the project is required to construct one standard parking space/2,000 square feet of warehouse area and one standard parking space/300 square feet of office space, but this may vary based on actual need. We do not encourage over-parking the use. Accessible parking space count is determined by the project's total number of spaces as follows: 25 or fewer standard parking spaces requires 1 accessible space, 26 through 50 standard parking spaces requires 2 accessible spaces ([Section 146-1507](#)). One bicycle parking space is required ([Section 146-1508](#)). **Noted we have 25 spaces, and two ADA spaces.**

##### 4D. Site Lighting

[Section 146-1509](#)(H) governs the design of parking lot lighting. Show typical details of lighting on the plan and/or building elevations. **Noted**

#### 5. Landscape Design Issues

For further information, please feel free to contact our Senior Landscape Architect, Kelly K. Bish, PLA, LEED AP. The general landscape comments on your proposal are listed below:

A. **General Landscape Plan Comments.** Prepare your landscape plans in accordance with the requirements found within the City of Aurora Zoning code, specifically [Article 14](#) Landscape Ordinance, as well as the [Landscape Reference Manual](#). Please ensure that your landscape architect or designer has a copy of these documents as well as the City's project specific comments. **Noted**

Please be advised the city is in the process of adopting a new zoning code that includes updated landscape standards. The adoption process is tentatively scheduled to be completed in early to mid-2019. Should an updated site plan be submitted after the adoption process, the proposed application would be subject to the new zoning code standards. The proposed zoning code can be found on line using this [link](#). **Noted**

If a formal submittal is made prior to the adoption of the new zoning code, the applicant shall comply with the landscape standards found within Article 14 and the Landscape Reference Manual. Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments. The landscape plan shall include the necessary landscape tables in order to demonstrate compliance with code requirements. Tables shall be provided 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. **Noted**

Provide the necessary landscape tables for each of the required landscape treatments (i.e. street frontage, buffer tables, etc.) in order to demonstrate compliance with code requirements.

- **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. **Noted**

Landscape plans submitted during the Development Application/Contextual Site Plan submittal process must be prepared on 24”x36” 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. **Noted**

- **PDF Plan Creation Process** - Please ensure that during the PDF creation process, that all AutoCAD SHX text items are removed from the comment section and that the landscape sheets are flattened to reduce the select-ability of items. Instructions can be provided by your Case Manager if there are questions as to how to change the AutoCAD settings during the creation of the PDF’s. Plans submitted for city pre-acceptance review will be rejected if it is determined that plans do not comply. This could result in delays in application start times if the applicant is asked to re- upload corrected pdf’s. **Noted**
- **Sight Triangles** – Include sight distance and sight triangles per the [Roadway Design and Construction Specifications](#) document. All landscaping within the designated triangles shall not exceed 26” in height. **Noted**

## **B. Article 14 Landscape Ordinance Requirements**

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Article 14. The applicant is responsible for reviewing the landscape code and determining all applicable landscape requirements.

- **Standard Right-of-Way Landscaping.** Provide one shade/street tree per 40 linear feet of street frontage along Uravan Street and E. 23<sup>rd</sup> Avenue. Refer to [Section 146-1451](#) Additional Requirements for Non-Residential Development (B) 2 of the Landscape Ordinance. When a detached walk and tree lawn are provided according to Public Works street cross section requirements, street trees shall be provided within the designated tree lawn. When a detached walk and tree lawn are absent, street trees shall be located from four to five feet from the back of walk, curb or pavement. Avoid the use of blue grass sod and install a more xeric sod mixture for the tree lawn. In lieu of sod, consider the installation of shrubs, perennials and ornamental grasses at a ratio of 0.025 shrubs per square foot of sod. All shrub and ornamental grasses must be 5 gallon size at time of installation. **Noted**



- **Landscape Street Buffers.** Provide a 10' wide landscape street buffer along Uravan Street and East 23<sup>rd</sup> Avenue. All buffers are measured inward from the back of walk or from the right of way if no walk is provided. Landscape with one tree and 10 shrubs per each 40 linear feet of buffer length. A reduction in buffer width to 4' is permitted when landscape incentive features are implemented in accordance with Table 14.6 Standard Buffer Widths and Allowed Reductions for Industrial Development. Landscape street buffers shall be installed along the exterior sides of proposed fencing or walls. **Noted**

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

- **Non Street Frontage Landscape Buffers.** Provide 10' wide non-street frontage landscape buffer along the western property boundary line per Table 14.6 Standard Buffer Widths and Allowed Reductions For Industrial Development. Buffer widths can be reduced to 4' through the use of landscape incentive features. Buffers shall consist of 1 tree and 5 shrubs per 40 linear feet of buffer and shall be located on the exterior sides of proposed fencing. If fencing already existing along the adjoining property line and the applicant also wishes to install a fence, the city will work with the applicant on the best buffer alternative and likely, landscaping will be located interior to the lot. **Noted**

A non-street frontage landscape buffer is not required along the northern property boundary adjacent to the railroad tracks. Due to maintenance activities such as chemical spraying associated with vegetative management of rail corridors, the installation of landscaping may be adversely impacted and therefore is not required. Refer to the landscape ordinance [Section 146-1451](#) Additional Requirements for Non-Residential Development (B) 3. b. **Noted**

- **Building Perimeter Landscaping.** The proposed building will require perimeter landscaping. Landscaping shall be provided for building elevations facing public rights-of-way, residential neighborhoods, public open space, or having an entrance door. Landscape each elevation with one tree equivalent per each 40 linear feet of elevation length. One tree equivalent is equal to one tree or 10 five gallon shrubs or 30 one gallon perennial plants or ornamental grasses. Any combination of plant material may be used that totals the required number of tree equivalents. Refer to [Section 146-1451](#) (D) Additional Requirements for Non-Residential Development. **Noted**
- **Parking Lot Landscaping and Screening.** Both interior and exterior parking lot landscaping is required and shall follow the parking lot landscape requirements as described herein. The perimeter of all parking lots along all street frontages shall be screened from public rights-of-way, public open space and adjacent property with one or a combination of methods shown in [Section 146-1440](#). The landscape buffers above, may be combined with the parking lot screening requirements to satisfy both, but the most restrictive requirements shall be met. **Noted**

Parking lot screening shall consist of a berm between 2 feet 6 inches and 3 feet high with a maximum slope of 4:1 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: **Noted**

- a. A low continuous hedge between 2 feet 6 inches and 3 feet tall planted in a double row at 3 feet on center in a triangular pattern or;
- b. A decorative masonry wall between 2 feet 6 inches and 3 feet tall in combination with landscaping. **Noted**

Shrubs must reach a height of 3' at maturity. Large shade and evergreen tree species and/or small tree or large shrub species shall be used as accents throughout the screen planting in conjunction with buffer and street frontage plantings to offset the horizontal lines of a typical shrub bed. **Noted**

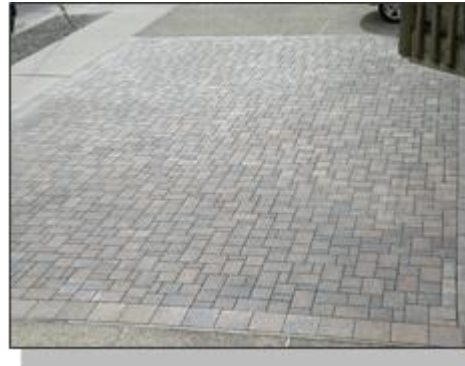
In addition, provide and landscape each parking lot island with one tree and six five gallon shrubs per 9' X 19' island. No more than an average of 10 parking spaces are permitted in a row without a landscape island. Islands or areas within parking lots should be landscaped with one tree and a sufficient number of shrubs to provide 50% cover at time of installation. A table of plant coverage values may be found in [Section 146-1431](#) Living Material Requirements. **Noted**

- **Outdoor Storage and Screening.** Per [Section 146-1451 A 4](#). Additional Requirements for Non-Residential Development, truck or rail loading docks facing a view corridor, drainage, public open space or public right-of-way shall be screened from view. In addition, accessory features, parking lots and outdoor storage shall be screened from view. **Noted**
- **Service Areas and Trash Enclosures.** Service areas visible from streets or residences shall be screened by fences, walls, landscaping, berms or any combination of items. [Section 146-1433 Service Areas and Trash Enclosures.](#) **Noted**
- **Special Landscape Features.** Provide a distinctive landscape feature at each site entrance. Distinctive landscape features should consist of specimen quality plant material that will provide visual interest during all seasons. Refer to [Section 146-1451](#) Additional Requirements for Non-Residential Development (C) Special Landscape Requirements at Entryways and Intersections. This may be incorporated into your proposed signage, if any. **Noted**
- **Detention, Retention and Water Quality Ponds.** Should an on-site detention pond be required as well as water quality, the city encourages all applicants to utilize LID (Low Impact Development) principles 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.

**Noted**



Vegetative  
Swale



Porous  
Pavement



Rain Garden

Applicants may propose their own BMPs or refer to the Urban Drainage and Flood Control District's Storm Drainage Criteria Manual where multiple examples of BMPs are described such as grass buffers, grass swales, permeable pavements etc. The City of Aurora Water Department has recently completed a study and produced a manual entitled "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, Engineering Services Manager at [Vadam@auroragov.org](mailto: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.

All detention pond facilities shall not exceed 6' in depth. The area within the tract surrounding the pond shall contain a minimum of 1 tree and 10 shrubs or the approved tree and shrub equivalents per 4000 square feet above the 100 year water surface elevation. 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. Landscaping shall be provided in accordance with [Section 146-1434](#) Detention, Retention and Water Quality Ponds. **Noted, depth of pond is 5 feet.**

- **Irrigation.** Refer to [Section 146-1430](#). All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the City Water Dept. will require that the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at (303) 326-8819 in Aurora Water regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system. **Noted**

## 6. Architectural and Urban Design

### 6A. Design Standards

[Section 146-405\(F\)8](#) of the Zoning Code establishes the approval criteria for building architecture and urban design. Building elevations will need to be included as part of your site plan, and should call out dimensions, exterior finishes and color schemes. We will also ask for color and material samples with the initial submittal. As a general rule, “high quality of design” usually means that architectural details should be continued on all four sides of all buildings open to view. Unfinished metal buildings are not recommended. **Noted**

Staff suggests 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. Traditionally, EIFS is not an acceptable finishing system due to its lack of durability, especially at ground level. If you are intending on using high-quality EIFS, please adjust your elevations accordingly and provide samples for review. Emphasis should be placed on ground floor design. Ground floor designs should support a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic. Use changes in the wall planes, both horizontally and vertically with a defined base, middle, and top, a variety of durable materials, and quality architecture to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to reduce the back of house appearance. **Noted**

### 6B. Screening of Roof Top Mechanicals

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

## 7. Signage

The total allowable square footage of signs is based on a zoning code formula tied to location of the property and building frontage. All ground signs should be at least 4 feet back from the back of sidewalk or 21 feet back from the flow line. In non-residential areas, ground signs abutting arterial streets may be up to 12 feet high; ground signs abutting other streets and areas are limited to 8 feet in height. Please refer to [Article 16](#) of the Zoning Code for complete regulations.

**Noted there is not a monument sign and the sign on the building meets code.**

## 8. Waivers

From the material you supplied us, it appears that your plans are not sufficiently detailed to determine whether any design standard waivers are involved. **Noted**

If you decide to request any waivers, you must clearly list them in your *Letter of Introduction* and justify them according to the criteria listed in [Section 405](#) of the Zoning Code. You must also list them on the cover sheet of your Site Plan or other drawings on which they occur. **Noted**

**9. Mineral Rights Notification Requirements**

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

Noted, provided by the owner.

**10. New CAD Standards**

The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal 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.

Noted, and final approved drawings will meet CAD standards

***Pre-submittal Meeting:***

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

***Community Participation:***

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

***Neighborhood Services Liaison:***

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

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

No comments from this department.

**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:***

- ▶ Storm drainage fees are based on the impervious square footage.
- ▶ A [domestic allocation agreement](#) will be required starting in 2019 for connections 2" and larger.
- ▶ A meter fixture unit table is required in order to size the commercial meter. Noted,
- ▶ The project may irrigate off their domestic meter. 1 inch meter needed.

***Utility Services Available:***

- Water service may be provided from the 12-inch ductile iron pipe in Uravan Street, or the 12-inch ductile iron pipe in East 23<sup>rd</sup> Avenue.
- Sanitary sewer service may be provided from the 8-inch PVC in Uravan Street, or the 8-inch PVC in East 23<sup>rd</sup> Avenue. **Noted, water service run off of 12 in DIP pipe in 23rd Ave**
- Project is located on Map Page 03M.

***Utility Service Requirements:***

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

***Utility Development Fees:***

- The per-acre 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. An additional Storm Drainage fee is required and is based on the square feet of impervious surface created by the development. **Noted**
- 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. **Noted**
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#). **Noted**

## **Public Works Department**

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

***Key Issues:***

- ▶ A Traffic Letter will be required. See below for additional information. **Noted, included in the submittal.**
- ▶ Access Point extending the proposed parking lot to 23<sup>rd</sup> Avenue will not be supported. This proposed access point is too close to the intersection of 23<sup>rd</sup> Avenue & Uravan Street.
- ▶ Access Points shall either align or be more than 75-ft offset to be supported by Traffic Engineering.
- ▶ Gates are required to be setback from Public road flowline a minimum of 35-feet or longest expected vehicle. If the gating system swings, it shall swing into the site. **Noted, access points are aligned.**
- Show all adjacent and opposing access points on the Site Plan.



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

**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'

***Improvements:***

- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards, and shown on the signing and striping plan for the development. **Noted**
- The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Add a note to the Site Plan indicating this commitment. **Noted**
- A full Traffic Impact Study will not be required. The applicant shall prepare a detailed letter to address the following items. The letter shall be signed and stamped by a professional engineer licensed in the State of Colorado, and address:
  - Trip Generation from the site. **Noted**
  - Site Circulation Plan

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

**Submitting the Traffic Letter:**

- The Traffic Letter shall be sent directly to Brianna Medema at [bmedema@auroragov.org](mailto:bmedema@auroragov.org) as soon as possible.
- The Traffic Letter shall also be uploaded with the rest of the submittal. **Noted**

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

**Engineering Division**

*The Engineering Division reviews the drainage and public improvement components of your project plans. Engineering reviews referrals of the Site Plan and Subdivision Plat from the Planning Department.*

***Key Issues:***

- ▶ Public improvements required with this development include a 6' detached sidewalk, tree lawn and street lights on Uravan Street and a 5.5' detached sidewalk, tree lawn and street lights on 23<sup>rd</sup> Avenue. Curb ramps adjacent to the site shall be updated to meet current City of Aurora Standards. Existing curb and gutter shall be replaced as needed based on condition. **Noted**
- ▶ A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality are required. **Noted**

**Improvements:**

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

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1. **Noted**
- 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. **Noted**
- 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. **Noted**
- 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. **Noted**
- 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. **Noted**
- 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. **Noted**
- If gates are incorporated into the design of the development they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater. **Noted**
- Street lights are required along adjacent roadways. Street light spacing, location, wattage, etc., information is contained in Section 4.10. See Section 2.12 for Street Lighting Plan submittal requirements. Street lights along public right-of-way shall become City owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. The street lighting plan shall be included with the Civil Plan submittal. **Noted**

**ROW/Easements/Plat:**

- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.
  - Sidewalk easements may be required for new sidewalk installed. **Noted**
  - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way. **Noted**
  - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way. **Noted**
  - 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. **Noted**



**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. **Noted**
- 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. **Noted**
- Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer. **Noted**
- Release rate for the detention pond shall be based upon the ["Storm Drainage Design and Technical Criteria"](#) Manual, latest revision. **Noted**
- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks, but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return. **Noted**
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed. **Noted**
- Storm sewer system does not extend to this site.
  - Extend storm sewer to this site; or
  - Discharge onto the street through a chase**Noted, it is being extended from Rifle Street and shown in the construction plan set.**
- Dust free surface. If some other surface is approved for a site that is not improved (concrete or asphalt pavement), it needs to be dust free and maintained in a dust free condition. As part of the site plan approval process, the applicant shall place on the site plan/contextual site plan a complete description of the material proposed to be used, any and all dust control additives or treatments, and the maintenance schedule of the periodic additives or treatments. Additionally, a note shall be added to the site plan/contextual site plan that: "The property owner/developer shall maintain the dust free surface as provided within the site plan/contextual site plan. Otherwise if the property owner/developer fails to maintain the dust free surface as identified within the site plan/contextual site plan and fails to correct the condition after notification of the condition, the property owner/ developer agrees to remove it and replace it with an improved surface such as concrete or asphalt within the specified time of the notification. **Noted, the site will be paved to prevent dust.**

### **Fire/Life Safety Comments - Building Division**

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

#### **Addressing Requirements:**

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

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

The site plan and civil plans must reflect the setback requirements of the 2015 International Building and Fire Code for placement of the structure(s) in relation to adjacent buildings, property lines, public ways, accessible walkways, etc. To view the 2015 International Codes please utilize the following hyperlink; [ICC Codes Online](#). **Noted**

#### **Civil Plans:**

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

- [Dead-End Fire Lane Detail](#)
- [Fire Lane Sign Detail](#)
  - The developer of the site will be required to install fire lane signs in areas where the site abuts an existing fire lane easement that is currently without adequate signage.
- [Gated Entry for Fire Department Access utilizing a 4' Manway Gate](#)
- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)
- [Warehouse/Distribution Facilities Storing High-Piled Combustible Storage:](#)

#### **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.
  - Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed.

**Fire Department Access:**

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

- [Fire Lane Easement](#) Noted and provided
- [Outdoor Storage Yards](#)
- Buildings greater than 30' in height are regulated by the 2015 IFC Section D105 and require a both a 26' Fire Lane Easement and two points of emergency access. Typically the 26' fire lane easement is located on the front main entry side of the structure within a minimum of 15' and a maximum of 30' from the exterior wall of the building. Structures greater than 30' in height also require a second point of emergency access.

**Fire Hydrants:**

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

- Add one offsite hydrant on the north side of the main entrance off Uravan St. Please show and label existing fire hydrants abutting this site on the site plan submitted to the Planning Department and Civil Plans submitted to Public Works.
- Note: Changes made to the site from the current proposal may require additional onsite hydrants once site plan is submitted. Noted and provided

**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.

At this time a fire sprinkler system is not provided.

**General Comments:**

- Based on the size of the proposed use of the structure it does not appear that a fire sprinkler system is required. The fire sprinkler notes provided should only be used if the size of the structure changes or a voluntary system is installed.

**Gated Entry:**

The installation of any gating system will require a City of Aurora licensed contractor to obtain a building permit through the Aurora Building Division prior to the start of any work. This would be considered a structural, life safety and electrical review within the Building Division that is conducted on behalf of the Fire Chief.

- If a gating system is to be installed at a site access point, it must be set back from the flow line of the street at least 35 feet or one design vehicle length, whichever is larger, and be approved by the City of Aurora's Fire and Life Safety department. Gating systems located within close proximity to public right-of-way (ROW) may also be assessed by the City of Aurora Traffic Manager or designee and could require a traffic analysis to determine the appropriate distance of gating system to said flow line of ROW. Where a gating system crosses a dedicated or designated fire access roadway please reference the Security Gates section of the latest edition of the International Fire Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the Fire Chief (designated Fire Chiefs representative).
- A separate building permit is required for the installation of any gating system that may obstruct fire department access to the internal areas of a site. Prior to construction please submit plans and specifications of your proposed gating system to the Aurora Building Division. If you have any questions please contact a Fire/Life Safety representative by calling 303-739-7420.

Noted, a knox box is provided with appropriate detail in the site plan

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***Handicap Accessibility Requirements:***

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

- [Commercial](#) **Noted, meet ADA standards**

***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. **Noted**

***Legend:***

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

***Loading and Unloading Areas:***

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

***Petroleum and Gas Line Easements:***

Please review either 49 CFR part 195, Transportation of Hazardous Liquids by Pipeline criteria or 49 CFR part 192, Transportation of Natural and Other Gas by Pipeline criteria to determine minimum distance criteria of a pipe line proximity of any private dwelling, industrial building, or place of public assembly in which persons work, congregate, or assemble. You can also gain assistance by obtaining a letter from the petroleum or gas line easement owner indicating the minimum distance they would allow the buried gas line and easement line to the proposed exterior wall. Submit this letter with your site plan amendment planning documents for recordation. **Noted**

***Phasing Plans:***

- The applicant has stated that this site and all structures will be completed in one phase of construction.

***Photometric Plan:***

- Add the following note to the Photometric Site Plan:  
ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015 INTERNATIONAL BUILDING CODE REQUIREMENT FROM SECTION 1006 - MEANS OF EGRESS ILLUMINATION. SECTION 1006. ILLUMINATION REQUIRED: THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING IS OCCUPIED. SECTION 1006.2 ILLUMINATION LEVEL. THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL NOT BE LESS THAN 1 FOOT-CANDLE (11 LUX) AT THE FLOOR LEVEL, AND CONTINUING TO THE "PUBLIC WAY". **Noted**
- Add the "accessible route" (heavy dashed line) to the photometric plan and verify minimum 1 foot-candle of illumination along its entire length. **Noted**

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

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

- [\(Plat Note\) If Plat Contains Fire Lane Easement](#) **Noted and added to site plan.**
- [\(Site Plan Note\) Access Control Gate or Barrier Systems](#)
- [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)

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- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)
  - This area is within a LDN noise mitigation area. (Influence) See Building and Zoning Code, Sec. 22-425.



- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Responder Radio Coverage](#) **Noted and added to site plan.**
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)
- [\(Site Plan Note\) Loading and Unloading Areas](#)
- [\(Site Plan Note\) Right of Way for Ingress and Egress of Emergency Vehicles](#)

**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. **Completed and on cover sheet**

**Special Design Considerations:**

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

- [Abutting Fire Lane or Public Access Easement to Property](#)
  - If an existing fire lane or public street has to be removed or relocated for any reason, the roadway must be replaced using the current fire lane specifications of the Public Works Department. **Noted**
- [Access to within 150 feet of Each Structure](#)
  - 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 structures may utilize a 200 foot reach criteria in place of the 150 foot standard requirement.
  - 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.
  - See the 2015 IFC, Section 503.1.1 that discusses fire access requirements to within 150’ of “facilities” such as your outdoor storage yard. **Noted**
- [Aerial Fire Apparatus Access Roads](#)
- [Fire Apparatus Access Road Specifications](#)
  - If an existing fire lane or public roadway has to be removed or relocated for any reason, the portion replaced must be in compliance with the current specifications of the Public Works Department.
- [Combined Fire Lane, Public Access and Utility Easements](#)

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- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [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](#)
- [Remoteness](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

**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.

**Real Property Division**

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

**Subdivision Plats:**

N/A

**Site Plans:**

A site plan will be required by the Planning Department. Real Property has items that need to appear on that site plan above and beyond what other departments may require. These items are listed on the Real Property [Site Plan Checklist](#).

**Separate Documents:**

- During the Pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions that may require a separate document. Following are the links to additional information if needed later in your formal review process:
  - [Dedications Packet](#)
  - [Easement Release](#)
  - [License Agreement Packet](#)
- If there are existing easements that are no longer needed, the City will require the developer to make application to the City to release those easements. Easement release documents must be prepared using Real Property specifications and are available in the [Easement Release Packet](#). Once complete and accurate easement release information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.



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- The developer may need to **dedicate new easements** and/or street right-of-way on the site. Since a new subdivision plat is not required, these dedications must be done by separate legal document. These legal documents must be prepared using Real Property specifications which are found in the [Dedications Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan. **Noted**
- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.) If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes 4-6 weeks to complete the process after submittal. The License Agreement must be completed before the site plan is recorded. **Noted**

Will be responded to when the construction plans are submitted.

## 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.*

### Civil Engineering Plans

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically.
- Use of the Batch Standards Checker Tool is requested for this project.
- 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.*

- Civil Construction Document Plan Set generally includes the following plans:
  - Stormwater Management Plan
  - Final Drainage Plan/Report
  - Final Grading Plan
  - Utility Plan and Profiles
  - Signing and Striping Plan
  - Street Lighting Plan

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

### 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:
    - Fixture Unit Table and Meter Sizing Tables
    - Water Service and Water Meter locations
    - Sanitary Sewer Service Lines
    - Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
  - Cross Connection Control Devices are required for:



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- Fire Service Lines
- Commercial and Domestic Water Service Lines.
- These devices are required to be located within the building or within a heated and drained vault after the water meter.

### ***Construction Stormwater Quality Requirements:***

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report may be required for this project if an acre or more of disturbance is anticipated (which includes equipment and material storage areas). See the latest revision of the [City of Aurora SWMP Manual](#) for more detailed requirements. A [CDPS](#) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- 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.

## **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.
- The Construction Documents shall include a Signing and Striping Plan 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.
- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from Smith Road or Tower Road or Airport Boulevard, via Uravan Street or 22<sup>nd</sup> Avenue and not through the adjacent residential neighborhood(s).

### **Engineering Division**

#### ***General Requirements:***

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Quality Control Plan (SWQCP) 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.

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- The SWQCP shall be developed by applying the permanent water quality “best management practices” described in Volume 3 of the USDCM. The SWQCP 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.
- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to a public way for access to the facilities. This easement shall be executed prior to the approval of the Civil Plans.
- An Inspection and Maintenance Plan (I and M Plan) shall be developed concurrently with the design of the permanent BMP’s and submitted with the final drainage plan and report for approval. See the 2010 [Storm Drainage Design & Technical Criteria](#) manual’s appendices for direction on preparing an I and M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted to the Water Department prior to issuance of a certificate of occupancy, or if no CO, then prior to approval of the Civil plans.
- The civil plans will not be approved until the preliminary drainage report is approved and the plat is ready for recordation.

***Roadway Design and Construction Specifications:***

- Roadway construction shall conform to the [“City’s Roadway Design and Construction Specifications”](#) latest
- 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.
- 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 Marshall) and the City Engineer.

<b>Building Plans</b>
-----------------------

**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.*

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*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.*

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

***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](#)
  - [Limited Plan Permits](#)
  - [Tenant Finish Permits](#)

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

- [Solar Photovoltaic Systems Commercial](#)

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

- Fire Alarm
  - Fire Sprinkler & Standpipe Systems
  - Gating Systems across Fire Apparatus Roads
  - Hazardous Materials Storage
  - High Piled Combustible Storage Checklist
  - Knox Box
  - Knox Box Rapid Entry
- 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)
    - Hazardous Materials
      - Where work is related to new construction, alteration or an addition to an existing building the Hazardous Materials Inventory Statement (HMIS) must be submitted with the construction drawings. This information is imperative to accurately determine the occupancy classification of the structure or space.
    - High-Piled Combustible Storage and Racking Systems
      - Where work is related to new construction, alteration or an addition to an existing building these storage systems can be submitted with the construction drawings.
  - The following types of IFC plan reviews and permits must be included with the building construction documents for the overall project. These systems include, but are not limited to:
    - Compressed Gases
    - Explosives
    - Flammable and Combustible Liquids

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- Hazardous Materials
- High-Piled Combustible Storage and Racking Systems

***Key Issue:***

- 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.

**Accessibility:**

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

**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](#)

**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.

**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.

**General Fire Protection System Requirements:**

Based on the information provided during the Pre-Application meeting the following fire protection systems are likely to be required for this structure:

- **Fire Alarm and Detection System** – 2015 IFC, Section 907.
- **Fire Sprinkler System** - 2015 IFC, Section 903.

**Geographic Design Criteria:**

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

**Occupancy Specific Building Code Requirements:**

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

- B Occupancy - A building or structure or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Building or tenant space used for assembly purposes by fewer than 50 persons may be considered a Group B occupancy.
- S-1 Occupancy - Moderate-hazard storage buildings occupied for storage uses that are not classified as Group S-2.
  - o To include S-1 Occupancy Repair Garages.

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- S-2 Occupancy - Low-hazard storage buildings used for storage of noncombustible materials such as products on wood pallets, or in paper cartons with or without single thickness divisions, or in paper wrappings. Such products may have a negligible amount of plastic trim such as knobs, handles or film wrapping.

**[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.

**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.

- Wet Tap Fees:
  - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.
- 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.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedule](#).

### 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 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.
- 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.

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- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - fire lanes
  - curbs, gutters, curb ramps, and sidewalks
  - sanitary sewer mains, including laterals to each lot line
  - storm drainage
  - detention and water quality facilities, including necessary structures
  - 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.

**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 meeting 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.

**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.

**Secondary Access Roadways during Construction:**

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





**City of Aurora**

Neighborhood Services  
15151 E Alameda Parkway  
Aurora, Colorado 80012  
Phone: 303-739-7280  
Fax: 303-739-7191  
[www.auroragov.org](http://www.auroragov.org)

**PRE-APPLICATION CONFERENCE**

TO: Mr. Brandon Becker  
FROM: Susan Barkman  
DATE: February 28, 2019  
SUBJECT: Airways 3  
LOCATION: 2353 Uravan Street

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](http://www.co.arapahoe.co.us) and [www.co.adams.co.us](http://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.



# Re: AIRWAYS 3 (#1350511)/Pre-Application Meeting held February 28, 2019

2353 Uravan Street

Report Ran On February 28, 2019

#	ORGANIZATION	CONTACT	PHONE
260	HOA OF SANDY CREEK	RHONDA HATTAR	(303)364-2515
4	KIRKEGAARD ACRES	RONKA16@YAHOO.COM TIM GREEN 17701 E 14TH DR AURORA CO 80011	(303)343-6613 (720)289-6560
67	LAREDO/HIGHLINE	TGREEN@ARCHCENTRIC.COM DUANE SENN 16732 E 8TH AVE AURORA CO 80011	(303)364-7368 (303)364-7570
272	MAJESTIC COMMERCENTER	DASENN@ME.COM RANDY HERTEL 20100 E 32ND PKY #150 AURORA CO 80011	(303)371-1400
13	NORFOLK GLEN	RHERTEL@MAJESTICREALTY.COM SHERRY STUMBAUGH 15804 E 17TH PL AURORA CO 80011	(303)364-4478 (123)456-7890
333	NORFOLK VILLAGE TH & NORFOLK PLACE OWNERS ASSOC	SSTUMBAUGH@FBX.COM KATRINA PACHECO 1313 W 121ST AVE WESTMINSTER CO 80234	(303)468-3686 Ext 3150
407	Prospect Vista Homeowners Association	KPacheco@ColoradoManagement.com RITA BERRY 18651 E 16TH PLACE AURORA CO 80011	(303)523-7964
36	TOWER TRIANGLE	RITABERRY@LIVE.COM CAL DAL-PONTE 20457 E BUCHANAN DR AURORA CO 80011 WILDWEASEL@MSN.COM	(720)317-5431

13-Norfolk Gen NBHD Assoc.  
 226-Aurora Gateway Business Assoc.  
 260-HOA of Sandy Creek, Inc.  
 272-Majestic Commercial Center  
 333-Norfolk Village Townhomes/Norfolk Place Owner's  
 36-Tower Triangle NBHD Assoc.  
 4-Kirkgaard Acres NBHD Assoc.  
 407-Prospect Vista HOA  
 67-Laredo Highline NBHD Assoc.  
 75-Friendly Village of Aurora NBHD

