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June 4, 2020

Beau Sisson - [BSisson@znhfoodsinc.com](mailto:BSisson@znhfoodsinc.com)  
Z&H Foods, Inc.  
455 E Fm 1382 (Beltline Rd)  
Cedar Hill, TX 75104

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

Dear Mr. Sisson:

I would like to take this opportunity to thank you for considering the City of Aurora for The Popeyes At Smoky Hill Crossing - Library Time 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:***

- ▶ **Use and Process:** The use you propose, a restaurant, is permitted by the Unified Development Ordinance (UDO). The accessory use of "drive through" requires a conditional use review by the Planning and Zoning Commission.
- ▶ **Associated Documents:** Your proposal must be in conformance with the approved "Smoky Hill Crossing" Master Plan and the Infrastructure Site Plan (ISP) which is still in process. The Master Plan includes design standards and guidance in addition to code, including a patio space requirement and enhanced architectural features facing Smoky Hill Road. The ISP outlines the permitted accesses from Smoky Hill Road and the internal drive alignment as well as public improvement obligations. In addition, the master studies for traffic, drainage, etc. will need to be adhered to.
- ▶ **Building Orientation and Site Design:** The design of drive-through facilities is limited in this zone district. As with other buildings, the code emphasizes the building's relationship to the public street. The code does not permit drive through lanes, pick up windows or order boards to be located between the building and the street. The proposed design would require "adjustments" that will be

reviewed by the Planning and Zoning Commission in conjunction with the Site Plan and Conditional Use. Adjustment requests should include a reason for the adjustment request and proposed mitigation. The mitigation approach should directly relate to the requirement being adjusted. In addition to mitigation, an adjustment request will attempt to minimize the quantity and extent of the adjustment requests. The use of an alternative drive-through configuration which does not require a drive-through lane and order boards between the building and Smoky Hill Road is highly encouraged.

- ▶ **Public Improvements:** The Master Plan and ISP have established the public improvements required for this development. Public Improvements identified in these documents shall be completed prior to the issuance of a Certificate of Occupancy.
- ▶ **Sanitary Sewer Outfall:** The sanitary sewer outfall will need to be constructed and initially accepted for maintenance by Aurora Water prior to the issuance of a Certificate of Occupancy.

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 303.739.7044 or [cdancy@auroragov.org](mailto:cdancy@auroragov.org).

Sincerely,



Cesarina Dancy  
Project Manager

cc: Todd Martin - [todd.martin@adams-engineering.com](mailto:todd.martin@adams-engineering.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 in conjunction with the Conditional Use Application is approved at a public hearing.
- A Subdivision Plat is not required at this time.

#### 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 letter 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 **Cesarina Dancy, 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  
Cesarina Dancy  
303.739.7044  
[cdancy@auroragov.org](mailto:cdancy@auroragov.org)

Megan Weikle  
303.739.7357  
[mweikle@auroragov.org](mailto:mweikle@auroragov.org)

#### Planning

Zoning and Plan Review  
Brandon Cammarata  
303.739.7251  
[bcammara@auroragov.org](mailto:bcammara@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  
Michelle Teller  
303.739.7437  
[mteller@auroragov.org](mailto:mteller@auroragov.org)

Forestry  
Jacque Chomiak  
303.739.7178  
[jchomiak@auroragov.org](mailto:jchomiak@auroragov.org)

#### 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

Mike Dean  
303.739.7447  
[mdean@auroragov.org](mailto:mdean@auroragov.org)

#### Real Property Division

Darren Akrie  
303.739.7331  
[dakrie@auroragov.org](mailto:dakrie@auroragov.org)

#### Neighborhood Services

Neighborhood Support  
Scott Campbell  
303.739.7441  
[scampbel@auroragov.org](mailto:scampbel@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:*

- ▶ Redesign drive-through configuration to comply with code.
  - Drive-through orientation has been altered and adjustments will be made to mitigate view of drive-thru lane and menu / order boards per conference call with City and developer on 2/25/2020. This will include implementing screening fiber along the bottom half of a proposed pedestrian handrail to be located along the top of wall associated with the proposed ADA switch-back system adjacent to the public sidewalk running adjacent to Smoky Hill Dr. The drive-thru bypass lane was eliminated per City request.
- ▶ Proposal needs to include patio with outdoor seating.
  - Patio with outdoor seating has been added.

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

- The property is zoned Mixed Use Corridor District (MU-C).
- The use proposed, restaurant, is permitted by the Unified Development Ordinance (UDO). The accessory use of “drive-through” requires a conditional use review by the Planning and Zoning Commission.

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

- As part of your application, the following land use processes will need to be made:
  - Site Plan
  - Conditional Use (Accessory, Drive Though Facility)
- The project will require a Planning Commission Public Hearing.
- The following applications, [manuals](#) and [design standards](#) may also be helpful in completing your application for submittal:
  - City of Aurora [CAD Data Submittal Standard](#)
  - [Landscape Reference Manual](#)
  - [Landscape Ordinance \[Chapter 146, Article 14\]](#)
  - [On-Line Application](#)
  - [On-line Application and Plan Submittal Guide](#)
  - [Site Plan Manual](#)
  - [Subdivision Plat Manual](#)
  - [Subdivision Plat Checklist](#)
  - Xeriscape Plant List (see [Landscape Reference Manual](#))
  - [Unified Development Ordinance \(UDO\)](#)
  - [Smoky Hill Crossing Master Plan \(FDP\)](#)

***Standards and Issues:***

**1. Zoning and Land Use Issues**

The master developer has recently completed the “Smoky Hill Crossing” Master Plan and is in the process of completing an Infrastructure Site Plan (ISP). The master plan includes design standards and guidance in addition to code, including a patio space requirement and enhanced architectural features facing Smoky Hill Road and patio spaces. The ISP outlines the permitted accesses from Smoky Hill Road and the internal drive alignment as well as public improvement obligations.

In the Unified Development Ordinance (UDO), the “drive through” is a Conditional Use and requires a public hearing at Planning Commission. The Planning Commission will make a determination on the Conditional Use based on the UDO criteria in Section 146-5.4.3.A.3 as follows: (a) The application complies with the applicable standards in this UDO, other adopted City regulations (including but not limited to any use-specific standards for the proposed conditional use in Section 146-3.3), any approved Master Plan that includes the property, and any conditions specifically applied to development of the property by the Planning and Zoning Commission or City Council in a prior decision affecting the property; (b) The application is consistent with the Comprehensive Plan; (c) The size, scale, height, density, multi-modal traffic impacts, and hours of operation of the proposed use are compatible with existing and planned uses in the surrounding area; (d) The proposed use will not change the predominant character of the surrounding area; (e) The City's existing infrastructure and public improvements, including but not limited to its street, trail, and sidewalk systems, have adequate capacity to serve the proposed development, and any burdens on those systems have been mitigated to the degree practicable; and (f) The application demonstrates that the change in zoning will not create significant dislocations of tenants or occupants of the property, or that any impacts are outweighed by other public benefits or progress toward other Comprehensive Plan goals that would be achieved by approval of the application. (g) The application mitigates any adverse impacts on the surrounding area to the degree practicable.

Design Standards for “Drive-Throughs” are primarily in UDO Sections 146-3.3.6.O and 146-4.6.7. Any adjustments proposed with the drive-through or any other zoning regulations will be evaluated accordance with the adjustment criteria in UDO Section 5.4.4.D as well as meeting the standards and design intent of the Smoky Hill Crossing Master Plan.

**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. Along Smoky Hill Road a 10-foot wide detached sidewalk and minimum 10-foot wide landscaped tree lawn. Internal access roads require a minimum 5.5-foot wide sidewalk and 8-foot wide tree lawn.

**3. Environmental Issues**

The City of Aurora has no environmental records on this site. As our records may be incomplete, please contact the Environmental Health Division of the Tri-County Health Department at 303.220.9200, and the Colorado Department of Public Health and Environment (CDPHE) at 303.692.2000 for more information.

**4. Site Design Issues**

*4A. Building Orientation:*

The building is required to have a primary entrance onto the public sidewalk or onto a common area such as the required patio space. Four-sided architecture requires the use of features used on the front of the building to be used on all four sides; this includes fenestration, architectural details, and design elements.

**The common patio space has been incorporated.**

*4B. On-Site Vehicular and Pedestrian Circulation:*

The sidewalk along the internal drive is required to be detached unless there is a retaining wall in that location. The permitted sidewalk sections are described on the Infrastructure Site Plan. The design will also limit access to the pad sites to the interior drive. The nearby development of Forest Trace south of Smoky Hill Road and east of E-470 is a good example of how the internal drive needs to be configured.

The design of drive-through facilities is limited in this zone district. As with other buildings, the code emphasizes the building's relationship to the public street. The code does not permit drive-through lanes, pick up windows or order boards to be located between the building and the street. The proposed design would require "adjustments" that will be reviewed by the Planning and Zoning Commission in conjunction with the Site Plan and Conditional Use. Adjustment requests should include a reason for the adjustment request and proposed mitigation. The mitigation approach should directly relate to the requirement being adjusted. In addition to mitigation, an adjustment request will attempt to minimize the quantity and extent of the adjustment requests. The use of an alternative drive-through configuration which does not require a drive-through lane and order boards between the building and Smoky Hill Road is highly encouraged.

**Drive-through orientation has been altered and adjustments will be made to mitigate view of drive-thru lane and menu / order boards per conference call with City and developer on 2/25/2020. This will include implementing screening fiber along the bottom half of a proposed pedestrian rail to be located along the top of wall associated with the proposed ADA switch-back system adjacent to the public sidewalk running adjacent to Smoky Hill Dr. The drive-thru bypass lane was eliminated per City request.**

Your proposal should include direct sidewalk connections to the public sidewalk along Smoky Hill Road and the internal drive.

**Direct sidewalk connections have been made to both sidewalks.**

*4C. On-Site Amenities and Use of Open Space:*

An outdoor patio space will be a required amenity. Typically, this is a single patio space approximately 10% of the building footprint. On this site, the patio space should be situated to take advantage of the views to the south. The detail of the patio should include the following: (1) enhanced concrete treatment typically colored concrete and decorative scoring patterns; (2) pedestrian-scaled lighting such as bollard lighting in pedestrian areas; (3) formalized landscaping as the border of the patio and seat walls and raised planters within the patio space; and (4) site furniture. The patios should be coordinated with the building functionality to allow access to the space. Transformers and similar mechanicals should not be included in patio spaces.

**The common patio space has been incorporated.**

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

*4D. Parking:*

The amount of parking proposed exceeds the minimum requirements. The UDO requires four spaces per 1,000 square feet. For a 2,300 square foot building the minimum requirement is ten spaces, plus drive through queuing requirements (UDO 4.6.7). Parking areas above 125% of the minimum should utilize alternative permeable materials.

**22 parking spaces are proposed.**

*4E. Site Lighting:*

Show typical details of lighting on the plan and/or building elevations.

**Photometric plan and lighting cut sheets are included in the Site Plan Application.**

In general, sidewalks, internal pedestrian paths, and bicycle paths shall be lit with full cutoff lighting fixtures no more than 16 feet tall and providing consistent illumination of at least one foot-candle on the walking surface. On-site streets and parking areas shall be lit with full cutoff type lighting fixtures no more than 25 feet tall. Fixtures shall be of a downcast type.

**Photometric plan and lighting cut sheets are included in the Site Plan Application.**

The Master Plan includes the style of pedestrian-scaled lighting to use. This lighting must be included along pedestrian sidewalk connections, patio spaces, and along access drives. These fixtures should match those utilized throughout the master planned site.

**Photometric plan and lighting cut sheets are included in the Site Plan Application.**

**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 in the recently approved Smoky Hill Crossing Framework Development Plan (FDP), the Smoky Hill CSP and Plat and the Unified Development Code (UDO). The UDO effective date was September 21, 2019 and can be found online by clicking this link: [Unified Development Ordinance](#). The landscape comments provided herein are based upon these documents and specifically Section 146-4.7 Landscape, Water Conservation, Stormwater Management within the UDO as well as 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 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.

- **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.

**A Landscape Plan has been submitted with the Site Plan Application.**

Landscape plans submitted during the Development Application/Site Plan submittal process must be prepared on 24” x 36” sheets and have plant symbols, plant labels with quantities, and

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

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.

- **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.

**B. Smoky Hill Crossing FDP**

Landscaping shall be provided in accordance with the standards outlined in the FDP. Landscaping standards not addressed by the FDP shall default to the new Unified Development Ordinance. If there should be a conflict between the FDP and UDO, the most restrictive requirements shall govern. The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within the FDP. The applicant is responsible for reviewing this document and determining all applicable landscape conditions.

- Landscaping shall be provided at a ratio of 1 tree and 10 shrubs per 40 linear feet along arterial roads and shall serve as a buffer for commercial developments. Additional dense landscaping is required to screen drive-throughs that face an arterial road. Utilizing only landscaping as a screen is not permitted; a low wall with landscaping along the exterior side. Drive-throughs however, are not permitted between the building and road with the adoption of the new UDO. Refer to Section 146-4.7.5 M. 6. Drive-Through Screening Adjacent to Street Frontages.
- A minimum of 1 tree and 10 shrubs per 20 lineal feet is required along local roads.
- A minimum 15' wide landscape buffer is required along Smoky Hill Road that is inclusive of a buffer reduction feature as identified within the UDO.
- A minimum of one patio space is required along with landscaping and seating. A minimum of one canopy shade tree as well as enhanced concrete scoring.

**C. Smoky Hill Crossing CSP and Plat**

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

- The CSP includes landscaping that is to be installed by the applicant developing this parcel. Due to utility conflicts, street trees have been located outside of the curbside landscape area and adjacent to the back of walk. In addition, the curbside landscape i.e. area between face of curb and back of walk (formerly tree lawn) is to be installed by the applicant. Specific plantings have already been approved as part of this CSP.
- Connections to a plaza amenity that spans both Lots 3 and Lot 4 shall be included with the site plan submission.

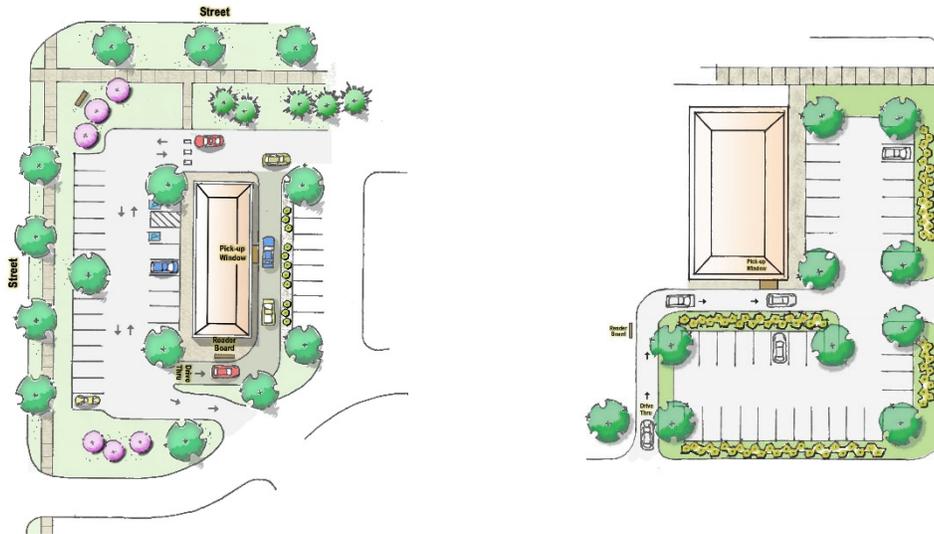
**D. Section 146-4.7 Landscape, Water Conservation, Stormwater Management Requirements**

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.

- **Drive-Through Screening Adjacent to Street Frontages:** Drive through lanes fronting streets are not ideal nor permitted with the Unified Development Code. Mitigation measures should be provided to offset the negative impacts associated with noise from idling cars, reader boards and headlight glare. Should a drive through business be proposed adjacent to Smoky Hill Road, the drive through shall be located internal to the site and shall not face the street frontage. A wall between 42"- 48" in height similar in color and materials and aesthetic theming as the main building shall be provided to mitigate noise and minimize visual impacts associate with signs, speakers and to screen drive through aisles, stacking lanes and service areas. Landscaping shall

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

be provided along the exterior side of the wall and may be located within any required buffer setbacks. Required plantings may count towards any required street frontage buffer landscaping. Refer to Section 146-4.7.5 M. 6. Drive-Through Screening Adjacent to Street Frontages. See examples below for potential drive through options.



- **Curbside Landscaping:** Provide one street tree per 40 lineal feet of street frontage along Smoky Hill Road. Refer to Section 146-4.7.5 Required Landscaping (C) Curbside Landscaping 2. a. Also refer to the above mentioned CSP and Plat document currently under review for specific landscape requirements.
- **Street Frontage Landscape Buffer:** Provide a buffer in accordance with the FDP requirements as noted above.
- **Building Perimeter Landscaping:** 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 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 146-4.7.5 J. Building Perimeter Landscaping.

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.

- **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 Section 146-4.7.5 K. Street frontage landscape buffers may be combined with the parking lot screening requirements to satisfy both if the two requirements should overlap. City staff will determine whether the overlap exists once

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

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.

Screening shall consist of a berm between 3'- 4' 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 3'- 4' tall planted in a double row at 3 feet on center in a triangular pattern or;
- b. A decorative masonry wall between 3'- 4' tall in combination with landscaping.

Shrubs must reach a height of 3' at maturity and at least 50% of the shrub material shall be flowering species. Large shade and evergreen tree species and/or small tree or large shrub species shall be used as accents throughout the screen planting in conjunction with buffer and street frontage plantings to offset the horizontal lines of a typical shrub bed. Ornamental grasses are not permitted to screen parking lots.

Also 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 15 parking spaces are permitted in a row without a landscape island. All parking rows shall be provided with a terminal landscaped island. Landscaping shall consist of one deciduous canopy tree and six shrubs per 9'x19' island and 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. Refer to Section 146-4.7.5 K.

- **Special Landscape Requirements at 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. Refer to Section 146-4.7.5 L. Site Entryways and Intersections.
- **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. Refer to Section 146-4.7.8 B. 2.b.
- **Detention Pond and Water Quality Measures:** To meet water quality objectives, 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.



**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

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

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 146-4.7.3 M. Detention and Water Quality Ponds

E. **Irrigation.** Refer to Section 146-4.7.3 C. Irrigation. Developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the City Water Department 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.

## **6. Architectural and Urban Design**

### *6A. Design Standards:*

Section 146-4.8 of the Zoning Code establishes building design standards applied to various types of building proposals, and Table 4.8-1 below outlines the building design categories in the code. Building elevations will need to be included as part of the site plan and should call out dimensions, exterior finishes, and color schemes. We will also ask for the 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.

**Colored elevations have been submitted with the Site Plan Application.**

To meet code, staff suggests that buildings incorporate material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs, and changes in parapet height to improve the façade. Ground floor designs should provide visual interest. Use changes in the wall planes, both horizontally and vertically, 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.

The table below outlines the categories of building design standards in code. The approved Smoky Hill Crossing Master Plan includes design themes to be implemented with the building design of all buildings. The Smoky Hill Crossing Master Plan also includes building design standards for facades facing Smoky Hill Road and other design standards and principles to incorporate.

**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.
<b>General building design standards</b>						
Design variety	✓					
Distribution of masonry and architectural features	✓					
Windows	✓					
Building orientation and spacing			✓	✓	✓	✓
<b>Massing and articulation</b>						
Horizontal articulation		✓	✓	✓	✓	✓
Vertical articulation	✓		✓		✓	✓ [1]
Maximum building length			✓	✓	✓	✓
<b>Building materials</b>						
Primary building materials	✓		✓	✓	✓	✓
Masonry standards		✓	✓			
<b>Four-sided building design</b>						
Façade character elements			✓	✓	✓	✓
Entry design			✓	✓	✓	✓
<b>Roof design</b>						
Roof materials	✓		✓	✓	✓	✓
Roof form	✓		✓	✓	✓	✓
<b>Screening of mechanical equipment</b>						
Rooftop equipment	✓		✓	✓	✓	✓
Ground-mounted equipment	✓		✓	✓	✓	✓
Garbage storage areas			✓	✓	✓	✓

Notes:

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

6B. *Screening of Mechanicals and Dumpsters:*

Code section 146-4.8.11 states the requirements for mechanical equipment on the building or the site. Please show the location of any rooftop or ground mechanical equipment and vents greater than eight inches in diameter on the elevation drawings. All such equipment must be screened. Use drawings and notes to explain how this will be accomplished. Screening may be done either with an extended parapet wall or a freestanding screen. In either case, the screening must be at least as high as the equipment it hides.

7. **Signage**

The Smoky Hill Crossing Master Plan includes specific standards for signage including reverse copy or inline lettering. The Master Plan requirements are in addition to the sign standards in UDO Section 146-4.10.

The proposed monument sign has been designed to adhere to the Master Plan requirements.

8. **Adjustments**

If you decide to request any adjustments, you must clearly list them in your *Letter of Introduction* and justify them according to the criteria listed in Section 5.4.4.D of the UDO. You must also list them on the cover sheet of your Site Plan or other drawings on which they occur. Adjustments

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

requests must include the reason a standard cannot be met and proposed mitigation to specifically address the regulation being adjusted.

**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.

**10. New CAD Standards**

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

***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.

***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 Scott Campbell. He 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.

**[Parks, Recreation & Open Space Department \(PROS\)](#)**

**Forestry Division**

This site is subject to the Black Forest Ordinance. The Tree Protection Plan (TPP) has been finalized. We will need the tree mitigation fee paid before any grading can occur on this site. Once payment is made, construction can begin. However, the TPP must be followed. If there are any questions regarding trees that may be impacted, but are shown on the plan to be preserved, you must contact Forestry, Becky Lamphear, for permission to impact.

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

**Plan Approval**

- The TPP must be followed during development activities.
- Please be aware that the neighbors in this area of Aurora are very sensitive to the surrounding trees during development. Forestry regularly receives calls from neighbors when development begins, and trees are removed.
- The TPP will be recorded at the County level once it is approved. This is binding on the property owner, and the owner's heirs, successors, and assigns.
- The penalties set forth, if the plan is not followed and trees are injured or removed, include imprisonment not to exceed one year or fined an amount not to exceed one thousand dollars, or both.

**Ash Trees Prohibited**

- Due to the invasive Emerald Ash Borer that has been infesting trees along the Front Range, all species of Ash are prohibited from planting within the City of Aurora – please be sure that your Landscape Architect is aware of this new requirement.

**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:***

- ▶ A certificate of occupancy will be withheld until the sanitary sewer outfall is constructed and initially accepted for maintenance by Aurora Water.
- ▶ A Fixture Unit Table is required to size the domestic meter.
- ▶ A [domestic allocation agreement](#) will be required starting in 2019 for connections 2” and larger.

***Utility Services Available:***

- Water service may be provided from: proposed 8-inch PVC water main in private drive south of area of interest.
- Sanitary sewer service may be provided from: proposed 8-inch PVC sewer main in private drive south of area of interest.
- The project is located on Map Page 24T.

***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.

**Existing and proposed utilities are shown on the Utility Plan.**

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

- 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:***

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project.
- The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#).

**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 of Conformance is required. See below for additional information. A Master Traffic Impact Study (MTIS) is under review with the master development. Ensure the MTIS has been approved prior to submission.  
**A Traffic Letter of Conformance has been submitted directly to Brianna Medema and as part of the Site Plan Application.**
- ▶ Site circulation as proposed is problematic. East access shall be both entrance & exit or physically limited to be constrained to a single lane entrance. West access is acceptable as exit only.  
**The site layout has been revised accordingly. Two (2) accesses are proposed at the southern portion of the site to connect the proposed Popeyes to the private internal drive planned for the overall Smoky Hill Crossing Development. Refer to Appendix B for the proposed Popeyes Site Plan. The East access will provide both entrance and exit to and from the proposed Popeyes. The West access is an exit only and solely serves the drive-thru traffic.**
- ▶ Review retaining wall vs clear zone on Smoky Hill Road. If warranted, this development would be responsible for guardrail.  
**A pedestrian handrail with screening fabric is proposed to be located along the top of wall associated with the proposed ADA switch-back system adjacent to the public sidewalk running adjacent to Smoky Hill Dr.**
- ▶ Placement of trash enclosure is problematic for visibility of vehicles exiting the site, relocate to an alternate location.  
**The trash enclosure has been relocated to be attached to the building and is screened with screening walls on each side.**
- Show all adjacent and opposing access points on the Site Plan.
- Label the access movements on the Site Plan.  
**Access movement are illustrated with traffic arrows.**
- 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](#)

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

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](#).

Sight triangles have been added to the site plan.

**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'**

This note has been added to the landscape plan.

**ROW/Plat:**

- Designate a Public Access Easement along private roadways if not previous dedicated by master developer.  
A utility and public access easement is shown on the Smoky Hill Crossing Subdivision Filing No. 1 Final Plat.
- A private cross-access agreement is recommended for maintenance and snow removal. The developer is responsible for establishing this agreement with the adjacent property owner.

**Improvements:**

- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Add the following note to the Site Plan:
  - 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.
- Show the installation, by developer, "Right Turn Only"/"Do Not Enter" signs at appropriate location(s). Signs shall be installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards.
- 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 and Conformance to the Master Traffic Impact Study.
  - Site Circulation Plan
  - Queuing analysis including a comparison of the development proposal to the recommended Design Queues as presented in ITE Summer 2012, Drive-Through Queue Generation, 1<sup>st</sup> Edition by Mike Spack, P.E., PTOE. For Fast Food restaurants, this is 240 feet or 12 vehicles. Ensure recommended queue is outside of fire lanes or any off-site access.

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.

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

- Based on our review of the Traffic Letter of Conformance, additional improvements may be required. **A Traffic Letter of Conformance has been submitted directly to Brianna Medema and as part of the Site Plan Application.**

**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 shall be completed according to the Public Improvement Plan and the Infrastructure Site Plan.
- ▶ A preliminary drainage letter shall be submitted with the site plan in conformance with the approved Master Drainage Study/Preliminary Drainage report. Detention and water quality are provided offsite, and this site shall connect to the storm infrastructure.  
**A Preliminary Drainage letter has been submitted with the Site Plan Application.**

***Improvements:***

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

- Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed grading of the curb ramps.
- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required, and the curb return radii shall be labeled on the plan.
- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18.
- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or hand rails may be required.
- 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.

***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.
  - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
  - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
  - Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

***Drainage:***

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

- A preliminary drainage letter may be submitted in lieu of a preliminary drainage study. It should state the approved drainage patterns will not be altered and the imperviousness will not change from the approved drainage study covering this development. The letter shall include calculations for onsite improvements, compare peak flows to the previously approved report, and include any relevant sheets from said report. A drainage plan sized no larger than 11" x 17", shall be included, as well as a comparison of the proposed drainage plan to the previously approved plan, with the proposed area highlighted. Additional information may be requested from the reviewing engineer to ensure adequate analysis. It will need to be signed and stamped by a Professional Engineer licensed in the State of Colorado. The letter shall be submitted to Engineering at the time of the Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the letter. The site plan will not be approved until the preliminary drainage letter is approved.

**A Preliminary Drainage letter has been submitted with the Site Plan Application.**

- Detention of storm drainage is provided offsite per the master drainage study.
- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.
- A storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.  
**The proposed Popeyes development includes grate inlets and an underground storm sewer network to be connected to the proposed 18" storm stub to be provided by the developer.**
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.  
**Storm sewer has been extended through the site.**

**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.

**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](#).

***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.

- [Fire Lane Sign Detail](#)

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

- 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.
- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)
- [Street Standards and Street Section Details](#)

***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 are 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.

***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 The existing fire lane easements within the site are enough, no additional fire lane easement is being required internally within this site. Please show and label existing fire lane easements within this site on the site plan submitted to the Planning Department.

***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.

- Based on the proximity of the structure to existing fire hydrants, Fire/Life Safety is not asking for additional fire hydrants to support this site. Please show and label existing fire hydrants abutting this site on the site plan submitted to the Planning Department and Civil Plans submitted to Public Works.

***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:

***Handicap Accessibility Requirements:***

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

- [Commercial](#)

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

**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.

**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.

**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.

**Photometric Plan:**

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

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

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

- [\(Plat Note\) If Plat does not contain a Dedicated Fire Lane Easement](#)
- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) 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.

**Special Design Considerations:**

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

- [Abutting Fire Lane or Public Access Easement to Property](#)
  - If an existing fire lane or public street must be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.
- [Access to within 150 feet of Each Structure](#)
  - 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

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

allowed by code. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.

- [Fire Apparatus Access Road Specifications](#)
  - 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.
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [Public Street Systems Adjacent to Site](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [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:***

- 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.
- 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](#)

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

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

## 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

➤ *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:
    - Fire Service Lines

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

- 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 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.
- 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, laneage, 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 is 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 Smoky Hill Rd 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 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.
- 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.

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

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

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

- 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.

**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.*

*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](#)

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

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

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

- Fire Alarm
- Fire Sprinkler & Standpipe Systems
- Knox Box

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

- Knox Box Rapid Entry
- Wet and Dry Chemical Hood Suppression 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:

- **Commercial Cooking Hood Suppression System** - 2015 IFC, Section 904.
- **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.

- A-2 Occupancy - Assembly uses intended for food and/or drink consumption.
- 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.

**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

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

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.

**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.

**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.

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

- 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
  - 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.

**Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**



**City of Aurora**

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

**PRE-APPLICATION CONFERENCE**

TO: Beau Sisson  
FROM: Scott Campbell  
DATE: Thursday, January 30, 2020  
SUBJECT: Popeyes at Smoky Hill Crossing  
LOCATION: 6311 S Yellowstone Ct

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 Count 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: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020**

6311 S Yellowstone Ct

Report Ran On Thursday, January 30, 2020

#	ORGANIZATION	CONTACT	PHONE
403	Creekside at Saddle Rock	MARIA CASTUERA 7430 E CALEY AVENUE STE 12 CENTENNIAL CO 80111	3125
		MCASTUERA@COLORADOMANAGEMENT.COM	
366	FIELDSTONE @ TALLYN'S REACH	JOE SCHNURR 23791 E GLASGOW PLACE AURORA CO 80016	(303)513-3500
		JSCHNURR5@COMCAST.NET	
368	Homestead at Saddlerock East Association	CYLINDA WALKER 27 INVERNESS DRIVE EAST ENGLEWOOD CO 80112	(303)369-1800
		CYLINDA@WESTWINDMANAGEMENT.COM	
402	Saddle Ridge Golf Course Homes	TINA HARRISON 2140 S HOLLY ST DENVER CO 80222	(303)733-1121
		TINAHARRISON@ACCUINC.COM	
387	SADDLE ROCK EAST MASTER HOA	TEDDY BENDER 4950 S YOSEMITE STREET F2 GREENWOOD VI CO	(303)459-4919
		TEDDY@SAMMGT.COM	
432	Saddle Rock South Authority	Jennifer Gruber Tanaka 2154 E. Commons Ave. Ste 200 Centennial, CO 80122	(303)858-1800
		jtanaka@wbapc.com	
336	STAR PASS AT SADDLE ROCK	LINDA O'DAY 1313 W 121ST AVENUE WESTMINSTER, CO 80234	(303)730-2220 Ext 3152
		LODAY@COLORADOMANAGEMENT.COM	
339	TALLYN'S REACH COMMUNITY GROUP	BRIAN CRANDALL 7540 S EATON PARK WAY AURORA CO 80016	(303)419-6123
		BCSIGF@GMAIL.COM	

Re: Popeyes At Smoky Hill Crossing - Library Time (#1432437)/Pre-Application Meeting held January 30, 2020

- 202-Saddle Rock HOA
- 205-Parkborough HOA
- 314-Saddle Rock North HOA
- 332-Moon Shadow at Saddle Rock
- 335-The Falls at Saddle Rock
- 336-Star Pass at Saddle Rock
- 339-Tallyns Reach Community Group
- 366-Fielstone @ Tallyn's Reach
- 368-Homestead @ Saddle Rock East
- 378-Shadow Creek HOA
- 387-Saddle Rock East Master HOA
- 402-Saddle Ridge Golf Course Homes
- 403-Creekside at Saddle Rock
- 432-Saddle Rock South Authority

