

Response to Pre-Application Meeting Notes

Re: 570 Potomac Street Retail (#1380080)

Dear Planning Commission,

We are pleased to introduce to you our proposed Site Plan for 570 Potomac Street. We are planning a 6000 GSF single story building with access from Potomac street. The building will house (4) take-away restaurants and one office space. Parking will be on the front and on the side of the building, encompassing 18 parking spots. Bicycle racks are provided at the Northwest corner, and trees are placed throughout.

In response to the letter from the Office of Development Assistance dated July 12, 2019, we will address the issues noted.

1. Zoning and Land Use Issues. *Pedestrian, public transportation and car traffic all enter on the West.*
2. Traffic and Street Layout Issues. *The current access easement will be vacated and re-dedicated to a 23'-0" Fire Lane and Public Access easement.*
3. Site Design Issues.
 - 3A. Building Orientation. *The building has been mirrored, from the original layout, to allow greater visibility and interaction from Potomac street. The Fire Lane to the North and the Landscape Buffer and easements to the South are all respected. Safe and convenient access for inventory and other services is provided.*
 - 3B. Pedestrian Circulation. *An accessible route has been provided from the proposed building to the public right-of-way and around the building.*
 - 3C. On-Site Vehicular Circulation. *Cross access to adjacent properties has been provided. Pedestrian and bicycle circulation have been separated to minimize conflicts with vehicular circulation.*
 - 3D. Parking. *On-site parking has been provided at a 300 sf to one spot for a total of 20 spaces. That number was reduced by 15% (3 spots) because there is a bus stop within ¼ mile of the shops to total 17 spots, + 1 ADA spot (18 total).*
 - 3E. Site Lighting. *Lighting will be on the building, with one parking lot light. See photometric plan.*

4. Landscape Design Issues.

A. General Landscape Plan Comments. *Tables have been provided for code compliance.*

- *Landscape Plan Preparation has been noted.*
- *PDF creation Process has been noted.*
- *Sight Triangles have been provided.*

B. Article 14 Landscape Ordinance Requirements.

- *Standard Right-of-Way Landscaping. One shade/street tree per linear foot min of street frontage along Potomac Street has been respected.*
- *Landscape Street Buffers. A 15' wide landscape street frontage buffer along Potomac Street has been provided. One tree and 10 shrubs have been provided.*
- *Non-Street Frontage Buffers. A 14'-0" wide Non-Street Frontage Buffer has been placed along the South side of the building. Trees may not be planted in the buffer because of the 10' utility easement – shrubs will be planted instead.*
- *Parking Lot Landscaping and Screening. A Plant coverage Table for parking islands has been provided.*
- *Service Areas and Trash Enclosures. A combination of plant material has been provided along the building perimeter.*
- *Detention, Retention and Water Quality Ponds. Detention, Retention and Water Quality Ponds have not been used. Water Quality Capture Volume (WQCV) will be addressed via on-site hydrodynamic separator. Entire site stormwater will be collected, treated, and discharged into the municipal storm sewer system within Potomac Street.*
- *Irrigation. Automatic irrigation systems will be provided.*

5. Architectural and Urban Design.

5A. Design Standards.

- *Site Plans call out dimensions, exterior finishes and color schemes. Color and material samples will be provided.*
- *Material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs, and changes in parapet height have been employed to improve the façade and create an inviting and attractive street presence.*
- *Clerestory windows on the South side of the building have been used to avoid a "back of house" look.*

5B. Screening of Rooftop Mechanicals. *Rooftop screening has been provided.*

6. Signage. *We are asking for an adjustment for our sign. It will be 8' long, no more than 8' high and placed 4 feet back from the property line – 15.37' back from the curb. There is nowhere else to put it. Wall signs have been shown on the elevations.*
7. Adjustments. *We are asking that the landscape buffer requirement on the North side of the building be removed. The current right of way, and subsequent Fire Lane need this space.*
8. Mineral Rights Notification Requirements. *Mineral Rights Affidavit has been provided.*
9. New CAD Standards. *New standards have been observed for the plans.*
10. Aurora Water.
 - 10A. Key Issues.
 - Fixture unit table. *Fixture unit table to be provided.*
 - Water meters. *Provided in landscaped area.*
 - Domestic Allocation Agreement. *Provided for connections 2" and larger.*
 - 10B. Utility Services Available.
 - Water Service. *Provided from the 8" CIP in Potomac St.*
 - Sanitary Sewer. *Provided from the 8" PVC in Potomac St*
 - 10C. Utility Service Requirements.
 - Existing and proposed utilities shown on plan.
 - Public/Private Mains
 - Service lines
 - **Water Meters**
 - Fire Suppression Lines
 - Fire Hydrants
 - Grease Interceptors
 - Sand/Oil Interceptors
 - Utility connections required to be bores
 - Design Criteria found in Section 5 respected
 - 10D. Utility Development Fees
 - Storm Drainage Development fee provided
 - Water Transmission Development Fee and Sanitary Sewer Interceptor Fee provided as Water Connection Fee
 - Utility Fees provided
11. Public Works Dept.
 - 11A. Key Issues:
 - Traffic Letter. *Traffic Letter will be supplied.*

- Southern Access Point. *Southern access point will be closed.*
- Right-in/Right-out. *Traffic will be right-in and right-out only.*
- Sight Triangles. *Landscaping shall be restricted to less than 26-inches tall. Street trees shall be set back from all signs. Site triangles shown on plan.*

11B. ROW/Plat.

- Public Access Easement coincides with the Fire Lane.
- Cross-access agreement pursued with adjacent property owner.

11C. Improvements.

- Existing street names will be shown on Site Plan. No stop sign is proposed at access to Potomac St. Note will be added to Site Plan to follow MUTCD and City Standards.
- Right Turn Only sign at access to Potomac St. will be installed. No “Do Not Enter” sign is proposed.
- Signing and striping requirements of public street not determined. No proposed public street signing or striping shown on Site Plan. Please advise on requirements, as needed.
- Traffic letter will be prepared to include Trip Generation from site, Site Circulation Plan, and an analysis of pedestrian connectivity/trail system/crossing locations. (Letter shall be sent directly to Brianna Medema at bmedema@auroragov.org as well as be included with the City review submittal)

12. Engineering Division

12A. Improvements:

- One curb-ramp is proposed within the development from the ADA parking area to storefronts.
- Standard driveway detail S7.4 is proposed for access from Potomac Street. City to advise on alternative driveway design, as needed. Number of parking stalls to be less than 20.
- Proposed grading adjacent to Potomac St to be flatter than 3:1; Pedestrian Bicycle Railings are seemingly not necessary.
- Retaining walls are shown on the southeast portion of the site next to parking area with max height of 12”. Neither guard rails nor hand rails are seemingly necessary; City to advise otherwise.
- Proposed driveway entrance will slope towards Potomac St at less than 4.0%

12B. ROW/Easements/Plat

- Coordination of easements will occur with the Real Property Division of Public Works, as needed.

12C. Drainage

- A Preliminary Drainage Plan and Report will be provided.
- No detention facility is planned for this project. Detention and water quality has been analyzed and addressed in the Preliminary Drainage Report. Water Quality is proposed to be handled by a hydrodynamic separator as shown in the Preliminary Drainage Report.
- Stormwater is proposed to be retained on-site and captured in a storm sewer system as shown on the drainage and utility plans. No on-site stormwater is proposed to flow over the sidewalk adjacent to Potomac St. Sidewalk chases are not proposed.
- The public storm sewer system will be tied-into as shown on the utility plan.
- An area inlet, and two curb inlets are proposed to capture stormwater before treatment in a hydrodynamic separator and discharge into the public storm sewer system.

13. Fire/Life Safety – Building Division

13A. Addressing Requirements:

- Addressing requirements to be adhered to by owner

13B. Adopted Codes by the City of Aurora – Setbacks

- Setbacks are adhered to as shown on the plans

13C. Civil Plans

- Fire lane sign on post proposed on north side of fire lane. Fire Lane sign mounted to building proposed on south side of fire lane.
- Proposed fire lane longitudinal slope less than 10%. Proposed fire lane transverse slope shall be between 2% and 4%. See Grading Plan.
- Proposed running slopes of walking surfaces less than 5%. Proposed cross-slopes of walking surfaces less than 2%. See Grading Plan.
- Proposed ADA parking stall sign mounted to building.
- All proposed signage and striping shown on Civil Site Plan.
- Fire Dept. signature line will be added to appropriate sheets.

13D. Emergency Responder Radio Coverage

- Emergency Responder Radio Coverage (ERRC) requirements to be adhered to by owner.

13E. Fire Department Access

- Proposed 23' fire lane and access easement will be requested

13F. Fire Hydrants

- Existing fire hydrant labeled on plans. No proposed fire hydrants are shown.

13G. Fire Sprinkled Structured

- A fire suppression sprinkler system is proposed

13H. Handicap Accessibility Requirements

- ADA accessibility is proposed
- 13I. Knox Hardware:
- Understood, please advise project Owner as necessary
- 13J. Legend:
- Legend is included
- 13K. Loading and Unloading Areas:
- Not provided.
- 13L. Motor Fuel Dispensing Sites:
- Dispensing & delivery of motor fuel not proposed for this site.
- 13M. Photometric Plan:
- Sheets Photo 1 and Photo 2
- 13N. Site Plan, Civil Plan, Framework and General Development Plan and Plat Notes:
- Notes to be added to plan set
- 13O. Site Plan Data Block
- Data block included on plans
- 13P. Special Design Considerations
- Special considerations are shown on Site Plan, Plat, and Civil Plans.
- 13Q. Trash Enclosure
- Trash enclosure is located in the NE corner of the site, away from structures
- 13R. Site Plans
- Real Property Site Plan checklist is adhered to
- 13S. Separate Documents
- City to advise; it is assumed separate documents are needed to show new fire lane & access easements, and remove old access easement
- 13T. Off-site easement dedications and other
- City to advise; it is assumed off-site easements ARE NOT required
 - City to advise; it is assumed easement release document(s) ARE needed
 - City to advise; it is assumed License Agreement(s) ARE NOT required