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July 15, 2021

Ariana Muca, Planner I
Planning and Development Services
City of Aurora
15151 E. Alameda Parkway, 5th Floor
Aurora, CO 80012

RE: **Initial Review Letter – King Soopers Fuel + Wells Fargo Drive-Thru ATM
(#1523063)/Pre-Application Meeting held March 11, 2021 – Pre-Application Comment
Response**

Dear Ms. Muca:

Please find below our responses to the Pre-Application comments for the King Soopers Fueling Station + Wells Fargo ATM Site Plan proposal. To facilitate your review, we have included the original comments in italicized font and have provided our responses in ***bold and italics***.

Standards and Issues:

1. Zoning and Placetype

1A. Zoning

The purpose of the MU-C zone district is to provide retail goods and services to satisfy the household and personal needs of the residents of nearby residential neighborhoods, those traveling on adjacent collector and arterial corridors, and to allow for higher intensity general business and service activities. The district should be located and designed to allow for access by pedestrians, bicyclists, and public transportation in addition to automobiles. In Subarea A, the MU-C district is intended to promote sustainable infill redevelopment of older commercial sites, while mitigating the impacts of redevelopment on surrounding areas.

RESPONSE: Noted, thank you.

1B. Aurora Places – Comprehensive Plan

The site is located within the Commercial Hub Placetype of the Aurora Places Comprehensive Plan. Commercial Hubs are critical to the future economic and fiscal health of the city. This placetype primarily contains uses that provide goods and services to nearby Established and Emerging Neighborhoods but can also serve other placetypes in the area. The placetype is characterized by shopping centers and areas that provide a cluster of compatible businesses. It may be located along the city's corridors, often at the intersection of two arterial streets. The Commercial Hub's primary uses are retail, commercial service, and restaurant therefore the proposed fueling station is compatible with the placetype designation.

RESPONSE: Noted, thank you.

1C. Overlay Districts - Havana Street Overlay District (UDO Section 2.6.7)

Demolition and new construction triggers Condition 1 of the Havana Street Overlay district. Condition 1 requires a 10' wide detached sidewalk with a ten-foot separation from back of curb that includes curbside landscaping and street trees along South Havana Street, and a landscape buffer behind the sidewalk per the Landscaping comments below. If a ground monument sign is proposed, please consider working with the Havana Business Improvement District to install "On-Havana" place-making markers at the base of the sign. This signage does not count against the total square-footage for the property. Additionally, the Havana Business Improvement District partners with the City of Aurora through a program called Art 2C to provide public art. You may consider providing space on your frontage to exhibit a sculpture or other art piece. This area would have to be within a dedicated easement including a concrete pad to place the art. Please identify your interest in providing this space and staff can coordinate with the district.

RESPONSE: Noted, thank you.

2. Land Use

2A. Historic Land Use

The parcel is currently occupied by Wells Fargo free-standing bank. This building will be demolished for construction of the new fueling station.

RESPONSE: Noted, thank you.

2B. Conditional Use

The proposed use is subject to two Conditional Use approvals for the use of a fueling station and extended hours of operation, according to Sections 146-3.2 and 146-3.3. Approval criteria can be found in Section 146-5.4.3.A, and generally involve compatibility of the proposed use with existing and planned uses, traffic generation, use of architectural and landscape features to mitigate negative impacts, and several other topics. As part of

the application, please submit a Letter of Introduction with an Operations Plan that introduces the project and justifies the Conditional Use request by specifically responding to the Criteria of Approval. The Planning and Zoning Commission will consider the ability of the proposal to meet these criteria in their evaluation of the proposal.

RESPONSE: Please reference the Letter of Introduction included in this submittal for a detailed response to the Criteria of Approval for the Conditional Use Permit request.

3. Development Standards

3A. Dimensional Standards

Section 3.3.5.OO.9.a requires the fueling canopy to be set back behind a building. Since only a small kiosk is proposed, this kiosk should front and be located close to South Havana Street. Additionally, per UDO Section 146-4.8.5.2.d, if a building is located on a corner lot, it shall be oriented to each street by placing the building close to the required landscape buffer setback line. Each primary structure shall be arranged so that the primary façade entry orients towards and provides direct pedestrian access to a street, plaza or pedestrian way. Buildings shall be designed to be “double-fronted”, where one entrance faces the parking lot and another faces South Havana Street. Please see the elevations and site plan example below from a similar King Soopers fueling station proposal at The Point at Nine Mile. A low screen wall between the canopy and both streets would be expected in order to screen the fueling canopy and associated traffic from the street and to minimize headlight glare onto the street.

RESPONSE: During a pre-application meeting held for this project, there was a concern with the building (pay kiosk) orientation. The initial site layout for the subject property presented in the pre-application meeting showed the employee kiosk facing South, oriented towards E. Idaho Place. Per the pre-application meeting notes, City Staff requested that we re-work the site layout in order to comply as much as feasible with the UDO.

After further discussion with Ariana Muca and Heather Lamboy, it was determined that flipping the orientation of the kiosk to be closer to E. Idaho Place, positioning the kiosk between E. Idaho Place and the fueling canopy, would bring the site layout into substantial conformance with the UDO requirements

3B. Common Space and Amenities

The incorporation of on-site amenities is required for all commercial developments and considered an important mitigation tool for the Conditional Use. Typically, this condition is met with an outdoor seating area or patio adjacent to the building. This space, if provided, shall be connected to any pedestrian walkways throughout the site and have access to sidewalks within the right-of-way. If this amenity is not proposed, a pedestrian path from the detached sidewalk on South Havana Street is still required to access the front main entrance of the building for handicap accessibility and required pedestrian access to a public right-of-way.

RESPONSE: An ADA accessible pedestrian path is provided from S. Havana Street along E. Idaho Place to the kiosk.

3C. Access and Connectivity

Safe, well-connected pedestrian networks must be included in the site design. The site design will have to balance the need for vehicle circulation and higher traffic volumes associated with a fueling station. Please include internal pedestrian connectivity between the fueling stations and the kiosk station. Pedestrian networks should be physically separated from vehicle traffic via grade changes, decorative

pavement, landscaping, walls, or other design features, and should connect the building to the parking areas, adjacent sites, and to the public way. The submittal should address the circulation plan and operations plan associated with delivery times on the site and access to South Havana Street.

RESPONSE: A striped landscape path has been noted from the parking area to the kiosk. The sidewalks along the south and east sides of the property are separated from adjacent roadways and the site drive aisles by landscape buffers.

3D. Parking, Loading, and Stacking

Off-street parking is required by Section 146-4.6. Fueling Stations require 3 spaces per 1,000 gfa; parking requirements can be calculated using the square footage of the small employee kiosk therefore parking requirements will be minimal. Bicycle spaces must comply with Section 146- 4.6.3.F.2 including providing a design that includes 2 points of contact with each bicycle. Each inverted “U” rack counts as two bicycle parking spaces. Place any bicycle parking in a convenient, paved, and well-lit location.

RESPONSE: The proposed kiosk is 245 SF GFA, so one parking space is required. One standard and one van accessible ADA space have been provided, along with an inverted “U” bike rack.

Section 146-4.6.5 details requirements for the design and placement of parking areas. Generally, parking areas should be located and designed to provide for adequate vehicle circulation, safe pedestrian connections, screening from adjacent sites and streets, and to avoid abutting significant stretches of adjacent streets. If parking is shared with the existing shopping center, please state in your introduction letter.

RESPONSE: Parking has been provided on the east side of the fuel canopy.

3E. Landscape, Water Conservation, Stormwater Management

General Landscape Plan Comments:

This proposal includes the removal of an existing building to reconfigure the parking lot, add a new building with fueling canopy and gas pumps, as well as the addition of two drive up automatic teller machines. Compliance with current landscape standards is necessary. The landscape comments provided are based upon the following ordinance sections: 146-4.7.5 Q. Landscape Requirements for Redeveloping Sites with Existing Development, 146-2.6.7 Havana Overlay District and 146- 4.7 Landscape, Water Conservation, Stormwater Management. In addition, additional plan preparation and note requirements can be found in the Landscape Reference Manual available online. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comments.

RESPONSE: Noted, thank you.

Section 146-2.6.7 Havana Overlay District

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

The subject property must adhere to Condition 1 which states that projects comply with the Havana Overlay landscape standards. Condition 1 requirements occur whenever existing buildings are demolished and are cleared away and include the installation of a curbside landscape area, detached walk and a landscape buffer. Refer to Figure 2.6-1.

Streetscape

Provide a 10' wide curbside landscape area and 10' detached sidewalk with one street tree

per 40 linear feet within the curbside landscape area along Havana Street. A sidewalk is required along E. Idaho Place. Street trees shall be provided along both street frontages at a ratio of one tree per 40 linear feet.

RESPONSE: The streetscape areas along S. Havana Street and E. Idaho Place have been designed to comply with these requirements.

Landscape Street Frontage Buffer

In addition to the curbside landscaping as noted above, install a nine-foot wide landscape buffer as measured inward from the back of sidewalk. Provide two tree equivalents per 40 linear feet of buffer length. An exception to the buffer depth is permitted when either a 2.5' high masonry wall or a 2.5' high continuous landscape hedge is provided. The buffer depth can then be reduced to 5' in width. Staff will support the reduction of the buffer depth from 9' to 5' as long as either a wall or double row of shrubs are provided in the 5' buffer area. This is applicable to both the Havana Street Frontage and the E. Idaho Place Frontage. All proposed plant material along Havana Street must comply with the Havana Street Overlay District Plant List. Your Case Manager may provide you with the plant list.

RESPONSE: The streetscape areas along S. Havana Street and E. Idaho Place have been designed to comply with these requirements.

Section 146-4.7 Landscape, Water Conservation, Stormwater Management

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

Section 146-4.7.5. E.2 Non-Street Perimeter Buffers

A 10' wide non-street perimeter buffer is required along the northern and western property boundary lines adjacent to the existing commercial developments. A reduction in the buffer width to five feet is permitted in accordance with Table 4.7-2 Required Landscape Buffer Widths and Allowed Reductions. The buffer shall consist of one tree and 5 shrubs per 40 linear feet of property boundary with 30% of the tree species being evergreen. Given the western property line is split down the middle of the existing access drive for the bank and is with the adjoining property to the west, the applicant should request an adjustment for this buffer which will be supported by staff.

RESPONSE: A landscape buffer in excess of 10' has been provided along the north property line. We are requesting an adjustment for the western property line buffer since there is an existing shared access drive that straddles the west property line.

Section 146-4.7.8 B. 2.b. (Service, Loading, Storage and Trash Area Screening)

All trash dumpsters and recycling bins must be enclosed and setback at least 12 feet from adjacent properties with residential or commercial uses. Service areas visible from streets or residences shall be screened by fences, walls, landscaping, berms or any combination of items. Fencing and wall screening shall be accompanied by landscaping on the exterior side to soften the appearance of the wall and/or fence. Evergreen plantings are required along the exterior.

RESPONSE: A masonry trash enclosure has been provided near the southeast corner of the fuel canopy. A screen wall has been proposed along the face of the parking stalls to prevent headlight glare onto S. Havana Street.

Section 146-4.7.5 L. Site Entryways and Intersections

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

seasons and may be associated with any proposed signage.

RESPONSE: Distinctive landscape features have been provided at the site entrance and ATM drive-thru entrance.

Section 146-4.7.3.C. Irrigation

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation, tap fees, the City Water Dept. will require that the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at 303.326.8819 in Aurora Water regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

RESPONSE: Noted, thank you.

3F. Building Design Standards

Because there is only a small employee kiosk planned for the site and no main building to be utilized by customers like a typical convenience store, the fueling canopy and kiosk will be reviewed for general architectural requirements detailed in Section 146-4.8.6 and 146-4.8.7 such as masonry standards and other applicable standards regarding materials and colors. The fueling canopy design should match that of the kiosk. The design should utilize incentive features as set forth in the Motor Vehicle Fuel Dispensing Station guidelines (Section 146-3.5.OO.9) The kiosk should have four-sided design, which can include changes in material and/or colors.

RESPONSE: The kiosk has been designed with four-sided architectural treatment. Reference the elevations for details.

3G. Exterior Lighting

Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the plan and on canopy and kiosk elevations. A photometric analysis will be required to be submitted with the Site Plan set.

RESPONSE: A photometric plan is included in the Site Plan set.

3H. Signs

Section 146-4.10 governs signage standards. Please review this section for complete details. Show the location of any monument signs on the plans and indicate the location of wall-mounted signs on the building elevations.

RESPONSE: The sign locations are reflected on the elevation sheet and site plan sheet.

4. Adjustments

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

RESPONSE: No adjustments are requested at this time.

5. Submittal Reminders

5A. CAD Data Submittal Standards

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

RESPONSE: A CAD package will be provided prior to final mylar submission.

5B. PDF Requirements

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

RESPONSE: All AutoCAD SHX text items have been turned off in each pdf. In addition, all PDFs have been flattened and layers removed.

5C. Mineral Rights Notification

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

RESPONSE: The Mineral Rights Affidavit is included in this submittal.

Oil and Gas Development

We have reviewed the area of your development. There are no known plugged and abandoned (P&A) wells within your site and no existing or planned oil and gas surface facilities on your site. There may be existing underground pipelines in right-of-way/s. If you have questions or concerns about this, the Oil & Gas Division can assist with providing additional information. Should you have any questions about oil and gas development, please reach out to Jeffrey Moore, Manager of the Oil & Gas Division.

RESPONSE: Noted, thank you.

Parks, Recreation & Open Space Department (PROS)

Forestry Division

There are trees on this property that will be impacted by development. The proposal provided will impact most/all trees on the site, and tree mitigation could be substantial. Forestry has included a list of consulting arborists in the event the applicant would like to determine mitigation costs ahead of time.

Tree Mitigation Requirements

Trees on site that are 4" or greater in caliper that will be impacted by development require tree preservation or mitigation. The intention of the Tree Preservation Policy is to preserve trees that are in good condition and of high value during the process of development. Mitigation for trees removed from the property can be accomplished by trees being planted back onto the site through the landscape plan, payment made into the Tree Planting Fund, or a combination of the two. If trees are planted on the site, the mitigation requirement is an inch-for-inch

replacement. This is in addition to the regular landscape requirements. For example, if a 10" tree is removed, 10 caliper inches must be replaced back onto the site. The use of tree equivalents is not acceptable for tree mitigation.

RESPONSE: Thank you. We will work to try and preserve trees where feasible and work with the City on mitigation efforts, where required.

Forestry's Role in Site Plan Review

When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors. If there is interest in determining mitigation requirements before your submittal, there is the option of hiring a consulting arborist; a list can be obtained from Forestry upon request. Forestry would require a meeting with the arborist selected to make sure that we agree on the appraisal.

Name	Company	Address	Phone
David Merrima	Arbor Scape	5044 S. Youngfield Court Morrison, CO	303-795-2381
Keith Worley	Forestreet Development, LLC	7377 Osage Rd, Larkspur, CO 80118	303.681.2492
Robert Brudenel	The Natural Way, Inc.	1952 W Dartmouth Ave Englewood, CO	303.347.0988
Scott Grimes	Colorado Tree	coloradotreeconsultants@yahoo.c	303-720-8170
Stefan Ringgenber	Boulder Tree and Landscape	7289 Petursdale Court Boulder, CO 80301	303.530.0640
Steve Geist	SavATree	8585 E Warren Ave, Denver, CO 80231	303.306.3144

Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site. If a Consulting Arborist is hired, this information will be supplied by them. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan.

Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at:

<https://www.auroragov.org/cms/one.aspx?pagelId=16394080>

RESPONSE: We will work with Forestry Staff on tree preservation and mitigation efforts, as required.

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.

RESPONSE: Noted, thank you.

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:

No structures within utility easements.

Existing 1-inch meter can be used. Fixture unit table is required to ensure the meter is properly sized for the proposed use.

RESPONSE: Noted, the existing tap and curb stop will be reused. The water meter must be relocated due to the required sidewalk along E. Idaho Place.

Water meter is to be in a landscaped area. It is to be in a pocket easement if it is not within the public Right-Of-Way.

RESPONSE: The water meter is shown in a landscape area.

Site plans are to show the service alignment to ensure that no structures are on top of the service line.

RESPONSE: Understood.

SWMP is required for demo and construction of the new building.

RESPONSE: Understood, this will be provided with the civil construction plans at a later point.

Water quality and detention is required.

RESPONSE: Based on subsequent conversations with Aurora Water and Public Works the existing regional pond shall be utilized for this site.

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

RESPONSE: Understood, no connections 2" or larger are proposed.

Utility Services Available:

Water service may be provided from: Existing service

Sanitary sewer service may be provided from: Existing service

Project is located on the following Map Page: 11B

RESPONSE: Noted.

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

- Sand/Oil Interceptors are required for vehicle maintenance facilities

- All utility connections in the arterial roadway are required to be bores.

RESPONSE: All utilities have been shown on Sheet 3 of the Site Plan.

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](#).

RESPONSE: Noted, thank you.

Public Works Department

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

Key Issues:

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

Traffic Signal Escrow applies to this development. Traffic Signal Escrow is due prior to issuance of any building permit. See below for information regarding work that has been completed.

RESPONSE: Noted, thank you.

Traffic Signal Easement may be required on the corner of Idaho Place & Havana Street if not previously dedicated.

RESPONSE: The traffic signal and equipment are currently located within City right-of-way. Please advise.

Access on a curve is a challenge. Based on existing geometry and proximity to Havana Street, the city will allow this access at this location to be right-in, entrance only.

RESPONSE: Noted, the intent is for this access point to be entry only for drive-up ATM usage.

Havana Street is a state highway. Approval and access permits will need to be obtained from the Colorado Department of Transportation (CDOT). Please contact *Marilyn Cross* at CDOT, phone number 303.512.4266. Developers/applicants are encouraged to contact CDOT early on in the review process to determine the feasibility of the proposed access and any specific CDOT requirements. In order to insure CDOT will allow access as shown, provide a letter from CDOT indicating they have reviewed the proposed access(es). **This letter must be received 10 days prior to the Planning Commission hearing.**

RESPONSE: Noted, thank you.

- Construction should only occur after obtaining the State Highway Access permits and the Notice to Proceed from CDOT. State Highway Access permitting is a two-step process. First obtaining the access permit and then obtaining the Notice to Proceed with the construction documents, Certificate of Insurance, and Traffic Control Plan. Having approval from Aurora for construction of the store did not mean you had approval for

construction of the accesses in the State Highway right-of-way.

RESPONSE: *Noted, thank you.*

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

RESPONSE: *Nearby access points have been shown.*

Label the access movements on the Site Plan. Western/main access may be full movement, eastern/atm access shall be permitted as a right-in only.

RESPONSE: *The access movements have been labeled.*

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

RESPONSE: *Sight distance triangles have been shown.*

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'

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 not to the Site Plan:

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

RESPONSE: *Stop signs have been proposed at the access points.*

ROW/Plat:

Designate a Public Access Easement along shared access point (ATM and fueling).

RESPONSE: *There is an existing public access easement along the shared drive aisle on the west side of the site.*

A traffic signal easement shall be required at the intersection of Idaho Pl and Havana St to accommodate the proposed traffic signal pole, underground conduits, pull boxes and signal control cabinet.

RESPONSE: *The traffic signal and equipment are currently located within City right-of-way. Please advise.*

Traffic Signal Escrow:

The developer is responsible for recently completed signal modifications at the intersection of Idaho Place and Havana Street, per the Traffic Signal Escrow Ordinance, 5-year look back based on date of November 22, 2016. Add the following note to the Site Plan indicating this commitment. The traffic signal payment shall be received prior to issuance of a building permit.

- **(Applicant/owner name, address, phone) shall be responsible for payment of**

\$66,265.35 of the installation costs for the intersection of Idaho Pl and Havana St. Pursuant to Traffic Signal Escrow Ordinance, the percentage of the traffic signalization costs identified above shall be paid to the city by the applicant / owner, prior to the issuance of a building permit for the related development or as otherwise required by city code. The value above is the actual cost the City paid to upgrade the signal, within the look-back period.

RESPONSE: Please provided additional information on the Traffic Signal Escrow Ordinance as it relates to this specific intersection. Additionally, please provide backup as to how the \$66,265.35 was calculated. Please also clarify the “percentage of the traffic signalization costs” that needs to be paid by the Owner.

Traffic Impact Study:

A Traffic Impact Study will be required for this site which will include addressing the following specific items:

- 1) Existing, buildout and 2040 average daily traffic counts.
 - a) The city can provide some historic count data, but the city has also taken pre-post COVID19 count data that can support scaling of counts taken during this time. Coordinate via email, with *Brianna Medema* on this item.
- 2) Site Circulation Plan (fuel delivery turning template)
- 3) Include detailed analysis of (LOS, queuing: 95 percentile & CDOT SHAC):
 - a) All site access points
 - b) Intersection of Idaho Place & Havana Street
- 4) Queuing analysis including a comparison of the development proposal to the recommended Design Queues as presented in ITE Summer 2012, Drive-Through Queue Generation, 1st Edition by Mike Spack, P.E., PTOE. If the project does not meet the recommendations below include an analysis showing the queuing storage provided meets the demand.
 - a) For coffee shops, this is 260 feet or 13 vehicles.
 - b) For fast food restaurants, this is 240 feet or 12 vehicles.
 - c) For banks, this is 160 feet or 8 vehicles. (for entire site, not each ITM)
 - d) For car washes, this is 140 feet or 7 vehicles.
- 5) Discussion of the application of elements from the Traffic Calming Toolbox and countermeasures applicable from the FHA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations (July 2018) to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox include: Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane. Details of Enhanced Crosswalk, compact roundabout, speed cushions and chicane may be made available if requested.

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

Submitting the Traffic Study:

- The Traffic Study shall be sent directly to *Brianna Medema* [at bmedema@auroragov.org](mailto:bmedema@auroragov.org) as soon as possible.
- The Traffic Study shall also be uploaded with the rest of the submittal.
- Previously approved Traffic Impact Studies/Letters are available through this [link](#).

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

RESPONSE: TIS Provided as requested.

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 for this development include a 10' detached sidewalk on Havana Street and a 5.5' detached sidewalk on Idaho Place. Curb ramps shall be updated at the existing access point and at the intersection of Havana Street and Idaho Place.

RESPONSE: Sidewalks meeting these requirements have been shown.

A preliminary drainage report shall be submitted with the site plan. Detention and water quality are required. There is an existing retention pond to the west of the site that was designed to accept flows from this site, but if it will continue to be used the pond will be required to be updated and additional offsite improvements will be required in order to get flows to the pond. A new drainage easement, new pond certificate, and Inspection and Maintenance Plan (I&M) are required. Or new on-site facilities can be utilized to provide the required detention and water quality.

RESPONSE: A Preliminary Drainage Plan and Report has been provided for review.

Previously approved plans and reports can be found on the city's website. Instructions can be found

here: [Getting to Engineering Documents Online](#). Older documents can be provided upon request.

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.

RESPONSE: Curb ramps meeting Aurora standards have been shown on the plans.

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.

RESPONSE: Noted, radiused curb returns have been provided.

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.

RESPONSE: No such scenario exists with this proposed development.

Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or handrails may be required.

RESPONSE: No retaining walls are proposed.

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.

RESPONSE: Noted, the proposed grading design meets these criteria.

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.

RESPONSE: Understood.

Drainage:

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

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

RESPONSE: A Preliminary Drainage Plan and Report has been provided for review.

The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with MHFD and the city shall be initiated in such case at the master plan level or as soon as determined with any proposed development.

RESPONSE: No MHFD improvements are proposed adjacent to this development.

Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Mile High Flood District (MHFD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the web portal. Public Works Engineering will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.

RESPONSE: Understood.

Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.

RESPONSE: Based on subsequent conversations with Aurora Water and Public Works the existing regional pond shall be utilized for this site.

Release rate for the detention pond shall be based upon the [“Storm Drainage Design and Technical Criteria”](#) Manual, latest revision.

RESPONSE: *Based on subsequent conversations with Aurora Water and Public Works the existing regional pond shall be utilized for this site.*

Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.

RESPONSE: *Noted, the design complies with this requirement.*

A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.

RESPONSE: *Based on subsequent conversations with Aurora Water and Public Works no storm sewer is proposed on-site.*

Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.

RESPONSE: *Based on subsequent conversations with Aurora Water and Public Works no storm sewer is proposed on-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.

RESPONSE: *Noted, thank you.*

Addressing Requirements:

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

RESPONSE: *Noted, thank you.*

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](#).

The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2017 NEC. Our next code adoption cycle will be for the 2021 International Code Series.

RESPONSE: *Noted, thank you.*

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

- 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

RESPONSE: *The items listed shall be included within the Civil Plan package.*

Emergency Responder Radio Coverage:

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

Based on the size of the proposed structure(s), Fire/Life Safety is not asking for a radio assessment unless the site is reconfigured to utilize larger structures at time of submittal.

RESPONSE: *Noted, thank you.*

Fire Department Access:

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

There is an existing fire lane easement within the site. With revising this site, the existing fire lane easement will need to be brought into current fire lane specifications in order to support fire apparatus.

RESPONSE: *Noted, thank you.*

Fire Lane Easement

- The existing fire lane easements within the site are sufficient, 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.

RESPONSE: *Noted, thank you. The existing easements have been shown and labeled on the Site Plan.*

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 site to existing fire hydrants, Fire/Life Safety is not asking for additional fire hydrants. 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.

RESPONSE: *Noted, thank you.*

Accessibility Requirements:

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

Commercial

RESPONSE: *Noted, thank you.*

Knox Hardware:

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

RESPONSE: Noted, thank you.

Legend:

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

RESPONSE: A site legend has been included for clarity.

Motor Fuel Dispensing Sites:

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

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

RESPONSE: Underground fuel storage tanks have been shown and labeled.

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.

RESPONSE: This note has been added to the photometric plan. The accessible path of travel has been shown.

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

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

[\(Plat Note\) If Plat Contains Fire Lane Easement](#)

[\(Site Plan Note\) Accessibility Note for Commercial Projects](#)

[\(Site Plan Note\) Addressing](#)

[\(Site Plan Note\) Americans with Disabilities Act](#)

[\(Site Plan Note\) Emergency Ingress and Egress](#)

[\(Site Plan Note\) 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.

[Access to within 150 feet of Each Structure](#)

[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](#)

[Dead-end Fire Apparatus Access Roadways](#)

[Encroachment into Emergency Access or Fire Lane Easements are Prohibited Grade](#)

[Labeling of Easements on the Site Plan, Plat and Civil Plans](#)

[No Parking is allowed within a Fire Lane Easement](#)

[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.

RESPONSE: A masonry trash enclosure has been shown near the southeast corner of the fuel canopy to comply with this requirement.

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](#).

RESPONSE: Noted, thank you.

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 which will require a separate document. Following are the links to additional information if needed later in your formal review process:

- [Dedications Packet](#)

- [Easement Release](#)

- [License Agreement Packet](#)

RESPONSE: *Noted, thank you.*

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

If there are existing easements that are no longer needed, the city will require the developer to make application to the city to release those easements. Easement release documents must be prepared using Real Property specifications and are available in the [Easement Release Packet](#). Once complete and accurate easement release information is submitted to Real Property, it takes about **8-10 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.

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 **8-10 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.

No portion of any roofed structure or footers may encroach into any easement. However, the city will allow certain items to encroach in easements such as fences, gates, retaining walls, monument signs, etc. as long as they do not interfere with the use of the easement. If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes **8-10 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.

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

RESPONSE: *Noted, thank you.*