

June 10, 2021

Dan Garneau - [Dan.Garneau@kumandgo.com](mailto:Dan.Garneau@kumandgo.com) Kum & Go  
1459 Grand Avenue Des Moines, IA 50309

**Re: Kum & Go C-Store and Fueling (#1542614)/Pre-Application Meeting held May 27, 2021**

Dear Mr. Garneau:

I would like to take this opportunity to thank you for considering the City of Aurora for the Kum & Go C-Store and Fueling 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:***

► **Rezoning:** This application includes two land uses: 1) a Motor Vehicle Fuel Dispensing Station and 2) a 24-hour convenience store; both uses are not permitted by the current R-2 Zoning District. If the property is rezoned from R-2 Residential to the MU-C Zoning District, both land uses would be allowed pending Conditional Use approval. As a result, this proposal will be reviewed by the Planning Department using the standards of the MU-C Zoning District. A rezone request will require approval at a public hearing before the Planning and Zoning Commission and The City Council.

**EES Response: Acknowledged.**

► **Conditional Use Approval:** Two (2) separate Conditional Use Applications are required for the operation of a Motor Vehicle Fuel Dispensing Station and to allow 24-hour operation of the convenience store and the fuel dispensing. Please submit a Letter of Introduction and Operations Plan to justify the request for approval of these Conditional Uses. The Conditional Uses will require approval at a public hearing before the Planning and Zoning Commission and can be processed simultaneously with a rezone request.

**EES Response: Acknowledged.**

► **Building Orientation:** The site design needs to be altered so that the convenience store building fronts E. Mississippi Avenue, with the fuel canopy placed either behind or south of the store. Please provide a pedestrian entrance to the building making it accessible from E. Mississippi Avenue.

**EES Response: The site plan has been adjusted to place the convenience store fronting E. Mississippi Avenue.**

► **Receptacle Screening:** There is a residential use abutting the west side of the property. All

trash dumpsters and recycling bins must be enclosed and setback at least 12 feet from adjacent properties when adjacent to residential or commercial uses.

EES Response: Trask receptacle has been placed on the east side of the building to screen it from the residential property to the west. Additional screening will be provided along Mississippi to screen it from the north side as well.

▶ **Common Space:** On-site amenities are required for all commercial developments. Outdoor space shall be provided on-site at a ratio of at least five percent of the building footprint. Please review pages eight and nine for further information.

EES Response: The building square footage is 5,620, a patio of approximately 450 has been provided to the east of the building.

▶ **Design Standards:** You are required to meet the building design standards of the MU-C Zoning District for building form, massing, ground floor articulation and materials and colors. New buildings shall implement building and roof articulation methods to avoid long, flat walls and provide visual interest in architecture. Please review page 13 for further information.

EES Response: Acknowledged, the building will follow the Aurora design standards.

▶ **Aurora Water:** There is an existing 24” storm line which runs north along the west property line. A 16’ utility easement is required. The water and sewer connections in E. Mississippi Avenue are required to be bored.

EES Response: a 16’ utility easement for the existing 24” storm will be provided. All utility connections within E. Mississippi Avenue will be bored.

▶ **Utility Coordination:** Aurora Water is planning to improve the storm sewer in Kenton Way later this year and the street will be closed to install the box culverts. Please coordinate with Aurora Water on the street closure as you prepare for the installation of your project’s utilities.

EES Response: All work will be coordinated with Aurora Water.

▶ **Traffic:** The proposed access onto E. Mississippi Avenue does not meet the minimum spacing criteria of 300’ between intersections and adjacent access points. It is recommended that access to this site be achieved via Kenton Way or via the noted cross-access shown in the exhibit for access to Joliet Street. In addition, the proposed the southern-most access point onto Kenton Way does not align with the existing access drive located across Kenton Way to the east. These access points must be aligned, or laterally offset by a minimum of 75’ to avoid left-turn conflicts.

EES Response: Acknowledged.

▶ **Engineering:** Public improvements for this project include the following:

- E. Mississippi Avenue – 10’ detached sidewalk, update existing curb ramps to meet current standards (including offsite ramps at stop control)
- Kenton Way – 5.5’ detached sidewalk, streetlights, updated curb ramp
- Arizona Place – 5.5’ detached sidewalk, streetlights, updated curb ramp

EES Response: Acknowledged, all public improvements have been proposed and were clarified

closely with Kelly Bish and Daunte Rushton at the city.

► **Fire/Life Safety:** Based on the structure's proximity to existing fire hydrants, no additional fire hydrants are needed. On the site plan submitted to the Planning Department and the Civil Plans submitted to Public Works, please show and label the existing fire hydrants that abut the property. Also, please show and label the location of the underground fuel storage tanks accompanied with the gallon size and type of fuel being stored.

**EES Response: Acknowledged, existing hydrants have been identified within the site plan.**

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

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7588 or [drushton@auroragov.org](mailto:drushton@auroragov.org).

Sincerely,



Daunte Rushton Project Manager

cc: Michael Drago - [michael.drago@ees.us.com](mailto:michael.drago@ees.us.com)  
15151 E. Alameda Parkway, Suite 5200 • Aurora, Colorado 80012 • [City of Aurora](http://CityofAurora.com)

## 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, Rezone and Conditional Uses are approved at a public hearing.
- A Subdivision Plat is approved administratively during the same time line.

### Step II - Construction Document Phase

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

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

- **Building Plans:** (construction plans for structures)
- Usually reviewed after Planning decision is made.

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

<b>Step III - Construction Phase</b>
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**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 **Daunte Rushton, 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  
 Daunte Rushton  
 303.7588  
[drushton@auroragov.org](mailto:drushton@auroragov.org)  
 Thelma Gutierrez  
 303.739.7352

**Aurora Water**  
 Steven Dekoskie  
 303.739.7490  
[sdekoski@auroragov.org](mailto:sdekoski@auroragov.org)  
**Public Works** Carl Harline  
 303.739.7584  
[charline@auroragov.org](mailto:charline@auroragov.org)

**Housing and Community Services**  
 Neighborhood Support  
 Scott Campbell  
 303.739.7441  
[scampbel@auroragov.org](mailto:scampbel@auroragov.org)  
**Oil and Gas**

**Planning**

Zoning and Plan  
Review Rashid  
Rabbaa 303.739.7450  
[rrabbaa@auroragov.org](mailto:rrabbaa@auroragov.org)

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

**Parks, Recreation &  
Open Space** Planning

Design and  
Construction *Not  
represented at meeting*

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)

## STEP I – PLANNING PHASE

### Planning and Development Services Department

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

#### **Key Issues:**

- ▶ Re-zoning (Zoning Map Amendment) required from R-2 Residential - Medium Density zone district to Mixed Use - Corridor (MU-C) zone district

*EES Response: A zoning map amendment has been provided as part of this submittal.*

- ▶ Amenity/Common Space

*EES Response: An approximate 450 sq. ft. patio area has been provided on the plans east of the building.*

- ▶ Building Orientation and Location – the building needs to have direct frontage to along Mississippi Avenue.

*EES Response: Frontage is provided along Mississippi Avenue.*

#### **Project Overview:**

- Zoning: R-2 Medium-Density Residential District
- Character Area: Subarea A
- Proposed Uses: Gas Station (Fuel Dispensing Station) and 24-hours Convenience Store
- Permitted Uses: Not Permitted. The proposed uses, a new fuel dispensing station and convenience store, are not permitted by the current zoning in the R-2 District. If the subject property is rezoned to Mixed Use - Corridor (MU-C) zone district, the proposed fuel dispensing station would be permitted with two Conditional Use approvals. Therefore, the proposal is subject to a Rezoning (Zoning Map Amendment) from R-2 Residential - Medium Density zone district to Mixed Use - Corridor (MU-C) zone district.
- The Rezoning (Zoning Map Amendment) will be examined against the Rezoning criteria and Aurora Places Comprehensive Plan for compliance.
- The proposal will be reviewed under the Mixed Use - Corridor (MU-C) Standards and Requirements and any Major Adjustments to the Unified Development Ordinance (UDO) are required to go to the Planning and Zoning Commission for approval with the Site Plan.

#### **Type of Applications:**

- Zoning Map Amendment (Rezone)
- Conditional Use (2)
- Site Plan

#### **Procedures:**

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.

- The Rezoning application will require approval in a public hearing before the Planning and Zoning Commission and the City Council. The application will be reviewed in a 17-18-week timeframe and will be processed electronically through our development review website. The Site Plan and Conditional Uses will require approval at a public hearing before the Planning Commission, can be processed simultaneously with the Rezoning and will be processed electronically as a digital submittal.

***Important Links:***

- [Unified Development Ordinance \(UDO\)](#)
- [Aurora Places Comprehensive Plan](#)
- [CAD Data Submittal Standard](#)
- [Landscape Reference Manual](#)
- [Development Review Website](#)
- [Online Application and Plan Submittal Guide](#)
- [Pre-Submittal Checklist](#)
- [Forms and Applications](#)
- [Aurora Map Gallery](#)
- [Arapahoe County Assessor Map](#)
- [Site Plan Manual](#)

***Standards and Issues:***

**1. Zoning and Placetype**

1A. *Zoning*

Your property is zoned R-2 (Medium-Density Residential District). The purpose of the R-2 district is to promote and preserve various types of medium density housing with adequate amounts of usable common space and amenities. This district is intended for use close to collector streets and public transit facilities. The primary use in this district is single-family residences, but several types of attached dwellings are also permitted. The district generally prohibits commercial activity except for home occupations and typical neighborhood services.

1B. *Proposed Rezoning*

The purpose of the MU-C 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 MU-C district should be located and designed to allow for access by pedestrians, bicyclists, and public transportation, in addition to automobiles. In Subareas A and B, the MU-C district is intended to promote sustainable infill redevelopment of older commercial sites, while mitigating the impacts of redevelopment on surrounding areas.

*Zoning Code Criteria (Section 146-5.4.1.C)*

The change to the Zoning Map is required because of the changed conditions and/or circumstances on the property and/or in the surrounding area. The application will be examined against the following *Criteria for Approval*:

- (a) The applicant has demonstrated that the proposed initial Zoning or Rezoning is consistent with the spirit and intent of the Comprehensive Plan, with other policies and plans adopted by City Council and with the purpose statement of the proposed new zone district(s);
- (b) The applicant has demonstrated that the size, scale, height, density and multi-modal traffic impacts of the proposed initial zoning or rezoning are compatible with surrounding

development or can be made compatible with surrounding development through approval conditions;

(c) The application demonstrates that the change in zoning will not create significant dislocations of tenants or occupants of the property, or that the impacts are outweighed by other public benefits or progress toward other Comprehensive Plan goals that would be achieved by approval of the application.

#### 1C. *Placetype*

This property is designated as City Corridor Placetype in the Aurora Places Comprehensive Plan. Corridors are centered along the city's major roadways, home to a wide range of uses, including commercial, retail, institutional, service and some residential. This placetype is generally auto-oriented, but should also accommodate pedestrians, bicyclists and transit service. City Corridors

should include amenities such as sidewalks, crosswalks, benches, pedestrian-scale lighting and landscaping that make it easy for pedestrians to safely and comfortably navigate the area.

## 2. Land Use

#### 2A. *Conditional Uses*

In addition to a Site Plan application, your project will also require two (2) separate Conditional Use Applications for the operation of a Motor Vehicle Fuel Dispensing Station and to allow 24-hour operations of the convenience store and the fuel dispensing. The proposed use is subject to Conditional Use approval, according to Table 146-3.2-1. 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. Staff and the Planning and Zoning Commission will consider the ability of the proposal to meet these criteria in the evaluation of the proposal.

Per Section 146-5.4.3.B.2, your proposal is subject to Site Plan approval. The Letter of Introduction shall include justification regarding how this application meets the Criteria for Approval for a Site Plan. Approval criteria generally involves adherence to code, existing infrastructure, expanding multi-modal connections, compatibility with surrounding uses and mitigating adverse impacts. Staff and the Planning and Zoning Commission will consider the ability of the proposal to meet these criteria in the evaluation of the proposal.

## 3. Development Standards

#### 3A. *Design Standards*

Section 146-4.8.4 requires that the use front a street, E Mississippi Avenue, Provide a pedestrian entrance from Mississippi Avenue. It doesn't have to be a main pedestrian entrance if the building is pulled to street. Service areas shall be located to minimize impacts to adjacent residences and shall not be visible from adjacent street frontages. Screening materials for waste collection shall be the same as, or of equal quality to the materials used for the principal building. As mentioned in the Pre-application meeting, the UDO requires altering the site design so that the convenience store building fronts E Mississippi Avenue, with the fuel canopy either behind or south of the store depending on site placement.

Fuel Dispensing Stations and associated uses must adhere to the Design Standards for

Motor Vehicle Fuel Dispensing Stations in section 146-3.3.5.OO. 9. When site constraints such as easements, floodplains, utilities, or others do not impact building placement, primary buildings shall front the street and fueling area canopies shall be set back behind buildings, and no street frontage buffers for building perimeters shall be required. Other requirements include canopy design, colors, lighting and landscaping.

### 3B. *Dimensional Standards*

Basic dimensional standards for the MU-C Zoning District are listed in the Table 146- 4.2-3 Mixed Use district in the Unified Development Ordinance (UDO). Setbacks are dictated by landscape buffer requirement identified in the landscape section of this letter.

### 3C. *Common Space and Amenities*

The incorporation of on-site amenities is required for all commercial developments. If a primary building entrance does not open directly onto the public sidewalk then a patio space must be

integrated with a primary entrance. Typically, this patio space is at least five percent of the building footprint with a minimum dimension of 10 feet. The expectation is the outdoor patio space will include decorative pavement, pedestrian scale lighting, shade features, site furniture and landscape amenities such as raised planters and seat walls.

### 3D. *Access and Connectivity*

The expectation is the proposed access to the south will serve as a shared access for future development to the south. Curb cuts shall be minimized and located in a manner least likely to impede pedestrian circulation and on-street parking to the maximum extent practicable. To the maximum extent practicable, pedestrian and vehicle access shall be separated through provision of a sidewalk or walkway. Where complete separation of pedestrians and vehicles is not practicable, potential hazards shall be minimized by using landscaping, bollards, special paving, lighting and other means to clearly delineate pedestrian areas. Walkways (at least 5 feet wide), shall link sidewalks with building entries through drive aisles or parking lots. 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. 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. Sidewalks, internal pedestrian paths, and bicycle paths shall be lit with full cutoff lighting fixtures no more than 16 feet tall that provide consistent illumination of at least one foot-candle on the walking surface. The submittal should address a circulation plan for fueling trucks on the site.

### 3E. *Parking, Loading, and Stacking*

Off-street parking is required by Section 146-4.6. Fueling stations require three spaces per 1,000 gfa of the convenience store. UDO Section 146-4.6.5 describes design and location requirements for parking. Two elements which will impact the site design are the requirement for parking to not be located between the building and Mississippi Avenue and the limitation of any parking along this frontage to 25% of the frontage.

Parking lots shall be screened along street frontages by a low wall, landscape hedge or ornamental fence. 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 adequate vehicle circulation, safe pedestrian connections, appropriate screening from adjacent sites and streets and avoid abutting significant stretches of adjacent streets.

Bicycle spaces must comply with Section 146-4.6.3.F.2 including providing a design that includes two points of contact with each bicycle. Each inverted “U” rack counts as two bicycle parking spaces. Place bicycle parking in a convenient, paved and well-lit location.

3F. *Landscape, Water Conservation, Stormwater Management*

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

– 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 are used by the city to determine compliance with the landscape standards and for code enforcement purposes.

Landscape plans must be prepared on 24” x 36” sheets. Plans shall have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible. Landscape plans 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. Should any of the above information be missing, it 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.

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

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

– Shrubs may not be substituted for trees in the landscape buffer.

– When the building fronts the street and the fueling canopies are setback behind the building, no street frontage buffers for building perimeters are required.

– At the intersection of buffer strips fronting on public streets and private streets, a distinctive landscape area at least 10 percent larger in size than the area that would otherwise be formed by the intersection of the required buffer strips shall be provided. This would be applicable at the intersection of Kenton Way and E. Mississippi Avenue.

• 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.

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

Provide street trees at a ratio of one (1) tree per 40 linear feet of curbside landscaping along all public and private street frontages. Trees shall be provided in the curbside

landscape when a detached sidewalk is installed or 4'-5' from the back of walk when an attached sidewalk is installed. Street trees shall be located 50' from the face of a stop sign to maintain regulatory sign visibility. Refer to Figure 4.7-2.

The UDO requires plantings within the curbside landscape to vary depending upon the width required by the street cross section. Refer to the UDO for specific curbside planting requirements. Only curbside landscapes that are 10' in width or greater, may be sod if desired.

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

Twenty-foot wide street frontage landscape buffers as measured from the back of walk shall be required along all public and private street frontages. Landscaping shall consist of one tree and 10 shrubs per each forty linear feet of buffer length. A reduction in buffer width to 10' is permitted for commercial developments in accordance with Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions depending upon the buffer reduction feature chosen and shall be installed along the exterior sides of proposed fencing or walls.

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

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

The non-street buffer width will depend upon the zoning for the southern parcel. If the applicant intends to rezone both properties to MU-C, then a 10' wide buffer is required between Lot 1 and Lot 2. This can be reduced to 5' depending upon the landscape incentive feature chosen as specified in Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. Should Lot 2 remain zoned as R-2, then a 25' wide non-street buffer would be required. It may be reduced to 15' in accordance with the requirements in Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. Buffers shall be measured from the property line.

A 25' wide buffer is also required adjacent to the existing multifamily development along the western property boundary. This buffer may be reduced to 12'. While the buffer widths are less restrictive, plant material quantities remain consistent. Plant material shall be provided at a ratio one tree and five shrubs per 25 linear feet of buffer with fifty percent of the tree species being evergreen.

Plant material shall be chosen based upon its ability to provide appropriate screening and shall be selected to reach a mature height of no less than five feet. Perennials shall only be used as accents and may not count toward the buffer requirement. While Junipers are commonly used for buffer screening, alternative plant material shall be integrated that are better suited to winter snow loads and provide year-round visual interest. Refer to the UDO for an alternative plant list.

- Section 146-4.8.5 J. (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. Landscaping shall consist of one tree or tree equivalent per each 40 linear feet of elevation length or per building face. Building perimeter landscaping provided within 20' of the building face may count towards the building perimeter landscaping requirements including landscaping provided within the parking lot. Depending upon the length of the building, landscaping may need to be pro-rated if less than 40 linear feet.

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

Both interior and exterior parking lot landscaping is required for all proposed parking lots. No parking row shall exceed 15 spaces without an intervening landscaped island, median or landscaped peninsula. All parking rows must terminate in a landscaped island. The perimeter of all parking lots shall be screened from public rights-of-way, public open space and adjacent property with one or a combination of methods shown in this section. If required, street and non- 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 a formal site plan submittal is made.

When not integrated as part of a required buffer, a minimum four-foot planting bed shall be provided around the perimeter of the parking lot. Parking lot screening shall consist of a berm between three to four-foot tall with a maximum slope of 3:1 in combination with evergreen and deciduous trees and shrubs. Screening should be integrated with streetscape plantings whenever possible. If berms are not practical, then one of the following options shall provide equivalent screening:

- a. A low continuous hedge between three to four-foot tall planted in a double row at three feet on center in a triangular pattern or;
- b. A decorative masonry wall between three to four-foot tall in combination with landscaping.

Shrubs must reach a height of three feet 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 and two trees and 12 shrubs per 9' X 38' 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.

- 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 when adjacent to 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.

- Section 146-4.7.3 M. (Detention and Water Quality Ponds)

To meet water quality objectives, the city encourages applicants to utilize Low Impact Development (LID) techniques as permanent best management practices (BMPs). Some examples of LID techniques are depicted in the images below and include permeable pavements, vegetative swales and rain gardens. Applicants may propose their own BMP's or work with Aurora Water/Public Works.



All detention pond facilities shall not exceed six feet in depth. The area within the tract surrounding the pond shall contain a minimum of one tree and 10 shrubs or the approved tree and shrub equivalents per 4000 square feet above the 100-year water surface elevation. 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.

- 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. This may be integrated with any proposed signage that has been contemplated for the overall master planned development as well as signage for the individual pad sites.

- Section 146-4.7.3. C. (Irrigation)

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, Aurora Water will require the applicant to 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 regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

3G. *Building Design Standards*

You are required to meet building design standards for the Mixed-Use Corridor District in Section 146-4.8 for building form, massing, ground floor articulation and materials and colors. New buildings shall implement building and roof articulation methods to avoid long, flat walls and provide visual interest in architecture. High quality materials are encouraged to enhance the architectural character and promote overall building longevity. Buildings shall respond to context with a hierarchy of façade design.

Section 146-4.8 of the UDO contains specific standards for the design of buildings. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, four-sided building design, and permitted materials, among other things. Requirements for four-sided architecture are detailed in Table 4.8-8.

Code requires that you incorporate material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs, and changes in parapet height to improve the façade and create an inviting and attractive street presence. Buildings must be designed to create a clear base, middle, and cap, with specific instructions and tips for how this can be achieved in Section 146-4.8.5.C. Ground floor designs should support

a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic. Code also requires that you use changes in the wall planes, both horizontally and vertically, at specific intervals and provide a variety of durable materials to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to prevent the back of house appearance. See the table below for applicable building design standards and ensure that the building elevations meet all applicable requirements.

**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>						
Facade 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.

### 3H. Exterior Lighting

Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the plan and on building elevations.

### 3I. 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. All signage shall comply with regulations for Mixed-Use Corridor district signage see Section 146-4.10.5.

## 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.

## 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.

**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.

**5C. Mineral Rights Notification**

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

***Pre-Submittal Meeting:***

Contact the assigned Case Manager to schedule a pre-submittal meeting at least one week prior to submitting an application. At the pre-submittal meeting, staff will review the submittal requirements, discuss the review timeline, provide a fee estimate, and review the process for uploading files and inputting adjacent property owners.

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

***Community Participation:***

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

***Neighborhood Services Liaison:***

- *Scott Campbell* is the neighborhood liaison for the project. He has put together a report attached to these notes listing the registered neighborhood organizations within one-mile of your proposed project and can assist in scheduling and facilitating meetings with community members. Please work with the organizations that express interest in your project to address comments and mitigate concerns
- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and procedures can be properly addressed. The Case Manager will record any project-related commitments that are made to the community at these meetings.
- Additional information about the Neighborhood Liaison Program can be found on the [Housing and Community Services](#) page of the city website.

**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-ways. If you have questions or concerns about this, the Oil & Gas Division can assist with providing additional information.

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

No comments from this department.

### **Aurora Water**

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

#### ***Key Issue:***

- ▶ There is an existing 24” storm line which runs north along the west property line. A 16’ utility easement is required.
- ▶ Aurora Water is planning to improve the storm sewer in Kenton Way later this year, and this street will be closed to install box culverts.
  - ▶ Water and sewer connections in E. Mississippi Avenue are required to be bored.
- ▶ Water quality and detention are required for this site. An Inspections and Maintenance (I&M) plan is required for the private detention facilities. Detention basins are required to be in a drainage easement which is adjacent to the ROW or an access easement.
  - ▶ Outdoor water use fees will apply towards water meter connection fees.
  - ▶ A [domestic allocation agreement](#) will be required for connections 2” and larger.

#### ***Utility Services Available:***

- Water service may be provided from: 16” Steel water main in E. Mississippi Avenue.
- Sanitary sewer service may be provided from: 21” CIPP sanitary sewer main in E. Mississippi Avenue.
- Project is located on the following Map Pages: 11C

#### ***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.
- 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](#).
- Commercial users with meters one and one-half inches and smaller with landscaped areas not served by a separate irrigation system shall be charged an outdoor fee based upon the total landscaped area.

### **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 for this development. See details in the section below for requirements.

***EES Response: A detailed TIS has been provided as part of this submittal.***

- ▶ As shown, access on to E. Mississippi Avenue does not meet minimum spacing criteria of 300' between intersections and adjacent access points. It is recommended that access to this site be achieved via Kenton Way or via the noted cross-access shown in the exhibit for access to Joliet Street.

***EES Response: The access on E. Mississippi has been removed from the plans, the site will connect into Joliet through the cross-access and keep the entrances on Kenton Way.***

- ▶ As shown, the southern-most access point on Kenton Way does not align with the existing access drive across Kenton Way to the east. These access points must be aligned, or laterally offset by a minimum of 75' to avoid left-turn conflicts. It appears to be offset by approximately 35-40'.

***EES Response: The entrance on Kenton Way has been aligned with the existing entrance. The traffic impact study shows the avoidance of left-turn conflicts out of these drives.***

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

*EES Response: A 2” conduit and pull boxes have been provided and are shown on the site plan and the utility plan.*

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

*EES Response: All adjacent and opposing access points are shown on the Site Plan.*

- Site access shown onto E. Mississippi Avenue is too close to both Joliet Street and Kenton Way (minimum of 300’ spacing on arterial roadways required. This access will need to be removed and site access/circulation will need to be achieved via other driveways.

*EES Response: Mississippi Avenue access point has been removed from the plans.*

- The southern access onto Kenton Way shall align with the opposing access driveway for the property to the east, or have a minimum lateral offset of 75 feet.

*EES Response: The southern access point on Kenton way has been aligned with the opposing access.*

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

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

*EES Response: All sight triangles on site has been abided by in accordance with City of Aurora Traffic Standards.*

**ROW/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.

*EES Response: Acknowledged.*

**Improvements:**

- Pending results of the Traffic Impact Study, the developer may be responsible for signal modifications at the intersection of E. Mississippi Avenue and Kenton Way. If such is the case, a note to the Site Plan shall be added indicating this commitment. The traffic signal(s) shall be properly modified/installed and operating prior to issuance of a Certificate of Occupancy.

*EES Response: Per the traffic impact stuff, signal modifications are not required at E. Mississippi and S. Kenton.*

- 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) Include detailed analysis of:
    - a) All site access points
    - b) Intersection of E. Mississippi Avenue at Joliet Street
    - c) Intersection of E. Mississippi Avenue at Kenton Way
  - 3) Analysis of pedestrian connectivity, Pedestrian LOS.

*EES Response: Acknowledged, a TIS has been provided as part of this submittal.*

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 *Steven Gomez* at [segomez@auroragov.org](mailto:segomez@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 / Traffic Letter, additional improvements may be required.

*EES Response: Acknowledged.*

### **Engineering Division**

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

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

- ▶ Public improvements for this development include the following:
  - E. Mississippi Avenue – 10’ detached sidewalk, update existing curb ramps to meet current standards (including offsite ramps at stop control)
  - Kenton Way – 5.5’ detached sidewalk, streetlights, update curb ramp
  - Arizona Place – 5.5’ detached sidewalk, street lights, update curb ramp

*EES Response: Public improvements have been provided and are shown within the SDP.*

- ▶ A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality/EURV is required.

*EES Response: A preliminary drainage report has been submitted as part of this applications. Underground detention is provided for water quality and quantity.*

- ▶ 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.

*EES Response: Acknowledged.*

#### ***Improvements:***

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

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

*EES Response: No roadways are proposed as part of this development.*

- 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.

*EES Response: Curb ramps are provided at the corner of Mississippi and Kenton and Kenton and Arizona as needed.*

- 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.

*EES Response: Curb returns and radii are labeled on the plans.*

- 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.

*EES Response: Acknowledged.*

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

*EES Response: No retaining walls are required as part of this submittal.*

- 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.

*EES Response: No private access drive slope will exceed 4%.*

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

*EES Response: Acknowledged, street lighting is provided along adjacent roadways.*

***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.

*EES Response: Acknowledged, easements will be handled by the plat for this project.*

- Sidewalk easements may be required for new sidewalk installed.

*EES Response: Public sidewalk as required by the city has an easement provided.*

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

*EES Response: A utility easement has been provided for all detention/water quality facilities on site.*

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

*EES Response: Easements have been provided for all public utilities on the property.*

- 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.

*EES Response: Acknowledged, Life Safety will be worked with to coordinate any easement needs.*

***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.

*EES Response: Acknowledged.*

- 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.

*EES Response: No study has been done by MHFD proposing improvements within or adjacent to the 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.

*EES Response: Acknowledged, downstream users will be notified prior to approvals.*

- 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.

*EES Response: Underground detention and water quality facilities are provided on site.*

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

*EES Response: Release rates are based on the Storm Drainage Design and Technical Criteria Manual.*

- 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.

*EES Response: No concentrated points of discharge will flow over sidewalks on site.*

- 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.

*EES Response: The proposed stormwater facilities will connect into the drainage structures just south of E. Mississippi Avenue.*

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

*EES Response: Acknowledged.*

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

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

#### **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](#).

- 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.
- Show any new lot lines and distance to proposed exterior walls on the site plan.

***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.

- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)

***Emergency Responder Radio Coverage:***

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

- The 2015 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC). At the time the structure is at final frame and final electrical inspections, the general contractor (GC) will be required to hire an approved and qualified independent 3rd party to assess the radio frequency levels within the structure. Once completed, the 3rd party will provide the results of the test to both the GC and the Aurora Building Division as to whether the structure passed or failed the preliminary radio surveillance. A structure that has passed this surveillance requires no further action by the GC. A failed radio surveillance will require a licensed contractor to submit plans to the aurora building division to obtain a building permit for the installation of an ERRC system prior to installation. This assessment and installation is at the owner or developers' expense. Future interior or exterior modifications to the structure after the original Certificate of Occupancy is issued will require a reassessment for adequate radio frequency coverage.
- Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed.

***Fire Hydrants:***

- 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.

***Accessibility Requirements:***

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

- [Commercial](#)

***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.

**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.

*EES Response: The locations and size of underground fuel tanks have been labeled.*

- In reference to chapter 66-33, a search of the surrounding area showed no assisted living, group homes or medical uses within 500' of this site.

*EES Response: Acknowledged.*

**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".

*LSI Response: LSI was able to incorporate other manufacturer's data into the supplied calculations however we cannot add these notes to the drawing as the building mounted luminaires are not manufactured by LSI industries and therefore we cannot verify the validity of the performance of these products..*

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

*EES Response: The accessible route has been added to the photometric plan.*

***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](#)
- [\(Site Plan Note\) 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](#)

*EES Response: Acknowledged.*

**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](#)

*EES Response: Acknowledged.*

**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.

*EES Response: The trash enclosure is not placed within 5 feet of any of the above mentioned items.*

**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:**

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

*EES Response: Acknowledged.*

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

*EES Response: A pre-submittal meeting has been set up with Real Property and the surveyor.*

**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 [Subdivision Plat Checklist](#).

**Separate Documents:**

- During the pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions which will require a separate document. Following are the links to additional information if needed later in your formal review process:

- [Dedications Packet](#)
- [License Agreement Packet](#)

*EES Response: Acknowledged.*

- **Offsite easement dedications** may be required to make your project work. It's up to the developer to obtain these easements for the city, pay compensation, etc. Dedication documents must be prepared using Real Property specifications which can be found in the [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.

*EES Response: Acknowledged.*

- No portion of any roofed structure or footers may encroach into any easement. However you may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.). If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes **8-10 weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.

*EES Response: Acknowledged.*

- 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.

*EES Response: Acknowledged.*



## Pre-Application Conference

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

To: Dan Garneau  
From: Scott Campbell  
Date: May 27, 2021  
Subject: Kum and Go C-Store and Fueling  
Location: SWC of Mississippi Ave and S Kenton Way

Listed below are the neighborhood associations that are currently registered with the Neighborhood Liaisons 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 any time 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 presubmittal 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.

The neighborhoods within 5280 feet of your proposed developments are:

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## List of Neighborhood Associations

Location: SWC of Mississippi

Record Id	HOA #	Organization	Contact	Phone
03-108394-000-00-NA	296	CARRIAGE VILLAGE HOA	MSI, LLC N/A 6892 S YOSEMITE CT STE 2-101 CENTENNIAL CO 80112 N/A	(303) 420-4433 (303) 751-7396
03-113811-000-00-NA	84	CEDAR COVE CONDO ASSOCIATION	SUMMIT MANAGEMENT & CONSU NATASHA HENRICKS 4950 S YOSEMITE ST #F2-506 GREENWOOD VI CO NATASHA@SAMMGT.COM	(303) 459-4919
03-108553-000-00-NA	302	CEDAR COVE II HOA	JOE FELICE 12555 E TENNESSEE CIR UNIT 104 AURORA CO 80112 J.FELICE@COMCAST.NET	(303) 549-8122
03-108405-000-00-NA	230	COBBLEWOOD HOA	GARY W. RAISIO 475 S KINGSTON CIR AURORA CO 80012-2205 GARYRAISIO@COMCAST.NET	(303) 475-0929
21-000001-NAM	440	Havana Heights Steering Committee	Valarie Marshall 10795 E Evans Ave AURORA CO 80014 paidcheck@aol.com	(303) 596-4461
07-207414-000-00-NA	369	HIGH HOLLOWES CONDOS	SERVICE PLUS COMMUNITY MANAGEMENT 3190 S VAUGHN WAY #550 AURORA CO 80012 INFO@SERVICEPLUSCM.COM	(720) 571-1440
07-178394-000-00-NA	363	KINGS MARK HOA	EVERETT BOWEN 11066 E LOUISIANA PLACE AURORA CO 80012 EBOW039@GMAIL.COM	(303) 249-8593 (303) 744-4849
03-116995-000-00-NA	118	LITTLE TURTLE	MANAGEMENT & MAINTENANCE INC. 7803 E HARVARD AVE DENVER CO 80231 DLOQ@MANAGEMENTANDMAINTENANCE.NET	(303) 755-2732 (303) 755-4509



## List of Neighborhood Associations

Location: SWC of Mississippi

Record Id	HOA #	Organization	Contact	Phone
03-108601-000-00-NA	292	NOAH: NEIGHBORHOOD ORGS ALONG HAVANA	ARNIE SCHULTZ  1137 S OAKLAND ST AURORA CO 80012 SEAMUS12@COMCAST.NET	(303) 750-8824  (303) 750-8824
13-657901-000-00-NA	381	Parkside II HOA Inc	NATASHA HENRICKS  4950 S YOSEMITE ST F2-506 GREENWOOD VI CO NATASHA@SAMMGT.COM	(303) 459-4919
03-115044-000-00-NA	141	PEORIA PARK CIVIC ASSN	JANE DEACON  11712 E ADRIATIC PLACE AURORA CO 80014 JANEDEACON@COMCAST.NET	(303) 810-2207  (303) 810-2207
03-109063-000-00-NA	289	PINNACLE RANCH HOA	JANELLE MAUCH  27 INVERNESS DRIVE EAST ENGLEWOOD CO 80112 JANELLE@WESTWINDMANAGEMENT.COM	(303) 369-1800
13-642262-000-00-NA	51	Rangeview Neighborhood Association	ROGER MILLER  845 S GENEVA ST AURORA CO 80247 ROGERMILLER69@GMAIL.COM	(303) 667-8899
03-109057-000-01-NA	93	TYNDALL GREEN	JUDY ROLFE, SUNSHINE MGMT  1460 S HAVANA ST #600 AURORA CO 80012 JUDY@SUNSHINEMGMT.COM	(303) 337-0963
03-109050-000-00-NA	234	TYNDALL GREEN II HOA	Bonnie Reps  9741 E Hawaii Pl AURORA CO 80247 piperreps@aol.com	(303) 696-9367
14-909027-000-00-NA	86	Village East Neighborhood Association	ARNIE SCHULTZ  1137 S OAKLAND AURORA CO 80012 SEAMUS12@COMCAST.NET	(303) 750-8824



## List of Neighborhood Associations

Location: SWC of Mississippi

Record Id	HOA #	Organization	Contact	Phone
17-1381573-000-00-NA	424	Village East Patio Homes	DOUG KING 1446 S TROY ST AURORA CO 80012 DIRKFOUR4@GMAIL.COM	(720) 350-5160

