



Planning Division  
15151 E. Alameda Parkway, Ste. 2300  
Aurora, Colorado 80012  
303.739.7250

Worth Discovering • [auroragov.org](http://auroragov.org)

July 23, 2021

Eric White  
Bellco Credit Union  
7600 E Orchard Rd  
Greenwood Village, CO 80111

**Re: Initial Submission Review – Bellco Credit Union at East Creek Commercial - Conditional Use and Site Plan Amendment**

Application Number: **DA-2087-03**  
Case Numbers: **2018-6015-05; 2018-6015-06**

Dear Mr. Eric White:

Thank you for your initial submission, which we started to process on Thursday, July 1, 2021. We have reviewed your plans and attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and community members.

Since several important issues remain, you will need to make another submission. Please revise your previous work and send us a new submission on or before Friday, August 6, 2021. Note that all our comments are numbered. When you resubmit, include a cover letter specifically responding to each item. The Planning Department reserves the right to reject any resubmissions that fail to address these items. If you have made any other changes to your documents other than those requested, be sure to also specifically list them in your letter.

Your estimated Planning and Zoning Commission public hearing date is tentatively set for Wednesday, September 22, 2021. Please remember that all abutter notices for public hearings must be sent and the site notices must be posted at least 10 days prior to the hearing date. These notifications are your responsibility and the lack of proper notification will cause the public hearing date to be postponed. It is important that you obtain an updated list of adjacent property owners from the county before the notices are sent out. Take all necessary steps to ensure an accurate list is obtained.

As always, if you have any comments or concerns, please let me know. I may be reached at (303) 739-7259 or [amuca@auroragov.org](mailto:amuca@auroragov.org).

Sincerely,

Ariana Muca, PLA  
Planner I

cc: Emily Martin - Farnsworth Group 5613 DTC Parkway 1100 Greenwood Village CO 80111  
Ariana Muca, Case Manager  
Scott Campbell, Neighborhood Services  
Brittany "Brit" Vigil, ODA  
Filed: K:\SDA\2087-03rev1



## *First Submission Review*

### **SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS**

- A fee of \$15,857.00 must be paid before the beginning of the second submission (Planning).
- Add justification for an adjustments (Planning).
- Update site triangles (Traffic).
- Increase in diameter of the service line after the meter is allowed for pressure concerns (Utilities).
- See attachments for Airport Zone Crane Information and Xcel Energy.

### **PLANNING DEPARTMENT COMMENTS**

#### **1. Community Questions, Comments and Concerns**

- 1A. No community comments were received during this review period.

#### **2. Completeness and Clarity of the Application**

- 2A. Please add north arrow and scale to all site plan drawings

- 2B. A fee of \$15,875.00 must be paid before the beginning of the second submission.

*Cover Sheet*

*Sheet 1 of 10*

- 2C. Add project contacts: list the name, addresses, and phone numbers of property owner's consulting team.

*Site Plan*

*Sheet 2 of 10*

- 2D. Please add directional arrows to SE of site.

- 2E. The ADA space should be to the west of the building on the side sans stairs. It looks like the ADA route is going down the stairs – need clarity.

- 2F. Please add trash receptacle and bench locations to the note keys.

- 2G. With the request of two adjustments you need to provide a justification for an adjustment. 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.

- 2H. In the Letter of Introduction there is reference to decibel levels. Please submit and upload any type of noise study done for this development.

#### **3. Architectural and Urban Design Issues**

- 3A. EIFS (synthetic stucco) is not permitted.

#### **4. Landscaping Issues (Kelly Bish / 303-739-7189 / [kbish@auroragov.org](mailto:kbish@auroragov.org) / Comments in bright teal)**

*Site Plan*

*Sheet 2 of 10*

- 4A. Add north arrow and scale to the drawing.



*Landscape Plan*  
*Sheet 4 of 10*

- 4B. Update the letter of introduction to reflect that it is a 20' wide buffer and not 10' that is required and include in the letter what mitigating measures such as enhanced architecture, an increase in the number of plants etc. that are being proposed to offset the adjustment request.
- 4C. Update the Landscape Requirements Table.
- 4D. Update the Landscape Water Use Table to reflect that the percentage of sod on site cannot be greater than 33%.
- 4E. Update the General Planting Notes. Remove all contractor notes and only include the required six landscape notes as provided in the Landscape Reference Manual.
- 4F. Update the City of Aurora Notes per the comments provided.
- 4G. Refer to the buffer design that was provided as part of the approved East Creek Commercial Phase 2 Plans. The design may need to be modified to accommodate the screening of the parking, but should reflect the overall concept that was proposed.
- 4H. Dimension and label all the provided buffers.
- 4I. Add trees where indicated.
- 4J. Label the building.
- 4K. Label the trash enclosure.
- 4L. Label the monument.
- 4M. Make the street names darker.
- 4N. Dimension and label the easement along Airport Boulevard.
- 4O. Indicate the property line as a long dash and two short dashes.
- 4P. The curbside landscape along E. Virginia Avenue may not be sod. Anything less than 10' in width must comply with the curbside landscape requirements in Section 146-4.7.5. C.2a. Curbside Landscaping.
- 4Q. Update the boxwoods with a different shrub. While a nice shrub, they do not perform well here.

*Site Details*  
*5 of 10*

- 4R. Provide the hatches on the actual landscape plan sheet as well.
- 4S. Switch out the use of boxwood plants as they do not perform well here.

**REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

**5. Civil Engineering** (Kristin Tanabe / 303-739-7306 / [KTanabe@auroragov.org](mailto:KTanabe@auroragov.org) / Comments in green)

- 5A. The Site Plan will not be approved by Public Works until the Preliminary Drainage Letter/Report is approved.

*Site Plan*  
*2 of 10*

- 5B. Indicate pavement material – see site plan.
- 5C. This will likely be a cut through area. Consider installing landscape or other features to prevent pedestrian traffic moving through this area.

*Grading and Utility Plan*  
*3 of 10*

- 5D. Existing and proposed contours are required on the grading plan.
- 5E. Label slopes. Min 1% slope for asphalt pavement, 0.5% for concrete pavement and 2% for non-paved areas.
- 5F. Show/label pond slopes - 4:1 max side slopes, min 2% slope in pond bottom, drainage easement, access easement if required, 100-year water surface elevation.
- 5G. Label slopes for swales. Min 2% required.
- 5H. Include FFE.
- 5I. Max 2% slope in any direction at handicap parking spaces.



5J. Min slope away from the building is 5% for 10' for landscape areas, min 2% for impervious areas.

*Landscape Plan*

4 of 10

5K. This will likely be a cut through area. Consider installing landscape or other features to prevent pedestrian traffic moving through this area.

*Photometric Plan*

4 of 10

5L. Include the sidewalk on Virginia in this analysis

**6. Traffic Engineering** (Brianna Medema / 303-739-7336 / [bmedema@auroragov.org](mailto:bmedema@auroragov.org) / Comments in amber)

*Site Plan*

2 of 10

6A. Is this an existing painted arrow? If not, please show a proposed arrow at this location.

6B. Add detectable warning domes. – See site plan.

6C. Add right turn only sign. – See site plan.

6D. Move sight triangle to stop location. – See site plan.

6E. Does a new No Parking sign need to be installed? What is the existing sign? The existing sign is in an appropriate location for No Parking sign placement. – See site plan.

6F. Dimension sight distance triangle dimension, ensure conformance with COA TE-13.

*Landscape Plan*

4 of 10

6G. Update sight distance triangles per site plan comments.

**7. Fire / Life Safety** (Mark Apodaca / 303-739-7656 / [mapodaca@auroragov.org](mailto:mapodaca@auroragov.org) / Comments in blue)

*Cover Sheet*

1 of 10

7A. See comments to add fire sprinklered to data block.

7B. See Comments to add to notes.

*Site Plan*

2 of 10

7C. See comments to add and replace handicap text.

7D. See notes for fire lane sign locations.

7E. See comments for knox box location and labeling.

7F. See comments for accessible parking sign location and accessible ramp.

*Details*

6 of 10

7G. See updated fire lane and accessible parking sign details

*Photometric Plan*

7 of 10

7H. See notes to provide address sign details.

*Elevations*

9 of 10

7I. See note to show knox box location

**8. Aurora Water** (Ryan Tigera/ 303-326-8867 / [rtigera@auroragov.org](mailto:rtigera@auroragov.org) / Comments in red)

*Grading and Utilities*

Sheet 3 of 10

8A. The master developer installed a 1 inch service line and meter vault per civil plans. Per Section 17.07, service lines and meter should be a uniform size. Please note if this project decides or is required to use a different diameter of service line, the existing service shall be cut and capped at the main. A fixture unit table is required at the time of civil plan submittal to size the meter.



- 8B. Show meter pit easement.
- 8C. Increase in diameter of the service line after the meter is allowed for pressure concerns. Calculations to be provided at time of civil plan submittal.
- 8D. Double cleanout is required on sanitary sewer services.

**9. Addressing (Philip Turner / [pcturner@auroragov.org](mailto:pcturner@auroragov.org))**

9A. Please submit a preliminary digital addressing .SHP or a .DWG file as soon as possible. This digital file is used for street naming, addressing and preliminary GIS analysis. Include the following layers as a minimum:

- Parcels
- Street lines
- Building footprints (If available)

Please ensure that the digital file is provided in a NAD 83 feet, State plane, Central Colorado projection so it will display correctly within our GIS system. Please provide a CAD .dwg file that is a 2013 CAD version. Please eliminate any line work outside of the target area. More information can be found at: [tinyurl.com/3xe6ds46](http://tinyurl.com/3xe6ds46) or by contacting [CADGIS@auroragov.org](mailto:CADGIS@auroragov.org)

**10. Real Property (Maurice Brooks / 303-739-7294 / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org) / Comments in magenta)**

10A. See the red line comments on the SP. Add easement names and boundary information.

*Cover Sheet*

*1 of 10*

10B. All crossings or encroachments into easements and rights-of-way owned by the City of Aurora ("City") identified as being privately-owned and maintained herein are acknowledged by the undersigned as being subject to City's use and occupancy of said easements or rights-of-way. The undersigned, its successors and assigns, further agrees to remove, repair, replace, relocate, modify, or otherwise adjust said crossings or encroachments upon request from the City and at no expense to the City. The City reserves the right to make full use of the easements and rights-of-way as may be necessary or convenient and the City retains all rights to operate, maintain, install, repair, remove or relocate any City facilities located within said easements and rights-of-way at any time and in such a manner as it deems necessary or convenient.

*Site Plan*

*2 of 10*

- 10C. Add bearing, distance and curve data around the boundary of the site.
- 10D. Label lane, public and record number as indicated on the site plan.
- 10E. Add Lot, Block and Subdivision name.
- 10F. Add bearing, distance and curve data around the boundary of the site.
- 10G. Label easements (existing or proposed).
- 10H. Add tic marks at the change in direction – see site plan.

**11. Arapahoe County (Terri Mulik / 720-874-6650)**

11A. THANK YOU FOR THE OPPORTUNITY TO REVIEW AND COMMENT ON THIS PROJECT. THE ARAPAHOE COUNTY PLANNING DIVISION HAS NO COMMENTS; HOWEVER, OTHER DEPARTMENTS AND/OR DIVISIONS MAY SUBMIT COMMENTS.

**12. Xcel Energy (Donna George / 303-571-3306 / [donna.l.george@xcelenergy.com](mailto:donna.l.george@xcelenergy.com))**

12A. See below:



**Right of Way & Permits**

1123 West 3<sup>rd</sup> Avenue  
Denver, Colorado 80223  
Telephone: 303.571.3306  
Facsimile: 303. 571. 3284  
[donna.l.george@xcelenergy.com](mailto:donna.l.george@xcelenergy.com)

July 9, 2021

City of Aurora Planning and Development Services  
15151 E. Alameda Parkway, 2<sup>nd</sup> Floor  
Aurora, CO 80012

Attn: Ariana Muca

**Re: Bellco Credit Union at East Creek Commercial, Case # DA-2087-03**

Public Service Company of Colorado's (PSCo) Right of Way & Permits Referral Desk has reviewed the CUP and site plans for **Bellco Credit Union at East Creek Commercial**. Please be aware PSCo owns and operates existing underground electric distribution line and a transformer in the area of the subject property. The property owner/developer/contractor must complete the application process for any new natural gas or electric service, or modification to existing facilities via [xcelenergy.com/InstallAndConnect](http://xcelenergy.com/InstallAndConnect). It is then the responsibility of the developer to contact the Designer assigned to the project for approval of design details.

Additional easements *will* need to be acquired by separate document for new facilities (i.e. transformer) – be sure to contact the Designer and request that they connect with a Right-of-Way Agent.

As a safety precaution, PSCo would like to remind the developer to call the Utility Notification Center by dialing 811 for utility locates prior to construction.

Donna George  
Right of Way and Permits  
Public Service Company of Colorado dba Xcel Energy  
Office: 303-571-3306 – Email: [donna.l.george@xcelenergy.com](mailto:donna.l.george@xcelenergy.com)

**13.Crane Notification (Lawrence Aragon / 720-847-9731)**

13A. See below:



## **Warning this process can take up to 60 days, no exception**

### **CRANES/BOOM EQUIPMENT Off Airfield**

Lawrence Aragon (L.A.), Airfield Manager: 720-847-9731, [lawrence.aragon.1@us.af.mil](mailto:lawrence.aragon.1@us.af.mil)

Pete Mendoza, Asst. Airfield Manager: 720-847-6352, [peter.mendoza.2@us.af.mil](mailto:peter.mendoza.2@us.af.mil)

#### **Mandatory steps:**

- Inform Airfield Management of cranes/booms that will be used during construction. Send map with marked location/address and MAXIMUM tip height of crane/equipment above ground level (see page 2). Airfield Management will send it to GeoBase for the Lat/Long and Elevation. Airfield Management will then in turn send it to our Terminal Procedure Representative for evaluation. This part of the process will general take approx. 5 business days.
- Airfield Management will inform the submitter if a FAA notification is needed IAW UFC 3-260-01 Appendix B Section 1 para. B14-5. The submitter will need to file an electronic form 7460-1 off airport form 30 days prior (14CFR Part 77 states 45 days prior) to start of construction for FAA for determination at <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>. When FAA sends determination, Airfield Management will need a copy of the PDF document. NOTE: The sooner Airfield Management is notified the more we can help without delaying your construction.
- 72 hours (NLT 24 hours) prior to the crane/boom going up, Airfield Management will need to be contacted. Resend map with location, reemphasize max height of boom/crane, start and end dates, days of week and times it will be erect (see page 2). This will allow Airfield Management to post the NOTAMs for the Pilots in the area.
- Obstruction flags will need to be on top of crane/boom and obstruction lights may be needed if the equipment stays up between sunset and sunrise.

### **CRANES/BOOM EQUIPMENT On Airfield**

#### **Mandatory steps:**

- A temporary construction waiver (TCW) will need to be initiated IAW UFC 3-260-01 Appendix B Section 1 para. B1-2.1.4 prior to construction to ensure full routing and approval from the Buckley Garrison Commander before the start; may take 60 days (Mike Mont-Eton will assist with the process).
- Inform the Airfield Manager of cranes/booms that will be used during construction. Send map with marked location/address and MAXIMUM tip height of crane/equipment above ground level (see page 2). Airfield Management will send it to GeoBase for the Lat/Long and Elevation. Airfield Management will then in turn send it to our Terminal Procedure representative for evaluation.
- Airfield Management will inform the submitter if a FAA notification is needed IAW UFC 3-260-01 Appendix B Section 1 para. B14-5. The submitter will need to file an electronic form 7460-1 off airport form 30 days prior (14CFR Part 77 states 45 days prior) to start of construction for FAA for determination at <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>. When FAA sends determination, Airfield Management will need a copy of the PDF document and must be submitted with TCW Package for approval. NOTE: The sooner Airfield Management is notified the more we can help without delaying your construction.
- 72 hours (NLT 24 hours) prior to the crane/boom going up, Airfield Management will need to be contacted. Resend map with location, reemphasize max height of boom/crane, start and end dates, days of week and times it will be erect (see page 2). This will allow Airfield Management to post the NOTAMs for the Pilots in the area.
- Obstruction flags will need to be on top of crane/boom and obstruction lights may be needed if the equipment stays up between sunset and sunrise.
- If need to drive on the airfield, contact Pete Mendoza at x6352, [peter.mendoza.2@us.af.mil](mailto:peter.mendoza.2@us.af.mil)



## Example of Map in Relation to Runway with Required Data



**55ft max height crane/boom**  
**East side Hangar 801**  
**1 June – 31 July 2019**  
**Mon-Fri 7am-5pm**