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March 6, 2018

Lori Hanson  
5400 Greenwood Plaza Boulevard  
Greenwood Village CO, 80111

**Re: Second Submission Review – SAINT MICHAEL THE ARCHANGEL PARISH– MINOR  
SITE PLAN AMDT**

Case Number: 1988-6012-02

Thank you for your second submission, which we started to process on February 20, 2018. We reviewed it and attached our comments along with this review 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.

Since several important issues still remain, you will need to make another submission. Please revise your previous work and send us a new submission on or before March 21, 2018.

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.

As always, if you have any comments or concerns, please give me a call. I may be reached at 303-739-7249.

Sincerely,

Sara Ullman, Planner I  
City of Aurora Planning Department

cc: Margee Cannon, Neighborhood Liaison

Filed: K:\\$MA\2017 MAs\1988-6012-02Saint Michael the Archangel Parish\Rev2



## Second Submission Review

### SUMMARY OF COMMENTS

- Please complete all required License Agreements and Easement Dedications and Releases. Please see Real Property comments and redlines for specific details. The Minor Amendment will NOT be approved until these processes are complete.
- Please delineate and label the new accessible route.
- Please see Civil Engineering comments regarding required drainage easements, grading, the provision of a maintenance path, and street light requirements among others.
- Any required trees that are not installed because of the Phillips 66 gas easement must be planted elsewhere on the site. Make sure that trees are added to the parking lot landscape islands that are not in the Phillips 66 gas easement.
- Please include the Phillips 66 No Opposition Letter as an exhibit on the site plan sheet itself. See Life Safety comments and redlines.
- Please employ tree protection during construction activities. See comments from Forestry.
- It is recommended that abutting property owners and neighborhood groups be notified prior to construction activities. Please coordinate with Planning and Neighborhood Services when the minor amendment process is complete.

### PLANNING DEPARTMENT COMMENTS

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

- Per Article 16, institutional uses are allowed "one square foot of sign area for each linear foot of building frontage for the first 200 feet of building frontage; then one-half square feet of sign area for each linear foot of building frontage thereafter." Please revise permitted sign area to be 366.25 square feet.
- Please indicate the required accessible route to accessible parking spaces.
- Please label zoning "PCZD SFA RESIDENTIAL". See redline comment.
- Will the monument sign be illuminated in some way? Please describe and show landscape lighting on the site plan if this is the case. Landscape lighting must include a note restricting illumination to only the sign face of the monument sign.
- Please ensure all site plan sheets are consistent regarding the location of sidewalks. Currently, the landscape plan does not identify a sidewalk which is shown on Sheet 3.
- Regarding the screening equipment detail on Sheet 7, please indicate the estimated height of the equipment and include a note identifying the general location of the equipment in relation to the edge of building.
- Please label the existing storage building and sheds on the landscape sheet.
- There is an inconsistency in the sheet set. Stairs were shown on the site plan sheet and landscape sheet and were not shown elsewhere. Please revise so that all sheets are consistent.

**Neighborhood Notification.** As per previous correspondence with the applicant, staff encourage the applicant to notify adjacent property owners and neighborhood groups prior to beginning construction. Please coordinate with Neighborhood Services (Margee Cannon/ [mcannon@auroragov.org](mailto:mcannon@auroragov.org)/ 303-739-7287) to obtain an updated list of addresses for registered neighborhood groups within one mile of the property. Prior to mailing notification, it is recommended that you speak with Planning and Neighborhood Services to go over any remaining questions.



**2. Landscaping** (W. David Barrett / (303) 739-7133 / [wbarrett@auroragov.org](mailto:wbarrett@auroragov.org))

- Show the Phillips 66 gas easement on the landscape plan.
- Any required trees that are not installed because of the Phillips 66 gas easement must be planted elsewhere on the site. Show and call out on the landscape plan where these trees will be located. Make sure that trees are added to the parking lot landscape islands that are not in the Phillips 66 gas easement.
- All shrubs must be called out and labeled on the landscape plan.
- A tree should be added on the parking lot island next to the trash enclosure outside the gas easement.

**REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

**3. Civil Engineering** (Janet Bender / 303-739-7512 / [jbender@auroragov.org](mailto:jbender@auroragov.org) / Comments in green)

- Please flatten and remove AutoCAD SHX text for the site plan set.
- After the 1st submittal to the planning folder, all preliminary drainage reports/letters shall be submitted to the civil plan folder that returned the comments to the drainage. This was submitted to the planning folder RSN 1258130 incorrectly, however a check shows that it was also uploaded correctly to the Preliminary Drainage Letter Civil Plans folder RSN 1255451. Please see that folder for comments to the drainage letter, no comments are made to this letter within the planning folder.

**SHEET 3**

- Please provide a detail of the street light in the site plan showing a typical detail with the height labeled. The proposed street light shown in the civil plans is not a similar style to existing street lights in the area, the height shown in civil is also not consistent with this or existing lights.

**SHEET 4**

- Please label the proposed water quality pond as “private”.

**SHEET 5**

- Please show the grading out of the swale.
- Please show the sidewalk adjacent to swale. See COA standards Roadway Spec Standards for slopes adjacent to sidewalks, recovery area, and if warranted, please provide a railing. The railing shall be shown here and in landscaping plan.
- Please show the maintenance access path to the water quality swale. The drainage easement for the swale shall include a maintenance access path designed per COA Roadway Spec standards. Show path on landscaping plan as well. The maintenance access path shall extend to COA ROW (it can be layered on top of firelane easement, but is a separate easement). Please contact Maurice Brooks 303-739-7294 to start the process by separate document.
- Please show side slopes around the swale and identify contours. The maximum side slope allowed is 3:1 per 2.08.1.07.
- Please show the proposed drainage easement for the swale as well as the maintenance access.

**SHEET 6**

- There is an inconsistency within the site plan set. Sheet 3 shows a sidewalk in this area.

**4. Building and Life Safety** (John Van Essen / 303-739-7489 / [jvanesse@auroragov.org](mailto:jvanesse@auroragov.org) ) See blue comments  
Please see Marked-Up (In Blue) Site Plan for Specific Comments. Thank You!

**SHEET 3**

- Please show the 29' inside radius, so the fire truck can make this turn.
- Please include the Phillips 66 No Opposition Letter as an exhibit on the site plan sheet itself.
- Please add the accessible route to the site plan and show an interconnected accessible route to:
  - A) Public transportation stops.
  - B) Accessible parking.
  - C) 60% of the required building entrances. Indicate all entrances and required exits on the plan.

This is best accomplished by using a heavy dashed delineation to reflect the accessible route.



**SHEET 4**

- Please show the 29' inside radius, so the fire truck can make this turn.

**SHEET 5**

- Please show and label the Existing Knox Box on all sheets TYP. (which includes the Site Plan; Landscape plan and utility plan).
- Please add Existing Knox Box to all legends.

**SHEET 7**

- Please move Accessible signs and postings to Civil Plans.

**SHEET 8**

- Please add symbol.

**SHEET 9**

- Please add the accessible routes to the photometric plan so we can verify the minimum lighting of 1 candle/foot along the entire path. Usually this is accomplished by heavy dashed line delineating the accessible route.

**5. Real Property** (Darren Akrie / (303) 739-7331 / [dakrie@auroragov.org](mailto:dakrie@auroragov.org) and Maurice Brooks / (303)739-7294 / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org) )

Your new monument sign located in the Northwest corner of your site appears to be encroaching within an existing 6' gas easement. You also are showing an existing shed located within a 8' pedestrian easement. A revocable license will be required for these encroachments. Please Contact Grace Gray in Real Property at 303-739-7300 for submittal requirements. Once Grace has received what he needs, it usually takes 1-2 weeks to complete the process. The Revocable must be complete and ready to record before the site plan can be recorded. It is the applicant's responsibility to identify and include all encroachments on the application. Grace needs to have received your packet by the time I receive your next submittal or you may not have your project approved by the proposed date given on your timeline. These packets have been attached to the redlined site plan.

**6. Traffic** (Victor Rachael / (303) 739-7309 / [vrachael@auroragov.org](mailto:vrachael@auroragov.org) )

**SHEET 6**

- Show sight triangles per COA STD TE-13.1 - Applies to all driveways. Refer to the City's roadway spec manual to find the detail.
- Please fix spelling errors. Labels should read "sight".

**7. Utilities** (Vern Adams / (303) 739-4324 / [vadam@auroragov.org](mailto:vadam@auroragov.org) )

No additional comments at this time.

**8. Forestry** (Rebecca Lamphear / [rlamphea@auroragov.org](mailto:rlamphea@auroragov.org) / 303-739-7139)

Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. [Parks, Recreation & Open Space Dedication and Development Criteria manual](#). These notes and detail shall be added to the plan.