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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:

Parking analysis and operations plan required to analyze parking
Public improvements on Kingston Street
On-Site Amenities sidewalk network and Use of Open Space
Building Orientation to Kingston Street
Four-sided architecture is required

Project Overview:

Zoning: MU-OI Office/Institutional District
Character Area: Subarea A
Proposed Use: Place of worship
Permitted Use: Yes, permitted by the current zoning but subject to a Site Plan approval.

Type of Application:

Site Plan

Procedures:

A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1. The application will require Site Plan approval in a public hearing before the Planning and Zoning Commission. The application will be reviewed in a 12-13-week timeframe and will be processed electronically through our development review website.

Standards and Issues:

1. Zoning and Place type

a. Zoning

The purpose of the MU-OI district is to accommodate office, institutional, and related low impact uses near residential areas. This district is intended to allow low- to medium-scale, low traffic generating office and residential uses in areas that can serve to buffer single-family residential areas from nearby more intensive commercial development. This district allows both residential and small-and moderate-scale commercial activities, with limited retail, services, and institutional uses

b. Subarea

Your property is within Subarea A which includes a mix of industrial, residential and commercial developments. Future development will occur as mainly infill as well as redevelopment of existing sites and structures.

c. Place type

This area is designated as a City Corridor Place type by the Aurora Places Comprehensive Plan. City Corridors are centered along the city's major roadways, home to a wide range of uses, including commercial, retail, institutional, service and some residential. Recommended practices for City Corridors include:

Accommodating pedestrians through amenities such as common greens, sidewalks, crosswalks, benches, and pedestrian-scale lighting.
Developing a complete access network for connection with urban districts and adjacent residential neighborhoods, including gridded urban blocks.

Promoting shared parking opportunities.

Development Standards

2. Dimensional Standards

- a. All development shall comply with the standards in section 146-4.2.2. Dimensional standards for mixed-use districts are shown in table 4.2-3. The building setback areas required under this shall be unobstructed from the ground upward except for fences, landscaping and other specific building features specified as exceptions to the required setbacks in Section 146-4.2.4

Response: please see the attached revised site plan, the setbacks have been changed per your request.

b. Neighborhood Protection Standards – Building Height

Please refer to Section 146-4.4 to review those standards and their applicability to this project. The 38 feet height limit applies only to

the side of the site that abuts the area zoned R-1 or R-2 within the buffer distance of “protected lots” as described in the code.

Response: this building is only 31’4” high, if you would please tell us all what the code section states that you want us to refer to, instead of only telling us a section number that we have to guess that we are reading the correct section of the code.

What we were able to find states that what we have shown on this plan and elevations meets this code section. As we have a 30’ setback on the east side of the building and the code only requires 20’-0”, so we are not sure what the issue is here, please be more specific in the future.

c. *Common Space and Amenities*

Consider re-locating amenities closer to the Westerly Creek instead of Kingston Street to provide ease of access for the children, as well as assist in adult supervision. Locating this amenity next to the Westerly Creek open space will help to provide a more conducive space for recreation purposes.

Buildings are required to open on to an enhanced patio or courtyard space. Typically, that space is a minimum of 5% of the building footprint with a minimum dimension of 12 to 15 feet. This space should include furniture such as benches, pedestrian scaled lighting, shade features and landscape amenities such as seat walls and raised planters. This space should be integrated with an internal sidewalk network connecting to both street frontages. The internal sidewalk network should minimize crossing of drive aisles and parking lot/s.

Response: there is a 25’ easement on that side of the building that we are only allowed to landscape, if this amenity can be used for outdoor gather space, then we have met this request, otherwise the outdoor play area will remain in the site secured area we have designated on the east side of the building.

d. *Access and Connectivity*

There is an existing pedestrian trail along Westerly Creek to the south of the site. It is likely during Shabbat services that there will be a significant amount of pedestrian traffic that will be coming from the neighborhood to the south. Please provide a connection to the Westerly Creek Trail to assist in access to your site. This trail also provides a pedestrian connection to the Gardens on Havana shopping center.

Response: This is a secured site with a wrought iron fence that will surround it, we need to limit the access for security reasons, so the access points through the gates will need to be maintained.

e. *Public improvements on Kingston Street*

Public improvements required for this development include the completion of the Kingston Street improvements. A detached sidewalk with curbside landscaping and street trees located between the back of curb, and side are required along Kingston Street. For additional information regarding street design please consult Public Works Roadway Design Standards manual and Public Works' comments within this set of notes. Additionally, curbside landscaping and street trees are required along both street frontages.

Response: These public improvements are now shown on this attached site plan.

f. *On-Site Vehicular Circulation.*

Provide pedestrian pathways to ensure access to the building that minimizes conflicts between pedestrians and vehicles. Handicap parking spaces are required to be provided as close to the building as possible with accessible routes identified to the building and public rights-of-way.

Response: Now provided, please see the revised site plan.

g. *Parking*

Off-street parking is required by Section 146-4.6. For places of worship, one parking space per four fixed seats is required. Based on the information provided; with an occupant load of 287 persons, 72 parking spaces are required. Your sketch plan shows a deficiency of approximately 34 spaces. In addition to vehicle parking, the development is required to provide 7 bicycle parking spaces. 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 any bicycle parking in a convenient, paved, and well-lit location. Accessible parking shall be provided for all non-residential uses as shown in Table 4.6-2 of section 146-4.6.3 or as required the International Building Code, the Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities and Colorado Revised Statutes, whichever has the higher requirement. Based on the information provided you are required to have 3 accessible parking spaces.

Section 146-4.6.5 details requirements for the design and placement of parking areas. Generally, parking areas should be located and designed to provide for adequate vehicle circulation, safe pedestrian connections, screening from adjacent sites and streets, and to avoid abutting significant stretches of adjacent streets.

A request for a reduction to the required parking may be granted by complying with any one or combination of the parking alternatives

listed in Section 146-4.6.4 provided that the total reduction is not greater than 25 percent below the parking requirements in Section 146-4.6.3.C (Minimum Required Parking), and that the applicant provides a parking analysis and the Planning Director determines that the analysis provides adequate documentation of reduced parking demand and demonstrates that the reduction will not create significant adverse impacts on surrounding properties.

Response: See traffic study and parking study letter for reduction in parking request, from ROXANN HAYES CONSULTING, LLC.

- h. *Landscape, Water Conservation, Stormwater Management*
 - i. General Landscape Plan Comments
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 section 146-4.7 Landscape, Water Conservation, Stormwater Management. Please ensure that your landscape architect and/or designer has a copy of these documents as well as these project specific comments.

Response: See Landscape Plan and Landscape Detail sheets for compliance with the Landscape Reference Manual.

- ii. 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.

Response: See Landscape Plan and Landscape Detail sheets for 24x36 size, ‘Not For Construction’ notation,

symbols, plant labels with quantities and tables for require landscape treatments.

- iii. *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.

Response: See Landscape Plan for sight distance triangle locations.

- iv. Section 146-4.7 Landscape, Water Conservation, Stormwater Management

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

Response: See Landscape Plan and Landscape Detail sheets for compliance with following items.

- v. 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 Kingston Street and Kenton Way. Trees shall be provided in the curbside landscape when a detached sidewalk is installed or 4'-5' from the back of walk, curb, or pavement when an attached walk 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.

Response: See Landscape Plan and Landscape Detail sheets for street trees along Kingston Street and Kenton Way and tables.

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

Provide a 10' wide street frontage buffer as measured from the back of walk along all street frontages. If no walk is provided, then from the property line. Landscaping shall consist of one tree and ten shrubs per each forty linear feet of buffer length. A reduction in buffer width is permitted for this development in accordance with Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. Landscape street frontage buffers may be reduced incrementally down to six feet depending upon the buffer reduction feature chosen. Landscaping 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 similar. 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. Staff will determine whether an overlap exists once a site plan is submitted.

Response: See Landscape Plan and Landscape Detail sheets for street trees and landscape along Kingston Street and Kenton Way and tables.

- vii. Section 146-4.7.5 E.2.b. Non-Street Perimeter Buffers
Provide a 25' wide buffer along the northern property line. A buffer reduction to 12' is permitted depending upon the landscape incentive feature chosen as specified in Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. 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 40 linear feet of buffer with thirty percent of the tree species being evergreen.

Plant material shall be chosen based upon their 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.

Landscaping shall be located on the exterior side of any fences or walls. If there is an existing fence along an adjoining property line and the applicant also wishes to install a fence, the city will work with the applicant on the best buffer alternative and likely, landscaping will be permitted to be located along the interior side of the lot.

Response: See Landscape Plan and Landscape Detail sheets for Non-Street Perimeter Buffer along northern property line and tables.

- viii. Section 146-4.7.5 H. (Special Landscape Buffers for Development Adjacent to I-79, I-225, E- 470, Public Parks, Open Space and Trails.)

While landscape requirements are typically administered by the Planning and Development Services Department, because this proposed application is adjacent to a Parks Recreation & Open Space Department (PROS) managed facility, these buffer requirements are overseen by PROS and any requests to deviate from these standards should be directed to that department. If the standards of this section conflict with other buffer requirements found within the UDO, the standards of this section shall apply.

A 25' wide buffer is required adjacent to the Highline Canal to the south. Reductions in the buffer width are not permitted. The buffer shall contain one tree and 10 shrubs per 30 linear feet of buffer. Coordinate with PROS on the appropriate plantings to be included within the buffer.

Response: See Landscape Plan and Landscape Detail sheets for PROS buffer along southern property line and tables.

- ix. The encroachment of buildings or portions of buildings including porches, patios, trash enclosures, dumpsters, parking lots and internal vehicular drives, sidewalks and detention and water quality pond infrastructure into landscape buffers is prohibited. The provision of trail connections is generally permitted through the buffers but shall be approved by PROS on a case by case basis and is based upon unique site conditions and alternatives to those impacts including mitigation measures.

Response: See Landscape Plan as no encroachments have been proposed.

x. 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 prorated if less than 40 linear feet. Landscaping shall be broken down by building face and not as an entire entity.

Response: See Landscape Plan and Landscape Detail sheets for Building Perimeter landscape and tables. Based on the required quantity of 9.75 trees and limited planting area at building foundation, (3) trees have placed at southwest corner planting area and (8) trees have been placed east of activity area to fulfill requirement.

xi. 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 as listed below. 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 buffer width shall be provided around the perimeter of the parking lot. Screening shall consist of a berm between 3'- 4' 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 low continuous hedge between 3' - 4' tall planted in a double row at 3 feet on center in a triangular pattern or;

A decorative masonry wall between 3' - 4' tall in combination with landscaping.

Shrubs must reach a height of 3' 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.

Landscaping shall consist of one deciduous canopy tree and six shrubs per 9'x19' island and two trees and 12 shrubs per 9'x38' 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.

Response: See Landscape Plan and Landscape Detail sheets for required parking lot landscape and tables. Street frontage landscape buffer and parking lot screening has been combined for required items along S. Kenton Way.

- xii. Section 146-4.7.5 I 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.

Response: Based on the proposed use, project signage is not being proposed at this time.

- xiii. Section 146-4.7.8. B. 2.b. Service, Loading, Storage and Trash Area Screening
All trash dumpsters and recycling bins must be enclosed and setback at least 12 feet from adjacent properties with residential or commercial uses. Service areas visible from streets or residences shall be screened by fences, walls, landscaping, berms or any combination of items. Fencing and

wall screening shall be accompanied by landscaping on the exterior side to soften the appearance of the wall and/or fence. Evergreen plantings are required along the exterior.

Response: See Landscape Plan and Landscape Detail sheets for fencing and landscape screening.

- xiv. 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). Many of the LID practices have an integrated vegetative component which supports the treatment, evapotranspiration and infiltration functions so that storm water is treated at the source. With the implementation of LID techniques, landowners can benefit from the environmental quality and aesthetics of the area in which they live and work. 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 BMPs or work with the City of Aurora's Water and/or Public Work's Departments. The City of Aurora Water Department completed a study and produced a manual titled "Low Impact Development Techniques for Urban Redevelopment in Aurora". Applicants are encouraged to utilize this document as an introduction to LID/BMP techniques. To obtain a copy, please contact Vern Adam at vadam@auroragov.org. The applicant may also wish to review the Ultra-Urban Green Infrastructure Guidelines published by the City and County of Denver/ Public Works.

All detention pond facilities shall not exceed 6' in depth. The area within the tract surrounding the pond shall contain a minimum of 1 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.

Response: Based on limited planting surrounding the detention facility, trees/shrubs have been placed on west side of detention area to meet street buffer requirements.

For area east of detention facility, limited area is available and may not support tree placement but shrub plantings have been provided. Variance to be requested.

xv. Section 146-4.7.3 C. Irrigation

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation, tap fees, the City Water Department will require that the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at (303) 326-8819 in Aurora Water regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

Response: Acknowledged. Note has been provided for automatic irrigation system for landscape areas.

i. ***Building Design Standards***

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. 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. Your current elevations do not meet this requirement and appear to reflect a “back of house” approach from an architectural standpoint along the east elevation and Kingston Street frontage. See the table below for applicable building design standards and ensure that the building elevations meet all applicable requirements.

Response: The building orientation is predicated by the religious aspects of this project, so that is not going to change, we have added more fenestration to the East elevation.

Building Orientation to the Street

- i. Design primary building facades and entries to be visible from public sidewalks and streets with clearly demarcated, accessible and lighted pathways between sidewalks and building entries.

Response: The building orientation is predicated by the religious aspects of this project, so that is not going to change, we have added two sidewalks that connect to the public sidewalks, due to the secure nature of this building these access points are to be limited, please see the revised site plan.

- ii. Incorporate architectural elements such as porches, stoops, terraces and covered outdoor entries that create usable pedestrian places between the public and private realms.

Response: we have added several entry canopies per your request, porches and stoops are not very ADA friendly, this reviewer needs to rethink what he is asking for here.

j. *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.

Response: See the attached site photometric plan.

k. *Signs*

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

Response: signs will be address in a signage permit application, and should not be part of this site development plan, so as to lock in this design to the point it would require a new planning submittal if they were to change. The monument sign location has been added to the site plan.

3. Adjustments

Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed and justified in the Letter of Introduction. They must also be listed on the cover sheet of the Site Plan and any other sheets on which they are applicable. Approvals of adjustment requests are not guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction.

Typically, mitigation techniques should go above and beyond requirements from other code sections. If an adjustment does not meet the limits for administrative approval under Section 146- 5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.

Response: Currently the only adjustment to the standards we are aware of is the variance to the parking that is called for and clearly defining in the attached letter from our traffic and parking consultant Roxann Hayes.

4. Submittal Reminders

a. 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.

b. 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.

c. 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 Planning 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 rights-of-way. If you have questions or concerns about this, the Oil and Gas Division can assist with providing additional information.

Should you have any questions about oil and gas development, please reach out to Jeffrey Moore, Manager of the Oil and Gas Division.

Parks, Recreation & Open Space Department (PROS)

Special Landscape Buffer

Your property abuts the Westerly Creek Regional Greenway and Trail corridor to the south. Whenever development occurs adjacent to parks or open space a 25'

special landscape buffer is required. This buffer is measured from the property line in and may not be encroached into with any building, parking, detention or water quality ponds. Per the UDO, the landscape required includes 1 tree and 10 shrubs per 30 linear feet.

Response: See Landscape Plan and Landscape Detail sheets for PROS buffer along southern property line and tables.

Forestry Division

There are trees that will be impacted on the site. The health of the trees is currently unknown, but they will require mitigation if they are in good condition. Also, there is a need to make sure that the trees on the neighboring property to the north are protected during construction activities. If the trees are damaged during development activities, the entity who damaged them will be required to mitigate their loss or injury. The neighboring property owner should be contacted using registered mail to notify them of your plan to develop. Forestry will need you to submit this letter with your plan so that we are sure the neighboring property owner has been notified.

Tree Mitigation Requirements

- Trees on site that are four inches or greater in caliper that will be impacted by development require tree preservation or mitigation. The intention of the Tree Preservation Policy is to preserve trees that are in good condition and of high value during the process of development. Mitigation for trees removed from the property can be accomplished by trees being planted back onto the site through the landscape plan, payment made into the Tree Planting Fund, or a combination of the two. If trees are planted on the site, the mitigation requirement is an inch-for-inch replacement. This is in addition to the regular landscape requirements. For example, if a 10" tree is removed, 10 caliper inches must be replaced back onto the site. The use of tree equivalents is not acceptable for tree mitigation.

Response: Existing tree survey has not been obtained for this or neighboring property at this time. Field review of existing trees and condition to be provided by Landscape Architect.

Forestry's Role in Site Plan Review

- When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors. Civil and SWMP plans will not be approved by Aurora Forestry until tree mitigation has been approved through the Site Plan Process.

Response: Existing tree survey has not been obtained for this or neighboring property at this time. Field review of existing trees and condition to be provided by Landscape Architect.

- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site.

Response: Acknowledged.

- Any trees that are preserved on the site during construction activities, this includes those trees on the neighboring property, shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan.

The link for the manual can be found at:

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

Response: Based on the proposed site plan, no existing trees have been identified to be preserved.

Ash Trees Prohibited

- Due to the invasive Emerald Ash Borer that has been infesting trees along the Front Range, all species of Ash are prohibited from planting within the City of Aurora – please be sure that your Landscape Architect is aware of this new requirement.

Response: No Ash trees species are being proposed within the Plant Schedule.

Aurora Water

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

Key Issues:

- A water fixture unit table is required with the civil plans to determine the size of the water meter. The outdoor use fee will apply to water meter connection fees.

Response: a water fixture unit table will be provided with the civil construction plans.

- Water quality and detention are required for this site. An Inspection and Maintenance Plan (I and M Plan) plan is required to cover private detention facilities.
-

Response: An onsite rain garden is provided for detention and water quality treatment, an I&M Report will be submitted with the construction plans.

- A grease interceptor will be required for a commercial kitchen.

Response: a grease interceptor will be provided with the civil construction plans.

- Existing 6-inch water line in Kingston Street will need to be evaluated to determine the ability to meet private fire flow demands.

Response: Acknowledged

- A domestic allocation agreement will be required for connections two inches and/or larger.

Response: Acknowledged

Utility Services Available:

- Water service may be provided from: 6" CIP in Kingston Street (Zone 3)
- Sanitary sewer service may be provided from: 12" CIPP in Kingston Street
- 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
 - All utility connections in the arterial roadway are required to be bores

Response: all of this will be provided with the civil construction plans.

- 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).

Response: Acknowledged

- Aurora Water does not require a Site Plan for this project.

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 Traffic Letter is required for this development. See below for additional information.

Response: revised traffic letter is attached

- A parking study would support Planning's decision on if reduced parking would be supported. Analysis should include detailed comparison to a similar use / site within general proximity.

Response: revised parking letter is attached

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

Response: There is one opposing driveway which is now shown on the site plan.

- Label the access movements on the Site Plan.

Response: Now labeled.

- Objects and structures shall not impede vision within the sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with City of Aurora Standard Traffic Detail TE-13. In

addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in City of Aurora Standard Traffic Detail TE-13.3

Response: Now shown.

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

- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Add the following note to the Site Plan:
 - The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards and shown on the signing and striping plan for the development.

Response: See Landscape Detail sheet for note.

- A full Traffic Impact Study will not be required. The applicant shall prepare a detailed Traffic Letter to address the following items. The letter shall be signed and stamped by a professional engineer licensed in the State of Colorado, and address:
 - Trip Generation from the site.
 - Site Circulation Plan
 - Discussion of the application of elements from the Traffic Calming Toolbox and countermeasures applicable from the FHA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations (July 2018) to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox include: Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane. Details of Enhanced Crosswalk, compact roundabout, speed cushions and chicane may be made available if requested.

The Traffic Letter shall be prepared in accordance with the City of Aurora Traffic Impact Study Guidelines.

Submitting the Traffic Letter:

- The Traffic Letter shall be sent directly to Brianna Medema at bmedema@auroragov.org as soon as possible.
 - The Traffic Letter 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 Letter, additional improvements may be required.
- A Parking Reduction Study would support a parking waiver for this site which will include addressing the following items:
 - Waivers from the City of Aurora Code.
 - Existing parking conditions in the area, including verbiage that addresses weekday and weekend parking trends.
 - Site comparison to a minimum of three Comparable Sites. Comparable Sites shall be similar in use and surrounding environment.
 - Parking Reduction Factors, which may include parking management strategies, site specific uses, proximity to local transit modes, and bicycle facilities.
 - Calculations Page showing Parking Reduction Calculations.

Submitting the Parking Reduction Study:

- The Parking Reduction Study shall be sent directly to Scott Bauman at sbauman@auroragov.org as soon as possible.
- The Parking Reduction Study shall also be uploaded with the rest of the submittal.

Response: revised parking letter is attached

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 completing the improvements on Kingston Street. This includes pavement, curb and gutter, a 5.5' detached sidewalk and street lights. The City requests the improvements extend to the south to the existing improvements with a potential reimbursement from the City. Streetlights are required on each street frontage.
- Curb returns with curb ramps are required for the access points on each street rather than a curb cut.

- A Preliminary Drainage Report shall be submitted with the site plan. On-site detention and water quality/EURV are required.
- Additional hydraulic analysis is required for Westerly Creek to establish base flood elevations. The lowest finished floor elevation, including basements or crawl spaces, must be a minimum of one inch above the base flood elevation.
- 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.
- This application will be referred to Mile High Flood District (MHFD) for review and comment. It is advised that coordination with MHFD is started as soon as possible.

Response: Public improvements are now shown. A drainage report is included with this submittal.

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.
- Mountable curb and gutter shall be used on all Type 1 and 2 streets. All other streets, including those within the Urban Centers and TODs shall use a six-inch vertical curb and gutter.
- 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.
- 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.
- 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.
- 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.

- 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.
- If gates are incorporated into the design of the development, they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater.
- Streetlights are required along adjacent roadways. Please refer to the Draft Lighting Standards for street light spacing, location, wattage, etc., information. Streetlights 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.

Response: Improvements are now shown per these comments.

ROW/Easements/Plat:

- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.
 - Sidewalk easements may be required for new sidewalk to be installed.
 - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
 - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
 - Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

Response: New easements will be dedicated by separate document.

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.

- 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.
- 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.
- 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.
- Release rate for the detention pond shall be based upon the “Storm Drainage Design and Technical Criteria” Manual, latest revision.
- 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.
- 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.
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.

Response: A rain garden has been designed to meet these drainage requirements.

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.

Accessibility Requirements:

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

- Commercial

Response: it would be nice if this reviewer could be more specific on what the specific issues are, currently we feel we have addressed all of the accessibility issues on the site and in this building.

Addressing Requirements:

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

Response: the buildings address will be display at the front doors on the west side and on the proposed monument sign.

Adopted Codes by the City of Aurora – Setbacks:

The site plan and civil plans must reflect the setback requirements of the 2015 International Building and Fire Code for placement of the structure(s) in relation to adjacent buildings, property lines, public ways, accessible walkways, etc. To view the 2015 International Codes please utilize the following hyperlink; ICC Codes Online.

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

Response: The plans for permit will be submitted using the most current codes.

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.

- Dead-End Fire Lane Detail
- Fire Lane Sign Detail
- Grading Plan
- Handicap Accessible Parking Signs
- Sign Package
- Signature Block

Response: These items will be provided with the civil construction plans.

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.

Response: any such system that is required will be provided once it is determined to be needed.

Fire Department Access:

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

- Fire Lane Easement
 - The abutting public/private streets adjacent to this site are sufficient to provide emergency apparatus access, no additional fire lane easement is being required internally within this site.
 - Buildings less than 30' in height require only a 23' wide fire lane easement with 29' inside and 52' outside turning radii. Building greater than 30' in height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii.
 - Buildings greater than 30' in height are regulated by the 2015 IFC Section D105 and require a both a 26' Fire Lane Easement and two points of emergency access. Typically, the 26' fire lane easement is located on the front main entry side of the structure within a minimum of 15' and a maximum of 30' from the exterior wall of the building. Structures greater than 30' in height also require a second point of emergency access.

Response: Noted.

Fire Hydrants:

The number and spacing of fire hydrants are determined using the 2015 IFC, Appendix B & C. As indicated in the previously stated code sections, fire hydrant coverage requirements include both internal site areas and abutting public street systems.

Response: A new fire hydrant is shown in near the NE corner of the property to meet these requirements. See the Utility Plan.

Fire Sprinkled Structures:

The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2015 IFC and IBC.

General Comments:

- Where the structure is required to be fire sprinkled, a dedicated 23' fire lane easement will be required to provide fire apparatus the ability to access the fire department connection.
- 2015 IFC, Section 903.2.1.3 Group A-3. An automatic sprinkler system shall be provided for Group A-3 occupancies where one of the following conditions exists:
 - The fire area exceeds 12,000 square feet (1115 m2).
 - The fire area has an occupant load of 300 or more.
 - The fire area is located on a floor other than a level of exit discharge serving such occupancies.
 - 2015 IFC, Section 903.2.3 Group E. An automatic sprinkler system shall be provided for Group E occupancies as follows:
 - Throughout all Group E fire areas greater than 12,000 square feet in area.
 - Throughout every portion of educational buildings below the lowest level of exit discharge serving that portion of the building.

Exception: An automatic sprinkler system is not required in any area below the lowest level of exit discharge serving that area where every classroom throughout the building has at least one exterior exit door at ground level.

Response: this building will be fire sprinklered, and we need to request a deferred submittal for the design on this system as the GC will need to hire a Fire Sprinkler sub-contractor to do this design work for the required permit submittal.

Gated Entry:

The installation of any gating system will require a City of Aurora licensed contractor to obtain a building permit through the Aurora Building Division prior to the start of any work. This would be considered a structural, life safety and electrical review within the Building Division that is conducted on behalf of the

Fire Chief.

- If a gating system is to be installed at a site access point, it must be set back from the flow line of the street at least 35 feet or one design vehicle length, whichever is larger, and be approved by the City of Aurora's Fire and Life

Safety department. Gating systems located within close proximity to public right-of-way (ROW) may also be assessed by the City of Aurora Traffic Manager or designee and could require a traffic analysis to determine the appropriate distance of gating system to said flow line of ROW. Where a gating system crosses a dedicated or designated fire access roadway please reference the Security Gates section of the latest edition of the International Fire Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the Fire Chief (designated Fire Chiefs representative).

- A separate building permit is required for the installation of any gating system that may obstruct fire department access to the internal areas of a site. Prior to construction please submit plans and specifications of your proposed gating system to the Aurora Building Division. If you have any questions, please contact a Fire/Life Safety representative by calling 303-739-7420.

Response: Yes, this will be a secured and gated site with limited public access, the gates will have the required Knox keys installed for direct fire department access.

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 of fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an accessible location.

Response: Yes, this buildings access, will have the required Knox box for the keys installed, for direct fire department access.

Legend:

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

Response: Provided on each sheet in the site plan set.

Photometric Plan:

- Add the following note to the Photometric Site Plan:
ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015 INTERNATIONAL BUILDING CODE REQUIREMENT FROM SECTION 1006 - MEANS OF EGRESS ILLUMINATION. SECTION 1006. ILLUMINATION REQUIRED: THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING IS OCCUPIED. SECTION 1006.2 ILLUMINATION LEVEL. THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL NOT BE LESS THAN 1 FOOT-CANDLE (11 LUX) AT THE FLOOR LEVEL AND CONTINUING TO THE "PUBLIC WAY".
- Add the "accessible route" (heavy dashed line) to the photometric plan and verify minimum 1 foot- candle of illumination along its entire length.

Response: This note has been added to the Photometric Plan. The “accessible route” has also 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
- (Plat Note) If Plat Contains Fire Lane Easement
- (Site Plan Note) Accessibility Note for Commercial Projects
- (Site Plan Note) Addressing
- (Site Plan Note) Americans with Disabilities Act
- (Site Plan Note) Emergency Ingress and Egress
- (Site Plan Note) Emergency Responder Radio Coverage
- (Site Plan Note) Fire Lane Easements
- (Site Plan Note) Fire Lane Signs

Response: Provided on the cover sheet.

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.

Response: Provided on the cover sheet.

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.

- Abutting Fire Lane or Public Access Easement to Property
 - If an existing fire lane or public street has to be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.
- Access to within 150 feet of Each Structure
 - The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2015 IFC, Section 503.1.1 where allowed by code. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.
 - Where fire hydrants and fire department connections are provided adjacent to vehicular access drive aisles, they will need to be dedicated as fire lane easements in order to provide emergency access to them.
- Access Road Width with a Hydrant
- Aerial Fire Apparatus Access Roads
- Fire Apparatus Access Road Specifications

- If an existing fire lane or public roadway must be removed or relocated for any reason, the portion replaced must follow the current specifications of the Public Works Department.
- Combined Fire Lane, Public Access and Utility Easements
- Construction of Fire Lane Easements and Emergency Access Easement
- Dead-end Fire Apparatus Access Roadways
- Encroachment into Emergency Access or Fire Lane Easements are Prohibited
- Grade
- Labeling of Easements on the Site Plan, Plat and Civil Plans
- No Parking is allowed within a Fire Lane Easement
- Private Streets Constructed to Public Street Standards
- Pocket Utility Easements for Fire Hydrants
- Public Street Systems Adjacent to Site
- Speed Bumps
- Snow Removal Storage Areas
- Width and Turning Radius

Response: These criteria have been met.

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 five feet of combustible walls, openings, or combustible roof eave lines.

Response: Noted.

Real Property Division

The Real Property Division reviews the Site Plan and processes Subdivision Plats, Easements, and License Agreements that may be necessary for development of property.

Subdivision Plats:

- N/A

Site Plans:

A Site Plan will be required by the Planning Department. Real Property has items that need to appear on that site plan above and beyond what other departments may require. These items are listed on the Real Property Subdivision Plat Checklist.

Response: Noted.

Separate Documents:

- A separate document refers to a process to describe and record an encumbrance (easement, license etc.) or release of such on property when a subdivision plat already exists. The document usually consists of a legal

description and drawing. Each are reviewed and approved by the city, signed by the property owner as well as the appropriate city officials and recorded with the county.

Response: Noted.

- During the pre-application meeting no requirement for separate documents were specifically identified for the site as proposed. However, review of the 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 during the formal review process
 - Dedications Packet
 - Easement Release
 - License Agreement Packet

Response: Noted.

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

Response: Noted.

- The developer may need to dedicate new easements and/or street right-of-way on the site. Since a new subdivision plat is not required, these dedications must be done by separate legal document. These legal documents must be prepared using Real Property specifications which are found in the Dedications Packet. Once complete and accurate easement dedication information is submitted to Real Property, it takes about 8-10 weeks to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.

Response: New easements will be dedicated by separate document.

- 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.

Response: Noted.

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

Response: Noted.