

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



August 14, 2020

Ben Lokhorst  
Macritchie  
715 5 Ave SW, Suite 1700  
Calgary, Alberta T2P 2X6

**Re: Initial Submission Review – RV Storage Aurora – Master Plan, Site Plan and Final Plat**  
Application Number: **DA-2240-00**  
Case Numbers: **2020-7003-00; 2020-6031-00; 2020-3035-00**

Dear Mr. Lokhorst

Thank you for your initial submission, which we started to process on July 13, 2020. We reviewed it 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 September 2, 2020.

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 let me know. I may be reached at (303)-739-7121 or [dosoba@auroragov.org](mailto:dosoba@auroragov.org).

Sincerely,

Dan Osoba, Planner II  
City of Aurora Planning Department

cc: Stephen Litsas, Kimley Horn  
Scott Campbell, Neighborhood Liaison  
Mark Geyer, ODA  
Filed: K:\SDA\2240-00rev1



## *Initial Submission Review*

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

- The access and connections from Rome Way and the MUE trail need to be shown on the Master Plan and reflected on the Site Plan. The current configuration does not provide the through connection and second point of access needed for all development on Rome Way (see item 3Y).
- APZ lot coverage limitations must be met (see Item 3F).
- Architectural design standards must be provided in the 2<sup>nd</sup> submission (see Item 3KK)
- The Public Improvement Plan needs to be expanded to include Planning Areas, Phasing, and development triggers for future development (see Item 3NN).
- Generally applicable to the Master Plan - Considerations for the southern area of the Master Plan must be provided. How will this parcel obtain access to a ROW if there are fencing and gating systems blocking the connections? If this is a future phase III, how and when will it develop? What will trigger specific development improvements (i.e. vehicular and pedestrian access, utilities)? Leaving this area blank is not acceptable as it will potentially create an undevelopable piece of land without access to a right-of-way. These considerations must be included in the next submission and be reflected in all Master Plan tabs and the site plan.

### **PLANNING DEPARTMENT COMMENTS**

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

- 1A. There were no questions, comments, or concerns received from the community during this review; however, there were comments made by Xcel Energy. Please see their comments attached at the end of this letter. The Urban Drainage and Flood District and Arapahoe County Planning and Engineering were also sent referrals but did not have any comments.

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

- 2A. For every instance of FDP located within all documents submitted, correct to “Master Plan”.
- 2B. It is difficult to distinguish the hatch patterns on the plans. Consider using the asphalt as blank or with no pattern or shading.
- 2C. This base map does not match the site plan base map (fence location, parking lot, pond access road, etc.). Please be sure to coordinate efforts so there is no delay in submittal reviews due to inconsistent base map layouts.

#### **3. Master Plan Comments**

##### *Tab 6 – Master Plan Narrative*

- 3A. Remove the prompting language from the FDP Manual on this tab. It should only contain the application responses to those prompts.
- 3B. In item 1, use the current UDO Section 146-3.2.2.
- 3C. Language from the Landscaping, Architectural, and Urban Design tabs should be included in the response to item 2 to illustrate a design theme or sense of place that is unique to this development.
- 3D. Replace number 3 with the following: “The Master Plan accurately reflects the current zoning district designations found in the Unified Development Ordinance.”
- 3E. Modify “Waivers” to “Adjustments” in item 5.
- 3F. Per the discussion after the Pre-App Meeting, the lot coverage restrictions of the APZ will apply to the canopies and enclosures within this property, but will not be applied to surface parking lot area. As it is proposed currently on the site plan, the canopies, enclosures, and buildings occupy 28.055-percent of the total lot area. This is currently under the 30-percent limit and no adjustment is required. This will; however, limit the lot coverage for future phases of development. For reference, lot coverage is the percentage of lot area that is occupied by structures (anything constructed or erected, the use of which requires fixed location on the ground) or buildings.



- 3G. Include aspects of the trail connection, sidewalk connection, and access connection to the north parcel and Rome Way from the redlines on Tab 9.

*Tab 8 – Land Use Map and Matrix*

- 3H. Each development area must be labeled and designated with a Planning Area (PA). These Planning Areas will be referenced throughout the Master Plan and be applied to the Public Improvement Plan (PIP) documentation for phasing and development triggers.
- 3I. Correct the code section for compliance with current code.
- 3J. Label the feature shown on the redlines.
- 3K. Is the future phase of enclosed storage phase II? If so, please label it.
- 3L. The Accident Potential Zone District lot coverage restriction graphs must be added to this tab.
- 3M. Phase 1 and Phase I need to be delineated. If they are the same phase of development, they should both be Phase I.
- 3N. Change waiver to adjustment in the Master Plan notes.
- 3O. Update the landscaping code section per the UDO. See the redlines for the section number.
- 3P. Add the current zoning designations for the areas north, east, south, and west of this parcel. Utilize the zoning map on the City website for consistency.
- 3Q. The future outdoor storage area should be designated Phase III.
- 3R. Move the Landscape Buffer detail to the Landscape Design tab and show it on the site plan.
- 3S. The Land Use Formula portion of the matrix needs to be filled in. These are all an Industrial Use type. Each Planning Area should contain the land use type and the proposed use (i.e. Industrial – Self-Storage).
- 3T. Change the PCC zoning from PD to POS.
- 3U. Re-label the development areas within the Land Use Matrix with the designated Planning Areas.
- 3V. Generally, the Land Use Matrix needs to be filled in with Planning Areas and development triggers from the PIP.

*Tab 9 – Open Space and Circulation*

- 3W. This plan must contain the ultimate location of the MUE trail connection to Rome Way.
- 3X. There are a lot of gating systems and fencing around the development. Connections must be shown on this plan through the development to Phase III to the south and the development to the north. See the redlines on the sheet for details.
- 3Y. The connection to the site to the north and the MUE trail needs to function like a road and not just an internal drive aisle. It will function as the second point of access to the site and provide through connection to the site to the north creating a full looped system required for development along the single access point of Rome Way. A sidewalk connection needs to be included in the connectivity layout. The sidewalk may only end up on the east side of the connection adjacent to the detention pond, but it must connect to the east/west sidewalk connection to the MUE trail. The redlines show two east/west trail connections that would be preferred through the site, although that may change based on the E-470 Authority design.
- 3Z. The southern area of the Master Plan (Phase III) is cut off and needs to show proposed pedestrian and vehicular connection routes. Creating an undevelopable parcel without access to a ROW is prohibited.

*Tab 10 – Urban Design Standards*

- 3AA. Include the name of the site plan being referenced in the matrix.
- 3BB. Typical PROS fencing must be included in text and in the diagrams (see Item 3CC below) for the fencing along the PCC.
- 3CC. Include photographic or diagrammatic examples of the design ideas within this tab.
- 3DD. Remove the sections that are not utilized.



*Tab 11 – Landscape Design Standards*

- 3EE. It is expected for master planned developments to exceed minimum UDO requirements. Where applicable, provide the standards on this tab and the other design standards tabs where development standards have been exceeded.
- 3FF. Include the name of the site plan referenced in this tab.
- 3GG. The Landscape Standards in commercial and public gathering spaces must be filled in for the enclosed structure and any buildings (potentially Phase III). Please change the title from “Commercial” to “Industrial”.
- 3HH. Make the addition noted in the redlines to item 7.
- 3II. Section 10 specifically applies to the PCC and MUE areas. Please fill in the form as applicable.
- 3JJ. Provide photographic or diagrammatic examples of these design elements in this tab.

*Tab 12 – Architectural Design Standards*

- 3KK. Since a site plan was submitted concurrently with the Master Plan, the design standards are required. A second submission of this development application will not be accepted or reviewed until these standards are adequately design within the form. These must include at a minimum industrial development:
- Design theme
  - Color palette
  - Architectural styles
- 3LL. Include photographic or diagrammatic examples of the design elements added to this form in the second submission.

*Tab 13 – Public Improvement Plan*

- 3MM. Include the Planning Areas and Phasing from the Land Use Map redlines referenced above.
- 3NN. Planning Areas, Phases, and development triggers must be included in the narrative.
- 3OO. Modify the hydrant locations per Life Safety comments.
- 3PP. Considerations for the southern area of the Master Plan must be provided. How will this parcel obtain access to a ROW if there are fencing and gating systems blocking the connections? If this is a future phase III, how and when will it develop? What will trigger specific development improvements (i.e. vehicular and pedestrian access, utilities)? Leaving this area blank is not acceptable as it will potentially create an undevelopable piece of land without access to a right-of-way. These considerations must be included in the next submission and be reflected in all Master Plan tabs and the site plan.

**4. Site Plan Comments**

*Sheet 1*

- 4A. Building elevations are required in the 2<sup>nd</sup> submission. These must include building height, materials and finishes. These must reflect the required architectural design standards provided in the Master Plan.
- 4B. Remove the legend from the cover sheet.
- 4C. Remove the Planning Commission and City Council line items from the signature block as they are not required at this time.
- 4D. Include the percentage of lot coverage for buildings and structures within this site plan to comply with the APZ District standards.
- 4E. The customer, employee and van accessible spaces must be delineated on the site plan.

*Sheet 2*

- 4F. Instead of providing this large context map, please provide an overall site plan showing the whole development.

*Sheet 3*

- 4G. What is being referenced by Sheet 1 on the building?



- 4H. Access and connections must be reconfigured and shown on the site plan per the Master Plan comments above.
- 4I. Include Planning Areas and Phases from the Master Plan.

*Sheet 10*

- 4J. Site details must comply with the Urban Design Standards provided in the Master Plan in the 2<sup>nd</sup> submission.

*Sheet 11*

- 4K. Both monument signs shown do not comply with the UDO sign standards. Monument signs must have a full monument base (the sign base must be as wide or wider than the sign and be flush with the ground). This type of sign design detail must also be provided in the Urban Design standards in the Master Plan.

**5. Landscaping Issues** (Chad Giron / 303-739-7185 / [cgiron@auroragov.org](mailto:cgiron@auroragov.org) / Comments in bright teal)

*Site Plan Comments*

*Sheet 3*

- 5A. Update the keynote to include the width of the sidewalk.
- 5B. Add the hatch to the legend.
- 5C. The fence shall be located outside the 10-foot street frontage buffer, which is measured from the back of the walk.

*Sheet 4*

- 5D. The fence shall be located outside the 25-foot special landscape buffer.

*Sheet 12*

- 5E. Label the adjacent property parcel.
- 5F. Label the sidewalk and public access easement with dimensions.
- 5G. Add the 20-foot landscape buffer label.
- 5H. Perimeter buffer landscaping must be on the outside of all proposed fencing.
- 5I. Label the building and parking.
- 5J. If the area shown on the redlines is patron parking, it must have landscaped terminal islands on both ends. One (1) tree and six (6) shrubs per island.
- 5K. Show the entrance door location.
- 5L. Consider using wood mulch for the shrub beds to break up the expansive use of rock mulch.
- 5M. This base map does not match the site plan base map (fence location, parking lot, pond access road, etc.). Please be sure to coordinate efforts so there is no delay in submittal reviews due to inconsistent base map layouts.
- 5N. Label the detention pond.
- 5O. Add the proposed contours and label the 5-foot contours at a minimum.
- 5P. Add and label the 10-foot street frontage buffer, which is measured from the back of the walk.
- 5Q. Label the 100-year water surface elevation.
- 5R. Label the 5.5-foot detached sidewalk.
- 5S. Curbside landscaping is required with a detached sidewalk. See the Pre-App notes for specific plant requirements and add to the Landscape Calculations table on sheet 15.
- 5T. Add "Plains Conservation Center – City of Aurora" label to all sheets.
- 5U. Make the label shown on the redlines darker.
- 5V. Add the 25-foot landscape buffer label.
- 5W. Separate the graphics shown on the redlines.



*Sheet 13*

- 5X. Correct the keymap numbering.
- 5Y. Make the label darker.
- 5Z. Add the 75-foot Multi-Use Easement label.
- 5AA. Add the 10-foot landscape buffer label.

*Sheet 15*

- 5BB. Add the curbside landscaping requirement.
- 5CC. Make the corrections to the landscape calculations table.
- 5DD. Add 66 more shrubs and 7 trees to comply with the landscaping requirement.
- 5EE. Spell out Plains Conservation Center.
- 5FF. Label the berms on each landscaping sheet with heights.

**6. Addressing** (Phil Turner / 303-739-7357 / [pcturner@auroragov.org](mailto:pcturner@auroragov.org))

- 6A. Please provide a digital .shp or .dwg file for addressing and other GIS mapping purposes. Include the parcel, street line, easement and building footprint layers at a minimum. Please ensure that the digital file provided in a NAD 83 feet, Stateplane, Central Colorado projection so it will display correctly within our GIS system. Please eliminate any line work outside of the target area. Please contact me if you need additional information about this digital file.

**REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**

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

*Site Plan Comments*

*Sheet 1*

- 7A. The Site Plan will not be approved until the Preliminary Drainage Report/Letter is approved.
- 7B. Add the notes to the cover sheet as shown on the redlines.

*Sheet 3*

- 7C. What is the drainage easement in the north of the property for? An access easement is required from the drainage easement for the pond to the public right-of-way.
- 7D. A license agreement is required for private storm in the drainage easement, typical for all instances.
- 7E. It is difficult to distinguish the hatch patterns on the plans. Consider using the asphalt as blank or with no pattern or shading.
- 7F. Show and label the street lights on Rome Way. Street lights will be owned and maintained by the City of Aurora and must meet COA standards. Please refer to the draft lighting standards for additional information.
- 7G. There are no light poles shown on the plan, even though there is a symbol for them.
- 7H. Add a note that the public improvements must be completed and accepted prior to business commencement on site.

*Sheet 4*

- 7I. Label the end of the curb and gutter.
- 7J. Label the flowline radius.
- 7K. Indicate the radius of the cul-de-sac to ensure vehicles such as RVs can turn around. A shoulder may be required if the full cul-de-sac is not constructed.



*Sheet 6*

- 7L. Label the slope at the access point.
- 7M. The maximum slope across fire lanes is 4-percent.
- 7N. The minimum slope is 1-percent for asphalt, 2-percent for all non-paved areas including recycled asphalt.
- 7O. Show and label the 100-year water surface elevation, and a minimum of 2-percent slope in the pond bottom on all applicable sheets.

*Sheet 20*

- 7P. Include a street light fixture for the lights on Rome Way. The photometric analysis for Rome Way shall be submitted with the lighting plan in the civil plan submittal.

*Final Plat Comments*

*Sheet 1*

- 7Q. The drainage easement should just be for the detention pond. An access easement is required from the drainage easement to the public right-of-way.

*Master Plan Comments*

*Tab 10 – Urban Design Standards*

- 7R. Add public street light standards.

*Tab 13 – Public Improvements Plan*

- 7S. Improvements on Rome Way including curbside landscaping and street lights. Add these to note 1.
- 7T. Add the note as shown on the redlines.
- 7U. The Notes section is redundant and not necessary.

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

*Site Plan Comments*

*Sheet 1*

- 8A. Add the note as shown on the redlines.

*Sheet 3*

- 8B. Shift the sight triangles to the stop sign location.
- 8C. Shift the monument sign location into the site ~2-3-feet to be outside the sight triangle.
- 8D. How is the boundary defined from built and future phases? Will there be striping or a temporary barricade?
- 8E. For all RV stalls – will striping be provided? What is the plan for striping on milled asphalt?

*Sheet 4*

- 8F. Is there a ramp on the west side of the cul-de-sac?

*Sheet 12*

- 8G. Include the sight triangle from the site plan sheet and review plantings within the sight triangle.

*Master Plan Comments*

*Traffic Impact Study*

- 8H. Update the heavy vehicle percent for entering and existing trips to Rome. See further comments in Synchro.
- 8I. Northbound level of service is below city standards. See comments in the section and update the text accordingly.





- 8J. Clarify and update the recommended turn lane length.  
8K. See other comments and corrections throughout the TIS.

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

*Site Plan Comments*

*Sheet 1*

- 9A. Add all the notes as shown on the redlines.  
9B. Edit the Site Plan Notes per the redlined corrections.  
9C. Provide the building height.  
9D. Include the 2015 IBC Construction Type for enclosed storage and enclosures. Are the listed enclosures the same? Provide elevation sheets for all proposed buildings, canopies, enclosures, and enclosed storage.  
9E. Include if the building is sprinklered or non-sprinklered.

*Sheet 3*

- 9F. Provide building elevations with this plan set. Elevations must show elements such as the location of fire department connections, Knox boxes, and fire riser rooms.  
9G. Identify the exterior accessible route with a heavy dashed line to verify the 1-footcandle minimum lighting requirement. The route shall be continuous to the public way and all site amenities. (Heavy dashed line shall be shown on Site, Utility, and Landscape plan sheets).  
9H. Indicate the location of fire lane signs.  
9I. Label the gating or barricade system being installed on the site plan using one of the following examples:
  - (2) 19.5' Automatic Sliding Gates with Approved Siren Operated System, Knox Key Switch and Manual Release.
  - (2) 19.5' Manual Swinging Gate with Approved Knox Hardware.
  - (2) 19.5' Manual Sliding Gate with Approved Knox Hardware.
  - (2) 19.5' Electrical Sliding Gate with Approved Knox Hardware.
  - Note: if the gate provided is one (1) 39' gate, then the provided note will work.  
9J. Identify the Knox box with an X within a box symbol and label with the following example: "Knox box with approved hardware."  
9K. Label the accessible parking space.  
9L. Provide an accessible parking sign.  
9M. For consistency with the future phase of development, show the phasing on the utility, grading, landscaping, and photometric sheets.

*Sheet 4*

- 9N. Gate columns or posts cannot be in the fire lane easement. Shift the gating system to the west so it is no longer in the fire lane easement.  
9O. Label the gate per comment 12I above.

*Sheet 6 – Sheet 8*

- 9P. Please see the new fire hydrant locations indicated on the redlines. All fire hydrants on site will require bollard protection.

*Sheet 9*

- 9Q. Revise the keymap to show the existing water line extension.

*Sheet 10*

- 9R. Include the sign details package. See the stamp comment for details.  
9S. Provide site details for gates and bollards.





*Sheet 17*

- 9T. Identify the exterior accessible route with a heavy dashed line to verify the 1-footcandle requirement.

*Final Plat Comments*

*Sheet 2*

- 9U. Provide a note indicating that the water line utility easement extending to the north will be dedicated by separate document.

*Master Plan Comments*

*Tab 8 – Land Use Map and Matrix*

- 9V. Remove temporary and future fire station notes.  
9W. Please show the gating system for the area shown. The gate has to be on your side of the property.  
9X. Provide a detail for the enclosed storage for phase one and two.

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

*Site Plan Comments*

*Sheet 6*

- 10A. The meter pit should be located in a landscaped area outside the drive lane. The meter is a public asset and cars are not permitted to drive over it.  
10B. Is this a dump station? Please label to confirm what the service lines are serving for the location shown in the redlines.  
10C. Please confirm an 8-inch service line is needed for this use. Typical service scenario is a 4-inch line at a 2-percent slope.  
10D. Confirm the irrigation meter is shown on the plan set.

*Sheet 7*

- 10E. The water main is to be located in the center of the easement, typical for all instances.

*Sheet 8*

- 10F. Label the line shown on the redlines.  
10G. Does the site to the west require a water main stub for service?  
10H. Per Section 5.04 of the Aurora Water Criteria Manual, utility easements should be 16-feet for water mains and 10-feet for hydrants and laterals outside the 16-foot easement. Please confirm with site plan dimensions, typical for all instances.  
10I. The water main and storm main extension should terminate at the property line.

**11. PROS (Curtis Bish / 303-739-7131 / [cbish@auroragov.org](mailto:cbish@auroragov.org) / Comments in purple)**

*Site Plan Comments*

*Sheet 6*

- 11A. Label the slope of the trail. It should be less than 5-percent longitude grade. The cross slope should not exceed 2-percent.  
11B. Continue to coordinate with the E-470 Authority. The plan should include the construction of the connection within the MUE to the regional trail.  
11C. Is grading proposed? The contours are difficult to read. Staff needs to know how drainage will be handled so as not to cause erosion or degradation to the adjacent PCC.

*Sheet 12*

- 11D. The trail surface may be crusher fines. Contact PROS for the applicable detail.  
11E. If grading occurs west of the street adjacent to the PCC, the area of disturbance shall be restored using a PROS approved seed mix.



*Sheet 14*

11F. What is the fence design? Details are not provided in the Urban Design Standards in the Master Plan.

*Sheet 15*

11G. The seed mix shall be specified by PROS.

*Master Plan Comments*

*Tab 9 – Open Space and Circulation*

11H. The PCC is protected by covenants, conditions and restrictions which prevent the conversion of open space to other uses. PROS has no need for improvement to the west side of Rome Way nor any intent to contribute to the cost of future curb, gutter, curbside landscaping, or sidewalk.

11I. Show and label the proposed trail connection.

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

*Site Plan Comments*

*Sheet 1*

12A. Modify the note as shown on the redlines.

*Sheet 3*

12B. A license agreement is needed for the gates shown throughout the plan. Please contact Grace Gray at [ggray@auroragov.org](mailto:ggray@auroragov.org) to begin this process. The Site Plan will not be approved prior to the completion of this agreement.

*Sheet 6 – Sheet 12*

12C. Add the B&D and curve data for the plat boundary, typical in all instances on all sheets with redlines.

*Final Plat Comments*

*Sheet 1*

12D. Add the overflight note to the plat.



**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

July 31, 2020

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

Attn: Daniel Osoba

**Re: RV Storage Aurora, Case # DA-2240-00**

Public Service Company of Colorado's (PSCo) Right of Way and Permits Referral Desk has reviewed the documentation for **RV Storage Aurora**. As always, thank you for the opportunity to take part in the review process. To ensure that adequate utility easements are available within this development and per state statutes, Public Service Company requests that an 8-foot wide utility easement is dedicated abutting Rome Way.

The property owner/developer/contractor must complete the application process for any new electric service 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 may need to be acquired by separate document for new facilities.

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