



Office of Development Assistance  
15151 E. Alameda Parkway, Suite 5200  
Aurora, Colorado 80012  
303.739.7345

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March 22, 2022

Kimberly Taylor - [taylorkim@pacden.com](mailto:taylorkim@pacden.com)  
TBD Covenant Group LLC  
2460 Paseo Verde Pkwy Suite 145  
Henderson, NV 89074

**Re: Aurora Lot 4 - Airport And Alameda (#1592307)/Pre-Application Meeting held December 9, 2021**

Dear Ms. Taylor:

I would like to take this opportunity to thank you for considering the City of Aurora for the Aurora Lot 4- Airport And Alameda project. As your assigned Project Manager, I remain available as a resource as you initiate the review and approval process in the city.

Attached to this letter are the formal Staff Comments from your Pre-Application Meeting with the Development Review Team. I have taken the opportunity to highlight a few key issues below that may require further consideration prior to a formal submittal of your Development Application. These, as well as those on the attached pages, will need to be addressed either before or during the development review process.

**Key Issues:**

- ▶ **Coordination with Master Developer:** This site is located within the Buckley Yard Master Plan. The Master Plan, Infrastructure Site Plan (ISP), and Master Utility Study (MUS) are currently under review. Please coordinate with the master developer on timing of submittals.
- ▶ **Conformance with Master Documents:** Public improvements shall be completed in conformance with the ISP. Please indicate which improvements are the responsibility of this development and which will be completed by the master developer. Improvements outlined in the ISP must be completed and initially accepted prior to the issuance of Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO). Utility and Drainage construction must be in accordance with the Master Plan and a Master Utility Study must be approved prior to the site plan submittal. Please reference the Master Plan, specifically tabs 10 and 11 for urban and landscape design standards.
- ▶ **Conditional Use:** The proposed Drive-Through use is subject to Conditional Use approval and is approved through the Planning and Zoning Commission. The approval criteria can be found in Section 146-5.4.3.A of the Unified Development (UDO) and generally involves compatibility with existing

and planned uses, traffic generation, use of architectural and landscape features to mitigate the projects impacts. In this case the relationship of the building and site to the public street and neighborhood to the east will be critical.

- ▶ **Building Orientation and Spacing:** Drive-up or drive-through facilities shall be located to the side or rear of the primary building and not between any façade of a primary building and any street. Drive-up and Drive-Through accessory facilities shall be designed and located to avoid impairing pedestrian mobility or creating risks to pedestrian safety. See page 7, section 3B for additional information.
- ▶ **Traffic:** A Traffic Letter and vehicle queuing evaluation will be required for this development. The western access on the northern internal drive will not be permitted. It is encouraged to provide access to the north-south access drive located at the eastern boundary of the site.
- ▶ **Coordination with Adjacent Pad Sites:** Coordinate with adjacent pad sites to address access alignment. If site access is proposed on the south internal drive, it shall be coordinated with the development to the south and located halfway between Airport Boulevard. and the north-south internal access road.
- ▶ **Preliminary Drainage:** A preliminary drainage report shall be submitted with the site plan. Detention and water quality/EURV shall be in conformance with the final drainage report for the overall development.

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

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7597 or [jpandrew@auroragov.org](mailto:jpandrew@auroragov.org).

Sincerely,



Justin Andrews  
Project Coordinator

cc: Julie Margetich - [Margetichj@pacden.com](mailto:Margetichj@pacden.com)  
Zach Lauterbach - [zlauterbach@evgre.com](mailto:zlauterbach@evgre.com)  
David P Goode - [davidpgoode@gmail.com](mailto:davidpgoode@gmail.com)



## City of Aurora

### Development Process

While the development process is described in more detail in the [Development Handbook](#), the following information will help you gain a quick understanding of your next steps in the process and understand the formatting of the attached staff comments:

#### Step I - Planning Phase

- The application is submitted to the Planning Department.
- The Planning Department refers the plan to other city departments for comment.
- Neighborhood meeting(s) are scheduled as necessary.
- The Site Plan and Conditional Use are approved at a public hearing.

#### Step II - Construction Document Phase

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

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

**Building Plans:** (construction plans for structures)

- Usually reviewed after Planning decision is made.

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

#### Step III - Construction Phase

**Building/Civil Permits:**

- **Stormwater Quality Discharge** permits must be issued prior to any site work (Aurora Water).
- **Public Improvement permits** can be issued after civil plan approvals.
- **Building permits** are issued only after Steps I & II are complete (site plan/civil plan), and building plans are approved.

**Inspections:** Certificate of Occupancy (CO) is granted once all work and inspections are complete.

## STAFF COMMENTS - PRE-APPLICATION MEETING

### Purpose of the Pre-Application Notes

These comments summarize the city's land use ordinances, policies, design standards, and code requirements that apply to your project. They are based on the material you have supplied us and will alert you to key issues involved in your project. They are not intended to provide a complete review of your proposal. Several electronic links have been included within the body of these comments, some specific to your project and some more general in nature. Note that these comments are valid for a period of six months.

Please do not hesitate to contact **Justin Andrews, ODA Project Coordinator**, who assembled these notes.

### Contact Information

Below is a list of City of Aurora Departments/Divisions that were represented at the meeting and contact information for the individual City Staff members present.

#### City Manager's Office

Office of Development Assistance  
Justin Andrews  
303.739.7597  
[jpandrew@auroragov.org](mailto:jpandrew@auroragov.org)

#### Planning

Zoning and Plan Review  
Todd Hager  
303.739.7112  
[thager@auroragov.org](mailto:thager@auroragov.org)

#### Landscape Design

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

#### Parks, Recreation & Open Space

Planning Design and Construction  
*Not represented at meeting*  
Michelle Teller  
303.739.7437  
[mteller@auroragov.org](mailto:mteller@auroragov.org)

#### Forestry

Jacque Chomiak  
303.739.7178  
[jchomiak@auroragov.org](mailto:jchomiak@auroragov.org)

#### Aurora Water

Ryan Tigera  
303.326.8867  
[rtigera@auroragov.org](mailto:rtigera@auroragov.org)

#### Public Works

Traffic Division  
Steve Gomez  
303.739.7336  
[segomez@auroragov.org](mailto:segomez@auroragov.org)

#### Drainage and Public Improvements

Engineering Division  
Julie Bingham  
303.739.7403  
[jbingham@auroragov.org](mailto:jbingham@auroragov.org)

#### Housing and Community Services

Community Engagement  
Meg Allen  
303.739.7258  
[mkallen@auroragov.org](mailto:mkallen@auroragov.org)

#### Oil and Gas Division

Colin Brown  
303.739.6824  
[cbrown@auroragov.org](mailto:cbrown@auroragov.org)

#### Life Safety and Building Division

Mike Dean  
303.739.7447  
[mdean@auroragov.org](mailto:mdean@auroragov.org)

#### Real Property Division

Darren Akrie  
303.739.7331  
[dakrie@auroragov.org](mailto:dakrie@auroragov.org)

## STEP I – PLANNING PHASE

### Planning and Development Services Department

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

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

- ▶ Conditional Use for the drive thru
- ▶ The relationship of the building and pedestrian access from the neighborhood to the east.

#### ***Project Overview:***

- Zoning: MU-C Mixed-Use Corridor
- Character Area: Subarea B
- Proposed Use: Multi-tenant retail/commercial/dental office
- Permitted Use: Yes, with approval of one Conditional Use Permit for the drive-through facility from the Planning and Zoning Commission at a public hearing.

#### ***Type of Application:***

- Conditional Use
- Site Plan

#### ***Procedures:***

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- The Conditional Use will require 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.

#### ***Important Links:***

- [Unified Development Ordinance \(UDO\)](#)
- [Aurora Places Comprehensive Plan](#)
- [CAD Data Submittal Standard](#)
- [Colorado Oil and Gas Conservation Commission](#)
- [Landscape Reference Manual](#)
- [Development Review Website](#)
- [Online Application and Plan Submittal Guide](#)
- [Transportation Studies & Plans](#)
- [Pre-Submittal Checklist](#)
- [Forms and Applications](#)
- [Aurora Map Gallery](#)
- [Arapahoe County Assessor Map](#)
- [Site Plan Manual](#)
- [Subdivision Plat Manual](#)
- [Subdivision Plat Checklist](#)

***Standards and Issues:***

**1. Zoning and Placetype**

**1A. Zoning**

The purpose of the MU-C zone district is to provide retail goods and services to satisfy the household and personal needs of the residents of nearby residential neighborhoods, those traveling on adjacent collector and arterial corridors, and to allow for higher intensity general business and service activities. The district should be located and designed to allow for access by pedestrians, bicyclists, and public transportation in addition to automobiles. In Subarea B, the MU-C district is intended to promote sustainable infill redevelopment of older commercial sites, while mitigating the impacts of redevelopment on surrounding areas.

***Response: Noted.***

**1B. Overlay Districts**

***Avigation Easements***

Avigation easement was recorded with the Master Plan.

***Response: Noted.***

**1C. Placetype**

The site is located within the Commercial Hub Placetype of the Aurora Places Comprehensive Plan. Commercial Hubs are critical to the future economic and fiscal health of the city. This placetype primarily contains uses that provide goods and services to nearby Established and Emerging Neighborhoods but can also serve other placetypes in the area. The placetype is characterized by shopping centers and areas that provide a cluster of compatible businesses. It may be located along the city's corridors, often at the intersection of two arterial streets. The Commercial Hub's primary uses are retail, commercial service, and restaurant; therefore, the proposed multi-tenant development is compatible with the placetype designation.

***Response: Noted.***

**1D. Master Plan**

Master Plan has been approved and is currently being reviewed by the City of Aurora. This is in the technical review stage. Please remember that prior to the approval of the Site Plan the Master Plan must have final approval and be recorded.

***Response: Noted.***

**2. Land Use**

**2A. Conditional Use**

The proposed use of a drive through restaurant is subject to Conditional Use approval, according to Sections 146-3.2 and 146-3.3. Approval criteria can be found in Section 146-5.4.3.A, and generally involve compatibility of the proposed use with existing and planned uses, traffic generation, use of architectural and landscape features to mitigate negative impacts, and several other topics. As part of the application, please submit a Letter of Introduction with an Operations Plan that introduces the project and justifies the Conditional Use request by specifically responding to the Criteria of Approval. The Planning and Zoning Commission will consider the ability of the proposal to meet these criteria in their evaluation of the proposal.

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A critical evaluation of the conditional use request will be the proposal's relationship to the neighborhood to the east. The north-south street to the east is a public street, and there will be homes facing this development and many dozens of homes that are walkable to this site.

The site design must provide a "double fronted" product (Section 4.8.4.B.2) both architecturally and functionally. The side of the building facing the residential to the east must represent a front façade and primary building entrances along with safe and convenient pedestrian connections from the east. Staff recommends changes to the design that will improve the relationship of the building to the neighborhood to the east. The design approach should include approaches to minimize and reduce the impact of the drive-through lane that encourages safe and convenient pedestrian access from the north-south street and the neighbor to the east. Architecture that includes fenestration and building entrances from the east should also be part of the design solution.

***Response: Primary façade architectural features have been extended to all sides of the building.***

**3. Development Standards**

**3A. Dimensional Standards**

The proposed standards under MU-C are found within Table 4.2-3 in Section 146.4.2.2 General Dimensional Standards Summary Tables.

***Response: Noted.***

**3B. Building Orientation and Spacing**

Drive-up or drive-through facilities shall be located to the side or rear of the primary building and not between any façade of a primary building and any street. Drive-up and Drive-Through accessory facilities shall be designed and located to avoid impairing pedestrian mobility or creating risks to pedestrian safety. Drive-up and drive-through accessory facilities shall be designed so that menu boards, order boards, and service windows are not located on any side of the primary structure abutting a Residential zone district or a residential use. As mentioned previously there is a neighborhood and public street to the east. The drive-through lane needs to minimize negative impacts to the visual appearance from the east as well as promote safe and convenient pedestrian access from the east

For further standards refer to Section 146.4.8.4. and Section 146-3.3.6.E.

***Response: The drive through has been located away from the internal road and will be screened.***

**3C. Common Space and Amenities**

Building entrances are required to open on to the public sidewalk or patio/courtyard space. In this case patio space should relate to both the building entrance and the neighborhood to the east both visually and with pedestrian access. The patio space shall be connected to any pedestrian walkways throughout the site and have access to sidewalks within the right-of-way. These space need to decorative pavement treatments, pedestrian scaled lighting, site furniture, a landscape border and amenities such as seat walls and raised planters. Shade features should also be integrated with the space.

***Response: The front sidewalk has been provided with added width.***

**3D. Access and Connectivity**

The commercial development shall comply with Table 4.5-1 in Section 146-4.5.4 Access and Connectivity on Individually Platted Lots. Internal streets or driveways shall be made between

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multiple building and parking areas on a single lot or development to break up large parcels into smaller, internal “blocks”, and to avoid the need to use public boundary streets to move between different buildings or areas of the development site. Sidewalks should connect the primary building entrances to the public sidewalks in a manner that facilitates movements between sites. As mentioned previously, convenient, safe and direct pedestrian access from the east is anticipated.

***Response: Connections have been made to the public sidewalk and the internal sidewalk network.***

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

Off-street parking is required by Section 146-4.6. A restaurant requires 4 spaces per 1,000 gross floor area and an office/medical requires 2.5 spaces per 1,000 gross floor area. Drive-through stacking spaces are required, and the standards can be found within Table 4.6-7 in Section 146.4.6.7. Handicap accessible parking is required based on Table 4.6-2 in Section 146-4.6.3.E.

***Response: Noted.***

Parking for the commercial pad site will be reviewed during subsequent Site Plan submission. The expectation for the commercial development is to utilize shared parking for the overall development. In addition to vehicle parking, the development is required to provide bicycle parking spaces at a rate of 5% of the required vehicle parking. Bicycle spaces must comply with Section 146-4.6.3.F.2 including providing a design that includes 2 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.

***Response: Noted.***

Parking alternatives listed in Section 146-4.6.4 may reduce parking requirements. A reduction to the required parking may be granted by complying with any one or combination of the parking alternatives listed in this Section 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.

Since this site is located adjacent to two bus lines, it qualifies for a required parking reduction. Please consider reducing the amount of parking that has been provided on the site due to the easy access to transit.

***Response: Noted. No parking reductions are proposed.***

In Subarea B, no more than 60% of the lot frontage on an arterial to a depth of 60 feet may be occupied by surface parking (Section 146-4.6.5.A.3). As proposed, the Site Plan does not meet this criterion. Redesign the site plan so that the parking design will be in compliance with this criterion.

***Response: The parking shown is 196.0-ft or 59% of the Airport Rd frontage length of 210.5-ft..***

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

- General Landscape Plan Comments



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Prepare your landscape plans in accordance with the Buckley Yard Master Plan currently under review, 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 the landscape architect or designer has a copy of these documents as well as our project specific comments.

***Response: Noted.***

- **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.

***Response: Noted.***

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: Noted.***

- **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: Noted.***

- **Buckley Yard Master Plan**

The applicant/consultant should reference this document, specifically Tabs 10 and 11 for specific urban and landscape design standards applicable to this project.

***Response: Noted.***

- **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 this section. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

***Response: Noted.***

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

Provide one street tree per 40 lineal feet of along all external and internal streets and drives. When a detached walk and curbside landscape are provided according to Public Works street cross section

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requirements, street trees shall be provided within the designated curbside landscape area. When a detached walk and curbside landscape are absent, street trees shall be located from four to five feet from the back of walk, curb or pavement.

***Response: Noted.***

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: Noted.***

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

Provide a 20' 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 commercial developments in accordance with Table 4.7-2 Required Landscaping Buffer Widths and Allowed Reductions. Landscape street frontage buffers may be reduced incrementally down to 10' depending upon the buffer reduction feature chosen. Landscaping shall be installed along the exterior sides of proposed fencing or walls.

***Response: Noted.***

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: Noted.***

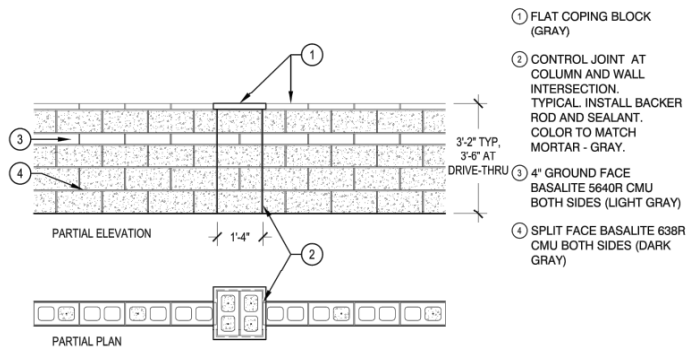
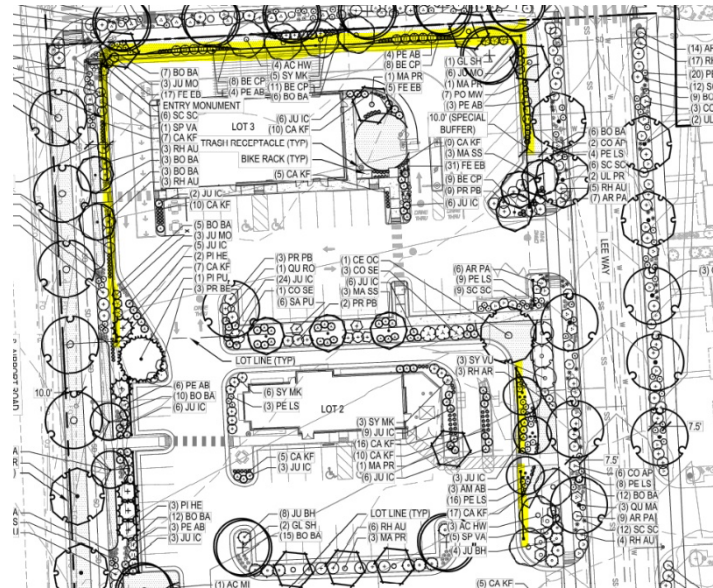
- **Section 146-4.7.5 M.6. Drive -Through Screening Adjacent to Street Frontages**

The current layout as proposed meets the intent of the drive-through requirements. Please be advised that should the applicant determine that an alternative layout is warranted and the drive through is no longer internalized within the development, specific screening requirements as outlined in this section of the UDO will be necessary.

***Response: Noted.***

Below is an excerpt from a current land development within Buckley Yard that proposes two drive through lanes associated with two adjoining lots. Please note in these scenarios, a low retaining wall highlighted in yellow at approximately 42" tall has been proposed to address the screening of the cars in the drive through lanes.

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NOTES:  
1. THIS DETAIL IS INTENDED TO CONVEY MATERIALS, FINISHES, AND APPROXIMATE DIMENSIONS ONLY. STRUCTURAL PLANS AND FOOTING DETAILS TO BE PROVIDED BY THE CONTRACTOR. DESIGN SHOWN IS FOR REFERENCE ONLY AND NOT INTENDED TO BE AN "ENGINEERED" DRAWING.

3) SCREEN WALL WITH COLUMN (FOR REFERENCE ONLY, RE: ARCH)  
SCALE: 1/2" = 1'-0"

**Response: The drive through lane for this site will be lower than the adjacent parking area and a retaining wall, in addition to landscaping, will provide screening.**

**• Section 146-4.7.5 K. Parking Lot Landscaping**

Both interior and exterior parking lot landscaping is required for all proposed parking lots. No parking row shall exceed 15 spaces without an intervening landscaped island, median or landscaped peninsula. All parking rows must terminate in a landscaped island. The perimeter of all parking lots shall be screened from public rights-of-way, public open space and adjacent property with one or a combination of methods shown in this section. If required, street and non-street frontage landscape buffers may be combined with the parking lot screening requirements to satisfy both if

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the two requirements should overlap. City staff will determine whether the overlap exists once a formal site plan submittal is made.

***Response: Noted.***

Also provide and landscape each parking lot island with one tree and six five-gallon shrubs per 9' X 19' island and two trees and 12 shrubs per 9'X 38' island. Ornamental trees may be used as accents at the ends of parking rows but shall not be used as the primary shade tree within the parking lot.

***Response: Noted.***

- **Section 146-4.7.5 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. Landscape each elevation with one tree equivalent per each 40 linear feet of elevation length. Building perimeter landscaping provided within 20' of the building face may count towards the building perimeter landscaping requirements including landscaping provided within parking lot islands. Depending upon the length of the building, landscaping may need to be pro-rated if less than 40 linear feet. Landscaping shall be broken down by building face and not as an entire entity.

***Response: Noted.***

- **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: Noted.***

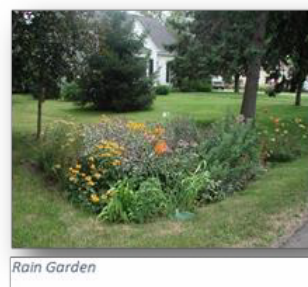
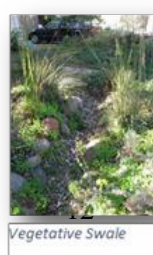
- **Section 146-4.7.8. B. 2.b. (Service, Loading, Storage and Trash Area Screening)**

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: Noted.***

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

The city encourages applicants to utilize Low Impact Development (LID) techniques as permanent best management practices (BMPs). Some examples of LID techniques are depicted in the images below and include permeable pavements, vegetative swales and rain gardens.



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Applicants may propose their own BMPs or work with the City of Aurora's Water and/or Public Work's Departments.

All detention pond facilities shall not exceed six feet in depth. The area within the tract surrounding the pond shall contain a minimum of one tree and 10 shrubs or the approved tree and shrub equivalents per 4000 square feet above the 100-year water surface elevation. When overlapping landscape standards occur such as when buffers, detention/water quality and parking lot landscape requirements fall within the buffer, they may be counted towards meeting the buffer requirements, however the most restrictive requirements shall be met.

***Response: Noted.***

• 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: Noted.***

3G. *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.

***Response: Noted.***

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

**Table 4.8-1**  
**Building Design Standards Applicability by Building Type**  
Adjustments for Affordable Housing Structures appear in Sections 146-4.8.5 and 146-4.8.6

Standard	Single-family detached or two-family dwellings	Single-family attached	Multifamily buildings	Single-story non-residential buildings	Multi-story mixed-use or non-residential buildings	Large-scale retail large format-over 75,000 sq. ft. gfa.
<b>General building design standards</b>						
Design variety	✓					
Distribution of masonry and architectural features	✓					
Windows	✓					
Building orientation and spacing			✓	✓	✓	✓
<b>Massing and articulation</b>						
Horizontal articulation		✓	✓	✓	✓	✓
Vertical articulation	✓		✓	✓	✓	✓ [1]
Maximum building length			✓	✓	✓	✓
<b>Building materials</b>						
Primary building materials	✓		✓	✓	✓	✓
Masonry standards		✓	✓			
<b>Four-sided building design</b>						
Facade character elements			✓	✓	✓	✓
Entry design			✓	✓	✓	✓
<b>Roof design</b>						
Roof materials	✓		✓	✓	✓	✓
Roof form	✓		✓	✓	✓	✓
<b>Screening of mechanical equipment</b>						
Rooftop equipment	✓		✓	✓	✓	✓
Ground-mounted equipment	✓		✓	✓	✓	✓
Garbage storage areas			✓	✓	✓	✓

Notes:  
[1] Only applies when more than two stories or over 30 feet tall.

**Response:** Primary façade architectural features have been included on all sides of the building. Features include material, plane, and height changes.

### 3H. Exterior Lighting

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

**Response:** Noted.

### 3I. Signs

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

**Response:** Noted.

## 4. Adjustments

Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed and justified in the Letter of Introduction. They must also be listed on the cover sheet of the Site Plan and any other sheets on which they are applicable. Approvals of adjustment requests are not guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction. Typically, mitigation techniques should go *above and beyond* requirements from other code sections. If an adjustment does not meet the limits for administrative approval under Section 146-5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.

**Response:** Noted.

5. As proposed, an adjustment will be required to Section 146-4.6.5.A.3 to permit parking on more than 60% of the Airport Road street frontage. It is likely that staff will not support an adjustment where such a large amount of parking is on the street. Please redesign the site to comply with this standard. **Submittal Reminders**

***Response: Noted.***

**5B. 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.

***Response: Noted.***

**5C. 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.

***Response: Noted.***

**5D. Mineral Rights Notification**

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

***Response: Noted.***

***Pre-Submittal Meeting:***

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

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

***Response: Noted.***

***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.

***Response: Noted.***

***Neighborhood Services Liaison:***

- Meg Allen is the neighborhood liaison for the project. She 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.

***Response: Noted.***

- 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.

***Response: Noted.***

- Additional information about the Neighborhood Liaison Program can be found on the [Housing and Community Services](#) page of the city website.

***Response: Noted.***

**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 at this time.

There may be existing underground pipelines in rights-of-way. If you have questions or concerns about this, the Oil & Gas Division can assist with providing additional information.

***Response: Noted.***

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

No comments from this department.

***Response: Noted.***

**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:***

- ▶ Aurora Water Fixture Unit Table required to confirm meter size.
- ▶ Confirm correct service line stubs are provided by the master developer.
- ▶ Utility and drainage construction in accordance with Master Plan.
- ▶ Master Utility Study to be submitted and approved prior to site plan submittal.
- ▶ A [domestic allocation agreement](#) will be required for connections 2" and larger.

***Utility Services Available:***



**Re: Aurora Lot 4- Airport And Alameda (#1592307)/Pre-Application Meeting held  
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- Water service may be provided from: water main to be installed by master developer along north/south private drive.

***Response: Noted.***

- Sanitary sewer service may be provided from: sanitary sewer main to be installed by master developer along north/south private drive.

***Response: Noted.***

- Project is located on the following Map Pages: 09L

***Response: Noted.***

***Utility Service Requirements:***

- A Site Plan is required for this project and must show existing and proposed utilities including:
  - Public/Private Mains
  - Service Lines
  - Water Meters
  - Fire Suppression Lines
  - Fire Hydrants necessary to service your development
  - Grease Interceptors are required for commercial kitchens
  - Sand/Oil Interceptors are required for vehicle maintenance facilities
  - All utility connections in the arterial roadway are required to be bores
- General utility design criteria can be found in Section 5 of the [Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#) (Utility Manual).

***Response: Noted.***

***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.

***Response: Noted.***

**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 will be required for this development. See below for additional information.

***Response: Traffic report provided with this submittal..***

**Re: Aurora Lot 4- Airport And Alameda (#1592307)/Pre-Application Meeting held December 9, 2021**

- ▶ A vehicle queuing evaluation will be required for the drive through operations.

***Response: Analysis provided with traffic report.***

- ▶ The western access on northern internal drive will not be allowed.

***Response: Drive access revised per City recommendations.***

- ▶ The applicant shall coordinate with the development to the north to align the accesses.

***Response: Noted.***

- ▶ If the applicant proposes site access on the south internal drive it shall be coordinated with the development to the south and located half-way between Airport Boulevard and the north-south internal access road.

***Response: Noted.***

- ▶ Applicant is encouraged to provide access to the north-south access drive located at the eastern boundary of the site.

***Response: Noted.***

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

- ***Response: Noted.***

- 

- Label the access movements on the Site Plan.

***Response: Noted.***

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

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

***Response: Noted.***

- 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 not 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: Noted.***

**ROW/Plat:**

- Designate a Public Access Easement along the private drives.

***Response: Noted.***

**Re: Aurora Lot 4- Airport And Alameda (#1592307)/Pre-Application Meeting held  
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- A private cross-access agreement is recommended for maintenance and snow removal. The developer is responsible for establishing this agreement with the adjacent property owner.

***Response: Noted.***

**Traffic Impact Study:**

- 1) A full Traffic Impact Study will not be required. The applicant shall prepare a detailed 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
  - Vehicle queuing evaluation at the site accesses and the drive through operations

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 *Steve Gomez* at [segomez@auroragov.org](mailto:segomez@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](#).

***Response: Noted.***

- 2) Based on our review of the Traffic Letter additional improvements may be required.

***Response: Noted.***

**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:***

- An infrastructure site plan (ISP) has been submitted for this development area. Improvements shall be completed in conformance with the ISP. Clearly identify what improvements are the responsibility of this development and which will be completed by the master developer.

***Response: Noted.***

- The adjacent improvements as outlined in the infrastructure site plan shall be completed and initially accepted prior to the issuance of a Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO).

***Response: Noted.***

- A preliminary drainage report shall be submitted with the site plan. Detention and water quality/EURV shall be in conformance with the final drainage report for the overall development.

***Response: Noted.***

- 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.

**Re: Aurora Lot 4- Airport And Alameda (#1592307)/Pre-Application Meeting held  
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***Response: Noted.***

***Improvements:***

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

- Curb ramps must be shown (located) on the plans at all curb returns, “T” intersections, residential mail kiosks or clustered mailboxes, and any other location of public necessity. Refer to Standard Detail S9. Detailed grading of the curb ramps shall be included in the civil plans.

***Response: Noted.***

- 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.

***Response: Noted.***

- 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.

***Response: Noted.***

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

***Response: Noted.***

- 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.

***Response: Noted.***

- Streetlights are required along adjacent roadways. Please refer to the Draft Lighting Standards for streetlight 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. Streetlight 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: Noted.***

***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 installed.

**Re: Aurora Lot 4- Airport And Alameda (#1592307)/Pre-Application Meeting held  
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- 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: Noted.***

***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.

***Response: Noted.***

- 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.

***Response: Noted.***

- 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.

***Response: Noted.***

- 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.

***Response: Noted.***

- Per City of Aurora Storm Drainage Design and Technical Criteria Section 3.61, underground detention may be used only as a last resort and must be approved by the City Engineer, when all other alternatives are exhausted. If a development chooses to propose underground detention, they are doing so at-risk of significant redesign if the underground detention is not approved. A variance, with supporting documentation, in the preliminary drainage report for underground detention will be evaluated on a case by case basis.

***Response: Noted.***

**Re: Aurora Lot 4- Airport And Alameda (#1592307)/Pre-Application Meeting held  
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- Release rate for the detention pond shall be based upon the [“Storm Drainage Design and Technical Criteria”](#) Manual, latest revision.

***Response: Noted.***

- Cross pans are not allowed across collector or arterial roadways, nor are they allowed on roadways with storm sewer systems.

***Response: Noted.***

- 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.

***Response: Noted.***

- 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.

***Response: Noted.***

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

***Response: Noted.***

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

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

**Addressing Requirements:**

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

***Response: Noted.***

**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 2020 NEC. Our next code adoption cycle will be for the 2021 International Code Series is January 8, 2022.
- Show the distance of new or existing lot lines to proposed exterior walls of structures on the site plan.

***Response: Noted.***

***Civil Plans:***

**Re: Aurora Lot 4- Airport And Alameda (#1592307)/Pre-Application Meeting held December 9, 2021**

Based on the discussion within the pre-application meeting the following information must be reflected within the Civil Plan package submitted to Public Works Department.

- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)
- [Street Standards and Street Section Details](#)

**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: Noted.***

**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:

- 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.

***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.

- Please refer to the Master Utility study for locations of needed fire hydrants adjacent to your site. A fire hydrant is planned for the entrance off of Airport Blvd which is pin the northwest corner of this site.

***Response: Noted.***

**Fire Sprinkled Structures:**

The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 201/2021 IFC and IBC.

***Response: Noted.***

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**Accessibility Requirements:**

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

- [Commercial](#)

***Response: Noted.***

**Knox Hardware:**

Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an accessible location.

***Response: Noted.***

**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: Included.***

**Loading and Unloading Areas:**

The site plan must show the location of the loading and unloading areas. These areas must not encroach into the dedicated or designated fire lane easement.

***Response: Noted.***

**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: Noted.***

**Site Plan, Civil Plan, Framework and General Development Plan, and Plat Notes:**

The notes being provided below must be included on the cover sheet of the indicated submittal type.

- [\(Plat Note\) If Plat does not contain a Dedicated Fire Lane Easement](#)
- [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)
  - This area is within a noise mitigation area. [Sec. 22-425](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)



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- [\(Site Plan Note\) Emergency Responder Radio Coverage](#)  
*Response: Notes included.*

**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: Included.*

**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](#)

*Response: Noted.*

**Trash Enclosure:**

Per the 2015 International Fire Code, Section 304.3.3, dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings, or combustible roof eave lines.

*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:**

The Subdivision Plat went out for recordation on 12/10/21.

*Response: Noted.*

**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.*

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

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

***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.***

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

***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.***

## STEP II – CONSTRUCTION DOCUMENT PHASE

*The Construction Document Phase is when Engineering and Building plans are reviewed against City Codes for compliance. It is an administrative process and usually occurs after Planning Commission or Planning Director decisions. Permits are issued from these documents.*

### Civil Engineering Plans

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically.
- Use of the Batch Standards Checker Tool is requested for this project.
- Civil Engineering Plan Review (*see links below for additional information*):
  - [Process](#)
  - [Review Schedule](#)
  - [Fees](#)

*Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre-submittal meeting with Christopher Eravelly at 303.739.7457. One paper set of Civil Plans and Reports is required for this pre-submittal review. Also bring a copy of the pre-application meeting notes and a copy of the submitted site plan, including the landscape plan. At this meeting the Civil Plans shall be reviewed for completeness. A [checklist](#) is used to ascertain completeness. The engineer shall fill out the checklist and bring it to the pre-submittal meeting. A pre-submittal meeting will not be scheduled until there are no outstanding comments remaining on the preliminary drainage report/letter.*

- Civil Construction Document Plan Set generally includes the following plans:
    - Stormwater Management Plan
    - Final Drainage Plan/Report
    - Final Grading Plan
    - Utility Plan and Profiles
    - Signing and Striping Plan
    - Street Lighting Plan
- *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

### Aurora Water

#### **General Requirements:**

- Utility Plans will be required with the Civil Engineering Plans:
  - Utility Plans shall be prepared in accordance with the Utility Manual
  - Utility Plans must be approved prior to obtaining building permits
  - Utility Plans must include:
    - Fixture Unit Table and Meter Sizing Tables
    - Water Service and Water Meter locations
    - Sanitary Sewer Service Lines
    - Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
  - Cross Connection Control Devices are required for:
    - Fire Service Lines
    - Commercial and Domestic Water Service Lines.

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- These devices are required to be located within the building or within a heated and drained vault after the water meter.

***Construction Stormwater Quality Requirements:***

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora [Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities](#) Manual (SWMP Manual) for more detailed requirements. A [Colorado Discharge Permit System \(CDPS\)](#) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- CAD Data Submittal Standard: The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard are required by consultants on development projects when submitting to the City for signature sets and on capital projects funded by the City. Details of the CAD Data Submittal Standard can be found on the [CAD Standards](#) web page.

**Public Works Department**

*Construction documents should reflect all approved Access, Right of Way, Easements, and Public Improvements that were included and approved on the Site Plan and Plat for your project.*

**Traffic Division**

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.
- The Construction Documents shall include a Signing and Striping Plan and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees are available on the City's website or in the Development Handbook.
- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from designated truck routes, via Airport Boulevard and not through the adjacent residential neighborhood(s).

**Engineering Division**

***General Requirements:***

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Management Plan (SWMP) in conjunction with the overall drainage plan for the site. The SWQCP shall be included in and become part of the preliminary and final drainage reports. The SWQCP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.
- The SWMP shall be developed by applying the permanent water quality "best management practices" described in Volume 3 of the USDCM. The SWMP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, ["Storm Drainage Design and Technical Criteria"](#) manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives.

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- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to an access easement that ties to public right of way for access to the facilities. These easements shall be executed prior to the approval of the Civil Plans.
- An Inspection and Maintenance Plan (I and M Plan) shall be developed concurrently with the design of the permanent BMP's and submitted with the final drainage plan and report for approval. Refer to Section 5.09 of the [Water, Sanitary Sewer, and Storm Drainage Infrastructure Standards and Specifications](#) as well as the 2010 [Storm Drainage Design & Technical Criteria](#) manual's appendices for direction on preparing an I and M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted with the signature set of civil plans and must be approved prior to approval of the Civil plans.
- The civil plans will not be approved until the preliminary drainage report/letter is approved and the plat is ready for recordation.

***Roadway Design and Construction Specifications:***

- All road cuts or other roadway disturbances within the City of Aurora's public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City's Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the issuance of the Certificate of Occupancy.
- Fire lanes. All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City's adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshal) and the City Engineer.

<b>Building Plans</b>
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**Building Division Comments:**

Building Plan Review

- [Process](#)
- [Review Schedule](#)
- [Fees](#)

*The comments made during the meeting address large-scale issues. We strongly recommend that a code consultation meeting be scheduled to discuss more detailed concerns.*

*During the development review process, you will not need to submit any documentation to the Fire Department for review. The Life Safety group within the Aurora Building Division conducts all site development and construction plan reviews on behalf of the Aurora Fire Department.*

The links below contain additional information and requirements for completion, submittal, and permitting of your building plans.

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***Permit Types:***

- Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type.
  - [Commercial Permits](#)
  - [Limited Plan Permits](#)
  - [Tenant Finish Permits](#)

*Additional Building Construction Plan Checklists: Based on the information provided, you may also need the following Checklists:*

*Fire (click on this [link](#) to find checklist below)*

- Fire Alarm
  - Fire Sprinkler & Standpipe Systems
  - Knox Box
  - Knox Box Rapid Entry
- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
    - Automatic Fire-Extinguishing System and Standpipes
    - Emergency Responder Radio Coverage Systems
    - Fire Alarm and Detection Systems and related equipment

***Key Issues:***

- ▶ 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 on January 8, 2022.
- ▶ If your architect would like to set up a preliminary building construction plan submittal meeting please contact our Plans Examiner Manager Jose Rodriguez ([jrodrig@auroragov.org](mailto:jrodrig@auroragov.org)).

***Accessibility:***

The City of Aurora enforces handicapped accessibility requirements based on 2015 IBC, Chapter 11, and the 2009 ICC 117.1.

***Adopted Codes by the City of Aurora:***

This “link” will provide a current listing of all adopted building codes and ordinances utilized by the Aurora Building Division. To view the 2015 International Codes please utilize the following hyperlink; [ICC Codes Online](#)

***Building Division General Comments:***

The function of the Building Division in the development process involves assistance with building code questions. This “link” will provide answers to the most typical initial questions concerning the role of the Building Division.

***Checklist for Plan Review Submittals:***

The Aurora Building Division has established a number of checklists that reflect specific construction plan submittal and permit requirements. A copy of these checklists can be obtained through the City of Aurora website or by clicking on the link provided here.

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**Day-Night Sound Level (LDN or DNL):**

C.O.A Building and Zoning Code, Section 22-425 through 22-434 provides three methods for residential and commercial building design/construction to comply with the aircraft noise reduction criteria of this Code.

**General Fire Protection System Requirements:**

Based on the information provided during the Pre-Application meeting the following fire protection systems are likely to be required for this structure:

- **Commercial Cooking Hood Suppression System** - 2015 IFC, Section 904.
- **Fire Alarm and Detection System** – 2015 IFC, Section 907.
- **Fire Sprinkler System** - 2015 IFC, Section 903.

**Geographic Design Criteria:**

New construction must adhere to the climatic and geographic design criteria provided using the hyperlink above.

**Occupancy Specific Building Code Requirements:**

Based on the information provided, your building occupancy or occupancies are as follows.

- A-2 Occupancy - Assembly uses intended for food and/or drink consumption.
- B Occupancy - A building or structure or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Building or tenant space used for assembly purposes by fewer than 50 persons may be considered a Group B occupancy.
- M Occupancy - Buildings and structures, or portions thereof, for the display and sale of merchandise. Involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public.

**Request for Modification or Alternative Material:**

Per the 2015 IFC, Section 104.10 and 104.10.1, whenever there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements.

**Tri-County Health Department:**

All applicants submitting construction plans for retail food establishments, daycare centers, preschool programs, group homes, fountain water attractions, and public swimming pools are also responsible for meeting the separate requirements of the Tri-County Health Department.

**Real Property Division**

**Reminder** – Prior to building plans submittal, processing of any/all required separate documents should be started so that this process does not interfere with permit issuance.

## STEP III – CONSTRUCTION PHASE

*Before any construction may commence, a contractor licensed in the City of Aurora must be issued the appropriate **permits** for all work to be performed. [Licensing](#) information is available on the city's website.*

### Aurora Water

#### Utility Connection Fees:

- Water Service Connection Fee
- Metro Sanitary Sewer Connection Fee
- Sanitary Sewer Connection Fee

Fees may only be paid after issuance of building permit and must be paid prior to issuance of the Certificate of Occupancy. This is required for new services and when meter sizes are upsized.

- Wet Tap Fees:
  - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.
- Irrigation Water Meter Fees:
  - Will be calculated in accordance with the City Ordinance for irrigated common areas in Single-Family Detached and Commercial areas.
  - The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedule](#).

### Public Works Department

#### Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy.** See [Section 5.01.2.02](#) for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities.
- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - fire lanes
  - curbs, gutters, curb ramps, and sidewalks



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- sanitary sewer mains, including laterals to each lot line
- storm drainage
- detention and water quality facilities, including necessary structures if not installed by the master developer
- street lighting – if not installed by the master developer
- water mains, hydrants and valves
- tree plantings and landscaping
- repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

**Building Division**

***Key Issues:***

- Once the building permit is issued it is recommended that the General Contractor (GC) schedule a pre-construction meeting through the Office of Development Assistance Project Manager. The meeting will consist of the Public Improvement Supervisor, Building Division Inspector Supervisors, and a Fire/Life Safety Supervisor. These meeting are highly beneficial to both the GC and city staff in addressing inspection requirements that assist in obtaining a TCO or CO in a timely manner.

**Construction Permits:**

Please click on the link provided for a listing of required construction permits.

***Fire Safety during Construction, Alteration or Demolition of a Building:***

Utilize the requirements of the 2015 IFC, Chapter 33 for both construction and demolition of any structure within your site. To obtain a full copy for fire department access and water supplies to a construction site, please call the Building Department at 303.739.7420.

**Access Roadways during Construction:**

Please click on the “link” provided for requirements for fire department access during construction.

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## Pre-Application Conference

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

To: Kimberly Taylor  
From: Meg Allen  
Date: December 9, 2021  
Subject: Aurora Lot 4 Airport and Alameda  
Location: NEC of S Airport Blvd and E Alameda Pkwy

Listed below are the neighborhood associations that are currently registered with the Neighborhood Liaisons within one mile of your proposed project. Once your application has been formally submitted each Neighborhood Organization will receive a copy of your application along with a comment card to be returned to the Planning Department. The comment card allows neighborhood organizations to share their concerns about the application prior to Planning Commission. Since the neighborhood list is updated frequently, it is recommended if you submit your application to the Planning Department any time after 30 days of today's date, you should obtain a new, current list. Your Planning Case Manager will have an updated list available at your presubmittal meeting.

As an applicant for a proposed development or use approval in the City of Aurora, you are strongly encouraged, but not required, to set up a neighborhood meeting with these representatives as soon as possible, but no later than 21 days prior to your scheduled public hearing. The purpose of this meeting is to explain your proposed development or use approval, and if necessary, to work with neighborhood representatives to address their concerns. Your assigned Neighborhood Liaison will assist you in scheduling and mediating the meeting at your request. The liaison will also provide you with an updated and accurate neighborhood association mailing list prior to the meeting. Adjacent property owner address information is available on the Adams and Arapahoe County web sites at [www.co.arapahoe.co.us](http://www.co.arapahoe.co.us) and [www.co.adams.co.us](http://www.co.adams.co.us). It is the applicant's responsibility to mail and/or e-mail a letter of invitation to all neighborhoods and adjacent property owners at least 10 days prior to the meeting. A sample letter of invitation is included in this packet. The assigned Planning Case Manager will attend the meeting to note any agreements made by the applicant, and will include those agreements in their presentation at public hearings. You may anticipate being asked at public hearings if you have met with nearby neighborhoods and the result of such meetings.

As the Neighborhood Liaison for this area, I am available to assist you in communicating with the neighborhood listed below. For assistance or to set up a neighborhood meeting, please contact me at 303-739-7280.

The neighborhoods within 5280 feet of your proposed developments are:

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**Re: Aurora Lot 4- Airport And Alameda (#1592307)/Pre-Application Meeting held  
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## List of Neighborhood Associations

Location: NEC of S Airport Blvd

Record Id	HOA #	Organization	Contact	Phone
13-654022-000-00-NA	179	Americana II Condominiums	JIM CRIGLER 2851 S PARKER RD #840 AURORA CO 80014 JIM@MAXIMUMMGT.COM	(303) 369-0800
04-104840-000-00-NA	180	AMERICANA MASTER ASSOC	CHRISTY SCHAFER 2851 S PARKER RD #840 AURORA CO 80014 CHRISTY@MAXIMUMMGT.COM	(303) 369-0800
15-917194-000-00-NA	10	Americana Townhome Association	JEAN RONALD 6795 E TENNESSEE AVE SUITE #601 DENVER CO 80224 JEAN@WESTSTARMANAGEMENT.COM	(720) 941-9200
03-110187-000-00-NA	159	BAYBERRY CONDOMINIUM ASSOC	ACCU, INC ADAM BRYNING 2140 SOUTH HOLLY STREET DENVER CO 80222 SUPPORT@ACCUINC.COM	(303) 733-1121 (303) 671-6402 Ext 16
21-000005-NAM	444	CLEAN	CLEAN 71 Algonquian St AURORA CO 80018 bonzorader@gmail.com	(720) 366-8686
13-800807-000-00-NA	53	COBBLEWOOD CREEK HOMEOWNERS ASSOCIATION, INC.	JOSEPH WITTIG 657 S JOPLIN STREET AURORA CO 80017 JOEWITTIG1@GMAIL.COM	(678) 522-8796
03-113788-000-00-NA	177	SIENNA CLUSTER HOMES	DAN HASTINGS 1776 S JACKSON ST SUITE 300 DENVER CO 80210 DHASTINGS@LCMPM.COM	(303) 221-1117
16-1179051-000-00-NA	417	Somerset Village Homeowners Association, Inc.	NATHAN TIGGES 6892 S YOSEMITE CT SUITE 2-101	(720) 974-4258

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## List of Neighborhood Associations

Location: NEC of S Airport Blvd

Record Id	HOA #	Organization	Contact	Phone
			CENTENNIAL CO 80112	
			NTIGGES@MSIHOA.COM	

10-Americana Townhomes Association  
159-Bayberry Condominium Assoc.  
177-Sienna Cluster Homes  
179-Americana Condo Assoc.  
180-Americana Master Assoc.  
417-Somerset Village HOA  
444-CLEAN  
53-Cobblewood Creek HOA  
55-Centrepointe NBHD Assoc.

