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January 11, 2018

Lori Hanson
5400 Greenwood Plaza Boulevard
Greenwood Village CO, 80111

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

Case Number: 1988-6012-02

Thank you for your initial submission, which we started to process on December 21, 2017. We reviewed it and attached our comments along with this review letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments.

Since several important issues still remain, you will need to make another submission. Please revise your previous work and send us a new submission on or before Thursday, January 25, 2018.

Note that all our comments are numbered. When you resubmit, include a cover letter specifically responding to each item. The Planning Department reserves the right to reject any resubmissions that fail to address these items. If you have made any other changes to your documents other than those requested, be sure to also specifically list them in your letter.

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

Sincerely,

Sara Ullman, Planner I
City of Aurora Planning Department

cc: Margee Cannon, Neighborhood Liaison

Filed: K:\\$MA\2017 MAs\1988-6012-02Saint Michael the Archangel Parish\Rev1



Initial Submission Review

SUMMARY OF COMMENTS

- In the next submittal, please provide a letter (on Phillips Petroleum's letterhead) allowing the shed on the pipeline easement and the proposed building to encroach into the Gas Line 50' building setback.
- A Drainage Letter and Civil Plans must be submitted for review and approval as a part of this application.
- A fire hydrant must be added.
- Please provide labels and dimensions to ensure parking requirements are met.
- The landscape plan must reflect the approved landscape plan. In addition, the building addition must meet building perimeter landscaping requirements, and the alterations to the parking lot must be in compliance with landscape code regarding parking lot islands.
- Please dedicate all required easements (drainage easements, fire lane, etc.) by separate documents.
- Please relocate the proposed monument sign outside of easements and ensure it is at least 4 feet from the back of sidewalk.
- Please delineate and label the new accessible route.
- Tree mitigation is required.
- Sight triangles must be shown on the site plan and landscape plan. Also ensure plant material and monument signs do not obstruct sight triangles.
- A revocable license agreement is required for the new monument sign as well as the shed over the gas line easement. Please also begin the dedication of the new fire lane easement and all other required easements. The applicant is encouraged to begin these processes soon as they can take 6-8 weeks to complete.

PLANNING DEPARTMENT COMMENTS

1. Completeness and Clarity of the Application

Formatting of Site Plan. The original Saint Michael the Archangel Parish Site Plan was approved in 1988. As the original site plan is illegible and lacks many elements now required by the Site Plan Manual, the applicant must replace the original site plan sheets with the amended sheets. Please retain the original Cover Sheet and signatures and remove or cross out the old Site Plan Notes and Data Block. A note should be added to the Cover Sheet describing the minor amendment. The amended Data Block and current required Site Plan Notes (included in this letter for your convenience) should be on the second sheet in the site plan set. It is the applicant's responsibility to capture all of the previous information displayed on the original site plan.

Site Detail Sheet. Please provide a Site Details Sheet in the next submittal. This sheet should include the details currently shown on Sheet 2 of the plan set (the monument sign, bike rack, and accessible parking sign). The Site Details Sheet should also include details of the retaining wall, trash enclosure and site lighting, however please do not include entire cut-sheets or model numbers. Please also identify how/if the new and existing sign will be illuminated.

Neighborhood Notification. As per previous correspondence with the applicant, staff encourage the applicant to notify adjacent property owners and neighborhood groups prior to beginning construction.

2. Zoning and Land Use

- Please provide a note on all applicable sheets confirming approval from Phillips 66 of development within the setback location that is required as identified in the 1988 ROW contract identified in Book 5394 Page 217.

Sheet 2

- Adjacent residential zone districts must be correctly labeled as "PCZD SFD RESIDENTIAL".
- Please remove the label "VACANT LOT" from the abutting R-1A Zone District.



- There appears to be a portion of land zoned PCZD Park within the subject property (see attached Zoning Map). Please ensure this is labeled on the site plan.

3. Urban Design and Architecture

Sheet 5

- The landscape plan must reflect the approved landscape plan. There are many plants missing on this plan. Please revise the landscape plan so that it accurately represents the originally approved plan, and note that in order to pass inspection, all plant material shown on the approved site plan must be installed.
- Please provide landscaping at the end of the proposed parking block.
- Per the site plan manual, show the proposed bio-swale in this on the landscape plan.

Sheet 6

- Please label the building height.
- If there are proposed wall signs, please indicate them on the building elevations with a dashed box showing dimensions. This sign area must also be accounted for on the Data Block.
- Code Section 146-1300 requires the location of any rooftop or mechanical equipment and vents greater than eight inches in diameter be shown on the elevation drawings. All such equipment must be screened. Use drawings and notes to explain how this will be accomplished. Screening may be done either with an extended parapet wall, or a freestanding screen. In either case the screening must be at least as high as the equipment it hides. As currently shown in this submittal, screening is not being achieved.

4. Parking and Circulation

Sheet 3

- Per Code Section 146-1509, parking spaces must be a minimum of 9' x 19'. Parked vehicle overhangs shall not reduce the width of a required accessible route. Section 403.1 states that "The clear width of an accessible route shall be 36 inches minimum." Please verify that the accessible route is maintained.
- Per Code Section 146-1509 "No vehicle shall be parked within six feet of a building entrance or exit" Please label this distance to ensure code requirements are met.
- Please label the dimensions of existing and proposed parking stalls.

5. Technical Issues

Sheet 2

- Per the [Site Plan Manual](#), please label fence material and height.
- Per the site plan manual, monument signs must include dimensions to the street flow line and the property line. Division 3 of Article 16 requires monument signs to be 4' from the back of sidewalk. If a monument sign is placed within an easement, a revocable license may be required. Please ensure the monument sign is no less than 4' from the back of sidewalk.
- Please show and label the new fire lane. Fire lane dedications can be completed by separate document. Please contact Real Property to begin the process.

Sheet 3

- The Bicycle and Pedestrian Easement is labeled in the wrong location. The easement is located within the property boundary of the church. As the city no longer intends to construct a bike path along the Phillips 66 Gas Easement, the note from the original site plan regarding the provision of a connective bike path can be removed.
- Please label all easements.

Sheet 4

- Per the site plan manual, the grading and utility plan must show all fire lanes.

Sheet 7

- The footcandles are very difficult/impossible to read on the photometric plan. Please provide a photometric that is more legible.

**6. Landscaping** (W. David Barrett / (303) 739-7133 / wbarrett@auroragov.org)

1. The building faces a residential area or street on the west, north and south side of the new addition, so Sec. 146-1451 Additional Requirements for Non-Residential Development (D) Building Perimeter Landscaping applies. Provide one tree equivalent for each 40 linear feet of elevation length as provided by Section 146-1426 (I) and (J). That section gives you tree and shrub equivalents.
2. Parking lot islands are required at the end of every row of parking. These islands should include one tree and one or more understory treatments, which may include mulched shrub beds decorative concrete, or decorative pavement. Show these areas on the landscape plan.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES**7. Civil Engineering** (Janet Bender / 303-739-7512 / jbender@auroragov.org / Comments in green)

- Per the pre-application meeting notes, a preliminary drainage letter is required. Please ensure a drainage letter is submitted.
- Per pre-application notes, Civil Plans are required in addition to the site plan documents located herein. Please contact the Engineer on Duty to set up a pre-submittal meeting with Engineering as this is a separate review process and upload.

Sheet 2

- Clarify that the existing detention pond is private.
- Provide a street light detail.
- Please note: The streetlight shall be designed, funded, and constructed by the developer/owner. Ownership and maintenance of the street lights shall be the responsibility of the city of Aurora once they have been accepted. Street lighting plans shall be prepared and submitted to the City for review and approval and shall become a part of the approved civil construction plans for the project. The streetlight plan shall be included with first submittal of civil plan and will be referred out for peer review.

Sheet 4

- The Proposed Grass Swale must be labeled as Private.
- Drainage easement for water quality device is required. In addition, a drainage access easement from the public ROW is required. The drainage easement can be layered on an existing easement (such as fire lane). Please contact Maurice Brooks 303-739-7294 to start the process by separate document.
- Show flow direction arrows.
- Show slopes.
- The Proposed Curb & Gutter, Proposed 2' Pan, and Existing Detention Pond must all be labeled as Private.
- Dimension and state ROW width for East Floyd Avenue and South Ceylon Way.
- Dimension and state width of sidewalks and whether public or private (typ).
- Regarding the note of confidentiality on the Photometric Plan, please remember that this is a public document and will be subject to reproduction. As such, the note does not apply and should be removed.

8. Building and Life Safety (John Van Essen / 303-739-7489 / jvanesse@auroragov.org) See blue comments

Sheet 1

- Revise Note 9 to instead read, "Aurora City Code of Ordinance, Chapter 126 - Article VII - Numbering of Buildings."
- Please add the following to the Data Block:
 - 1) Occupancy: UBC A-2.1
 - 2) Construction Type: UBC Type V-1Hr
 - 3) Van Accessible Spaces Required 2
 - 4) Van Accessible Spaces Provided 2
 - 5) Please update the Building Height for the addition.



- Please add Note 17. Emergency Responder Radio Coverage: All New Commercial Buildings; Additions to Existing Buildings; shall have approved radio coverage for emergency responders within the building. This building must be assessed to determine adequate in-building radio coverage at time of final frame and electrical inspection by a qualified 3rd party inspection service at the owner/developers expense. Lack of adequate in-building radio coverage may delay the issuance of a Certificate of Occupancy. Where the structure is found deficient a separate permit is required to install, repair or modify any Emergency Response Radio Coverage system. Per 2015 IFC, Section 510.

Sheet 2

- Please delineate and label the new Accessible route. See redline comments and mark-ups.
- Is this an existing Accessible curb ramp? If so please label.

Sheet 3

- Please label 23' Fire Lane Easement (minimum).
- Please verify the radii in these areas is 52' outside and 29' inside.
- Please show and label the FDC with Knox Caps/Plugs.
- Add sidewalk for FDC.
- Please add Fire Hydrant.

Sheet 4

- Building addition is within the 50' set back, please provide a letter from the owner of the pipeline easement currently existing on the property allowing the proposed construction can be within this 50' set back. Per the U.S Department of Transportation, 10 -1 -99 Edition, CFR-49, Section 195-210, subsection (b); No pipe line may be located within 50 feet of any private dwelling, or any industrial building, or place of public assembly in which persons work, congregate, or assemble, unless provided with at least 12 inches of cover in addition to that prescribed in CFR 49, Section 195-210 and Section 195-248.
- Please show and label Riser Room location.
- Please show and label FDC with Knox Caps/Plugs.

Sheet 6

- Please show and label FDC with Knox Hardware and Knox Box on all appropriate elevations.
- Please add the accessible routes to the photometric plan so we can verify the minimum lighting of 1 candle/foot along the entire path.

9. Real Property (Darren Akrie / (303) 739-7331 / dakrie@auroragov.org and Maurice Brooks / (303)739-7294 / mbrooks@auroragov.org)

Sheet 1

- Note 7 must be revised to read, "All crossings and encroachments by private landscape irrigation systems or private utilities into easements and street rights-of-way owned by the City of Aurora are acknowledged by the undersigned as being subject to City of Aurora's use and occupancy of the said easements or rights-of-way. The undersigned, their successors and assigns, hereby agree to indemnify the City of Aurora for any loss, damage, or repair to City facilities that may result from the installation, operation, or maintenance of said private irrigation systems or private utilities."

Sheet 2

- Label the 8' Pedestrian and Bicycle easement.
- Revocable License agreement needed for the shed over the easement.
- Please send in a letter from Phillips Petroleum Co. is okay with having a shed on their easement.
- Please make the Lot Lines solid/ continuous and bold.
- Please add record information for the existing Fire Lane Easement.
- Please add the new monument sign to the Revocable License.
- Label the Gas easement.
- Please add R.O.W. width for East Floyd Avenue.

Sheet 3



- Please make the Lot Lines solid/ continuous.
- Please ensure it is okay with Phillips Petroleum that the building encroaches into the 50' building setback imposed by the gas line.
- Please correct all spelling and grammar errors. See redline comments.
- Please start the dedication process for the new fire lane easement soon as possible.
- Please add R.O.W. width to South Ceylon Way.
- The applicant must contact the Engineering Department to see if there is a need for a sidewalk easement in these locations. See redline comments.

Sheet 4

- Please make the Lot Lines solid/ continuous.
- Please dedicate the easement adjacent to South Ceylon Way. See redline comment.

10. Traffic (Victor Rachael / (303) 739-7309 / vrachael@auroragov.org)

Sheet 2

- Show and label existing stop signs. If none are present, install new ones at the access drives off of East Floyd Avenue.

Sheet 5

- Confirm proposed sign is not in the sight triangle, adjust location as necessary. See redlines on the site plan.
- Show sight triangles per COA STD TE-13.1 - Applies to all driveways. Any proposed plants in the triangle must comply with City required vertical requirements. Up size / revise plants as necessary. Add note: 'All proposed landscaping within the site triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10'

11. Utilities (John Villines / (303) 739-7646 / jvilline@auroragov.org)

Sheet 4

- An existing and proposed fixture-unit table will need to be submitted and reviewed with the civil plan set to confirm the meter sizing.
- 5' clearance from existing tap is required.
- See redline comment regarding the service tap.

12. Forestry (Rebecca Lamphear / rlamphea@auroragov.org / 303-739-7139)

There is one Green Ash tree located just south of the entrance in a triangular planting area that is not located on the plan. Please show and label all existing trees and indicate which trees will be preserved or removed. Due to the location and species of trees on the site, relocation is not an option. The use of tree equivalents is not permitted to mitigate for tree loss. And tree mitigation is always above and beyond the Landscape Code requirements. Any tree that is removed from this site should either be replaced within the landscape or be mitigated through payment to the Community Tree Fund.

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

13. Parks Department (Chris Ricciardiello/ cricciar@auroragov.org/ 303-739-7154)

No comments at this time.



Required Site Plan Notes

(Copy applicable notes to your Site Plan)

1. The developer, his successors and assigns, including the homeowners or merchants association, shall be responsible for installation, maintenance and replacement of all fire lane signs as required by the City of Aurora.

2. All signs must conform to the City of Aurora sign code.

3. Right of way for ingress and egress for service and emergency vehicles is granted over, across, on and through any and all private roads and ways now or hereafter established on the described property, and the same are hereby designated as "Service/Emergency and Utility Easements" and shall be posted "No Parking - Fire Lane."

4. Commercial Projects built under the 2015 IBC:

"accessible exterior routes" shall be provided from public transportation stops, accessible parking and accessible passenger loading zones and public sidewalks to 60% of the accessible building entrances they serve. The accessible route between accessible parking and accessible building entrances shall be the most practical direct route. The accessible route must be located within a sidewalk. No slope along this route may exceed 1:20 without providing a ramp with a maximum slope of 1:12 and handrails. Crosswalks along this route shall be wide enough to wholly contain the curb ramp with a minimum width of 36" and shall be painted with white stripes. The City of Aurora enforces handicapped accessibility requirements based on the 2015 international building code, chapter 11, and the International Code Council (ICC) a117.1-2009.

(Note to Applicant: Please see Exhibit B8 under the Development/Design Standards section of this Guidebook for items to be shown on a Site Plan).

Accessibility Note for Commercial Projects Built under the 2009 IBC:

"accessible exterior routes" shall be provided from public transportation stops, accessible parking and accessible passenger loading zones and public sidewalks to 60% of the accessible building entrance they serve. The accessible route between accessible parking and accessible building entrances shall be the most practical direct route. The accessible route must be located within a sidewalk. No slope along this route may exceed 1:20 without providing a ramp with a maximum slope of 1:12 and handrails. Crosswalks along this route shall be wide enough to wholly contain the curb ramp with a minimum width of 36" and shall be painted with white stripes. The City of Aurora enforces handicapped accessibility requirements

5. The applicant has the obligation to comply with all applicable requirements of the Americans with Disabilities Act.

6. The developer, his successors and assigns, shall be responsible for installation, maintenance and replacement of all landscaping materials shown or indicated on the approved Site Plan or Landscape Plan on file in the Planning Department. All landscaping will be installed prior to issuance of Certificate of Occupancy.



7. All crossings or encroachments by private landscape irrigation systems or private utilities into easements and street rights-of-way owned by the City of Aurora are acknowledged by the undersigned as being subject to City of Aurora's use and occupancy of the said easements or rights-of-way. The undersigned, their successors and assigns, hereby agree to indemnify the City of Aurora for any loss, damage or repair to city facilities that may result from the installation, operation or maintenance of said private irrigation lines or systems and/or private utilities.

8. The approval of this document does not constitute final approval of grading, drainage, utility, public improvements and building plans. Construction plans must be reviewed and approved by the appropriate agency prior to the issuance of building permits.

9. All building address numbers shall comply with Sections 126-271 and 126-278 of the Aurora City Code.

10. All rooftop mechanical equipment and vents greater than eight (8) inches in diameter must be screened. Screening may be done either with an extended parapet wall or a freestanding screen wall. Screens shall be at least as high as the equipment they hide. If equipment is visible because screens don't meet this minimum height requirement, the Director of Planning may require construction modifications prior to the issuance of a permanent Certificate of Occupancy.

11. Notwithstanding any surface improvements, landscaping, planting or changes shown in these site or construction plans, or actually constructed or put in place, all utility easements must remain unobstructed and fully accessible along their entire length to allow for adequate maintenance equipment. Additionally, no installation, planting, change in the surface, etc., shall interfere with the operation of the utility lines placed within the easement. By submitting these site or construction plans for approval, the landowner recognizes and accepts the terms, conditions and requirements of this note.

12. Final grade shall be at least six (6) inches below any exterior wood siding on the premises.

13. All interested parties are hereby alerted that this Site Plan is subject to administrative changes and as shown on the original Site Plan on file in the Aurora City Planning Office at the Municipal Building. A copy of the official current plan may be purchased there. Likewise, Site Plans are required to agree with the approved subdivision plat of record at the time of a building permit; and if not, must be amended to agree with the plat as needed, or vice versa.

14. Errors in approved Site Plans resulting from computations or inconsistencies in the drawings made by the applicant are the responsibility of the property owner of record. Where found, the current minimum Code requirements will apply at the time of building permit. Please be sure that all plan computations are correct.



15. All representations and commitments made by applicants and property owners at public hearings regarding this plan are binding upon the applicant, property owner, and its heirs, successors, and assigns.

16. Architectural features, such as bay windows, fireplaces, roof overhangs, gutters, eaves, foundations, footings, cantilevered walls, etc, are not allowed to encroach into any easement or fire lane.