



385 INVERNESS PARKWAY, SUITE 190
ENGLEWOOD, CO 80112
(720) 773-2800

February 16th, 2021

City of Aurora
Office of Development Assistance
Attn: Laura Rickhoff
15151 E. Alameda Parkway, Suite 5200
Aurora, CO 80012
303.739.7345

RESPONSE LETTER

RE: South Parker Express Car Wash
5380 S Parker Rd
Aurora, CO 80015

PRE-APPLICATION MEETING-HELD JANUARY 7, 2021

Eric,

Thank you for your time in reviewing our pre-application for renovations at the Parker Express Car Wash. Below is a list of comments provided during that review and responses where appropriate. We have uploaded drawings and supporting documents to the Aurora Amanda site for your reference. Please let me know if you have any questions about the documents or comment responses provided.

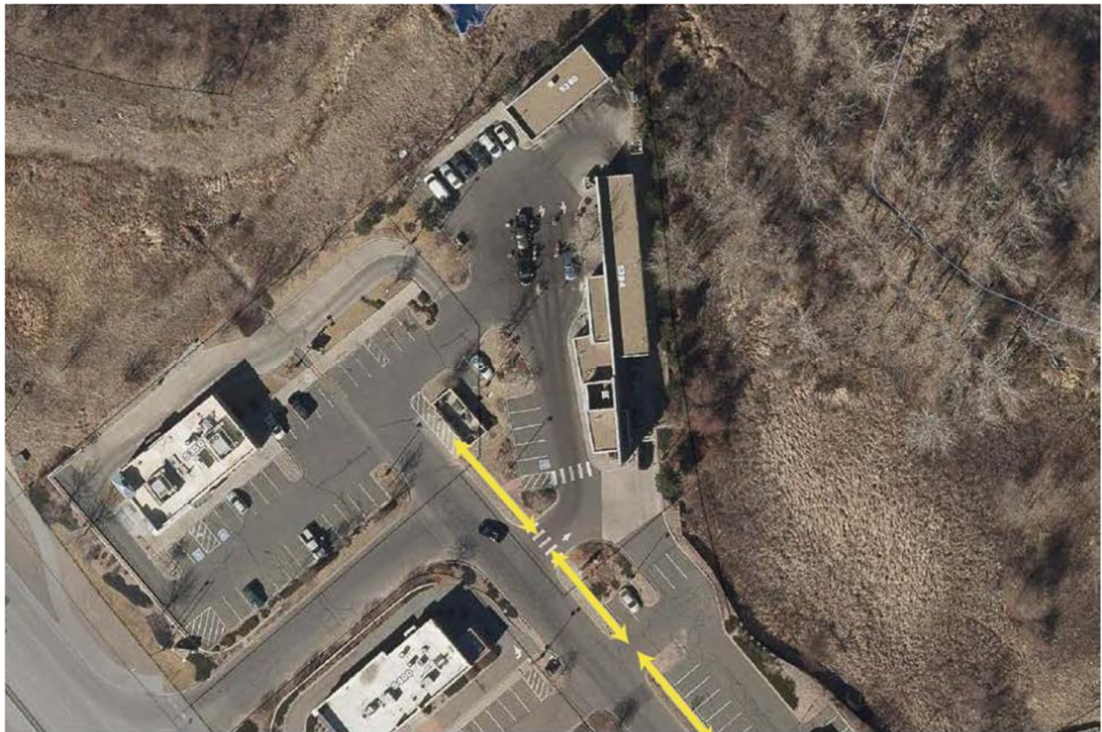
Planning and Development Services Department

Reviewer: Eric Sakotas

1. Touch Rule: As proposed, this project is subject to the 'touch rule' from the United Development Ordinance which requires bringing all structures in to compliance with current code standards. Projects that involve expansions of existing land uses or buildings, but not the construction of new primary buildings, shall be required to bring the property into compliance with the standards in Sections 146-4.6.7 (Drive-Through Stacking Areas), 146-4.7.5.K (Parking Lot Landscaping), 1464.8 (Building Design Standards), and 146-4.9 (Exterior Lighting) to the extent required by the "touch Rule" defined in Section 146-5.4.4. The applicability of the Touch Rule shall not relieve any applicant from the requirement to comply with provisions of this UDO not listed in Section 146-1.4.3 or requirements to comply with other applicable regulations, including without limitation adopted Aurora Building Codes or the Americans with Disabilities Act.

RESPONSE: Acknowledged

2. Maintaining pedestrian access on adjacent private road to the south. The current site conditions show existing detached sidewalks along the southern portion of the parcel. This sidewalk should be maintained to provide pedestrian connectivity through the retail development. See diagram below



RESPONSE: Sidewalk is intended to remain in new design configuration.

3. The primary building entrance needs to open onto a patio space.

RESPONSE: The minimal existing sidewalk at the entrance has been enlarged to provide a larger paved area to allow for a patio.

4. Off-street parking is required by Section 146-4.6. The requirement is 1 space per 1.5 employees, plus 1 space per 600 gross floor area (gfa) Please provide information regarding to the maximum number of employees that will be onsite during peak business hours. The building has a gfa of 3,740 sf, so 6 parking spaces, including 1 accessible parking space(s) will be required. Bicycle parking is required on site as well, with enough spaces to accommodate 2 bikes. This can be accommodated with 1 inverted U-rack.

RESPONSE: Proposed parking layout exceeds the minimum 6 spaces. Bicycle racks have been shown on the plan with detail provided.

5. Vehicle Queuing – Minimum required stacking is 3 spaces, outside of washing bay. The proposed plan exceeds this minimum requirement.

RESPONSE: Acknowledged

Building Design Standards

Reviewer: Eric Sakotas

6. Section 146-4.8 of the UDO contains specific standards for the design of buildings. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, four-sided building design, and permitted materials, among other things.

Code requires that you incorporate material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs, and changes in parapet height to improve the façade and create an inviting and attractive street presence. Buildings must be designed to create a clear base, middle, and cap with specific instructions and tips for how this can be achieved in Section 146-4.8.5.C. Designs should support a pedestrian-friendly environment, provide a 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 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.
General building design standards						
Design variety	✓					
Distribution of masonry and architectural features	✓					
Windows	✓					
Building orientation and spacing			✓	✓	✓	✓
Massing and articulation						
Horizontal articulation		✓	✓	✓	✓	✓
Vertical articulation	✓		✓		✓	✓ [1]
Maximum building length			✓	✓	✓	✓
Building materials						
Primary building materials	✓		✓	✓	✓	✓
Masonry standards		✓	✓			
Four-sided building design						
Façade character elements			✓	✓	✓	✓
Entry design			✓	✓	✓	✓
Roof design						
Roof materials	✓		✓	✓	✓	✓
Roof form	✓		✓	✓	✓	✓
Screening of mechanical equipment						
Rooftop equipment	✓		✓	✓	✓	✓
Ground-mounted equipment	✓		✓	✓	✓	✓
Garbage storage areas			✓	✓	✓	✓

RESPONSE: The existing building façade is not intended to change other than some additional storefront doors and windows. And the existing facade seems to comply with the listed requirements of the UDO.

- The primary building entrance needs to open to a patio space and include architectural entry requirements (UDO Sections 146-4.8.4.B and 146-4.8.7.E). The patio space should consist of decorative pavement, pedestrian scale lighting, site furniture such as benches, and landscape enhancements such as raised planters.

RESPONSE: This building is an existing building and the entrance of the building is not being touched per the “Touch Rule”. Besides the existing building already achieves the requirements of 146-4.8.4 B in regards to entrance and orientation of the building. Section 146-4.8.7 B notes that the section is only applicable when the existing building gross floor area is increased by 25% or more and we are not increasing the footprint of the building. Section 146-4.8.7.E is specific to entry design and notes compliance with Table 4.8-9. A patio seems to be a requirement of a residential building, not a commercial building. Our entrance has an existing awning which would be in compliance with 4.8-9.h and therefore 146-4.8.7.E.

- Please also consult any design standards that are included in the Pioneer Hills GDP.
RESPONSE: Acknowledged.

- 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: Lighting is shown in photometric plans and lighting details.

10. 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: Signage is shown on the building elevations

11. 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: No special conditions are requested

LANDSCAPING

Reviewer: Kelly Bish

12. Prepare the landscape plan in accordance with the requirements found in the Landscape Reference Manual and the Unified Development Ordinance (UDO). The landscape comments provided herein are based upon the above documents and should follow Section 146-4.7 (Landscape, Water Conservation, Stormwater Management) of the UDO. Please ensure that the landscape architect or designer has a copy of these documents as well as our project specific comment.

RESPONSE: Noted

13. 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 purpose.

RESPONSE: Landscape sheets have been labeled

14. 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: The proposed site does not have any intersecting streets, therefore sight triangles are not required for the site.

15. An amendment to the Parker Car Wash at Pioneer Hills Shopping Center existing landscape plan is required to accurately reflect the changes to the site that will impact the approved landscape plan. Only those changes as proposed to the current site layout that directly impact the approved landscape plan should be updated. Modifications to the existing landscape plan not directly impacted by the site renovations will not be approved. The applicant is responsible for installing or bringing the site into compliance with the remainder of the original plan should there be missing or dead plant material.

RESPONSE: The new landscape plan includes the existing plant material from the approved landscape plan. Existing plant material has been designated in the plant key with an asterisk for clarification.

16. Section 146-4.7 (Landscape, Water Conservation, Stormwater Management)
The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Section 146-4.7. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape condition.

1. Section 146-4.7.5 (Landscape Requirements for Redeveloping Sites with Existing Development)

When changes or expansions to existing parking areas, landscaping or buildings are proposed, the landscape requirements as outlined in Section 146-4.7.5. A through P. shall apply and be reviewed against the proposed redevelopment for applicability. The intent being to implement those landscape standards that encourage improvement of the redevelopment where landscaping is outdated, missing or where the installation of landscaping will improve the visual quality of the neighborhood or mitigate any negative impact of the redevelopment on adjacent properties. The following landscape code section was deemed an appropriate requirement given the nature of the proposed expansion of the existing use.

RESPONSE: Noted

2. Section 146-4.7.5 J. (Building Perimeter Landscaping).

For commercial and industrial uses, 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. One tree equivalent is equal to one tree, or 12 five-gallon shrubs for a 2.5" tree or 8'-10' tall evergreen tree or 10 shrubs for a 2" tree or 6' evergreen tree. Any combination of plant material may be used that totals the required number of tree equivalents. 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. Given the magnitude of the proposed renovations and the creation of some green space along the west side and south sides of the building, building perimeter landscaping should be provided to enhance the building architecture.

RESPONSE: Building perimeter landscape for the south and west elevations has been included

3. Section 146-4.7.5 L. (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 or existing signage.

RESPONSE: Noted, distinctive features have been provided.

4. Section 146-4.7.3. C. (Irrigation)

All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the Water Department will require the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing the quantities along with a plan shall be provided that clearly delineates these areas. Contact Timothy York at (303) 739-8819 or tyork@auroragov.org regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.

RESPONSE: Noted

Neighborhood Services

Reviewer: Scott Campbell

17. 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: Acknowledged

18. Scott Campbell is the neighborhood liaison for the project. He has put together a report attached to these notes listing the registered neighborhood organizations within one-mile of your proposed project and can assist in scheduling and facilitating meetings with community members. Please work with the organizations that express interest in your project to address comments and mitigate concern.

RESPONSE: Acknowledged

19. 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 meeting.

RESPONSE: Acknowledged

Oil and Gas Development

Reviewer: Jeffrey Moore

20. We have reviewed the area of your development. There are no known plugged and abandoned (P&A) wells within your site and no existing or planned oil and gas surface facilities on your site. There may be existing underground pipelines in rights-of-way. Should you have any questions about oil and gas development, please reach out to Jeffrey Moore, Manager of the Oil & Gas Division.

RESPONSE: Acknowledged

Parks, Recreation & Open Space Department (PROS)

Reviewer: Michelle Teller

21. Please note that your project is adjacent to public open space to the northwest and northeast. Whenever new projects come to the city that are adjacent to park or open space, a 25' special landscape buffer is required measured from your property line in. Since this is a modification to an existing site, a special landscape buffer will not be required. However, please note that any reduction in the existing landscape buffer as approved in your site plan will not be supported.

RESPONSE: Noted

22. There are many trees on this site that may be impacted by the demolition of one structure as well as the construction of another. If trees are impacted, tree mitigation will be required.

Tree Mitigation Requirements: Trees on site that are 4" or greater in caliper that will be impacted by development require tree preservation or mitigation. The intention of the Tree Preservation Policy is to preserve trees that are in good condition and of high value during the process of development. Mitigation for trees removed from the property can be accomplished by trees being planted back onto the site through the landscape plan, payment made into the Tree Planting Fund, or a combination of the two. This is in addition to the regular landscape requirements. For example, if a 10" tree is removed, 10 caliper inches must be replaced back onto the site. The use of tree equivalents is not acceptable for tree mitigation.

RESPONSE: Noted, ultimate mitigation approach will be determined prior to project approval.

23. When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors. If there is interest in determining mitigation requirements before your submittal, there is the option of hiring a consulting arborist; a list can be obtained from Forestry upon request. Forestry would require a meeting with the arborist selected to make sure that we agree on the appraisal.

RESPONSE: A Tree Mitigation Plan has been provided

24. Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site. If a Consulting Arborist is hired, this information will be supplied by them. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan. If a Consulting Arborist is hired, the required number of caliper inches will be supplied by them.

RESPONSE: Noted

25. 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. The Tree Protection notes shall be included on the plan.

RESPONSE: Noted

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

RESPONSE: Noted

Aurora Water

Reviewer: Steven Dekoskie

27. A water fixture unit table will be required to be submitted to verify the existing 1.5" water meter is adequately sized.

RESPONSE: Acknowledged

28. All water and sewer services are to be disconnected and capped prior to any demo.

RESPONSE: Understood

29. Car wash discharge must utilize a sand/oil interceptor prior to sanitary sewer connection.

RESPONSE: The existing sand/oil interceptor will be utilized for the existing car wash.

30. A domestic allocation agreement will be required for connections 2" and larger.

RESPONSE: Understood

31. 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, sand/oil interceptors are required for vehicle maintenance facilities, and all utility connections in the arterial roadway are required to be bores.

RESPONSE: Understood

PUBLIC WORKS DEPARTMENT

Reviewer: Brianna Medema

32. Striping changes will be required off-site to accommodate changes in queuing lane and escape lane.

RESPONSE: Acknowledged

33. Align entry/exit to existing drive aisle

RESPONSE: Acknowledged, See site plan layout

34. 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:

1. Trip generation from the site,
2. Site circulation plan including turning template review,
3. Analysis of pedestrian connectivity/trail system/crossing locations,
4. Queuing analysis. (utilizing data from existing Denver-Metro locations, if possible) including a comparison of the development proposal to the recommended Design Queues as presented in ITE Summer 2012, Drive-Through Queue Generation, 1st Edition by Mike Spack, P.E., PTOE. For car washes, this is 140 feet or 7 vehicles (total on-site prior to payment). Ensure recommended queue is outside of fire lanes or any off-site access. Ensure recommended queue is outside of fire lanes or any off-site access.

RESPONSE: Traffic letter is provided

35. Parker Road is a state highway. If required, approval and access permits will need to be obtained from

the Colorado Department of Transportation (CDOT). Please contact Marilyn Cross at CDOT, phone number 303.512.4266. Developers/applicants are encouraged to contact CDOT early on in the review process to determine the feasibility of the proposed access and any specific CDOT requirements. In order to insure CDOT will allow access as shown, provide a letter or email from CDOT indicating they have reviewed the proposed access(es). This letter must be received 10 days prior to the Planning Commission hearing

1. Construction should only occur after obtaining the State Highway Access permits and the Notice to Proceed from CDOT. State Highway Access permitting is a two-step process. First obtaining the access permit and then obtaining the Notice to Proceed with the construction documents, Certificate of Insurance, and Traffic Control Plan. Having approval from Aurora for construction of the store did not mean you had approval for construction of the accesses in the State Highway right-of-way

RESPONSE: While the address is Parker Road, no modifications to the Parker Road are anticipated are part of this renovation.

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

RESPONSE: See site plan layout

37. Label the access movements on the Site Plan

RESPONSE: See Site Plan

38. Objects and structures shall not impede vision within the sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with City of Aurora Standard Traffic Detail TE-13. In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in City of Aurora Standard Traffic Detail TE-13.

1. 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: Acknowledged

39. 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:

1. The developer is responsible for signing and striping. 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: No additional stop signs are anticipated

40. Based on our review of the Traffic Letter, additional improvements may be required

RESPONSE: Please see Traffic Letter

41. Show the installation, by developer, "Do Not Enter" signs at escape lane. Signs shall be installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standard

RESPONSE: Acknowledged

42. ROW/ Plat: A private cross-access agreement is recommended for maintenance and snow removal if not previously completed. The developer is responsible for establishing this agreement with the adjacent property owner/master owner.

RESPONSE: Acknowledged

Engineering Division

Reviewer: Kristin Tanabe

43. 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: Understood
44. 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: Understood
45. A preliminary drainage letter may be submitted in lieu of a preliminary drainage study. It should state the approved drainage patterns will not be altered and address any changes in imperviousness from the approved drainage study covering this development. The letter shall include calculations for onsite improvements, compare peak flows to the previously approved report, and include any relevant sheets from said report. A drainage plan, sized no larger than 11" x 17", shall be included, as well as a comparison of the proposed drainage plan to the previously approved plan, with the proposed area highlighted. Additional information may be requested from the reviewing engineer to ensure adequate analysis. It will need to be signed and stamped by a Professional Engineer licensed in the State of Colorado. The letter shall be submitted to Engineering at the time of the Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the letter. The site plan will not be approved until the preliminary drainage letter is approved.
RESPONSE: Drainage letter has been completed.
46. 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: Understood
47. A 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: Storm has been surveyed.
48. Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed
RESPONSE: Understood

Fire / Life Safety Comments

Reviewer: Mike Dean

49. 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.
RESPONSE: Acknowledged
50. 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: Acknowledged
51. 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
RESPONSE: Acknowledged
52. Civil Plans: Based on the discussion within the pre-application meeting the following information must be reflected within the Civil Plan package submitted to Public Works Department.

1. Dead-End Fire Lane Detail
2. Fire Lane Sign Detail
3. The developer of the site will be required to install fire lane signs in areas where the site abuts an existing fire lane easement that is currently without adequate signage.
4. Grading Plan
5. Handicap Accessible Parking Signs
6. Sign Package
7. Signature Block

RESPONSE: See submitted Site Plan Package

53. Emergency Responder Radio Coverage: The 2015 International Fire Code requires all buildings to be assessed for adequate emergency responder radio coverage.

1. Based on the size of the proposed structure(s), Fire/Life Safety is not asking for a radio assessment unless the site is reconfigured to utilize larger structures at time of submittal

RESPONSE: Acknowledged

54. 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:

1. Fire Lane Easement
 - i. The current fire lane easement within the site is misaligned and needs to be vacated and rededicated into proper alignment new roadway layout.
 - ii. It appears that the site is losing one point of private and emergency access to the overall site which is acceptable. The site designer will simply need to reevaluate the 150' hose reach requirements for the remaining structures on this site to determine if a new fire lane easement and/or fire apparatus turnaround is needed for the overall site

RESPONSE: Please see proposed site plan layout

55. 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.

1. Based on the proximity of the structure to existing fire hydrants, Fire/Life Safety is not asking for additional fire hydrants to support this site. Please show and label existing fire hydrants abutting this site on the site plan submitted to the Planning Department and Civil Plans submitted to Public Works.

RESPONSE: Acknowledged

56. Accessibility Requirements: The City of Aurora reviews accessibility requirements based on 2015 IBC, Chapter 11, the 2009 ICC/ANSI A117.1. (Commercial)

RESPONSE: Acknowledged

57. Hazardous Materials: Per the 2015, IFC Chapter 50 – A permit through the Aurora Building Division is required to for the prevention, control and mitigation of dangerous conditions related to storage, dispensing, use and handling of hazardous materials. To download a copy of the hazardous materials inventory statement checklists please visit our web site by clicking on the hyperlink provided.

RESPONSE: HMIS will be submitted with Building Permit

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

RESPONSE: Acknowledged

59. 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: See legend on site plan

60. 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: No shipping is expected so no loading has be shown on the plan

61. 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.

1. (Plat Note) If Plat does not contain a Dedicated Fire Lane Easement
2. (Plat Note) If Plat Contains Fire Lane Easement
3. (Site Plan Note) Accessibility Note for Commercial Projects
4. (Site Plan Note) Addressing
5. (Site Plan Note) Americans with Disabilities Act
6. (Site Plan Note) Emergency Ingress and Egress
7. (Site Plan Note) Fire Lane Easements
8. (Site Plan Note) Fire Lane Signs

RESPONSE: Please see Plans

62. 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: Acknowledged

63. 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.

1. Abutting Fire Lane or Public Access Easement to Property
 - i. If an existing fire lane or public street must be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.
2. Access to within 150 feet of Each Structure
3. Fire Apparatus Access Road Specifications
4. Combined Fire Lane, Public Access and Utility Easements
5. Construction of Fire Lane Easements and Emergency Access Easement
6. Dead-end Fire Apparatus Access Roadways
7. Encroachment into Emergency Access or Fire Lane Easements are Prohibited
8. Grade
9. Labeling of Easements on the Site Plan, Plat and Civil Plans
10. No Parking is allowed within a Fire Lane Easement
11. Public Street Systems Adjacent to Site
12. Speed Bumps
13. Snow Removal Storage Areas
14. Width and Turning Radius

RESPONSE: Please see plans

64. 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: Trash enclosure is existing to remain and does not conflict with noted code.

Real Property Division

Reviewer: Mike Dean

65. 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: Acknowledged

66. 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: Acknowledged

67. 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:

1. Dedications Packet
2. Easement Release
3. License Agreement Packet

RESPONSE: Acknowledged

68. 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: Acknowledged

69. The developer may need to dedicate new easements and/or street right-of-way on the site. Since a new subdivision plat is not required, these dedications must be done by separate legal document. These legal documents must be prepared using Real Property specifications which are found in the Dedications Packet. Once complete and accurate easement dedication information is submitted to Real Property, it takes about 4-6 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: Acknowledged

70. No portion of any roofed structure or footers may encroach into any easement. However, the city will allow certain items to encroach in easements such as fences, gates, retaining walls, monument signs, 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: Acknowledged

Please feel free to contact me with any further questions or concerns regarding these issues.

Sincerely,



Phil Walz
Hover Architecture