



Planning Division
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July 11, 2018

Mark Tomko
Tomko Properties
2200 Rifle Street
Aurora, CO 80011

Re: First Submission Review – Metco Landscape – Site Plan Minor Amendment
Case Number: **2004-6029-01**

Dear Mr. Tomko:

Thank you for your first submission, which we started to process on Thursday, June 21, 2018. We reviewed it and attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and community members.

Since several important issues still remain, you will need to make another submission. Please revise your previous work and send us a new submission on or before Thursday, July 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) 739-7209 or at eobrien@auroragov.org.

Sincerely,

Elizabeth O'Brien, Planner
City of Aurora Planning Department

cc: Mindy Parnes, Planning Department
Nick Dire, Curb Appeal Denver/ Metco Landscape, 2200 Rifle Street, Aurora, CO 80011
Susan Barkman, Neighborhood Liaison
Jacob Cox, ODA
Filed: K:\\$MA\2004-6029-01rev1.rtf



First Submission Review

SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- Numerous comments pertaining to components expected for a Landscape Plan. Please see redline comments in section 6 of these notes for further details. – Landscaping
- Numerous comments regarding completeness of application. See section 8. – Life Safety
- A Grading and Utility Plan are required as a part of this submission. Please see comments in section 9 regarding the provision of dimensions and labels, as well as drainage requirements. – Civil Engineering
- Please add legal description where applicable. – Real Property
- Please see comments from Traffic Engineering regarding sight triangles and stop/yield signage. – Traffic
- Multiple missing items with this submission, including the Grading and Utility Schematic, a complete Preliminary Landscape Plan, and the Site Plan Details Sheet. – Planning

PLANNING DEPARTMENT COMMENTS

Elizabeth O'Brien / eobrien@auroragov.org / (303) 739 – 7209 / See comments in teal

1. Completeness and Clarity of the Application

Operational Plan

- Will these employees be parking on-site for this period of time?

Site Plan

- The Grading and Utility Schematic is missing from this Site Plan submission. Please include this with the next submission.
- A complete Preliminary Landscape Plan is also missing from this Site Plan. The Landscape Plan should include a legend detailing plant species differentiating between existing and proposed, a planting schedule for the property, labeling of existing trees on-site with the tree species and grading. The Landscape Plan should also include a schematic of the entire site, since existing landscaping exists on the western perimeter of the site. Additionally, any proposed detention basin on the western side of the site will need to be landscaped.
- The Site Plan Details Sheet is missing from this Site Plan submission. The details sheet should include cross sections and dimensions for all proposed elements on-site including lighting fixtures, trash enclosures and fencing and gate access points.
- The Floor Plan included with this submission is unnecessary and should be removed from the plan set.
- All sheets with symbols need to have a legend that clearly defines symbols used on the Site Plan sheet. This includes the Site Plan sheet, the Photometric Plan, and the Landscaping Plan.
- Landscaping elements should only be shown on the Landscaping Plan.

2. Fences and Gates

- Please include a cross section showing the proposed pedestrian gate on the details sheet.
- Gates included with the existing fence that bar vehicular access will need to be labeled.
 - If applicable, this proposed gate illustrating the design and materials should be included as a detail on the details sheet.

3. Easements

- Please clearly label and dimension all existing and proposed easements on the Site Plan. Existing hatched lines are difficult to read and not labeled correctly.
- All easement dimensions identified on the Site Plan should be identical to the information found on the plat.



4. Site Plan Technical Details

Cover Sheet (A000)

- Please delete all highlighted items in the notes section on the Cover Sheet as they do not apply to this development.
- If waivers are requested at any time during the process of review, however, Note 19 will need to be added back onto the Cover Sheet.
- Please provide a vicinity map with a better scale to make it more legible. The scale of the vicinity map provided is not helpful. Please use a scale that includes the closest major arterial street intersection and all surrounding local streets. Refer to 2005 Site Plan or the Metco Landscape Nursery Land Title Survey sheet for vicinity map example.
- Add “Site Plan” to the end of “Metco Landscape Maintenance Facility” in title of Cover Sheet.
- Please add “Site Plan” to the end of the title for sheet description.
- Please update the formatting of the signature block included on the Cover Sheet.
- The legal description included in the signature block is not a legal description. Refer to the plat for the legal description.
- Please delete “*To be placed at the top of the document in large letters”.
- Please insert the changes included in this Site Plan Amendment in the amendment block. This should also include any historical changes made to the Site Plan.
- Please include acreage in the data block in addition to the square footage.
- Maximum number of signs for this site is 5. Please insert “5” for Maximum Permitted/ Allowable Sign Area.
- Please note the existing signs and total square footage of existing signs on site.
- Delete “Proposed Monumental Sign Area” and “Proposed Monumental Sign”. If signs are being added, they must be shown in the data block and adhere to Note 2 in the notes section.
- Accessible space provided must be van accessible.
- Please delete “Sidewalks and Patios” from the Data Block.
- Delete “Present” from “Present Zoning Classification” in the Data Block.
- Please delete “Construction Documents”.
- Sheet Number should be “1 of ___” instead of “A000”. If you decide to keep the type of drawing on the sheet, please include sequential numbering.

All Sheets

- Please add “Site Plan” to “Metco Landscape Maintenance Facility” for all sheets.

Sheet 2 (A100)

- Landscaping should not be shown on the Site Plan (Sheet A100). Please remove trees and other landscaping elements and be sure to include all landscaping material on the landscape plan.
- Please label abutting zone districts, adjacent lot lines, adjacent plat information and all existing and proposed easements with dimensions.
- Dimensions for all easements should be included on the site plan.
- Please note that all easement dimensions identified on the site plan should be identical to the information found on the plat.
- Please label property line with Basis of Bearings.
- Are gates proposed at the two entrances? If so, please label, indicate the setback from the property line and provide detail on details sheet. Please ensure that license agreement for gate has been secured if the gate is located within an easement area.
- If there is proposed detention on the western side of the property, this needs to be shown on the site plan.
- Resolve spelling issue for “Oil Recycle” label.
- Please provide details of all trash screening on details sheet.
- Include sidewalk dimension on site plan.
- Please label existing vs proposed fences. Proposed fences must have details included on details sheet.



- Please dimension typical parking space as well as the van-accessible handicap space.
- Provide details of all light fixtures included in this site plan on the details sheet.
- Please dimension and provide a detailed cross section on the details sheet of the proposed gate and pedestrian access on the southern side of the property.
- East 23rd Avenue and Rifle Street should be labeled with street type – “Collector Street” or “Local Street”.
- Please include “Lot 1, Block 1” labeling.
- Please label surface materials.
- Delete “Site Drainage per Civil Grading Plan”.
- Is the hatched line on the site plan an easement? If so, please label the easement and all relevant dimensions.
- Include acreage with SF area.
- With the exception of architectural elevations, all pages should utilize the same scale. Please review and revise the scales used between pages.
- Please include a legend including all symbology on the site plan, including existing and proposed features.
- Delete “Construction Documents” from bottom right hand of this page.
- Continue numbering with “2 of ___”.

Sheet 3 (A101)

- This page is not required for the Site Plan and should be removed.

Sheet 4 (A103)

- Label building height on both sides of schematic for all 4 elevations.
- Please include legend containing exterior materials and color proposals. This will help to clean up this page and makes it easier for review.
- Continue numbering with “3 of ___”.
- Delete “Construction Documents” from bottom right hand of page.

Sheet 5 (A104)

- Is there lighting proposed for the equipment parking area? If so, this needs to be labeled and detailed.
- Please label all elements on the photometric plan. If symbology is necessary, please include a legend.
- Please add specifications and details for all proposed lighting elements.
- The tables included on this page should be much larger.
- Continue numbering with “4 of ___”.
- Delete “Construction Documents” from bottom right hand of page.

Sheet 6 (P-1)

- Grading should be included on this sheet.
- All easements included on this landscaping plan must be labeled and dimensioned.
- Again, please differentiate between the existing and proposed elements on site.
- Proposed light fixtures, trash screening, gates, etc. must be detailed on a details sheet.
- Entire site should be shown since existing landscaping is present on western property line. Please show the existing landscaping, including vegetation type and tree species, on this plan.
- Please make the property line more distinct.
- Please include legend that indicates plant type with symbology including existing vs proposed materials, as well as a planting schedule for proposed landscaping elements.
- Continue numbering that is consistent with the other pages in this submission.
- Please insert “Not for Construction” on bottom right-hand of page.
- Please remain consistent with font usage.



Sheet 7 (ALTA/NSPS Land Title Survey)

- The Land Title Survey is not a requirement with this submission.
- The vicinity map included on the cover page of the Land Title Survey should be referenced when re-formatting the vicinity map for the site plan cover page.

Sheet 8 (ALTA/NSPS Land Title Survey)

- The Basis of Bearings included here should be included on the previous sheets of this submission.
- This page is not necessary, but the grading could be used as a base for the grading and utilities sheet necessary for a complete submission.

5. Landscape Design Issues

W. David Barrett / wbarrett@auroragov.org / (303-739-7133 / PDF comments in teal.

Site Plan Comments

Sheet 6 (P-1)

- Prepare your landscape plans in accordance with the requirements found in the City of Aurora Zoning code, specifically Article 14 as well as the Landscape Reference Manual. Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments. Provide the necessary landscape tables in order to demonstrate compliance with code requirements. Tables shall be provided for each of the required landscape treatments (i.e. street frontage and buffer tables etc.). Include all of the required landscape notes required by code.
- Show the entire landscape plan that includes all existing landscaping for the entire site. Minor amendment plans must have plant symbols and plant labels with a plant schedule. Revise your plans to include all of the plants specifying existing plant and new plants.
- Please show grading on this plan.

REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

6. Building Department and Life Safety

Life Safety (John J. Van Essen, Plan Examiner III / (303) 739-7489/ jvanesse@auroragov.org) / see comments in blue

Site Plan Comments

Sheet 1 (A000)

- Please add Note: EMERGENCY RESPONDER RADIO COVERAGE: ALL NEW 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.
- Please add the following Note: THE DEVELOPER, HIS OR HER SUCCESSORS, AND ASSIGNS SHALL BE RESPONSIBLE FOR INSTALLATION, MAINTENANCE, AND REPLACEMENT OF THE ACCESS CONTROL GATE OR BARRIER SYSTEM TO ENSURE EMERGENCY VEHICLE ACCESS TO WITHIN THE SITE. IF THE ABOVE CONDITIONS ARE NOT MET, THE OWNERS, HIS OR HER SUCCESSORS, AND ASSIGNS, SHALL BE REQUIRED BY FIRE DEPARTMENT ORDER NOTICE THAT ALL AFFECTED GATES WILL BE CHAINED AND LOCKED IN THE OPEN POSITION UNTIL REPAIRED OR REPLACED, AND RETESTED. IF THE GATING SYSTEM IS NOT



MAINTAINED TO THE SATISFACTION OF THE FIRE DEPARTMENT, THE LICENSE AGREEMENT FOR THE EMERGENCY VEHICLE GATE OPENING SYSTEM WILL BE REVOKED AND THE GATING SYSTEM MUST BE REMOVED. THE GATING SYSTEM WILL INCLUDE AN EMERGENCY VEHICLE GATE OPENING SYSTEM UTILIZING A REDUNDANCY BACK-UP SYSTEM THAT CONSISTS OF; A) SIREN OPERATED SYSTEM; B) AUTOMATIC KNOX KEY SWITCH; AND C) MANUAL OVERRIDE (IN THE EVENT OF SYSTEM FAILURE). GATING SYSTEMS WILL BE INSTALLED IN ACCORDANCE WITH THE "GATING SYSTEMS CROSSING FIRE APPARATUS ACCESS ROADS CHECKLIST". A SEPARATE BUILDING PERMIT THROUGH THE BUILDING DIVISION IS REQUIRED TO BE OBTAINED BY THE CONTRACTOR PRIOR TO THE INSTALLATION OF ANY GATING/BARRIER SYSTEM THAT CROSSES A DEDICATED FIRE LANE EASEMENT.

- A separate building permit through the building division is required to be obtained by the contractor prior to the installation of any gating/barrier system that crosses a dedicated fire lane easement."
- Please Delete Note 17, Not in LDN.
- Please modify Note 9.
- Please revise Note 4.
- Please add: The IBC Occupancy type and IBC Construction Type to Data Block. Also state whether the building is sprinklered.
- Please add square footage of building.
- Please add: (Van Accessible Space).
- Please delete "BASED ON THE 2009 INTERNATIONAL BUILDING CODE, CHAPTER 11, AND THE AMERICAN NATIONAL STANDARD INSTITUTE".
- Please delete "Note: This form is also available online...".

Sheet 2 (A100)

- Please label and show the Existing Gating System. For example: (2) 12' Manual Swinging Gates with Approved Knox Hardware. Also please show the gating configuration on a separate detail. Please label and show: Knox Box; minimum unobstructed width of 24'.
- Please label the Fire Lane correctly.
- Insure that the gating system is not intended to be motorized or electrical opening. If so, then an SOS system will be required.
- Please show and label the accessible route to the building and the Public Way.
- Need to label and show an accessible Gate for employees and the public. Please explain in detail how this gate will work.
- Please label and show Knox Box.
- Please provide more information about the recycled oil container. For example, is this an underground tank? If so, please illustrate that and label the number of gallons. State whether the tank is mobile.
- Please label the Fire Hydrant "existing" and show the correct orientation.

Sheet 3 (A101)

- This page is not required for this submission and should be removed.

Sheet 4 (A103)

- Please label and show Knox Box.

Sheet 5 (A104)

- Please add the Accessible route to the photometric plan so we can verify the required 1 ft. /candle minimum of lighting along the entire route.
- Please label the Fire Lane correctly.
- Please label the Fire Hydrant "existing" and show the correct orientation.



Sheet 6 (P-1)

- Identify all Knox box locations within the landscape plan.
- Please label the Fire Lane correctly.
- Please label the Fire Hydrant “existing” and show the correct orientation.
- Please label and show Knox Box.

7. Civil Engineering

Kristen Tanabe/ ktanabe@auroragov.org/ 303-739-7306 / see comments in green

Site Plan Comments

Sheet 1 (A000)

- Please review the Site Plan Manual for submittal requirements. A Grading and Utility Plan are required with the Site Plan set. Additional comments will be provided when this information is submitted.
- Per the pre-application notes, a Preliminary Drainage Report is required with this development. Please contact the Engineer on Duty at 303-739-7335 to create a civil folder for the Preliminary Drainage report. Review fees shall apply. The site plan amendment will not be approved until the preliminary drainage report is approved.
- Please remove the AutoCad SHX text items in the comment section. Please flatten to reduce the selectability of the items.

Sheet 2 (A100)

- Please provide site dimension for drive aisles, entrances, parking spaces, etc.
- Clearly identify and label existing features such as sidewalk, cross pans, gates, etc. Provide dimensions where applicable.
- Per the pre-application notes, please add the following note: “THE PROPERTY OWNER/DEVELOPER SHALL MAINTAIN THE DUST FREE SURFACE AS PROVIDED WITHIN THE SITE PLAN/CONTEXTUAL SITE PLAN. OTHERWISE IF THE PROPERTY OWNER/DEVELOPER FAILS TO MAINTAIN THE DUST FREE SURFACE AS IDENTIFIED WITHIN THE SITE PLAN/CONTEXTUAL SITE PLAN AND FAILS TO CORRECT THE CONDITION AFTER NOTIFICATION OF THE CONDITION, THE PROPERTY OWNER/ DEVELOPER AGREES TO REMOVE IT AND REPLACE IT WITH AN IMPROVED SURFACE SUCH AS CONCRETE OR ASPHALT WITHIN THE SPECIFIED TIME OF THE NOTIFICATION.”
- Dimension the proposed sidewalk.
- Utility plan is required with the site plan submittal.
- Please show/label updated curb ramps at southern entrance.
- Please show/label existing street lights.
- A drainage easement is required for all detention/water quality ponds. Show/label drainage easement.
- A grading plan is required with the site plan submittal.
- Show/label updated curb ramps at western entrance.

8. Real Property

Maurice Brooks/ mbrooks@auroragov.org / (303) 739-7294 / comments in pink

Darren Akrie/ dakrie@auroragov.org / (303) 739-7331 / comments in pink

Site Plan Comments

Sheet 1 (A000)

- Legal description should read “Lot 1, Block 1, Tower Center Partners Subdivision Filing No. 4”.
- Please review number 7 of the notes to ensure accuracy. It should 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 (A100)

- Please add legal description to Site Plan.

Sheet 6 (P-1)

- Please add legal description to Landscape Plan.

9. Traffic Engineering

Brianna Medema / 303 - 739- 7336/ bmedema@auroragov.org / see comments in yellow

Site Plan Comments

Sheet 1 (A100)

- Please label access movements (either arrows or “Full Movement” text)
- Include Stop Sign or Yield Sign at southern entrance.
- Please show sight triangles per COA STD TE-13.1 – Applies to all driveways.
- Label existing Yield sign.
- Please show sight triangles per COA STD TE-13.1 for Rifle and E 23rd intersection.
- Please show sight triangles per COA STD TE-13.1 – Applies to all driveways.
- Include Stop Sign or Yield Sign at western entrance.

Sheet 6 (P-1)

- 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 sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10”.