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October 21, 2016

Bobbi Gear  
Alliance Roofing  
15657 E. Centretech Circle  
Aurora, CO 80011

**Re: Initial Submission Review** – Alliance Roofing – Site Plan and Plat Amendment  
Application Number: **DA-1005-25**  
Case Number: **2016-6029-00; 2016-3042-00**

Dear Mr. Gear:

Thank you for your initial submission, which we started to process on Monday, September 29, 2016. 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 note that staff is requiring the submission of the Mineral Rights Affidavit and an Operations Plan prior to or in association with your second submission. The city's review cannot proceed without these documents. Please revise your previous work and send us a new submission on or before Thursday, November 10, 2016 to remain on schedule. Additionally, we suggest an applicant meeting to be held with departments that have the most comments (such as Life Safety, Engineering, Real Property, and Planning), for which I can certainly coordinate.

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.

Your estimated Planning Commission hearing date is still set for Wednesday, January 11, 2017. Please remember that all abutter notices for public hearings must be sent and the site notices must be posted at least 10 days prior to the hearing date. These notifications are your responsibility and the lack of proper notification will cause the public hearing date to be postponed. It is important that you obtain an updated list of adjacent property owners from the county before the notices are sent out. Take all necessary steps to ensure an accurate list is obtained.

As always, if you have any comments or concerns, please give me a call. I may be reached at 303-739-7112.

Sincerely,

Michelle Montenegro, Planner I  
City of Aurora Planning Department

cc: Mindy Parnes, Planning Department  
Gary Jones – Intergroup Architects 2000 W. Littleton Blvd. Littleton CO 80120  
Mary Avgerinos, Neighborhood Services  
Gary Sandel, ODA  
Filed: K:\SDA\1005-25rev1.rtf



## *Initial Submission Review*

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

- Respond to comments from Xcel Energy and all departments of City of Aurora.
- Include an operations plan detailing rear yard usage, stating no outdoor storage on site, and loading functions.
- No tree mitigation is required for this site.
- No development fees are required for this proposal.
- License agreement required for fence and sign encroachment.

### **PLANNING DEPARTMENT COMMENTS**

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

1A. Referrals were sent to two (2) registered neighborhood organizations and two (2) adjacent property owners. No comments were received.

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

2A. Fill out the [Mineral Rights Affidavit](#) and supply this document to your Case Manager at the time of next submittal.

2B. On the letter of intent, include FAR of the building, provide the accurate size gross floors area of the building, provide property owner information, and include a justification of site plan criteria (Section 146-405(F)).

2C. On the site detail sheet, show fence, monument sign, and overhead door details.

2D. Call out dimensions of the gate access width on the west side of the building. In addition, call out width of the handicap curb ramp and accessible routes of travel from the public right-of-way, parking lot and building entrance.

2E. Identify and label locations, materials, color and height of all fences on site plan. Include fence labels in the legend.

2F. Fix titles on site plan sheets per redline comments.

2G. Fix sheet titles and numbering on cover sheet and within the site plan document per redline comments.

2H. Include correct permitted maximum height for this site in the site data chart.

2I. Add zoning district within data table (Light Industrial District) after M-1.

2J. Include percentage for sidewalks/walkways within the site data table.

2K. Redo calculations for “Permitted Maximum Sign Area” and “Proposed Total Sign Area.”

2L. Proposed signage areas should also be shown on the building elevations with hatched lines.

2M. Include required and provided bike parking in the site data table.

2N. Show distance from back of the sidewalk and the flowline from the monument sign on the Site Plan sheet

2O. Show where trucks will be parked or loaded at in the rear yard.

2P. Provide site plan notes on the cover page. Please contact case manager if you do not have those notes.

2Q. Include an operations plan with your next submittal the activities that will be occurring in the rear yard. This may be just a page summary but this is an important piece of information as you proceed through the review process.

2R. On Site Plan sheet, include “Note: All site utility devices shall be painted to match building.”

2S. Call out 5’ detached sidewalk and 8’ tree lawn on the Site Plan sheet.

2T. Call out dimensions on the elevations sheet and call out appropriate symbols per redline comments.

2U. Include legend of lighting fixtures on the electrical site plan with symbols and descriptions.



**3. Zoning and Land Use Comments** (Michelle Montenegro/ 303-739-7112 /[mmontene@auroragov.org](mailto:mmontene@auroragov.org)/comments in teal)

- 3A. Although you have indicated that outdoor storage will not be included on site, please reiterate this intent on your operations plan along with the intent of the rear yard usage.
- 3B. Add zoning districts of adjacent properties to the overall site plan.
- 3C. Please revise plans to show fencing details, heights, and locations on the site details, site plan and landscaping sheets. Location of fence shall be behind landscape buffer for non-interior lot lines.
- 3D. Monument signs are required to be at least 10 feet back from the property line and 21 feet back from the street flow line while ground signs abutting local streets are limited to eight feet in height. Please refer to Article 16 of the Zoning Code for complete regulations.
- 3E. All service and loading areas and trash enclosures must be screened per [Code Section 146-1433](#) using fences, walls, landscaping, berms or any combination of those items. The overhead doors cannot be visible from streets or residences.
- 3F. Please include purpose of overhead doors in the operations plan since loading is all proposed in the rear behind the gate.
- 3G. Correct maximum sign area and proposed sign area to 150 square feet of sign area. Since the width of the building frontage is 150 feet, maximum permitted sign area is 150 (“one square feet of sign area for each linear foot of building frontage for the first 200 feet of building frontage”) according to [Code Section 146-1609](#).

**4. Streets & Pedestrian Issues** (Michelle Montenegro/ 303-739-7112 /[mmontene@auroragov.org](mailto:mmontene@auroragov.org)/comments in teal)

- 4A. Please revise your site plan to reflect the required 5 foot detached sidewalk and 8 foot tree lawn along East Centretech Circle.
- 4B. Show an accessible route from a public right-of-way to building entrances, parking lots spaces, and HC curb ramps with a heavy dashed line.

**5. Parking Issues** (Michelle Montenegro/ 303-739-7112 /[mmontene@auroragov.org](mailto:mmontene@auroragov.org)/comments in teal)

- 5A. Show bike parking calculations in the space below the data table on the cover sheet per [Site Plan Manual](#).
- 5B. Please correct handicap spaces required to 1 on the site data chart. Refer to [Code Sec. 146-1507. - Accessible Parking](#).
- 5C. The accessible route to the building entrance, handicap space, and sidewalk as well as HC curb ramp should be delineated on the site plan.

**6. Architectural & Urban Design Issues** (Michelle Montenegro/ 303-739-7112 /[mmontene@auroragov.org](mailto:mmontene@auroragov.org)/comments in teal)

- 6A. The elevations sheet should incorporate height dimensions of components such as parapets, storefront, and entryway.
- 6B. Call out and show the location of any rooftop or mechanical equipment and vents greater than eight inches in diameter on the elevation drawings. All such equipment must be screened. Use drawings and notes to explain how this will be accomplished. Screening should be done with an extended parapet wall and should at least be as high as the equipment it hides.
- 6C. Ensure that overhead doors are appropriately screened.

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

- 7A. Construction details are usually listed after the sheets that they are referenced on.
- 7B. Include civil plans.
- 7C. Trash enclosure details on Sheet SP-2 does not match Sheet SP-3. Reference Keynote 14 on Sheet SP-3, stating 7'-14" in height versus 6'-8" on Sheet SP-2.
- 7D. Add monument sign detail.
- 7E. Call out detail # and sheet names with # on all keynotes.



- 7F. Need civil plans to review outlet structure and proposed concrete trickle channel.
- 7G. Need to see detail of retaining wall (Keynote 29).
- 7H. Keep the “Detention Pond” label consistent on all sheets.”
- 7I. Label detention pond on Sheet SP-4.
- 7J. Add: “under 3”-6” Cobble Mulch” to Rain Garden Growing Media in the Legend.
- 7K. Legend descriptions typically come after the legend symbols.
- 7L. Need Civil Plan to review site drainage.
- 7M. For the “Detention Pond Landscape Requirements” chart, 1 tree is required, 2 trees provided, 8 shrubs required, and 32 shrubs provided.
- 7N. Add requirement of 1 tree and 10 shrubs per 4,000SF.
- 7O. For the “Non-Residential Building Landscape Information” chart:
- Add a new column for shrub equivalent required (10 shrubs per 1 tree equivalent).
  - Only show the shrubs provided in this column.
  - “The Perennials/Ord. Grasses Provided” is not necessary since the requirements are met with the trees and shrubs.
  - The plan only shows 10 shrubs on the east side. Add one more shrub or ornamental grasses (5 gal.) to meet requirements.
- 7P. Make appropriate changes to the “Non-Residential Building Landscape Information” and “Table of Street Frontage...” charts.
- 7Q. Add a Note 14 and describe the intentions of using the Detention Ponds as Rain Gardens and include the growing media material with percentages of each type.
- 7R. The intent of the landscape buffer is to spread out the required plant material along the entire edge of the property. To meet this intent, you may either spread out the required plant material within the landscape buffer, or add additional plant material in these areas.
- 7S. Give the proximity of the Detention Pond to the street, additional buffer landscaping is required in these areas to screen from the public ROW. Or, consider planting native/adaptive plants with feature boulders within the southern edge of the cobble mulch “Rain Garden” area to enhance the visual aesthetics of the detention pond.
- 7T. The monument sign should be incorporated into the landscape design and the mature height of the plant material should be carefully considered as to not block any sign information from the street.
- 7U. Per code, the plant material within the landscape material shall be on the outside of any fencing or walls. Therefore, relocate the perimeter fence to the edge of recycle asphalt storage area on all three sides.
- 7V. Update the column text in the Plant List.
- 7W. Add line work to help differentiate between the different plant types in the Plant list.
- 7X. Update references for landscaping on Sheet SP-6.
- 7Y. “New” label in Landscape Legend not necessary.
- 7Z. Add: “(Detention Pond. See Note 14 on Sheet SP-5)” on SP-6.
- 7AA. If there is room for the sheet 3, then add the sheet 3 and be consistent on all sheets with details. Please refer to Sheet SP-7.

### **8. Addressing** (Cathryn Day / 303-739-7357 / [cday@auroragov.org](mailto:cday@auroragov.org))

Please provide a digital .SHP or .DWG file for GIS mapping purposes. Include the following layers as a minimum:

- Parcels
- Street lines
- Easements
- Building footprints (If available)

Please ensure that the digital file provided is in a NAD 83 feet, State plane, Central Colorado projection so it will display correctly within our GIS system. Please eliminate any line work outside of the target area. These files can be e-mailed to me.



## REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

### **9. Civil Engineering** (Gustav Slovensky/ 303-739-7431/[gslovens@auroragov.org](mailto:gslovens@auroragov.org)/comments in green)

9A. Add standard site plan notes including:

- Developer responsible for complying with ADA...
- Developer responsible for street lights...
- Developer responsible for street signage...
- Approval of this document does not constitute final approval of grading, drainage, utilities...

9B. Show proposed 10' utility easements on Sheet SP-3

9C. Existing ROW is 60' and total needed for current COA standard section is 68'. Based on this it seems sidewalk easement width needed would be 4' instead of 5'? Exis FL-FL width does not appear to exceed 40' design width so what is the reason for 5'.

9D. Show/label new stop signs at both new access drives

9E. Show sight triangles on the site plan and the landscape plan per COA traffic detail TE-13.

9F. Pedestrian easement should extend a minimum of 0.5' behind walk. Dimension line as shown goes only to back of walk.

9G. Show 10' utility easements on Sheet SP-4.

9H. Show preliminary section for retaining wall with max height and material shown (timber not permitted).

9I. Outlet structure should not be in middle of ponding area. Move to edge or adjust grading so that grading adjacent to box is at top of box elevation making box accessible when pond is wet. Add piece to drainage easement that provides access to top of outlet box structure.

9J. Label pond and outlet structure also as "private."

9K. Add arrow to label drainage easement. It should include the 100 year WSEL and access to the top of the outlet box.

9L. Add contour labels.

9M. Location of easement dimension lines here appears incorrect? Should be on top of walk.

9N. You have greater than 20 parking spaces and so both new accesses must use curb returns rather than curb cuts. When implement curb returns, for both access please use directional ramps with no mid-block access across street.

9O. Label sight triangle lines or add to legend. Confirm they are per COA traffic detail TE-13. Initiation point appears incorrect (stop bar, stop sign or back of walk). Either move trees in sight triangle or add note that trees shall be upsized or pruned to meet the requirements here.

### **10. Life Safety** (Les Lallo / 303-739-7624 / [llallo@auroragov.org](mailto:llallo@auroragov.org)/comments in blue)

10A. Include van spaces required/provided in Site Data Chart.

10B. City of Aurora General Site Plan notes missing

10C. Add the following General Site Plan notes to the Cover Sheet:

- "Accessible Exterior Routes" shall be provided from public transportation stops, accessible parking and accessible parking 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 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 2009 International Building Code, Chapter 11, and the American National Standards Institute (ICC/ANSI) A117-2003.



- 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 a 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.
  - 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".
  - 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. The undersigned does hereby covenant and agree that they shall construct upon the fire lane easements, as dedicated and shown here on, a hard surface in accordance with the city of aurora's paving standards for fire lane easements, and that they shall maintain the same in a state of good repair at all times and keep the same free and clear of any structures, fences, landscape materials, snow or other obstructions. The maintenance of paving on the fire lane easement(s) is the responsibility of the owner, and the owner shall post and maintain appropriate signs in conspicuous places along such fire lane easements, stating "fire lane, no parking." the local law enforcement agency(s) is hereby authorized to enforce parking regulations within the fire lane easements, and to cause such easements to be maintained free and unobstructed at all times for fire department and emergency apparatus use.
  - The applicant has the obligation to comply with all applicable requirements of the Americans with Disabilities Act.
  - Access Control Gate or Barrier Systems: Gating and barriers systems installed across fire apparatus access road(s) intended to restrict public use must include the following notes:
    - 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.
  - All building address numbers shall comply with the Aurora City Code Article VII-Numbering of the Buildings
  - Accessible exterior routes" shall be based on the 2015 international building code, Chapter 11, and the international code counsel ICC a117 - 2009. The developer, owner and assigns are responsible for complying with the federally mandated requirements of the Americans with disabilities act (ADA), and as such, the city of aurora does not enforce these laws.
  - 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'"
- 10D. Fire Lanes for buildings over 30' in height are required to be 26' minimum in width for aerial apparatus. 2015 IFC, Appendix D. One side of the building needs to provide the 26' lane located between 15' and no more than 30' from the structure. The Fire Lane will also need to be extended to this side of the structure and terminate at a point not exceeding 150' around the perimeter of the structure. Show 29' inside and 52' outside turn radii as required. TYP.



- 10E. Knox locking or non-case hardened hardware only for access gates. Verify with Real Property for any possible license agreements for this situation. Separate Building Permit required for gating systems.
- 10F. Need illustration detail on the HC Curb Ramp.
- 10G. Add hydrant. FDC cannot be greater than 100ft from nearest hydrant. Can locate at other end as well.
- 10H. Show Knox box as indicated. Place 1 at main entrance and one at any sprinkler riser room door if at opposite end of building. Typ to applicable sheets.
- 10I. Label: FDC with approved Knox Caps. Locate to nearest added hydrant. Typ to all applicable sheets.
- 10J. Fire Lan sign not show. Can provide on CP.
- 10K. Note: north off-site hydrant will not serve this development.
- 10L. ICC A117. 1-2009 referring to note 39, accessible route as indicated by dashed line.
- 10M. City of Aurora Utility notes missing.
- 10N. Show hydrant(s) on utility sheet. Maximum 100' from FDC.
- 10O. See all notes on SP-3.
- 10P. Also indicate type of pipe (DIP, etc) for Prop Fire Department Connection.
- 10Q. Label Prop Fire Department Connection as: FDC with approved Knox Caps. TYP. Also; see note regarding possible relocate.
- 10R. Show Knox Box(es) on Sheet SP-4.
- 10S. On Sheet SP-6, label "Fire Riser Room" like that on all applicable sheets. Locate Knox Box at Riser room door.
- 10T. Show new hydrant on Landscape sheets.
- 10U. Show and label FDC w/approved Knox Caps and Knox Box on this elevation.
- 10V. On Sheet SP-10, show accessible route with solid dashed-delineated lines. 1ft candle minimum required along the entire accessible route.

**11. Aurora Water** (Edward Francis / 303-739-7382 / [efrancis@auroragov.org](mailto:efrancis@auroragov.org)/comments in red)

- 11A. Delete valve on Sheet SP-4.
- 11B. Label "Wet Tap Connection" on Sheet SP-4.
- 11C. No tree should be less than 5' from the meter.

**12. Revenue** (Diana Porter / 303-739-7395 / [dsporter@auroragov.org](mailto:dsporter@auroragov.org))

I have reviewed the annexation file and find there are no development fees due.  
Diana Porter/TAPS 10/13/16

**13. Forestry** (Jacque Chomiak / 303-739-7178 / [jchomiak@auroragov.org](mailto:jchomiak@auroragov.org))

13A. There are small Siberian elms on the site by the sidewalk that are not large enough to be part of the Tree Preservation Policy. There is no mitigation required.

**14. Real Property** (Darren Akrie / 303-739-7331 / [dakrie@auroragov.org](mailto:dakrie@auroragov.org)/comments in magenta)

- 14A. 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.
- 14B. Architectural features (i.e. bay windows, fireplaces, roof overhang, foundations, footings, cantilevered walls, etc.) are not allowed to encroach into any easement or fire lane.
- 14C. Add the 10' utility easement being dedicated by the plat.



- 14D. Portion of Chain Link fence will be crossing into 10' UE. Please include with your license submittal. If you elect to put your gates within the fire lane then these will also have to be included.
- 14E. Portions of your retaining wall will be encroaching into the 10' UE which is being dedicated by Plat. Please show the easement on your site plan and start the License agreement process to cover this encroachment. Please contact Natasha Wade in Real Property Services to start this process. 303-739-7267 or [NWade@auroragov.org](mailto:NWade@auroragov.org)
- 14F. License agreement required for sign encroachment into drainage easement.
- 14G. License agreement needed for fence encroachment into 10' UE.
- 14H. Please show the 10 feet utility easement dedicated by the plat.
- 14I. Please dedicate and additional easements by plat and match the easements on the site plan

### **15. Xcel Energy**



Public Service Company of Colorado's (PSCo) Right of Way & Permits Referral Desk has reviewed the site plans and plat amendment for **Alliance Roofing** and has **no apparent concerns**.

Please be aware PSCo owns and operates existing natural gas and electric distribution facilities within the subject property. The property owner/developer/contractor must contact the **Builder's Call Line** at <https://xcelenergy.force.com/FastApp> (register, application can then be tracked) **or** 1-800-628-2121 and complete the application process for any new gas or electric service, or modification to existing facilities. It is then the responsibility of the developer to contact the Designer assigned to the project for approval of design details. Additional easements may need to be acquired by separate document for new facilities.

As a safety precaution, PSCo would like to remind the developer to call the **Utility Notification Center** at 1-800-922-1987 to have all utilities located prior to any construction.

If you have any questions about this referral response, please contact me at (303) 571-3306.

Donna George  
Contract Right of Way Referral Processor  
Public Service Company of Colorado

### **16. Arapahoe County**

- 16A. Arapahoe County Engineering thanks you for giving us the opportunity to review the plans for Alliance Roofing. The Engineering Division has no comments regarding the referral at this time based on the information submitted.
- 16B. Arapahoe County Planning has no comment on this proposal.