

Planning Division  
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December 5, 2016

Kyong Kim  
CITI Design and Construction  
6439 S. Walden Way  
Aurora, CO 80016

**Re: Initial Submission Review – New Gate Church Youth Center – Site Plan**  
Application Number: **DA-2004-00**  
Case Number: **2016-6039-00**

Dear Mr. Kim:

Thank you for your initial submission, which we started to process on Monday, November 7, 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 photometric plan 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 Wednesday, December 28<sup>th</sup>, 2016 to remain on schedule.

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, February 8th, 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  
Ugljesa Janjic, Janjic Architecture, 7317 Mount Meeker Road, Longmont, CO 80503  
Mary Aygerinos, Neighborhood Liaison  
Mark Geyer, ODA  
Filed: K:\\$DA\2004-00rev1.rtf



## *Initial Submission Review*

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

- Show street connections and access to the western portion of the site
- Provide a photometric plan showing illuminance levels on the site ten feet beyond all property lines. Refer to [Code Section 146-1509\(H\)](#) for parking lot lighting requirements.

### **PLANNING DEPARTMENT COMMENTS**

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

1A. Referrals were sent to 17 registered neighborhood organizations and 23 adjacent property owners. No public comments have been received thus far.

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

2A. Please modify the title of the site plan to “New Gate Church Youth Center Site Plan”

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

2C. Ensure that sheet numbers are present and consistent on every sheet.

2D. Provide a photometric plan with your next submittal including lighting fixtures locations and specs. Due to the site’s location in a residential zone, please show the illumination levels on the site 10 feet beyond all property boundaries. Refer to [Code Section 146-1509\(H\)](#) for parking lot lighting requirements.

2E. Provide details for new fences, retaining walls, the exterior stairs, bike racks and any other features on site. This includes dimensions, building materials and colors.

2F. Include FAR, existing sign area and number of existing signs along with bicycle parking spaces (required and provided) in your data block table. Provide maximum occupancy for each building in your parking calculation along with a bicycle space calculation.

2G. Provide a legend on the site plan with symbols of proposed as well as existing features. This includes bike racks, street lights, curbs and gutters,

2H. Provide a legend of the building materials and corresponding colors that will be utilized for all elevations of the building on the elevation sheets of the site plan. Please note that any exposed metal other than as an accent is prohibited. In addition, note that the building materials of the proposed building must match the existing building.

#### **3. Zoning and Land Use Comments / comments in teal**

3A. The maximum building height of this zone is 35 feet, please modify your project to meet this requirement and correct the data block table on the cover sheet.

3B. Please clarify whether outdoor storage is present at the rear of the building. If so, outdoor storage is not permitted in this zone and a note will be required on the site plan stating that outdoor storage cannot be present on this lot.

#### **4. Streets and Pedestrian Issues**

4A. Show accessible route of travel from the handicap parking spaces to building. In addition, walkways should be extended to all exits and entrances of the building. A system of walkways shall enable a pedestrian to make these connections without walking across grass or a landscaped area as stated in Section 146-1107. In addition, please show the width of the walkway all along from the ramp to all access points of the buildings.



## **5. Parking Issues**

- 5A. Bicycle parking shall be provided on site and calculated by 3% of the total parking spaces required. Location of the bike racks shall be within 100 feet of the primary building entrances and they shall be of the “inverted-U” design. Please indicate the location of the bike rack along with the bike rack detail in your next submittal.
- 5B. Only operable vehicles are permitted on-site and all vehicles must be kept in designated parking spaces. Please move any vehicles that are currently stored at the rear of the building per Section 146-1501.
- 5C. Parking lots cannot be located in the landscape buffer. Please modify the future parking area to meet buffer requirements.
- 5D. Please note that all parking lots must comply with the screening requirements set forth in Section 146-1440.

## **6. Architectural and Urban Design Issues**

- 6A. The architecture needs upgrades because the current building elevations do not exhibit four-side architecture as required by Code. Incorporate architectural features to break up the building façade so that it is not flat and one dimensional and to reduce the overall appearance of mass. This is especially true for the west and north elevations given that they are along public streets. Provide variation utilizing changes in depth, overhangs, extended parapets, pilasters, etc. The building entrance should be a more prominent feature to be proportional with the mass of the building. Please address these issues in your next submittal.
- 6B. All fences and walls must adhere to the building materials, location and dimensions provided in Section 146-1730 and Section 146-1743. Additionally, please provide details for all proposed walls and fences including height to ensure that screening of all outside units is appropriately achieved. All existing walls and fences must be called out on the site plan as well.
- 6C. Any rooftop or mechanical equipment and vents greater than eight inches in diameter must be screened.
- 6D. Please indicate where existing trash containers are located on the site plan. In addition, all proposed and existing trash containers must be screened by a trash enclosure that is compatible with the proposed building, berms, landscaping or any combination of these treatments. Please note that trash must be located at least 100 feet from abutting single-family residential and this should be reflected on the site plan as well.
- 6E. Please note that all existing and proposed ground units (HVAC, etc.) must be screened and painted to match building. Provide a note stating that the proposed project will adhere to this requirement on the site plan.

## **7. Landscaping Issues** [Debbie Bickmire / 303-739-7261 / dbickmir@auroragov.org](mailto:dbickmir@auroragov.org) / comments in teal

- 7A. Turn off one layer of topo to eliminate ghosting. Make sure all text is black and not screened.
- 7B. Add a bar scale to all the sheets.
- 7C. Show all existing and proposed easements. Be sure to avoid encroachment.
- 7D. Add more labels to clarify existing and proposed conditions and elements (ie. Fences).
- 7E. Buffer Table:
- Re-label northeast and west buffers using street names.
  - Required street buffers are 20 ft. wide, with 1 tree and 10 shrubs per 40 LF
  - Required buffers adjacent to residential uses are 25 ft. side, with 1 tree and 5 shrubs per 25 LF. Fifty percent of the trees must be evergreen.
  - Revise the quantities of required shrubs.
  - Show, label and dimension all required buffers.
- 7F. Reconfigure the “future” parking lot so it does not encroach into the required landscape buffer.
- 7G. The building perimeter landscape requirement is the same for both the existing and new buildings, 1 tree per 40 LF. Please correct requirement for the gym building.
- 7H. Add a note if tree or shrub equivalents are being used to meet a requirement and include the permitted ratios per Code Section 146-1426.



7I. Plant List:

- Add plant quantity totals
- Shade trees must have a 2½” caliper and ornamental trees must have a 2” caliper. Please revise.
- Add a column and identify the water use rating for each plant.

7J. Add a turf Water Usage Table. The use of cool-season grass sod, seed, and seed mixtures that contain cool-season grass species shall be limited to not more than 33 percent site's total landscaped area (Sec. 146-1427).

7K. Note 11 on Sheet 4 references Areas A, B, D and F but they do not appear to be noted on the plans. Please add.

7L. Is the fence shown along the south/southeast boundaries existing or proposed? It does not appear to align with the property line. Please clarify the fence status and location.

7M. Label all existing and proposed hardscape, including retaining walls, fencing, brick walls, etc.. Include details for all new elements.

7N. Show all existing (to remain) and/or proposed signage.

7O. Please add plant quantities and leader lines to plan for all proposed landscape.

7P. Eliminate duplicate plant label abbreviations.

7Q. Provide shrubs in the large parking lot island (Section 146-1439).

7R. Where will trash be located? Trash must be screened by an enclosure or landscape. Please show or label.

7S. Landscape Notes:

- Soil preparation requires 4 CY per 1000 sf area. Please revise note.
- There is no photometric plan showing freestanding light locations or details. Any freestanding lights must be shown on landscape plan.

7T. Include details for any proposed pole or building mounted lights.

7U. Include details for edging and standard parking lot screening.

7V. Please note that a relocation of plants as stated in the note on the landscape plan would require a waiver request. Any waiver request, as suggested by the “non-code-sized landscape islands,” shall have a stated a hardship and justification for the plant relocation. Additionally, please note that oversized evergreens will not be sufficient mitigation if a waiver is needed. Relocation would involve specific quantities of plants as well as types.

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

8A. Use 3360 S Winston Street for new structure address.

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 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. Theses file can be e-mailed to me.



## REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

### **9. Civil Engineering** Kristin Tanabe / 303-739-7852 / [ktanabe@auroragov.org](mailto:ktanabe@auroragov.org) / comments in green

- 9A. Label existing street light on the western portion of the site along South Winston Street per redline comments.
- 9B. Show proposed retaining wall as shown on grading plan.
- 9C. Label proposed sidewalk and provide as well as show directional ramps.
- 9D. If there is a fire lane, show “no parking”/ “fire lane” signs.
- 9E. Curb returns with directional ramps are required for parking lot access points with greater than 20 spaces. Please show these on both the western and northern access points.
- 9F. Show existing and proposed stop signs.
- 9G. Label the access movements on the site plan.
- 9H. The detention pond needs to be in a drainage easement.
- 9I. Clearly label all existing and proposed features.
- 9J. Show proposed curb and gutter as need in the parking lot.
- 9K. Please label what the shaded areas are on the grading plan.
- 9L. Note that there is a maximum of a 4% slope when sloping down toward public right-of-way.
- 9M. Hand rails are required on ramps with a rise of greater than 6”. The U.S. Access Board recommends maximum slopes of 7.5% to allow for variances during construction.
- 9N. Please address how flow will enter the detention pond at the northwestern corner of the site if a curb is present. Do you expect flow to pond in the parking lot and then overtop in the detention pond?
- 9O. Label slopes and please note that there is a 2% maximum in all directions at handicap spaces.
- 9P. Label all retaining walls and provide details regarding materials and dimensions.
- 9Q. Add a note on the grading sheet indicating whether the drainage facilities are public private and who will maintain them.

### **10. Traffic Engineering** Victor Rachael / 303-739-7309 / [vrachael@auroragov.org](mailto:vrachael@auroragov.org) / comments in yellow

- 10A. Add stop signs (R1-1) on the both access points. In addition, include sign legend on this sheet with sign sizes per MUTCD.
- 10B. Upgrade existing handicap ramp to meet current ADA requirements.
- 10C. Show residential driveways across Greenwood Drive per pre-app comments.
- 10D. Show sight triangles on the landscape plan per COA STD T-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 as well.

### **11. Life Safety/Building** Neil Wiegert / 303-739-7613 / [Nwiegert@auroragov.org](mailto:Nwiegert@auroragov.org) / comments in blue

- 11A. Building permit submittal will be reviewed to the 2015 International Codes and the 2014 National Electric Code (NEC).
- 11B. Replace Note 4 with the following, “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.”



11C. Replace Note 9 with the following, “All building address numbers shall comply with the Aurora City Code, Section 126, Article VII -numbering of buildings.”

11D. Add the following notes as well, “17. Illumination within the site must comply with the 2015 international building code requirement from section 1006 - means of egress illumination. Section 1006. Illumination required: the means of egress, including the exit discharge, shall be illuminated at all times the building is occupied. Section 1006.2 illumination level. The means of egress illumination level shall not be less than 1 foot-candle (11 lux) at the floor level, and continuing to the "public way".

18. The 2015 International Fire Code (IFC), section 510, requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC). At the time the structure is at final frame and final electrical inspections, the general contractor (GC) will be required to hire an approved and qualified independent 3rd party to assess the radio frequency levels within the structure. Once completed, the 3rd party will provide the results of the test to both the GC and the Aurora Building Division as to whether the structure passed or failed the preliminary radio surveillance. A structure that has passed this surveillance requires no further action by the GC. A failed radio surveillance will require a licensed contractor to submit plans to the Aurora Building Division to obtain a building permit for the installation of an ERRC system prior to installation. This assessment and installation is at the owner's or developer's 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.

19. Fire lane and handicapped parking signs, sign details, handicapped parking stall details, and locations shall be submitted and approved with the civil plans, "signage and striping" package. This sign package shall include all other signs as required by other city departments.”

11E. In the Site Data Block, include the 2015 International Building Code occupancy classification and the construction type of the structure proposed to be built with this site. In addition, include if the building is required to be constructed with or without an automatic sprinkler system. Please note that there are additional impacts depending if the structure is a non-sprinkled or sprinkled building. See notes on Sheet C3 (fire hydrants and other sprinkler-protection requirements).

11F. Please note that an approved fire lane easement shall be provided to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building. There shall be no encroachments of curbs, landscaping materials, fences, gates or any other encroachments into roadways that are dedicated (or designated) as fire lane easements (or corridors).

11G. Indicate if “3360” street address number will be provided on a monument sign, or on the building elevations fronting primary site arrival point(s). Use minimum 8” high characters typically for the monument sign. Use minimum 8” high characters if on the primary building elevation.

11H. Provide a label and a square symbol with an “X” inside the square to show the location of a Knox box adjacent to the front main entrance doorway to the building.

11I. Show the location of any trash dumpsters on the site plan (dumpsters 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. Dumpsters within sprinkler-protected buildings area allowed.)

11J. Show the accessible route of travel on the site plan with a heavy dashed line. Accessible exterior routes shall interconnect the public sidewalks of the adjacent public street with:

- All buildings within this site
- All common site elements and amenities - i.e. trash enclosures, mail kiosks, playground
- The accessible parking spaces
- Extend the accessible route of travel into, and the length of, the access aisles adjacent to the accessible parking stalls
- Accessible passenger loading zones
- At least 60% of the accessible public building entrances they serve
- To at least two accessible means of egress (where more than one means of egress is required)





11K. Provide an accessible ramp in areas where the accessible route crosses a vertical curb and a cross walk in areas where the accessible route crosses a vehicular drive lane. Crosswalks shall be wide enough to wholly contain the curb ramp and shall be painted with white stripes. Minimum width is 36”.

11L. Utilize the 2015 International Fire Code, Appendix B & C in order to determine the fire flow, number of the fire hydrants and spacing requirements for the structures within this site. (Note: per IFC Table B105.1(2), fire flow and flow duration requirements are based on type of construction and building area.)

11M. If this is a non-sprinkled building, it appears that an additional fire hydrant may be required by these tables.

11N. If the next submittal shows this to be a sprinkler-protected building, compliance with the following shall be required:

1. All fire sprinkled buildings require a fire department connection on the front main entrance side or street side of the building. The fire department connection (FDC) must be located within 100 ft. of an available fire hydrant. This device must be fully visible and recognizable from the street or nearest point of fire department apparatus accessibility, and shall be located and arranged so that hose lines can be attached to the inlets without interference from nearby objects, including buildings, fences, posts, or other fire department connections. Provide a symbol and label for the fire department connection (FDC). The FDC must be equipped with approved knox hardware caps. Label the fire department connection as “FDC W/APPROVED KNOX PLUGS”.

2. All fire sprinkled buildings require an on-site fire protection water line to serve the building's automatic fire sprinkler system. The fire line must be supplied by a separate tap on the street's water main and must be supplied by a looped system from the street. The fire line must be shown being stubbed out at 5' from the exterior wall of the fire sprinkled structure. Example for water line label: 6” FIRE LINE DIP (PRIVATE).

3. Large building structures must install an exterior door leading directly to the sprinkler riser. The door shall be located near the building fire department connection. This is required in order to expedite the direct manual control by the aurora fire department over the fire sprinkler system in the event of system activation.

4. Provide door location and label as: “FIRE RISER ROOM WITH MINIMUM 42” WIDE PAVED SURFACE ACCESS TO DOOR”

11O. The Landscape Plan shall show and label the locations of existing and new:

- Fire hydrants
- Fire department connection (FDC). Provide a symbol and label within the label reading as “FDC W/APP'D KNOX PLUGS.” The FDC must be accessible using a minimum 42” wide paved surface (if applicable).
- Fire riser and exterior door with minimum 42” wide paved surface access to door (if applicable)
- Fire land easements
- Knox box symbols and labels must be reflected within the legend and/or on the plan

11P. Delete note #10 and add the following Fire Life Safety landscape notes on Sheet 4:

“12. Landscape material placement shall not be placed or kept near fire hydrants, fire department inlet connections or fire protection control valves in a manner that would prevent such equipment or fire hydrants from being immediately discernible. The fire department shall not be deterred or hindered from gaining immediate access to fire protection equipment or hydrants.

13. A 5-foot clear space shall be maintained around the circumference of fire hydrants.

14. Landscaping material shown within the site plan cannot encroach into roadways that are dedicated (or designated) as fire lane easements (or corridors).”

11Q. Coordinating with the utility plan comments, the exterior elevations shall show and label the locations of:

- Fire Department Connection, “FDC WITH APPROVED KNOX PLUGS” (if applicable)
- Fire riser room with permanently affixed “FIRE RISER ROOM” sign detail on the exterior door (if applicable)
- Knox box(es) mounted 4-6 feet above the finished grade

**12. Aurora Water** Steven Dekoski / 303-739-7490 / [sdekoski@auroragov.org](mailto:sdekoski@auroragov.org) / comments in red

12A. Label 12" CIP water main in Winston Street and 6" CIP water main in Greenwood Drive.

12B. Verify locations of service lines and correctly show the water and sewer services.

12C. Please note that water meter pit must be located in a landscaped area, within an easement, 2' from any concrete. Show the existing location of the 3/4" meter pit, and proposed new location, if there is a conflict with the proposed parking lot. A water fixture unit table will be required to determine if the existing water meter will be able to serve the new building. If the meter is to be upsized, then the existing water tap must be disconnected and capped at the main.

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

13A. There will be three trees impacted by development of the New Gate Church Youth Center. Below is the list of those trees and the required mitigation. Due to the condition and species of trees on the site, relocation is not an option. Any tree that is removed from this site should either be replaced within the landscape or be mitigated through payment to the Tree Planting 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 should be included on this plan.

13B. Also, please show a tree mitigation chart on the landscape plan taken from the Landscape Manual pages 13 and 14. If payment will be made into the Tree Planting Fund, add another column to the chart indicating the payment amount that will be made. If trees will be planted on the site, please show a symbol indicating trees that are specific to tree mitigation.

The caliper inches that will be lost are 30", but only 15" would be required for planting back onto the site. The mitigation value is \$3,183.00.

NOTE: Mitigation values based on International Society of Arboriculture's Guide to Plant Appraisal. Species, diameter, condition, and location factors were included in the assessment.

TREE #	SPECIES	DIAMETER	BASIC VALUE	SPECIES VALUE	CONDITION VALUE	LOCATION VALUE	MITIGATION VALUE	COMMENTS	MITIGATION INCHES
1	Honeylocust	14	\$8,132.48	75%	60%	60%	\$2,195.77		8
2	Honeylocust	8	\$2,741.49	75%	40%	60%	\$493.47		3
3	Honeylocust	8	\$2,741.49	75%	40%	60%	\$493.47		3
Total		30	\$13,615.46				\$3,182.71		15

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

14A. See the Red Line (magenta) comments for the change to the site plan.

14B. Add and label all the existing easements including those that are off-site.

14C. Lot lines and/or plat boundary lines shall be shown with a heavy, solid line. Around the perimeter of the plat boundary or lot lines, show dimensions, bearings and curve data. This data must match the recorded or proposed subdivision plat information.





**15. Xcel Energy**



Right of Way & Permits  
1123 West 3rd Avenue  
Denver, Colorado 80223  
Telephone: 303.571.3306  
Facsimile: 303. 571.3524  
[donna.l.george@xcelenergy.com](mailto:donna.l.george@xcelenergy.com)

November 28, 2016

City of Aurora Planning and Development Services  
15151 E. Alameda Parkway, 2nd Floor  
Aurora, CO 80012

Re: New Gate Church Youth Center, Case # DA-2004-00

Public Service Company of Colorado's (PSCo) Right of Way & Permits Referral Desk has reviewed the site plan for New Gate Church Youth Center. Please be aware PSCo owns and operates existing natural gas and electric distribution facilities within the subject property, and requests they be shown on the plans, particularly where there are planned trees along Greenwood Drive near the gas main.

The property owner/developer/contractor must contact the Builder's Call Line at 1-800-628-2121 or <https://xcelenergy.force.com/FastApp> (register so you can track your application) 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.

Should you have any questions with this referral response, please contact me at 303-571-3306.

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