

January 23, 2019

Mr. Jonathan Woodward
City of Aurora
Planning Department
15151 East Alameda Parkway
Aurora, Colorado

**RE: NORA Station Redevelopment Plan - Letter of introduction
Case Number: 1239808**

Dear Mr. Woodward

Please allow this letter to serve as an introduction to NORA Station project.

The proposed NORA Station is an exterior renovation and site redevelopment located at 11650-80 East Montview Boulevard.

The renovation of NORA Station includes:

- Eliminating parking spaces at Montview Blvd.
- New sidewalk with a landscape buffer.
- New front patio seating areas with awnings.
- New windows, doors and overhead doors.
- New mechanical unit screens.
- New dumpster enclosure.
- Resealing parking lot.
- Paint CMU portion of the building.

Below you will find a response to the pre-application meeting comments in red.

We appreciate your time and assistance with our application. If you have any questions, please, don't hesitate to contact me at 720.560.1662 or mkung@kungarch.com.

Sincerely,



Mark Kung, RA
KUNG architecture

Response to pre-application meeting comments:

Standards and Issues:

1. Zoning and Land Use Issues

The proposed uses, restaurant and offices, meet the zoning and land uses of the B-1 zone district. Please note that this site, along with all of Original Aurora, is undergoing a rezone initiative and designated to be rezoned to Original Aurora-Main Street. The purpose of this new district is to support active, pedestrian-friendly and economically vibrant “Main Street” corridors within Original Aurora through a mix of uses and low to medium density building forms. **Acknowledged.**

2. Traffic and Street Layout Issues

The back-out parking spaces on Montview Boulevard will need to be removed and replaced with a minimum five (5) foot attached sidewalk with tree openings. This improves the safety in the area and provides a proper sidewalk for pedestrians. All proposed streets whether public or private need to be labeled according to our street standard ordinance, Chapter 126-1 and 126-36 of the city code.

A sidewalk on Nome Street is also required, and this can be a combination of a rollover curb and sidewalk. **Acknowledged.**

3. Site Design Issues

3A. On-Site Amenities and Use of Open Space

Provide details of all site amenities including patio dimensions and railing information. A greater level of detail should also be provided for the roof-top patio.

The roof-top patio is no long part of scope.

3B. Parking

- Please include bike racks for patrons. **Included.**
- The parking spaces along Nome Street can remain. **Acknowledged.**

3C. Site Lighting

Section 146-1509(H) governs the design of parking lot lighting. Show typical details of lighting on the plan and/or building elevations. **Acknowledged.**

4. Landscape Design Issues

The general landscape comments on your proposal are listed below. For further information, please feel free to contact Landscape Architect, Chad Giron.

A. Redevelopment Comments. The proposed redevelopment to the existing site does not have a net increase in gross building area over 2,000 SF. Therefore, the proposed redevelopment plan will not need to comply with current landscape standards. However, the landscaping should compliment the redevelopment and provide a strong visual appeal to the building façade and streetscape. **Three 5'x15' landscape buffers are designated at Montview Blvd.**

B. General Landscape Plan Comments. Prepare your landscape plans in accordance with the requirements found in the City of Aurora Zoning code, specifically [Article 14 Landscape Ordinance](#) 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 landscape tables for each of the required landscape treatments i.e. street frontage, building perimeter and parking lot. **Acknowledged.**

Landscape Plan Preparation: 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 submitted as part of a site plan or redevelopment plan application are used by the City to determine compliance with the landscape standards and for code enforcement purposes.

Landscape plans submitted during the Redevelopment Plan review should include plant symbols, plant labels with a plant schedule upon first submission or a complete review will not be possible and may result in additional submittals and ultimately delays in approval of the plan set. **Acknowledged.**

C. Article 14 Landscape Ordinance Requirements. The following bullet points are not necessarily and all-inclusive list of the landscape requirements found within Article 14. The applicant is responsible for reviewing the landscape code and determining all applicable landscape requirements.

Standard Right-of-Way Landscaping. Provide one shade/street tree per 40 linear feet of street frontage along Montview Boulevard & Nome Street. Refer to [Section 146-1451](#) Additional Requirements for Non-Residential Development (B) 2 of the Landscape Ordinance. Street trees shall be located between 4’-5’ from the back of walk, curb or pavement when there is an attached sidewalk. **Acknowledged.**

Consider using our Urban Street Landscaping Standard of having a minimum open area of 5’ wide by 15’ long for the street tree & landscape buffer plantings.

Landscape Street Buffers. Landscape street buffers are required along Montview and Nome Street. Both buffers require 1 street tree and shrubs per 40 linear feet. Landscape street buffers shall be installed along the exterior sides of proposed fencing or walls. **Acknowledged.**

Building Perimeter Landscaping. Landscape building elevations facing public rights-of-way, residential neighborhoods, public open space, or having an entrance door. Landscape each elevation with one tree equivalent per each 40 linear feet of elevation length. One tree equivalent is equal to one tree or 10 five gallon shrubs or 30 one gallon perennial plants or ornamental grasses. Any combination of plant material may be used that totals the required number of tree equivalents. Refer to [Section 146-1451 \(D\)](#) Additional Requirements for Non-Residential Development. **Acknowledged.**

Irrigation. Refer to [Section 146-1430](#). All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the Aurora Water Department will require that the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at (303) 326-8819 in Aurora Water regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system. **Acknowledged.**

5. Architectural and Urban Design

5A. Design Standards

Building elevations will need to be included as part of your site plan, and should call out dimensions, exterior finishes and color schemes. We will also ask for color and material samples with the initial submittal. As a general rule, “high quality of design” usually means that architectural details should be continued on all four sides of all buildings open to view.

Staff encourages the building façade renovation proposal, as submitted, which includes renovation of the outdoor seating, enhanced fenestration, rejuvenated roof overhang and new signage. **Acknowledged.**

5B. Screening of Roof Top Mechanicals.

Show the location of any rooftop or mechanical equipment and vents greater than eight inches in diameter on the elevation drawings. Code requires additional screening of rooftop mechanical equipment or other wall mounted utilities that are visible from the street. **Acknowledged.**

6. Signage

The total allowable square footage of signs is based on a zoning code formula tied to location of the property and building frontage. All ground signs should be at least 4 feet back from back of sidewalk and 21 feet back from the flow line. In non-residential areas, ground signs abutting arterial streets may be up to 12 feet high; ground signs abutting other streets and areas are limited to 8 feet in height. Please refer to [Article 16](#) of the Zoning Code for complete regulations.

Based on the information you have supplied us, your total sign area should be limited to 200.75 sf You will be allowed up to five (5) individual signs.

Three building signs are proposed. Total of 200 sqft.

Pre-submittal Meeting:

At least one week prior to submitting an application, you will be required to hold a Pre-submittal meeting with your assigned Case Manager to ensure that your entire application package is complete and determine your application fee. Please contact your Case Manager in advance to schedule. **Acknowledged.**

Community Participation:

You are encouraged to work proactively with neighborhood groups and adjacent property owners. Neighborhood groups within a mile radius will formally be notified of this project when submittal has been made to the Planning Department. **Acknowledged.**

Neighborhood Services Liaison:

Your Neighborhood Services Liaison is Meg Allen who has put together a report attached to these notes listing the registered groups within one mile of your proposed project and can assist in scheduling and facilitating meetings with community members. It is recommended that you work with the neighborhood organizations that express interest in your project to mediate and mitigate concerns.

All meetings with neighborhood associations should also include your Planning Department Case Manager so that questions concerning City Code or policies and procedures can be properly addressed. We will record any project-related commitments that you make to the community at these meetings.

Additional information about the Neighborhood Liaison Program can be found on the [Neighborhood Services](#) page of the city website.

Parks, Recreation & Open Space Department (PROS)

No comments from this department.

Aurora Water

Aurora Water will receive a referral of the Site Plan and Subdivision Plat for review and comment. Please respond to all Water Department comments with your initial submittal.

Key Issue(s):

- ▶ A new grease interceptor will be required to service all kitchen spaces. **A communal grease interceptor is proposed.**
- ▶ There is an existing 1” water meter serving the site. A fixture-unit table for the proposed uses will be required, and the meter may need to be upsized. **Acknowledged.**

Utility Services Available:

- Water service may be provided from the existing water service to the building.
- Sanitary sewer service may be provided from the existing sewer service to the building.
- Project is located on Map Page 04D.

Utility Service Requirements:

- General utility design criteria can be found in Section 5 of the [Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#) (Utility Manual).
- Aurora Water does not require a Site Plan for this project.

Utility Development Fees:

- The Sanitary Sewer Interceptor and Storm Drainage Development fees are required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required.
- The Water Transmission Development Fee has been combined into the water connection fee and is required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy.
- For a full listing of Utility Fees, please see the Aurora Water Fee Schedules below:
 - [Platted After January 1, 2017](#)
 - [Platted Before January 1, 2017](#)

Public Works Department

Traffic Engineering will receive a referral of the Site Plan for review and comment.

Engineering Division

The Engineering Division reviews the drainage and public improvement components of your project plans. Engineering reviews referrals of the Site Plan and Subdivision Plat from the Planning Department.

Key Issues:

► Public improvements required for this development include curb and gutter and sidewalk for Montview Boulevard and Nome Street. A minimum 5' wide clear zone is required for the sidewalk. In order to accommodate parking on Nome Street, the street section can be narrowed. Further coordination with Public Works is required.

Acknowledged.

Improvements:

Sections and details referenced in the Improvements section refer to the City's [Roadway Design and Construction Specifications \(Roadway Manual\)](#).

Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Refer to Standard Detail S9. **Acknowledged.**

ROW/Easements/Plat:

The dedication of a 20-foot lot corner radius is required at the intersection of Montview Boulevard and Nome Street. **Acknowledged.**

Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.

○ Sidewalk easements may be required for new sidewalk installed.

Drainage:

Drainage design standards can be found in the City's "[Storm Drainage Design and Technical Criteria](#)".

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 the imperviousness will not change from the approved drainage study covering this development. 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. **Acknowledged.**

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. **Acknowledged.**

Fire/Life Safety Comments - Building Division

The Building Division will receive a referral of the Site Plan and Subdivision Plat for review and comment. They will review these documents for Life Safety (Fire Code) and Building Code issues.

Key Issue(s):

► Due to the proposed changes of use within this existing structure and the applicants desire to maintain a lower cost of construction I have provided specific code requirements reflecting where the installation of a fire sprinkler system and accessibility to the second floor office area and upper-floor patio would be needed. This information will be helpful, but ultimately, these types of code requirements and expenses will be

evaluated by your architect. If your architect would like to sit down with the building division plans review staff to access these requirements please contact Mike Dean by calling 303-739-7447 or by email at mdean@auroragov.org to schedule a meeting.

► 2015 IEBC, Section 101.4.7 Existing buildings. The provisions of the International Existing Building Code shall apply to matters governing the repair, alteration, change of occupancy, addition to and relocation of existing buildings. **Acknowledged.**

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. **Acknowledged.**

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](#). **Acknowledged.**

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.

- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#). **Acknowledged.**

Emergency Responder Radio Coverage:

The 2015 International Fire Code requires all buildings to be assessed for adequate emergency responder radio coverage.

- 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 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 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. **Acknowledged.**

Fire Department Access:

Based on the information presented so far, a fire lane easement will not be required to support this site.

Fire Hydrants:

The number and spacing of fire hydrants are determined using the 2015 IFC, Appendix B & C. NOTE: A fire hydrant will be required at the northeast corner of the site in the event that a fire sprinkler system is needed for this existing building. This hydrant will be needed to be located within 100' of a fire department connection.

The building will not be equipped with an automatic sprinkler system.

Fire Sprinkled Structures:

The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2015 IFC and IBC.

2015 IFC, Section 903.2.1.2 Group A-2.

An automatic sprinkler system shall be provided for fire areas containing Group A-2 occupancies and intervening floors of the building where one of the following conditions exists:

1. The fire area exceeds 5,000 square feet (464 m²).
2. The fire area has an occupant load of 100 or more.
3. The fire area is located on a floor other than a level of exit discharge serving such occupancies.

2015 IFC, Section 903.2.1.6 Assembly occupancies on roofs.

Where an occupied roof has an assembly occupancy with an occupant load exceeding 100 for Group A-2 and 300 for other Group "A" occupancies, all floors between the occupied roof and the level of exit discharge shall be equipped with an automatic sprinkler system in accordance with Section 903.3.1.1 or 903.3.1.2.

Handicap Accessibility Requirements:

The City of Aurora enforces handicapped accessibility requirements based on 2015 IBC, Chapter 11, the 2009 ICC/ANSI A117.1.

- [Commercial](#)

NOTE: The following code sections can assist in understanding the specific exceptions to providing accessible routes within a structure.

2015 IBC, Section 1104.4 Multistory buildings and facilities. At least one accessible route shall connect each accessible story and mezzanine in multilevel buildings and facilities.

Exceptions:

1. An accessible route is not required to stories and mezzanines that have an aggregate area of not more than 3,000 square feet (278.7 m²) and are located above and below accessible levels. This exception shall not apply to:
 - 1.1. Multiple tenant facilities of Group M occupancies containing five or more tenant spaces used for the sales or rental of goods and where at least one such tenant space is located on a floor level above or below the accessible levels;
 - 1.2. Stories or mezzanines containing offices of health care providers (Group B or I);
 - 1.3. Passenger transportation facilities and airports (Group A-3 or B); or
 - 1.4. Government buildings.
2. Stories or mezzanines that do not contain accessible elements or other spaces as determined by Section 1107 or 1108 are not required to be served by an accessible route from an accessible level.
3. In air traffic control towers, an accessible route is not required to serve the cab and the floor immediately below the cab.

4. Where a two-story building or facility has one story or mezzanine with an occupant load of five or fewer persons that does not contain public use space, that story or mezzanine shall not be required to be connected by an accessible route to the story above or below.

Per ADA 206.2.5 in restaurants and cafeterias, an accessible route shall be provided to all dining areas, including raised or sunken dining areas, and outdoor dining areas. Except if:

- A mezzanine contains less than 25 percent of the total combined area for seating and dining
- And where the same décor and services are provided in the accessible area.
- In alterations, in existing raised or sunken dining areas, or to all parts of existing outdoor dining areas where the same services and decor are provided in an accessible space usable by the public and not restricted to use by people with disabilities.

Acknowledged.

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 or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an accessible location.

New Knox box is located by North/East entry door.

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. **Acknowledged.**

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.

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.

- (Plat Note) If Plat does not contain a Dedicated Fire Lane Easement
- (Plat Note) If Plat Contains Fire Lane Easement
- (Plat Note) If Plat Contains Designated Fire Lane Corridor
- (Site Plan Note) Accessibility Note for Commercial Projects
- (Site Plan Note) Addressing
- (Site Plan Note) Americans with Disabilities Act
- (Site Plan Note) Emergency Ingress and Egress
- (Site Plan Note) Emergency Responder Radio Coverage

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.

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.

- **Abutting Fire Lane or Public Access Easement to Property**
- **Access to within 150 feet of Each Structure**

Acknowledged.

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.

Trash enclosure is located south/west corner of the lot.

Real Property Division

The Real Property Division reviews the Site Plan and processes Subdivision Plats, Easements and License Agreements that may be necessary for development of property.

Acknowledged.

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 [Site Plan Checklist](#).

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.

- 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 that may require a separate document. Following are the links to additional information if needed later in your formal review process:
 - [Dedications Packet](#)
 - [Easement Release](#)
 - [License Agreement Packet](#)

- Off site easement dedications** may be required in order to make your project work. It's up to the developer to obtain these easements for the City, pay compensation, etc. Dedication documents must be prepared using Real Property specifications which can be found in the [Dedication 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.

- 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 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.

- 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.

You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.) If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes 4-6 weeks to complete the process after submittal. The License Agreement must be completed before the site plan is recorded.