



City Hall
9500 Civic Center Drive
Thornton, Colorado 80229-4326

City Development Department
303-538-7295
FAX 303-538-7373
www.cityofthornton.net

August 29, 2013

Josh Erramouspe
4690 Table Mountain Drive, Suite 200
Golden, CO 80403

RE: Summary Notes for a pre-application meeting for a proposed Kum & Go convenience store and motor vehicle fueling station, northeast of the intersection of W. 88th Avenue and Pecos Street (8840 Pecos)

Dear Mr. Erramouspe:

Thank you for attending the pre-application meeting on August 22nd. We hope that the meeting, in conjunction with this letter, will expedite your submittal and the processing of your application.

Meeting Attendees:

City

Shannon Williams, Planner I, Current Planning
Mike Mallon, Current Planning Manager
Heath Klein, Civil Engineer, Development Engineering
Heidi Feigal, Senior Landscape Architect, Development Engineering
Bob Sullivan, Senior Fire Protection Engineer, Thornton Fire Department
Dan Biro, Fire Protection Engineer I, Thornton Fire Department
Jim Bilyeu, Plans Examining Supervisor, Building Inspection Division

Applicant

Josh Erramouspe, Olsson Associates
Ben Messersmith, Olsson Associates
Ryan Halder, Site Development Manager, Kum & Go
Phillip Hoey, Real Estate Development Rep, Kum & Go

The applicant gave a brief explanation of the proposed development. Important aspects include:

1. The approximately 4,991 square foot Kum & Go convenience store and 10-pump gas canopy will be located on a 2.33 acre portion of the property northeast of 88th and Pecos. The use(s) on the remainder of the 7-acre property have not been identified at this time.

Following is a summary of City staff comments from the meeting.

CURRENT PLANNING
Planner I (Shannon Williams, 303-538-7278)

1. A brief description of the City's Development Review Process was provided:
 - a. The first City review is three weeks, beginning on Fridays, with comments due back to the applicant the following Wednesday.
 - b. Each subsequent review by the City is two weeks, with comments due back to the applicant the following Wednesday.
 - c. In between applicant submittals, the City requires meetings to review comments and discuss how they will be addressed.
 - d. The City now accepts electronic submittals. Instructions are available at: http://www.cityofthornton.net/Departments/CityDevelopment/Development/Documents/CURRENT%20PLANNING/Electronic_submittal_handout.pdf
2. A conceptual timeline is provided for your information. This timeline is a best case scenario for completion of the entitlement portion of your development. Combining processes can speed up the total process time, but are undertaken at your own risk.
3. Checklists for the various processes are available on our website at:
<http://www.cityofthornton.net/Departments/CityDevelopment/Development/Pages/ChecklistsandHandouts.aspx>

Required processes will be:

- a. Conceptual Site Plan (CSP) – Public hearing at City Council (two readings)
 - b. Development Permit (DP) – Public hearing at the Development Permits and Appeals Board (DPAB)
 - c. Subdivision Plat – Administrative process
 - d. Developer's Agreement (DA) – Administrative process
 - e. Civil Construction Drawings (CD) – Administrative process
 - f. Building Permits – Administrative process
4. Overall Planning Issues
 - a. Zoning: The property is zoned CR (Community Retail). A motor vehicle fueling station and a general merchandise store greater than 3,500 square feet are permitted uses by right.

- b. Subdivision Plat: This property has not been subdivided in the City of Thornton. The subdivision plat should include the entire 7 acre property. Cross-access easements and shared parking agreements should be recorded as necessary.
- c. CSP: An overall conceptual site plan for the entire 7 acre property is necessary for review at the CSP level.
- d. Public Land Dedication (PLD): Public land dedication takes place at the time of the subdivision plat. All developments are required to provide for the parkland, open space and recreation needs of future residents and employees through public land dedication or payment of fees in lieu of land dedication.

Commercial developments dedicate land based on eight percent of the gross land area (8% of approximately 304,920 SF = 24,393.6 SF); if the acreage is less than the amount required to provide a usable park (usually 5 acres), then cash-in-lieu of dedication is required. The cash-in-lieu rate for commercial properties is \$3 per square-foot (SF), which translates to approximately \$73,180.80.

- e. Mineral Rights Owners notification is required. State law requires that you notify any mineral estate owners of the property 30 days prior to the public hearing if the mineral rights have been severed from the surface use rights.
- f. Prairie Dog Ordinance: If prairie dogs are present on the site, you must attempt to relocate them and provide a letter documenting your efforts.
- g. A neighborhood meeting is required for the project to present the proposed development to the surrounding neighborhoods. We suggest holding the meeting early in the review process; such as after the first CSP review. The meeting must take place at least 15 days prior to the City Council hearing. The applicant is responsible for mailing notices to all residents within 1,500 feet of the property. The City will arrange a meeting space and time and will provide mailing labels to the applicant.
- h. Residential Proximity Slope: The residential proximity slope shall apply from property line abutting the MF property east of the site. See Sec. 18-452 for height restriction information. If it is possible a future building may be built to the east of the Kum & Go, it would be important to consider if the Residential Proximity Slope will impede such a development.
- i. Design Review: The motor vehicle fueling station and convenience store will be reviewed under Sec. 18-522, Motor vehicle fueling stations. Where the Motor vehicle fueling stations standards are silent, Sec. 18-485 – 18-493, Commercial Design Standards for Projects of Five Acres and Larger, shall apply.
 - i. As this is the first building in this commercially zoned lot, it will set the tone for the future development of the remainder of the site.
 - ii. High quality materials are required for the building, which needs to be designed to set the tone for the future development on this property.

- iii. All sides of all buildings shall be treated with the same degree of architectural style and detail.
 - iv. The canopy must not be a flat, blank surface, but must include details such as beveling, fascia and/or cornice treatments. No more than two colors may be used on the area of the fascia not used in sign area.
 - v. Columns for the canopy must be designed to be compatible with other features on the site. Elements used on the buildings such as brick, stone and decorative bonds must also be used on the columns. Close attention should be given to the column size, color and materials.
 - vi. Use roof designs, contrasting materials and colors, textured materials, patterns or bonds, window and door openings, and architectural lighting to provide visual relief and avoid the appearance of a plain, box-like building.
 - vii. The arrangement of the structures and their proportion to one another shall be logical and well organized. Strategies to achieve this include designing the roof of the retail building so that it is at least equal in height to the canopy and is the more prominent visual element on the site, designing the canopy and the columns that support the canopy so that the two elements are in balance, and minimizing the bulk of the canopy through the use of colors.
 - viii. All structures on the site must be designed to be consistent with or complementary to the main building.
- j. Site Plan:
- i. Pedestrian Access: Pedestrian and bicycle connections must be provided into the site from the surrounding sidewalk and street system. Sidewalk and crosswalk connections should be extended to the building from the W. 88th Avenue ROW and Pecos Street ROW.
 - ii. Trash Enclosure: The style and material of the enclosure should be consistent with the building.
 - iii. Setbacks: The building location appears to meet setback requirements (25' front, 0 or 15' side, 0 or 15' rear).
 - iv. Parking and Loading Requirements: For an approximately 4,991 SF retail store, one space per 250 square feet is required plus 2 spaces for the motor vehicle fueling station. The total required parking is: 21 regular parking spaces, 1 van handicapped space, and one 35' x 11' loading space.
 - v. Freestanding Signs: Do not show signs on site plans or elevation drawings. Signs are approved through a separate building permit process. Please see Sec. 18-740 for Freestanding Sign requirements. The minimum setback for a freestanding sign is measured from the leading edge of the sign to the property line and must be equal to the height of the sign or 5', whichever is greater.

- vi. Screening: Screening is preferred between commercial and residential properties. Staff suggests providing a double-sided fence along the north property line to provide screening and privacy from the manufactured home park to the north.

DEVELOPMENT ENGINEERING (DE)
Civil Engineer (Heath Klein, 303-538-7634)

Summary of Required Improvements:

1. Water System: Provide concept for future development with CSP submittal to determine if internal main is needed to serve all 7 acres.
2. Sanitary Sewer System: There are no public mains in the adjacent ROW to this project. You will need to evaluate a few different options:
 - a. Evaluate connection to public main south of 88th Ave in Osage St.
 - b. Evaluate connection to public main in 88th Ave approximately 450 LF east of property.
 - c. Evaluate connection to public main in the Snow Cap Ridge apartments through the sanitary sewer easement.
3. Drainage
 - a. Detention and water quality required. 7 acre property has two drainage basins.
 - b. No adjacent storm sewer. Must evaluate if detention pond can release to curb line at northeast corner of property and drain across Snow Cap Ridge apartment property, but will have to show that there are no adverse effects of drainage to the existing drive.
 - c. Evaluate if detention pond on south side of property can release to curb and gutter of 88th Ave. Roadway capacity shall be evaluated from property frontage to the intersection of Lipan St & Kent Ave.
4. Streets
 - a. One access point to both Pecos and to 88th Ave
 - i. 88th Avenue access point to be placed at proposed location but shall be restricted to a right-in/right-out access.
 1. Owner could work with apartment building on east side to obtain an access easement and make improvements to their access point to get a full movement access.
 - ii. Pecos Street access needs to be located at the top of the hill, approximately 550 LF north of 88th Ave.
 - iii. Both access points are required to construct right turn lanes (min 150 foot storage and 100 foot taper for accesses. Will need to work out details of 88th Ave RTL dimensions).
 - b. Development shall construct curb & gutter and 8 foot wide detached sidewalk along property frontage on Pecos Street.
 - c. Right-of-Way Requirements
 - i. Minor Arterial 100 LF of ROW for both 88th Avenue and Pecos Street.
 - ii. At intersection of 88th/Pecos, additional 10 feet required for future right turn lane.

- iii. At right turn lane access points, ROW to be increased by 10 LF.
5. Required Reports (see project website for report requirements):
 - a. Final Traffic Report required with Conceptual Site Plan (CSP)
 - b. Conceptual Utility Plan required with CSP & Final Utility Report required with construction documents
 - c. Conceptual Drainage Plan required with CSP & Final Drainage Report required with construction documents
 6. Additional Considerations
 - a. Concrete pavement for any ROW or site improvements shall be 4500 psi with fibermesh, which includes curb/gutter, sidewalk and bus pads.

THORNTON FIRE DEPARTMENT (TFD)
Senior Fire Protection Engineer (Bob Sullivan, 303-538-7651)

The Thornton Fire Department's Fire Prevention Division has reviewed the submittal, received August 8, 2013, for the above project and has the following comments:

1. Proper turning radii for fire apparatus shall be confirmed on all new roadways and driveways. This shall be done by showing a B-40R truck template moving through all turns, in both directions, on a site plan of this project, including all entrances to the site from existing roads, and through the driveways on both the east and west sides of the convenience store building. If the B-40R template encounters any obstacles in the process of completing the turns, then the width of the driveways shall be adjusted accordingly. Contact the Thornton Fire Department at 303-538-7651 for proper dimensions of the B-40R template if needed. NOTE: The truck template shown in the submittal appeared to be for a tractor-trailer type truck, whereas the B-40R template simulates a straight truck with a tandem rear axle.
2. The fueling station shown on this site will require a separate permit application and construction submittal (separate from the building construction submittal for the associated convenience store), which shall specifically address all International Fire Code (IFC, 2012 Edition – Chapters 23 & 57) requirements for underground fuel storage tanks and motor fuel-dispensing facilities. This submittal shall be provided by the licensed contractor(s) performing the installation of the fueling station and underground fuel tanks.
3. As part of the separate permit application and construction submittal for the fueling station, clarify if the fueling station will be constantly attended at all times, or if it will be unattended at times but still open for self-service operations, or a combination of attended and unattended depending on the time of day or the day of the week. In IFC Chapter 23, which addresses Motor Fuel-Dispensing Facilities, there are different requirements for attended versus unattended self-service motor fuel-dispensing facilities. The appropriate requirements shall apply to this project.
4. The required fire flow is based on the total fire area of each building as defined by the IFC (i.e., the total floor area, in square feet, of all floor levels within the exterior walls and under the horizontal projections of the roof of the building), as well as the type of

construction. The estimated fire flow for the convenience store, based on the assumptions of Type V-B construction, no automatic fire sprinkler protection, and a total fire area of approximately 4,991 square feet, is 2,000 gallons per minute (gpm), provided by at least two (2) fire hydrants. Per IFC Table C105.1, the average spacing between hydrants on this site shall be 450 feet, and the maximum distance from any point on the main (front - west) side of the building to a fire hydrant shall be 225 feet. For this site, the maximum distance from any point on the west side of the fueling station canopy to a fire hydrant shall also be 225 feet. Based on these requirements, two (2) fire hydrants shall be provided on this site, located in such a manner that they shall be easily accessible at all times, without being blocked by parking spaces, etc.

5. If the building will contain any commercial cooking appliances that produce grease vapors, then a Type I hood shall be provided above those appliances, in accordance with IFC and International Building Code (IBC, 2012 Edition) requirements. The hood shall be provided with an automatic fire-extinguishing system.
6. Per IFC Section 304.3.3, dumpsters with an individual capacity of 1.5 cubic yards or more shall not be placed within 5 feet of combustible walls, openings, or combustible roof eave lines.
7. Per IFC Section 6109.12, storage outside of buildings of LP-gas containers awaiting use, resale, or part of a cylinder exchange program shall be located at least 10 feet away from doorways or openings to a building, and at least 20 feet away from motor vehicle fuel dispensers.
8. Roads shall be permanently signed and/or marked "NO PARKING-FIRE LANE" in accordance with municipal sign/traffic standards and the following specifications:
 - a. There shall be no parking for a distance of 15 feet on either side of a fire hydrant.
 - b. Roads less than 26 feet wide shall be marked as fire lanes on both sides of the road.
 - c. Roads at least 26 feet wide but less than 32 feet wide shall have at least one side of the road marked as a fire lane.
 - d. Roads at least 32 feet wide need not have fire lane markings.

If you have any questions, please contact me at 303-538-7651.

LANDSCAPE ARCHITECT (LA)
Landscape Architect (Heidi Feigal, 303-538-7363)

1. The property requires 20% of the lot to be landscaped with 75% of the landscaped area covered with living plant material (at maturity).
2. A 25' landscape buffer is required along both Pecos and 88th.
3. All parking lot islands shall be a minimum of 9' wide to be landscaped. If narrower, use rock mulch or concrete.

4. The overall site cannot exceed a Moderate water-demand as defined in the Code. Plants in rock mulch must be chosen from the City's Low and Ultra-low plant lists. No sod is allowed in area less than 6' wide and no sod is allowed in parking lot islands.
5. The back of curb along 88th Avenue and Pecos St. must be a minimum of 6' wide to use turf and we recommend using salt tolerant plant material next to both of these arterial streets.
6. Head-in parking, utility boxes, loading areas and trash areas must be screened.
7. All adjacent right-of-way landscaping and snow removal is the responsibility of the owner or assigns.
8. Provide a bike rack at this site.
9. Irrigation Construction Drawings are required to be submitted with the Construction Drawings and must be approved by the City Landscape Architects before a Building Permit is issued. (The Development Permit landscaping can proceed to DPAB before the Irrigation CDs are approved).
10. The domestic meter can be used for irrigation because the convenience store will have very little inside water use.
11. The Certificate of Occupation will not be issued for the building until the landscaping is installed. If weather does not allow landscape installation at the time of the C.O. a cash surety (150% of the cost of landscaping and irrigation) is required.
12. A separate landscape permit is required at the time of installation and Use and Sales Tax will be collected.
13. Water connection fees are paid prior to the meter being set in the vault. A backflow permit and inspection is required before the meter can be set.
14. The applicants are encouraged to review Sec. 800 of the Standards and Specifications and City Code Chapter 18, Division 9 for more landscaping information.

BUILDING INSPECTION DIVISION
Plans Examining Supervisor (Jim Bilyeu, 303-538-7273)

The Building Division does not have any comments at this stage of the development.

The Building Division prefers electronic plan submittal and new commercial building code reviews have a 20 working day turnaround time for initial comments.

88th and Pecos Kum & Go
August 29, 2013
Page 9

END OF COMMENTS

Please feel free to contact me at 303-538-7278 with any questions. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Shannon Williams". The signature is written in a cursive, flowing style.

Shannon Williams
Planner I

SW/

Enclosures: Timeline, CSP Checklist, DP Checklist, SUB Checklist

cc: Josh Erramouspe, Olsson Associates (jerramouspe@oaconsulting.com)
Ben Messersmith (bmessersmith@olsoonassociates.com)
Ryan Halder (rjh@kumandgo.com)
Phillip Hoey (peh@kumandgo.com)
Mike Mallon, Current Planning Manager
Chris Molison, Development Director
Heath Klein, Civil Engineer, Development Engineering
Jason O'Shea, Development Engineering Manager
Joe Ferdig, Landscape Architect
Heidi Feigal, Senior Landscape Architect
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