

# Memorandum

Cunningham

To: City of Aurora Planning Department  
From: Andrew Tissue, AIA | Cunningham  
Project Name: Aurora Public Schools Bus Canopy  
Project No.: 20-0597  
Subject: **Pre-Application Meeting Notes Response Letter**  
Date: July 29, 2021  
Copy To: n/a

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This memo serves as a response to the items listed in the Pre-Application notes titled: **"Re: Transportation Department – Bus Shelter (#1549614)/Pre-Application Meeting held June 17, 2021"** and is submitted as a required item for the site plan submittal and review process. The organization of the memo follows the notes from the City Manager's Office.

## **Key Issues**

1. *Review process to follow advisory site plan of MOU:* Noted.
2. *Airport Influence Zone:* Cunningham reached out to Porter Ingram July 28, 2021 to initiate conversation around PV panel specifications / criteria that may be required or preferred by Buckley Airforce Base for the reduction of potential glare / reflectivity.
3. *Development Standards:* The roof canopy is at least 5' away from the property lines.
4. *Parking:* See site plans for locations of striping, turning radii, and charging stations.
5. *Sidewalks:* The sidewalk along the north edge of the site will largely remain as-is with the addition of a 4' manway gate in the northeast corner. A new sidewalk area will be created along the west edge of the parking lot. A new sidewalk area will be created along the east edge of the parking lot. A new pedestrian ramp with truncated domes will be provided in the northwest corner of the site in order to provide an accessible path from the administration building to the interior of the bus parking lot.
6. *Drainage:* Refer to additional Preliminary Drainage Letter.
7. *Fire Lane Easement:* See response item #40.
8. *Extinguishing System:* An extinguishing system will be provided; Cunningham is in the process of determining the appropriate type of system. A 4' manway gate is added in the northeast corner of the lot to achieve the 200' hose reach allowance.
9. *Fire Sprinkler:* Noted.

## **Staff Comments – Planning and Development Services Department**

10. *Development Review Process:* Advisory site plan process within existing MOU noted.
11. *Dimensional standards for accessory structures:* Since the Pre-Application meeting, the roof of the building has been lowered several feet and is now within a couple inches of the requirements listed below; see the architectural elevations for the current design. Per Section 146-6.2 Sec. H – *Height, Building – For a building, the vertical distance above a reference point measured to a point halfway between the eave and the highest point on a pitched roof. The reference point shall be: 1. The elevation of the highest adjoining sidewalk or ground surface within a 5' distance of the exterior wall of the building when*

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*such sidewalk or ground surface is not more than 10 feet above the lowest grade. The reference point is located at the southwest corner of the building.*

12. *Buckley Airforce Base Airport Influence Zone*: Refer to response note #2.
13. *3C. Landscape, Water Conservation, Stormwater Management*: There are no changes proposed to the fence along the north edge with the exception of adding the requested manway gate in the northeast corner; the only change in fencing will occur in the upper half of the east fence line. Cunningham will consider potential electrical screening options that may integrate with the existing fence in the northwest corner of the site.
14. *3D. Exterior Lighting*: The overall quantity of site lighting will be reduced / replace with lights mounted to the underside of the roof; see the photometric analysis sheet for locations of new exterior light poles.
15. *Adjustments*: No adjustments are requested at this time.
16. *Community Participation*: Please provide a list of the nearby neighborhood organizations. APS will coordinate as required by the IGA.

#### **Staff Comments – Aurora Water**

17. *Existing utility easements*: There are no planned encroachments into existing easements.
18. *Utilities must be shown on site plan*: Noted; see site plans.
19. *An 8" DIP runs southwest through the site*. Noted.
20. *Domestic allocation agreement required for 2" connections and larger*. Noted.
21. *Utility Development Fees*: Cunningham understands the City of Aurora will work directly with Aurora Public Schools on collecting the necessary fees.

#### **Staff Comments – Public Works Department**

22. *Traffic study not required*: Noted.
23. *Protect vertical elements*: The steel columns of the building will sit atop round concrete piers that extend above grade a minimum of 36"; ground-supported equipment will be protected with bollards.
24. *Gates*: No changes to the north or south gates are planned at this time.
25. *Access points*: See site plans for adjacent and opposing access points.
26. *Access movements*: See site plans.
27. *Site Triangles*: No new landscaping is planned at this time.
28. *Existing stop signs and street name signs*: No new signs are planned at this time.

#### **Staff Comments – Engineering Division**

29. *Sidewalks*: Refer to response item #5.
30. *Preliminary Drainage Letter*: Refer to response item #6.
31. *Previously approved plans available on website*: Noted.
32. *Curb ramps*: refer to response item #5.
33. *Gates*: Refer to response item #24.
34. *Drainage letter*: Refer to response item #6.

35. *Concentrated points of discharge*: All roof drainage will be tied into underground storm sewer.
36. *Existing public storm sewer nearby*: The new storm sewer system will tie into the existing.

**Staff Comments – Fire/Life Safety Comments – Building Division**

37. *The Building Division will receive a referral*: Noted.
38. *Setback requirements of the 2015 International Building and Fire Code*: Noted.
39. *Show new lot lines*: No new lot lines are currently planned.
40. *Fire Department Access*:
- a. *Fire lane easement*: The height of the roof structure has been lowered recently; please review the architectural building elevations and advise if the 23' easement is still appropriate.
  - b. *Local extinguishing system*: Cunningham is in the process of determining the appropriate type of system to provide coverage for the entire building. A 4' manway gate will be added in the northeast corner of the site with a sidewalk connecting to the building.
  - c. *23' wide fire lane*: Please review the current height of the building shown in the architectural building elevations and advise on if the 23' easement is still appropriate.
  - d. *Where the structure is not sprinkled*: The building will be fully sprinkled.
41. *Fire hydrants*: The locations of the existing hydrants are in compliance with the current code requirements.
42. *Fire sprinkled structures*: Noted
43. *Accessibility requirements*: Noted. Refer to response item #5.
44. *Know hardware*: Noted; Knox hardware is to be provided.
45. *Legend*: Noted.
46. *Photometric plan*: Noted; will include stated note and heavy dashed line representing the accessible route.

**Staff Comments – Real Property Division**

47. *Solar panels encroaching into easements*: Solar panels will not encroach into easements.
48. *Separate documents*: An existing fire and utility easement exists along the south edge of the site that appears to no longer follow the interior road just to the north of E Centretech Pkwy. It appears the utility easement still applies to the existing water main, but the fire lane easement ought to be updated to follow the revised road layout that occurred around 2015. Refer to the site plan for illustration of proposed revisions for the fire lane easement, and advise on next steps for updating.

**END OF MEMO**