

May 8th, 2020



City of Aurora  
**Planning and Development Services**  
15151 E. Alameda Parkway  
Aurora, CO 80012

1900 wazee street  
suite 1539  
denver, co 80202  
p: 303.292.4304  
f: 303.292.4399

li-architects.com

**Re: Virginia Court Elementary School  
Site Plan – Letter of Introduction**

Dear Mr. Johnson,

On behalf of Aurora Public Schools, the following is intended introduce and describe the proposed improvements to Virginia Court Elementary School.

**PROJECT SCOPE**

Following is a summary of the proposed scope of work for the project. This work is scheduled to be completed by July 2021.

**Building Additions**

There are three additions planned for the building:

- Northwest Addition – Administration: Enhance building security by creating a secure entry vestibule into administration and relocate the administration wing such that it houses all of the required offices and spaces all together. This move effectively relocates the building's main entrance off of Virginia Court instead of the current entrance off of Troy Street.
- South Addition – Classrooms: Increase the general (K-5) classroom count by two (relocating teaching space currently housed in a modular building to within the permanent school building).
- East Addition – Art/ STEM: The Art and STEM programs require a larger square footage than a general classroom and these programs are currently housed in undersized spaces. This addition will relocate these programs into a new appropriately sized space, along with a new pre-school classroom (which also requires a different square footage than a general classroom allocation). Additionally, this move encloses an existing covered walkway, further improving the security of the building.

The existing single-story building is 50,155 square feet. The total footprint of these additions is approximately 12,400 SF.

**Renovations**

The project scope includes various interior renovations, including updating finishes (paint, carpet, and lighting in select areas) as well as reconfiguring existing walls/ spaces to better suit the needs of the school. Another component of the planned renovations is to extend existing corridors to provide a connection to the exterior. This move will simplify wayfinding inside the building and eliminate disjointed corridors that currently pose a safety risk due to blind corners.

**Parking**

Relocating the main entrance of the building to Virginia Court, the school's namesake, provides an opportunity to create a community "front porch" – a safe place to congregate before and after school. This

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proposal incorporates a new on-site parking lot complete with a dedicated parent drop-off lane which will ease congestion along Troy Street where parent and bus drop-off currently mix.

The existing site includes minimal on-site parking which is often occupied by teachers, allowing no parking for parents or visitors. Additionally, cars also park in undesignated asphalt areas which are technically a part of the playground, causing a safety hazard to the students as they traverse the area between the playground and building. To remedy this, the existing parking lot will be closed with a gate, allowing access for emergency or service vehicles only. Additionally, a new sidewalk from Troy Street will provide safe student access to the playground, eliminating the need for students to walk through a vehicular zone.

#### **Site Improvements**

The project proposal includes landscape improvements to soften existing hardscape areas such as the internal building courtyard which is currently asphalt. Also, new seat walls and landscaped green areas have been designed for the new building entrance courtyard, together with a covered patio waiting area.

Please review this information and let us know of any questions or if you need any additional information. We greatly appreciate your consideration of this endeavor and look forward to discussing it with you further. Thank you.

Sincerely,



Jamie Bitler, RA, LEED AP<sup>BD+C</sup>  
Project Architect  
**LARSON INCITTI ARCHITECTS**