



July 31, 2019

Tanner Axt, Planner I
City of Aurora Planning & Development Services
15151 E. Alameda parkway, Suite 5200
Aurora, CO 80012

Re: Aurora Community School (#1360881)

Dear Tanner:

The following is an itemized response to Pre-Application comments dated April 26th, 2019 for the above referenced project.

Planning Department

1. Zoning and Land Use Issues

This proposal will receive an Advisory Hearing at Planning Commission Study Session.

Response: Acknowledged.

2. Traffic and Street Layout Issues

The proposed pick-up/drop-off traffic flows contain an undesirable conflict point near the north exit from the parking lot. Consider revising your flow pattern to move conflict points to the east end of the site.

Response: See updated Traffic Impact Study with revised pick-up/drop-off circulation, included with this submittal and submitted separately to Brianna Medema in the Traffic department.

Due to this site's adjacency to 6th Avenue, this application will be referred to CDOT for comment. See Traffic comments to follow under Public Works comments.

Response: Acknowledged.

3. Site Design Issues

a. Pedestrian Circulation and Linkages to Off-Site Trails & Open Space

Update all curb ramps adjacent to the site to meet current standards. Show accessible routes to any accessible parking and to the public right-of-way.

Response: Updated ramps added to site for pedestrian circulation.

b. On-Site Vehicular Circulation

Ensure that queuing at the elementary drop-off area does not negatively affect the adjacent businesses. Adjust fire lane easements or drop-off/pick-up routes so that queuing does not occur in the fire lane easements. Ensure that Maverik's footprint and layout is represented correctly on any circulation plans.

Response: See updated Traffic Impact Study with revised pick-up/drop-off circulation, included with this submittal and submitted separately to Brianna Medema in the Traffic department.

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303.738.8877

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303.738.2294

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2000 W. Littleton Blvd
Littleton, CO 80120

4. Landscape Design Issues

- a. General Landscape Plan Comments: According to Colorado State Statutes, public schools are exempt from the city's landscape requirements, however the shopping center owner shall be required to bring the landscaping into compliance with the originally approved landscape plans that are part of the Centre Tech Plaza Planned Building Group documents from 1985. A note shall be required to be added to the Redevelopment Plans that formalizes this requirement. Any deficient landscaping shall be installed prior to the issuance of a final certificate of occupancy.

Response: Statement has been added to plans.

- b. In addition, should the proposed interior renovations expand to include exterior site changes such as revisions to the current parking area to accommodate drop off and pick up locations, then the city shall work with the applicant to determine the appropriate current landscape code requirements to be implemented. These requirements may be found with Article 14 Landscape Ordinance Section 146-1460 Requirements for Sites with Existing Development and Table 14.7. Should the new zoning code be in effect, the applicant may wish to review the current draft found [here](#).

Response: Planting plan has been updated to show planting according to city of aurora intent.

5. Architectural and Urban Design

Screening of Roof Top Mechanicals.

Code section 146-1300 states the requirement to show the location of any rooftop or mechanical equipment and vents greater than eight inches in diameter on the elevation drawings. All such equipment must be screened. Use drawings and notes to explain how this will be accomplished. Screening may be done either with an extended parapet wall, or a freestanding screen. In either case the screening must be at least as high as the equipment it hides. The following note to be labeled "Roof-Mounted Equipment Screening" must be added to the general notes section of all Site Plans: (click [here](#) for the specific note)

Response: See exterior elevation sheet AX-1 included in submittal.

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. Your total sign area will be limited to 2 square feet for each foot of frontage on the north side of the building, up to 100 feet, and ½ square feet for each foot of frontage on the north side thereafter. For example, your unit appears to have ~150 ft of frontage, you will be allowed 225 sf of signage (100*2+50*0.5). Provide frontage measurements for exact sign allowances. See Section 146-1609 for more details.

Response: The total north-facing frontage of the building is 357'-4", which gives us 328.66 SF (100*2+257.33*0.5)of total signage. The frontage for just the Aurora Community School suite (Unit C) is 136'-3", which gives us 218.125 SF (100*2+36.25*0.5).

7. Waivers

From the material you supplied us, it appears that no waivers of development standards are involved. If you decide to request any waivers, you must clearly list them in your Letter of Introduction and justify them according to the criteria listed in Section 405 of the Zoning Code. You must also list them on the cover sheet of your Site Plan or other drawings on which they occur.

Response: Acknowledged.

8. New CAD Standards

The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard are required by consultants on development projects when submitting to the City for signature sets and on capital projects funded by the City. Details of the CAD Data Submittal Standard can be found on the CAD Standards web page.

Response: Acknowledged.

Parks, Recreation & Open Space Department (PROS)

No comments from this department.

Aurora Water

1. A unit fixture analysis will need to be completed to justify the existing 2-inch meter can meet expected demands. Please include this on the submitted site plan and/or civil plans.

Response: Added fixture analysis on Sheet 2 of site plan.

2. If a water meter upsize is required, then a domestic allocation agreement will be required starting in 2019 for connections 2" and larger.

Response: Acknowledged. No upsize is required based on unit fixture calculations.

3. Please show existing meter pit location and existing utilities and easements within the project area on the submitted site plan.

Response: See Site Plan.

Public Works Department

- 1) A Traffic Impact Study is required for this development. See below for additional information.
Response: Acknowledged, a Traffic Impact Study has been completed and is included with this submittal and has been separately submitted to Brianna Medema in the Traffic department

- 2) Drop-off loops as shown in the proposed pre-application submittals include a few areas of concern.

- a) The northwest corner of the drop-off loop is using a drive aisle that has been removed with the redevelopment of the Maverik gas station on the corner.

Response: Drop-off loop has been revised.

- b) The drop-off loops need to be located outside of designated Fire Lanes.
Response: Drop-off areas outside of fire lanes.
- c) The drop-off loops have conflict points that are too near to 6th Ave, please revise to relocate this conflict point to closer to the existing building.
Response: Drop-off loops have been revised.
- 3) 6th Avenue is a state highway. Approval and access permits will need to be obtained from the Colorado Department of Transportation (CDOT). Please contact Marilyn Cross at CDOT, phone number 303.512.4266. Developers/applicants are encouraged to contact CDOT early on in the review process to determine the feasibility of the proposed access and any specific CDOT requirements. In order to insure CDOT will allow access as shown, provide a letter from CDOT indicating they have reviewed the proposed access(es) and have given preliminary approval. This letter must be received 10 days prior to the Planning Commission hearing.
Response: Acknowledged.
- 4) Show all adjacent and opposing access points on the Site Plan.
Response: See Site Plan and Traffic Study.
- 5) Label the access movements on the Site Plan.
Response: Included
- 6) Objects and structures shall not impede vision within these sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with City of Aurora Standard Traffic Detail TE-13. In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in City of Aurora Standard Traffic Detail TE-13.3.
Response: Sight triangles are shown on the site plan and landscape plan.
- 7) **Add the following note to landscape plans:** 'All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10'
Response: Note has been added to the landscape plan.

Improvements:

1. Pending review of the Traffic Impact Study, the developer may be required to construct an extended left turn bay on Centretch Pkwy.
Response: Acknowledged.
2. Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Include the following note on the Site Plan: Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards, and shown on the signing and striping plan for the development.
Response: See Cover Sheet notes.

3. The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Add a note to the Site Plan indicating this commitment.

Response: See Cover Sheet notes.

4. A Traffic Impact Study will be required for this site which will include addressing the following specific items: A previous study has been started for a different charter school in this complex was started in 2016, but was not approved. Approved Traffic Impact Studies are available through the City's Open Records Request process.
 - a. Existing, buildout and 2040 average daily traffic counts.
 - b. Include detailed analysis of:
 - i. All site access points including queuing analysis for drop-off and pick up loops
 - ii. Intersection of 6th Ave at Centretech Pkwy
 - iii. Intersection of 6th Ave at Site Access right-in / right-out access (central)
 - iv. Intersection of 6th Ave at Site Access right-in / right-out access (Jasper St)
 - v. Intersection of Centretech Pkwy at 5th Pl
 - c. Determination if SB left turn from Centretech Pkwy at 5th Pl is sufficient for the new demand, including analysis of 6th Ave & Centretech Pkwy and associated storage recommendations
 - d. Analysis of pedestrian connectivity, Pedestrian LOS.
 - e. Any additional requests from CDOT to support their Access Permit process

Response: A Traffic Impact Study is included with this submittal, and has been separately submitted to Brianna Medema in the Traffic department

5. Based on our review of the Traffic Impact Study, additional improvements may be required.

Response: Acknowledged.

Engineering Division

1. Public improvements required for this development includes updating the curb ramps at the access points on Centretech Parkway. Directional ramps shall be constructed in conformance with Standard Detail S.9 in the north-south direction only, not across Centretech Parkway. Additional detailed information shall be provided on the site plan including slopes and spot elevations. If this information is deemed satisfactory, civil plans will not be required. A public improvement permit is required for all work completed in City of Aurora right of way.

Response: See Site Plan.

2. A drainage letter is not required with this submittal. If the site improvements change, a drainage letter may be required.

Response: Acknowledged.

Improvements:

3. 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. Any street grades in excess of three percent will require detailed grading of the curb ramps.

Response: Curb ramps shown on Site Plan.

ROW/Easements/Plat:

4. 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.

Response: We do not anticipate any easements needed at this time.

Drainage:

5. No drainage letter or report is required at this time.

Response: Acknowledged.

Fire/Life Safety Comments - Building Division

1. As indicated by the applicant, the building construction review and approval will be completed by the Division of Fire Prevention & Control (DFPC).
 - a. This office will review your fire protection systems and issue a separate permit for each system per address (Fire Alarm, Fire Sprinkler, Kitchen Hood Suppression System, etc.).

Response: Review has been completed.

- b. You can contact one of our Permit Technicians at (303) 739-7420 to assist you with our on-line submittal process at www.aurora4biz.org.

Response: Review has been completed.

- c. Please complete the top six lines of the form(s) and email them to mdean@auroragov.org; with a copy of the plans and a Scope Letter so I can complete the form(s) and pass them along to DFPC.

Response: Review/form has been completed and form has been submitted to DFPC.

Addressing Requirements:

2. 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.

Response: 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.

3. Fire Lane Sign Detail

The developer of the site will be required to install fire lane signs in areas where the site abuts an existing fire lane easement that is currently without adequate signage.

Response: Acknowledged.

4. Grading Plan - Per our discussion, a grading plan is needed to reflect the existing conditions within the site to ensure that new Maverick motor-fuel dispensing station is in compliance with City ordinance 66-33.

Response: All site runoff collects in the parking lot including the new Maverik

5. Handicap Accessible Parking Signs

Response: See drawings.

6. Sign Package

Response: See drawings.

7. Signature Block

Response: See drawings.

Emergency Responder Radio Coverage:

8. 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.

Response: Acknowledged.

9. New construction work within an existing building will require a full radio frequency survey of the existing structure/space. (See Chapter 11 of the 2015 IFC)

Response: Acknowledged.

Fire Department Access:

10. Based on the information presented so far, the type(s) of fire apparatus access road(s) needed for this particular site is:

- a. Fire Lane Easement

Response: Existing Fire Lane Easements/ access roads will not be altered in any way.

- b. Parent drop-off and pick-up lanes must be shown on the site plan and located outside the boundaries of the Fire Lane Easement. By having two independent drive lanes running parallel to each other will allow the fire apparatus unobstructed access to the site during school bus drop-off and pick-up hours.

Response: See Site Plan and Traffic Study.

- c. As discussed during the pre-application meeting, a vacation of the existing fire lane in the north and south areas may assist in providing a parent pick-up and drop-off area.

Response: Existing Fire Lane Easements/ access roads will not be altered in any way.

Fire Hydrants:

11. Based on the proximity of the structure to existing fire hydrants, Fire/Life Safety is not asking for additional fire hydrants to support this site. Please show and label existing fire hydrants abutting this site on the site plan submitted to the Planning Department and Civil Plans submitted to Public Works.

Response: Acknowledged, see Site Plan.

Fire Sprinkled Structures:

12. The existing building is currently fire sprinkled. With the change of occupancy, the existing fire sprinkler system will need to be reevaluated by a fire sprinkler designers to determine any changes needed to bring the existing system into compliance.

Response: Acknowledged.

Handicap Accessibility Requirements:

13. The City of Aurora enforces handicapped accessibility requirements based on 2015 IBC, Chapter 11, the 2009 ICC/ANSI A117.1 and the 2003 Colorado State House Bill 03-1221, Article 5, Standards for Accessible Housing.

Response: Acknowledged.

Knox Hardware:

14. 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.

Response: Acknowledged.

Legend:

15. The cover sheet must include a "Site Plan Legend" reflecting both existing and/or proposed site elements that are existing or proposed within site.

Response: See Site Plan.

Loading and Unloading Areas:

16. 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.

Response: See Site Plan.

Motor Fuel Dispensing Sites:

17. Automotive motor fuel-dispensing facilities, marine motor fuel-dispensing facilities, fleet vehicle motor fuel-dispensing facilities, aircraft motor-vehicle fuel-dispensing facilities and repair garages must reflect the specific elements within the site plan submittal.

Response: Acknowledged.

Phasing Plans:

18. A phasing plan must be provided with the Planning Departments Site Plan and the Public Works Departments Civil Plans submittals.

Response: No phased construction is proposed.

Photometric Plan:

19. Add the following note to the Photometric Site Plan

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".

Response: No changes to the site lighting are proposed, no photometric plan is included with this submittal.

20. Add the "accessible route" (heavy dashed line) to the photometric plan and verify minimum 1 foot-candle of illumination along its entire length.

Response: No changes to the site lighting are proposed, no photometric plan is included with this submittal.

Site Plan, Civil Plan, Framework and General Development Plan and Plat Notes:

21. The notes being provided below must be included on the cover sheet of the indicated submittal type.

- a. (Plat Note) If Plat Contains Fire Lane Easement
- b. (Site Plan Note) Accessibility Note for Commercial Projects
- c. (Site Plan Note) Addressing
- d. (Site Plan Note) Aircraft Noise Reduction (LDN)
- e. (Site Plan Note) Americans with Disabilities Act
- f. (Site Plan Note) Emergency Ingress and Egress
- g. (Site Plan Note) Emergency Responder Radio Coverage
- h. (Site Plan Note) Fire Lane Easements
- i. (Site Plan Note) Fire Lane Signs

Response: Included on cover.

Site Plan Data Block:

22. 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.

Response: Included on cover.

Special Design Considerations:

23. 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.

- a. Abutting Fire Lane or Public Access Easement to Property
 - i. If an existing fire lane has to be removed or relocated for any reason, the fire lane must be replaced using the current fire lane specifications of the Public Works Department

Response: Existing Fire Lane Easements/ access roads will not be altered in any way.

- b. Fire Apparatus Access Road Specifications

Response: Existing Fire Lane Easements/ access roads will not be altered in any way.

- c. Construction of Fire Lane Easements and Emergency Access Easement

Response: Existing Fire Lane Easements/ access roads will not be altered in any way.

- d. Encroachment into Emergency Access or Fire Lane Easements are Prohibited

Response: Existing Fire Lane Easements/ access roads will not be altered in any way.

- e. Grade

Response: No change to site grading is proposed at this time.

- f. Labeling of Easements on the Site Plan, Plat and Civil Plans

Response: See Site Plan.

- g. No Parking is allowed within a Fire Lane Easement

Response: Acknowledged.

- h. Public Street Systems Adjacent to Site

Response: See Site Plan.

- i. Speed Bumps

Response: None proposed.

- j. Width and Turning Radius

Response: Existing Fire Lane Easements/ access roads will not be altered in any way.

Trash Enclosure:

24. 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.

Response: Acknowledged.

Real Property Division

- 1. No documents necessary if all work is internal to the building.

Response: Acknowledged.

2. Should Fire Lanes need to be adjusted per Life Safety, easement release and/or dedication will be needed.

Response: Existing Fire Lane Easements/ access roads will not be altered in any way.

3. If signage is all on the building structure, Real Property will not need to review. For any new signage, there would be a review for possible licensing.

Response: All signage will be building-mounted.

Subdivision Plats:

4. A subdivision plat is not required at this time.

Response: Acknowledged.

Site Plans:

5. An advisory 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](#).

Response: Acknowledged.

Separate Documents:

6. 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.

Response: Acknowledged.

7. During the Pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Advisory Site Plan when submitted may identify additional conditions that may require a separate document.

Response: Acknowledged.

8. **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.

Response: None required.

9. 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.

Response: Acknowledged. No easement releases are anticipated at this time.

10. 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.

Response: None required.

11. 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.

Response: Not anticipated.

12. There is an existing street right-of-way that needs to be vacated. **Street vacations** must go to City Council via ordinance. The process begins with the owner making application to the Planning Department. As part of that application, Real Property will need a legal description and exhibit for the portion of the street being vacated prepared to our specifications. The specifications on how to prepare the legal description and exhibit are available in the Dedications Packet.

Response: Acknowledged. No street right-of-way is being vacated at this time.

13. The project has been classified as a Redevelopment so a resubdivision is not required. However, street right-of-way and/or easements may need to be dedicated to the City. These are legal documents and must be prepared using Real Property specifications which can be found in the Dedications Packet. Once complete and accurate information is submitted to Real Property, it takes about 4-6 weeks to complete the process. These documents must be complete and ready to record before Real Property will record the site plan.

Response: Acknowledged.

14. Real Property may require a Monumented Field Survey but we are unable to determine that until we have our 1st review

Response: Acknowledged.



INTERGROUP
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Please let me know if you have any questions or need any additional information.

Cordially,

Collin West, AIA
Architect

CC: Greg Meeter, Confluent Development
Matt Martin, Confluent Development