

2018-02-02

Brandon Cammarata, AICP, Senior Planner  
Senior Planner  
Planning and Development Service  
15151 East Alameda Parkway Suite 5200  
Aurora, Colorado 80012

RE: Post-Secondary Building On APS Community Campus  
Case No.: 1249894  
Application No: DA-1711-08

Dear Brandon:

Thank you for your review of the APS Post-Secondary Building on the Community Campus. In the following pages you will find our responses to the written comments. Updated drawings have been uploaded to the City of Aurora website. If you have any questions please contact me at 303-623-7323.

Sincerely,

Katie Anderson, Senior Associate  
Bennett Wagner Grody Architects / CannonDesign

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## STAFF COMMENTS - PRE-APPLICATION MEETING

## 1. Zoning and Land Use Issues Operations Plan

An Operations Plan is required to detail the total number of employees, hours of operation, primary and accessory uses within the building, and potential outdoor uses. Please also include discussion of 'predictable' high use times such as the beginning of the school year in which there will likely be a higher number of visitors, students getting advising, etc.

**ANSWER : This building will function as an administrative building and will be leased to CSU Global for the next approx. 10 years. It will be the headquarters for the staff of CSU Global. CSU Global currently has a staff of 150 but most people work remotely. On a busy day with department meetings, the office may have 80 employees in attendance. Most employees will work a typical day from 9-5 with the busiest times being around 8 am, 5pm and over the lunch hour. In addition, the building has a meeting room that is divisible into 6 smaller rooms. Most of the time this will be used for meetings with the current employees that are already within the building. One time a year, CSU Global hosts the Board of Governors meeting and the room is able to accommodate 100 people in chairs for that yearly event. This is not a facility that anticipates many visitors.**

Please include discussion within your letter of introduction describing the potential for this use to become a high school magnet program.

**ANSWER : According to the master plan that APS has developed, this building could be potentially be re-appropriated to serve as a high school facility or as an educational administrative building. This is not a definitive plan and subject to change.**

## 2. Traffic and Street Layout Issues

Provide connectivity between the proposed site and the existing Pickens Technical College site to the west. The existing Pickens Technical College to the west has pavement which extends near the edge of your proposed parking lot. The parking lots should be connected with a drive and pedestrian route to be used as secondary access for the APS CSU Global Campus building.

During the Pre-Application Meeting, it was discussed that there would be potential for connection when the buildings use transitions to a school building. Include discussion about future connectivity upon use change within your letter of introduction.

**ANSWER : Currently APS is not building out pedestrian connections to Pickens Technical College as part of this project, however there are connections anticipated as part of the future Master Plan. APS is building a sidewalk along North Salida way that will connect to 6<sup>th</sup> avenue for employees who use public transportation.**

## 3. Environmental Issues

Your property falls within the Airport Influence District of Buckley Air Force Base, specifically within the Special Noise Impact District. You must include noise level reduction measures in the design and construction of all structures as per Section 146-809. See Building/Life Safety Comments for specifics.

**ANSWER : The building is built using commercial wall, floor, roof and ceiling assemblies typical of an office building. These will meet the standards within the Airport Influence District.**

Additionally, avigation easements for this parcel should be recorded with the Arapahoe County Clerk and Recorder along with the plat. Please reach out to Buckley prior to submitting the application to ensure that an avigation easement is already on file or confirm that you are exempt per the State Statutes for School construction. Please identify whether an avigation easement will be on file within your comment response letter as part of your initial submission.

**ANSWER : Aurora Public Schools does not sign avigation easements per their attorney's recommendations.**

## 4. Site Design Issues

## 4A. Building Orientation

Please ensure that the building façades which face East 6<sup>th</sup> Avenue and Salida Way have varying architectural features and do not present a 'back of house' appearance. This includes incorporating windows, landscaping, and change in materials.

#### 4B. Pedestrian Circulation

Pedestrian connections from the farthest parking space to the front entry of the building are required as well as around the building perimeter and to a public right-of-way. These pedestrian paths should also connect to the adjacent Pickens Technical College site in conjunction with the vehicular connection.

**ANSWER : The building is designed to present a visually pleasing exterior form all vantage points. Design elements include changes in height and the use of several materials such as brick, metal panels and glazing to create a pleasing exterior composition. There has also been attention paid to landscaping with berms, trees and low plantings surrounding the building.**

**Currently APS is not building out pedestrian connections to Pickens Technical College as part of this project, however there are connections anticipated as part of the future Master Plan. APS is building a sidewalk along North Salida way that will connect to 6<sup>th</sup> avenue for employees who use public transportation.**

#### 4C. Parking

On-Site parking is required by Section 1504 of the Zoning Code. The use proposed for this application, Office, uses the parking calculation of 1 space per 300 gfa. Based on the proposed 25,000 ground floor area proposed, a total of 83 spaces are required. Please note that school uses have different parking requirements. These requirements include one parking space per every four persons of the total maximum occupancy. As the maximum occupancy has not been identified at this time, please identify this within your Letter of Introduction. You will be expected to use the more stringent requirements in order to accommodate for a higher density use.

**ANSWER : APS is providing 100 parking spaces and 4 ADA Spaces. Per the IGA, APS is not required to meet zoning requirements and is providing an adequate number of spaces for the current use of the building.**

Bicycle and Accessible Parking is also required on site. Please include a minimum of 4 bicycle parking spaces as per Section 146-1508 which are located in convenient, highly visible, and welllit areas on site within 100 feet of the primary building entrance. Please also include 4 accessible parking spaces on site as per Section 146-1507.

**ANSWER : A bicycle rack with 4 spaces is planned in front of the main building entrance.**

#### 4E. Site Lighting

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

**ANSWER : Per the IGA, APS is not providing information on lighting at this time. Lighting locations have been called out on the Landscape plan.**

#### 5. Landscape Design Issues

##### A. General Landscape Plan Comments.

Provide the necessary landscape tables in order to demonstrate compliance with code requirements. Tables shall be provided for each of the required landscape treatments i.e. street frontage, building perimeter and buffer tables etc.

**ANSWER : Per the IGA, APS is not providing landscape tables.**

##### B. Article 14 Landscape Ordinance Requirements

Standard Right-of-Way Landscaping. Provide one shade/street tree per 40 linear feet of street frontage along Salida Way. Refer to Section 146-1451 Additional Requirements for NonResidential Development (B) 2 of the Landscape Ordinance. When a detached walk and tree lawn are provided according to Public Works street cross section requirements, street trees shall be provided within the designated tree lawn. When a detached walk and tree lawn are absent, street trees shall be located from four to five feet from the back of walk, curb or pavement. Avoid the use of blue grass sod and install a more xeric sod mixture for the tree lawn. In lieu of sod, consider a more xeric approach and install shrubs, perennials and ornamental grasses.

**ANSWER : Per the IGA, APS is not required to comply with these requirements. Additionally, Salida Way is a private street with no Right-of-Way. The design does not provide trees along Salida Way. At the direction of the School District, the landscape is to be focused closer to the building.**

Parking Lot Landscaping and Screening. Interior and exterior parking lot landscaping is

required for the proposed parking lot. In accordance with the landscape code, the perimeter of all parking lots shall be screened from public rights-of-way, public open space and adjacent property with one or a combination of methods shown in Section 146-1440. The landscape street frontage buffer above, may be combined with the parking lot screening requirements to satisfy both.

Screening shall consist of a berm between 2 feet 6 inches and 3 feet high with a maximum slope of 4:1 in combination with evergreen and deciduous trees and shrubs. Screening should be integrated with streetscape plantings whenever possible. If berms are not practical, then one of the following options shall provide equivalent screening:

- a. A low continuous hedge between 2 feet 6 inches and 3 feet tall planted in a double row at 3 feet on center in a triangular pattern or;
- b. A decorative masonry wall between 2 feet 6 inches and 3 feet tall in combination with landscaping.
- c. Shrubs must reach a height of 3' at maturity.
- d. Large shade and evergreen tree species and/or small tree or large shrub species shall be used as accents throughout the screen planting in conjunction with buffer and street frontage plantings to offset the horizontal lines of a typical shrub bed.

**ANSWER : Only the east edge of the parking lot faces another property across Salida Way, and a large berm and landscaping screens the lot from this property. There are also berms planned for portions of the other surrounding areas.**

Also provide and landscape each parking lot island with one tree and six five gallon shrubs per 9' X 19' island. No more than 10 parking spaces, on average, are permitted in a row without a landscape island. Islands or areas within parking lots should be landscaped with one tree and a sufficient number of shrubs to provide 50% cover at installation. A table of plant coverage values may be found in Section 146-1431 Living Material Requirements. Due to the presence of the gas easement, the interior of the parking lot islands may be planted with shrubs, but trees are typically not permitted within easements.

**ANSWER : The numbers of islands in the parking lot have been minimized to make the parking lot more efficient at the direction of the School District. The islands provided meet the requested plant counts and coverage.**

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. Based upon the sketch plan provided, building perimeter landscaping will be required along all sides.

Where overlapping landscape standards occur such as buffers and building perimeter landscaping, the more restrictive requirement shall be met and may count towards meeting both requirements.

**ANSWER : The north building perimeter is set back over 230' from E. 6<sup>th</sup> Avenue, and there is no pedestrian access on that side of the building. At the direction of the School District, the landscape improvements are focused on the south side of the building. Leave out... Along the south building perimeter, trees, shrubs and perennials are shown at the main entrance and as a buffer between the patio and the parking lot. In addition, there is a proposed shade structure at the patio. Because of security cameras mounted on the building, trees have been pulled away from close to the building to avoid blocking the camera angles. In addition, with the large patio occupying part of the front of the building, and planting beds organized around it and at the entrance, the result is fewer plants than zoning request within 20' of the building. However, the proposed landscape does meet the zoning requested quantity within 35'. As previously mentioned, APS does not need to meet the zoning requirements.**

Service Areas and Trash Enclosures. Service areas visible from streets or residences shall be screened by fences, walls, landscaping, berms or any combination of items. Refer to Section 146-1433 Service Areas and Trash Enclosures.

**ANSWER : A trash enclosure is provided at the west end of the building. There is additional paved area by the enclosure that can allow for maintenance vehicles. A berm is designed that will help screen this area from view.**

□ Special Landscape Features. Provide a distinctive landscape feature at each site entrance. Distinctive landscape features should consist of specimen quality plant material that will provide visual interest during all seasons. Refer to Section 146-1451 Additional Requirements for NonResidential Development (C) Special Landscape Requirements at Entryways and Intersections. This may be incorporated into your proposed signage, if any.

**ANSWER : Crescent shaped planting beds are provided at the driveway entrance.**

□ Detention, Retention and Water Quality Ponds. The city encourages all applicants to utilize LID (Low Impact Development) principles as permanent best management practices (BMP's) whenever possible in order to avoid the installation of large unsightly detention ponds. Applicants may propose their own BMP's or refer to Urban Drainage and Flood Control Districts Storm Drainage Criteria Manual where multiple examples of BMP's are described such as grass buffers, grass swales, permeable pavements etc.

Should the applicant chose to utilize a traditional detention pond, pond depths shall not exceed 6' in depth. The area within the tract surrounding the pond shall contain a minimum of 1 tree and 10 shrubs or the approved tree and shrub equivalents per 4000 sf as measured above the 100' water surface elevation. Refer to Section 146-1434 Detention, Retention and Water Quality Ponds.

**ANSWER : Detention, Retention and Water Quality Ponds: trees have been added to the perimeter of the detention pond and the count exceeds the zoning request.**

□ Irrigation. Refer to Section 146-1430. All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the City Water Dept. will require that the applicant divide their landscape into water conserving, non-water conserving and nonirrigated 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.

**ANSWER : Most of the proposed plants and seeded areas shall be irrigated with an automatic system**

## 6. Architectural and Urban Design

### 6A. Design Standards

Section 146-405(F) 8 of the zoning code establishes the approval criteria for building architecture and urban design. Please utilize materials and finishes which are consistent with the existing treatments within the campus. This should include masonry and other durable materials.

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.

**ANSWER : The building uses materials such as brick, metal panels and glazing to create a pleasing exterior composition. These materials are consistent with the rest of the campus. Elevations have been provided. Per our conversation with our Case Manager, physical material samples are not required, however they will be presented at the next meeting with the city.**

### 6B. Screening of Roof Top Mechanicals.

Code section 146-1300 states the following requirements:

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)

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**ANSWER : Per the IGA, APS is not required to meet this request. However, the building has been designed with a parapet height that will minimize the view of the roof top mechanical units.**

#### 7. 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 10 feet back from the property line 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. Please include building dimensions on the Site Plan so that the signage may be accurately calculated.

**ANSWER : Per the IGA, APS is not required to meet this request. However, APS does not plan to have any grounds signage. Instead they will be incorporating signage on the building exterior. An area has been indicated on the elevations showing the potential location.**

#### 8. 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.

**ANSWER : No waivers requested**

#### 9. Mineral Rights Notification Requirements

Please fill out the Mineral Rights Affidavit / Severed Mineral Rights Notice and supply this document to your Case Manager at the time of site plan submittal

**ANSWER : To the best of our knowledge, APS has not provided this document for other Plats on our Community Campus and it does not appear to be a requirement per the IGA.**

#### 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 Issues:

▶ The required 8" water line loop may be created from the looped main that is located west of the subject.

**ANSWER : An 8' water main loop is provided from Pickens Tech and connecting to the existing water main to south along Salida Way. A Bid Alternate of a 8" water main loop from Pickens tech is included in the plan. Both the proposed loop to the south and loop from Pickens Tech will meet the water main looping requirement and are within the same pressure zone.**

property. A utility easement at least 16' wide will be needed to be dedicated to the City and is required for this extension.

**ANSWER : A proposed 16' Utility Easement is provided for the water main extension.**

▶ Sanitary sewer connection to BAFB's private sanitary sewer service is not permitted. Sanitary sewer connection should be made by extending the 12" public sewer on 6th Ave westwards. Or, sewer connection could be created west of the subject property.

**ANSWER : A proposed sanitary sewer extension from Pickens Tech is provided**

▶ A separate domestic meter will be required for the proposed building, as well as a separate irrigation meter.

**ANSWER : A 2" commercial domestic water meter is anticipated based on preliminary calculations. It is anticipated irrigation may be served from the 2" commercial meter as non-concurrent irrigation demand. A fixture unit table will be included in the civil submittal.**

▶ If there will be any area of disturbance beyond that covered by the School District's MS4 permit, Erosion Control plans should be submitted for that area.

**ANSWER : All proposed work is within the MS4 for APS**

Utility Services Available:

- Water service may be provided from 8" looped water line west of the subject property.

**ANSWER : See water main loop comment above.**

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- Sanitary sewer service may be provided from the 12" public sewer on 6th Ave, or by connecting to the 8" sewer on Airport Blvd, west of the subject property.

**ANSWER : See sanitary sewer connection comment above.**

- The project is located on Map Page 07L.

**ANSWER : Noted**

Utility Service Requirements:

- A Site Plan is required for this project and must show existing and proposed utilities including:
  - Public/Private Mains
  - Service Lines
  - Water Meters
  - Fire Suppression Lines
  - Fire Hydrants necessary to service your development
  - Grease Interceptors are required for commercial kitchens
  - Sand/Oil Interceptors are required for vehicle maintenance facilities
  - All utility connections in the arterial roadway are required to be bores.

**ANSWER : See sheet C2.0 – Utility Plan for the above items. A grease interceptor is not anticipated as there is no commercial kitchen at this time.**

- 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).

**ANSWER : Noted**

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

**ANSWER : Acknowledged**Public Works Department

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

Key Issue:

- ▶ Provide a traffic letter for the proposed use. See below for additional details.
- Show all adjacent and opposing access points on the Site Plan.
- Label the access movements on the Site Plan.

**ANSWER : Per the Public School Development Process IGA, a Traffic Letter is not required within the Site Plan. A traffic letter providing requested detail will be created and submitted at time of the civil submittal.**

- 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.

**ANSWER: Sight Triangles: sight triangles are shown at the driveway intersection at Salida Way.**

Add a note to the landscape plans regarding compliance with COA Roadway Specifications, Section 4.04.2.10

**COA Roadway Specifications: a note has been added to refer to this specification section.**

Improvements:

- 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. 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.

**ANSWER : See sheet C3.0 for Stop Sign location at the drive access. Salida Way is an existing private road, there are no new proposed points of access to public roads.**

- 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.

**ANSWER: Salida Way is an existing private road, there are no new proposed points of access to public roads.**

- A full Traffic Impact Study will not be required. The applicant shall prepare a detailed letter to address the following items. The letter shall be signed and stamped by a professional engineer licensed in the State of Colorado, and address:
  - Trip Generation from the site.
  - Site Circulation Plan
  - Discussion on opening day use and possible future uses
  - Parking demands for all proposed uses

The Traffic Letter shall be prepared in accordance with the City of Aurora Traffic Impact Study Guidelines.

Submitting the Traffic Letter:

- The Traffic Letter shall be sent directly to Victor Rachael at vrachael@auroragov.org as soon as possible.
- The Traffic Letter shall also be uploaded with the rest of the submittal.
- Based on our review of the Traffic Impact Study / Traffic Letter, additional improvements may be

required.

**ANSWER : Per the Public School Development Process IGA, a Traffic Letter is not required within the Site Plan. A traffic letter providing requested detail will be created and submitted at time of the civil submittal.**

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 Issue:

- Outfall from the detention pond shall be coordinated with and approved by the adjacent property owner.

**ANSWER : The proposed detention basin outfall discharges at grade within APS property, no grading or infrastructure improvements are proposed on the adjacent property.**

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.

**ANSWER : Curb ramps are provided**

- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required and the curb return radii shall be labeled on the plan.

**ANSWER : Curb cut radii are provided for the access to Salida Way**

- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or hand rails may be required.

**ANSWER : There are no proposed retaining walls**

- The maximum access drive slope may be 4% when sloping down toward the public street and up to 6% maximum when sloping up toward the public street.

**ANSWER : Noted, all parking and access grades meets the above criteria**

## ROW/Easements/Plat:

- 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.
  - Utility easements shall be required the proposed water/sanitary sewer/public storm sewer.
  - Public access/fire lane easement shall be required.

**ANSWER : Noted, Easements and Plat will meet the requirements of the IGA**

## Drainage:

Drainage design standards can be found in the City's "Storm Drainage Design and Technical Criteria".

- Per Section 138-367 of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the preliminary drainage report. Full spectrum detention is be required for this project.

**ANSWER : A Preliminary Drainage Letter and calculations are provided with the Site Plan submittal. The detention design is based on full spectrum detention.**

- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Urban Drainage and Flood Control District (UDFCD) has created a spreadsheet form (called SDI Design Data) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the SDI Design Data and uploading to the web portal. Public Works Engineering will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.

**ANSWER : Noted, an SDI Design Data sheet will be uploaded based on the Final Drainage Report.**

- Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.

**ANSWER : Noted, full spectrum detention will be provided.**

- Release rate for the detention pond shall be based upon the "Storm Drainage Design and Technical Criteria" Manual, latest revision.

**ANSWER : Noted**

- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.

**ANSWER : See sheet C1.0 for proposed storm drainage improvements.**

- Storm sewer system does not extend to this site.
  - Discharge onto the adjacent property as approved by the adjacent property owner.

**ANSWER : The proposed detention basin outfall discharges at grade within APS property, no grading or infrastructure improvements are proposed on the adjacent property.**

## 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:

- ▶ During the pre-application meeting it was presented that the new structure would be utilized as an office use (B Occupancy) for a 10 year period and then may be converted to an educational use (E Occupancy). The Fire and Building comments being

provided should be utilized with this thought process and any reference to educational occupancy requirements can be considered or implemented into your site plan and building design at this time to avoid potentially expensive modifications needed in the future during a change of occupancy from "B" to "E".

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.

**ANSWER : Noted**

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.

**ANSWER : Noted**

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.

- Dead-End Fire Lane Detail
- Fire Lane Sign Detail
- Grading Plan
- Handicap Accessible Parking Signs
- Sign Package
- Signature Block
- Street Standards and Street Section Details

**ANSWER : Noted, the above will be included in the Civil Plans package as applicable**

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.

Fire Department Access:

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

- Fire Lane Easement

**ANSWER : See sheet C3.0 for limits of proposed fire lane easement**

Fire Hydrants:

The number and spacing of fire hydrants are determined using the 2015 IFC, Appendix B & C.

- Advisory Comment: An E occupancy anticipated in the future will require a fire sprinkler system which currently requires a fire hydrant to be located within 100' of a fire department connection required at or near the front main entrance of the building.

**ANSWER : See sheet C2.0 for location of the proposed fire hydrant and FDC, located within 100' of the hydrant.**

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.

- Advisory Comment: The current B occupancy does not require the installation of a fire sprinkler system. This comment is only provided to address the future change of occupancy from "B" to

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“E”.

**Handicap Accessibility Requirements:**

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

- Commercial

**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.

**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.

**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.

**Motor Fuel Dispensing Sites:**

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.

- Advisory Comment: The existing gas stations to the west and east (shown below) are not within 500’ of your facility. In the future, if this ordinance is still in place, if a new fueling station is constructed within 500’ of this facility it may present a potential code violation that will need to be resolved.

**Phasing Plans:**

A phasing plan must be provided with the Planning Department’s Site Plan and the Public Works Department’s Civil Plans submittals.

**ANSWER : Phased construction is not anticipated**

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 Contains Fire Lane Easement
- (Site Plan Note) Accessibility Note for Commercial Projects
- (Site Plan Note) Addressing
- (Site Plan Note) Aircraft Noise Reduction (LDN)
- (Site Plan Note) Americans with Disabilities Act
- (Site Plan Note) Emergency Ingress and Egress
- (Site Plan Note) Emergency Responder Radio Coverage
- (Site Plan Note) Fire Lane Easements
- (Site Plan Note) Fire Lane Signs

**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.

**ANSWER : The Site Plan notes and Data Block have been added. See Sheet C3.0**

**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

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- Access to within 150 feet of Each Structure
- Access Road Width with a Hydrant
- Fire Apparatus Access Road Specifications
- Combined Fire Lane, Public Access and Utility Easements
- Construction of Fire Lane Easements and Emergency Access Easement
- Dead-end Fire Apparatus Access Roadways
- Encroachment into Emergency Access or Fire Lane Easements are Prohibited
- Grade
- Labeling of Easements on the Site Plan, Plat and Civil Plans
- No Parking is allowed within a Fire Lane Easement
- Private Streets Constructed to Public Street Standards
- Pocket Utility Easements for Fire Hydrants
- Public Street Systems Adjacent to Site
- Speed Bumps
- Snow Removal Storage Areas
- Two points of Emergency Access
- Width and Turning Radius

**ANSWER : See sheet C1.0, C2.0 and C3.0 for the above design information.**

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.

#### 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.

Key Issue:

► A portion of the existing private road located along the east side of your site will have to be dedicated as a Fire Lane easement by separate document. Please consult with Mike Dean (Life Safety) about the width of the Fire lane.

**ANSWER : Acknowledged**

Subdivision Plats:

- The property has never been platted and will be required to be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications given in our most current Subdivision Plat Checklist. The review of the plat can run concurrently with your other Planning Dept. submittals.

**ANSWER : The Plat process will follow the IGA**

- A pre-submittal meeting with Real Property is required on all plat submittals so that we can make sure the basic elements have been addressed before they are submitted to Planning. This 30 minute meeting is for the 1st submittal of plats only and is by appointment only. Call Darren Akrie to schedule your appointment. The person preparing the plat and your project manager should attend and bring two sets of the plat.

**ANSWER : 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.

**ANSWER : Acknowledged**

- 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:

**ANSWER : Acknowledged**

Dedications Packet

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 46weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.

**ANSWER : Acknowledged**

- 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.

**ANSWER : Acknowledged**