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June 18, 2020

Mike Briar, CRP Architects  
100 E St Vrain St Ste 300  
Colorado Springs, CO 80903

**Re: Initial Submission Review** – East Middle School - Advisory Site Plan  
Application Number: **DA-2230-00**  
Case Number: **2020-6022-00**

Dear Mr. Briar:

Thank you for your initial submission, which we started to process on Thursday, June 4, 2018. We reviewed it and attached our comments along with this cover letter. The first section of our review highlights our major comments. The following sections contain more specific comments, including those received from other city departments and community members.

Since several important issues still remain, you will need to make a technical submission. Please review your previous work and send us a new technical submission after your Advisory Hearing presentation with the Planning Commission. In addition, please upload the renamed Site Plan sheet prior to the Planning Commission presentation.

Note that all our comments are numbered. When you resubmit, include a cover letter specifically responding to each item marked with an asterisk. The Planning Department reserves the right to reject any resubmissions that fail to address these items. If you have made any other changes to your documents other than those requested, be sure to also specifically list them in your letter.

Your Virtual Advisory Planning Commission presentation date is set for Wednesday, July 8, 2020. Please be prepared to have representatives attend the meeting and have a presentation prepared. As always, if you have any comments or concerns, please email me at [cdalby@auroragov.org](mailto:cdalby@auroragov.org).

Sincerely,

A handwritten signature in black ink that reads "Claire Dalby".

Claire Dalby, Planner II  
City of Aurora Planning Department

Cc: Susan Martini, Aurora Public Schools  
Meg Allen, Neighborhood Services  
Laura Rickoff, ODA  
K:\\$DA\2230-00rev1



## Initial Submission Review

### KEY COMMENTS FROM ALL DEPARTMENTS

- Please rename the “Horizontal Control Plan” sheet to “Site Plan”.
- Your initial application did not include a Demolition Plan with the overall Site Plan submittal. Please upload this as a technical submission after your Advisory Hearing before Planning Commission.
- Better labeling of parent pick-up and drop off area(s) is needed (see Building & Traffic comments for more details on location and signage requirements).
- More information on pedestrian circulation on the site and required parking is needed.

### PLANNING DEPARTMENT COMMENTS

Claire Dalby / [cdalby@auroragov.org](mailto:cdalby@auroragov.org) / 303-739-7266

#### 1. Community Questions Comments and Concerns

1A. Notification requirements are the responsibility of Aurora Public Schools.

#### 2. Completeness and Clarity of the Application

2A. As noted above, please identify the Site Plan sheet by relabeling Sheet 4.

2B. Please include a legend on the Site Plan sheet.

2C. Please include title blocks on each page. Please use the formatting similar to the site plan shown in the graphic provided here.



#### 3. Zoning and Land Use Comments

3A. No issues.

#### 4. Traffic and Street Layout Issues

4A. On the Site Plan sheet, provide more information on the functionality of both the parent pick-up and drop off area and the staff parking area by including directional arrows. If possible, provide detail on how parent pick-up and drop-off is managed by the school administration as part of your response to comments with the next submittal.

4B. See comments from Traffic for signage requirements for parent pick-up/drop-off.

#### 5. Access and Connectivity

5A. Please provide detached sidewalks on 12<sup>th</sup> Ave, Fraser St, 13<sup>th</sup> Ave, and Eagle St. in order to facilitate safe parent drop-off and pick-up on 12<sup>th</sup> Ave as well as safe student movement to and from the school. Landscaping and Planning will work with you on options for detached sidewalks and landscape buffers. If detached sidewalks are not provided, street trees should still be included in design (see Landscaping comments below for more detail).

5B. On the Site Plan sheet, please indicate the main entry points into the building for the students.

#### 6. Parking

6A. Off-street parking is required by Section 4.6.3 of the UDO. Additional information regarding number of classrooms and seating capacity in the largest assembly area of the school is needed in order to issue further comments on parking compliance. Code requires 1 space per classroom plus 1 space per 10 seating capacity in the largest assembly area. Please include this information in a revised letter of introduction and/or addendum.

#### 7. Open Space and Recreational Amenities

7A. On the Site Plan sheet, please include the play field location and the pedestrian connections to them.

7B. On the Site Plan sheet, provide the location of all proposed fencing and/or netting on the site.



## **8. Architectural and Urban Design Issues**

8A. Screening of Roof Top Mechanicals: once final mechanical design is complete, please provide heights of screening materials. Use drawings and notes to explain how screenings will be accomplished and in compliance with Section 4.8.11 of the UDO.

8B. Please submit color perspective renderings of the building at least three days prior to your scheduled virtual Planning Commission presentation.

8C. Staff supports the high-quality design of the school and the continued architectural details on all four sides of the building.

## **9. Landscape Design Issues**

Chad Giron / [cgiron@auroragov.org](mailto:cgiron@auroragov.org) / 303.739.7185 / PDF comments highlighted in teal.

According to Colorado State Statues, public schools are exempt from the city's landscape requirements. However, we ask that you consider the implementation of the following comments in an effort to be more environmentally responsible and to blend the new school building into the existing surrounding community.

### **SHEET 5: LANDSCAPE PLAN**

9A. Building perimeter landscaping is required when building elevations face public rights-of-way, residential neighborhoods, public open space, or whenever an entrance door is present. Landscape each elevation with one tree equivalent per each 40 linear feet of elevation length.

8B. 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 146-4.7.5 K.

9C. No more than an average of 15 parking spaces are permitted in a row without a landscape island.

9D. Street trees shall be provided along all street frontages proposed as part of this preapplication at a ratio of one (1) tree per 40 linear feet

9E. Please add the following drawing elements so a full landscape review can be completed:

- Plant Labels
- Plant Quantities
- Plant Schedule
- Standard Planting Notes
- Landscape Requirement Tables
- Landscape Buffer Labels
- Sheet Labels / Legend

See the Pre-Application notes and the Landscape Reference Manual for more information on submittal requirements.



## REFERRAL COMMENTS FROM OTHER DEPARTMENTS AND AGENCIES

### **10. Building Department**

William Polk / [wpolk@auroragov.org](mailto:wpolk@auroragov.org) / 303.739.7371 / Comments in blue

#### SHEET 1: COVER SHEET

- 10A. Please indicate within the data block if this structure is sprinklered or non-sprinklered
- 10B. Please indicate the 2015 IBC Construction Type of structure(s) and occupancy classification. Provide the construction type of each building, square footage of each building, total square footage of all buildings, building heights and note if the buildings are sprinklered and not sprinklered.
- 10C. Provide a site plan sheet.
- 10D. Please replace note 2 with the following note: ALL BUILDING ADDRESS NUMBERS SHALL COMPLY WITH THE AURORA CITY CODE, SECTION 126, ARTICLE VII -NUMBERING OF BUILDINGS.
- 10E. Provide a photometric plan.
- 10F. Please remove note 6.
- 10G. Please add the following note: THE FIRE LANE EASEMENT CANNOT BE OBSTRUCTED BY PARKED VEHICLES AT ANY TIME. THIS SITE HAS BEEN GIVEN APPROVAL TO CONDUCT THE LOADING AND UNLOADING OF STORE MERCHANDISE ONLY DURING THE HOURS THE STORE IS CLOSED AND ONLY IN THE PARKING AREAS LOCATED OUTSIDE OF THE FIRE LANE EASEMENTS WITHIN THIS SITE.
- 10H. This is a photometric sheet note. Please include a photometric plan and show illumination along the entire accessible path.

#### SHEET 2: GRADING & DRAINAGE PLAN

- 10I. Other than the 90-degree vertical bend in the fire service line at the building riser, the fire service line may have one 90 degree bend, or more than one bend when the sum of all bends does not exceed 90 degrees from the water main tee to the riser.
- 10J. Provide a new looped water line in this location. Reasoning: You can't have more than one fire appliance, hydrant or fire service line, on a dead-end water line.
- 10K. New fire hydrant location. This will place the fire hydrant within the 100' reach requirement stated in previous meetings.
- 10L. Please relocate proposed fire hydrant to this location.
- 10M. Please label water lines.
- 10N. Is this the fire riser room? If so, label accordingly.
- 10O. Revise this label to "Fire Lane and Access easement".
- 10P. Provide grading ratios along the fire lane and exterior accessible route.

#### SHEET 3: UTILITY PLAN

- 10Q. Show the location of all existing and proposed water mains and fire hydrants within or abutting this site. The location and bearing of existing fire hydrants located (within 400') outside the plan area shall utilize a fire hydrant symbol with an arrow identifying the distance from the symbol to the existing fire hydrant.
- 10R. Is this the fire lane delineation? The fire lane easements must be reflected on the Site, Utility, and landscape sheets.
- 10S. Those appear to be cars in the fire lane. Please remove the cars and provide signs on each side indicating that no parking is allowed in this area.
- 10T. The fire hydrant cannot be feed by the fire service line.
- 10U. Fire lane signs pointing towards the middle indicating that no parking is allowed between arrows. TYP.
- 10V. Identify if this is flush with access drive aisle or is this a ramp.
- 10W. Label as Parent Pick-Up, Drop-Off Area.
- 10X. We need some form of demarcation in this area to allow the fire department visual confirmation of this fire lane. Also, fire lane signage will be needed, perhaps on the adjacent exterior walls.
- 10Y. Is this the fire service line? If so, rebel to include type of piping of the fire service water line supporting the interior automatic fire sprinkler system. Example for fire service line label: 4" Fire Line DIP (Private).



- 10Z. Show label and symbol for fire department connection in this location.
- 10AA. Provide a Knox Box at the Fire Riser Room exterior door.
- 10BB. Provide the location of the FDC. Identify the FDC with a "Y" and label it as "FDC with approved Knox Caps or Plugs". TYP of Utility, Landscape, Elevations and Photometric sheets.
- 10CC. Please identify the fire riser room. TYP of site, utility, landscape sheets.
- 10DD. The bottom half needs to be include on this sheet.
- 10EE. A phasing plan must be provided with the Planning Departments site plan and Public Works Departments civil plan submittal. The phasing plan must illustrate each phase and provide a narrative that describes how the phasing will implement the required two points of access and a looped water supply at all times during the phased construction. Also, make sure to incorporate COA Water and Public Works phasing requirements into the phasing plan.

#### SHEET 4: HORIZONTAL CONTROL PLAN

- 10FF. Encroachment into the fire lane is prohibited. Please call out this delineation.
- 10GG. Will this fire lane be gated? Please identify any gating systems. Also, make sure that gating systems are incorporated into the phasing plan.
- 10HH. The fire lanes shall be designed to support a minimum imposed live load of 85,000 pounds constructed to the COA Roadway Design and Construction Specifications of Chapter 5. Please provide a fire lane section. Also, provide details about the curb ramp/transition to the fire lane.
- 10II. Identify the front main entrance.
- 10JJ. Are these steps or a ramp in the fire lane?
- 10KK. The FDC shall be on the front main entrance side or street side of buildings, within 100 ft. an on-site fire hydrant.
- 10LL. All fire lane easements must be reflected on the Site, Utility, and landscape sheets.
- 10MM. Identify as steps or curb ramp.
- 10NN. Please show the fire lane sign locations to meet the following requirements:
1. Signs shall be located at the right side of the fire lane entrance and at the end of the fire lane. The intermediate signs shall have double headed arrows pointing in both directions.
  2. Typically, the maximum spacing of the fire lane signs is established at 100' on center with signs being placed on both sides of the fire lane easement. Where excessive curvature of the fire lane exists, the spacing of the fire lane signage will be increased as needed.
  3. The signs shall be set at an angle of not less than 30 degrees and not more than 45 degrees with the curb or line of traffic flow.
  4. Fire lane signs should be installed 2' behind curb or sidewalk.
  5. The clearance to the bottom of the sign shall be 7 feet. There shall be not other signs attached to the sign or the sign post.
  6. Placement of these fire lane signs cannot encroach into the 29' inside turning radius of the fire lane easement, obstruct any fire hydrant or fire department connection or encroach into the accessible route of the sidewalk area.
- 10OO. "SIGNAGE AND STRIPING" package shall be included for approval with the Site and Civil Plan, and shall include fire lane and handicapped parking signs, sign details, handicapped parking stall details, and locations for all. Sign package shall include all signs as required by other City of Aurora departments.
- "SIGNAGE AND STRIPING" package shall include the following:
- Handicap accessible parking signs, include post.
  - Handicap accessible curb ramp detail.
  - Plan view of detectable warning and well.
  - Side cross section views of detectable warning, well, curb and gutter.
  - Front section views of detectable warning, well, curb and gutter.
  - Dome and detectable warning details. Note: The top diameter of the truncated domes shall be 50% to 65% of the base diameter.
  - Handicap accessible parking layout. Provide a symbol and label for the location of the handicap accessible sign with this layout. Ensure the sign is back far enough not to be within the curb "roll-over" area.

**SHEET 6: OVERALL EXTERIOR ELEVATIONS**

10PP. Identify and label the exterior fire riser room door.

10QQ. Provide and label a Knox Box the fire riser room door.

**11. Traffic**

Brianna Medema / [bmedema@auroragov.org](mailto:bmedema@auroragov.org) / 303.739-7336 / Comments in gold

**TRIP GENERATION STUDY PAGE 1**

11A. 1). Reach out to APS and see if their walking route map matches yours. Please identify any differences and any areas of concern. Evaluate the areas of concern. 2) See comments throughout (primarily text additions). 3) Missing from this document, identified in pre-app notes & required:

- Analysis of pedestrian connectivity, including analysis of a safe and appropriate crossing locations. Discussion of the application of elements from the Traffic Calming Toolbox to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox may include:
- Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island,
- Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane.

**TRIP GENERATION STUDY PAGE 2**

11B. Please also highlight the areas where ramps or other pedestrian improvements are proposed.

**TRIP GENERATION STUDY PAGE 3**

11C. Add a statement that City Traffic Engineering will continue to work with APS to help mitigate queuing issues with parent pick-up and drop off.

11D. the city has walking routes that were established by the school. Please ensure your identified routes match the exiting routes/ evaluate differences.

11E. Add: Crossing arterials is appropriate at signalized intersections only based on speed and volumes.

**TRIP GENERATION STUDY PAGE 4**

11F. Include roadway classifications on this figure (see previous arterial note)

**SITE PLAN SHEET 1: COVER SHEET**

11G: Sign & Striping plan is required in Civil Plan set. Civil Plan set will need to include sign dimensions, MUTCD sign codes, post detail, striping dimensions & color, etc.

This Advisory Site Plan needs to include signage to support functionality of drop-off lanes (Do not Enter signage, stop sign locations, clear guidance on 2-way vs 1-way, etc). No sign dimensions are needed for the Advisory Site Plan (or color of striping, etc).

11H. Add note: 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. 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.

**SITE PLAN SHEET 4: HORIZONTAL CONTROL PLAN**

11I. Entrance only or add signage (stop)

11J. Same comments as other loop. Anticipate this loop to fully be 1-way. Add appropriate signage.

11K. Do ramps include detectable warning? Include.

11L. Transition from 2-way to 1-way? Add signage.

11M. For a drop-off/pick-up loop, I would expect additional signage & striping. Do Not Enter for exit if one-way. If this is two-way, where does it transition to one-way for drop-off loop.

11N. Sign & Striping Plan is normally required in the Civil Plan set. Horizontal Control Plans normally are submitted in the Civil Plan set.

**SITE PLAN SHEET 5: LANDSCAPE PLAN**

- 11O. Include sight triangles for all adjacent intersections (from stop location) per COA STD TE-13.1. Trees may be placed in sight triangles as long as they may be appropriately limbed up.
- 11P. Include sight triangles for the exit of loop. See COA STD TE-13.1. Assume a Design Speed of 35mph for 12th Ave.

**12. Civil Engineering**

Kristin Tanabe / 303.739.7306 / [ktanabe@auroragov.org](mailto:ktanabe@auroragov.org) / 303.739.7306 / Comments in green

**SHEET 1: COVER SHEET**

- 12A. This site plan will not be approved by Public Works until the Preliminary Drainage letter/report is approved.
- 12B. Please add the following note: In locations where utility easements overlap drainage easements, only subsurface utilities shall be permitted within the portion of the utility easement that overlaps the drainage easement. Installation of above ground utilities within a drainage easement requires prior written approval by City Engineer

**SHEET 2: GRADING & DRAINAGE PLAN**

- 12C. For both ponds: Show/label drainage easement for detention pond. An access easement is required from the drainage easement to a public way. Show/label maintenance access. Show/label 100-year water surface elevation. Indicate direction of emergency overflow
- 12D. Label slopes. Min 2% for all non paved areas, min 1% for asphalt, min 0.5 for concrete.
- 12F. Min 2% slope in pond bottom
- 12G. Label slopes at access points, typical

**SHEET 3: UTILITY PLAN**

- 12H. Label the curb return radius and the curb ramps.
- 12I. Label/dimension existing sidewalk typical

**SHEET 4: HORIZONTAL CONTROL PLAN**

- 12K. A drainage easement is required for all detention and water quality facilities. Please show/label the drainage easement as well as the access easement from the drainage easement to public ROW for maintenance access
- 12L. Show/label existing fence. The fence needs to be moved outside of ROW or identified on this plan as being removed, typical
- 12M. Label/dimension existing sidewalk, typical
- 12N. Which detail?
- 12O. Directional ramps are the City standard.
- 12P. Include the standard detail, typical
- 12Q. Show/label drainage easement for water quality detention basin. Show/label maintenance access, show/label 100-year water surface elevation
- 12R. Is this typical? Please indicate or label all curb return radii

**13. Parks Department**

Michelle Teller / [mteller@auroragov.org](mailto:mteller@auroragov.org) / 303.739.7437

- 13A. No comments

**14. Real Property**

Maurice Brooks / [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org)/ 303-739-7294/ Comments in magenta

**SHEET 1: COVER SHEET**

- 14A. Insert "City of Aurora"
- 14B. Pare down this description to encompass only Block 5, Chambers Heights Sub No. 6
- 14C. Add (square feet area)



14D. All crossings or encroachments into easements and rights-of-way owned by the City of Aurora (“City”) identified as being privately-owned and maintained herein are acknowledged by the undersigned as being subject to City’s use and occupancy of said easements or rights-of-way. The undersigned, its successors and assigns, further agrees to remove, repair, replace, relocate, modify, or otherwise adjust said crossings or encroachments upon request from the City and at no expense to the City. The City reserves the right to make full use of the easements and rights-of-way as may be necessary or convenient and the City retains all rights to operate, maintain, install, repair, remove or relocate any City facilities located within said easements and rights-of-way at any time and in such a manner as it deems necessary or convenient.

#### SHEET 2: GRADING & DRAINAGE PLAN

14E. If any easements are needed to be dedicated by separate document, then contact Andy Niquette ([aniquett@auroragov.org](mailto:aniquett@auroragov.org)) for the easement concerns.

14F. Confirm with Engineering that this should be a Drainage easement. If so, then the physical features in the easement will need to be covered by a License Agreement

14G. Contact Grace Gray ([ggray@auroragov.org](mailto:ggray@auroragov.org)) for the License Agreement concerns.

14H. Is a utility easement needed here?

14I. Confirm with Engineering that this should be a Drainage easement. If so, then the physical features in the easement will need to be covered by a License Agreement

14J. Contact Grace Gray ([ggray@auroragov.org](mailto:ggray@auroragov.org)) for the License Agreement concerns.

#### SHEET 3: UTILITY PLAN

14K. If any easements are needed to be dedicated by separate document, then contact Andy Niquette ([aniquett@auroragov.org](mailto:aniquett@auroragov.org)) for the easement concerns.

14L. Contact Grace Gray ([ggray@auroragov.org](mailto:ggray@auroragov.org)) for the License Agreement concerns.

14M. Confirm with Engineering that this should be a Drainage easement. If so, then the physical features in the easement will need to be covered by a License Agreement

14O. Is a utility easement needed here?

#### SHEET 4: HORIZONTAL CONTROL PLAN

14P. confirm with Engineering that this should be a Drainage easement. If so, then the physical features in the easement will need to be covered by a License Agreement

14Q. Add: to be dedicated by separate document (required in 6 places on this sheet)

14R. If any easements are needed to be dedicated by separate document, then contact Andy Niquette ([aniquett@auroragov.org](mailto:aniquett@auroragov.org)) for the easement concerns.

### **15. Utilities Department**

Steven Dekoski / [sdekoski@auroragov.org](mailto:sdekoski@auroragov.org) / 303-739-7490 / Comments in red

#### SHEET 3: UTILITY PLAN

15A. All abandoned tap connections must be capped at the main (water and sewer).

15B. Manhole connection required on 8” main.

15C. This meter pit located is too far from the main. Install meter behind the sidewalk.

15D. Use 2 -45\* bends, not 90's. A license agreement is needed for the private service line crossing the utility easement

15E. Clean outs required every 100'

15F. The fire hydrant lateral and private fire line must be individually serviced from the main. The private fire line must be installed outside of the 10' utility easement for the hydrant lateral. Calcs will be required on civils to show residual water pressures are met under max fire flow scenarios.

15G. Clean outs required at all bends.

### **16. Forestry**

Rebecca Lamphear / [rlamphea@auroragov.org](mailto:rlamphea@auroragov.org) / 303.739.7177

16A. According to Aurora School District there are no funds available to abide by the Tree Preservation Policy.