

August 27, 2018

Mr. Mark Geyer  
Project Manager  
Office of Development Assistance  
City of Aurora  
15151 East Alameda Parkway  
5th Floor  
Aurora, Colorado 80012

Re: Montview Elementary School Addition (1288390/Preapplication Meeting Held May 24, 2018  
Aurora Public Schools  
Aurora, Colorado  
Eidos Project No. 17041

Dear Mr. Geyer:

Thank you for meeting with us on the proposed addition to and renovation of Montview Elementary School located at 2055 Moline Street. We have received your review comments to the Preapplication meeting on May 24, 2018 and the following are responses to those comments in the same numerical sequence as your letter dated June 1, 2018.

## PLANNING PHASE

### Planning Department

1. Zoning and Land Use Issues

*Response: Due to the size of the addition, the district intends to submit an as-built mylar version of the site plan. The site plan attached is a draft of the as-built site plan.*

2. Traffic and Street Layout Issues

*Response: All proposed streets will be labeled per the City's street standard ordinance.*

3. Site Design Issues

*Response: The plans will show passenger vehicle drop-off and pick-up area at the existing north parking lot and the new bus drop-off and pick-up area at the front of the school. Entrance to the parking lot will be from East 22<sup>nd</sup> Avenue with the exit located at the new curb cut on Moline Street. Directional arrows will indicate queueing and stacking areas.*

*Wall mounted light fixtures will be placed above new exterior doors. There is no new lighting at the existing parking lot.*

4. Landscape Design Issues

*Response: The parking lot at the school is existing and is currently not screened. The space between the existing parking lot and the street curb is paved. There are also no landscape islands in the existing parking lot.*

*Some landscaping will be added on the west side of the site where the new addition is proposed.*

5. Architectural and Urban Design

*Response: The existing rooftop units are not screened, and the project proposes to replace those units on a one to one basis. Adding screens will be detrimental to the existing roof structure.*

6. New CAD Standards

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*Response: The electronic submittals of the plans to the City of Aurora will be developed utilizing the City's CAD data submittal standards.*

#### Pre-submittal Meeting

*A pre-submittal meeting has been scheduled on August 8 @ 8:30 am.*

#### Community Participation

*Community outreach on this project will be handled by the Aurora Public Schools.*

### **Parks, Recreation and Open Space Development (PROS)**

#### 1. Tree Mitigation Requirements

*Response: There will be approximately four trees (equivalent to approximately 72 calipers) on the existing site that will be removed to accommodate the new additions. Trees will be added on the west side of the site where the classroom addition is proposed. However, it is not feasible to comply with the tree mitigation requirements of the City on this site.*

#### 2. Forestry Role in Site Plan Review

*Response: We will be working with the City's Forestry Division to determine the number of trees and/or inches required for replacement of those that are removed to accommodate the new addition.*

#### 3. Ash Trees Prohibited

*Response: There will be no new Ash Trees added to the project.*

### **Aurora Water**

#### 1. Key Issues

*Response: The City of Aurora Fixture Unit Table (FUT) has been completed by BCER. However, after further research it appears the School District has previously paid for a 3-inch water connection. The District is still deciding on whether to stay with the existing 2-inch meter or go to the 3-inch meter.*

*The existing water meter vault currently in the asphalted area at the front entry will be relocated to the landscape area to the north side of the entrance plaza with this project if the District decides to install the 3-inch meter.*

#### 2. Utility Services Available

*Response: The District is evaluating whether they want to move to a 3-inch meter or stay with the existing 2-inch meter.*

*Sanitary sewer connection will be made to the northwest corner of the site. Utility potholes of the existing sewer service are being obtained, once we have that data a final plan and profile design for the proposed sewer service will be completed.*

#### 3. Utility Services Requirements

*Response: A utility service plan will be included for review.*

#### 4. Utility Development Fees

*Response: Per earlier communication with Vern Adam and the staff at Public Works Division, the school district has already paid for the 3" water tap fee in 1951. At this time Aurora has indicated that there will be no connection fees for water and sewer whether we stay with a 2-inch meter or move to a 3-inch meter.*

### **Public Works Department**

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1. Key Issues

*Response: A short description of the passenger vehicle and bus drop-off and pick-up will be included on the plans.*

*Adjacent and opposing access points will be shown.*

*Access movements will be indicated on the plans.*

*There is no new landscaping added to curb cuts to the parking lot.*

2. Right-of-Way/Plat

*Response: A traffic signal easement will be prepared at the intersection of East 22nd Avenue and Moline Street as requested.*

3. Improvements

*Response: A 'stop/do not enter' sign will be added at the new curb cut to the existing north parking lot on Moline Street and a 'no parking' sign will be added at the new bus drop-off/pick-up area.*

*A signage and striping plan will be included in the submittal for review. The requested note will be added to the plans.*

*A traffic study is not anticipated for this project.*

**Engineering Division**

1. Key Issues

*Response: There will definitely be improvements within East Montview Blvd., Moline Street, and East 22<sup>nd</sup> Ave. A drainage letter will be submitted for review.*

2. Improvements

*Response: Curb ramps will be added at the parking lot entrance/exit and one will be added at the east entrance. The sidewalk along E. 22<sup>nd</sup> Ave is about 9 feet wide, and the sidewalk along Moline St. is about 11 feet wide. A 4 foot wide access is proposed at the high side of the curb return with a cross slope of 2% max. The curb returns will taper from flush at the sidewalk access to 6 inches for the curb at the adjacent street.*

*Curb returns with radii are provided at the new curb cuts into the parking lot.*

*There are no new retaining walls on the project.*

3. Right-of-Way/Easements/Plat

*Response: All easements will be coordinated with Real Property Division of Public Works.*

4. Drainage

*Response: A signed, and stamped drainage letter will be submitted for review.*

*A detention pond is not planned with this improvement project.*

*Stormwater from the building will be discharged and tied to existing underground storm sewer line in Montview Blvd.*

**Fire/Life Safety Comments - Building Division**

1. Key Issues

*Response: A separate meeting to discuss the project was held with Mike Dean and Craig Macy on July 24, 2018. With this project, the existing building and the proposed new additions will be fully fire sprinklered per NFPA 13. The proposed fire sprinkler line will extend from Montview Boulevard and along the west side of the building to a new fire riser room in the addition. In addition, a separate fire line to a new fire hydrant to be located within 150 ft. of the building will also run parallel to the fire sprinkler line.*

2. Addressing Requirements

*Response: The proposed new front entrance addition will be provided with the building number in compliance with Aurora City Code of Ordinance.*

3. Adopted Codes by the City of Aurora - Setbacks

*Response: The proposed addition and new work will comply with 2015 International Codes. The Civil Plans, Fire Lane details, grading plan, signs and signature blocks shall comply with the requirements of the Public Works Department.*

4. Emergency Responder Radio Coverage

*Response: The building will be assessed for adequate emergency responder radio coverage at the time the structure is at final frame and final electrical inspections. The school district will utilize an independent third-party firm to perform the assessment. If the building requires amplification to pass code requirements, a permit to install an ERRC system will be submitted to the City of Aurora Building Division. It is noted that future interior and exterior modifications to the structure will require reassessment of the building for adequate radio frequency coverage. It is also noted that the new addition and the existing building will require full radio frequency survey.*

5. Fire Department Access

*Response: Fire Department accesses have been provided on all three sides along Montview Boulevard, Moline Street and East 22nd Avenue. On the west side, the Fire Department access is through an existing alley. In the meeting with Mike on July 24, we discussed the distance from the alley to the building being short enough that the fire department vehicle can back out from there without a hammerhead or turn-around.*

6. Fire Hydrants

*Response: With this project, a new fire hydrant will be added on the west side of the building.*

7. Handicapped Accessibility Requirements

*Response: The facility is provided with accessible parking, an accessible route to an accessible entrance and to the primary functions of the building. The building will be fully accessible with the exception of the old boiler room in the existing basement.*

8. Knox Hardware

*Response: A new knox box will be added at the new front entrance to the building.*

9. Legend

*Response: A site plan legend will be provided on the cover sheet addressing existing and proposed site elements.*

10. Loading and Unloading Areas

*Response: The existing loading/unloading area on the west side of the building will remain.*

11. Site Plan, Civil Plan, Frame Work and General Development Plan and Plat Notes

*Response: A cover sheet has been provided with the site plan. APS recommended notes are included.*

12. Photometric Plan

*Response: There are no new light poles proposed for this project. At the new additions, wall mounted light fixtures will be provided at new exterior doors.*

13. Site Plan Data Block

*Response: A data block will not be included on the cover sheet.*

14. Special Design Considerations

*Response: The additional life safety criteria indicated will be provided on the site and civil plans.*

15. Trash Enclosures

*Response: The existing trash enclosure will remain.*

**Real Property Division**

1. Site Plans

*Response: A redevelopment site plan will be submitted to the Planning Department as defined in paragraph G.3 of the Handbook for School Projects.*

2. Separate Documents

*Response: New easements will be prepared with legal description and exhibits and recorded with Real Property. Those items will include the easement for the new fire hydrant and the traffic signal at East 22nd Avenue and Moline Street.*

*There are no existing easements that need to be vacated.*

*There are no encroachments in the easements of the property. A revocable license is not anticipated at this time.*

**CONSTRUCTION DOCUMENT PHASE**

A separate pre-submittal meeting has been scheduled with the engineer-on-duty on August 8, 2018 at 8:30 a.m.

**Aurora Water**

1. General Requirements

*Response: Utility service plans have been included to document the connection for water, sanitary sewer and storm sewer lines on site. The utility plan will also show the new fire sprinkler line to sprinkle the building as well as the fire line to the new fire hydrant on the west side of the property.*

2. Construction Stormwater Quality Requirements

*Response: This project will fall under the Aurora Public Schools MS4 Permit. The school district will provide the required jurisdictional letter. The total disturbance is expected to be less than 1 acre.*

*The electronic submittal will comply with the City of Aurora CAD Data Submittal Standard.*

### **Public Works Department**

#### **1. Traffic Division**

*Response: The construction documents will show accesses and all right-of-way improvements as well as interim and final signage and striping plan. The note to route construction vehicles to the site from Peoria Street or Colfax Street and not through the adjacent residential neighborhood will also be included.*

### **Engineering Division**

#### **1. General Requirements**

*Response: Stormwater quality is addressed during construction with BMPs shown on the plans. There is a section within the drainage letter that discusses stormwater quality and erosion control. The amount of site disturbed is less than 1 acre; a SWMP Application is not anticipated. We will coordinate with APS on what they want for SWMP requirements.*

#### **2. Roadway Design and Construction Specifications**

*Response: All damaged roadways within the City of Aurora's Public right-of-way shall be repaired and restored.*

*All primary fire lanes shall be constructed with the proper pavement surface.*

### **Building Plans**

*Response: A meeting was held with Mike Dean and Craig Macy on July 24, 2018 to discuss the building in more detail. At this meeting, it was noted that a new fire hydrant will be added to the west side of the building within 150 ft. of the structure. The existing building including the addition will be fully fire sprinklered per NFPA 13 and a new fire alarm system with voice activation will be installed.*

#### **1. Permit Types**

*Response: It is anticipated that the commercial building permit application process can begin by the third week of September 2018 for us to obtain a permit to begin construction in November of 2018.*

*It is noted that separate permits are required for the emergency responder radio coverage systems, fire alarm and detection systems and fire protection systems.*

#### **2. Key Issues**

*Response: In the meeting with Mike Dean and Craig Macy, it was determined that the occupant load of the new courtyard will be 20 sq. ft. per person (net). Approximately 1/3 of the courtyard is currently treed and there is substantial slope of approximately 6% to 9% from the existing library and the new addition to the low points (storm sewer inlets) of the courtyard. The courtyard will primarily be utilized as outdoor classroom space, outdoor reading area off the existing library and potentially an art courtyard off the new art room addition. Based on 20 sq. ft. per person in the occupiable space, we would need to provide two means of egress from the courtyard. One will be through the addition on the west side and the second means of egress will be through the existing building by carving out a corridor space in the existing computer room. Exit signs will be added. We were informed that final determination of the occupant load factor will be done when we submit drawings for a building permit.*



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3. Accessibility

*Response: The building will be fully accessible with the exception of the existing boiler room in the basement. There are no elevators in the building.*

4. Adopted codes by the City of Aurora

*Response: Noted*

5. Building Division General Comments

*Response: Noted*

6. Checklist for Plan Review Submittals

*Response: Noted*

7. Demolition Permits

*Response: Noted*

8. General Fire Protection System Requirements

*Response: A new voice activated fire alarm system will be installed in this project.*

9. Occupancy Specific Building Code Requirements

*Response: There is no change to the occupancy classification – E Occupancy – of the building with this project.*

10. Public School Plan Reviews and Inspections

*Response: Noted*

11. Remodel/Additions

*Response: We anticipate applying for a building permit around the third week of September 2018.*

12. Request for Modification or Alternative Material

*Response: Noted*

**Real property Division**

*Response: The processing of all separate documents will be started prior to submitting for a building permit.*

**CONSTRUCTION PHASE**

*Response: Based on coordination with Aurora, we do not expect there to be any connection fees.*

**Aurora Water**

*Response: The District is evaluating whether they want to stay with the 2-inch meter or move to the 3-inch meter. No connection fees will be required*

**Public Works Department**

**Engineering Division**

*Response: We will utilize the information from the Roadway Manual for pavement recommendations.*

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*We will obtain a Certificate of Occupancy for this project.*

**Building Division**

1. Key issues

*Response: A preconstruction meeting with the General Contractor will be scheduled through the Office of Development Assistance Project Manager before the start of construction.*

2. Construction Permits

*Response: Noted*

3. Fire safety during construction, alteration or demolition of a building

*Response: Noted*

4. Secondary access roadways during construction.

*Response: Noted*

We appreciate the opportunity to discuss the project with you prior to the submittal process. If you have any questions or concerns with the responses to the comments received, please do not hesitate to contact us.

Sincerely,

Jennifer Thong  
Architect

JCT:dlp  
enclosures

cc: Susan Martini / APS  
David Huwa / CCG