

**DATE:** 02/10/2023

**RE:** Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)

Per the Pre-Application meeting held on October 27, 2022 to review the new Community College of Aurora Center for STEM, Power Mechanics, and Applied Technologies (#1669645), the City of Aurora requested a number of revisions to be incorporated into the project. The majority of these revisions have been incorporated, however, the College has elected to exclude a few revisions per the reasons outlined below.

Shortly after the Pre-Application meeting, it was deemed necessary to split the project into two phases due to budget concerns based on initial construction estimates. Though the College strived to incorporate all revisions to comply with the City of Aurora development standards, it still cannot meet all requests given the constraints of the budget and program previously approved and allocated by the State of Colorado. The College has elected to either defer items to a future phase or exclude them from the project as identified below. Because the College is a member of the State Buildings Program, it will comply with “building codes for all construction by state agencies on state-owned or state lease-purchased properties or facilities” (<https://osa.colorado.gov/state-buildings/building-codes>). It is the College’s position that compliance and reviews with the City of Aurora should be limited to master plans, plans necessary for the Fire Department, utilities, right-of-way, and stormwater permitting. The revisions requested by the City are outlined below, which are then followed by the College’s position.

1. Special Landscape Buffer along the High Line Canal: The College has elected not to comply with the landscape requirements for this buffer due to concerns with student safety and visibility on property. The buffer will be preserved through existing easements along the property boundary
2. Pedestrian Connectivity along Memphis Street: New sidewalks along Memphis will be deferred to a future phase. Improvements will be limited to the new drive lane shown in the submitted plans for Phase 1
3. Forestry - Tree Mitigation: Given the reduced scope of Phase 1, the extents shown on the submitted plans will have minimal impact on the existing trees on property. The College has elected to defer all landscape design and improvements to a future phase.
4. Public ROW Improvements along Centretech: The college has elected to defer any ROW improvements to a future phase. The existing sidewalks along Centretech remain in good condition.
5. Public hearing for the Master Plan Amendment: The College acknowledges that the public hearing is a typical process for the City of Aurora, however, State projects are typically limited to only site plan review and not local public hearings. The College requests that this hearing is excluded from the Master Plan approval.

## STAFF COMMENTS - PRE-APPLICATION MEETING

### Purpose of the Pre-Application Notes

These comments summarize the city's land use ordinances, policies, design standards, and code requirements that apply to your project. They are based on the material you have supplied us and will alert you to key issues involved in your project. They are not intended to provide a complete review of your proposal. Several electronic links have been included within the body of these comments, some specific to your project and some more general in nature. Note that these comments are valid for a period of six months.

- **Acknowledged**

Please do not hesitate to contact **Brit Vigil, ODA Project Manager**, who assembled these notes.

### Contact Information

Below is a list of City of Aurora Departments/Divisions that were represented at the meeting and contact information for the individual City Staff members present.

#### City Manager's Office

Office of Development Assistance  
Brit Vigil  
303.739.7323  
[bvigil@auroragov.org](mailto:bvigil@auroragov.org)

#### Aurora Water

Nina Khanzadeh  
[nkhanzad@auroragov.org](mailto:nkhanzad@auroragov.org)

#### Housing and Community Services

Community Engagement  
[engageCEC@auroragov.org](mailto:engageCEC@auroragov.org)

#### Public Works

Traffic Division  
Steve Gomez  
303.739.7336  
[segomez@auroragov.org](mailto:segomez@auroragov.org)

#### Planning

Zoning and Plan Review  
Erik Gates  
303.739.7132  
[egates@auroragov.org](mailto:egates@auroragov.org)

Roadway and Public Improvements  
Engineering Division  
Kristin Tanabe  
303.739.7306  
[ktanabe@auroragov.org](mailto:ktanabe@auroragov.org)

#### Landscape Design

Kelly Bish, RLA, LEED AP  
303.739.7189  
[kbish@auroragov.org](mailto:kbish@auroragov.org)

Life Safety and Building Division  
Mike Dean  
303.739.7447  
[mdean@auroragov.org](mailto:mdean@auroragov.org)

#### Parks, Recreation & Open Space

Planning Design and Construction  
Joe Odrzywolski  
303.739.7147  
[jodrzywo@auroragov.org](mailto:jodrzywo@auroragov.org)

Real Property Division  
Darren Akrie  
303.739.7331  
[dakrie@auroragov.org](mailto:dakrie@auroragov.org)

#### Forestry

Jacque Chomiak  
303.739.7178  
[jchomiak@auroragov.org](mailto:jchomiak@auroragov.org)

## STEP I – PLANNING PHASE

### Planning and Development Services Department

The Planning comments are numbered. When submitting application, please include a letter of introduction responding to each of the numbered comments, including key issues from other departments.

#### *Key Issues:*

- ▶ Master Plan Amendment: The existing master plan for this site shows the land use for this proposed building as open space. For the proposal as described in the pre-application meeting, a master plan amendment is needed. - Acknowledged. BVH & JVA met with Erik Gates on 1/25/23
- ▶ Street Trees: The replacement of the sidewalk along Centretech Parkway may result in the removal of trees. These will need to be replaced in accordance with current UDO standards. Street trees will also be required along S Memphis St. See attached comment response letter from CCA
- ▶ Parking: A parking analysis for the entire Community College of Aurora campus will be required to evaluate if the existing parking lot can support the added building per UDO standards. Parking Analysis is provided on the site plan sheet.

#### *Project Overview:*

- Zoning: Mixed Use - Corridor
- Character Area: Subarea B
- Proposed Use: Higher Education School
- Permitted Use: Yes

#### *Type of Application:*

- Master Plan Amendment
- Subdivision Plat
- Site Plan

#### *Procedures:*

- A Summary Table of Procedures can be found in Section 146-5.2, Table 5.2-1.
- The application will require approval in a public hearing before the Planning and Zoning Commission. The application will be reviewed in a 12-13-week timeframe and will be processed electronically through our development review website. -Acknowledged

#### *Important Links:*

- [Unified Development Ordinance \(UDO\)](#)
- [Aurora Places Comprehensive Plan](#)
- [CAD Data Submittal Standard](#)
- [Colorado Oil and Gas Conservation Commission](#)
- [Landscape Reference Manual](#)
- [Development Review Website](#)
- [Online Application and Plan Submittal Guide](#)
- [Transportation Studies & Plans](#)
- [Pre-Submittal Checklist](#)
- [Forms and Applications](#)
- [Aurora Map Gallery](#)
- [Arapahoe County Assessor Map](#)
- [Site Plan Manual](#)

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

- [Subdivision Plat Manual](#)
- [Subdivision Plat Checklist](#)

***Standards and Issues:***

**1. Zoning and Placetype**

1A. *Zoning*

The purpose of the MU-C district is to provide retail goods and services to satisfy the household and personal needs of the residents of nearby residential neighborhoods, those traveling on adjacent collector and arterial corridors, and to allow for higher intensity general business and service activities. The MU-C district should be located and designed to allow for access by pedestrians, bicyclists, and public transportation, in addition to automobiles. In Subareas A and B, the MU-C district is intended to promote sustainable infill redevelopment of older commercial sites, while mitigating the impacts of redevelopment on surrounding areas. In Subarea C, the MU-C district is intended to enable sustainable development of new medium-scale mixed-use centers. Uses permitted in this district are as shown in Table 3.2-1 (Permitted Use Table).

**-Acknowledged**

1B. *Overlay Districts*

*Avigation Easements*

Because the property is within the Airport Influence District surrounding Buckley Air Force Base, an avigation easement with the city and the airport shall be conveyed by the person subdividing lands or initiating construction of any structure on already subdivided lands. Such avigation easement shall be an easement for right-of-way for unobstructed passage of aircraft above the property and shall waive any right of cause of action against the city of associated airport arising from noise, vibrations, fumes, dust, fuel particles, and other effects caused by aircraft and airport operations. The avigation easement shall be in a form approved by the city and shall be recorded in the office of Clerk and Recorder for the county where the property is located before permit or plat approval is granted. The avigation easement form can be found [here](#). Please contact Jeffrey Moore at 303-739-7676 or [jsmoore@auroragov.org](mailto:jsmoore@auroragov.org) with any questions you may have.

**-Acknowledged**

1C. *Placetype*

*Innovation District*

The Innovation District is where leading-edge anchor institutions and businesses connect with start-ups and business incubators and accelerators. This placetype fosters new ideas and enterprises by bringing together different people, companies and institutions and are key to increasing employment within the city. Light industrial and business park uses are joined with educational and medical institutions to foster sought-after creativity. These primary uses interact horizontally to promote integration across the various industries that fill this placetype.

**-Acknowledged**

1D. *Master Plan*

*Community College of Aurora GDP*

The master plan for this site, in addition to the UDO, sets development standards like setbacks, maximum height, floor-area-ratio, access, and land uses. As stated in the master plan, the purpose of this document is to allow these parcels to be the site of a quality planned and phased development for facilities for The Community College of Aurora. This Plan provides the framework within which an educational campus can be developed with a high standard of urban design quality respecting the context of CentreTech Park, the natural setting of the Highline Canal, and the open space park system as identified in the City of Aurora Comprehensive Plan.

**-Acknowledged**

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

**2. Land Use**

*2A. Historic Land Use*

This site has been used for the Community College of Aurora higher education campus since 1990.

**-Acknowledged**

*2B. Current Land Use*

The master plan identifies the area proposed for this new building as open space, while it identifies the area to the northwest of this proposed building as future development. In order to keep the master plan consistent with site plans and future development, a master plan amendment is needed to swap the land use designations for these areas.

**-After discussion with Erik Gates on 1/26, A GDP Amendment has been submitted**

**3. Development Standards**

*3A. Dimensional Standards*

As established by the master plan, the front and rear setbacks from property lines for this site are 25 ft and side setbacks are 10 ft. The maximum height is set at 75 feet. The master plan also calls for a maximum FAR or 0.625. Landscaping buffers, which are required and discussed further below, may be greater than these setbacks.

**-Acknowledged**

*3B. Subdivision Standards*

Currently, the subdivision for the Community College of Aurora has a lot line running through the middle of this new STEM/power mechanics/ applied tech building. As such a resubdivision will be needed in order to not have the lot line running through this building or its setbacks. The resubdivision will need to ensure that all amended lots have access to the public right of way and do not create any remainder lots with no access to a public street.

**-Plat has been submitted for lot line elimination**

*3C. Common Space and Amenities*

An outdoor patio space with site furniture and shade features will be needed based on Section 146-4.8.4.B.1 of the UDO. This area should be separated from parking and drive isles by a low fence or planter boxes and be of a minimum 500 sf with a minimum dimension of 12 feet. This area needs to include a differentiated pavement treatment, pedestrian scaled lighting, shade features, and site furniture. This feature should be located at a primary or main entrance.

**-Acknowledged.CCA wishes to remove landscape features from the phase 1 portion of the project and include these amenities as part of phase 2**

*3D. Access and Connectivity*

The master plan shows additional street connectivity to the southern portion of the Community College of Aurora site coming off Centretech Parkway. Additionally, vehicular-cross access should be available from the existing parking lot and buildings to this building. Pedestrian and handicap access should also be provided between the front of this new building and the front of the existing buildings. An attached sidewalk should be constructed on the Community College of Aurora side of S Memphis Street from Centretech Parkway down to the new proposed driveway for this building.

**-A connecting drive has been added which links the CCA drive to the main campus area from Memphis.A GDP Amendment has been submitted eliminating the connection to Centretech.CCA wishes to push ROW improvements to a future phase.**  
Please include trees along the new sidewalk out to Centretech Parkway.

*3E. Parking, Loading, and Stacking*

Off-street parking is required by Section 146-4.6. Based on the information provided, for a higher education institution, 2 spaces per 1,000 sf of office, research, and library areas and an additional space per 125 sf of the largest assembly area are required. Accessible parking spaces will be required per [Table 4.6-2](#) in the UDO. Parking alternatives listed in Section 146-4.6.4 may reduce parking requirements. A parking analysis will be required as part of the site plan submittal that describes the parking requirement for the entire Community College of Aurora campus. This analysis will need to show that the existing parking lot can support the requirements of the site with

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

the new building. Additional spaces will be required on site if the existing parking lot does not contain enough spaces to meet City of Aurora parking requirements.

*-A Parking study has analyzed the existing parking area and has determined the existing capacity is sufficient for the new STEM school.*

In addition to vehicle parking, the development is required to provide bicycle parking spaces at a rate equal to 5% of the required vehicle parking requirement. Bicycle spaces must comply with Section 146-4.6.3.F.2 including providing a design that includes 2 points of contact with each bicycle. Each inverted “U” rack counts as two bicycle parking spaces. Place any bicycle parking in a convenient, paved, and well-lit location.

Section 146-4.6.5 details requirements for the design and placement of new parking areas. Generally, new parking areas should be located and designed to provide for adequate vehicle circulation, safe pedestrian connections, screening from adjacent sites and streets, and to avoid abutting significant stretches of adjacent streets.

*-Acknowledged.*

*3F. Landscape, Water Conservation, Stormwater Management*

*General Landscape Plan Comments.*

Prepare your landscape plans in accordance with the Unified Development Ordinance (UDO) and the Landscape Reference Manual. The landscape comments provided herein are based upon the following ordinance section 146-4.7 Landscape, Water Conservation, Stormwater Management. Please ensure that the landscape architect or designer has a copy of these documents as well as the project specific comments.

*Landscape Plan Preparation*

Please label all landscape sheets “Not for Construction”. Landscape construction drawings are not required and therefore do not necessitate the signature, stamp and seal of a licensed landscape architect upon final approval by the City of Aurora. Landscape plans are used by the city to determine compliance with the landscape standards and for code enforcement purposes.

*-CCA wishes to defer landscape requirements to Phase 2.*

Landscape plans must be prepared on 24” x 36” sheets. Plans shall have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible. Landscape plans shall include the necessary landscape tables for each of the required landscape treatments (i.e. standard right-of-way landscaping, street and non-street frontage buffers, building perimeter landscape tables etc.) to demonstrate compliance with code requirements. Should any of the above information be missing, it may result in additional submittals and ultimately delays in approval of the plan set.

*Sight Triangles*

Include sight distance triangles per the Roadway Design and Construction Specifications document. All landscaping within the designated triangles shall not exceed 26” in height as measured from the roadway surface.

*-Site Triangles have been provided on Sheet 6 on the Civil Plans at the drive connecting to S Memphis Street.*

*Section 146-4.7 Landscape, Water Conservation, Stormwater Management*

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Section 146-4.7. The applicant is responsible for reviewing this section of the UDO and determining all applicable landscape conditions.

*Section 146-4.7.5. C. Required Landscaping, Curbside Landscaping*

The concept plan submitted shows that a new sidewalk is anticipated along E Centertech Avenue. It is unclear if the intent is to widen the existing sidewalk leaving the curbside intact or if an attached sidewalk is anticipated given the slope that currently existing along the back of walk. See image

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

below. Street trees are required at a ratio of one tree per 40 linear feet. There are existing street trees in this location. If they can be retained and are in good health and condition, they may be used to satisfy this requirement.

Should the existing street trees be removed due to sidewalk widening activities, new trees will be required and modifications to the site should be anticipated to incorporate the required street trees such as the potential installation of a retaining wall.



*Existing Street Conditions along E. Centertech Avenue.*

All existing trees should be documented with a different symbol from proposed trees and noted as such on the plan and in the legend. Street trees shall be located 50' from the face of a stop sign to maintain regulatory sign visibility. Refer to Figure 4.7-2.

Street trees will also be required along Memphis Street in connection with the installation of the sidewalk at a ratio of one tree per 40 linear feet. Street trees can be located 4'-5' from the back of walk if the sidewalk should be attached or they should be located within the curbside landscape when a detached sidewalk condition is proposed.

In addition to the street trees, the UDO currently permits the installation of sod within curbside landscapes that are 10' in width or greater however, City Council recently passed a new turf ordinance that prohibits the installation of non-functional turf. This includes all curbside landscapes. Sod within existing curbside landscapes may remain. All site plans submitted after October 1, 2022 shall comply with the new ordinance. Questions regarding the ordinance should be directed to Tim York, Water Conservation Supervisor, Water Conservation Division, 303.326.8819. Refer to this section of the UDO for alternatives to sod installation.

**Section 146-4.8.5 J. Building Perimeter Landscaping**

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. Landscaping shall consist of one tree or tree equivalent per each 40 linear feet of elevation length. Building perimeter landscaping provided within 20' of the building face may count towards the building perimeter landscaping requirements including landscaping provided within parking lot islands. Staff will determine whether this provision is applicable once a landscape plan is submitted.

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

Section 146-4.7.5 K. Parking Lot Landscaping

While not currently shown on the preliminary site plan, should additional parking be anticipated, then the landscape provisions of this section would be applicable. Those include the installation of both interior and exterior parking lot landscaping as well as exterior parking lot screening.

No parking row shall exceed 15 spaces without an intervening landscaped island, median or landscaped peninsula. All parking rows must terminate in a landscaped island.

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 this section. If required, street and non-street frontage landscape buffers may be combined with the parking lot screening requirements to satisfy both if the two requirements should overlap. City staff will determine whether the overlap exists once a formal site plan submittal is made

Provide and landscape each parking lot island with one tree and six five-gallon shrubs per 9' X 19' island and two trees and 12 shrubs per 9' X 38' island. Ornamental trees may be used as accents at the ends of parking rows but shall not be used as the primary shade tree within the parking lot.

Section 146-4.7.5. H. Special Landscape Buffers for Development Adjacent to I-79, I-225, E-470, Public Parks, Open Space and Trails

While landscape requirements are typically administered by the Planning and Development Services Department, because this proposed application is adjacent to a Parks Recreation & Open Space Department (PROS) maintained facility, this section of the code will be administered by both the Planning and Parks Departments jointly. If the standards of this section conflict with other buffer requirements found within the UDO, the standards of this section shall apply.

A 25' wide special landscape buffer is required along the Highline Canal trail. The buffer shall contain one tree and 10 shrubs per 30 linear feet of buffer. No buffer reductions are permitted adjacent to PROS owned and managed facilities.

The encroachment of buildings or portions of buildings including porches, patios, trash enclosures, sidewalks, dumpsters, parking lots and internal vehicular drives and detention and water quality pond infrastructure into the landscape buffer is prohibited. The provision of trail connections is generally permitted through the buffers but shall be approved by PROS on a case by case basis and is based upon unique site conditions and alternatives to those impacts including mitigation measures.

If any portion of this development is to be phased and that phasing is anticipated to impact the installation of the buffer, the site plan shall provide timing for the installation. Coordination regarding timing shall be discussed with the PROS and Planning departments.

Section 146-4.7.8 B. 2.b. Service, Loading, Storage and Trash Area Screening

Should a trash enclosure or recycling bin be anticipated for this new building, they must be enclosed and setback at least 12 feet from adjacent properties when adjacent to residential or commercial uses. Service areas visible from streets or residences shall be screened by fences, walls, landscaping, berms or any combination of items. Fencing and wall screening shall be accompanied by landscaping on the exterior side to soften the appearance of the wall and/or fence. Evergreen plantings are required along the exterior.

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

**3G. Building Design Standards**

While the master plan describes site design and landscaping elements, it does not prescribe architectural standards for this development. As such, the specific standards of Section 146-4.8 of the UDO will govern the design of the new building. These standards include requirements for building orientation and spacing, breaking up the massing of building facades with articulation elements, four-sided building design, and permitted materials, among other things.

**Table 4.8-1  
Building Design Standards Applicability by Building Type  
Adjustments for Affordable Housing Structures appear in Sections 146-4.8.5 and 146-4.8.6**

Standard	Single-family detached or two-family dwellings	Single-family attached	Multifamily buildings	Single-story non-residential buildings	Multi-story mixed-use or non-residential buildings	Large-scale retail large format-over 75,000 sq. ft. gfa.
<b>General building design standards</b>						
Design variety	✓					
Distribution of masonry and architectural features	✓					
Windows	✓					
Building orientation and spacing			✓	✓	✓	✓
<b>Massing and articulation</b>						
Horizontal articulation		✓	✓	✓	✓	✓
Vertical articulation	✓		✓		✓	✓ [1]
Maximum building length			✓	✓	✓	✓
<b>Building materials</b>						
Primary building materials	✓		✓	✓	✓	✓
Masonry standards		✓	✓			
<b>Four-sided building design</b>						
Facade character elements			✓	✓	✓	✓
Entry design			✓	✓	✓	✓
<b>Roof design</b>						
Roof materials	✓		✓	✓	✓	✓
Roof form	✓		✓	✓	✓	✓
<b>Screening of mechanical equipment</b>						
Rooftop equipment	✓		✓	✓	✓	✓
Ground-mounted equipment	✓		✓	✓	✓	✓
Garbage storage areas			✓	✓	✓	✓

Notes:  
[1] Only applies when more than two stories or over 30 feet tall.

Code requires that you incorporate material changes and architectural features such as glazing, textured surfaces, projections, color, overhangs, and changes in parapet height to improve the façade and create an inviting and attractive street presence. Buildings must be designed to create a clear base, middle, and cap, with specific instructions and tips for how this can be achieved in Section 146-4.8.5.C. Ground floor designs should support a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic. Code also requires that you use changes in the wall planes, both horizontally and vertically, at specific intervals and provide a variety of durable materials to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to prevent the back of house appearance. See the table below for applicable building design standards and ensure that the building elevations meet all applicable requirements.

**3H. Exterior Lighting**

Standards for exterior lighting are found in Section 146-4.9. Show typical details of lighting on the plan and on building elevations.

**3I. Signs**

Section 146-4.10 governs signage standards. Please review this section for complete details. Show the location of any monument signs on the plans and indicate the location of wall-mounted signs on the building elevations.

**4. Adjustments**

Section 146-5.4.4 details the definitions, applicability, procedures, and criteria of approval for all adjustments to development standards. If any adjustments are requested, they must clearly be listed

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

and justified in the Letter of Introduction. They must also be listed on the cover sheet of the Site Plan and any other sheets on which they are applicable. Approvals of adjustment requests are not guaranteed. Adjustment requests should identify the reason for the adjustment, efforts to minimize the adjustment, and design elements proposed to mitigate the standards proposed for reduction. Typically, mitigation techniques should go *above and beyond* requirements from other code sections. If an adjustment does not meet the limits for administrative approval under Section 146-5.4.4.F, then the adjustment will require approval from the Planning and Zoning Commission.

**5. Submittal Reminders**

*5A. CAD Data Submittal Standards*

The city has developed [CAD Data Submittal Standards](#) for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. A digital submission meeting the CAD Data Submittal Standards is required before final mylars can be routed for signatures or recorded for all applications. Please review these standards and ensure that files are in the correct format to avoid future delays.

*5B. PDF Requirements*

The application will be uploaded through the city's development review website as separate PDFs. Please ensure that all AutoCAD SHX text items are removed from the "Comment" section during the PDF creation process and that the sheets are flattened to reduce ability to select items. PDFs will be rejected during pre-acceptance reviews if they do not comply with this requirement, which could result in delays.

*5C. Mineral Rights Notification*

Please fill out the [Mineral Rights Affidavit](#) and supply this document to your Case Manager with the application submittal.

***Pre-Submittal Meeting:***

Contact the assigned Case Manager to schedule a pre-submittal meeting at least one week prior to submitting an application. At the pre-submittal meeting, staff will review the submittal requirements, discuss the review timeline, provide a fee estimate, and review the process for uploading files and inputting adjacent property owners.

Please note that a separate pre-submittal meeting is required with Real Property for the Subdivision Plat prior to application submittal. Please contact Real Property directly to schedule this meeting.

***Community Participation:***

Please work proactively with registered neighborhood organizations and adjacent property owners. Registered neighborhood organizations within a one-mile radius and adjacent property owners will formally be notified of the application when a submittal has been made to the Planning and Development Services Department.

***Community Engagement Coordinator:***

- Community Engagement Coordinators can assist in scheduling and facilitating meetings with community members. They have put together a report attached to these notes listing the registered neighborhood organizations within one mile of your proposed project. Please work with the organizations that express interest in your project to address comments and mitigate concerns.
- All meetings with registered neighborhood organizations should also include the Planning and Development Services Department Case Manager so that questions concerning the UDO and

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

procedures can be properly addressed. The Case Manager will record any project-related commitments that are made to the community at these meetings.

- Additional information about the Community Engagement Program can be found on the [Housing and Community Services](#) page of the city website.

### **Oil and Gas Development**

We have reviewed the area of your development. There are no known plugged and abandoned (P&A) wells within your site and no existing or planned oil and gas surface facilities on your site at this time.

There may be existing underground pipelines in rights-of-way. If you have questions or concerns about this, the Oil & Gas Division can assist with providing additional information.

Should you have any questions about oil and gas development, please reach out to Jeffrey S. Moore, Manager of the Oil & Gas Division.

### **Parks, Recreation & Open Space Department (PROS)**

#### ***25-foot Special Landscape Buffer***

Whenever development occurs adjacent to parks or open space, a 25' special landscape buffer is required which applied to your project because of its adjacency to the High Line Canal corridor (greenway and trail). This buffer is measured from the property line into the development site. The encroachment of buildings or portions of buildings including porches and patios, trash enclosures, dumpsters, parking lots and internal vehicular drives, sidewalks and detention and water quality pond infrastructure into landscape buffers is prohibited. Landscaping shall include one tree and 10 shrubs per 30 feet.

*-CCA has elected not to comply with this landscape requirement per the attached letter.*

#### ***Pedestrian Connectivity***

Improvements along the Memphis Street frontage should include provisions for pedestrian connectivity from the college property to existing sidewalks on the opposite side of the street which serve as an access point to Centre Hills Park and the High Line Canal Trail. Please work with PROS to ensure this connectivity for the benefit of students commuting to campus by foot and bicycle.

*-CCA has elected to defer this work to a future phase per the attached letter.*

#### **Forestry Division**

There are trees on this site that will be impacted by development. Any trees that are removed from the site will require mitigation. Those trees that will be preserved, will require protection measures. Hiring a Consulting Arborist to conduct the tree inventory and appraisal will be required. A list has been provided below.

Civil and SWMP plans will not be approved by Aurora Forestry until tree mitigation has been approved through the Site Plan Process.

#### **Tree Mitigation Requirements**

- Trees on site that are 4" or greater in caliper that will be impacted by development require tree preservation or mitigation. The intention of the Tree Preservation Policy is to preserve trees that are in good condition and of high value during the process of development. Mitigation for trees removed from the property can be accomplished by trees being planted back onto the site through the landscape plan, payment made into the Tree Planting Fund, or a combination of the two. If trees are planted on the site, the mitigation requirement is an inch-for-inch replacement. This is in addition to the regular landscape requirements. For example, if a 10" tree is removed, 10 caliper inches must be replaced back onto the site. The use of tree equivalents is not acceptable for tree mitigation.

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

**Forestry’s Role in Site Plan Review**

- When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Since you will be hiring a Consulting Arborist, please provide the inventory and appraisal with the first submittal. Below is the list of Consulting Arborists for your review. Forestry would require a meeting with the arborist selected to make sure that we agree on the appraisal.

Name	Company	Address	Phone
David Merriman	Arbor Scape	5044 S. Youngfield Court Morrison, CO 80465	303.795.2381
Keith Worley	Forestree Development, LLC	7377 Osage Rd, Larkspur, CO 80118	303.681.2492
Robert Brudenell	The Natural Way, Inc.	1952 W. Dartmouth Ave. Englewood, CO 80110	303.347.0988
Scott Grimes	Colorado Tree Consultants	<a href="mailto:coloradotreeconsultants@yahoo.com">coloradotreeconsultants@yahoo.com</a>	303.720.8170
Stefan Ringgenberg	Boulder Tree and Landscape Consulting	7289 Petursdale Court Boulder, CO 80301	303.530.0640
Steve Geist	SavATree	8585 E Warren Ave, Denver, CO 80231	303.306.3144

- Once the tree assessment is complete, a spreadsheet will be provided by the Consulting Arborist showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site – the Consulting Arborist should contact Forestry to make sure they provide the correct number of inches. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan. If there is not room to replace the number of inches that will be lost, payment can be made into the Community Tree Planting Fund based on the dollar value associated with tree loss.
- Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at:  
<https://auroraver2.hosted.civiclive.com/cms/One.aspx?portalId=16242704&pageId=16529352>

**Ash Trees Prohibited**

- Due to the invasive Emerald Ash Borer that has been infesting trees along the Front Range, all species of Ash are prohibited from planting within the City of Aurora – please be sure that your Landscape Architect is aware of this requirement.

**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:**

- ▶ Water meters to be located in landscaped area and in pocket utility easements when not in ROW. Refer to Aurora Water standards, section 5, for minimum easement sizes.

*-This has been provided*

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

- ▶ Provide fixture unit table on Civil Plans. Ensure you are meeting formatting and requirements as listed in section 5 of Aurora Water standards. *-This will be provided on the engineering plans*
- ▶ Backflow preventers are required on all water services, irrigation lines, and fire suppression lines. *-Acknowledged*
- ▶ Fire suppression lines to be fully restrained per Aurora Water standards. *-Acknowledged*
- ▶ City Council has recently approved the Turf Ordinance. Please review Turf Ordinance information which is posted online. *-Acknowledged*
- ▶ Utilize the existing 8” waterline loop, and the 8” sanitary line to the east of the site for connections. *-Acknowledged*
- ▶ Encroachments will not be permitted into any existing utility easements. There are existing manholes in the vicinity of the site. Please sure there is proper maintenance access/truck turn-arounds to the existing sanitary manholes. *-Maintenance path has been provided*
- ▶ Floor drains to connect to sand/oil interceptor and to connect to sanitary sewer. *-Acknowledged*
- ▶ If there are any commercial kitchens onsite, a grease trap is required. *-Grease trap is provided*
- ▶ A Domestic Service Allocation agreement is required for services 1.5” and larger. *-Acknowledged*
- ▶ Referral to High Line Conservancy/Denver Water due to proximity to High Line Canal. *-Acknowledged*
- ▶ Much of the site does not have water quality. Therefore, water quality will be required for this site. Please ensure proposed ponds do not encroach within building/building foundations. *-Acknowledged*
- ▶ Account for any sump inlet conditions along Centertech Pkwy and refer to Drainage Manual for criteria. Ensure overflows from sump inlets are accounted for in detention sizing. *-Acknowledged*
- ▶ EURV is required if site is over 5 acres. *-EURV Pond has been provided*
- ▶ New I&M and pond certification required. *-Acknowledged*
- ▶ Maintain a minimum of 1 foot of freeboard for finished floor elevations regarding emergency overflows. *- Min 1.0' of freeboard is provided*
- ▶ Detention release rate criteria should either match what was previously approved or should meet updated City standards- whichever is more conservative.
  - Outlet pipe to E Toll Gate should also follow this conservative ideology *-Acknowledged, see PDR*
- ▶ SWMP is required for sites that disturbance an area of 1 acre or greater.
  - BMPs are required to be shown on Civil Plan if site is under an acre of disturbance *-Acknowledged . SWMP plan to be part of the Civil Engineering submittal*

***Utility Services Available:***

- Water service may be provided from: 8” waterline loop  
*-8" waterline loop has been provided*
- Sanitary sewer service may be provided from: 8” sanitary east of site  
*-This is proposed currently on the plans*
- Project is located on the following Map Page: 08K  
*-Acknowledged*

***Utility Service Requirements:***

- A Site Plan is required for this project and must show existing and proposed utilities including:  
*-Acknowledged*
  - Public/Private Mains
  - Service Lines
  - Water Meters
  - Fire Suppression Lines
  - Fire Hydrants necessary to service your development.
  - All utility connections in the arterial roadway are required to be bores.
- 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).

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

- Civil (Utility) Pre-Acceptance Checklist submittal requirements can be found on the City’s website under the Aurora Water Design Standards, Specifications and Fees page [here](#).  
-Acknowledged
- Note that Aurora Water reserves the right to enact certain restrictions that may include curtailment of water taps or usage of non-functional turf as established by City Ordinance.  
-Acknowledged
- Please reference Ordinance No. 2022-46 pertaining to the use and restrictions of turf and ornamental water features.  
-Acknowledged

**Utility Development Fees:**

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project.
- The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are 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](#). Connection fees should be paid prior to December 31<sup>st</sup> which are subject to increases as approved by City Council.
- Commercial users with meters one and one-half inches and smaller with landscaped areas not served by a separate irrigation system shall be charged an outdoor fee based upon the total landscaped area.

**Stormwater Management**

*Aurora Water reviews the drainage and public improvement components of your project plans. Drainage design standards can be found in the City’s [“Storm Drainage Design and Technical Criteria”](#) and [“Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure”](#).*

**Key Issues:**

- ▶ A preliminary drainage report shall be submitted with the site plan. On-site detention and water quality/EURV pond are required. The pond shall be in place prior to paving and it shall be accepted prior to the issuance of Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO).
- ▶ Requirements for the preliminary drainage report and master drainage report submittals can be found on the City’s website under the Aurora Water Design Standards, Specifications and Fees page [here](#). Please note, these **checklists must be completed and signed by a licensed Professional Engineer and included in the initial submittal**.
- ▶ This application will be referred to Mile High Flood District (MHFD) for review and comment. It is advised that coordination with MHFD is started as soon as possible. [MHFD Watershed Managers](#)
- 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. The site plan will not be approved until the preliminary drainage report is approved. Full spectrum detention is required for this project.  
-PDR has been submitted
- The engineer is responsible for researching and determining if there has been a study by Mile High Flood District (MHFD) proposing improvements within or adjacent to said development. Any such improvements may be required to be constructed with the subject development. Coordination with

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

MHFD and the City shall be initiated in such case at the master plan level or as soon as determined with any proposed development.

-Acknowledged

- 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. Mile High Flood District (MHFD) 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. Aurora Water 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.  
-Acknowledged
- Detention of storm drainage is required for this site and shall be incorporated on the site, unless a variance is approved through the City review process.  
-A variance has been requested to provide water quality/EURV only
- Per City of Aurora Storm Drainage Design and Technical Criteria Section 3.61, underground detention may be used only as a last resort and must be approved by variance, when all other alternatives are exhausted. If a development chooses to propose underground detention, they are doing so at-risk of significant redesign if the underground detention is not approved. A variance, with supporting documentation, in the preliminary drainage report for underground detention will be evaluated on a case by case basis.  
-Acknowledged
- Release rate for the detention pond shall be based upon the [“Storm Drainage Design and Technical Criteria”](#) Manual, latest revision, and in conformance with the MHFD’s MDP/OSP.  
-Acknowledged
- Cross pans are not allowed across collector or arterial roadways, nor are they allowed on roadways with storm sewer systems.  
-Acknowledged
- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return.  
-Acknowledged
- For alley loaded product areas with more than the equivalent of 2 lots draining to the private alley, flows cannot cross the sidewalk. One of the following treatments shall be utilized unless otherwise approved by the City Engineer: 1. The 2-year storm event shall be collected prior to the sidewalk crossing. 2. The alley v-pan shall be warped to curb returns which shall include curb ramps with truncated domes. 3. The v-pan of the alley shall be perpetuated to the connecting street with the sidewalk approaching the alley terminated with truncated domes just prior to the alley. Any warping of the v-pan shall occur downstream of a line parallel to the adjacent sidewalk.  
-Acknowledged
- A public storm sewer system appears to be located south-west site. The private storm system is on site. Please have your Engineer or Surveyor verify and tie your site drainage into it.  
-This system has been verified by GIS . The development will connect to this outfall pipe
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.  
-Storm sewer has been designed
- Finished Floor Elevations (FFE) shall be minimum one (1) feet above all 100-year water surface elevations for sumps, culverts, and emergency spillways.  
-Acknowledged

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

- Any project that has a significant drainage component, a stormwater project kickoff meeting shall be required with Aurora Water and MHPD after the pre-application meeting. This is a critical component to ensure drainage considerations are included in the site plan development and the following review processes can go smoothly.

-JVA met with George Slovensky on 1/6/2023 to discuss preliminary drainage considerations

**Public Works Department**

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

**Key Issues:**

- ▶ A Detailed Traffic Impact Study (TIS) will be required for this development. See below for additional information. -TIS has been provided
- ▶ COA supports the access aligning with opposing existing access to the student center building on the western end of the site.
- ▶ The site access onto Memphis Street shall be perpendicular +/- 5 degrees. -Site access is perpendicular
- ▶ Pedestrian connectivity/enhancements will be an area of focus of review for this site. See TIS requirements below.
- Show all adjacent and opposing access points on the Site Plan.  
-Access points have been shown
- Label the access movements on the Site Plan.
- Objects and structures shall not impede vision within 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](#).  
**Add the following note landscape plans:** 'All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10'
- 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. Add the following note to the Site Plan:  
-Sight Triangles have been shown on the Site Plan
  - 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.  
-Sight Plan notes have been added to sheet 3

**ROW/Plat:**

- Designate a Public Access Easement along private drives.
- A private cross-access agreement is recommended for maintenance and snow removal. The developer is responsible for establishing this agreement with the adjacent property owner.

**Traffic Impact Study:** -TIS has been provided

- A Traffic Impact Study will be required for this site which will include addressing the following specific items:
  - 1) Existing, buildout and 2040 average daily traffic counts.
  - 2) Trip Generation from the site.
  - 3) Site Circulation Plan
  - 4) Include detailed analysis, including vehicle queuing evaluation, of:
    - a) All site access points

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

- b) Intersection of Centretech Parkway at Memphis Street
- c) Intersection of the existing western access road intersection at Centretech Parkway
- 5) Analysis of pedestrian connectivity
- 6) Analysis of pedestrian connectivity, including vehicle/pedestrian crossing of trails. Enhancements will be required and any concerns with sight distance need to be addressed
- 7) Discussion of the application of elements from the Traffic Calming Toolbox and countermeasures applicable from the FHWA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations (July 2018) to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox include: Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RRFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane. Details of Enhanced Crosswalk, compact roundabout, speed cushions and chicane may be made available if requested.

The Traffic Study shall be prepared in accordance with the [City of Aurora Traffic Impact Study Guidelines](#).

Submitting the Traffic Study:

- The Traffic Study shall be sent directly to *Steve Gomez* at [segomez@auroragov.org](mailto:segomez@auroragov.org) as soon as possible.
- The Traffic Study shall also be uploaded with the rest of the submittal.
- Previously approved Traffic Impact Studies/Letters are available through this [link](#).

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

**Engineering Division**

*The Engineering Division reviews the roadway and public improvement components of your project plans. Engineering reviews referrals of the Site Plan and Subdivision Plat from the Planning Department.*

***Key Issues:***

- ▶ Public improvements for this development include replacing the existing sidewalk on Centretech Parkway with a 6' detached sidewalk. Additionally, the curb ramps at the northern access shall be updated to meet current standards (directional). The curb ramps at Centretech Parkway and Madison Street shall be evaluated to determine if the slopes meet current standards. If not, they shall be replaced with updated curb ramps. Additional mid-block street lights shall be installed along the property frontage as needed. *-See attached letter from CCA*
- ▶ Previously approved plans and reports can be found on the City's website. Instructions can be found here: [Getting to Engineering Documents Online](#). Older documents can be provided upon request.

***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, "T" intersections, and any other location of public necessity. Detailed grading of the curb ramps shall be included in the civil plans.  
*-Acknowledged*
- 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.

*-Acknowledged. curb returns have been labeled*

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18. **-Acknowledged**
- 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. Structural calculations are required with the first civil plan submittal for all cast in place walls and walls greater than four feet in height. Please refer to Section 4.02 of the Roadway Manual for additional retaining wall requirements. **-Acknowledged**
- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street. **-Acknowledged**
- If gates are incorporated into the design of the development, they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater. **-Acknowledged**
- Streetlights are required along adjacent roadways. Please refer to the Draft Lighting Standards for streetlight spacing, location, wattage, etc., information. Streetlights along public right-of-way shall become city-owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. Street light locations shown on the site plan are conceptual. The street lighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis. **-Acknowledged**

***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.
  - Sidewalk easements may be required for new sidewalk installed.
  - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way. **-Drainage easement is provided**
  - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way. **-Utility easement is provided**
  - Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

**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 Issues:***

- ▶ The Aurora Building Division currently utilizes the adopted 2015 International Codes Series except for the 2020 NEC. Our next code adoption cycle will be for the 2021 International Code Series, along with the 2020 NEC. Due to nationwide shortages of various building materials, the city of Aurora is extending the deadline by which all submittals will be reviewed for compliance with the 2021 codes until May 1<sup>st</sup>, 2023. **-Acknowledged**
- ▶ The Aurora Building Division follows the adopted codes of the Division of Fire Prevention and Control (DFPC) for all plan review and inspection processes which are the 2021 International Codes Series except for the 2020 NEC.

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

**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.

-Acknowledged

**Adopted Codes by the City of Aurora – Setbacks:**

The site plan and civil plans must reflect the setback requirements of the 2015/2021 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 2015/2021 International Codes please utilize the following hyperlink; [ICC Codes Online](#).

- Show the distance of new or existing lot lines to proposed exterior walls of structures on the site plan.

**Civil Plans:** -Acknowledged

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.

- [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.
- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)
- [Street Standards and Street Section Details](#)

**Emergency Responder Radio Coverage:** -Acknowledged

The 2015/2021 International Fire Code requires all buildings to be assessed for adequate emergency responder radio coverage.

- The 2015/2021 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.
- Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed.
- New additions to existing structures will require a full radio frequency survey of both the addition and the existing structure. (See Chapter 11 of the 2015/2021 IFC)

**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:

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

- [Designated Fire Lane](#)
- [Fire Lane Easement](#)
- Acknowledged - The existing fire lane easements within the site are sufficient, no additional fire lane easement is being required internally within this site. Please show and label existing fire lane easements within this site on the site plan submitted to the Planning Department.
- Acknowledged - The abutting public/private streets adjacent to this site are sufficient to provide emergency apparatus access, no additional fire lane easement is being required internally within this site.
- Acknowledged - Buildings less than 30' in height require only a 23' wide fire lane easement with 29' inside and 52' outside turning radii. Building greater than 30' in height require a 26' wide fire lane easement with a 26' inside and 49' outside turning radii.
- Acknowledged - Buildings greater than 30' in height are regulated by the 2015/2021IFC Section D105 and require a both a 26' Fire Lane Easement and two points of emergency access. Typically, the 26' fire lane easement is located on the front main entry side of the structure within a minimum of 15' and a maximum of 30' from the exterior wall of the building. Structures greater than 30' in height also require a second point of emergency access.
- Acknowledged - The fire lane easement will be required to be posted with fire lane signage and include stripping (painted cross-hatching) of the fire lane boundaries to ensure RV and vehicle storage is not parked within the dedicated fire lane easement (IFC Section 503.3).
- Acknowledged - The first phase of construction must include two points of emergency access and a looped water supply to support on site fire hydrants and fire service lines.
- [Public Street Adjacent to Site](#)
  - Structures greater than 30' in height and adjacent to a public street must provide a 26' wide fire area capable of accommodating aerial fire apparatus (ladder trucks). The intent is to establish a fire apparatus parking area no greater than 30' and no less than 15' from the exterior wall of the structure. This fire apparatus area must be posted as "No Parking-Tow Away Zone" to ensure availability for fire apparatus.

**Fire Hydrants:**

The number and spacing of fire hydrants are determined using the 2015/2021 IFC, Appendix B & C. As indicated in the previously stated code sections, fire hydrant coverage requirements include both internal site areas and abutting public street systems.

- Acknowledged • 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.
- Acknowledged • The site reflects the use of urban street standards. Placement of fire hydrants within urban streets designations should begin at intersections. Where fire hydrants are required along urban streets using on-street parking, a 20' minimum section in front of a fire hydrant must be visually designated as "No On-Street Parking" or a landscape island bump-out could be used to place the fire hydrant a minimum of 3'-6" to a maximum 8' from face of curb.

**Fire Sprinkled Structures:**

The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2015/2021 IFC and IBC.

**General Comments:**

- Based on the size of the proposed use of the structure it does appear that a fire sprinkler system may be required. The IFC/IBC requirements for fire sprinkler systems mandate when a system is required, and the notes provided should only be used if the size of the structure changes or a voluntary system is installed. **-Fire line/sprinkler is provided**

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

- Commercial Cooking Equipment utilizing a Type I Hood will require a kitchen hood suppression system. **-Acknowledged**
- Based on proposed structure(s) proximity to the adjacent streets a fire lane easement is typically not required for a site such as this one. The drive lane providing access to the fire department connection should reflect the ability to sustain an 85,000 lb.-imposed weight limit for a fire apparatus setting up adjacent to the fire department connection. This will insure fire apparatus do not damage the road surface in this area. **-Acknowledged**

**Accessibility Requirements:**

The City of Aurora reviews accessibility requirements based on 2015/2021 IBC, Chapter 11, the 2009/2017 ICC/ANSI A117.1 and the 2003 Colorado State [House Bill 03-1221](#), Article 5, Standards for Accessible Housing.

The City of Aurora reviews accessibility requirements based on 2015/2021 IBC, Chapter 11, the 2009/2017 ICC/ANSI A117.1.

- [Commercial](#)

**Hazardous Materials:**

Per the 2015/2021, IFC Chapter 50 – A permit through the Aurora Building Division is required to for the prevention, control and mitigation of dangerous conditions related to storage, dispensing, use and handling of hazardous materials. To download a copy of the hazardous materials inventory statement checklists please visit our web site by clicking on the hyperlink provided.

**High-piled Combustible Storage:**

For submittal requirements to the Aurora Building Codes Division please visit our website to download a copy of the 2015/2021 High-Piled Combustible Storage Checklist by clicking on the hyperlink provided.

- Per the 2015/2021 IFC, Section 3206.6 Building access. Where building access is required by Table 3206.2, fire apparatus access roads in accordance with Section 503 shall be provided within 150 feet (45 720 mm) of all portions of the exterior walls of buildings used for high-piled storage.

**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 lifesaving of fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an accessible location.

- A Knox box will be required at each fire riser room door. Please label and show these Knox boxes on the site plan amendment submitting to the Planning Department.
- Approved Knox Hardware is required for existing buildings at the main entry of the structure, at the exterior door of a fire riser/fire pump room and at the fire department connections (caps/plugs). Please label and show these Knox boxes on the site plan amendment submitting to the Planning Department. **-Knox box has been called out on the site plan sheet 5**

**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. **-Acknowledged**

**Phasing Plans:**

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

**Photometric Plan:**

- Add the following note to the Photometric Site Plan:

**-Note has been added**

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015/2021 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".

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

***Site Plan, Civil Plan, Framework and General Development Plan, and Plat Notes:*** -Acknowledged

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

- [\(Plat Note\) If Plat does not contain a Dedicated Fire Lane Easement](#)
- [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)
  - This area is within a \_\_ LDN noise mitigation area. [Sec. 22-425](#)
- [\(Site Plan Note\) 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.

***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](#)
  - If an existing fire lane or public street has to be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.
- [Access to within 150 feet of Each Structure](#)
  - The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2015/2021 IFC, Section 503.1.1 where allowed by code. If granted approval, a fire sprinkled structure may utilize 200-foot reach criteria in place of the 150-foot standard requirement.
  - Where fire hydrants and fire department connections are provided adjacent to vehicular access drive aisles, they will need to be dedicated as fire lane easements in order to provide emergency access to them.
  - See the 2015/2021 IFC, Section 503.1.1 that discusses fire access requirements to within 150’ of “facilities” such as your outdoor storage yard.
- [Access Road Width with a Hydrant](#)
- [Aerial Fire Apparatus Access Roads](#)
- [Fire Apparatus Access Road Specifications](#)
  - If an existing fire lane or public roadway has to be removed or relocated for any reason, the portion replaced must be in compliance with the current specifications of the Public Works Department.

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Cul-De-Sac's](#)
- [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](#)
- [License Agreement](#)
  - Construction of fire lanes using alternative surfacing materials other than asphalt and concrete and/or installations of gating systems crossing a dedicated fire lane easement will require a license agreement though Real Property.
- Motor Courts - Where Motor Courts and Looped Lanes are utilized please provide a dedicated Fire Lane Easement within the required width of each drive aisle (23' for Motor Courts and 18' for Looped Lanes) as depicted in [the Unified Development Ordinance, Section 146-4.2.E](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [Private Streets Constructed to Public Street Standards](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Remoteness](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

***Trash Enclosure:***

Per the 2015/2021 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.*

***Subdivision Plats:***

- The property is currently platted; however, due to your proposed use, it will need to be resubdivided (replatted) at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications provided in the most current [Subdivision Plat Checklist](#). Plat reviews may run concurrently with your other Planning Dept. submittals.
- A **presubmittal meeting** with Real Property is required on all plat submittals so our team may verify that basic elements have been addressed before they are submitted to Planning. This 30-minute meeting is for the 1<sup>st</sup> submittal of plats only and is by appointment only. Call *Darren Akrie* at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend the meeting. Please bring two sets of the plat.

***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 [Subdivision Plat Checklist](#).

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

***Separate Documents:***

- 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 which will require a separate document. Following are the links to additional information if needed later in your formal review process:
  - [Easement Release](#)
  - [License Agreement Packet](#)
  
- 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 **8-10 weeks** to complete the process. They must be complete and ready to record before Real Property will record the Plat and/or Site Plan.
  
- **(Residential only)** No portion of any roofed structure may encroach into any easement. However, the city will allow certain items to encroach in easements such as fences, gates, retaining walls, monument signs, etc. as long as they do not interfere with the use of the easement. If your encroachment is approved, you must obtain a **Revocable License** from Real Property. It is the responsibility of the applicant to identify and include all encroachments on their Revocable License application which can be found in the [Revocable License Packet](#). A Revocable License takes about **1-2 weeks** to complete and must be complete before Real Property will record the Site Plan.
  
- No portion of any roofed structure or footers may encroach into any easement. However, these items may 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 **8weeks** to complete the process after submittal. The License Agreement must be completed before the Site Plan is recorded.
  
- If a requirement for new street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact *Leslie Gaylord* at 303.739.7901 for additional details and contact information.

**STEP II – CONSTRUCTION DOCUMENT PHASE**

*The Construction Document Phase is when Engineering and Building plans are reviewed against City Codes for compliance. It is an administrative process and usually occurs after Planning Commission or Planning Director decisions. Permits are issued from these documents.*

**Civil Engineering Plans**

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically.
- Use of the Batch Standards Checker Tool is requested for this project.
- Civil Engineering Plan Review (*see links below for additional information*):
  - [Process](#)
  - [Review Schedule](#)
  - [Fees](#)

*Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre-submittal meeting with Christopher Eravelly at 303.739.7457 or [ceravell@auroragov.org](mailto:ceravell@auroragov.org). Civil Plans and Reports are required for this pre-submittal review. Also copy of the pre-application meeting notes is required and a copy of the submitted site plan, including the landscape plan. At this meeting the Civil Plans shall be reviewed for completeness. A [checklist](#) is used to ascertain completeness. The engineer shall fill out the checklist and submit it for the pre-submittal meeting. A pre-submittal meeting will not be scheduled until there are no outstanding comments remaining on the preliminary drainage report.*

- Civil Construction Document Plan Set generally includes the following plans:
  - Stormwater Management Plan
  - Final Drainage Plan/Report
  - Final Grading Plan
  - Utility Plan and Profiles
  - Signing and Striping Plan
  - Street Lighting Plan
- *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.*

**Aurora Water**

**General Requirements:**

- Utility Plans will be required with the Civil Engineering Plans:
  - Utility Plans shall be prepared in accordance with the Utility Manual
  - Utility Plans must be approved prior to obtaining building permits
  - Utility Plans must include:
    - Fixture Unit Table and Meter Sizing Tables
    - Water Service and Water Meter locations
    - Sanitary Sewer Service Lines
    - Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

- Cross Connection Control Devices are required for:
  - o Fire Service Lines
  - o Commercial and Domestic Water Service Lines.
  - o These devices are required to be located within the building or within a heated and drained vault after the water meter.
- All service line construction information (horizontal and vertical information, lengths, slopes, etc.) must be provided on the Site Plan Utility Sheet.
- Individual service line connections and fire line connections must be approved through Aurora Water. Include all applicable standard notes from Section 5.05.1 of the Utility Manual on the Site Plan Utility Sheet.

***Construction Stormwater Quality Requirements:***

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora [Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities](#) Manual (SWMP Manual) for more detailed requirements. A [Colorado Discharge Permit System \(CDPS\)](#) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report may be required for this project if an acre or more of disturbance is anticipated (which includes equipment and material storage areas). See the latest revision of the [City of Aurora SWMP Manual](#) for more detailed requirements. A [CDPS](#) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.
- CAD Data Submittal Standard: 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.

**Stormwater Management**

***General Requirements:***

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Management Plan (SWMP) in conjunction with the overall drainage plan for the site. The SWMP shall be included in and become part of the preliminary and final drainage reports. The SWMP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.
- The SWMP shall be developed by applying the permanent water quality “best management practices” described in Volume 3 of the USDCM. The SWMP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, “[Storm Drainage Design and Technical Criteria](#)” manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives.
- An Inspection and Maintenance Plan (I&M Plan) shall be developed concurrently with the design of the permanent BMP’s and submitted with the final drainage plan and report for approval. Refer to Section 5.09 of the [Water, Sanitary Sewer, and Storm Drainage Infrastructure Standards and](#)

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

[Specifications](#) as well as the 2010 [Storm Drainage Design & Technical Criteria](#) manual's appendices for direction on preparing an I&M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted with the signature set of civil plans and must be approved prior to approval of the Civil plans.

- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to an access easement that ties to public right of way for access to the facilities. These easements shall be executed prior to the approval of the Civil Plans.
- The civil plans will not be approved until the preliminary drainage report is approved and the plat is ready for recordation.

### **Public Works Department**

*Construction documents should reflect all approved Access, Right of Way, Easements, and Public Improvements that were included and approved on the Site Plan and Plat for your project.*

### **Traffic Engineering**

- The Construction Documents shall include a Signing and Striping Plan and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees is available on the City's website or in the Development Handbook.
- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from designated truck routes, via Centretech Parkway and not through the adjacent residential neighborhood(s).

### **Engineering Division**

#### ***General Requirements:***

- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to an access easement that ties to public right of way for access to the facilities. These easements shall be executed prior to the approval of the Civil Plans.
- The civil plans will not be approved until the preliminary drainage report is approved and the plat is ready for recordation.

#### ***Roadway Design and Construction Specifications:***

- Roadway construction shall conform to the "[City's Roadway Design and Construction Specifications](#)" latest
- All road cuts or other roadway disturbances within the City of Aurora's public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City's Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the issuance of the Certificate of Occupancy.
- *Fire lanes.* All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City's adopted Fire Code requirements, but may be permitted to utilize other

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshal) and the City Engineer.

## **Building Plans**

### **Building Division Comments:**

Building Plan Review

- [Process](#)
- [Review Schedule](#)
- [Fees](#)

*The comments made during the meeting address large-scale issues. We strongly recommend that a code consultation meeting be scheduled to discuss more detailed concerns.*

*During the development review process, you will not need to submit any documentation to the Fire Department for review. The Life Safety group within the Aurora Building Division conducts all site development and construction plan reviews on behalf of the Aurora Fire Department.*

The links below contain additional information and requirements for completion, submittal, and permitting of your building plans.

#### ***Permit Types:***

- Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type.
  - [Commercial Permits](#)

*Additional Building Construction Plan Checklists: Based on the information provided, you may also need the following Checklists:*

*Fire (click on this [link](#) to find checklist below)*

- Fire Alarm
  - Fire Sprinkler & Standpipe Systems
  - [Hazardous Materials Storage](#)
  - [High Piled Combustible Storage Checklist](#)
  - Knox Box
  - Knox Box Rapid Entry
  - Wet and Dry Chemical Hood Suppression Systems
  - Underground and Above Ground Fuel Storage Systems requires a permit through both the City Aurora Building Division and Division of Oil and Public Safety.
    - o [State of Colorado Division of Oil and Public Safety](#)
    - o [Petroleum Storage Tank regulations](#)
- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
    - Above-Ground Fuel Storage Systems
    - Emergency Responder Radio Coverage Systems
    - Fire Alarm and Detection Systems and related equipment
    - Hazardous Materials
      - o Where work is related to new construction, alteration, or an addition to an existing building the Hazardous Materials Inventory Statement (HMIS) must be submitted with the construction

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

drawings. This information is imperative to accurately determine the occupancy classification of the structure or space.

- The following types of IFC plan reviews and permits must be included with the building construction documents for the overall project. These systems include, but are not limited to:
  - Compressed Gases
  - Cryogenic Fluids
  - Hazardous Materials
  - Underground and Aboveground Fuel Storage Systems
    - Separate permits are required for the installation of underground and aboveground fuel storage tanks through the City Aurora Building Division and Division of Oil and Public Safety.  
[State of Colorado Division of Oil and Public Safety](#)  
[Petroleum Storage Tank regulations](#)

***Key Issues:***

- ▶ It is recommended that a preliminary meeting be scheduled with your design team and the Aurora Building Division prior to formal submittal of building construction plans. This meeting gives both the applicant and city staff the ability to clarify online submittals requirements, code requirements and interpretations to ensure mutual compliance with our currently adopted codes.
- ▶ There is an existing property line on the east side of the proposed structure that will have to be taken into consideration. It cannot be located beneath the structure and will potential affect the exterior walls fire resistive rating depending on its ultimate proximity to the proposed structure. Where the property line is to be removed a replat through Real Property will be needed.

**Accessibility:**

The City of Aurora enforces handicapped accessibility requirements based on 2015/2021 IBC, Chapter 11, and the 2009/2017 ICC 117.1.

**Adopted Codes by the City of Aurora:**

This “link” will provide a current listing of all adopted building codes and ordinances utilized by the Aurora Building Division. To view the 2015/2021 International Codes please utilize the following hyperlink; [ICC Codes Online](#)

**Building Division General Comments:**

The function of the Building Division in the development process involves assistance with building code questions. This “link” will provide answers to the most typical initial questions concerning the role of the Building Division.

**Checklist for Plan Review Submittals:**

The Aurora Building Division has established a number of checklists that reflect specific construction plan submittal and permit requirements. A copy of these checklists can be obtained through the City of Aurora website or by clicking on the link provided here.

**Day-Night Sound Level (LDN or DNL):**

C.O.A Building and Zoning Code, Section 22-425 through 22-434 provides three methods for residential and commercial building design/construction to comply with the aircraft noise reduction criteria of this Code.

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

**General Fire Protection System Requirements:**

Based on the information provided during the Pre-Application meeting the following fire protection systems are likely to be required for this structure:

- **Commercial Cooking Hood Suppression System** – 2015/2021 IFC, Section 904.
- **Fire Alarm and Detection System** – 2015/2021 IFC, Section 907.
- **Fire Sprinkler System** – 2015/2021 IFC, Section 903.

**Geographic Design Criteria:**

New construction must adhere to the climatic and geographic design criteria provided using the hyperlink above.

**Occupancy Specific Building Code Requirements:**

Based on the information provided, your building occupancy or occupancies are as follows.

- A-1 Occupancy - Assembly uses, usually with fixed seating, intended for the production and viewing of the performing arts or motion pictures.
- A-2 Occupancy - Assembly uses intended for food and/or drink consumption.
- A-5 Occupancy - Assembly uses intended for participation in, or viewing of, outdoor activities.
- B Occupancy - A building or structure or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Building or tenant space used for assembly purposes by fewer than 50 persons may be considered a Group B occupancy.

**Sixty Foot Yard Declaration for Unlimited Area Buildings:**

In order to consider multiple attached buildings having separate addresses on separate lots as a singular unlimited area structure the developer must establish a 60' Yard Declaration. Please click on the attached "link" to obtain needed information for this process.

**Structures Built over or up to a Property or Lot Line:**

If a property line is defined by a recorded subdivision map, the International Building Code requires that buildings on both sides of that property line be structurally independent with individual fire-resistive protection based on the distance to property line.

1. A replat of the site will be required to remove the existing property lines to establish one lot and block for the new structures being proposed.

**Tri-County Health Department:**

All applicants submitting construction plans for retail food establishments, daycare centers, preschool programs, group homes, fountain water attractions, and public swimming pools are also responsible for meeting the separate requirements of the Tri-County Health Department.

**Real Property Division**

**Reminder** – Prior to building plans submittal, processing of any/all required separate documents should be started so that this process does not interfere with permit issuance.

## STEP III – CONSTRUCTION PHASE

Before any construction may commence, a contractor licensed in the City of Aurora must be issued the appropriate **permits** for all work to be performed. [Licensing](#) information is available on the city's website.

### [Aurora Water](#)

#### [Utility Connection Fees:](#)

- Water Service Connection Fee
- Metro Sanitary Sewer Connection Fee
- Sanitary Sewer Connection Fee

Fees may only be paid after issuance of building permit and must be paid prior to issuance of the Certificate of Occupancy. This is required for new services and when meter sizes are upsized.

- Wet Tap Fees:
  - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines.
- Irrigation Water Meter Fees:
  - Will be calculated in accordance with the City Ordinance for irrigated common areas in Single-Family Detached and Commercial areas.
  - The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedule](#).

### **Stormwater Management**

- A pond certificate is required prior to TCO or CO.

### [Public Works Department](#)

#### **Engineering Division**

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required prior to issuing a Certificate of Occupancy.** See [Section 5.01.2.02](#) for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities.

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy.
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - fire lanes
  - bike paths
  - curbs, gutters, curb ramps, and sidewalks
  - sanitary sewer mains, including laterals to each lot line
  - storm drainage
  - detention and water quality facilities, including necessary structures
  - street lighting
  - water mains, hydrants and valves
  - tree plantings and landscaping
  - repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

**Building Division**

***Key Issues:***

- ▶ Once the building permit is issued it is recommended that the General Contractor (GC) schedule a pre-construction meeting through the Office of Development Assistance Project Manager. The meeting will consist of the Public Improvement Supervisor, Building Division Inspector Supervisors, and a Fire/Life Safety Supervisor. These meetings are highly beneficial to both the GC and city staff in addressing inspection requirements that assist in obtaining a TCO or CO in a timely manner.
- ▶ There is an existing property line on the east side of the proposed structure that will have to be taken into consideration. It cannot be located beneath the structure and will potentially affect the exterior walls fire resistive rating depending on its ultimate proximity to the proposed structure. Where the property line is to be removed a replat through Real Property will be needed.

**Construction Permits:**

Please click on the link provided for a listing of required construction permits.

***Fire Safety during Construction, Alteration or Demolition of a Building:***

Utilize the requirements of the 2015/2021 IFC, Chapter 33 for both construction and demolition of any structure within your site. To obtain a full copy for fire department access and water supplies to a construction site, please call the Building Department at 303.739.7420.

**Access Roadways during Construction:**

Please click on the “link” provided for requirements for fire department access during construction.

**Single Points of Access through an Adjacent Jurisdiction:**

Providing only one point of access through another jurisdiction is not an acceptable operational position for the City. Please click on the “link” provided to obtain the full requirement.

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**



## Pre-Application Conference

---

Community Engagement Coordinators  
Housing and Community Services  
15151 E Alameda Parkway  
Aurora, Colorado 80012  
Phone: 303-739-7280  
Fax: 303-739-7191  
[www.auroragov.org](http://www.auroragov.org)

To: Brittany Vigil  
From: John Harris  
Date: November 9, 2022  
Subject: Community College of Aurora  
Location: 16000 E Centretech Pkwy

Listed below are the registered neighborhood groups that are currently registered with the Community Engagement Division within one mile of your proposed project. Once your application has been formally submitted each registered neighborhood group will receive a referral memo with information about the project and a link to view project documents. Registered neighborhood groups will have the opportunity to provide comments on the application at this time.

A neighborhood meeting is required by UDO Section 146-5.3.1 if a registered neighborhood group requests a meeting, the city receives a significant number of comments, or the Planning Director determines that one is warranted. Your Planning Case Manager will let you know after the first round of review if a neighborhood meeting is required. The purpose of this meeting is to explain your proposed development or use approval, and if necessary, to work with neighborhood representatives to address their concerns.

Your assigned Community Engagement Coordinator will assist you in scheduling and mediating the meeting at your request. The Coordinator will also provide you with an updated registered neighborhood group mailing list, invitation, and agenda prior to the meeting. Adjacent property owners' address information is available on the Adams, Douglas, and Arapahoe County websites at [www.co.arapahoe.co.us](http://www.co.arapahoe.co.us), [www.douglas.co.us](http://www.douglas.co.us), and [www.co.adams.co.us](http://www.co.adams.co.us). It is the applicant's responsibility to mail and/or e-mail a letter of invitation to all neighborhoods and adjacent property owners at least 10 days prior to the meeting.

The assigned Planning Case Manager will attend the meeting to note any agreements made by the applicant and will include those agreements in their presentation at public hearings. You may anticipate being asked at public hearings if you have met with nearby registered neighborhood groups and the result of such meetings.

As the Community Engagement Coordinator for this area, I am available to assist you in communicating with the registered neighborhood groups listed below. For assistance or to set up a neighborhood meeting, please contact me at 303-739-7280.

The neighborhoods within 5280 feet of your proposed developments are:

---

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**



**List of Neighborhood Associations**

Location: 16000 E Centretech

Record Id	HOA #	Organization	Contact	Phone
22-000005-NAM	449	A Box State of Mind Act	Daryl Witherspoon PO Box 472913 AURORA CO 80047 Dynastykingsempire@gmail.com	(720) 980-1316
13-654022-000-00-NA	179	Americana II Condominiums	JIM CRIGLER 2851 S PARKER RD #840 AURORA CO 80014 JIM@MAXIMUMMGT.COM	(303) 369-0800
04-104840-000-00-NA	180	AMERICANA MASTER ASSOC	CHRISTY SCHAFER 2851 S PARKER RD #840 AURORA CO 80014 CHRISTY@MAXIMUMMGT.COM	(303) 369-0800
15-917194-000-00-NA	10	Americana Townhome Association	JEAN RONALD 6795 E TENNESSEE AVE SUITE #601 DENVER CO 80224 JEAN@WESTSTARMANAGEMENT.COM	(720) 941-9200
03-110187-000-00-NA	159	BAYBERRY CONDOMINIUM ASSOC	ACCU, INC ADAM BRYNING 2140 SOUTH HOLLY STREET DENVER CO 80222 SUPPORT@ACCUINC.COM	(303) 733-1121 (303) 671-6402 Ext 16
14-838889-000-00-NA	23	Chambers Heights Neighborhood Association	Jerry Duran 989 Evanston st AURORA CO 80011 duranplaza@aol.com	(303) 478-8171
03-110695-000-00-NA	320	CHERRY GROVE EAST II	CICI KESLER 9250 W 5TH AVE LAKEWOOD CO 80226 CICI@ACMHOA.COM	(303) 233-4646
21-000005-NAM	444	CLEAN	CLEAN 71 Algonquian St AURORA CO 80018 bonzorader@gmail.com	(720) 366-8686

Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies  
 (#1669645)/Pre-Application Meeting held October 27, 2022



## List of Neighborhood Associations

Location: 16000 E Centretech

Record Id	HOA #	Organization	Contact	Phone
13-800807-000-00-NA	53	COBBLEWOOD CREEK HOMEOWNERS ASSOCIATION, INC.	JOSEPH WITTIG  657 S JOPLIN STREET AURORA CO 80017 JOEWITTIG1@GMAIL.COM	(678) 522-8796
03-110697-000-00-NA	162	COUNTRY VILLAGE TOWNHOME ASSOC	THE MANAGEMENT TRUST  3091 S JAMAICA CT, SUITE 100 AURORA CO 80014-2639 PETRA.PAUL@MANAGEMENTTRUST.COM	(303) 750-0994 Ext 2306
22-000016-NAM	459	House of Pain East (HOPE)	Bernie Aragon  16251 E Colfax Ave, Suite 107 AURORA CO 80011 coachberndog@yahoo.com	720-862-4912
03-111479-000-00-NA	4	KIRKEGAARD ACRES	KENT MAJOR  1156 RICHFIELD ST AURORA CO 80011 MAJORPIPETESTING@GMAIL.COM	(303) 324-5818 (303) 343-6613
03-111553-000-00-NA	67	LAREDO/HIGHLINE	DON GROVER  1188 MOBILE ST AURORA 80011 grovergdpa@gmail.com	(303) 367-8057
08-298820-000-00-NA	373	PENINSULA HOA	YUNG PHAM  341 GRANBY WAY C AURORA CO 80011 HOABOARD.PENINSULA@GMAIL.COM	(720) 771-6440
03-112965-000-00-NA	164	RED SKY HOA	FRANK MADRID  9101 E KENYON AVE, 1200 DENVER CO 80237 FRANK@SAMMGT.COM	(303) 459-4919



## List of Neighborhood Associations

Location: 16000 E Centretech

Record Id	HOA #	Organization	Contact	Phone
03-113957-000-00-NA	76	SUNRIDGE PATIO HOA	Tee Bryant 6892 S Yosemite Ct Ste 2-101 Centennial CO 80112 tbryant@msiho.com	(720) 974-4234
22-000017-NAM	460	The Ex-Nihilo Foundation LTD	Bernie Aragon 16251 E Colfax Ave, Suite 107 AURORA CO 80011 coachberndog@yahoo.com	(720) 862-4912
03-114174-000-00-NA	196	TOPAZ AT THE MALL II	JULIE VERGARA 2260 S. XANADU WAY SUITE 275 AURORA CO 80014 JULIEVERGARA1@GMAIL.COM	(303) 751-5627
06-102722-000-00-NA	349	VILLAGE @ CITY CTR CONDOS	STEPHANIE HELFER 3190 S VAUGHN WY STE 550 AURORA CO 80014 SHELFER@SERVICEPLUSCM.COM	(720) 571-1440

**Re: Community College of Aurora - Center for Stem, Power Mechanics, and Applied Technologies (#1669645)/Pre-Application Meeting held October 27, 2022**

**Aurora HOA Notification**

**Locate Address**

16000 E Centretech Pkwy

Locate

**Pick a Tool**

Point Line Polygon

**Distance:**

5280

Clear Graphics

**Map Title:**

HOA Notification Report

**To:**

Britlany Vigil

**From:**

John Harris

**Date:**

11/09/2022

**Subject:**

Community College of Aurora

**Location:**

