

May 13, 2021

Arapahoe County Public Airport Authority  
7565 S. Peoria St.  
Englewood, CO 80112

RE: Office Addition to Parcel 63-1

Members of the Arapahoe County Public Airport Authority and Centennial Airport Staff:

APP Centennial, LLC (APP) is the lessee of Parcels 63-1, 63-2, 63-3, 63-5 & 63-6 in Willowbrook Park at Centennial Airport (APA). The ground leases for the five parcels were executed effective April 11, 2002. The hangars built on Parcels 63-1, 63-2 & 63-3 are situated in one building with demising walls separating the tenancies and the hangar space (See Exhibit A).

The ground leases provided for office space to be constructed externally on the east side of the hangars built on Parcels 63-1, 63-2 & 63-3. The square footage of the ground footprint of the office addition for each parcel provided in the lease is as follows:

- Parcel 63-1: 4,000 square feet
- Parcel 63-2: 2,000 square feet
- Parcel 63-3: 2,000 square feet

The ground leases did not address the amount of or limit on the amount of square footage of office space that could be built into the office additions, nor the number of stories for the office additions.

During construction of the Willowbrook Park hangars (2002-2003), an external office structure was constructed on Parcel 63-3. The ground footprint of the office space structure consists of 2,000 square feet, consistent with the terms of the ground lease. The structure is a three-story addition consisting of 4,000 square feet of finished office space on the first and second floors; the third floor is an unfinished "mezzanine" storage area. See Exhibit B for a picture of the exterior of the office addition to Parcel 63-3.

APP is requesting Arapahoe County Public Airport Authority (ACPAA) approval to construct an office addition to hangar Parcel 63-1. The dimension of the footprint of the planned addition is 180' by 20', amounting to a 3,600 square foot footprint. As noted above, the ACPAA ground lease allows for a 4,000 square foot footprint (200' by 20'). The planned addition amounts to 90% of the office space addition allowed in the ground lease. The reduced amount is appropriate to eliminate "covering" the vehicle overhead door and the personnel door with the addition structure. See Exhibit C for a picture of the office addition structure footprint.

The planned office addition will consist of two-stories, each 3,600 square feet, totaling 7,200 square feet of office space. The exterior aesthetics of the addition will complement the exterior of the existing office addition on Parcel 63-1 (see Exhibit B). The most significant difference in the exterior aesthetics is driven by the 63-3 addition being a 3-story addition while the planned 63-1 addition will be a 2-story addition.

Demand for additional office space in Willowbrook Park is motivating APP to construct the additional office. APP has received letters of intent to lease the additional office space from two

existing Willowbrook Park tenants. One tenant will lease the first floor in its entirety; the other tenant will lease the second floor in its entirety.

APP has engaged TreanorHL as the architect for the proposed office addition. TreanorHL will be assisting APP in receiving input and approvals as necessary from the authorities having jurisdiction over the project. TreanorHL has been involved in several projects at Centennial Airport and is abundantly qualified to provide consultation to all involved parties for such a project.

WLS, LLC, is functioning as APP's owner's representative for this project. I have been involved with projects at Centennial Airport for many years and am available on a daily basis to assist with the project. My contact information is included in the letterhead of this writing.

Thank you in advance for your consideration. Please contact me if you have questions/comments.

Sincerely,

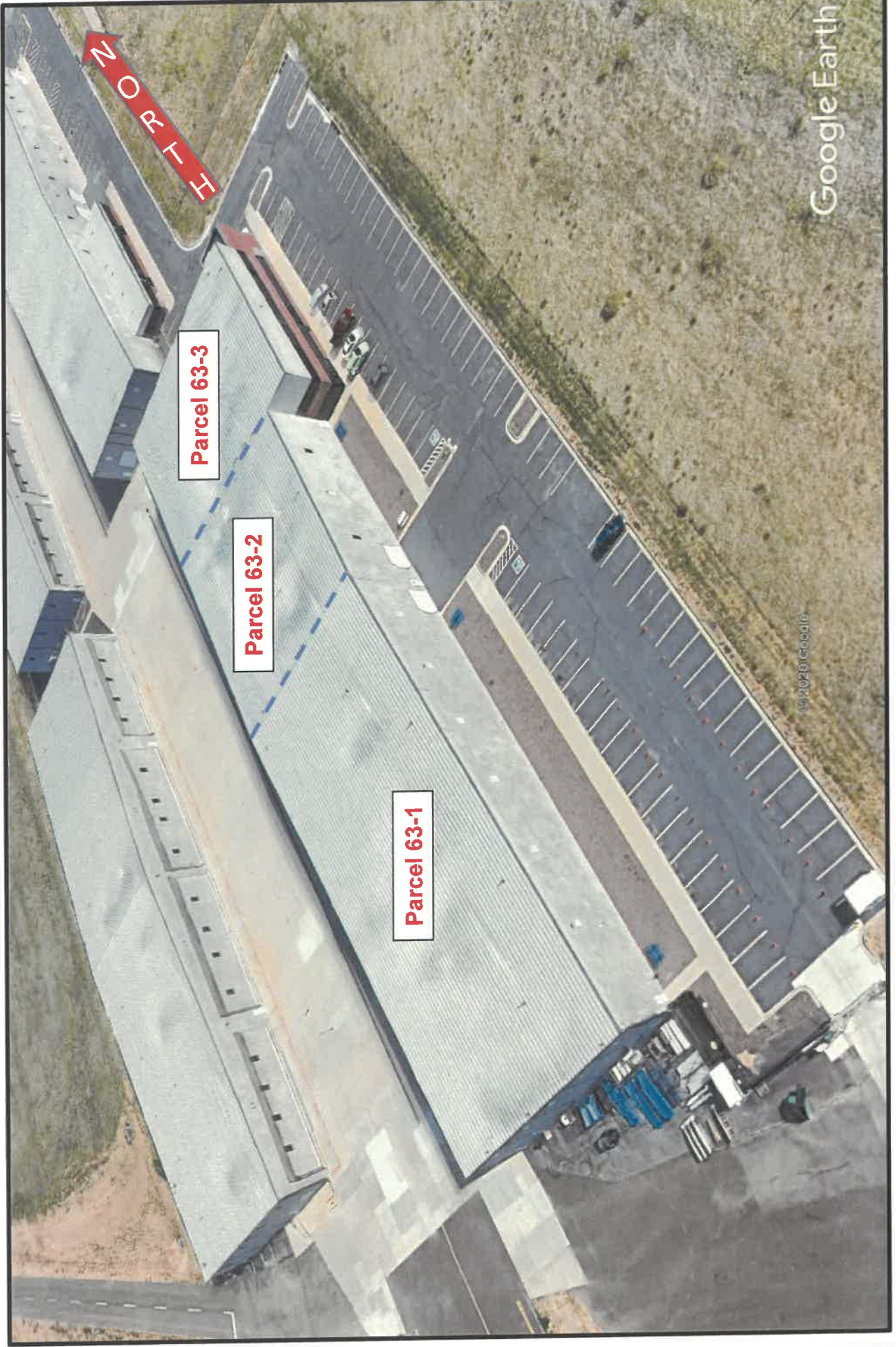
*Will Schippers*

Will Schippers  
President

Attachments:

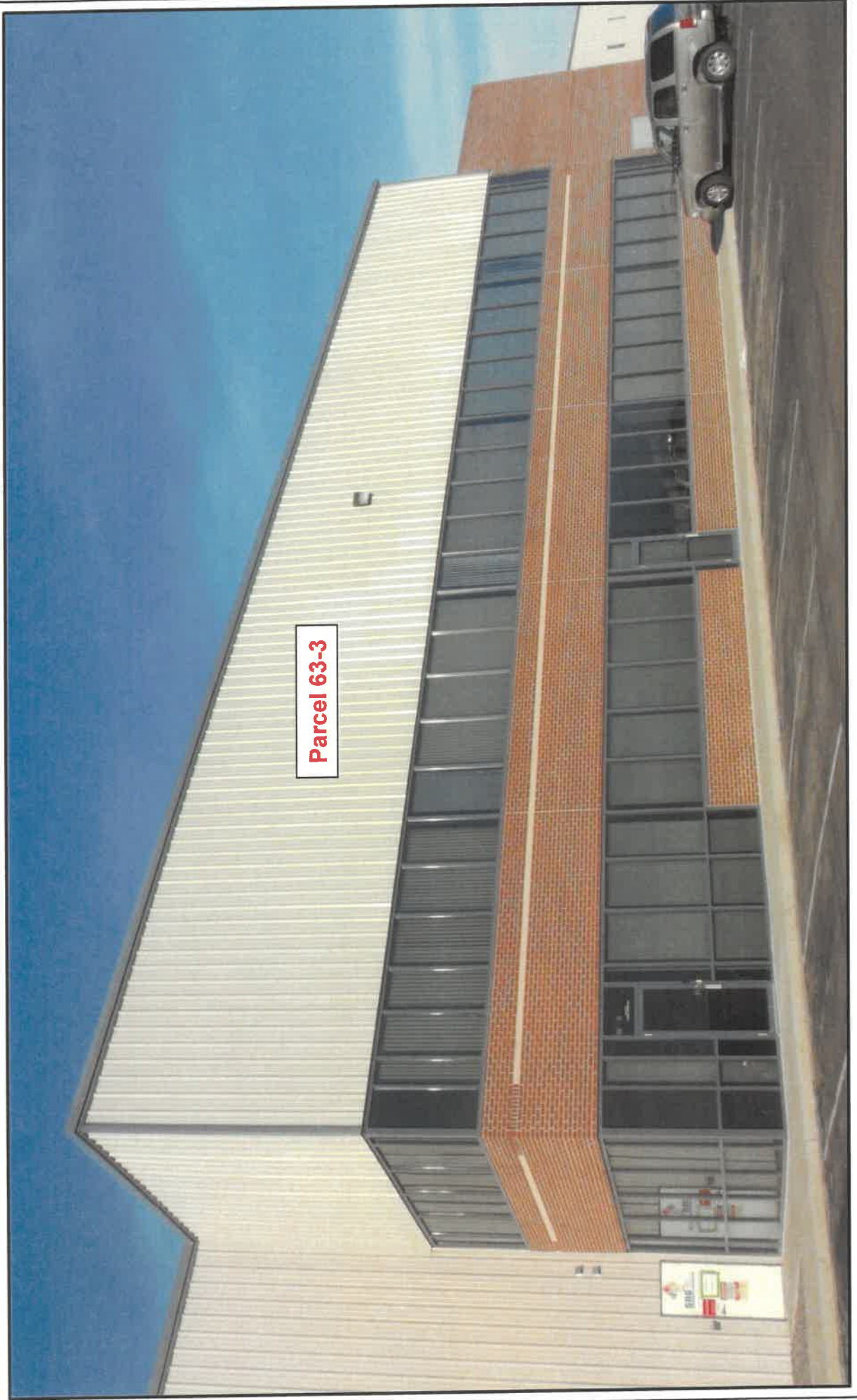
Exhibit A  
Exhibit B  
Exhibit C

**EXHIBIT A**



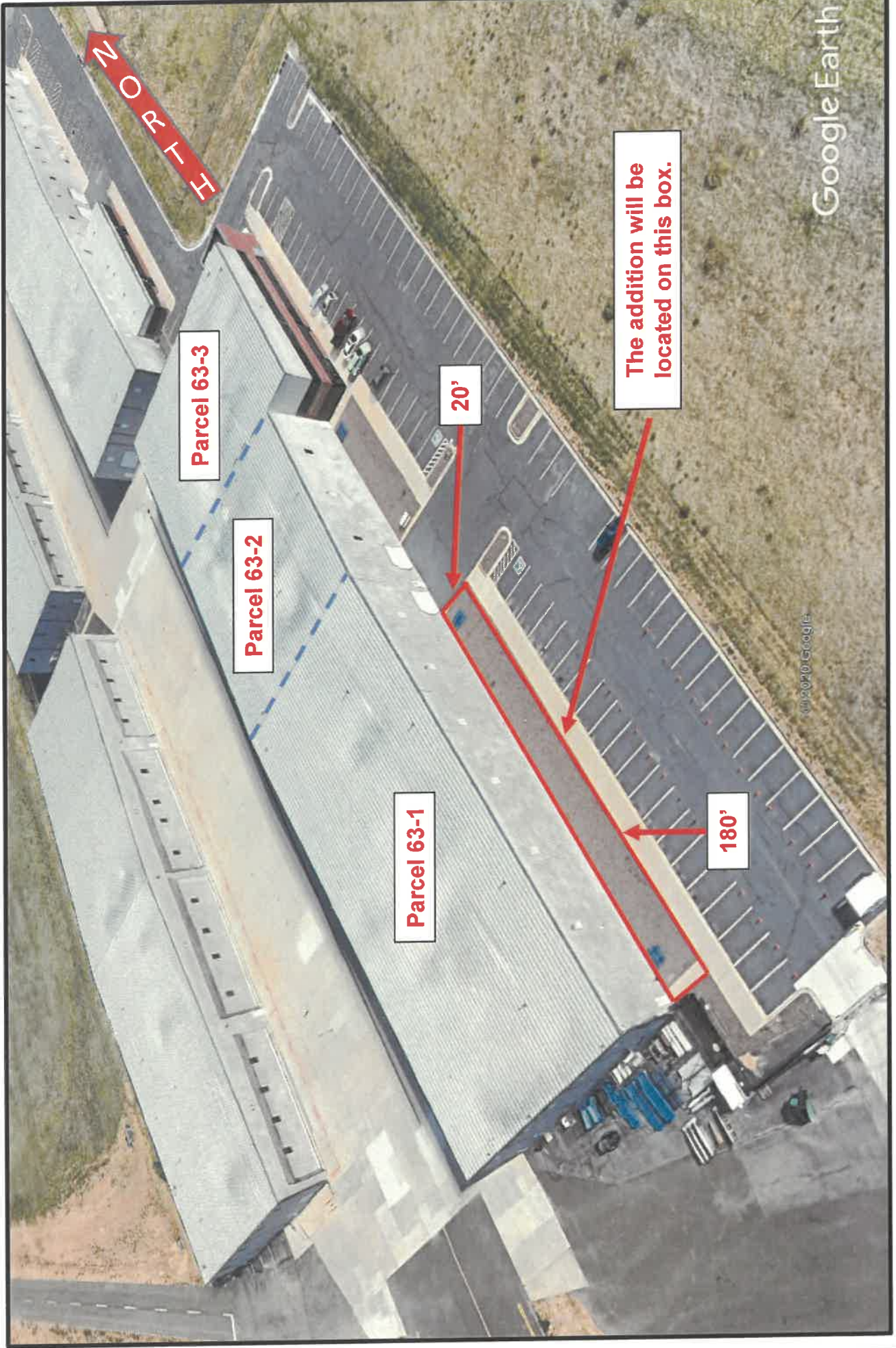


**EXHIBIT B**





**EXHIBIT C**



© 2020 Google

Google Earth



**Arapahoe County Water and Wastewater  
Authority**

13031 E Caley Avenue, Centennial, CO 80111-9364  
Phone (303) 790-4830, Fax (303)790-9364

---

May 13, 2021

Mr. Will Schippers  
APP Centennial, LLC  
7759 S. Valdai Court  
Aurora, CO 80016  
Will\_WLSLLC@msn.com

RE: Capacity to Serve – Willow Brook Office Addition - 13406 E. Control Tower Rd., (Parcel 63-1), Englewood, CO 80112

Dear Mr. Schippers:

This conditional will serve letter is submitted for the purpose of establishing that the Arapahoe County Water & Wastewater Authority has capacity to serve water and sewer to the proposed development cited above under the following terms and conditions:

1. This property is located within the boundaries of the Arapahoe County Water & Wastewater Authority.
2. The Authority has the capacity to serve the above property under the following conditions:
  - a. That, prior to any actual service to the project, the developer pays all fees and costs in compliance with the rules and regulations of the Authority as the same are amended from time to time.
  - b. That there has been compliance with all rules and regulations of the Authority as the same are amended from time to time.

This conditional will serve letter will expire 1 year from the date of this letter. Should you have any questions pertaining to the ability and the conditions attached to service of this project, please advise.

Respectfully,

Steve Witter  
General Manager

CC: Development Services

# SOUTH METRO FIRE RESCUE FIRE MARSHAL'S OFFICE

---



Gina Conley  
Senior Planner  
Arapahoe County Public Airport Authority  
Direct: 303-218-2929  
Office: 303-790-0598

Project Name: Willow Brook office addition  
Project File #: Airport Authority  
S Metro Review #: REFSI21-00112

Review date: 5/25/2021

Plan reviewer: Chip Kerkhove  
720-989-2247  
Chip.kerkhove@southmetro.org

**Project Summary:** New two-story building addition.

**Code Reference:** 2018 Fire Code Edition, 2018 Building Code Edition

South Metro Fire Rescue (SMFR) has reviewed the above project and has **approved** the plans.

**COMMENTS:**

1. NONE

# TREANORHL

June 4, 2021

Michael Fronapfel  
Director of Planning & Development  
Centennial Airport  
Arapahoe County Public Airport Authority  
7565 S. Peoria St. Unit D9  
Englewood, CO 80112

**Re: Development Plan for the APP Centennial, LLC – Willowbrook Office Addition – Review Comments**

Dear Mr. Fronapfel:

Please see below for our responses to the staff review comments dated May 28, 2021, followed by responses to referral agency comments.

**Comment 1:** *Per the Development Policy & Application Procedures, prior to construction, a Payment & Performance Bond or other acceptable surety to be approved by the Authority for 125% of the applicant construction contract will need to be in place.*

**Response:** Comment acknowledged.

**Comment 2:** *The signature block on the cover sheet will need to be updated to include space for the Chair and Notary to sign. See attached example.*

**Response:** The cover sheet has been revised.

**Comment 3:** *Please highlight the proposed office addition on all the plan sheets so it is more apparent where the additional office space is being added.*

**Response:** Please see the revised plan sheets. The proposed addition and associated notes and data have been clouded.

**Comment 4:** *All comments from the referral agencies will need to be addressed to their satisfaction.*

**Response:** Response to referral agency comments follow Comment 5.

**Comment 5:** *Please deliver the revised/final folded development plan copies and associated documents to our office located at 7565 South Peoria Street Englewood Colorado no later than COB on June 3rd. Refer to the attached Development Plan checklist that shows the documents that are required for the final submittal.*

**Response:** Comment acknowledged. Documents have been sent via delivery and electronically.

**ACWWA Referral Comment 1:** *Please submit ACWWA utility plans directly to ACWWA for review, comment and approval (independent from City/County approval process). Please refer to the "For Developer" link on ACWWA's website at [www.acwwa.com](http://www.acwwa.com) for additional design requirements and submittal procedures. An imprest account will need to be established at the time of the initial submittal. Information regarding the imprest account can also be found at the aforementioned link.*

**Response:** Comment acknowledged.





**ACWWA Referral Comment 2:** *Separate service lines, taps, and meter pits are required for domestic, mechanical equipment, and irrigation services. Please provide plumbing plans, proposed fixtures cut sheets, and meter sizing calculations per AWWA M22. An M22 spreadsheet for meter sizing can be found at the above web address. Please provide all landscape and irrigation demand calculations as well. ACWWA has a maximum 10 fps velocity requirement through the water service lines and meters. Tap fees for the respective meter sizes can be found in Appendix A of ACWWA's Rules & Regulations which can be found at the website listed above. Tap Fees are based on tap equivalents, annual demands and maximum velocity requirements. Bends are not allowed on fire hydrants laterals.*

**Response:** Comment acknowledged.

**ACWWA Referral Comment 3:** *All existing and proposed ACWWA utilities, including meter pits are to be within existing ROW or a minimum 30' wide easement dedicated to ACWWA by separate document. Please refer to "ACWWA Easement Checklist" at the web address for easement requirements and instructions for preparing easement exhibits. Parking, landscaping and permanent structures are not permitted within an ACWWA easement. ACWWA utilities are to be accessible by vehicle with unrestricted access through any security gates or fences.*

**Response:** Comment acknowledged.

**ACWWA Referral Comment 4:** *All ACWWA required documents are to be completed and approved prior to construction release, including tap fee payment, Letter of Credit established, easements recorded, Development Agreement completed, ACWWA utility plan approval, and wastewater discharge survey completed.*

**Response:** Comment acknowledged.

**ACWWA Referral Comment 5:** *Please contact Wade Wheatlake to schedule an ACWWA pre-submittal meeting or when ready to submit to ACWWA. The pre-submittal meeting will cover ACWWA design and submittal requirements.*

**Response:** Comment acknowledged.

**SMFR Referral Comment 1:** *None.*

**Response:** Acknowledged.

**Arapahoe County Planning Referral Comment 1:**

*Arapahoe County has no comments on this building expansion.*

**Response:** Acknowledged.

**Arapahoe County Engineering Referral General Comment 1:** *The County case number for engineering submittal will be assigned when the applicant submits the entire engineering documents to the County for review and approval.*

**Response:** Comment acknowledged.



**Arapahoe County Engineering Referral General Comment 2:** *The project proposes no changes to the impervious area, therefore the 20/10 rule does not apply to the project site.*

**Response:** Comment acknowledged.

**Arapahoe County Engineering Referral General Comment 3:** *A low impact Grading, Erosion and Sediment Control (GESC) plan and permit may be required. Please contact SEMSWA for the final determination.*

**Response:** Comment acknowledged.

**Arapahoe County Engineering Referral General Comment 4:** *See additional comments from SEMSWA.*

**Response:** Comment acknowledged.

**Arapahoe County Engineering Referral Submittal Comment 1:** *Please submit the following documents to the County for review:*

- *Letter of Intent of the project*
- *Low Impact GESC Plan.*

**Response:** Comment acknowledged.

**SEMSWA Referral General Comment 1:** *This project is located within the Windmill Creek drainage basin. System Development Fees (SDFs) and Excess Capacity Fees (ECFs) have been established for development in this drainage basin. No SDFs/ECFs are anticipated for this project since the site imperviousness is not increasing with this project.*

**Response:** Comment acknowledged.

**SEMSWA Referral General Comment 2:** *Please note that permits are required prior to construction commencing on this site. Permits necessary for construction may include the Grading, Erosion and Sediment Control (GESC) Permit. There are permit fees required for these permits which are assessed at the time of approval. All fees shall be paid prior to any permits being issued by SEMSWA.*

**Response:** Comment acknowledged.

**SEMSWA Referral General Comment 3:** *Please submit a response letter to the comments with the re-submittal. Response letter is required for further review.*

**Response:** Comment acknowledged.

**SEMSWA Referral Development Plan Comment 1:** *SEMSWA has no comments on the development plan. A Low Impact GESC plan should be submitted for review and approval. The GESC plan should include a note that the project is not increasing the site imperviousness or it should quantify the impervious area added with this project, if applicable.*

**Response:** Comment acknowledged.



**CCBWQA Referral Comment 1:** *Based on the limits of disturbance and proposed improvements, no exceptions are taken with the proposed development. No further referrals are required to the Authority on this project.*

**Response:** Comment acknowledged

Sincerely,

Jason Jacobowski  
Architect  
1755 Blake Street, Suite 400  
Denver, CO 80202  
jjacobowski@treanorhl.com  
o 303-298-4700  
d 303-298-4715

