

# WARE MALCOMB

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July 15, 2020

Deborah Bickmire  
City of Aurora  
Planning Department  
15151 E. Alameda Parkway  
Aurora, Colorado 80012

**RE: 21250 E 36<sup>th</sup> Drive (EDN 215032) Aurora Business Center Subdivision Filing No. 22**

Ms. Bickmire,

We are pleased to submit the Site Plan Minor Amendment Application Package for Aurora Business Center Subdivision Filing No. 22, to accompany approved EDN #215032. The project's proposed improvements are within the existing 16.1 Acre property, located in the Majestic Commercenter Development. Proposed improvements include additional 39 parking spaces, including two accessible, on the northeast side of the existing building, new building entrance and sidewalk, and a drive-up door on the southwest side of the existing building.

The amended site plan shall consist of +/- 260,560 SF of total landscaping, +/- 178,243 SF of total hard surface, 90 total parking spaces, 6 accessible parking, and 12 loading spaces.

The amendment to plans will require the release and realignment of an existing 24-ft Fire Lane Easement. The easement will be release then realigned per the existing alignment of the asphalt driveway. We will coordinate directly with Real Property for this process.

Our project team for this site plan application is as follows:

	<b>Name</b>	<b>Address</b>	<b>Phone #</b>	<b>Contact</b>
<b>Civil Engineer</b>	Ware Malcomb	900 S. Broadway, Suite 320, Denver, CO 80209	303-689-1526	Erik Morse
<b>Architect</b>	Ware Malcomb	900 S. Broadway, Suite 320, Denver, CO 80209	303-689-1508	Rob Kiester

We hope this assists you in your review of the project. We look forward to working with you through the Site Plan process. Should you have any questions please contact me at (303) 689-1526.

Sincerely,

**Ware Malcomb**



Erik A. Morse  
Project Manager

**From:** Erik Morse  
**To:** Bickmire, Deborah  
**Subject:** RE: Presubmittal Mtg Request  
**Date:** Thursday, July 30, 2020 1:42:32 PM  
**Attachments:** msa001.png  
36thDrive\_Letter of Introduction.pdf

Good afternoon Debbie,

I thought this was already sent to you... but it was sitting in my drafts folder. Please see attached LOI for this project.

We will be releasing and realigning the easement noted below as it does not align with the existing driveway nor our proposed improvements. This change will be completed by separate document and coordinated with Real Property.

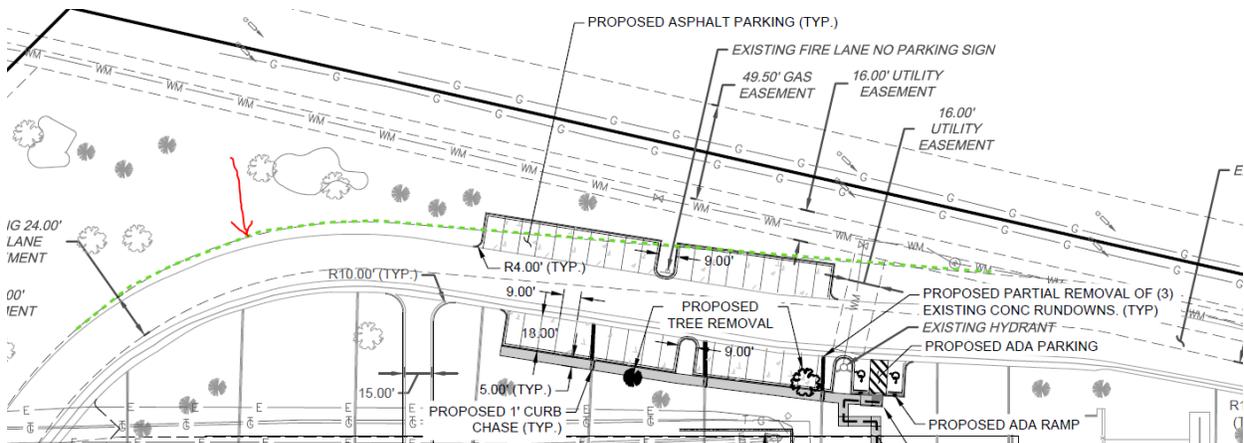
Kind regards,

**Erik Morse, PE**  
Project Manager  
D 303.689.1526 P 303.561.3333 x1519  
**WARE MALCOMB**  
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Inc. 5000 Fastest-Growing Private Company  
Zweig Best Firm to Work For  
Zweig Hot Firm

**From:** Bickmire, Deborah <dbickmir@auroragov.org>  
**Sent:** Wednesday, July 15, 2020 1:19 PM  
**To:** Erik Morse <emorse@waremalcomb.com>  
**Subject:** RE: Presubmittal Mtg Request

Can you please provide a cover letter for your request that identifies the items being amended. Please be descriptive.

Also, does the proposed drive align with the existing fire lane easement? See below. If not, the existing easement will have to be released and re-aligned with the proposed pavement.



**From:** Erik Morse <emorse@waremalcomb.com>  
**Sent:** Monday, July 13, 2020 5:00 PM  
**To:** Bickmire, Deborah <dbickmir@auroragov.org>  
**Subject:** RE: Presubmittal Mtg Request

Hi Debbie,

Please see attached Minor Amendment documents for upload. Once you've confirmed the upload and provided an RSN I will contact Public Works and have them upload the Drainage Letter.

Thank you,  
**Erik Morse, PE**  
Project Manager  
D 303.689.1526 P 303.561.3333 x1519  
**WARE MALCOMB**  
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Zweig Best Firm to Work For  
Zweig Hot Firm

**From:** Bickmire, Deborah <dbickmir@auroragov.org>  
**Sent:** Tuesday, July 7, 2020 10:19 AM  
**To:** Erik Morse <emorse@waremalcomb.com>  
**Subject:** RE: Presubmittal Mtg Request

I reviewed the pre-app notes and we will not need to do a pre-submittal. For a Minor Amendment, you send the plans to us and we get them uploaded to start the Case. You will also need to complete the attached application, have it signed and send it in when you're ready to submit. You will also need to contact the Engineer of the Day to have them get you set up to upload the drainage letter/report, but please wait for that until you're ready to submit. I hope this makes sense. Please let me know if you have additional questions.

Debbie

**From:** Erik Morse <emorse@waremalcomb.com>  
**Sent:** Thursday, July 02, 2020 12:15 PM  
**To:** Bickmire, Deborah <dbickmir@auroragov.org>  
**Cc:** Chapel, Susan <schapel@auroragov.org>; Ryan Bullock <rbullock@waremalcomb.com>  
**Subject:** RE: Presubmittal Mtg Request

Hi Debbie,

I'm following up on my email yesterday in hopes to have a decision on when/how you'd prefer to complete the presubmittal meeting on Library Time #1437761. I understand the City is not conducting any meetings with outside consultants and I want to make sure the attached meets your requirement for opening the portal.

Thank you,

**Erik Morse, PE**  
Project Manager  
D 303.689.1526 P 303.561.3333 x1519