



April 5, 2019

Matt Shannon - matt.shannon@mortenson.com
Mortenson
1621 18th St
Denver, CO 80202

Re: Bioscience 5 (#1354622)/Pre-Application Meeting held March 21, 2019

Dear Mr. Shannon:

I would like to take this opportunity to thank you for considering the City of Aurora for the Bioscience 5 project. As your assigned Project Manager, I remain available as a resource as you initiate the review and approval process in the city.

Attached to this letter are the formal Staff Comments from your Pre-Application Meeting with the Development Review Team. I have taken the opportunity to highlight a few key issues below that may require further consideration prior to a formal submittal of your Development Application. These, as well as those on the attached pages, will need to be addressed either before or during the development review process.

Key Issues:

- ▶ **Design Review Board Approval:** Fitzsimons Design Review Board (DRB) approval is required for this project. Please include DRB review and approval letters with your submittals and identify in your narrative the actions you have taken with the DRB at time of submittal.
- ▶ **Overview Narrative and Conceptual Layout of “Bioscience District”:** As previously discussed, staff is requesting a narrative and conceptual layout of the Bioscience District from Scranton Parkway to Racine Street and Montview to 23rd Avenue with your submittal. This will be very helpful in establishing overall context in the area. Please identify how the proposal is consistent with the Urban Design guidelines for the various streets, and if there is a variation from the guidelines, please describe the reasons for the variations and approaches used to mitigate the circumstance. Of interest is how the frontage of Revere will be impacted by the realignment relative to existing development. Also, it is important to assure the primary frontages of Scranton, 23rd and Racine meet the design intent. In addition, please describe anticipated parking and shared parking for the area.

- ▶ **Public Improvement Plan (PIP):** Your site is located in Sub Area #6 on the Public Improvement Plan (PIP). There is no specific guidance in the PIP for this subarea. Your submittal should include a detailed narrative and exhibits describing key infrastructure for the entire subarea. For each parcel in the Subarea describe which of these key infrastructure elements will be required for certification of occupancy. Also, please include any proposed phasing of improvements.

The comments reflect information provided on your submittal materials as well as the discussion within the meeting and are meant to provide general direction to you in the preparation of the actual submittals. If the plans change significantly for the project, another pre-application meeting would be advised.

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7044 or cdancy@auroragov.org.

Sincerely,



Cesarina Dancy
Project Manager

cc: Brian Konczak - bkonczak@moaarch.com
Lyle Artz- lartz@fitzsimonsinnovation.com

Development Review Team
File



City of Aurora

Development Process

While the development process is described in more detail in the [Development Handbook](#), the following information will help you gain a quick understanding of your next steps in the process and understand the formatting of the attached staff comments:

Step I - Planning Phase

- The application is submitted to the Planning Department.
- The Planning Department refers the plan to other city departments for comment.
- Neighborhood meeting(s) are scheduled as necessary.
- The Site Plan is approved administratively.
- The Subdivision Plat is approved administratively during the same time line.

Step II - Construction Document Phase

Civil Engineering Plans: Generally includes grading, storm drainage, stormwater management plan, public utilities, and street construction plans.

- The Preliminary drainage report is a part of the site plan submittal (Step I above). Final drainage plans are included in the civil engineering plans package.
- A pre-submittal meeting with Public Works Engineering is required prior to electronic submittal of final civil plans for review. This review is separate from the Planning Phase review above and requires a per-sheet review fee at the time of submittal.

Building Plans: (construction plans for structures)

- Usually reviewed after Planning decision is made.

All data submitted in AutoCAD 13 or higher as part of this project should be in conformance with the City of Aurora CAD Data Submittal Standard. The standards and template can be found here: [CAD Data Submittal Standard](#)

Step III - Construction Phase

Building/Civil Permits:

- **Stormwater Quality Discharge** permits must be issued prior to any site work (Aurora Water).
- **Public Improvement permits** can be issued after civil plan approvals.
- **Building permits** are issued only after Steps I & II are complete (site plan/civil plan), and building plans are approved.

Inspections: Certificate of Occupancy (CO) is granted once all work and inspections are complete.

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.

Please do not hesitate to contact **Cesarina Dancy, 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
Cesarina Dancy
303.739.7044
cdancy@auroragov.org

Thelma Gutierrez
303.739.7352
tgutierr@auroraogov.org

Planning

Zoning and Plan Review
Brandon Cammarata
303.739.7251
bcammara@auroragov.org

Landscape Design
Kelly Bish, RLA, LEED AP
303.739.7189
kbish@auroragov.org

Parks, Recreation & Open Space

Planning Design and Construction
Not represented at meeting

Forestry
Jacque Chomiak
303.739.7178
jchomiak@auroragov.org

Aurora Water

Ryan Tigera
303.326.8867
rtigera@auroragov.org

Public Works

Traffic Division
Brianna Medema
303-739-7336
bmedema@auroragov.org

Drainage and Public Improvements
Engineering Division
Kristin Tanabe
303.739.7306
ktanabe@auroragov.org

Life Safety and Building Division

Ted Caviness
303-739-7628
tcavines@auroragov.org

Real Property Division
Darren Akrie
303.739.7331
dakrie@auroragov.org

Neighborhood Services

Neighborhood Support
Meg Allen
303.739.7258
mkallen@auroragov.org

STEP I – PLANNING PHASE

Planning Department

The Planning comments are numbered, when you submit your application, include a letter of introduction responding to each of the numbered comments including key issues from other departments.

Key Issues:

- ▶ Include an overview narrative and conceptual layout of the “Bioscience District” with the Site Plan submittal.
- ▶ Fitzsimons Design Review Board approval is required.
- ▶ In addition to the Fitzsimons Innovation Campus GDP and City Code, the Urban Design Guidelines for the campus will be used to review your proposal.

General Zoning Code Review of your Property:

- Your property is currently within the boundaries of the City of Aurora and is zoned Planned Development – Mixed-Use Innovation/Research (PD-MU) and is located within the Fitzsimons Innovation Campus General Development Plan.
- The use you propose, a commercial building with office, manufacturing and warehouse, is permitted by the current zoning and the existing GDP.

Type of Application(s):

- As part of your application, you will need to make the following land use requests:
 - [Site Plan](#)
 - [Subdivision Plat](#)
- Your project can be reviewed and approved administratively.
- The following applications, [manuals](#) and [design standards](#) may also be helpful in completing your application for submittal:
 - City of Aurora [CAD Data Submittal Standard](#)
 - [Landscape Reference Manual](#)
 - [Landscape Ordinance \[Chapter 146, Article 14\]](#)
 - [On-Line Application](#)
 - [On-line Application and Plan Submittal Guide](#)
 - [Site Plan Manual](#)
 - [Southeast Area Transportation Study \(SEATS\)](#)
 - [Subdivision Plat Manual](#)
 - [Subdivision Plat Checklist](#)
 - Subdivision Ordinance [[Chapter 147](#)]
 - Xeriscape Plant List (see Landscape Manual)
 - Fitzsimons Campus Urban Design Guidelines

Standards and Issues:

1. Zoning and Land Use Issues

1A. This project is in the Fitzsimons Innovation Campus General Development Plan (GDP). The GDP is the regulating document for this project. Where the GDP is silent, the zoning code is used. Also, the Fitzsimons Urban Design Guidelines will be used to evaluate your submittal.

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This site is located in Planning Area 10 (PA-10) which is a Mixed-Use Innovation / Research Planning Area.

1B. The site is located in Sub Area #6 on the Public Improvement Plan (PIP). There is no specific guidance in the PIP for this subarea. Your submittal should include a detailed narrative and exhibits describing key infrastructure for the entire subarea. For each parcel in the Subarea, describe which of these key infrastructure elements will be required for certificates of occupancy. Also, please include any proposed phasing of infrastructure, sidewalk or landscaping improvements.

1C. With your submittal, please include a narrative and conceptual layout of the Bioscience District from Scranton Parkway to Racine Street and Montview to 23rd Avenue. Please identify how the proposal is consistent with the Urban Design guidelines for the various streets, and if there is a variation from the guidelines, please describe the reasons for these variations and approaches used to mitigate the circumstance. Of interest is how the frontage of Revere will be impacted by the realignment relative to existing development. Also, it is important to assure the primary frontages of Scranton, 23rd and Racine meet the design intent. Please describe anticipated parking and shared parking for the area.

The narrative should also describe anticipated timing and scope of GDP Amendments to reflect changes occurring in this area.

Noted, reference FIC Innovation Cluster Exhibit

2. Traffic and Street Layout Issues

23rd Avenue Urban Design Concept (Urban Design Guidelines 2.2)

23rd Avenue is the primary east/west connection through the campus. The streetscape is characterized by well-designed pedestrian zones with wide sidewalks and amenity zones, shade trees, on-street parking, and bicycle facilities. Buildings front on to 23rd Avenue with primary facades and pedestrian entries. Shallow “build-to” zones locate buildings at or near the R.O.W. to create a pedestrian-scale environment. Surface parking is located behind the buildings and parking structures without ground floor active uses or liner buildings should not be located along 23rd Avenue. **Noted, will provide.**

Racine Street and 23rd Avenue (Primary Street) (Urban Design Guidelines 2.2)

Racine Street is the primary north/south automobile and bicycle connection through FIC, linking AMC to Sand Creek Park. The street is intended as multimodal street balancing the needs of pedestrians, bicycles, and automobiles. This streetscape is characterized by well-designed, durable pedestrian zones with wide sidewalks and amenity zones, shade trees, on-street bicycle facilities, and on-street parking. Quality detailing, finishes and materials create a special identity. Special care should be taken to design intersections that minimize potential conflicts between pedestrians, automobiles, and bicycles.

Noted, the intent is to design Racine per the Urban Design Guidelines, but not build out Racine or 23rd as part of the initial build.

Revere Street (Secondary Street)

Secondary Streets break up super-blocks, providing increased connectivity and access to parking areas. They are characterized by well-designed pedestrian zones with sidewalks, amenity zones, street trees, and on-street parking. If a development parcel does not have frontage along a Primary Street, buildings should front Secondary Streets with primary facades and primary pedestrian entries. Surface parking should be located behind or to the side of the buildings.

Please review the Design Guidelines for the streets described above. The street frontages will be reviewed against these guidelines.

Per direction from the DRB, we are reviewing alternative design options for Revere St.

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Intersections (2.2.3)

Please review guidelines for typical intersections as described in the Design Guidelines.

All proposed streets whether public or private need to be labeled according to our street standard ordinance, Chapter [126-1](#) and [126-36](#) of the city code and must comply with FIC Design Guidelines.

Noted, will provide.

3. Environmental Issues

3A. Please review the Sustainability Appendix A in the Design Guidelines and describe in your narrative how you propose to approach the concepts in the appendix. Please continue working with the FRA regarding any ground surface remediation.

Noted, will provide.

4. Site Design Issues

4A. Building Orientation

The primary streets adjacent to the site are Racine Street and 23rd Avenue. The building should be oriented to these streets with pedestrian entrances from the streets and situated within 0 to 10 feet of the back of the sidewalk. Primary building entrance from the street should be an enhanced plaza space integrated with the streetscape. (Design Guidelines 2.2.2 & 3.1.3)

Noted, we are currently working through building orientation with the DRB

4B. Pedestrian Circulation and Linkages to Off-Site Trails & Open Space

A park is planned north of 23rd Avenue. All street crossing on the campus should be designed for a high level of walkability and the street crossings of 23rd Avenue will be of particular importance given the urban park designation across the street.

Noted, reference FIC Innovation Cluster Exhibit

Also, design principles for pedestrian circulation are described in the Design Guidelines Section 3.1.2.

Pedestrian circulation has been designed per the Design Guidelines

4C. On-Site Vehicular Circulation

On-site vehicular movements are described in Section 3.1.4 of the Design Guidelines. The intent is: (1) to provide clear and logical vehicular access and circulation within the site; (2) to minimize the visual impact of service areas; (3) to minimize conflicts between automobiles and pedestrians; and to provide adequate service truck access.

Noted, will provide.

4D. On-Site Amenities and Use of Open Space

The expectation is that sites will be designed with plazas, patios and greens will be included along primary street frontages integrated with the streetscape. (Design Guidelines 3.1.1)

Noted, will provide.

4E. Parking

The maximum amount of parking for Industrial / Light Manufacturing is 2.0 spaces per 1,000gfa per GDP Section 4.

Noted, will be under the maximum

4F. Site Lighting

The Design Guidelines discuss building and site lighting in Section 3.4. The expectation is that proposed lighting will be consistent with the design guidelines and common fixtures used across development in this area.

Noted, will provide.

5. Landscape Design Issues

For further information, please feel free to contact our Senior Landscape Architect, Kelly K. Bish. The general landscape comments on your proposal are listed below:

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A. General Landscape Plan Comments. Prepare your landscape plans in accordance with the specific aesthetic and landscape requirements that are outlined within the Fitzsimons Innovation Campus Urban Design Guidelines, available from your Case Manager. Landscape areas not covered by the Design Guidelines, may be found within [Article 14](#) Landscape Ordinance as well as the [Landscape Reference Manual](#).

Please be advised the city is in the process of adopting a new zoning code that includes updated landscape standards. The adoption process is tentatively scheduled to be completed in early to mid-2019. Should an updated site plan be submitted after the adoption process, the proposed application would be subject to the new zoning code standards. The proposed zoning code can be found on line using this [link](#).

If a formal submittal is made prior to the adoption of the new zoning code, the applicant shall comply with the landscape standards found within Article 14 and the Landscape Reference Manual. Please ensure that your landscape architect or designer has a copy of these documents as well as our project specific comments. The landscape plan shall include the necessary landscape tables in order to demonstrate compliance with code requirements. Tables shall be provided 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.

Provide the necessary landscape tables for each of the required landscape treatments (i.e. street frontage, buffer tables, etc.) in order to demonstrate compliance with code requirements.

Noted. Will provide

- **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 submitted with a site plan or redevelopment plan are used by the City to determine compliance with the landscape standards and for code enforcement purposes.

Landscape plans submitted during the Development Application/Contextual Site Plan submittal process must be prepared on 24”x36” sheets and have plant symbols, plant labels with quantities, and a plant schedule upon first submission or a complete review will not be possible and may result in additional submittals and ultimately delays in approval of the plan set.

Noted. Will provide

- **PDF Plan Creation Process** - Please ensure that during the PDF creation process, that all AutoCAD SHX text items are removed from the comment section and that the landscape sheets are flattened to reduce the select-ability of items. Instructions can be provided by your Case Manager if there are questions as to how to change the AutoCAD settings during the creation of the PDF’s. Plans submitted for city pre-acceptance review will be rejected if it is determined that plans do not comply. This could result in delays in application start times if the applicant is asked to re- upload corrected pdf’s.

Noted.

- **Sight Triangles** – Include sight distance and sight 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.

Noted. Will provide

B. Fitzsimons Innovation Campus Urban Design Guidelines

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within the design guidelines. The applicant is responsible for reviewing this document and determining all applicable landscape requirements.

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- **Section 2.2 Streets** – A hierarchy of streets has been established within the Fitzsimons campus that are designed to encourage a more walkable and bikeable development as well as promote an overall character for the public realm. This section provides specific requirements for building setbacks, lighting, amenity zones and landscaping based upon the specified street type.

Primary Streets – For East 23rd Avenue and Racine Street a minimum 8’ but desired 16’ urban street cross-section has been identified and shall include landscaping in 5’x10’ planting beds or 5’x5’ tree grates. Trees shall be provided at a ratio of 1 tree per 25’-35’ linear feet of street frontage on center. Opportunities should be explored for the integration of water quality within the streetscape. **This was reviewed and ultimately it was determined to utilize underground water quality to maintain plaza area**

Secondary Streets: For East 22nd. Avenue and Revere Street a minimum 8’ but desired 16’ urban street cross-section has been identified and shall include landscaping in 5’x10’ planting beds or 5’x5’ tree grates. Trees shall be provided at a ratio of 1 tree per 25’-35’ linear feet of street frontage on center. Explore opportunities for water quality within the landscape zone. Parking structures are permitted along secondary streets. Parking lots are allowed along the street with a 10’ landscape setback or low wall. Parking is not allowed when a building fronts the street. There shall be no parking separating the building frontage and the street.

- **Section 2.4 Landscape** – A comprehensive street tree plan has been created to establish a visual identity by street and highlight some points of interest. Street trees shall be installed at 3” caliper in alternating species groups of at least three. A list of approved street trees by street or street type are found in this section.
Noted. The landscape / streetscape has been designed per the FIC Design Guidelines

C. Article 14 Landscape Ordinance Requirements

The following bullet points are not necessarily an all-inclusive list of the landscape requirements found within Article 14. The applicant is responsible for reviewing the landscape code and determining all applicable landscape requirements.

- **Building Perimeter Landscaping.** Building perimeter landscaping is encouraged in urban conditions to provide a sense of pedestrian scale and visual interest and to help soften the hard urban edges. Building perimeter landscaping has already been provided around many of the existing buildings within the Fitzsimons campus and the provision of landscaping around this proposed building would complement or reflect the aesthetic previously established.
Noted. Will provide
- **Service Areas and Trash Enclosures.** Service areas visible from streets or residences shall be screened by fences, walls, landscaping, berms or any combination of items. Refer to [Section 146-1433 Service Areas and Trash Enclosures.](#)
Noted. Will provide
- **Irrigation.** Refer to [Section 146-1430.](#) All developments shall install an automatic irrigation system for landscape areas. To assess irrigation tap fees, the City Water Dept. will require that the applicant divide their landscape into water conserving, non-water conserving and non-irrigated areas as part of the landscape submittal. A table summarizing these areas shall also be provided. Contact Timothy York at (303) 739-8819 in Aurora Water regarding irrigation plan requirements and application fees. An irrigation permit is required prior to the installation of an irrigation system.
Noted. The landscape has been designed to soften the building perimeter and screen service areas. Irrigation areas have been provided and an irrigation design will be provided as required.

6. Architectural and Urban Design

6A. Design Standards

This project will require approval from the Design Review Board for the Innovation Campus before City approval. Please include DRB review and approval letters with your submittals and identify in your narrative what actions you have taken with the DRB at time of submittal.

The Design Guidelines includes building design guidance throughout the document and specifically in Section 3.

Section 146-405(F)8 of the Zoning Code establishes the approval criteria for building architecture and urban design. Building elevations will need to be included as part of your site plan and should call out dimensions, exterior finishes and color schemes. We will also ask for color and material samples with the initial submittal. As a general rule, “high quality of design” usually means that architectural details should be continued on all four sides of all buildings open to view.

Staff suggests 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. Emphasis should be placed on ground floor design. Ground floor designs should support a pedestrian-friendly environment, provide visual interest, and help to create an atmosphere that promotes foot traffic. Use changes in the wall planes, both horizontally and vertically, a variety of durable materials, and quality architecture to create visually interesting buildings. Architectural details shall be continued on all four sides of the buildings to reduce the back of house appearance.

6B. Screening of Roof Top Mechanicals

Code section 146-1300 states the requirements for screening rooftop equipment. Show the location of any rooftop or mechanical equipment and vents greater than eight inches in diameter on the elevation drawings. All such equipment must be screened. Use drawings and notes to explain how this will be accomplished. Screening may be done either with an extended parapet wall, or a freestanding screen. In either case, the screening must be at least as high as the equipment it hides. The following note to be labeled “Roof-Mounted Equipment Screening” must be added to the general notes section of all Site Plans: (click here for the specific note).

Screening of rooftop equipment is also described in the design guidelines Section 3.2.5.

Noted, will provide.

7. Signage

The total allowable square footage of signs is based on a zoning code formula tied to location of the property and building frontage. Please refer to [Article 16](#) of the Zoning Code for complete regulations. In addition the Design Guidelines Section 2.5 describe expectations for signage and way finding and will be used to review your proposal.

Noted, will provide.

8. Waivers

From the material you supplied us, it appears that your plans are not sufficiently detailed to determine whether any design standard waivers are involved. If you decide to request any waivers, you must clearly list them in your *Letter of Introduction* and justify them according to the criteria listed in [Section 405](#) of the Zoning Code. You must also list them on the cover sheet of your Site Plan or other drawings on which they occur.

Waivers are not currently planned.

9. Mineral Rights Notification Requirements

Please fill out the [Mineral Rights Affidavit](#) / [Severed Mineral Rights Notice](#) and supply this document to your Case Manager at the time of site plan submittal.

10. New CAD Standards

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.

Pre-submittal Meeting:

At least one week prior to submitting an application, you will be required to hold a Pre-submittal meeting with your assigned Case Manager to ensure that your entire application package is complete and determine your application fee. Please contact your Case Manager in advance to schedule.

Community Participation:

You are encouraged to work proactively with neighborhood groups and adjacent property owners. Neighborhood groups within a mile radius will formally be notified of this project when submittal has been made to the Planning Department.

Neighborhood Services Liaison:

- Your Neighborhood Services Liaison is Meg Allen. She has put together a report attached to these notes listing the registered groups within one mile of your proposed project and can assist in scheduling and facilitating meetings with community members. It is recommended that you work with the neighborhood organizations that express interest in your project to mediate and mitigate concerns.
- All meetings with neighborhood associations should also include your Planning Department Case Manager so that questions concerning City Code or policies and procedures can be properly addressed. We will record any project-related commitments that you make to the community at these meetings.
- Additional information about the Neighborhood Liaison Program can be found on the [Neighborhood Services](#) page of the city website.

Noted, will comply.

[Parks, Recreation & Open Space Department \(PROS\)](#)

Forestry Division

The GDP, as the approved document on file with Planning, will be expected to be followed. This document included tree mitigation for the Bioscience planning areas. The charts for the tree mitigation included on each plan will also be expected to be updated. As stated in the meeting and afterword with Lyle Artz and Alyssa Butler, the newest tree inventory will not be accepted as a change in mitigation requirements. The inventory that will be required to be used is the previous one to the newest update. Forestry will work with you on ensuring the proper inventory is being used. **Noted.**

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

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example, if a 10” tree is removed, 10 caliper inches must be replaced back onto the site. The use of tree equivalents are not acceptable for tree mitigation.

Noted.

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. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors. If there is interest in determining mitigation requirements before your submittal, there is the option of hiring a consulting arborist; a list can be obtained from Forestry upon request. Forestry would require a meeting with the arborist selected to make sure that we are in agreement on the appraisal.
- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided 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. 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 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 [Parks, Recreation & Open Space Dedication and Development Criteria manual](#).

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 new requirement.

Noted. Ash trees have not been specified. Existing tree values provided are from the original tree survey as requested

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 and sanitary main extension per the approved Master Utility Study.
- ▶ A [domestic allocation agreement](#) will be required starting in 2019 for connections 2” and larger.
- ▶ Meter Sizing spreadsheet required to size the meter.
- ▶ Subdivision Development fees will apply.

Utility Services Available:

- Water service may be provided from main extension according to Master Utility Study.
- Sanitary sewer service may be provided from main extension according to Master Utility Study.
- The Project is located on Map Page 03E.

Utility Service Requirements:

- A Site Plan is required for this project and must show existing and proposed utilities including:

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- Public/Private Mains
 - Service Lines
 - Water Meters
 - Fire Suppression Lines
 - Fire Hydrants necessary to service your development
 - Grease Interceptors are required for commercial kitchens
 - Sand/Oil Interceptors are required for vehicle maintenance facilities
 - 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).

Utility Development Fees:

- The 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. An Additional Storm Drainage fee may be charged and is based on the amount of impervious surface created by the development.
- 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](#).

Noted

Public Works Department

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

Key Issues:

- ▶ A Detailed Traffic Impact Study is required. See below for additional information.
 - ▶ The Master Traffic Impact Study identifies both 23rd Avenue & Racine Street as 3 lane roadways (left turn lanes & potentially right turn lanes at non-roundabout intersections) and the **intersection of 23rd Avenue & Racine Street as a single lane roundabout**. There have been multiple land use changes since the previous master plan and if any deviation in roadway specification is proposed it must be supported with an updated master plan.
 - ▶ The City utilizes a third party reviewer for roundabout design. Consider submitting the roundabout for 23rd Ave & Racine St off line prior to Civil & Site Plan submission to ensure the roundabout design will not delay the project.
- Show all adjacent and opposing access points on the Site Plan.
 - Label the access movements on the Site Plan.
 - Objects and structures shall not impede vision within these sight triangles. Landscaping shall be restricted to less than 26-inches in 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](#).

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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'

Noted. Will add.

Improvements:

- 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. 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.
- 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. Add a note to the Site Plan indicating this commitment.
- An update to the Master Traffic Impact study, "City of Aurora traffic Study of Fitzsimons Redevelopment" May 2017, FHU Ref No 113257-11, would be supported but is not a requirement. There have been some changes in the uses and if more clarity is known for the undeveloped land, these updates may be incorporated. This is not a requirement, if the proposed intersections comply with the existing Master Traffic Impact Study.
- **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) Analysis of interim roadway network in both the build year and anticipated 5 years post build year. (Is the west half of the Scranton Couplet needed for build year, +5)
 - 3) Include detailed analysis of:
 - a) All site access points
 - b) Intersection of all intersections, inclusive, north of Montview Blvd to Fitzsimons Pkwy, west of Ursula St to Peoria St
 - 4) If a traffic signal or multiway stop warrant is met at an intersection, then a roundabout shall also be considered at the intersection.
 - 5) Analysis of pedestrian connectivity, Pedestrian LOS.

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 *Brianna Medema* at bmedema@auroragov.org as soon as possible.
- The Traffic Study shall also be uploaded with the rest of the submittal.

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

A traffic impact study has been provided

Engineering Division

The Engineering Division reviews the drainage 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 site include the adjacent streets as well as any other streets needed for traffic or life safety needs. The phasing of public improvements needs to be shown and detailed. Sidewalk or other improvements deemed necessary for adequate pedestrian circulation may be required. Street sections shall be consistent with the approved GDP.
- ▶ Water quality shall be provided on site. Detention, if provided elsewhere, needs to be addressed in the preliminary drainage report. [Noted. Water quality will be provided on-site](#)

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 and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed grading of the curb ramps.
- 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.
- 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.
- 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.
- 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.
- 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.
- Street lights and pedestrian lights are required along adjacent roadways. Street light spacing, location, wattage, etc., information is contained in Section 4.10. See Section 2.12 for Street Lighting Plan submittal requirements. Street lights 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. The street lighting plan shall be included with the Civil Plan submittal.

ROW/Easements/Plat:

- ROW dedication is required for proposed public roadways...
- 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.

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- A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
- Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
- 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.

Drainage:

Drainage design standards can be found in the City's ["Storm Drainage Design and Technical Criteria"](#).

- 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.
- 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. Urban Drainage and Flood Control District (UDFCD) 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. Public Works Engineering 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.
- Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer.
[Per agreement between the FRA and the City, no detention is required for proposed development. The 84" storm sewer has been designed to convey undetained developed flows to the Sand Creek outfall.](#)
- Release rate for the detention pond shall be based upon the ["Storm Drainage Design and Technical Criteria"](#) Manual, latest revision. [See response above. All proposed drainage infrastructure will be designed according to the "Storm Drainage Design and Technical Criteria" manual.](#)
- 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.
- A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it.
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed.

Noted, will provide.

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:

- ▶ Looped water lines for sprinkler and hydrant within 100' of Fire Department Connection (FDC).
- ▶ With provision of fire suppression sprinklers and less than 30' in building height, only one emergency access is required.

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- ▶ Developer needs to provide roadway infrastructure around their site and off site hydrants as needed by 2015-IFC.
- ***Address Directory Signs:***
An approved address directory shall be shown within the detail sheet of the site plan and/or civil plan sign package. Address Directory Signs must be installed at properties with more than one principal building, buildings with unit identification numbers, or when, in the opinion of the Life Safety Plans Examiner, emergency response may be delayed due to the physical layout of the complex.
- ***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.
- ***Adopted Codes by the City of Aurora – Setbacks:***
The site plan and civil plans must reflect the setback requirements of the 2015 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 International Codes please utilize the following hyperlink; [ICC Codes Online](#).

Civil Plans:

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.

- [Dead-End Fire Lane Detail](#)
- [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:

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

- The 2015 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.

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- 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.
- Note: 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 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:

- [Designated Fire Lane](#)
- [Fire Lane Easement](#)
- [Emergency Access Easement](#)

Fire Hydrants:

The number and spacing of fire hydrants are determined using the 2015 IFC, Appendix B & C.

Fire Sprinkled Structures:

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

General Comments:

- 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.

Framework & General Development Plans:

The link provided will provide the developer with important fire department requirements that must be reflected within a framework or general development plan.

Gated Entry:

The installation of any gating system will require a City of Aurora licensed contractor to obtain a building permit through the Aurora Building Division prior to the start of any work. This would be considered a structural, life safety and electrical review within the Building Division that is conducted on behalf of the Fire Chief.

- If a gating system is to be installed at a site access point, it must be set back from the flow line of the street at least 35 feet or one design vehicle length, whichever is larger, and be approved by the City of Aurora's Fire and Life Safety department. Gating systems located within close proximity to public right-of-way (ROW) may also be assessed by the City of Aurora Traffic Manager or designee and could require a traffic analysis to determine the appropriate distance of gating system to said flow line of ROW. Where a gating system crosses a dedicated or designated fire access roadway please reference the Security Gates section of the latest edition of the International Fire Code (IFC). The installation of security gates across a fire apparatus access road shall be approved by the Fire Chief (designated Fire Chiefs representative).

Handicap Accessibility Requirements:

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

- [Commercial](#)

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Hazardous Materials:

Per the 2015, 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 High-Piled Combustible Storage Checklist by clicking on the hyperlink provided.

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 life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an accessible location.

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.

Loading and Unloading Areas:

The site plan must show the location of the loading and unloading areas. These areas must not encroach into the dedicated or designated fire lane easement.

Phasing Plans:

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

Site Plan, Civil Plan, Framework and General Development Plan and Plat Notes:

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

- [\(Framework and General Development Plan Note\) On-Site and Off-Site Infrastructure Requirement](#)
- [\(Framework and General Development Plan Note\) Temporary Fire Station Requirements](#)
- [\(Framework and General Development Plan Note\) Permanent Fire Station Requirements](#)
- [\(Framework and General Development Plan Note\) Whelen Warning System Requirements](#)
- [\(Plat Note\) If Plat does not contain a Dedicated Fire Lane Easement](#)
- [\(Site Plan Note\) Access Control Gate or Barrier Systems](#)
- [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Responder Radio Coverage](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)
- [\(Site Plan Note\) Loading and Unloading Areas](#)
- [\(Site Plan Note\) Right of Way for Ingress and Egress of Emergency Vehicles](#)

Photometric Plan:

- Add the following note to the Photometric Site Plan:

ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015 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 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
- [Access to within 150 feet of Each Structure](#)
- 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.
- [Access Road Width with a Hydrant](#)
- [Aerial Fire Apparatus Access Roads](#)
- [Alternative Fire Lane Surfaces](#)
- [Fire Apparatus Access Road Specifications](#)
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Dead-end Fire Apparatus Access Roadways](#)
- [Dead-End Public Streets](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [License Agreement](#)
- [No Parking is allowed within a Fire Lane Easement](#)
- [Private Streets Constructed to Public Street Standards](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Remoteness](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

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Trash Enclosure:

Per the 2015 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 has never been platted and will be required to be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications given in our most current [Subdivision Plat Checklist](#). The review of the plat can run concurrently with your other Planning Dept. submittals.
- A **Pre-submittal meeting** with Real Property is required on all plat submittals so that we can make sure the basic elements have been addressed before they are submitted to Planning. This 30 minute meeting is for the 1st 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 and bring two sets of the plat.

Noted, pre submittal meeting conducted

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 [Site Plan Checklist](#).

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 that may require a separate document. Following are the links to additional information if needed later in your formal review process:
 - [Dedications Packet](#)
 - [Easement Release](#)
 - [License Agreement Packet](#)
- **Off-site easement dedications** may be required in order to make your project work. It's up to the developer to obtain these easements for the City, pay compensation, etc. Dedication documents must be prepared using Real Property specifications which can be found in the [Dedication Packet](#). Once complete and accurate easement dedication information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.
- 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 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan.

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- You may have items that 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 4-6 weeks to complete the process after submittal. The License Agreement must be completed before the site plan is recorded.
- There is an existing street right-of-way that needs to be vacated. **Street vacations** must go to City Council via ordinance. The process begins with the owner making application to the Planning Department. As part of that application, Real Property will need a legal description and exhibit for the portion of the street being vacated prepared to our specifications. The specifications on how to prepare the legal description and exhibit are available in the [Dedications Packet](#).

Noted, will provide.

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. One paper set of Civil Plans and Reports is required for this pre-submittal review. Also bring a copy of the pre-application meeting notes 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.

- Civil Construction Document Plan Set generally includes the following plans:
 - Stormwater Management Plan
 - Final Drainage Plan/Report
 - Final Grading Plan
 - Utility Plan and Profiles
 - Street 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

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- Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
- Cross Connection Control Devices are required for:
 - Fire Service Lines
 - Commercial and Domestic Water Service Lines.
 - These devices are required to be located within the building or within a heated and drained vault after the water meter.

Construction Stormwater Quality Requirements:

- 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.

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 Division

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.
- 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 are 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 Fitzsimons Pkwy or Peoria St or Colfax Ave and not through the adjacent residential neighborhood(s).

Engineering Division

General Requirements:

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Quality Control Plan (SWQCP) in conjunction with the overall drainage plan for the site. The SWQCP shall be included in and become part of the preliminary and final drainage reports. The SWQCP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.

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- The SWQCP shall be developed by applying the permanent water quality “best management practices” described in Volume 3 of the USDCM. The SWQCP 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.
- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to a public way for access to the facilities. This easement shall be executed prior to the approval of the Civil Plans.
- An Inspection and Maintenance Plan (I and 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. See the 2010 [Storm Drainage Design & Technical Criteria](#) manual’s appendices for direction on preparing an I and M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted to the Water Department prior to issuance of a certificate of occupancy, or if no CO, then prior to approval of the Civil plans.
- The civil plans will not be approved until the preliminary drainage report/letter 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 edition. The City considers the burden on you (the developer) for not only your front footage, but also to construct all needed offsite transitions to match the existing roadway(s).
- 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 materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshall) 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.

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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](#)
 - [Counter Permits](#)
 - [Limited Plan Permits](#)
 - [Tenant Finish Permits](#)

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

- [Maximum Occupant Load Sign](#)
- [Modular, Construction Trailer, Mobile Home](#)
- [Solar Photovoltaic Systems Commercial](#)
- [Solar Photovoltaic and Wind Turbine Systems Residential](#)

Fire

- [Fire Alarm](#)
 - [Remote Annunciators Alarm Panel for Multi-Family Complexes](#)
 - [Fire Sprinkler & Standpipe Systems](#)
 - [Gating Systems across Fire Apparatus Roads](#)
 - [Hazardous Materials Storage](#)
 - [High Piled Combustible Storage Checklist](#)
 - [Knox Box](#)
 - [Knox Box Rapid Entry](#)
 - [Wet and Dry Chemical Hood Suppression Systems](#)
- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
 - Above-Ground Fuel Storage Systems
 - Automatic Fire-Extinguishing System and Standpipes
 - Emergency Responder Radio Coverage Systems
 - Fire Alarm and Detection Systems and related equipment
 - LP-Gas (Liquid Propane)
 - Hazardous Materials
 - 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 drawings. This information is imperative to accurately determine the occupancy classification of the structure or space.
 - High-Piled Combustible Storage and Racking Systems
 - Where work is related to new construction, alteration or an addition to an existing building these storage systems can be submitted with the construction drawings.

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- Underground Fuel Storage Systems
 - o Underground Fuel Storage Systems (and dispensing equipment) associated to the construction of a fuel dispensing station can be submitted with the construction drawings for the C-Store.
- 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:
 - Battery Systems (Un-Interrupted Power Supply Systems)
 - Compressed Gases
 - Cryogenic Fluids
 - Dry-cleaning Plants
 - Explosives
 - Fire Pumps and Related Equipment
 - Flammable and Combustible Liquids
 - Hazardous Materials
 - High-Piled Combustible Storage and Racking Systems
 - Industrial Ovens
 - Magnesium
 - Pyroxylin Storage
 - Spraying and Dipping Operations
 - Temporary Membrane Structures and Tents
 - Underground and Aboveground Fuel Storage Systems

Key Issue:

- ▶ 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.

Accessibility:

The City of Aurora enforces handicapped accessibility requirements based on 2015 IBC, Chapter 11, and the 2009 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 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.

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:

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- **Fire Alarm and Detection System** – 2015 IFC, Section 907.
- **Fire Sprinkler System** - 2015 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.

- 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.

[Remodel/Additions:](#)

Building permits and inspections are required for new construction, additions, and remodeling work to confirm that all structures meet applicable building code requirements. Please click on the link provided to obtain needed information for both residential and commercial projects.

[Request for Modification or Alternative Material:](#) (On in the website please select “Plan Review Services”)

Per the 2015 IFC, Section 104.10 and 104.10.1, whenever there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements.

[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.

[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](#).

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 to be submitted 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.

Public streets are required to have geotechnical and pavement design reports approved before a paving permit will be issued. Please note the requirement for composite pavement sections in Section 5.00. Also, streets are required to have French drains (for concrete pavements and bituminous composite pavement sections) at the back of curb at low points in the streets and be extended 100-feet on both sides of the low point, unless the geotechnical pavement design report indicates the presence of high

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ground water. Then, the French drains shall be extended in accordance with the recommendations of the pavement design report.

- 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:
 - adjacent streets per approved phasing plan
 - fire lanes
 - curbs, gutters, curb ramps, and sidewalks
 - monuments and range boxes
 - sanitary sewer mains, including laterals to each lot line
 - storm drainage
 - detention and water quality facilities, including necessary structures
 - 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 Issue:

- ▶ 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 meeting 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.

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 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 click the hyperlink provided.

Secondary Access Roadways during Construction:

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



City of Aurora

Neighborhood Services
15151 E Alameda Parkway
Aurora, Colorado 80012
Phone: 303-739-7280
Fax: 303-739-7191
www.auroragov.org

PRE-APPLICATION CONFERENCE

TO: Matt Shannon
FROM: Meg Allen
DATE: Thursday, March 21, 2019
SUBJECT: Bioscience 5
LOCATION: NEC 22nd and Racine St.

Listed below are the neighborhood associations that are currently registered with the Neighborhood Support Division within one mile of your proposed project. Once your application has been formally submitted each Neighborhood Organization will receive a copy of your application along with a comment card to be returned to the Planning Department. The comment card allows neighborhood organizations to share their concerns about the application prior to Planning Commission. Since the neighborhood list is updated frequently, it is recommended if you submit your application to the Planning Department anytime after 30 days of today's date, you should obtain a new, current list. Your Planning Case Manager will have an updated list available at your pre-submittal meeting.

As an applicant for a proposed development or use approval in the City of Aurora, you are strongly encouraged, but not required, to set up a neighborhood meeting with these representatives as soon as possible, but no later than 21 days prior to your scheduled public hearing. 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 Neighborhood Liaison will assist you in scheduling and mediating the meeting at your request. The liaison will also provide you with an updated and accurate neighborhood association mailing list prior to the meeting. Adjacent property owner address information is available on the Adams and Arapahoe Count web sites at www.co.arapahoe.co.us and 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. A sample letter of invitation is included in this packet. 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 neighborhoods and the result of such meetings.

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

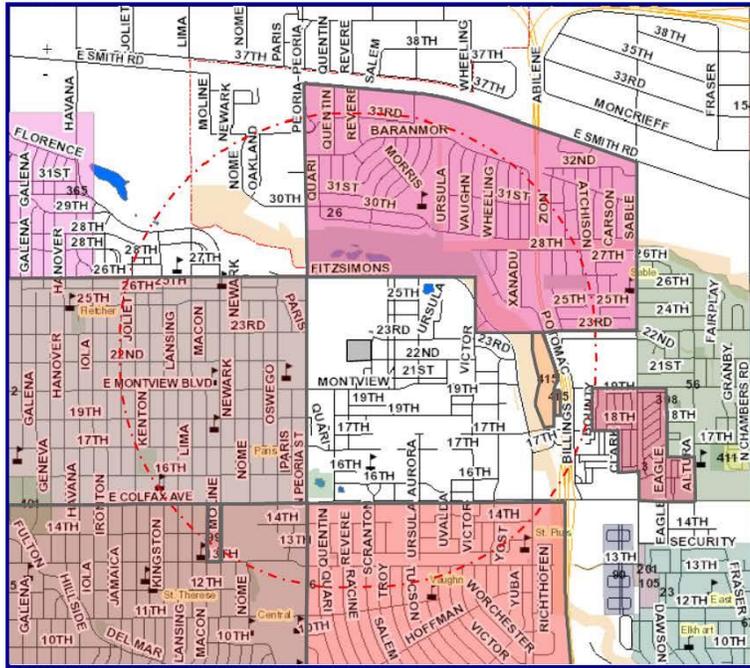
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NEC 22nd and Racine St.

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#	ORGANIZATION	CONTACT	PHONE
5	DEL MAR NEIGHBORHOODS UNITED	JONATHAN WOODWARD 1195 FLORENCE STREET AURORA CO 80010	(303)809-9151
		JWOODWARD0322@GMAIL.COM	
415	Denver Meadows - Vecinos Unidos	LUZ GALICIA 2075 N POTOMAC ST LOT 88 AURORA CO 80011	(720)480-5025
		FLORECITAROKERA69@MSN.COM	
3	HILLCREST VILLAGE	NOT CURRENTLY REGISTERED 1600 SABLE BLVD AURORA CO 80011	(303)739-7280
		NOTAVAILABLE@NOTAVAILABLE.COM	
26	MORRIS HEIGHTS IMPROVEMENT ASSOC	SUZY CRESS 3175 VAUGHN ST AURORA CO 80011	(303)364-8998 (303)364-8998
		SZCRESS@COMCAST.NET	
2	NORTHWEST AURORA NBHD ORGANIZATION	NADINE CALDWELL 2065 FLORENCE ST AURORA CO 80010	(303)364-2859 (303)364-2859
		BNTHDNTH@COMCAST.NET	

Bioscience 5



- 2-Northwest Aurora NBHD Org.
- 26-Morris Heights Improvement Assoc.
- 3-Hillcrest Village HOA
- 415-Denver Meadows - Vecinos Unidos
- 5-Del Mar Parkway NBHD Org
- 6-Hoffman Hgts/Jewell Hgts. NBHD Assoc.
- 99-Macon-Moline Partnership