

Planning Division  
15151 E. Alameda Parkway, Ste. 2300  
Aurora, Colorado 80012



April 14, 2020

Timothy Christopherson  
Shoot Indoors Buckley  
1310 S Abilene St  
Aurora, CO 80012

**Re: Initial Submission Review – Shoot Indoors – Conditional Use**  
Application Number: **DA-1622-06**  
Case Number: **2020-6009-00**

Dear Mr. Christopherson:

Thank you for your initial submission, which we started to process on March 26, 2020. We reviewed it and attached our comments along with this cover letter. Only a few minor issues remain which will need to be resolved during a technical review period following your Planning Commission Hearing. Please provide a response to the requested items by May 4<sup>th</sup> so that the most accurate and complete information can be included in the Planning Commission report.

At this time, your Planning Commission Hearing date is set for Wednesday, May 13, 2020. Please remember that all abutter notices for public hearings must be sent at least 10 days prior to the hearing date. These notifications are your responsibility and the lack of proper notification will cause the public hearing date to be postponed. It is important that you obtain an updated list of adjacent property owners from the County before the notices are sent out. Take all necessary steps to ensure an accurate list is obtained, including verifying with adjacent builders if development activity and/or sales have taken place on properties adjacent to your site.

Additionally, a public hearing sign detailing the project must be posted on site at least 10 calendar days before the hearing date. One sign should be posted on Abilene Street, the street frontage visible from the right of way. This sign will be ready for pick-up outside the Aurora Municipal Center by April 22, 2020. Please coordinate with me as to how and when this sign can be picked up.

As always, if you have any comments or concerns, please email me at [cdalby@auroragov.org](mailto:cdalby@auroragov.org). Due to COVID-19, I am primarily working from home and have limited access to my work phone.

Sincerely,

Claire Dalby, Planner II  
City of Aurora Planning Department

cc: Scott Campbell, Neighborhood Liaison  
Cesarina Dancy, ODA  
Filed: K:\\$DA\1622-06.rev1.rtf



## *Initial Submission Review*

### **PLANNING DEPARTMENT COMMENTS**

#### **1. Community Questions, Comments and Concerns**

1A. Nineteen registered neighborhood organizations and ten adjacent property owners were notified of this application.

1B. During the first review period, no public comments were received.

#### **2. Operations Plan**

2A. Elaborate a little more on your business in your Operations Plan. The information you have already provided is detailed and very helpful, however more information on the following items will greatly aid your application:

- Garbage and waste removal (i.e. the bullets, re-use of spent bullets)
- More explanation on guest training/educational offerings
- Number of employees anticipated
- Background checks and training of your employees
- Elaborate more on what exactly is the industry standard for achieving noise mitigation; sample sections of the wall or cut sheets from the manufacturer could be helpful to show during the Planning Commission hearing if possible.
- Entry requirements (if any) for the range

### **REFERRAL COMMENTS FROM OTHER DEPARTMENTS**

#### **3. Fire / Life Safety** (Jeff Goorman / 303-739-7464 / [jgoorman@auroragov.org](mailto:jgoorman@auroragov.org))

No comments – application approved.



# NOTICE OF PUBLIC HEARING

15151 E. Alameda Parkway, Ste 2300 • Aurora, CO 80012 • 303-739-7250

## Dear Abutting<sup>1</sup> Property Owner or Registered Neighborhood Group,

You are hereby invited to attend the public hearing and express any concerns you may have regarding the proposed development application case(s) listed below.

The City of Aurora Unified Development Ordinance **Section 146-5.3.7** requires that a public hearing be held on the case(s) below and that all persons, firms, or corporations who/or which hold fee title to the property, and all abutting property owners be notified of this hearing.

People wishing to address the Planning and Zoning Commission or City Council at a public hearing should review the Planning and Zoning Commission or City Council Guidelines for citizen participation at the public hearings as appropriate. This information is also available the night of the public hearing outside the City Council Chambers.

All documents and materials pertaining to the case(s) below are available for your review in the Planning & Development Services Department between 8:00 AM and 5:00 PM, Monday through Friday, and are also available on the City of Aurora **Development Application Review Website**.

## Public Hearing Information

Planning and Zoning Commission Hearing at 6:00 p.m. on \_\_\_\_\_  
(To be held in City Council Chambers on the 1st floor, 15151 E. Alameda Parkway)

City Council Hearing at 7:30 p.m. on \_\_\_\_\_  
(To be held in City Council Chambers on the 1st floor, 15151 E. Alameda Parkway)

Administrative Vesting Hearing at 2:30 p.m. on \_\_\_\_\_  
(To be held in the Planning & Development Services Department on the 2nd Floor, 15151 E. Alameda Parkway, Blue Spruce conference room)

## Applicant Information

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

## Development Application Information

Case # \_\_\_\_\_ Case Name \_\_\_\_\_

Case # \_\_\_\_\_ Case Name \_\_\_\_\_

Case # \_\_\_\_\_ Case Name \_\_\_\_\_

Property Address \_\_\_\_\_

Planning Case Manager \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Verification of Notice Form

I certify that written public hearing notices to abutting owners for the above case(s) were sent on or before \_\_\_\_\_ per the instructions of the Aurora Planning & Development Services Department. Enclosed is a copy of the mailing list of the abutting property owners.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup>**Abutting** refers to two or more properties or zone lots sharing a common border or separated only by a public or private right-of-way or by public open space or body of water not more than 1,000 feet in width. In a case of property held in condominium ownership, abutting means all the individuals holding undivided ownership in the abutting property.

# NOTICE OF PUBLIC HEARING INSTRUCTIONS

The first page of this form provides notice of the time, date, and place of the public hearing before the Planning Commission or City Council. The applicant is required to complete the information on the second page of this form and mail it to the owner of the property affected and all owners of abutting<sup>1</sup> property at least 10 calendar days prior to the public hearing.

The applicant shall obtain from the Post Office proof that the notice has been mailed. It is recommended the applicant use the Post Office's Certificate of Mailing service to provide evidence that the notice was sent. The Certificate of Mailing service requires the applicant to fill out the form pictured below in person at a Post Office location for the owner of the property affected and all abutting property owners receiving notice of the public hearing.

	<b>UNITED STATES POSTAL SERVICE®</b>	<b>Certificate Of Mailing</b>	To pay fee, affix stamps or meter postage here.
<small>This Certificate of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.</small>			
<b>From:</b>	<hr/> <hr/> <hr/> <hr/>		
<b>To:</b>	<hr/> <hr/> <hr/> <hr/>		Postmark Here
PS Form <b>3817</b> , April 2007 PSN 7530-02-000-9065			

Applicants shall provide copies of the above Certificate of Mailing (for the owner of the property affected and each abutting property owner notified) and one copy of the Verification of Notice Form (located at the bottom of the first page of this form) to the Planning Case Manager prior to the public hearing as well as any other required subsequent public hearings. Failure to submit the Verification of Notice Form prior to the public hearing will result in an automatic continuance of the application.

Should the case(s) for any reason be removed from the agenda for public hearing, it is the applicant's responsibility to re-mail all notices for the rescheduled hearing date. If the applicant is scheduled for another hearing before City Council, the notification procedure must be repeated. Please contact the Planning Case Manager for more information.

**Note:** This form is also available online: [AuroraGov.org/CityHall/FormsAndApplications/Development/index.htm](http://AuroraGov.org/CityHall/FormsAndApplications/Development/index.htm)