

**Cherokee Metropolitan District – Mobile Office @ 6257 Palmer Park Blvd**

**Letter of Intent**

**Owner:** Cherokee Metropolitan District  
Kurt Schlegel  
6250 Palmer Park Blvd  
Colorado Springs, CO 80915  
719-597-5080

**Applicant:** Cherokee Metropolitan District  
Kurt Schlegel  
6250 Palmer Park Blvd  
Colorado Springs, CO 80915  
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**Site Location:** Cherokee Metropolitan District  
6257 Palmer Park Blvd  
Colorado Springs, CO 80915

**Site Data** The 2.04-acre site, zoned CC, is located along Palmer Park Blvd east of the intersection of Palmer Park Blvd and Powers Blvd.

**Request/Justification** To gain permanent use approval for a one-story mobile office for staff use within the property owned by Cherokee Metropolitan District. Cherokee Metropolitan District has been granted a temporary use permit from El Paso County for the mobile office currently installed on site to the east of the existing building. The mobile office provides Cherokee Metropolitan District employees at this site with additional room to work and functionality for everyday operations, but is not intended for permanent office space. Employees utilizing the office are typically field staff who will use the space briefly during the day for data input and other activities. No additional employees are being added as a result of the mobile office being in place, so no additional parking shall be added.

Cherokee Metropolitan District plans to use this as a permanent space for the use described above. At this time, funding for an expansion to the existing building is not available. In addition, an expansion such as this to an existing building would take an extensive amount of time, damaging Cherokee Metropolitan District's staff from fulfilling duties and working at their main office. Maintaining the mobile office provides flexibility for a permanent expansion in the future, but at this time, a permanent expansion is not feasible.

Existing/Proposed Facilities, Structures and Roads	Within the site is a parking lot serving the main Cherokee Metropolitan District office, landscaping, street lights, and a drive aisle looping around the building. The site plan shows the location of major features on the site and the proposed location of the mobile office.
Landscaping/Screening	Currently, there is screening to the south between the site and Palmer Park Blvd and some landscaping to the east between the site and existing residential buildings. In order to create a natural barrier and complete screening between existing residential properties to the east and the mobile office, 3 additional deciduous trees (“shademaster honeylocust”) shall be installed. The property to the north is owned by Cimarron Hills Fire Protection District, which works with Cherokee Metropolitan District and is governed and directed by the same Board of Directors. As they work in conjunction with each other, no additional screening shall be provided on the north side of the site between the two properties.
Grading/Erosion Control	No additional site work is to be completed for this installation. No disturbance to existing land shall be completed and, thusly, no grading, erosion or sediment control measures shall be implemented.
Traffic Control	No additional employees shall be added as a result of the permanent mobile office on site. The same amount of traffic to the site is anticipated, as the employees that will be using the mobile office have always worked at the Cherokee Metropolitan District office.
Waiver Requests	A waiver request waiving the 30-day statutory requirement for Approval of Location has been issued separately, as directed by El Paso County in the Early Assistance Meeting held October 30, 2017.