

EL PASO

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PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
CRAIG DOSSEY, EXECUTIVE DIRECTOR

Minutes for February 21, 2018

Early Assistance Meeting – EA-18-047 – Walker Road 3 Lot Minor Subdivision

Commissioner District 1

Members Attending

Nina Ruiz, Project Manager and Planner II
Jeff Rice, Engineer III
Gabe Sevigny, Planner I
Tracey Garcia, Administrative Specialist
Scott Mikulecky, Owner
Andrew Biggs, Alliance Builders
Joseph Alessi, Alessi and Associates
Bradley Ausmus, Alliance Builders

Applicant Summary

The applicant(s) are proposing to subdivide a 40 acre parcel into two 5 acre parcels and one 30 acre parcel.

Planning Division

- The property is zoned RR-5 (Residential Rural). Parcel No. 61110-00-019
- Setbacks for RR-5 are 25' on all sides, 200' frontage, 5-acre minimum lot size, 30' maximum building height, 25% maximum lot coverage.
- A condition will be placed on the subdivision plat that if further subdivision occurs on the 30-acre parcel, a full preliminary plan and final plat will be required.
- The following application is required for this project: Minor Subdivision (\$4,537), which is hearing-based before the Planning Commission and Board of County Commissioners.
- Any hazardous areas (floodplain, soils, etc.) will need to be shown as no build/no storage with a note explaining why they are no build.
- Applicant should contact the State Water Engineer's Office with regard to water rights, decrees, adjudication for the newly created subdivision. 303-866-3581
- Approval criteria is found in the Land Development Code, Chapters 7 and 8, for the Minor Subdivision applications. Applicant needs to show compliance within the Letter of Intent.
- There is a pond onsite. The US Fish and Wildlife will need to provide a clearance letter for potential Preble's Mouse habitat.
- The Army Corps of Engineers will be an outside referral agency due to the pond being located on the property.
- Drainage ways and/or hazardous areas will need to be placed in no build areas with an associated plat note outlining the reason(s) for the no build area(s).

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- The LDC requires each subdivision and lot to have frontage onto a public right of way. Kerry Run should be extended to this property. NOTE: The plat to the south shows a 60' Road ROW Easement for Future Use. This may facilitate land acquisition with the lot owner to the south.
- Access should be provided to the adjacent lots in preparation for future development.
- A stand-alone waiver could be requested for the frontage requirement as well as the roadway not being constructed to public standards. The fee is \$2,337
- The property is within the Black Forest Preservation, area 5. The plan recommends cluster development and preservation of significant natural features.
- The web address to view archived or current projects is www.epcdevplanreview.com

Minor Subdivision (\$4,537)

- The submittal portal will outline specific submittal requirements.
 - Letter of intent will need to be submitted and explain how you meet the preliminary plan and final plat requirements. If a waiver is requested you will need to include the request and justification unless a standalone waiver has been requested and approved.
 - Subdivision summary sheet
 - Water summary sheet with supporting documents (decrees, augmentation plan, permits)
 - Soils report (can be combined with the Wastewater Report). A separate fee to Colorado Geologic Survey is required.
 - Fire protection report
 - Legal description
 - Vicinity/location map
 - Utility commitment letters
 - Plat drawing
 - Title commitment dated within 30 days of submittal
 - Mineral Rights certification
 - Copy of existing well and septic permits
 - Closures sheet

Engineering

Transportation:

- The existing private access drive along the southern property line is serving more than three properties and is required to be upgraded to a County standard road section, unless a waiver of this requirement has been granted.
- A Traffic Memo is required. Address the following:
 - Right-of-way (ROW) dedications;
 - Continued use of the private access road with waivers (if proposed);
 - The amount of potential future traffic (number of lots) that might use the private road and Kerry Run;
 - The improvements necessary to bring the access road and Kerry Run to County standards, including the intersection at Kerry Run and Walker Road;
 - The improvements proposed, if any.
 This memo should be submitted with the waiver request, if proposed.

- The County Transportation Impact Fee is required for the creation of the additional lots, to be paid at recording or at the time of building permit application or placed in a PID (Public Improvement District).
- 30-foot ROW dedication is required along the west and south sides of the property.
- A deviation will be needed for the cul-de-sac length being more than 1,600 feet in length. Documentation from the Fire Department acknowledging the length and type of improvements is required.

Drainage:

- A Drainage Letter Report is required. Water quality is not required for 5-acre lots, but at a minimum, sediment control is required for rural road construction.
- The property is located within the West Cherry Creek Drainage Basin. There are no basin or bridge fees.
- ~~but th~~ The Cherry Creek Basin Water Quality Authority (CCBWQA) ~~ey~~ will be included as a referral agency.

Grading/Erosion:

- A Grading and Erosion Control Plan is required. The Grading and Erosion Control Plan must be prepared in accordance with the Engineering Criteria Manual and Volume 2 of the Drainage Criteria Manual. A soils report should be included.
- It appears that on-site detention and water quality BMPs will be not required. However, sediment control may be required.
- An Erosion and Stormwater Quality Control Permit (ESQCP) is required, along with other agency permits, if there is more than one acre of disturbance. See section 1.1 of the application form for the additional items that must be submitted to obtain an ESQCP.

Public Improvements (applicable for road and drainage construction):

- Public Improvements are required. The Applicant will be required to enter into a Subdivision Improvement Agreement (SIA) with the County. Refer to the Land Development Code (LDC) for information on SIA type(s); the Engineering Criteria Manual (ECM) for the required format of the associated Financial Assurance Estimate.
- Construction Plans for the required Public Improvements must be reviewed and approved by Planning and Community Development (PCD) - Engineering. All Construction Plan submittals must adhere to the criteria set forth in the ECM.
- New access permit(s) will be required from Planning and Community Development.
- Work within the ROW permit(s) will be required for construction in existing County rights-of-way.

Deviations:

- All civil engineering designs and studies must be done in conformance with adopted codes, standards and criteria. Any deviations are to be formally identified and requested in writing with justification provided. Deviation criteria can be found in the Engineering Criteria Manual, Sec 5.8. Deviation request will require approval from the County Engineer.
- The Deviation Request Form template is available on request.

Wrap Up

- The project manager briefly went over the application packets, fees, checklists, online submittal process, and general timeframe.
- **Minor Subdivision - \$4,537**
- **Stand-alone waiver - \$2,337**
- **Construction drawing review fees may apply if you construct the ROW.**

- **Recording fees, park and school fees and Road Impact Fees apply.**
- NOTE: fees are subject to change. The fees at the time of application apply.
- The fee for any additional waiver/deviation requests (more than two) - \$550.00 each.
Please note that requests for waivers and/or deviations may result in additional processing/review delay.
- **PLEASE NOTE:** Upon the actual submittal, the title commitment must be dated within 30 days of the submittal date. ALL copies of each item requested on the submittal matrix must accompany the submittal for it to be complete or the submittal will be denied.
- **PLEASE NOTE:** All prospective timelines for review are subject to departmental staffing and workload.
- **PLEASE NOTE:** Pursuant to the adopted El Paso County Road Impact Fee Program (Resolution No. 12-382), a transportation impact fee, calculated on a per trip basis, may be due at the time of building permit issuance.
- ***NOTE: Early Assistance is valid for 12 months from submittal of the EA application. If a project submittal is not received within 12 months, a new EA meeting will be required. An audio copy of the meeting is available by contacting the Planning and Community Development Department at (719) 520-6300.***