

LETTER OF INTENT – SPECIAL USE APPLICATION

AL264

(Prepared for El Paso County, Colorado)

Baker Build Design LLC

(719) 491-4036

jared@bakerbuilddeesign.com

12.3.25

El Paso County Planning & Community Development Department

2880 International Circle, Suite 110

Colorado Springs, CO 80910

RE: Letter of Intent – Special Use Application for 20370 Lockridge Dr, Colorado Springs, CO 80808 (Tax Schedule No. 6102008004)

To Whom It May Concern:

**Applicant / Owner Information**

Living

Owner: Jay Best, Best Family Trust

Owner Contact: 1-858-663-6001 | jay.best21@gmail.com

Applicant: Baker Build Design LLC

Applicant Contact: 719-491-4036 | jared@bakerbuilddeesign.com

**Property Identification**

Property Address: 20370 Lockridge Dr, Colorado Springs, CO 80808

Tax Schedule Number: 6102008004

Zoning: R-4

Parcel Size: 2.72 Acres

### Summary of Proposed Request

The applicant is requesting Special Use approval for an Accessory Living Quarters for permanent occupancy on the property. This use requires Special Use approval under the El Paso County Land Development Code because it is not permitted by right within the R-4 zoning district. We also request a variance for a unit exceeding the 1500 sq ft limit by .0186% for a total of 1528 sq ft.

New paragraph.

We also request approval for the unit to exceed the 1500 sq ft limit by.....

Site Plan Drawing says 1575. Be consistent, use which ever number is correct on both documents.

### Compliance With Chapter 5 Criteria per 5.3.2(C)

The special use is generally consistent with the applicable Master Plan;

The special use will be in harmony with the character of the neighborhood, and will generally be compatible with the existing and allowable land uses in the surrounding area;

The impact of the special use does not overburden or exceed the capacity of public facilities and services, or, in the alternative, the special use application demonstrates that it will provide adequate public facilities in a timely and efficient manner;

The special use will not create unmitigated traffic congestion or traffic hazards in the surrounding area, and has adequate, legal access;

The special use will comply with all applicable local, state, and federal laws and regulations regarding air, water, light, or noise pollution;

The special use will not otherwise be detrimental to the public health, safety and welfare of the present or future residents of El Paso County; and/or

The special use conforms or will conform to all other applicable County rules, regulations or ordinances.

thank you for listing the criteria. Now, provide an analysis for each individual criterion explaining how your request complies.

### 5.2.1 Accessory Living Quarters

The proposed accessory living quarters complies with the specific development standards contained in 5.2.1 as described below.

#### 5.2.1(A) Number of Accessory Living Quarters

The proposal includes **one detached accessory living quarters** located on the property at **20370 Lockridge Drive**. No additional accessory living quarters exist or are proposed on the parcel. The request therefore complies with the requirement limiting accessory living quarters to a single unit per property.

#### 5.2.1(B) Type of Structure

The proposed accessory living quarters will be ~~located within an attached accessory structure on the property~~. Attached accessory living quarters are expressly permitted under the Code **subject to Special Use approval**, which is the purpose of this application. The proposed structure is consistent with this allowable structure type.

to the main primary residence.

#### 5.2.1(C) Affidavit

The property owner, **Jay Best (Best Family Trust)**, acknowledges this requirement and ~~agrees that a recorded affidavit will be filed~~ with the **El Paso County Clerk and Recorder** confirming that the accessory living quarters:

- will not be leased or rented,
- will not be used as a short-term rental, and
- will remain subordinate to the primary residence.

Living

~~This condition will be satisfied as part of the Special Use approval process.~~

#### 5.2.1(D) Size Limitation

The Code establishes a maximum size for accessory living quarters of **1,500 square feet of finished habitable floor area**, measured to the exterior of the walls. The Board of County Commissioners may modify this maximum by **up to 20 percent** through the Special Use process.

We request a ~~variance~~ for a 1528 sq ft unit or .0186 percent larger

than 1,500 square feet.

#### 5.2.1(E) Utilities and Metering

The proposed accessory living quarters will comply with this requirement by:

- sharing electric service with the primary residence

has submitted an affidavit recorded

Special Use Permit

- sharing water service with the primary residence, and
- not establishing separate utility meters or billing.

All utilities will remain **interconnected and indistinguishable from the primary residence**, ensuring the accessory structure does not function as an independent dwelling unit.

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H is for Detached. Please include the discussion regarding exterior appearance and interior connection.

### 5.2.1(H)(1) Use Limited to Family Members

The proposed accessory living quarters is intended to provide housing for an **immediate family member of the property owner**, consistent with the intent of the Code to allow extended family housing arrangements while preserving the single-family character of residential properties.

The use will remain limited to **immediate family members**, defined by the Code as individuals related by blood, half-blood, or law (including in-law relationships).

### Consistency With the Intent of Accessory Living Quarters Standards

~~The accessory living quarters standards are intended to allow limited residential flexibility while preventing the creation of additional independent dwelling units that could alter neighborhood character or increase density beyond zoning expectations.~~ Attached accessory living quarters may be utilized for permanent occupancy provided it conforms to all standards for accessory living quarters listed above.

The proposed Special Use complies with these goals because:

- the primary use of the property will remain a **single-family residence**,
- the accessory living quarters is **secondary and subordinate**,
- occupancy will be **limited to immediate family members**,
- the unit **will not be rented or leased**, and
- utilities and infrastructure will remain **shared with the principal residence**.

Accordingly, the request satisfies the **use-specific standards and intent of Chapter 5 of the El Paso County Land Development Code**.

## 6. Compliance With Applicable Land Development Code Standards

Overlay Zoning: The property is not in an overlay district.

Use Definition & Standards: The proposed use fits the applicable Land Development Code definition. Accessory Living Quarters — Lodging, which may include a kitchen, that is accessory to the principal dwelling which may be occupied only by occasional, non-paying guests of the family residing in the principal dwelling. Accessory living quarters are not considered dwelling units. The term does not include farm/ranch residence, caretakers quarters, or an additional dwelling. This ALQ will be occupied full time by Mother of main residence owners.

Move this section up to where you start discussing Land Development Code Chapter 5. It should come before you declare that it meets the standards.

## **7. Consistency With the County Master Plan**

The proposed Special Use is consistent with the **El Paso County Master Plan** as it relates to the designated **Placetype: Large-Lot Residential**, the identified **Area of Change: Minimal Change – Developed**, and the **Key Area: Tri-Lakes**.6. Criteria of Approval (Chapter 5 – Land Development Code)

### **Placetype: Large-Lot Residential**

The Large-Lot Residential place type is intended to preserve the rural and semi-rural character of low-density residential areas, supporting limited and compatible uses that do not alter the overall residential nature of the community.

The proposed Special Use:

- Maintains the existing residential character of the property
- Does not increase residential density
- Does not introduce urban-scale commercial intensity
- Is low-impact and appropriately scaled for large-lot development
- Preserves setbacks, open space character, and neighborhood compatibility

The proposal therefore supports the intent of the Large-Lot Residential place type by allowing reasonable property use while maintaining rural character and neighborhood integrity.

### **Area of Change: Minimal Change – Developed**

The property lies within an area identified as “Minimal Change – Developed,” which is intended to maintain the established character and development pattern of existing neighborhoods.

The proposal:

- Does not require subdivision or increased density
- Does not expand infrastructure demands beyond existing capacity
- Does not alter the established development pattern
- Maintains the existing scale and land use framework

As such, the request aligns with the County’s objective of preserving stability in areas designated for minimal change.

### **Key Area: Tri-Lakes**

Within the Tri-Lakes Key Area, the Master Plan emphasizes:

- Preservation of community character

- Protection of residential neighborhoods
- Context-sensitive land use decisions
- Compatibility with existing development

The proposed Special Use is modest in scale, compatible with surrounding residential properties, and designed to minimize impacts related to traffic, noise, and visual character. It supports the Tri-Lakes vision of balanced land use while protecting established neighborhoods.

## **Water Master Plan Consistency**

The proposal is also consistent with the **El Paso County Water Master Plan**, which emphasizes sustainable water supply, efficient water use, and avoidance of over-extension of water infrastructure.

The proposed Special Use:

- Does not increase residential density
- Does not significantly increase water demand beyond typical residential use
- Utilizes existing water service infrastructure
- Does not require extension of major water facilities

Because the request does not materially increase water consumption or infrastructure demand, it aligns with the Water Master Plan's objectives of responsible and sustainable water resource management.

In summary, the proposed Special Use supports the policy direction of the El Paso County Master Plan and Water Master Plan by maintaining neighborhood stability, preserving the Large-Lot Residential character, respecting the Minimal Change designation, and ensuring sustainable use of existing infrastructure and water resources.

## **7. Traffic / Access Plan**

Traffic generation will be minimal. ECM Appendix B Section B.1.2.D. No TIS Required. Access will use the existing driveway on Lockridge Dr. No roadway modifications are required.

## **8. Drainage**

The subject property currently follows existing natural drainage patterns typical of the area. Stormwater runoff generally flows in accordance with existing topography toward established drainage paths and does not concentrate in a manner that adversely affects adjacent properties.

The proposed Special Use will not significantly alter existing drainage patterns. No major grading, channelization, or redirection of runoff is proposed beyond what may be required for minor site improvements. Any site disturbance will comply with El Paso County drainage criteria and stormwater regulations.

If improvements are constructed, stormwater will be managed through:

- Preservation of existing natural drainage patterns
- On-site infiltration where feasible
- Proper grading to prevent concentration of runoff toward neighboring properties
- Installation of erosion control measures during construction
- Compliance with County-required drainage reports or studies, if applicable

The project will not increase runoff in a way that creates adverse impacts to downstream structures or properties. Peak flows will be maintained at pre-development conditions to the extent required by County standards.

Temporary and permanent stormwater control measures will be implemented to ensure that sediment transport, erosion, and off-site discharge are minimized.

Accordingly, the proposed Special Use will not create negative downstream impacts and will comply with all applicable El Paso County Engineering Criteria Manual and drainage requirements.

## **9. Conclusion**

The applicant respectfully requests approval of this Special Use Application. The proposed use is compatible with surrounding properties, complies with County requirements, and meets Master Plan objectives.

Sincerely,

Baker Build Design LLC

Applicant

# V3 - Letter of Intent - RLR.pdf Markup Summary

Lisa Elgin (27)

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5.2.1(B) Type of Structure

The proposed accessory living quarters located on the  
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5.2.1(C) Affidavit

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The proposal includes one detached accessory living quarters located on the  
300' lot located Block 10, subdivision accessory living quarters code as well as  
the parcel. The request includes compliance with the requirement for a new  
accessory living quarters.

5.2.1(B) Type of Structure

The proposed accessory living quarters will be located within an attached and  
unoccupied structure on the property. Altia under the Code subject to Spec  
application. The proposed structure will be used for the purpose of a  
secondary residence. The proposed structure will be used for the purpose of a  
secondary residence. (See the attached plan.)

5.2.1(C) Affidavit

The property owner, for Best Best Family Trust, acknowledges the request  
and agrees that a required affidavit will be filed with the 41 Peace Council Clerk as  
required by the Code.

- will not be leased or rented;
- will not be used as a short-term rental; and
- will remain subordinate to the primary residence.

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st Family Trust), acknowledges this requirement will be filed with the El Paso County Clerk and essory living quarters.  
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Living

and progressive maintenance, or any other use not otherwise permitted on the property. Attached documents listing structures on the property subject to Special Use approval, with applications. The proposed structure is consistent with S.U.C.1 Affidavit  
The property owner, Jay West (West Family Trust), a registered real estate licensee with the State of Texas, certifies that the accessory living quarters:  
• will not be leased or rented,  
• will not be used as a short-term rental, and  
• will remain subordinate to the primary residence.  
This condition will be satisfied as part of the Special

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City Address  
1. The applicant certifies that the proposed structure is consistent with the applicable provisions of the El Paso County Code, including the requirements and standards for accessory living quarters.  
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10. The applicant certifies that the proposed structure is consistent with the applicable provisions of the El Paso County Code, including the requirements and standards for accessory living quarters.

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has submitted an affidavit recorded

owner has not sought to acquire, lease or otherwise use the property for purposes other than those permitted by the applicable provisions of the El Paso County Code, including the requirements and standards for accessory living quarters.  
S.U.C.1 Affidavit  
The property owner, Jay West (West Family Trust), a registered real estate licensee with the State of Texas, certifies that the accessory living quarters:  
• will not be leased or rented,  
• will not be used as a short-term rental, and  
• will remain subordinate to the primary residence.  
This condition will be satisfied as part of the Special  
S.U.C.1 Use Certificate  
The applicant certifies that the proposed structure is consistent with the applicable provisions of the El Paso County Code, including the requirements and standards for accessory living quarters.  
The applicant certifies that the proposed structure is consistent with the applicable provisions of the El Paso County Code, including the requirements and standards for accessory living quarters.  
S.U.C.1 Affidavit Meeting

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and applicable fees are assessed on the basis of this rule. The Board of Commissioners may modify this maximum by up to 20 percent through a resolution.  
and a variance for a C.U. or S.U. use of 100 percent larger.  
El Utilities and Metering  
Special accessory structures will comply with this requirement by sharing electric service with the primary residence.  
Special Use Permit

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Special Use Permit



