

Add:  
"Project Project Name: 11910 Green Acres Land Variance of Use  
Number: VA263"

**LETTER OF INTENT**

**Variance of Use (VA) Request**

**Property:** 11910 Green Acres Lane, Colorado Springs, CO 80908  
**Zoning:** RR-5 (Residential Rural)  
**Lot/Parcel Size:** 5.06 Acres  
**Legal description:** Lot 2 Treasured Acres Fil No 1  
**Total Gross Building Sq. Footage:** 16,000+ (Residence 8,509; Garage 7,605)  
**Applicant/Owner:** Sterling Providence, LLC  
**Representative:** Holly Eide, [Sterlingprovidence@gmail.com](mailto:sterlingprovidence@gmail.com), 763-291-1572  
**Parcel/Tax Schedule No.:** 5215001032  
**Date:** March 19 ,2026

Update throughout so that we are not referencing "residence", since this application is effectively approving this building to not be a residence.

**To:**  
El Paso County Planning & Community Development Department  
2880 International Circle  
Colorado Springs, CO 80910

Dear Planning Department,

Sterling Providence respectfully submits this Letter of Intent requesting approval of a **Variance of Use (VA)** for the property located at **11910 Green Acres Lane, Colorado Springs, CO 80908**, which is zoned **RR-5 (Residential Rural)**.

**1) Purpose of Request and Required Statements**

The property is compliant with RR-5 zoning district’s dimensional standards. The reason for a VA- request is due to the principal use of professional office space not being an allowed use without proper county approval.

This request is narrowly tailored to allow administrative and media use that remains compatible with present existence, activities to remain within current structure maintaining the rural residential character of the area as originally designed and approved.

**2) Summary of Proposed Use (low-impact; indoors only; no exterior activity)**

The request is for low-impact administrative and media production work (office tasks, digital content creation, and recording sessions) conducted inside the residence. No exterior activity and no modifications to structures are proposed. All activity occurs indoors in existing buildings. Use is designed to maintain the rural residential character of the RR-5 neighborhood.

- No public access, no retail activity, no signage.
- Staff schedules may be staggered where practical; traffic remains low.
- Parking is fully accommodated on-site on the 5+-acre property.
- No parking occurs in the shared driveway or easements.

**3) Existing Buildings and Use Areas (existing space only; no construction)**

The property is a residence first and is zoned residential. The proposed limited use does not require expansion, new construction, or exterior changes.

### **A) Garage (Filming Area)**

Approximately 5,800 sq. ft. (existing area shown on architectural plan)

A portion of the garage will be used for recording podcast/social media/TV programs in an indoor studio environment.

To support recordings, small studio set designs that are interchangeable to create a “backdrop/background” will be used to accommodate different “look/feel” in recording formats. Sets are movable, temporary, and not affixed or permanent, and do not involve structural modifications to existing structure.

### **B) Garage (Accessory)**

Approximately 1,700 sq. ft. (existing area shown on architectural plan)

A portion will be used for media support equipment, conference supplies, materials, and related items that are periodically transported to offsite conferences and events for display and sale. There will be:

- No retail showroom,
- No on-site sales,
- No customer pickup, and
- No public access associated with it.

### **C) Administrative / Office Work Areas (Existing Space)**

Administrative work areas (within existing structures) will include:

- Desks for administrative staff;
- Workstations for media producers; and
- A conference table for internal staff meetings and production review.

### **4) Operations Summary**

Hours of Operation will be 6:00 AM – 6:00 PM.

- Occasional early-morning or after-hours filming may occur. Any activity will be conducted indoors and in a manner that complies with applicable noise/quiet-hour requirements and exterior lighting standards, and will not involve outdoor operations or public visitation.
- The proposed office use operates with staggered employee arrival and departure times. As a result, site-generated traffic is distributed throughout the day and is not expected to create concentrated AM or PM peak-hour traffic.

Staffing / Attendance

- Typical daily on-site attendance: approximately 6-8 staff.
- Occasional: Maximum on-site 10–12; this is less often and may occur due to in-studio guests/interviewees.

### **Public Traffic / Visitors**

No customer or public traffic is generated. The proposed use is limited to staff and routine deliveries consistent with a residence and low-impact office use. No public events, retail traffic, or walk-in services are proposed.

#### Vehicular Traffic:

1. Daily vehicle trip-end generation is less than 100 or the peak hour trip generation is less than 10;
2. there are no additional proposed minor or major roadway intersections on major collectors, arterials, or State Highways;
3. the increase in the number of vehicular trips does not exceed the existing trip generation by more than 10 peak hour trips or 100 daily trip ends;
4. the change in the type of traffic to be generated (i.e., the addition of truck traffic) does not adversely affect the traffic currently planned for and accommodated within, and adjacent to, the property;
5. acceptable LOS on the adjacent public roadways, accesses, and intersections will be maintained;
6. no roadway or intersection in the immediate vicinity has a history of safety or accident problems; and
7. there is no change of land use with access to a State Highway.

#### **5) Parking, Access, ADA Compliance, and Fire Lane**

##### Parking and Circulation

Parking will be limited to staff vehicles. The number of vehicles on-site will generally be equal to the number of employees present, no public visitation is proposed.

Requested parking capacity is more than adequate. No parking will occur in the shared driveway or within easements. 12 parking spaces are proposed within existing disturbed areas.

##### ADA Parking (Required Commitment)

Should this be required, we will add one (1) ADA-compliant parking space for ADA compliance. This improvement, if required, will be implemented within existing disturbed areas and reflected on the site plan.

##### Fire Lane (Required Commitment)

A fire department inspection completed in Nov. 2025 and again in Mar. 2026 indicated there is ample roadway, turnaround and onsite access for local fire/emergency. A fire lane will be added, maintained and shown on site plan to comply with the fire department's recommendation. Property currently meets all fire code requirements for the intended occupancy levels proposed.

#### **6) Vehicles (traffic), Deliveries, and Off-Site Impacts**

##### **Vehicles**

The use includes staff passenger vehicles. Daily trips would be limited to staff in attendance or the occasional scheduled guest for interviews. A standard pickup truck and pull-behind trailer may be used for operational needs, including transport of materials to off-site events.

##### **Deliveries**

Deliveries will be consistent with typical residential deliveries and normal service activity, with occasional deliveries for administrative and media production use not to exceed a standard box truck/residential delivery truck (FedEx, UPS, etc.). Deliveries will be received on-site and handled within existing buildings. No public pickup or customer delivery traffic is proposed.

Can you elaborate on frequency of deliveries?

## Off-Site Impacts

- All off-site impacts have been addressed; traffic and parking will remain minimal and limited to staff. The site provides adequate on-site parking, circulation, and open space. No off-site parking in shared driveway/easements is proposed.

## 7) No Physical Alterations / No Construction (Required Commitments)

There will be no plans to alter the current physical structure of the building or property.

No expansion, grading, construction, or new exterior structures are proposed. The proposed limited use is compatible with the property's design and purpose, requiring no physical alterations or additional structures. No future exterior structures are planned.

## 8) Environmental and Neighborhood Standards (Required Commitments)

- The proposed use is compatible and harmonious with the surrounding area and character of the neighborhood. It will not be detrimental to nearby properties, future development, or the health, safety, or welfare of local residents.
- The proposed use will meet all County, State and Federal standards for air, water, odor and noise.
- The proposed use will not adversely affect wildlife, vegetation, or wetlands, as no construction, grading, or expansion of the property is planned.
- The existing site plan provides for adequate parking, traffic circulation, and open space. Should additional fencing, screening, or landscaping modifications be required per county planning, those will meet all county specifications. (See supporting documentation with aerial pictures.)
- The property is already served by appropriate utilities and services, including water/sewer (as applicable), storm water drainage, fire protection, and police access. No new construction or site modifications are proposed.
- Well permits/DWR for variance change request to commercial use have been submitted (3/11) and are awaiting approval.
- Septic / OWTS permits for variance change request to commercial use have been submitted (3/19) with accompanying engineer letter supporting approved use.
- Surveyor review of disturbed areas indicates structure, driveway and turnaround ingress/egress of easement are at 0.56 acres. Surrounding disturbed areas will be revegetated.
- Native low-growth seed will be added to disturbed areas (bare soil) around the structure and driveway to meet vegetation requirements and limit disturbed areas to not more than 1 acre of disturbance.
- Buffering between properties cur buffering will meet county stand

Buffer requirements come from LDC Sec. 6.2.2(D)(2). Trees at a rate of 1 tree per 25' within 15' landscape buffer and 6' opaque fence. If buffering is not proposed around entire property please state why.

## 9) Residential Occupancy

The property is a residence and remains residential character per County requirements. Sterling Providence proposes that no individual reside in the property for this limited indoor use proposal. Use is designed to remain low impact and generate no public visitation.

I think this paragraph needs to be re-worded. The application is for the property to be office/media production and therefore is no longer a residence if approved. So you could discuss residential character, but it wouldn't be accurate to call it a residence.

## Responses to Variance of Use Approval Criteria

### A) Strict application of the Code would result in a “peculiar and exceptional practical difficulty or undue hardship”

Strict application of the RR-5 use limitations would prohibit the proposed indoor-only professional office/media production use, even though the activity is intentionally designed to operate with no public visitation, low traffic, and no exterior impacts.

This creates a peculiar and exceptional practical difficulty / undue hardship because:

1. The existing building configuration supports quiet, indoor administrative work, media recording, and internal communications without expansion or construction. Denial would prevent reasonable, low-impact use of existing improvements that can operate compatible with the residential/rural surroundings and those of similar variance uses previously approved for Black Forest/RR5. With no need for construction of an accessory building on the property.
2. Core operational functions require an indoor workspace and coordinated recording/production environment. While some work can be performed remotely, key functions require the expanded square footage of the existing indoor facilities to meet operation, and strict prohibition creates undue difficulty and substantial operational disruption.

It may be worth contemplating other/additional hardship argument. Specifically, why this operation could not be located in an area zoned for office uses. That said, this is your argument to make and it will be the Board of County Commissioners who determine if a "hardship" is present.

### B) Compatibility and standards

The proposed use is compatible and harmonious with the surrounding area and character of the neighborhood and will meet all applicable standards as described above. It preserves the rural residential character by remaining indoors, avoiding public visitation, and requiring no construction or exterior site changes. It will not adversely affect wildlife or wetlands. It will provide for adequate parking, traffic circulation, open space, fencing, screening, and landscaping as may be required. Sewer, water, storm water drainage, fire protection, police protection, and roads will be available and adequate to serve the needs of the proposed variance of use as designed and proposed.

Sterling Providence respectfully requests approval of this Variance of Use (VA).

Respectfully,

Holly Eide  
Sterling Providence, LLC

This letter should address how the applicant has/will address all off site impacts. Due to the public input that has been received indicating possible impacts to the private access, would you please address this somewhere in the letter?

Address and discuss payment  
of Road Impact fees