



July 23, 2026

El Paso County Planning & Community Development
Attn: Miranda Benson, Associate Planner
2880 International Circle
Colorado Springs, CO 80910

**SUBJECT: Monument Academy East Campus – 4303 Pinehurst Circle
Site Development Plan – Letter of Intent**

Dear Miranda:

In accordance with the El Paso County Land Development Code, please accept this "Letter of Intent" for the attached Site Development Plan submittal. Monument Academy (MA) is proposing a phased program of improvements to the existing charter school campus on the 19.9-acre parcel (EPC Parcel No. 61150-09-033) at the southeast corner of Walker Road and Jane Lundeen Drive. The property is described as Lot 1, MA Subdivision.

The initial Site Development Plan (SDP) for Monument Academy High School was approved by El Paso County on June 1, 2020 (PPR-19-009). The proposed Site Development Plan application requests approval for ongoing phased improvements to the school campus.

Contact information for the Property Owner is as follows:

Monument Academy Building Corporation
1150 Village Ridge Point
Monument, CO 80132
Attn: Collin Vinchattle, Executive Director (719-481-1950; cvinchattle@monumentacademy.net)

School Campus Improvements:

Monument Academy, a Colorado Charter School authorized by the Lewis-Palmer School District No. 38, desires to construct phased improvements to the existing middle/high school serving grades 6-12. The school opened in the fall of 2020 with approximately 600 students and anticipates growing its enrollment to approximately 480 middle school students and 1,120 high school students at full build out. The existing school consists of approximately 60,580 square feet (SF) built in phase one, and an additional building area of approximately 99,420 SF is planned for construction in future phases, resulting in a total campus building area of approximately 160,000 SF. The school will ultimately contain all customary program spaces such as academic spaces, athletic and gymnasium spaces, band, vocal music, art, drama and typical support spaces such as administrative and counseling spaces. While most of these functions were constructed in the first phase, the second phase and future phases will expand the athletic and performance arts spaces including a multi-purpose performance venue.

Phase 2 improvements to the MA campus include completion of the Track and Field at the north end of the campus (approved in the original SDP). MA is also planning construction of a new Performing Arts Center Addition at the northwest corner of the existing school building.

From the SDP, the north parking lot is shown as proposed linework for this application. If it will be included under this application please revise LOI.

ARCHITECT

Please state what the anticipated increase and total enrollment will be for phase 2. Is the opening enrollment of 600 students including in the build out 1600 student enrollment or in addition to the 1600 students (2400 students total)? Please clarify.

Please include discussion regarding phase 2 traffic and compliance with the TIS that was approved under PPR199.

- The approved TIS accounted for a maximum of 1,000 students and based on this LOI it seems like the charter was expanded to allow for at least 1600 students. Please address in conjunction with the comment on the previous page.
- The approved TIS assumes staggered start times for the school. Please state whether or not the school is currently and will continue operating with staggered start times.
- Please include statement whether any additional public improvements were required with the future phasing of MA.

An updated traffic impact study may be required based on the clarification that is required for enrollment what was accounted for in the previously approved study.

Track, North Parking Lot Expansion, Gym Addition (northeast corner of existing school building), 3-story Academic Addition (west side of existing school building), and Southwest Parking Lot. The proposed program of phased campus improvements is consistent with the originally approved Site Development Plan.

Traffic Circulation:

Robust traffic circulation and parking facilities have been constructed to support the operation of the charter school campus. Initial site development included major roadway improvements to provide a new roundabout at Walker Road, construction of Jane Lundeen Drive along the west side of the school campus, and extension of Pinehurst Circle along the south side of the campus with a roundabout intersection at Jane Lundeen Drive.

Initial development of the school campus included a large parking lot in the southeast corner of the site, with access to Pinehurst Circle. The southeast parking lot provides drop-off and loading space for students brought to school by parents. Future phases of campus development include an additional parking lot in the southwest corner of the site for supplemental parking. An access connection to Jane Lundeen Drive has been provided for the planned future southwest parking lot expansion.

Another existing access drive is located on the north side of the school building, with access to Jane Lundeen Drive. Future phases of development will include expansion of the north parking lot to provide additional parking.

Utilities:

The existing school site is served by the central water and wastewater systems of the Walden Corporation. The easterly boundary of the school site is adjacent to the existing Walden Wastewater Treatment Facility. The Walden Corporation continues to work collaboratively with Monument Academy to provide the required central water and wastewater service and ensure that sufficient capacity is provided.

Site Drainage:

Initial development of the school campus included storm sewer improvements and construction of stormwater detention ponds planned for ultimate development of the school campus. The detention ponds have been designed to meet stormwater quality requirements and mitigate developed drainage impacts from the school development.

Justification:

This Site Development Plan request is justified recognizing that the existing school campus and proposed improvements are logical land uses for this property. The school site is located in proximity to existing and proposed residential areas, and the site has adequate access and utilities available.

Located near the geographic center of School District 38, this property has historically been owned by

- (4) **Authority of Director to Approve Substitute Landscape Designs.** The PCD Director may approve landscaping that does not meet the specific requirements of this Section provided the proposed landscaping meets the purpose of this Section, promotes the concepts contained in the Landscaping and Planting Manual, and provides an equivalent benefit to the community and environment as would otherwise be achieved by meeting the specific requirements of this Section. This authority shall not allow the PCD Director to eliminate the requirement for landscaping or to diminish the total landscaped area required by this Section.

Alternative Landscaping Plan:

Like most school sites, Monument Academy is proposing an Alternative Landscape Plan which deviates from some aspects of the County landscape design criteria as further described below (as previously approved with 2020 Site Development Plan):

1. **Section: 6.2.2.E.2.a-b. Requirement for Non-Residential Uses, Minimum required Landscape interior area and Tree Count:** Monument Academy is proposing an alternative landscape plan with a reduced interior tree count provided based on limited resources. The proposed site design adequately meets the functional needs of the school and provides appropriate aesthetic landscaping. PPR199 allowed for a reduced number of trees. Internal landscaping was not waived.
2. **Section 6.2.2.C.2. Parking Lot Islands: Islands, fingers, and corners are required to be incorporated into all parking lots of 15 parking spaces or more in area. One island shall be provided for every 15 spaces.** Monument Academy is proposing an alternative landscape plan deleting the tree islands or an appropriate alternative design that meets the intent of the Code. PCD Director does not have the authority to diminish the total requirement. Include islands or an appropriate alternative design that meets the intent of the Code. to snow plowing in the parking lot. The proposed site design adequately meets the functional needs of the school without having tree islands with curb and gutter.
3. **Section 6.2.2.B.1; Table 6-1. The required depth of the roadway landscape area shall be increased to 15 feet along a non-arterial road or public alley where the road or alley separates a non-residential use from a residential zoning district. The number of required trees shall be increased to 1 per 15 feet of linear frontage. A minimum of 1/3 of the trees shall be evergreen trees.** Monument Academy is proposing an alternative landscape plan deleting the 15 foot required depth. Please detail what your alternative proposal will be compared to the requirement. provided based on limited resources. The proposed site design adequately meets the functional needs of the school and provides appropriate aesthetic landscaping.
4. **Section 6.2.2.C.5. Required Parking Lot Screening: 36" landscape shrubbery screen.** Monument Academy is proposing an alternative landscape plan deleting the 36" shrubbery parking lot screening requirement. PCD Director does not have the authority to diminish the total requirement. Provide parking lot screening or provide detail of an alternative proposal. The Landscape Plan appears to show landscaping around the parking lot areas. boundary. Due to the large size of the parking lot, the proposed site design appears to show landscaping around the parking lot areas. stacking concrete parking lot screening requirements, while providing an appropriate program of landscape plantings for the school site.
5. **Section 6.2.2.D. Privacy fence between residential / non-residential uses.** Monument Academy is proposing an alternative landscape plan deleting the privacy fence typically required between residential and non-residential uses. PCD Director does not have the authority to diminish the total requirement. Roadway landscaping and buffering between differing uses may overlap. The Landscape Plan appears to show landscaping along all property boundaries. site boundary, existing residential development, and Monument Academy. Fencing is not required: non-residential

- (c) **Opaque Fencing or Wall Required.** An opaque fence or wall with a minimum height of 6 feet is required along the lot, parcel, or tract line except where the adjacent single-family or duplex residential zoning district or use abuts a required roadway landscaping area.

Based on the final architectural elevations for the school building, the maximum height of the building roof surface will not exceed the maximum height of 30 feet specified for the RR-5 zone.

Lastly, we respectfully remind the County that the Site Development Plan process is considered advisory as provided by State law under C.R.S. 22-32-124.

Please call if you have any questions or need any additional information.

Sincerely,

CRP Architects, P.C.



Brian Risley
Principal Architect

cc: Collin Vinchattle, Monument Academy
John P. Schwab, P.E., JPS Engineering

Elevation plans show a building height of 42' (not including architectural feature). This will require a request to the Board of Adjustment for a Dimensional Variance. Please contact MirandaBenson2@elpasoco.com.

