

# SUBMITTAL REQUIREMENTS

## Administrative Plot Plan

Project Name: \_\_\_\_\_  
 Tax Schedule Number (s): \_\_\_\_\_ \$ 1,837  
 File #: PPR-17-007

Department or Agency

	Project Manager	Engineering Division	Plikes Peak Regional Building	Army Corp.	EPC Environmental Services	Sheriff's Department	MVEA	Tri Lakes Fire	School Dist 38	Woodmoor-Water & Sanitation	Town of Monument	US Fish & Wildlife	TOTALS
Application Fee & Surcharge	1												1
Application Form signed by owner	1	1	1	1	1	1	1	1	1	1	1	1	13
Letter of Intent	1	1	1	1	1	1	1	1	1	1	1	1	13
Legal Description (can be on plans)	1	1	1	1	1	1	1	1	1	1	1	1	13
Location Map/Vicinity Map (can be on plans)	1	1	1	1	1	1	1	1	1	1	1	1	13
Plot Plan Drawings (24" x 36", folded)	1	1	1	1	1	1	1	1	1	1	1	1	3
Plot Plan Drawings (8.5"x11")	1	1	1	1	1	1	1	1	1	1	1	1	11
Landscape Plans (24" x 36")	1	1	1	1	1	1	1	1	1	1	1	1	3
Landscape Plans (8.5" x 11")	1	1	1	1	1	1	1	1	1	1	1	1	11
Detail Plans/Signs & Lighting (24" x 36", folded)	1	1	1	1	1	1	1	1	1	1	1	1	11
Elevation Plans (24" x 36", folded)	1	1	1	1	1	1	1	1	1	1	1	1	4
Stormwater Management Plan	1	1	1	1	1	1	1	1	1	1	1	1	4
Traffic Memo - <u>Need by Feb 23</u>	1	1	1	1	1	1	1	1	1	1	1	1	2
Grading & Erosion Control Plan	1	1	1	1	1	1	1	1	1	1	1	1	2
Financial Assurance Estimate	1	1	1	1	1	1	1	1	1	1	1	1	2
ESQCP	1	1	1	1	1	1	1	1	1	1	1	1	2
Operation Maintenance Manual - <u>Prior to Recan</u>	1	1	1	1	1	1	1	1	1	1	1	1	2
Detention Agreement - <u>get by Feb 23</u>	1	1	1	1	1	1	1	1	1	1	1	1	2
Drainage Report	1	1	1	1	1	1	1	1	1	1	1	1	2
Utility Commitment Letters	1	1	1	1	1	1	1	1	1	1	1	1	2

Can I get  
a PPR#?  
Nina

EL PASO

COMMISSIONERS:  
DARRYL GLENN (PRESIDENT)  
MARK WALLER (PRESIDENT PRO TEMPORE)



COUNTY

STAN VANDERWERF  
LONGINS GONZALEZ  
PEGGY LITTLETON

PLANNING AND COMMUNITY DEVELOPMENT

CRAIG DOSSEY, EXECUTIVE DIRECTOR

September 27, 2017

Dear Applicant and/or Consultant:

Subject: Monument Hill Business Park, PPR-17-007, Review 3

**The purpose of this letter is to provide you with the review agency responses to the above named development application that have been received to-date by Planning and Community Development.**

**You are encouraged to directly contact those agencies that did provide review comments if the comments require additional action by the applicant/applicant's representative. You are also encouraged to directly contact those agencies that did not provide review comments if such response is required by state statutes and the El Paso County Land Development Code.**

**EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**

**Planning Division**

1. Addressed
2. Addressed
3. Addressed
4. Addressed
5. Addressed
6. Addressed
7. Addressed
8. Addressed
9. An alternative landscaping plan is being requested. Please submit a revised letter of intent requesting an alternative landscaping plan. Include the reasons for the request as well as the specific request (ex: no screening on the western side).

**RESPONSE: Letter of Intent has been updated.**

10. The ROW will be sold to EPC. Please revise all sheets to show the ROW to be sold to EPC

**RESPONSE: All applicable sheets have been updated.**

**Engineering Division**

### Site Development Plan

1. Resolved.
2. Resolved.
3. The retaining wall at the southwest corner of the site is greater than 4 ft in height. A building permit may be required. Contact Regional Building Department for their requirement.  
**Noted. RBD will be contacted for the necessary permit.**
4. Adjust the grade slopes at the handicap parking stalls west of Building A so it does not exceed 2% in any direction per ADA.  
**The grading at the ADA spaces on the west side of Bldg A have been adjusted to not exceed 2%.**

### Grading & Erosion Control Plan

1. – 11. Resolved.
12. Callout/show the emergency overflow spillway. Minimum freeboard to be 1-ft above the overflow water elevation. **Unresolved. The plan shows 0.6' of freeboard.**  
**See revised sheet. The issue has been resolved.**
- 13 – 19 Resolved.
20. On sheet C1.5, add the following note regarding the Orifice Plate: **Unresolved**
  - a. Provide continuous neoprene gasket material between the orifice plate and concrete.
  - b. Bolt plate to concrete 12" max on center.**See revised sheet for modified details.**
21. Resolved.
22. **Update the orifice diameter. Per the drainage report the bottom two orifices are 11/16" dia while the top is 1-1/8" dia.**  
**See revised sheet for modified details.**
23. **Update the 100-yr restrictor plate orifice diameter per the drainage report (6.4").**  
**See revised sheet for modified details.**
24. **Adjust the orifice spacing of the orifice per the drainage report (21-1/8").**  
**See revised sheet for modified details.**
25. **Add as a third paragraph in the El Paso County Signature block:**  
"In accordance with ECM Section 1.12, these construction documents will be valid for construction for a period of 2 years from the date signed by the El Paso County Engineer. If construction has not started within those 2 years, the plans will need to be resubmitted for approval, including payment of review fees at the Planning and Community Development Directors discretion."  
**Note added.**
26. In Sheet C2.1, add the inlet protection (IP) symbol next to the inlet at the southeast corner of the property.  
**Added.**
27. Adjust the grading at the western side of the driveway so there isn't 30 feet of exposed culvert pipe.  
**Adjusted.**
28. An alternative grading design seems to be required at the pond outfall pipe location. There does not seem to be sufficient cover over the pipe for the last 20 feet. Also,

stormwater overtopping the emergency over weir will act as a waterfall on the retaining wall and further eroding the soil in the vicinity of the pipe.

**The grades have been adjusted to provide more cover. Additionally, buried riprap has been proposed along the pipe to the base of the wall for additional protection.**

#### Drainage Report

1 – 13. Resolved.

14. ~~Replace the pond worksheets with the latest version of the UD-Detention worksheet (v3.07). Additionally, the orifice plate of the outlet structure shall be designed with three orifices based on the recommended design by UDFCD (USDCM Vol 3 Figure OS-4). The latest UD-Detention includes the spillway calculation which was missing from the report.~~ Review 2: Update the user input in the "Outlet Pipe w/ Flow Restriction Plate" to match the plans or vice-versa. The plans show depth to invert of outlet pipe from the micropool is 0, not 2.50 feet below as inputted in the worksheet. **Unresolved.**  
**See revised sheet for modified details.**

15. Resolved.

#### Traffic Study

Resolved.

#### Financial Assurance

1 - 4 Resolved.

5. The plans only show three inlet protections. Identify the fourth on the grading and erosion control plan or update the FAE.  
**The FAE has been updated.**

6. In Section 3 include the cost for the low flow trickle channel and the emergency overflow weir structure.  
**These items have been added to the FAE.**

#### ESQCP

1. Resolved. **See the O&M section below for comments.**  
**Noted.**

2. Resolved.

#### SWMP

1. Add "PCD Project No. PPR-17-007" at the bottom of the cover sheet. **Unresolved.**  
**Added.**

2. Resolved.

#### **O&M**

1. **Remove the section for annual reporting to El Paso County. At this time, this is not required by the County.**  
**Removed.**

#### **Attached:**

**EPC MS4 Post Construction Form**

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**Due to the number of comments and necessary revisions to the plan(s) an additional detailed review will be necessary. Please address the comments as listed above. A detailed letter needs to accompany the revisions to allow for an expeditious re-review timeframe. The letter should include each comment listed above and, immediately thereafter, include a response from the applicant addressing the comment.**

**If any review agency has an issue that needs resolution or requires a revision, you will need to provide the necessary documents, drawings, etc., to the Planning and Community Development Department in the form of a resubmittal. The Planning and Community Development Department will then forward the resubmitted items directly to the appropriate review agency. If you have any questions pertaining to specific agency comments please contact the appropriate agency directly.**

**PLEASE NOTE: The application cannot be scheduled for public hearing until and unless a final response has been received by Planning and Community Development from those agencies that are required (pursuant to state statute and the El Paso County Land Development Code) to provide such response (i.e.- State Engineer's Office, County Attorney's Office, County Health Department, etc).**

Please contact me if you would like to schedule a meeting with myself or the multi-disciplinary team.

When all the comments have been addressed and corrections made please submit the required documents as requested:

- site development pages (2 full, 2 half)
- GEC (2)
- Drainage Report (2)
- Financial Assurance (2)
- SWMP (2)
- O&M (2)
- Response letters (2)

Best Regards,

Nina Ruiz, Project Manager/Planner II  
El Paso County Planning and Community Development Department

2017-TA-0547

<b>U.S. FISH AND WILDLIFE SERVICE</b>	
<input type="checkbox"/> NO CONCERNS	
<input type="checkbox"/> CONCUR NOT LIKELY TO ADVERSELY AFFECT	
<input checked="" type="checkbox"/> NO COMMENT	
<i>[Signature]</i>	3/2/17
DRUE L. DEBERRY	DATE
ACTING COLORADO FIELD SUPERVISOR	

November 22, 2016

Nina Ruiz  
PCD Project Manager and Planner II  
2880 International Circle, Suite 110  
Colorado Springs, CO 80910-3127  
(719) 520-6300

**LETTER OF INTENT**

**RE: Monument Hill Business Park**  
Lot 3, Greater Europe Mission Subdivision, Filing No. 1  
El Paso Count, CO

VERSION: 1  
DATE: 3/6/2017

Ms. Ruiz,

The Monument Hill Business Park is to be located on Lot 3 in the Greater Europe Mission Subdivision is requesting a special use permit. The Center will include two buildings (A and B) and marketed as a light commercial business complex. Each building will have 7 to 8 units with each unit being approximate 2,100 sq. ft. Each unit is designed for business offices and/or showroom type space in the front of the unit along with warehouse space in the rear. These units are ideal for small commercial businesses. The proposed use is applicable to the Master Plan for this area in that adjacent properties offer similar commercial uses, including offices, school campuses and other office/warehouse uses.

The size, scope and design of the proposed development is harmonious with the surrounding buildings. The two proposed buildings are one-story in height with precast concrete walls and storefront and stone veneer along the building frontage. The building elevations are included with this letter for reference. Building A will face west toward Monument Hill Road and I-25. The neighbors have been notified of our intentions (see attached letter). Given the proposed use, we do not anticipate excessive use of public facilities and services because of this development. Light office/warehouse uses don't typically require a high-demand for utilities. Traffic to this site will be like neighboring properties and not greatly impact surrounding businesses. We are proposing two access points to the property, one along Monument Hill Road and the other on Deer Creek Road, effectively distributing added traffic to prevent congestion along either existing road. We do not anticipate traffic interfering with access to surrounding properties.

The special use will comply with all local, state, and federal laws and regulations in regards to air, water, light, or noise pollution. The landscape has been designed to preserve the unique character of the I-25 corridor with the appropriate landscape and screened parking. We will screen the parking lots with clusters of evergreen and deciduous trees. Evergreen trees will be staggered to compliment the current landscape of Monument Self Storage, the neighbor to the east.

The landscape will meet the 10 -20% requirements per the Town of Monument Comprehensive Plan Update. This area will include a mixture of trees, shrubs and grasses, as well as mulches and groundcovers that are hardy to

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## Beverly Gonzales

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**From:** sheryl\_trowbridge@fws.gov on behalf of ColoradoES, FW6 <coloradoes@fws.gov>  
**Sent:** Thursday, March 02, 2017 2:49 PM  
**To:** DSDComments  
**Subject:** Fwd: 2017-TA-0547  
**Attachments:** 2017-TA-0547 out.pdf

----- Forwarded message -----

From: **ColoradoES, FW6** <[coloradoes@fws.gov](mailto:coloradoes@fws.gov)>  
Date: Thu, Mar 2, 2017 at 2:08 PM  
Subject: 2017-TA-0547  
To: [DSDocuments@elpasoco.com](mailto:DSDocuments@elpasoco.com)

Good Afternoon,

Please see attached the final response rendered for the project.

Respectfully,

Colorado Ecological Services Field Office

\*\*\*Please be advised, the Ecological Services office for U.S. Fish and Wildlife for the Mountain-Prairie Region will now be utilizing a new office inbox. Consultations and projects will still be reviewed by the same office. Please send all new requests to [coloradoes@fws.gov](mailto:coloradoes@fws.gov) . Thank you.

## Elizabeth Hook

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**From:** Brent Johnson <brent@pprbd.org>  
**Sent:** Tuesday, February 28, 2017 2:32 PM  
**To:** DSDComments  
**Subject:** PPR-17-007 & AL-17-005

Regarding a request for approval of a site development plan and a special use for parcel 7113-04-020, Enumerations has the following comments:

1. This parcel has the address of 1945 Deer Creek Rd. Since there are 2 buildings proposed, 1 of the proposed buildings will use this address, and the other will need to have an address assigned by Enumerations.
2. Since the proposed structures are to be multi-tenant buildings, Suite numbers will need to be assigned. Any building plans should clearly show the suite numbering, based on the maximum number of tenants that the building could hold. Secondary addressing guidelines are available on our website [www.pprbd.org](http://www.pprbd.org) ->addressing->secondary addressing guide.
3. The trash enclosure shown on the development plan is 7 feet in height, and will therefore require a separate address and building permit. This address will be assigned by Enumerations at the time of plan submittal.

Floodplain has no comment or objection to this submittal.

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March 1, 2017

Nina Ruiz, Project Manager  
El Paso County Dev Services Department  
2880 International Circle  
Colorado Springs, CO 80910-6107

Dear Ms. Ruiz:

Mountain View Electric Association, Inc. (MVEA) has these comments about the following:

**Project Name: Monument Hill Business Park**

**Project Number: PPR-17-007**

**Description:** Approval is being requested for Monument Hill Business Park to be located on Lot 3, Greater Europe Mission Subdivision #1. This development will include two commercial buildings, each with 7 to 8 units and is located east of Monument Hill Road and south of Deer Creek Road in Section 11, Township 11 South, Range 67 West.

This area is within MVEA certificated service area. MVEA will serve this parcel according to our extension policy. Information concerning connection requirements, fees and upgrades under MVEA line extension policy can be obtained by contacting the Engineering Department of MVEA.

MVEA requests a twenty (20) foot exterior lot line easement on plat and MVEA will work with the developer to design electric service for individual units. If open space, drainage and landscape tracts are designed in this subdivision MVEA requests these areas be listed to include utilities. MVEA requests no trees or shrubs be planted, or placing of sound barrier walls/fences within ten (10) feet of any newly constructed electrical facilities.

MVEA has existing facilities near this parcel of land. If there is any removal or relocation of facilities it will be at the expense of the applicant.

If additional information is required, please contact our office at (719) 495-2283.

Sincerely,

*Cathy Hansen-Lee*  
Cathy Hansen-Lee  
Engineering Administrative Assistant

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This association is an equal opportunity provider and employer.

Limon 719-775-2861 • Falcon 719-495-2283 • 1-800-388-9881 • www.mvea.coop

P.O. Box 1600 • Limon, Colorado 80828-1600 • 11140 E. Woodmen Road • Falcon, Colorado 80831

**EL PASO**  **COUNTY**  
**COLORADO**

**COMMUNITY SERVICES DEPARTMENT**

PARK OPERATIONS ~ PLANNING ~ CSU EXTENSION ~ COMMUNITY OUTREACH  
ENVIRONMENTAL SERVICES ~ VETERANS SERVICES ~ RECREATION/CULTURAL SERVICES

**Date:** February 27, 2017  
**To:** Nina Ruiz, Planning and Community Development Department  
**From:** Nancy Prieve, Community Services Department, Environmental Division  
**Subject:** Monument Hill Business Park PPR-17-007 and AL-17-005

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The El Paso County Environmental Division has completed its review of the Monument Hill Business Park PPR-17-007 and AL-17-005. Our review consisted of the following items: wetlands, federal and state listed threatened or endangered species, general wildlife resources and noxious weeds.

We have reviewed the submittal and have no comments at this time.

The applicant is hereby on notice that the U.S. Army Corps of Engineers and the U.S. Fish and Wildlife Service have regulatory jurisdiction over wetland and threatened and endangered species issues, respectively. It is the applicant's responsibility, and not El Paso County's, to ensure compliance with all applicable county, state, and federal laws and regulations, including, but not limited to, the Clean Water Act, Endangered Species Act, Migratory Bird Treaty Act, Colorado Noxious Weed Act and El Paso County Weed Management Plan.

We appreciate the opportunity to comment on this project. If you have any questions or concerns, please contact me at (719) 520-7845.

VERSION: 1  
DATE: 2/28/2017



# WOODMOOR

Water & Sanitation District No. 1

P. O. Box 1407 • Monument, Colorado 80132  
Phone (719) 488-2525 • Fax (719) 488-2530

October 27, 2016

**SUBJ: Service Commitment Letter**

**RE: Lot 3 Greater Europe Mission Sub No. 1  
"Monument Hill Business Park"**

Dear Mr. Sievers,

The referenced property, platted as "Lot 3 Greater Europe Mission Sub Filing No. 1", has an area of 3.27 acres and is currently located within the boundaries and service area of the Woodmoor Water & Sanitation District No. 1 (the District).

The District is committed to providing water and wastewater service to the property in accordance with the District's rules, regulations, specifications and policies regarding water and wastewater service.

If you should have any questions, comments, or concerns, please contact me.

Sincerely,

Zachary B. Collins, PE, CWP  
District Engineer

Oct 27, 2016  
Date

CC: Jessie Shaffer, District Manager  
Randy Gillette, Assistant District Manager

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**Sebastian Schwender**  
Construction Coordinator  
Colorado Gas  
Sebastian.schwender@blackhillscorp.

Black Hills Energy  
18965 Base camp Rd A-7  
Monument, Co  
80132

October 28, 2016

Re: 1945 Deer Creek Rd./ Monument Hill Business Park

To Whom It May Concern:

This letter will confirm that Black Hills Energy will provide Natural Gas Distribution service to the development commonly known as 1945 Deer Creek Rd/ Monument Hill Business Park. Black Hills Energy will install a distribution system capable of serving the demand of the development that lies within the BHE certificated service territory.

This service will be subject to Black Hills Energy tariffs filed with the Colorado Public Utilities Commission and the Black Hills Energy Gas Network Main Extension Policy.

If you have any questions please feel free to contact me.

Sincerely,

Sebastian Schwender  
Construction Coordinator  
Colorado Gas  
[Sebastian.schwender@blackhillscorp.com](mailto:Sebastian.schwender@blackhillscorp.com)  
Office: 719 208-3510  
Cell: 719 359-0586

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November 1, 2016

Stan Sievers  
Monument Hill Business Park, LLC  
1945 Deer Creek Road  
Monument, CO 80132

**Commitment Letter**

Dear Mr. Sievers:

Mountain View Electric Association, Inc. (MVEA) has these comments about the following:

**Project Name: Deer Creek Road Commercial**

**Description:** It is proposed to develop a commercial property on an approximately 3.32 acre parcel located at 1945 Deer Creek Road in Monument, CO on the southeast corner of Monument Hill Road and Deer Creek Road. This proposed parcel is located in Section 11, Township 11 South, Range 67 West.

This area is within MVEA certificated service area. MVEA will continue to serve this area according to our extension policy. Information concerning connection requirements, fees and upgrades under MVEA line extension policy can be obtained by contacting the Engineering Department of MVEA.

MVEA request a twenty (20) foot exterior utility easement and will work with the developer to acquire additional utility easements to best design this commercial property for individual services. As construction moves forward additional easements may be required once a review of civil drawings with grading and erosion plan is provided to MVEA.

MVEA has existing facilities near and within this parcel of land. If there is any removal or relocation of facilities it will be at the expense of the applicant and a review of easements will be required in order to serve.

If additional information is required, please contact our office at (719) 495-2283.

Sincerely,

*Cathy Hansen-Lee*  
Cathy Hansen-Lee  
Engineering Administrative Assistant

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This association is an equal opportunity provider and employer.

# EL PASO



# COUNTY

COMMISSIONERS:  
DARRYL GLENN (PRESIDENT)  
MARK WALLER (PRESIDENT PRO TEMPORE)

STAN VANDERWERF  
LONGINOS GONZALEZ  
PEGGY LITTLETON

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
CRAIG DOSSEY, EXECUTIVE DIRECTOR

## Review Agency Comment Sheet

<b>Date:</b>	2/16/17	<b>Review Agency:</b>	PCD Project Management/Planning
<b>File Number:</b>	PPR-17-007 AL-17-005	<b>Reviewer:</b>	<u>Nina Ruiz</u>
		<b>Project Manager:</b>	Nina Ruiz, (719) 520-6313
<b>Send response comments to:</b> <u>DSDcomments@elpasoco.com</u>			
<b>Project Name:</b>	Monument Hill Business Park		
<b>Request:</b>	A request by Monument Hill Business Park LLC for a special use and site development plan to allow for the construction of two buildings for office and warehousing.		
<b>Commissioner Dist:</b>	1		
<b>Tax ID# (s):</b>	71113-04-020		

**Outside Review Agencies:** Please email comments to the DSD Comments e-mail noted above. Comments can also be faxed to 719-520-6695 or mail written comments to the Planning and Community Development Division directly. **NOTE:** If this form is not returned, additional review information will not be provided.

**County Review Agencies:** Please type your comments in Arial 11.

**All comments must be returned to the  
EPC Planning and Community Development Department no later than:**

**March 2, 2017**

NOTE: If plan sets are returned Please identify your review comments on plan sets by printing the date, your name and company/agency for future reference.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Previous Reference Files:**

**Fire District:** X Yes (Fire Marshall Review Optional)      No (Fire Marshall Review Required)





April 20, 2017

Nina Ruiz  
Project Manager/Planner II  
El Paso County Planning and Community Development  
2880 International Circle, Suite 110  
Colorado Springs, CO 80910-3127

## **RESPONSE LETTER**

**RE: Monument Hill Business Park**  
**Lot 3, Greater Europe Mission Subdivision, Filing No. 1**  
**El Paso County, CO**  
**Case No.: PPR-17-007**

### **Planning Division**

1. Please add the property line to the landscaping plan.  
**RESPONSE: The property line has been added to the Landscape Plan.**
2. Please add a landscaping calculation.  
**RESPONSE: Landscaping calculations have been added.**
3. Any parking adjacent to a roadway must be screened with a 3' shrubbery.  
**RESPONSE: The entire perimeter of the site is lined with shrubs. Refer to Landscape Plan.**
4. The photometric plan shows areas where lighting exceeds 0.1 candles.  
**RESPONSE: The photometric plan has been revised to show no more than 0.1 footcandles.**
5. Please add a parking detail.  
**RESPONSE: A parking detail has been added.**
6. Future sign permits will be required for any proposed sign onsite.  
**RESPONSE: Understood.**

### **Engineering Division**

#### **Site Development Plan**

1. Monument Hill Road is a major collector. Per ECM Section 2.3.2 Table 2-5 access is not permitted. Remove the driveway access at Monument Hill Road or submit a deviation request. Attached is a copy of the deviation request form.



**RESPONSE: A deviation request has been completed and included in this submittal.**

2. Remove sheet 4 of 9 Erosion Control Plan. A separate standalone Grading & Erosion Control Plan set is submitted.

**RESPONSE: The Erosion Control Plan has been removed.**

### **Grading & Erosion Control Plan**

1. Add "PCD Project No. PPR-17-007" at the bottom of the cover sheet.

**RESPONSE: The project number has been added.**

2. Revise the title to "Grading and Erosion Control Plan".

**RESPONSE: The title has been revised.**

3. Add a sheet index, point of contact information, and the EPC standard grading and erosion control notes. (attached).

**RESPONSE: The requested information has been added.**

4. On the owner's statement, include the title, business name and address.

**RESPONSE: The requested information has been added.**

5. Update the County Engineer from "Andre Brackin, P.E." to "Jennifer Irvine, P.E."

**RESPONSE: Updated.**

6. If the deviation request is approved for driveway access on Monument Hill Road, then either show a VTC at this access or a barricade to prevent access during construction.

**RESPONSE: A barricade has been added.**

7. Provide a storm sewer plan sheet indicating the existing and proposed pipe material, size, slope, and invert. Identify all pipes as private.

**RESPONSE: A storm sewer plan and profile sheet has been provided.**

8. Include pond construction level details (outlet structure, spillway, trickle channel, access ramp, etc.

**RESPONSE: Construction details have been provided as requested.**

9. Install a trickle channel from the inflow pipe to the pond outlet structure.

**RESPONSE: A trickle channel has been added.**

10. Adjust the pipe layout so FES is not located in the middle of the pond maintenance access ramp.

**RESPONSE: The pipe has been adjusted as requested.**

11. Revise the pond grading so the top of the pond embankment has 12-FT minimum width (DCM Section 11.3.3.).

**RESPONSE: Comment not addressed as this refers to dam construction.**

12. Callout/show the emergency overflow spillway. Minimum free board to be 1-ft above the overflow water elevation.

**RESPONSE: Emergency overflow spillway added.**

13. Submit Geotech investigation from soils engineer and reference in the EPC Standard GEC note number 26.



**RESPONSE: Soils report submitted and referenced as requested.**

### **Drainage Report**

1. Add "PCD Project No. PPR-17-007" at the bottom of the cover sheet.  
**RESPONSE: Added.**
2. Add the drainage report signature block after the cover sheet. (attached)  
**RESPONSE: Added.**
3. Add a table of contents after the signature sheet.  
**RESPONSE: Added.**
4. Update Section II, its Crystal Creek drainage basin within the Monument Creek watershed.  
**RESPONSE: Updated.**
5. Revise the referenced criteria manual in Section III to the 1991 El Paso County DCM and adopted portions of the City of Colorado Springs DCM Volume 1 dated May 2014. The portions of the City DCM adopted by the County are Chapter 6 (Hydrology) and Chapter 13 Sections 3.2.1 (Full Spectrum Detention).  
**RESPONSE: Revised.**
6. Reference the Dirty Woman Creek and Crystal Creek DBPS in Section IV and include a narrative in Section ii discussing how the DBPS affects the site, whether or not any major drainage way facilities as shown in the DBPS area located within the limits of the site.  
**RESPONSE: Reference added. Narrative added. No major facilities located on site.**
7. Provide an existing drainage map and add the associated narrative in Section IV. Include a narrative regarding the self-storage development's impact on the site, whether or not runoff from the self-storage flow into the site. Finally, add the self-storage drainage report in the reference section (VI).  
**RESPONSE: Existing drainage map added. Narrative included. Reference added.**
8. Identify the flow being conveyed by the ditch along Deer Creek and provide the culvert capacity calculation to verify that the 18" RCP is sufficient. Analyze whether or not erosion protection is needed at the inlet/outlet of the culvert.  
**RESPONSE: Flow culvert analysis added. Riprap erosion protection added.**
9. Add a design point at the inflow of the existing culvert crossing Monument Hill in both the existing and propose drainage map. The total flow going into the culvert must be equal to or less than the existing condition. Add a narrative regarding the existing culvert noting whether or not it is sufficiently sized for the runoff being conveyed and where it discharges. Also, since this is the confluence of the pond discharge and the roadway ditch, analyze whether some type of erosion protection such as a stilling basing is required.  
**RESPONSE: Design point added. Analysis shows culvert has adequate capacity to convey additional flow. Riprap erosion protection added.**
10. In the sub-Obasin H narrative, identify if it's a net increase or decrease sheet flow onto the downstream property.  
**RESPONSE: Decrease in flow offsite identified.**

11. Add a blurb which states that the onsite storm sewer system and EDB are privately owned and maintained.  
**RESPONSE: Added.**
12. Per new department policy, include a section summarizing each step of the four step process for BMP selection identified in ECM Appendix I section I.7.2.  
**RESPONSE: Section included.**
13. In appendix 1 Composite 'C' Factor table, update the soil type to "B" per the soil report.  
**RESPONSE: Table updated.**
14. Replace the pond worksheets with the latest version of the DUD-Detention worksheet (v3.07). Additionally, the orifice plate of the outlet structure shall be designed with three orifices based on the recommended design by UDFCD (USDCM Vol 3 Figure OS-4). The latest UD-Detention includes the spillway calculation which was missing from the report.  
**RESPONSE: UD-Detention (v3.07) worksheet added. Orifice plate revised to three orifices.**
15. Mark the site location on the firmette map.  
**RESPONSE: Site marked.**

#### **Financial Assurance**

1. Use the attached FAE form and add a cost for survey to verify detention pond volumes (highlighted cell). A pond certification letter is required after construction.  
**RESPONSE: The FAE form has been completed and the requested items included.**
2. Move the quantities from the Temporary Seeding/Mulching to the Permanent Seeding/Mulching.  
**RESPONSE: Done.**
3. Add financial estimates under section 3 for the private detention pond, pond outlet structure and private storm sewer pipes and inlets.  
**RESPONSE: Items added.**

#### **ESQCP**

1. Submit an Operation and Maintenance manual for the EDB.  
**RESPONSE: Manual included in this submittal.**

#### **SWMP**

1. Add "PCD Project No. PPR-17-007" at the bottom of the cover sheet.  
**RESPONSE: Added.**
2. Some items were not addressed on the SWMP checklist (attached, from ECM Appendix E). Submit the SWMP checklist with items check marked and identify the items that are not applicable. If an item is not applicable include an explanation on the SWMP.  
**RESPONSE: SWMP checklist included.**

## Enumerations

1. This parcel has the address of 1945 Deer Creek Road. Since there are 2 buildings proposed, 1 of the proposed buildings will use this address, and the other will need to have an address assigned by Enumerations.  
**RESPONSE: Understood.**
2. Since the proposed structures are to be multi-tenant buildings, Suite numbers will need to be assigned. Any building plans should clearly show the suite numbering, based on the maximum number of tenants that the building could hold. Secondary addressing guidelines are available on our website [www.pprbd.org](http://www.pprbd.org).  
**RESPONSE: Understood.**
3. The trash enclosure shown on the development plan is 7'0" in height, and will therefore require a separate address and building permit. This address will be assigned by Enumerations at the time of plan submittal.  
**RESPONSE: Understood.**

Please feel free to contact me with any further questions or concerns regarding these issues.

Sincerely,



James T. Kirschman  
Owner/Architect

**EL PASO**

COMMISSIONERS:  
DARRYL GLENN (PRESIDENT)  
MARK WALLER (PRESIDENT PRO TEMPORE)



**COUNTY**

STAN VANDERWERF  
LONGINS GONZALEZ  
PEGGY LITTLETON

**PLANNING AND COMMUNITY DEVELOPMENT**

CRAIG DOSSEY, EXECUTIVE DIRECTOR

March 7, 2017

Dear Applicant and/or Consultant:

Subject:

**The purpose of this letter is to provide you with the review agency responses to the above named development application that have been received to-date by Planning and Community Development.**

**You are encouraged to directly contact those agencies that did provide review comments if the comments require additional action by the applicant/applicant's representative. You are also encouraged to directly contact those agencies that did not provide review comments if such response is required by state statutes and the El Paso County Land Development Code.**

**EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**

**Current Planning**

1. If the request is approved, it is limited to the scope included in the request.

**Engineering Division**

Planning and Community Development (PCD) Engineering reviews plans and reports to ensure general conformance with El Paso County standards and criteria. The project engineer is responsible for compliance with all applicable criteria, including other governmental regulations. Notwithstanding anything depicted in the plan in words or graphic representation, all design and construction related to roads, storm drainage, and erosion control shall conform to the standards and requirements of the most recent version of the relevant adopted El Paso County standards, including the Land Development Code (LDC), the Engineering Criteria Manual (ECM), the Drainage Criteria Manual (DCM), and the Drainage Criteria Manual Volume 2. Any deviations from regulations and standards must be requested in writing and approved by the ECM Administrator. Any modifications necessary to meet overlooked criteria after-the-fact will be the developer's responsibility to rectify.

The following are Engineering Division comments regarding the submitted documents for the subject application. A written response to all comments is required for review of the re-submittal. Additional comments may be generated on items added or altered after the original comments.

General

1. See the site development plan application (PPR-17-007) for drainage report, grading & erosion control plan and site development plan comments.

## **Floodplain**

Floodplain has no comment or objection to this submittal.

## **COMMUNITY SERVICES DEPARTMENT**

### **Environmental**

The El Paso County Environmental Division has completed its review of the Monument Hill Business Park PPR-17-007 and AL-17-005. Our review consisted of the following items: wetlands, federal and state listed threatened or endangered species, general wildlife resources and noxious weeds.

We have reviewed the submittal and have no comments at this time.

The applicant is hereby on notice that the U.S. Army Corps of Engineers and the U.S. Fish and Wildlife Service have regulatory jurisdiction over wetland and threatened and endangered species issues, respectively. It is the applicant's responsibility, and not El Paso County's, to ensure compliance with all applicable county, state, and federal laws and regulations, including, but not limited to, the Clean Water Act, Endangered Species Act, Migratory Bird Treaty Act, Colorado Noxious Weed Act and El Paso County Weed Management Plan.

We appreciate the opportunity to comment on this project. If you have any questions or concerns, please contact me at (719) 520-7845.

Nancy Prieve

## **U.S. FISH AND WILDLIFE SERVICE**

No Comment.

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**Due to the number of comments and necessary revisions to the plan(s) an additional detailed review will be necessary. Please address the comments as listed above. A detailed letter needs to accompany the revisions to allow for an expeditious re-review timeframe. The letter should include each comment listed above and, immediately thereafter, include a response from the applicant addressing the comment.**

**If any review agency has an issue that needs resolution or requires a revision, you will need to provide the necessary documents, drawings, etc., to the Planning and Community Development Department in the form of a resubmittal. The Planning and Community Development Department will then forward the resubmitted items directly to the appropriate review agency. If you have any questions pertaining to specific agency comments please contact the appropriate agency directly.**

**PLEASE NOTE: The application cannot be scheduled for public hearing until and unless a final response has been received by Planning and Community Development from those agencies that are required (pursuant to state statute and the El Paso County Land Development Code) to provide such response (i.e.- State Engineer's Office, County Attorney's Office, County Health Department, etc).**

When all the comments have been addressed and corrections made please submit the required documents as requested on the attached resubmittal matrix.

Best Regards,

El Paso County Planning and Community Development Department



April 20, 2017

Nina Ruiz  
Project Manager/Planner II  
El Paso County Planning and Community Development  
2880 International Circle, Suite 110  
Colorado Springs, CO 80910-3127

## **RESPONSE LETTER**

**RE: Monument Hill Business Park**  
**Lot 3, Greater Europe Mission Subdivision, Filing No. 1**  
**El Paso County, CO**  
**Case No.: AL-17005**

### **Special Use Site Plan**

1. Monument Hill Road is a major collector. Per ECM Section 2.3.2 Table 2-5 access is not permitted. Remove the driveway access at Monument Hill Road or submit a deviation request.  
**RESPONSE: A deviation request has been completed and included in this submittal.**
2. Update the bar scale to match the drawing scale (1" = 30'-0")  
**RESPONSE: The visual scale has been corrected.**

### **Traffic Study**

1. Revise the Warehousing PM Peak Hour rates. The existing should be greater than the entering.  
**RESPONSE: The Warehousing PM Peak Hour rate has been updated.**
2. Address all the evaluation elements listed in ECM Appendix B Section B.2.4.D  
**RESPONSE: The evaluation elements listed in ECM Appendix B, Section B.2.4.D. have been addressed in the study.**
3. Include the following signature blocks.  
**RESPONSE: Traffic Engineer's Statement has been included in the study.**
4. Monument Hill Road is a major collector. Per ECM Section 2.3.2 Table 2-5 access is not permitted. Remove the driveway access at Monument Hill Road or submit a deviation request. Attached is a copy of the deviation request form.  
**RESPONSE: A deviation request has been completed and included in this submittal.**

## Enumerations

1. This parcel has the address of 1945 Deer Creek Road. Since there are 2 buildings proposed, 1 of the proposed buildings will use this address, and the other will need to have an address assigned by Enumerations.  
**RESPONSE: Understood.**
2. Since the proposed structures are to be multi-tenant buildings, Suite numbers will need to be assigned. Any building plans should clearly show the suite numbering, based on the maximum number of tenants that the building could hold. Secondary addressing guidelines are available on our website [www.pprbd.org](http://www.pprbd.org).  
**RESPONSE: Understood.**
3. The trash enclosure shown on the development plan is 7'0" in height, and will therefore require a separate address and building permit. This address will be assigned by Enumerations at the time of plan submittal.  
**RESPONSE: Understood.**

Please feel free to contact me with any further questions or concerns regarding these issues.

Sincerely,



James T. Kirschman  
Owner/Architect



Resubmittal, Review 2

Monument Hill Business Park  
(PPR-17-007)

**DUE: May 10, 2017**

→ Nina Ruiz, Project Management/Planner  
Gilbert LaForce, Engineering Division  
PPRBD

All Land

based on old frontage  
replace 1-1 bush for tree

EL PASO

COMMISSIONERS:  
DARRYL GLENN (PRESIDENT)  
MARK WALLER (PRESIDENT PRO TEMPORE)



COUNTY

STAN VANDERWERF  
LONGINS GONZALEZ  
PEGGY LITTLETON

PLANNING AND COMMUNITY DEVELOPMENT

CRAIG DOSSEY, EXECUTIVE DIRECTOR

May 10, 2017

Dear Applicant and/or Consultant:

Subject: Monument Hill Business Park, PPR-17-007, Review 2

**The purpose of this letter is to provide you with the review agency responses to the above named development application that have been received to-date by Planning and Community Development.**

**You are encouraged to directly contact those agencies that did provide review comments if the comments require additional action by the applicant/applicant's representative. You are also encouraged to directly contact those agencies that did not provide review comments if such response is required by state statutes and the El Paso County Land Development Code.**

**EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**

**Planning Division**

1. Addressed
2. Please add a landscaping calculation.  
[Landscaping calculation has been provided.](#)
3. Any parking adjacent to a roadway must be screened with a 3' shrubbery.  
[Landscaping hasn't been shown along the R.O.W. due to proposed drainage easement as noted in Comment 7 below.](#)
4. Addressed
5. Addressed
6. Addressed
7. Based upon the deviation denial and the county plans to expand the roadway, the next submittal will likely be very different from the current proposal. There may be additional comments depending upon the new proposal. NOTE: no landscaping within the RROW is permitted.  
[Understood.](#)
8. The landscaping plan should be labeled as landscaping plan and not special use.  
[Corrected.](#)

**Engineering Division**

Planning and Community Development (PCD) Engineering reviews plans and reports to ensure general conformance with El Paso County standards and criteria. The project engineer is responsible for compliance with all applicable criteria, including other governmental regulations. Notwithstanding anything depicted in the plan in words or graphic representation, all design and construction related to roads, storm drainage, and erosion control shall conform to the standards and requirements of the most recent version of the relevant adopted El Paso County standards, including the Land Development Code (LDC), the Engineering Criteria Manual (ECM), the Drainage Criteria Manual (DCM), and the Drainage Criteria Manual Volume 2. Any deviations from regulations and standards must be requested in writing and approved by the ECM Administrator. Any modifications necessary to meet overlooked criteria after-the-fact will be the developer's responsibility to rectify.

The following are Engineering Division comments regarding the submitted documents for the subject application. A written response to all comments is required for review of the re-submittal. Additional comments may be generated on items added or altered after the original comments.

#### Site Development Plan

1. Monument Hill Road is a major collector. Per ECM Section 2.3.2 Table 2-5 access is not permitted. Remove the driveway access at Monument Hill Road or submit a deviation request. Attached is a copy of the deviation request form. **The deviation request (DEV-17-007) was denied, remove the driveway access at Monument Hill Road.**

The secondary drive access has been removed.

2. Resolved.

#### Grading & Erosion Control Plan

1. Resolved.
2. Resolved.
3. Add a sheet index, point of contact information, and the EPC standard grading and erosion control notes. (attached) **Fill in the blank on note 26.**

The requested information has been added.

4. Resolved.
5. Resolved.
6. Resolved.
7. Provide a storm sewer plan sheet indicating the existing and proposed pipe material, size, slope, and invert. Identify all pipes as private. **Include the storm sewer plan in the GEC Plan set and update the sheet index.**

The storm sewer plan and profiles have been included, as has the updated GESG plan set.

8. Resolved.
9. Resolved.

10. Resolved.
11. Resolved.
12. Callout/show the emergency overflow spillway. Minimum freeboard to be 1-ft above the overflow water elevation. **Update the Emergency Overflow profile (sheet C1.4) to reflect spilling onto the driveway curb & gutter, not existing roadside ditch.**

Driveway to Monument Hill Road deleted. The only way the emergency overflow can go is into the proposed roadside swale.

13. ~~Submit geotech investigation from soils engineer and reference in the EPC Standard GEC note number 26.~~ **Comment Remains.**  
Soils report is included in this submittal.

14. **Remove the signature block on sheet C2.1. The signature block on the cover sheet is sufficient. However, each sheet of the final set for approval/signatures must be stamped and signed by the design engineer.**

The signature block has been removed. Noted.

15. **Move the pond outfall storm pipe out of the ROW.**

The pond outlet has been relocated south, out of the ROW.

16. **On sheet C1.3, identify the riprap LxWxD and D50 size/type for Line 'C' and 'D'.**

The riprap dimensions have been added.

17. **On sheet C1.4, revise the callout on the pond outlet structure detail from "wire mesh" trash rack to "well screen" trash rack.**

The callout has been revised

18. **On sheet C1.4, update the outlet pipe size to 18" RCP.**

Done.

19. **On sheet C1.4, update the restrictor plate detail per the FDR. The FDR design is not a circular orifice as shown.**

The restrictor plate is circular per the FDR.

20. **On sheet C1.4, add the following note regarding the Orifice Plate:**
  - a. **Provide continuous neoprene gasket material between the orifice plate and concrete.**
  - b. **Bolt plate to concrete 12" max on center.**

Note added.

21. **Unclear on how the safety grate can be opened for maintenance. Where is the rack swivel hinge located? Is it two separate safety grates for the micropool and the overflow? The elevation view shows a single continuous safety grate.**

Detail revised. Two grates, Hinges added.

#### Drainage Report

1. Resolved.
2. Resolved.
3. Resolved.
4. Resolved.
5. Resolved.
6. Resolved.
7. Provide an existing drainage map and add the associated narrative in Section IV. ~~Include a narrative regarding the self-storage development's impact on the site, whether or not runoff from the self-storage flow into the site. Finally, add the self-storage drainage report in the reference section (VI).~~ **Comment Remains. Existing drainage map was not in the submittal package received by Staff.**

Existing map added

8. Resolved.
9. Add a design point at the inflow of the existing culvert crossing Monument Hill in both the existing and propose drainage map. The total flow going into the culvert must be equal to or less than the existing condition. Add a narrative regarding the existing culvert noting whether or not it is sufficiently sized for the runoff being conveyed and where it discharge. Also, since this is the confluence of the pond discharge and the roadway ditch, analyze whether some type of erosion protection such as a stilling basin is required. **Pending. Existing and proposed drainage map was not in the submittal package received by Staff.**

Drainage patterns revised per proposed Monument Hill Road Safety Improvements. Discharge from pond now flows to the proposed roadside swale at the southwest property corner. This swale flows to the south.

10. Resolved.
11. Resolved.
12. Resolved.
13. Resolved.
14. Replace the pond worksheets with the latest version of the UD-Detention worksheet (v3.07). Additionally, the orifice plate of the outlet structure shall be designed with three orifices based on the recommended design by UDFCD (USDCM Vol 3 Figure OS-4). The latest UD-Detention includes the spillway calculation which was missing from the report. **Update the user input in the "Outlet Pipe w/ Flow Restriction Plate" to match the plans or vice-versa. The plans show depth to invert of outlet pipe from the micropool is 0, not 2.50 feet below as designed.**

Worksheets updated. Orifice plate has 3 holes. Spillway design added to report. User input revised.

15. Resolved.

#### Traffic Study

Resolved.

#### Financial Assurance

1. Use the attached FAE form and add a cost for survey to verify detention pond volumes (highlighted cell). A pond certification letter is required after construction. **Move the As-built Survey into the highlighted cell below section 3. Also, do not delete any line items from the FAE Form even if it's not applicable such as Section 2 and the water and sewer sections of section 3.**

The FAE form has been updated as requested. Note that there are no manholes proposed with the project. We added the 18" RCP and FES to the estimate for line "D" on the north along Deer Creek Rd.

2. Move the quantities from the Temporary Seeding/Mulching to the Permanent Seeding/Mulching. **Comment Remains. Permanent seeding and mulching are the 2<sup>nd</sup> and 3<sup>rd</sup> item under section 1.**

Updated as requested.

3. Resolved.
4. **Add the following quantities under Section 3: riprap, manhole.**

Riprap added, no manholes proposed.

#### ESQCP

1. Submit an Operation and Maintenance manual for the EDB. **The manual was not in the submittal package received by Staff.**

O & M Manual to be included with the resubmittal.

2. **Complete and submit the MS4 Post Construction and SDI worksheet.**

MS4 Post Construction and SDI worksheets completed and to be included with the resubmittal.

#### SWMP

1. Add "PCD Project No. PPR-17-007" at the bottom of the cover sheet. **Comment Remains.**  
Added.
2. Resolved.

**Attached:  
EPC MS4 Post Construction Form**

**PIKES PEAK REGIONAL BUILDING DEPARTMENT**

**Enumerations**

1. The developer should contact Enumerations prior to submitting plans for permit in order to establish addressing for both of the proposed buildings. As previously stated, one of the buildings will use the established address of 1945 Deer Creek Rd. The other will need a separate address.  
The Owner will work with Enumerations prior to submitting permit drawings.

**Floodplain**

Floodplain has no comment or objection to this submittal.

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**Due to the number of comments and necessary revisions to the plan(s) an additional detailed review will be necessary. Please address the comments as listed above. A detailed letter needs to accompany the revisions to allow for an expeditious re-review timeframe. The letter should include each comment listed above and, immediately thereafter, include a response from the applicant addressing the comment.**

**If any review agency has an issue that needs resolution or requires a revision, you will need to provide the necessary documents, drawings, etc., to the Planning and Community Development Department in the form of a resubmittal. The Planning and Community Development Department will then forward the resubmitted items directly to the appropriate review agency. If you have any questions pertaining to specific agency comments please contact the appropriate agency directly.**

**PLEASE NOTE: The application cannot be scheduled for public hearing until and unless a final response has been received by Planning and Community Development from those agencies that are required (pursuant to state statute and the El Paso County Land Development Code) to provide such response (i.e.- State Engineer's Office, County Attorney's Office, County Health Department, etc).**

Please contact me if you would like to schedule a meeting with myself or the multi-disciplinary team.

When all the comments have been addressed and corrections made please submit the required documents as requested:

- site development pages (2 full, 2 half)
- GEC (2)
- Drainage Report (2)
- Traffic Study (2)

- Financial Assurance (2)
- SWMP (2)
- Response letters (3)
- MS4 Post Construction (2)

Best Regards,

Nina Ruiz, Project Manager/Planner II  
El Paso County Planning and Community Development Department



Resubmittal, Review 3

Monument Hill Business Park  
(PPR-17-007)

**DUE: October 6, 2017**

Nina Ruiz, Project Management/Planner  
Gilbert LaForce, Engineering Division  
PPRBD