

# EKR Drafting and Design

April 9, 2021

Ryan Howser, Planner II  
Planning & Community Development  
2880 International Circle, Suite 110  
Colorado Springs, CO 80910

RE: Fred Loya Insurance  
7376 McLaughlin Road, Suite J  
Falcon, CO 80831

## Review 1:

1. Update the letter of intent to provide information regarding the change of use being proposed.
2. Add a section in the letter of intent discussing the traffic impact. Is the change of use an increase or decrease in vehicular trips? See the Engineering Criteria Manual Appendix B Section B.1.2.C and B.1.2.D for criteria for when a traffic study memorandum is required and when no traffic study is required. Provide justification if no TIS is required.

There does not appear to be any drainage impact since no site improvements or ground disturbance are proposed.

Reviewed by:  
Gilbert LaForce  
gilbertlaforce@elpasoco.com

Letter of intent needs to  
specify the use

Dear Mr. Howser,

Allow this letter to serve as our supporting documentation for the site information requested.

Per Google Maps image, dated 2021, the Commercial Center has a total of 131 existing parking spaces which exceeds the requirement of 1 per 250 sf (111) for centers of less than 10 acres. There are 14 existing trees that meet or exceed the required tree of a type suitable for parking lots shall be provided for every 15 parking spaces in parking lots with 15 or more parking spaces. Existing light pole fixtures are concealed and do not exceed the required 90 degree cut off angle and not 10' in height. Existing wall mounted fixtures do not have an upward lighting.

If you require additional information, please contact me.

Thank you,



Jose Ford - Principle  
**EKR Drafting and Design**