

MAY 9, 2022

Dear Neighbor,

1. **This letter is being sent as an update to you because my husband and I, Angela K. Jackson-Butler and Mike Butler, are proposing a land use project in El Paso County at the referenced location in item #3 and we need to slightly change our plan of action.** This information is being provided to you prior to submittal with the County. Please direct any questions on the proposal to the referenced contacts in item #2. Prior to any public hearing on this proposal a notification of the time and place of the public hearing will be sent to the adjacent property owners by the El Paso County Planning Department. At that time you will be given the El Paso County contact information, file number and an opportunity to respond either for, against or expressing no opinion in writing or in person at the public hearing for this proposal.

2. For questions specific to this project, please contact:

Angela Jackson-Butler or Michael Butler  
520 Empress Street, Colorado Springs, CO 80911  
(245)681-5945 / (719)445-9195

3. Site Address: 520 Empress Street, Colorado Springs, CO 80911  
Location of Project: North side of our property (the curved side of our yard)  
Size of Project: 24' x 24'  
Zoning: RS-5000 (Residential Suburban)

4. Request and justification.

**Request #1: Front yard setbacks. (UPDATE)**

**Justification:** My husband and I plan to build a garage on the North side of our home. Our home sits in the center of our pie shaped lot, making the front yard setbacks a problem to build the garage. The guidelines state front yard setbacks will be 25' and if the build goes into these established setbacks, the home owner must gain approval from the Regional Planning Department before building any permanent structures on their property. We are working with an architect and in the original plans, the front corner of the garage could be seen going into the setbacks. **Because of this, we originally asked for and were granted approval for an administrative waiver on our front yard setbacks. When we started the "stake out" process to lay the garage boundaries, we quickly noticed the garage set too close to our house and would cause future problems with our foundation and frost line if we continued the build where it was planned. My husband and I have adjusted the placement of the garage (Enclosure 1 – DRAFT SKETCH) and are going back to the Regional Planning Department to request a Board of Adjustment to gain approval to push the garage further forward into our front yard setbacks and away from our house. This will ensure our foundation remains undisturbed and the garage build can proceed as planned.**

**Request #2: Utility Easement. (UPDATE)**

**Justification:** There is a “Utility Easement” that was established on the North side of our lot when the neighborhood and home were initially developed. Because of the placement of our home on the lot, the pie shape of our lot and size of the garage, we will need to build 3’ into the 8’ Utility Easement. This would leave 5’ between our garage and the property line of our neighbor. Because of this, we are looking to “vacate” the Utility Easement. We have started the vacate process by contacting all utility companies that affect our property, in order to obtain a letter of consent for vacating the easement. Once we have all the letters, we will move forward with requesting approval to vacate the easement in order to build the garage. **Approval has been granted to vacate the full easement.**

5. There is currently one (1) x permanent structure on our property. The permanent structure is our home.
6. For your reference, we have attached a map (Enclosure 2 – VICINITY MAP) that shows all the adjacent property owners next to our lot. All identified neighbors will receive this letter, in conjunction with us submitting it to the Regional Planning Department to gain approval for the Administrative Relief of our setbacks and request the vacate of the Utility Easement on our property.
7. My husband and I hope that this project will not bother or inconvenience you in any way. We take pride in our yard and neighborhood and will work to ensure the project area is kept clean and picked up daily as the build takes place. We hope you will not hesitate to reach out to us if you have any concerns about our plans. Please feel free to contact us at 254-681-5945 / 719-445-9195 or [angela.jacksonbutler@gmail.com](mailto:angela.jacksonbutler@gmail.com) / [mbutler451@gmail.com](mailto:mbutler451@gmail.com).

v/r,  
Angela and Mike

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