



Architects & Planners Inc.

Please provide a way to verify the addresses that this letter has been mailed to, Jeffery Brock was the only applicant I was able to verify. The tracking numbers were entered onto the USPS site but no addresses or were shown. we need something that shows the owners name and the owners address. The letter itself looks good.

July 17, 2020

Adjacent Landowners to:  
12740 Black Forest Rd.  
Colorado Springs, CO 80908

RE: Proposed Rezoning of 12740 Black Forest Rd., Parcel #5207000004

Adjacent Residents,

This letter is being sent to you because Black Forest, LLC, is proposing a rezoning and land use project in El Paso County at 12740 Black Forest Road, Colorado Springs, CO 80908. The property is 4.77 Acres and currently zoned A-5 Agricultural. This information is being provided to you prior to a submittal with the County. Please direct any questions on the proposal to the referenced contacts below. 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, the 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.

On behalf of the Owner an informational digital GoTo Meeting is scheduled for August 4, 2020 at 7pm, for a short presentation and to allow for questions. Please find the link and call in number below.

Black Forest Office Building - Virtual Community Meeting for Rezone and Site Development Plan  
Tue, Aug 4, 2020 7:00 PM - 8:30 PM (MDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/606737349>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (646) 749-3122

One-touch: tel:+16467493122,,606737349#

Access Code: 606-737-349

For questions specific to this project, please contact:

Owner's Representatives

Patrick Nook 303.649.9880 ext 109, [pnook@pwnarchitects.com](mailto:pnook@pwnarchitects.com)

or Tom Davis 303.649.9880 ext 106, [tdavis@pwnarchitects.com](mailto:tdavis@pwnarchitects.com)

4949 S Syracuse St., Suite 320

Denver, CO 80237

Project Data:

- 4.77 Acres
- 12740 Black Forest Road, Colorado Springs, CO 80237
- Current Zoning: A-5 Agricultural

Request and Justification:

The owner proposes to develop a two story 8,800 sf office building and 3,500 sf studio/shop building on approximately 4.77 acres. The property is currently zoned A-5, Agricultural and the owner proposes to rezone the property to CC- Community Commercial consistent with adjacent land. The office building will house the Owner's corporate offices Metal Roof Innovations, Ltd. company. The studio/shop building will be used for research and development functions as well as video demonstrations for the roof specialties. There will be 20-25 people who "report" to this office, 8 to 10 of whom live and work remotely in different areas of the United States. Of the remainder, a third are normally traveling and absent from the facility. Five are residents of Black Forest. No manufacturing will take place at this facility. Attached are preliminary drawings of the proposed site and building improvements showing the intent of the development submitted for your review. A usual occupant load will be 10-15 people. At specific peak times of the year the additional staff will be in the office.

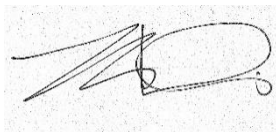
Existing and Proposed Facilities, Structures, Roads:

Please see attached site plan exhibit showing the intent of the development.

Vicinity Map:

Please see attached vicinity map showing the adjacent property owners

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom Davis', is written over a light gray rectangular background.

Tom Davis, AIA, NCARB, LEED AP  
Senior Associate Architect  
PWN Architects and Planners

**Tom Davis**

---

**From:** Lakisha Benford  
**Sent:** Thursday, July 23, 2020 9:25 AM  
**To:** Tom Davis  
**Subject:** FW: USPS eReceipt

**Lakisha Benford**  
Office Manager  
[lbenford@PWNarchitects.com](mailto:lbenford@PWNarchitects.com)



4949 S. Syracuse St., Suite 320  
Denver, CO 80237  
O: 303.649.9880 Ext 100  
PWNarchitects.com

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**From:** DoNotReply@ereceipt.usps.gov <DoNotReply@ereceipt.usps.gov>  
**Sent:** Saturday, July 18, 2020 3:49 PM  
**To:** Lakisha Benford <lbenford@pwnarchitects.com>  
**Subject:** USPS eReceipt



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 City, State, ZIP+4: **COLORADO SPRINGS, CO 80908**

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions



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# Adjacent Property Owner Notification V1.pdf Markup Summary

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## Highlight (2)

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**Author:** Rad  
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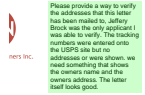
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## Text Box (1)

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Please provide a way to verify the addresses that this letter has been mailed to, Jeffery Brock was the only applicant I was able to verify. The tracking numbers were entered onto the USPS site but no addresses or were shown. we need something that shows the owners name and the owners address. The letter itself looks good.