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RE: Request for Early Assistance Meeting – Proposed Lot Size Reduction (Administrative Relief) and Boundary Line Adjustment for 13050 Holmes Rd

Dear Planning and Community Development Division Manager,

I am writing to formally request an Early Assistance Meeting to discuss a proposed Boundary Line Adjustment and subsequent Administrative Relief request for my property located at 13050 Holmes Rd, Colorado Springs, CO 80908 (currently an 8.4-acre parcel zoned RR-5). Prior to finalizing a pending real estate transaction to acquire an adjacent 0.77-acre parcel, I am seeking staff's preliminary guidance on a proposed subdivision configuration designed to maximize compliance with the RR-5 dimensional standards.

The proposed conceptual plan involves combining my current 8.4-acre lot with the adjacent 0.77-acre lot (totaling 9.18 acres) and subdividing the new footprint to create the following (see figure 2):

1. **West Lot (Vacant):** A 100% conforming 5.0-acre parcel with frontage on Crump Rd.
2. **East Lot (Existing Residence):** A 4.18-acre parcel containing the existing primary residence, well, and septic system with frontage on Holmes Rd.

Because the resulting East lot represents a 16.4% reduction from the 5-acre minimum, I am exploring a Type C Development Application for Administrative Relief, as the request is below the 20% threshold established by the Land Development Code.

To help visualize this proposal, I have included a conceptual aerial map below. The area outlined in blue indicates the 0.77-acre parcel I intend to acquire and combine with my existing property to create a full rectangular parcel between Crump Rd, Holmes Rd, Bluebell Ln, and the southern access road (see figure 1).



Figure 1: Property Image with highlighted blue being the .77 acres I am proposing to purchase

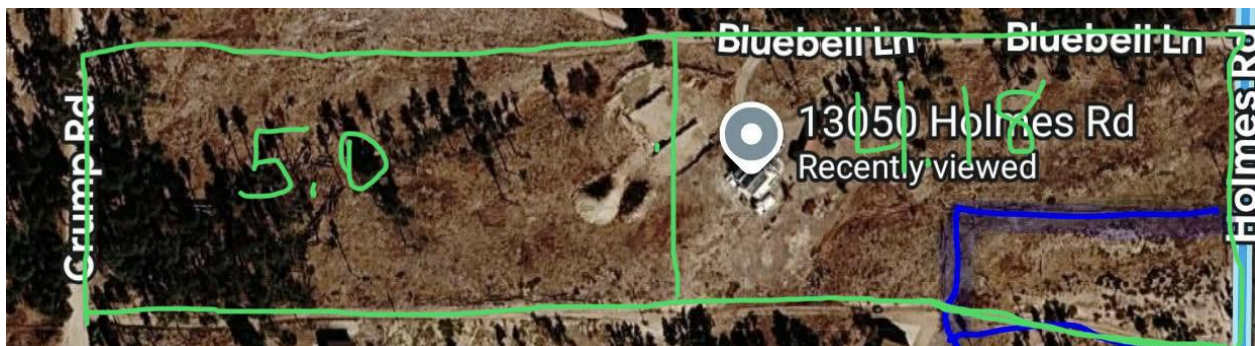


Figure 2: Proposed split with 5.0 acre West lot and 4.18 acre East lot with current home

During our Early Assistance Meeting, I hope to review the following specific questions with the assigned PCD Planner to ensure this proposal aligns with the Department's goals before I submit formal applications:

1. **Eligibility for Administrative Relief:** If I acquire the adjacent 0.77-acre parcel and execute a boundary line adjustment, my resulting eastern lot would be 4.18 acres. Since this represents a 16.4% reduction from the RR-5 zoning minimum, does staff agree this falls under the PCD Director's authority for Administrative Relief, given that it is under the 20% threshold?
2. **Physical Constraints:** Under the El Paso County Land Development Code, Administrative Relief exists to provide flexibility when strict application of standards is inappropriate. Given that creating two conforming 5-acre lots is mathematically impossible on 9.18 acres, would staff consider this physical constraint a valid justification for relief?
3. **Isolating Non-Conformity:** By assigning the 4.18-acre footprint strictly to the eastern lot where my house, well, and septic already exist, I am ensuring zero new environmental or infrastructural impacts on that parcel. Does isolating the non-conformity to the already-developed lot strengthen the application in the eyes of the department?
4. **Preference for Conformity:** This configuration allows the creation of a 100% conforming 5.0-acre vacant lot on Crump Road. Does the department prefer a proposal that limits the variance to a single lot over a proposal that creates two non-conforming lots?
5. **Site Constraints:** Before I formally submit a Type C Development Application—which I understand is done at my own risk—are there any specific site constraints, overlay zones,

or historical issues in this immediate area of Holmes Rd and Crump Rd that would immediately disqualify or complicate this request?

6. **Neighborhood Input:** When the required notice is sent to adjacent property owners, what level of neighborhood opposition typically derails an Administrative Relief request that otherwise meets all county criteria?
7. **Application Requirements:** If I proceed, I will need to submit a formal Letter of Intent. Beyond standard requirements like property details and a comparison of the requested relief versus the LDC standards, is there any specific information or justification the PCD Director specifically looks for when deciding whether to grant or deny this type of lot size relief?

Please let me know the earliest available date to schedule this meeting, and provide instructions for submitting the required Early Assistance Meeting fee.

Thank you for your time and guidance.

Sincerely,

Roy Rockwell