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January 12, 2021

El Paso County
Planning and Community Development Department
2880 International Circle
Colorado Springs, CO 80910

**RE: Letter of Intent – Site Development Plan for 12740 Black Forest Rd., Parcel #5207000004
El Paso County, Colorado**

Owner/Applicant and Consultant Representative:

Rob Haddock - Owner
Black Forest, LLC
8655 Table Butte Road
Colorado Springs, CO 80908
719-325-0382

Planning Firm - Applicant
PWN Architects and Planners, Inc.
4949 S Syracuse St., Suite 320
Denver, CO 80237
Patrick Nook 303.649.9880, ext. 109, pnook@pwnarchitects.com
Tom Davis 303.649.9880, ext. 106, tdavis@pwnarchitects.com

Site Location, Size and Zoning

- 4.83 Acres
- 12740 Black Forest Road, Colorado Springs, CO 80237
- Current Zoning: CC Community Commercial
- Vegetation – this area was formerly forested but was burned in the 2013 Black Forest Fire. Burned trees have been removed, and the land surface has native herbaceous vegetation.

Request and Proposed Use of Site

Request for approval of a Site Development Plan for 12740 Black Forest Road to develop and office building and change use of a barn to a tenant improvement accessory building to support the office building. The office building is a 4,400 sf first level office with a walk out basement of the same area, 4,400 sf. Part of the basement level will be used for mechanical rooms and storage, the balance of the basement 60% of the floor plate will be B, Business Occupancy. The barn structure was constructed under the previous zoning designation, A-5, and is currently being permitted as a Tenant Improvement and change of use project to a combination of occupancies that support the office building. The office

building construction and permit drawings have been submitted to Pikes Peak Regional Building Department and are currently under review as well as the barn TI permit drawings.

Prior to the 2013 Black Forest Fire, when the heavily forested property and building burned, the site was occupied under A-5 zoning by a commercial special use Veterinary Hospital with both large and small animal practices. The Veterinary Hospital was completely destroyed by the fire, and the site was heavily littered with a few standing and many downed burned trees. The burned trees were removed by the current Owner, and the land is now a recovering meadow. A gambrel barn with overhangs was permitted this year under the existing A-5 zoning.

The office building will house the Owner's corporate functions for Metal Roof Innovations, Ltd. (strategic planning, accounting, sales/marketing management). Outside visitors to the office will be rare and by appointment only.

Construction of the existing barn that was permitted under the A-5 zoning (Permit M78797) began in the spring of 2020 and has been completed.

Scale of Development

The Site Development Plan is shows the building size and location as well as the existing barn and the proposed site improvements including impervious area and landscaping, setbacks, proposed utility locations driveway and parking lot. The size and scale standards used for the proposed building(s) are modeled as a single- family primary residential within the County. Also attached are building elevations showing the proposed architecture and scale of the building(s), which are fashioned after a residence. The use of stone and stucco with natural colors and Corten metal accents on the office building provide rustic elements, preserving internal cohesion and harmony with the surrounding area. The roofline of the barn is traditional gambrel and the office is traditional gable with an offset ridge. The building entry accent is a native log supporting structure. Similar accent is also under consideration for the driveway entrance.

Occupant Load

The average daily occupant load for this facility will be 8-12 people. Within that number, six are residents of Black Forest. (The company is a family-business and the family is four generations of Black Forest inhabitants.) Beyond the foregoing, 4 to 6 others will also "report" to this office, although they are rarely physically present due to extensive business-travelling.

At quarterly intervals of the year, the company has corporate staff meetings for a duration of one work week from Monday noon through Friday noon. At those times, 8 to 10 remote staff members visit for corporate meetings, orientation and collaboration. These individuals reside and work in different states and carpool from/to the airport and area hotels or B&Bs for these quarterly meetings.

Site Utility

The site is located in Water Division 2, Water District 10, of the Basin Map in the El Paso County Water Master Plan and will be served by a commercial well, permit number (#168912-A) which is permitted for 108,600 GPY (gallons per year) from the Dawson aquifer. Total water consumption for (a higher than average occupant load of) 15 office employees is 33,000 GPY (15 x 8.8 GPD x 250 days) and well below the permitted volume. According to the El Paso County Water Master Plan, a residential lot would require a demand of 0.64 AF/year = 208,545 GPY. Hence, the commercial office use proposed would

require about 84% less calculated water than a residence (which is consistent with current zoning). The well allows use for indoor water only. Water for Irrigation will be provided via cistern and water imported for the limited volume necessary to sustain the xeriscaping proposed. (See "Landscaping" below).

The landscape design implements xeric scaping to the largest extent allowed by the zoning code. The SDP have also requested reduced parking than the zoning code requires thus reducing impervious area.

The Water Master Plan promotes the conservation and efficiency per the Guidebook Practices for Municipal Water Conservation in Colorado that should be applied throughout El Paso County.

Sanitary Service

The site will be served by an new private sewerage system per County regulations. The existing septic system and leach field (currently fire-damaged) will be abandoned and a new septic system and leach field will be constructed in the southwest corner of the site to meet the demands of this development (per Health Department regulations). Tandem to water consumption, the sewerage system will have significantly less demand than a single-family residence. The permit for this work is.....

Electric and Gas

Electric power will be supplied by Mountain View Electric and natural gas by Black Hills Energy.

Landscaping

Landscaping will be provided as required by the El Paso County Land Development Code (LDC) and the recommendations within the *Black Forest Preservation Plan*. Xeriscaping will be used to the greatest extent possible to conserve water usage. Landscaping irrigation will be provided from off-site sourced water to a subterranean cistern. The Owner plans to reforest the site adding numerous trees, which will both reduce the visual impact of the buildings proposed and accelerate restoration of the lost forest-nature. The Owner also plans some berms for screening, water conservation, vegetation and wildlife habitat.

Drainage

A Drainage Plan will be prepared to meet the County and State requirements to only release storm drainage at historic rates from the site per LDC and ECM requirements. A detention pond will be developed to detain flows to meet historic storm water runoff criteria per Code. There is no FEMA floodplain located within this site.

Traffic

The Early Assistance Meeting Notes from staff stated that a traffic study would not be required based on the traffic impact anticipated for the proposed use. It is expected this project would anticipate a trip generation less than 100 trips/day and less than 10 trips during the peak hour, which is consistent with the Master Plan. It should also be noted that the anticipated daily trips generated from the proposed use would be substantially fewer than the veterinary hospital previously in operation on the site.

Schedule of Development

The anticipated schedule is to begin construction of the office building in the Spring of 2021 after rezoning and site development plan approval and building permit approval by Pikes Peak Regional Building Department. Construction will be completed by the end of 2021.

Parking

The amount of parking that is seeking approval in the Site Development Plan is under the code requirement. As stated in the occupancy section of this letter the daily users will not exceed 15 people and the proposed parking plan is consistent with this at 18 parking spaces. The Owner is requesting an alternative parking plan of 18 spaces that will be consistent with the use. The project is seeking approval based on the alternative parking design. An area for overflow parking has been revised on the site plan.

Site Lighting

The El Paso County Land Development Code outlines requirements for Site Lighting in 6.2.3 Lighting. Section (B) Design Standards and Requirements provide guidelines for design related to limitations of extent of lighting. The owner is submitting the site lighting plan as an alternative lighting plan with reduced lighting levels at the driveway. The Owner is sensitive to the neighbors' concerns of a non-residential use of the site into an office building and accessory use building and is proposing reduced lighting at the driveway to create more of a residential appearance for site lighting. There will be five light bollards placed along the south side of the driveway for driveway lighting. Please see the photometric drawing submitted with the site development plan documents. The lighting design intent would be to impact the site less than a residence, as its only use is during business hours and only 5 days/week along with minimum motion-censored (as permissible) security lighting during evening hours. Site lighting is provided at parking and building entry areas to meet accessibility requirements. The project is seeking approval of an alternative lighting proposal for the illumination of the driveway as there is a provision under 6.2.3 (E) Alternative Lighting Proposal in the LDC.

Required Screening

The El Paso Land Development Code section 6.2.2.D.2 under Landscape requirements states that a buffer is required between Non-Residential and Single-Family users. Item C requires that a 6'-0" tall opaque fence or wall located at the lot line is required. The Owner will be seeking a waiver for this requirement. The waiver will be submitted with the Site Development Plan first resubmittal. Approval of an alternative plan is being sought:

- Neighbors will strongly object to a six foot opaque fence.
- Wildlife in area migrates through neighboring lots and a 6'-0" opaque fence would be detrimental to their migratory patterns.
- Given the topography of the site and adjacent sites, a six-foot tall screen wall or fence won't have much of a screening impact to either site as site grading and site circulation will often be above the top of the fence line.
- The site is being reforested by the Owner, and landscaping trees are strategically placed to screen adjacent sites in lieu of fencing. Regarding the landscape plan, specifically, a tree screen has been designed between the driveway and the south neighbor. The north neighbor is screened by existing native locust shrubs approximately 8' in height and 50' in breadth along property line, in addition to spaded and strategically placed transplanted trees. Screening to the east is already accomplished via berms and 30 transplanted spade trees along Black Forest Road. The western tree screening will be specific to property boundaries and building profiles post construction and include seedlings and saplings for re-forestation.
- The intent of the required screening is shield the views of a non-residential building from a residential area. In this case the buildings are designed to comply with the fabric, density and exterior finish materials found in the neighborhood. As the buildings are "inconspicuous" as an office building looking like a residence accessory use building, it is proposed that the screening is not required. The site views to the buildings are similar to any other view of an adjacent

residentially developed property.

SUMMARY

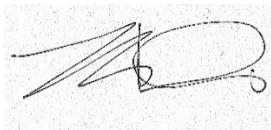
Meeting the Land Development Code

The design intent of the Site Development Plan is to meet the requirements of the Land Development Code with the design proposal. However, in three areas the submittal is proposing an alternative plan for approval due to the sensitive nature of placing a commercial building in a mostly residential area. The proposed alternative plans are for:

- Parking requirement reduced. The owner wants to park only the cars needed on a daily basis for the corporate HQ and not more as not to disturb more land than needed with paving.
- Site Lighting Requirement reduced at the driveway. Light Bollards will be placed along the south edge of the driveway for way finding but the lighting levels are below required for the use as to preserve the appearance of a residential structure to the neighborhood after dark. Twenty foot pole lighting would be required to meet commercial standards.
- The need for Screening requirements achieved through alternative means. The intent of the design of the buildings on the site were to fit into the neighborhood in terms of size, scale and finish. As such the need for screening a different looking use structure has been alleviated. The project has also proposed to reforest the site and additional tree counts will further screen the buildings from neighbors' views. The project seeks Site Development Plan approval based on these reasons.

If there is further information required or questions of the Owner or planning team, please do not hesitate to contact me at tdavis@pwnarchitects.com or 303.649.9880 extension 106.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom Davis', with a stylized flourish at the end.

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