

LETTER OF INTENT – SPECIAL USE PERMIT

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Add PCD File No. AL2613

Property Address: 6925 Wyoming Lane, Colorado Springs, CO 80923

Parcel Number: 5308400004

Zoning: RR-5, CAD-O

Date: March 23, 2026

Legal Description: TRACT IN NW4SE4 SEC 8-13-65 AS FOLS, COM AT NW COR OF SD SE4, TH E ON N LN 727.0 FT, S 100.0 FT FOR POB, CONT S 550.0 FT, E ON STRAIGHT LN TO INTSEC E LN OF SD NW4SE4 AT A PT 650.0 FT S OF NE COR THEREOF, N 550.0 FT, TH W ON STRAIGHT LN TO POB, EX R/W OVER S 30.0 FT OF W 95.0 FT, TOG WITH ELY 30.0 FT OF WYOMING LN ADJ

This Letter of Intent is submitted in support of a Special Use Permit application for a Rural Home Occupation at 6925 Wyoming Lane. The property is used as a primary residence and an established vehicle and RV repair shop. This request is to bring an existing, long-standing use into compliance with Land Development Code requirements following updates adopted in 2007.

Add: ..., which includes outside storage of vehicles/RVs."

The property has operated as a family-owned repair shop for approximately 32 years. The business operates Monday through Friday, 8:00 AM to 5:00 PM, providing maintenance, repair, and modification services primarily for RVs and light-duty vehicles. No expansion or change of use is proposed.

Recommend mentioning the prior variance of use approval under BoCC Resolution 04-13 PCD file VA03019

Special Use Permit Criteria (Chapter 5)

The proposed request complies with the applicable requirements of Section 5.3.2 of the Land Development Code. Section 5.3.2(I)(1) requires a Site Development Plan or Site Plan Review, which is being submitted concurrently with this application and will be updated to reflect any conditions of approval.

The proposed use meets the definition of an auto repair garage and is consistent with the intent of Section 5.3(A) to address impacts related to location, design, configuration, and intensity. The use is limited in scale, occurs on an existing developed parcel, and is operated to minimize impacts to surrounding properties. In accordance with Section 5.3(D), approval will apply only to the use described, and the property will remain subject to all other applicable provisions of the Code. As outlined in Section 5.3(G), the site will be limited to the approved use and associated structures, ensuring no additional or unintended uses occur.

- Please address if the well permit will be updated or if there is an alternative source of water used for the repair garage. The well permit is for one single-family residence only.
- Please address if building permits were acquired for the construction/expansion of the repair shop. (Special Use criteria for approval identifies compliance with all local, state, and federal regulations.)

Applicable Requirements – Section 5.3.2

The request complies with Section 5.3.2. A site plan is submitted concurrent with this application in accordance with Section 5.3.2(l)(1), and will be updated to reflect any conditions of approval. Any required development agreement will be recorded in accordance with Section 5.3.2(l)(2).

The use is consistent with the intent of Section 5.3 to address impacts related to location, design, and intensity. It is limited in scale, occurs on an existing developed parcel, and minimizes impacts to surrounding properties. Approval will apply only to the use described, consistent with Sections 5.3(D) and 5.3(G).

Outdoor Storage (Section 5.2.40)

In Section 5.2.40(B)(1), the Code states “outside storage may include vehicles,” which is the only material stored on-site. It also allows “equipment used in conjunction with, and specifically accessory to an allowed principal use.” All vehicles located within the designated storage areas (see site plan per Section 5.2.40(C)) are directly associated with the repair garage, including vehicles awaiting parts or approval, recently dropped-off units, completed vehicles awaiting pickup, and vehicles undergoing service-related processes.

Under Section 5.2.40(B)(2), “materials [shall be] screened by solid fence or vegetation.” Screening is provided by a dense row of mature cottonwood trees along the creek, which exceed the height of stored vehicles and provide an effective opaque buffer.

Add sentence: This provides adequate screening of outside storage areas where the property is adjacent to residential uses.

In accordance with Sections 5.2.40(B)(3) and (4), no vehicles or equipment exceed the height of the screening. The storage area does not occupy any linear frontage of the right-of-way per Section 5.2.40(B)(5), and no storage occurs within required landscape areas or setbacks per Section 5.2.40(B)(6).

Rural Home Occupation Compliance (Section 5.2.29)

The proposed use complies with the applicable standards for a rural home occupation under Section 5.2.29 of the El Paso County Land Development Code. While Section 5.2.29(A) outlines excluded uses, the subject property is zoned RR-5 and the proposed use is being reviewed as a Special Use, and therefore is evaluated under the applicable rural home occupation provisions. Pursuant to Section 5.2.29(B)(5), vehicle repair is an allowed home occupation subject to specific standards.

Outdoor work and storage areas are permitted under Section 5.2.29(B)(7)(a), and all such areas are located more than 50 feet from property lines, as demonstrated on the site plan. The total outdoor area associated with the use does not exceed the maximum allowed 5% of the parcel (0.36 acres), and is slightly less in practice. In accordance with Section 5.2.29(B)(7)(c), traffic associated with the use remains well below the maximum average of 20 one-way vehicle trips per day, with typical daily activity significantly lower.

All repair work is conducted within an enclosed shop building, and no inoperable vehicles are stored outdoors. Vehicles located outside are operable and associated with active service operations, consistent with Section 5.2.29(B)(7)(d), which limits outdoor impacts and ensures compatibility with surrounding properties. The use consists of a single operation, and aggregate impacts remain within the limits established by Section 5.2.29(B)(7)(f).

The business employs two individuals on-site, which is well below the maximum allowed number of employees, and remains consistent with the intent of the Code to maintain low-intensity operations. The applicant acknowledges the requirements of Section 5.2.29(C)(5)(a) regarding renewal of Special Use approval and will comply with the required review process.

Landscaping (Section 6.2.2)

As stated in the purpose of Section 6.2.2(A)(1), landscaping is intended “to screen and buffer lower intensity uses from higher intensity uses and protect residential privacy” and “create an overall pleasant and attractive surrounding.” The property includes mature blue spruce trees along the boundary and an existing 6-foot fence along Wyoming Lane that has been in place for many years and is not proposed to be modified. While the Code limits fence height to 3 feet “within a required roadway landscaping area,” the existing fence and vegetation provide effective screening consistent with the Code’s intent.

What year was the 6' fencing along Wyoming Lane constructed?

The Code also allows flexibility in layout, noting in Section 6.2.2(G)(2)(a) that “the owner may select the types of and the planting spaces between the required trees,” and that “existing vegetation...may be counted toward the...landscape requirement.” No new landscaping or site modifications are proposed, as existing conditions meet the functional goals of the standards.

In accordance with Section 6.2.2(E), the property contains extensive existing vegetation, including 15+ fruit trees, over 50 blue spruces, and approximately 30 cottonwood trees, providing coverage in all required internal landscape areas (E)(3)(b). The trash container is screened by the shop and existing vegetation along Sand Creek.

- Repair Garage requires 3 standard parking spaces *per repair bay* plus 1 space per employee on max shift. Provide the number of repair bays to determine the number of required spaces. **If an alternative ratio is more appropriate due to the nature of your business, please first identify what the Code requires and then explain how your alternative ratio meets Code section 6.2.5(D)(1)(vi). See EA notes.

- ADA spaces are an *additional* requirement. NOTE: If only 1 ADA space is required, this must meet van accessible standards.

Parking and Lighting (Section 6.2.5)

In Table 6-2, we are required 3 spaces for vehicle storage plus 1 employee space. The second employee resides on-site and parks at his residence, so only one employee space is needed. In accordance with Section 6.1.3, 1–25 spaces require one ADA space, which is included in the total and provided directly in front of the shop man door, for a total of 4 spaces.

Under (B)(2), parking is located on the concrete slab south of the shop, with vehicles able to back onto the crushed asphalt lot for safe circulation without backing into the public right-of-way (3)(g). The area is available during business hours (B)(3).

Section (C)(1) is met through the large lot providing adequate circulation. Under (C)(2)(a), parking is clearly defined by the site layout, and the ADA space is marked with a placard. Section (C)(2)(b) states, "Lighting shall be provided in all parking areas with more than 5 spaces." As we have 4 spaces, lighting is not required. Under (C)(2)(c), surfaces of concrete and crushed asphalt manage runoff and prevent debris tracking.

You addressed parking lot lighting, but is *any* lighting provided on site?

Operational Standards (Section 6.2.7)

The use complies with operational standards. Dust and debris are controlled in accordance with Section 6.2.7(B)(1)-(2). Operations do not produce harmful emissions under Section 6.2.7(D).

Noise is limited to daytime hours and remains consistent with the 55 dBA standard under Section 6.2.7(E). The enclosed shop, large parcel size, and natural buffering minimize impacts.

Signage (Section 6.2.10)

Signage is minimal and limited to an already existing small identification sign. No new signage is proposed, and all signage complies with applicable standards and permitting requirements.

Signage is not identified on the site plan - I cannot find an approved sign permit in EDARP. If any signage exists, please self-initiate a sign permit in EDARP and add the location to the site plan.

Drainage and Floodplain (Section 6.3.2)

The proposed use complies with the drainage and floodplain standards of the El Paso County Land Development Code, as no development, grading, or alteration of drainage patterns is proposed as part of this request. In accordance with Section 6.3.2(A)(2), which applies to activities that "disturb drainage facilities or...alter storm drainage," the existing use does not

introduce any such impacts and maintains current site conditions . Areas identified within the floodplain are limited to the temporary parking of operable vehicles, which are not permanent structures, do not involve fill or encroachments, and can be readily moved if necessary. As such, the use does not constitute prohibited activities within the floodway, including “encroachments...or development” that would impact flood conditions as outlined in Section 6.3.2(B)(1) . Additionally, no mobile homes or permanent improvements are located within the floodplain. Any miscellaneous materials located on-site are associated with residential use and are not part of the business operation. Overall, the existing conditions do not alter drainage patterns or floodplain function and remain consistent with the intent of the Code to prevent impacts to stormwater flow and surrounding properties.

Wildfire Mitigation (Section 6.3.3)

A Wildfire and Hazard Mitigation Plan prepared by an approved professional is included in submission documents and complies with Section 6.3.3.

Grading and Erosion Control (Section 6.3.5)

No land disturbance is proposed. Requirements under Sections 6.3.5(A)(2) and (A)(3) are not triggered, and existing site conditions remain stable.

Noxious Weeds (Section 6.3.6)

No development activity is proposed that would trigger a weed management plan under Section 6.3.6(B)(1). The property will continue to be maintained to reduce weed spread.

Consistency with Zoning and Surrounding Area

The proposed use is consistent with the RR-5 (Residential Rural) zoning district, as it represents a low-intensity, small-scale rural business that is compatible with surrounding land uses. Nearby properties include similar rural and semi-commercial activities such as a perennial nursery, landscaping operations, and short-term rental use. The existing operation has coexisted with surrounding properties for decades without adverse impact, demonstrating compatibility with the rural character of the area.

I suggest replacing this word with "Rural Home Occupation"

CAD-O Overlay Compliance

The property is within the CAD-O overlay and complies with applicable standards. The use does not introduce hazards to air navigation, including height, glare, interference (Section 6.2.7(C)), or emissions. No impacts to airport operations are proposed.

Please add the "FAA Form" note from the COS Airport Advisory Commission here.

Master Plan Consistency

The proposed Special Use is consistent with the El Paso County Master Plan by supporting existing small-scale rural economic activity while maintaining the rural character of the area. The use does not introduce higher-density or urban-level development and continues to utilize existing infrastructure without increasing demand. The request aligns with applicable elements of the Master Plan, including the Water Master Plan, as no significant increase in water demand is proposed; the Parks Master Plan, as no impacts to parks, trails, or open space systems will occur; and Economic Development goals by supporting local business and service availability. Overall, the use is consistent with the Master Plan's intent to balance economic activity with the protection of public health, safety, and rural character.

Traffic and Access

Please address road access and maintenance along Wyoming Lane

Please state that the business meets ECM Exemption B.1.2.D for no traffic study requirements as there are less than 100 trips a day and less than 10 trips per hour.

The business operates on a low-volume, appointment-based schedule, resulting in minimal traffic generation. Activity typically consists of a small number of customer visits and occasional deliveries per week. Access is provided via Wyoming Lane, and no changes to access or roadway infrastructure are proposed.

The proposed Special Use Permit allows for the continuation of a long-standing, low-impact rural business that has operated at this location for over 30 years. The use complies with applicable provisions of the El Paso County Land Development Code, maintains the rural character of the area, and does not introduce additional impacts to surrounding properties or infrastructure. Approval of this request will formalize an existing use while ensuring continued compliance with County standards.