



**PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**  
**Land Use Review Division**

**DATE:** December 3, 2021

**TO:** Dena Lozano, Deputy City Clerk  
Ellen Wagner, City Clerk's Office  
City Attorney, City Attorney's Office

**FROM:** Daniel Sexton, Planning Supervisor

**RE:** Marksheffel Single-Family Residential Addition No.1 Annexation  
**FILE:** CPC A 21-00192

Please find enclosed copies of the annexation petitions, legal descriptions and annexation plat for the above mentioned Marksheffel Single-Family Residential Addition No. 1 Annexation. This annexation has been submitted to the City for review of the annexation petition. Staff has reviewed the proposed and determined the contiguity requirements have been met. Please take this notice as official request to place this annexation petition on the next available City Council agenda for communication of this annexation to City Council.

Please notify staff via email once the item has been placed on an agenda. If you have any questions regarding the above sections, please contact me at [daniel.sexton@springsgov.com](mailto:daniel.sexton@springsgov.com) or by phone at 719-385-5366.

Sincerely,

A handwritten signature in dark ink, appearing to read "D. Sexton".

Daniel Sexton, AICP  
Planning Supervisor

C: File: CPC A 21-00192  
El Paso County

Enclosures: Annexation Petitions  
Annexation Plat  
Legal Descriptions

RECEIVED

A handwritten signature in dark ink, appearing to read "Paul B. Shiner".

Name

12-3-21

Date