

Mike Castellucci
Chair

Steve Anselmo
Vice Chair



Lisa Bailey
Secretary

Yvonne Lujan-Slak

Georgia Way

ZBA-25-19

Hearing Date: 5/28/2025

TO: City of Pueblo Zoning Board of Appeals
FROM: Mikaylin Hackley
THROUGH: Scott Hobson, Land Use Administrative Official
LOCATION: 3913 Sandalwood Ln
APPLICANT: Matt Eide
PROPERTY OWNER: Covenant Reformed Presbyterian Church
YEAR BUILT: 2000
LEGAL DESCRIPTION: LOTS 12 THRU 15 BLK 26 PUEBLO BOULEVARD SQUARE SUB FORMERLY 15-103-14-012 THRU -015
ZONE DISTRICT: Sub-Regional Business (B-2) Zone District
PARCEL ID: 1510314024
LOT SIZE: .94 acres

REQUEST:	Special Use Permit to allow for a Religious Institution in a Sub-Regional Business (B-2) Zone District
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BACKGROUND

The subject property is approximately .94 acres and is developed with a 5,000 sq. ft. commercial building built in 2000. The building was originally used as a business office by the VFW. The Covenant Reformed Presbyterian Church purchased the property in 2022 and applied for a business license in April 2025 but was informed by City Planning that the property was not properly zoned for a church and that a Special Use Permit would be required in order to issue the business license.

STAFF ANALYSIS

The property has been occupied by the church for several years with no known issues from the neighborhood. The application adequately addressed traffic, parking, utilities, signs, and neighborhood compatibility. Access to the site is provided by two driveways, one on Vinewood Ln. and another on Sandalwood Ln. The church has two small signs standing approximately three to four feet in height at each driveway location. Forty-four parking spaces are located on site. The structure and parking were originally constructed for the "Retired Enlisted Association," which is considered a private place of assembly use. Both private places of assembly and religious institution uses are required to provide one parking space for every four occupants. It is therefore assumed that the 44 parking spaces meet the Municipal Code parking requirements.

The application states that the Covenant Reformed Presbyterian Church will house their pastor's office, worship space, and classrooms within the existing structure. Worship services are held on days and at times that are generally outside of commercial business hours, therefore mitigating externalities related to traffic generated by the congregation.

ZONE DISTRICT AND LAND USE

Zone:		Developed with:
North	Central Business (B-4) Zone District	Assorted retail and services
East	Multiple Residential and Office (R-5) Zone District	Multi-family housing
South	Multiple Residential and Office (R-5) Zone District	Assorted retail and services
West	Sub-Regional Business (B-2) Zone District	Assorted retail and services

PUBLIC NOTICE

The property was publicly noticed in accordance with Title 17 Section 17-5-33(2) of the City of Pueblo Municipal Code. Specifically, the hearing was published in the Pueblo Chieftain, surrounding property owners within 100 feet of the property were notified by mail, and a sign was placed on the site (See Attachment E). These notices occurred at least 10 days prior to the hearing.

OTHER AGENCIES

Pueblo City/County Health	No comment
City Transportation	No comment
Pueblo Regional Building Department	No comment
Fire Department	No comment
City Public Works Department	No comment
City Stormwater Department	No comment
City Code Enforcement	No comment
Pueblo Board of Water Works	No comment
City Wastewater Department	No comment
City Parks and Recreation Department	No comment

CONDITIONS REQUIRED FOR SPECIAL USE PERMIT

1. Ingress and egress to property and proposed structures thereon with reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.

Comments: Affirmative finding. The site has two existing ingress and egress points, which is adequate for the commercial building.

2. Off-street parking and loading areas where required, with particular attention to the economic noise, glare or odor effects of the use by review on adjoining properties and properties generally in the district.

Comments: Affirmative Finding. The site has 44 off-street parking spaces including 3 accessible spaces. City Department of Transportation had no issue with this number of spaces for the proposed use.

3. Refuse and service areas, with reference to the items above.

Comments: Affirmative finding. The church has a commercial refuse tote service because they were not generating enough trash to justify the dumpster service. The tote will be stored behind the existing building and wheeled out for service on trash day, please see the attached site plan.

4. Utilities, with reference to the location's availability and compatibility.

Comments: Affirmative finding. Utilities are preexisting at this property, and the proposed use would not necessitate any changes.

5. Screening and buffering with reference to type, dimensions, and character.

Comments: Affirmative finding. No screening is required.

6. Signs, if any, and proposed exterior lighting with reference to glare, traffic, safety, economic effect and compatibility and harmony with properties in the district.

Comments: Affirmative Finding. There are two small signs located at each driveway entrance and are well below the allowable area and height for the B-2 Zone District standards.

7. Required yards and other open space.

Comments: Affirmative finding. No open space is required for this use.

8. General compatibility with adjacent properties and other properties in the district.

Comments: Affirmative finding. The general character of this area is mixed use including multifamily residential and neighborhood-scale businesses, and a Religious Institution is compatible with that neighborhood pattern.

PLANNING AND COMMUNITY DEVELOPMENT STAFF RECOMMENDATION

If the Board makes the necessary findings of fact to approve this Special Use Permit staff recommends Standard Permit Conditions 1 through 13:

ATTACHMENTS

- A. Standard Permit Conditions
- B. Site Map
- C. Aerial Map
- D. Zoning Map
- E. Comprehensive Plan Map
- F. Public Notice Photo
- G. Site Photos
- H. Application
- I. Supporting Documents

Exhibit A. Standard Permit Conditions

Standard Permit Conditions Date of Issuance of Permit: 5/28/2025	
1.	Time Limits Zoning permit shall become invalid unless work or action authorized by permit is fully executed by 5/28/2026
2.	Required Revisions Any revisions or additions to plans required as a result of approval must be submitted and stamped “approved” prior to the sign-off of the building permit routing slip or business license.
3.	Changes The project shall be completed as shown on the plans, which have been stamped “approved” and dated by the Department of Planning and Community Development. The project shall not deviate from the approved plans without prior written approval from the Department of Planning and Community Development.
4.	Property Inspection By acceptance of this permit, Permit holder authorizes City Officials and/or their authorized representatives, access to the subject property for purpose of observing work in progress, inspecting and/or measuring the property or improvements as long as the use authorized by this permit remains in effect.
5.	Certificate of Occupancy A certificate of occupancy must be issued by Regional Building <u>PRIOR</u> to use and/or occupancy of the subject premises. Prior to issuance, the Department of Planning and Community Development must certify that work has been completed in accordance with approved plans and that applicable conditions have been met. The Permit holder may be required to provide a Letter of Credit to obtain a Certificate of Occupancy prior to completion of all required improvements.
6.	Completion and Maintenance of Improvements and Landscaping Permit holder or successor in interest is responsible for completing all improvements shown on approved plans. By acceptance of this permit, Permit holder agrees to maintain all improvements in a satisfactory condition. Any landscaping installed according to the approved plan which becomes diseased, or dies shall be replaced by similar species and size no later than the first available planting season.
7.	Building Permit; Other Permits Permit holder is solely responsible for obtaining <u>BUILDING PERMIT</u> and all other applicable local, state and federal permits.
8.	Off-Site Drainage Issuance of this permit does not authorize the discharge of stormwater runoff or other surface drainage from the subject premises onto adjoining property or properties.
9.	Appeals of a decision of the Land Use Administrator can occur up to thirty (30) days following such decision. Appeals of Zoning Board of Appeals decisions can occur up to thirty (30) days following final decision. Any work done in connection with this permit prior to the expiration of all applicable appeal periods is done <u>SOLELY</u> at the risk of the Permit holder.
10.	Errors Permit holder is solely responsible for the accuracy of all information contained in the Zoning Permit form and in accompanying documentation. Any errors contained therein may invalidate the Zoning Permit and may result in issuance of a code violation citation and prosecution.
11.	Transfer of Ownership In the event of a transfer of ownership, partial or whole, of the subject premises, the transferee shall become Permit holder and subject to compliance with the terms and conditions of this permit.
12.	Violations/Penalties A violation of any of the conditions of this permit or of any provision of the Pueblo Municipal Code may result in a penalty of up to three hundred dollars (\$300) per day.
13.	Incorporation and Reference of All Plans Presented to the Zoning Board of Appeals. This approval incorporates by reference all plans and drawings presented and all verbal representations by the applicant at Zoning Board of Appeals meetings and hearings on the subject application to the extent that they are not in conflict with other stated conditions or regulations.

Exhibit B. Site Map

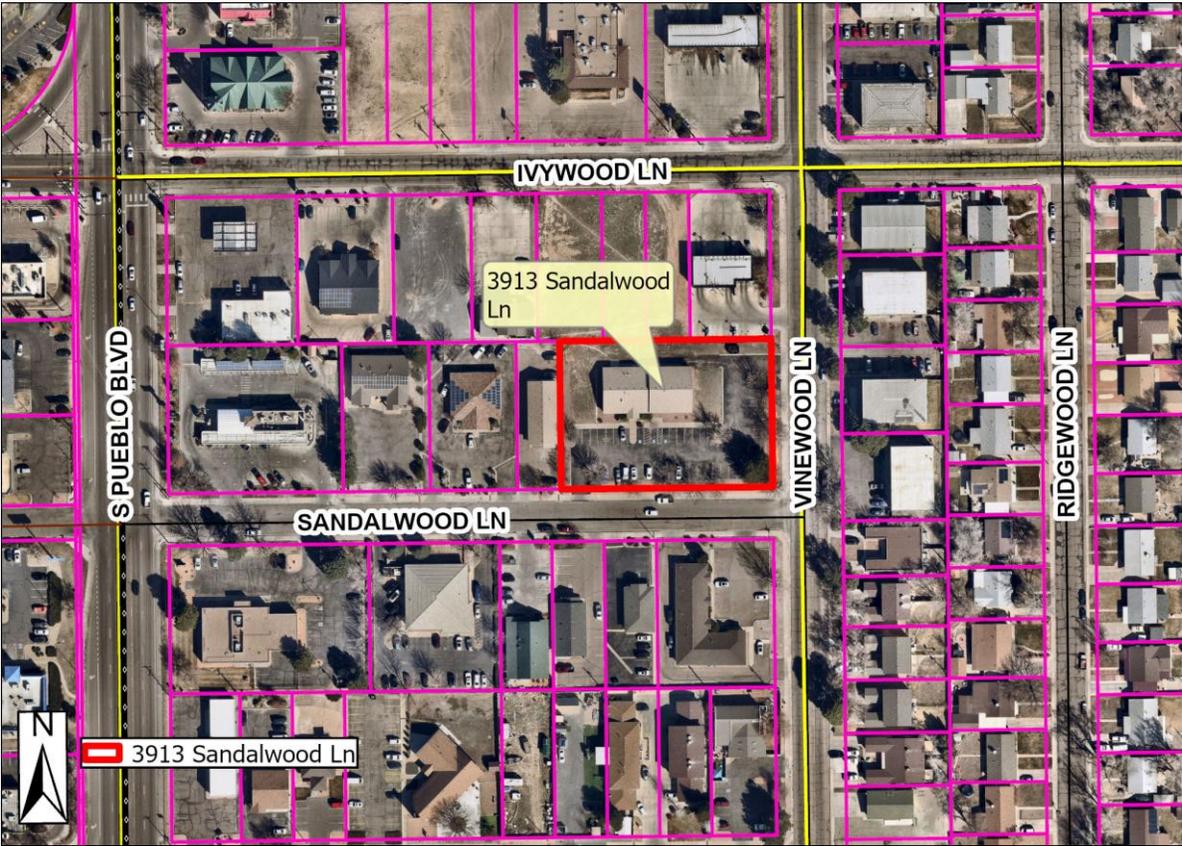


Exhibit C. Zoning Map

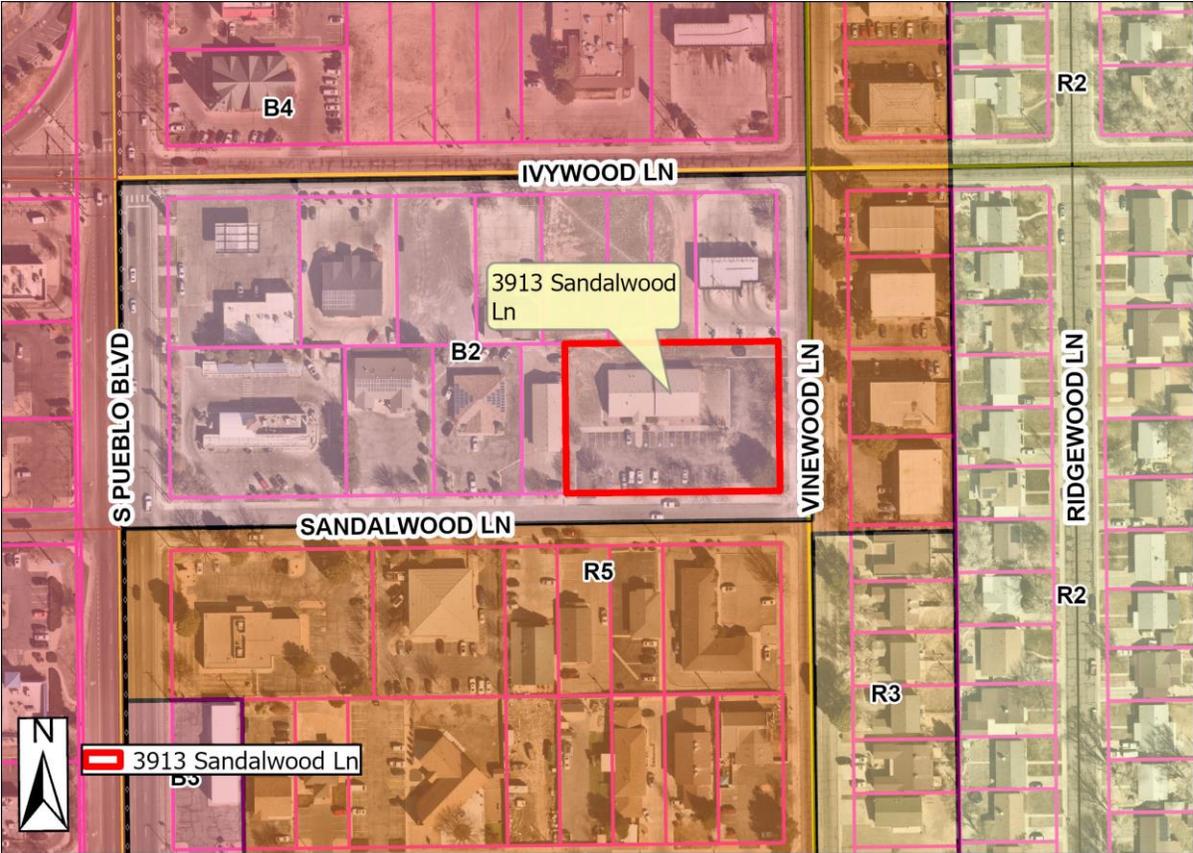


Exhibit D. Comprehensive Plan Map

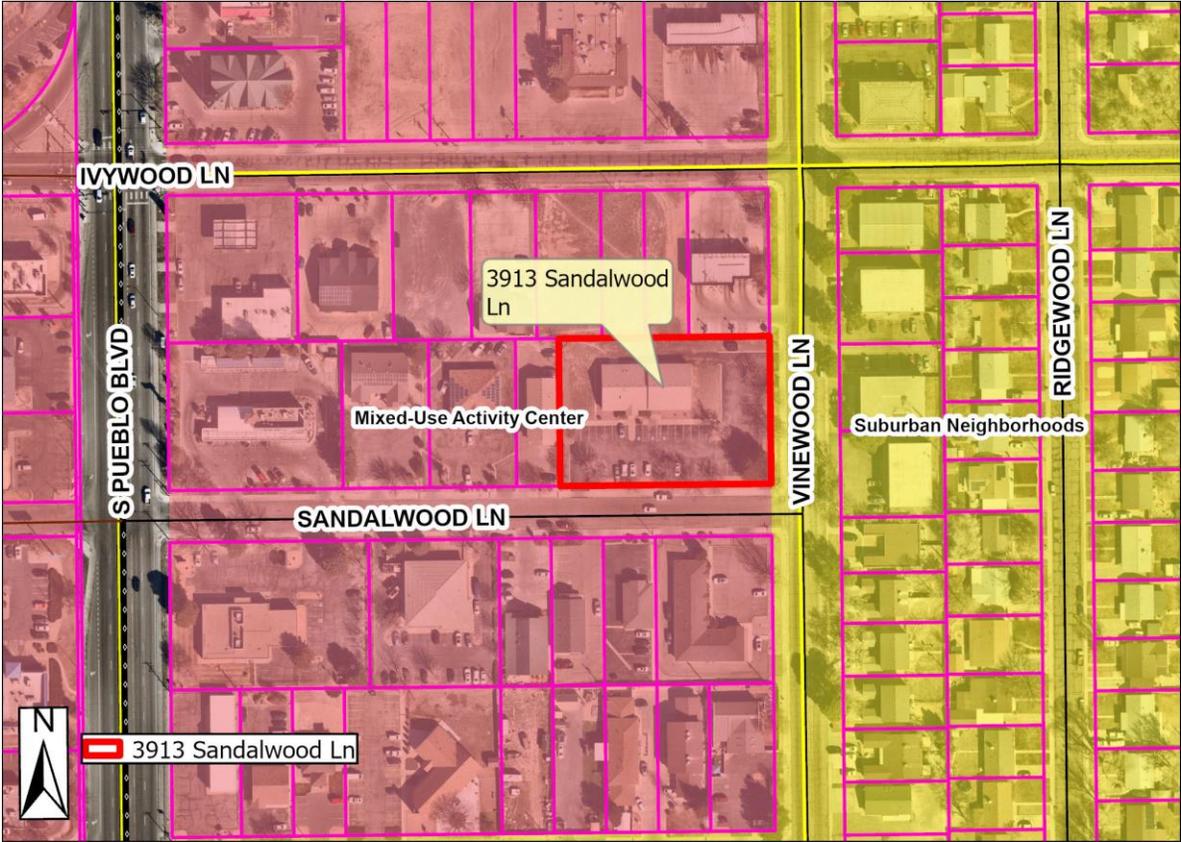


Exhibit E. Public Notice



Exhibit F. Site Photos





Exhibit G. Application



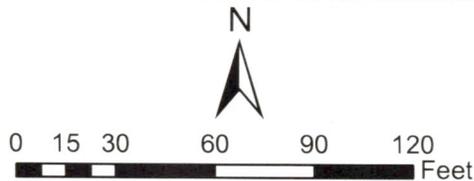
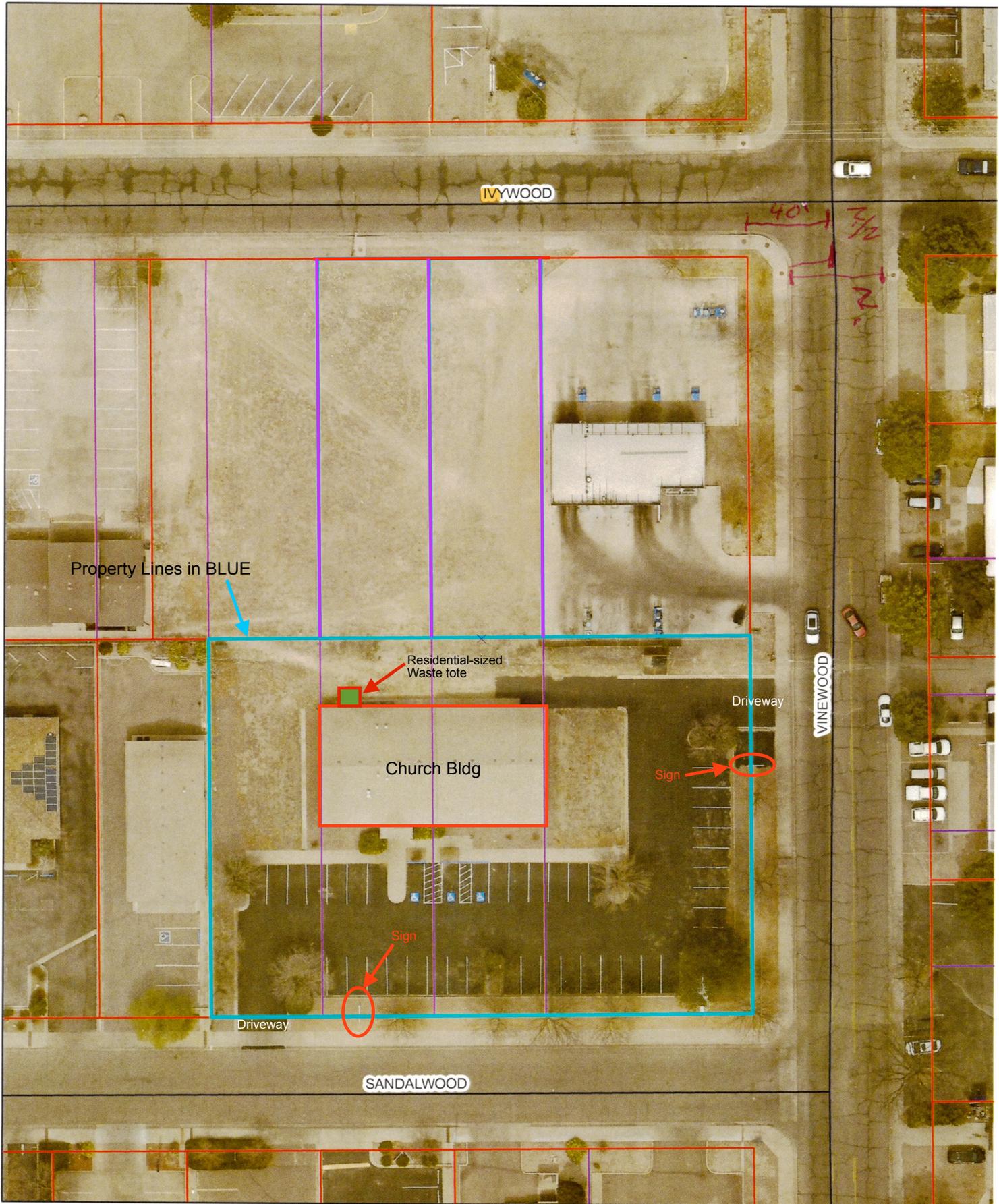
April 28, 2025

25-85
Zoning Board of Appeals
- Special Use Permit &
Variances
Status: Active
Submitted On: 4/28/2025

Primary Location
3913 SANDALWOOD LN
PUEBLO, CO 81005
Owner
COVENANT REFORMED
PRESBYTERIAN CHURCH
3913 SANDALWOOD LN
PUEBLO, CO 81005

Applicant
 Matt Eide
 719-242-3679
 pastor.matt@covrefpca.org
 3913 Sandalwood Ln
Pueblo, CO 81005

Exhibit H. Supporting Documents



Prepared by the Pueblo County GIS Center and Assessor's Office. Unauthorized reproduction or duplication of this document is strictly prohibited without written consent by the Pueblo County GIS Center. Pueblo County makes no claims as to the accuracy of the information portrayed in this document. For further information, please contact the Pueblo County Assessor's Office. 215 W 10th St, Pueblo CO 81003 719.583.6556 (v) 719.583.6563 (f)

Date of Preparation: 2/13/2025



COVENANT REFORMED
PRESBYTERIAN CHURCH

3913 Sandalwood Ln Pueblo CO 81005

pastor.matt@covrefpca.org

719-404-1833

April 28, 2025

To whom it may concern,

As mentioned in the application, this property was developed and the building built as a VFW, to function as business offices and a hall to rent for events, complete with kitchen and "parlor." It was developed for large meetings, complete with parking lot and restrooms. As such, it has proved turnkey for us as a church. The use happens to be religious, but otherwise is very nearly precisely what the property and building were designed and built for.

Thank you for your time and consideration,

Matt Eide, Pastor



25-85

Zoning Board of Appeals
- Special Use Permit &
Variances

Status: Active
Submitted On: 4/28/2025

Primary Location

3913 SANDALWOOD LN
PUEBLO, CO 81005

Owner

COVENANT REFORMED
PRESBYTERIAN CHURCH
3913 SANDALWOOD LN
PUEBLO, CO 81005

Applicant

 Matt Eide
 719-242-3679
 pastor.matt@covrefpca.org
 3913 Sandalwood Ln
Pueblo, CO 81005

Internal

 ZBA Case Number

ZBA-25-19

 Planner Assigned

—

 Address Validation by GIS?

ZBA

 Hearing Date

05/28/2025

 Hearing Results

—

 Board Conditions

 Appeal Term End Date

—

 Permit Completion Date

—

 Specially Requested Hearing

Public Notice

 Number of Posters

—

 Number of Postcards Sent

—

 Cost of Newspaper Notice

—

 Public Notice Costs



 Other Fees:

 Public Notice costs must be paid by:

—

 Public notice zoning poster must be displayed BY:

—

 Public Notice zoning poster must be displayed UNTIL:

—

 Is a 1-year inspection required?

—

Scope of Work

Type of Request*

Use by Review (Special/ Limited Use Permit)

Type of Use by Review*

Other

Other (please specify)*

Church

Provide a short description of the proposed request:*

We request authorization to make use of this property as our church building.

What is the general use of the property*

Other

Other (please specify)*

Church

Detailed explanation of the request as listed above. *

We wish to maintain our pastor's office as well as worship space and classrooms at this location. The lots behind the building are to be used for the playground.

Justification of facts required for the request. Be specific.*

?? – We own the building and use it for these purposes. We have lately discovered that we need to get a special use permit to use this property as a church. We had no intention of violating any law or ordinances; it just never occurred to anyone that we couldn't just buy the building and move in—so we did.

Are there any concurrent zoning requests?*

No

Use by Review Justification of Facts

Describe the ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.*

The property has a parking lot with access from Sandalwood and from Vinewood. Traffic is bi-directional and both drives afford room for ingress and egress simultaneously. Ingress to the building is through double doors on the front. Egress through these or any of three doors on the rear, or any of numerous windows. Sidewalks on Sandalwood and Vinewood cross the drives and are unimpeded. Emergency vehicles can access from either direction and move into and through the parking lot. Ingress to the building is always afforded by key housed in a Knox Box by the front doors.

Describe off-street parking and loading areas where required, with particular attention to the items in Subparagraph a above and the economic noise, glare or odor effects of the use by review on adjoining properties and properties generally in the district.*

None of these have changed with our possession. We don't make noise. Exterior lighting comes on at night and is unchanged since the building's construction as a VFW in 1999. We do not produce anything to cause smells. We do have a drive behind the building which offers a more convenient point for large deliveries, but do not take delivery of large items except rarely and irregularly (for instance, when the playground equipment was delivered.)

Describe refuse and service areas, with particular reference to the items in the two questions above.*

We produce little trash and the weekly volunteer cleaning crew takes it home with them to dispose of in their private receptacles.

Describe utilities, with reference to the location's availability and compatibility.*

We are serviced by Black Hills Energy, Xcel Energy, City of Pueblo (water), and Comcast (internet). All infrastructure was in place prior to our occupancy. There is a utility easement between the building and the playground.

Describe screening and buffering with reference to type, dimensions and character.*

As far as I know, no screening is required. I don't know what buffering would be. Again, the use has not perceptibly changed with respect to the city or neighbors. It just so happens that when people gather now, it is to worship. And when the office is occupied it isn't to manage other business, but to write sermons and plan worship services.

Describe signs, if any, and proposed exterior lighting with reference to glare, traffic, safety, economic effect and compatibility and harmony with properties in the district.*

We have a low sign at each driveway, between the sidewalk and the parking lot. Exterior lighting is mounted on the building and was installed in 1999. I assume it met code at the time. We have updated to LED.

Describe how you will comply with the required yards and other open space.*

I would need to know what is required. We have not changed the property except that we installed a small playground on formerly undeveloped and vacant lots.

Describe the general compatibility with adjacent properties and other property in the district.*

Our neighbors seem to have no issues with us. We are on positively friendly terms with a couple, affording free parking to one. If anything, we have less impact now than the previous use did, as gathering happens only at times when neighboring businesses are closed, whereas when it was an event center, traffic and parking would have been sometimes evident during business hours.

Terms

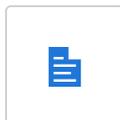
Is the applicant and property owner the same?*

Yes

Applicant/Property Owner Signature*

 Matthew P Eide
Apr 28, 2025

Attachments

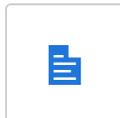


Site plan

SitePlan.pdf

Uploaded by Matt Eide on Apr 28, 2025 at 1:52 PM

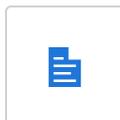
REQUIRED



Photographs

Pics.pdf

Uploaded by Matt Eide on Apr 28, 2025 at 2:02 PM



Additional information that you believe justifies the request.

Justification.pdf

Uploaded by Matt Eide on Apr 28, 2025 at 2:08 PM

Record Activity

Matt Eide started a draft Record

04/28/2025 at 12:53 pm

Matt Eide added file SitePlan.pdf	04/28/2025 at 1:52 pm
Matt Eide added file IMG_2519.jpeg	04/28/2025 at 1:59 pm
Matt Eide removed file IMG_2519.jpeg	04/28/2025 at 1:59 pm
Matt Eide added file Pics.pdf	04/28/2025 at 2:02 pm
Matt Eide added file Justification.pdf	04/28/2025 at 2:08 pm
Matt Eide submitted Record 25-85	04/28/2025 at 2:08 pm
OpenGov system altered approval step Fee Review, changed status from Inactive to Active on Record 25-85	04/28/2025 at 2:08 pm
OpenGov system assigned approval step Fee Review to Planning Front Counter on Record 25-85	04/28/2025 at 2:08 pm
OpenGov system changed the deadline to Apr 30, 2025 on approval step Fee Review on Record 25-85	04/28/2025 at 2:08 pm
Cindy Capritta reassigned approval step Fee Review from Planning Front Counter to Cindy Capritta on Record 25-85	04/28/2025 at 2:15 pm
Cindy Capritta approved approval step Fee Review on Record 25-85	04/28/2025 at 2:21 pm
OpenGov system altered payment step Application Fee, changed status from Inactive to Active on Record 25-85	04/28/2025 at 2:21 pm

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
✓ Fee Review	4/28/2025, 2:08:54 PM	4/28/2025, 2:21:40 PM	Cindy Capritta	4/30/2025	Completed
💰 Application Fee	4/28/2025, 2:21:40 PM	-	Matt Eide	-	Active
✓ Intake Review	-	-	-	-	Inactive
✓ Land Use Tech Review	-	-	-	-	Inactive

Label	Activated	Completed	Assignee	Due Date	Status
✓ Case Assignment	-	-	-	-	Inactive
✓ Planning (Zoning) Initial Review of Submittal	-	-	-	-	Inactive
✓ Public Notice	-	-	-	-	Inactive
📄 Public Notice Memo	-	-	-	-	Inactive
💰 Public Notice Fee	-	-	Matt Eide	-	Inactive
✓ Staff Report and Agenda Distribution	-	-	-	-	Inactive
✓ ZBA Hearing Outcome	-	-	-	-	Inactive
✓ Permit Issuance	-	-	-	-	Inactive
📋 Final Inspection	-	-	-	-	Inactive