



PLANNING COMMISSION STAFF MEMORANDUM

DATE: December 4th, 2024
TO: Chairman Shockey and Planning Commissioners
FROM: Josh Olhava, AICP, Contract Staff - Planning Department
SUBJECT: Sketch Plan for Leatherwood – Major Land Use Development Proposal

Request Overview:

Sketch Plan Review for 1.03 acres. The Applicant proposes to redevelop four properties in the Commercial Zone District into a unified development containing approximately:

- 24 residential units
- 18,284 square feet of commercial tenant space
- 44 off-street residential parking spaces
- Regraded public alleyway
- On-site snow storage (flat rooftops)
- Enclosed refuse areas
- 13,320 square feet of on-site open space



Background:

At the direction of staff, the applicant presented their preliminary concept to the Town Board and Planning Commission in the summer of 2024 as an expanded pre-application meeting. Since that meeting, the applicant revised their concept into the attached Sketch Plan to address comments and the



direction given during that meeting.

The applicant's request will result in a Major Land Use Development Review process, including preliminary and final reviews following the Sketch Plan review by the Planning Commission. The applicant provided the following items for review, in compliance with Sec. 12-9-2(C) of the Town of Grand Lake Land Use Regulations.

Attachment 1: Land Use Development Application.

Attachment 2: Narrative – a detailed narrative aligned with requirements for the preliminary development plan review.

Attachment 3: Sketch Plan – includes site and architectural details for the proposal.

Staff Analysis:

The applicant has addressed most, if not all, of the comments and direction given during the earlier pre-application meeting. Staff met with the applicant's team on-site and conducted follow-up emails and phone conversations to discuss staff comments and next steps in the review process for the attached Sketch Plan application. The applicant's representatives acknowledged staff comments and anticipate working on these items as part of their preliminary application, following guidance from the Planning Commission. Staff comments include the following:

- The property is zoned commercial and will follow both the commercial and mixed use regulations of code (Sections 12-2-18 and 12-2-26).
- Parking spaces required for single family homes are listed in zoning regulation as 2 spaces per single family dwelling.
- Solar orientation will be taken into consideration with orientation of buildings at time of development.
- Items anticipated with the preliminary application.
 - Drainage considerations – currently being worked on by the applicant.
 - A traffic letter indicating the impact of the proposal on the Town's street system.
 - Further details on the water distribution system and sewer collection system to serve the proposal – including estimated gallons per day based on usage. Water and sewer infrastructure exists in the vicinity of the subject properties.
- The proposed maximum height of all buildings within the Development shall not exceed the 32' maximum that is allowed in Residential Estates Zone.
- The design scheme will be in accordance with the Town of Grand Lakes design requirements for materials and the buildings are within the correct setbacks and dimensional criteria
- At this time, the applicant plans to request four variances that will be reviewed in greater detail by the Planning Commission at future meeting. These variance themes currently include:
 - Allowance of off-site open space at 825 Lake Avenue to count as a small percentage of the total open space requirements for the site.



- Considering a rear setback encroachment for garage parking at 825 Lake Avenue to maximize the use of the site and relationship to the alleyway.
- Allowing one of the existing properties with a residential unit on the ground floor to remain as a residential unit as part of the site refresh.
- A maximum height of approximately fifty feet (50') to accommodate the site topography as it drops off towards the lake and to allow additional architectural features such as pitched roof elements to complement adjacent properties and design requirements of code.

Following consideration by the Planning Commission, staff will continue to work with the applicant and their representatives on the requirements for the Preliminary and Final Development Plan Applications for review and recommendation by the Planning Commission.

Planning Commission Discussion:

The Planning Commission shall review the Sketch Plan and render an informal preliminary review of the proposal and determine conditions that might affect Preliminary and Final Development Application submission requirements.

Attachments:

- Land Use Development Application
- Narrative
- Sketch Plan