



## PLANNING COMMISSION STAFF MEMORANDUM

**DATE:** January 8, 2025  
**TO:** Chairman Shockey and Planning Commissioners  
**FROM:** Josh Olhava, AICP, Contract Staff - Planning Department  
**SUBJECT:** **QUASI JUDICIAL (PUBLIC HEARING)** – Resolution 01-2025 - Consideration to Recommend an Amendment to a Final Development Plan for the Gateway Inn Located on Block 15, Gateway Inn Grand Lake Estates 2nd Filing, More Commonly Referred to as 120 W. Lake Avenue.

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### Town of Grand Lake Planning Commission Public Hearing Process

Public hearings are typically conducted as follows:

1. The Chair opens the Public Hearing
2. Staff present the request and staff's analysis
3. The applicant addresses the Commission
4. The Chair invites public comment
5. The Commission discusses the request and asks questions of staff and the applicant
6. The Chair closes the Public Hearing
7. The Commission makes a motion and votes on their recommendation to the Town Board of Trustees

### Overview

- **Property Owner and Applicant:** Grand Lake Family LLLP
- **Applicant's Representative:** Howard Ehram, P.E., CGC, LEED AP
- **Consultant:** Howard Ehram, P.E., CGC, LEED AP
- **Project Location:** 120 W. Lake Avenue





- **Project Zoning:** Planned Development
- **Attachments:**
  - Final Development Plan Amendment
  - Drainage Compliance Letter

The applicant/property owner is looking to finalize new site improvements to the existing Gateway Inn property. These include:

1. A new carport/enclosure structure matching the existing building architecture outside of the kitchen on the south side of the building to screen back-of-house operations for the hotel and restaurant;
2. Revising the fire lane configuration based on pavement improvements and the new carport /enclosure structure;
3. Paving the gravel parking lot on the west end of the building; and
4. Minor on-site drainage improvements to mitigate erosion issues and improve drainage conveyance from the site.



The applicant is requesting approval of the attached Final Development Plan Amendment.

### **Staff Analysis**

Public notices were completed following Municipal Code requirements for Amendments to Land Use Developments found in Section 12-9-7. Notices included both the Planning Commission and Board of Trustees meeting details.

The attached plans comply with the Municipal Code requirements regarding Amendments to Land Use Developments, Parking Regulations, Setbacks, Height, and Area Requirements, and Design Review Standards for the new carport/enclosure structure. Staff reviewed the applicant's Drainage Compliance Letter and found no obvious issues with the findings. The proposed changes are a result of gradual improvements and adjustments to the hotel operations and use of the site over the years. The new structure on the south side of the building will help screen back-of-house operations and elements from the on-site restaurant kitchen from adjacent hotel rooms.

The applicant has worked closely with staff and referral agencies over the past few weeks to provide the attached final plans for Planning Commission consideration and recommendation to the Board of Trustees. Staff have no further comments or concerns with the application.

### **Planning Commission Discussion and Determination**

The Planning Commission should discuss the request amongst themselves, with consideration of staff analysis, public comments, and consideration of code requirements.

Under Municipal Code Section 12-9-7(C)(2) - Such amendments may be made only if they are shown to be required by changes in conditions that have occurred since the Final Development Plan was approved or by changes in community policy.



### **Sample Planning Commission Motions**

#### Approval with or without conditions

I move to approve Planning Commission Resolution 01-2025, a resolution recommending approval of an amendment to a final development plan for the Gateway Inn located on Block 15, Gateway Inn Grand Lake Estates 2<sup>nd</sup> Filing, More Commonly Referred to as 120 W. Lake Avenue.

... with the following conditions:

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#### Denial *(establishing findings of fact based on specific code sections and requirements)*

I move to approve Planning Commission Resolution 01-2025, a resolution recommending denial of an amendment to a final development plan for the Gateway Inn located on Block 15, Gateway Inn Grand Lake Estates 2<sup>nd</sup> Filing, More Commonly Referred to as 120 W. Lake Avenue, based on the following findings of fact:

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