



PLANNING COMMISSION STAFF MEMORANDUM

DATE: October 8, 2025
TO: Chairman Shockey and Planning Commissioners
FROM: Emily Weber, Contract Staff - Planning Department
SUBJECT: **QUASI JUDICIAL (PUBLIC HEARING)** – Resolution 12-2025 – A Lot Consolidation located at 107 Perry Street and 405 Mountain Avenue.

Overview

- **Property Owner and Applicant:** Edna Stoddard
- **Applicant Representatives:** Diane Masterson
- **Project Location:** 405 Mountain Avenue



- **Project Zoning:** Single Family Residential – Medium Density
- **Attachments:**
 - Lot Consolidation Plat

The applicant is proposing to consolidate Lots 7 and 8, Block 31 into a single 14,963 square foot lot. Lot 7 currently contains a single-family home, while Lot 8 is vacant land. Both lots are under the same ownership. The applicant is not proposing any site plan modifications at this time and is only requesting to vacate the shared lot line between the two parcels.

Staff Analysis

Public notices for the proposed lot consolidation were completed in accordance with Municipal Code requirements outlined in Town Code Section 12-6-8(B)(3). Notices included details for both the Planning Commission and Board of Trustees meetings.

The staff analysis is based on review criteria established in Town Code Section 12-6-8 – Resubdivision Regulations. Per Town Code, the Planning Commission and Board of Trustees shall apply the following criteria when considering a lot consolidation application. Approval shall not be granted unless all criteria are met:

1. The combined lot(s) are legal lots as defined in Section 12-6-8(A)1.



2. The combined lot(s) would not subsequently create additional lots other than the resultant lot(s).
3. The lot consolidation would not adversely affect existing access, drainage, utility easements, or rights-of-way.
4. The lot consolidation would not adversely affect adjacent properties and the property owners' health, safety, and enjoyment of their property.
5. Any covenants, deed restrictions, or other conditions of approval that apply to the original lots must also apply to the resultant lot(s).

The proposed lot is a legal, conforming lot that meets the minimum standards outlined in the Town Code. The consolidation does not result in the creation of additional lots and does not negatively impact adjacent properties. Existing access to the site remains unchanged, and as such, the consolidation does not adversely affect drainage, utility easements, or rights-of-way.

Additionally, staff acknowledges that the applicant may propose a new ADA-accessible access in the future. Only one access point is permitted per site. Should the applicant wish to pursue access from the Perry Street right-of-way instead of the existing Mountain Avenue right-of-way, approval must be obtained from the Town Public Works Department.

Staff Recommendation

Staff finds that the application complies with Chapter 12, Article 6 of the Grand Lake Town Code.

Planning Commission Discussion and Determination

The Planning Commission should discuss the request amongst themselves, with consideration of staff analysis, public comments, and the findings of fact from the code, in order to make a decision/recommendation.

Sample Planning Commission Motions

Approval with or without conditions

I move to approve Planning Commission Resolution 12-2025, a resolution recommending approval of a Lot Consolidation located at 107 Perry Street and 405 Mountain Avenue.

... with the following conditions:

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Denial (*Using the evaluation factors of the Municipal Code for findings of fact*)

I move to deny Planning Commission Resolution 12-2025, a resolution recommending denial of a Lot Consolidation located at 107 Perry Street and 405 Mountain Avenue.