



BOARD OF TRUSTEES STAFF MEMORANDUM

DATE: August 11, 2025
TO: Board of Trustees
FROM: Emily Weber, Contract Staff - Planning Department
SUBJECT: Design Review – The Ranger Station at 620 Grand Avenue

Background

Anthony Zurn, on behalf of GLCO 620 LLC, is proposing to remodel and add a deck to an existing structure at 620 Grand Avenue. The proposal includes remodeling the existing residential structure into a mixed-use building with commercial and residential units. The unit mix includes a commercial unit on the main level and two residential units, one on the lower level and one on the upper level. The applicant is also proposing a new asphalt parking area.



Town Code Section 12-7-8 – Design Review Procedures and Submission Requirements requires that new commercial development shall be reviewed by the Planning Commission. The Planning Commission is responsible for providing a recommendation to Town staff for approval, approval with conditions, or denial. This review process applies to all applicable exterior remodels, repairs, and new construction associated with commercial developments.

Consideration Factors

According to 12-7-8 (B), the Planning Commission shall consider the following factors in their decision:

- 1. The proposal's consideration to the local and immediate context of the existing buildings, the natural*

environment, historical aspects and the local community culture. Determination will be based on the design elements listed herein as well as:

- a. The proposal's overall harmony with adjacent buildings, open and public spaces.
 - b. Any graphic design that might interfere with public safety or does not add to or enhance the aesthetic value of the Town of Grand Lake will be denied.
2. The elemental design tools of composition, proportion, scale, and rhythm are important elements for achieving a balance between unity and complexity in design. These tools may be used to improve the limitations of architectural style and to achieve buildings with more timeless visual assets. Each of these design tools will be applied to the materials, surfaces, massing and street wall (if applicable) of buildings to better indicate use, visual interest, and creation of a more appropriate balance with human scale. Design Elements include:
- a. Scale the proportion used to determine the relationships and harmony between different elements (existing surroundings including buildings and natural elements, to better define heights and widths and depth).
 - b. Composition the organization of parts (including non-built spaces) of a project to achieve a unified whole.
 - c. Proportion the relationship of one (1) part to another or to the whole.
 - d. Rhythm the relative variation of regular and repetitive elements (how surface materials begin and end and how a switch from one (1) material to another occurs).

Zoning Regulations

Uses

The site is zoned C (Commercial) and therefore must meet the regulations set forth in *Town Code Section 12-2-18 – Regulations for Commercial District*. Eating and drinking establishments and multi-family residential units are listed as permitted uses within the Commercial District. However, Mixed Residential with permitted Commercial Use with greater than fifty percent (50%) of the total square footage of the building or buildings on the lot used for residential purposes requires a conditional use permit. The applicant is proposing 1,700 square feet of residential space and 1,480 square feet of commercial space. The residential portion of the building occupies 53.5% of the total structure. A conditional use permit or a revised plan set is requested as a condition of approval prior to construction.

Parking

Town Code Section 12-2-28 – Parking Regulations and Design Standards

Type of Structure	Required # of Off-Street Spaces per unit/SF	Proposed # of Units/SF	Required Parking Spaces
2-bed	1.5 Spaces	1	1.5 Spaces
1-bed	1 Space	1	1 Space
1,480 SF of Coffee Shop	1 Space/250 SF	1,480 SF	6 Spaces

			1 ADA Space
TOTAL			9 Spaces + 1 ADA Space

The applicant is proposing four regular parking spaces and one ADA parking space on-site. Additionally, the proposal includes constructing five on-street parking spaces in the right-of-way adjacent to the property. Per the Town Code, credit is given for the available on-street parking adjacent and contiguous to the property on a one-to-one basis. The Town Code requires all residential parking spaces to be provided on-site, in this case, 3.5 spaces. The proposed parking is adequate.

Snow Storage

The applicant is proposing 1,040 square feet of snow storage, where 990 square feet is required.

Design Review Standards

The design standards for structures are found in Section 12-7-4 and are summarized below.

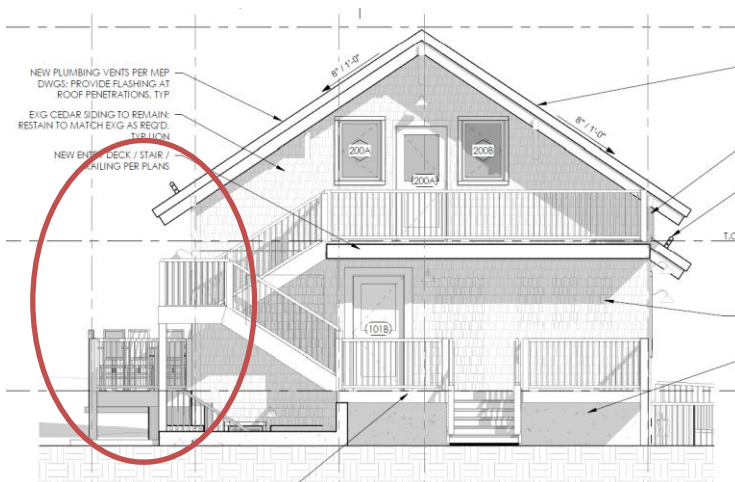
Town Code Section 12-7-4 (A) – Color Palette Selection and (B) Material Selection

The applicant intends to retain the existing cedar siding and re-stain it to match the current color. The existing stained concrete foundation will remain, and any new concrete foundation will be stained to match. The existing metal roof is also to remain unchanged. Additionally, the applicant proposes installing a new railing and deck system along the north, west, and south elevations of the building.

Town Code Section 12-7-4 (C) – Additional Design Standards for Commercial Structures

The design minimizes voids in the street wall and creates a more useful pedestrian space by constructing a new, seven-foot concrete sidewalk in the public right-of-way. The applicant is not required to extend or construct a boardwalk as the property is outside of the central commercial district.

Town Code Section 13-7-4 (C) (2) (a) (2) states that “roofs and all other overhangs should be designed so that NO snow or rain is deposited or shed onto any public or private walking surfaces. Safety considerations for the pedestrian are paramount.” The applicant does not meet this recommendation as the roof eave on the west side of the building sheds directly onto the outdoor seating area. The rendering below shows the building from the south elevation, indicating where the roof eave is not meeting the recommendation.



Current Street Wall, Massing, and Façade



Proposed Street Wall, Massing, and Façade



The proposed remodel maintains façade variations, recesses, and projections with the massing of the building relating to the pedestrian scale. The applicant is proposing to replace existing windows in kind, which make up a significant portion of the front façade. All sides of the structure express consistent architectural detail and character and the building entrance is visually prominent, as required by Town Code.

Town Code Section 12-7-4 (E) states that refuse containers shall, to the greatest extent possible, be accessed from the public alley right-of-way. This site does not have alley access and therefore this does not apply. The applicant is proposing to locate the refuse containers in the southwest corner of the site, minimizing the visual impact from

the public right-of-way.

Staff Recommendation

Staff finds that the application complies with Chapter 12, Article 2 and Article 7 of the Grand Lake Town Code with the following conditions.

1. The applicant shall revise the proposed plans to ensure that at least 50% of the total square footage is designated for commercial use or obtain a conditional use permit.
2. The applicant shall modify the proposed plans so that the roof eave on the west side of the house does not shed directly onto the patio.

Sample Motion

I move to approve Resolution 35-2025 directing staff to [approve, approve with conditions OR deny] the design for 620 Grand Avenue [as proposed OR with the following modifications or conditions].