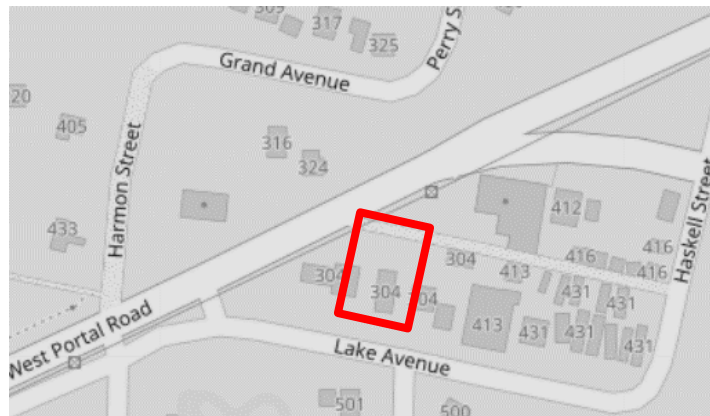




April 3rd, 2024

To: Chairman Shockey and Planning Commissioners
From: Kim White, Community Development Director

RE: Review of a Conditional Use Permit business that generates income from the use of animals, also known as a dog boarding and training at Subd: Grand Lake Lots:9-10, Block 28, more commonly referred to as 304 West Portal Rd.



Purpose

The Town has received a Conditional Use Permit (CUP) application from George D. Wikinski (“The Applicant”) of Get Along Little Doggie Dog Training, for a business that generates income from the use of animals, also known as dog boarding and training located at Lot 9-10, Block 28, Town of Grand Lake, also known as 304 West Portal Rd.. This requires recommendation by the Planning Commission and approval of a Conditional Use permit by the Board per Municipal code 12-2-31(B)

Conditional Uses are those uses allowed in a district, in addition to the uses by right, where so authorized, when and if a Conditional Use Permit (CUP) is granted under 12-2-31(B) of the Grand Lake Municipal Code.

Background

Per municipal code 12-2-31 (B) staff will present the application to the Planning Commission, at which point the Planning Commission shall either formulate a recommendation to the Board of Trustees, or they will schedule a public hearing.

Municipal Code Procedure:

- (a) Procedure Before the Planning Commission. The applicant may propose a Conditional Use Permit request by submitting, to Town Staff, written material outlining the proposed use.

Included in this narrative should include (but not be limited to: operational hours and functions, management responsibilities, assessed neighborhood compatibility and impact). Written material must be accompanied by supporting documentation, including (if applicable) but not limited to:

1. A site plan depicting the layout of the structure with the proposed use, ingress and egress point, parking and vehicular ingress and egress points, snow storage, trash receptacles, and any other item that may be pertinent to the site plan of the property and proposed use.
2. *Landowner or Homeowners Association approval.*



- (i) Application and supporting materials, including a CD of all drawings in PDF format, must be submitted at least twenty-one (21) days prior to the next regular Planning Commission meeting. Within fourteen (14) days, staff will determine if the submitted application, and supplemental materials, are complete and schedule the Conditional Use Permit request for the next Planning Commission. The Planning Commission shall either:
 1. Formulate a recommendation concerning the Conditional Use including such terms and conditions as it may deem necessary and appropriate. The recommendation shall be placed on the next agenda of the Board of Trustees, or
 2. Schedule a Public Hearing for a later date but no sooner than twenty-eight (28) days from receipt of the application. At least fifteen (15) days prior to the scheduled date, Town Staff shall cause a legal notice to run in a local newspaper of general circulation advertising the time, date, and location of the CUP Public Hearing and certified letters to be mailed to all property owners within two hundred (200') feet of any portion of the property proposed for the SUP indicating the time, date, and location of the CUP Public Hearing.

Commissioner Discussion:

Commissioners need to determine at this point whether they would like to request a public hearing for this item. If so, Make a motion to do so. If not, move forward by discussing the following items (ii-iv) to make a recommendation to the Board.

3. After taking evidence in relation to said Condition Use application, the Planning Commission shall formulate a recommendation, including such terms and conditions as it may deem necessary and appropriate. The recommendation shall be placed on the next agenda of the Board of Trustees.
 - (i) The Planning Commission shall take the following factors into consideration prior to making recommendation to the Town Board of Trustees:
 - (ii) Relationship of the proposed Conditional Use to the economic development objectives of the Town and the anticipated impact of the Conditional Use on existing businesses and neighborhood residences. (see attachment 2 for comprehensive plan section for econ. develop.)
 - (iii) Effect upon the character of the area in which the proposed Conditional Use is to be located, including the scale and bulk of the proposed Conditional Use in relation to surrounding uses and neighborhood. (attachment 3 for comp plan character)
 - (iv) Such other factors and criteria as the Commission deems applicable to the proposed Conditional Use including but not limited to: hours of operation; signage; specific businesses, land owners or other interested parties to be notified; or proposed conditions of CUP issuance. (attachment 1.pdf)



Staff Comments:

Items located in the attached application have an X next to them if found.

There are multiple documents attached to this packet. The attachments have a number in the file name which can be cross-referenced with the items below and their location (number.pdf then page of the pdf).

operational hours and functions (1.pdf page 3)

management responsibilities (1.pdf page 4)

assessed neighborhood compatibility and impact (1.pdf page 4)

Signage (1.pdf page 4 (see logo))

layout of the structure with the proposed use, ingress and egress point (1.pdf page 3)

parking and vehicular ingress and egress points (1.pdf page 3)

snow storage (1.pdf page 3)

Landowner or Homeowners Association approval (1.pdf page 5-6)

trash receptacles (1.pdf page 3)

specific businesses landowners or other interested parties to be notified (only required during a public hearing)

Suggested Motions:

1. **I motion to have staff prepare a Public Hearing to consider the conditional use permit for Get Along Little Doggie Dog Training.**

Or

2. **I move to recommend a Conditional Use Permit for Get Along Little Doggie Dog Training at 304 West Portal Rd. to the Board with the following necessary and appropriate terms and conditions**
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