



PLANNING COMMISSION STAFF MEMORANDUM

DATE: September 8, 2025
TO: Mayor and Board of Trustees
FROM: Emily Weber, Contract Staff - Planning Department
SUBJECT: **QUASI JUDICIAL (PUBLIC HEARING)** – Resolution 36-2025 – Preliminary Development Application for a 3-story mixed-use building located at 900 Grand Avenue. The proposal consists of ground floor commercial and two residential units.

Overview

- **Property Owner and Applicant:** 900 THOUSAND LLC
- **Applicant Representatives:** Kaylee and Will Wallseen
- **Project Location:** 900 Grand Avenue



- **Project Zoning:** Commercial Zone District (C)
- **Attachments:**
 - Updated Preliminary Site Plan and Renderings

The applicant is proposing to redevelop the project site with a new multistory mixed-used development that includes a ground floor commercial space and two residential units on the second and third floors. The project lot is approximately 5,000 SF and is located in the community's core downtown area. The commercial space is intended to be a taphouse with an outdoor patio with gas fire pits and overhead heating elements.

Background



At its August 25, 2025 meeting, the Board of Trustees reviewed the Preliminary Development Application and voted to continue the item to the September 8, 2025 meeting. During the discussion, the applicant was asked to provide additional materials demonstrating compliance with step back and material requirements. The Board considered whether the step back standard applies to both the Grand Avenue and Ellsworth Street façades, as well as the interpretation of the street wall. Overall, the Board expressed a preference for minimal use of metal materials and a reduction in building mass.

Staff Analysis

Staff's analysis is based on the updated plans submitted on August 29, 2025. These materials were provided to assist the Board of Trustees in evaluating compliance with step back and material requirements and do not include engineered plans. A complete set of plans will be required at time of Final Development Application submittal per Town Code Section 12-9-2 (E).

The following analysis references the applicable standards outlined in Town Code Section 12-2-18 – Regulations for Commercial District, Section 12-2-26 – Regulations for Mixed Use Developments, Section 12-2-28 – Parking Regulations and Design Standards, and Section 12-7-4 – Design Standards for Structures.

Town Code Section 12-2-18 – Regulations for Commercial District

The proposal meets all setback and height requirements, and the proposed commercial and residential units are uses permitted by right in the Commercial District. However, mixed-use developments in the Commercial District with greater than 50% of the total square footage of the building being used for residential purposes shall obtain a conditional use permit. The applicant is proposing 3,980 SF of commercial space (including the taphouse and outdoor patio) and 4,079 SF of residential space, requiring a conditional use permit. The applicant intends to apply for a conditional use permit at time of Final Development Application.

Town Code Section 12-2-26 – Regulations for Mixed Use Developments

Multiple family dwellings may be constructed above commercial uses provided that they meet all requirements outlined in section 12-2-26. This includes that trash and service areas shall be screened from view from the dwelling units. The trash enclosure is proposed to be constructed with wood, meeting the screening requirements.

The minimum open space land area required is 35% of the site, or 1,750 square feet of space. The applicant is meeting this requirement with the proposed 1,775 square foot patio in front of the building.

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

The proposed 3-bedroom residential unit requires 2 parking spaces, and the proposed 2-bedroom residential unit requires 1.5 parking spaces for a total of 4 parking spaces. The proposal includes 4 parking spaces on-site, meeting the residential parking requirements. The commercial unit requires 9 parking spaces, however, these spaces may be provided in the public right-of-way adjacent to the site. There are 9 regular parking spaces and 1 accessible parking space directly adjacent to the site, meeting the commercial parking requirements.

The applicant is required to provide snow storage for the site, which may be located within on-site parking spaces. The application is meeting the snow storage requirements.



Town Code Section 12-7-4 – Design Standards for structures

The applicant has made the following changes in response to the Planning Commission’s recommendations and the Board of Trustees discussion.

- The primary building material has been changed from wood grain metal shiplap siding to cedar lap siding. Rustable standing seam metal siding is now proposed as an accent material, which is permitted under Town Code.
- Town Code states that after the first two stories, “each additional story shall step back from the street wall a minimum of 12 feet to preserve the viewshed.” While the building is setback 36 feet from Grand Avenue and does not continue the street wall, the applicant has incorporated step backs on both the Grand Avenue and Ellsworth Street façades.
- The applicant has reduced the overall massing of the building and made design adjustments to minimize its visual impact. Additional changes to the façades include modifications to the placement and quantity of accent materials.



Updated Submittal (above)



Previous Submittal (above)

Planning Commission Discussion and Recommendation

The Planning Commission reviewed the Preliminary Development Application and held a public hearing at its August 20, 2025 meeting. Since that time, the plans have been updated in response to recommendations from the Board of Trustees. The Planning Commission has not reviewed the updated



plans.

The Planning Commission recommended that the Town Board approve the Preliminary Development Application for 900 Grand Avenue, subject to the following conditions.

1. The applicant shall apply for a Conditional Use Permit for the proposed mix of residential and commercial uses on the site.
2. The step back requirement shall apply to the façades facing Grand Avenue and Ellsworth Street.
3. The proposed primary exterior material shall not be metal.
4. The shed roof alternative along Ellsworth Street, as presented during the Planning Commission meeting on August 20, 2025, shall be incorporated into the final design.

Staff notes that the alternative rendering presented at the Planning Commission meeting on August 20, 2025, was not included in the materials submitted to staff and, therefore, is not considered in this memo.

Town Board Discussion and Determination

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

Sample Town Board Motions

Approval with or without conditions

I move to approve Resolution 36-2025, a resolution recommending approval of a Preliminary Development Application for a 3-story mixed-use building located at 900 Grand 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 Resolution 36-2025, a resolution recommending denial of a Preliminary Development Application for a 3-story mixed-use building located at 900 Grand Avenue.