



BOARD OF TRUSTEES STAFF MEMORANDUM

DATE: January 12, 2026
TO: Mayor and Board of Trustees
FROM: Josh Olhava, AICP, Contract Staff - Planning Department
SUBJECT: **QUASI JUDICIAL (PUBLIC HEARING)** – Resolution 02-2026 – Final Plat and Final Development Plan for a new mixed-use commercial and residential development known as the Leatherwood Project, located at 1016 Grand Avenue and 1001, 1005, and 1007 Lake Avenue.

Overview

- **Property Owner and Applicant:** Spirit Lake Condos, LLC
- **Applicant's Representative:** Jim Kreutzer
- **Consultant:** Gabe Bellow, MA Studios
- **Location:** 1016 Grand Avenue and 1001, 1005, and 1007 Lake Avenue
- **Zoning:** Commercial Zone District (C)
- **Attachments:**
 - Final Plat
 - Final Development Plan



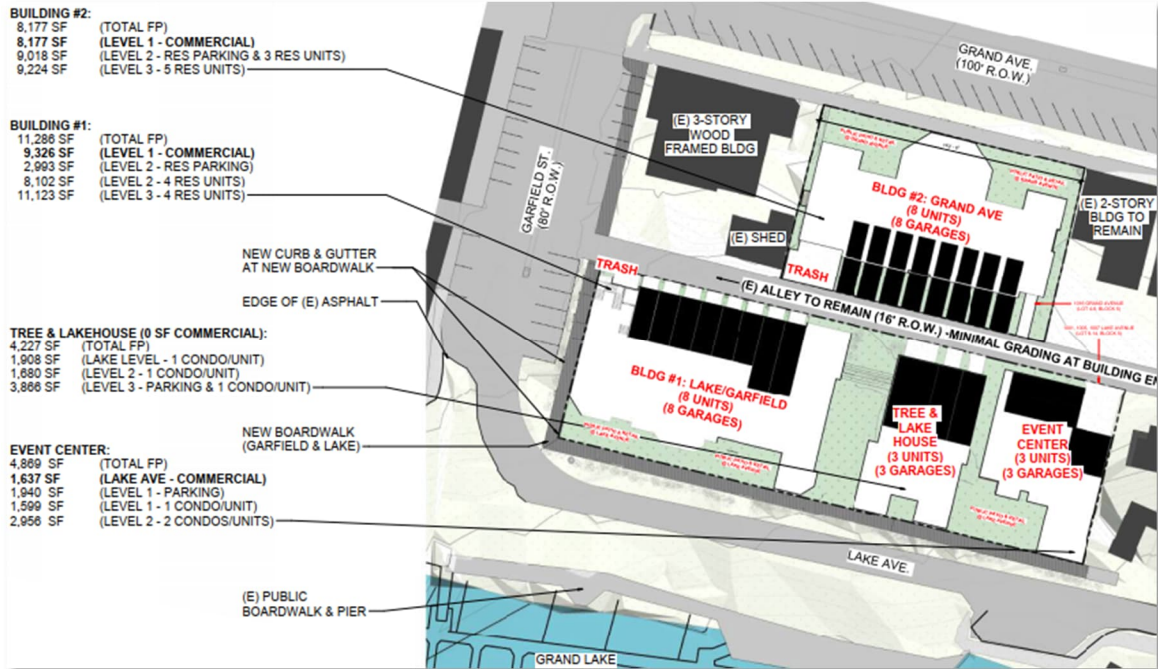


Request

The applicant proposes a multistory mixed-use development featuring three new buildings along Grand and Lake Avenues and renovation to three existing structures on Lake Avenue. Key features include the following.

- 19,140 square feet of new ground-floor commercial/office space (up from 16,482 square in the Preliminary Plan).
- 22 residential units (up from 19 in the Preliminary Plan), with a mix of 1-, 2-, and 3-bedroom layouts.
- 31.9 percent open space is achieved through building placement and public areas such as landscaping along Lake Avenue, outdoor seating, and covered boardwalks along all frontages.
- 40 off-street parking spaces for residential uses.
- 46 on-street parking spaces calculated for existing along Grand and new pull in parking along Garfield. Lake Avenue frontage is calculated in alignment with code and existing striping.

Excerpt from the Final Development Plan (attached)



Comparison of the Grand Avenue Rendering from Preliminary (left) to Final (right)





Final Lake Avenue Rendering – Fewer Visual Changes from Preliminary to Final



Background

Over the past 18+/- months, the Planning Commission and Board of Trustees have held numerous meetings with the applicant to review and refine this proposal. Throughout this process, the applicant has revised plans to address comments and meet code requirements as well as new design standards. This collaborative effort has resulted in significant changes from the initial concept. Documented meetings include the following.

- Summer 2024 – Board and Commission concept plan review
- December 4, 2024 – Commission sketch plan review
- January 8, 2025, and February 2, 2025 – Commission recommendations on early variance requests.
- February 10, 2025 – Board approved the initial height and use variances for the existing structures along Lake Avenue.
- August 20, 2025 – Commission recommendation on a variance request for first floor residential along Lake Avenue.
- August 25, 2025 – Board denied the variance request for first floor residential along Lake Avenue.
- October 08, 2025 – Commission recommended approval of the Preliminary Plat and Development Plan to the Board.
- October 13, 2025 – Board approved the Preliminary Plat and Preliminary Development Plan, acknowledging the applicant would make minor modifications to the layout along Grand Avenue and finalize the design incorporating updated requirements of the pending Central Business District (CBD) Design Standards.
- January 07, 2026 – Planning Commission reviewed and recommended approval of the Final Plat and Final Development Plan with two conditions (*see Planning Commission Recommendations below*).

Following the final submittal by the applicant, staff routed the plans to referral agencies that provided comments through the formal referral review process on the preliminary plans. There were no comments related to the entitlement processes with the Plat and Development Plan. The applicant will work with the Town and utility providers through the formal permitting process.

Staff Analysis

Public notices were issued in accordance with Municipal Code requirements for Final Plat and Development Plan applications. Notices included meeting details for both the Planning Commission and Board.



Over the past 18 months, the Commission and Board have provided extensive feedback on this proposal through multiple meetings and variance reviews. The applicant has consistently revised plans to address these comments and align with updated code requirements and the new pending CBD Design Standards. Primarily, these revisions include the following areas.

- Grand Avenue frontage adjustments to meet design standards and intent.
- Building massing and architectural refinements for pedestrian scale and visual interest aligned with the western characteristics desired.
- Open space improvements, including landscaping and public seating areas.
- Material selections that reflect the western character of downtown.

Final Plat

The Final Plat creates two new lots, one for the property on Grand Avenue and another for properties along Lake Avenue. The plat includes building envelopes and condominium platting details for individual units, consistent with County requirements and the direction of the applicant's team. Staff collaborated with the applicants' team to ensure proper addressing aligned with best practices and for utilities and emergency response.

Final Development Plan

- Building Height: Meets the maximum allowed height of 40 feet (35 feet plus five feet for topography).
 - Sec. 12-2-6 – Definitions for Height, Building
 - Sec. 12-2-18(C) – Commercial District Zoning Standards
- Parking: The plans accurately calculate on-site parking for residential units and off-street credits for commercial with the applicant providing more than required by code for the site as a whole.
 - Sec. 12-2-28(B) – Parking Requirements
 - Sec. 12-2-28(B)3. – On-Street Parking Credits
- Open Space: The applicant revised their plans to align with the new, pending CBD Design Standards which allowed additional building frontage along Grand Avenue. Additionally, the project provides over 30 percent open space capturing landscaping and building separation along Lake Avenue and common public areas such as outdoor seating and the covered boardwalks along Grand, Garfield, and Lake.
 - Sec. 12-2-26 – Mixed Use Developments
 - CBD Design Standards
- Architecture Massing and Materials: The final renderings and elevations in the final packet are detailed and show a combination of roof forms matching existing buildings in the downtown area and alignment with Code and the CBD Design Standards.
 - Roof Design: Roof pitches are low-profile and integrated into the overall design. They complement flat roof profiles that use parapet walls and detailed cornices, reflecting the desired western architectural character.
 - Building Articulation: Vertical and horizontal articulation creates visual interest and maintains a pedestrian scale. Upper floors are stepped back from the street frontage for added depth. The covered boardwalk design, a hallmark of Grand Lake, is incorporated along all frontages.
 - Ground-Floor Windows: Windows are raised above ground level with a low-profile



wainscotting to avoid floor-to-ceiling glass common in modern designs, as requested by the Town. Select areas along Grand Avenue include full-height windows and doors that can open seasonally to connect indoor and outdoor spaces.

- Outdoor Spaces: Covered patios and open spaces are integrated to encourage year-round use and enhanced public interaction.
- Materials and Colors: Exterior finishes align with the downtown character and the CBD Design Standards, using timeless western materials such as wood and stone. Corten steel is used as an accent element.

Staff Recommendation

Based on the final plans as presented, and discussions and feedback received from the Commission and Board during prior meetings, staff recommends approval of the final plat and development plan. The applicant did incorporate and address the comments and requests of the Planning Commission, including their recommended conditions of approval noted below.

Planning Commission Recommendation

On January 07, 2026, the Planning Commission held a public meeting on the Final Plat and Final Development Plan. The Commission asked clarifying questions of staff and the applicant's team related to parking calculations, window design and size, building stepback and setback dimensions, confirmation on building heights, phasing of the project and individual buildings, materials for confirmation and clarification, and use of patio spaces. The Commission asked for the applicant to provide a more refined landscape plan for the Board's review, which the applicant provided in the attached packet.

Following the discussion, the Commission voted unanimously to recommend approval of the Final Plat and Final Plans as presented with the following conditions.

- 1) That outside hot tubs be fully screened or not allowed on balconies along Grand Avenue to preserve the visibility from public spaces along Grand.
- 2) That the roof materials and railing materials be added to the materials board as discussed with the Commission.

Sample Motions

Approval with or without conditions

I move to approve Resolution 02-2025, a resolution approving a final plat and final development plan for a new mixed-use commercial and residential development known as the Leatherwood project, located at 1016 Grand Avenue and 1001, 1005, and 1007 Lake Avenue.

- OR... with the following conditions:
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Denial

I move to approve Resolution 01-2025, a resolution denying a final plat and final development plan for a new mixed-use commercial and residential development known as the Leatherwood project, located at 1016 Grand Avenue and 1001, 1005, and 1007 Lake Avenue, based on the following findings of fact from code:

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