



## BOARD OF TRUSTEES STAFF MEMORANDUM

**DATE:** January 12, 2026  
**TO:** Mayor and Board of Trustees  
**FROM:** Emily Weber, Contract Staff - Planning Department  
**SUBJECT:** **QUASI JUDICIAL (PUBLIC HEARING):** Sketch Review of a Development Application for a 3-story mixed-used 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 Wallesen
- **Project Location:** 900 Grand Avenue
- **Project Zoning:** Commercial Zone District (C)
- **Request:** The applicant is proposing to construct a new, mixed-use development consisting of one commercial space (approx. 3,740 SF) on the ground floor, one residential unit on the second floor (approx. 2,195 SF), and one residential unit on the third floor (approx. 1,980 SF). The commercial space is intended to be a bar/taproom use.



### Background

The applicant previously applied for a Preliminary Development Application and went through the application process. The application went through various iterations and ultimately, the Planning Commission failed to make a recommendation due to a tie vote at their meeting on October 8, 2025. The applicant then went to the Board of Trustees where the application did not receive approval.



The applicant has since re-applied at a sketch level to receive informal comments on the changes that have been made to the site plan. Overall, the design of the building has been moved closer to the property line along Grand Avenue, while still incorporating some outdoor seating accommodations. This is a new application, and therefore the applicant will proceed to Preliminary and subsequently Final after receiving feedback from both the Planning Commission and the Board of Trustees.

The Planning Commission reviewed the sketch plan at their December 17, 2025 meeting and provided feedback to the applicant.

### **Staff Analysis**

Staff analysis is based on the materials submitted. Due to the informal nature of a sketch plan, a complete review and analysis will be conducted at the time of Preliminary Development Application.

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

The site plan meets the required setbacks, however, building height has not been provided and will need to be confirmed at the Preliminary Development Application stage. The proposed commercial and residential units are uses permitted by right in the Commercial District. Mixed-use developments in this district where more than 50% of the total building square footage is residential require a conditional use permit. The applicant is proposing 3,740 square feet of commercial space and 4,175 square feet of residential space, which triggers this requirement. The applicant is aware of the requirement and intends to apply for the conditional use permit if it remains applicable at the time of Preliminary Development Application.

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

Multiple-family dwellings may be constructed above commercial uses provided all requirements outlined in Section 12-2-26 are met. One of these requirements is that trash and service areas must be screened from view of the dwelling units. No trash enclosure is proposed at this time and will need to be included with the Preliminary Development Application. Residential trash receptacles may be accommodated within enclosed garages, however, the commercial trash component must be addressed in the next submittal.

Additionally, the minimum open space requirement for mixed-use developments is 35%. The current proposal does not meet this requirement and, under the existing code, the applicant would need to apply for a variance to proceed as designed.

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

The commercial component of the site plan requires 15 regular parking spaces, which may be accommodated in the adjacent public right-of-way on a one-for-one basis in existing constructed spaces. However, the applicant has not clearly depicted the proposed parking layout, and therefore a determination of compliance cannot be made. In addition, the site plan does not indicate the bedroom count for the residential units, preventing a complete parking analysis. All residential parking must be accommodated on-site, and a full review will occur at the time of Preliminary Development Application submittal. The sketch plan shows enclosed covered parking spaces and additional covered parking near the rear of the building, but dimensions have not been provided and will need to be clarified in future submissions.



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

##### Materials:

The proposed building utilizes cedar wood lap siding as the primary exterior material, with accent materials including standing seam siding and stone wrapping around the base. All materials are proposed in muted, earth-tone colors consistent with the Town’s design standards. An analysis demonstrating that each façade is limited to no more than 30% accent material will be required at the time of Preliminary Development Application submittal.

##### Street Wall:

Street walls are intended to create a continuous, comfortable, and inviting pedestrian environment by defining the transition between the street and adjacent buildings. This is achieved when buildings are constructed to or near the front and side property lines, minimizing gaps and enhancing the pedestrian experience. The proposed development generally supports this goal by minimizing voids in the street wall and incorporating design elements that create useful pedestrian spaces where gaps occur. The site plan shows the front building wall positioned near the front property line. However, no scale is provided, so the exact distance cannot be confirmed at this time. The front gable over the entrance aligns with the property line, reinforcing the street wall concept.

##### Covered Walkways:

The applicant proposes to construct a boardwalk along both street-facing façades and provide a portion of covered walkway within the public right-of-way along Elsworth Street.

##### Roofs:

Although the building is three stories, the parapet and roofline incorporate a “false front” design that reflects the historic western character of the Town. The front entrance features a gable element that defines and shelters the commercial entry, while additional gabled elements are integrated throughout the design to provide variation and visual interest.

#### **Board of Trustees Discussion and Determination**

The Board is asked to conduct an informal review of the proposed site plan. No formal recommendation will be made at this stage. The discussion will help identify potential conditions or concerns that may influence the Preliminary and Final Development Application submittals.

#### **Attachments**

- Site Plan
- Renderings