



## PLANNING COMMISSION STAFF MEMORANDUM

**DATE:** October 22, 2025  
**TO:** Chairman Shockey and Planning Commissioners  
**FROM:** Emily Weber, Contract Staff - Planning Department  
**SUBJECT:** **WORK SESSION** – Discussion of a proposed Central Business District Overlay Zone and accompanying design regulations intended to reinforce the historic western character of Grand Lake.

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### Overview and Analysis

At the direction of the Board of Trustees, staff has prepared draft language for a proposed Central Business District (CBD) Overlay Zone. This overlay is intended to reinforce and clarify existing code language related to the historic western character of Grand Lake. The area identified focuses on the town's core downtown commercial area.



*Draft Overlay Zone Boundary*

The purpose of the proposed overlay is to provide clear, actionable design guidelines that ensure new development and redevelopment efforts are compatible with Grand Lake's unique identity, while also supporting development feasibility. In addition, the overlay zone offers a more precise definition of what constitutes "historic western" character in the context of Grand Lake, identifying common architectural elements that contribute to this identity.

Key components of the proposed update include:

- **Color and Material Selection:**  
The guidelines offer specific direction on primary and accent materials, color palettes, and limitations on the use of metal. This reduces ambiguity for applicants and reinforces the rustic, historic aesthetic of the



town.

- **Ground Level Interest:**  
The update strengthens requirements for consistent street walls and active ground-floor commercial uses. A maximum setback standard ensures that buildings maintain a strong street presence along Grand Avenue.
- **Connectivity:**  
The overlay eliminates open space requirements for mixed-use buildings and mandates covered walkways along street-facing facades. These provisions support a walkable, pedestrian-friendly downtown environment.
- **Parking:**  
Reduced parking requirements are proposed to balance development feasibility with the town's compact, walkable character. Provisions are included for both commercial and residential uses.
- **Roofline:**  
The guidelines expand on existing code by clarifying preferred roof forms, including parapet and gabled designs, and emphasizing the traditional sawtooth profile found in historic structures.
- **Windows:**  
New language addresses window placement, proportions, and detailing to ensure transparency and visual interest at the pedestrian level, while reinforcing the district's historic character.

#### **Planning Commission Discussion and Next Steps**

The Planning Commission is asked to review and discuss the draft language proposed for the Central Business District (CBD) Overlay Zone. At this stage, no formal recommendation is being requested.

Following this discussion, the draft will be reviewed by the Board of Trustees. Based on feedback and recommendations from both bodies, staff will revise the language as needed. A formal resolution will then be brought back to the Planning Commission for consideration and recommendation at a future meeting.

#### **Attachment**

1. Draft CBD Overlay Zone Language