

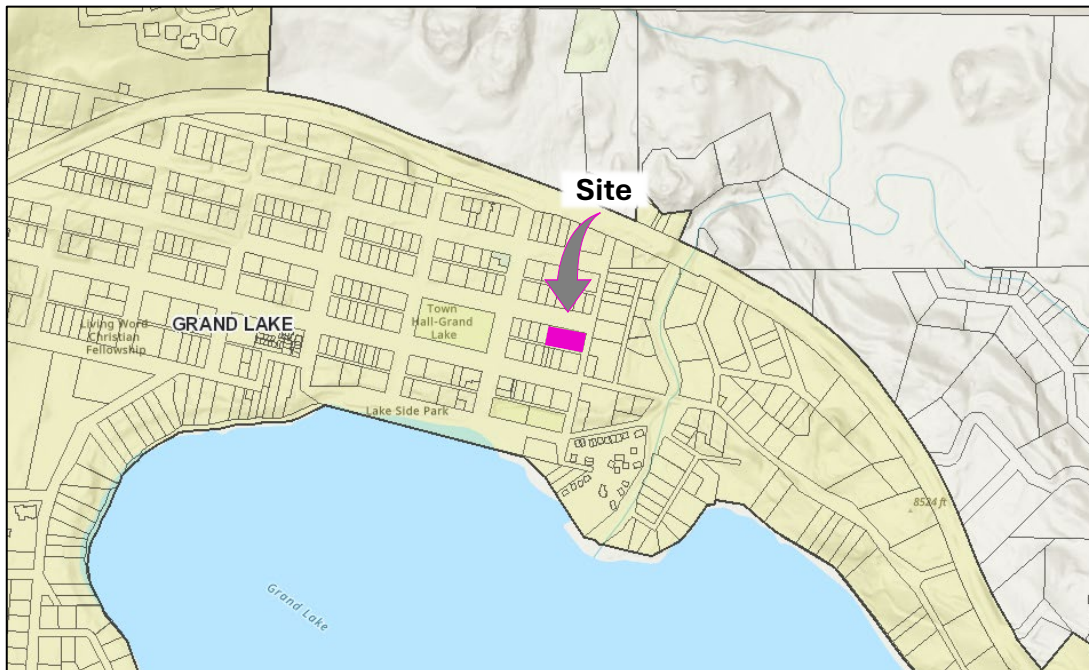


TOWN BOARD OF TRUSTEES STAFF MEMORANDUM

DATE: July 14, 2025
TO: Mayor and Board of Trustees
FROM: Steve Kudron, Town Manager
Josh Olhava, AICP, Contract Staff - Planning Department
SUBJECT: **Administrative Design Review Summary** – Informational Item for the Board of Trustees
Regarding Staff's Administrative Review of a Commercial Mixed-Use Project Located on Lots
1 through 4, Block 3 Town of Grand Lake, more commonly known as 1128 Park Avenue
(Space to Create) for Compliance with the Town of Grand Lake Design Standards.

Overview

- **Property Owner and Applicant:** Town of Grand Lake
- **Applicant's Representative:** Town Manager Kudron
- **Consultant:** Gabe Bellowe, AIA NCARB ICAA, MA Studios
- **Project Location:** 1128 Park Avenue
- **Current Zoning:** Public (PUB), proposed rezone to Commercial (C)
- **Attachments:**
 - Design Review Package



As property owners, the Town of Grand Lake is working with Space to Create to develop a mixed-use development located at 1128 Park Avenue, specifically Lots 1, 2, 3, and 4, Block 3, Town of Grand Lake. The total area of the subject property is approximately 0.463 acres or 20,184.08 square feet, based on the latest



survey. As planned, the project will include nine (9) studio and 1-bedroom apartment units and a makerspace studio. The project team is working to balance site design, including meeting the Town's design criteria, and cost as this is a public project utilizing public, private, and grant funds to complete in a specific timeframe.



Staff Analysis and Rezoning Procedure

Town staff has reviewed the preliminary submitted materials and determined that the project qualifies for administrative design review under Section 12-7-8 of the Municipal Code. The proposal has been evaluated for consistency with the Town's design standards, including contextual integration, material selection, and architectural composition. Staff finds that the project aligns with the intent and criteria of the code. A more detailed review will be conducted during the formal development plan submission process. Particularly, the final roof form of the makerspace building and the awning integration on all buildings.

Staff Recommendation

No formal action is required by the Board of Trustees. This memo is provided for informational purposes only. Staff will proceed with final administrative approval and documentation of the design review in accordance with the Town's procedures.

Planning Commission Recommendation

Not applicable unless the project is referred to the Planning Commission by staff for further review in accordance with the Code.

Sample Board of Trustees Motions

No action to be taken.