



Grand Lake Planning Commission

Wednesday, December 03, 2025 at 6:30 PM

*The Town of Grand Lake upholds the Six Pillars of Character:
Citizenship, Trustworthiness, Respect, Responsibility, Fairness and Caring*

AGENDA

1. Call to Order

Commissioner Bishop called the planning commission meeting to order at 6:33 pm.

2. Roll Call

Commissioners Bishop, Burke, Finch, Murray, and Trustee Miller were present, along with Town Manager Kudron and Town Clerk Carrell.

Commissioner Burke moved to excuse Chairman Shockey's absence from the meeting. Commissioner Finch seconded the motion. Upon a vote called by Commissioner Bishop, the motion passed unanimously.

3. Consideration to Approve Meeting Minutes

A. July 23, 2025

Commissioner Murray motioned to approve the meeting minutes for July 23, 2025. Commissioner Finch seconded the motion, and Commissioner Bishop called for a vote.

Trustee Miller	Aye
Commissioner Finch	Aye
Commissioner Murray	Aye
Commissioner Burke	Aye
Commissioner Bishop	Nay

B. August 6, 2025

Commissioner Murray motioned to approve the meeting minutes for August 6, 2025. Commissioner Finch seconded the motion, and Commissioner Bishop called for a vote.

Trustee Miller	Aye
Commissioner Finch	Aye
Commissioner Murray	Aye
Commissioner Burke	Nay
Commissioner Bishop	Nay

C. August 20, 2025

D. October 8, 2025

E. October 22, 2025

Commissioner Bishop moved to table the meeting minutes for Items C, D, and E until Chairman Shockey has had an opportunity to provide input regarding his recollection of these matters. Chairman Finch seconded the motion.

Commissioner Bishop called for a vote.

Trustee Miller	Nay
Commissioner Finch	Aye
Commissioner Murray	Aye
Commissioner Burke	Aye
Commissioner Bishop	Aye

4. Unscheduled Citizen Participation

This time is reserved for members of the public to make a presentation to the Commission on items or issues that are not scheduled on the agenda. The Commission will not make any decisions on items presented during this time.

No public comment was made.

5. Conflicts of Interest

None.

6. Items for Discussion

A. LEGISLATIVE – Reso No. 15-2025 – Planning Commission Discussion and Recommendation on Proposed Text Amendments Regarding the Central Business District and Applicable Design Standards.

Emily Weber of Ayres Associates presented an overview of proposed design guideline amendments for Grand Lake’s core commercial district. The amendments, directed by the Board of Trustees and Town staff, are intended to clarify existing code language, define the historic Western character of the town, and support development compatible with Grand Lake’s identity. The proposed boundaries under consideration are between Broadway Street and Hancock Street, from Park Avenue to Lake Avenue.

The guidebook focuses on building forms, materials, rooflines, and pedestrian-oriented features historically present in the town. Key elements include use of natural materials and muted earth tones, restrictions on metal as a primary architectural element, requirements for material sample boards, and guidance for maintaining consistent street walls, setbacks, and step-backs. The guidelines also clarify commercial frontage requirements, ground-level pedestrian design, and window transparency standards, while allowing flexibility for boardwalk design and parking within the district.

The amendments remove open space requirements for mixed-use developments but encourage creative pedestrian amenities where open space is provided. The guidebook will serve as a supplemental document to the town code, with corresponding amendments in several sections. Weber requested feedback from the

Commission to inform a formal recommendation to the Board of Trustees, noting that a public hearing and motion would be required as part of the adoption process.

Commissioner Bishop opened for public comment.

Jim Kreutzer, 828 Grand Avenue, provided public comment regarding the proposed design guidelines. He expressed concerns about the proposed 10-foot step-back requirement for upper floors, noting it may not align with existing 12-foot requirements and could restrict functional use of outdoor dining areas. He requested clarification on how the step-back measurement relates to the 60% street-facing facade requirement.

Mr. Kreutzer also raised questions regarding restrictions on metal as a building material. He emphasized that standing seam metal is currently used successfully on several existing buildings, including boardwalk covers, and suggested the guidelines allow for metal as accent pieces or on roofs under certain conditions, up to 30% of the building façade.

Additional concerns included parking requirements in the central business district, window design specifications, and ensuring functional and historically appropriate architectural elements are maintained, particularly for three-story buildings. Mr. Kreutzer requested flexibility in applying these standards on a project-by-project basis to ensure practical and functional building design.

Will Wallesen provided public comment regarding the proposed design guidelines. He noted that the existing code already allows the use of metal as an accent material, up to 30% of each building façade, and suggested that restrictions on standing seam metal and the color chart may not be necessary. He also asked for clarification from Emily Weber regarding the awning and boardwalk section, particularly how vulnerability of awnings was being addressed in the guidelines.

Kaylee Wallesen commented in support of allowing limited use of metal as an accent material, echoing Jim Kreutzer's concerns. She emphasized that while metal should not be used as a primary material, a minimum percentage allowance is appropriate due to its durability, fire resistance, and ability to visually break up large building massing.

In response to Mr. Wallesen, Emily Weber of Ayres Associates clarified that the guidebook encourages, but does not mandate, covered boardwalks, in alignment with the existing code. She noted that awnings may be used as an alternative covering to enhance the pedestrian experience and provide protection when moving between storefronts.

Commissioner Bishop closed the public comment.

- Clarify metal material limitations in CBD.
- Revise boardwalk and awning language for flexibility.
- Evaluate open space requirements for mixed-use buildings.

- Clarify commercial parking requirements and options.
- Review building form, roofline, and window requirements for design flexibility.

7. Future Agenda Items

- Leatherwood
- 900 Grand Avenue

8. Adjourn Meeting

This meeting of the Grand Lake Planning Commission was adjourned at 9:22 PM.

(Attest)

Alayna Carrell, Town Clerk

James Shockey, Chairman