



Planning Commission (December 17, 2025) and the Board of Trustees (January 12, 2026) on the design and changes in the site plan from the previous submittal. Following the sketch plan review, the applicant submitted for a Preliminary Development Plan application.

Staff Analysis

The application has been reviewed for compliance with the Town Code and the Central Business District (CBD) Design Standards. All property owners within 200 feet of the site were notified by certified mail, and a public notice was published in the newspaper. Referral agencies were also notified and provided an opportunity to comment. No comments were received as of Thursday, March 12th.

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

The proposed mixed-use building meets all dimensional standards of the Commercial District. Both the commercial and residential uses are permitted within the district.

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

As the site is located within the Central Business District, the commercial portion of the development is exempt from off-street commercial parking requirements. Residential parking standards still apply. Two residential units are proposed, one three-bedroom unit and one two-bedroom unit, requiring a total of four parking spaces. The applicant is proposing four garage spaces plus one additional covered space beneath an overhang, exceeding the minimum requirement. All parking is accessed from the alley at the rear of the site. No snow storage area is required because there is no uncovered parking proposed.

Town Code Section 12-7-4 – Design Standards for Structures and CBD Design Standards

Materials: The building incorporates a combination of cedar lap siding, dark bronze standing seam metal, and natural stone in muted, natural tones. Each façade contains 30% or less accent materials, consistent with Town Code. Where applicable, gabled roof elements utilize asphalt shingles. No corrugated metal is proposed, consistent with CBD Design Standards.

Ground Level Interest and Connectivity: The ground floor features a commercial use with a prominent gabled entrance emphasizing the main pedestrian access. The applicant proposes construction of the boardwalk within the public right-of-way along both street-facing sides of the building, with a partially covered segment along Ellsworth Street. The building meets the maximum setback standards, with 60% of the front façade set back 5'8" from the property line.

Building Massing and Roofline: Varied roof heights, façade offsets, and articulated gable elements reduce building bulk and add architectural interest. The parapet design reflects the historic character of the community and extends the traditional "sawtooth" roofline pattern.

Open Space: Although mixed-use buildings within the CBD are exempt from open space requirements, the applicant proposes approximately 600 square feet of open space at the northwest corner of the site. This area is designed as a concrete patio intended for seating.

Windows: Windows make up a majority of the ground-level façade, consistent with Town Code requirements. Window sills are placed approximately 24 inches above the boardwalk, providing an appropriate building base treatment as required by the CBD Design Standards.

Planning Commission Recommendation



Staff recommends the Planning Commission discuss the Preliminary Development Plan request with consideration of staff analysis, public comments, and the review criteria from code to make a recommendation to the Board of Trustees.

Sample Motions

Approval with or without conditions

I move to approve Resolution 03-2026, a resolution recommending approval of a preliminary development plan for a new mixed-use commercial and residential development located at 900 Grand Avenue.

OR... with the following conditions:

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Denial

I move to approve Resolution 03-2026, a resolution recommending denial of a preliminary development plan for a new mixed-use commercial and residential development located at 900 Grand Avenue, based on the following findings of fact:

Attachments

- Applicant Narrative
- Geotechnical Report
- Survey
- Site Plan