



## PLANNING COMMISSION STAFF MEMORANDUM

**DATE:** January 13, 2025  
**TO:** Mayor and the Board of Trustees  
**FROM:** Steve Kudron, Town Manager  
Josh Olhava, AICP, Contract Staff - Planning Department  
**SUBJECT:** **QUASI JUDICIAL** – Resolution 02-2025 - Consideration to Approve a Final Development Plan Amendment for the Gateway Inn Located on Block 15, Gateway Inn Grand Lake Estates 2nd Filing, More Commonly Referred to as 120 W. Lake Avenue.

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### Overview

- **Property Owner and Applicant:** Grand Lake Family LLLP
- **Applicant's Representative:** Howard Ehram, P.E., CGC, LEED AP
- **Consultant:** Howard Ehram, P.E., CGC, LEED AP
- **Project Location:** 120 W. Lake Avenue
- **Project Zoning:** Planned Development
- **Attachments:**
  - Final Development Plan Amendment
  - Drainage Compliance Letter



The applicant/property owner is looking to finalize new site improvements to the existing Gateway Inn property. These include:



1. A new carport/enclosure structure matching the existing building architecture outside of the kitchen on the south side of the building to screen back-of-house operations for the hotel and restaurant;
2. Revising the fire lane configuration based on pavement improvements and the new carport /enclosure structure;
3. Paving the gravel parking lot on the west end of the building; and
4. Minor on-site drainage improvements to mitigate erosion issues and improve drainage conveyance from the site.



The applicant is requesting approval of the attached Final Development Plan Amendment.

#### **Staff Analysis**

Public notices were completed following Municipal Code requirements for Amendments to Land Use Developments found in Section 12-9-7. Notices included both the Planning Commission and Board of Trustees meeting details.

The attached plans comply with the Municipal Code requirements regarding Amendments to Land Use Developments, Parking Regulations, Setbacks, Height, and Area Requirements, and Design Review Standards for the new carport/enclosure structure. Staff reviewed the applicant's Drainage Compliance Letter and found no obvious issues with the findings. The proposed changes are a result of gradual improvements and adjustments to the hotel operations and use of the site over the years. The new structure on the south side of the building will help screen back-of-house operations and elements from the on-site restaurant kitchen from adjacent hotel rooms.

The applicant has worked closely with staff and referral agencies over the past few weeks to provide the attached final plans for consideration by the Board of Trustees.

Staff have no further comments or concerns with the application.

#### **Planning Commission Recommendation**

The Planning Commissions held a public hearing on the requested amendment during their regularly meeting on January 8, 2025.

- There were no public comments related to this application.
- Commission members had no comments for staff or the applicant.
- The Commission forwarded a recommendation of approval for the attachment amendment by a unanimous vote.

#### **Board of Trustees Consideration**

Under Municipal Code Section 12-9-7(C)(2) - Such amendments may be made only if they are shown to be required by changes in conditions that have occurred since the Final Development Plan was approved or by changes in community policy.



### **Sample Board of Trustees Motions**

#### Approval with or without conditions

I move to approve Resolution 02-2025, a resolution approving a final development plan amendment for the Gateway Inn located on Block 15, Gateway Inn Grand Lake Estates 2<sup>nd</sup> Filing, More Commonly Referred to as 120 W. Lake Avenue.

... with the following conditions:

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#### Denial *(establishing findings of fact based on specific code sections and requirements)*

I move to approve Resolution 02-2025, a resolution denying a final development plan amendment for the Gateway Inn located on Block 15, Gateway Inn Grand Lake Estates 2<sup>nd</sup> Filing, More Commonly Referred to as 120 W. Lake Avenue, based on the following findings of fact:

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