



BOARD OF TRUSTEES STAFF MEMORANDUM

DATE: February 23, 2026
TO: Mayor and Trustees
FROM: Emily Weber, Contract Staff - Planning Department
SUBJECT: **QUASI JUDICIAL (PUBLIC HEARING):** Resolution 23-2026 - Conditional Use Permit request for 620 Grand Avenue related to the mix of residential and commercial uses in a proposed building remodel.

Overview

- **Property Owner and Applicant:** GLCO 620 LLC
- **Applicant Representatives:** Anthony Zurn
- **Project Location:** 620 Grand Avenue
- **Project Zoning:** Commercial Zone District (C)
- **Request:** The applicant is proposing to remodel an existing building 620 Grand Ave, which is proposed to be a mixed-use building. Under Town Code, when a mixed-use building contains more than 50% residential area, conditional use approval is required. The applicant is proposing a building composition of 53.5% residential and 46.5% commercial and therefore is requesting approval of a Conditional Use Permit.



Background

The applicant previously submitted a Design Review application in 2025 for the proposed remodel of an existing residential building into a mixed-use development. The application was reviewed by the Planning Commission on August 6, 2025. The project proposes converting the existing structure into a mixed-use building containing one commercial unit on the main level and two residential units, one on the lower level and one on the upper level.

During the Design Review process, it was determined that a Conditional Use Permit is required because the proposal contains more than 50% residential floor area. The applicant is proposing a building composition of approximately 53.5% residential and 46.5% commercial, requiring a Conditional Use



Permit per *Town Code Section 12-2-18 – Regulations for Commercial District*.

Additional conditions identified through the Design Review include the following:

- The applicant must address snow-shedding impacts associated with the proposed deck on the west side of the building.
- The applicant must construct the boardwalk and pave the parking spaces located within the Town right-of-way.

The Planning Commission reviewed the Conditional Use Permit request at their February 18th meeting and held a public hearing.

Staff Analysis

Staff's analysis is focused on the Conditional Use Permit request and confirmation that the conditions established during the Design Review have been addressed. The applicant has not modified the site plan since the Design Review.

Snow Shedding

Town Code Section 13-7-4 (C) (2) (a) (2) states that "roofs and all other overhangs should be designed so that NO snow or rain is deposited or shed onto any public or private walking surfaces. Safety considerations for the pedestrian are paramount." The site plan shows that the roof eave on the west side of the building sheds directly onto the proposed outdoor seating area.

To address this requirement, the applicant has submitted an Operations Plan stating that the patio will be closed from November 1 through May 1. During this period, the patio will be gated or roped off to prevent public entry. Because the roof eave and structural configuration are existing conditions, staff finds this to be an appropriate solution that allows for outdoor seating during summer months, maintains pedestrian safety in winter, and allows the existing building to remain in place while meeting the intent of the Code.

Boardwalk and Paved Parking in Public Right-of-Way

As a condition of the Design Review approval, the applicant is required to construct the boardwalk and pave the on-street parking spaces adjacent to the site. Following the Design Review, the applicant expressed concerns regarding inconsistencies in the application of Town Code to nearby properties and noted that constructing these improvements now would result in isolated paved areas surrounded by unimproved gravel, potentially creating long-term maintenance issues.

In response, Town staff worked with the applicant to develop an agreement, required to be executed prior to issuance of a building permit, that defers construction of the boardwalk and paving of the parking spaces until such time that the shoulder of Grand Avenue is paved and a boardwalk is constructed on either adjacent property. Staff finds that this approach maintains consistency along this portion of Grand Avenue, avoids creating fragmented improvements, and ensures that the required upgrades will be completed when they can be integrated with adjacent development.

Conditional Use Permit Request

Staff finds that the requested Conditional Use Permit to allow the mixed-use building to contain 53.5% residential floor area, which is above the maximum 50% allowed by right, still preserves a substantial commercial presence on the site. The commercial component, proposed as a coffee shop, is a permitted use within the Commercial Zone District. The primary entrance to the building serves the commercial use, ensuring that the building's presence along Grand Avenue remains predominantly commercial in



character. The residential entrances are located toward the rear of the building, making the residential use more incidental and maintaining the commercial emphasis along the right-of-way.

Planning Commission Consideration and Recommendation

Per *Town Code Section 12-2-31 – Special and Conditional Use Regulations*, the Planning Commission shall take the following into consideration prior to making a recommendation to the Board of Trustees:

- Relationship of the proposed Conditional Use to the economic development objectives of the Town and the anticipated impact of the Conditional Use on existing businesses and neighborhood residences.
- Effect upon the character of the area in which the proposed Conditional Use is to be located, including the scale and bulk of the proposed Conditional Use in relation to surrounding uses and neighborhood.
- Such other factors and criteria as the Commission deems applicable to the proposed Conditional Use including but not limited to: hours of operation; signage; specific businesses, land owners or other interested parties to be notified; or proposed conditions of CUP issuance.

The Planning Commission reviewed the applicant's request to allow residential use to exceed 50% of the total floor area within a mixed-use building and held a public hearing. Commissioners discussed the proposed mix of uses and found the combination of uses appropriate for the area, noting that the building will maintain a primarily commercial appearance.

The Planning Commission discussed the previously proposed agreement related to constructing parking spaces and the boardwalk contingent on future paving of the Grand Avenue shoulder or improvements to adjacent properties. The Commission acknowledged that consideration of this agreement is outside the scope of the Conditional Use Permit request and therefore did not include it as part of their review.

Following deliberation, the Planning Commission voted unanimously to approve the Conditional Use Permit and is therefore recommending approval to the Board of Trustees.

Board of Trustees

Staff recommends the Board of Trustees discuss the request with consideration of staff analysis, public comments, the review criteria from code, and the Planning Commission's recommendation and vote to approve, modify, or disapprove the recommendation of the Planning Commission.

Sample Motions

Approval with or without conditions

I move to approve Resolution 23-2026, a resolution recommending approval of a Conditional Use Permit for 620 Grand Avenue to allow a mixed-use building to contain over 50% of residential floor area, where a maximum of 50% residential is permitted by right.

OR... with the following conditions:

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Denial

I move to approve Resolution 23-2026, a resolution recommending denial of a Conditional Use Permit for 620 Grand Avenue to contain over 50% of residential floor area, where a maximum of 50% residential is permitted by right, based on the following findings of fact from code:



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Attachments

Resolution

Operations Plan

Site Plan