



PLANNING COMMISSION STAFF MEMORANDUM

DATE: August 25, 2025
TO: Mayor and Board of Trustees
FROM: Emily Weber, Contract Staff - Planning Department
SUBJECT: **QUASI JUDICIAL (PUBLIC HEARING)** – Resolution 36-2025 – Preliminary Development Application for a 3-story mixed-use building located at 900 Grand Avenue. The proposal consists of ground floor commercial and two residential units.

Overview

- **Property Owner and Applicant:** 900 THOUSAND LLC
- **Applicant Representatives:** Kaylee and Will Wallseen
- **Project Location:** 900 Grand Avenue



- **Project Zoning:** Commercial Zone District (C)
- **Attachments:**
 - Preliminary Plan Set

The applicant is proposing to redevelop the project site with a new multistory mixed-used development that includes 1,970 SF of ground floor commercial space and two 2,229 SF residential units on the second and third floors. The project lot is approximately 5,000 SF and is located in the community's core downtown area. The commercial space is intended to be a taphouse with a 1,967 SF outdoor patio with gas fire pits and overhead heating elements.

Staff Analysis



Public notices were completed following Municipal Code requirements for Preliminary Development Applications. Notices included both the Planning Commission and Board of Trustees meeting details. The following staff analysis is based off the requirements outlined in Town Code Section 12-2-18 – Regulations for Commercial District, Section 12-2-26 – Regulations for Mixed Use Developments, Section 12-2-28 – Parking Regulations and Design Standards, and Section 12-7-4 – Design Standards for Structures.

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

The proposal meets all setback and height requirements and the proposed commercial and residential units are uses permitted by right in the Commercial District. However, mixed-use developments in the Commercial District with greater than 50% of the total square footage of the building being used for residential purposes shall obtain a conditional use permit. The applicant is proposing 3,937 SF of commercial space (including the taphouse and outdoor patio) and 4,458 SF of residential space. Staff recommends that the applicant apply for a conditional use permit prior to or concurrently with the Final Development Application.

Town Code Section 12-2-26 – Regulations for Mixed Use Developments

Multiple family dwellings may be constructed above commercial uses provided that they meet all requirements outlined in section 12-2-26. This includes that trash and service areas shall be screened from view from the dwelling units. The trash enclosure is proposed to be constructed with wood, meeting the screening requirements.

The minimum open space land area required is 35%. The applicant is meeting this requirement with the proposed patio in front of the building.

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

The proposed residential units each contain 3 bedrooms, requiring 2 parking spaces each. The proposal include 4 parking spaces on-site, meeting the residential parking requirements. The commercial unit requires 8 parking spaces, however, these spaces may be provided in the public right-of-way adjacent to the site. There are 9 regular parking spaces and 1 accessible parking space directly adjacent to the site, meeting the commercial parking requirements.

The applicant is required to provide snow storage for the site, which may be located within on-site parking spaces. The application is meeting the snow storage requirements.

Town Code Section 12-7-4 – Design Standards for structures

Staff recommends that the Planning Commission discuss the following:

- The primary building material is proposed as “wood grain metal shiplap siding.” This is not listed as an acceptable primary exterior material.
- The Town Code states that, “Although commercial projects should generally be built to the property lines at the sides and along the street frontage, it is possible on Grand Avenue to also soften this edge by the creative uses of intermittent pocket parks, landscaped seating areas, terraces for pedestrian use, open spaces and other safe areas for pedestrian comfort and visual interest, and functional pedestrian walkways which form the transition between the street and adjacent buildings. It is also appropriate to open up the street wall for a portion of the frontage to create areas of public open space, identify entrances, and make better pedestrian connections.” The proposed building is setback approximately 36 feet from Grand Avenue right-of-way.



However, the proposal includes an all-season patio space for pedestrian use, making it an appropriate use to open the street wall.

- Town Code states that after the first two stories, “each additional story shall step back from the street wall a minimum of 12 feet to preserve the viewshed.” While the building is setback 36 feet, creating a viewshed, the third story does not step back. The street wall is defined as “the public space adjacent to the sidewalk and/or street as a result of buildings being constructed to or near the front and side property lines of a site.” With the building being setback from Grand Avenue, there is no public space directly adjacent to the building along that public right-of-way. The street wall does apply to the façade facing Ellsworth Street.
- Town Code states that “when working within a specified lot line and height restriction, every effort should be made to vary the simple cube shape” and “both additive and subtractive massing approaches are encouraged to reduce the visual impact of large building masses.” The proposed building uses patios and a front gable element to add architectural interest; however, the overall building mass does not reduce the visual impact of the structure or relate to the pedestrian scale as is encouraged in the Town Code.

Planning Commission Discussion and Recommendation

The Planning Commission reviewed the Preliminary Development Application at their August 20th, 2025 meeting and held a public hearing.

The Planning Commission generally supported the development and appreciated the commercial aspect of the proposal. There were concerns about the proposed materials not meeting the Town Code requirements. The Commission emphasized that materials should remain rustic and true to the character of Grand Lake. Additionally, the Commissioners interpreted the step back requirement to apply to both facades facing Grand Avenue and Ellsworth Street. Other comments from the Planning Commissioners included addressing the massing of the building.

Staff’s recommendation to the Planning Commission was that Staff finds that the application complies with Chapter 12, Article 2 and Article 7 of the Grand Lake Town Code with the following conditions.

1. The applicant shall obtain a conditional use permit or revise the proposed plans to ensure that at least 50% of the total square footage is designated for commercial use.
2. The applicant shall modify the proposed plans so that the building meets all requirements outlined in Town Code Section 12-7-4 and addresses the massing and bulk of the building.

The Planning Commission recommended that the Town Board approve the Preliminary Development Application for 900 Grand Avenue, subject to the following conditions.

1. The applicant shall apply for a Conditional Use Permit for the proposed mix of residential and commercial uses on the site.
2. The step back requirement shall apply to the façades facing Grand Avenue and Ellsworth Street.
3. The proposed primary exterior material shall not be metal.
4. The shed roof alternative along Ellsworth Street, as presented during the Planning Commission meeting on August 20, 2025, shall be incorporated into the final design.

Staff notes that the alternative materials shown at the Planning Commission meeting on August 20, 2025, were not included in the formal application and, therefore, are not part of the materials under consideration for approval.



Town Board Discussion and Determination

The Town Board should discuss the request amongst themselves, with consideration of staff analysis, the Planning Commission recommendation, public comments, and the findings of fact from the code, in order to make a decision/recommendation.

Sample Town Board Motions

Approval with or without conditions

I move to approve Resolution 36-2025, a resolution recommending approval of a Preliminary Development Application for a 3-story mixed-use building located at 900 Grand Avenue.

... with the following conditions:

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Denial *(Using the evaluation factors of the Municipal Code for findings of fact)*

I move to deny Resolution 36-2025, a resolution recommending denial of a Preliminary Development Application for a 3-story mixed-use building located at 900 Grand Avenue.