



# GRAND LAKE BOARD OF TRUSTEES WORKSHOP AND MEETING AGENDA

Monday, August 11, 2025, at 4:30 PM

Town Hall Board Room – 1026 Park Avenue

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

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**Please join my meeting from your computer, tablet or smartphone.**

<https://us06web.zoom.us/j/88015442463>

**You can also dial in using your phone.**

United States: 719-359-4580

Meeting ID: 880 1544 2463

## **WORK SESSION 4:30 PM**

1. Call to Order
2. Roll Call
3. Conflicts of Interest
4. Items of Discussion
  - A. Grand Lake Fire Protection District
  - B. Grand Lake Center Update

## **EVENING MEETING 6:00 PM**

1. Call to Order
2. Pledge of Allegiance
3. Announcements
4. Roll Call
5. Conflicts of Interest
6. Manager's Report
  - A. August 11, 2025
7. Public Comments (Limited to 3 Minutes)
8. Consent Agenda

A. Accounts Payable- August 11, 2025

9. Items of Discussion

A. US Constitution Week Fireworks Request

B. **QUASI JUDICIAL** – Resolution 35-2025 - Consideration of a Design Review for a remodel and deck addition to an existing structure on Tract B, Block 20, Town of Grand Lake, more commonly known as 620 Grand Avenue.

C. 2026 Budget Calendar

10. Future Items for Consideration

11. Mayor's Report

12. **EXECUTIVE SESSION PURSUANT TO C.R.S. 24-6-402 (4)(a) TO DISCUSS THE PURCHASE, ACQUISITION, LEASE, TRANSFER, OR SALE OF REAL, PERSONAL, OR OTHER PROPERTY INTEREST**

13. **EXECUTIVE SESSION PURSUANT TO C.R.S. 24-6-402(4)(e) FOR THE PURPOSE OF DETERMINING POSITIONS RELATIVE TO MATTERS THAT MAY BE SUBJECT TO NEGOTIATIONS, DEVELOPING STRATEGY FOR NEGOTIATIONS, AND/OR INSTRUCTING NEGOTIATORS FOR MARKETING CONTRACT & CIRSA MATTER**

14. Adjourn Meeting



**MANAGER UPDATE**

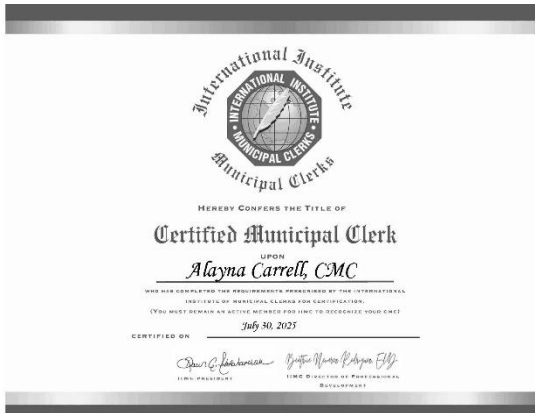
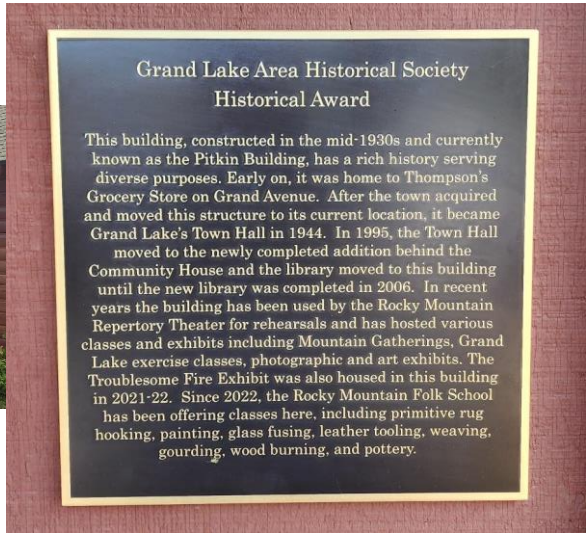
Meeting Date 08/11/2025

To: Town of Grand Lake Board of Trustees

From: Steve Kudron, Town Manager

**Pitkin House Historic Building Award**

At the July Happenings at the House, the Town was Honored to receive an historic places designation for the Pitkin House. The Grand Lake Area Historical Society presents this award annually to buildings that have grown through the years keeping their historic authenticity.



**Town Clerk receives International Clerk Certification**

Alayna Carrell has been recognized by the International Institute of Municipal Clerks as a Certified Municipal Clerk. Fewer than 50% of clerks in Colorado ever receive this distinguished certification. Alayana says that she is honored to receive the recognition, but that her Master's degree in the Municipal Clerk study is her long term goal. Congratulations Alayna!

### **Willow Planting in Rocky Mountain National Park**

Ready to roll up your sleeves? Join the Kawuneeche Valley Restoration Collaborative (KVRC) and the Rocky Mountain National Park Vegetation Program for a day of ecosystem restoration in Rocky Mountain National Park! We'll plant up to 500+ willow and alder saplings in wet meadow habitats to restore vital vegetation that supports beaver habitat and improves the Kawuneeche Valley's natural systems.

Join us for one (or both!) of our volunteer days this September:

- **Tuesday, Sept. 16**
  - 8 a.m. to 3 p.m.
  - Timber Lake Trailhead | Timber Lake Trailhead Grand Lake, CO 80447
  - [RSVP and more information here](#)
- **Monday, Sept. 22**
  - 8 a.m. to 3 p.m.
  - Timber Lake Trailhead | Timber Lake Trailhead Grand Lake, CO 80447
  - [RSVP and more information here](#)

The Town of Grand Lake] is proud to be part of KVRC, a group of organizations that share the common goal of promoting a healthy and resilient Kawuneeche Valley to benefit ecological, recreational, and economic interests. To learn more about KVRC and our work, visit [kvcollab.org](http://kvcollab.org). A flyer about the event is attached

### **Grand Lake Transit Application**

The Town will be meeting with members of the Lift in Winter Park to discuss the expansion of bus service to Grand Lake. The purpose of this meeting is to develop strategies for funding using SB 230 and 1A funding as well as the application for federal transit funding. With the addition of Mountain Rail to Winter Park and Granby, this is a good



opportunity to take the line through Grand Lake to the Kawuneechee Visitor Center as the Terminus. More details will follow as well as the funding required by the Town for this service.

### **Upcoming Event Highlights:**

- 8/12/25 – Happening at the House – Reed James is the special guest
- 8/13 & 8/20, 2025 – Summer Concert Series in Town Square Park
- 8/17/25 – Buffalo Days
- 8/17/25 – Community Picnic at the Cottage Court
- 8/23/25 – Corvette Show

*For all the great events happening in Grand Lake as well as Rocky Mountain Folk School classes, check out the July newsletter on the Town's website.*





**Next Board Meeting:** August 25, 2025

# Plant a Legacy

## Willow Restoration Volunteer Day

Join the Kawuneeche Valley Restoration Collaborative (KVRC) for a day of ecosystem restoration in Rocky Mountain National Park! We're seeking dedicated volunteers to help plant vegetation to reestablish the Kawuneeche Valley's wetlands.

### What To Expect

-  You'll help plant up to 500+ willow and alder saplings.
-  Your work will contribute to essential beaver habitat and improve the Valley's ecosystem.
-  You'll work alongside passionate staff and fellow volunteers.
-  You'll spend the day on the west side of Rocky Mountain National Park, enjoying the Valley's beauty.

### About KVRC

KVRC is a group of organizations that are promoting a healthy, resilient Kawuneeche Valley. KVRC includes representatives from:



### Event Details

**Tuesday, Sept. 16**

8 a.m. to 3 p.m.  
Timber Lake Trailhead  
Grand Lake, CO 80447



Scan above or visit [bit.ly/3Ji3TQ4](https://bit.ly/3Ji3TQ4) to learn more and sign up for the **Sept. 16** volunteer day.

**Monday, Sept. 22**

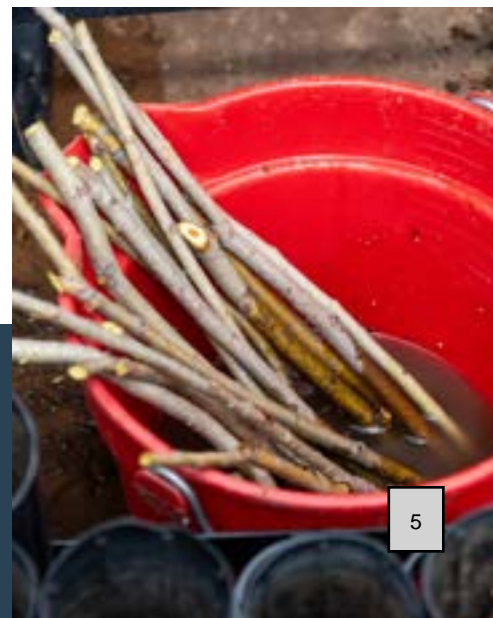
8 a.m. to 3 p.m.  
Timber Lake Trailhead  
Grand Lake, CO 80447



Scan above or visit [bit.ly/45b8Rp2](https://bit.ly/45b8Rp2) to learn more and sign up for the **Sept. 22** volunteer day.



Section 6, Item A.





To: Mayor Bergquist & Trustees

Date: August 11, 2025

RE: Accounts Payable- August 11, 2025

**BACKGROUND:**

At every Board meeting, the Town Board of Trustees approves the accounts payable.

**FISCAL NOTE**

Accounts Payable documents were provided to the board as a table setting at the August 11, 2025, meeting.

**STAFF RECOMMENDATION**

Approve

**SUGGESTED MOTIONS**

*I make a motion to approve/(deny) the accounts payable for August 11, 2025.*



Meeting Date: 8/11/2025

To: Mayor Bergquist & Town Trustees

From: Sarah Weekes, Event Manager

**ITEM:**

**CONSIDERATION OF SPLITTING THE COST OF THE GRAND LAKE U.S. CONSTITUTION WEEK FIREWORK DISPLAY ON SEPTEMBER 20, 2025.**

**BACKGROUND:**

In previous years, the Board of Trustees has agreed to contribute financially to the fireworks display during Grand Lake's U.S. Constitution Week. For this year's event, the organizing committee has requested that the \$10,000 cost of the fireworks be split evenly between their organization and the Town.

**SUGGESTED MOTIONS**

*I make a motion to approve/(deny)* **SPLITTING THE COST OF THE GRAND LAKE US CONSTITUTION WEEK'S FIREWORK DISPLAY ON SEPTEMBER 20, 2025.**



## BOARD OF TRUSTEES STAFF MEMORANDUM

**DATE:** August 11, 2025  
**TO:** Board of Trustees  
**FROM:** Emily Weber, Contract Staff - Planning Department  
**SUBJECT:** Design Review – The Ranger Station at 620 Grand Avenue

### Background

Anthony Zurn, on behalf of GLCO 620 LLC, is proposing to remodel and add a deck to an existing structure at 620 Grand Avenue. The proposal includes remodeling the existing residential structure into a mixed-use building with commercial and residential units. The unit mix includes a commercial unit on the main level and two residential units, one on the lower level and one on the upper level. The applicant is also proposing a new asphalt parking area.



Town Code Section 12-7-8 – Design Review Procedures and Submission Requirements requires that new commercial development shall be reviewed by the Planning Commission. The Planning Commission is responsible for providing a recommendation to Town staff for approval, approval with conditions, or denial. This review process applies to all applicable exterior remodels, repairs, and new construction associated with commercial developments.

### Consideration Factors

According to 12-7-8 (B), the Planning Commission shall consider the following factors in their decision:

- 1. The proposal's consideration to the local and immediate context of the existing buildings, the natural*

environment, historical aspects and the local community culture. Determination will be based on the design elements listed herein as well as:

- a. The proposal's overall harmony with adjacent buildings, open and public spaces.
  - b. Any graphic design that might interfere with public safety or does not add to or enhance the aesthetic value of the Town of Grand Lake will be denied.
2. The elemental design tools of composition, proportion, scale, and rhythm are important elements for achieving a balance between unity and complexity in design. These tools may be used to improve the limitations of architectural style and to achieve buildings with more timeless visual assets. Each of these design tools will be applied to the materials, surfaces, massing and street wall (if applicable) of buildings to better indicate use, visual interest, and creation of a more appropriate balance with human scale. Design Elements include:
- a. Scale the proportion used to determine the relationships and harmony between different elements (existing surroundings including buildings and natural elements, to better define heights and widths and depth).
  - b. Composition the organization of parts (including non-built spaces) of a project to achieve a unified whole.
  - c. Proportion the relationship of one (1) part to another or to the whole.
  - d. Rhythm the relative variation of regular and repetitive elements (how surface materials begin and end and how a switch from one (1) material to another occurs).

**Zoning Regulations**

**Uses**

The site is zoned C (Commercial) and therefore must meet the regulations set forth in *Town Code Section 12-2-18 – Regulations for Commercial District*. Eating and drinking establishments and multi-family residential units are listed as permitted uses within the Commercial District. However, Mixed Residential with permitted Commercial Use with greater than fifty percent (50%) of the total square footage of the building or buildings on the lot used for residential purposes requires a conditional use permit. The applicant is proposing 1,700 square feet of residential space and 1,480 square feet of commercial space. The residential portion of the building occupies 53.5% of the total structure. A conditional use permit or a revised plan set is requested as a condition of approval prior to construction.

**Parking**

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

Type of Structure	Required # of Off-Street Spaces per unit/SF	Proposed # of Units/SF	Required Parking Spaces
2-bed	1.5 Spaces	1	1.5 Spaces
1-bed	1 Space	1	1 Space
1,480 SF of Coffee Shop	1 Space/250 SF	1,480 SF	6 Spaces

			1 ADA Space
<b>TOTAL</b>			<b>9 Spaces + 1 ADA Space</b>

The applicant is proposing four regular parking spaces and one ADA parking space on-site. Additionally, the proposal includes constructing five on-street parking spaces in the right-of-way adjacent to the property. Per the Town Code, credit is given for the available on-street parking adjacent and contiguous to the property on a one-to-one basis. The Town Code requires all residential parking spaces to be provided on-site, in this case, 3.5 spaces. The proposed parking is adequate.

**Snow Storage**

The applicant is proposing 1,040 square feet of snow storage, where 990 square feet is required.

**Design Review Standards**

The design standards for structures are found in Section 12-7-4 and are summarized below.

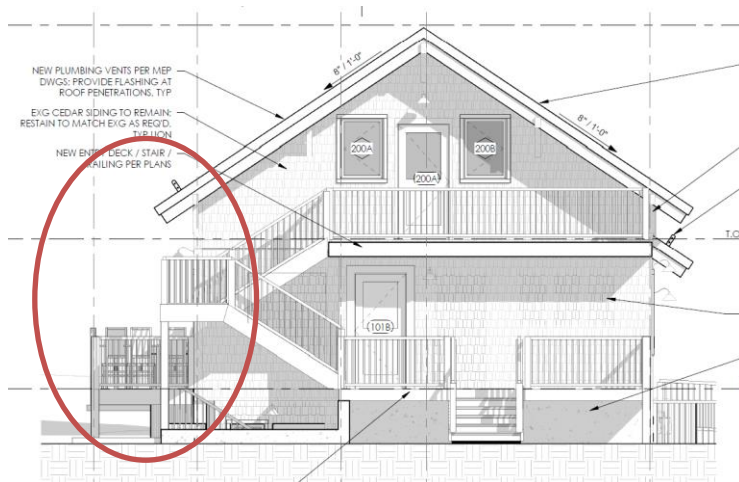
*Town Code Section 12-7-4 (A) – Color Palette Selection and (B) Material Selection*

The applicant intends to retain the existing cedar siding and re-stain it to match the current color. The existing stained concrete foundation will remain, and any new concrete foundation will be stained to match. The existing metal roof is also to remain unchanged. Additionally, the applicant proposes installing a new railing and deck system along the north, west, and south elevations of the building.

*Town Code Section 12-7-4 (C) – Additional Design Standards for Commercial Structures*

The design minimizes voids in the street wall and creates a more useful pedestrian space by constructing a new, seven-foot concrete sidewalk in the public right-of-way. The applicant is not required to extend or construct a boardwalk as the property is outside of the central commercial district.

*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 applicant does not meet this recommendation as the roof eave on the west side of the building sheds directly onto the outdoor seating area. The rendering below shows the building from the south elevation, indicating where the roof eave is not meeting the recommendation.



*Current Street Wall, Massing, and Façade*



Proposed Street Wall, Massing, and Façade



The proposed remodel maintains façade variations, recesses, and projections with the massing of the building relating to the pedestrian scale. The applicant is proposing to replace existing windows in kind, which make up a significant portion of the front façade. All sides of the structure express consistent architectural detail and character and the building entrance is visually prominent, as required by Town Code.

Town Code Section 12-7-4 (E) states that refuse containers shall, to the greatest extent possible, be accessed from the public alley right-of-way. This site does not have alley access and therefore this does not apply. The applicant is proposing to locate the refuse containers in the southwest corner of the site, minimizing the visual impact from

the public right-of-way.

**Staff Recommendation**

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 revise the proposed plans to ensure that at least 50% of the total square footage is designated for commercial use or obtain a conditional use permit.
2. The applicant shall modify the proposed plans so that the roof eave on the west side of the house does not shed directly onto the patio.

**Sample Motion**

I move to approve Resolution 35-2025 directing staff to [approve, approve with conditions OR deny] the design for 620 Grand Avenue [as proposed OR with the following modifications or conditions].

**TOWN OF GRAND LAKE  
Board of Trustees  
RESOLUTION NO. 35 – 2025**

**A RESOLUTION APPROVING A DESIGN REVIEW**

**WHEREAS**, GLCO 620 LLC (the “Owner”) is the owner of certain real property located at 620 Grand Avenue, within the Town of Grand Lake, more particularly described as Tract B, Block 20, Town of Grand Lake, State of Colorado; and

**WHEREAS**, the Owner has authorized Anthony Zurn (the “Applicant”) to apply for a design review for a commercial remodel (“Application”); and

**WHEREAS**, Section 12-7-8 of the Grand Lake Municipal Code (the “Code”) establishes procedures for design review and consideration factors; and

**WHEREAS**, Section 12-7-8 (A)(3) of the Code requires that the design review of new commercial development shall be reviewed by the Planning Commission for a recommendation of approval, approval with conditions, or denial; and

**WHEREAS**, on August 6, 2025, the Planning Commission reviewed the Application request at a public meeting; and

**WHEREAS**, on August 11, 2025, the Board of Trustees reviewed the Application request at a public meeting; and

**WHEREAS**, the Planning Commission found the Application to have satisfactorily addressed the consideration factors in Section 12-7-8 (B) of the Code; and

**WHEREAS**, upon a thorough consideration of the Application and applicable Code requirements, the Board of Trustees finds such factors weigh in favor of approval of the Application.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO,**

1. The Application be recommended for approval to the Town of Grand Lake Staff subject to the modifications and conditions set forth in Section 2., below.
  
2. The Board of Trustees approval is based on the following conditions:
  - a. The applicant shall revise the proposed plans to ensure that at least 50% of the total square footage is designated for commercial use or obtain a conditional use permit.
  - b. The applicant shall modify the proposed plans so that the roof eave on the west side of the house does not shed directly onto the patio.
  - c. The building permit applicant shall use the materials and colors as reviewed and approved by the Planning Commission or Zoning Code Administrator during the course of construction.
  - d. Payment by the Applicant of all legal, engineering, and administrative fees incurred by the Town in connection with the review, processing, consideration, and action on the Application prior to issuance of a building permit related to the Application; and
  - e. Compliance by the Owner with all representations made to the Planning Commission during all public meetings related to the Application; and
  - f. The Applicant complies with all other federal, state, and local regulations; and
  - g. In granting this Request, the Board is not obligated to grant similar requests in the future nor does granting this Request set a precedent for any future requests; and
  - h. This authorization shall run with the transfer of the Property from the Applicant to their successors, heirs, or grantees.
  
3. Severability: If any section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Trustees declares that it would have passed this Resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared

unconstitutional or invalid.

- 4. Repeal: Existing resolutions or parts of resolutions covering the same matters as embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

**DULY MOVED, SECONDED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO THIS 11<sup>TH</sup> DAY OF AUGUST 2025.**

( S E A L )

ATTEST:

TOWN OF GRAND LAKE

\_\_\_\_\_  
Alayna Carrell  
Town Clerk

\_\_\_\_\_  
Christina Bergquist,  
Mayor

Votes Approving: 0  
Votes Opposed: 0  
Absent: 0  
Abstained: 0



**MEMORANDUM**

Meeting Date: 8/11/2025

To: Town of Grand Lake Board of Trustees  
From: Steve Kudron, Town Manager

**Re: Budget Season Calendar**

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Trustees:

Each year the Town Manager is tasked with presenting the Board of Trustees a comprehensive budget. This process begins in July of each year culminating in the approval of budget for the next fiscal year.

For the 2026 fiscal year, I am asking the Board to consider using the interest earned from the Town’s reserve fund to pay for capital maintenance and improvements in several departments. For reference, the Town Reserve Funds have generated income revenue in 2025 of \$182,367. The 2024 interest revenue exceeded \$250,000. If the Board is open, I will ask each department to present during our budget discussion items that would be funded from this revenue source.

The budget process will change slightly from the past five years. Each department head will come to the Board for a workshop session to answer any questions about the budget items.

While the current revenues show a modest increase over 2024, I will be using the revenue numbers budgeted for 2025 as the starting point. I welcome your input as we dive in the fiscal budget season.

## TOWN OF GRAND LAKE

### 2026 BUDGET CALENDAR

Required Date	Board Meeting	Action	C.R.S. Cite
<b><u>2025</u></b>			
Aug 25		Assessor sends preliminary Certification of Values	39-5-121(2)
Oct 15	Aug 25th Sept. 22-26	Budget Officer submits proposed budget to Board of Trustees (BOT) BOT Workshop for budget BOT sets Public Hearing for Nov. 11th	29-1-105
Sep 18		BOT publishes “Notice of Budget”	29-1-106(1)
	Nov. 10	Budget Public Hearing	
	<b>Nov. 24</b>	<b>Board of Trustees adopts 2024 Budget</b> Prepare: Budget Adoption Resolution Appropriation Resolution Property Tax Levy Resolution	
Dec 10		Assessor sends Final Certification of Values	39-1-111(5)
Dec 15		Certify mill levy to Board of County Comm. BOT must adopt budget <u>prior</u> to certification of mill levy	29-1-108(2),(3)
<b><u>2026</u></b>			
Jan 31		Certified copy of budget to Division of Local Government	29-1-113(1),(3)
June 30	<b>May 11</b>	2025 Audit submitted to Board of Trustees	29-1-606(1)(a)
July 31		Audit submitted to State Auditor	29-1-606(3)