



**Land Use and Development Code Update Committee
Monday, December 12, 2022, 6:00 PM
Public Meeting Room / Eagle Town Hall
200 Broadway, Eagle, CO 81631**

This agenda and the meetings can be viewed at www.Townofeagle.org.

PUBLIC WIFI – Eagle Guest

MEETING ACCESS INFORMATION

This will be an in-person meeting with virtual access through Microsoft Teams. First-time users will need to download the app.

Microsoft Teams meeting

Join on your computer, mobile app or room device: [Click here to join the meeting](#)

Meeting ID: 261 562 646 390 | Passcode: tUKRc6

Or call in (audio only): [+1 469-770-0416,,951912650#](tel:+14697700416951912650) United States, Dallas

Phone Conference ID: 951 912 650#

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6:00 PM - REGULAR MEETING CALLED TO ORDER

APPROVAL OF MINUTES

Minutes dated November 7, 2022

DISCUSSION

Installment 3: Administration and Procedures

FUTURE AGENDA ITEMS

ADJOURN

I hereby certify that the above Notice of Meeting was posted by me in the designated location at least 24 hours prior to said meeting.

Nikki Davis
Administrative Technician II



MEETING MINUTES
Land Use and Development Code Update Committee
Monday, November 7, 2022, 6:00 PM
Public Meeting Room / Eagle Town Hall
200 Broadway, Eagle, CO 81631

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PUBLIC WIFI – Eagle Guest

MEETING ACCESS INFORMATION

This was an in-person meeting with access for the public to attend via Teams.

6:00 PM MEETING CALLED TO ORDER

Hoiland called the meeting to order.

COMMITTEE MEMBERS PRESENT

Kyle Hoiland, Jack Albertson,
Rick Beveridge, Scott Schlosser,
Scott Turnipseed, Allison Kent (via Teams)

STAFF

Jessica Lake – Planner I
Peyton Heitzman – Planner II
Cliff Simonton – Senior Planner
Elizabeth Garvin – Clarion Associates (via Teams)

COMMITTEE MEMBERS ABSENT

Dawn Koenig, Rick Pylman

APPROVAL OF MINUTES

1. Minutes dated October 17, 2022

There were no objections to the minutes.

DISCUSSION

1. Planned Unit Development (PUD)

- Vesting now or at time of preliminary plan approval – unique to Reserve at Hockett Gulch.
- Community benefit needed with future PUD approvals. Types of benefits discussed include:
 - protecting environmentally sensitive land

- viewshed
- under sustainability umbrella
- tree preservation
- Affordable Housing – Link to LERP
- Bring CAP into community benefit – trip reduction to increase pedestrian movement
- Existing code draft – greater mixed use/mixed density with PUD approval. Hold off until we see whole code.
- Discussion on if PUDs should be limited to a large lot and what qualifies for PUD zoning. Need to find the right minimum size.
- Where would future properties possibly receive PUD zoning?
 - East Eagle
 - Eagle River Corridor Plan
- Redevelopment of old neighborhoods can be difficult under base zoning, and PUDs can be a useful tool for redevelopment.
- PUDs can be difficult to administer if they are poorly written, vague, and leave plenty of room for interpretation.
- With ReCode, standards are being loosened to avoid the need for PUDs in certain development instances.
- Consider converting existing PUDs to base zone districts. Ex. Bluffs
- The process for PUD amendments can be challenging and some PUDs have grown out of their PUD districts. ReCode to provide pathway for straight zoning.
- ReCode to simplify the PUD amendment process.
- Consider small lot infill PUD.
- Keep allowance/option to include benefits.
- Red Mountain Ranch – allowed for preservation / cluster development and is a good example of community benefit.

2. Historic Preservation

- If we want historic designation, the Town needs to offer more than just a tax incentive.
- Consider making designation voluntary; could impact resale value.
- Scattered ‘modern design’ impact on character such as:
 - Frisco neighborhood
 - Edwards/Avon – not a lot of history
 - Historic structures can be expensive to renovate
- Incentive with designation, need to educate the public on the incentives.
- What’s the upside to the property owner?
- How does it get enforced? - Wrap enforcement into regulations.
- Impact with Building Code? May clash with preserving historic character of buildings
- Clarion to follow up on incentives.

3. Future Agenda Items:

- Next meeting is scheduled for December 12th.
- Timing of adoption: code draft by end of January and adoption in spring 2023.

ADJOURN

Meeting adjourned at 7:24 PM.

ReCode Eagle Installment 3: Administration and Procedures Overview of Updates



I. Topics

Installment 3 includes updates to the following chapters of the Eagle Land Use and Development Code (current LUDC available [here](#)):

Chapter 4.01 General Provisions

Chapter 4.17 Administration and Procedures

II. Key Content Updates in Chapter 4.01

- A. 4.01.030 Purpose statements updated and expanded to reflect Town planning priorities.
- B. 4.01.070 Transitional provisions included to clarify how applications that are in process when the new Code is adopted will be handled.

III. Key Content Updates in Chapter 4.17

- A. Chapter organized into Common Review Procedures, generally applicable to all applications, and Specific Review Procedures, individual application types. Common Review Procedures include instructions about:
 - 1. Pre-Application Conference
 - 2. Application Submittal and Completion Review
 - 3. Complete Application Review and Action
 - 4. Review and Decision-Making
 - 5. Post-Decision Actions and Limitations
- B. Table 4.17-1 provides a summary of the application review requirements for all application types
- C. Development Impact Report moved into Common Review Procedures
- D. Updating technical assistance pass-through fee deposit requirement
- E. Process for determining whether an application is complete and instructions about how the Town will treat incomplete applications
- F. Added posted (sign) notice standards and table summarizing the types of notice required by application type
- G. New referral and call-up process allows Director to refer some administrative applications to P&Z and allows P&Z or Town Council to call-up some administrative applications for review
- H. Specific instructions for modification of approvals along with standards for when unused permits and approvals lapse and how they can be extended.
- I. Process to revoke Special Use and Conditional Use Permit

- J. Specific Review Procedures generally organized in a consistent manner, including:
 - 1. Purpose: what does this procedure allow?
 - 2. Applicability: What does this procedure apply to and who can use it?
 - 3. Review Procedure: What Common Review Procedures apply to this specific process and what changes are made?
 - 4. Public Notice and Hearing Requirements: Is a hearing required and what notice is required?
 - 5. Review Criteria and Decision-Making: who reviews and who decides on the application? What criteria is applied?
 - 6. Post-Decision Actions: Can this approval be changed, abandoned, revoked, or considered lapsed? Can the approval timeframe be extended?
- K. Instructions for Comprehensive Plan adoption or amendment
- L. New Conditional Use Permit reviewed and approved by P&Z
- M. Development Permit renamed Development Plan, discussing with staff the creation of three tiers: Administrative, Minor, and Major
- N. Review criteria added to all Specific Review Procedures. For example, Comprehensive Plan amendment has the following criteria:
 - 1. The proposed change is consistent with the vision (intent), goals and policies of the Comprehensive Plan;
 - 2. The character and/or conditions of the area has changed or may be changed such that the amendment is consistent with the Plan;
 - 3. Public and community facilities are adequate to serve the type and scope of land use proposed; and
 - 4. The community or area will derive benefits from the proposed amendment.
- O. Considering PUD process clarification and consolidation – discussing proposed changes with staff
- P. Special Use Permit requirements made more specific
- Q. New Administrative Adjustments process added, generally allows 15% deviation from a measurable standard
- R. Application submission requirements moved to separate section, not included with procedures
- S. Commonly required improvements consolidated in Section 4.17.140 and made more clearly applicable to both subdivision and new/redevelopment

IV. Questions for the LUDC Update Committee

- A. What application types should an applicant be required to hold a neighborhood meeting for, prior to submitting their application?
- B. Should the neighbors be given public notice when developments with administrative approval are proposed? Note: administrative review does not typically require notice, but many communities are moving to a process of providing information about most new projects.
- C. Should the Code include a P&Z adjustment process that allows more than 15% adjustments or adjustments to subjective standards?
- D. Should applicants be allowed to request their own adjustments?
- E. Are there any other issues we should discuss?