



EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
Town Hall, Castle Conf Room | 200 Broadway
Tuesday, January 16, 2024 | 1:00PM – 3:00PM
IN-PERSON

Welcome+ Roll Call

Approval of Minutes

- Minutes dated December 13, 2023

DDA Financials (15 minutes)

- Troy Bernberg

DCI Update (30 minutes)

- January 23 Town Council presentation. All DDA board members are encouraged to attend.
- Update: Sector Partnership Acknowledgement Form ([link](#))

Business Items (25 minutes)

- DDA Vacancy – Review of Applications; Recommendation to Town Council ([link](#))
- DCI: 2024 Colorado Challenge Accelerator Program, Kim Fritzler. Program Introduction ([link](#)).

DBA Update (5 minutes)

EVC Update (10 minutes)

Town Business (5 minutes)

- Community Development and MEAC updates

Administrative (30 minutes)

- 2024 Outlook: Budget, Contracts, Meeting Administration & Schedule
 - Contract Renewals: [DCI](#), [Northland Securities](#), [Studio South](#)

Future Agenda Items

- Seat new DDA Member
- Appoint DDA Treasurer
- Downtown Parking

Public Comment

Adjourn

Next Meeting: Tuesday, February 20th, 1:00pm – 3:00pm, Eagle Town Hall



EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Wednesday, Dec. 13th, 2023 12:00-2:00 pm IN PERSON

Welcome + Roll Call

Called to order at 12:07 pm

Board Members Present: Greg Schroeder, Scott Schlosser, Collin Hutchins, Jake Roach, Marci Leith

Town Staff present: Nikki Davis, Bryan Woods, Kira K.

Others Present: Talia Haebler, Michelle Morgan, Mick Daly, Troy Bernberg, Kat Correll, Tara Novak, Diego Betts, Nikki Maline

Minutes Approval

Bryan Woods motioned to approve the November minutes, seconded by Marci

The motion approved 5-0

DCI Presentation (50 minutes) Motion to approve the contract by Marci seconded by Scott

- DCI Scope of Work and 2024 Contract
- Communications & Marketing Summary: Accomplishments & 2024 Outlook
- Presentation to Town Council on DDA Updates & 2024 Outlook – possibly January 23, 2024
- Initiate Sector Partnership outreach to Gypsum, VVP, other?

Motion to approve Kat Connor and Nikki to talk to the DBA about Sector partnerships. Seconded by

Bryan Woods approved 5-0

Bryan Woods Nominates Scott Schlosser to be the DBA/DDA liaison seconded by Marci approved 5-0

Walking Mountain Science Center Presentation (30 minutes)

- Energy Rebate Program for Downtown Businesses - Diego Betts & Nikki Maline

DDA Financials

- Troy Bernberg

DBA Update (5 minutes) - Scott Schlosser next meeting Jan 8 3p-4p at Yoga off Broadway

EVC Update (5 minutes) - Mick Daly

- TOE Economic Development Strategy

Town Business (5 minutes)

- MEAC updates - Melissa Daruna
- Community Development
- North Broadway - funding challenges
- Eagle Villas

Administrative (10 minutes)

- Adrienne's Resignation – Open Board application process
- Change monthly meeting to third Tuesday of the month 1p-3p
- Renewal of Talia's contract for 2024 - moved to January meeting

Future Agenda Items (5 minutes)

- Parking education and etiquette Downtown.

Public Comment (5 minutes)

Eagle art walk - Tara Novak

Adjourn: 2:30pm Motion by Marci Second by Bryan

Next Meeting: Tuesday, January 16th, 1:00pm – 3:00pm, Eagle Town Hall

Sector Partnership Acknowledgement Form

Sector partnerships are responsible for submitting changes to this information to CWDC. Please email partnership updates to CDLE_CWDC@state.co.us.

eagletownplanning@gmail.com [Switch account](#)



Not shared

* Indicates required question

Name and email of person completing this form (this information will be used if there are follow-up questions, but will not be published or shared publicly.) *

Your answer

Partnership Name: *

Your answer

Economic Development Region: *

Choose



Industry Focus: *

- ☐ Advanced Manufacturing
- ☐ Aerospace
- ☐ Bioscience
- ☐ Defense and Homeland Security
- ☐ Electronics
- ☐ Energy and Natural Resources
- ☐ Infrastructure Engineering
- ☐ Quantum
- ☐ Technology and Information
- ☐ Creative Industries
- ☐ Food and Agriculture
- ☐ Health and Wellness
- ☐ Housing
- ☐ Outdoor Recreation
- ☐ Tourism
- ☐ Financial Services
- ☐ Transportation and Logistics
- ☐ Other:



If "other" was selected as the industry of focus, please describe your partnership's *
focus:

Your answer

Contact name, email, and phone number for this partnership. This will be shared *
publicly.

Your answer

Convener Name(s). This will be shared publicly. *

Your answer

Industry chair(s). This will be shared publicly. *

Your answer

Sector Partnership priorities: *

Your answer

If your sector partnership has a website, please provide it here: *

Your answer



Partnership launch date: *

Your answer

Next

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Sector Partnership Acknowledgement Form

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Not shared

* Indicates required question

Do you have an active sector partnership?

In Colorado, Sector Partnerships are partnerships of employers, from the same industry and in a shared labor market region, who work with education, workforce development, economic development and other community organizations to address the workforce and other competitiveness needs of their industry. These partnerships are a key systems change strategy in Colorado and offer a strong foundation to address talent shortages and create thriving, regional economic and workforce ecosystems.

Active sector partnerships in Colorado are listed on the CWDC's website. Active sector partnerships are eligible for grant funding and technical assistance to support their priorities. Complete this brief diagnostic tool to better understand the current state of your partnership and submit to be recognized on the website.

Click [here](#) to learn more about sector partnerships in Colorado.

Partnerships that consistently score in the established or advanced categories have the characteristics of an Active Sector Partnership. Upon completion of this form, CWDC will review these responses and may follow up before listing Active Sector Partnerships on the CWDC website. Being listed on the website is at the discretion of CWDC staff. In some instances partnerships may be asked to provide evidence verifying the conditions of an active sector partnership are in place.



Established public partner support team: *Have public partners committed to a shared approach to industry engagement that helps to address their mutual needs?* *

☐ EMERGING: Public partners engage in partnership as a way of recruiting employers engaged in the partnership for the needs of their individual organization or initiative. Partners work to actively push their programs and initiatives onto employers.

☐ ESTABLISHED: Public partners acknowledge that sector partnerships require a break from the traditional modes of doing business. They use labor market data to identify common needs and priorities worth their shared focus.

☐ ADVANCED: Public partners contribute resources to a shared agenda. The sector partnership becomes the shared table by which they collectively engage industry and work to advance a common agenda the benefits both employers and job seekers/learners within the region.

Operates in a shared labor market region: *Do public partners have a shared definition of the region, based on the economy and labor market?* *

☐ EMERGING: Partners operate according to their service areas/jurisdictions. These geographic boundaries look different for each system and do not always correspond with how business and industry define the region.

☐ ESTABLISHED: Public partners have a working definition of the economic region and recognize that it does not always align with respective service areas, but employer partnerships still mostly follow the geographic boundaries of jurisdictions or service areas.

☐ ADVANCED: Public partners have defined the economic region in consultation with business leaders and labor market data. The definition is used to organize the partnerships regional efforts and employer partnerships.



Identified Target Sector: *Public partners have made shared decisions about which industry sectors offer high demand for employees or projected growth and are a priority for collaborative action.* *

- ☐ EMERGING: There is some overlap in the sectors public partners target but public partners haven't gone through any formal process to prioritize industries together. Most partners use their own labor market data, sector definitions, and set of criteria for making decisions.
- ☐ ESTABLISHED: Two or more partners have made joint decisions (for example, the workforce development board and contracted WIOA service providers target the same industry sectors) but the region as a whole has not made shared decisions.
- ☐ ADVANCED: Public partners have a consistent regional strategy for which industry sectors to target based on labor market data and a set of shared criteria.

An established shared table: *Are employers convened at multiple "tables" in the region with similar goals? Where are employers convened in your region in this industry sector?* *

- ☐ EMERGING: There are many different (and sometimes competing) employer engagement efforts organized by individual public partners (IE: advisory boards, roundtables, industry associations, career pathway advisories etc). Some of these groups have similar goals and purposes. Employer participation varies widely among them.
- ☐ ESTABLISHED: There are some examples of employer convenings that are collaborative efforts among two or more public partners, but most employer engagement is organized around a single public partner or organization.
- ☐ ADVANCED: An industry-led partnership serves as the "shared table" at which business leaders collaborate with one another and with public partners in the region. While some independent employer engagement efforts operate for specific purposes, the industry-led partnership is the "go-to" table for understanding and responding to needs of the targeted sector.



Employers actively champion priorities: *How well-connected are business leaders *
from the targeted industry sector?*

- ☐ EMERGING: There are little to no clear employer identified priorities that the partnership is actively working towards. Employer participation is limited and/or sporadic; the agenda is driven primarily by staff and/or public partners rather than by business leaders.
- ☐ ESTABLISHED: Employers have provided input on the partnerships priorities, but are not actively engaged in moving the priorities forward. The partnership's agenda centers primarily around a single grant or initiative.
- ☐ ADVANCED: Partnership is industry-led and serves as a forum for employers to build relationships and develop and champion action agenda is advancing an agenda centered on workforce and competitiveness needs of the sector. The partnership continually attracts new, influential business members and provides a forum for employers to build.

Organized for collective action: *Has the partnership developed a structure for *
collaboration that advances a common agenda? Are the basic principles of
collective action being practiced?*

- ☐ EMERGING: Collaboration across public partner organizations is primarily limited to grants where partners play clear and prescribed roles as outlined in grant agreements. Outside of a single grant or initiative, there is little commitment to collaborating on a common agenda.
- ☐ ESTABLISHED: There are pockets of examples where partners have worked together to clarify roles and collaborate on shared projects, but there are no formal mechanisms in place to revisit these roles or hold one another accountable. A convener or convener team has been identified and has credibility with both employers and public partners but there are no employer champions actively working to advance the partnerships priorities.
- ☐ ADVANCED: Key partners have an understanding of the value of the sector partnership and have embraced a common agenda centered around employer identified priorities to address workforce and other competitiveness needs within the sector. The partnership has clearly identified employer champions and a convener or convener team responsible for ensuring the partnership is actively advancing priorities with a process in-place for making decisions and tracking and assessing progress.

Launched and active: *Has the partnership gathered to define a formal action agenda and priorities? Are partners working to advance the agenda with a clear understanding of the roles and goals within the partnership.* *

☐ EMERGING: Partners are prompted to come together because of the availability of funding or a single new initiative. Priorities are in the process of being identified and are largely driven by an external third party (a grant or single initiative)

☐ ESTABLISHED: A formal launch has been held where employers identified priorities and the partnership. A debrief discussion was hosted with public partners to process how they can support moving the priorities forward and a plan for getting to action is under development.

☐ ADVANCED: The partnership has met to identify and prioritize an employer-led common agenda. A plan is in place for moving to action on those priorities and/or partners are actively working to make progress.

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COMMUNITY DEVELOPMENT

December 2023

LONG RANGE PLANNING

ReCode Eagle – The Land Use and Development Code (LUDC)

- Staff is preparing application forms and checklists, updating the fee schedule, and addressing other various administrative tasks.
- Municode upload to be completed in early 2024. The previous version of the Land Use and Development code will still be available to the public as an archived version.
- The new ReCode available here: [Land Use and Development Code Effective 10/23/2023 | Town of Eagle, CO - Official Website](#)

LAND USE APPLICATIONS IN PROGRESS

For more information and to access project documents, visit the Town's [Active Land Use Applications Page](#).

- **AN23-01: West Eagle Housing**
 - The project consists of 9.5 acres and 113 units within 23 buildings. Applications include annexation, zoning, major development permit, special use permit and subdivision. Applicants are applying for RMF zoning with special use permit for higher density. Proposed lot area/dwelling unit is 3,278 SF, which is ~13.3 units/acre
 - Application is complete and out for referral agency comment.
 - No public hearings scheduled.
- **PUDA23-01: Haymeadow Major PUD Amendment**
 - This Project is a Major PUD Amendment within the Haymeadow development to:
 - Reverse the RMF-5 land swap;
 - Update the intended alignment of the extension of Sylvan Lake Rd
 - Update the conceptual/development plan
 - Revise the PUD Guide to align with ReCode and current best practices.
- **HYMD23-05: Haymeadow ADA Amendment**
 - This application consists of a focused update to Haymeadow's Annexation and Development Agreement, more information will be provided in the next update.
- **AN23-02 Annexation/RZ23-02/PUD Plan 23-01 PUD Zoning Plan: North Broadway**
 - Low income and for-sale housing with limited commercial new development that includes: 1) Annexation and initial zoning of 2.248 acres of the Ping Lane parcel and 1.193 acres of the Brooks Lane parcel to HD/C-PUD; 2) Rezone of 9.236 acres of the Ping Lane parcel from Rural Residential to Planned Unit Development and 4.296 acres of the Brooks Lane parcel from Mobile Home Park/Planned Unit Development (MHP/PUD) to Planned Unit Development; and 3) PUD Zoning Plan for the entire property utilizing the newly adopted CMU-1 zone district as the underlying framework.
 - Project Location: 101 Ping Lane and 404 Brooks Lane properties located north of Eagle's Central Business District between the railroad and the Eagle River.
 - Application has not been deemed complete
 - Public Hearing Schedule: None

ADDITIONAL UPDATES:

There are currently no additional updates.

MAJOR CONSTRUCTION PROJECTS

Business Name	Location	Status
Second Street Tavern	127 W Second St.	TCO is now expired. Awaiting response from owner for moving section of fence from ROW and encroachment agreement is awaiting finalization. Communication between applicant and Com Dev has been unproductive. All associated applications and permits will move under the purview of the Code Enforcement Department after January 12, 2024, including the fence encroachment, sign permit and TCO.
Foodsmith	318 Broadway	Working toward building final *Noteworthy: Retail food sales & cooking class.
Eby Creek Apts.	435 Eby Creek	TCO issuance in progress.
Hockett Gulch Apts.	16186 Hwy 6	Trailhead restroom - Shaw resubmitted revising cost comparison. Forwarded Community Development department's request for color rendering of restroom for TOE Packet. Development Agreement revision with Kendra for drafting, revision will adjust deadlines for Grand Ave. entrance and irrigation system items. Back to Kendra for adjustment, Town needs to confirm time frames for task completion. Drywall in Building 2 and Clubhouse complete. Building 1 has started drywall stage at upper levels.
410 Broadway Project	410 Broadway	TCO issued and occupancy of dwelling units in progress.
City Market Remodel	0103 Market St	Interior work completed. Parking lot improvements (re-configuration) still pending.
Haymeadow	91 Mountain Hope Circle	Foundations for last two buildings pending and framing of five buildings in progress. First building sheetrocked and interior finish in progress. Continued work needed on Conditions of Approval / tracking of COA's
Habitat for Humanity	3 rd Street	All building permits issued and foundation work in progress
Slope and Hatch	115 East Second St Unit 1	Construction work commenced. Sign Permit issued.
High Country Hearth Showroom	115 East Second St Unit 4	Permit issued. Work in progress.
Desmond Builders Office	410 Broadway South Unit	TCO issued
C&C Plumbing and Mechanical	82 Chambers Ave	Both buildings under construction

The figures below show general activity levels not broken down by permit type (building, electrical, plumbing, mechanical, etc.)

TYPE OF WORK PERFORMED	EOY 2022	YTD 2023
Inspections (n/i Planning, Public Works)	1,308	1,885
Permits Processed	465	411

TOWN COUNCIL AND PLANNING & ZONING COMMISSION MEETING SCHEDULE:

P&Z and Council Meeting Schedule

December 2023
December 5 th (Planning Commission) – Cancelled No Meeting
December 12 th (Town Council) - DR23-04 263 Sawatch Major Development Permit - P&Z Appointment
December 19 th (Planning Commission) - DR23-01 Stone Concepts Minor Development Permit- Approved - Oaths of Jennifer Sturgeon and Laura Hartman
December 26 th (Town Council) No Meeting
January 2024
January 2 nd (Planning Commission) – Cancelled
January 9 th (Town Council)
January 16 th (Planning Commission) - Cancelled
January 23 rd (Town Council)
February 2023
February 6 th (Planning Commission)
February 13 th (Town Council)
February 20 th (Planning Commission) Haymeadow Major PUD Amendment
February 27 th (Town Council)

SPECIAL EVENTS & MARKETING

December 2023

Marketing & Events Advisory Committee (MEAC)

- Discussion on possibly broadening parameters of the committee to include Arts & Culture.
 - Marketing, Events, Arts & Culture (MEAC)
- January we will discuss opportunities and processes of creating a new initiative.

MARKETING & COMMUNICATIONS

- Website refresh for townofeagle.org. Adding two new header pages for Broadband and PD
- Social Media posts on Facebook and @EagleOutside
- Collaborate on production of Eagle TODAY & Eagle SPIRIT
- Maintain EagleOutside.com with calendar updates and photography
- Monthly Communications Committee
- Monthly Green Team Meeting

MEETINGS

- Employee Holiday Party
- Information Center performance evaluations for Pat Prill and Eileen Davis.
- Holiday Lighting Contest
- Andy Clark regarding the late start to the ice rink, due to weather.
- George Wilson with Battle Mountain High School to discuss Rocky Mountain Pond Hockey Championships.

UPCOMING EVENTS

JANUARY 2024	
January 6	12 th Night Tree Burning
FEBRUARY 2024	
February 9	Murder on Broadway
February 9 – 11	Porchlight Players – Young Frankenstein
February 9 – 11	Porchlight Players – Young Frankenstein

DOWNTOWN DEVELOPMENT AUTHORITY FUND SUMMARY

	ACTUAL 2022	BUDGET 2023	REVISED 2023	BUDGET 2024	% CHANGE FROM PY	\$ CHANGE FROM PY
FUND BALANCES (Beginning):						
RESTRICTED FUND BALANCE	\$ -	\$ -	\$ 6,361	\$ 7,649	20%	\$ 1,288
TOTAL FUND BALANCES (Beginning)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,361</u>	<u>\$ 7,649</u>	<u>20%</u>	<u>\$ 1,288</u>
REVENUES						
91-431-10 TIF Property Taxes	\$ -	\$ 17,398	\$ 17,386	\$ 29,981	72%	\$ 12,595
91-436-10 DDA Interest	14	-	1,300	1,500	15%	200
91-436-70 Miscellaneous	-	-	-	-	-	-
91-437-10 Transfer From General Fund	65,000	20,000	20,000	-		(20,000)
TOTAL REVENUES	<u>\$ 65,014</u>	<u>\$ 37,398</u>	<u>\$ 38,686</u>	<u>\$ 31,481</u>	<u>-19%</u>	<u>\$ (7,205)</u>
TOTAL SOURCES	<u>\$ 65,014</u>	<u>\$ 37,398</u>	<u>\$ 45,047</u>	<u>\$ 39,130</u>	<u>-13%</u>	<u>\$ (5,917)</u>
EXPENDITURES						
91-50-210 Office Supplies	\$ -	\$ -	\$ -	\$ -	-	\$ -
91-50-220 Operating Supplies	-	-	-	-	-	-
91-50-330 Dues & Subscriptions	1,000	1,000	1,000	1,000	0%	-
91-50-347 Professional Services	53,924	21,250	21,250	24,500	15%	3,250
91-50-351 Legal	3,194	15,148	15,148	9,000	-41%	(6,148)
91-50-371 Travel	535	-	-	-	-	-
91-50-385 Treasurer Fees	-	-	-	-	-	-
91-50-510 Insurance	-	-	-	50	-	50
TOTAL EXPENDITURES	<u>\$ 58,653</u>	<u>\$ 37,398</u>	<u>\$ 37,398</u>	<u>\$ 34,550</u>	<u>-8%</u>	<u>\$ (2,848)</u>
NET SOURCE (USE) OF FUNDS	<u>\$ 6,361</u>	<u>\$ -</u>	<u>\$ 1,288</u>	<u>\$ (3,069)</u>	<u>338%</u>	<u>\$ (4,357)</u>
FUND BALANCES (Ending):						
RESTRICTED FUND BALANCE	\$ 6,361	\$ -	\$ 7,649	\$ 4,580	-40%	\$ (3,069)
TOTAL FUND BALANCE (Ending)	<u>\$ 6,361</u>	<u>\$ -</u>	<u>\$ 7,649</u>	<u>\$ 4,580</u>	<u>-40%</u>	<u>\$ (3,069)</u>