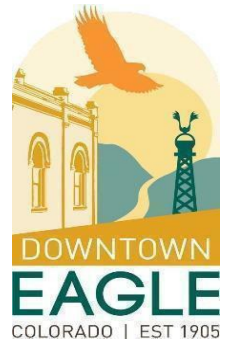


EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
Eagle Town Hall, Castle Conf Room | 200 Broadway
Tuesday, May 21, 2024 | 1:00PM – 3:00PM
IN-PERSON



Welcome & Roll Call

Approval of Minutes

- Minutes dated March 19, 2024

DCI Update

- DCI's Community Agreement is scheduled to expire June 30, 2024.
 1. Consider adding Communications & Marketing to DCI agreement renewal.

DDA Financials Update – Troy Bernberg

- Update on meeting with Eagle County Assessor's Office

EVC Update – Mick Daly

- Economic Development Summit recap and outlook ([Media LINK](#)) ([Meeting Notes LINK](#))
- Quality of Life Initiative

Business Items (50 minutes)

- Debrief on Elevate Broadway Education workshop ([LINK](#))
 1. Short-term parking spots downtown
- Challenge Community Program update
- Staff and Eagle DDA members to host The Town of Fraser Assistant Town Manager and Board of Trustees, June 7th.
- Town of Eagle Department Updates – questions?

Future Agenda Items (10 minutes)

- June: Hybrid DDA-DBA Board structure and Resolution
- July: Mid-year check in with DCI
- August (tentative): Town of Eagle Capital Improvement Projects outlook

Public Comment

Next Meeting: Tuesday, June 18, 2024

Adjourn



EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Tuesday March 19, 2024 1:00-3:00 pm IN PERSON

Welcome + Roll Call

Called to order at 1:05

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

Town Staff present: Nikki Davis, Bryan Woods, Melissa Daruna, Denise Cardoza

Others Present: Troy Bernberg, Mick Daly, Gayle Langley, Traci Stoffel

Minutes Approval

Brian motioned to approve the February 20, 2024 minutes, seconded by Jake

The motion approved 5-0

DCI Update (20 minutes)

- Legislative Update: HB24-1160EDO Action Grant Program
- Webinars or Guest Speakers, every other month.

DDA Financials

- Troy Bernberg

EVC Update (5 minutes) - Mick Daly

- TOE Economic Development Strategy

Presentation & Discussion – Virtual (30 minutes):

- Colorado Main Street Program, Gayle Langley & Traci Stoffel

Business Items (50 minutes)

- TIF valuation and feedback from Eagle County Assessor's Office
- Communications & Marketing Contractor - Jake motion to connect with Kasha Brian Second
- Challenge Program update
- Expanding the DDA boundary / annexations update
- Town of Eagle Department Updates – questions?

Future Agenda Items

- Hybrid DDA-DBA Board
- Code Enforcement downtown

- Discuss Capitol St. CIP and Parking Management (invite Public Works & Planning)

Public Comment: There was no public comment.

TENTATIVE Next Meeting: Tuesday, April 16, 2024, 1:00PM – 3:00PM

Adjourn

Marci motion to adjourn 2:59



COMMUNITY AGREEMENT

This Service Agreement ("Agreement") is made and entered into as of November 15, 2023 (the "Effective Date") by and between Downtown Colorado, Inc. ("DCI") and the Eagle DDA ("Community") DCI and Community are each referred to in this Agreement individually as a "Party" and, collectively, as the "Parties".

RECITALS:

Community desires to pay certain funds to DCI, which funds are intended to be used by DCI for purposes of fulfilling its obligations pursuant to the Scope of Work to pay any fees outlined in the Project Description and for compensating DCI for services to be performed pursuant to this Agreement.

AGREEMENT:

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged, DCI and Community hereby agree as follows:

1. **Services.** During the Term, DCI shall provide to Community the services set forth on Appendix A attached hereto (the "Services"). DCI will determine the method, details and means of performing the Services. DCI may perform the Services at any place or location and at such times as DCI shall determine. DCI is expressly permitted to utilize any employees or independent contractors to complete the Services, and Community shall have no rights of approval as to the hiring and retention of any of DCI's employees and independent contractors. DCI may utilize the services of any employees or independent contractors at its sole discretion.

2. **Schedule.** DCI shall commence the Services upon the Effective Date, and shall continue performance of the Services through the date set forth for completion in the attached scope (the "Term") unless the Term is extended or shortened by mutual agreement of the Parties in writing, or the Agreement is terminated earlier as set forth herein.

3. **Fee.** Community shall pay DCI a fee in the amount of \$2,500 (the "Community Fee").

4. **Obligations of DCI.** DCI shall perform the following obligations:

a. Perform the Services in compliance with all applicable federal, state, and local laws and regulations; and

b. To the extent Community pays DCI the Community Fee, DCI shall fulfill its obligations pursuant to the Recast Agreement to pay the fees required thereunder to Recast. Any remaining portion of the Community Fee shall be retained by DCI as compensation for the Services.

5. **Release of Liability.** The duties of DCI pursuant to this Agreement are limited to those specified herein. The Parties acknowledge and agree that DCI and any consultants identified are separate entities and DCI cannot control the activities of consultants. Community therefore agrees that any breach by Consultants of Consultants' obligations under the consultant Agreement shall not constitute a breach of this Agreement and that Community will have no claim or cause of action of any kind against DCI in such event. The Parties acknowledge and agree that Community is a third party beneficiary of Consultants' obligations under the Consultants' Agreement and may exercise its remedies thereunder in the event of the breach by Consultants of Consultants' obligations under the Recast Agreement.

6. **Indemnity.** Community shall indemnify and hold harmless DCI or any of its directors, officers, employees or agents from any and all claims, actions, losses, expenses, costs or damages that DCI or any of its directors, officers, employees or agents, may incur or sustain in connection with this Agreement, except to the extent resulting from DCI's negligence, willful misconduct or intentional wrongful act or omission.

7. **Intellectual Property.** Upon full and final payment of any earned fees due hereunder, the Community will own all right, title and interest in and to the reports, work product or other written deliverables provided to Community in connection with the Services (collectively, the "Deliverables"), including the intellectual property rights therein. DCI agrees that the Deliverables are hereby deemed a "work made for hire" as defined in 17 U.S.C. § 101 for Community. If, for any reason, any of the Deliverables do not constitute a "work made for hire," DCI hereby irrevocably assigns to Community, in each case without additional consideration, all right, title, and interest throughout the world in and to the Deliverables, including all intellectual property rights therein.

8. **Independent Contractor Status.** Nothing contained in or performed pursuant to this Agreement is intended to be or should be construed as creating an agency, employee- employer, partnership, or joint venture relationship between the Parties or any of their affiliates, agents or employees for any purpose. DCI is and will remain an independent contractor in its relationship to Community, and DCI's agents are not and will not become Community's employees. DCI acknowledges that it is not entitled to receive any employment benefits from the Community. DCI agrees to satisfy all tax and other governmentally imposed responsibilities relating to the performance of the services, including, but not limited to, payment of state, federal and social security taxes, unemployment taxes, workers' compensation and self-employment taxes. No federal, state or local taxes of any kind shall be withheld or paid by Community, on DCI's behalf or on behalf of any employee or agent of DCI.

9. **Termination of Agreement.** Either party may terminate the Agreement for any reason, provided the party seeking termination provides the other thirty (30) days' written notice. Regardless of the reason for termination of this Agreement, DCI shall promptly deliver to Community all Deliverables, whether complete or incomplete. The terms of Sections 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, and 15 shall survive the expiration or earlier termination of this Agreement.

10. **Assignment.** Neither Party may assign its rights or obligations under this Agreement without the prior written consent of the other Party.

11. **Amendments.** Any amendment to this Agreement must be in writing and signed by both Parties to be valid and binding.

12. **Severability.** Each of the paragraphs contained in this Agreement is unique and severable. In the event that any section, provision or part of this Agreement is declared invalid, illegal or unenforceable, the remaining parts of this Agreement shall remain in full force and effect and such declaration shall not affect the validity or enforceability of any other parts of this Agreement.

13. **Governing Law and Forum.** This Agreement shall be governed by and constructed in accordance with the laws of the State of Colorado and the federal laws applicable therein. Any disputes arising from this Agreement or between the Parties with respect to the Services shall be resolved in a court of competent jurisdiction in the City and County of Denver, Colorado. The prevailing Party of any dispute regarding the terms of this Agreement shall be paid its reasonable attorney's fees from the non-prevailing Party.

14. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties with respect to the subject matter described in this Agreement and supersedes and replaces in its entirety all previous agreements, communications and understandings relating to the matters referred to in this Agreement.

15. **Notices.** Any notice to be made or given under this Agreement shall be delivered in writing and may be made by electronic mail, personal delivery or by certified mail to the following recipient at the addresses below:

Downtown Colorado, Inc.

Katherine Correll

Executive Director

1420 Ogden St

Denver, CO 80218

Email:

director@downtowncoloradoinc.org

Eagle DDA

Greg Schroeder

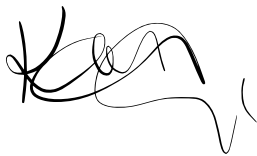
DDA Board Chair

Email: greg@mcdowelleng.com

Notice given by personal delivery shall be deemed to have been given on the day of delivery, and if given by certified mail, on the date the certified mail is accepted. Notice given by electronic mail shall be deemed to have been given upon written acknowledgment of receipt by the receiving Party.

[Signature page below.]

IN WITNESS WHEREOF the Parties have executed this Agreement effective as of the Effective Date.



Katherine Correll, Downtown Colorado, Inc.
"DCI"



NAME
"Community"
Eagle Downtown Development Authority
Greg Schroeder, Chair



DCI SCOPE OF WORK EAGLE DDA CAPACITY & ACTION PLANNING

BACKGROUND

The Eagle DDA is continuing to prepare and carry out duties and opportunities of a new DDA and is looking to continue momentum. The strategy work will focus on an enhanced membership with Downtown Colorado, Inc. as support throughout the process along with educational speakers, DDA promotion, identification of funding opportunities, and assistance with proposal development. This work is important because the Eagle DDA has continued preparing and moving forward while waiting for funds from Tax Increment Finance and town staff changes. The Eagle DDA now needs to prepare for additional funding options, management capacity, strengthened local partnerships, and consistent support from town staff. Overall, the DDA serves as a key player and partner in growing local downtown vitality and business opportunity and this action planning should engage and establish a strategy for the future.

DCI SERVICES \$3,000 ENHANCED DCI MEMBERSHIP

Downtown Colorado, Inc. could work on the following components of the continued support and capacity building process.

- **Educational Speakers:** DCI staff will work with town staff and DDA Board to outline topics and speakers for the board meeting discussions.
- **Eagle DDA Promotion:** DCI will communicate and build awareness about opportunities with and news from the Eagle DDA to the larger Colorado downtown and DDA network.
- **Funding Opportunity Identification:** DCI will investigate and report on funding opportunities. If feasible, DCI will work with one or more board member to assist with proposal development
- **DCI at DDA Meetings:** DCI will attend 1-2 DDA meetings when applicable to DCI specific support.
- **DDA Management:** DCI will investigate and connect the DDA with resources to assist with overall management of the DDA through the start up years.

ENGAGEMENT TIMELINE*

Jan	2023 Accomplishments Shared with Town Trustees (optional)
Feb	Priorities & Goals Aligned to 2-3 Educational Sessions (optional)
Mar	Continued Monitoring of Grants and Partnership Opportunities
Apr	IN THE GAME Event – 2 members of DDA Board
May	Continued Monitoring of Grants and Partnership Opportunities
June	Continued Monitoring of Grants and Partnership Opportunities

**All dates are tentative and must be confirmed three weeks in advance and DCI included in the 2 week planning meeting.*



To: Mayor and Town Council
From: Larry Pardee, Town Manager, and Department Leads
Date: May 14, 2024
Re: Department Updates for April 2024

April 2024

ECONOMIC DEVELOPMENT

- Staff and community members co-leading the DCI Challenge Program presented Eagle's Challenge Pitch and met with a variety of vendors and specialists. Next steps include refining an action plan and scheduling a feasibility assessment to gauge (re)development options.
- Monthly attendance of the Eagle Chamber Business Advocacy Committee. The group discussed ideas to streamline and enhance business resources and education tools on the Eagle Chamber's website. Similar initiatives are earmarked for the Town's website. Peer Chambers are being explored for modeling. Staff will also participate in the upcoming Eagle Chamber Economic Development Committee, a second advisory group.
- Staff attended the annual Town Council retreat to collaborate on Economic Development & Housing topics related to the Quality of Life initiative.
- Members of staff hosted the Elevate Broadway Education workshop. The presentation centered on zoning and parking compliance along Downtown Broadway and its economic impacts to business and property owners. The presentation slide deck can be accessed here: [LINK](#).
- Staff led an Eagle Economic Development Summit. Members of Eagle's economic groups thoughtfully engaged around the notion of 'Open for Business' in service of strategies outlined in the 2023 Economic Development Plan. The summit notes can be accessed here: [LINK](#).
- Staff attended an introductory meeting with the Eagle County Assessor. Attendees included the DDA Vice Chair and DDA financial advisor. The group discussed increment valuations relative to the DDA district and impacts of new development versus improvements.
- Continued coordination with EPS to advance the 1) East Eagle Finance Strategy and 2) Commercial Mitigation Fee Study. To complete the data gathering phase, EPS is in queue to receive vital local employment data from the state.

HOUSING

- Staff, in coordination with Enterprise Community Partners and Community Builders, scheduled a series of small group interviews with local stakeholders to inform the technical assistance work (developer attraction and establishing the Town's housing program). Interviews are scheduled for May 6-24.
- Continued coordination with the Regional Housing Action Plan Partners. RRC and EPS have reported over 2100 household/employee surveys completed. However, they've reported significantly lower response rates for the

employer survey; roughly 140-150 responses have been received to date. There are ongoing efforts to engage employers including email reminders with an extended response deadline.

- Staff are in queue to finalize the Local Planning Capacity grant contract with DOLA. In the meantime, staff are drafting the RFP/Q to be published no later than June 3.
- Staff attended a webinar exploring Proposition 123's requirement to establish an expedited approval process for affordable housing projects. This is one of three projects that will be accomplished with the Local Planning Capacity grant. The presentation slide deck can be accessed here: [LINK](#).
- Staff and the Haymeadow team are collaborating on the imminent initial sale process of the price-capped Local Employee Residence Program (LERP) units, scheduled to enter the market this summer.

SUSTAINABILITY

- Staff awaits a reply from the Colorado Energy Office regarding the Public Building Electrification Grant we pursued. We expect to hear back by the end of May.
- Staff participated in the Regional Net Zero Roadmap effort alongside Building & Permit staff. The goal of this project is to collaboratively develop and adopt a building code that will result in net zero building emissions by 2030 for Eagle, Pitkin, and Garfield counties.
- Staff successfully supported and hosted several events in April: April 15th Green Home Tour with Walking Mountains and April 18th Eagle Chamber Mixer with a sustainability focus. Special thank you to Councilman Grimmer for showing his home as a part of the green home tours!
- Staff continued to prepare for the upcoming EV Ride & Drive event
- Staff worked with communications specialist and HR to develop a bilingual door hanger for the E Bike rebate program, developed all program materials in both English and Spanish, and submitted the program blueprint to the state.
- The Green Team worked to identify opportunities for waste diversion among staff and identified ways to engage new employees in our mission and sustainability goals during the onboarding process and throughout the year.
- Staff participated in the kickoff meeting for the solar project at the wastewater/Lower Basin Water Treatment facilities and worked with internal staff and Yearout Energy to finalize the project team, identify roles and responsibilities, and establish an estimated project schedule.

ASSISTANT TOWN MANAGER - SPECIAL PROJECTS

Pool Replacement Project

- Staff and members of the Mountain Recreation staff and design and construction teams presented the minor development plan to the Planning and Zoning Commission on April 16th. The Commission was supportive of the project and had a robust conversation on the sustainability aspects of the project, encouraging staff to consider making the pool equipment as electric ready as possible. The Commission unanimously approved the plan.
- Staff continued coordinating with Mountain Rec. staff and the construction team on site logistics and the grading and building permits. Utility relocation work was scheduled for the first week of May with a formal groundbreaking ceremony to be held on May 9th.
- Staff finalized an update to the IGA between the Town and Mountain Rec. That will ensure the agreement is up to date for the remodel and replacement of the pool. The IGA is on the May 14 agenda for Town Council's consideration.

Great Outdoors Colorado (GOCO)

- GOCO has selected Eagle as the location for their quarterly Board Meeting June 20 – 21. The visit by GOCO will include a site visit to the Haymaker Recreation Hub to view the pool site, the new bike park and upgrades at the BMX track. The site visit will be followed by a Community Dinner to be hosted at the Eagle River Park. Finally,

GOCO's business meeting will be Friday, June 21 at the Brush Creek Pavilion. Staff are thrilled and honored to welcome GOCO back to Eagle and will share more details with Town Council as soon as they are available.

Town Ordinance Reviews

- Staff held a community meeting to discuss compliance with the commercial zoning in the Downtown Broadway District, including addressing parking. Staff also worked on the overall educational campaign designed to provide business owners and property owners with clear information on allowable uses in the district.
- Staff submitted suggested ordinance revisions for food truck vendors to the Town's legal team for review. Staff is also continuing work on potential revisions to the liquor licenses for special events and administrative authority to allow alcohol in specific locations for special events. Proposed ordinance changes will be presented to Town Council for consideration later in May.

COMMUNITY DEVELOPMENT

April 2024

LONG RANGE PLANNING

ReCode Eagle – The Land Use and Development Code (LUDC) – [link to code](#)

- Staff has identified the need to correct inconsistencies between the Use Table definitions and Use Table standards. Staff is intending to bring these amendments to Planning Commission in the coming months.
- Staff will have updated checklists uploaded to the Town's website by early June.
- Municode has communicated that they will have the Code accessible on the platform by the end of June.
- Staff is processing a text amendment application that resolve inconsistencies identified in the Land Use Code. More details are available on the Active Land Use Applications Page.
 - Hearing Schedule for the amendment:
 - 4/16 – Planning Commission recommended approval of the proposed amendments.
 - 5/14 – Public hearing to be continued to June 11th.

WUI Code

- Staff are actively engaged in the County-wide Wildland Urban Interface (WUI) Code update process, led by the Eagle County Wildfire Collaborative. This initiative involves collaboration with jurisdictions throughout the valley to create a WUI Code that caters to our local needs.
- Initially, FireWise standards were included in the ReCode process. Ultimately, they were pulled out due to concerns that they were too restrictive and aesthetically impactful. Since the Code adoption, it's been on staff's radar to reintegrate FireWise standards, which aligns with this valley-wide effort.

LAND USE APPLICATIONS IN PROGRESS

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

- West Eagle Housing - Annexation, Major Development Permit, Subdivision, Zoning
 - Applications in process. No update.
- Haymeadow - Major PUD Amendment
 - Application is currently on hold, project team has indicated that they hope to bring a revised application to staff in June or July of this year.
- Haymeadow ADA Amendment
 - Staff has continued to meet bi-monthly with the applicant to move towards a resolution for this amendment.
- North Broadway – Annexation and Zoning
 - Applicant is withdrawing their PUD approval request and will submit a rezone application for either CMU1 or CMU2 for the entire property. Staff is waiting for that submittal.
- Reserve at Hockett Gulch – PUD Amendment and Major Development Permit (Phase II)
 - Request will run concurrently with PUDA24-01. Referral comments are due May 10. Staff is tentatively targeting P&Z July 2, 2024 and Town Council July 23, 2024.
- 4th Amendment to Haymeadow Filing 1 Final Plat
 - Staff has finalized review comments for this application.
 - Approval of this application is Administrative with acceptance of staff's decision and dedications by Council via consent agenda, this has been scheduled for consent agenda on May 28, 2024.
- 7 Hermits Condominiums at Haymeadow Filing 1 Final Plat

- Staff has finalized review comments for this application.
 - Approval of this application is Administrative with acceptance of staff's decision and dedications by Council via consent agenda, this has been scheduled for consent agenda on May 28, 2024.
- Red Mountain Ranch (RMR) Subdivision Sketch Plan
 - Review comments have been submitted to the project team.
 - Review and Comment meetings have been scheduled with P&Z and TC for May 21st and June 11th respectively. The purpose of this meeting is to review the conceptual plans and staff's analysis and address any big picture concerns regarding this project with the applicant ahead of Development Plan application.
- Eagle Pool Project – Approved
 - The Development Plan was approved on April 16, 2024.
 - Community Development issued a Notice of Decision documenting P&Z's approval.
 - Public Works and Community Development issued a Grading Permit to allow for Site work to begin.
 - A building permit has been submitted and the application is under review.
- Sweet Leaf Pioneer Special Use Permit
 - Application referral period concluded with no comments from the referral agencies.

NOTABLE UPDATES

- Town is advertising for the Community Development Director/Town Planner position.
- Standard Operating Procedures (SOPs): Over the past few months, staff have developed SOPs to enhance consistency, undergo a critical review of where we can improve, and create tools to assist new staff. This work will likely be ongoing for the next few months. To date, staff has completed SOP's for planning review of building permits, invoicing, CivicClerk (posting agendas & packets), encroachment and mobile vending permits, PZ recruitment, recording documents, the referral process and sign permits.
- Staff has met with several member of the community on development proposals ranging from small administrative permits to larger development, subdivision, and annexation applications. Pre-application meetings in 2024:
 - April – 5
 - March – 8
 - February – 6
 - January - 2
- Translation services - 10
- Jessica Lake and Denise Cardoza just completed the multi-week Community Leadership Academy training.
- Planning Capacity Grant Fast-track – Staff is working with The Housing Department to draft an RFP for consultants to assist with the 90 day fast-track program, site inventory and funding strategy. Staff attended an information webinar on developing a fast-track program for Prop 123.
- Incentives Grant: Habitat anticipates having public improvements completed at the end of May/early June. Shortly after, staff will prepare the final report for DOLA and closeout the grant.
- Eagle County received Strong Communities grant funding for \$4 million worth of infrastructure improvements for the West Eagle Housing project. Staff provided support in preparing the grant application.

Administrative Approvals (Encroachment Permits, Sign Permits,)

- Encroachment permit issued for Canela's Coffee and Pastry Shop to outdoor seating.
- Currently reviewing 3 Sign Permits.
 - 5 Sign Permits have been approved and issued so far this year.

MAJOR CONSTRUCTION PROJECTS

Business Name	Location	Status
Second Street Tavern	127 W Second St.	The encroachment agreement for Second Street Tavern has been completed and executed. CO issuance pending final inspections.
Foodsmith	318 Broadway	Completed *Noteworthy: Retail food sales & cooking class.
Hockett Gulch Apts.	16186 Hwy 6	TCO pending for Clubhouse and Building #2 (102 Mount Eve). 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.
Haymeadow	91 Mountain Hope Circle	Foundations for the last two buildings pending and framing of five buildings in progress. First building sheetrocked and interior finish in progress.
Habitat for Humanity	3 rd Street	All building permits were issued and foundation work for last building just completed. Most of the dwelling units have been set on foundations and construction of garages 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 - 5938	Permit expired. No inspections requested.
C&C Plumbing and Mechanical	82 Chambers Ave	Both buildings under construction. Building Final left.
Cut Meat & Seafood	1099 Capitol St.	Waiting on proper permits to be pulled. Owner aware and working with contractors so completed work can be inspected.

Building

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

TYPE OF WORK PERFORMED	EOY 2023	YTD 2024
Inspections (n/i Planning, Public Works)	1,885	798
Permits Processed	411	125

- Staff currently engaged in a Regional Net Zero [Building] Cohort with other municipalities in the both the Eagle Valley and Roaring Fork Valley.
- Staff processing applications using Energy Code Worksheet to ensure applications are not only solar and electric ready, but energy efficient.
- Staff collaborating with Eagle County and Gypsum to maintain healthy working relationships and exchange ideas. Staff is using Eagle County's Energy Efficient Offset Program (EEOP) Calculator.
- Dave Peterson, the Building Inspector, is leaving his position with his final day being May 17th. The Building Inspector position was posted May 3rd. We are sad to see him leave.
 - Town is advertising for the Building Inspector position with the job posting closing on May 20th.

P&Z and Council Meeting Schedule

May 2024
May 7 th (Planning Commission) – •
May 14 th (Town Council) - • ReCode Amendment (continued to June 11th)
May 21 st (Planning Commission) - • SS24-01 RMR Subdivision Sketch
May 28 th (Town Council) – • Consent Agenda: LLA24-01 4th Amendment to Haymeadow Filing 1 Final Plat • Consent Agenda: CT24-01 7 Hermits Condominiums at Haymeadow Filing 1 Final Plat
June 2024
June 4 th (Planning Commission) • SUP 24-01 Sweet Leaf Pioneer SUP
June 11 th (Town Council) • ReCode Amendment (continued from May 14th) • SS24-01 RMR Subdivision Sketch
June 18 th (Planning Commission) •
June 25 th (Town Council) • SUP 24-01 Sweet Leaf Pioneer SUP
July 2024
July 2 nd (Planning Commission) •
July 9 th (Town Council) •
July 16 th (Planning Commission) •
July 23 rd (Town Council) •

ENGINEERING

(Ryan Johnson, Town Engineer, and Martha Miller, Project Manager)

General Updates (RJ):

- The Public Works Inspector position has been filled; we would like to welcome Dylan O'Malia to the team starting on May 13th.
- Modifications to the Public Works Facility office space will be necessary to accommodate additional positions. Initial office modification plans are being developed.
- Preliminary work has begun on replacing the Public Works Manual with updated Engineering Standards and Construction Specifications. Similarly, right of way and grading permit processes are under review and will undergo modifications

Right of Way Permitting Summary (RJ):

Active ROW Permits: 2

Resurfacing and Pavement Management Program Summary

- Pavement Management Study is complete.
- 2024 Resurfacing Project – One bid was received for the resurfacing work and is within budget. Contract will go to council for approval.

Capital Improvement Projects

- Howard & 4th Street – Project is out for bid. Work includes approximately 254 LF of storm sewer, 1525 LF of water main, and 656 LF of sewer main and repaving Howard Street from 2nd to 6th Streets. Additionally, approximately 293 LF of water main will be replaced on 4th Street from Washington to Wall.
- Sylvan Lake Road – Staff have scheduled an Open House for April 30th from 4:30-6:30 PM in Council Chambers. The design includes a new sidewalk between MacDonald and Capitol Streets and intersection improvements at Capitol Street and Eagle Ranch Road using the \$1M MMOF grant. The final design will be completed in July.
- Grand Avenue Corridor – The first round of one-on-one property owner access meetings were conducted on February 13th and 14th. A second round is scheduled for April 9th & 10th. Most of the property owners with impacts will have had meetings with staff. Staff are working with roundabout experts to balance safe roadway design standards, access points, railroad encroachment, and other constraints. Technical design meetings to review traffic, drainage, and utilities are ongoing. Conversations with the railroad have started and the first meeting will be in May. A stakeholder meeting is scheduled for May and the Town Council workshop in June.
- Grand Avenue Grants – Staff assisted the grant writing consultant KLJ with the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant for the Grand Avenue corridor project which was submitted on Feb. 28th. The team is evaluating the submission of an MPDG (Multimodal Project Discretionary Grant) – Particularly the RURAL which will be due on May 6th.
- Safe Streets of All (SS4A) Action Plan – Staff received 7 proposals for Safe Streets for All RFP. The review team is working with the preferred consultant on finalizing scope and fee. Council will see the recommendation on the consent agenda on the April 23rd Town Council meeting.
 - Following confirmed selection of the team
 - This study is funded with the \$276,000 SS4A grant (80/20 match) the Town received.