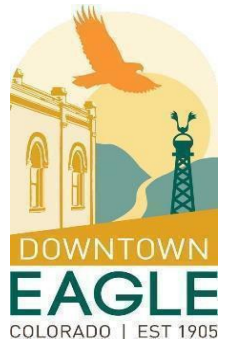


EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
Eagle Town Hall, Castle Conf Room | 200 Broadway
Tuesday, June 18, 2024 | 1:00PM
IN-PERSON



Call to Order and Roll Call

Approval of Minutes

- Minutes dated May 21, 2024

1:15pm: DCI Update

- Introducing Deana Miller, new DCI Coordinator

1:30pm: DDA Financials Update

- Monthly Tax Disbursement Statements

2:00pm: EVC Update

- Economic Development Summit #2, July 15

2:15pm: Business Items

- DCI Contract Renewal, July – December 2024
- Northland Securities Contract Renewal, pending
- DDA-DBA Hybrid Board update
- Challenge Community Program update
- REDI Grant Award
- Town of Eagle Department Updates – questions?

2:45pm: Future Agenda Items

- July: REDI Grant execution and 2025 budget planning
- August (tentative): Communications & Marketing Opportunities with Deana
- September (tentative): Educational Speaker – Town Capital Projects

Public Comment

Next Meeting: Tuesday, July 16, 2024

Adjourn



EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Tuesday, May 21, 2024 | 1:00PM – 3:00PM IN-PERSON

Welcome + Roll Call

Called to order at 1:02

Board Members Present: Scott Schloser, Collin Hutchins, Jake Roach, Marci Leith, Lache Thomas, Greg Schroeder

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

Others Present: Troy Bernberg, Mick Daly

Minutes Approval

Marci motioned to approve the March 19, 2024 minutes, seconded by Lache - motion approved 5-0

DCI Update (20 minutes)

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

DDA Financials

- Troy Bernberg - update on meeting with Eagle County Assessor's Office

EVC Update (5 minutes) - 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](#))
 - 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

- 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**Future Meetings:**

Tuesday, June 18th - 1pm

Tuesday July 16th - 1pm

Tuesday Aug. 20th - 1pm

Tuesday Sept. 17 - 1pm

Tuesday Oct. 15 - 1pm

Tuesday Nov. 19 - 1pm

Tuesday Dec. 17 - 1pm

Adjourn

Bryan motion to adjourn Collin Seconded

adjourned at 2:39pm

EAGLE COUNTY DISBURSEMENT
For the Distribution Period: 2/1/2024 - 2/29/2024

Authority: EAGLE DOWNTOWN DEVELOPMENT AUTHORITY, 148 - 148

Fund: 148 - EAGLE DOWNTOWN DEVELOPMENT AUTHORITY, 148

EAGLE DOWNTOWN DEVELOPMENT AUTHORITY, 148
C/O TOWN OF EAGLE
PO BOX 609
EAGLE CO 81631 USA

CURRENT TAX	\$7,000.99
TREASURER'S COMMISSION - TAXES	-\$210.02
Total	\$6,790.97
Disbursement ID: 676608490	

EAGLE COUNTY DISBURSEMENT
For the Distribution Period: 3/1/2024 - 3/31/2024

Authority: EAGLE DOWNTOWN DEVELOPMENT AUTHORITY, 148 - 148

Fund: 148 - EAGLE DOWNTOWN DEVELOPMENT AUTHORITY, 148

EAGLE DOWNTOWN DEVELOPMENT AUTHORITY, 148
C/O TOWN OF EAGLE
PO BOX 609
EAGLE CO 81631 USA

CURRENT INTEREST	\$1.55
CURRENT TAX	\$1,178.36
TREASURER'S COMMISSION - TAXES	-\$35.39
Total	\$1,144.52
Disbursement ID: 676608493	

EAGLE COUNTY DISBURSEMENT
For the Distribution Period: 4/1/2024 - 4/30/2024

Authority: EAGLE DOWNTOWN DEVELOPMENT AUTHORITY, 148 - 148

Fund: 148 - EAGLE DOWNTOWN DEVELOPMENT AUTHORITY, 148

EAGLE DOWNTOWN DEVELOPMENT AUTHORITY, 148
C/O TOWN OF EAGLE
PO BOX 609
EAGLE CO 81631 USA

CURRENT INTEREST	\$0.00
CURRENT TAX	\$12,198.08
TREASURER'S COMMISSION - TAXES	-\$365.94
 Total	 \$11,832.14
Disbursement ID: 676608495	

JE - APRIL EAGLE COUNTY TAX DISTRIBUTION:

	Date	Reference	Account Number	Account Title	Description	Debit Amount	Credit Amount
▼	05/10/2024	14.0001	91-10230	DDA - COLOTRUST ACCOUNT	EAGLE COUNTY TREASURER RECEIPTS-CASH	11,832.14	.00
▼	05/10/2024	15.0001	91-50-385	TREASURER FEES	EAGLE COUNTY TREASURER RECEIPTS-TREASU...	365.94	.00
▼	05/10/2024	16.0001	91-431-10	TIF PROPERTY TAXES	EAGLE COUNTY TREASURER RECEIPTS-PROPER...	.00	12,198.08-

EAGLE COUNTY DISBURSEMENT
For the Distribution Period: 5/1/2024 - 5/31/2024

Authority: EAGLE DOWNTOWN DEVELOPMENT AUTHORITY, 148 - 148

Fund: 148 - EAGLE DOWNTOWN DEVELOPMENT AUTHORITY, 148

EAGLE DOWNTOWN DEVELOPMENT AUTHORITY, 148
C/O TOWN OF EAGLE
PO BOX 609
EAGLE CO 81631 USA

CURRENT INTEREST	\$11.37
CURRENT TAX	\$1,642.46
TREASURER'S COMMISSION - TAXES	-\$49.63
 Total	 \$1,604.20
Disbursement ID: 676608498	

JE - MAY EAGLE COUNTY TAX DISTRIBUTION FOR DDA:

	Date	Reference	Account Number	Account Title	Description	Debit Amount	Credit Amount
▼	06/10/2024	1.0001	91-10230	DDA - COLOTRUST ACCOUNT	EAGLE COUNTY TREASURER RECEIPTS-CASH	1,604.20	.00
▼	06/10/2024	2.0001	91-50-385	TREASURER FEES	EAGLE COUNTY TREASURER RECEIPTS-TREASU...	49.63	.00
▼	06/10/2024	3.0001	91-431-10	TIF PROPERTY TAXES	EAGLE COUNTY TREASURER RECEIPTS-PROPER...	.00	1,653.83-



COMMUNITY AGREEMENT

This Service Agreement ("Agreement") is made and entered into as of July 1, 2024 (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 \$3,000 (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”

Greg Schroeder, Eagle DDA
“Community”



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 startup years.

DCI SERVICES \$3,800 COMMUNICATION CONTRACT \$600/Month for 6 Months

Downtown Colorado, Inc. could work on the following components of the DDAs communication effort to establish a regular presence of the DDA for Eagle's downtown businesses and property owners.

- **DDA Board Meetings.** Attend three board meetings and monthly planning meetings and share updates on projects, identify areas for board or Town support, develop a short summary of DDA progress to share on platforms.
- **Partner Reporting.** Request representatives from DBA, Chamber, EVC, Eagle Arts, and SBDC to share a short summary of work and links to any relevant documents or events. Create an online collection for, for sharing updates to develop a monthly partner news section on social media/blogs.

- **Business Reporting.** Develop a short online form for businesses to share events, promotions, or news they would like included on the website or social media platforms. Include this invitation and link in all business communications. Collect all news and develop a monthly Downtown Business Specials section on social media/blogs. Include vacancies and spaces for lease.
- **Website + Contact List Updates.** Review the website and contact lists for accuracy of all business and town listings and make sure it is up to date.
- **Social Media Posts.** Develop and pre-set a series of posts highlighting all downtown businesses, partner organizations, and events. Ensure a minimum of 1 post per day.
- **E-Newsletter.** Create and distribute a monthly e-newsletter sharing the news, promotions, and events happening in Downtown Eagle based on partner and business updates. Include invitations for participation in the DDA and other partner projects as applicable. Include summary of DDA Board projects.

ENGAGEMENT TIMELINE*

July	2024 Mid-Year Check In and 2025 Budget Planning
Aug	Communications & Marketing Opportunities
Sep	Educational Speaker
Oct	Continued Monitoring of Grants and Partnership Opportunities
Nov	Educational Speaker
Dec	2025 Priorities & Goals

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

DOWNTOWN COLORADO, INC.



COLORADO
CHALLENGE
2024 ACCELERATOR PROGRAM
EAGLE ACTION PLAN



EAGLE ACTION PLAN

KEY GOALS

- GOAL #1** Incentivize private investment in strategic locations of Eagle, ensuring that community goals are met by the new development activity.
- GOAL #2** Develop a suite of grants and funding options to help implement targeted redevelopment objectives on catalyst sites.
- GOAL #3** Attract sales-tax generating businesses and demonstrate positive development opportunities along Grand Ave. and in Downtown Eagle.

ACTIONS – START HERE

ACTION #1

- Review existing entitlement policies and costs, survey peer communities for comparable costs, examine what part of the process deters investment.
- Educate town staff and council on upcoming proposals that meet Eagle's objectives, and have them vocally support these projects.
- Engage the DDA and the potential for TIF contributions to new development, incentivizing future work in the four focus areas for the town and in alignment with the Plan of Development.

ACTION #2

- Participate in the National League of Cities Infrastructure boot camp to gain insight and access to state and federal infrastructure funds.
- Review potential annexation plans for Grand Ave. properties to join the Eagle Downtown Development Association to gain access to TIF funding.
- Leverage EPA and State environmental funds to proactively address environmental costs of development along Grand Ave.

ACTION #3

- Conduct a market assessment of the gap, and value of the gap, in retail and services that serve tourism, and use this valuation to develop incentives to sales-tax generating businesses that add to the town's capacity to serve tourism, amenities, and add to the retail and restaurant options in town.
- Consider flexible zoning and entitlement processes for sales-tax generating businesses that locate and/or redevelop in targeted zones of Eagle.

UNDERSTANDING CAPACITY + FEASIBILITY

Downtown Colorado, Inc. and our partners, have developed a Community Capacity and Feasibility Assessment that are combined to assess and inform your community, and your project, about how to strengthen efforts, reduce private sector risk and uncertainty, and raise the return on investment for public and private sector partners. The strengths identified through this assessment are a good way to start telling your story for development. The Feasibility Tetrad assesses Physical, Financial, Legal, and Political barriers to development. On page 4 of this report, the Feasibility Assessment for the Challenge Project, yields recommendations to enhance feasibility.

The following radar chart, shows the stages of capacity considering dimensions for leadership, awareness, resources, activity, and attitude. Each dimension is rated from 1–9. There are different color lines marking the dimension based on what sector the respondents reported. A gap between roles demonstrates a potential disconnect in expectations, i.e. Elected Officials perspective of available resources may differ from that of staff. The assessment should be taken annually to show growth over time and help tell your story of success.





COLORADO CHALLENGE

FROM DOWNTOWN COLORADO, INC

CAPACITY BUILDING OPPORTUNITIES

CAPACITY SCORES

Eagle stakeholders perceive their downtown economic development to be in a similar stage to rural and central mountain communities, if not slightly behind. The perspective of local leadership and resources for economic development is more behind their peers, and the town would benefit by advertising the activity that is taking place to its stakeholders.

BUILDING COMMUNITY CAPACITY

The characteristics of the **next stage** from your current rating of capacity include:

LEADERSHIP | STAGE 5 | Elected officials and staff actively support our downtown economy with new, continuing, or improving efforts.

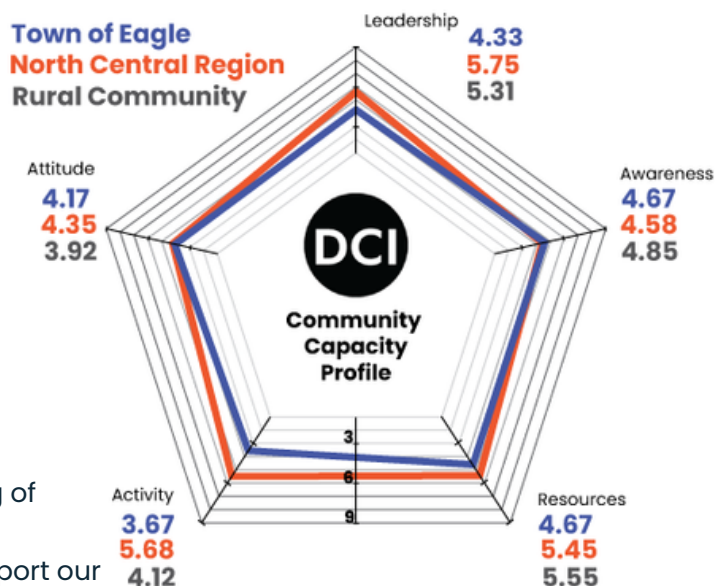
AWARENESS | STAGE 5 | Residents + stakeholders have basic knowledge about economic development practices.

RESOURCES | STAGE 5 | Community leaders and members are actively working to secure identified resources to directly support their downtown economy.

ACTIVITY | STAGE 4 | Few downtown businesses, residents, and stakeholders have at least heard about local efforts around economic development, but know little about them.

ATTITUDE | STAGE 5 | Downtown businesses, residents, and stakeholders are actively working to secure identified resources to support our downtown economy.

Based on the Community Capacity and Feasibility Tetrad results, the DCI team has the following recommendations to move to the next stage of capacity in each dimension.



upd. 5/9/24

	AWARENESS	ATTITUDE	RESOURCES	ACTIVITIES
SHORT TERM (6 months)	Collect your strategic plan for Summer 2024 and communicate it to all stakeholders through town and local media channels.	Report to council and local stakeholders recent projects approved for development and cite best methods they used to meet town codes.	Prioritize EPA funding applications in Fall 2024. Start a test fund for private phase 1 + 2 applications for limited use in 2024.	Focus on Grand Ave. and the target site to implement <u>trial 'pink zone' processes</u> and complimentary infrastructure funds.
MID TERM (1-3 yrs)	Support your local plan objectives with TIF and Town incentive policies. Advertise upcoming projects and track the leverage of public to private funds.	Empower citizen groups to oversee targeted funding programs like DDA TIF incentives, and advertise their availability to achieve community objectives.	Participate in National League of Cities Local Infrastructure Hub Initiative supports communities applying for federal infrastructure grants and funds.	Prepare a town-wide brownfield assessment grant to review potential brownfields in key commercial districts, applications due Sept 2024.
LONG TERM (3-5 yrs)	Develop the EDC and DDA boards, include them in Economic Development strategic plans and bring the resulting priorities to their constituencies	Maintain stakeholder connections generated in recent planning efforts and reconvene the group to measure success of current efforts.	Annual targeted development incentive programs coupled with TIF financing for support.	Coalesce development activity in the heart of Eagle, support with greenway, streetscape + infrastructure improvements.

FEASIBILITY STRENGTHS

- Local environmental stewardship would support further brownfields and environmental investment.
- Recently-completed comprehensive plans and code updates create a predictable development space.
- Projects along Grand Ave. and Downtown Eagle match identified objectives in recent plans.

POLICY + DELIVERABLE RECOMMENDATIONS TO REACH THE NEXT STAGE

PHYSICAL



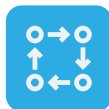
Transportation

Combine transportation needs with adjacent development designs and additional multi-modal connectivity.



Landscape + Environmental

Build on climate and wetlands preservation to establish brownfields and city-wide phase 1 assessment programs.



Engineering + Design

Coordinate development along Grand Ave streetscape, connectivity, and utilities to meet future adjacent site development needs.

POLITICAL



Community Vision

Advertise how new community plans and codes meet the desires of the community.



Community Policy

Develop targeted incentive programs with pay for performance goals to drive private investment in the broader community goals.

FINANCIAL



Community Impact

Communicate the link between community objectives and development incentives, share internally and with developers.



Community Resilience

Assess the broader needs to capture local revenue from tourism, recreation, and amenities, and incentivize necessary projects.



Site Impact

Consider coordinating activity along Grand Ave. as an opportunity to find cost savings and a collective benefit across projects.

LEGAL



Legal + Entitlements

Encourage 'pink zones' to create flexible application processes and uses for targeted catalyst sites when projects advance community objectives.

FINANCING STRATEGY

PRIORITY AREA	POTENTIAL PARTNERS + FUNDING
Tax Increment Financing	Expand the DDA to appropriate sites along Grand Ave. to capture increment and incentivize smart development through TIF sharing.
Brownfield Program Funding	Utilize KSU TAB to apply for a citywide brownfields assessment grant, completing phase 1 assessments and identifying future needs.
Target Site Infrastructure	Combine federal infrastructure funds, TIF incentives, new market directed development incentives for environmental and housing needs to close the market rate gap on site development.





COLORADO
Department of Local Affairs
Division of Local Government

June 12th, 2024

Scott Turnipseed, Mayor
Town of Eagle
PO Box 609
Eagle, CO, 81631

RE: REDI 24-329 - Downtown Eagle Project Investment Program

Dear Mayor Turnipseed,

In response to your recent request, I am offering to enter into a contract for a grant in the amount of \$80,000 to assist with the above mentioned project. We are pleased to make this investment to encourage growth, diversity and resiliency in the local economy.

Please contact your Regional Manager, Kate McIntire, for information on how to proceed as well as discuss the scope of work and the Department's expectations. As you know, no state funds or matching funds can be obligated before a grant contract is fully executed. Expenditure of any funds prior to the contract being fully executed cannot be included in the contract budget or reimbursed by the state.

We wish you success with this project. Please let us know if we can be of any assistance.

Sincerely,



Maria De Cambra
Executive Director

cc: Dylan Roberts, State Senator
Meghan Lukens, State Representative
Nikki Davis, Town of Eagle
Larry Pardee, Town of Eagle
Kate McIntire, DOLA



To: Mayor and Town Council
From: Larry Pardee, Town Manager
Date: June 11, 2024
Re: Town Manager Report

Outreach & Meetings: *This report will overview recent participation in community outreach opportunities and regional and project-specific meetings. These events offer valuable opportunities to collaborate with stakeholders, stay informed on the latest developments, and contribute to the local Community.*

Senator Hickenlooper's Visit

On Wednesday, May 29, I attended a meeting with Senator Hickenlooper at the Eagle County Commissioners Chambers. This visit provided an excellent platform to discuss local issues and engage with the Senator on significant community concerns. The items discussed were the war in the Middle East, our Immigration policies, legislation to slow climate change, and the process of purchasing Shoshone water rights on the Colorado River.

East Eagle Sports Complex Committee Meeting

On Thursday, May 30, I attended the East Eagle Sports Complex committee meeting at the Slifer House in Avon. The meeting brought together key stakeholders, including Michael McCormack, Timothy Haley, and Eric Eves. Unfortunately, one participant's name was not visible on the Teams platform.

The primary focus of the discussion was on the various interest groups involved with the East Eagle Sports Complex project. These groups actively explore potential collaborations and partnerships to enhance the project's value and opportunities. The dialogue underscored the collective interest in identifying mutually beneficial strategies to maximize the benefits of the East Eagle Sports Complex for all parties involved.

River Park Property Transfer Discussion

On Monday, May 3, I had a productive lunch meeting with Jef Shorll and Beth Oliver to discuss the conditions for transferring the River Park property to the Town of Eagle. We focused on the necessary steps to ensure a smooth and efficient transition. We will need to clarify and present information on how this will work and the assurances that the county seeks to satisfy its legal liability concerns with transferring the River Park property to the Town of Eagle.

Eagle County Regional Housing Action Plan

The bi-weekly meeting on Friday, June 7, centered on community and business surveys to develop comprehensive county-wide affordable housing strategies. We have collected 1,737 household surveys, including 110 in Spanish and 91 business surveys. EPS consultants will expand data collection to include affordable housing pipelines, building permit records, water usage data, and other pertinent information. This thorough approach will aid in formulating effective housing strategies.

NWCCOG Board Meeting

On Thursday, June 6, Council Member Geoff Grimmer and I attended the North West Colorado Council of Governments (NWCCOG) board meeting. This session is crucial for aligning regional efforts and discussing collaborative initiatives. A [NWCCOG June-Council-Packet-2024](#) link.

Fraser Group Exploratory Visit

On Friday, June 7, we are scheduled to meet with the Fraser group in the Council Chamber. The group has requested a brief presentation followed by a walkabout along Broadway. The newly established Fraser Downtown Development Authority (DDA) and its Board of Trustees are conducting an exploratory visit to the Eagle River Valley on June 6 and 7, engaging with staff and DDA members from Avon and Eagle.

Ongoing Discussions with Abrika

Discussions with Brandon Cohen and Michael Hood from Abrika are ongoing, focusing on development opportunities related to the new Brush Creek Road extension in Haymeadow. Additionally, we are collaborating on proposed changes to the Residential Overlay (R.O.) housing requirements and exploring options for open space initiatives. These efforts aim to identify strategies and alternatives to drive progress in these critical areas.

Administration and Organization Update:

Peyton Heitzman, our new Community Development Director

On behalf of the Town organizational team, we extend our heartfelt congratulations on your new role as the Community Development Director. Your dedication and passion for community development have always been evident, and we are confident that you will excel in leading the Planning and Building Department teams. Your vision, leadership, and expertise will undoubtedly drive us toward more significant achievements and foster positive growth within our Community.

We look forward to working under your leadership and witnessing the positive impact you will undoubtedly make in this new capacity.

A new direction for our Quality of Life Initiative

We have learned from the QoL survey public comments that we need to get back to our core essential services, perform them well, and do a better job of taking care of our public parks, assets, infrastructure, facilities, and capital projects.

Further, we propose shifting our Quality of Life Initiative to one that embraces a fresh, interactive approach centered on community engagement and enlightenment. We aim to showcase our positive impact and actively engage with the Community to understand concerns and ideas better.

Our new strategy is multi-faceted, with a strong emphasis on outreach and education. We'll communicate our progress, successes, and upcoming plans through various channels, aiming to foster a deeper connection and understanding with our community members.

Crucially, your voice matters. We're dedicated to listening attentively to your feedback and addressing issues through transparent dialogue and collaborative action. Your insights are instrumental in shaping our initiatives to ensure they resonate with the Community's needs.

In the spirit of transparency, we'll share our recent community survey findings with our esteemed stakeholder committee, actively seeking their invaluable perspectives and backing. We welcome committee members to join us in this revitalized endeavor of engagement, education, and mutual understanding, strengthening our collective impact and understanding in Eagle.

Together, we can architect the conditions for a brighter future and elevate the quality of life for all. We will contact the Council members, inviting your invaluable support and involvement in these forthcoming public engagement initiatives. Let's embark on this journey towards a more connected and empowered community.

The Town hired and opened positions.

In 2024, we successfully filled nineteen vacant positions, leaving seventeen full-time roles open. Our current focus is addressing these remaining vacancies through strategic recruitment measures to attract highly qualified candidates. These individuals will significantly impact our Community's quality of life. Our commitment to securing the best-suited candidates underscores our dedication to fostering a thriving cultural environment aligned with our goal of ensuring continual progress and well-being for our residents.

Economic Development:

Eagle County's new sales tax exemption

Earlier this year, Eagle County's Board of Commissioners signed a resolution to exempt diapers, period, and incontinence products from Eagle County's 1.5% sales tax. The tax exemption goes into effect on 7/1/2024. Please see the attached letter to Eagle Retailers [\(Link\)](#)

East Eagle Financing Infrastructure and Commercial Linkage Study

We have scheduled an in-person visit from EPS on August 13 for a Council meeting. During this visit, EPS will present the commercial linkage fee and infrastructure strategy at the Town Council meeting and seek feedback and comments to inform their draft work. We look forward to the valuable insights this meeting will bring to our ongoing projects.

Our collaboration with EPS representatives Sarah Dunmire and Andrew Knudtsen remains vital as we discuss the East Eagle Financing and Revenue Sharing initiatives. During our Tuesday, May 28 meeting, we focused on critical infrastructure issues such as water, wastewater, storm drainage, and roads. These discussions have provided essential background information for their forthcoming infrastructure financing and revenue-sharing report, ensuring a comprehensive analysis. The participation of EPS, including Sarah Dunmire and Andrew Knudtsen, along with Town staff Nikki Davis and myself, highlights our collective commitment to advancing the East Eagle Financing and Revenue Strategies.

Our discussions are centered on optimizing the 170-acre East Eagle subarea in alignment with the 2021 East Eagle Sub Area Plan and the new East Eagle Commercial General Zoning. In our dedication to fostering economic growth, we are also exploring the implementation of a tailored Commercial Linkage Fee to support affordable housing in the Town of Eagle. This Initiative complements the existing Local Employee Residency Program (LERP) for residential housing by linking commercial development with affordable housing efforts. The proposed fee will be aligned with market dynamics and land-use patterns, reinforcing the Town's proactive approach to addressing housing needs driven by commercial growth.

WORK SESSIONS:

To help the Town Council keep track of upcoming work sessions, below is a table of topics to discuss over the next several months. Preparing in advance is helpful since it takes planning to execute a work session. Staff will keep this table in this report and make changes as needed. The topics are subject to change:

Date	Topic
February 6, Work Session	EVC priorities and goals for 2024
March 5, Work Session	Eagle Quality of Life Initiatives
April 2, Work Session	Canceled
May 7, Work Session	EVTA – Tanya and Scott will present an update on EVTA
June 4, Work Session	Grand Avenue Project Overview and Bill Ray - Quality of Life Survey Report Out
July 2, Work Session	
August 6, Work Session	
September 3, Work Session	
Request for Additional Work Sessions	Topic



To: Mayor and Town Council
From: Larry Pardee, Town Manager, and Department Leads
Date: June 11, 2024
Re: Department Updates for May 2024

May 2024

ECONOMIC DEVELOPMENT

- Staff met with Economic & Planning Systems (EPS) to explore conducting an economic analysis of the Town's capital projects. Some of the major objectives identified include resource mapping, quantifying return on investment, and prioritization. Staff and EPS commitment to this work has not been finalized.
- Continued progress with the East Eagle Finance Strategy. EPS met with Public Works to discuss East Eagle infrastructure outlook and fiscal impacts. Materials from the former Eagle River Station project are being assessed for relevance and applicability. A presentation update to Town Council covering both the Finance Strategy and Commercial Linkage is forthcoming.
- Terminal coordination with RRC Associates on the Economic Indicators Dashboard. RRC has procured updated mobility data and is waiting for new employment reports from the Colorado Department of Labor and Employment (CDLE). Once the data sets are refreshed, staff will launch the dashboard for internal and community use.
- Staff are actively seeking community members to join or reapply to the Economic Vitality Committee (EVC).
- Planning efforts are underway for a second economic summit, tentatively scheduled for mid-July.
- Following the Elevate Broadway workshop and the implementation of 2-hour parking enforcement downtown, staff are exploring designating one or two short-term parking spots near Town Hall to support quick service businesses.
- Ongoing administrative support for the Downtown Development Authority (DDA). Upcoming business items include continuation of professional service contracts and 2025 budget preparation. No award notices have been received regarding the DDA's Rural Economic Development Initiative (REDI) grant application.
- Staff coordinated with the Town of Fraser who are visiting the Vail Valley to learn about the Avon and Eagle DDAs.

HOUSING

- Staff, in partnership with the Eagle Ranch Housing Corporation, are pursuing the acquisition of a deed restricted townhome to serve as employee housing for Town staff.
- In collaboration with Planning, staff published a request for proposals for the Affordable Housing Accelerator Project. This multi-pronged undertaking is supported by Town Council and state funds from the Local Planning Capacity grant. Bids will be accepted through July 1.

- Staff are midway through the technical assistance project with Enterprise Community and Community Builders. The consultant team are aggregating interview responses to draft a major themes document for staff review.
- Continued progress with the Regional Housing Action Plan Partners. In conjunction with the household/employee and employer survey results, the consultant team are analyzing building permit and recent housing project data from each community.
- The Department of Local Affairs (DOLA) reported that award notifications for the Main Street LIVE grant are now scheduled for mid-late July. If awarded, this grant would support planning efforts for redeveloping Old Town Hall.
- Staff conducted two interviews with architect firms for the Old Town Hall redevelopment project. We continue to seek local, qualified groups and another round of interviews is imminent.
- Staff provided comments to Haymeadow regarding their LERP initial sale marketing plan and price sheets. Once finalized, we will share the initial sale materials with the Valley Home Store to further ensure compliance and transparency amongst all agencies.
- Staff attended a community housing event hosted by Habitat for Humanity Vail Valley. The event marked the inaugural step of their strategic planning cycle. Attendees included local government, non-profits, small businesses, education, and special districts.

SUSTAINABILITY

- Staff supported the Hard2Recycle and Town Cleanup event on May 4th. 15 yards of finished compost was given away to residents with nothing but positive feedback. 15 yards of finished compost remains and will be distributed back to the community.
- Staff supported the EV Ride & Drive at the Brush Creek Pavilion on May 19th, in partnership with Walking Mountains and CLEER. More than 120 individuals attended the event, gleaned valuable information about EVs and E-bikes and getting to test-drive several models of each.
- Staff finalized the e-bike rebate program and issued 122 door hangers in specific Eagle neighborhoods (identified as low-income and/or primarily Spanish speaking households) with assistance from the Adam Palmer Sustainability Fund on May 28th.
- Staff has been working with the planning department to identify further opportunities to incorporate sustainability into the development plan review process. We have been discussing points in the process at which sustainability education/guidance could be useful, and where opportunities lie for future potential sustainability or net zero-focused policies.
- Staff received the first waste diversion report from Vail Honeywagon on May 7th, covering Q1 of 2024. The data shows that on average, 75% of households with curbside compost are not setting out or using their compost bins. In Q4 2023, 240 residents opted out of the curbside compost. In Q1 2024, 388 additional residents opted out of compost. However, those who are composting are doing it well – there is minimal contamination. Staff has been working with the Palmer Fund and Walking Mountains to investigate opportunities to increase use of curbside compost bins, such as another countertop compost pail giveaway, increased education at well-attended town events, and working with HOAs to both educate their residents and remove barriers to composting.
- The Green Team coordinated a group of town employees to participate in the Highway Cleanup in early May. The group has been working on several initiatives, including reducing unnecessary printing (the building department now issues digital receipts), improved waste diversion at town facilities, encouraging car-free commuting to work, and developing a sustainability shoutout program with the goal of positive social norming around sustainable actions at work.
- Staff continued big-picture planning for net zero goal implementation in association with the Quality of Life initiative concept, identifying associated costs for large projects that will be necessary to achieve our goals.

These focus primarily on reducing transportation emissions and building electrification. This exercise will prove useful in the 2025 budgeting process.

- Staff worked with public works staff, utility staff, Yearout Energy, and Sunsense Solar to finalize the 100% solar design for the Lower Basin Water Treatment & Wastewater Treatment site, ensuring the array's location is planned for the long term. Racking has been ordered for the panels and construction is anticipated to begin on August 1st.
- Staff worked with the Palmer Fund to better define the town and non-profit's partnership. Please expect to see more on this soon.
- Staff awaits a delayed reply from the Colorado Energy Office regarding the Public Building Electrification Grant we pursued. Due to recent correspondence from the state, we anticipate hearing back by June 7th.
- Staff participated in the second Regional Net Zero Roadmap meeting 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.

ASSISTANT TOWN MANAGER - SPECIAL PROJECTS

Pool Replacement Project

- The pool replacement project broke ground on May 9th. Staff from the Town, Mountain Rec. And the construction and design teams hosted community members and elected officials to kick-off this exciting phase.
- Relocation of utilities has been the main construction on the site through May. Demolition of the existing pool will begin in early June followed by the soil stabilization work.
- As work commenced there were some impacts to the programming scheduled at the facility. The Mountain Rec. Team continues to do an incredible job getting the word out to participants about those impacts and opportunities to attend programs in other locations.
- Staff continued to work with the owner's representative team and construction team to finalize the IGMP.
- The communications staff from the Town and Mountain Rec. Have been working hard to keep the community informed on the pool progress, what to expect next and what impacts there will be to visiting the Haymaker site this summer.

Great Outdoors Colorado (GOCO)

- Staff have been coordinating logistics for the GOCO board and staff visit 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.
- Staff have been working with ECBMX and VVMTA to implement improvements to the bike park and BMX track as part of the GOCO grant. New picnic tables were ordered and permitting started for shade over the BMX start and new storage sheds at the BMX track. Additional shade structures will be installed at the bike park as well. GOCO also helped fund landscaping at both sites.

Culture Work

- A critical next step in our culture journey is spending time with each department to better understand their ideas for bringing our culture statement to life. Melissa and Larry will be coordinating time with each department in early to mid-June.
- Staff have also been working with HR to revise our performance review form and process. The new process will focus more on the values of the Town and professional growth for each member of our team. Staff expect to roll out the new process in mid-summer followed by training for staff and managers ahead of the review cycle.

COMMUNICATION & MARKETING

- Following results from the QoL/STIF community survey, staff are reevaluating communication planning for the remainder of the year and budget planning for 2025. The results show the need for more community engagement and education for which this position was created. Staff will be researching how best to leverage communication tools and tactics, plus key messages to drive positive change.
- Continuing to work on the Digital Accessibility Plan and how staff will move forward this year and plan for 2025.
- Continued coordination with Mountain Rec on sharing information for the pool replacement. Researching grants with Mountain Rec to help fund amenities, including the shade structure, second slide and water play features.
- Coordinating with Public Works, Community Development and KLJ Engineering to begin working on the Safe Streets for All (SS4A) study.
- Completed the [Town of Eagle's Water Quality Consumer Confidence Report](#).
- News in May: [Eagle Street Paving Projects Begin](#) | [Five Things to Know About the Pool Replacement](#) | [Reduce Your Water Usage](#) | [Eagle's Innovative Approach to Housing](#) | [New Trails on BLM Land Near Eagle](#) | [Applicants Sought for EVC](#) | [E-bike Rebate Program](#)

COMMUNITY DEVELOPMENT

MAY 2024

LONG RANGE PLANNING

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

- Staff has identified some process inconsistencies within the Administrative Chapter of the Code and will be working towards amending those process pieces.
- Staff has identified the need to correct inconsistencies between the Use Table definitions and Use Table standards. Staff intends to bring these amendments to Planning Commission in the coming months.
- Staff recently met with the Fire District and the Paramedic District to discuss the current level of service (LOS) standards referenced in the Adequate Public Facilities section of the Code. These meetings are an opportunity to gain input from these agencies on whether these standards need to be updated or clarified. These LOS standards were not updated through the ReCode process.
- 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 resolves inconsistencies identified in the Land Use Code. More details are available on the Active Land Use Applications Page.
 - Hearing Schedule for the amendment:
 - o 4/16 – Planning Commission recommended approval of the proposed amendments.
 - o 5/14 – Public hearing with Town Council continued to June 11th.
 - o 6/11 - Town Council Hearing

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.
- The group held a meeting on May 16th to compare/contrast wildfire regulations among the participating jurisdictions. The next meeting is scheduled for Thursday June 13.

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
 - o Applications in process. No update.
- Haymeadow - Major PUD Amendment
 - o A revised application is expected by June 7th, when staff will be meeting with the applicant's representative to discuss the resubmittal application.
- Haymeadow ADA Amendment
 - o Staff has continued to meet bi-monthly with the applicant to move towards a resolution for this amendment.
 - o Abrika Properties, LLC will be bringing a draft amendment to Council for discussion, as there are still terms that staff and the property owner have been unable to agree to.
- North Broadway – Annexation and Zoning
 - o Applicant has withdrawn their request for PUD zoning following annexation, and has submitted a request for CMU2 zoning for the entire property. The annexation/rezone application is being reviewed for completeness.
- Reserve at Hockett Gulch – PUD Amendment and Major Development Permit (Phase 1b and II)

- o Request will run concurrently with PUDA24-01. Referral comments were due May 10. Issues remain to be ironed out, and a meeting is tentatively scheduled for the week of June 10.
- 4th Amendment to Haymeadow Filing 1 Final Plat
 - o Staff has finalized review comments for this application.
 - o Code process for this file is Public Hearing with PZ and TC.
 - o PZ Public Hearing – Tuesday, June 18, 2024
 - o TC Public Hearing – Tuesday, June 25, 2024
- 7 Hermits Condominiums at Haymeadow Filing 1 Final Plat
 - o Staff has finalized review comments for this application.
 - o Approval of this application is by Town Council, but is not a Public Hearing.
 - o TC Consent Agenda – Tuesday, June 25, 2024
- Red Mountain Ranch (RMR) Subdivision Sketch Plan
 - o Review comments have been submitted to the project team.
 - o P&Z reviewed the conceptual plan and provided comments on June 4TH ; meeting with TC is set for June 11th. The purpose of conceptual review is to review plans and staff's analysis and discuss any big picture concerns with the applicant ahead of a more detailed Development Plan application.
- Sweet Leaf Pioneer Special Use Permit
 - o Application referral period concluded with no comments from the referral agencies.
 - o Staff presented the application at June 4, 2024 PZ public hearing.
 - o TC Public Hearing- Tuesday, June 25, 2024.

NOTABLE UPDATES

- Big news is that Peyton Heitzman has been selected to serve as the new Community Development Director! Cliff Simonton has agreed to stay on as needed to support the department and Peyton through transition. Staff is overjoyed to see that Peyton's talents will be utilized in a greater capacity.
- Staff continue developing Standard Operating Procedures (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 members of the community on development proposals ranging from small administrative permits to larger development, subdivision, and annexation applications. Pre-application meetings in 2024:
 - o May – 3
 - o April – 5
 - o March – 8
 - o February – 6
 - o January - 2
- Community Development provides Spanish translation services. These services are utilized by Court, Administration, IT, Building, ect. We have provided 18 points of contact in May, this includes walk ins, phone calls, and transfers from other departments
- Planning Capacity Grant Fast-track – This RFP was completed and it can be viewed here: <https://www.bidnetdirect.com/colorado/townofeagle> and is posted on the Colorado APA website. We will be utilizing Downtown Colorado Inc (DCI) as well.
- Incentives Grant: Habitat anticipates having public improvements completed in early June. Shortly after, staff will prepare the final report for DOLA and close out the grant.
- On May 16th staff participated in Habitat's 3-year strategic planning effort involving community members from across the valley.
- Staff participated in the project kick-off meeting for the Eagle SS4A / Transportation Plan.

- Staff met with Community Builders as part of their stakeholder outreach to share perspectives and ideas from the department regarding affordable housing in the community.

Administrative Approvals (Encroachment Permits, Sign Permits,)

- Currently reviewing 1 Sign Permits.
 - 7 Sign Permits have been approved and issued so far this year.
 - 1 encroachment permit has been approved and issued this year.

MAJOR CONSTRUCTION PROJECTS

Business Name	Location	Status
Second Street Tavern	127 W Second St.	All inspections are finalized. Project completed.
Foodsmith	318 Broadway	Completed *Noteworthy: Retail food sales & cooking class.
Hockett Gulch Apts.	16186 Hwy 6	Clubhouse has TCO, Pool pending, Bldg 2 TCO and occupied, Bldg 3 TCO pending, Bldg 1 final inspections, Bldg 4&5 trim is happening now drywall is done
Haymeadow	91 Mountain Hope Circle	Bldg A pending TCO, Bulidings B, C, D all have drywall, most exterior finishes are done. Bldg E & F are framed and roofing is on. Bldg G is rough framing. Trash enclosures are started. Sidewalks are in by Bldg. A & D. Landscaping is started.
Habitat for Humanity	3 rd Street	All modular units are set on foundations. All garages are built with drywall done in side by side units. All underground utilities are installed. Curb and gutter sidewalks will be done in the next 2 weeks, paving May 28. The 3 story units will have exterior stairs built next two weeks.
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.	completed

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	947
Permits Processed	411	138

- Staff currently engaged in a Regional Net Zero [Building] Cohort with other municipalities in both the Eagle Valley and Roaring Fork Valley. Next meeting on Tuesday. Cohort almost completed.
- Interviews for the Building Inspector will begin soon.

- Jackie helped coordinate a group of staff to pick up trash along a section of I-70 as part of the annual Community Pride Highway Cleanup event put on by the Eagle River Coalition.

P&Z and Council Meeting Schedule

June 2024
June 4 th (Planning Commission) • SUP 24-01 Sweet Leaf Pioneer SUP • SS24-01 RMR Subdivision Sketch
June 11 th (Town Council) • ReCode Amendment (continued from May 14th) • SS24-01 RMR Subdivision Sketch • Haymeadow ADA Amendment Discussion
June 18 th (Planning Commission) • LLA24-01 Haymeadow Amended Final Plat
June 25 th (Town Council) • SUP 24-01 Sweet Leaf Pioneer SUP • LLA24-01 Haymeadow Amended Final Plat • CT24-01 Haymeadow Bldg. A Condominium Final Plat • Haymeadow Ownership & Maintenance Agreement • Haymeadow Performance Guarantee Landscaping RMF-1
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):

- Engineering will be looking to fill the Engineer I or Engineer II position.
- Modifications to the Public Works Facility office space will be necessary to accommodate future 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: 6

Resurfacing and Pavement Management

- 2024 Resurfacing Project – Work will begin on June 17th. Roads include Chambers Ave from Eby Creek Road to Public Works facility, Marmot Lane, and various patches on Capitol and Sylvan Lake Road.

Capital Improvement Projects

- Howard & 4th Street – Contract awarded, pre-construction meeting held on June 5th, and construction starting the week of June 10th. 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 had a community Open House on April 30th. 90% design documents submitted to CDOT with a review meeting scheduled for June 25th. Advertisement for 2025 construction in September. 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.
- Grand Avenue Corridor – Staff had a Stakeholder Meeting on May 20th and Council work session on June 4th. Discussion items included – public engagement, one-on-one property owner meetings to discuss access and ROW needs, property impacts with Alt section 1 (49 properties impacted), 5th Street roundabout design challenges, railroad review meeting and encroachments, traffic recommendations, and project costs and schedule. Railroad and 30% design submittal in the next few weeks.
- Brush Creek Water Transmission Main & PRV – Staff prepared an RFP for design services to be released on June 7th; Proposals due June 28th. Project includes 7,600 LF of water main design, water modeling, survey, and PRV replacement. Construction late summer, early fall 2025.
- Safe Streets of All (SS4A) Action Plan – Project started. Internal stakeholders identified.