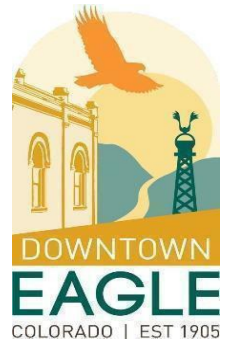


**EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**  
**Eagle Town Hall, Castle Conf Room | 200 Broadway**  
**Tuesday, August 20, 2024 | 1:00PM**  
**IN-PERSON**



**Call to Order and Roll Call**

**Approval of Minutes**

- Minutes dated July 16, 2024

**1:05pm: DCI Update**

- Communications & Marketing, Scope & Timeline
  - Feedback on themes, social media engagement in the district, what are others doing (i.e. Eagle Outside)

**1:30pm: DDA Financials Update**

- Monthly Disbursement Report

**1:45pm: EVC Update**

- Mick Daly

**2:00pm: Business Items**

- 2:00pm: DDA Letter of Support for Regional Charging & Fueling Infrastructure Grant
- 2:10pm: REDI Grant, Downtown Eagle Project Investment Program – draft application review
- 2:45pm: Town of Eagle Department Updates – questions?

**2:55pm: Future Agenda Items**

- September: Educational Speaker
- October: Grant Applications Review & Award Announcements

**Public Comment**

**Next Meeting:** Tuesday, September 17, 2024

**Adjourn**



## **EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**

**Date:** Tuesday, July 16, 2024 | 1:00PM – 3:00PM **IN-PERSON**

**Welcome + Roll Call:** Called to order at 1:05

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

**Town Staff present:** Nikki Davis, Bryan Woods, Melissa Daruna

**Others Present:** Troy Bernberg, Mick Daly, Deana Miller DCI

### **Minutes Approval**

Bryan motioned to approve the June 18 minutes, seconded by Marci - motion approved 5-0

### **DCI Update**

- Deana Miller

### **DDA Financials**

- Monthly Disbursement Report
- Northland Securities Contract Renewal, July – December 2024
- Marci Motion to approve Troy's continuation Seconded by Scott Schlosser - motion approved 7-0

### **EVC Update - Mick Daly**

- Economic Development Summit #2

### **Business Items**

- 1:45pm: REDI Grant, Downtown Eagle Project Investment Program - rollout plan & timeline
- 2:15pm: Draft 2025 DDA Budget
  - Marci Motion to continue to move forward with the budget, Loche second- motion approved 7-0
- 2:45pm: Town of Eagle Department Updates

### **Future Agenda Items**

- August: DDA-DBA Hybrid Board, invite Troy Fuller
- September:
  - Educational Speaker – Town Capital Projects
  - Continuation of Professional Services in 2025

### **Public Comment**

**Future Meetings:**

Tuesday Aug. 20th - 1pm

Tuesday Oct. 15 - 1pm

Tuesday Dec. 17 - 1pm

Tuesday Sept. 17 - 1pm

Tuesday Nov. 19 - 1pm

**Adjourn**

Scott motioned to adjourn, Seconded by Jake - adjourned at 3:11pm

# DOWNTOWN COLORADO

inc.

## Eagle DDA Communication Scope + Timeline

| SCOPE OF WORK                                                      |                                                                                                                                                                                                                                                                                         | DATE                  |
|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Website + Contact List Updates</b>                              |                                                                                                                                                                                                                                                                                         |                       |
|                                                                    | Review the website and contacts lists for accuracy of all business and town listings and make sure it is up to date.                                                                                                                                                                    | Week of Aug 12        |
|                                                                    | Finalize contact lists.                                                                                                                                                                                                                                                                 | Aug 20                |
|                                                                    | Review accessible photos for use.                                                                                                                                                                                                                                                       | Week of Aug 12        |
|                                                                    | Update website: add events, news stories, update business directory, update subscriber list                                                                                                                                                                                             | Aug 23 and as needed  |
| <b>DDA Board Monthly Meeting.</b>                                  |                                                                                                                                                                                                                                                                                         | Sep - Jan '25         |
|                                                                    | Attend planning meetings and identify upcoming items to include in communications.                                                                                                                                                                                                      | Monthly               |
|                                                                    | Develop a short summary of DDA progress to share on platforms.                                                                                                                                                                                                                          | Monthly               |
|                                                                    | Attend first half of board meetings and share update on projects.                                                                                                                                                                                                                       | Monthly               |
| <b>Develop Partner + Business/Property Owner Reporting Process</b> |                                                                                                                                                                                                                                                                                         | Aug - Sep             |
|                                                                    | Request representatives from DBA, Chamber, EVC, Eagle Arts, and SBDC to share short summary of work and links to any relevant documents or events.                                                                                                                                      |                       |
|                                                                    | 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.                                                                     | Week of Aug 12        |
|                                                                    | Collect all news and develop a monthly <u>partner</u> news section on social media/blogs. Repeat monthly.                                                                                                                                                                               | Aug 20                |
|                                                                    | Collect all news and develop a monthly <u>Downtown Business Specials</u> section on social media/blogs. Include vacancies and spaces for lease. Repeat Monthly                                                                                                                          | Aug 20                |
|                                                                    |                                                                                                                                                                                                                                                                                         | Monthly beginning Oct |
| <b>Social Media Posts.</b>                                         |                                                                                                                                                                                                                                                                                         | Start Aug 23          |
|                                                                    | Develop and pre-set a series of posts highlighting all downtown businesses, partner organizations, and events. Ensure a minimum of 3 posts per week sent at peak times.                                                                                                                 |                       |
|                                                                    |                                                                                                                                                                                                                                                                                         | Monthly Start Aug 23  |
| <b>E-Newsletter.</b>                                               |                                                                                                                                                                                                                                                                                         | Week Aug 12-21        |
|                                                                    | Create and publish 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. |                       |
|                                                                    | Send first e-news for review and publish.                                                                                                                                                                                                                                               | by Aug 31             |
|                                                                    |                                                                                                                                                                                                                                                                                         | Monthly beginning Oct |
| <b>Highlights.</b>                                                 |                                                                                                                                                                                                                                                                                         |                       |
|                                                                    | Create one feature story for the newsletter with a business or property owner, employee, or partner organization.                                                                                                                                                                       |                       |
|                                                                    | Create a section for the REDI Grant updates.                                                                                                                                                                                                                                            |                       |
|                                                                    | Feature training opportunities and how to's in area or online.                                                                                                                                                                                                                          |                       |
|                                                                    | Share stories from community.                                                                                                                                                                                                                                                           |                       |
|                                                                    |                                                                                                                                                                                                                                                                                         |                       |

## Eagle DDA Communication Timeline

| DATE               | SOCIAL POST 1                                                                                                                                       | SOCIAL POST 2                                   | SOCIAL POST 3                   | E-NEWS 3RD WEEK MONTHLY |                                                                                                      |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------|-------------------------|------------------------------------------------------------------------------------------------------|
| <b>August</b>      |                                                                                                                                                     |                                                 |                                 | <b>August</b>           | What is the DDA and how can the downtown community share information through the DDA communications? |
| WEEK 3 Aug 23      | Downtown Businesses have opportunity to share news and promotions through the DDA newsletter! #ExploreEagle                                         | Upcoming Events<br>#EagleEvents                 | Reposts                         | <b>September</b>        | Meet the DDA Board                                                                                   |
| WEEK 4             | E-NEWS POST                                                                                                                                         | Eagle DDA receives REDI Grant<br>#ActivateEagle | Reposts                         | <b>October</b>          | How to open a business in Eagle                                                                      |
| <b>September</b>   |                                                                                                                                                     |                                                 |                                 | <b>November</b>         | Feature a free business webinar/training (SBDC or Chamber?)                                          |
| WEEK 1             | Colorado resort towns looking to tax unoccupied houses (link)<br><a href="https://linkd.in/gt4Usuzi">https://linkd.in/gt4Usuzi</a> #DidYouKnowEagle | #ExploreEagle                                   | Reposts                         | <b>December</b>         | Share quote from community member                                                                    |
| WEEK 2             | 2nd Friday ArtWalk #CreativeEagle                                                                                                                   | #EagleEats                                      | Reposts                         | <b>January '25</b>      | Collect photos of and poems about Eagle (contest?)                                                   |
| WEEK 3             | E-NEWS POST                                                                                                                                         | #KnowYourHistoryEagle                           | Upcoming Events<br>#EagleEvents |                         |                                                                                                      |
| WEEK 4             | #MeetTheBizEagle                                                                                                                                    | Eagle DDA receives REDI Grant<br>#ActivateEagle | Reposts                         |                         |                                                                                                      |
| <b>October</b>     |                                                                                                                                                     |                                                 |                                 |                         |                                                                                                      |
| WEEK 1             | #DidYouKnowEagle                                                                                                                                    | #ExploreEagle                                   | Reposts                         |                         |                                                                                                      |
| WEEK 2             | 2nd Friday ArtWalk #CreativeEagle                                                                                                                   | #EagleEats                                      | Reposts                         |                         |                                                                                                      |
| WEEK 3             | E-NEWS POST                                                                                                                                         | #KnowYourHistoryEagle                           | Reposts                         |                         |                                                                                                      |
| WEEK 4             | #MeetTheBizEagle                                                                                                                                    | Eagle DDA receives REDI Grant<br>#ActivateEagle | Reposts                         |                         |                                                                                                      |
| <b>November</b>    |                                                                                                                                                     |                                                 |                                 |                         |                                                                                                      |
| WEEK 1             | #DidYouKnowEagle                                                                                                                                    | #ExploreEagle                                   | Reposts                         |                         |                                                                                                      |
| WEEK 2             | 2nd Friday ArtWalk #CreativeEagle                                                                                                                   | #EagleEats                                      | Reposts                         |                         |                                                                                                      |
| WEEK 3             | E-NEWS POST                                                                                                                                         | #KnowYourHistoryEagle                           | Reposts                         |                         |                                                                                                      |
| WEEK 4             | Small Business Saturday 11/30<br>#MeetTheBizEagle                                                                                                   | Eagle DDA receives REDI Grant<br>#ActivateEagle | Reposts                         |                         |                                                                                                      |
| <b>December</b>    |                                                                                                                                                     |                                                 |                                 |                         |                                                                                                      |
| WEEK 1             | #DidYouKnowEagle                                                                                                                                    | #ExploreEagle                                   | Reposts                         |                         |                                                                                                      |
| WEEK 2             | 2nd Friday ArtWalk #CreativeEagle                                                                                                                   | #EagleEats                                      | Reposts                         |                         |                                                                                                      |
| WEEK 3             | E-NEWS POST                                                                                                                                         | #KnowYourHistoryEagle                           | Upcoming Events<br>#EagleEvents |                         |                                                                                                      |
| WEEK 4             | #MeetTheBizEagle                                                                                                                                    | Eagle DDA receives REDI Grant<br>#ActivateEagle | Reposts                         |                         |                                                                                                      |
| <b>January '25</b> |                                                                                                                                                     |                                                 |                                 |                         |                                                                                                      |
| WEEK 1             | #DidYouKnowEagle                                                                                                                                    | #ExploreEagle                                   | Reposts                         |                         |                                                                                                      |
| WEEK 2             | 2nd Friday ArtWalk #CreativeEagle                                                                                                                   | #EagleEats                                      | Reposts                         |                         |                                                                                                      |
| WEEK 3             | E-NEWS POST                                                                                                                                         | #KnowYourHistoryEagle                           | Upcoming Events<br>#EagleEvents |                         |                                                                                                      |
| WEEK 4             | #MeetTheBizEagle                                                                                                                                    | Eagle DDA receives REDI Grant<br>#ActivateEagle | Reposts                         |                         |                                                                                                      |
| <b>Hashtags.</b>   |                                                                                                                                                     |                                                 |                                 |                         |                                                                                                      |
| #EagleEats         | Restaurant feature                                                                                                                                  |                                                 |                                 |                         |                                                                                                      |
| #MeetTheBiz        | Small business feature                                                                                                                              |                                                 |                                 |                         |                                                                                                      |
| #CreativeEagle     | Arts and culture feature (2nd Fridays ArtWalk)                                                                                                      |                                                 |                                 |                         |                                                                                                      |
| #ActivateEagle     | REDI grant updates                                                                                                                                  |                                                 |                                 |                         |                                                                                                      |
| #EagleEvents       | Upcoming events                                                                                                                                     |                                                 |                                 |                         |                                                                                                      |
| #DidYouKnowEagle   | Small business news                                                                                                                                 |                                                 |                                 |                         |                                                                                                      |
| #KnowYourPastEagle | Eagle's History                                                                                                                                     |                                                 |                                 |                         |                                                                                                      |

**EAGLE COUNTY DISBURSEMENT**  
For the Distribution Period: 7/1/2024 - 7/31/2024

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               | \$31.20    |
| CURRENT TAX                    | \$1,191.14 |
| TREASURER'S COMMISSION - TAXES | -\$36.66   |
| Total                          | \$1,185.68 |
| Disbursement ID: 676608503     |            |

**Journal Entry -To record July 2024 TIF collection for the DDA:**

|   | Date       | Reference | Account Number | Account Title           | Description                               | Debit Amount | Credit Amount |
|---|------------|-----------|----------------|-------------------------|-------------------------------------------|--------------|---------------|
| ▼ | 08/10/2024 | 3.0001    | 91-10230       | DDA - COLOTRUST ACCOUNT | EAGLE COUNTY TREASURER RECEIPTS-CASH      | 1,185.68     | .00           |
| ▼ | 08/10/2024 | 4.0001    | 91-50-385      | TREASURER FEES          | EAGLE COUNTY TREASURER RECEIPTS-TREASU... | 36.66        | .00           |
| ▼ | 08/10/2024 | 5.0001    | 91-431-10      | TIF PROPERTY TAXES      | EAGLE COUNTY TREASURER RECEIPTS-PROPER... | .00          | 1,222.34-     |



**The Honorable Pete Buttigieg**

Secretary  
U.S. Department of Transportation  
1200 New Jersey Ave SE  
Washington, DC 20590

**August 20, 2024**

**RE: Strong Support for the Northwest Colorado Regional Electric Vehicle Charging Network Project**

Dear Secretary Buttigieg,

On behalf of the Eagle Downtown Development Authority, I write to express our strong support for the Northwest Colorado Regional Electric Vehicle Charging Network project. With US Department of Transportation Charging & Fueling Infrastructure grant funds, the Northwest Colorado Council of Governments (NWCCOG) will deploy electric vehicle (EV) charging infrastructure along four Alternative Fuel Corridors (AFCs) across seven rural counties in Northwest Colorado. This collective effort will facilitate the expansion of EV charging infrastructure that is necessary for enabling EV adoption for residents, visitors, commuters, and freight traveling within our rural Rocky Mountain region.

The Town of Eagle is located along the I-70 corridor, in Eagle County between the towns of Wolcott and Gypsum. The Eagle Downtown Development Authority is pleased to participate as a local partner in the Northwest Colorado Rural Electric Vehicle Charging Network project. The Eagle Downtown Development Authority supports efforts to expand EV charging close to I-70, as doing so will enable our town's visitors and residents to utilize EVs – whether they are traveling in from the Eagle or Denver airports and renting an EV, or whether they are a local resident who owns an EV. The Eagle Downtown Development Authority has identified a lack of adequate charging infrastructure that is conveniently accessible and that also draws users to our downtown and business corridors. We have been supportive of enhancing local charging infrastructure in the past but have lacked the financial capital to do so. As we work to enhance the local and visitor experience along Eagle's historic downtown, Broadway Street, we recognize that adding EV charging infrastructure will support bringing more individuals to the area, providing an opportunity for those drivers to patron our local shops and restaurants.

The Eagle Downtown Development Authority will remain engaged and supportive throughout the implementation of the Northwest Colorado Regional Electric Vehicle Charging Network project. Please give NWCCOG's proposal for US DOT Charging & Fueling Infrastructure grant funds the highest consideration for funding.

Sincerely,

Greg Schroeder  
Chair  
Eagle Downtown Development Authority



## Northwest Colorado Rural Electric Vehicle Charging Network

*Regional Coalition of Rural Communities Seek USDOT Charging & Fueling Infrastructure Grant Funds to Expand Access to Electric Vehicle Charging Infrastructure along Alternative Fuel Corridors*

The Northwest Colorado Council of Governments (NWCCOG) seeks \$20 million in US Department of Transportation (US DOT) Charging & Fueling Infrastructure grant funds with \$5 million in match to deploy electric vehicle (EV) charging infrastructure at twenty-seven (27) sites along four Alternative Fuel Corridors (AFCs) across seven rural counties in northwest Colorado (see map on next page).

**Regional Barriers to EV Adoption:** While Colorado EV adoption is fifth in the nation, adoption in rural Colorado communities lags due to the lack of rural fast charging infrastructure, challenging geography, long commuting distances, cold temperatures, and frequent road closures requiring circuitous detours to reach planned destinations. Workers in the region who drive 45+ miles each way to reach their jobs in rural resort communities (Aspen, Snowmass Village, Steamboat Springs, Winter Park, Avon, Vail, Frisco, Silverthorne) would be interested in EV ownership but fear that the limited available charging infrastructure and cold temperatures make this infeasible. High housing costs also mean that much of the region's hospitality workforce lives in multifamily housing that lacks access to in-home EV charging. Visitors to the popular Northwest Colorado resort towns share similar concerns about range when considering making road trips to the area or renting cars in Denver to drive to the area. Interstate 70 (I-70) and US Route 40 (US 40) are designated Colorado Freight Corridors and Medium- and Heavy-Duty Charging Infrastructure Priority Areas to help overcome the challenges of transitioning freight fleets toward zero-emission vehicles.

**Regional Solution:** Led by NWCCOG, participating communities from across northwest Colorado have proposed EV charging sites that will address the shared barriers to EV adoption facing residents, commuters, visitors, and freight carriers. All charging sites will be located within five miles of the four federally designated AFCs (listed below) to provide crucial support for the full buildout of the Nation's electrified highways and supplement funds from the NEVI Formula Program to fill gaps in fast-charging infrastructure.

### Interstate 70

Major east-west, transcontinental interstate highway, the western section of which crosses through the rural resort towns in Summit County and Eagle County before proceeding west through Garfield and Pitkin Counties west toward the Utah border.

### US Route 82

85.3-mile-long principal transportation artery the Roaring Fork Valley on the CO Western Slope, beginning at I-70 and US-6 in Glenwood Springs southeast past Carbondale, El Jebel, and Basalt and on to the jobs and tourism center of Aspen.

### US Route 34

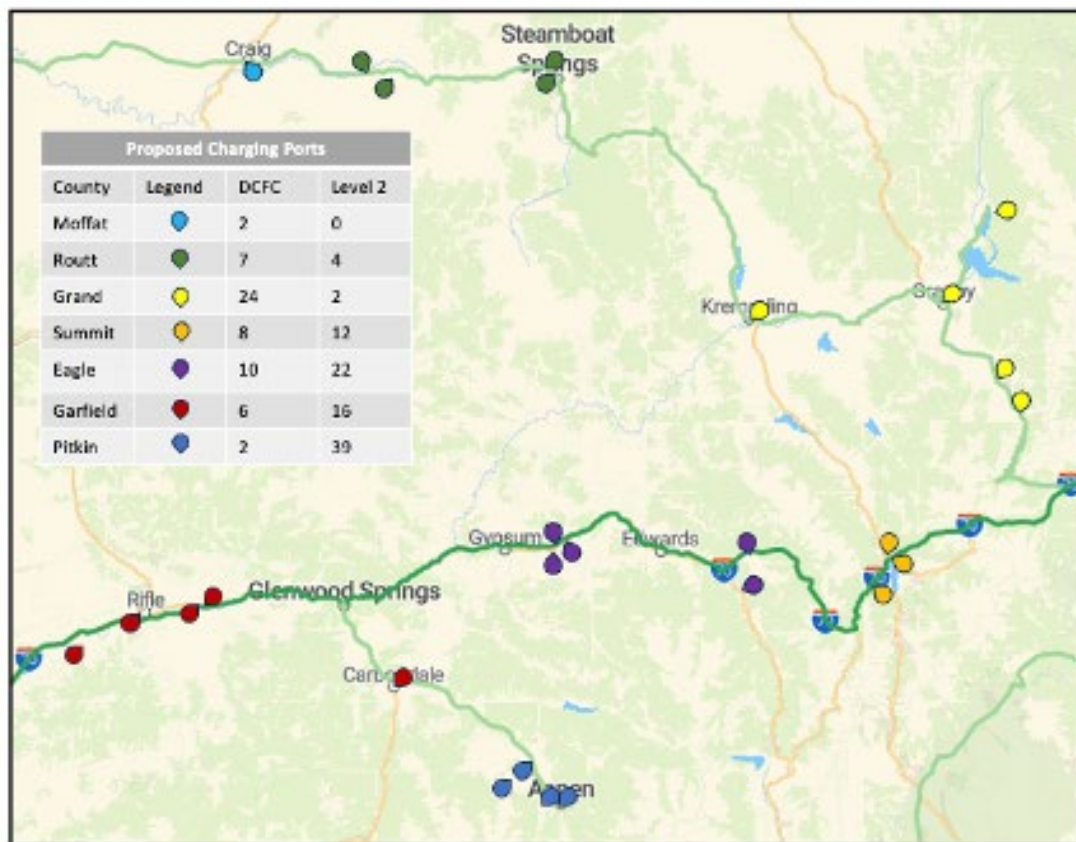
The northwestern portion of this 260-mile road that spans across northern Colorado begins at US Route 40 in Granby and continues through Grand Lake to the Rocky Mountain National Park.

### US Route 40

Through northwest CO, joins the county seats of Craig, Steamboat Springs and Hot Sulphur Springs to the Rocky Mountains. South from Granby, U.S. 40 ascends through Winter Park across Berthoud Pass at an elevation of 11,315 feet to Empire and I-70.

All proposed EV charging sites meet the criteria for both US DOT's AFC Category of funding and the Community Category of funding and include a mix of DCFC chargers and Level 2 chargers, many of which will not only be located close to the AFC highways, but also proximate to multifamily housing developments, low-income neighborhoods that disproportionately lack access to at-home charging, and multimodal transportation hubs that encourage active transportation use and transit use to reach popular destinations during long dwell charges. The sites have been vetted for project readiness and alignment with local, regional, and state EV charging infrastructure plans. NWCCOG will competitively procure a private sector charge point operator to provide turnkey services, including installation, operations, and maintenance of the charging infrastructure. Stations will be safe and accessible for public use. By enabling EV adoption for residents, commuters, visitors, and freight carriers across the region, the project will significantly reduce greenhouse gas emissions in a region that is acutely impacted by climate change.

**Project Area Counties:** Summit County, Eagle County, Garfield County, Pitkin County, Grand County, Moffat County, and Routt County



Please contact Jonathan Godes, NWCCOG Regional Grants Coordinator at [jgodes@nwccog.org](mailto:jgodes@nwccog.org) or 970-379-4248 for additional information.



To: Mayor and Town Council  
From: Larry Pardee, Town Manager  
Date: August 13, 2024  
Re: Town Manager Report

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### **Economic Development:**

**East Eagle Financing Infrastructure and Commercial Linkage Study Update:** On August 6, the Town of Eagle staff and EPS representatives Sarah Dunmire and Andrew Knudtsen convened to advance the East Eagle Commercial Linkage Fee study and refine Infrastructure Financing and revenue-sharing strategies. Given the importance of these initiatives, we have decided to postpone our planned meeting with the Town Council to allow for a special Work Session in September sometime. The date and time for this session will be determined shortly. This upcoming Council meeting is critical, as your insights will directly influence the finalization of the EPS draft. We highly value your feedback and look forward to a constructive discussion that will help drive our projects forward.

In addition to these efforts, we are considering the introduction of a Commercial Linkage Fee aimed at bolstering affordable housing in Eagle. This fee would complement the existing Local Employee Residency Program (LERP), designed to address residential housing needs. By linking commercial development with affordable housing initiatives, we are taking proactive steps to address the housing demands accompanying economic growth. The fee will be calibrated to reflect current market conditions and land-use patterns, underscoring our commitment to balanced and inclusive development.

Furthermore, on August 13, EPS will be in town to engage with key town departments and staff members to review the draft Commercial Linkage Fee study and Infrastructure Financing and revenue-sharing strategies. Later in the day, EPS and Town staff will meet with East Eagle Partners to begin evaluating their financial analysis for the annexation of Parcels A and F of Eagle Eagle Properties.

**Community Engagement & Meetings:** This report highlights our recent community outreach efforts and key regional and project-specific meetings. Our top priority is to engage with stakeholders, stay abreast of developments, and contribute to our Community's growth.

**On August 7, Eagle County Housing Needs Assessment Action Plan Update:** In our latest bi-weekly meeting, the Housing Partners, including key stakeholders from various jurisdictions, gathered to discuss the ongoing Housing Needs Assessment and upcoming strategies. Attendees: EPS/RRC PROJECT TEAM: Rachel Shindman, David Becher, Ethan Adams. HOUSING PARTNERS: Patti Liermann, Larry Pardee, Scott Hunn, Lana Bryce, Melissa Matthews, Eric Heil, Jason Deitz.

### **Key Updates:**

1. **Meeting Schedule:** To ensure consistent participation, the group has agreed to meet on the 1st and 3rd Wednesdays of each month from 1:30 to 3:00 pm.
2. **Progress on Housing Needs Assessment:** The project is progressing as planned, with draft materials expected by early September. Preliminary data will be shared with Town Councils, the Board of County Commissioners (BoCC), and Metro Districts in late October and early November. These presentations will include a 15-minute data overview and a 30-minute Q&A session.
3. **Housing Strategies Development:** We are beginning to gather input on housing strategies each jurisdiction is willing to commit to. A tailored approach for each Community will be developed by

November. A critical meeting focused on these strategies will be held in person on September 18 at the Town of Avon, with lunch provided.

4. Planning Grant for Multijurisdictional Housing Authority: A \$200,000 planning grant under Prop 123 has been awarded to the Town of Avon, with additional funding support from Eagle County and the Town of Avon. As the Housing Needs Assessment concludes in January, these meetings will continue to assist with the planning grant and partnership efforts into 2025.
5. Community Survey: The survey is complete, and the results are being compiled. These will be presented during partner meetings in October.

#### Upcoming Key Dates:

- September 18: In-person meeting at the Town of Avon to discuss Housing Strategies.
- September 27: Initial draft of the Housing Needs Assessment for partner review.
- October 2: Review of the draft report with Housing Partners.
- October 17: Final packet deadline for all jurisdictions.
- October 22: Vail Council Work Session and Avon Town Council Regular Evening Meetings.
- November 5: Red Cliff Town Council Meeting.
- November 6: Minturn Town Council Meeting.
- **November 12: Eagle County Commissioners Work Session and Town Eagle Town Council meeting at 6:00 pm.**

Acknowledgment: We thank Eagle County and the Town of Avon for their leadership and financial support in advancing regional housing opportunities. The next meeting is scheduled for August 21, 2024.

**Eagle Valley Transit Authority – 10-Year Transit Development & Capital Plan:** The Eagle Valley Transit Authority has embarked on a significant journey with our 10-Year Transit Development & Capital Plan launch. We recently convened a groundbreaking kickoff meeting, where the Technical Advisory Committee (TAC)—comprised of 24 esteemed members, including Jessica Lake and myself—began collaborating with Fehr & Peers, a leading transportation consulting firm. Fehr & Peers brings a wealth of expertise in transportation engineering, multimodal planning, safety, equity, community engagement, demand forecasting, transit planning, and freight logistics. We are scheduled to meet on Tuesday, August 13, in the afternoon to continue working on the 10-Year Transit Development & Capital Plan.

**Progress on Abrika Discussions:** On Wednesday, August 7, representatives from Abrika Development, including Brandon Cohen and Michael Hood, convened to advance discussions on several key initiatives: the extension of Brush Creek Road, the partial release of performance guarantees, the vesting of property rights, and financial contributions to the Grand Avenue project. These efforts aim to enhance our Community's infrastructure through strategic planning and collaboration.

In parallel, we are engaged in discussions to potentially downsize the property development zone and reduce the number of housing units, prioritizing the preservation of 195 acres adjacent to Brush Creek Open Space Park through a conservation easement. This initiative is a collaborative effort involving the Land Trust, Eagle County Open Space, Abrika, and the Town of Eagle to promote sustainable development while protecting valuable open space.

#### **Administration and Organization Update:**

**Brush Creek Park – Playground Refurbishment:** We received an updated proposal from Playgrounds by Leathers Dream-Build-Play to revitalize the playground. The proposal outlines plans for a community-driven construction process, ensuring local involvement in transforming this cherished space. Given potential delays in equipment delivery, our current timeline targets a spring 2025 launch for the project. We will continue to provide updates and announce opportunities for community participation as we move forward.

#### **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:*

| <b>Date</b>                                 | <b>Topic</b>                                                                                       |
|---------------------------------------------|----------------------------------------------------------------------------------------------------|
| August 6, Work Session                      | <i>Canceled</i>                                                                                    |
| September 3, Work Session                   | Capital Improvement Projects (CIP)                                                                 |
| October 1, Work Session                     | MEAC – 1-hr check-in with Town Council to clarify their role<br>OSRAC – 1-hr check-in with Council |
| November 5, Work Session                    |                                                                                                    |
| December 3, Work Session                    |                                                                                                    |
| <b>Request for Additional Work Sessions</b> | <b>Topic</b>                                                                                       |
| Looking for a date in September             | East Eagle Commercial Linkage & Finance & Revenue Sharing.                                         |



To: Mayor and Town Council  
From: Larry Pardee, Town Manager, and Department Leads  
Date: August 13, 2024  
Re: Department Updates for July 2024

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**July 2024**

## **ECONOMIC DEVELOPMENT**

- Economic and Planning Systems, Inc. (EPS) has requested to reschedule their Town Council presentations on the East Eagle Infrastructure Strategy and Commercial Linkage Fee study to September. EPS and staff are still scheduled to conduct a workshop on August 13 to evaluate the model scenarios. Immediately following this workshop, EPS and staff will meet with the East Eagle Partners to discuss model scenarios related to Parcel F and the sports complex.
- Staff rolled out the [Digital Dashboard](#) to the community through Eagle Today, social media, News Flash on the Town's website and the Eagle Chamber of Commerce. Marketing and Communications also pitched a news release to the Vail Daily.
- Staff facilitated a second Economic Summit on July 15. The objective was to establish commitments from each supporting economic group about what they could work toward accomplishing through the remainder of 2024. The summit recap and recording are accessible [here](#).
- The Town remains in the queue to receive and initiate the Rural Economic Development Initiative grant award contract. The state has requested the Town and DDA not enter into other agreements related to the funds until the state contract has been finalized. At their July 16 meeting, the DDA reviewed their funding request application. The board acknowledged it needed to be simplified to 1) attract applicants and 2) improve functionality, while fulfilling the REDI grant terms.
- At their July 18 meeting, the EVC seated its new members and reoriented their priorities for the remainder of 2024. Committee members have been assigned as respective point persons to dashboard analytics and reporting; marketing & branding; creating a guide to navigate the Town's development process; East Eagle; and reinforcing partnerships with the Eagle Chamber/research of a non-profit economic organization.
- On July 25, the Eagle Chamber Business Advocacy Committee was joined by Jake Rishavy, Executive Director of the Chaffee County Economic Development Corporation (CCEDC). The committee is brainstorming how CCEDC's programs can be reframed and distilled to work in Eagle.

## HOUSING

- The draft employee housing guidelines have been circulated to the Town Manager, Finance Director, and Human Resources. Staff will need to facilitate a meeting to discuss policy items related to rent pricing and roommates. The guidelines and supporting documents will be presented to Town Council for review and approval.
- Staff received six responses to the Affordable Housing Accelerator Project (AHAP) RFP. The internal review committee short-listed four consultant teams. The interviews are underway and will be followed by consultant selection, then award. Staff are aiming to present the selected consultant and Professional Services Agreement to Town Council on August 27.
- The technical assistance project with Enterprise Community and Community Builders is transitioning into the deliverables phase. Staff reviewed the draft report and presentation, compiling feedback for the technical assistance team. To round out their findings, the technical assistance team are scheduling interviews with housing departments from case study communities.
- The Regional Housing Action Plan Partners are transitioning to identifying strategies and preliminary data review in the coming months. In October or November, the consultant team EPS and RRC Associates will be presenting their findings to the various communities' Board and Councils, including the metro districts.

## SUSTAINABILITY

- The town's E-bike rebate program continued in July, with 2 additional applications received and approved. To date, \$843 has been spent on promotional materials related to the program, and \$19,096 has been spent on direct rebates (48% of available rebate funds). The average rebate amount is \$2,063. All recipients are informed of our e-bike regulations upon issuance of rebates, and they have been very well received. Folks receiving rebates have committed to replacing their vehicles with them for in-town trips, including recreational activities such as traveling to the river to fish and everyday trips like taking kids to school or summer activities. We have even issued rebates to retirees who are seeing improved mobility as a result.
- Staff continued to support the preconstruction efforts for the solar array install at the Lower Basin Water Treatment & Wastewater Treatment solar project. Mobilization on site began August 5<sup>th</sup>, and construction efforts are scheduled to begin on time on August 12<sup>th</sup>. Staff meets with the Yearout Team weekly at this stage for effective project coordination.
- Staff engaged in numerous budget conversations during July to support effective integration of sustainability into various departmental budgets (whether that is by ensuring there are dollars in the communications budget to share about sustainability initiatives, or more intensive capital projects such as installing EV charging stations and electrifying town buildings).
- Staff collaborated with other Eagle County communities to begin preparing for the Charging & Fueling Infrastructure Grant, due August 28<sup>th</sup>. TOE staff is contributing information to a regional application that will include Eagle, Pitkin, and Garfield Counties. The Northwest Colorado Council of Governments is coordinating this grant application. Each county can submit up to 5 locations to add EV charging infrastructure; 3 of the 5 identified locations are in Eagle.
- To enhance waste diversion at town facilities, staff completed a site visit with Vail Honeywagon to assess costs and infrastructure needed to add recycling and composting to facilities that are currently lacking. Staff will work internally to enhance recycling and composting infrastructure on site within the year.
- Staff supported the efforts of the Climate Action Collaborative (CAC) by participating in (1) a meeting to re-envision the buildings and transportation working groups and (2) the August CAC Board meeting. The CAC has released the [2023 Impact Report](#), which details the action taken by CAC partners toward the Climate Action Plan goals within 2023.
- Staff worked to develop the first draft of the 2025 Sustainability budget, which is broken out from the General Government budget. This should enhance transparency and provide more robust, project-oriented projected costs.

- The TOE Green Team developed and launched a new program (the Sustainability Shoutout Program) to initiative positive social norming of sustainability-based behaviors at work. The Sustainability Shoutout program aims to encourage and reward employees for implementing sustainability-based behaviors at work. The Green Team hopes that the incentives will help employees overcome barriers to further incorporating sustainability in their work. Furthermore, friendly competition among employees and departments can help employees create positive associations with sustainable behaviors, increasing the likelihood they will be incorporated in their everyday roles. The program provides an opportunity to recognize employees for their efforts, celebrating alignment with our goal of net zero town operations by 2028. In addition, the Green Team is focused on encouraging sustainable transportation to work and around the community (bus, carpool, walk, bike, etc.) and building out waste diversion infrastructure at town facilities.

## **ASSISTANT TOWN MANAGER - SPECIAL PROJECTS**

### **Pool Replacement Project**

- Soil stabilization work will began in early July. Roughly 260 holes at varying depths will be drilled to create compaction grout columns throughout the site to minimize settling. Additional soil stabilization was needed near the building to support the addition. Those columns have already been completed.
- Staff continue to plan for the impacts to the site in the fall and winter and will be working with the Mountain Rec staff, contractors and the Town's Public Works team on a plan to support programming and increased site visitation for the ice rink.
- Excavation for the building addition and then the leisure pool is anticipated for mid-August.
- Staff continue to answer questions from the community and are pleased to report that overall, people appear excited to be excited about the new pools and happy to see progress at the site. Staff have also been providing regular community updates online. The latest one [can be read here](#).

### **Great Outdoors Colorado (GOCO)**

- Staff continue to support the implementation of grant elements at the BMX track and bike park. Shade structures are being ordered and a new storage shed for EC BMX is working through the permit process. Landscaping has been completed but some additional trees may be planted at the appropriate time if remaining funds allow.
- Staff anticipates beginning the skate park planning process this fall with an RFP for a designer who would begin work in early 2025.

## **COMMUNICATION & MARKETING**

- **Quality of Life Initiatives and Community Engagement Plan**
  - Letter from the Mayor was shared in Eagle Today, [townofeagle.org](http://townofeagle.org) and in the Vail Daily weekly ad. Working with the Vail Daily for an op-ed placement. Next steps are creation of a Community Engagement Plan as we move through the budget process.
- **Digital Compliance Law**
  - Rolling out the town's Digital Accessibility Plan, which will include staff training in best practices, plus the creation of a Digital Accessibility Team. Requesting budget for this in 2025, which could cost approximately \$200 per month or more for both [townofeagle.org](http://townofeagle.org) and [eagleoutside.com](http://eagleoutside.com). This does not include pdf remediation work. Anticipated cost is \$4-5k per year for PDF remediation. Will utilize 2024 funding as available to begin the process. To learn more about the state mandate, visit [FAQ: HB21-1110 Colorado Laws For Persons With Disabilities | Office of Information Technology](#)
- **Safe Streets for All (SS4A) Study**

- Draft website has been created for the study. Ryan Johnson and Jamie Wilson are working with the SS4A team to finalize this by the end of the week. Visit <https://inputcentral.com/eagle-safety-action-plan>. A program handout will also be available to utilize at town events. Upcoming community engagement efforts to communicate the plan include:
  - Showdown Town Concert on Aug. 15 at Town of Eagle Booth (Jamie)
  - Biztoberfest on Sept. 5 at Town of Eagle Table (Jamie)
  - Pop-up at Yeti's Grind Coffee on Sept. 13 (SS4A staff)
  - Eagle SS4A Open House on Sept. 12 (SS4A staff, town staff)
  - Eagle Farmers' Market on Sept. 14 (SS4A staff)
- **Eagle Chamber Membership Meeting**
  - Jamie and Nikki met with Michelle with the Eagle Chamber to discuss the town's chamber membership and how to work more effectively together in the future. Discussions are underway to host a joint community meeting in early 2025 as part of the town's annual meeting and chamber awards. Also researching a joint Colorado Tourism Office Management Grant for the fall to help develop and enhance visitor experiences such as wayfinding and bike route signage.
- **News in July: [Portion of Haymaker Trail Closed, July 22-29](#) | [New Community Digital Dashboard Unveiled](#) | [Tube-a-Palooza Floats into Eagle Aug. 4](#) | [Registration for Eagle's Community Table Begin Aug. 1](#) | [Win a Compost Pail at Showdown Town Concerts](#)**

# COMMUNITY DEVELOPMENT

July 2024

## Planning

### LONG RANGE PLANNING

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

- Staff is processing a 2<sup>nd</sup> amendment that resolves inconsistencies identified in Ch. 4.17 and other areas of the Land Use Code. Staff aim to bring these changes through the hearing process in September.

#### **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 June 13th to compare/contrast wildfire regulations among the participating jurisdictions. The next meeting is scheduled for August 8th.
- Staff attended the Wildfire Resilient Communities Training put on by the Roaring Fork Valley Wildfire Collaborative on July 19<sup>th</sup>.

### 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
  - A revised application has been submitted and is out on referral. Staff anticipate scheduling the hearing dates this fall and initiating the annexation process on August 27<sup>th</sup>.
- Haymeadow - Major PUD Amendment
  - A revised application has been submitted and referral comments have been submitted to the applicant. Public Hearing dates have not yet been determined.
- Haymeadow ADA Amendment
  - Staff has continued to meet bi-monthly with the applicant to move towards a resolution for this amendment.
  - Abrika Properties, LLC and staff have made significant progress in negotiations since June 11<sup>th</sup>, more information on this to come.
- North Broadway – Annexation and Zoning
  - 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 out on referral review.
- Reserve at Hockett Gulch – PUD Amendment and Major Development Permit (Phase 1b and II)
  - Request will run concurrently with PUDA24-01.
- 7 Hermits Condominiums at Haymeadow (Bldg. D)
  - The application was submitted on July 2nd.
  - Referral comments have been submitted to the applicant and they are working on incorporating comments into the final plat.
  - Staff has scheduled this plat on Town Council's August 13<sup>th</sup> consent agenda.
- 7 Hermits Condominiums at Haymeadow (Bldg. B)
  - This application was submitted on July 24<sup>th</sup> and is currently out on referral.
  - Staff tentatively plans to schedule this plat for Town Council's August 27<sup>th</sup> consent agenda.
- Sweet Leaf Pioneer Special Use Permit

- Application to be re-presented at a future P&Z and TC public hearing. Staff is coordinating with the applicant on these dates.

### **NOTABLE UPDATES**

- On June 28, 2024, the Town received a notice for the intent to sell the Brooks Lane Mobile Home Park per the Mobile Home Park Act. The notice can be accessed through this [LINK](#). The purchase price is \$4.05 million as outlined on page 7 of the notice. If Council is interested in pursuing, please let us know ASAP.
- The Town posted an opening for a Planner II or III/Senior Planner on June 27<sup>th</sup>.
- 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 through the end of the year. 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:
  - July - 1
  - June – 6
  - May – 3
  - April – 5
  - March – 8
  - February – 6
  - January - 2
- Community Development provides Spanish translation services. These services are utilized by Court, Administration, IT, Building, etc. We have provided **16** points of contact in June, 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> . We extended the deadline to July 19<sup>th</sup> to attract a wider pool of responses, and received six responses. Staff will be scheduling interviews and plans to select a consultant in August.

### **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                                                                      |
|-----------------------------|---------------------------|-----------------------------------------------------------------------------|
| Hockett Gulch Apts.         | 16186 Hwy 6               | TCO issued for 5 of 6 buildings. The final building anticipated mid August. |
| Haymeadow                   | 91 Mountain Hope Circle   | Building A, TCO complete.                                                   |
| Habitat for Humanity        | 3 <sup>rd</sup> Street    | TCOs complete.                                                              |
| Slope and Hatch             | 115 East Second St Unit 1 | Construction work commenced. Sign Permit issued. Inspections progressing.   |
| C&C Plumbing and Mechanical | 882 Chambers Ave          | Complete.                                                                   |

|                            |                      |                          |
|----------------------------|----------------------|--------------------------|
| Stone Concepts of Colorado | 85 Marmot Ln         | Application pending.     |
| Eagle County BMX           | 1700 Bull Pasture Rd | Applications (3) pending |
| Eagle Pool                 | 1700 Bull Pasture Rd | Pending PIF              |

## **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    | 1375     |
| Permits Processed                        | 411      | 217      |

- Staff currently engaged in a Regional Net Zero [Building] Cohort with other municipalities in both the Eagle Valley and Roaring Fork Valley. One meeting left.
- New inspector is anticipated to start work on 8/12.
- Recent updates to our permitting software, Community Core, now allow for contractors to upload registration documents for renewals and new accounts. This allows for enhanced service delivery by reducing staff processing of documents via email

## **P&Z and Council Meeting Schedule**

|                                                                                                             |
|-------------------------------------------------------------------------------------------------------------|
| <b>July 2024</b>                                                                                            |
| July 2 <sup>nd</sup> (Planning Commission) - <b>CANCELLED</b>                                               |
| •                                                                                                           |
| July 9 <sup>th</sup> (Town Council)                                                                         |
| •                                                                                                           |
| July 16 <sup>th</sup> (Planning Commission) - <b>CANCELLED</b>                                              |
| •                                                                                                           |
| July 23 <sup>rd</sup> (Town Council)                                                                        |
| •                                                                                                           |
| <b>August 2024</b>                                                                                          |
| August 6 <sup>th</sup> (Planning Commission) - <b>CANCELLED</b>                                             |
| •                                                                                                           |
| August 13 <sup>th</sup> (Town Council)                                                                      |
| • CT24-02 7 Hermits Condominiums Filing 2 (Building D) <i>consent agenda</i>                                |
| August 20 <sup>th</sup> (Planning Commission)                                                               |
| •                                                                                                           |
| August 27 <sup>th</sup> (Town Council)                                                                      |
| • CT24-04 7 Hermits Condominiums Filing 3 (Building B) <i>consent agenda</i>                                |
| • AN23-01 West Eagle Housing – Determination of substantial compliance and schedule the annexation hearing. |

## ENGINEERING

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

### General Updates (RJ):

- The majority of the team's effort has been project management for summer construction and ongoing design projects.
- Engineering will be looking to fill the Engineer I or Engineer II position.
  - The position has been posted and has received applications that are currently under review.
- 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 – Chambers and Marmot Repaving has been completed. Patching on capitol has been completed. Evaluation of the remaining budget will determine if the remaining patching areas can be completed. Additional consideration is being given to replacing existing trail in the Nogal Gulch Area

### Capital Improvement Projects

- Howard & 4<sup>th</sup> Street – Work is underway on this project. The contractor has completed the water main on Howard with the remaining water services being switched over to the new main. The next utility work will consist of sanitary sewer main installation and storm sewer.
- Sylvan Lake Road – 90% design documents are complete and a review meeting with CDOT occurred on June 25<sup>th</sup>. Only minor comments were received; therefore, the project should be ready for advertisement in early 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 received 30% design documents from Stolfus. A review meeting will be held July 10<sup>th</sup>. Stolfus is preparing a task order for final design and a railroad submittal.
- Brush Creek Water Transmission Main & PRV – Staff is reviewing 3 design proposals received on June 28<sup>th</sup> in response to an RFP issued. The 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 and initial data is being transmitted, stakeholders are being identified. Initial public outreach will begin in Late July and Early August.