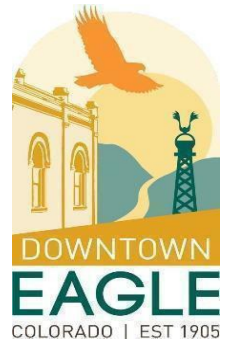


EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
Eagle Town Hall, Castle Conf Room | 200 Broadway
Tuesday, September 17, 2024 | 1:00PM
IN-PERSON



Call to Order and Roll Call

Approval of Minutes

- Minutes dated August 20, 2024

1:05pm: DCI Update

- Communications & Marketing update; initial observations
 - Launch of e-newsletter
 - Business Updates + Promotions Google Form
- Register for an upcoming DCI webinar: [The Future of Downtown Multi-Functionality](#)

1:20pm: DDA Financials Update

- All are pre-registered for DCI webinar, Oct 1: [HB24B-1001 Property Tax](#)
- Monthly Disbursement Report - None

1:35pm: EVC Update

- Mick Daly

1:50pm: Business Items

- 1:50pm: Christmas on Broadway – December 7, Molly Furtado
- 2:10pm: Town of Eagle CIP Outlook – Projects with impacts to DDA
 - In conjunction with the DDA work plan 21-24, what CIP items interface with DDA priorities, strategies and goals?
 - [Sept. 3rd Town Council Work Session – 2024-2029 CIP](#)
 - [DDA Work Plan 2021-2024](#)
- 2:40pm: Capitol Flats development – annexation presentation
 - Option 1 – Oct 15 at 12pm
 - Option 2 – Nov 19 at 1pm
- 2:45pm: Town of Eagle Department Updates – questions?

2:55pm: Future Agenda Items

- October 15, 1pm – 3pm: Grant Applications Review & Applicant Presentations (if any)
- October 16, 9am – 11am: Grant Award Selections
- October 21: Grant Award Announcements (*no meeting*)
- November 19: Guest Speaker or Cancel Meeting
- December 17: 2025 Priorities, Goals, Board Administration, Contract Renewals

Public Comment

Remaining Meetings: October 15 & 16; November 19; December 17.

Adjourn



EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Date: Tuesday, August 20, 2024 | 1:00PM – 3:00PM **IN-PERSON**

Welcome + Roll Call: Called to order at 1:04

Board Members Present: Lachie Thomas, Jake Roach, Scott Schlosser, Bryan Woods, Collin Huggins, Greg Schroeder (Teams), Marci Leith (Teams)

Town Staff Present: Nikki Davis, Denise Cardoza

Others Present: Mick Daly, Erin with Yoga Off Broadway, Deana Miller (Teams), Troy Bernberg (Teams)

Minutes Approval – Minutes dated July 16, 2024

Motion: Bryan / Second: Jake. Motion approved.

DCI Update

- Deana Miller.
 - Reviving the e-newsletter.
 - What is the goal of the communication plan & scope of work. Improve consistency; how to measure success.

DDA Financials

- Monthly Disbursement Report. Have collected about \$26,000 in TIF YTD.
- Troy has begun compiling 2024 values ahead of initial August valuation report.

EVC Update - Mick Daly

- Digital Dashboard is live.
 - Need to embed to the Town's website. Geofence around Eagle River Park needs to be corrected. In 2023, there was a great reduction in dwell time around town. How do we get visitors to stay longer?
- Ongoing focus on Economic Development Plan implementation.
 - Current initiative is to improve process & communication around Tap Fees/PIFs.

Business Items

- DDA Letter of Support for Regional Charging & Fueling Infrastructure Grant
 - Motion: Bryan / Second: Lachie. Motion approved to sign and send letter of support.
- Reviewed draft grant info sheet & application, along with rollout and selection process.
- Capitol Flats development project – request for meeting with DDA.
- Additional staff update – Stolfus Engineering is preparing a task order for final design and railroad submittal for Grand Avenue Corridor.

Future Agenda Items

- September: Education Speakers?
 - Grand Avenue and Capitol Street updates (CIP)
 - Johnstown downtown economic development

Public Comment - None

Adjourn



Peace on Earth

CHRISTMAS ON BROADWAY

Please Join Us For A Holiday Celebration.

Downtown Eagle, Colorado

DECEMBER

7

5:00PM PARADE

10AM Jingle Jog
3PM Wassail, Music,
Festive Foods & Holiday Crafts





To: Mayor and Town Council
From: Larry Pardee, Town Manager
Date: September 10, 2024
Re: Town Manager Report

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

Monthly Town and County Managers Meeting - Town Manager Michelle Metter hosted the latest meeting in Minturn, where we discussed the State's new water and wastewater systems regulations and their potential cost implications for local communities. Other topics included the possibility of a manager serving on the CML Policy Committee to represent Western Colorado.

Sawatch Development on Chambers - We have weekly check-ins with Dave Dantas to monitor the progress of the 263 development, ensuring all required submittals are on track and each area is progressing as planned.

West Eagle Affordable Housing - Our ongoing discussions with Tori Franks and Jeff Shroll focus on the various elements of the West Eagle development, ensuring all requirements are met, and the project timeline is adhered to for complete sufficiency and approvals.

Haymeadow Development - We hold weekly meetings and additional communications with Abrika Development, Brandon Cohen, and Michael Hood to discuss initiatives to enhance community infrastructure. Topics include extending Brush Creek Road, releasing performance guarantees, vesting property rights, and financial contributions to the Grand Avenue project.

Eagle County Housing Needs Assessment Action Plan - The project progresses smoothly, with draft materials anticipated shortly after Labor Day. Preliminary findings will be shared with Town Councils and partners in late October and early November, followed by a structured review and feedback process. A pivotal stakeholder meeting on Housing Strategies is scheduled for September 18 at Avon Town Hall. The Town of Avon has secured a \$200,000 planning grant under Prop 123 to bolster regional housing initiatives, extending these discussions into 2025. Comprehensive community survey results will be unveiled in October, with significant dates including a **November 12** Eagle County Commissioners Work Session and an **Eagle Town Council meeting at 6:00 pm**.

Economic Development:

Developments in East Eagle Subarea: The Town of Eagle, in collaboration with Economic & Planning Systems (EPS), is making significant strides in the East Eagle Subarea. Recent meetings have been pivotal in fine-tuning the Commercial Linkage Fee study, Infrastructure Financing strategies, and revenue-sharing plans. We are now preparing draft recommendations for the Town Council's review, ensuring they align perfectly with our broader objectives.

Commercial Linkage Initiative: To enhance affordable housing, the Town is considering a Commercial Linkage Fee that would directly tie commercial development to housing solutions, addressing the growing demand spurred by economic growth. Additionally, EPS is partnering with East Eagle Partners to conduct financial assessments to annex Parcels A and F, promoting balanced and sustainable development. These initiatives will be thoroughly analyzed and discussed before being presented to the Town Council.

Administration and Organization Update:

Commercial Appraisal: We've sent out seven requests for proposals for commercial appraisal services. So far, three companies have stepped up and are eager to assist with appraising Old Town Hall. We'll soon select the best fit to kick off the appraisal process.

Draft 2025 Budget Work: A big thank you to the council members for participating in the work session on the draft of Capital Improvement Projects and for your feedback. Our team works hard, collaborating across departments to review budget submissions. We aim to craft a conservative, balanced budget prioritizing essential public infrastructure, assets, and core services. We're also integrating valuable feedback from community surveys, focusing on Quality of Life and capital sales tax improvement projects.

Staffing and Recruitment Update: In 2024, we filled twenty-three previously vacant positions, demonstrating our commitment to strengthening our workforce. Six full-time positions remain open, and we're actively prioritizing these vacancies. Through strategic recruitment efforts, we're dedicated to attracting highly qualified candidates who will enhance the quality of life in our Community. Our pursuit of top talent underscores our commitment to fostering a vibrant cultural environment and ensuring continuous progress and well-being for all residents.

Brush Creek Park – Playground Refurbishment: The Town of Eagle has received an updated proposal from Playgrounds by Leathers Dream-Build-Play to refurbish the playground at Brush Creek Park. This project will be a community-driven effort, inviting residents to participate in transforming this beloved recreational area. While we aim to start construction in spring 2025, we're mindful of potential delays in equipment delivery. As the project progresses, we'll keep the Community informed and share opportunities for involvement in this exciting initiative.

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
August 6, Work Session	Canceled
September 3, Work Session	Capital Improvement Projects (CIP)
October 1, Work Session	MEAC – 1-hr check-in with Town Council to clarify their role OSRAC – 1-hr check-in with Council
November 5, Work Session	
December 3, Work Session	
Request for Additional Work Sessions	Topic



To: Mayor and Town Council
From: Larry Pardee, Town Manager, and Department Leads
Date: September 10, 2024
Re: Department Updates for August 2024

August 2024

ASSISTANT TOWN MANAGER - SPECIAL PROJECTS

Pool Replacement Project

- Progress at the new pools is moving along well and remains on schedule and on budget. Excavation for the building addition and both pools began and the foundation for the building addition was poured in late August.
- Decisions on slide and finishing designs are being finalized.
- Staff are working on executing a lighting plan for the dirt lot to ensure adequate and safe parking for the facility this fall and winter while the paved lots are closed. The lighting will remain in place after the pool project is complete as well.

Eagle Villas / Nogal Park

- Staff have been meeting with the Ulysses Development Group, who purchased Eagle Villas, to explore opportunities to improve and reprogram Nogal Park to better suit the needs of the residents and broader community. Together, staff and the Ulysses Development Group plan to launch a community engagement strategy to establish ideas and needs for the park and then work with a consultant to plan for park updates as early as 2025.
- Staff have updated the capital improvement plan to reflect an allocation of resources in 2025 with the intention of additional funding partners joining us in the implementation of the park renovations.

Culture Work

- Staff have been working on a revised performance plan and process. The new process is called a “development plan” and is designed to infuse the Town’s values and culture as part of the evaluation of each team member’s contributions. The process envisions more dialog between supervisors and staff with a focus on supporting a collaborative environment that encourages professional and personal growth as part of our annual goal setting.
- Staff are finalizing the draft documents. The new process will kick off in 2025, but staff will have the opportunity to see the documents and learn more about the process as we conduct our annual performance reviews this fall.

ECONOMIC DEVELOPMENT

- Staff and the DDA, with support from DCI, have successfully launched the Downtown Eagle Project Investment Program. The funding opportunity is made possible through the Rural Economic Development Initiative grant. The application window opened on September 1 and will close at 5:00 PM on September 20. Many Broadway businesses have been eagerly waiting for the chance to apply and staff are anticipating a considerable number of competitive applications. Spanish translation services are available by appointment. We invite you to [learn more here](#).
- Leveraging the [Digital Dashboard](#), EVC member Joel Wallen prepared an analysis of business insights and prevalent themes from 2022 and 2023. A succinct one-page [summary is available here](#).
- Staff hosted EPS on August 13 to conduct two East Eagle workshops. The first segment was dedicated to the Town's cost recovery strategy and commercial linkage work. Using the former Eagle River Station project as a template, EPS constructed models relative to infrastructure phasing, land use and development scenarios, and tax/financing mechanisms. For the second segment, the group was joined by Red Mountain Ranch LLLP for parcel-specific consultation. Staff and EPS are working to identify a presentation date to Town Council.
- Staff met with Colorado Department of Public Health and Environment (CDPHE) to discuss Brownfield funding and remediation programs for which properties along the Grand Avenue Corridor would qualify. Identifying, evaluating and cataloging Brownfield issues along the corridor will inform potential redevelopment plans. As described in the [Eagle Challenge Community Action Plan](#), pursuing CDPHE and/or Environmental Protection Agency (EPA) opportunities for free Phase 1 evaluations should be prioritized. The property owners of 546 Grand Avenue have volunteered to nominate their site for an environmental assessment. Staff will continue to provide updates on their progress.
- Staff attended an exploratory call with Placer.ai - an AI-powered location data and analytics platform. A subscription to their program provides detailed insights into consumer foot traffic. The data empowers users to analyze metrics such as visitation trends and make informed decisions impactful to tourism, optimizing community services, event planning, business attraction/retention and revenue forecasting. Investment in this technology was not incorporated in the draft 2025 budget. However, staff may be interested in exploring this, or similar technology as the Town's need for economic analysis evolves.

HOUSING

- The draft employee housing guidelines and lease agreement are complete and will be going to Town Legal for review. With growing interest from existing employees and the need to accommodate prospective hires, staff are eager to bring the draft documents forward, seeking Town Council approval.
- Staff and the Town Attorney are working to schedule a call to review the latest comments in the draft LERP Guidelines. The Assistant Town Manager has now assumed project lead with assistance from the Housing Specialist.
- As approved by Town Council resolution, staff have executed a Professional Services Agreement with Logan Simpson to conduct the Affordable Housing Accelerator Project (AHAP). Staff and the consultant team are underway with data compilation.
- The technical assistance project with Enterprise Community and Community Builders is temporarily on hold in the deliverables review phase. The technical assistance team notified staff that the Colorado Department of Housing has issued a stop work order related to the allocation of project budgets across the state for the fiscal year. Exact details and implications to community projects are unclear. Staff will continue to provide updates as they become available.

SUSTAINABILITY

- The solar array construction was initiated on August 5th and has moved at a rapid pace. All racking and modules have been placed. Upcoming work includes trenching to lay the remaining conduit and connecting the wiring to the onsite facilities and grid.



- The town's E-bike rebate program continued in August, with 5 additional applications received and approved. To date, only 30% of the rebate funds remain, which should cover 3-6 additional rebates. The average rebate amount is \$1,932. All recipients are informed of our e-bike regulations upon issuance of rebates, and they have been very well received.
- Staff continued to collaborate with other Eagle County communities to begin preparing for the Charging & Fueling Infrastructure Grant from the US Department of Transportation, for which the submittal date was pushed back to September 11th. 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.
- The Regional Net Zero Roadmap continues to progress, with Lotus Sustainability & Engineering working to add equity considerations to the existing plan. Next steps include several Listen & Learn sessions, during which the project team seeks feedback from the building community in an effort to bake their recommendations and feedback into the plan. Once that information is gleaned, the project team will work with the Town to schedule a council presentation to inform council's decision on roadmap adoption.
- The Showdown Town concert series concluded on August 15th, which also marked the conclusion of the compost pail giveaways. Staff, community sustainability champions, and one of our council members worked together to promote curbside composting via compost trivia and compost pail giveaways at each concert. This effort was well-received by the community and was an effective educational tool. Staff looks forward to incorporating compost pail giveaways in future events.
- Staff worked to plan a bilingual energy resource night with the Palmer Fund and Walking Mountains' Energy team. Currently, this is scheduled for October, and we hope to host it at Gardunos. The goal of the resource night is to sign up income-qualified community members for energy rebates and for the 2025 Reenergize Program.
- The Sustainability Shoutout Program has kicked off, and the TOE Green Team received 2 entries last month: Carla Cornejo and Eddie Wilson. Both employees were nominated by their peers for engaging in sustainability-based behaviors at work. They will both receive prizes and a highlight in Eagle Spirit.

- Next steps for the Green Team include improving waste diversion at our facilities and establishing bike rack infrastructure to promote sustainable commuting to work.

COMMUNICATION & MARKETING

- **Safe Streets for All (SS4A) Study**

The program has officially launched. Information has been shared with the Vail Daily. The next steps include distributing fliers and door hangers with a social media push. Other public engagement efforts to communicate the plan include:

- Biztoberfest on Sept. 5 at Town of Eagle Table (Jamie)
 - Pop-up at Yeti's Grind Coffee on Sept. 13 (SS4A staff, town staff)
 - Eagle SS4A Open House on Sept. 12 (SS4A staff, town staff)
 - Eagle Farmers' Market on Sept. 14 (SS4A staff, town staff)
- Attended the Colorado Municipal League's Effective Governance workshop in Glenwood. Refresher on media response, effective governance, budgeting, risk management, open meetings standards and civility information.
- Joined the ICLEI Climate & Sustainability Communications Cohort, led by Yale University. Sharing best practices for how to communicate sustainability initiatives and encourage community engagement.
- **News Shared in August**
 - [Community Input Sought for Development of Roadway Safety Action Plan](#)
 - [Construction Underway for Eagle's New Solar Array](#)
 - [Brush Creek Interpretive Signage](#)
 - [2025 Budget Review and Approval Calendar](#)
 - [Special Event Funding and Community Grant Requests](#)
 - [Downtown Eagle Investment Program](#)
 - [Eagle's Roadway Safety Action Plan](#)

SPECIAL EVENTS

August 2024

Marketing & Events Advisory Committee (MEAC)

- 2025 Event Funding and Community Grant application process is open until September 23.
- Work Session rescheduled for October 1, 2024

TOWN EVENTS - August

- Tube-A-Palooza at Eagle River Park – Unexpectedly huge turnout. Estimated over 300 people. This was a free community event. Sage Outdoor Adventures loaned river tubes at no cost. Staff received an overwhelming amount of appreciation from participants.
- Community Table – I can't believe it didn't rain! An incredibly successful event, given the adverse weather conditions. Over 500 people turned out to connect with their neighbors. Table decorations were amazingly creative, it was tough to decide the winners. Thank you, Eagle Ranch Association, for providing complimentary Kona ice and thank you, Slifer, Smith, and Frampton for sponsoring the band, The Platonics.

MEETINGS

- National Night Out – Hats off Eagle PD! HAATS was a spectacular addition.
- 15th Annual Eagle Mushroom and Wild Food Festival – In the week leading up to the event, staff discovered the festival did not submit a liquor license application. Given the timing, staff made a recommendation to the Town Manager to temporarily designate the venue to allow alcohol consumption. Staff and the Town Manager were able to help solidify a successful event.
- Down Valley Vibes Festival – This new event shed light on opportunities to improve the town's event planning and permitting process. Town was faced with numerous challenges across multiple departments. Each department worked with their production team to accommodate changes up to the last minute. Staff have since debriefed and discussed opportunities to provide better, more concise communication.
- Collaborating with Michelle Morgan to ensure the Chamber has a successful Biztoberfest. Thank you, Public Works for your additional help.
- Looking forward to welcoming the Colorado Highschool Cycling League September 6-8 and September 20-22.

UPCOMING EVENTS

SEPTEMBER	
9/5/24	Biztoberfest
9/6-9/8	Race #2 Haymaker Classic
9/7/24	Eagle Farmers Market
9/14/24	Eagle Farmers Market
9/20-9/22	Race #3 Haymaker Classic
9/21/24	Eagle Farmers Market
9/21/24	Vail Valley Walk to End Alzheimer's
9/28/24	Eagle Farmers Market

INNOVATION TECHNOLOGY

August 2024

Broadband update:

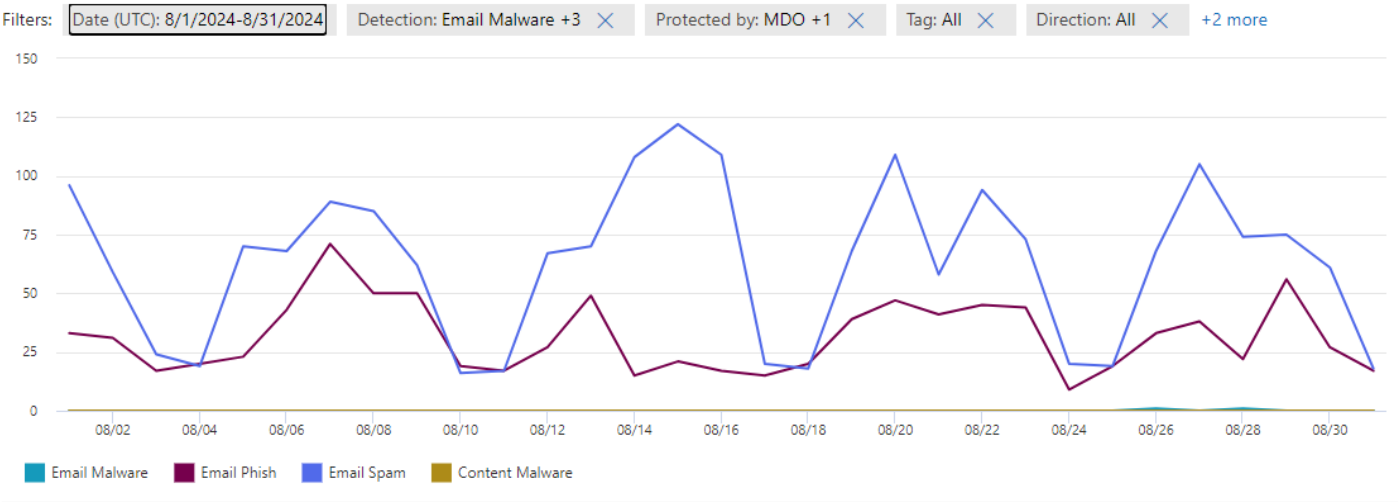
- New installations on hold until funding becomes available or as hardware becomes available from churn.

Technical Operations:

- Email threat protection report:

Threat protection status

The Threat protection status report provides information about threats found prior to email delivery, covering relevant detection technologies, policy types, and delivery actions.
[Learn more about this report](#)



- Support ticket report:

Sales Tax – 2024 Sales Tax

2024					
Month	Filing Period	Revenue Period	O/U	Online Sales	Online Retailers
Jan	\$ 557,533.05	\$ 821,112.05	4%	\$ 117,976.28	2236
Feb	\$ 729,552.42	\$ 810,272.13	21%	\$ 128,837.94	1963
Mar	\$ 919,947.73	\$ 707,787.05	1%	\$ 82,709.92	2045
1 Q	\$ 2,207,033.20	\$ 2,339,171.23	8%	\$ 329,524.14	
Apr	\$ 687,650.02	\$ 763,852.47	-6%	\$ 106,959.79	2080
May	\$ 760,446.12	\$ 655,520.37	-6%	\$ 109,466.26	2008
Jun	\$ 813,449.95	\$ 730,498.70	-3%	\$ 100,133.62	2076
2 Q	\$ 2,261,546.09	\$ 2,149,871.54	-5%	\$ 316,559.67	
Jul	\$ 825,937.89	\$ 799,652.78	-2%	\$ 98,315.99	2284
Aug		\$ 841,793.73	0%	\$ 104,790.60	2699

2023					
Month	Filing Period	Revenue Period	O/U	Online Sales	Online Retailers
Jan	\$ 721,493.40	\$ 793,838.43	5%	\$ 97,085.03	2016
Feb	\$ 681,684.40	\$ 675,138.60	5%	\$ 91,521.57	1792
Mar	\$ 748,092.11	\$ 698,140.28	5%	\$ 97,830.73	1892
1 Q	\$ 2,151,269.91	\$ 2,167,117.31	5%	\$ 286,437.33	
Apr	\$ 681,955.40	\$ 802,334.06	16%	\$ 125,304.23	1921
May	\$ 745,051.07	\$ 700,216.68	0%	\$ 98,906.78	1929
Jun	\$ 806,014.23	\$ 752,888.75	9%	\$ 102,648.68	2000
2 Q	\$ 2,233,020.70	\$ 2,255,439.49	8%	\$ 326,859.69	
Jul	\$ 819,983.61	\$ 813,185.50	7%	\$ 100,650.58	2063
Aug	\$ 819,101.77	\$ 839,114.42	3%	\$ 105,800.61	2047

COMMUNITY DEVELOPMENT

August 2024

Planning

LONG RANGE PLANNING

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

- Staff is processing a 2nd 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 August 8th to identify the process for incorporating WUI Code elements into Town's building codes. The next meeting is scheduled for September 12th.

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 27th.
 - Applications will be presented to the Planning Commission on September 17th and the Town Council on October 8th.
- 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.
 - A revised application based on the last round of referral comments has been submitted to the Town, and we tentatively expect to schedule public hearings for PZ on October 1st and TC on October 22nd.
- 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 11th, more information on this to come.
 - Staff hopes to have a presentation for Town Council on the Sixth Amendment to the ADA on the September 10th meeting.
- 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. C)
 - The application was submitted on August 5th.

- 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 September 10th consent agenda.
- 7 Hermits Condominiums at Haymeadow (Bldg. E)
 - This application was submitted on August 26th and is currently out on referral.
 - Staff tentatively plans to schedule this plat for Town Council's September 24th consent agenda.
- Sweet Leaf Pioneer Special Use Permit
 - Application to be re-presented at the September 17th Planning Commission and September 24th Town Council public hearings

NOTABLE UPDATES

- The Town posted an opening for a Planner II or III/Senior Planner on June 27th. Staff has interviewed several candidates and has identified our top two candidates.
- 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:
 - August - 5
 - 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 10 points of contact in June, this includes walk ins, phone calls, and transfers from other departments.
- Jess and Peyton are participating in the ICMA High-Performance Leadership Academy from August to early November.

Administrative Approvals (Encroachment Permits, Sign Permits,)

- Reviewed 1 Sign Permits for August.
 - 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 all 6 buildings. The final building anticipated mid September.
Haymeadow	91 Mountain Hope Circle	Building A, D, TCO complete.
Habitat for Humanity	3 rd Street	TCOs complete.

Slope and Hatch	115 East Second St Unit 1	Construction work commenced. Sign Permit issued. Inspections progressing.
Stone Concepts of Colorado	85 Marmot Ln	Permit pending.
Eagle County BMX	1700 Bull Pasture Rd	Payment (3) pending
Eagle Pool	1700 Bull Pasture Rd	PIF payment pending. Permit released. Inspections progressing
Alpine Lumber Shed	111 Chambers	Permit progressing

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	1527
Permits Processed	411	246

- 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.
- 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

August 2024
August 6 th (Planning Commission) - CANCELLED
August 13 th (Town Council) • CT24-02 7 Hermits Condominiums Filing 2 (Building D) <i>consent agenda</i>
August 20 th (Planning Commission)
August 27 th (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.
September 2024
September 3 rd (Planning Commission) - CANCELLED
September 10 th (Town Council) • CT24-05 7 Hermits Condominiums Filing 4 (Building C) <i>consent agenda</i> • First Amendment the Development Agreement for 263 Sawatch <i>consent agenda</i> • <i>Sixth Amendment to the Haymeadow Annexation and Development Agreement (ADA) (tentative presentation, no resolution)</i>
September 17 th (Planning Commission) • AN23-01 West Eagle Housing • LUDC24-01 Text Amendment to the Land Use Code
September 24 th (Town Council) • CT24-06 7 Hermits Condominiums Filing 5 (Building E) <i>consent agenda</i>

October 2024
October 1 st (Planning Commission) • <i>PUDA23-01 Haymeadow PUD Amendment (tentative)</i>
October 8 th (Town Council) • AN23-01 West Eagle Housinh
October 15 th (Planning Commission)
October 22 nd (Town Council) • <i>PUDA23-01 Haymeadow PUD Amendment (tentative)</i>

Upcoming Hearings in alternative format of upcoming hearings.

[illegible]

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 paving has been completed. Patching on capitol has been completed. Paving of the Nogal Gulch Trail is completed and select patching along the Eagle valley Trail is underway.

Capital Improvement Projects

- Howard & 4th Street – Construction is underway on this project. The contractor has completed the underground utility for water, sewer, and storm. Preparation of road subgrade and subbase is underway. The next utility work will consist of sanitary sewer main installation and storm sewer.
- Grand Avenue Corridor – 60% design has started. Priority will be given to the railroad submittal; analyzing the ROW impacts at the CDOT/Grand Ave motel/Castle Drive area; and property access point locations.
- Capitol Street – Field work including topography survey, subsurface utility engineering, and geotechnical engineering will be completed in September. Using the field information, conceptual designs and cost estimates will follow. Staff will schedule a work session with Council to review the conceptual designs and cost estimates. There will also be an Public Open House in late fall/early winter.
- Brush Creek Water Transmission Main & PRV – The design kicked off on August 21st. Field surveys, topo and utility, are in progress. The project includes 7,600 LF of water main design, water modeling, survey, and PRV upgrades. Construction late summer, early fall 2025.
- Sylvan Lake Road – 90% design documents are complete. A review meeting with CDOT occurred on June 25th and minor comments were received. Staff are working on final clearances with CDOT. The project will be advertised in Oct/Nov. The design includes a new sidewalk between MacDonald and Capitol Streets and intersection improvements at Capitol Street, McDonald, and Eagle Ranch Road using the \$1M MMOF grant.
- Safe Streets of All (SS4A) Action Plan – The steering committee has been selected and initial public outreach has started.