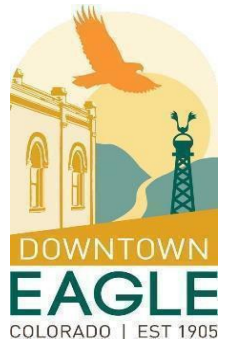


EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
Eagle Town Hall | 200 Broadway, Eagle, CO 81631
Castle Conference Room
Tuesday, November 12, 2024 | 12:00PM
IN-PERSON



Meeting Access

This is a public meeting with access via MS Teams.

Microsoft Teams meeting

Join on your computer, mobile app or room device

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Meeting ID: 255 576 955 344

Passcode: XvXrfV

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[+1 469-770-0416,,974968544#](#) United States, Dallas

Phone Conference ID: 974 968 544#

12:00pm: Call to Order and Roll Call

12:00pm: Approval of Minutes

- Minutes dated October 15, 16, 18, 2024

12:05pm: Updates (as needed)

- DCI, including Communications & Marketing
- DDA Financials, Troy Bernberg
- EVC, Mick Daly
- Eagle Chamber, Michelle Morgan

12:30pm Presentations

- 12:30pm – Update, Capitol Street Proposed Improvements
 - Town of Eagle, Martha Miller
- 1:00pm – LUDC text amendment regarding the use of alleyways to access properties
 - Town of Eagle, Peyton Heitzman & Sydney Dynek

1:30pm: Business Items

- 1:30pm – Feedback on DDA Grant Program, Round One
 - Reserve January 21, 2025 meeting for applicant (non-recipients) feedback
- 1:50pm – 2025 Priorities & Goals
- 2:10pm – Board Administration
- 2:25pm – Review of Professional Services Agreements
- 2:40pm – Town of Eagle Department Updates – questions?

2:50pm: Future Agenda Items

- December 17, 2024 meeting cancelled
- Next meeting is January 21, 2025

2:55pm: Public Comment

3:00pm: Adjourn



EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Date: Tuesday, October 15, 2024 | 12:00PM – 3:00PM **IN-PERSON- Castle conference Room**

Welcome special session for capitol flats: Called to order at 12:04

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

Others present: Melissa Daruna, Troy Bernberg, Mick Daly, Nikki Davis, Kim Fritzler, Alison Perry, Maggie Fitzgerald

Business Item

- **Presentation:** Capitol Flats Development Project - Eagle DDA inclusion Request
- **Troy Bernberg:** Advising on inclusion and financial arrangements that could be possible

12:45pm: Adjourn for Recess

1:11pm: Call to Order | Council Chambers

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

Other's Present: Melissa, Nikki, Ryan Goebel

Administrative

- Council Chamber dais technology orientation - Ryan Goebel
- Staff-led grant review preparation and process

Approval of Minutes:

- Minutes dated September 17, 2024 Marci motioned to approve, Lache 2nd - approved 5-0

1:30pm: Business Item

- Downtown Eagle Project Investment Grant - Application Presentations

	Date	Time Slot	Applications	Purpose	2024 Request
1	Tues 10/15	1:30 PM	** Eagle Valley Business Center	Improvements/modifications to existing space	\$ 10,000
2	Tues 10/15	1:45 PM	Vail Valley Wellness	Improvements/modifications to existing space	\$ 10,000
3	Tues 10/15	2:00 PM	FOODsmith Prep	Other	\$ 9,000
4	Tues 10/15	2:15 PM	330 Broadway Building	Improvements/modifications to existing space	\$ 10,000
5	NOT PRESENTING		Canela Coffee and Pastry Shop	Beautification (murals, façade improvement, signage, etc)	\$ 3,500
6	Tues 10/15	2:45 PM	Hidden Table Games	Marketing/Communications	\$ 9,450
7	Tues 10/15	3:00 PM	228 Broadway LLC	Improvements to currently vacant/abandoned space	\$ 6,000
8	Tues 10/15	3:15 PM	Flower Hound	Improvements/modifications to existing space	\$ 10,000
9	Tues 10/15	3:30 PM	Slope & Hatch	New Business	\$ 10,000
10	Tues 10/15	3:45 PM	Inner Light Juice	Beautification (murals, façade improvement, signage, etc)	\$ 5,000
11	Tues 10/15	4:00 PM	** Yoga Off Broadway	Marketing/Communications	\$ 8,000
12	Wed 10/16	9:00 AM	Mountain Market & Supply	New Business	\$ 9,600
13	Wed 10/16	9:15 AM	** Higher Elevation Healing Art School	Other	\$ 10,000
14	Wed 10/16	9:30 AM	The Tea Party by Little Stars Cakery	Marketing/Communications	\$ 5,000
15	Wed 10/16	9:45 AM	The Floofy Snoot, LLC	New Business	\$ 10,000
16	NOT PRESENTING		Polish Highlanders LLC	Improvements to currently vacant/abandoned space	\$ 4,800
17	Wed 10/16	10:00 AM	ARTSPACE workshop+gallery	Beautification (murals, façade improvement, signage, etc)	\$ 10,000
18	Wed 10/16	10:15 AM	EagleARTS Nonprofit	Marketing/Communications	\$ 10,000
19	NOT PRESENTING		Skin Care by Jen	Improvements/modifications to existing space	\$ 4,500
Total Funding Request					\$ 154,850
Applications for less than \$5,000 were not required or invited to present. Those are in red text.					
** - will be presenting virtually on Teams.					

Final Meeting of the Year:

Tuesday Nov. 19 - 1pm

Adjourn:

4:04 Jake motioned to adjourn, Marci seconded Approved 5-0



EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Date: Wednesday, October 16, 2024 | 9:00am – 12:00pm **IN-PERSON- Council Chambers**

Call to Order: 9:02am

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

Other's Present: Melissa Daruna, Ryan Goebel

Business Items:

- Downtown Eagle Project Investment Grant - Application Presentations Continued from Oct. 15

	Date	Time Slot	Applications	Purpose	2024 Request
1	Tues 10/15	1:30 PM	** Eagle Valley Business Center	Improvements/modifications to existing space	\$ 10,000
2	Tues 10/15	1:45 PM	Vail Valley Wellness	Improvements/modifications to existing space	\$ 10,000
3	Tues 10/15	2:00 PM	FOODsmith Prep	Other	\$ 9,000
4	Tues 10/15	2:15 PM	330 Broadway Building	Improvements/modifications to existing space	\$ 10,000
5	NOT PRESENTING		Canela Coffee and Pastry Shop	Beautification (murals, façade improvement, signage, etc)	\$ 3,500
6	Tues 10/15	2:45 PM	Hidden Table Games	Marketing/Communications	\$ 9,450
7	Tues 10/15	3:00 PM	228 Broadway LLC	Improvements to currently vacant/abandoned space	\$ 6,000
8	Tues 10/15	3:15 PM	Flower Hound	Improvements/modifications to existing space	\$ 10,000
9	Tues 10/15	3:30 PM	Slope & Hatch	New Business	\$ 10,000
10	Tues 10/15	3:45 PM	Inner Light Juice	Beautification (murals, façade improvement, signage, etc)	\$ 5,000
11	Tues 10/15	4:00 PM	** Yoga Off Broadway	Marketing/Communications	\$ 8,000
12	Wed 10/16	9:00 AM	Mountain Market & Supply	New Business	\$ 9,600
13	Wed 10/16	9:15 AM	** Higher Elevation Healing Art School	Other	\$ 10,000
14	Wed 10/16	9:30 AM	The Tea Party by Little Stars Cakery	Marketing/Communications	\$ 5,000
15	Wed 10/16	9:45 AM	The Floofy Snoot, LLC	New Business	\$ 10,000
16	NOT PRESENTING		Polish Highlanders LLC	Improvements to currently vacant/abandoned space	\$ 4,800
17	Wed 10/16	10:00 AM	ARTSPACE workshop+gallery	Beautification (murals, façade improvement, signage, etc)	\$ 10,000
18	Wed 10/16	10:15 AM	EagleARTS Nonprofit	Marketing/Communications	\$ 10,000
19	NOT PRESENTING		Skin Care by Jen	Improvements/modifications to existing space	\$ 4,500
Total Funding Request					\$ 154,850
Applications for less than \$5,000 were not required or invited to present. Those are in red text.					
** - will be presenting virtually on Teams.					

Break: 10:32am

Resume: 10:40am

Yoga off Broadway presentation viewing (had to be rescheduled)

Discussion of presentations

Marci Motion to extend the meeting to Friday Oct. 18 at 2:30 Jake Second, Approved 5-0

Adjourn: Marci Motion to adjourn, Jake second, approved 5-0

Meeting dismissed: 12:01



EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Date: Friday, October 18, 2024 | 2:30pm **IN-PERSON- Council Conference room**

Call to Order: 2:34pm

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

Other's Present: Melissa Daruna, Ryan Goebel, Brian Woods, Mick Daly, Becky Burgess, Brian Burgess,

Grant Application Deliberation:

- Downtown Eagle Project Investment Grant - Application Deliberation continued from Oct. 16th

	Business or Group Name:	Requesting Party:	Purpose:	2024 Funds Request:	Recommended Award Amount:
1	Eagle Valley Business Center	Justin Roach	Improvements - existing space	\$ 10,000	\$ -
2	Vail Valley Wellness	Brian Burgess	Improvements - existing space	\$ 10,000	\$ 7,000.00
3	FOODsmith Prep	Allana Smith	Other	\$ 9,000	\$ 4,400.00
4	330 Broadway Building	Debby Will	Improvements - existing space	\$ 10,000	\$ -
5	Canela Pastry and Coffee Shop	Rosa Gonzalez	Beautification (murals, signage)	\$ 3,500	
6	Hidden Table Games	Philip Lataille	Marketing/Communications	\$ 9,450	\$ 4,400.00
7	228 Broadway LLC	Philip Lataille	Improvements - vacant/abandoned	\$ 3,358	\$ -
8	Flower Hound	Paige Tabor	Improvements - existing space	\$ 10,000	\$ 7,000.00
9	Slope & Hatch	Greg Lemkau	New Business	\$ 10,000	\$ 7,000.00
10	Inner Light Juice	Keith Carrieri	Beautification (murals, signage)	\$ 5,000	
11	Yoga Off Broadway	Yvonne deGorter	Marketing/Communications	\$ 8,000	\$ 4,400.00
12	Mountain Market & Supply	Kristin Brown	New Business	\$ 9,600	\$ 7,000.00
13	Higher Elevation Healing Art School	Audrey Carson	Other	\$ 10,000	\$ 4,400.00
14	The Tea Party by Little Stars Cakery	Maria Munoz	Marketing/Communications	\$ 5,000	
15	The Floofy Snoot, LLC	Amy Abling	New Business	\$ 10,000	
16	Polish Highlanders LLC	Shawna Topor	Improvements - vacant/abandoned	\$ 4,800	\$ -
17	ARTSPACE workshop+gallery	Tarak Novak	Beautification (murals, signage)	\$ 10,000	\$ -
18	EagleARTS Nonprofit	Tarak Novak	Marketing/Communications	\$ 10,000	\$ 4,400.00
19	Skin Care by Jen	Jen Fossen	Improvements - existing space	\$ 4,500	
					\$50,000

- Marci motion to approve the funding, Jake 2nd, 5-0 approval

Resolution Approvals:

Resolution Marci - motion to approve resolution 73 Lache 2nd 5-0

Resolution Marci - motion to approve resolution 74 Jake second 5-0

Adjourn: Marci Motion to adjourn, Lache 2nd, approved 5-0

Meeting dismissed: 3:39



To: Mayor and Town Council

From: Peyton Heitzman, Community Development Director
Sydney Dynek, Planner

Date: October 8, 2024

Agenda Item: LUDC text amendment to simplify and improve clarity for five (5) items within the Land Use and Development Code (LUDC) and one (1) item that responds to recent state legislation regarding the definition of "Family".

REQUEST:

For Town Council to review and approve staff proposed modifications to the Land Use and Development Code.

BACKGROUND:

In October 2023, the Town of Eagle's new Land Use and Development Code (LUDC), also known as ReCode, took effect. In the months since, staff have identified a number of text blocks that require modification to provide better definition, clarify intent, and improve applicability. The modifications proposed by this memo clarify intent, improve definition, simplify instruction that are overly complex, and respond to recent Colorado State legislation.

By Code, adjustments and corrections to the LUDC require review and recommendation from the Planning and Zoning Commission, followed by adoption of an ordinance by Town Council. This round of suggested code amendments includes the following:

1. Adjustment regarding the use of alleyways to access properties.
2. Improved definition and guidance regarding Employee Dwelling Units in Commercial and Industrial Zone Districts.
3. Adjustment to the screening requirements for RV's parked on private lots
4. Simplification and clarification of the Town's stream and riparian setback standards.
5. Clarification as to the number of Special Use Permits that can exist on a single property.
6. Modification to the definition of a family, as required by Colorado House Bill 24-1007 ("HB 1007").

Staff brought forth the proposed changes to the LUDC to the Planning Commission at the September 17 public hearing. Staff's full analysis of those changes is included in the September 17 staff memo [linked here](#).

There were two public comments at the September 17 Planning Commission meeting. One comment spoke to the importance of the proposed language change around alley access and site design and the impacts to their property. The other comment proposed adding a FONSI (Finding of No Significant Impact) element to the Riparian Buffer Code language to provide relief from the standards when proposed development extends into the existing 75-foot setback.

Additionally, several Planning Commissioners expressed interest in more flexibility being built into the Riparian Buffer Code language to enable development and site improvements within the existing 75 foot setback where that reduction does not impact the health of the adjacent riparian area.

The Planning Commission hearing was continued to October 1st for staff to incorporate feedback from the September 17th meeting. The Planning Commission recommended approval of code amendments that are reflected in the ordinance before the Town Council tonight.

ANALYSIS:

1. Clarification of Use of Alleyways to Access Properties (Section 4.04.040.D, *Parking Location for CMU1*, 4.04.050.D, *Parking Location for CMU2*, and 4.10.030.A.1.b, *Site Design, Access and Connectivity*)

Except for specially designed alleyways in some neighborhoods in Eagle Ranch, alleyways in the Town of Eagle are narrow, unpaved, and offer limited sight distances at their intersection with the Town's main road system. While owned by the Town, alleyways are not routinely maintained by Public Works. The Town's old code prohibited the use of alleyways for principal access to a property but acknowledged they could be used as secondary access. The new code reversed this position, requiring alleyways (where they exist) be used as primary access to single structure lots, and requiring them specifically to be used as the primary access to parking areas in the new CMU1 and CMU2 zone districts. Staff believes this reversal in direction was not thoroughly vetted. While there are instances where a properly designed (new) alleyway system could serve to provide safe and functional access to a property, the preponderance of situations in the Town of Eagle do not support the use of alleyways for primary access to a parking lot. Many of the lots along Grand Avenue do not have alleys, so while the alley access requirement may be a moot point, staff believes that additional clarity was needed for parking and site access in CMU1 and CMU2.

4.4.040.D. Parking Location (for CMU1 zone district)

- ~~1. Alley access to parking is required for lots where an alley exists.~~
- ~~2. Lots without an alley are permitted to access rear or side parking from a local or arterial street.~~
- ~~3. Up to 30 percent of parking may be located between the front lot line and the front of the primary structure.~~

1. *Unless approved by the Director of Public Works, alleyways shall not be used as the primary access to a parking area.*
2. *On-site parking for new developments shall be located in the rear of the primary building, except for single-family residences and duplexes.*

4.4.050.D. Parking Location (for CMU2 zone district)

- ~~1. Alley access to parking is required for lots where an alley exists.~~
- ~~2. Lots without an alley are permitted to access rear or side parking from a local or arterial street.~~
- ~~3. Up to 30 percent of parking may be located between the front lot line and the front of the primary structure.~~

1. Unless approved by the Director of Public Works, alleyways shall not be used as the primary access to a parking area. Per Section 4.10.050.C(d), access shall be taken from a side street whenever feasible and shall be consistent with the Grand Avenue Corridor Plan.
2. On-site parking for new developments shall be located in the rear of the primary building, except for single-family residences and duplexes.

4.10.030.A Site Design

1. Access and Connectivity

- ~~b. On single structure sites, primary access shall be from the alley, when an alley exists. In neighborhoods or streets without alleys, primary access shall then be from the street frontage facing the main entrance of the building.~~
- b. To the greatest extent possible, primary access is taken from an alley where an alley exists, except in CMU 1 and CMU 2.

2. New Standards and Definitions for Employee Dwelling Units (Table 4.09-2, *Accessory Use Table*, Section 4.09.100, *[Use-specific Standards for] Accessory Uses and Structures*, and Section 4.20.020, *Definitions*)

The old code provided “one single dwelling unit, accessory to a use permitted” as a use requiring a Special Use Permit in the Commercial General and Industrial zone districts. A number of these “Employee” units have been approved by the Town, most along Chambers Avenue. At least one has been approved in the Industrial zone district. The old code did not provide a separate definition for these units, nor did it speak to any use-specific standards for their inclusion on a commercial or industrial property.

The new code lists Employee Unit in Table 4.09-2, *Accessory Use Table*, and indicates that it requires a Minor Review (M) in the Commercial General (CG), Commercial General East (CGE), and Commercial Interchange (CI) zone districts. The new code no longer allows Employee Units in the Industrial Zone district. This change may have been intentional to avoid conflicts between industrial and residential uses, but it creates an administrative issue for employee units previously approved. The new code introduces a definition for Employee Unit (in 4.20.020, *Definitions*), but that verbiage has proven to be inadequate for present situations and concerns. Use-specific standards for an Employee Unit have not been included in the new code.

Staff would suggest that Employee Units be allowed in the Industrial Zone district with a Special Use Permit, similar to the old code, as this validates previous approvals and assures adequate process controls moving forward. Staff are suggesting a modification to 4.09-2, the *Accessory Use Table*, placing an S in the column below IND and across from Employee Unit.

Table 4.09-2: Accessory Use Table																		
Zone Districts	Residential Districts					Rural and Agriculture Districts			Mixed-Use, Commercial and Industrial Districts								Govt. /Civic Districts	
	R1	R2	R3	R4	OTR	RR1	RR2	R	CMU1	CMU2	BD	CG	CGE	CI	IND	PC1	PC2	Use-Specific Standards
KEY: P = Permitted / A= Administrative Review / M = Minor Review/ - = Not Permitted																		
Accessory Detached Structure	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	PL	4.09.100C
Accessory Dwelling Unit (ADU)	P	P	P	P	P	P	P	P	P	-	-	-	-	-	-	-	-	4.09.100C
Childcare Home (≤ 6 children)	P	P	P	P	P	P	P	P	P	P	P		P	P	-	P	-	
Drive Thru	-	-	-	-	-	-	-	-	-	M	-	M	M	M	-	-	-	4.09.100E
Employee Dwelling Unit	-	-	-	-	-	-	-	-	-	-	-	M	M	M	S	-	-	4.09.100L
Farmer's Market	-	-	-	-	-	-	-	M	-	-	-	-	-	M	-	M	M	
Farm Stand	-	-	M	M	M	M	M	M	M	M	M	-	-	M	-	M	-	

Staff are also suggesting Use-Specific Standards for Employee Units be added to Section 4.09.100, *[Use Standards for] Accessory Uses and Structures*, as Section 4.09.100L (see text below). A reference to these standards also needs to be added to the far-right hand column of Table 4.09-2, (see above).

4.09.100 Accessory Uses and Structures

L. Employee Dwelling Units

1. A maximum of one employee dwelling unit shall be permitted per lot.
2. Employee dwelling units shall be located on the same lot as the nonresidential use to which the employee housing is offered and shall not be subdivided.
3. Employee dwelling units shall have separate exterior access.
4. Employee dwelling units shall provide a minimum of one dedicated off-street parking space, located in immediate proximity to the separate exterior access.
5. A deed restriction, in a form approved by the Town, shall be required for each employee dwelling unit restricting occupancy to full-time employees of the nonresidential use on the lot to which it is located.

And finally, Staff is suggesting that the definition for Employee Unit (alphabetically in Section 4.20.020, *Definitions*) be amended as follows:

Employee Dwelling Unit

A dwelling unit that is ~~within or attached to a nonresidential development, but with a separate entrance from the nonresidential portion of the development; may also be located at an approved site location different than the site of the employment generation or detached from the nonresidential development but located on the same lot, parcel or subdivision; and is not accessed from any other residential dwelling.~~ **located on the same lot as a primary nonresidential use that is restricted for occupancy to households where at least one person of that household is a full-time employee, working an average of 30 hours per week, at the nonresidential use located on the same lot.**

3. Adjustment to the screening requirements for RV's parked on private lots, 4.11.060.B.4

The new code lists Outdoor Storage of One RV as an accessory use in Table 4.09-2, and provides a link to standards in 4.11.060, *Screening* (4.11.060.B4). That standard requires an RV (and a longer list of other recreational vehicles) to be "buffered" from view with a solid fence or dense shrubbery, and

prohibits the storage of recreational vehicles in any front yard. Town officials have requested that these screening and location standards be removed from the standards for the storage of a recreational vehicle. Staff are proposing that 4.11.060.B.4 text be revised as indicated below, and that 4.11.060.B.4 be moved from the screening section to the Use-Specific Standards section as item 4.09.100M. Table 4.09-2 should be modified accordingly.

M. Storage of Recreational Vehicles

1. No more than one recreational vehicle shall be stored on each property.
2. Recreational vehicles in the front yard shall be stored on a designated parking space or drive. Recreational vehicles stored inside a building or in a rear yard shall not create secondary driveways or paths of any kind that disturb landscaping.

4. Revisions to Riparian Setback standards (Section 4.14.050.C, *Riparian Setback and Buffer*, Section 4.20.020 *Definitions*)

During the recode process, staff identified minor adjustments that were needed to the Town's stream setback regulations (old code Section 4.04.100.H.2, *Live Stream Setback*), to better define and clarify their intent. The 2023 LUDC replaced the old code text with a much longer and more complex metric (Section 4.14.050.C, *Riparian Setback and Buffer*) which, upon further use and review, has proven to be burdensome and confusing to both applicants and staff.

Staff are suggesting a return to a more simple and traditional approach to the stream setback measurement currently cited in Section 4.14.050.C, repealing and replacing the text in its entirety, as follows:

4.14.050.C Riparian Setback and Buffer

1. ~~When Required~~

~~A riparian setback and buffer are required for the following:~~

- ~~a. In all zone districts on each side of any perennial stream or river, water body, or wetland as established by the mapped floodplain area, or from the Ordinary High Water Mark (OHWM), or as determined by a qualified professional geologist or geotechnical engineer.~~
- ~~b. Classifications of surface waters as perennial or intermittent streams, or as a lake or pond, shall be as indicated on the most recent version of the United States Geological Survey (USGS) 1:24,000 (7.5 minute) scale topographic maps, or the most recent version of the soil survey map prepared by the Natural Resources Conservation Service of the United States Department of Agriculture (USDA). If there exists a discrepancy between these maps that would affect a required buffer, the classification requiring the most stringent buffer shall be applied.~~

1. ~~Minimum Total Width of Water Body Setback~~

~~No improvement, building, structure, private ramp access, excavation, dumping, or backfill shall be placed, built, undertaken or approved within a 75-foot setback area measured horizontally from the AHWL of any river or live stream, except for improvements permitted in Section 4.14.020.C.3. The location of the required setback is determined by the minimum~~

~~total width of the area within the riparian buffer. This shall be the width of the mapped floodplain, or where the floodplain is not mapped or is narrower than 75 linear feet from the AHWL on both sides.~~

~~2. Riparian Buffer Zones~~

~~a. Streamside Zone—Zone 1~~

- ~~i. Zone 1 shall begin at each edge of any identified riparian area and shall occupy a margin of land on each side, each with a minimum width of 25 feet from any wetland, water body, or any perennial stream. Where very steep slopes (30 percent or greater) are located within, and extend beyond such margin, Zone 1 shall extend to include the entirety of the very steep slopes up to a maximum dimension of 50 feet.~~
- ~~ii. No disturbance of land shall be allowed within Zone 1 including without limitation dumping, filling, dredging, new construction, excavating, substantial improvements or modifications, scraping by motorized equipment, removal of native vegetation or root systems, or transferring materials that will reduce the natural storage capacity of the land, interfere with the natural flow pattern of any watercourse, or degrade the quality of surface or ground water.~~
 - ~~(a) Exceptions to these restrictions include:
 - ~~(i) Approved flood control structures;~~
 - ~~(ii) Approved stream restoration practices;~~
 - ~~(iii) Selected removal of dead, hazardous, or invasive vegetation or vegetation management in accordance with an approved landscape plan;~~
 - ~~(iv) Unpaved public pedestrian trails; and~~
 - ~~(v) Roads where no economically feasible alternative exists. Roads should cross streams and riparian areas as perpendicular to the flow path as possible to reduce the area of disturbance.~~~~
 - ~~(b) Underground utilities or public park structures may be allowed as a Special Use, provided that the Planning and Zoning Commission and Town Council find that:
 - ~~(i) There is no practical alternative location for the utilities or public park structures; and~~
 - ~~(ii) That adequate provision is made to ensure that all construction scars are revegetated.~~
 - ~~(ii) Utilities should cross streams and riparian areas as perpendicular to the flow path as possible to reduce the area of disturbance.~~~~

~~b. Outer Buffer Zone—Zone 2~~

- ~~i. Zone 2 provides for limited uses in a buffer between development and Zone 1. It also provides separation between areas of intense human use and riparian features associated with intermittent or ephemeral streams.~~
- ~~ii. The minimum width of Zone 2 for wetlands, waterbodies, and perennial streams shall be from the edge of Zone 1 to the limit of the mapped floodplain. The width of Zone 2 when applied to intermittent streams is 50 feet.~~

- ~~iii. No significant disturbance of land shall be allowed within Zone 2 buffers including without limitation dumping, filling, dredging, new construction, excavating, substantial improvements or modifications, scraping by motorized equipment, removal of native vegetation or root systems, or transferring materials that will reduce the natural storage capacity of the land or interfere with the natural flow pattern of any watercourse or degrade the quality of surface or ground water. The following are permitted in the riparian transition buffer:~~
- ~~(a) Any use permitted in the Zone 1 buffer;~~
 - ~~(b) Non-agricultural open fencing;~~
 - ~~(c) Unpaved biking or hiking trails;~~
 - ~~(d) Stormwater management facilities with the approval of a qualified engineer; and~~
 - ~~(e) Recreation uses with the approval of the Floodplain Administrator.~~

Proposed replacement text:

C. Riparian Setback

1. Except as stated below, no disturbance of any kind including the construction of any improvements, dumping, filling, dredging, excavating, removal of or modification to vegetation, or any activity that disturbs the land shall be permitted within:
 - a. 75 feet landward of any natural waterway measured from the ordinary high-water mark of the waterway as determined by a qualified professional and approved by the Town Engineer; or
 - b. or Tthe mapped 100-year floodplain, whichever creates the greatest distance from the water's edge.
2. The following improvements and activities shall be exempt from the riparian setback:
 - a. Town-approved flood control structures;
 - b. Town-approved stream restoration improvements;
 - c. Selected removal of dead, hazardous, or invasive vegetation or vegetation management in accordance with Town operational procedures or an approved landscape plan;
 - d. Unpaved public pedestrian trails;
 - e. Town-owned public facilities; and

f. Roads and utilities where no reasonable alternative exist. Roads and utilities shall cross streams and riparian areas as perpendicular to the flow path as possible to reduce the area of disturbance. Construction plans shall include provisions to ensure bank stability, and all construction scars shall be promptly smoothed and revegetated.

g. Maintenance of irrigation structures having adjudicated water rights, including headgates, irrigation ditches, reservoirs and ponds.

3. Upon a demonstration by the applicant that no adverse impacts will occur to the environment, the Director may reduce the riparian setback to 50 feet.

The Town's new code provides a definition for "High Water Mark" and "Stream" in Section 4.20.020, *General Definitions and Measurement Descriptions*. A detailed definition for the "Ordinary High-Water Mark" is also listed in Section 4.29.030, *Flood Damage Prevention Definitions*. In support of the proposed riparian setback language, staff is suggesting a definition for "Natural Waterway" be added alphabetically to Section 4.20.020, *General Definitions and Measurement Descriptions*.

Natural Waterway Any body of water that flows year-round in a channel with banks and a bed that is a part of the natural topography and hydrology of the area.

5. Only One Special Use Permit allowed per property (Section 4.17.080.E.2, [Review Process for] Special Use Permit)

Special Use Permits (SUP's) often require adjustment after they have been approved to accommodate operational changes or modifications to the uses allowed. Lacking a process to amend a Special Use Permit, the Town in the past has required an applicant to obtain a new SUP. The resolution approving the new SUP often fails to revoke and replace the old SUP, and in those instances, a property can end up with two (or more) Special Use Permits.

The Town's new code already limits one special use per property, however, the language in the code is confusing. As such, staff is suggesting the addition of the following provision to Section 4.17.080.E.2 of the new code:

4.17.080.E.2. Applicability

This Section shall apply to any use that is classified as a Special Use in Table 4.09-1 or elsewhere in this LUDC. **Only one special use permit shall be permitted for each property.**

6. Modification of the Definition for a Family (4.20.020.F Definitions)

House Bill 24-1007 ("HB 1007") took effect on July 1, 2024. As detailed in a June 3rd memorandum from Town Attorneys Matthew Mire and Kendra L. Carberry, C.R.S. § 29-20-111 now prohibits local governments from setting any sort of maximum occupancy limit on a single residential dwelling unit unless the limit is based on either a demonstrated health and safety standard, such as a building code, or an affordable housing program. In short, the Bill voids local occupancy limits based on familial

relationships and establishes that residential occupancy limits may only be imposed in the two specific circumstances listed above.

Many municipalities like Eagle enforce occupancy limits based on familial relationships, which are typically codified through the definition of “family” in their respective code. Eagle has a long and elaborate definition for “Family” in this regard. In response to HB 1007, Counsel has suggested the following modification to the Town’s definition:

Family

~~A single individual or a collective body of persons in a domestic relationship based upon blood, marriage, adoption, or legal custody, occupying one dwelling unit and living as a separate, independent housekeeping unit, or a group of not more than five unrelated persons, all living together as a separate housekeeping unit. Notwithstanding the foregoing, a family shall be deemed to include 5 or more persons (but not in excess of twelve (12) persons) that are not related by blood, marriage, adoption, or legal custody occupying a residential Dwelling Unit and living as a single housekeeping unit if the occupants are handicapped persons as defined in title III of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, or disabled persons as defined by § 24-34-301, C.R.S. A household that includes five or more persons identified above shall not be excluded from the definition of "family" by the residence in the household of additional necessary persons (and their families) employed in the care and supervision of such handicapped or disabled persons.~~

COMMUNITY INPUT:

These proposed changes to the new code were noticed in local papers on Thursday, August 29th. Public hearings were held at the Planning & Zoning Commission meeting on September 17, 2024 which was then continued to the October 1, 2024 Planning & Zoning Commission meeting, and the Town Council meeting on October 8, 2024, where the public may comment on the proposed amendments. Details about the proposed changes are also available on the Town’s website.

Public Comment was received both at the Planning Commission hearing on September 17th and via email. The in person public comments spoke about the proposed language changes regarding alley access and about the concept of including a FONSI element to the Riparian Buffer code language. The public comment received via email is included as an attachment to this memo and spoke to the Riparian Buffer code language as well as the definition of an employee dwelling unit.

BUDGET / STAFF IMPACT:

None.

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

The code amendments support the following major objective within the Town’s Strategic Plan:

- *Improve Community Responsive Services.* This amendment to the Code aims to correct omissions, minor conflicts, and enhance clarity, supporting the Town’s goal of being responsive to the community through thoughtful growth and development.

RECOMMENDED ACTION OR PROPOSED MOTION:

I move to APPROVE Ordinance 8, Series 2024, “An Ordinance of the Town Council of the Town of Eagle, Colorado Amending Title 4 of the Eagle Municipal Code Regarding Occupancy Restrictions, Special Use Permits, Parking Location and Design, Riparian Setbacks, Recreational Vehicles, and Employee Residential Units”.

ATTACHMENTS:

- Ordinance 8, Series 2024
- September 17, 2024 Planning Commission Memo ([LINK](#))
- October 1, 2024 Planning Commission Memo ([LINK](#))

TOWN OF EAGLE, COLORADO
ORDINANCE NO. 08
(Series of 2024)

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO AMENDING TITLE 4 OF THE EAGLE MUNICIPAL CODE REGARDING OCCUPANCY RESTRICTIONS, SPECIAL USE PERMITS, PARKING LOCATION AND DESIGN, RIPARIAN SETBACKS, RECREATIONAL VEHICLES, AND EMPLOYEE RESIDENTIAL UNITS

WHEREAS, Colorado House Bill 24-1007 (the “Act”) prohibits local governments from basing housing occupancy limits on familial relationships under C.R.S. § 29-20-111;

WHEREAS, the Town recently adopted a new Land Use and Development Code, codified as Title 4 of the Eagle Municipal Code (the “LUDC”);

WHEREAS, since the adoption of the LUDC, Town staff have identified several provisions of the LUDC that require clarification; and

WHEREAS, the Town Council desires to amend the LUDC to comply with the Act and clarify various provisions.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO AS FOLLOWS:

Section 1. Section 4.04.040(D) of the Eagle Municipal Code is hereby repealed in its entirety and replaced as follows:

D. Parking Location

1. Unless approved by the Director of Public Works, alleyways shall not be used as the primary access to a parking area.
2. On-site parking for new developments shall be located in the rear of the primary building, except for single-family residences and duplexes.

Section 2. Sections 4.04.050(D) of the Eagle Municipal Code is hereby repealed in its entirety and replaced as follows:

D. Parking Location

1. Unless approved by the Director of Public Works, alleyways shall not be used as the primary access to a parking area.
2. On-site parking for new developments shall be located in the rear of the primary building, except for single-family residences and duplexes.

Section 3. The Use-Specific Standard column in Table 4.09-2 of Title 4 of the Eagle Municipal Code is hereby amended as follows:

1. The Solar Panel Ground Mounted and Solar Panel Roof Mounted row reads: "4.09.100K";
2. The Employee Dwelling Unit row reads: "4.09.100L"; and
3. The Outdoor Storage of One RV row reads: "4.09.100M".

Section 4. Table 4.09-2 of Title 4 of the Eagle Municipal Code is hereby amended by the addition of an "A" to the IND column of the Employee Dwelling Unit row.

Section 5. Section 4.09.100 of the Eagle Municipal Code is hereby amended by the addition of a new subsections to read as follows:

4.09.100 Accessory Uses and Structures

* * *

M. Storage of One Recreational Vehicle

1. No more than one recreational vehicle shall be stored on each property.
2. Recreational vehicles stored inside a building or in a rear yard shall not create secondary driveways or paths of any kind that disturb landscaping. Recreational vehicles in the front yard shall be shored on a designated parking space or drive.

Section 6. Section 4.10.030(A)(1)(b) of the Eagle Municipal Code is hereby repealed in its entirety and replaced as follows:

- b. To the maximum extent possible, primary access shall be taken from an alley where an alley exists except in the CMU 1 and CMU 2 districts.

Section 7. Section 4.11.060(B)(4) of the Eagle Municipal Code is hereby repealed in its entirety.

Section 8. Section 4.14.050(C) of the Eagle Municipal Code is hereby repealed in its entirety and replaced as follows:

C. Riparian Setback

1. Except as stated below, no disturbance of any kind including the construction of any improvements, dumping, filling, dredging, excavating,

removal of or modification to vegetation, or any activity that disturbs the land shall be permitted within:

a. 75 feet landward of any natural waterway measured from the ordinary high-water mark of the waterway as determined by a qualified professional and approved by the Town Engineer; or

b. The mapped 100-year floodplain, whichever creates the greatest distance from the water's edge.

2. The following improvements and activities shall be exempt from the riparian setback:

a. Town-approved flood control structures;

b. Town-approved stream restoration improvements;

c. Selected removal of dead, hazardous, or invasive vegetation or vegetation management in accordance with Town operational procedures or an approved landscape plan;

d. Unpaved public pedestrian trails;

e. Town-owned public facilities; and

f. Roads and utilities where no reasonable alternative exist. Roads and utilities shall cross streams and riparian areas as perpendicular to the flow path as possible to reduce the area of disturbance. Construction plans shall include provisions to ensure bank stability, and all construction scars shall be promptly smoothed and revegetated.

g. Maintenance of irrigation structures having adjudicated water rights, including headgates, irrigation ditches, reservoirs and ponds.

3. Upon a demonstration by the applicant that no adverse impacts will occur to the environment, the Director may reduce the riparian setback to 50 feet.

Section 9. Section 4.17.080(E)(2) of the Eagle Municipal Code is hereby amended as follows:

2. **Applicability**

This Section shall apply to any use that is classified as a Special Use in Table 4.09-1 or elsewhere in this LUDC. Only one special use permit shall be permitted for each property.

Section 10. The definition of “Family” in Section 4.20.020 of the Eagle Municipal Code are hereby amended as follows:

Family

~~A single individual or a collective body of persons in a domestic relationship based upon blood, marriage, adoption, or legal custody, occupying one dwelling unit and living as a separate, independent housekeeping unit, or a group of not more than five unrelated persons, all living together as a separate housekeeping unit. Notwithstanding the foregoing, a family shall be deemed to include 5 or more persons (but not in excess of twelve (12) persons) that are not related by blood, marriage, adoption, or legal custody occupying a residential Dwelling Unit and living as a single housekeeping unit if the occupants are handicapped persons as defined in title III of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, or disabled persons as defined by § 24-34-301, C.R.S. A household that includes five or more persons identified above shall not be excluded from the definition of “family” by the residence in the household of additional necessary persons (and their families) employed in the care and supervision of such handicapped or disabled persons.~~

Section 11. Section 4.20.020 of the Eagle Municipal Code is hereby amended by the addition of the following term to appear in alphabetical order:

Natural Waterway

Any body of water that flows year-round in a channel with banks and a bed that is a part of the natural topography and hydrology of the area.

Section 12. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Town Council hereby declares that it would have passed this Ordinance and each part or parts hereof irrespective of the fact that any one, or part, or parts be declared unconstitutional or invalid.

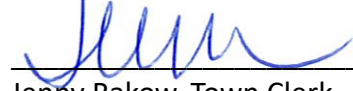
Section 13. Safety. This Ordinance is deemed necessary for the protection of the public health, safety and welfare.

INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED ON OCTOBER 8, 2024.

TOWN OF EAGLE, COLORADO

Scott Turnipseed, Mayor

ATTEST:



Jenny Rakow, Town Clerk



PROOF OF PUBLICATION

STATE OF COLORADO)
)
COUNTY OF EAGLE)

I, Jenny Rakow, Town Clerk for the Town of Eagle, do solemnly swear and affirm that I published in full a true and correct copy of Ordinance **08, 2024 AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO AMENDING TITLE 4 OF THE EAGLE MUNICIPAL CODE REGARDING OCCUPANCY RESTRICTIONS, SPECIAL USE PERMITS, PARKING LOCATION AND DESIGN, RIPARIAN SETBACKS, RECREATIONAL VEHICLES, AND EMPLOYEE RESIDENTIAL UNITS.** on the Town of Eagle's web site, www.townofeagle.org, on the 28th day of October 2024.

Witness my hand and seal this 28th day of October 2024.



Jenny Rakow Town
Clerk



Ordinance Effective Date:

November 7, 2024

Eagle DDA 2025 Priorities & Goals – DRAFT

January

- Follow-up items for DDA Grant Program, Round One.
 - Invite non-recipient applicants for DDA to provide feedback in public meeting.
 - DDA board to aggregate ideas on how Round Two can improve.

February

- Execute DDA Grant Program, Round Two call for applications.
 - Implement recommended changes and lessons learned from Round One.
 - Project implementation deadline – December 1, 2025?

March

- Formalize the DBA and DDA joint board to streamline administration.

April – May

- Workshop and update the DDA's multi-year workplan to increase alignment with Eagle Economic Development Plan.
 - Current workplan is outlined for 2021 – 2024 – [linked here](#).

June

- 2026 Operating Budget and Goals/Narrative

July – December

- To be announced as business items and priorities emerge.
- Requests from the board?

On Going Activity

- MONTHLY:
 - Tax Disbursement Statements (from Eagle County Treasurer).
 - Research and pursue grants for projects, programming, and capacity building.
 - Pursue opportunities for inclusion and expanding the DDA boundary.
 - E-newsletter
- QUARTERLY:
 - DDA Financials Update (or more frequently, as needed)
 - Communications & Marketing Update (or more frequently, as needed)
- ANNUAL:
 - DBA/DDA Joint Summit
 - DBA annual meeting

Board Administration

- Town Staff and DDA Board responsibilities.



COMMUNITY AGREEMENT

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

RECITALS:

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

AGREEMENT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Downtown Colorado, Inc.

Katherine Correll

Executive Director

1420 Ogden St

Denver, CO 80218

Email:

director@downtowncoloradoinc.org

Eagle DDA

Greg Schroeder

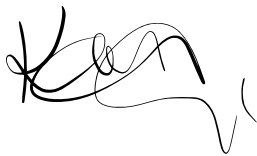
DDA Board Chair

Email: greg@mcdowelleng.com

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

[Signature page below.]

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



Katherine Correll, Downtown Colorado, Inc.
"DCI"



NAME
"Community"

Eagle Downtown Development Authority
Greg Schroeder, Chair



DCI SCOPE OF WORK EAGLE DDA CAPACITY & ACTION PLANNING

BACKGROUND

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

DCI SERVICES \$3,000 ENHANCED DCI MEMBERSHIP

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

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

ENGAGEMENT TIMELINE*

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

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



COMMUNITY AGREEMENT

This Service Agreement ("Agreement") is made and entered into as of July 1, 2024 (the "Effective Date") by and between Downtown Colorado, Inc. ("DCI") and the Eagle DDA ("Community") DCI and Community are each referred to in this Agreement individually as a "Party" and, collectively, as the "Parties".

RECITALS:

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

AGREEMENT:

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

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

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

3. **Fee.** Community shall pay DCI a fee in the amount of \$3,000 (the "Community Fee").

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Downtown Colorado, Inc.
Katherine Correll
Executive Director
1420 Ogden St
Denver, CO 80218
Email:
director@downtowncoloradoinc.org

Eagle DDA
Greg Schroeder
DDA Board Chair
Email: greg@mcdowelleng.com

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

[Signature page below.]

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

Katherine Correll

Katherine Correll, Downtown Colorado, Inc.
"DCI"



Greg Schroeder, Eagle DDA
"Community"



DCI SCOPE OF WORK EAGLE DDA CAPACITY & ACTION PLANNING

BACKGROUND

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

DCI SERVICES \$3,000 ENHANCED DCI MEMBERSHIP

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

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

DCI SERVICES \$3,800 COMMUNICATION CONTRACT

\$600/Month for 6 Months

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

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

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

ENGAGEMENT TIMELINE*

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

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

PROFESSIONAL SERVICES AGREEMENT
BY AND BETWEEN
EAGLE DOWNTOWN DEVELOPMENT AUTHORITY
AND
NORTHLAND SECURITIES, INC.

This Professional Services Agreement (the "Agreement") is made and entered into by and between the Eagle Downtown Development Authority (hereinafter "Client") and Northland Securities, Inc., of Minneapolis, Minnesota (hereinafter "Northland").

WITNESSETH

WHEREAS, the Client desires to use the professional services of Northland (the "Services") related to the planning and management of anticipated tax increment revenue (the "Project").

WHEREAS, the Services are intended solely for professional consulting purposes and Northland is not providing advice on the timing, terms, structure or similar matters related to a specific bond issue or public security.

WHEREAS, Northland desires to furnish services to the Client as hereinafter described.

NOW, THEREFORE, it is agreed by and between the parties as follows:

SERVICES TO BE PROVIDED BY NORTHLAND

The scope of work is detailed by task and/or deliverable work product.

Task 1 – DUE Diligence

In preparation for providing financial planning assistance, NSI shall:

- Work collaboratively with the Eagle County Assessor's office in requesting property information and understanding their procedures and approach in appraisal of properties and the methodology to calculating tax increment.
- Assist the DDA in communications with the Town of Eagle regarding matters of collaboration and cooperation between the two jurisdictions.
- Meet the necessary and applicable personnel of the Town of Eagle, as the DDA's authorizing municipality, and Eagle County, administrator of the DDA's tax increment valuation data and calculations per Colorado statute.

TASK 2 – Modeling

As part of its financial planning assistance, NSI shall:

- Compile and organize updated valuation data, by parcel, within the boundaries of the DDA to track annual changes in valuation.
- Update proforma model of tax increment revenues representing general scenarios of advanced and moderate growth in development and economic activity. Input assumptions shall be stated explicitly with the express understanding the projections are presumptive; subject to market and economic forces; and do not represent

predictive outcomes. This model will not be representative of a specific and/or currently proposed development project.

TASK 3 – COORDINATION

As part of its financial planning assistance, NSI shall:

- Assist the DDA in coordinating 2023 valuation data received from the County into the proforma as well as a budget workbook for the 2024 budget cycle.
- Join the DDA in periodic Town of Eagle communications with Town Council to provide statutory and practical context regarding the utilization of DDA's.

COMPENSATION

The budget for undertaking the tasks in this agreement is an amount not to exceed \$10,000. The amount is based on the estimated number of hours required to complete these tasks at an hourly billing rate of \$225 per hour plus reimbursable expenses for travel, printing, and mailing. Northland will bill monthly for actual services performed and reimbursable expenses.

The Client may at its discretion authorize Northland to undertake additional tasks beyond the tasks listed above as it relates to the Project. Additional planning services will be billed monthly at a rate of \$225 per hour.

Invoices will detail the work performed, requested compensation for the period and show amounts previously billed.

ASSIGNED NORTHLAND EMPLOYEE

The Northland employee responsible for providing services pursuant to this agreement and for the services performed is Troy Bernberg, Managing Director, Public Finance.

CONFLICT OF INTEREST DISCLOSURE

Troy Bernberg is a board member of Downtown Colorado Incorporated ("DCI"). Moreover, Troy Bernberg volunteered time in a DCI educational capacity with Eagle Downtown Development Authority in 2022 regarding the legal and practical framework of downtown development authorities as permitted under Colorado statute.

SUCCESSORS OR ASSIGNS

The terms and provisions of this Agreement are binding upon and inure to the benefit of the Client and Northland and their successors or assigns.

DISCLAIMER

In performing service under this agreement, Northland is relying on the accuracy of information provided by the Client and the services provided by Northland are based on current state law. The parties agree that the State property tax system and other laws may change and may affect the accuracy and validity of services provided by Northland. Northland will perform its work using the best available information. The Client recognizes and accepts that future property values, tax levies and tax rates may vary from the assumptions used by Northland and such changes may affect the work product produced and provided by Northland.

TERM OF THIS AGREEMENT

This Agreement shall terminate on May 1, 2024. This Agreement may also be terminated upon thirty (30) days written notice by either the Client or Northland. Absent a separate written agreement to the contrary, termination of this Agreement without providing at least thirty (30) days written notice shall result in "early termination." In the event of "early termination" by the Client, Northland shall provide the Client with an itemized hourly statement of services already provided.

ACKNOWLEDGMENT

By signing below, the Client and Northland agree to the terms stated within this Professional Services Agreement.

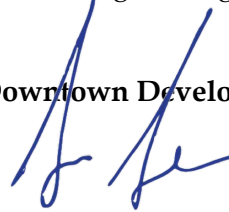
Dated this 22 day of ~~December 2023~~
January 2024.

Northland Securities, Inc.



By: _____
Troy Bernberg, Managing Director

Eagle Downtown Development Authority



By: _____

Greg Schroeder , Chair

Name, Title

PROFESSIONAL SERVICES AGREEMENT

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EAGLE DOWNTOWN DEVELOPMENT AUTHORITY
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WHEREAS, the Services are intended solely for professional consulting purposes and Northland is not providing advice on the timing, terms, structure or similar matters related to a specific bond issue or public security.

WHEREAS, Northland desires to furnish services to the Client as hereinafter described.

NOW, THEREFORE, it is agreed by and between the parties as follows:

SERVICES TO BE PROVIDED BY NORTHLAND

The scope of work is principally for financial planning and management of incremental tax revenues received by the Client. The scope includes: working collaboratively with the Eagle County Assessor's office and the Town of Eagle's economic development department in evaluating prospective development and redevelopment within the Client's boundaries or adjacent parcels. Furthermore, Northland shall assist the Client in compiling and tracking valuation data received from the County for budgetary and projection purposes. Join the DDA in periodic Town of Eagle communications with Town Council to provide statutory and practical context regarding the utilization of DDA's.

COMPENSATION

The budget for undertaking the tasks in this agreement is an amount not to exceed \$10,000. The amount is based on the estimated number of hours required to complete these tasks at an hourly billing rate of \$225 per hour plus reimbursable expenses for travel, printing, and mailing. Northland will bill monthly for actual services performed and reimbursable expenses.

The Client may at its discretion authorize Northland to undertake additional tasks beyond the tasks listed above as it relates to the Project. Additional planning services will be billed monthly at a rate of \$225 per hour.

Invoices will detail the work performed, requested compensation for the period and show amounts previously billed. Invoices shall be submitted quarterly and shall be paid by the Client within 30 days of receipt.

ASSIGNED NORTHLAND EMPLOYEE

The Northland employee responsible for providing services pursuant to this agreement and for the services performed is Troy Bernberg, Managing Director Public Finance.

CONFLICT OF INTEREST DISCLOSURE

Troy Bernberg is a board member of Downtown Colorado Incorporated ("DCI"). Moreover, Troy Bernberg volunteered time in a DCI educational capacity with Eagle Downtown Development Authority in 2022 regarding the legal and practical framework of downtown development authorities as permitted under Colorado statute.

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In performing service under this agreement, Northland is relying on the accuracy of information provided by the Client and the services provided by Northland are based on current state law. The parties agree that the State property tax system and other laws may change and may affect the accuracy and validity of services provided by Northland. Northland will perform its work using the best available information. The Client recognizes and accepts that future property values, tax levies and tax rates may vary from the assumptions used by Northland and such changes may affect the work product produced and provided by Northland.

TERM OF THIS AGREEMENT

This Agreement shall terminate on December 31, 2024. This Agreement may also be terminated upon thirty (30) days written notice by either the Client or Northland. Absent a separate written agreement to the contrary, termination of this Agreement without providing at least thirty (30) days written notice shall result in "early termination." In the event of "early termination" by the Client, Northland shall provide the Client with an itemized hourly statement of services already provided. All billable hours by Northland shall be billed at the stated hourly rates should "early termination" occur.

ACKNOWLEDGMENT

By signing below, the Client and Northland agree to the terms stated within this Professional Services Agreement.

Dated this 17 day of July, 2024.

Northland Securities, Inc.

By: _____
Troy Bernberg, Managing Director

Eagle Downtown Development Authority

By: _____
Greg Schroeder, Chair

Title



To: Mayor and Town Council
From: Larry Pardee, Town Manager
Date: November 12, 2024
Re: Town Manager Report

Administration and Organization Update:

FY 2025 RAISE Funding Update: On November 1, 2024, the Town of Eagle received the FY 2025 RAISE Funding Opportunity Notice, offering \$1.5 billion in grants through the Bipartisan Infrastructure Law. As a 2024 Project of Merit, the Town's Grand Avenue Multimodal Reconstruction Project (GRANT14083451) qualifies for this round's reserved funding.

To confirm our interest in being considered for FY 2025 RAISE Round 1, please respond by December 2, 2024, with one of the following:

- Yes – Consider this project for FY 2025 RAISE Round 1 funding.
- No – Do not consider this project for FY 2025 RAISE Round 1.

An informational webinar for 2024 Projects of Merit will take place on November 7 at 2:00 p.m. ET, with registration on the RAISE website; a recording will also be available.

KLJ and Town staff are scheduled to meet on November 13 to discuss the next steps for pursuing the RAISE grant. Round 1 selections are based on projects rated "Highly Recommended" in 2024, which our application is considered and will be announced by January 13, with no modifications to the application accepted. Should our application be unsuccessful in Round 1, we have until January 30 to submit a revised application for Round 2.

The Eagle Police Department hosted an active threat response training session on Tuesday, October 22, or Thursday, October 24, from 9:30 a.m. to 12 p.m. for all Town of Eagle employees and Council members. Led by Lt. Luke Causey, the sessions provide essential insights into responding safely to potential threats within Town Hall, covering best practices, common misconceptions, and an overview of police procedures. The training was informational and non-physical, designed to foster an engaging, supportive environment similar to that provided for schools and community organizations. A big thank you to Lt. Luke Causey for his leadership and professionalism!

On October 31, 15-20 children from St. Mary's Preschool visited Town Hall to celebrate Halloween with a festive trick-or-treat parade. The children went through various departments, starting in the administrative office, bringing a cheerful Halloween spirit to staff and adding a lively touch to the day. Special thanks to Molly Furtado for organizing this delightful event for kids and staff, emphasizing fun over fright! 🎃

West Eagle Affordable Housing Update: We continue collaborating closely with Tori Franks and Jeff Shroll on the West Eagle development, carefully aligning each element with regulatory and project requirements. We aim to maintain steady progress, meeting all requested items identified by the Council to ensure the project aligns with the West Eagle Subarea Plan and our new Recode zoning.

Workforce Recruitment and Strategic Planning: In 2024, we made significant strides by filling 25 key positions, reinforcing our commitment to creating a thriving, engaged community. With four full-time roles open, we remain dedicated to attracting top-tier talent to enhance our service delivery. Moving forward, we are strategically pausing recruitment for positions funded by the general fund. This approach allows us to focus on long-term fiscal health by aligning future hires with stable, ongoing revenue sources, ensuring our workforce's sustainability and quality of service.

Economic Development:

On Wednesday, October 30, the Town of Eagle staff, in collaboration with Economic & Planning Systems (EPS), continued discussions on the Commercial Linkage Fee initiative to connect commercial development to local housing solutions. As part of this effort, financial assessments for proposed annexations are progressing with EPS's expertise, with upcoming draft recommendations on infrastructure financing and revenue-sharing strategies to be shared with the Town Council.

Additionally, the Town is actively working with East Eagle Partners to explore development opportunities in previously annexed areas and finalize the annexation of Parcels A and F together. These initiatives reflect our commitment to fostering balanced growth in the East Eagle Subarea, addressing housing needs, and supporting sustainable community development aligned with the long-term vision for Eagle.

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.

The Town of Eagle hosted the Mayors Managers Commissioners Partners Meeting held on October 25, 2024, bringing key stakeholders together to discuss several regional issues. Below are highlights from the agenda:

1. Wildland-Urban Interface (WUI) Code Updates - Eric Lovgren led a discussion on the latest updates to the WUI code, emphasizing the ongoing efforts to address wildfire risks in residential and commercial areas.
2. Forest Service Funding - Marcia Gilles provided a brief update on funding allocations for Forest Service projects. The update included recent initiatives aimed at forest preservation and community safety.
3. Shoshone Water Rights Purchase - Kathy Chandler-Henry shared progress on the Shoshone Water Rights acquisition, a vital water resource issue impacting long-term regional planning and conservation.
4. Leveraging Local Leaders Candidate Program - Chris Romer introduced a program to encourage local leadership development, highlighting the importance of training future leaders to address community challenges effectively.
5. Uinta Appeal at SCOTUS - Matt Scherr gave an update on the Uinta Basin Railway appeal at the United States Supreme Court, touching on the implications of the case for transportation and environmental policies in the region.
6. CML Policy Committee Appointments - Matt Scherr also spoke about recent appointments to the Colorado Municipal League (CML) Policy Committee, underscoring these appointees' role in advancing municipal policy priorities statewide.
7. Housing and Density Balance - Tom Edwards led an in-depth discussion on balancing housing needs and maintaining density limits to preserve community character and quality of life. This conversation aimed to explore solutions for responsible growth while honoring the region's unique lifestyle.
8. Western Rail Coalition Update - Matt Scherr provided the latest updates from the Western Rail Coalition, outlining the progress toward enhancing regional rail connectivity and transportation options.

The research from I-70 Coalition reveals that frequent travelers along the I-70 corridor remain unaware of CDOT's Pegasus shuttle, which operates 6-10 round trips daily between Denver and Avon throughout the year. This shuttle is designed to make travel along the I-70 mountain corridor more efficient and environmentally friendly, helping locals and visitors reduce congestion and lower carbon emissions.

The I-70 Coalition has produced a video we hope you'll share to promote the Pegasus service through your newsletters, websites, and social media channels. I've also sent this information to your communications staff (excluding those from Grand County, Glenwood, Eagle, and Aspen local governments/resorts, as the Pegasus route doesn't currently service those areas). However, if you can ensure this information reaches your audiences, your support would be greatly appreciated!

- This toolkit offers plug-and-play messaging for your convenience: ([I-70.Pegasus.Shuttle.Video.Toolkit](#))
- FB post to share or repost: ([Pegasus.Shuttle_facebook](#))
- Instagram post to share or repost: ([Pegasus_Instagram.com](#))

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
December 3, Work Session	Updates to the Land Use Code: standards for employee dwelling units, Broadway design standards, and Chapter 4.17 Administration and Procedures, Planning Department.
January 7, 2025 Work Session	East Eagle Financing Strategy & Commercial Linkage Study
February 4, 2025 Work Session	1) Affordable Housing Accelerator Project (AHAP) 1-hour 2) Capitol Street - Conceptual Designs and Costs 1-hour
March 4, 2025 Work Session	
April 1, 2025 Work Session	
Request for Additional Work Sessions	Topic



To: Mayor and Town Council
From: Larry Pardee, Town Manager, and Department Leads
Date: November 12, 2024
Re: Department Updates for October 2024

October 2024

ASSISTANT TOWN MANAGER - SPECIAL PROJECTS

Pool Replacement Project

- The pools are taking shape as concrete and shotcrete work began at the end of October / start of November.
- Admin and Finance staff and Mountain Recreation staff are continuing to work on the COPs for the remainder of the pool funding.
- JHL, the CMGC, is working with their electrical sub to install the new/repurposed lights in the dirt lot adjacent to the facility. The lighting is incredibly important now given the earlier sunset and increased evening traffic to the ice arena.
- The construction team continues to plan ahead for weather delays and coordinate work and subs accordingly.
- Staff from the Town, Mountain Rec, and the design and construction teams met to discuss additional options for energy offsets for the pool's heating equipment. Ideas include solar PV offsets that could help with the entirety of the building's energy consumption, future electrification of the equipment for the pool, and solar hot water. While some of these ideas have been implemented in other communities, those communities have indoor pools. Staff are compiling information and will present an update and options for energy offsets at the December Town Council meeting.

Employee Housing and LERP

- Staff updated the LERP Guidelines following additional feedback received from Council at the October 22, 2024 meeting. The final, updated draft is presented to Council tonight for consideration.

Eagle Villas / Nogal Park Update

- Staff met with Norris Designs and the Ulysses Development Group, who purchased Eagle Villas, to discuss a future renovation of the park between Eagle Villas and Red Mountain Townhomes. Norris Designs is going to prepare an updated proposal and scope of work that includes community engagement to determine the future of the park and ensure it is meeting community needs. Planning for the park update is in the proposed 2025 Capital Improvement budget, with implementation planned in 2026 or later, depending on available funding.

Staff Support and Culture

- The Assistant Town Manager (ATM) provides regular support to the Sustainability Specialist, Economic Development and Housing Specialist, IT Manager, Events Manager, and Communications and Marketing Specialist. In October, staff began the review process and reflected on the year's accomplishments and ideas for improvement. Performance reviews and development discussions began, bringing new excitement around the upcoming year.
- The ATM also assisted with other departments through the month of October, providing support to department leads and other staff to resolve challenges, elevate our culture and discuss new ideas for increasing our staff's engagement and collaboration.

ECONOMIC DEVELOPMENT

- The DDA's Downtown Project Investment Program awarded \$50,000 to nine local businesses. Over the course of three days, the DDA, with staff support, convened to hear presentations and deliberate on award allocations. Read more about the grantees and their projects in the press release, [available here](#). Coverage was also provided by the [Vail Daily](#). For this round of funding, grantees are asked to demonstrate project completion by May 31, 2025.
- Staff met with various economic groups and representatives from Eagle's business and recreation communities to discuss coordinated investment strategies and initiatives to boost visitation to Eagle during the Ice Castles event. Subsequently staff prepared and distributed an e-mail survey to Eagle businesses. The survey is designed to gauge general awareness of the event, how businesses are preparing, and if there is interest in coordinated marketing and/or sponsorship efforts. [The survey is available here](#) and is open through November 11.
- Staff attended the Open House for Capitol Street and 4th Street Proposed Improvements. Martha Miller from the Town's Engineering department will meet with the DDA on November 12 to collect input relative to the DDA's Plan of Development.
- Staff reconvened with EPS on the East Eagle Financing Strategy and Commercial Linkage projects. The next vital exercise is modeling transportation level of service (LOS) scenarios to inform development capacity allowances. Understanding how development and infrastructure might phase will enable EPS to model return on investment using a recommended suite of financing tools (i.e. metro districts, urban renewal authorities, and general improvement districts to name a few). Staff are aiming to present a draft report and gather feedback from the Council at the January 7 work session.
- As part of the ongoing efforts to demonstrate Eagle is 'Open for Business' the EVC are directing their efforts toward collaborating with staff on a user-friendly administrative guide for new and expanding businesses. The Planning team have initiated similar projects, experimenting with brochures and refining administrative sections in the Land Use Code.

HOUSING

- Staff assisted two employees with moving into the Town's housing units with leases starting November 1st. One tenant is at the Founders Place condo, another tenant is at the Overlook apartment. In addition to moving-day logistics, staff worked expeditiously to finalize new program documents required to facilitate the employee housing program. One bedroom at each property remains vacant. Core Transit has expressed interest in sub-leasing from the Town should vacancies remain.
- The Regional Housing Action Plan Partners continued to discuss the initial findings and identify areas where deeper analysis is required ahead of the presentations to municipal boards. Staff have scheduled EPS and Town of Avon's Housing Planner, Patti Liermann, to present on November 12.
- The Affordable Housing Accelerator Project (AHAP) is roughly 20% complete for the Fast-Track code review process and 5% complete for the land inventory analysis. Staff and Logan Simpson have a recurring bi-weekly

call to workshop each task and receive drafting updates. The Logan Simpson team will be in Eagle on November 21 & 22 to facilitate a stakeholder event and complete a site tour for in-person evaluation of the pre-identified land inventory sites. Staff are aiming to present a draft report and gather feedback from the Council at the February 4 work session.

- By invitation from DOLA, staff participated in a webinar and discussion aimed at gathering input on the development of Housing Needs Assessment methodologies, as mandated by SB27-174. Our session was tailored to Resort Area communities.

SUSTAINABILITY

- The solar array has reached substantial completion. We are awaiting permission to operate from Holy Cross Energy and look forward to the official unveiling on November 14th.
- Staff created and released an RFP for an Energy Monitoring & Management System on Sept 27th, with proposals received by October 11th. Staff is working on selection of a system that will automatically pull in energy and gasoline fuel usage from our utilities. This data will allow the town to track progress toward our 2028 net zero goal and better use the ICLEI Clear Path greenhouse gas inventory tool for future internal inventories.
- Details are finalized for the bilingual energy resource night November 21st at Gardunos, with partners the Palmer Fund and Walking Mountains' Energy team. 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 continued in October. 4 winners were drawn from the nominations: Martha Miller, Molly & Ryan Goebel, and Jamie Wilson. All employees were nominated by their peers for engaging in sustainability-based behaviors at work. They will all receive prizes and a highlight in Eagle Spirit.
- Staff Kira Koppel, Jamie Wilson, Jackie VanEyll, and Larry Pardee, as well as Councilmember Bryan Woods & Mayor Scott Turnipseed attended the Mountain Towns 2030 conference in Jackson this October. A few members of this group hosted a workshop focusing on how towns with limited resources and budget can embark on meaningful climate action work. The event was inspiration and provided valuable resources for staff.
- Staff has continued to work on formalizing our partnership with the Adam Palmer Sustainability Fund via MOU, as they are an essential partner for our work toward the 2030 net zero goal.
- Staff has received the Scope of Work for our Public Building Electrification Grant from the state. Staff is actively reviewing this scheduling the building energy assessments with Yearout Energy. The results of this planning effort will help staff further detail the implementation budget.
- Staff provided support for the Climate Action Collaborative restructuring/reprioritization exercise. This exercise involved convening local sustainability staff and setting mutual priorities for 2025 based on the funds the respective municipalities are contributing. This will provide clarity and direction to ensure CAC staff are working on initiatives that are important to all stakeholders, best served as regional efforts, and are relevant to their expertise.
- Staff continues further research and discussion around the pool project; specifically, to understand how we might reduce the amount of gas required to heat the pool and how we might be able to offset remaining use under the guidelines of the EEOP.
- Staff is working with the Building Department to provide options to council for EEOP modification specific to outdoor gas fireplaces and fire pits, as requested. This topic will be presented at the December 10th meeting.

COMMUNICATION & MARKETING

- Safe Streets for All (SS4a) Update: Completed first round of public engagement for SS4A. A recap of the results and next steps will be outlined at the Nov. 12 council meeting.
- Attended the Mountain Towns 2030 conference with staff. Key takeaways included:
 - We can change how we communicate sustainability and climate change to resonate with more people.

- The town of Eagle is accomplishing amazing initiatives on a limited budget.
 - We can always do more.
- Continuing to work on digital accessibility to train staff and remediate the website through an auditing process.
- Let's Illuminate Eagle! Marketing initiatives to drive ice castle visitors to Eagle businesses include working with the business community, Eagle Chamber, Vail Valley Partnership, Mountain Rec and Ice Castles staff. The town is coordinating marketing efforts including traditional and digital media buys to reach our valley residents and guests. We're also working on communicating to the Front Range and adjacent communities (Summit, Pitkin, Garfield Counties). Staff are creating a media asset library (posters, social, reels, etc.) to share with the community to promote Eagle during the ice castles exhibit. Again, the goal is to drive visitors into town and its businesses.
- News Shared in October (also see social posts in analytics): [Final Public Hearing](#) | [Cemetery Tank Replacement](#) | [Downtown Development Authority Grants](#) | [Used Motor Oil Drop Site Closed](#) | [Upper Basin Water Tank Rehabilitation](#) | [OSRAC Vacancies](#) | [Enhancing Open Space Soil and Vegetation](#) | [Phone it Forward](#)



October 2024 Analytics Report

EMPLOYEE NEWSLETTER LIST

(Segment: Campaign Pasted Segment - 01 May 2024 03:28:05 pm)

EAGLE SPIRIT | OCTOBER 2024

Subject
Delivered

Eagle Spirit Employee Newsletter
Wed October 9, 2024 12:25 pm

Successful deliveries	1 (100%)	Clicks per unique opens	100%
Total opens	265	Total clicks	53
Last opened	11/4/24 2:12PM	Last clicked	10/15/24 8:27PM

Sent October 1, 2024 • Eagle Today

Eagle Today | October 2024

Recipients **2953**
Subject Eagle Today
Delivered Tue October 1, 2024 8:00 pm

Email performance

Oct 1, 2024 - Nov 4, 2024

Open rate 58% 1713 opened	Click rate 11% 320 clicked	Bounce rate 0.30% 9 bounced	Unsubscribe rate 0.03% 1 unsubscribed
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Additional email details

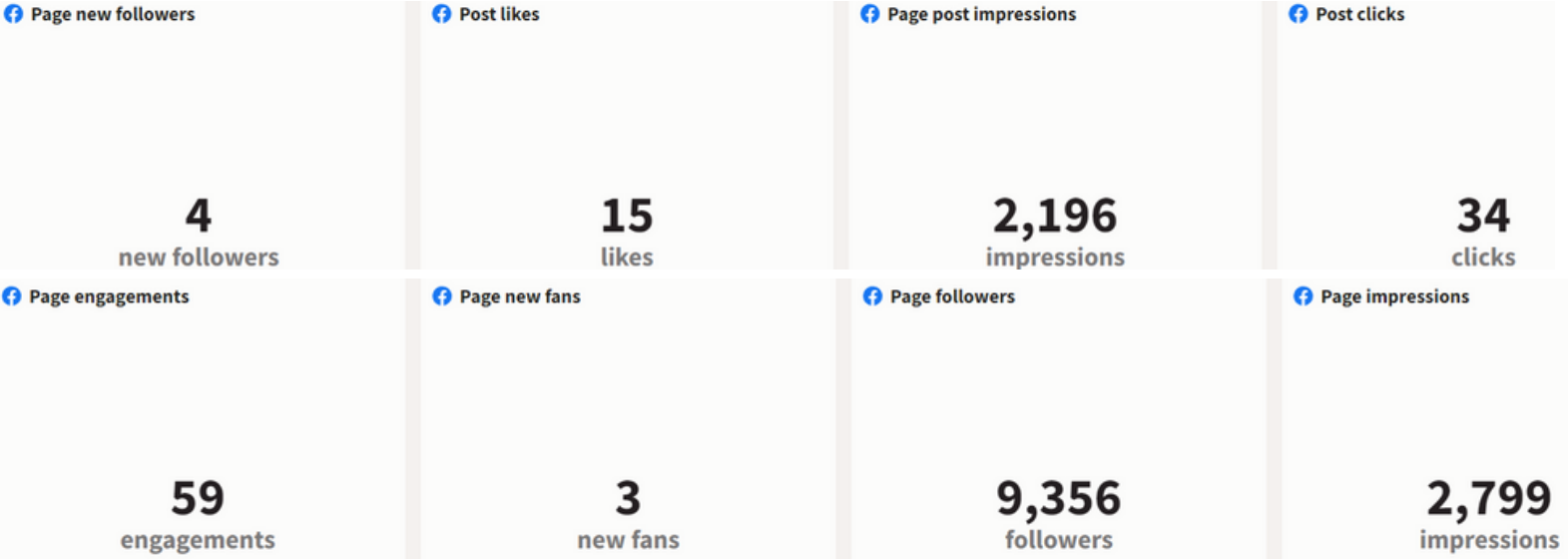
Successful deliveries	2,944 (99.70%)	Clicks per unique opens	18.68%
Total opens	2,960	Total clicks	637
Last opened	11/3/24 10:08AM	Last clicked	11/1/24 5:33AM

Town of Eagle Facebook: October 2024

Page fans 3,448 fans	New followers 28 new followers	Page reach 25,415 users	Page impressions 32,927 impressions
Posts 21 posts	Post photo views 540 clicks	Post clicks 1,267 clicks	Post link clicks 35 clicks

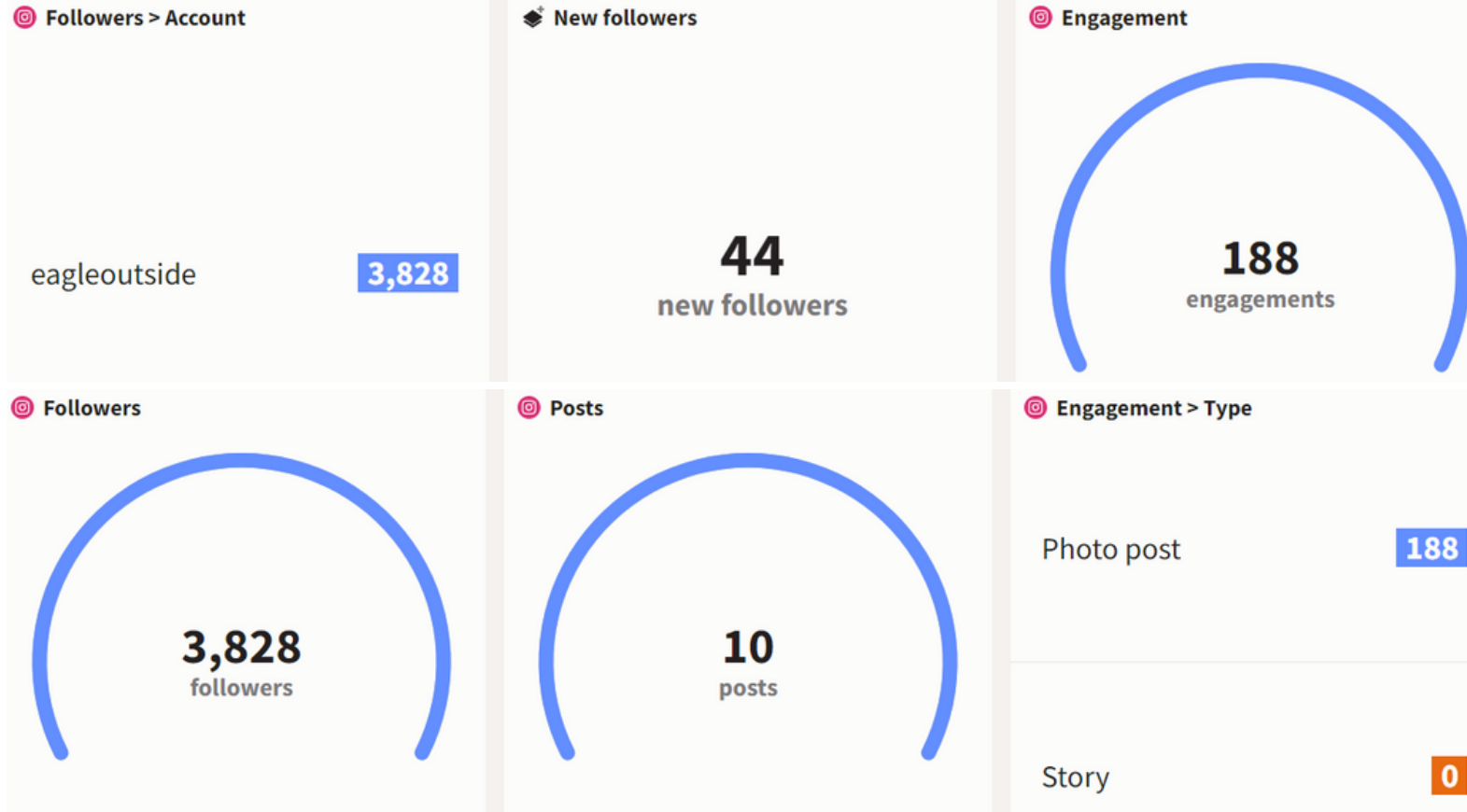
Posts table		REACTIONS	COMMENTS	SHARES
DATE	MESSAGE			
Town of Eagle, CO Oct 30, 16:03	 Trick or Treat Street TODAY! Wednesday, October 30th 5pm-7pm Capitol Street in Eagle Ranch #dippindotsforthewin	15	0	1
Town of Eagle, CO Oct 29, 19:30	 Check out this winter's transit schedule. The new schedule begins Dec. 1. Remember, it's free to ride from Eagle to Vail and back!	0	0	0
Town of Eagle, CO Oct 28, 20:01	 ⚠️ Important Notice: Used Motor Oil Drop Tank Closed Due to recent contamination, our used motor oil drop tank is temporarily closed. During routine testing, our disposal vendor found that someone added a flammable chemical—likely gasoline—to the tank. This contamination requires specialized hazardous material disposal, which involves cleaning the tank before safely disposing of the material. This process is both time-consuming and costly, and the site will be closed for several weeks. The last time we addressed a similar situation, it cost the Town \$14,900. Please remember, only...	16	6	1
Town of Eagle, CO Oct 28, 14:10	 Open House: Capitol St. & 4th St. Road Improvements 4:30-6:30 p.m. Tomorrow (Oct. 29) Eagle Town Hall, 200 Broadway The community is invited to an open house to provide input on proposed improvements to Capital Street between Grand Avenue and 5th Street and 4th Street between Broadway and Howard Street. Proposed improvements could include pavement and water main work. For questions, call 970-328-6678 or email publicworks@townofeagle.org .	5	0	0
Town of Eagle, CO Oct 27, 12:00	 Sign up for notifications from the Town of Eagle and never miss an update. Whether it's community events, public meetings, important news, or emergency alerts, get the info that matters most to you right in your inbox. 📧 Sign up now: townofeagle.org/list.aspx	1	0	0
Town of Eagle, CO Oct 26, 17:20	 Interested in learning more Eagle County Government's plan for open space. A Community Open House and Draft Plan Reveal Presentation is scheduled for Oct. 28. Visit: https://ow.ly/GRvE50TKYJb for info.	0	0	0
Town of Eagle, CO Oct 25, 18:01	 Open House Oct. 29: Capitol St. & 4th St. Road Improvements 4:30-6:30 p.m. Tuesday, Oct. 29 Eagle Town Hall, 200 Broadway The community is invited to an open house to provide input on proposed improvements to Capital Street between Grand Avenue and 5th Street and 4th Street between Broadway and Howard Street. Proposed improvements could include pavement and water main work. For questions, call 970-328-6678 or email publicworks@townofeagle.org .	4	0	1
Town of Eagle, CO Oct 24, 16:01	 Exciting progress at the new Eagle Pool! Who's ready for spring 2025? If only we could fast-forward through winter and dive in! The left structure is the future leisure pool and the right is the new lap pool. We're thrilled to be partnering with Mountain Recreation on this amazing project. Stay tuned for more updates. #eagleco #eagleoutside #mountainrec #swimming #pools	85	4	2
Town of Eagle, CO Oct 23, 23:00	 Who's ready for the Thriller flash mob? Join us for Trick or Treat Street in Eagle Ranch next Wednesday, October 30th, 5pm-7pm.	23	2	1
Town of Eagle, CO Oct 23, 16:02	 This Thursday! Join Eagle Valley Land Trust and the Town of Eagle for a morning of stewardship and camaraderie. We'll reseed areas that have been treated for noxious weeds, then enjoy lunch together. Stay for as much time as you have! Visit evlt.org/event/seeding to register.	2	0	0
Town of Eagle, CO Oct 22, 14:02	 We're seeking a passionate community member to join the Open Space and Recreation Advisory Committee (OSRAC) as an alternate member! 🗳️ 🗳️ 🗳️ Help shape the future of Eagle's open spaces and trails by applying for this volunteer role (Jan 2025 - Dec 2026). Applications are due by Thursday, Nov. 14 at 11:59 p.m. Applicants must be residents, property/business owners, or employed in town. OSRAC advises the Town Council on enhancing our open spaces, with a focus on conservation and recreation. Learn more and apply here: https://townofeagle.org/941/Open-Space-Recreation...	8	0	1
Town of Eagle, CO Oct 21, 20:01	 Eagle Town Council Meeting 6 p.m. Tuesday, Oct. 22 at Eagle Town Hall There are three public hearings scheduled during the meeting. The agenda is available here: https://ow.ly/QSMm50TQ551 ■ Public Hearing: West Eagle Housing Annexation, Zoning, Preliminary Plan/Final Plat & Major Development Permit ■ Public Hearing: Land Use File Haymeadow Major PUD Amendment (PUDA23-01) ■ Public Hearing: 2024 & 2025 Budget Presentation	5	0	1
Town of Eagle, CO Oct 16, 18:02	 Trick or Treat Street! Wednesday, October 30th, 5pm-7pm. Fun for the whole family! This free event is full of games, prizes, photo booth, DJ and the thrilling "Thriller" dance. Located on Capitol Street in Eagle Ranch, between Founders Ave. & Sylvan Lake Rd. 📍	13	0	2
Town of Eagle, CO Oct 14, 18:02	 Review the following information from Eagle County Government re: the upcoming election and voter registration. Visit:	0	0	0
Town of Eagle, CO Oct 10, 18:33	 FYI. Please note this outage is expected to take place from Edwards to Vail.	2	0	0
Town of Eagle, CO Oct 10, 15:01	 FYI 3 Sisters trail users.	0	0	0
Town of Eagle, CO Oct 09, 16:02	 Do you know about the 9PM Routine? Eagle Police Department is asking the community to follow these steps to keep yourself and your neighborhood safe!	8	2	0
Town of Eagle, CO Oct 07, 18:02	 The Town of Eagle will hold a public hearing on Tuesday, Oct. 8 at 6 p.m. at Eagle Town Hall to present the first reading of the proposed 2025 fiscal year budget. Town staff will provide updates based on recent Town Council work sessions, including adjustments and projections to the budget. Key items for the 2025 Budget: ■ Projected Flat Sales Tax Revenues: Sales tax revenues for 2025 in the General Fund are expected to remain flat. ■ 5% Operational Budget Reductions: Departments within the General Fund were given a 5% target reduction in their operational budgets. These reductions are...	6	0	1
Town of Eagle, CO Oct 05, 14:02	 Take part in the "Phone it Forward Challenge" with the Eagle Police Department in honor of Domestic Violence Awareness month.	0	0	0
Town of Eagle, CO Oct 04, 23:15	🔥 Fire Danger Alert: Very High in Eagle County 🔥	2	0	0
Town of Eagle, CO Oct 02, 16:03	The October edition of Eagle Today packed with all the latest updates, community events and info to stay informed with what's happening in Eagle. Visit https://ow.ly/bfwC50TbmXL .	3	0	0

Eagle Outside Facebook: October 2024



Posts table				
DATE	MESSAGE	REACTIONS	COMMENTS	SHARES
Eagle Outside Oct 24, 16:01	 Exciting progress at the new Eagle Pool! Who's ready for spring 2025? If only we could fast-forward through winter and dive in! The left structure is the future leisure pool and the right is the new lap pool. We're thrilled to be partnering with Mountain Recreation on this amazing project. Stay tuned for more updates. #eagleco #eagleoutside #mountainrec #swimming #pools	10	0	0
Eagle Outside Oct 22, 14:02	 We're seeking a passionate community member to join the Open Space and Recreation Advisory Committee (OSRAC) as an alternate member! 🐾 🌿 🏡 🛠️ Help shape the future of Eagle's open spaces and trails by applying for this volunteer role (Jan 2025 - Dec 2026). Applications are due by Thursday, Nov. 14 at 11:59 p.m. Applicants must be residents,...	6	0	0

Eagle Outside Instagram: October 2024

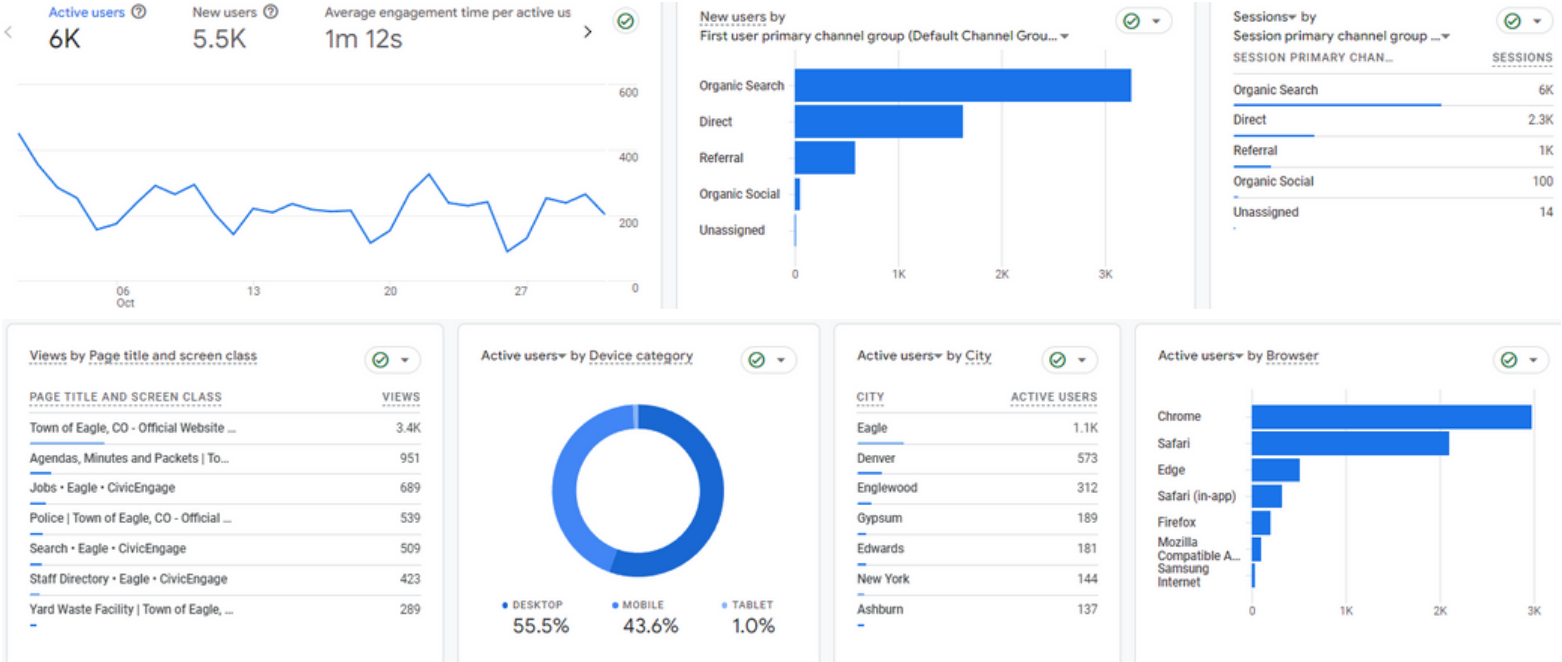


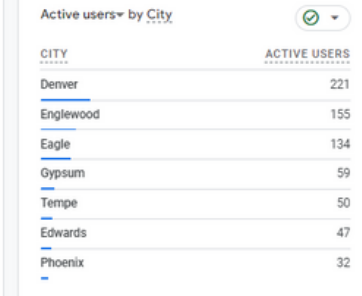
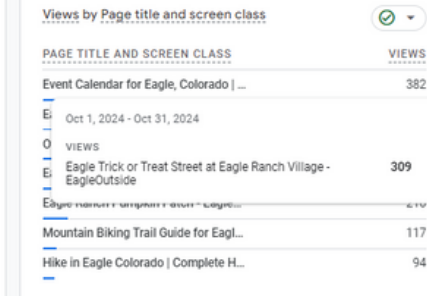
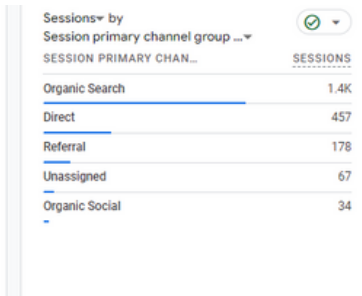
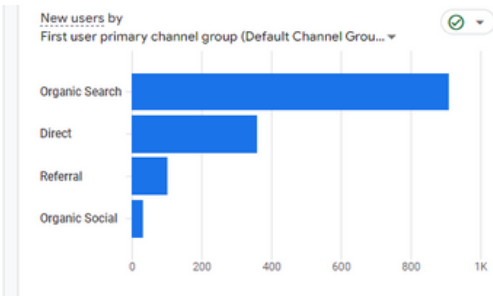
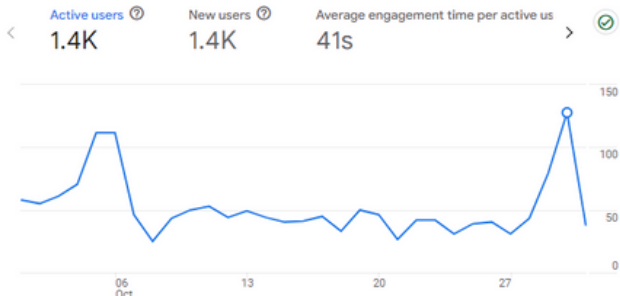
Posts Table

DATE	MESSAGE	LIKES	COMMENTS	REACH
eagleoutside Oct 29, 18:05	 Trick or Treat Street 🎃 TODAY! October 30th, 5pm-7pm on Capitol Street in Eagle Ranch 📍 Capitol Street, between Founders Ave. & Sylvan Lake Road will be closed at 3pm on October 30th and reopens at 7am on October 31st #safetyfirst Thank you Eagle Ranch Merchants and the Eagle Ranch HOA #community #trickortreatstreet #trickortreat #thrillerdance #thriller #happyhalloween #eaglecolorado #getoutside #eagleoutside #dippindotsforthewin	57	0	1,161
eagleoutside Oct 23, 21:54	 (No description)	0	0	153
eagleoutside Oct 23, 19:24	 Who's ready for the Thriller Flash Mob? 🕸️ Join us for Trick or Treat Street Wednesday, October 30th, 5pm-7pm 📍 Capitol Street, between Founders Ave. and Sylvan Lake Road, will be closed starting at 3pm, October 30th 🎃 #trickortreatstreet #trickortreat #thriller #thrillerflashmob #lovewhereyoulive #eaglecolorado #getoutside #eagleoutside	83	2	1,331
eagleoutside Oct 16, 00:06	 🎃 Fun for the whole family 🎃 FREE event full of games, prizes, photo booth, DJ, and the thrilling #thrillerdance 📍 Capitol Street in Eagle Ranch, between Founders Ave & Sylvan Lake Rd. Wednesday, October 30th, 5pm-7pm #trickortreatstreet 🙌 Thank you Eagle Ranch HOA and the Eagle Ranch Merchants #weappreciateyou #happyhalloween #happy #halloween #eaglecolorado #trickortreat #treatyourself #eagleoutside	29	0	656
eagleoutside Oct 15, 23:39	 (No description)	0	0	148
eagleoutside Oct 15, 23:34	 (No description)	0	0	161
eagleoutside Oct 15, 23:33	 (No description)	0	1	183
eagleoutside Oct 11, 23:00	 (No description)	0	0	167
eagleoutside Oct 11, 22:59	 (No description)	0	0	199
eagleoutside Oct 11, 22:59	 (No description)	0	0	199
eagleoutside Oct 10, 13:47	 (No description)	0	0	265

Analytics

All accounts > Town of Eagle
Town of Eagle website





SPECIAL EVENTS

October 2024

Marketing & Events Advisory Committee (MEAC)

- Staff presented MEAC funding recommendations at the October 22nd Town Council meeting. MEAC received over \$265,000 in funding requests for 2025. Question from Mr. Mayor regarding the decrease in funding for ShowDown Town:
 - The MEAC committee deeply values Vail Valley Foundation's contribution through ShowDown Town (SDT). MEAC recommended a reduction to SDT is directly related to budget constraints/reductions (2024 budget = \$120,000; 2025 = \$100,000). As you know, we reviewed 32 requests for funding and proposed a well-balanced portfolio of events which are attractive to locals while also creating economic vitality via "heads in beds". Our recommendations include returning events, as well as new additions that fit the Eagle Brand such as Ice Castles, Gearvana, Down Valley Vibes, Access Unbound, and Fiesta Pride. That said, there is just not enough funding to fund SDT at their full request. Danita Dempsey, MEAC Chair.
- Staff requested support from Council to move forward with the approval process from property owners and businesses regarding the summer seasonal Second Street closure. Next steps are to contact property owners, businesses and stakeholders.
- Vail Club Soccer requested to make a presentation to Council given the lack of MEAC funding. Vail Club Soccer was rewarded with an in-kind donation for the use of the Brush Creek Soccer Field, October 3-5, 2025.

TOWN EVENTS - October

- October events included Vail Cup Soccer, Eagle Ranch Pumpkin Patch, New Roots, and Trick or Treat Street.

ACTION ITEMS

- Town of Eagle's Christmas on Broadway - Saturday, December 7. Celebrate the season with a full day of festivities downtown!
 - Broadway, between Grand Avenue and 5th Street, will be closed for Christmas on Broadway from 8:00 a.m. on Saturday, December 7th until 8:00 a.m. on Sunday, December 8th (times are weather dependent).
- COB festivities include Mountain Tots Preschool Jingle Jog, Pictures with Santa, Wassail Fest, and the Parade. Parade float registration is live on [Eagleoutside.com/christmas-on-broadway](https://eagleoutside.com/christmas-on-broadway)
- Santa has graciously agreed to volunteer his time from 2pm-4pm for extra hours for photos with Santa. Photos with Santa are also available after the parade.
- Patty Hood is delighted to shift Wassail Fest one day to participate in Christmas on Broadway activation.
- Prepared Community Grant Funding Request spreadsheet and packet for Council to review.
- Staff participating in stakeholder meetings for Ice Castles.
- Staff organizing Employee Holiday Party, along with the holiday cheer committee.
- Town of Eagle's Holiday Lighting Contest – entries due December 13th. Voting takes place December 16th.
- Met with Elizabeth Latenser with Access Unbound, planning to incorporate a crit race into Flight Days 2025.
- St. Mary's preschool celebrated their Fall Festival by visiting Town Hall on October 31.
- Staff helped with coordination of the Spooky Fun Lunch n' Learn.
- TOE tent activation at Trick or Treat Street.
- Active Threat Training with Eagle PD. Lieutenant Causey did an amazing job.
- Information Center performance evaluations.
- Staff is participating in the 12-week High Performance Leadership training.

UPCOMING EVENTS

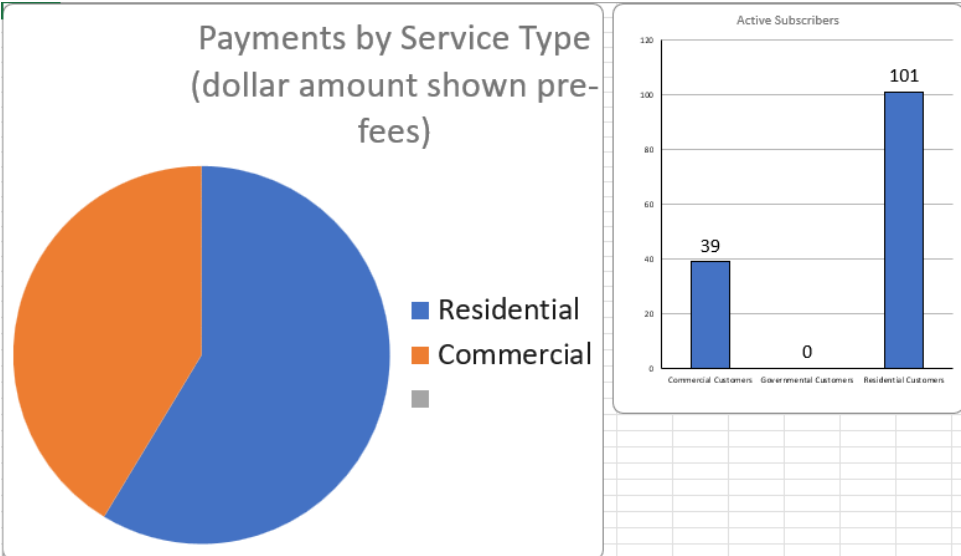
NOVEMBER	
28-Nov	Brush Creek Elementary - Turkey Trot
DECEMBER	
12/5 - 12/7	Wassail Fest
12/7/2024	Jingle Jog 5K & Fun Run
12/7/2024	Christmas on Broadway
12/27-12/28	Pond Hockey Tournament
JANUARY	
1/6/2025	12th Night Christmas Tree Burning



INNOVATION TECHNOLOGY
October 2024

Broadband update:

- 20 remote nodes ordered. Will begin installing backlog of subscribers the week of November 18.
- 39 business/government subscribers, 101 residential subscribers, 25 in queue
- Broadband revenue generated in March: \$9206.54



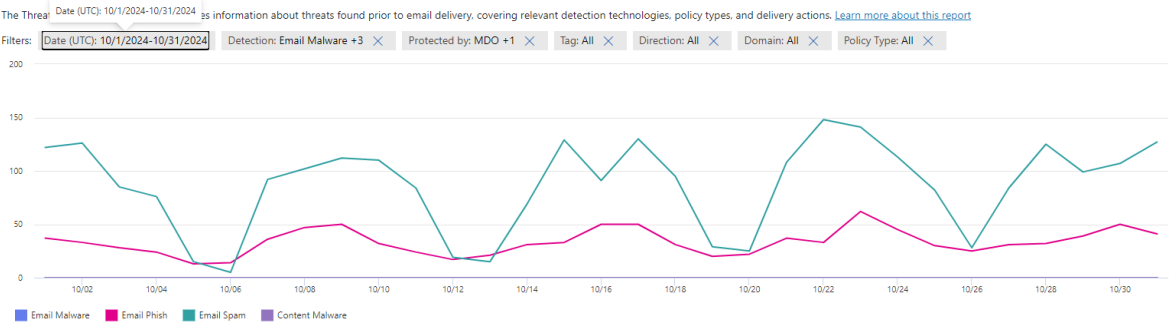
Training:

- Training - Lunch 'n' Learn: Outlook Calendars, 28 Attendees

Technical Operations:

- Onboarding:
 - Onboarding - Kyle Brotherton, Planner III, Community Development
- Email threat protection report:

Threat protection status

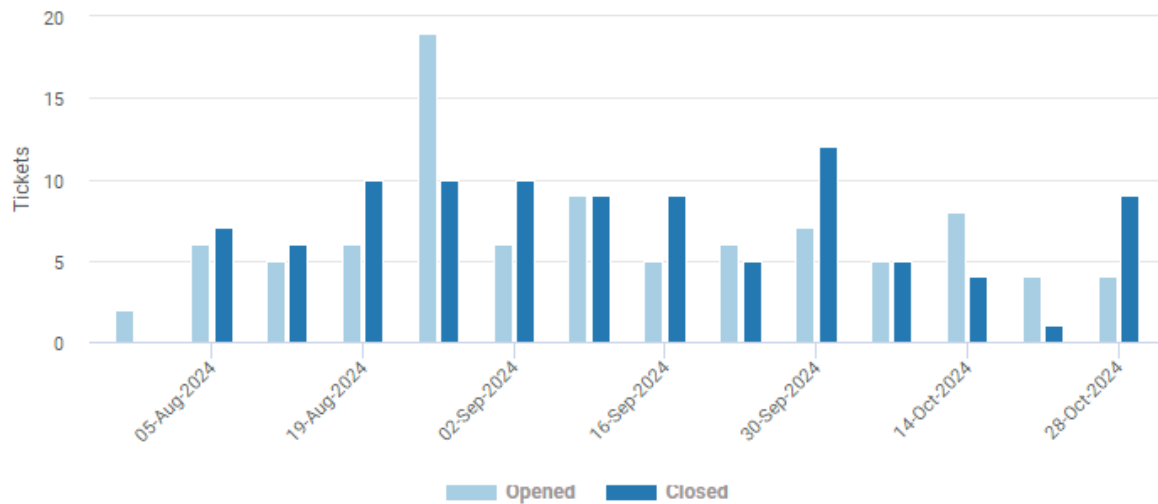


- Support ticket report:

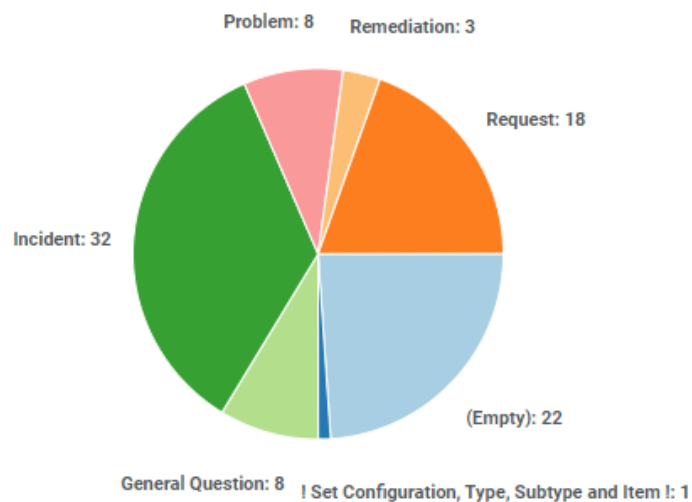
92 Tickets Opened - Previous 3 Months

97 Tickets Closed - Previous 3 Months

Tickets Opened Vs. Closed - Previous 3 Months



Tickets Opened by Type - Previous 3 Months



Sales Tax – 2024 Sales Tax – 3rd Quarter Report is included in the packet.

2024						
Month	Filing Period	O/U	Revenue Period	O/U	Online Sales	Online Retailers
Jan	\$ 557,437.44	-23%	\$ 821,112.05	3%	\$ 117,976.28	2236
Feb	\$ 729,534.03	7%	\$ 810,272.13	20%	\$ 128,837.94	1963
Mar	\$ 919,994.77	23%	\$ 707,787.05	1%	\$ 82,709.92	2045
1 Q	\$ 2,206,966.24	3%	\$ 2,339,171.23	8%	\$ 329,524.14	
Apr	\$ 695,474.02	2%	\$ 763,852.47	-5%	\$ 106,959.79	2080
May	\$ 760,640.35	2%	\$ 655,520.37	-6%	\$ 109,466.26	2008
Jun	\$ 817,960.49	1%	\$ 730,498.70	-3%	\$ 100,133.62	2076
2 Q	\$ 2,274,074.86	2%	\$ 2,149,871.54	-5%	\$ 316,559.67	
Jul	\$ 832,116.01	1%	\$ 799,652.78	-2%	\$ 98,315.99	2284
Aug	\$ 783,755.14	-4%	\$ 841,793.73	0%	\$ 104,790.60	2699
Sep	\$ 766,294.36	-2%	\$ 781,908.24	-19%	\$ 97,396.13	2065
3 Q	\$ 2,382,165.51	-2%	\$ 2,423,354.75	-7%	\$ 300,502.72	
Oct		-100%	\$ 798,668.37	5%	\$ 109,730.13	2242

2023						
Month	Filing Period	O/U	Revenue Period	O/U	Online Sales	Online Retailers
Jan	\$ 721,559.24	9%	\$ 793,838.43	5%	\$ 97,085.03	2016
Feb	\$ 681,814.58	4%	\$ 675,138.60	5%	\$ 91,521.57	1792
Mar	\$ 748,129.80	1%	\$ 698,140.28	5%	\$ 97,830.73	1892
1 Q	\$ 2,151,503.62	5%	\$ 2,167,117.31	5%	\$ 286,437.33	
Apr	\$ 681,955.40	3%	\$ 802,334.06	16%	\$ 125,304.23	1921
May	\$ 745,063.01	6%	\$ 700,216.68	0%	\$ 98,906.78	1929
Jun	\$ 806,328.44	3%	\$ 752,888.75	9%	\$ 102,648.68	2000
2 Q	\$ 2,233,346.85	4%	\$ 2,255,439.49	8%	\$ 326,859.69	
Jul	\$ 820,080.85	6%	\$ 813,185.50	7%	\$ 100,650.58	2063
Aug	\$ 819,107.48	7%	\$ 839,114.42	3%	\$ 105,800.61	2047
Sep	\$ 780,636.32	0%	\$ 961,539.85	4%	\$ 93,335.96	1920
3 Q	\$ 2,419,824.65	4%	\$ 2,613,839.77	5%	\$ 299,787.15	
Oct	\$ 774,893.02	3%	\$ 763,966.40	-1%	\$ 95,830.83	2046

COMMUNITY DEVELOPMENT

October 2024

Planning

LONG RANGE PLANNING

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

- Staff will be presenting the next round of updates to the Land Use Code at the December 3rd work session. This will be a joint work session with both Town Council and the Planning Commission to discuss the following topics:
 - Employee Dwelling Unit use standards
 - Broadway design standards and visioning discussion
 - Chapter 4.17 - Administration and Procedures and the Administrative Manual

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 October 10th to identify the process for incorporating WUI Code elements into Towns' codes and discussed how the WUI Code will intersect with the state legislated Resiliency Code that will be adopted in 2025. The next meeting is scheduled for November 21st

LAND USE APPLICATIONS IN PROGRESS

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

- West Eagle Housing - Annexation, Major Development Permit, Subdivision, Zoning
 - Applications were presented to the Planning Commission on September 17th and the Town Council on October 8th and October 22nd. The next Town Council hearing will be on November 19th.
- North Broadway – Annexation and Zoning
 - The Applicant withdrew their annexation and zone/rezone request to CMU2. A new annexation and zone/rezone request to PUD with a CMU2 base district is anticipated.
 - The timing of the formal submittal is unknown.
- Reserve at Hockett Gulch – PUD Amendment and Major Development Permit (Phase 1b and II)
 - Request will run concurrently with PUDA24-01.
 - 2nd round referral comments were sent to the applicant, staff is waiting on a revised application.
- Eagle Ranch Minor PUD Modification
 - A minor PUD amendment within Section C, #9, of the Eagle Ranch PUD Guide to: 1) update wording from "Building Envelope" to "Limits of Disturbance" and 2) Allow for the DRB to approve limited plantings outside of the 16,500 sf limits of disturbance, based on criteria.
- 7 Hermits at Haymeadow Filing 6
 - An application plat and condominiumize 11 residential condos and 6 garages in Building F and 11 residential condos and 6 garages in Building G, also known as 7 Hermits Condominiums Filing 6.

- Town Council Consent Agenda – November 12, 2024
- ReCode Adjustments (3rd Amendment)
 - Joint work session with Town Council and Planning Commission is scheduled for December 3rd.
 - Public Hearing dates have not yet been scheduled

NOTABLE UPDATES

- Staff continue developing Standard Operating Procedures (SOPs) and internal policies 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. Staff is developing a policy for when planning consultants are utilized (the circumstances for utilizing town planners vs consultants, a reimbursement policy and agreement, etc.)
- 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:
 - October-1
 - September - 1
 - 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 **13 points of contact**, this includes walk-ins, phone calls, and transfers from other departments and bilingual support for meetings.
- Staff is composing a “RFP” for new Software.
- Jackie obtained certification for LEED Green Associate.
- Peyton and Jessica completed a 12-week high performance leadership course through the Professional Development Academy on November 8, 2024.
- Per the Town's opting in to Proposition 123 at the State level, staff are currently working on an Affordable Housing Accelerator Program with a consultant team. The outcomes are to create a land inventory of parcels in Town where affordable housing projects could be feasible and to craft recommendations for Town processes to facilitate the expedited review of affordable housing applications, per the legislation. The consultant team will be visiting Town in early November and holding a focus group meeting to better understand the community's perspective on this project.

Administrative Approvals (Encroachment Permits, Sign Permits,)

- Currently reviewing 1 Sign Permits.
 - 10 Sign Permits have been approved and issued so far this year.
 - 2 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 is anticipated for next Summer.
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	Permits released
Eagle Pool	1700 Bull Pasture Rd	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	1789
Permits Processed	411	301

- 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

November 2024
November 5 th – (Planning Commission) – CANCELLED- Election Day
November 12 th – (Town Council) • CT24-07 7 Hermits at Haymeadow Filing 6 for Buildings F and G (consent agenda)
November 19 th – (Planning Commission) - CANCELLED
November 19 th – (Town Council) Special Meeting (6pm) • AN23-01 West Eagle Housing
November 26 th – (Town Council) - CANCELLED
December 2024
December 3 rd – Work Session (Town Council and Planning Commission) • Updates to the Land Use and Development Code, topics: - o Employee Dwelling Unit use standards - o Broadway design standards and visioning discussion - o Chapter 4.17 - Administration and Procedures and the Administrative Manual
December 3 rd – (Planning Commission) •
December 10 th – (Town Council) •
December 17 th – (Planning Commission) •

December 24th – (Town Council) – **CANCELLED**

Upcoming Hearings in an alternative format.

2024 Land Use Projects

Projects	October	November	December
West Eagle			
Annexation, Zoning, Subdivision, Development Permit			
Referral (3-week second round of referral ending August 19th)			
Annexation Acceptance (August 27th)			
Planning Commission Public Hearing (September 17th)			
Town Council Public Hearing (October 8th)			
Haymeadow			
Condo Plat - 7 Hermits Filing 6			
Referral Review			
Town Council (consent agenda)			
Public Improvements Agreement			
Referral Review			
Town Council Consent Agenda			
Preliminary Plan/Final Plat			
Referral Review			
Planning Commission Public Hearing			
Town Council Public Hearing			
Code Amendment - Chapter 4.17			
Joint Work Session			
Planning Commission Public Hearing			
Town Council Public Hearing			

ENGINEERING

October 2024

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

General Updates (RJ):

- We are welcoming Jim Horsley to the Team in mid-November.
- Preliminary work has begun on replacing the Public Works Manual with updated Engineering Standards and Construction Specifications. Similarly, right of way and grading permit processes are under review and will undergo modifications

Right of Way Permitting Summary (RJ):

Active ROW Permits: 2

Resurfacing and Pavement Management

- 2024 Resurfacing Project – Work has been completed and project close out is being completed

Capital Improvement Projects

- Grand Avenue Corridor – 60% design is underway, including a technical team meeting for drainage, submittal to the railroad on October 24, 2024, and a preliminary ROW analysis near Castle Drive and CDOT. This area was prioritized to help coordinate with the Brush Creek Road Extension. A stakeholder meeting is scheduled for November 19, and an access workshop is scheduled for November 26.
- Capitol Street – The Public Engagement process started with an Open House on October 29 and a DDA Meeting on November 12. Staff will present conceptual designs and cost estimates at the Town Council workshop on February 4.
- Brush Creek Water Transmission Main & PRV – 30% Deliverables were received in October, and a review meeting is scheduled for November 5. The project includes 7,600 LF of water main design, modeling, survey, and PRV upgrades. Early analysis indicates the ability to reduce the number of Pressure Reducing Values from 3 to 2, saving the Town's long-term maintenance costs. Construction late summer or early fall 2025.
- Sylvan Lake Road – Staff received Notice to Proceed with Advertisement, the green light from CDOT to advertise for construction. The advertisement is scheduled for the first week of November. The design includes a new sidewalk between MacDonald and Capitol Streets and intersection improvements at Capitol Street, MacDonald, and Eagle Ranch Road using the \$1M MMOF grant.
- Safe Streets of All (SS4A) Action Plan – 2nd steering committee meeting is occurring in .