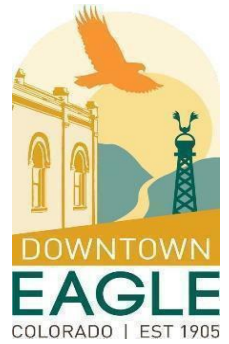


EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
Eagle Town Hall | 200 Broadway, Eagle, CO 81631
Castle Conference Room
Tuesday, February 18, 2025 | 1:00PM

Public WiFi – Town of Eagle WiFi

*This agenda and the meetings can be viewed at www.townofeagle.org.
Time listed are approximate and are subject to change.*



Meeting Access

This will be an in-person meeting with additional access via MS Teams.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 230 337 214 340

Passcode: JG9qV6ta

Dial in by phone

+1 469-770-0416,,421817475# United States, Kaufman

[Find a local number](#)

Phone conference ID: 421 817 475#

1:00pm: Call to Order and Roll Call

1:05pm: Public Comment

Comments are welcome on items not listed on the following agenda. Public comments are limited to three (3) minutes.

1:10pm: Approval of Minutes

1. Minutes dated January 21, 2025

1:15pm: Updates (as needed)

1. DDA Financials, Troy Bernberg
 - Investing DDA TIF on local marketing initiatives
 - TIF contributions in 2026 for Capitol Street Improvement Project
 - Use of bond/debt service to apply local match funds in grant applications
2. EVC
3. Eagle Chamber
4. Town Department Update – questions?

1:45pm: Business Items

1. 2nd Street Closure – Postponed
2. Old Town Residential zoning abutting DDA boundary
3. Upcoming ReCode updates and DDA impacts
4. Project Investment Program, Round 2
5. April 10 Chamber Mixer and DDA representation
6. DDA Executive Director Job Description
7. Confirm In The Game attendees

2:50pm: Future Agenda Items

1. Next meeting is March 18, 2025

3:00pm: Adjourn

- **Roll Call and Quorum:** Greg conducted the roll call, confirming the presence of Jake, Marci, Brian, and Scott. Colin and Lachie were not present, but a quorum was established.
- **Approval of Minutes:** Greg and the council approved the minutes of the November 12th, 2024 meeting after a motion and second were made.
- **Financial Updates:** Troy provided a financial update, emphasizing the importance of monitoring the monthly disbursement for January property tax increment and discussing upcoming legislative changes affecting urban renewal authorities.
 - **Monthly Disbursement:** Troy emphasized the importance of monitoring the monthly disbursement for January property tax increment. He advised Jake to keep an eye out for the disbursement, typically received around the second week of February, and to contact Jill if it is not received.
 - **Legislative Changes:** Troy discussed upcoming legislative changes affecting urban renewal authorities, including clean-up legislation and new requirements for county assessors to implement two different assessment ratios for property taxes. He mentioned that assessors are in a one-year reprieve period to get up and running with the new technology needed for these changes.
 - **Federal Policies:** Troy mentioned the impact of President Trump's second administration on public finance policies, particularly the potential removal of tax exemptions. He expressed concern that removing tax exemptions could be detrimental to local and national economies, despite its potential to reduce the deficit.
 - **Financial Monitoring:** Troy assured the council that he would monitor the property tax disbursements and audit them if necessary. He explained the typical disbursement pattern and the importance of ensuring accurate disbursements from the county.
- **EVC Leadership Change:** Mick announced that he would step down as Chair of the EVC, with a new leader to be voted in at the next meeting. He also mentioned the shift from monthly to quarterly meetings and the role of EVC members as economic ambassadors.
 - **Leadership Change:** Mick announced that he would step down as Chair of the EVC at the next meeting, where a new leader would be voted in. He explained that his second three-year term on the committee would end in June, and he wanted to ensure a smooth transition by stepping down from leadership before leaving the committee.
 - **Meeting Frequency:** Mick mentioned that the EVC would shift from monthly to quarterly meetings, with meetings scheduled for January, April, July, and October. He emphasized the importance of ensuring that work continues between meetings, despite the reduced frequency.
 - **Economic Ambassadors:** Mick introduced the concept of EVC members acting as economic ambassadors for the town of Eagle. They would serve as the first point of contact for new business applicants, guiding them through the town's processes before their applications are formally submitted. This role would involve collaboration with the DDA, Chamber, and town staff.

- **Chamber Updates:** Mick shared that the Chamber's Business Advocacy Committee is working on a guide for new business applicants, which will complement the administrative manual being developed by the town staff.
- **Capital Flats Development:** Greg and the council discussed the need to engage with the Capital Flats development team to explore potential inclusion in the DDA and understand their progress in the entitlement process.
 - **Engagement with Capital Flats:** Greg and the council discussed the need to engage with the Capital Flats development team to explore potential inclusion in the DDA. They emphasized the importance of understanding the development's progress in the entitlement process and ensuring that the team is aware of the benefits of joining the DDA.
 - **Development Progress:** The council noted that Capital Flats had previously engaged with the DDA to explore potential inclusion and a reimbursement agreement. However, they had not re-engaged on the topic recently. The council discussed the importance of reaching out to the development team to understand their current status and interest in joining the DDA.
 - **Next Steps:** Greg suggested reaching out to the Capital Flats development team to invite them to a future DDA meeting. The council agreed that it would be beneficial to have the development team provide an update on their progress and discuss potential inclusion in the DDA.
- **Grand Ave. Corridor Raise Grant:** The board approved a letter of support for the 2025 Raise Grant application for the Grand Ave. Corridor project, similar to the one submitted in 2024.
- **Professional Services Agreement with Northland Securities:** The board approved the 2025 Professional Services Agreement with Northland Securities, with Troy continuing to provide his services.
- **Continuation of Services with DCI:** The board discussed the continuation of services with Downtown Colorado Inc. (DCI) and leaned towards prioritizing the hiring of an executive director instead of renewing the DCI contract.
 - **DCI Services Discussion:** The board discussed the continuation of services with Downtown Colorado Inc. (DCI). They considered reallocating funds to hire an executive director instead of renewing the DCI contract. The board acknowledged the value of DCI's services but emphasized the need for an executive director to better utilize their investment and manage administrative tasks.
 - **Executive Director Role:** The board discussed the importance of hiring an executive director to take on administrative tasks and provide leadership. They considered the potential benefits of having a dedicated executive director to manage the DDA's activities and ensure effective use of resources.
 - **DCI Membership:** The board confirmed that they would maintain their annual membership with DCI, which provides access to various benefits, services, and educational tools. They agreed that the membership is valuable, but the services agreement with DCI may not be necessary if an executive director is hired.
 - **Next Steps:** The board decided to continue the discussion about DCI services and the executive director role at the next meeting. They planned to review the scope of services for the executive director position and prepare an RFP to hire someone for the role.
- **Future Agenda Items:** The board identified several future agenda items, including reaching out to Troy Fuller, engaging with the Capital Flats development team, and preparing an RFP for an executive director.

- **Engaging Troy Fuller:** The board identified the need to reach out to Troy Fuller and invite him to the next meeting to discuss the DBA and its activities. Brian volunteered to contact Troy Fuller and ensure his participation in the upcoming meeting.
- **Capital Flats Engagement:** Greg planned to reach out to the Capital Flats development team to invite them to a future DDA meeting. The goal is to understand their progress in the entitlement process and discuss potential inclusion in the DDA.
- **Executive Director RFP:** The board decided to prepare an RFP for hiring an executive director. Nikki will circulate the existing framework for the executive director role to the board members for review. The board aims to finalize the scope of services and advertise the position by the next meeting.

Follow-up tasks:

- **Capital Flats Development:** Reach out to the Capital Flats development team to invite them to a future DDA meeting. (Greg)
- **Executive Director RFP:** Circulate the existing framework for the Executive Director role to the board for review prior to the next meeting. (Nikki)
- **Executive Director RFP:** Prepare a draft list of responsibilities for the Executive Director role for discussion at the next meeting. (Greg)
- **DBA Engagement:** Invite Troy Fuller to the next meeting to discuss the DBA's status and future plans. (Brian)
- **Grant Program Review:** Prepare to discuss feedback on round one funding of the Downtown Eagle Project investment program at the next meeting. (Greg)

Executive Session: Greg initiated the executive session. At the conclusion of the Executive Session, Greg asked if there were any concerns about improper actions or discussions during the session. No concerns were raised, and the regular meeting was adjourned.

General Ledger Summary
For Period Beginning 1/1/2024 Through Period Ending 12/31/2024

GL Account Number	GL Account Name	Balance Forward	Debits	Credits	Change	Ending Balance
7148	EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (148)					
71480000380500000000	FUND BALANCE EAGLE DDA TIF	0.00	0.00	0.00	0.00	0.00
71480148999600000000	CASH RECEIVED FROM COUNTY TREASURER	0.00	25,290.47	0.00	-25,290.47	-25,290.47
71484000011000001110	CURRENT TAX	0.00	270.96	26,297.49	26,026.53	26,026.53
71484000011500001110	CURRENT INTEREST	0.00	0.00	46.11	46.11	46.11
71484000012000001110	DELINQUENT TAX	0.00	0.00	0.00	0.00	0.00
71484000012500001110	DELINQUENT INTEREST	0.00	0.00	0.00	0.00	0.00
71484000013000001110	ABATEMENTS	0.00	0.00	0.00	0.00	0.00
71484000013500001110	ABATEMENT INTEREST - 148	0.00	0.00	0.00	0.00	0.00
71486000359000002300	TREASURER'S COMMISSION - TAXES	0.00	790.30	8.13	-782.17	-782.17
	Fund Totals:	0.00	26,351.73	26,351.73	0.00	0.00
71480148102000000000	CASH WITH COUNTY TREASURER	0.00	26,351.73	26,351.73	0.00	0.00
	Grand Totals:	0.00	26,351.73	26,351.73	0.00	0.00

EAGLE COUNTY DISBURSEMENT
For the Distribution Period: 9/1/2024 - 1/31/2025

Authority: EAGLE DOWNTOWN DEVELOPMENT AUTHORITY, 148 - 148

Fund: 148 - EAGLE DOWNTOWN DEVELOPMENT AUTHORITY, 148

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

CURRENT INTEREST	\$0.00
CURRENT TAX	\$1,082.96
TREASURER'S COMMISSION - TAXES	-\$32.49
Total	\$1,050.47
Disbursement ID: 676608514	



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

Economic Development:

The Town of Eagle continues proactively sharing Old Town Hall's commercial appraisal with community members, exploring potential business and housing development opportunities. Under Article XII, Section 12.01 of the Town of Eagle Home Rule Charter, the Town Council has the authority to purchase, sell, exchange, or dispose of real property through an ordinance. Additionally, lease agreements may be approved via resolution. While the Charter does not mandate public notice or property appraisals as a prerequisite for these transactions, the Council can implement such measures to uphold transparency and ensure transactions align with fair market value principles.

Any sale of municipal real estate requires a public hearing, providing an opportunity for Council deliberation and community engagement. While the Council is not obligated to prioritize economic development, housing, or public service considerations in decision-making, these factors may be weighed when evaluating potential transactions. Converting town-owned property into taxable real estate supports the Downtown Development Authority (DDA) by generating fiscal benefits and advancing the Town's broader economic development objectives. This strategic approach fosters long-term community growth, enhances downtown vitality, and reinforces reinvestment initiatives that align with Eagle's vision for a prosperous future.

Town staff and East Eagle Partners continue collaborating on development scenarios for East Eagle, focusing on maximizing opportunities for business expansion and residential growth. With the annexation of Parcels A and F, new development initiatives are being explored to address housing needs associated with job generation in the East Eagle Subarea. By aligning these efforts with the Town's strategic vision, Eagle is committed to fostering a vibrant and sustainable community that supports workforce housing, economic diversification, and long-term regional prosperity.

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 Housing Action Plan bi-weekly meeting on February 5, 2025, focused on finalizing the Housing Needs Assessment Report, coordinating presentation schedules, and outlining the next steps for Action Plan submissions. Attendees included representatives from EPS/RRC, regional housing partners, and municipal planning officials.

- The final Housing Needs Assessment Report is expected by February 18, 2025.
- The report will incorporate Net Housing Needs by Location to comply with SB24-174 requirements.
- Draft Prop123 tables (weighted average AMI) are under review, with potential consultation with DOLA.
- Revised presentation dates for the EPS team to present findings to Town Councils and the Board of County Commissioners (BoCC) are being coordinated.

Considering scheduling conflicts among key stakeholders, efforts are underway to consolidate presentation dates between February 18 and March 25. The draft scheduled dates are:

- Red Cliff: March 4, 18

- Minturn: March 5, 19
- Avon: March 11, 25
- Vail: March 4, 18, April 1
- **Eagle: March 11, 25**
- Gypsum: March 25, April 8
- Eagle County BoCC: TBD

On February 4, 2025, the Core Transit Technical Advisory Committee convened at Avon Town Hall to discuss key elements of the Ten-Year Transit Development & Capital Plan. The meeting focused on evaluating service alternatives, establishing criteria for transit improvements, developing supporting strategies, and refining the public outreach plan. Representatives from multiple municipalities, transit agencies, and consulting firms participated in the discussion, highlighting regional collaboration in shaping the future of transit services.

One of the primary topics was the evaluation of various service alternatives, particularly along the Valley Route, Highway 6, and Minturn/Redcliff corridors. These alternatives aim to improve transit frequency, reduce travel times, and enhance regional connectivity. A notable highlight was the proposal for an express service stopping at the airport, which could significantly streamline travel for residents and visitors. The discussion also emphasized improving infrastructure, such as safer pedestrian crossings, bus shelters, and microtransit options.

For the Town of Eagle, these proposed improvements present a transformative opportunity. Expanding service frequency and express options between Eagle, Gypsum, and Vail could enhance mobility for commuters, businesses, and residents. Including microtransit and first/last-mile solutions could further improve access to transit hubs, supporting workforce accessibility and economic vitality. Additionally, integrating transit planning with future affordable housing developments in Eagle could strengthen the Town's role in regional growth and sustainability. Continuing collaboration and strategic investment in transit will ensure that Eagle benefits from an efficient, connected, and future-ready transportation system. Find a link to meeting notes:

[\(Core.Transit.Meeting.Notes\)](#)

The Eagle Valley Wildland (EVW) 2024 Year-End Report highlights the program's significant efforts in wildfire risk reduction through mitigation, suppression, and community education. EVW played a key role in implementing the Eagle County Community Wildfire Protection Plan (CWPP) by enhancing fire prevention strategies and strengthening partnerships with municipalities, utility companies, and community organizations. The program expanded its Wildland Leaders Group, growing to over 200 members statewide, fostering collaboration among fire professionals. Community engagement remained a priority, with over 29 partnerships, multiple public meetings, and social media outreach reaching 80,000 people.

In 2024, EVW completed 3,100 acres of wildfire mitigation projects, including fuel thinning, tactical fuel breaks, prescribed burns, and slash pile reductions. The program conducted over 550 Home Ignition Zone (HIZ) assessments to improve residential fire resilience and supported FireWise applications for various communities. EVW also responded to 20 wildfires and assisted in national firefighting efforts. Training programs ensured personnel readiness and over \$243,000 in grants were secured for fuel reduction projects. Looking ahead to 2025, EVW plans to expand its mitigation efforts, slash removal programs, and community education to protect Eagle County from wildfire threats further. Find a link to the report: [\(EVW-Year-End-Report-2024\)](#)

Administration and Organization Update:

We are excited to have Camille Deering join our team as the new Town Clerk as Jenny Rakow's replacement. We genuinely appreciate everything Jenny has done in support and service to the Town of Eagle over her tenure.

We are excited to officially welcome Richard J. Peterson-Cremer to the Town of Eagle team as our new Interim Town Attorney. Richard is a Karp, Neu, Hanlon partner based in Glenwood Springs. Richard will be our

primary contact and attorney and coordinate any work that needs additional support from others in his firm.

Richard J. Peterson-Cremer | Partner/Shareholder

Karp Neu Hanlon, P.C.

Phone: 970.945.2262

Office: 201 14th Street, Suite 200, Glenwood Springs, CO 81601

Mailing: P.O. Drawer 2030, Glenwood Springs, CO 81602

Glenwood Springs | Basalt | Aspen | Ridgway

rjp@mountainlawfirm.com | www.mountainlawfirm.com

In 2025, the Town of Eagle aims to fill 12 vacant positions to enhance service delivery and operational capacity. Five full-time roles remain unfilled, and recruitment efforts focus on candidates whose skills and values align with the Town's mission. To maintain fiscal sustainability, hiring for general fund-supported positions has been temporarily paused, ensuring workforce expansion aligns with revenue stability. This strategic approach reflects the Town's commitment to building a resilient, high-performing team capable of adapting to the Community's evolving needs.

We submitted the Grand Avenue Multimodal Project RAISE Grant. Please note that the name changed from RAISE to Better Utilizing Investments to Leverage Development (BUILD) to reflect a new strategic direction. References to rescinded Executive Orders have been removed, and the Notice of Funding Opportunity (NOFO) has been aligned with newly issued Executive Orders. The updated NOFO specifies that \$150 million is available for award and introduces notable terminology restrictions, including prohibiting phrases like *climate change* and *disadvantaged communities*. Additionally, the definition of Historically Disadvantaged Communities has been revised to align with the statutory definition for Areas of Persistent Poverty rather than the previous CJEST framework, which may impact match waivers for eligible communities. Lastly, the revised guidelines clarify that all grant agreements or contracts must comply with Section 3(C)(iv) of the Executive Order on Ending Illegal Discrimination and Restoring Merit-Based Opportunity.

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
January 7, 2025 Work Session	East Eagle Financing Strategy & Commercial Linkage Study 2-hours
February 4, 2025 Work Session	Capitol Street - Conceptual Designs and Costs 1-hour
March 4, 2025 Work Session	Affordable Housing Accelerator Project (AHAP) 2-hours
April 1, 2025 Work Session	Grand Avenue update discussion 1-hour
May 6, 2025 Work Session	Joint Long-Range Planning Discussion Council and P & Z - 2-hours
June 3, 2025	Regional Net Zero Roadmap 1-hour
Request for Additional Work Sessions	Topic



To: Mayor and Town Council
From: Larry Pardee, Town Manager, and Department Leads
Date: February 11, 2025
Re: Department Updates for January 2025

JANUARY 2025

ASSISTANT TOWN MANAGER SPECIAL PROJECTS

Pool Replacement Project

- The lap pool has passed the water tightness testing. The leisure pool is currently undergoing testing. Initial site walks and inspections showed that the pool shell was in good condition. The construction team tented the concrete to mitigate temperature swings and added bubblers to the water to mitigate surface freezing.
- The new changing rooms and equipment and mechanical rooms in the building addition are roughed in.
- Staff are working to place final orders on pool amenities through the spring, as the project continues to progress.
- Despite some weather delays, the construction team still feels confident about meeting the project deadline.

Skate Park Planning

- Staff issued an RFP for skate park design firms in January. The planning process will be conducted in partnership with Mountain Recreation and includes multiple avenues of community engagement. Once a design firm has been selected for recommendation to Council, staff will provide a more robust project update, likely at the end of February or early March.

Council and Staff Support

- The ATM assisted the Town Manager with identifying and interviewing Interim Town Attorney candidates for Council's consideration.
- Additionally, the ATM coordinated with staff on critical projects that require legal review and insight. The new Interim is in contact with the Town's outgoing firm as well as staff to prioritize workflow.

ECONOMIC DEVELOPMENT

January 2025

- Staff and EPS facilitated a work session seeking the Council's feedback on the proposed Commercial Linkage Fee Nexus Study and East Eagle Infrastructure Financing Strategy. EPS are underway with a re-draft, incorporating

the Council's input. In the coming weeks, the EVC and DDA will gather in a joint workshop to further inform the initiatives as staff and EPS prepare the concluding recommendations.

- Staff submitted a grant application for \$20,000 to the Colorado Tourism Management Grant program, pursuing financial aid to complete a wayfinding and signage planning effort. As supported by the 2020 Strategic Plan, improving the wayfinding network is a vital step toward enhancing Eagle as a destination for visitors. Staff will provide application updates as they become available.
- Various departments including Economic Development, Communications, Special Events, Sustainability, Technology & Innovation, and Planning convened to discuss the April Chamber Mixer. This event will be hosted by Town of Eagle. Staff will be showcasing various initiatives aimed at highlighting that our community is Open for Business.
- Staff attended the DDA monthly meeting, providing added support for an Executive Session. The DDA has retained Troy Bernberg as their Financial Advisor, while contemplating continued services with DCI. Board members are coordinating which members will attend the annual DCI conference, In The Game, April 1-5.
- Starting in 2025, the EVC will meet quarterly. At the January meeting, the EVC voted and appointed a new Chair (Eric Eves) and Vice Chair (Kim Fritzler). Staff delivered a short presentation on 2025 initiatives which include destination marketing, a retail recruitment strategy, a business incentive program, and continued maintenance of the Digital Dashboard and mobility data. The presentation has been updated and is available here ([LINK](#)).

HOUSING

January 2025

- In collaboration with Enterprise Community Partners and Community Builders, staff closed out the Affordable Housing Toolkit for Local Officials technical assistance grant project. The deliverables – which included an executive summary, detailed report, and presentation of recommendations – were provided at the January 28 meeting with a corresponding resolution of acceptance.
- The AHAP remains on pace as staff and the Logan Simpson team prepare materials for the March 4 Town Council work session. Project progress includes the following:
 - Phase 1 – 90-day Fast-Track Review Process: 90% complete with review of land use code and preparing first draft of updated code language. Staff will be forwarding the draft language to Legal for review.
 - Phase 2 – Land Inventory Analysis (LIA): Staff are preparing feedback on the LIA draft report and maps.
 - Phase 3 – Proposition 123 Funding Strategy (matrix and feasibility summary of funding options): Not yet started. This phase will be incorporated into Project Close-out in late March / early April.
- The Regional Housing Partners convened on January 15 and are also preparing for project close-out. This includes EPS finalizing the regional report by February 18. The partner communities are encouraged to start their Housing Action Plans. This will be a separate document, informed by the regional report and the Town's in-house initiatives, that outline Eagle's specific commitments and strategies. Currently, EPS is scheduled to present the concluding report to Eagle Town Council on March 25.
- Staff are beginning to shift efforts toward creating a strategic workplan that incorporates the aforementioned Housing initiatives and the 2023 Housing Assessment to guide coordinated implementation in 2025 and onward.
- With guidance from the Valley Home Store, staff participated in the closing review process for two deed restricted units at 7 Hermits Condominiums. This included oversight of the Seller-prepared closing documents to verify accuracy and completeness. Staff anticipates ongoing participation as LERP units are sold.

SUSTAINABILITY

January 2025

- Staff attended the Climate Action Collaborative (CAC) Stakeholder meeting in January, during which some important content was shared. [Use this link to review all items below:](#)
 - 2023 Eagle County Greenhouse Gas Emissions Inventory
 - Climate Action Week has been scheduled for April 15-22, 2025
 - Net Zero Modeling Study
- Staff organized and hosted a kickoff meeting with the State Energy Office to review project scope and plans for our Public Building Electrification Planning Grant (PBEG) award ([view slides here](#)). This work is well underway; Energy Systems Group (formerly known as Yearout Energy) is completing the analysis to electrify town properties. While the state promised the town associated implementation funding as a part of this project, those funds were moved into a different program – the High Efficiency and Electric Heating and Appliances Program (HEEHA) – to resolve state budget deficit issues. Due to this change, staff must reapply for the implementation funding under the HEEHA program by the end of February. Entities promised funds through the PBEG program will be prioritized for HEEHA funding.
- Staff is working with Public Works and ESG on an AC replacement project at Public Works, as this needs to occur before grant funding will be available. The two AC condensers will be replaced with heat pumps. The furnace will either be replaced alongside the chillers or as part of the electrification implementation project with HEEHA funds.
- ESG hosted an Investment Grade Audit kickoff meeting for the electrification project ([slides linked](#)), as the town is engaging in an Energy Performance Contract for this work. We anticipate a 60% presentation to Council sometime in March and another in April that will provide more details on exact implementation slated for this summer.
- After some initial meetings with WatchWire, it became clear the platform did not have the capabilities the town needed. Staff has pivoted to select Brightly, Software, Inc. for our Energy Monitoring & Management System (EMS) and is currently working on contracting. We hope to be under contract by early March.
- The Green Team met in late January is working on the following projects for internal town operations:
 - Developing custom signage (waste, recycling, & compost) for each building & office area
 - Developed communications plan to further encourage sustainability-focused behaviors at work
 - Planning an all-staff lunch & learn to highlight how employees can participate in net zero work and create healthy competition by gamifying sustainable actions at work.
- Staff (sustainability, finance, events, and Asst. Town Manager) continues to work with Vail Honeywagon to make minor modifications to our contract (adding recycling and composting infrastructure to town facilities that currently do not receive this service, improving clarity of fees to residents). We hope to bring this to council in early 2025.
- All invoices for the solar project have been paid to Yearout Energy, and staff approaches final closeout of the project. The system has now been fully commissioned. In 2024, the array produced 114 MWh of electricity, and so far in 2025 it has produced 90 MWh of electricity. For reference, an average home in Colorado consumes about 23 kWh of electricity per day. Staff looks forward to comparing how much energy is consumed by our onsite facilities vs. how much goes back to the grid. So far, we have received a credit of \$6,607.67 from Holy Cross for the electricity produced. Staff submitted the next report to DOLA for our EIAF grant reimbursement. The Town will be reimbursed up to 24% of project expenses. Since the project is closing out \$200,000 under budget, it's likely our ending grant award will be about \$675,000.
- Staff has scheduled a work session for council to consider the Regional Net Zero Roadmap in June. This roadmap was developed collaboratively by municipalities across the Eagle River Valley and Roaring Fork Valley, with support from the Climate Action Collaborative, non-profits CORE and CLEER, our energy utilities and consultant Lotus Engineering & Sustainability. This document lays out options to achieve a net-zero building code for new construction by 2030. So far, Minturn, Basalt, and Red Cliff have adopted the Roadmap.

- Staff continued work with the Palmer Fund to establish Sustainability Advisory Committee bylaws. Next, community members will be appointed to join the committee and advise on funding recommendations for the \$15,000 in community sustainability funding budgeted in 2025 and bolstered by Palmer Fund dollars, as well as serve as community ambassadors to further action toward the net zero 2030 goal.

SPECIAL EVENTS

January 2025

Summer-Long Second Street Closure - UPDATE

Due to the uncertainty of the number of vendors participating in the farmers market and the lack of funds to successfully activate the space, staff is going to pause the implementation of the 2nd street closure until Summer 2026. In the months ahead, staff will actively collaborate with stakeholders to understand concerns and find solutions. Staff will partner with the Marketing and Events Advisory Committee (MEAC) and the Downtown Development Authority (DDA) on placemaking and streetscape enhancements. As part of ongoing efforts, staff will continue to seek out ways to increase activity, support local businesses, and create a more vibrant downtown experience.

- Booked MarchFourth Marching Band to headline Flight Days, June 28.
- Collaborating with Alpine Kayak again for this summer's Youth Whitewater Safety, July 18.
- Collaborating with Sage Outdoor Adventures again for this summer's Tube-A-Palooza, August 3.
- Planning meeting for the town's Clean Up & Hard2Recycle Event, with a focus this year on e-waste, May 17.
- Town will host April Chamber Mixer, along with the Eagle Ranch Golf Club, April 10.
- Discussion with Access Unbound to produce a Criterium Race, in conjunction with Flight Days. PD did not support the idea and emphasized the impact of a bike race downtown or at Town Park during Flight Days.
- Met with Brook, owner of Antlers & Rosé, to discuss the possible summer-long 2nd Street closure. Concerns over parking and lack of placemaking.

12th Night Christmas Tree Burn

Thank you, Danger Mountain for bringing the vibe. Danger Mountain played during the 12th night bonfire. Thank you, Eagle Valley Wildland and Randy Cohen, Fire Marshal, Greater Eagle Fire Protection District for a safe event.



Increase in activity on social media. Up to 4,000 followers! Follow along @eagleoutside

eagleoutside ▾ ●



Eagle Colorado

985	4,000	1,141
posts	followers	following

Town of Eagle’s Marketing & Events Department promoting community events, community programs & open space.

200 Broadway St, Eagle, Colorado

 www.eagleoutside.com

Professional dashboard

14.3K views in the last 30 days.

Edit profile

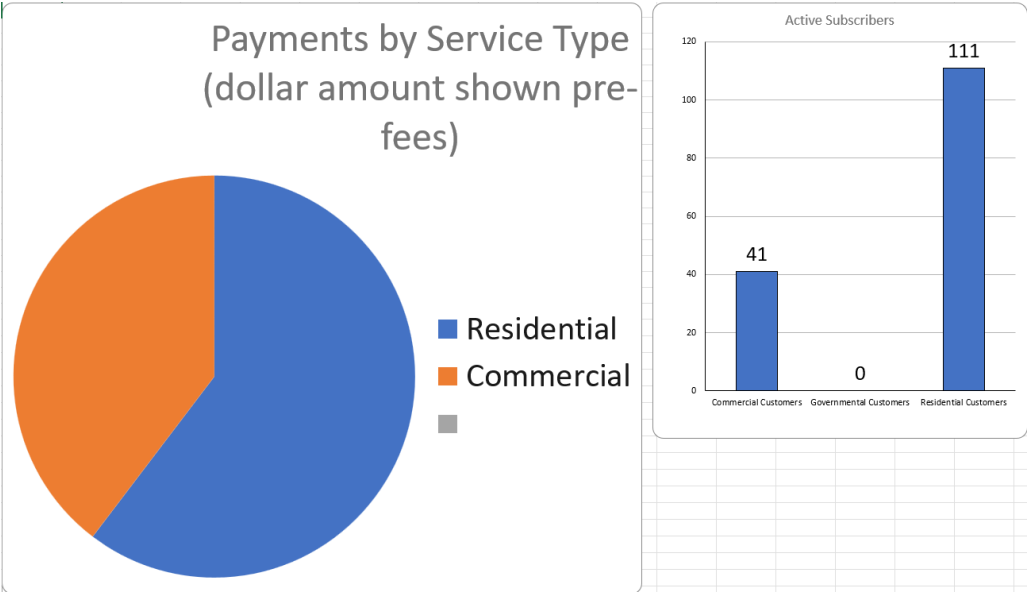
Share profile

Contact

INNOVATION TECHNOLOGY
January 2025

Broadband update:

- 41 business/government subscribers, 111 residential subscribers, 17 in queue
- Broadband revenue generated in January: \$11,185.86



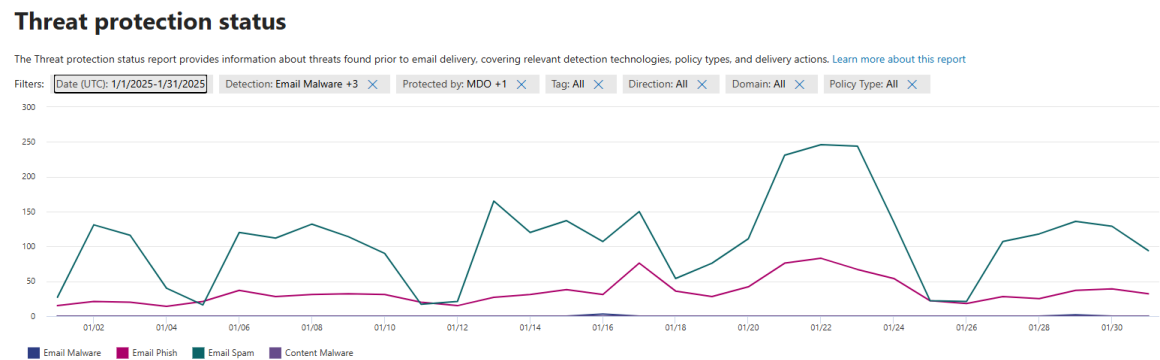
Training:

Technical Operations:

New user onboarding:

- Arturo Tellez Galvez - Public Works, Street Maintenance Technician II

Email threat protection report:

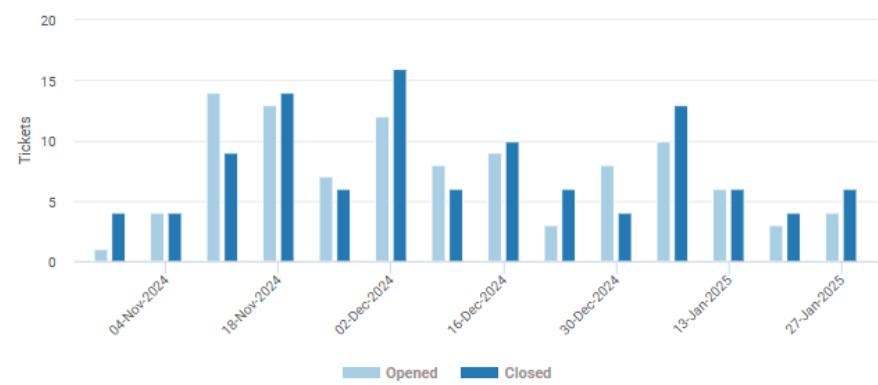


Support ticket report:

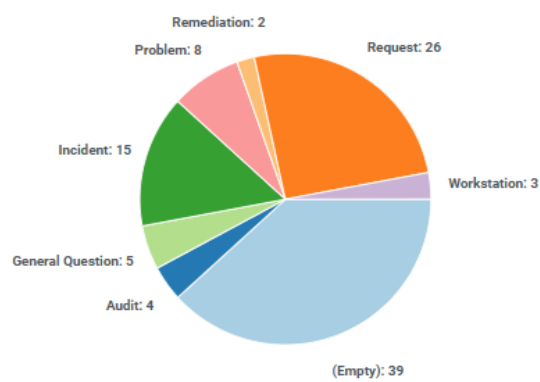
102 Tickets Opened - Previous 3 Mon...

108 Tickets Closed - Previous 3 Mont...

Tickets Opened Vs. Closed - Previous 3 Months



Tickets Opened by Type - Previous 3 Months



COMMUNITY DEVELOPMENT

January 2025

Planning

LONG RANGE PLANNING

- **LONG RANGE PLANNING**

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

- Staff held a joint work session with the Planning Commission and Town Council on December 3rd. Feedback from this work session will be incorporated into the next round of Code updates.

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 January 23rd to discuss fire resistant landscape standards that recognize the unique ecosystems and values of the towns throughout the valley.
- The next meeting is scheduled for 2/20/2025 at 12:30pm. In-person attendance is at the Eagle County offices on Broadway

EVTA 10 Year Transit Plan

- Staff are actively engaged in the Technical Advisory Committee (TAC) for EVTA's 10 Year Transit Plan. The TAC is made up of local community staff representatives and their primary role is to provide technical guidance to the plan, make recommendations to the EVTA Board, communicate with Town Managers and other key influencers in each community.
- A second round of Community Outreach will be conducted mid-March or early April, and the public will be asked to provide feedback on route alternatives for the Valley Route, Highway 6 Route, and Minturn/Redcliff Route. Outreach will primarily include several focus group sessions, outreach boards at the Vail Transportation Center and an online survey.

Long Range Planning Work Session

- The May 6th Town Council work session will be focused on the Town's long-range plans. This conversation will serve to prioritize updates of the Town's long range planning documents to ensure they remain current and aligned with the community's vision and values.

Administrative Manual

- Staff has been continuing to work on an administrative manual to clearly communicate land use processes to the public. Staff will be posting resources as they're completed, e.g. how the use permit process works, on the Town's website. As this project continues staff will be engaging stakeholder groups like the EVC for feedback to ensure this manual is user friendly and is meeting the community

LAND USE APPLICATIONS IN PROGRESS

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

- Eagle Meadows Annexation No. 1 and No.2
 - An application to annex and zone parcel no. 193927300040 (Parcel A) to Resource (R) and parcel no. 193927400041 (Parcel F) to Rural Residential 2 (RR2).
- Reserve at Hockett Gulch – Major Development Plan (Phase 1B and 2) and PUD Amendment
 - Request will run concurrently with PUDA24-01
 - Round 3 referral ended December 6, 2024

- Planning Commission Public Hearing – January 7, 2025 (continued to February 4, 2025, continued to February 18, 2025)
- Town Council Public Hearing – January 28, 2025
- Haymeadow Neighborhood A1 Preliminary Plan Update and Filing 2 Final Plat
 - An application to update the 2014 Preliminary Plan and to subdivide Neighborhood A1 of the development into 47 single-family residential lots, 4 duplex lots, two multi-family residential development parcels, a 1.6-acre childcare site, three open space tracts, and extend the public right of way of Sylvan Lake Road, Ouzel Lane, and Mt. Hope Circle.
 - Round 1 referral ended January 13, 2025, application re-submittal expected for week of 2/10/24.
- Capitol Flats Subdivision Sketch Plan and Public Right-of-Way (ROW) Alley Vacation
 - A Subdivision Sketch Plan and Public ROW Alley Vacation application with the intent to construct five three-story residential buildings containing a total of 171 condominium and LERP/affordable housing units, a subsurface/underground parking garage, and associated utility relocations. The intended development will require a public process through a Subdivision Sketch Plan and vacation of Public ROW [current applications]. Future applications include a Rezoning of 123 & 137 Howard Street from Old Town Residential (OTR) to Commercial Mixed-Use 1 (CMU-1), a building height variance, a Lot Consolidation Plat, a Condominium Subdivision Final Plat, and a Major Development Permit.
 - Referral period ended 2/3/25, comments are due to the applicant by 2/10/25.
- ReCode Adjustments (3rd Amendment)
 - Joint work session with Town Council and Planning Commission occurred on December 3rd.
 - Public Hearing dates have not yet been scheduled.
- North Broadway – Annexation and Zoning/Rezoning
 - The Applicant withdrew their annexation and zone/rezone request to CMU2.
 - A new annexation and zone/rezoning request is anticipated. However, the applicant is still determining the desired zoning designation for the property. The timing of the formal resubmittal is unknown.
- 1215 Chambers Avenue
 - Applications for a lot line adjustment and a Major Development Permit have been submitted, but are not yet complete.
- Henry Annexation
 - Partial submittal received for 220 E. Sixth St.
- Red Mountain Ranch, Parcel 1
 - Has submitted Preliminary Plan Review and Major Development Plan applications; currently incomplete as of January 29, 2025.
- ANB Bank
 - An application for a minor development permit to construct an ANB Bank facility on the currently vacant north side of the old Burger King site has been submitted. Staff is currently reviewing this application for completeness.

NOTABLE UPDATES

- 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 2025:
- January - 2
- Community Development provides Spanish translation services. These services are utilized by Court, Administration, IT, Building, etc. We have provided **6 points of contact**, this includes walk ins, phone calls, and transfers from other departments, bilingual support for meetings and translating for our Municipal Court.
- Staff is composing a “RFP” for new Software.

Administrative Approvals (Encroachment Permits, Sign Permits,)

- Currently reviewing 0 Sign Permits.
 - 0 Sign Permits have been approved and issued so far this year.
 - 0 encroachment permits have been approved and issued this year.

UPCOMING ANTICIPATED APPLICATIONS (early 2025)

Address	Application Type
446 Broadway	Lot Line Vacation Development Plan
301/321/333 Broadway	Lot Line Vacation Minor Subdivision & Minor Development Plan
Planning Area 1 – Red Mountain Ranch	Subdivision Final Plat Amendment Filing 1 – amend street names
Haymeadow	Minor PUD Amendment

MAJOR CONSTRUCTION PROJECTS

Business Name	Location	Status
Hockett Gulch Apts.	16186 Hwy 6	TCO issued for all 6 buildings.
Haymeadow	91 Mountain Hope Circle	TCO's good until Feb 1
Habitat for Humanity	3 rd Street	TCOs complete.
Slope and Hatch	115 East Second St Unit 1	TCO – full opening
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	TCO for shed building – landscaping required

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	EOY 2024	YTD 2025
Inspections (n/i Planning, Public Works)	1,885	1944	57
Permits Processed	411	334	26

- 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

February 2025
February 4 th (Planning Commission) Reserve at Hockett Gulch PUD Amendment and Major Development Permit (Phase 1b and 2) – continued to February 18th
February 11 th (Town Council)
February 18 th (Planning Commission) Reserve at Hockett Gulch PUD Amendment and Major Development Permit (Phase 1b and 2)
February 25 th (Town Council) Reserve at Hockett Gulch PUD Amendment and Major Development Permit (Phase 1b and 2)
March 2025
March 4 th (Work Session) PZ/TC Work Session on Affordable Housing Accelerator Project (AHAP)
March 4 th (Planning Commission)
March 11 th (Town Council)
March 18 th (Planning Commission)
March 25 th (Town Council)
April 2025
April 1 st (Work Session) TC Work Session on Grand Avenue Corridor
April 1 st (Planning Commission) <i>Haymeadow Neighborhood A1 Preliminary Plan Update and Filing 2 Final Plat (tentative)</i>
April 8 th (Town Council)
April 15 th (Planning Commission)
April 22 nd (Town Council) <i>Haymeadow Neighborhood A1 Preliminary Plan Update and Filing 2 Final Plat (tentative)</i>
May 2025
May 6 th (Work Session) PZ/TC Work Session on Long Range Planning Priorities
May 6 th (Planning Commission)
May 13 th (Town Council)
May 20 th (Planning Commission)
May 27 th (Town Council)

Upcoming Hearings in an alternative format.

2025 Land Use Projects

Project Timelines

Projects	January		February		March		April	
	PZ	TC	PZ	TC	PZ	TC	PZ	TC
Reserve at Hockett Gulch								
Phase 1B and 2 - MDP and Minor PUD Amendment 2								
Referral (3-week third round of referral ending December 6th)								
Planning Commission Public Hearing - Jan 7th, Feb. 4th, Feb. 18th								
Town Council Public Hearing - Jan. 28, 2025 - Feb. 25, 2025								
Phase 1A Development Agreement 1								
Town Council Consent Agenda								
Haymeadow								
Public Improvements Agreement								
Referral Review								
Town Council Consent Agenda								
Preliminary Plan/Final Plat								
Referral Review								
Public Notice								
Planning Commission Public Hearing								
Town Council Public Hearing								
Eagle Meadows								
Referral Review								
Council Executive Session								
Annexation Acceptance - TBD								
Planning Commission Public Hearing - TBD								
Town Council Public Hearing - TBD								
Capitol Flats - Sketch Subdivision App and ROW vacation								
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

January 2025

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

General Updates (RJ):

- Development review is ongoing and is forecasted to be a busy year for 2025.
- 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
 - Priority will be to create the grading permit process which may include some code adoption and or revisions.

Right of Way Permitting Summary (RJ):

Active ROW Permits: 0

Resurfacing and Pavement Management

- 2025 Resurfacing Project- Project will include Sylvan Lake Road extents from the Health Center to Eagle Ranch Road. The project documents are currently out to bid.

Capital Improvement Projects

- Grand Avenue Corridor – 60% design continues including technical and process meetings continue at regular intervals. A stakeholder meeting was held on November 19, and an internal access workshop is scheduled for November 26. Staff and the consultant team are meeting with property owners January 29-31. The Design Team expects to hear from the railroad about our encroachments in the next few weeks. A 2025 RAISE Round 1 grant was submitted and Staff is working on a Round 2 RAISE Grant application.
- Capitol Street – The pre-design Public Engagement process and field work (topo, Geotech, and SUE) is complete. Public engagement included an Open House on October 29 and a DDA Meeting on November 12. Staff is working on conceptual designs and cost estimates which will be presented at the Town Council workshop on February 4.
- Brush Creek Water Transmission Main & PRV – The 90% design has been received. The review meeting is scheduled for February 11th. The project includes 7,600 LF of water main design and PRV upgrades. The number of Pressure Reducing Values has been reduced from 3 to 2, saving the Town's long-term maintenance costs. Construction is anticipated for late summer or early fall 2025.
- Sylvan Lake Road – The construction project advertised on November 4th. One bid was received at the bid opening on Dec. 4th. It was over the engineer's estimate and Town's budget. Staff recommends Council accept the bid, and value engineer a change order to bring within budget. Construction 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 – 3rd steering committee meeting is upcoming in February. A technical analysis of town traffic is currently in process.

Hwy US 6

Road closed to traffic between
Wall Street and Broadway

East 2nd St.

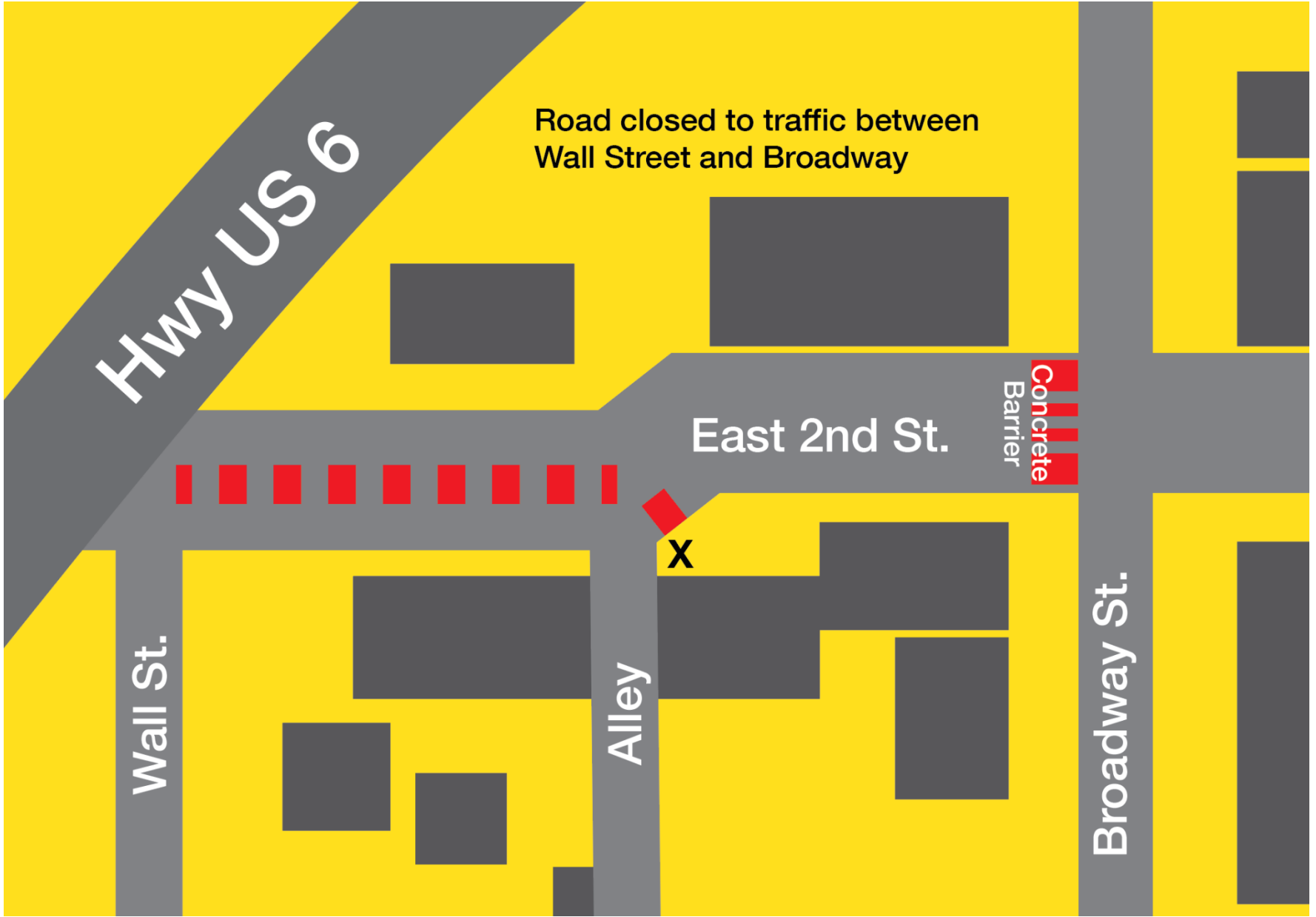
Concrete
Barrier

Wall St.

Alley

X

Broadway St.



Second Street Summer Closure RESPONSES:

This is great news and will/should be well accepted by the community.

Justin Roach

Works for us, would be good to see a plan for seating, turf, planter boxes in addition or instead of utilitarian concrete traffic barriers.

As a point of reference, we presented the attached to Brandi the previous town manager in 2022 as part of a potential long-term redevelopment we are looking into.

Cody O'Kelly

After thinking about this I have reconsidered and am in opposition to this closure until a full design and operating plan is developed by Town and shared with the property owners. As mentioned below it is unacceptable to me for the town to just place concrete barriers and a road closed sign for the summer at the intersection of 2nd and Broadway...this will do nothing to energize the street or invite any pedestrians to the area, all this would do is to create a vacant asphalt area that would take away parking, make it harder for clients to get to our offices and other businesses in the area.

I have also heard that that Town was planning to drop a porta let in the alley for the entire summer...this is a ridiculous idea, if the Farmer's Market needs a portalet then they should have one brought in and taken out each week...the unit will become a smelly mess even with weekly emptying.

If you have more information please share, at this point I am inclined to reach out to the Council to share my opposition if I don't get better information.

Cody O'Kelly

Thank you for the information. While I appreciate the potential benefits of the proposed summer closure, I'm concerned about the impact on parking availability.

As you know, parking near Second Street is already extremely limited, and the businesses in this area generate a high volume of traffic. My customers frequently express frustration over the difficulty of finding parking.

I'm supportive of the farmers market being downtown, but I believe closing the street next to my business for the summer would negatively affect my business. Would it be possible to consider implementing this closure on 4th Street instead, where there is significantly less business activity?

Yvonne Glassman

Dear Town of Eagle Officials,

I am writing to formally express my strong opposition to the planned closure of 2nd Street West of Broadway during the Summer months of 2025 (June 21st thru September 20th). As a business owner who has operated in this location for four years, paying taxes monthly and contributing to the local economy, I find this decision both concerning and unacceptable, especially given the lack of prior communication and engagement with those directly affected.

From what I have been told, this decision is already 90% finalized, yet I—and the other three businesses impacted—are only now being informed. This lack of transparency and outreach is deeply frustrating and highlights a continued pattern of disregard for local businesses in Eagle.

The proposed closure presents several issues:

- **No Parking** – Customers already struggle with parking in this area. Removing access without alternative solutions will only worsen the problem.
- **No Plans to Make the Space Enjoyable** – If the intent is to create a pedestrian-friendly area, then effort must be made to ensure it is inviting. Currently, there are no plans for seating, shade, lighting, or greenery—just a blocked-off street.
- **Negative Impact on My Business** – By restricting vehicle traffic and parking, you are directly limiting foot traffic and cutting off any and all visibility to my storefront. Farmers markets often have guidelines to limit direct competition with local businesses, yet I have received no reassurance that my business and the products I sell will be considered in this decision.
- **By The Numbers** - Historically, my business grosses over \$275K during the months of July - September. I cannot risk that revenue being jeopardized by a poorly planned and executed decision that will almost certainly have a negative impact on my business. I do not have confidence that the Town of Eagle has considered the full consequences of this plan.
- **Favoring a Single Business Over Others** – It appears this decision is being made to accommodate the owner of the Farmers Market rather than considering the impact on long-standing businesses like mine. This prioritization is unfair and disregards the economic diversity of the town.

While I am open to discussions about activating this space in a way that benefits all businesses and enhances the area, the current approach does not accomplish that. If this project is to move forward, it should include well-thought-out improvements such as green spaces, shaded seating, lighting, and an inviting atmosphere—elements that would encourage pedestrian engagement rather than simply cutting off vehicle access.

The way this has been handled exemplifies why it is so difficult to run a business in the Town of Eagle—lack of communication, lack of support, and lack of leadership in executing changes that should involve local businesses. If there are detailed plans that demonstrate how this decision will benefit my business and the broader community, I am more than willing to listen. However, based on the information available, I am firmly against this closure and will continue to oppose any actions that harm my ability to operate successfully in Eagle.

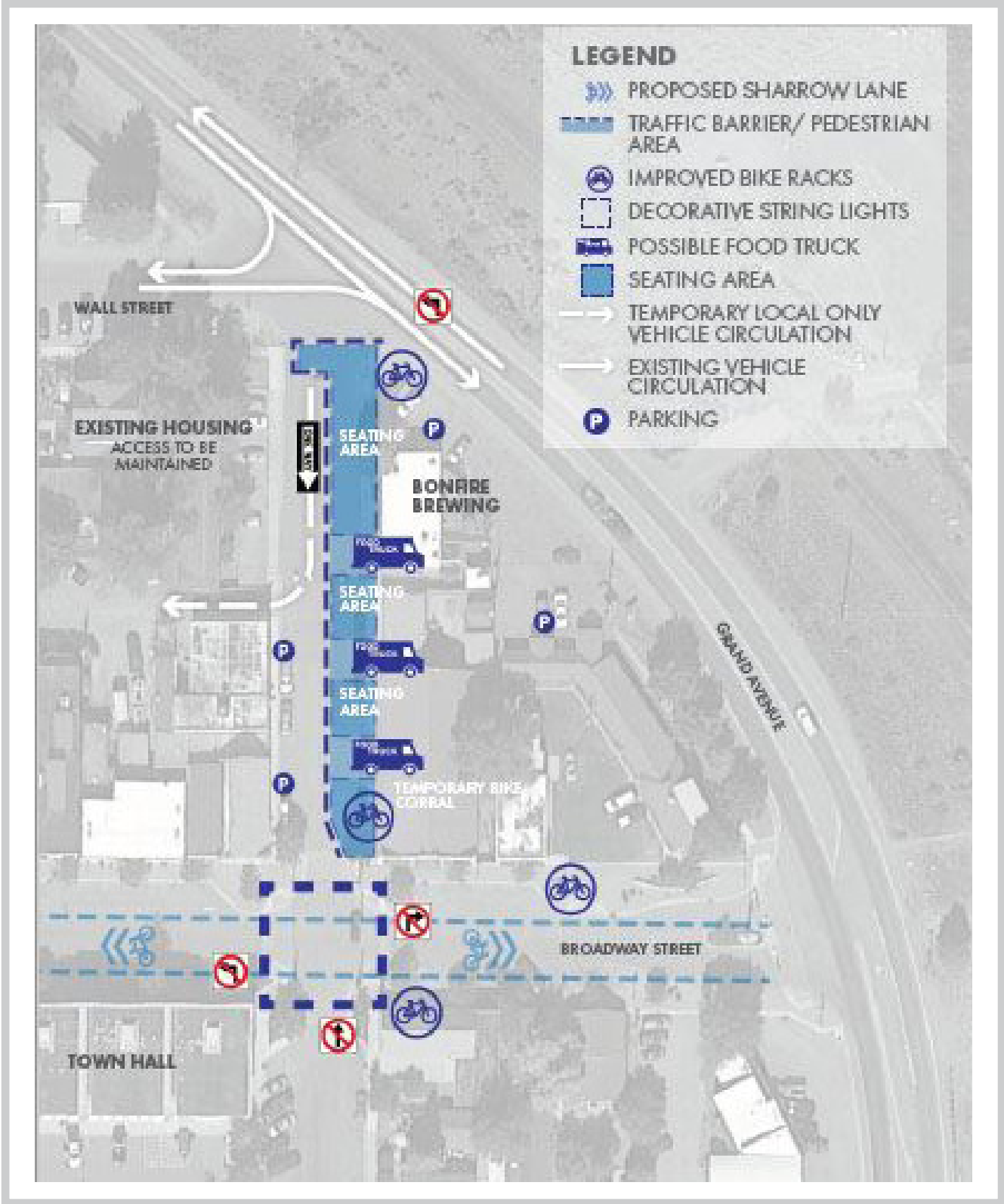
I urge you to reconsider this plan and work collaboratively with those of us directly affected to find a solution that benefits everyone. I look forward to your response.

Sincerely,

Brook Richards

Antlers and Rosè

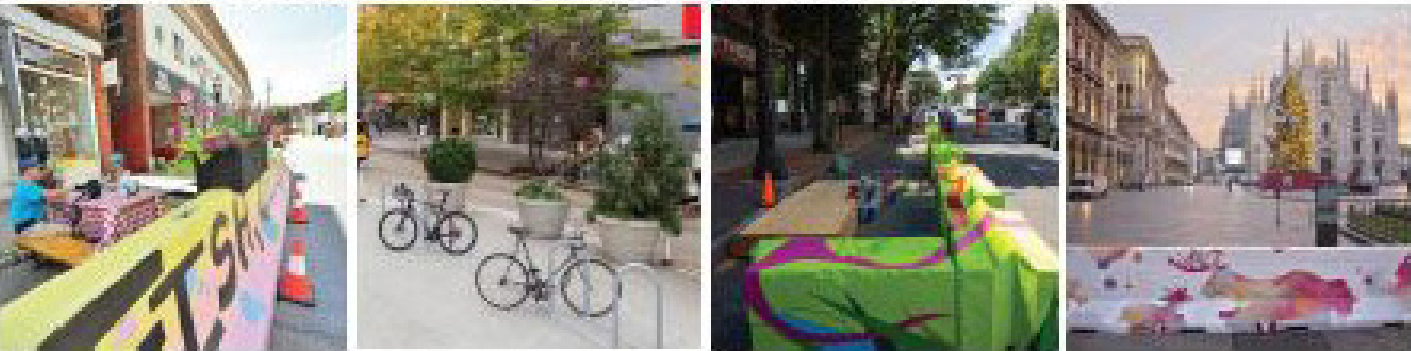
03.0 \ SURVEY:



FOOD TRUCKS AND MOBILE BUSINESSES



DECORATED TRAFFIC BARRIERS AND PEDESTRIAN SAFETY



BIKES, COMMUNITY AND AMENITIES



Downtown Eagle Project Investment Program

2024 Funding Opportunity

Presented by the Eagle Downtown Development Authority | Town of Eagle, Colorado

Eagle Downtown Development Authority.

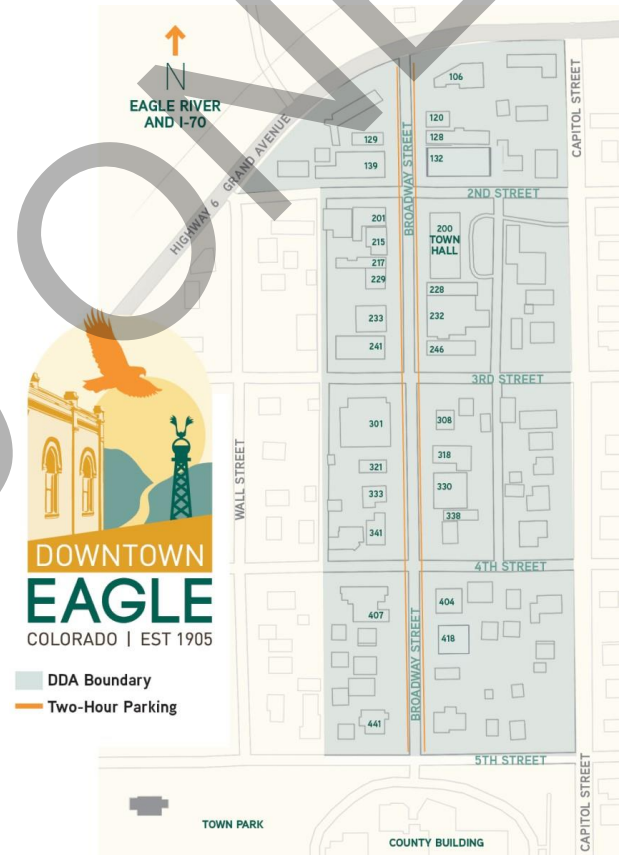
In 2020 the Town of Eagle Town Council established the Eagle Downtown Development Authority (DDA) with a mandate to revitalize the town's downtown commercial core. The DDA is a quasi-governmental entity responsible for facilitating economic development and redevelopment of properties and infrastructure along historic Broadway.

DDA Plan of Development.

In 2021, the DDA established a [Plan of Development](#); an official public document expressing a community vision for the downtown area. The [Plan of Development](#) outlines key priorities, along with opportunities and partnerships to strengthen downtown. The Plan is used as a guide to shape future projects, policies and action items. The Plan should inform decisions made by the DDA, Town appointed and elected officials, Town staff, residents, property owners, developers, and other stakeholders in the downtown area.

Downtown Eagle Today.

Downtown Eagle, marked by Broadway Street, is a centrally located area for shopping, dining, arts, entertainment, community events, and civic services. The area seeks special urban improvements to make vibrant and more enjoyable public spaces. Development should encourage preservation of character, redevelopment and infill; and should include above average design standards. Renovation of older buildings is encouraged. The district is connected to surrounding neighborhoods through a safe, welcoming, pedestrian- and bicycle-oriented environment. It maintains access to an efficient multi-model transportation network.



What is the Downtown Eagle Project Investment Program?

The DDA considers investments in development projects within its boundary, in service of fulfilling the [Plan of Development](#). Project investment opportunities are supported by the DDA's Tax Increment Finance (TIF) dollars. In 2024, the DDA, in partnership with the Town of Eagle, applied for and was awarded grant funds from the Rural Economic Development Initiative (REDI) Program; a state program established by the Colorado Department of Local Affairs (DOLA), Division of Local Government (DLG).

The program will provide grant funding to downtown businesses to support business and property owners, facilitate tangible improvements, foster industry clusters and knowledge sharing, provide

business attraction and awareness activities and build business demand. Funds received from the program must be used on aspects of a project which have a direct community benefit and meets the goals/strategies of the DDA [Plan of Development](#). Participation is limited to owners of real property within the territorial limits of the DDA, their lessees with the consent of the owners, or their authorized representatives.

Program Goals.

- Support Eagle in creating and retaining local jobs and building a resilient, diversified local economy.
- Invest in tangible projects that enhance creative placemaking and community engagement.
- Draw attention and traffic to Eagle's historic downtown district / Broadway Street.
- Supports a local entrepreneurial ecosystem by providing trainings, networking opportunities, and infrastructure to support local entrepreneurs.
- Catalyze and enhance the connection between local businesses, cultural activities and an experiential economy.

Funding.

The total program funding budget for 2024 is \$50,000. The DDA is pleased to offer grant funding up to \$10,000 per application. This is a reimbursement program, and funds will be distributed following completion of the approved project.

Examples of Eligible Projects.

- Business attraction and/or retention initiatives, including marketing/advertising.
- Placemaking projects such as signage, murals, façade improvements and public amenities.
- Initiatives which support startups, business expansion, and/or to attract new industries.
- Infrastructure which supports entrepreneurs such as coworking spaces, makerspaces, workshop space, innovation centers, communal kitchens, etc.
- Workforce and talent development training opportunities.
- Facility improvements to commercial space including vacant, abandoned or otherwise underutilized property.

Examples of Ineligible Projects.

- Rent, lease, or mortgage payments.
- Employee salary and/or benefits.
- General operation or administration expenses outside project scope of work.
- Seed money for feasibility studies.
- Financial support for grants/grant writing.
- Non-project related equipment and materials.

Process.

Step 1. Identify the project, location and applicable local partners.

Step 2. Ensure project meets applicable Town of Eagle Municipal and Building Codes.

Step 3. Complete and submit Downtown Eagle Project Investment Program application.

Step 4. Town of Eagle staff collects and reviews applications for eligibility and completion.

Step 5. DDA Board evaluates applications and awards funding.

Step 6. Implement project.

Step 7. Submit project completion summary/report, and the appropriate paperwork for reimbursement.

The application window will open September 1 and close on September 20, 2024.

Applicants requesting \$5,000+ in funding shall provide a brief overview of their project at the DDA board meeting on October 15, 2024 at 1:00pm. The DDA will evaluate the applications and make final award selections on October 16, 2024. Grant recipients will be notified by October 21, 2024. All projects awarded in 2024 must submit for reimbursement by May 1, 2025 and be completed by May 31, 2025. In extreme cases, a project may be granted an extension, as approved by the DDA and Town of Eagle.

Grant recipients are responsible for securing the necessary Town of Eagle permits to complete the project. Approval of funding does not guarantee permit(s) approval from the Town of Eagle.

Evaluation Criteria.

The DDA will evaluate all grant applications using the following rubric.

Criteria	Points
Alignment with Downtown Eagle Project Investment Program goals. Job Creation, Placemaking, Increased Visitation, Support Entrepreneurs, Experiential Economy.	20
Economic Resilience. Initiative enhances economic resilience and prosperity downtown and throughout Eagle. (i.e., increase sales tax, commercial space improvements, fills a vacancy, enhanced use of space)	20
Creativity. Initiative brings innovation, originality, provides sense of community and enhanced quality of life.	10
Downtown Eagle Location. Broadway Street, side streets, alley activation, development opportunity site.	10
Existing Conditions. Appearance and compatibility with surrounding properties is good or has had low vacancy.	10
Project Design. Consistent with Downtown design regulations, per Town of Eagle Municipal and Building Codes.	10
Environmental Sustainability. Initiative aligns with Town of Eagle Net Zero Goals and/or applicable green building standards.	5
Collaboration. Multiple organizations brought together to partner and support the project.	5
Quality of Project. Requested funding is appropriate for proposed project; project has clear path to success.	5
Quality of Proposal. Application is engaging and clearly demonstrates public value, budgetary/financial information, and provides all necessary supporting materials for reader's understanding of the project.	5
Total Points	100

As the fiscal sponsor, the Town of Eagle is committed to assisting the DDA, ensuring a streamlined program and dedicated customer service. For questions, contact Nikki Davis, Economic Development & Housing Specialist: nikki.davis@townofeagle.org | (970) 328-9654.

DDA Executive Director—NEW DDA DEVELOPMENT

Scope of Work

Purpose: Implement start-up actions for a start up Downtown Development Authority in order to seek grant funding and implement an operating plan in the first three years.

Administration

Legal

- Draft and submit legal state compliance and foundational documents, including state registration, federal EIN, state tax-exempt status, board by-laws, special district association membership and liability insurance.
- Create an agreement with the municipality, clarifying roles, coordination, funding approval/administration, services to be provided by the DDA, any shared resources.
- Evaluation of available financing mechanisms based on the Plan of Development and founding documents of DDA.
- Attend board organizational meeting.
- Provide counsel to the DDA staff and board as needed.

Accounting

- Establish DDA bank account, financial policy/procedures.
- Set up DDA accounting books and financial reports.

Organizational Management

- Publicize board meetings and application process, implement initial board policies and operating procedures. Schedule organizational meeting with board and city staff. Manage board agenda, meeting packet, minutes, compliance.
- Establish internal working procedures, systems and interface with municipal departments.
- Secure professional services: legal, accounting, marketing, administrative. Determine if internal resources could be utilized and how.
- Seek Town Trustee approval for annual budget.
- Manage DDA vendors and monthly billing.

Economic Development

- Confer with DDA board and Community Development Staff to determine Downtown business support priorities
- Apply for economic recovery grant funding to support priority projects or programs.
- Refine database of DDA property owners and businesses.
- Communicate with Downtown commercial stakeholders about the DDA activities, business support and recovery programs.
- Participate in financing research and discussions to fund catalyst developments and community improvement projects.
- Work with Town staff, developers, brokers and business owners regarding new investment in the Downtown district.

Clean & Safe

- Confer with board to determine Clean and Safe priorities and any supplemental maintenance of Downtown public spaces.

Marketing

- Confer with Town Communications Department on existing Downtown brand, strategy, messaging and implementation.
- Modify existing Downtown brand and basic marketing tools: web page, e-newsletter, letterhead, presentation, postcard mailer, slide templates.
- Nominate the Eagle Downtown for awards and accolades.
- Promote tangible signs of economic recovery: business re-openings, expansions, relocations, new development.
- Contribute Downtown content to Town and Chamber for their platforms to extend the reach of Downtown communications & marketing.

Placemaking

- Work with municipal planners on design and planning for Town placemaking elements in the Downtown district and gateways. Provide input on Downtown placemaking elements and comprehensive plan updates.
- Analyze funding options for implementation of Downtown placemaking elements and public improvements.

Advocacy

Work with DDA board, the Chamber of Commerce, accessibility, and economic and cultural organizations to represent Downtown interests and provide feedback regarding policies, regulations, or programs.

Additional Services Upon Request

- Consultant will provide Client with written estimate for additional services upon request.

Estimated Fees

Team Member	Fee	Tasks	Estimate
Executive Director	\$6,250/mo	Project Management, Executive Director Services	\$18,750
Administrative District Compliance	\$2,000/mo	Legal start up filings, board compliance, meeting packets, agendas, attendance. Annual statutory compliance actions.	\$10,000
Legal Services	\$250-285/hour	Town agreement, analysis of financing options, board organizational meeting.	\$8,000
Accounting	\$1,166/mo + \$3,000 for budget prep	Set up tasks, financial policies	\$6,500
Graphic Design	\$100/hour	Graphic design, printing/mailing	\$4,000
Communications	\$90/hour	Strategy, copywriting	\$4,000
Misc. expenses			\$250
ESTIMATE TOTAL			\$51,500