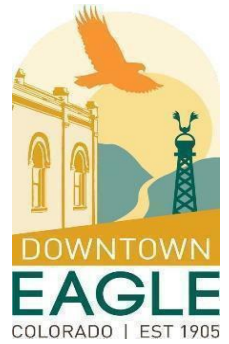


EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
Eagle Town Hall | 200 Broadway, Eagle, CO 81631
Castle Conference Room
Tuesday, June 17, 2025 | 1:00PM

Public WiFi – Town of Eagle WiFi

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



Meeting Access

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

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Phone conference ID: 459 775 250#

1. Call to Order and Roll Call

2. Disclosure of Any Conflicts of Interest Related to Agenda Items

Pursuant to Section 31-25-819, C.R.S regarding conflict of interest, board members and employees of the DDA must disclose significant financial interest and avoid voting or participating in related matters. Violations can lead to dismissal or forfeiture of office.

3. Public Comment

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

4. Approval of Minutes

- a. Minutes dated April 15, 2025
- b. Minutes dated May 27, 2025

5. Administrative

- a. Board Member terms

6. Updates (as needed)

- a. DDA Financials, Troy Bernberg
 - i. 446 Broadway Update
- b. EVC
- c. Eagle Chamber
- d. Town Department Update – questions for staff

7. Business Items

- a. Letter of Support
 - i. ARTSPaCE T-Mobile Grant Application
- b. Review Legal Services Proposal

8. Future Agenda Items

- a. Next meeting is July 15, 2025
 - i. 2026 Budget Planning
 - ii. Discuss future of Professional Services: Financial, Legal, Executive Director
 - iii. Discuss Commercial Vacancy Fee or Tax in the DDA

9. Adjourn – 3:00 PM

EAGLE DOWNTOWN DEVELOPMENT AUTHORITY TERMS OF OFFICE

<u>Name</u>	<u>Active</u>	<u>1st Term</u>	<u>2nd Term</u>	<u>3rd Term</u>
Marci Leith, Secretary	Yes	February 2021-June 2022	June 2022-June 2026	
Lachie Thomas, Member	Yes	February 2024 - June 2026		
Jacob (Jake) Roach, Member	Yes	February 2021-June 2023	June 2023-June 2027	
Greg Schroeder, Chair	Yes	February 2021-June 2023	June 2023-June 2027	
Scott Schlosser (Property Owner Representative), Vice Chair	Yes	February 2021-June 2021	July 2021-June 2025	
Collin Huggins, Member	Yes	June 2023-June 2027		
Bryan Woods, Council Liaison	Yes	-		
Executive Director (Vacant)	-	-		

Only two positions can be a Property Owner or Business Representative

RULES OF PROCEDURE OF THE EAGLE DOWNTOWN DEVELOPMENT AUTHORITY

ARTICLE 1.000

1.100 Establishment. Under ordinance number 599, Series of 2020, the Eagle Town Council established a Downtown Development Authority known as the "Eagle Downtown Development Authority," or the "Authority," as a body corporate.

1.200 Purpose. The Authority is established to halt and prevent deterioration of property values within its district and to assist in the development and redevelopment of its district and to use its power to promote the general welfare of the district by the use of its direct and supplemental powers.

1.300 Powers. By ordinance of the Town of Eagle (the "Town"), the Authority has all the powers authorized by Part 8 of Article 25 of Title 31, Colorado Revised Statutes, and all additional and supplemental powers necessary or convenient to carry out and effectuate the purposes and provisions of said Part 8.

1.400 Seal. The Authority shall have a seal, which shall be circular in form and shall have inscribed thereon the name of the Authority and the word, "SEAL."

1.500 Offices. The Authority shall have the power to maintain an office within the boundaries of the Town.

1.600 Annual Budget. Each year the DDA Board shall consider and approve a budget pursuant to Section 3.550. After such approval, the budget shall be submitted to the Eagle Town Council for its approval.

ARTICLE 2.000

THE BOARD OF THE DOWNTOWN DEVELOPMENT AUTHORITY

2.100 Board Members. The Chair and the Members of the DDA Board shall manage the affairs of the Authority.

2.110 Membership. The number and terms of DDA Board Members shall be determined by resolution of the Eagle Town Council in accordance with C.R.S. § 31-25-805, as amended.

2.120 Members shall serve staggered terms and shall serve until their term ends. Members may be reappointed to serve a new four year term.

2.130 A member representing the Eagle Town Council shall serve at the pleasure of the Eagle Town Council.

2.140 Eligibility. Each DDA Board Member, except the representative from the Eagle Town Council, shall be appointed in accordance with eligibility requirements as stated in C.R.S. § 31-25-806, as amended. No officer or employee of the Town, other than an appointee from the Eagle Town Council, shall be eligible for appointment to the DDA Board.

2.150 Compensation. All DDA Board Members, including the Chair, shall serve without compensation, but they may be reimbursed for actual and necessary expenses incurred on



behalf of the Authority.

2.200 Vacancies. In the event of one or more vacancies or expiration of any one or more DDA Board Members' terms, the Authority may at a regular or specially called DDA Board Meeting, nominate a replacement DDA Board Member(s) for consideration by the Eagle Town Council. In the event a DDA Board Member's term expired, the DDA Board shall nominate him or her for an additional term or nominate a replacement.

2.210 Nominations. The Authority may nominate a prospective DDA Board member(s) to the Town Council at least sixty (60) days prior to the expiration of an existing DDA Board member's term. When a vacancy is created the Authority shall nominate a prospective DDA Board Member(s) promptly after it receives notice of the vacancy(ies). A DDA Board Member shall use their best efforts to give at least ninety (90) days advance notice of their intent to not renew their position or resignation.

2.220 Voting. DDA Board Members whose terms are being considered by the Authority for extension or replacement are disqualified to vote on nominations for extension or replacement for their own term.

2.230 Appointment. The Eagle Town Council is not obligated to appoint DDA Board Members nominated by the Authority and may appoint DDA Board Members of their own selection. However, should the Town Council fail to extend the term of, or replace, any existing DDA Board Member nominated by the Authority for term extension, such Board Member shall continue to serve as a DDA Board Member until a successor has been appointed and qualified.

2.240 Removal. After notice and a public opportunity to be heard, the DDA Board may request that a member(s) of the DDA Board be removed for cause by the Eagle Town Council. A DDA Board Member(s) may be removed by the Town Council for misfeasance, malfeasance, nonfeasance or any other violation of the public trust or affront of the dignity of the DDA Board.

2.300 Conflicts of Interest. If any person who is a DDA Board member or staff of the Authority is aware that the Authority is about to enter into any business transaction directly or indirectly with themselves, any member of their family, or any entity in which they have any legal, equitable or fiduciary interest or position, including, without limitation, as a director, officer, shareholder, partner, beneficiary or trustee, such person shall (a) immediately inform those charged with approving the transaction on behalf of the Authority of their interest or position, (b) aid the persons charged with making the decision by disclosing any material facts within their knowledge that bear on the advisability of such transaction from the standpoint of the Authority, and
(c) not be entitled to vote on the decision to enter into such transaction.

2.310 Annual Conflict of Interest Statement. Each DDA Board member and staff shall annually complete and submit a Conflict of Interest Statement declaring any potential conflict of interest with regards to Authority business.

2.320. Code of Ethics. Each DDA Board member and staff must additionally comply with the Town Code of Ethics, as amended.

ARTICLE 3.000

OFFICERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY

3.100 Board Chair. The DDA Board Chair shall preside at all meetings of the Authority except as otherwise authorized by resolution of the Authority. The Chair shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chair shall submit such recommendations and information as deemed necessary for the proper administration of the business affairs and policies of the Authority. In the absence or disability



of a Director, the DDA Board Chair shall assume all Director duties and responsibilities unless directed otherwise by DDA Board vote.

3.110 Election. At the first regularly scheduled meeting of the DDA Board in July of each year, a Chair shall be elected to preside at the meetings of the Authority with the full power to vote on any issue, except as otherwise provided herein. The Chair shall serve until election of a new Chair at the first regular meeting the following July, at which time the Chair may be renominated or a new Chair may be elected.

3.200 Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence, incapacity of the Chair, resignation or death of the Chair. The Vice-Chair shall perform the duties of the Chair until such time as the Authority shall select a new Chair. The Vice-Chair shall be elected in the same manner and at the same time as the Chair. An Interim Vice-Chair may be elected to perform the duties of the Vice-Chair in the absence or incapacity of the Vice-Chair, if desired by the DDA Board.

3.300 Treasurer. The Treasurer shall keep the financial records of the Authority and, together with the Director, shall approve all vouchers for the expenditure of funds of the Authority. The Treasurer shall prepare and submit a monthly report stating the assets, liabilities and year-to-date and month-to-date expenditures of the Authority.

3.400 Secretary. The Secretary shall maintain custody of the official Seal and of all records, documents, or other papers not required to be maintained by the Treasurer. The Secretary shall attend all meetings of the DDA Board and keep a record of all its proceedings, file minutes with the Town Clerk of all regular and special meetings and shall perform such other duties as required by law, agreement with the Town Council or as may be delegated to them by the Director. The Secretary shall have power to affix the Authority's seal to and attest all contracts and instruments to be executed by the Authority.

3.500 Director. Pursuant to C.R.S. § 31-25-815, the Authority shall employ a Director. In the absence or disability of the Director, the DDA Board may designate a qualified person to perform the duties of the office of acting Director. The Director is an at-will employee and shall serve at the pleasure of the DDA Board. The DDA Board shall periodically, no less frequently than annually, review the Director's performance. The compensation to be paid to the Director shall be established by the DDA Board and budgeted accordingly.

3.510 Responsibility. The Director shall be the Chief Executive Officer of the Authority and shall have general supervision over and be responsible for the performance of the functions of the Authority. Subject to and in accordance with these Rules and direction by the DDA Board, the Director may expend funds in accordance with standard, generally accepted governmental accounting and fiscal management practices. The signature of the Director and the Treasurer shall be required for the payment of all expenses.

3.520 Staff. The Director shall be responsible for hiring and supervising a subordinate staff and for providing reports to the DDA Board. A staffing report shall be submitted monthly, which report shall include without limitation recommendations for staff hiring, separations, salaries and assigned duties of each staff member. Staff shall serve under the direction of the Director.

3.530 Bond. The DDA Board may require a bond from the Director, or, by resolution, waive the bond requirement.

3.540 Budget. The Director, working with the Treasurer, shall annually prepare a budget and submit it to the DDA Board for its approval, in accordance with applicable State law and Financial Management Rules for the Town. The budget shall indicate the amount of compensation to be paid staff and the amounts to be devoted to specific Authority projects.



3.550 Committees. The DDA Board, by resolution, may designate and appoint one or more committees, each of which shall consist of no more than two (2) DDA Board members and may contain members of the public. Committees shall have and exercise such authority as granted to them by such resolution; provided, however, no such committee shall have the power or authority to adopt an agreement of merger or consolidation or an agreement for the sale, lease or exchange of all, or substantially all, of the Authority's property and assets, dissolve the Authority or amend the rules of the Authority. Any member of a committee may be removed by the DDA Board, following notice and an opportunity to be heard, whenever in DDA Board's judgment the best interests of the Authority shall be served by such removal.

ARTICLE 4.000 MEETINGS

4.100 Regular Meetings. The regular meetings of the DDA Board shall be at such time and place as determined by the DDA Board. Regular meetings may be recessed and continued at another date. The Director shall send notice by electronic mail (e-mail) to each DDA Board member at least two

(2) days in advance of each meeting stating the time and location within the Town where the meeting is to be held. By resolution, the DDA Board may direct that a regular meeting not be held, but in no event shall more than two

(2) consecutive scheduled meetings be canceled. Regular meetings may be conducted in all or in part by electronic means by one or all DDA Board Members.

4.110 Attendance. In the event of the absence of a DDA Board Member for three (3) consecutive regular meetings, a letter may be written by the Director, at the direction of the Board, to the Eagle Town Council, requesting removal of that Board Member pursuant to Article 2.240 of these rules.

4.200 Special Meetings. Special meetings of the Authority may be called by the Chair or in the Chair's absence, the Vice-Chair, at a convenient place and time. The Director shall send notice by electronic mail (e-mail) to each DDA Board member at least two (2) days in advance of each meeting stating the time and location within the Town where the meeting is to be held.

4.300 Open Meetings. All meetings of the DDA Board shall be open to the public, except those that may lawfully be closed by law. Notice of all meetings of the DDA Board shall be posted on the Town's website at least twenty-four hours (24) in advance, in compliance with the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.* All meeting notices shall include agenda information where possible.

4.400 Quorum. The quorum necessary to conduct all business shall be a majority of all DDA Board Members, including any present by electronic means.

4.500 Voting. All regular business matters shall be decided by a majority of the Quorum unless otherwise provided for in these Rules or by law.

4.600 Rules of Order. The Chair (or the Vice-Chair in the Chair's absence) will preside at meetings, unless otherwise approved by the DDA Board. Unless otherwise required by law, action of the DDA Board will be by motion or resolution duly made, seconded, and approved by a majority of the quorum present at a public meeting. A motion or resolution may be revised before adoption with the prior approval of the maker and seconder. DDA Board members will maintain respect and decorum at meetings. The public may speak at a meeting as allowed by the DDA Board or as required by law.

ARTICLE 5.000 CONTRACTS; FINANCE

5.100 Contracts. The DDA Board may authorize, by resolution, the Chair or the Director,



consistent with the authority stated by the resolution, to enter into any contract or execute any instrument in the name of and on behalf of the Authority.

5.200 Finance

5.210 Deposits. All funds of the Authority will be deposited in a special account by the DDA Board Treasurer.

5.220 Vouchers. The Treasurer shall make payment of accounts from funds deposited to the credit of the Authority upon approval of the expenditure of Authority funds by the Director and the Treasurer.

5.230 Loans. No loans shall be contracted for on behalf of the Authority and no evidence of indebtedness shall be issued.

5.300 Property. The Authority may hold property in its name as directed by resolution of the Board and as permitted by C.R.S. § 31-25-801, *et seq.*, as amended.

5.400 Purchasing. Regardless of purchase price, all Authority purchases must comply with Town purchasing guidelines, as posted on the Town's website.

ARTICLE 6.000 AMENDMENTS

6.100 Amendments. These Rules may be amended at any regular or special meeting by a two-thirds vote of the entire DDA Board. All amendments to these Rules shall be reviewed in accordance with 8.100 and if approved, filed in the office of the Town Clerk.

ARTICLE 7.000 INDEMNIFICATION

7.100 Indemnification. Any of the Authority's officers, Directors and other employees may be indemnified or reimbursed by the Authority for reasonable expenses (including without limitation attorney fees, judgments and payments in settlement) actually incurred in connection with any action, suit or proceeding, civil or criminal, actual or threatened, to which they are made a party by reason of his being or having been, or by reason of any actual or alleged acts performed or omitted to be performed in connection with his being or having been a DDA Board member, officer or employee of the Authority; provided, however, that no person shall be so indemnified or reimbursed in relation to any matter in such action, suit or proceeding as to which they shall finally be adjudged to have been guilty or liable for gross negligence or willful misconduct or criminal acts in the performance of his duties to the Authority.

7.200 Insurance. The DDA Board may, upon affirmative vote of its Board of Directors, purchase insurance for the purpose of indemnifying the DDA Board Members, officers and other employees to the extent that indemnification is allowed in Section 7.100. The DDA Board and its Director may participate in the Town's insurance policies with the approval of the Town Council and the Town's insurance providers.

ARTICLE 8.000 APPROVAL OF RULES

8.100 Approval. Upon approval of these Rules by a two-thirds vote of all Members of the DDA Board, they shall be submitted to the Eagle Town Council for approval, and upon the approval of the Eagle Town Council shall be filed with the Town Clerk and all statutorily permissible acts previously taken by the Board and its Director shall be ratified and confirmed, by both the DDA Board and the Eagle Town Council.



ARTICLE 9.000 DISSOLUTION

9.100 Dissolution. Upon resolution by a two-thirds vote of all Members of the DDA Board, the DDA Board may request the Eagle Town Council to dissolve the Authority provided that all statutory requirements are satisfied.



- **Call to Order:** 1:05PM
- **Roll Call:**
 - Members Present: Lachie Thomas, Bryan Woods, Marci Leith, Scott Schlosser, Greg Schroeder (Teams), Jake Roach (Teams)
 - Town Staff: Nikki Davis, Melissa Daruna (Teams)
 - Guests: Mick Daly (EVC), Troy Bernberg (Northland Securities)
- **Meeting Start:** Greg initiated the meeting then asked for any conflict of interest disclosures.
 - **Conflict Disclosure:** Greg and Jake Roach disclosed their conflicts of interest related to the Old Town Hall project and the 446 Broadway update.
 - **Conflict Protocol:** Melissa clarified the protocol for handling conflicts of interest, allowing Greg and Jake to stay in the conversation without voting on related matters.
- **Public Comments:** Shawn Brockman from the public inquired about a parking plan and identified herself as a resident on Capitol Street.
- **Approval of Minutes:** March 18, 2025 meeting minutes.
 - Motion to approve by Bryan, seconded by Lachie. Motion carried.
- **DDA Financials Update:** Troy Bernberg
 - **Financial Overview:** Troy provided an overview of the DDA's expected property tax revenue collection in the upcoming months.
 - **Property Tax Revenues, 446 Broadway Project:** Troy discussed the projected property tax revenues based on the development project, including assumptions about project completion and the timing of revenue collection.
 - **Assessment Rates:** Troy explained the assessment rates for commercial and residential properties, noting the recent legislative changes affecting local government and school district assessment ratios.
 - **Revenue Projections, 446 Broadway:** Troy provided revenue projections, estimating a range of \$1.1 million to \$1.8 million over 25 years, with present value calculations at a 5% discount rate.
- **Conflict of Interest Clarification:** Melissa clarified the conflict of interest protocol, allowing Greg and Jake to stay in the conversation without voting.
- **EVC Updates:** Mick Daly
 - **EVC Role:** Mick updated the committee on his role as the EVC Alternate and his continued involvement as the EVC liaison to the DDA.

- **Town Fees:** Mick reported progress on the PIF fee calculation spreadsheet.
 - **Administrative Manual:** Mick mentioned the Planning department's work on an administrative manual to help navigate the land use code and improve the business process overview.
- **Chamber Mixer:** Nikki mentioned the Chamber mixer event and the positive interactions with business owners.
 - **DDA Awareness:** Scott highlighted the need for better awareness of the DDA among real estate brokers, suggesting outreach efforts to educate them about the DDA's role and projects.
- **Grand Avenue Open House:** Nikki announced the Grand Avenue open house event and the property owner presentation, encouraging DDA members to attend.
- **Sales Tax Report:** Nikki shared the 2024 sales tax report.
 - **Economic Health:** The group discussed the general economic health of the town, noting the conservative outlook on sales tax revenue for the year and the positive performance of the downtown area.
- **Legal Services for DDA:** Nikki scheduled a call with Chad Lee to discuss legal services for the DDA, seeking volunteers to join the call.
- **Special Events:** Nikki promoted the upcoming Flight Days event and encouraged DDA participation in the parade. MEAC will be putting together sponsorship opportunities for the business community to participate.
- **Letter of Support – Capitol Street Improvement Project:**
 - Motion to approve the letter made by Marci, seconded by Lachie. Motion carried. Bryan abstained.
- **Letter of Support – DDA Boundary and Code Amendments:** The group discussed the proposed letter.
 - Item # 8 regarding community outreach and support was struck from the draft.
 - The group suggested that Shawn and her neighbors attend the May 6 Town Council & Planning Commission joint work session to hear the discussion on possible zoning changes.
 - Motion to approve the amended letter made by Lachie, seconded by Marci. Motion carried. Bryan abstained.
- **Letter of Support – Develop Eagle LLC Project:** Mick discussed the Develop Eagle LLC project for the Old Town Hall, highlighting the EVC's role in advocating for the project and its potential economic benefits.
 - **EVC Role:** Mick highlighted the EVC's role in advocating for the project, including helping the developers navigate the Town's processes and setting expectations for the project's success.

- **Hotel Feasibility:** Mick discussed the need for a hotel feasibility study to assess the potential for a boutique hotel in the town.
 - Motion to approve the letter made by Marci, seconded by Lachie. Motion carried. Bryan and Jake abstained.
- **Grant Program Applications:** Nikki reported receiving 16 applications for the DDA grant program, totaling \$140,000 in funding requests, mostly for improvements to existing spaces.
 - **Funding Allocation:** Nikki mentioned the available funding of \$50,000 for the grant program and the need to prioritize projects based on their potential impact and alignment with DDA goals.
 - **Presentation Scheduling:** The board agreed on host presentations and finalize funding allocations on May 27.
- **Hidden Table Games, Reimbursement Request:**
 - The board discussed the appropriateness of reimbursing Hidden Table Games as a 2024 grantee. The Eagle location recently closed, and the business is for sale.
 - Nikki offered to seek guidance from the Town Attorney.
- **Executive Director services: Starkey Strategies**
 - The Board agreed to invite Jennifer Starkey to the June meeting.
 - The Board will need to determine what level of services can be afforded.

Adjourn: 3:41PM

Follow-up tasks:

- **Legal Services for DDA:** Schedule a call with Chad Lee to discuss providing legal services for the DDA and report back on the findings. (Nikki, Scott)
- **Grant Program Applications:** Forward the high-level details of who applied for the grant program to the board members after the application deadline. (Nikki)

Eagle DDA Meeting | May 27, 2025

Meeting Notes - Generated by AI. These notes have been checked for accuracy.

- **Call to Order:** 9:04 AM
- **Roll Call:**
 - Members Present: Greg Schroeder, Scott Schlosser, Marci Leith, Jake Roach, Lachie Thomas, Bryan Woods
 - Members Absent: Collin Huggins
 - Town Staff: Nikki Davis
- **Conflict of Interest Disclosures:** Board members disclosed potential conflicts of interest related to properties on Broadway St. and agreed to recuse themselves from discussions and voting on those matters.
 - **Recusal Procedure:** The proper procedure for recusal was discussed. Members with conflicts will state their recusal for the record, leave the room during the presentation, and be welcomed back once the presentation is over.
 - **Board Members with Conflict of Interest Disclosures:** Jake Roach, Lachie Thomas, Marci Leith
- **2025 Downtown Eagle Project Investment Program – Applicant Presentations**
 - Presentation
 - 9:00 AM – Brush Creek Saloon (did not present)
 - 9:10 AM – Noche Latina
 - 9:20 AM – The Tea Party by Little Stars Cakery
 - 9:30 AM – Eagle Valley Business Center
 - 9:40 AM – Sweet Mustache
 - 10:00 AM – Inner Light Juice
 - 10:10 AM – FOODsmith Prep
 - 10:20 AM – Skookumchuck Physical Therapy and Yoga
 - 10:30 AM – Nurture Skin & Body
 - 10:40 AM – ARTSPaCE Workshop + Gallery
 - 11:00 AM – Canela Coffee and Pastry Shop
 - 11:10 AM – The Floofy Snoot
 - 11:20 AM – Vail Valley Wellness
 - 11:30 AM – 233 Broadway Building
 - 11:40 AM – 330 Broadway Building

 - 12:00 PM – 1:00 PM – Adjourn for Lunch

 - 1:10 PM – Flower Hound
 - 1:20 PM – Vintage Green

- **Business Item**
 - Resolution 02, Series 2025 – Approving an Amended Funding Agreement Template
 - Motion to approve by Jake, seconded by Marci. Motion carried.
- **Deliberation**
 - The board discussed all the presentations and allocated funding to select applicants. 14 out of 17 applicants were selected for a funding award.
- **Business Item**
 - Resolution 01, Series 2025 – Approving 2025 Grant Funding Allocation
 - Motion to approve by Bryan, seconded by Lachie. Motion carried.

Adjourn: 4:48 PM

Follow-up tasks:

- Research mural policy and permitting process.
- Research regulations and enforcement around vacant properties or illegal uses downtown.



To: Mayor and Town Council
From: Larry Pardee, Town Manager
Date: June 10, 2025
Re: Town Manager Report

Administration and Organization Update:



Eagle Pool Grand Opening – A Community Triumph: This summer marks a significant milestone for the Town of Eagle with the grand opening of the new Eagle Pool—a vibrant, state-of-the-art facility that represents years of hard work, collaboration, and community commitment. After a three-year absence, the joy and excitement on opening day were unmistakable, as many local families came together to make a splash and celebrate this long-awaited return. The newly expanded facility nearly doubles the original pool's capacity. It offers new amenities like water slides, a zip line, a splash pad, a climbing wall, and lap lanes—all designed with fun, safety, and inclusivity in mind.

This project would not have been possible without the incredible partnership between the Town of Eagle and Mountain Recreation, along with the exceptional work of JHL Constructors, Ohlson Lavoie Collaborative (OLC), and our project management partners at Dynamic Program Management. Countless subcontractors, staff members, and community voices contributed to shaping the final product—from design to construction to community engagement. Special thanks to Alpine Collision for giving "Willy the Frog" a fresh coat of paint, reminding us that even as we move forward, we honor what came before. My sincere Gratitude goes out to everyone who played a role in delivering this beautiful new space—it's a testament to what we can accomplish together. ***Lastly, I wish to offer a special Thank You to Melissa Daruna for being the Town's lead point person on this project and Jill Kane for her excellent work on arranging our financing!***

The 86th Annual Eagle County Fair and Rodeo – Complimentary Tickets for Council Members: The Eagle County Commissioners have extended an invitation to the Mayor and Town Council to attend the 86th Annual Eagle County Fair and Rodeo. Each Council Member is eligible to receive two complimentary tickets for either the **Wednesday, July 23 or Thursday, July 24**, PRCA rodeo performance, both of which begin at 7:00 PM.

Please read the attached memo for details on how to reserve your tickets, including step-by-step instructions and the required promo code. If you have any questions or need assistance with the reservation process, don't hesitate to reach out. We hope you can participate in this long-standing and well-loved community tradition. Link to the memo: [\(Eagle-County-86th-Fair-and-Rodeo-Tickets-Memo\)](#)

Skate Park Planning Gains Traction with New Site and Community Collaboration - Exciting progress is underway as the Town of Eagle continues to plan a vibrant new skate park designed with and for the Community. Working alongside Mountain Recreation and American Ramp Company, Town staff have identified a revised location just west of the current dirt parking lot—an adjustment that improves access minimizes overlap with nearby bike and BMX areas, and enhances the overall experience for users of all ages.

Community members are encouraged to join the conversation and help shape the vision at a public meeting on **Tuesday, June 17, from 4:00 to 6:00 PM**. Preliminary design ideas will be shared, and input from the Community

is essential in creating a dynamic and inclusive park that captures Eagle's unique spirit and active lifestyle. You will have the opportunity to meet the design team and review initial design concepts based on the results of the community survey. Also, have the chance to provide additional feedback on Eagle Skate Park. Please find a link to the infographic: ([Eagle.Community.Input.Meeting](#))

The Town of Eagle continues to advance its workforce development goals through strategic recruitment and onboarding initiatives. Since January 2025, twelve new employees have joined the organization, a testament to the effective collaboration between Human Resources and departmental leadership. Our latest addition will include Alex Smiley, who will join the Town of Eagle as our new Open Space and Trails Manager starting July 14. Each new team member completes a structured onboarding program designed to orient them to the Town's policies, safety protocols, and benefits, ensuring consistency, preparedness, and alignment with organizational values from the outset.

Currently, nine positions are in various stages of recruitment across several departments. The HR team has recently completed preliminary screenings and interviews for critical operational roles, including Water and Wastewater Operators, Distribution and Collections Technicians, and a Utility Billing and Accounting Specialist. Openings remain in key service areas, including Chief Building Official, Streets Maintenance, and Police Records. Moving forward, the Town remains focused on attracting top talent, improving the candidate experience, and building a workplace culture centered on excellence, engagement, and long-term retention.

Remote Work Update: July 21 – August 8: After confirming with the Mayor, I wanted to inform you that I will be working remotely from Monday, July 21, through Friday, August 8. During this time, I will remain fully available by phone and email and will stay actively engaged with all ongoing projects, meetings, and responsibilities.

Please feel free to reach out as needed—I'll do my best to respond promptly and stay closely connected while away from the office. Thank you for your continued support and flexibility.

Economic Development:

East Eagle's Future - The Town of Eagle continues to take steps to assist and shape the future of East Eagle, involving all parties. Discussions are actively underway regarding the annexation of Parcels A and F, with Town staff and the development team working closely to outline a path forward. Beyond standard annexation terms, the conversation now includes the idea of a parallel agreement that would capture broader, community-aligned goals, such as sustainable facilities, infrastructure, and gateway features, thoughtful land use, and long-term stewardship. This approach, guided by Council priorities and thorough legal and planning input, is helping to build a well-rounded framework that reflects both practical needs and Eagle's long-term vision.

Strategic Planning and Fiscal Foresight - In tandem with these negotiations, the Town's partnership with Economic & Planning Systems (EPS) continues to examine the financial landscape of growth more closely. This detailed analysis focuses on understanding the long-range impacts of development, measuring service delivery costs, forecasting tax revenue under different zoning scenarios, and identifying strategies to fund critical infrastructure. EPS's fiscal modeling provides clarity as the Town evaluates how to balance growth with community values, ensuring that future development supports both economic vitality and the high quality of life residents expect.

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 informed about developments, and contribute to the growth of our Community.

Eagle Valley Transit Authority (EVTA) 10-Year Plan Update – On June 3, the Technical Advisory Committee met to review the near-final draft of the EVTA 10-Year Service Delivery Plan. Built upon extensive community engagement—including input from over 1,000 residents—the preferred alternative reflects a strong regional commitment to improving frequency, reducing travel times, and expanding access to key destinations. The revised service plan proposes enhancements to the Valley and Highway 6 corridors, including streamlined routes and targeted connections to growing areas such as Capital Street and Sylvan Lake in Eagle. While some trade-offs remain—such as limited service to Eagle Valley High School and no Lionshead stop on the express

route—the overall plan was well-received, with participants recognizing its operational feasibility and responsiveness to community needs.

The implementation strategy is structured in three phases, acknowledging both recent progress and future constraints. Since the 2022 ballot measure, Core Transit has already expanded winter and summer service by nearly 50% and 73%, respectively. Phase One will focus on restructuring the Highway 6 corridor and launching microtransit partnerships, while Phase Two targets expanded service to Eagle and Minturn. Phase Three, which new funding sources like SB24-230 may accelerate, includes broader evening and weekend service, deeper microtransit integration, and potential enhancements in Leadville. The plan also emphasizes the importance of capital investments, including a new maintenance facility and expansion of the bus fleet, to facilitate long-term growth.

As a critical supporting strategy, the plan outlines a vision for micro transit as a flexible, on-demand shuttle service to enhance local mobility and connect underserved areas to the regional system. Conceptual service zones have been identified for Eagle, Edwards, and Gypsum, where micro transit could link residents to transit hubs, schools, medical clinics, and key commercial areas. While Core Transit would not operate these services directly, it has expressed strong interest in partnering with local jurisdictions to launch pilot programs, potentially following the Roaring Fork Transportation Authority's successful seed-funding and provider model. Microtransit is expected to play a pivotal role in expanding the reach, enhancing equity, and increasing the convenience of public transportation throughout the Eagle Valley.

I want to share this email with the Council and the Community: *Hello Friends (apologies if you've already received this).*

Thank you for taking the time to complete this important community survey and share within your networks. Your input will help inform the development of Eagle County Government's next strategic plan. This is an anonymous survey and responses will only be reported in aggregate.

As a valued member of the broader Eagle County community, your day-to-day experiences provide critical insights into how we serve our Community and where we can grow. This survey is an opportunity to share your perspective on how we're advancing our mission of Creating a Better Eagle County for All, and to contribute ideas that may help shape Eagle County's future direction.

*The survey **opened on May 29 and is scheduled to be open for about two weeks.** Please use the links below to access the Eagle County Survey about Strategic Priorities. In addition, you can review the press release in English and Spanish on the [Eagle County Website here](#).*

- [English](#)
- [Spanish](#)

Your voice matters and will help ensure the strategic plan reflects the needs and insights directly from our community members!

With Gratitude,

Eagle County Public Health & Environment

WORK SESSIONS: *To help the Town Council stay informed about upcoming work sessions, the following table outlines topics to be discussed over the next several months. Preparing in advance is helpful, as it requires planning to execute a work session effectively. Staff will maintain this table in the report and make adjustments as needed. The topics are subject to change:*

Date	Topic
May 6, 2025 Work Session	Joint Long-Range Planning Discussion Council and P & Z - 2 hours
June 3, 2025 Work Session	Regional Net Zero Roadmap 1-hour & Density Cap Discussion 1-hour
July 1, 2025 Work Session	East Eagle Infrastructure Financing OR Capital Street discussion 2-hrs
August 5, 2025 Work Session	Affordable Housing Express Lane 1-hour & Commercial Zones & Housing 1-hour
September 2, 2025 Work Session	
Request for Additional Special Work Sessions	Topic



To: Mayor and Town Council
From: Larry Pardee, Town Manager, and Department Leads
Date: June 10, 2025
Re: Department Updates for May 2025

May 2025

ASSISTANT TOWN MANAGER SPECIAL PROJECTS

Pool Replacement Project

Join us for the opening of the Eagle Pool on Thursday, June 5th! We will host a special ribbon cutting ceremony immediately at 11:30 a.m. and the pool opens to the public at noon. For more information about facility hours and pool passes, visit [Mountain Recreation](#).

Staff are thrilled that the project includes all of the top amenities the community requested including new slides, a separate lap pool, a lazy river, zero depth entry with splash features, a climbing wall, a zip line and a Wibit. The new site also includes shade structures and 4 new family changing / shower stalls. Staff are looking into adding more shade around the perimeter as well.

The project stayed on time and within budget. Staff are immensely grateful for our own team's focus on the project across many departments, for our partnership with Mountain Recreation, and the dedication of our owner's representative, Dynamic Program Manager, our design team at OLC and our construction team at JHL Constructors.

Eagle Skate Park Design

- Staff are excited to review initial design ideas based on community feedback in the coming weeks.
- The community meeting originally scheduled for May had to be postponed. A new date has been set for Tuesday, June 17th from 4-6 pm at the Eagle Pool & Ice Rink. Staff from the design team, American Ramp Company, including professional skateboarders, will be on hand to hear more community input as we shape the final design and cost estimates.

Nogal Park Renovation

- Staff held a community engagement meeting on Thursday, May 22nd at the park. The focus of the meeting was to ask park users about their preferred amenities and promote the survey. Turnout was good, with many local children weighing in on how the park could best meet their and their families' needs. Staff will continue to work with the Eagle Villa's ownership, Ulysses Development Group, and the design team, Norris Design, to compile the survey data and create some initial concepts for pricing and additional feedback from the community.

Brush Creek Playground Rebuild

- Calling all builders, aspiring builders and Eagle families who love our wooden park! In August, the Town will be leading a rebuild of the Brush Creek Playground. The rebuild will replace failing equipment, revamp the wood surfaces and give this beloved wooden playground a much-needed update. The structures and playground layout will remain the same and some amenities will be updated and replaced to meet safety standards. Wherever possible, the structure will remain wood, which requires a lot of hands and help to prep, cut, stain and install.
- **SAVE THE DATE: Brush Creek Playground Rebuild – Wednesday, August 20 – Sunday, August 24.**
 - *Details on how to volunteer or donate will be released in the coming weeks. We'll be celebrating the start of the new school year with a great community project!*

ECONOMIC DEVELOPMENT

May 2025

Wayfinding Planning Project

- Staff have completed the grant on-boarding sessions required by the Colorado Tourism Office (CTO) and are underway drafting the request for proposal (RFP). As a reminder, the total project budget is \$25,000, which includes a \$5,000 investment from the Town Council. Staff have filed a project end date of April 30, 2026 – the maximum allotted time.

Economic Vitality Committee (EVC)

- Eric Eves, Mick Daly and Christina Hofman have each submitted written notice requesting to renew and serve another two-year term. A Resolution with their term renewals will be presented to the Town Council for approval on June 24.
- Kelly Herzog will be stepping down from the EVC. Staff will open committee applications in July to fill this vacancy. Kelly – on behalf of the EVC, we thank you for lending your time and expertise to the Town's economic endeavors!

Downtown Development Authority (DDA)

- On May 27th, staff and the DDA powered through a full day of presentations, deliberation, and funding allocation. \$50,000 was distributed to fourteen applicants with projects ranging from exterior beautification, interior tenant improvements, communications & marketing, creating functional outdoor spaces, and purchasing equipment.
- All of the original seventeen applicants have been notified, and efforts will shift to finalizing the grantees' funding agreements. Press releases are also forthcoming.
- The DDA has reached the conclusion of its financial support from the Rural Economic Development Initiative, and there are no more funding rounds currently planned under this partnership.

Out-of-Office Intel

- On May 1st, staff attended the annual Northwest Colorado Council of Governments (NWCCOG) regional summit in Silverthorne. [Click here for a recap of the presentations.](#) Notable panels included:
 - *Regional Housing Collaboration:* Housing leaders from Colorado Housing and Finance Authority (CHFA), Eagle County, Towns of Vail, Basalt, and the West Mountain Region Housing Coalition discussed their innovative strategies, emphasizing cross-jurisdictional partnerships.

- *Childcare as Economic Infrastructure:* Local providers from Summit and Grand Counties covered how childcare is vital for workforce participation and economic stability. The panel discussed public-private strategies to expand capacity, particularly in resort communities.
- Between May 14-15, staff traveled south to Cañon City and attended a Downtown Colorado, Inc. (DCI) workshop – *Building Small Success: Colorado’s Next Generation of Developers* with Jim Heid. Highlights included:
 - *Empowering Local Developers:* [Urban strategist Jim Heid’s ‘Building Small’](#) approach emphasizes enabling local developers and investors to shape communities and downtowns. His people-first philosophy positions locals as long-term stakeholders in redevelopment opportunities.
 - *Historic Hotel St. Cloud Sparks Downtown Revival:* The revitalization project successfully transformed a historic brownfield site into a valuable community asset while preserving the building’s historic character. The \$17 million project was backed by public-private funding and led by the local Unbridled Holdings development team.

HOUSING

May 2025

Regional Housing Needs Assessment (RHNA)

- Thank you, Town Council, for hosting EPS’s presentation of the RHNA which included a tailored assessment of Eagle’s future housing needs based on anticipated job growth in the town.
- In the months ahead, the Regional Housing Partners will continue our coordinated planning efforts. In addition to developing individual housing action plans, the group will explore whether there is community interest in establishing a multi-jurisdictional housing authority and how that approach could scale across the region.

LERP Annual Compliance (supported by The Valley Home Store)

- Staff have requested a pause on launching the annual compliance effort. The Valley Home Store has been collaborative and accommodating of the Town’s needs. As personnel services and build-out of the Home Keeper platform have scaled up, so have the costs to implement. Staff are regrouping on near-term solutions and will report more to the Council in the coming weeks.

Housing Lunch & Learn

- On May 22nd, we hosted a well-attended lunch and learn for Town staff. The areas we covered included:
 - The in-house resources available – Priority #1 under the LERP, down payment assistance, and employee housing for rent.
 - An introduction to other local partners such as Eagle Ranch Housing Corporation, Housing Eagle County programs and the Valley Home Store.
 - A presentation from 7 Hermits at Haymeadow featuring the newly constructed deed restricted condos.

SUSTAINABILITY

May 2025

Funding Opportunities

- Staff continues to investigate the opportunities for technical assistance in fleet electrification and community EV charging planning listed in the last update: Expert Match Program facilitated by NREL, Charge Ahead Colorado Grant Program – Colorado Energy Office, Fleet ZERO EV Charging Grant Program – Colorado Energy Office.

Energy Efficiency & Electrification

- Staff has planned two Energy Resource Nights with the Walking Mountains Energy team, during which bilingual information about town-funded energy efficiency rebates will be provided to residents.
 - May 22nd, 4:30-6:30 pm – Nogal Park Community Meeting event. There was not much engagement with the energy-related resources at this event. One resident came out to speak with us and brought a message that the Spanish-speaking and immigrant community does not feel comfortable attending public events due to the recent and increased presence of ICE in our community. This will be considered for future events.
 - June 17th, 4:30-6:30 pm – Terrace Park. There will be free ice cream at this event, and we hope to get a great turnout!
- Staff is finalizing the scope of work for our building electrification work that will be undertaken in 2025; this is being reenvisioned due to decreased grant funding. Staff continues to work closely with ESG on our overall building decarbonization plans. This past month, building envelope site walks were performed. Data from this effort will inform improvements to building envelope and insulation to make our buildings even more efficient once electrified.

Sustainability Advisory Committee

- The [Sustainability Advisory Committee \(SAC\)](#) is still accepting applications for community sustainability funding in service of the net zero by 2030 goal. Two applications have been received and were evaluated for the May funding round. The committee reached out to our two applicants to gain more information, provide direction, and welcomed them to reapply for the next funding round with improvements to their applications. Final funding recommendations to Council will be determined at the group's August 13th meeting.
- One committee priority that has risen to the top is tackling our community transportation emissions. The group has identified a need for an overarching transportation plan that could support improved multi-modal transportation within town, support requests for additional bus stops and routes from Core Transit, and promote accelerated installation of EV charging infrastructure.

Waste Diversion

- An updated version of our contract with Vail Honeywagon has been sent to each organization's legal team for review. This version includes all amendments, which were unintentionally excluded from the previous contract. It also includes additional recycling and composting infrastructure at town facilities that do not currently receive this service. Once approved, the final version will be presented to Council for approval and new waste signage will be installed at all town facilities to assist with proper waste diversion.

Events

- The Hard 2 Recycle Event on May 17th was a huge success, thanks to Molly and all our volunteers (Kevin Aoki, Johnny, John Gitchell, Geoff Grimmer, Quinn Brewer, and Quinn Stewart)! 12,894 pounds of e-waste were collected and filled 2 26-foot box trucks.
- Another successful EV Ride & Drive event was hosted on June 1st at the Brush Creek Pavilion. The town partnered with Walking Mountains and CLEER on this event, and 10+ different EV models were shown, plus an e-bike maintenance station and e-bike test rides.
- Staff supported the Palmer Fund at its May 17th event, including a documentary screening, Q&A, and happy hour. The event was well attended, and many Eagle residents were engaged in and wanting to further support the town's sustainability efforts.

Other

- The Town's internal Green Team has grown with the enthusiasm and great ideas of our new employees! Our next initiatives include hosting the Eagle Bike to Work Day (June 25th) station and a Bike to Work Day Prep event for our employees to help them get ready to cycle into work (or carpool or take the bus if they live too far to bike).
- Sustainability staff attended the leadership staff retreat last month and found value in connecting with the leadership team over common challenges and goals.
- Staff is currently supporting the Climate Action Collaborative work plan update. Local government staff will collaboratively provide guidance on what we need from CAC staff for the upcoming year. In related news, Gina

McCrackin, the CAC Manager at Walking Mountains, has accepted an amazing new opportunity as the Regional Climate Solutions Director at CORE. She will be greatly missed. Staff anticipates providing extra support in the coming months, along with the CAC board, for a smooth transition until the next manager is selected.

- Sustainability and planning staff are partnering on the Lower Basin Water Treatment Plant landscaping project, designing a landscaping plan in-house that ensures the town is following our landscaping standards, reducing outdoor water use where possible, and ensuring the result is an overall benefit to our onsite employees.
- Sustainability staff will be presenting at the CML conference with the support of Councilmember Geoff Grimmer and our partners ESG. We will be co-hosting a session on net zero initiatives with the City of Northglenn, which has a brand new, net-zero town hall.



MARKETING & EVENTS

May 2025

Events

- Success! Town's Cleanup, Hard2Recycle, and E-Waste event welcomed over 400 residents with their recycled metals, tires, shredded paper, and e-waste. Monies from the disposable bag fee helped pay for costs associated with E-Waste collection. Thank you, Kira, for your help coordinating and executing this event.
- Melissa did an amazing job facilitating the Staff Leadership Retreat. I appreciated the time and space to all come together. My oath includes creating a culture where morale, collaboration and engagement is high.
- Organized an employee pizza party in celebration of National Pizza Party Day!
- Celebrated four milestone work anniversaries at the Housing Lunch & Learn; Leo Jimenez, 20 years with the Town!
- Meeting with Public Works, PD, and Eagle Ranch HOA to finalize their event details for June 21. Event is permitted for a street closure on Founders Avenue, between Capitol St and Gamble.
- Youth Whitewater Safety registration is live.

- Town of Eagle's signature summertime event, Flight Days, is June 27 & 28. Registration is OPEN for Parade Floats, Splash of Color Fun Run and the Pet Contest. Vendor registration is full! Check out [Eagle Flight Days](#).
- We are still seeking Flight Days Sponsorships, please email molly.furtado@townofeagle.org.
- Flight Days volunteer signup genius is [LIVE](#).
- Reminder: ECB Geothermal Drilling began May 19. Construction hours are 7am-7pm. Special accommodation will be made for Showdown Town, construction will end at 5:30pm on Thursdays (June 26 – August 14). Special accommodation will also be made for Flight Days, June 27 & 28.
- Made a splash at the TOE and Mountain Rec Pool Party! Thank you for the sneak peek! Looks amazing!
- Eagle Ranch Pumpkin Patch was rescheduled from September 28 to October 5. MEAC requested the pumpkin patch to move their date to accommodate the Vail Soccer tournament weekend. Both organizations worked out logistics and will both use the Brush Creek Park & Pavilion the weekend of October 5.

Marketing/Communications

- Communication outreach, including social media posts; Community Pride Highway Cleanup, Sustainability Funding Opportunities, Cleanup & Hard2Recycle Event, Eagle Skatepark Design Planning, Adam Palmer Fund's Spring Fundraiser, The Cycle Effect Bikes & BBQ, Youth Whitewater Safety Registration Open, Pool Passes on Sale Now, Nogal Park Planning Improvements, Eagle River Park Life Jacket Loaner Station, Cops & Bobbers, Planning and Zoning Vacancy, Summer Yoga Series, EV Ride & Drive, Flight Days, and weekly updates on the Sylvan Lake Road Improvement Project.
- Produced Eagle Today Newsletter
- Staff continues to make updates to Townofeagle.org and Eagleoutside.com

INNOVATION TECHNOLOGY

May 2025

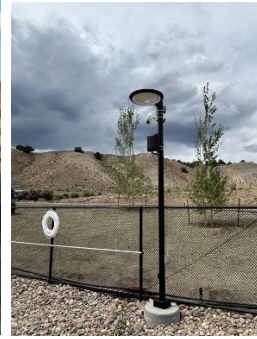
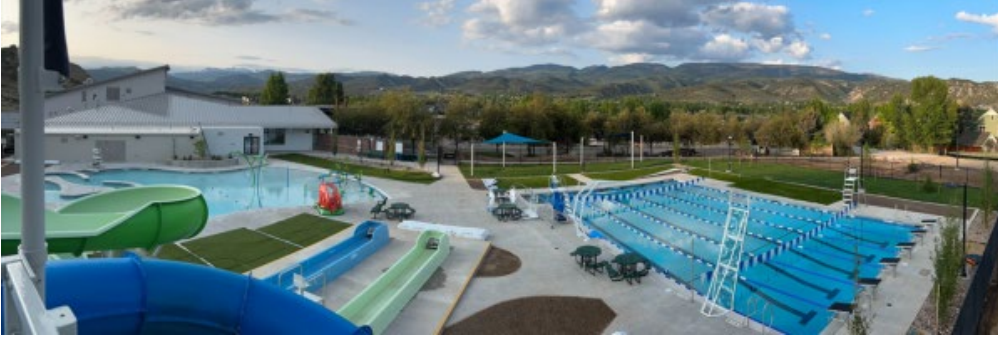
Projects:

New helpdesk software has been implemented.

In partnership with the Eagle Valley Historical Society, additional cameras and security hardware were installed at the Historical Society building:

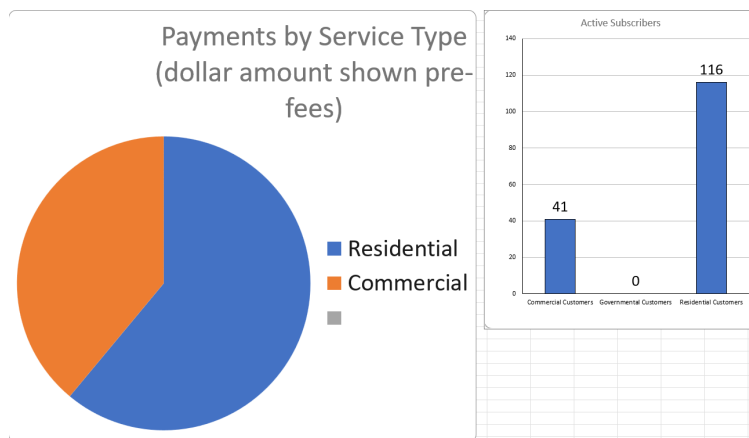


In partnership with Mountain Recreation, Town of Eagle Public Wi-Fi has been set up at the pool.



Broadband update:

- 41 business/government subscribers, 116 residential subscribers, 9 in queue
- Broadband revenue generated last month: \$11,762.89



Technical Operations:

Support/Helpdesk is now managed in-house. The contract with the outsourced helpdesk has been cancelled as of 6/1/2025.

Staff Training

- All Staff - How to get support from the new IT Helpdesk

Staff Onboarding

- Sam Kelly - Distribution and Collection Technician - May 13th
- Jeff Nichols - Building Inspector - May 5th
- Gram Dick - CommDev Administrative Technician II - May 19th
- Rachel Tand - Finance Director - May 5th

- Water and Wastewater (2), interviewing
- Police Records & Information Technician, offer pending
- Building Official, advertising
- Filled Positions (1)
 - Open Space Trails Manager, Alex Smiley starts 5/25/25

Safety & Risk Management

- 3 Work Comp claims open
- 7 CIRSA GL-Property Damage claims open

Other:

- Colorado Retirement Association, employee meetings 5/28/25
- Spanish Translation and Interpretation 2.75 hours:
 - Translation, Nogal Park Survey & Map, 1.25 hrs. Melissa
 - Interpretation, Water bill question, 15 mins. Carla N
 - Interpretation, Pavillion rental questions, 15 mins. Carla N
 - Translation, Check-in/Check-out Pavillion list, 1 hr.

COMMUNITY DEVELOPMENT

May 2025

Planning

LONG RANGE PLANNING

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

- Staff is working with legal to update Chapter 4.17 of the LUDC to streamline processes and procedures for land use applications.
- Staff is working on clarifying density limits in specific zone districts in response to HB25-1092. Policy guidance was provided at the June 3 joint work session and the proposed amendment to the LUDC will go to hearing for Planning Commission consideration on June 17 and Town Council decision on June 24.

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 WUI Code, formally known as the State Resilience Code, will support increasing the community's resiliency to wildfires by regulating exterior building materials to ensure they are fire resistant, enacting landscaping guidelines such as the Fire Free 5 that ensure there is not flammable material within 5 feet of the structure, and by ensuring landscaping standards support water-wise, native vegetation that is not highly flammable.
- Recent state legislation has impacted the timeline for adoption and implementation of this Code. Staff will provide updates on this as it becomes available.

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.
- The most recent meeting focused on the preferred alternative for the 10-year service delivery plan. Key points included the importance of frequency of service, timely transit, and serving destinations like Eagle, Edwards, Gypsum, and Avon. The plan involves three phases. The meeting also discussed operational challenges, stakeholder feedback, and the potential for micro transit to support underserved areas.

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 need.
- Staff shared information and collected feedback about the draft How to Start a Business process at the April 10 Chamber Mixer to hear from community members about their initial thoughts. Staff has met with representatives from the EVC and the Chamber's Business Advocacy Committee regarding this process draft and discussed this process at the April 10 EVC meeting. Staff will continue to refine this process draft accordingly.

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).
- Haymeadow 5th Amendment to Filing 1 Final Plat, Neighborhood A1 Preliminary Plan Update, and Filing 2 Final Plat
 - Application was approved on May 13th, staff is working with the applicant to complete the conditions of approval prior to recordation of the Filing 2 final plat.
- Haymeadow Minor PUD Amendment application
 - An application has been submitted for a minor PUD amendment to add minimum lot area standards, add multi-family bicycle parking standards, clarify streetscape standards, and correct other clerical and technical errors in the existing PUD Guide and make minor corrections to the PUD Trails Plan.
 - Staff has reviewed for completeness and will be sending this application out on referral the week of June 2nd.
- Eagle Ranch Theater Building Minor Subdivision
 - Mauriello Planning Group has submitted a minor subdivision application to plat six residential condominiums in the existing Capitol Theater building at 1140 Capitol Street.
 - This application is out on agency referral.
- Red Mountain Ranch, Parcel 1
 - Has submitted Preliminary Plan Review and Major Development Plan applications; developer's team reviewing referral comments, applicant resubmittal TBD.
- 446 Broadway
 - Has submitted a minor development permit application for a new mixed-use building. Developer's team reviewing referral comments, applicant resubmittal TBD.
- 1215 Chambers Avenue
 - Applications for a lot line adjustment and a Major Development Permit have been submitted, but are not

yet complete.

- Henry Annexation
 - Annexation, rezoning, and minor subdivision submitted for 220 E. Sixth St. Public Works needs additional information related to water rights, still deemed incomplete.
- 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. The timing of the formal resubmittal from the applicant is unknown.
- New Electric, 629 Sawatch Road – Minor Development Permit
 - Application is incomplete as of 6.2.25
- (APPROVED) ANB Bank Minor Development Permit and Minor Subdivision
 - 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. This application will be presented at the May 20th PZ public hearing.
 - Application to subdivide the property at 295 Eby Creek Road into two lots, staff has reviewed this and will approve this application on the condition that the access easement needs to be recorded before the minor subdivision with the County.

Administrative Approvals (Encroachment Permits, Sign Permits, Use Approvals)

- Currently reviewing 1 Sign Permit, **1 Encroachment Permit**, and 1 Mobile Vending Permit.
 - 1 Sign Permit has been approved and issued so far this year.
 - **0 encroachment permits** have been approved and issued this year.

NOTABLE UPDATES

- As of 6/2, the Town is no longer using Shrums Coda for third party building permit inspections aside from periodic coverage.
- There is an opening in the Planning Commission! Residents can apply through this link: [Form Center • Town Council & Planning Commission Application.](#)
- DOLA has asked if the Town is interested in participating in an AI Pilot program to reduce permit review timelines. This program may be pushed to the fall.
- 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
 - February – 3
 - March- 3
 - April- 2
 - May- 1
- Software: Staff has completed several software demos and are preparing to issue the RFP in coordination with IT.
- Staff continue coordinating with CU Denver on the summer studio projects where students create conceptual designs for projects in town.

UPCOMING ANTICIPATED APPLICATIONS

- Haymeadow Design Guidelines Update – Staff Review
- Mountain Tots Preschool – Major Development Permit
- 301 Broadway – Development Permit
- 481 Whiting- Staff Review

MAJOR CONSTRUCTION PROJECTS

Business Name	Location	Status
Hockett Gulch Apts.	16186 Hwy 6	Permanent CO's have been issued for all 6 buildings
Hockett Gulch Phase II	16186 Hwy 6	Building permit issuance is imminent for one (1) multifamily building at 222 Mount Eve
Haymeadow	91 Mountain Hope Circle	Building permit issuance is imminent for one (1) detached single-family dwelling at 22 Red Peak Rd
Habitat for Humanity	3 rd Street	TCOs complete.
Stone Concepts of Colorado	85 Marmot Ln	Permit issuance pending soon.
Eagle County BMX	1700 Bull Pasture Rd	Permits released
Eagle Pool	1700 Bull Pasture Rd	TCO issued on 5/27
Alpine Lumber Shed	111 Chambers	TCO for shed building – landscaping required
1200 Capitol Project	1200 Capitol St	Building permit ready for issuance

Building

The figures below show general activity levels not broken down by permit type (building, plumbing, mechanical, etc.)

TYPE OF WORK PERFORMED	EOY 2023	EOY 2024	YTD 2025
Inspections (n/i Planning, Public Works)	1,885	1944	551
Permits Processed	411	334	101

P&Z and Council Meeting Schedule

June 2025
June 3 rd (Work Session) - Regional Net-Zero Roadmap - Density Cap Discussion
June 3 rd (Planning Commission) – canceled
June 10 th (Town Council)
June 17 th (Planning Commission) LUDC25-02 Text Amendment: Density in Mixed-Use and Commercial Zone Districts
June 24 th (Town Council) LUDC25-02 Text Amendment: Density in Mixed-Use and Commercial Zone Districts
July 2025
July 1 st (Work Session)
July 1 st (Planning Commission)

July 8 th (Town Council)
•
July 15 th (Planning Commission)
•
July 22 nd (Town Council)
•

2025 Land Use Projects												
Projects	June				July				August			
Haymeadow	PZ	TC	PZ	TC	PZ	TC	PZ	TC	PZ	TC	PZ	TC
Trailhead Park ADA Amendment												
Town Council Public Hearing												
Minor PUD Amendment												
Administrative Review Period												
Administrative Decision												
Update to Design Guidelines												
Administrative Review Period												
Administrative Decision												
ER Theater												
Administrative Review / Referral												
Administrative Decision												
Code Amendment - Density												
Planning Commission Public Hearing												
Town Council Public Hearing												

PUBLIC WORKS

May 2025

Water (Stephan Wilson, Utilities Manager)

- Production: Weekly water production has increased to 2.0 million gallons per day (MGD) through the month of May. The production increase through the month of May lead previous years by 2-weeks and appears to have level off consistent with 2024 production values. Eagle's water supply begins with snow accumulation in the high country. As of April 1, 2025, snowpack levels were measured at 79% of normal at the Vail Mountain SNOTEL site and 108% of normal at the Fremont Pass site—both key indicators for Eagle's watershed. Through April the snowpack fell to 46% of the median. Flowing a slower melt off in May the current pack is at 93% of median. Town is able to enter the summer season without implementing water restrictions. However, this outlook may change as weather conditions shift from winter to summer.



NATIONAL NIGHT OUT Tuesday August 5th:

Your Eagle Police Department would like to invite the community to National Night Out 2025! This family-friendly event will take place on Tuesday, August 5th from 5-8pm at Brush Creek Pavilion in Eagle. National Night Out, held annually by law enforcement agencies across the United States, is a national community-building campaign that promotes police-community relationships. This event will feature food, kids' activities, and a chance to interact with your local first responders. For more information on the campaign, please visit. We look forward to seeing you there!



ENGINEERING

May 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.
- Public Works has developed an initial GIS system for the publicly owned utility systems.

Right of Way Permitting Summary (RJ):

- Active ROW Permits: 6

Public Improvements Developer Projects

- 263 Sawatch
 - Water main extension
- Haymeadow
 - Ouzel Lane Waterline.
 - SLR Extension and Sewer
- Reserve at Hocket Gulch Phase 1B and 2
 - Water and sewer installation

Pavement Management

- 2025 Resurfacing Project- Project will include Sylvan Lake Road extending from the Health Center to Eagle Ranch Road. The project will start following the Sylvan Lake Road Improvements.

Capital Improvement Projects

- Grand Avenue Corridor – The design team continues to work towards a 60% design which should be completed at the end of August. Technical and process meetings occur at regular intervals. Preliminary ROW lines have been received. There are several areas of conflict especially in comparison with the Devolution documents. Staff is investigating further with a Licensed Surveyor. The railroad wants to see the ROW plans before future design submittals. The railroad didn't deny the request for a roundabout at 5th Street, but it appears they prefer a signalized intersection. The public engagement process is complete.
- Capitol Street – Staff prepared a \$1M DOLA grant for the storm and water. Staff is preparing for a presentation to DOLA on June 18th. Outcome of the application should be announced in June/June. The 30% design phase scheduled for June 13th then Staff will review the preliminary design at a Public Open House on June 18th and Town Council work session on July 1st.
- Brush Creek Water Transmission Main & PRV – Staff is soliciting construction bids. Bids expected on June 5th and construction is estimated to start Sept 1 with late fall/early winter completion. The License Agreement for temporary access during construction is complete. The project includes 5,600 LF of main water design and PRV upgrades. Pressure Reducing Values have been reduced from 3 to 2, saving the Town's long-term maintenance costs.
- Sylvan Lake Road – Regular construction updates can be found at the link. [Sylvan Lake Road Pedestrian Improvements Project | Town of Eagle, CO - Official Website](#) . Construction activities began April 1. The concrete work for the bulb-outs and sidewalk is expected to be completed by mid-July, and then the resurfacing project will pave the area. Final striping and pavement markings will occur in the fall. Project completion is expected in the first week of October. 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 – 5th steering committee meeting was held. The report is anticipating being is tracking for the June 24th Meeting

Town of Eagle, Colorado
Downtown Development Authority

ATTORNEY SERVICES
PROPOSAL

Contact:
Chad J. Lee, Esq.
JVAM, PLLC
chad@jvamlaw.com
970-922-2122
jvamlaw.com



A Mountain Law Firm



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Direct (970) 945-8659
chad@jvamlaw.com

June 9, 2025

VIA ELECTRONIC MAIL

Downtown Development Authority
Town of Eagle, Colorado
200 Broadway
PO Box 609
Eagle, CO 81631

Re: ***Proposal to Serve as Attorney***

Dear Nikki Davis and the Downtown Development Authority,

JVAM is pleased to submit this proposal to serve as legal counsel for the Town of Eagle's Downtown Development Authority (DDA). We offer a capable and experienced legal team with deep roots in Colorado's Western Slope and a strong understanding of the unique opportunities and challenges facing communities like Eagle.

We propose Chad Lee to serve as the primary attorney for the DDA. Chad is a seasoned municipal and real estate development attorney whose practice focuses on municipal law, land use and entitlements, real estate transactions, contract negotiation, and corporate governance. His pragmatic, solutions-oriented approach aligns well with the DDA's priorities, including downtown revitalization, economic development, and community-focused growth.

In addition to his legal credentials, Chad brings firsthand experience in downtown development. He has served on the Glenwood Springs Downtown Development Authority board for the past eight years, the last three as board chair. During this time, he has helped lead several key initiatives, including infrastructure improvements under the Grand Avenue Bridge and along 8th Street, the creation of an economic development fund, and the launch of a façade grant program to support local business improvements. Most recently, he played a leading role in guiding the DDA through the 6th Street corridor redevelopment, enhancing the area's vitality, functionality, and public appeal. Chad's combined legal experience and hands-on involvement with DDA initiatives make him uniquely qualified to support Eagle's DDA in its work.

Aspen

Basalt

Buena Vista

Glenwood Springs

Salida

P.O. Box 878, Glenwood Springs, CO 81602



We understand that the Town of Eagle DDA has a wide range of responsibilities and legal considerations. JVAM and Chad Lee are prepared to assist with the following areas:

- Statutory compliance and board governance.
- Urban renewal and development strategies.
- Tax Increment Financing (TIF) and other funding tools.
- Contract drafting and procurement guidance.
- Real estate transactions and property acquisition.
- Coordination with land use and zoning processes.
- Board support, education, and training.
- Collaboration with Town of Eagle departments and officials.
- Public engagement, transparency, and open meeting requirements.

At JVAM, we emphasize practical, cost-conscious legal solutions that support the mission of local government entities. We tailor our services to the specific needs of each client, ensuring that our legal strategies align with community values and leadership priorities.

Our firm has a long history of serving towns, special districts, and authorities across Colorado's Western Slope, including as Town Attorney, General Counsel, and Special Counsel. In addition to Chad's expertise, Eagle's DDA will have access to JVAM's full team of attorneys, including specialists in employment, construction, litigation, and water law.

We appreciate the opportunity to be considered for this role and would be happy to provide references or additional information upon request. We look forward to the possibility of working together to support the success of Eagle's downtown.

Sincerely,

JVAM, PLLC

By: _____
Chad J. Lee, Esq., Partner

Aspen

Basalt

Buena Vista

Glenwood Springs

Salida

P.O. Box 878, Glenwood Springs, CO 81602



Chad J. Lee

Chad is a partner at JVAM with an emphasis in the areas of real estate, municipal, business, land use, oil and gas, natural resources, and public lands law. He has nearly 20 years of experience representing governments, landowners, business owners, developers, buyers, sellers, homeowner's associations, and investors in both residential and commercial real estate. He has experience working for several governmental entities, including the Roaring Fork RE-1 School District, the Rifle Housing Authority, the City of Glenwood Springs, Eagle County, and the Colorado River District.

He also maintains a vigorous land use development practice, focusing on Garfield County and the Roaring Fork Valley. Chad is also the Chair of the Glenwood Springs Downtown Development Authority. Through this experience, he has become adept at counseling elected officials, City Boards, and City Managers / Staff. He has extensive experience in land use development, and also with liquor and marijuana licensing, ethical standards, interpretation of municipal codes, drafting land use codes, drafting, reviewing, and interpreting contracts for the purchase or sale of real estate, and election codes. Chad also maintains a practice in public lands and oil and gas, including mineral title examination and conveyance services in and around Colorado's Western Slope.

Chad is an enthusiastic and effective communicator and is skilled at negotiating real estate and business deals in Glenwood Springs, Garfield County, and neighboring jurisdictions. Chad has an "AV" client review rating from Martindale-Hubbell and is a member of the High Mountain Chapter of American MENSA.

Areas of Practice:

Real Estate, Municipal, Natural Resources, Water Law, Municipal, Title Examination, Trademarks and Patents

Bar Admissions:

- State of Colorado (2006)
- State of Wyoming (2006)
- U.S. Patent and Trademark Office (2016)

Education:

- Lewis and Clark Law School (2006 J.D., Cum Laude)
(Environmental Law Review Editorial Board, 2004 - 2006)
- University of Nebraska-Lincoln (2002 B.S.)

Professional Experience:

- Partner, JVAM, PLLC (2022 – Present)
- Partner, Balcomb & Green, P.C. (2014-2022)
- Associate, Balcomb & Green, P.C. (2008-2013)
- Associate, Leavenworth & Karp, P.C., Glenwood Springs, CO (2006-2008)
- Associate, Reilly, Pozner & Connelly, Denver, CO (2006)
- Law Clerk, Colorado Supreme Court, Office of Attorney Regulation (2005-2006)
- Internship, Patrick, Miller & Kropf, P.C., Aspen, CO (2005)
- Internship, U.S. Dept. of Energy, Bonneville Power Administration, Portland, OR (2004-2005)

**Professional Associations and Memberships:**

- Colorado Bar Association, Real Estate and Water Law Sections
- 9th Judicial District Bar Association
- Member, Rocky Mountain Mineral Law Foundation
- Member, Western Colorado Oil and Gas Association
- Roaring Fork Young Professionals (President, 2010)
- Garfield County Search and Rescue Team (2008-2010)
- American Mensa, High Mountain Mensa, Local Mensa Group 811 Membership (2015)

Publications:

- Chad J. Lee & Jill D. Cantway, Leasing Mineral Rights; A Framework for Understanding the Dominant Estate, in Beyond the Fracking Wars: A Guide for Lawyers, Public Officials, Planners, and Citizens (Kinne, B. & Powers, E. eds., ABA Publishing, 2013).
- Chad J. Lee & Sara M. Dunn, Preserving Historical Consumptive Use During Water Leases for Instream Use, The Colorado Lawyer (June 2011), Vol. 40, No. 6, at 49.
- Scott C. Miller & Chad Lee, Colorado: Water Supply and the Land Use Connection, 9 Western Water Law and Policy Reporter 300, 308 (2005)

Information on JVAM, PLLC

Company Ownership	Professional Limited Liability Company (Formed 2021)	
Company Offices: All offices below serve our clients in Colorado.		
901 Grand Ave. Suite 201 Glenwood Springs, CO 81601	0197 Prospector Road, Suite 2103 Aspen, CO 81611	305 Gold Rivers Ct. Suite 200 Basalt, CO 81621
114 Old Stage Unit A Salida, Colorado 81201	315 W Main Street Buena Vista, CO 81211	
Number of Employees	17 Attorneys / 10 Supporting Staff	
Contact	Chad J. Lee, Partner 901 Grand Ave. Suite 201 Glenwood Springs, CO 81601 970.922.2122; chad@jvamlaw.com	

Rates

JVAM	Special Rates for Town of Eagle
Chad Lee	\$395
Partners	\$395
Associates	\$250
Paralegals	\$175