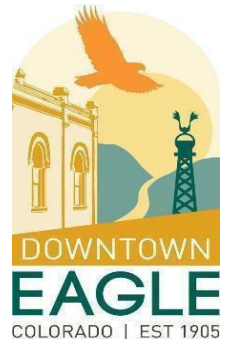


EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
Eagle Town Hall | 200 Broadway, Eagle, CO 81631
Castle Conference Room
Tuesday, August 19, 2025 | 1:00PM

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.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 269 821 683 823

Passcode: uF7p6DU6

Dial in by phone

[+1 469-770-0416](tel:+14697700416), [459775250#](tel:+1459775250) United States, Kaufman

[Find a local number](#)

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 July 15, 2025

5. Administrative

- a. Rules of Procedure, Article 4.110 – Attendance

6. Updates (as needed)

- a. DDA Financials – questions for Troy?
 - i. Tax Distribution Statements
- b. EVC
- c. Eagle Chamber
- d. Town Department Update – questions for staff?

7. Business Items

- a. Update – Eagle Rising as Downtown Business Alliance
- b. Update – Community Builders and Local Developers’ Consortium
- c. Community Development Admin Manual – Business Process Overview
- d. Reallocation of \$3,500 Downtown Eagle Grant Program Dollars
- e. 2026 Draft Budget
- f. Letter of Support to Pursue a Commercial Vacancy and Illegal Use Policy and Penalty Fee in the DDA district

8. Future Agenda Items

9. Adjourn – 3:00 PM

Eagle DDA Meeting | July 15, 2025

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

Call to Order: 1:02 PM

- **Roll Call:**
 - Members Present: Bryan Woods, Lachie Thomas, Jake Roach, Marci Leith, Scott Schlosser, Greg Schroeder (Teams)
 - Members Absent: Collin Huggins
 - Town Staff: Peyton Heitzman, Melissa Daruna, Nikki Davis
 - Guests: Mick Daly
- **Disclosure of Conflicts of Interest:** No conflicts of interest were disclosed or discussed.
- **Public Comment:** No public comment.
- **Approval of Minutes:**
 - **Minutes dated June 17, 2025**
 - Motion to approve by Marci, seconded by Lachie. Motion carried.
- **Administrative:**
 - **Oath of Office, Scott Schlosser:** The oath was administered and read into the record.
 - **Rules of Procedure - Annual Election:** Nikki explained the annual practice of electing a chair and vice-chair at the first regularly scheduled meeting in July. This practice ensures leadership roles are filled for the upcoming year.
 - Marci nominated both Greg and Scott to continue serving in their respective roles as DDA Chair and Vice Chair for another term. Motion was seconded by Scott. Motion carried.
 - **Absenteeism Concerns:** Greg raised concerns about absenteeism among board members. Nikki suggested addressing this issue in a future meeting once staff have reviewed the bylaws.
- **DDA Financials and Troy's Services:**
 - Nikki updated the board on Troy's financial services, noting that \$5,400 was allocated for his services this year. Nikki suggested a streamlined approach to reduce costs, proposing that Troy join meetings only when necessary. This would involve him providing updates at the top of the meeting and billing the DDA on a case-by-case basis for specific projects.

- **Tax Increment Revenue:** Nikki informed the board that the DDA has received about \$37,000 in tax increment revenue to date. She suggested scheduling a meeting with Rachel to understand the budget impact.
- **Economic Vitality Committee (EVC) Updates:**
 - Mick has been re-appointed to the EVC and will continue to serve as the EVC liaison to the DDA. The EVC has been meeting quarterly but agreed to hold one-hour special meetings in the intervening months on an as-needed basis.
 - The EVC continue to lobby for improvements to the Town's tap fee process and identify areas where water tap fees could be scaled down for smaller commercial operations.
 - Mick and Scott are trying to schedule a meeting with Community Builders to discuss leading a local developers' consortium.
- **Eagle Rising:**
 - **Community Initiative:** Marci shared the success of the Eagle Rising community initiative, which aims to increase the vibrancy of Downtown Eagle through collaborative efforts of women-owned businesses on Broadway.
 - **Sidewalk Chalk Event:** Families and children participated in creating artwork on the sidewalks along Broadway. This event brought the community together and showcased local talent.
 - **Collaborative Efforts:** Eagle Rising, spearheaded by Becky Burgess at Vail Valley Wellness, focuses on collaboration among women-owned businesses to grow and support each other. Some initial ideas include creating a Downtown Eagle map and organizing community events.
- **Town Department Update:**
 - Peyton gave a presentation on developing Ordinance 04-2025, Residential Density Restrictions.
- **2025 Grantee Funding Agreement Questions:**
 - Brush Creek Saloon:
 - Bryan amended a motion to issue an RFP soliciting applications from local entities to market the DDA, pending approval from DOLA to repurpose the \$3,500. Seconded by Marci. Motion carried.
 - Vail Valley Wellness:
 - Bryan motioned to accept Vail Valley Wellness modifications of conditions to include concrete rock pavers. Seconded by Marci. Motion carried.
 - ARTSPaCE:

- Bryan motioned to approve modifications of terms for reimbursement to either ARTSPaCE or EagleARTS, per the applicant's discretion. Seconded by Marci. Motion carried.
- **2026 Budget Planning:**
 - Staff will prepare a flat operating budget of \$20,000.
- **Professional Services:**
 - Yvonne deGorter (Yoga Off Broadway) offered to run the DDA's social media with compensation.
- **Commercial Vacancy Fee Discussion:** The board discussed the possibility of implementing a commercial vacancy fee to encourage property owners to lease or utilize their properties. They agreed to draft a letter of support for the Town Council's consideration. This letter will outline the benefits of the fee and its potential impact on the community.
- **Future Agenda Items:** The board identified future agenda items, including the revised grant application, the DBA discussion, and the potential inclusion of properties into the DDA boundaries.
 - **Revised Grant Application:** The board identified the revised grant application as a future agenda item. This includes discussing the allocation of unspent grant funds and potential new grant cycles.
 - **DBA Discussion:** The board plans to discuss the Downtown Business Alliance (DBA) and its role in managing social media and other initiatives. This includes potentially revitalizing the DBA with new leadership and direction.
 - **Property Inclusion:** The board will consider the potential inclusion of new properties into the DDA boundaries. This involves understanding the process and implications of expanding the DDA's area of influence.

Adjourn: 3:09 PM

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.





To: Mayor and Town Council
From: Larry Pardee, Town Manager
Date: August 12, 2025
Re: Town Manager Report

Fire Restrictions Update: Fire Conditions & Community Preparedness – Stay Alert, Stay Safe: Eagle County Emergency Management continues to monitor evolving weather patterns that are contributing to heightened wildfire risk across the region. Persistent dry conditions, strong gusty winds, and extremely low humidity levels are combining to create a volatile environment where even the slightest spark can ignite a fast-moving wildfire. Fire Weather Warnings remain in effect across much of western Colorado, including the Eagle Valley, and residents are urged to exercise extreme caution and stay vigilant.

In response to these ongoing risks, fire restrictions have been elevated throughout Eagle County. Current measures include a full ban on outdoor burning and limitations on activities such as welding or hot work unless permitted by the local fire authority. These steps are essential to reducing ignition sources and protecting both our natural environment and community safety.

Compounding the situation, smoke from nearby wildfires continues to impact local air quality, leading to periods of haze and reduced visibility. Residents, especially those with respiratory conditions, young children, or older adults, are advised to limit outdoor activity during periods of heavy smoke. As always, community members are encouraged to stay informed through trusted sources and adhere to all safety guidelines. For the latest updates on fire restrictions, air quality advisories, and preparedness tips, please visit (www.ecemergency.org), and the outline for allowed and prohibited outdoor uses at ([Stage1and2FireRestrictionsInformation2025](#)) ***It takes all of us to protect what we love. "Only YOU can prevent wildfire." Thank you.***

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.

Please Be a Part of Playground History! 🌳 August 20–24 - Eagle — we're rebuilding a legacy, and we need *you* to help make it happen! From [Wednesday, August 20, through Sunday, August 24](#), we're coming together as a community to revive and reimagine the iconic Brush Creek Playground. If you've ever chased your kids across the wooden bridges, climbed the towers, or smiled at the joy this playground brings, now's your chance to give back.

We're calling on everyone – local businesses, master carpenters, weekend Do-It-Yourself (DIYers), creative minds, and helping hands of all ages. Together, we'll restore the heart of this playground — sanding, painting, replacing worn-out parts, and giving this beloved wooden wonderland the care it deserves. It's not just about tools and timber — it's about building something lasting.

It is more than a renovation — it's a celebration of community spirit. A chance to get a little dirty, do a lot of good, and leave a mark that will bring laughter and memories to future generations.

Mark your calendars. Rally your crew. Join the movement – Details on how to volunteer are coming soon — but for now, save the date, spread the word, and get ready to be a part of something truly special. Our link to sign up: [Yes, You - Please Sign Up Now!](#) - ***Let's show what Team Eagle Spirit is made of!***

Heads Up, Eagle — It's Bear 🐻 Season – With summer in full swing, our wild neighbors are on the move — and that includes the local bears. Just recently, one was spotted wandering near Brush Creek Park and Founders Avenue after finding an unsecured trash can. It's a powerful reminder: when we're careless with trash, we're inviting wildlife into our neighborhoods — and that's not safe for them or us.

Let's keep Eagle wild *and* safe by taking simple but essential steps. Always store trash in bear-resistant containers or keep it secured indoors until pickup day. Don't leave pet food or food scraps outside, and remember — bird feeders are bear magnets too.

If you encounter a bear, give it plenty of space. Never approach, feed, or try to scare it off. Keep pets leashed and children close. And if you see a bear behaving aggressively or becoming too comfortable around people, call Colorado Parks and Wildlife right away at 970-947-2920. Together, we can protect our wildlife, our safety, and the incredible natural setting we all love. Let's stay Bear 🐻 Aware, Eagle!

On Wednesday, August 6, the Regional Housing Action Plan (HAP) continues to advance as communities across Eagle County shift from planning into action. Each jurisdiction is finalizing its draft HAP to align with updated guidance from the Colorado Department of Local Affairs (DOLA), ensuring eligibility for future state funding. During our meeting, the regional team explained that after meeting the DOLA representatives, they walked through the remaining complexities and data requirements still needed to complete the submittals. Some elements still require clarification, classification, and refinement before the final submission.

Town of Eagle staff remain actively engaged in this multi-jurisdictional effort, working closely with partners to address outstanding items and ensure our plan reflects both local priorities and regional goals. We will continue to meet and collaborate in the coming weeks to finalize these materials for public hearings and formal submission to DOLA later this summer.

Administration and Organization Update:

Grand Avenue Project – The 2026 **BUILD (Better Utilizing Investments to Leverage Development)** grant program has been reinstated by the Trump Administration, replacing the former RAISE program and returning the federal focus to traditional infrastructure investment. With \$1.5 billion in nationwide funding available, the BUILD program presents a critical opportunity for the Town of Eagle to pursue transformative support for the Grand Avenue Multimodal Corridor Project.

Unlike recent federal programs that prioritize climate, equity, and labor outcomes, the revised BUILD program focuses on core infrastructure goals, specifically, safety improvements, congestion reduction, economic impact, and project readiness. Awards of up to \$25 million per project will be available to eligible applicants, including local governments like Eagle. The U.S. Department of Transportation is expected to release the official Notice of Funding Opportunity (NOFO) this fall, with applications likely due within 60–90 days of the announcement.

To be competitive, our application will need to demonstrate clear and measurable infrastructure benefits—such as improved safety, reduced travel times, and enhanced multimodal connectivity. Equally important will be our ability to highlight the regional economic value of the project and secure strong Community and stakeholder support. With these criteria in mind, staff are preparing to refine our benefit-cost analysis, engage regional partners, and elevate the Grand Avenue project as a top priority in the upcoming federal grant cycle.

Making a Splash This Summer! – The Eagle Pool has been the place to be this season, drawing in families, lap swimmers, and sunseekers alike. Since opening day, we've welcomed over **17,500 visitors**, averaging nearly 300 guests per day. Our busiest day so far, Saturday, June 14, when 562 people dove into the fun—proof that when the sun's out, so is the Community.

These numbers reflect more than just pool passes—they show how much our residents and visitors value quality outdoor spaces and opportunities to connect, cool off, and stay active. The energy at the pool this summer has been vibrant, and we're excited to keep the momentum going through the rest of the season.

Building the Future, One Great Teammate at a Time - There's strong momentum behind the scenes at the Town of Eagle as we continue building a high-performing, people-first organization. Since the beginning of 2025, we've welcomed 16 new hires across the organization — each one bringing fresh skills, perspectives, and a shared commitment to public service. From day one, we prioritize thoughtful onboarding and a supportive workplace culture to ensure every new team member feels connected, empowered, and ready to contribute to Eagle's success.

Recruitment efforts remain in full swing as we actively seek to fill several key roles that keep our Community running smoothly. Interviews are currently underway for the **Chief Building Official** and **Communications Specialist** positions, while recruitment continues for a Street Maintenance Technician, Police Records & Information Technician, and Utility Engineer. With new job postings added this month and applicant screening and background checks in progress, these efforts reflect our ongoing investment in building a collaborative, capable, and resilient workforce — one that reflects Eagle's values and is ready to meet the future head-on.

Registration Now Open: 2025 Mountain Towns 2030 Climate Summit – Breckenridge, CO - Join us in Breckenridge this fall for what promises to be the most impactful **MT2030 Climate Summit** yet! Set for **October 7–8, 2025**, this dynamic two-day event brings together local leaders, climate experts, and changemakers from across the region to accelerate bold, collaborative climate action.

This year's summit features an inspiring lineup of speakers — including renowned climate activist Bill McKibben — alongside hands-on, peer-led workshops and valuable networking opportunities. Whether you're deep into implementation or just launching your climate strategy, this is your chance to learn, connect, and leave energized for the work ahead.

Don't wait — early registration rates are available through July 11! Be sure also to reserve your discounted lodging at **Hotel Alpenrock**, our official Summit basecamp steps from the main venue at the Riverwalk Center.

Register & Book Lodging for the 2025 Climate Summit

Economic Development:

Fostering Innovation Through Academic Partnerships – In a concluded collaboration with CU Denver Summer Studio, the Town of Eagle had the pleasure of engaging with a talented group of emerging planners to explore Eagle's economic development strategies, growth management practices, and the importance of aligning development with community values. This partnership provided a dynamic platform for creative thinking around opportunities such as downtown revitalization, enhanced entry corridors, and potential improvements to the visitor information center site. These thoughtful contributions not only enriched student learning but also offered the Town valuable insights and fresh perspectives to help shape a more resilient and inclusive future. We sincerely thank the CU Denver students and faculty for their outstanding work and meaningful engagement—it is genuinely appreciated.

East Eagle Annexation: Planning Growth with Purpose – The Town of Eagle continues to advance a strategic and collaborative annexation process for Parcels A and F in East Eagle. Recent conversations with property owners have evolved beyond boundary considerations to embrace shared goals such as sustainable water solutions, enhanced gateway aesthetics, resilient infrastructure, and a thoughtful mix of land uses aligned with Eagle's long-term vision. With guidance from Town Council, legal advisors, and key stakeholders, we are shaping a framework that balances deliberate growth with community benefit. The next phase focuses on sketch plan implementation and key technical steps, including a traffic study to determine feasible development before interchange construction, and a market-based phasing plan to guide infrastructure and vertical buildout. Parallel efforts will address water and sewer capacity, define public financing responsibilities, and update the metropolitan district service plan to reflect expanded development needs.

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 allows for effective planning and execution of a work session. Staff will maintain this table in the report and make any necessary adjustments. The topics are subject to change:

| Date | Topic |
|--|--|
| <i>August 5, 2025 Work Session</i> | <i>Affordable Housing Express Lane 1.5 hours</i> |
| September 2, 2025 Work Session | Budget Work Session 2 hours |
| October 7, 2025 Work Session | Fire Resiliency (WUI) code 2-hrs |
| November 4, Work Session - <i>Election Day</i> | |
| December 2, Work Session | |



To: Mayor and Town Council
From: Larry Pardee, Town Manager, and Department Leads
Date: August 12, 2025
Re: Department Updates for July 2025

July 2025

**ASSISTANT TOWN MANAGER
SPECIAL PROJECTS**

Pool Replacement Project

- As the construction project nears the end of closeout, the attendance at the pool remains high. We continue to receive positive community feedback.
- One area for improvement next year is providing more shade. Staff at Mountain Recreation are exploring the options.
- We aim to have final project budget information available for Council once the pool has closed for the season.

Eagle Skate Park Design

- The initial park concepts are now available online. [View them here.](#)
- Staff and the American Ramp Company debriefed the public meeting and additional feedback received. The American Ramp Company is preparing final designs that will incorporate a phased approach to construction. This will allow the Town to plan for building the park as funding is identified and becomes available.

Brush Creek Playground Rebuild

- **SAVE THE DATE: Brush Creek Playground Rebuild – Wednesday, August 20 – Sunday, August 24.**
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.

[Learn more and sign up to volunteer here!](#)

ECONOMIC DEVELOPMENT

July 2025

Wayfinding Study and Implementation Plan

- Staff issued a Request for Proposals (RFP) on June 13 to solicit bids from qualified vendors, with the application window closing on July 11. Six firms submitted proposals: Destination by Design, Guide Studio, KMA Design, Michael Baker International, Osaki Creative Group, and Tangram Design. After a thorough review, staff selected Michael Baker International for their clear and visionary approach, alignment with the project budget, and strong in-state presence. Their deep experience working with mountain communities like Eagle was a key factor in the decision. Staff are now coordinating the project kickoff and drafting a professional services agreement.

Economic Vitality Committee (EVC)

- The EVC convened on July 10 for their quarterly meeting. Key discussion topics included the recently adopted Ordinance 04-2025, which establishes residential density limits in commercial areas; the development of policies and guidelines to support the launch of the Business Advancement Program (“BAP” funded by the REDI grant); and initiatives to consider for the 2026 budget. To help advance the BAP, the Committee has requested additional meetings in August and September to ensure timely input and momentum between the quarterly sessions.

Downtown Development Authority (DDA)

- Board member Marci Leith introduced the group to *Eagle Rising*, a new women-owned business collective emerging in Downtown Eagle. The group is in its early stages, currently meeting informally to explore shared business resources and ways to enhance coordinated events and marketing efforts. We discussed the potential for *Eagle Rising* to assume leadership of the dormant Downtown Business Alliance (DBA), a 501(c)(3) nonprofit that could serve as a partner organization to the DDA. As a next step, staff met with members of *Eagle Rising* to explore this opportunity in more detail, beginning with efforts to re-establish a DBA board and assume control of the DBA’s existing bank account to support initial operations.
- Board members Jake Roach and Scott Schlosser met with students from the CU Denver Summer Studio to introduce the Eagle DDA and provide background on its mission, priorities, and recent accomplishments. This engagement helped inform the students’ work on a Downtown Revitalization Plan, which explored strategies to enhance vibrancy, connectivity, and economic vitality in Downtown Eagle.

Eagle Chamber Business Advocacy Committee

- The Eagle Chamber Business Advocacy Committee held its monthly meeting. The group discussed ongoing committee member recruitment, with interest expressed by Mark Eaton and consideration from Amy Pates. Two prior invitees, Tara Novak and Jennifer Filipowski, are unable to commit at this time due to capacity constraints. Both are involved in forming *Eagle Rising*. Additional agenda items included exploring delivery options for the upcoming Members’ Survey, potential collaboration opportunities with Elevar, and continued discussion on how best to support businesses in Downtown Eagle.

HOUSING

July 2025

LERP Annual Compliance

- Staff mailed 46 educational letters to deed-restricted homeowners, including two letters addressed to property managers at The Pike and The Overlook apartment communities. Following the mailing, staff have responded to several calls and emails from homeowners seeking clarification on enforcement provisions or requesting assistance in navigating the terms of their deed restriction.

Housing Action Plan

- Staff attended an educational webinar hosted by the Colorado Department of Local Affairs (DOLA) focused on guidance for preparing a Housing Action Plan (HAP). The HAP represents the second phase of the state's planning framework, following the completion of the Regional Housing Needs Assessment (RHNA). Data and findings from the RHNA will serve as a foundational input for developing Eagle's local HAP. Housing Action Plans are also a key requirement under Senate Bill 24-174, which mandates that participating jurisdictions adopt a HAP in order to access certain state housing resources and demonstrate alignment with regional housing goals. The webinar provided insight into DOLA's expectations for HAP content, alignment with state objectives, and examples of eligible strategies and actions that can be tailored to local needs.
- Ongoing coordination for the HAPs is being led by the same regional housing partners who collaborated on the RHNA. Early discussions are underway to explore additional funding options to retain Economic & Planning Systems (EPS) as a consultant, ensuring continuity in technical guidance and analysis. Staff are also weighing the benefits of preparing jurisdiction-specific HAPs versus pursuing a more regional, collaborative approach. These conversations include considerations around scope, capacity, and what a realistic timeline might look like for developing and completing the HAPs.

SUSTAINABILITY

July 2025

Energy Efficiency & Electrification

- Building electrification planning continues. Site walks were conducted on July 30-31st, and subcontractor bids should be received by project manager ESG in the next two weeks. Town staff will review their proposals to support selection. The 60% Investment Grade Audit should be complete in August, and the 90% IGA is on target for September, which will be accompanied by a council presentation.
- Our Energy Management System ([Energy Manager by Brightly](#)) is now complete! It includes monthly energy data from all town buildings, fleet fuel use, emissions data, and a public facing dashboard we can publish on the website. Having these numbers at the ready means staff can proceed with conducting our GHG inventory for town operations.
- Staff is supporting a regional application to the Colorado Energy Office for [Impact Accelerator](#) grant funds, facilitated by CORE (Community Office for Resource Efficiency). Our application supports further implementation of the Regional Net Zero Code Roadmap and enhanced incentives for early adopters (via things like energy efficiency rebates). Participating communities at this time include Town of Vail, Town of Avon, Town of Minturn, Town of Basalt, City of Aspen, Snowmass Village, Eagle County, and Pitkin County.
- Staff attended a kickoff meeting for the Code Grant that CORE (referenced above) and Walking Mountains received from the Colorado Energy Office. This grant will support local government staff and workforce with our current energy code enforcement and to provide further resources in implementing the Net Zero Code Roadmap. Major grant activities are included below:

- Energy code training & workforce development
- Regional training series on the 2021 or 2024 IECC
- Energy Code Inspection trainings
- Exterior Energy Offset Program (EEOP) training
- BPI Building Analyst Technician Certifications
- Development & hosting of energy code resources, such as plan review & plan submittal checklists for the 2021 IECC & 2024 IECC, technical resources for the EEOP, educational and compliance resources for code-required building energy audits, educational messaging toward adoption & implementation of energy codes in alignment with the Net Zero Roadmap (net zero roadmap cost analysis & case studies, consultations with communities).

Waste

- Staff is working with the Eagle Chamber & Apex to provide recycling and compost collection during the chamber's Biztoberfest event.

Sustainability Advisory Committee

- The [Sustainability Advisory Committee \(SAC\)](#) will be reviewing applications for community sustainability funding at their August 13th meeting. in service of the net zero by 2030 goal. The group will vote on final funding recommendations, which will be brought to Council for approval at the August 26th Council meeting.
- Staff attended the Palmer Fund's Transportation Sector Discussion on 7/21. The next discussion focuses on waste and will be held on 8/18 at 6 pm at Color Coffee.

Green Team

- The Green Team is planning a fall all-staff event to provide an opportunity for employees to connect and remain engaged in sustainability.

Transportation

- Staff submitted an application to the Fleet ZERO grant program in mid-July to fund EV charging stations at Public Works and Town Hall for fleet use. We anticipate hearing back in September.
- Sustainability staff is working with Water/Wastewater staff to claim a direct payment for the F150 Lightning they have purchased. It's scheduled to arrive in September before the tax credit expires (Sept. 30, 2025).

Other

- The Climate Action Collaborative is in the midst of hiring a new manager. At the last stakeholder meeting, the group considered adding a Land Use section of the [Climate Action Plan](#) in the most recent plan update to provide support to local governments in implementing climate-related policies.
- Staff worked to submit a draft operating budget to finance, as well as requested uses of a partial balance of the bag fee fund and exterior energy offset program funds.

MARKETING & EVENTS

July 2025

Events

- Town's July 4th Kids Bike Parade! Love our small town USA!
- Town's Youth Whitewater Safety Event; eighteen youth attended the session led by Alpine Kayak. Kids learn basic river safety with on- land and in-river education.
- Town liaison for July events; BMX State Race, Never Summer Adventure Race, Showdown Town, Yoga everywhere
- Event preparation for August events includes Tube-A-Palooza, National Night Out, and Community Table.
- Coordination with Vail Valley Unbound on upcoming Children's Business Fair, AUG 10 street closure.
- Budget Meetings; Events, Info Center, IT
- B&G Maintenance Request submitted for rebuild of Info Center stairs and railing
- Planning meeting with Colorado High School Cycling League, Tom G, and Alex Smiley.
- Created registration for the Town's Community Table, AUG 24. Managing eighty table reservations. Expecting 640 people to attend.
- MEAC Agenda for AUG includes cancellation of ARTwalk Fall Festival in September. EagleARTS is requesting to reallocate funds from Fall Festival to Holiday Festival in December.

Marketing/Communications

- Communication outreach, including social media posts; Weekly events in Eagle, July 4th Kids Bike Parade, Admin offices closed for Holiday, Youth Whitewater Safety, Stage 1 Fire Restriction, Red Flag Warning, Stage 2 Fire Restriction, Sustainability & Sweets, Eagle bike park pavilion party, Tube-A-Palooza, Adam Palmer Sustainability Fund Transportation Discussion, Community Table, Eagle County Fair & Rodeo, PnZ Vacancy, CU Denver Studio Presentation, National Night Out, Brush Creek Park Rebuild, weekly Showdown Town, and weekly updates on the Sylvan Lake Road Improvement Project.
- Daily updates to websites; townofeagle.org and eagleoutside.com
- The new Hwy 6 sign was installed. Learning SM Infinity software.
- Produced Eagle Today Newsletter
- Produced Town of Eagle employee newsletter
- Stay Connected! @eagleoutside has roughly 4,270 followers and 30K views in the last 30 days.

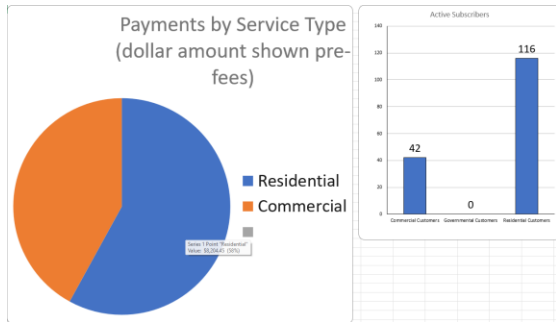
INNOVATION TECHNOLOGY

July 2025

Projects:

Broadband update:

- 42 business/government subscribers, 116 residential subscribers, 2 in queue
- Broadband revenue generated last month: \$11,404



Technical Operations:

Staff Training

- IT Staff attended the ESRI conference-The ESRI User Conference is one of the largest gatherings of GIS professionals, experts, and innovators worldwide. This event will focus on the latest advancements in geospatial technology, data science, and spatial analytics, providing attendees with valuable insights into the future of GIS.
- Staff training:

Email threat protection report:

FINANCE DEPARTMENT

July 2025

Administration/Financial:

- **2026 Budget**
 - The budget process has been rolled out, and most department operating submissions have been received. We will be finalizing the draft budget in August.
 - We are projecting a **flat budget (0% operating increase)** except for payroll and mandatory/contractual costs.
 - Important Council Dates
 - 9/9 prior to TC: Operating Budget Work Session
 - 9/9 TC: Employee Comp Plan / Insurance & Benefits Presentation by HR
 - 9/23 prior to TC: CIP Budget Work Session
 - 10/14 TC: Budget Public Hearing
 - 10/28 TC: Budget Public Hearing
 - 11/12 TC: Budget Final Public Hearing / Adoption
- **2024 Audit**
 - The 2024 audit is complete with an unmodified opinion. The audit was filed timely with the Office of the State Auditor, the Federal Audit Clearinghouse, and the Municipal Securities Rulemaking Board.

COMMUNITY DEVELOPMENT

July 2025

Planning

LONG RANGE PLANNING

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

- Chapter 4.17 Status Update: staff have completed a full review of the chapter and provided input to legal counsel on updates needed to improve the administration of the LUDC. Legal has since returned a revised draft for staff's review, which is underway. Staff plan to present draft text to the Planning Commission and Town Council for feedback in late summer/early fall with the goal of adopting the revised chapter before the end of the year.

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.
- Experts from the Eagle County Wildfire Collaborative will be presenting about this Code process at a to-be-determined Planning Commission and at the September 23 Town Council meeting in advance of a joint work session on October 7. At this work session staff will be seeking direction on how decision makers would like this Code update to look for Eagle.

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 wrapping up the 10-year 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, prioritization of projects, and recommendations for enhanced safety.

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.

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 Commercial Interchange (CI) and parcel no. 193927400041 (Parcel F) to Commercial General East (CGE).
 - The application is out for its second round of referral review.
- 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 comments were collected and sent to the applicant, who is working to update the application documents.
- 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.
 - The applicant is collecting signatures to record the approved plat.
- 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.
 - Application is complete and out for referral until August 8.
- Henry Annexation
 - Annexation, rezoning, and minor subdivision submitted for 220 E. Sixth St. Sent out for referral August 1, 2025, with a 45-day referral period.
- North Broadway – Annexation and Zoning/Rezoning
 - No meaningful action from the applicant has taken place in 2025, Dand as outlined by Section 4.17.030.G.4. of the Municipal Code, the application has been deemed abandoned. The applicant has been notified.
- New Electric, 629 Sawatch Road – Minor Development Permit
 - Application is incomplete as of 8.6.25
- 301 Broadway – Minor Development Permit
 - Staff is reviewing the application for completeness.
- 481 Whiting- Staff Review (Minor Subdivision)
 - Staff is reviewing the application for completeness.
- Mountain Tots Preschool- Major Development Permit
 - Staff is reviewing the application for completeness and awaiting a few submittal items from the applicant.

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

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

NOTABLE UPDATES

- **CU Denver Summer Studios:** Over the past 2 months, 25 master's students at CU Denver have explored a range of planning topics relevant to the community. Their research was guided by community engagement, a review of local plans (Elevate Eagle, Strategic Plan, Open Space Plan, etc.) and demographic data, industry best practices, and case studies from other communities. Topics explored include:
 - Visitor Center Area and Museum
 - Branding, Signage, Wayfinding, and Mobility
 - Arts, Culture, and Economic Development
 - Downtown/Old Town Small Area Plan

The students presented their work to staff at Town Hall on August 1st and held an open house for the public at Town Park on August 2nd. Recordings to the presentations can be found here:

<https://eagleco.portal.civicclerk.com/event/2314/files>



Image courtesy of Eugene D. Howard

- **Software:** Staff are pleased to report significant interest in the recent RFP, with 13 proposals submitted by several qualified vendors. In the coming weeks, an interdepartmental selection committee will select the most suitable software solution for the team by evaluating proposals and demos from the top 3-4 vendors. We aim to have a vendor under contract by the end of the year to begin the 12–18-month process of software installation, configuration, and implementation. As part of this process, staff anticipates dedicating 15 – 20 hours a week to implement and test the software.

This software solution will automate previously manual workflows, consolidate software systems, enhance interdepartmental communication, offer a user-friendly public interface, and more. We are excited to see this project moving forward.

- 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
 - June- 3
 - July- 5
- Eddie Wilson, our former Chief Building Official, has chosen to provide limited support over the next few weeks as we continue our search for the next Building Official. His continued involvement ensures a smooth transition and allows us to benefit from his extensive experience and knowledge.

UPCOMING ANTICIPATED APPLICATIONS

- Haymeadow Design Guidelines Update – Staff Review
- Haymeadow RMF 4 + 5 – Major Development Permit
- Bluffs Minor PUD Amendment-

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 – final landscaping inspection required before issuance of CO. |
| 1200 Capitol Project | 1200 Capitol St | Building permit issued and construction underway. |

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 | 856 |
| Permits Processed | 411 | 334 | 243 |

P&Z and Council Meeting Schedule

| |
|---|
| August 2025 |
| August 5 th (Work Session and Planning Commission) <ul style="list-style-type: none">• AHAP Fast-Track Joint Work Session with P&Z and Council• Planning Commission – CANCELLED |
| August 12 th (Town Council) <ul style="list-style-type: none">• |
| August 19 th (Planning Commission) <ul style="list-style-type: none">• Discussion/feedback on edits to Chapter 4.17 Administration and Procedures |
| August 26 th (Town Council) <ul style="list-style-type: none">• (Tentative) Acceptance of Annexation for Eagle Meadows |
| September 2025 |
| September 2 nd (Planning Commission) |
| September 9 th (Town Council) <ul style="list-style-type: none">• |
| September 16 th (Planning Commission) <ul style="list-style-type: none">• AHAP Express Lane• (Tentative) Eagle Meadows Annexation |
| September 23 rd (Town Council) |

| 2025 Land Use Projects | | Timeline | | | | | | | | | | | |
|---|--------|----------|----|----|-----------|----|----|----|---------|----|----|----|--|
| Projects | August | | | | September | | | | October | | | | |
| | PZ | TC | PZ | TC | PZ | TC | PZ | TC | PZ | TC | PZ | TC | |
| Haymeadow | | | | | | | | | | | | | |
| Minor PUD Amendment | | | | | | | | | | | | | |
| Administrative Review Period | | | | | | | | | | | | | |
| Administrative Decision | | | | | | | | | | | | | |
| Update to Design Guidelines | | | | | | | | | | | | | |
| Administrative Review Period | | | | | | | | | | | | | |
| Administrative Decision | | | | | | | | | | | | | |
| Mountain Tots Major Development Permit | | | | | | | | | | | | | |
| Referral Review | | | | | | | | | | | | | |
| Planning Commission Public Hearing | | | | | | | | | | | | | |
| Town Council Public Hearing | | | | | | | | | | | | | |
| ER Theater | | | | | | | | | | | | | |
| Administrative Review / Referral | | | | | | | | | | | | | |
| Administrative Decision | | | | | | | | | | | | | |
| 1215 Chambers Avenue - Major Dev Permit and Sub. | | | | | | | | | | | | | |
| Referral Review | | | | | | | | | | | | | |
| Planning Commission Public Hearing | | | | | | | | | | | | | |
| Town Council Public Hearing | | | | | | | | | | | | | |
| Eagle Meadows | | | | | | | | | | | | | |
| Referral Review | | | | | | | | | | | | | |
| Council Executive Session | | | | | | | | | | | | | |
| Annexation Acceptance - Tentative | | | | | | | | | | | | | |
| Planning Commission Public Hearing - Tentative | | | | | | | | | | | | | |
| Town Council Public Hearing - Tentative | | | | | | | | | | | | | |
| 220 E Sixth St - Annexation and Subdivision | | | | | | | | | | | | | |
| Referral Review | | | | | | | | | | | | | |
| Annexation Acceptance - TBD | | | | | | | | | | | | | |
| Planning Commission Public Hearing | | | | | | | | | | | | | |
| Town Council Public Hearing | | | | | | | | | | | | | |
| LUDC25-03 AHAP Eagle Express Lane | | | | | | | | | | | | | |
| Referral/Planning Review | | | | | | | | | | | | | |
| Joint Work Session | | | | | | | | | | | | | |
| Planning Commission Public Hearing | | | | | | | | | | | | | |
| Town Council Public Hearing | | | | | | | | | | | | | |
| LUDC25-04 Chapter 4.17 Repeal and Replace | | | | | | | | | | | | | |
| Referral/Planning Review | | | | | | | | | | | | | |
| Joint Work Session | | | | | | | | | | | | | |
| Planning Commission Public Hearing | | | | | | | | | | | | | |
| Town Council Public Hearing | | | | | | | | | | | | | |
| LUDC25-05 WUI Code | | | | | | | | | | | | | |
| Referral/Planning Review | | | | | | | | | | | | | |
| Joint Work Session | | | | | | | | | | | | | |
| Planning Commission Public Hearing | | | | | | | | | | | | | |
| Town Council Public Hearing | | | | | | | | | | | | | |

Page 1

Page 4

ENGINEERING

(Ryan Johnson, Town Engineer)

General Updates (RJ):

- Staffing: A Project Engineer Position is posted to refill
- Development review
 - Large Projects include:
 - Red Mtn Ranch
 - Haymeadow Filing 2
 - 446 Broadway
 - Capitol Flats
- 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 – Dola Grant was unsuccessful. The 30% design phase scheduled for June 13th then Staff will review the preliminary design at a Public Open House on June 18th.
- Brush Creek Water Transmission Main & PRV – Staff is soliciting construction bids. Gould Construction was selected for the construction project. 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 – adopted. Grant closeout is necessary.

To: Downtown Development Authority

From: Sydney Dynek, Planner, Community Development

Date: August 19, 2025

Agenda Item: Administrative Manual

REQUEST: To receive feedback on the format of the Administrative Manual Table of Contents (TOC) and feedback on the formatting of the topic sections.

OVERVIEW:

In 2023 the Town adopted a new Land Use and Development Code (LUDC). One of the core goals of this new Code effort was to make more land use decisions administrative. With this shift, the Community Development Department has seen a larger volume of land use applications being submitted than before this new Code. With this influx in applications, more community members and developers have been requesting help to understand the Town's processes and to locate the existing review checklists the Town has for the various application types.

Staff has been working on drafting an Administrative Manual as a means to answer these questions, to clarify the land use processes in the Code and to house the Town's application specific review checklists and level of service standards. This document will be adopted by Town Council via resolution, with staff anticipating it will be continuously updated to include more information as pertinent and to reflect the current practices and standards. The goal of this document is to empower community members and the development community with information so they can develop and use their property within the bounds of the Town's Code.

Staff has drafted an initial TOC and has built out sections, such as the How to Start a Business process included as an attachment to this memo, that reflect the direction staff is heading in. This conversation is one touchpoint, staff will be asking the Planning Commission for general feedback also and will be discussing the feedback internally before taking action on it. Staff will bring back another version of this document at a later date incorporating the feedback received from stakeholders, including this group.

QUESTIONS:

- Are there core topics missing from this first iteration of the Administrative Manual?
- Does this initial organization of the Table of Contents make sense? Or is there another arrangement of topics that would be more user friendly?

ATTACHMENTS:

- How to Start a Business process, Admin Manual excerpt
- TOC Ordering
 - Option A, popularity of application
 - Option B, alphabetical order
 - Option C, development review order

Overview: How to Start or Expand A Business

Overview/Purpose - This process describes how to locate, relocate, or start a new business within the Town of Eagle.

Town Departments & Agencies Involved - This process may involve the Town Clerk, Planning, Building, Public Works, Public Safety/Police, and the Fire Department. The Eagle Chamber of Commerce and/or the Economic Vitality Committee also serve as development liaisons for businesses navigating the municipal process.

[Contact Us](#)

[Town of Eagle Staff Directory](#)

[Town of Eagle Economic Vitality Committee](#)

[Town Utilities](#)

[Eagle County Environmental Health](#)

[Greater Eagle Fire Protection District](#)

[Eagle Chamber of Commerce](#)

[Required Materials](#)

Step by Step Process - These steps are intended to be read sequentially as written.

1. **Verify location is permitted.** Estimated Timeframe: 1-2 weeks.
Before signing a lease or purchasing property, contact the Planning Department to verify a lot, building or unit meets Town requirements and is zoned appropriately for your business activity.
 - a. By providing a business plan or detailed concept, staff can help make a determination based on a zone district's permitted uses.
2. **Obtain a Town of Eagle Business License.** Estimated Timeframe: 1-2 weeks.
After zoning verification, apply for an annual business license with the Town Clerk. To comply with the Town's regulations, applicants may need to address referral comments from other departments and third-party agencies before a license is issued.
 - a. [Town of Eagle Business License Application](#)
 - b. Other Licensing. In addition to a business license, your operation may also require the following. Timeframes for obtaining additional licenses may vary.
[Liquor License](#), [Tobacco License](#), [Environmental Health License](#).
3. **Apply for Building Permit(s).** Estimated Timeframe: Varies.
Contact the Building Department when there is a change of tenant, change of occupancy, or if there are alterations to the space (internal or external). Based on the scope of improvements, consulting a design professional (i.e. commercial realtor, architect, professional engineer, general contractor, etc.) may be recommended. The design professional may provide the plan documents, supporting information, advice on options to meet the building code requirements and estimated improvement costs.



- a. A change of occupancy to a more intense use may trigger additional costs such as building improvements, additional development fees, and may increase the required parking which will require a development plan.
 - i. [Building Codes](#)
 - ii. [Do I Need a Building Permit?](#)
 - iii. [Commercial Project Submittal Guidelines](#)
 - iv. [Building Permit Zoning Checklist](#)
 - v. [Forms, Permits, Fees, Applications](#)
 - b. A change of occupancy or alterations may incur Plant Investment Fees (PIFs) (colloquially called “tap fees”). These fees fund the Town’s water and wastewater treatment operations and are assessed by Public Works. **Schedule a site visit with the Town Engineer to evaluate the PIF application against existing fixtures. Cost savings may be available.**
 - i. [Permit Applications for Water & Sewer Taps](#)
 - c. Inspection(s) prior to Opening. In addition to a Building inspection, your operation may be subject to Utility, Fire, Public Safety, and Environmental Health inspections.
 - d. Estimated timeframes for receiving a Building Permit:
 - i. Small projects (equipment swap outs, re-roofs): 1-3 days
 - ii. Medium projects (interior remodel/adding walls): 3-6 weeks
 - iii. Large projects (new construction): 8-10 weeks
- 4. Apply for a Sign Permit.** Estimated Timeframe: 2-3 weeks.
If you are installing a new sign or making improvements to an existing sign, please read the Town’s sign code to verify standards for dimensions, materials, lighting, color, and illegal signs. Sign permits are obtained from the Planning Department.
- a. [Land Use Code, Chapter 4.16 – Signs](#)
 - b. [Sign Permit Application](#)
- 5. Verify Encroachments.** Estimated Timeframe: 3-4 weeks.
Items such as string lighting, tables and chairs, sandwich boards or planters on the sidewalk may be on the public-right-of-way and require an encroachment permit. Encroachment permits are reviewed by Public Works and obtained from the Planning Department.
- a. [Public Safety, Section 9.28.060. – Encroachments](#)
 - b. [Encroachment Permit Application](#)
- 6. Establish Utilities:** Estimated Timeframe: Varies
You may need to establish utility services such as electric, gas, water, sewer, trash & recycling, and Broadband. Confirm with your landlord or property manager, then visit the Town’s Utility page to get started.
- a. [Town Utilities](#)

Draft TOC

1. Preface
 - a. Expectations (from Town and from Applicant)
2. Processes
 - a. How to Start a Business Overview
 - b. Use Review
 - i. Administrative Use Review
 - ii. Conditional Use Permits
 - iii. Special Use Permits
 - c. Building Permits- Internal and External Processes
 - d. Sign Permits
 - e. Encroachment Permits
 - f. Mobile Vending Permits
 - g. Development Permit
 - i. Minor
 - ii. Major
 - h. Subdivision
 - i. Minor
 - ii. Major
 1. Sketch Plan
 2. Preliminary Plan
 3. Final Plat
 - iii. Lot Line Adjustment/Lot Consolidation
 - iv. Subdivision Variance
 - i. Variance
 - j. Rezone
 - k. Vacation of Easement
 - l. Vacation of ROW
 - m. PUD Amendment
 - i. Minor
 - ii. Major
 - n. PUD Concept Plan
 - o. PUD Development Plan
 - p. Annexation
 - q. Appeal of Administrative Decision
3. Appendices
 - a. Application Checklists
 - i. Building Permit
 - ii. Subdivision
 - iii. Development Permit
 - iv. Variance
 - v. Rezoning

- vi. Special Use
- b. Application Forms
 - i. Preapplication Meeting Form
 - ii. Land Use Development Application Form
 - iii. Sign Permit Application Form
- c. Signature Blocks
- d. LOS
- e. FAQ

Option B: Alphabetical Order

Draft TOC

- 4. Preface
 - a. Expectations (from Town and from Applicant)
- 5. Processes
 - a. Annexation
 - b. Appeal of Administrative Decision
 - c. Building Permits
 - d. Development Permit
 - i. Administrative
 - ii. Minor
 - iii. Major
 - e. Encroachment Permits
 - f. How to Start a Business Overview
 - g. Mobile Vending Permits
 - h. PUD Amendment
 - i. Minor
 - ii. Major
 - i. PUD Concept Plan
 - j. PUD Development Plan
 - k. Rezone
 - l. Sign Permits
 - m. Subdivision
 - i. Minor
 - ii. Major
 - 1. Sketch Plan
 - 2. Preliminary Plan
 - 3. Final Plat
 - iii. Lot Line Adjustment/Lot Consolidation
 - iv. Subdivision Design Variance
 - n. Use Review
 - i. Administrative Use Review
 - ii. Conditional Use Permits
 - iii. Special Use Permits
 - o. Variance
 - p. Vacation of Easement
 - q. Vacation of ROW
- 6. Appendices
 - a. Application Checklists
 - i. Building Permit
 - ii. Development Permit
 - iii. Rezoning
 - iv. Special Use

- v. Subdivision
 - vi. Variance
- b. Application Forms
 - i. Preapplication Meeting Form
 - ii. Land Use Development Application Form
 - iii. Sign Permit Application Form
- c. Signature Blocks
- d. LOS
- e. FAQ

Draft TOC

1. Preface
 - a. Expectations (from Town and from Applicant)
2. Processes
 - a. Annexation
 - b. Rezoning
 - c. Variance
 - d. PUD
 - i. Rezoning
 - ii. Concept Plan
 - iii. Zoning Plan
 - iv. PUD Amendment (Major)
 - v. PUD Amendment (Minor)
 - e. Use Permits
 - i. Minor Use Review
 - ii. Administrative Use Review
 - iii. Conditional Use Permit
 - iv. Special Use Permit
 - f. Development Permit
 - i. Design Variance
 - ii. Administrative Development Permit
 - iii. Minor Development Permit
 - iv. Major Development Permit
 - g. Subdivision
 - i. Design Variance
 - ii. Easement Vacation or Relocation
 - iii. Lot Line Adjustment/Consolidation
 - iv. Minor Subdivision
 - v. Major Subdivision
 1. Sketch Plan
 2. Preliminary Plan
 3. Final Plat
 - h. Administrative Plat Amendments
 - i. Correction Plats
 - ii. Modification for Townhouse Lots
 - iii. Minor Adjustments
 - iv. Major Plat Amendments
 - i. Vacation of ROW
 - j. Administrative Adjustment
 - k. Encroachment Permits
 - l. Sign Permits
 - m. Appeal of Administrative Decision

- n. LUDC Interpretation
- o. LUDC Text Amendment
- 3. Appendices
 - a. Application Checklists
 - i. Building Permit
 - ii. Development Permit
 - iii. Rezoning
 - iv. Special Use
 - v. Subdivision
 - vi. Variance
 - b. Application Forms
 - i. Preapplication Meeting Form
 - ii. Land Use Development Application Form
 - iii. Sign Permit Application Form
 - c. Signature Blocks
 - d. LOS
 - e. FAQ

| DDA FUND - OPERATING EXPENDITURES | | 2026 BUDGET REQUEST | | | | | | Year over Year difference | Historical Comparison |
|-----------------------------------|----------------------------|---------------------|---------------|--------------|---------------|----------------|--|---------------------------|-------------------------------|
| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL | DETAIL | ONE TIME (X) | ON GOING (X) | CARRY OVER (X) | NOTES | 2025-2026 under/(over) | 3 yr. avg - 2026 under/(over) |
| 9150210 | OFFICE SUPPLIES | - | | | | | | - | - |
| 9150220 | OPERATING SUPPLIES | - | | | | | | - | - |
| 9150330 | DUES & SUBSCRIPTIONS | 1,000 | 1,000 | | X | | Downtown Colorado, Inc. (DCI) Membership | | |
| | | | 5,400 | | X | | Northland Securities - Financial Planner | | |
| | | | 3,000 | | X | | Website Maintenance | | |
| | | | 4,000 | | | X | Grant Writing Services | | |
| | | | 6,000 | | | X | DCI Community Agreement | | |
| | | | 3,050 | | X | | Communications & Marketing - Ongoing | | |
| 9150347 | PROFESSIONAL SERVICES | 25,600 | 4,150 | | X | | Communications & Marketing Services | - | 4,149 |
| | PROGRAMMING | 15,000 | 10,000 | | | X | Second Street Activation | | |
| | | | 5,000 | | | X | Broadway Street Flower Planters | | |
| 9150351 | LEGAL SERVICES | 5,000 | 5,000 | | X | | Legal Services | (2,000) | (2,870) |
| 9150362 | COMPUTER SUPPORT | - | | | | | | - | - |
| 9150371 | TRAVEL | 2,000 | 2,000 | | X | | Travel for Trainings (mileage, lodging, meals) | (950) | (1,524) |
| | | | | | | | Downtown Eagle Project Investment Program. REDI Grant \$50K Budget: \$40K grant reimbursement / \$10K TIF DDA match. Contract deadline is June 30, 2026. Unsure yet how much reimbursement will be needed in 2025. Add in closer to budget deadline. | 100,000 | 28,067 |
| 9150379 | GRANT PROGRAM EXPENDITURES | - | | | | | | - | 17,100 |
| 9150380 | TUITION & BOOKS | 500 | 500 | | X | | DCI Conference | 850 | (275) |
| 9150385 | TREASURERS FEES | - | | | | | | - | 436 |
| 9150510 | INSURANCE | 50 | 50 | | X | | Cirsa | - | (22) |
| | TOTAL | 49,150 | 49,150 | - | 20,000 | 29,150 | | 97,900 | |

DRAFT



July 28, 2025

Town of Eagle
ATTN: Town Council
PO Box 609
Eagle, CO 81631

RE: Proposal for Commercial Vacancy Fee within the DDA District

Dear Distinguished Council Members,

On behalf of the Town of Eagle Downtown Development Authority (DDA), we are writing to formally recommend the consideration and implementation of a **commercial vacancy fee** for properties within the DDA boundaries. The goal of this measure is to proactively address the ongoing issue of prolonged commercial vacancies in the downtown core, which can negatively impact economic vibrancy, community perception, and the success of surrounding businesses. As stewards of the town's core values: beautification, placemaking, arts, and recreation, we are committed to ensuring that the core district of Eagle reflects these priorities and enhances the vibrancy and character of downtown.

Background & **Justification:**
Persistent vacant storefronts within our DDA district can create a perception of economic stagnation, reduce pedestrian activity, and hinder the growth of a thriving downtown. While property owners certainly face their own challenges, encouraging the timely activation of commercial spaces is in the broader public and economic interest of the Town of Eagle.

In evaluating potential solutions, the DDA has studied policy models from other municipalities, including the **City of San Francisco**, which adopted a commercial vacancy tax in high-impact areas to promote faster leasing, upkeep, and adaptive reuse of empty commercial spaces. Similar programs have proven effective in motivating property owners to list, maintain, and activate their commercial properties or partner with temporary tenants and civic uses.

Recommendation:
The DDA recommends that Town Council consider adopting a **Commercial Vacancy Fee Ordinance** applicable to properties within the DDA district that remain unoccupied beyond a defined grace period (e.g., 6–12 months). The framework might include:

- A tiered annual fee for properties that remain vacant beyond the grace period.
- Clear definitions of what constitutes “vacancy.”
- Reasonable exemptions for active renovations, pending leases, or demonstrated hardships.
- Fee revenues reinvested into downtown revitalization and small business support initiatives.



Next

We respectfully request that Council direct Town staff to explore and draft a policy framework for this vacancy fee, ideally in collaboration with the DDA and legal counsel. The DDA would welcome the opportunity to participate in this process and host public listening sessions with property owners and local businesses to ensure a balanced and constructive approach.

Steps:

Thank you for your continued partnership in strengthening downtown Eagle as a vibrant, welcoming, and economically resilient destination.

Thank you for your time and consideration.

Sincerely,

Greg Schroeder

Chair, Downtown Development Authority
Town of Eagle