



**Planning & Zoning Commission
Tuesday, September 16, 2025, 6:00 PM
Public Meeting Room / Eagle Town Hall
200 Broadway, Eagle, CO 81631**

This agenda and the meetings can be viewed at www.Townofeagle.org.

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MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION

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Please Note: All participants must remain muted until they are requested to speak. This will reduce background noise disruptions for all meeting attendees. When it is your turn to speak, you will have three (3) minutes for public comment. For technical difficulties, please email denise.cardoza@townofeagle.org and we will do our best to assist you.

PUBLIC COMMENTS: If you are unable to attend, public comments regarding any items on this agenda can be submitted to the Planning Department at Planning@townofeagle.org and will be included as part of the record.

REGULAR MEETING CALLED TO ORDER

OATH OF OFFICE - ANDREW ATKINS

1. Oath of Office - Andrew Atkins

DECLARATION OF CONFLICTS OF INTEREST

APPROVAL OF MINUTES *Approval of minutes from the following meeting(s) of the Planning & Zoning Commission.*

1. September 2, 2025 P&Z Meeting Minutes

PUBLIC COMMENT

Citizens are invited to comment on any item not on the agenda subject to a public hearing. Please limit your comments to three (3) minutes per person. Those who are speaking are requested to state their name & address for the record.

PUBLIC HEARINGS

1. Project: LUDC25-04 Amendment to the Land Use and Development Code to adopt a fast-track review process for affordable housing projects
- File # LUDC25-04
- Applicant: Town of Eagle
- Location Town of Eagle
- Staff Contact: Jessica Lake, Senior Planner
- Request: Adopt a fast-track review process for affordable housing projects, adding a new section to Chapter 4.17 of the Land Use and Development Code, and repealing and replacing Section 13.14.030. of the Building Code.

COMMUNITY DEVELOPMENT DEPARTMENT AND TOWN COUNCIL UPDATE

Staff update to the Planning & Zoning Commission on recent work, upcoming files and decisions made by Town Council.

1. Department Update

OPEN DISCUSSION

ADJOURN

I hereby certify that the above Notice of Meeting was posted by me in the designated location at least 24 hours prior to said meeting.

Gram Dick
Administrative Technician II



OATH

I, Andrew Atkins, so solemnly swear that I will support the Constitution and laws of the United States, the Constitution and laws of the State of Colorado, and the Ordinances and Codes of the Town of Eagle, and that I will faithfully perform all duties of the office of Planning and Zoning Commissioner, upon which I am about to enter.

Sworn to this ____ day of _____, 2025.

Signature of Member

ATTEST:

Larry Pardee, Town Manager



MEETING MINUTES
Planning & Zoning Commission
Tuesday, September 2, 2025, 6:00 PM
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PUBLIC WIFI – Eagle Guest

MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION

This was an in-person meeting with option for the public to attend via Teams.

6:00 PM - REGULAR MEETING CALLED TO ORDER

Commissioner Mathew Hood called the meeting to order at 6:00 PM.

COMMISSIONERS PRESENT

Weston Arbogast, Matt Hood, Keith Montag, Chad Koch, Bill Nutkins Jennifer Sturgeon, Keegan Winkeller

COMMISSIONERS ABSENT

None

STAFF

Peyton Heitzman – Community Development Dir.
Jessica Lake – Senior Planner
Sydney Dynek – Planner I
Gram Dick – Admin Tech II
Kyle Brotherton – Planner III

APPROVAL OF MINUTES

1. Minutes approved from June 17, 2025

PUBLIC COMMENT

Commissioner Hood opened the floor for public comments on items not on the agenda, but there were none.

OATH OF OFFICE

The meeting commenced with Chad Koch taking the oath of office and being formally welcomed as a new member of the Planning and Zoning Commission. The oath affirmed his commitment to uphold the laws and responsibilities of the position.

PRESENTATION

1. Project: State Resilience Code Presentation

File #: N/A

Applicant: N/A

Location: Town of Eagle

Staff Contact: Sydney Dynek, Planner

Request: A presentation on the State Resilience Code, providing high level background information before a future work session.

Discussion

Eric Lovegren and Paul Cade presented a detailed overview of the Colorado State Wildfire Resilience Code, highlighting both its statewide implications and the local response within Eagle County, including the Town of Eagle. They explained the formation of the Colorado Wildfire Resiliency Code Board and the development of a minimum Wildland Urban Interface (WUI) code, which all jurisdictions are required to adopt or exceed by March 2026, with enforcement beginning in July 2026.

Local municipalities have been collaborating for nearly two years to align existing regulations, identify gaps, and develop a model code grounded in California's Chapter 7A and ICC standards. The purpose is to create uniform standards that reduce administrative burden while enhancing wildfire protection. The new code will employ hazard-based tiers, applying more stringent requirements in high-risk areas and focusing on building materials, landscaping, and defensible space. It will primarily apply to new construction, major additions, and significant exterior renovations.

In response to commission inquiries, Lovegren and Cade clarified that although adherence to the new code may enhance insurance transparency and insurability, there are no guarantees of improved coverage or lower rates, as insurance practices are influenced by broader risk factors. The presentation also addressed integration of fire-resistant and low-water-use landscaping, referencing statewide and Vail-specific plant lists and guides. Members emphasized the need for performance-based standards over prescriptive requirements to preserve community values and accommodate smaller lots.

Further, the Council and staff discussed the challenges of aligning the new code with homeowner association (HOA) covenants, especially in light of new state legislation that restricts HOAs from prohibiting fire mitigation efforts. A phased implementation strategy and outreach campaign were proposed to reach members of the public and educate the community about fire mitigation efforts, as well as the recent legislation that was passed.

PUBLIC HEARINGS

1. Project: Status Update: LUDC25-03 Chapter 4.17 Amendments

File #: LUDC25-03

Applicant: Town of Eagle

Location: Town of Eagle

Staff Contact: Kyle Brotherton, Planner III

Request: Receive Planning Commission feedback on Chapter 4.17.

Staff Presentation

Input was provided by Commissioner Mathew Hood, who emphasized that, due to the administrative nature of the evening's agenda and the general applicability of topics to all residents, no specific conflicts were anticipated at this meeting. A new standing agenda item was introduced for future declarations of conflicts, and it was agreed that formal training on this matter would be scheduled for commission members.

Kyle Brotherton presented a status update on proposed amendments to Chapter 4.17 of the Land Use Development Code (LUDC). Several key areas were reviewed, with discussion and feedback from commission members.

First, staff identified internal code conflicts, such as discrepancies in the procedures for administrative adjustments, minor subdivisions, and final plat approvals. The proposal is to resolve these conflicts by defaulting to the most time-efficient options, pending legal review.

Next, staff recommended the removal of the Town Council's call-up procedure, which currently allows unilateral Council review of Planning Commission decisions. This change is intended to improve process reliability and developer certainty, although commission members agreed to remove this section, the Commissioners identified that the Town Council will ultimately be the ones making the decision to remove this section of code.

Regarding development impact reports, concerns were raised about the frequent use of vague "will not impact" responses and the lack of expertise among applicants. To address this, members agreed on implementing quantitative thresholds—such as project size or proximity to sensitive areas—to trigger mandatory impact studies.

For development plan thresholds, the commission agreed that staff-level approval should apply to residential and mixed-use projects up to 7 dwelling units, with 8 or more requiring commission review. For non-residential and mixed-use projects, the limit was set at 15,000 square feet, using both unit count and square footage as triggering factors.

Staff also introduced the idea of requiring landscape permits for substantial landscaping or irrigation changes. This prompted debate around enforcement practicality, potential workload increases, and effectiveness. The commission favored an educational approach, particularly focusing on irrigation system safety and water conservation. Further clarification will be sought regarding plumbing permit requirements, especially for backflow prevention systems.

Finally, progress was reported on drafting a new administrative manual to standardize application requirements and review procedures. Staff requested feedback on content structure and emphasized the need for disclaimers in case of code conflicts. Stakeholder engagement, including groups like the Chamber of Commerce, will be prioritized moving forward.

COMMISSIONER QUESTIONS

No questions from Commissioners.

PUBLIC COMMENT

No Comments.

APPLICANT/STAFF RESPONSE TO PUBLIC COMMENTS

No Comments.

P&Z COMMISSION DELIBERATION AND FEEDBACK ON THE APPLICATION

No Comments.

MOTIONS

No Motions.

COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Peyton Heitzman provided several key updates. The Grand Ave Corridor Plan, including level of service discussions, is scheduled for December due to Public Works staffing constraints, with materials to be circulated in advance.

The commission was also asked to appoint a representative to the Haymeadow Park Advisory Committee. Jennifer Sturgeon volunteered.

Finally, staff confirmed that input from the meeting will be integrated into draft code language and administrative manual sections, with upcoming work sessions and public hearings planned. A joint session with Town Council may also be scheduled.

ADJOURN

Chair Mathew Hood motioned to adjourn. Commissioner Keith Montag seconded and the motion to adjourn passed unanimously. All in favor.

Meeting Adjourned at 8:05 pm

AI Assistance

These meeting minutes were generated with the assistance of AI technology to enhance accuracy, organization, and clarity. The final version was reviewed and approved by Gram Dick to ensure completeness and adherence to meeting records.



To: Planning & Zoning Commission

From: Jessica Lake, Senior Planner, Community Development Department
Nikki Davis, Economic Development & Housing Specialist

Date: September 16, 2025

Agenda Item: LUDC25-04 Text Amendment to establish a fast-track development review process for affordable housing projects

REQUEST:

For the Planning Commission to review and recommend approval for a text amendment to the Land Use and Development Code (LUDC) and the Building Code (Title 13) establishing regulations for a fast-track development review process for affordable housing projects, termed the Eagle Express Lane.

BACKGROUND:

In 2023, the Town of Eagle opted into Proposition 123 by filing a housing development commitment with the State, pledging to increase the supply of affordable housing by 3% annually through 2026. To remain eligible for future funding cycles, the Town must both meet its unit production target (32 new, converted, or preserved affordable units by year-end 2026) and adopt an expedited review process for qualifying developments before January 2027.

To support these goals, the Town pursued and received a Local Planning Capacity Grant from the Colorado Department of Local Affairs (DOLA) in 2024. In partnership with the land-use consulting group, Logan Simpson, the project team launched the Affordable Housing Accelerator Project (AHAP). The AHAP includes three deliverables:

1. The research and creation of a fast-track development review process for projects with 50% or more affordable units (referred to as the Eagle Express Lane),
2. A land inventory and site suitability analysis, and
3. A funding strategy to advance future affordable housing opportunities.

The proposed Eagle Express Lane builds upon and expands Proposition 123's minimum requirements, including a 90-day review timeline, defined affordability thresholds, and eligible application types. Staff have also proposed enhancements, such as optional concurrent review

and tailored eligibility for mixed-use projects, to increase flexibility while considering staff capacity.

ANALYSIS:

The Eagle Express Lane is a new initiative aimed at accelerating the development review process for projects that make a significant contribution to the Town's affordable housing goals. To qualify for this fast-track review, a project must include at least 50% affordable housing units. For the purposes of the Express Lane, affordable housing is defined as:

- **Rental units** serving households earning at or below 60% of the Area Median Income (AMI), and
- **For-sale units** serving households earning at or below 100% AMI.

In both cases, total housing costs must not exceed 30% of the household's monthly income. Under Proposition 123, housing costs are calculated differently depending on the unit type:

- For **for-sale units**, costs include only the mortgage principal and interest, excluding property taxes and insurance.
- For **rental units**, costs include only the base rent, excluding all utility payments.

This 30% affordability threshold represents a new standard for the Town of Eagle. To ensure compliance, staff will draft a new deed restriction template specifically tailored to Express Lane applications.

Affordability requirements under the LERP program will remain unchanged. These two sections of the Code—Express Lane and LERP—will generally operate independently. However, it is important to note that projects eligible for Express Lane review will exceed the requirements of LERP, which typically provides exemptions for affordable housing units that meet or surpass its standards.

In addition to the above, only certain application types are eligible for the Express Lane. Per state statute, eligible application types are use permits, development permits, variances, PUDs that are not rezonings, and building permits. Staff has expanded the list to include minor subdivision final plat, condominium/townhome final plat, and amended or corrected final plat. Each type of application initiates the 90-day review and decision period anew; however, staff have the discretion to allow concurrent review of applications within a single 90-day period.

Qualifying projects will receive priority in the development review queue over non-qualifying applications. This approach supports the Town's commitment to increasing affordable housing in accordance with the requirements of Proposition 123. It helps ensure that new development aligns with the community's long-term housing needs. This is a key step toward making Eagle a more inclusive and livable community for everyone.

Staff are mindful of the need to implement the Eagle Express Lane in a way that does not overwhelm existing resources. Accordingly, the initial implementation includes relatively stringent qualification requirements—limiting eligibility to 50% of the residential inventory and applying lower AMI caps—which staff believe will help ensure the process remains manageable

within current capacity. As the Town rolls out new permit tracking software and adopts updates to Chapter 4.17 (Administration and Procedures), staff anticipate these changes will create additional capacity. At that point, further refinements to the ordinance may be considered to improve efficiency and responsiveness, such as reducing the barrier to entry (e.g., lowering the percentage of residential inventory), thereby allowing more applications to qualify.

As part of the development process, the project team consulted with internal departments, including Building and Public Works, as well as third-party referral agencies such as the Eagle Police Department and Greater Eagle Fire Protection District. Staff recognize that effective implementation will require new operational protocols to be developed in close coordination with these partners, to maintain service quality and review standards.

Because the Proposition 123 requirement to adopt an expedited review process is new to many local governments, the project team submitted the draft Express Lane language to DOLA for review. DOLA's feedback affirmed that the Town's proposed approach aligns with the statute and exceeds minimum requirements in certain areas, such as inclusion of certain subdivision applications and the allowance for concurrent application review. DOLA also offered helpful guidance to clarify definitions, hearing procedures, and completeness review protocols. These recommendations have been reviewed and incorporated where appropriate, helping ensure the final draft aligns with both state expectations and practical implementation.

Two work sessions to solicit feedback from Town Council and the Planning Commission have been held on this project. The first occurred on March 4, 2025 and the second on August 5, 2025. The current version of the Express Lane language reflects minor revisions from the draft presented at the March 4 work session ([LINK](#)). While the policy framework remains substantively unchanged, the language has been refined to improve clarity, consistency, and alignment with internal terminology. These edits also streamline formatting for future incorporation into the Land Use Code. No material changes have been made to the qualifying criteria, review timeline, or procedural structure.

Feedback from August 5th Work Session:

Staff heard concerns about referral agency's ability to review applications in a condensed timeframe. Planning staff have met with referral agencies about this fast-track process and we will continue to work with those internal and external agencies to help facilitate more streamlined and efficient review processes. Planning staff have also met with other municipalities who have already implemented a fast-track process and will continue to reach out to those resources to better understand what to expect and how to create additional process efficiencies.

Staff also heard concerns that up-valley employers could utilize this process to fund housing projects in Eagle that primarily serve the resort job centers. Staff are not aware of any existing ordinances that would prevent this outcome, regardless of whether the Express Lane is in place. However, the Express Lane provides a clear benefit in that its affordability requirements exceed those of the Town's inclusionary housing ordinance (also known as the Local Employee Residency Program), thereby contributing to greater diversity within Eagle's affordable housing stock. Additionally, staff fielded questions about compliance and enforcement. Because DOLA does not

expressly prescribe how communities should establish and monitor compliance, staff will work with the Town Attorney to incorporate these standards into the Fast-Track-specific deed restrictions and update the Housing Guidelines.

The Council raised questions about the benefits of continuing to opt-in to Proposition 123 and whether the Town will meet its housing growth commitment. Staff have not yet begun the process of counting qualified units but will continue to provide updates as the effort progresses. Additionally, staff will work to provide an analysis of the return on investment for remaining opted-in to the proposition, as well as an overview of the funding streams available through the program.

Since opting-in to Proposition 123, the Town has filed and been awarded two grants under DOLA's Planning Capacity Grant program. The first supported work under AHAP, as previously described, and the second was a \$212,000 grant for software implementation. The Town also retains the ability to apply for additional funds for Town-initiated projects and for projects in partnership with the development community.

For Commissioners interested in learning more about funding opportunities available under Proposition 123, additional information is available on the program's website ([LINK](#)).

Review Criteria:

STANDARD #1: *Comprehensive Plan. The text amendment is consistent with the Comprehensive Plan.*

Staff Comment: Goal 1-1. Directs us to promote a wide range of attainable housing opportunities for young adults, families, aging residents, workforce, and others and Policy 1-1.3. states, stimulate the creation of workforce housing through town policies, incentives, and regulatory procedures. Collaborate with community partners and the private sector to expand the reach of Eagle's workforce housing efforts.

This new process will create an avenue for staff to approve projects with a demonstrated affordable housing component faster. The intent of this process is to incentivize housing projects that are affordable at lower AMI levels by agreeing to get them from a complete application to a decision as quickly and efficiently as possible.

STANDARD #2: *Land Use and Development LUDC standards; conflict. The text amendment is consistent with and does not conflict with or contradict other provisions of this LUDC.*

Staff Comment: Staff have not identified any conflicts or inconsistencies with other provisions of the LUDC.

STANDARD #3: *Specific reasons. A proposed LUDC text amendment shall meet at least one of the following specific reasons:*

- i. *Community need or development trend or change. The text amendment is necessary to address a demonstrated community need or anticipated change in development trends;*
- ii. *Changed conditions. The text amendment is necessary to respond to specific changes in conditions or policy; or*
- iii. *Clarification or modification. The proposed LUDC text amendment provides a clarification or modification to current standards or procedures that will aid the overall function of the LUDC.*

Staff Comment: The proposed text amendment meets both the first and second criteria outlined in Standard #3. It responds to a demonstrated community need—specifically, the elevation of housing as a priority—and to changed conditions, including shifts in State policy and the Town’s participation in Proposition 123.

COMMUNITY INPUT:

A focus group of 13 Eagle community members, including representatives from Town Council and the Planning & Zoning Commission, was convened to help guide the AHAP process. The first workshop, held on November 21, 2024, introduced the Express Lane concept and land inventory analysis. A second took place on March 3, 2025, where participants reviewed and provided feedback on all three components of the AHAP. The following day, March 4, the project team facilitated a public joint work session with the Town Council and the Planning & Zoning Commission, to further refine the AHAP through policy-level input from both bodies.

Notably, throughout these discussions, local residential developers expressed concerns about the feasibility of the Express Lane’s income thresholds. Specifically, whether rental units at or below 60% AMI and for-sale homes at or below 100% AMI could be delivered, given rising construction and labor costs. In response, the project team acknowledged these challenges and clarified that the Express Lane is a voluntary tool intended to incentivize and support housing projects aiming for deeper affordability.

The Public Hearing dates were published in the Vail Daily on Thursday, August 28, 2025. Staff have not received any public comment ahead of this hearing.

NEXT STEPS: Below is the estimated timeline for the remaining tasks required to complete the AHAP. Please note that the Town’s Local Planning Capacity Grant contract is set to expire on December 31, 2025.

1. Adoption of the Eagle Express Lane
 - i. August 5 – Town Council and Planning & Zoning Commission Joint Work Session
 - ii. September 16 – Planning & Zoning Commission Recommendation Hearing
 - iii. October 28 – Town Council Adoption via Ordinance
2. Acceptance of the Land Inventory Analysis and Funding Strategy Deliverables
 - i. October 28 – Town Council Acceptance via Resolution

3. Filing of Project Completion with DOLA
 - i. October 30 – Local Planning Capacity Grant quarterly reporting deadline
 - a. Eagle Express Lane Adoption Ordinance
 - b. Land Inventory Analysis and Funding Strategy document package

Following the conclusion of the AHAP, staff will transition toward the following efforts to advance implementation:

1. Develop coordinated procedures with internal departments and referral agencies to support efficient review of Express Lane-eligible applications.
2. Pursue the Local Planning Capacity Grant - New Incentive Fund. Local governments that adopt a Proposition 123-compliant fast-track review process by December 31, 2025, are eligible for an additional \$50,000 grant with no local match required. At a future Town Council meeting, staff will present a list of proposed Housing or Planning initiatives that qualify for this funding.
3. Complete work on the Eagle County Regional Housing Needs Assessment, including development of Eagle's Housing Action Plan. Per Senate Bill 24-174, each participating jurisdiction is required to submit an approved Housing Action Plan as part of the regional assessment.
4. Evaluate and present the potential benefits of filing a Rural Resort Income Limit Petition for the Town of Eagle. This petition, if approved by the State, would allow the Town to adjust the Area Median Income (AMI) limits for housing units counted toward its Proposition 123 growth commitment. The exemption applies specifically to units supported through the Land Banking, Equity, and Concessionary Debt programs.

BUDGET / STAFF IMPACT:

The \$68,000 AHAP budget, jointly funded by the Local Planning Capacity Grant and a \$13,600 investment from Town Council, is fully allocated. As the AHAP concludes, future expenditures are expected to be minimal, limited to legal review associated with code amendments and the adoption of the Eagle Express Lane.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED:

The proposed Eagle Express Lane aligns with the Strategic Plan's goal to expand access to diverse and attainable housing options. If adopted, it also advances Policy 1-1.3 of the Elevate Eagle Comprehensive Plan by promoting workforce housing through targeted policies, incentives, and streamlined regulations.

RECOMMENDED ACTION OR PROPOSED MOTION:

I move to approve PZ Resolution 07, Series 2025, recommending approval of the amendment to the Town of Eagle Municipal Code, File #LUDC25-04.

ATTACHMENTS:

1. PZ Resolution 07, Series 2025
2. Final Draft of the Eagle Express Lane (Draft Version 4)
3. Presentation Slides

**TOWN OF EAGLE, COLORADO
PLANNING AND ZONING COMMISSION
RESOLUTION NO. 007
(Series of 2025)**

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF EAGLE, COLORADO RECOMMENDING AMENDING TITLE 4 OF THE TOWN CODE TO CREATE A FAST-TRACK REVIEW PROCESS FOR AFFORDABLE HOUSING PROJECTS, ADDING A NEW SECTION TO CHAPTER 4.17 OF THE LAND USE AND DEVELOPMENT CODE AND REPEALING AND REPLACING SECTION 13.14.030. OF THE BUILDING CODE

WHEREAS, pursuant to C.R.S. § 31-15-103, municipalities shall have power to make and publish ordinances which are necessary and proper to provide for the safety, to preserve the health, promote the prosperity, and improve the morals, order, comfort, and convenience of such municipality and the inhabitants thereof not inconsistent with the laws of this state; and

WHEREAS, the Town of Eagle (the "Town") is a home-rule municipality organized under Article XX of the Colorado Constitution and with the authority of the Eagle Home Rule Charter (the "Charter"); and

WHEREAS, pursuant to Section 1.01.080 of the Eagle Town Code (the "Code"), the Town may amend the Code and pursuant to Section 4.17.120 of the Code, the Town may amend the Land Use and Development Code (the "LUDC"); and

WHEREAS, Colorado Proposition 123, or "Colorado's Affordable Housing Financing Fund" was approved by Colorado voters in November, 2022, dedicating 0.1% of state income tax to fund housing programs and developments; and

WHEREAS, local governments are only eligible for this funding if their program or development takes place in cities or counties that have adopted an affordable housing review fast track ordinance; and

WHEREAS, the Planning and Zoning Commission wishes to amend Title 4 and Title 13 of the Code creating of a new process for fast-track review for affordable housing projects; and

WHEREAS, the Planning and Zoning Commission finds and determines that the proposed amendments to the Code outlined herein are reasonably necessary to promote the legitimate public purposes of the public health, safety, and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE TOWN OF EAGLE, COLORADO AS FOLLOWS:

Section 1. **Amendment to Code – 4.02.050.A.4.** Title 4, Section 4.02.050. of the Code is

hereby amended to add the following purpose statement:

4. This section is distinct from the process described in Section 4.17.200. Affordable Housing Express Lane Review. This subsection 4.02.050 is applicable to all new developments and additions of housing within the Town, whereas Section 4.17.200 is a process by which projects meeting the requirements described therein may be processed expeditiously. Definitions for affordable housing in Section 4.17.200. and affordable housing unit in Section 4.02.050. are applicable only in those respective sections of the LUDC and shall not be applied to other sections of the Code.

Section 2. Amendment to Code – 4.17.200. Affordable Housing Express Lane Review. Title 4, Chapter 4.17 of the Code is hereby amended to add the following process:

Section 4.17.200. Affordable Housing Express Lane Review.

A. Overview

1. Express Lane review is required for projects that have fifty percent (50%) or more units as Affordable per section 4.17.200.B. Projects that include development applications identified in Table 4.17-24: Express Lane Review Application Review Requirements are eligible for the Express Lane Review and Decision Process. Express Lane applications shall be given priority over other projects in the development review process and processed within ninety (90) days of determination of completeness per sections 4.17.030 and 4.17.040.
 - a. In the context of this section, priority means giving preference to review of an Express Lane application over review of non-Express Lane applications. The following may apply:
 - i. Public Hearings of Express Lane Applications shall be scheduled on the next available hearing date; and
 - ii. If an application is continued by the approval authority, the applicant shall be given preference on the next available hearing date.
2. An applicant may opt out of the ninety (90) day Express Lane Review Process, with a written request to the Community Development Director.

B. Affordable Housing Defined

1. For the purpose of this section, Affordable Housing is defined as follows:
 - a. Rental housing at or below sixty percent (60%) Area Median Income (AMI); or
 - b. For-sale housing at or below one-hundred percent (100%) AMI; and
 - c. Costs less than thirty percent (30%) of household monthly income.

C. Applicability and Eligibility

1. To be eligible for the Express Lane Review Process, the development shall:
 - a. Include a legally binding affordability mechanism to ensure continued

affordability, such as a deed restriction, use covenant, land trust, or other legally enforceable mechanism, affordable housing dwelling units or lots, as defined in Section 4.17.200.B (Affordable Housing Defined); and

- b. Be a residential development project with affordable housing restrictions on a minimum of fifty percent (50%) of the total proposed dwelling units or lots.
2. Applications that are eligible for Express Lane review, if they meet the Affordable Housing requirements, as defined in this section, are outlined in Table 4.17-24.

Table 4.17-24: Express Lane Review Application Types	
Application Type	Eagle Town Code Section
Land Use	
Administrative or Minor Use Permit	4.17.060C.2
Conditional Use Permit	4.17.080B
Special Use Permit	4.17.080E
Development Permit	4.17.080C
Administrative	
Minor	
Major	
PUD Concept Plan	4.08.060
PUD Final Plan	4.08.060
PUD Amendment	4.08.070
Minor Subdivision, Final Plat	4.17.100C
Condominium/Town home, Final Plat	4.17.100F
Amended or Corrected Final Plat	
Variance	4.17.080F
Other	
Building Permit	13.14.030

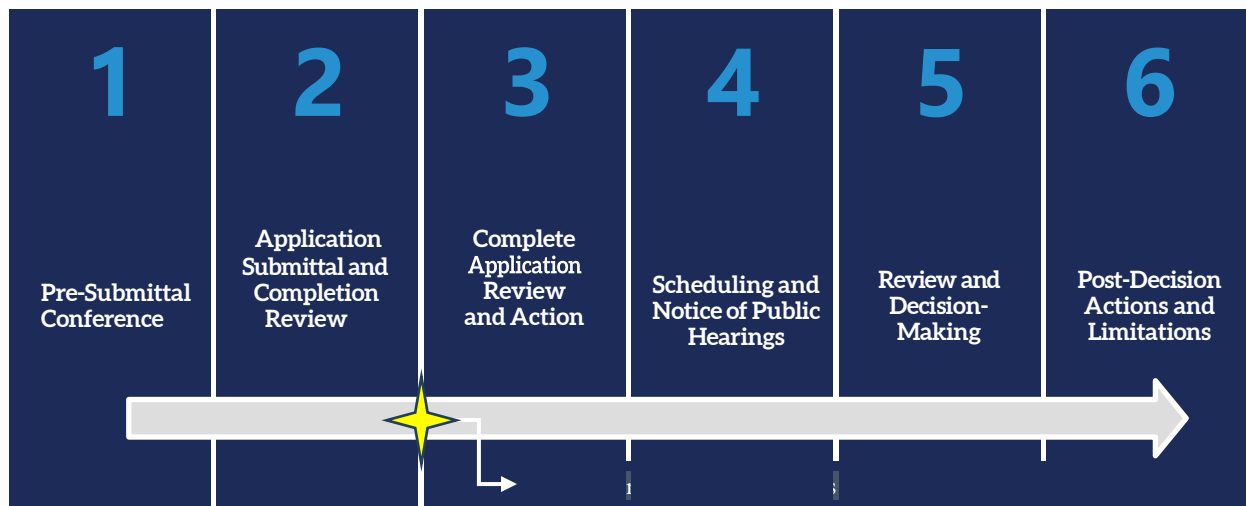
D. Concurrent Applications in Express Lane Review

1. For a development that may require multiple application types eligible for Express Lane review, applications may be submitted for concurrent processing at the discretion of the Director. In such case, the total timeframe for the complete package of applications shall be ninety (90) days. For example, if a minor development application and minor subdivision application are submitted for concurrent review, the total timeframe for review of both applications together shall be ninety (90) days rather than ninety (90) days per application, or one-hundred and eighty (180) days. An applicant may also request sequential stacking of applications where each application is reviewed within its own (90) day process. The applicant may also request to submit a second application once the first application has been deemed complete. The allowance for any of these concurrent

processes will be at the discretion of the Director and will be based on capacity of planning staff and referral agencies.

E. Review Procedures

1. Applications eligible for the Express Lane review are typically processed in accordance with the following steps and as stated in State of Colorado Proposition 123. Additional supporting documents may be required and are listed on the Town of Eagle Website.
 - a. **Step 1:** Pre-submittal Conference with Staff and appropriate referral agencies and as defined in Section 4.17200.E (Express Lane Submittal Requirements).
 - b. **Step 2:** Application Submittal and Completion Review. An applicant shall submit the appropriate application form and supporting materials as determined in the pre-submittal conference(s) with staff and referral agencies for review of completion as defined in Section 4.17.030 (Application Submittal and Completion Review).
 - c. **Step 3:** Complete Application and Action. Once an application is determined complete per Step Three (3), the ninety (90) day Express Lane review process begins.
 - d. **Step 4:** Scheduling and Notice of Public Hearings. Should an application be required to go through the Public Hearing process per section 4.17.050 (Scheduling and Notice of Public Hearings), the Express Lane application shall be noticed for the Planning and Zoning Commission in addition to the Town Council Public Hearing Agenda at the same time.
 - e. **Step 5:** Review and Decision-Making. A final decision by the appropriate decision-making body as determined in Section 4.17.060 (Review and Decision-Making), shall be made within ninety (90) days of a complete application determination.
 - i. Final decision includes either approval or denial of the application and does not include a recommendation from a recommending body or post approval steps.
 - ii. A final decision may include approval with conditions, provided that the only conditions attached are those required to bring the application into compliance with the standards in this code.
 - f. **Step 6:** Post Decision. Post decision determination on each application is made in writing as defined in Section 4.17.070 (Post Decision Actions and Limitations) and is not included in the Express Lane review timeframe.
2. The processes for the above types of applications listed in Section 4.17.200.C.3 (Applicability and Eligibility) be found by clicking on the section links provided in Table 4.17-24 (Express Lane Review Application Types).



F. Submittal Requirements

1. All applications reviewed in the Express Lane shall be required to attend a pre-submittal conference(s) as outlined below:
 - a. Town Staff will provide support in determining the required application(s) and, if necessary, the timing of multiple application submittals (i.e., whether they may be processed concurrently or must be processed sequentially as outlined in section 4.17.200.F (Concurrent Applications in Express Lane));
 - b. Inform the applicant of submittal requirements;
 - c. Provide the applicant with an expected time frame for the Express Lane review process, outline expectations for Staff and referral agency review and applicant re-submittal;
 - d. Discuss general compliance with the zoning, use, density, development, and design standards, and attempt to identify potentially significant issues regarding compliance;
 - e. Determine whether additional Pre-Submittal Conference(s) will be necessary;
 - f. Discuss the need for any neighborhood meetings and public notice requirements; and
 - g. Engage the applicant in conversation with other departments or agencies to discuss potential significant considerations prior to application submittal.
2. An application is deemed complete when all of the following requirements for submittal per the application review checklist held at Community Development Department Office and as outlined in Sections 4.17.030 (Application and Submittal Review) and 4.17.040 (Complete Application and Review Action) are met. Complete Express Lane applications consider the following:
 - a. The applicant bears the burden of ensuring that the Express Lane application contains sufficient information to demonstrate compliance with the Code, application requirements, and contains all required supporting documents;

- b. A complete application review will be conducted for all Express Lane applications to determine that all required submittal materials are included in the submission;
 - c. The Director shall make a determination of application completeness and only initiate the review and processing of complete Express Lane applications;
 - d. If the application is determined to be complete, the Director shall communicate with the applicant, in writing, the timeframe for Express Lane review, the application shall then be processed according to the procedures set forth in this Chapter, not to exceed ninety (90) days from completeness date; and
3. If an application is determined to be incomplete, the Director shall notify the applicant of any missing materials or requirements that need to be met for the application to be complete. Timeframes to ensure timely review of materials by Staff and turnaround times for the applicant may be discussed during pre-submittal. No further processing of an incomplete application shall occur, and the application shall be considered inactive until such time deficient submittals are provided.
 4. Review process shall follow the applicable procedures per application type as defined in this Chapter and within the Town of Eagle Administrative Manual held online or within the Community Development Department Office.

E. Extensions

1. An applicant may request a one-time extension, in writing, for an additional ninety (90) days for compliance with state law or court order, or for a review period required by another local government, or agency within or outside the Town of Eagle, for any component of the application requiring that government's or agency's approval.
2. The Town of Eagle may implement one or more thirty (30) calendar day extensions to work with an applicant on addressing comments or revisions to an application. The extension period shall not exceed the time between the request and the applicant's response, plus thirty (30) days. The applicant must provide the requested information or revisions promptly and, whenever possible, respond to the extension with acknowledgment within five (5) business days.

Section 3. Amendment to Code Section 13.14.030. – Issuance of Permits. Title 13, Section 13.14.030. of the Code is hereby repealed and replaced, as follows:

Section 13.14.030. – Issuance of Permits.

* * * *

A. The Building Official shall issue a permit where:

1. Application for a permit has been made in accordance with the provisions of this chapter.

2. The proposed work set out in the application conforms to this Title, the Town Land Use and Development Code, and all other laws, regulations, resolutions or orders applicable within the Town, including the necessity of a development permit if required pursuant to Chapter 4.17.
3. A building permit application shall be reviewed within ninety (90) days of complete application to the Building department where:
 - a. The application for building permit is for a development of fifty percent (50%) or more affordable housing as defined in Chapter 4.17.200. (Express Lane Review) and;
 - b. The application is determined “complete” where all required documents are submitted per Section 13.14.040. - Application, contents.
4. All construction drawings, applications, and permit fees have been submitted and approved, including those for plumbing, electrical, and mechanical portions of the project. A footing and foundation permit may be awarded prior to the reception of other permit information if adequate structural and site plan information has been provided.

B. The Building Official shall not issue a permit where:

1. The proposed work, as set forth in the application, or the proposed use of the building or structure when completed, does not comply with the provisions of the Town Land Use and Development Code.
2. The following subdivision improvements, in the subdivision where the proposed building or structure is located, as required in Section 4.14.240(G), have not been installed or have not been approved by the Town Engineer:
 - a. Survey monuments.
 - b. Wastewater lines and laterals to each lot.
 - c. Water mains and laterals to each lot.
 - d. Fire hydrants.
 - e. Storm drainage structures.
 - f. Grading, base construction and paving of streets and alleys.
 - g. Soil stabilizing structures.
 - h. Utilities, including telephone, cable television, electrical service, and gas lines, or as required by the applicable subdivision improvements agreement or development permit.
3. The proposed site is located in a development requiring a development permit pursuant to Chapter 4.17 and said development permit has not been issued.
4. The proposed site is located, all or in part, within any area determined by the Building Official to necessitate special building requirements as a result of potential avalanche, earth movement, floods, surface water, or other potentially hazardous conditions, or is located within an area of special flood hazard as designated pursuant to Chapter 4.14, and any special permits required by said chapter have not been obtained by the applicant. All special building requirements included in any special permit shall be incorporated into

the permit issued to the applicant under this Title.

5. In the opinion of the Building Official, the results of the tests referred to in Section 13.13.040(B)(2) are not satisfactory.

INTRODUCED, READ, PASSED AND ADOPTED ON SEPTEMBER 16, 2025.

TOWN OF EAGLE, COLORADO

Matthew Hood, Chair

ATTEST:

Gram Dick, Administrative Technician II



Town of Eagle AHAP

Affordable Housing Express Lane Review

All Language in the section below is new or copied and revised from other sections of the LUDC. No other section of 4.17 was revised during this process.

Proposed language to incorporate into Title 13: Building and Construction is included for consideration by the Building Department.

Incorporate language as new section 4.17 as follows:

4.17.200 AFFORDABLE HOUSING EXPRESS LANE REVIEW

A. Overview

1. Express Lane review is required for projects that have fifty percent (50%) or more units as Affordable per section 4.17.200.B. Projects that include development applications identified in Table 4.17-24: Express Lane Review Application Review Requirements are eligible for the Express Lane Review and Decision Process. Express Lane applications shall be given priority over other projects in the development review process and processed within ninety (90) days of determination of completeness per sections 4.17.030 and 4.17.040.
 - a. In the context of this section, priority means giving preference to review of an Express Lane application over review of non-Express Lane applications. The following may apply:
 - i. Public Hearings of Express Lane Applications shall be scheduled on the next available hearing date; and
 - ii. If an application is continued by the approval authority, the applicant shall be given preference on the next available hearing date.
2. An applicant may opt out of the ninety (90) day Express Lane Review Process, with a written request to the Community Development Director.

B. Affordable Housing Defined

1. For the purpose of this section, Affordable Housing is defined as follows:
 - a. Rental housing at or below sixty percent (60%) Area Median Income (AMI); or
 - b. For-sale housing at or below one-hundred percent (100%) AMI; and
 - c. Costs less than thirty percent (30%) of household monthly income.

C. Applicability and Eligibility

1. To be eligible for the Express Lane Review Process, the development shall:
 - a. Include a legally binding affordability mechanism to ensure continued affordability, such as a deed restriction, use covenant, land trust, or other legally enforceable mechanism, affordable housing dwelling units or lots, as defined in Section 4.17.200.B (Affordable Housing Defined); and
 - b. Be a residential development project with affordable housing restrictions on a minimum of fifty percent (50%) of the total proposed dwelling units or lots.
2. Applications that are eligible for Express Lane review, if they meet the Affordable Housing requirements, as defined in this section, are outlined in Table 4.17-24.

Table 4.17-24: Express Lane Review Application Types	
Application Type	Eagle Town Code Section
Land Use	
Administrative or Minor Use Permit	4.17.060C.2
Conditional Use Permit	4.17.080B
Special Use Permit	4.17.080E
Development Permit	4.17.080C
Administrative	
Minor	
Major	
PUD Concept Plan	4.08.060
PUD Development Plan	4.08.060
PUD Amendment	4.08.070
Minor Subdivision, Final Plat	4.17.100C
Condominium/Town home, Final Plat	4.17.100F
Amended or Corrected Final Plat	
Variance	4.17.080F
Other	
Building Permit	13.14.030

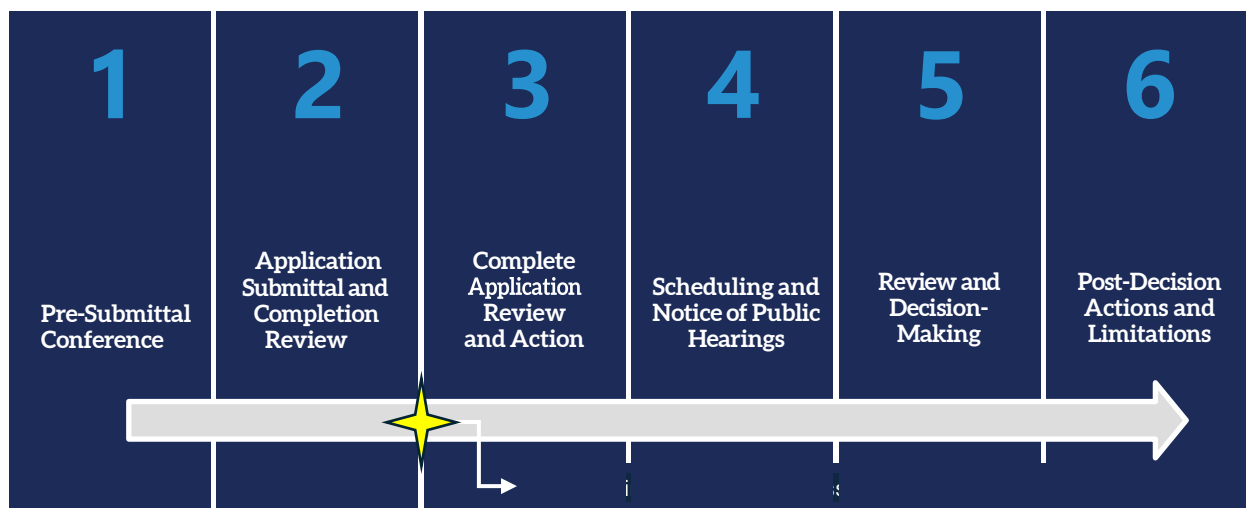
D. Concurrent Applications In Express Lane Review

1. For a development that may require multiple application types eligible for Express Lane review, applications may be submitted for concurrent processing at the discretion of the Director. In such case, the total timeframe for the complete package of applications shall be ninety (90) days. For example, if a minor development application and minor subdivision application are submitted for concurrent review, the total timeframe for review of both applications together shall be ninety (90) days rather than ninety (90) days per application, or one-hundred and eighty (180) days. An applicant may also request sequential stacking of applications where each application is reviewed within its own (90) day process. The applicant may also request to submit

a second application once the first application has been deemed complete. The allowance for any of these concurrent processes will be at the discretion of the Director and will be based on capacity of planning staff and referral agencies.

E. Review Procedures

- 1.** Applications eligible for the Express Lane review are typically processed in accordance with the following steps and as stated in State of Colorado Proposition 123. Additional supporting documents may be required and are listed on the Town of Eagle Website.
 - a. Step 1:** Pre-submittal Conference with Staff and appropriate referral agencies and as defined in Section 4.17200.E (Express Lane Submittal Requirements).
 - b. Step 2:** Application Submittal and Completion Review. An applicant shall submit the appropriate application form and supporting materials as determined in the pre-submittal conference(s) with staff and referral agencies for review of completion as defined in Section 4.17.030 (Application Submittal and Completion Review).
 - c. Step 3:** Complete Application and Action. Once an application is determined complete per Step Three (3), the ninety (90) day Express Lane review process begins.
 - d. Step 4:** Scheduling and Notice of Public Hearings. Should an application be required to go through the Public Hearing process per section 4.17.050 (Scheduling and Notice of Public Hearings), the Express Lane application shall be noticed for the Planning and Zoning Commission in addition to the Town Council Public Hearing Agenda at the same time.
 - e. Step 5:** Review and Decision-Making. A final decision by the appropriate decision-making body as determined in Section 4.17.060 (Review and Decision-Making), shall be made within ninety (90) days of a complete application determination.
 - i.** Final decision includes either approval or denial of the application and does not include a recommendation from a recommending body or post approval steps.
 - ii.** A final decision may include approval with conditions, provided that the only conditions attached are those required to bring the application into compliance with the standards in this code.
 - f. Step 6:** Post Decision. Post decision determination on each application is made in writing as defined in Section 4.17.070 (Post Decision Actions and Limitations) and is not included in the Express Lane review timeframe.
- 2.** The processes for the above types of applications listed in Section 4.17.200.C.3 (Applicability and Eligibility) be found by clicking on the section links provided in Table 4.17-24 (Express Lane Review Application Types).



F. Submittal Requirements

1. All applications reviewed in the Express Lane shall be required to attend a pre-submittal conference(s) as outlined below:
 - a. Town Staff will provide support in determining the required application(s) and, if necessary, the timing of multiple application submittals (i.e., whether they may be processed concurrently or must be processed sequentially as outlined in section 4.17.200.F (Concurrent Applications in Express Lane));
 - b. Inform the applicant of submittal requirements;
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 - d. Discuss general compliance with the zoning, use, density, development, and design standards, and attempt to identify potentially significant issues regarding compliance;
 - e. Determine whether additional Pre-Submittal Conference(s) will be necessary;
 - f. Discuss the need for any neighborhood meetings and public notice requirements; and
 - g. Engage the applicant in conversation with other departments or agencies to discuss potential significant considerations prior to application submittal.
2. An application is deemed complete when all of the following requirements for submittal per the application review checklist held at Community Development Department Office and as outlined in Sections 4.17.030 (Application and Submittal Review) and 4.17.040 (Complete Application and Review Action) are met. Complete Express Lane applications consider the following;
 1. The applicant bears the burden of ensuring that the Express Lane application contains sufficient information to demonstrate compliance with the Code, application requirements, and contains all required supporting documents;
 2. A complete application review will be conducted for all Express Lane applications to determine that all required submittal materials are included in the submission;
 3. The Director shall make a determination of application completeness and only initiate the review and processing of complete Express Lane applications;

4. If the application is determined to be complete, the Director shall communicate with the applicant, in writing, the timeframe for Express Lane review, the application shall then be processed according to the procedures set forth in this Chapter, not to exceed ninety (90) days from completeness date; and
3. If an application is determined to be incomplete, the Director shall notify the applicant of any missing materials or requirements that need to be met for the application to be complete. Timeframes to ensure timely review of materials by Staff and turnaround times for the applicant may be discussed during pre-submittal. No further processing of an incomplete application shall occur, and the application shall be considered inactive until such time deficient submittals are provided.
4. Review process shall follow the applicable procedures per application type as defined in this Chapter and within the Town of Eagle Administrative Manual held online or within the Community Development Department Office.

G. Extensions

1. An applicant may request a one-time extension, in writing, for an additional ninety (90) days for compliance with state law or court order, or for a review period required by another local government, or agency within or outside the Town of Eagle, for any component of the application requiring that government's or agency's approval.
2. The Town of Eagle may implement one or more thirty (30) calendar day extensions to work with an applicant on addressing comments or revisions to an application. The extension period shall not exceed the time between the request and the applicant's response, plus thirty (30) days. The applicant must provide the requested information or revisions promptly and, whenever possible, respond to the extension with acknowledgment within five (5) business days.

Title 13.14.030. - Issuance of Permits.

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3. A building permit application shall be reviewed within ninety (90) days of complete application to the Building department where:
 - a. The application for building permit is for a development of fifty percent (50%) or more affordable housing as defined in Chapter 4.17.200. (Express Lane Review) and;
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2. The following subdivision improvements, in the subdivision where the proposed building or structure is located, as required in Section 4.14.240(G), have not been installed or have not been approved by the Town Engineer:
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 - f. Grading, base construction and paving of streets and alleys.
 - g. Soil stabilizing structures.
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3. The proposed site is located in a development requiring a development permit pursuant to Chapter 4.17 and said development permit has not been issued.
4. The proposed site is located, all or in part, within any area determined by the Building Official to necessitate special building requirements as a result of potential avalanche, earth movement, floods, surface water, or other potentially hazardous conditions, or is located within an area of special flood hazard as designated pursuant to Chapter 4.14, and any special permits required by said chapter have not been obtained by the applicant. All special building requirements included in any special permit shall be incorporated into the permit issued to the applicant under this Title.
5. In the opinion of the Building Official, the results of the tests referred to in Section 13.13.040(B)(2) are not satisfactory.



Planning and Zoning Commission

September 16, 2025



Affordable Housing Accelerator Project
Fast-Track Development Review Process
"Eagle Express Lane"

LUDC25-04

Page 29 of 44

Agenda

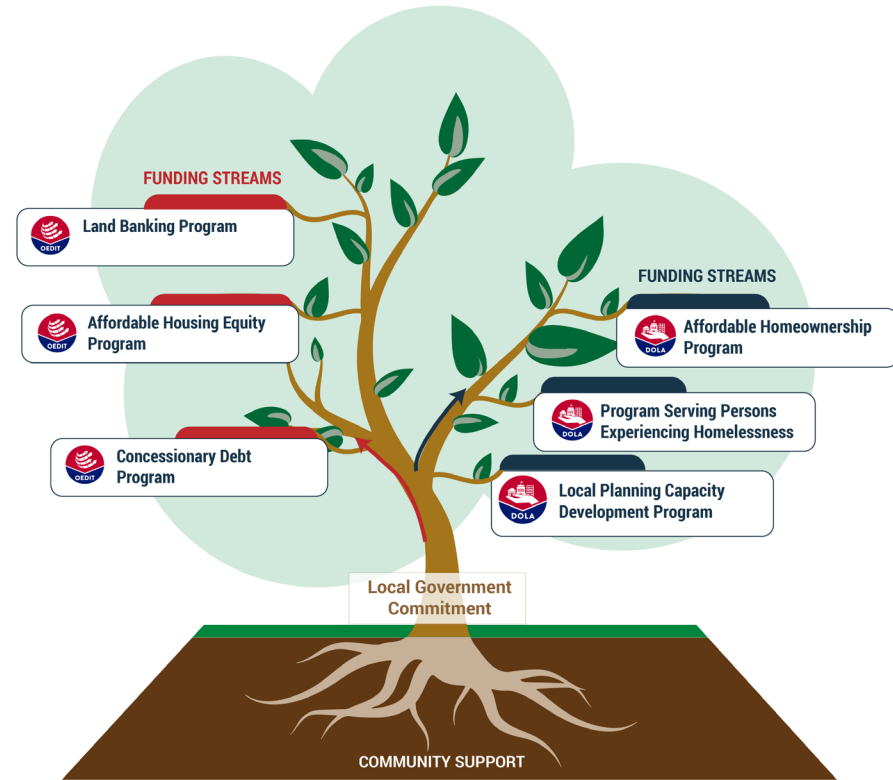
- Background
 - Proposition 123 Overview
 - Affordable Housing Accelerator Project (AHAP)
- Fast-Track Development Review Process
 - Minimum Standards
 - Development Project Eligibility
 - Applicability
 - Initial Implementation Approach
- Next Steps
 - Schedule of Remaining Tasks



Background

Proposition 123 Overview

- The **State Affordable Housing Fund** dedicates 0.1% of annual state income tax to housing initiatives. **Does not raise existing taxes.**
- To access funding, local governments must opt in and commit to a 3% growth target annually.
 - Create New or Convert/Preserve Existing Units
 - 3-Year Funding Cycles
- Town of Eagle Proposition 123 filing commitment.
 - 3% or more per year = 32 units by 2027
- Prop 123 Definition of Affordable:
 - $\leq 60\%$ AMI for Rental
 - $\leq 100\%$ AMI for For-Sale
 - In both cases, housing costs less than 30% of the household's monthly income.



Background

Proposition 123 Overview (cont'd)

- Counting of Units:
 - ✓ Must meet the Proposition 123 definition of affordable.
 - ✓ Includes a legally enforceable affordability mechanism (ex. Deed Restriction).
 - ✓ Units must be (i.) newly constructed, (ii.) converted (to the Prop 123 AMI thresholds), or (iii.) preserved, on or after date of commitment filing.
 - Town of Eagle commitment filed on September 13, 2023
 - ✓ Units must be counted at the appropriate milestone, based on category.
 - New Construction: At time of building permit issuance.
 - Conversion or Preservation: Considers two milestones - obtaining a building permit (if required) and securing full funding. When occurring at different times, the later milestone determines when units can be counted.



Background

Affordable Housing Accelerator Project (AHAP)

- Supported by the Proposition 123 Local Planning Capacity Grant; administered by DOLA.
 - AHAP is a three-part initiative
 - Grant contract will expire on Dec. 31, 2025
- Partnership with Logan Simpson
- Progress Report
 - Fast-Track Development Review Process
= 80% complete
 - Land Inventory Analysis
= 85% complete
 - Funding Strategy
= 100% complete



Fast-Track Development Review Process

Minimum Standards

1. Required for housing projects to provide 50% of the units as affordable.
2. A final decision (approval or denial) must be made within 90 calendar days.
3. Extensions are permitted – 90 days for Developer, 30 days for local government.
4. Implementation Deadline: local governments must establish a fast-track process by **December 31, 2026** to remain eligible for future Prop 123 funding.
 - Funding Cycle Two starts January 2027



Fast-Track Development Review Process

Development Project Eligibility

- “Eagle Express Lane”
- Must include at least 50% of affordable housing units.
- Affordability Defined under Prop 123:
 1. Housing Costs must be below 30% of a household’s monthly income.
 2. Rental Housing at or below 60% Area Median Income
 - Ex. 60% AMI = \$66,360 | Max Housing Cost = \$1,659 / month
 - Housing Costs include base rent only and excludes utilities
 3. For-Sale Housing at or below 100% Area Median Income
 - Ex. 100% AMI = \$110,600 | Max Housing Cost = \$2,765 / month
 - Housing Costs include mortgage, principal and interest, excluding property taxes and insurance
- Includes a legally enforceable mechanism to protect long-term affordability.



Fast-Track Development Review Process

Applicability

QUALIFY

- Administrative / Minor Use
- Conditional Use
- Special Use
- Development Plan (Major, Minor, Administrative)
- PUD & PUD Amendments
- Minor Subdivision, Condo/Townhome Plat, Amended/Corrected Plat
- Variance
- Building Permit

NOT QUALIFIED

- Annexation
- Appeals
- Comprehensive Plan Amendments
- Rezoning
- Major Subdivision



Fast-Track Development Review Process

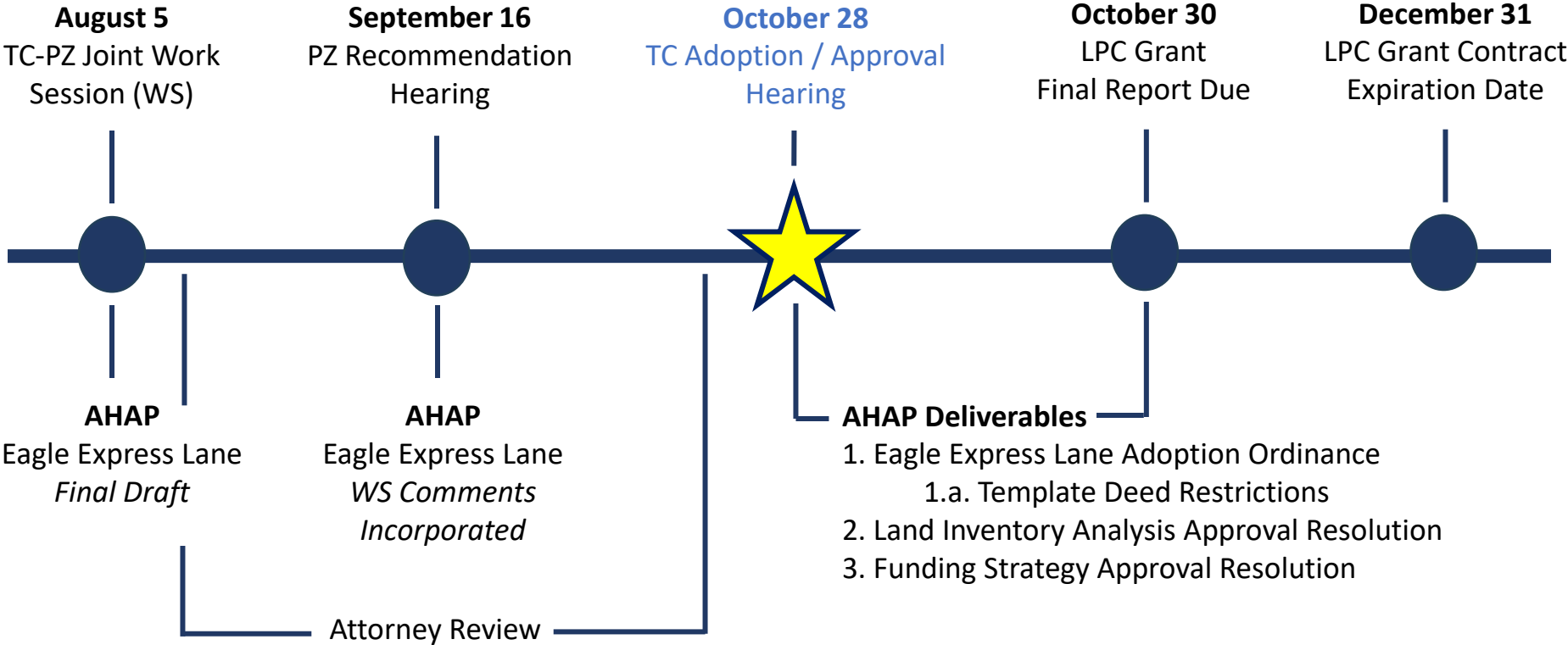
Initial Implementation Approach

1. A more stringent barrier to entry helps the Town scale up.
2. Affordability Threshold:
 - The Eagle Express Lane may apply different AMI thresholds; however, adhering to the Prop 123 Definition ensures the fast-track units count towards the Town's growth commitment.
3. Staff are seeking adoption of the Eagle Express Lane in 2025 to:
 - Begin attracting projects that will help the Town diversify its housing stock and meet its growth commitment,
 - Fulfill the Town's obligation under our 2024 LPC Grant contract, and
 - Be eligible for additional LPC Grant funds that enable us to expand staff capacity.



Next Steps

Schedule of Remaining Tasks



Questions for staff?



To: Planning & Zoning Commission
From: Community Development Department
Date: September 16th, 2025
Agenda Item: Community Development Department Update

Planning

LONG RANGE PLANNING

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

- Staff are reviewing and editing Chapter 4.17 Administration and Procedures to provide clarity to land use processes, correct omissions, resolve inconsistencies, and modify Section headings and references to be more searchable.
- 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 the staff's review, which is underway. Staff plan to present draft text to the Planning Commission and Town Council in the coming months with the goal of adopting a revised chapter early next year.
- Staff are also working on a list of smaller updates outside of our work on Ch. 4.17 to bring forward this fall for consideration.

Amendment to the LUDC – Affordable Housing Accelerator Project (AHAP); Fast-Track Approval

- Staff are bringing forward a new process to the Land Use and Development and Building Codes, establishing regulations for a fast-track development review process for affordable housing projects, termed the Eagle Express Lane.

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 the September 2nd Planning Commission and at the December 9 Town Council meeting in advance of a joint work session on January 6. At this work session staff will be seeking direction on how decision makers would like this Code update to look for Eagle.
 - The Collaborative is also planning to meet with HOAs and other communities, in addition to Town staff, in advance of the January work session.

EVTA 10 Year Transit Plan

- Staff participated in the creation of EVTA's 10 Year Transit Plan that can be accessed here: [Core Transit 10-Year Plan](#).

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 referral period has ended and staff is working to schedule public hearings.

Haymeadow Design Guidelines Update

- Staff is reviewing the application for completeness.

Eagle Pool Amendment to Approved Landscape Plans

- The contractor for the Eagle Pool submitted amended landscape plans for review and administrative decision prior to final CO.
- Notice was provided for this application, and the Notice of Decision has been issued.

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. Petition deemed complete as of September 15, 2025; resolution of substantial compliance to be on the October 14 Town Council agenda.

New Electric, 629 Sawatch Road – Minor Development Permit

- Application for a minor development permit for a warehouse with seven tenant spaces and associated employee dwelling unit for one tenant space to be utilized by New Electric. Deemed complete September 10 and referral comments due November 7.

301 Broadway – Minor Development Permit

- Application is out on referral with the referral period ending October 23, 2025.

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.

Bluffs PUD Amendment

- Staff is reviewing the application for completeness.

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

- Currently reviewing 0 Sign Permit, 0 Encroachment Permit, 1 Mobile Vending Permit, and 1 Administrative or Minor Use Reviews.
 - 5 Sign Permits have been reviewed and/or issued so far this year.
 - 3 Encroachment permits have been reviewed and/or issued this year.
 - 2 Mobile Vending Permit has been reviewed and/or issued this year.
 - 5 Administrative or Minor Use Reviews have been reviewed and/or issued this year.

NOTABLE UPDATES

- Software: Staff are scheduling demos with the selection committee this month and hope to select a proposal this fall for project kick off.

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.

- Grand Avenue Corridor: The Planning and Public Works Departments are coordinating an update for the Planning Commission on the Grand Avenue Corridor Plan, and the Town's plan to address traffic in that corridor over the next several years. This presentation will take place around December/early 2026. Until then, project information can be found on the Town website here: [Grand Avenue Corridor Plan](#).
- 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
 - August -2

- 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 RMF 4 + 5 – Major Development Permit

Trainings Attended:

- BLDG DEPT
 - 2021 IECC residential and commercial overview, and overview of regional energy code amendments.
 - Mountain Towns 2030 Regional Forum: Code Readiness for Colorado Mountain Communities.

MAJOR CONSTRUCTION PROJECTS

<u>Business Name</u>	<u>Location</u>	<u>Status</u>
Hockett Gulch Phase II	16186 Hwy 6	Building permits issued for building 9 - 222 Mt Eve & Clubhouse – 280 Mt. Eve
Haymeadow	Filing 1	Building permit issued for 22 Red Peak Rd – 563 Mt Hope – 531 Mt Hope – Single family's. 1 TH being issued soon for 23-29 Snowy Peak
Habitat for Humanity	3 rd Street	TCOs complete.
Stone Concepts of Colorado	85 Marmot Ln	Permit issued
Eagle County BMX	1700 Bull Pasture Rd	Permits expired?
Eagle Pool	1700 Bull Pasture Rd	TCO issued on 5/27 - working on CO
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.)

<u>TYPE OF WORK PERFORMED</u>	<u>EOY 2023</u>	<u>EOY 2024</u>	<u>YTD 2025</u>
Inspections (n/i Planning, PW)	1,885	1944	1062
Permits Processed	411	334	294

P&Z and Council Meeting Schedule

September 2025

September 16th (Planning Commission)
• LUDC25-04 AHAP Express Lane
September 23rd (Town Council)
• Eagle Meadows – Petition acceptance and scheduling the public hearing
October 2025
October 7th (Planning Commission)
•
October 14th (Town Council)
•
October 21st (Planning Commission)
• Eagle Meadows Annexation
October 28th (Town Council)
• LUDC25-04 AHAP Express Lane