



**Planning & Zoning Commission
Tuesday, October 7, 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.

PUBLIC WIFI – Town of Eagle Public Wi-Fi

MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION

1. This will be an in-person meeting with access via Teams. First time users of Teams will have to download the app.

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Meeting ID: 222 459 428 213 0

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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

DECLARATION OF CONFLICTS OF INTEREST

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

1. September 16, 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: Wayfinding Project
File # N/A
Applicant: Town of Eagle
Location Town of Eagle
Staff Contact: Nikki Davis, Economic Development & Housing Specialist, Kristin Cypher
Request: N/A

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.

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



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

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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

Andrew Atkins, Weston Arbogast, Matt Hood, Keith Montag, Bill Nutkins

COMMISSIONERS ABSENT

Jennifer Sturgeon, Keegan Winkeller, Chad Koch

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 September 2, 2025
 - a. Matthew Hood noted Keith Montag made the motion to adjourn the meeting from September 2, 2025, and Weston Arbogast seconded. Adjournment passed unanimously. All in favor.

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 the official swearing-in of Andrew Atkins as the new alternate member of the Eagle Planning and Zoning Commission. Andrew read aloud the Oath of Office, affirming his commitment to uphold the Constitution of the United States, the laws of the State of Colorado, and the ordinances of the Town of Eagle. He pledged to faithfully perform his duties as a member of the Planning and Zoning Commission.

During this time, a Commissioner took the opportunity to clarify the roles and voting rights of regular and alternate members. It was noted that Chad, who had previously been sworn in, would transition into a regular member role, while Andrew Atkins would serve in the alternate capacity. Alternates, as explained, are expected to fully participate in Commission discussions and deliberations but may only vote when a regular member is absent.

PUBLIC HEARINGS

- 1. Project: Status Update:** 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; Nikki Davis, Economic Development & Housing Specialist
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.

Staff Presentation & Discussion

The Commission then received a comprehensive presentation from Nikki Davis and Jessica Lake regarding Colorado's Proposition 123 and the Affordable Housing Accelerator Project (AHAP). The presentation outlined the funding mechanisms and requirements associated with accessing state funds to support affordable housing initiatives in the Town of Eagle. Specifically, they noted that Proposition 123 established the State Affordable Housing Fund, which is supported by 0.1% of state income tax and is expected to generate approximately \$301 million annually. These funds are divided between the Affordable Housing Support Fund, managed by DOLA (Department of Local Affairs), and the Affordable Housing Financing Fund, managed jointly by OEDIT (Office of Economic Development and International Trade) and CHFA (Colorado Housing and Finance Authority).

To be eligible for Proposition 123 funding, the Town of Eagle must opt in and commit to a 3% annual increase in its affordable housing stock, equating to 32 new units by 2027. In addition, the town must adopt a fast track review process to streamline development approvals for qualifying projects.

Affordable housing units, as defined under the program, must be legally restricted, typically through deed restrictions or land use restriction agreements, and must meet cost thresholds such that housing expenses remain below 30% of household income. Specific Area Median Income (AMI) limits were discussed, including a cap of 60% AMI for rental units and 100% AMI for for-sale units. It was clarified that units are counted toward the town's commitment at the time of building permit issuance, or during milestone events for preserved or converted units.

The presentation also addressed the consequences of non-compliance. Should the Town of Eagle fail to meet its commitment of 32 units or not implement the fast track process by January 1, 2027, it would become ineligible for funding under Proposition 123 for up to one year. However, there would be no call back provisions for funds already received.

Following this, Jessica Lake presented the draft framework for the Eagle Express Lane, a fast track development review process specifically designed to support affordable housing. She explained the process structure, which includes

a 90-day review period for various application types, such as minor subdivisions, development permits, and building permits. The process allows for extensions of up to 90 days for developers and 30 days for the local government, with additional exceptions for delays caused by court orders or referrals to outside agencies.

Projects eligible for this expedited process must include at least 50% affordable units based on the aforementioned AMI standards. However, certain applications, like annexations, appeals, rezonings, and major subdivisions, are excluded from this fast track process. Legal considerations were also outlined, including the provision of template deed restrictions by the town and the allowance for alternative legal instruments at the applicant's expense, subject to the town attorney's approval.

Staff noted issues with capacity but also pointed out that an updated planning software system is planned to be implemented to address this concern. Staff is reviewing thresholds and the process of implementation after new software is brought online.

COMMISSIONER QUESTIONS

During Commission discussion, Commissioners Bill, Keith, Andrew, and Wes participated in a robust conversation about the feasibility of meeting the 32-unit commitment, as well as the implications of the 50% affordability threshold. They cited current projects like Adams Way and Eagle Villas as potential contributors but acknowledged that strict affordability definitions and market conditions might hinder progress.

Several commissioners questioned whether the 50% requirement was legally mandated or a locally chosen benchmark, to which staff responded that the threshold was selected as a manageable internal standard, though subject to future adjustment based on capacity and legal advice.

Concerns were raised about how the threshold might affect developer participation. Commissioners discussed whether lowering the affordability requirement might attract more interest from developers and whether such projects could lead to higher market-rate prices as a method to subsidize affordable units.

Recognizing the need for flexibility, the Commission agreed to consult with DOLA and legal counsel regarding the town's discretion in setting affordability percentages. Additionally, they recommended a review of the process and thresholds once the new planning software is operational and the town has more experience implementing the Eagle Express Lane.

The Commission then proceeded to review and suggest edits to the draft ordinance creating the Eagle Express Lane. Edits included clarifying the town's obligation to provide fast track review, correcting internal code references, and improving language regarding review timelines and extension provisions.

Finally, the Commission discussed the potential value of requiring or encouraging work sessions for large developments. While staff explained that the sketch subdivision process is designed to fulfill that purpose, they were open to future code updates that might formalize or expand the use of preliminary work sessions.

PUBLIC COMMENT

Tom Olden expressed frustration with the town's focus on affordable housing, questioning whether the current redevelopment process is practical for small-scale property owners. He voiced skepticism about whether the Eagle Express Lane would provide meaningful relief, especially given the high affordability thresholds required.

Matthew Hood shared his comments that were submitted prior to the meeting.

APPLICANT/STAFF RESPONSE TO PUBLIC COMMENTS

No Comments

P&Z COMMISSION DELIBERATION AND FEEDBACK ON THE APPLICATION

No Comment.

MOTIONS

Commissioner Bill Nutkins motioned to recommend approval of LUDC25-04 Amendment to the Land Use and Development Code to adopt a fast-track review process for affordable housing projects. Commissioner Weston Arbogast seconded. This motion was struck.

Commissioner Bill Nutkins motioned to recommend approval of LUDC25-04 Amendment to the Land Use and Development Code to adopt a fast-track review process for affordable housing projects, while addressing corrections identified during the meeting. Commissioner Weston Arbogast seconded, and the motion passed unanimously. All in favor.

COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Staff provided updates on the next steps, including preparing for Town Council adoption of the ordinance, formal acceptance of the land inventory analysis and funding strategy, and an upcoming update to the housing guidelines to reflect Proposition 123 deed restriction requirements. Commissioners also discussed best practices for open meetings, with staff reminding members to direct comments to staff rather than the full Commission to avoid potential violations.

ADJOURN

Commissioner Weston Arbogast motioned to adjourn. Commissioner Keith Montag seconded and the motion to adjourn passed unanimously. All in favor.

Meeting Adjourned at 7:30 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.



Explore Eagle Wayfinding Plan

Stakeholder Input Meeting





PROJECT INTRO



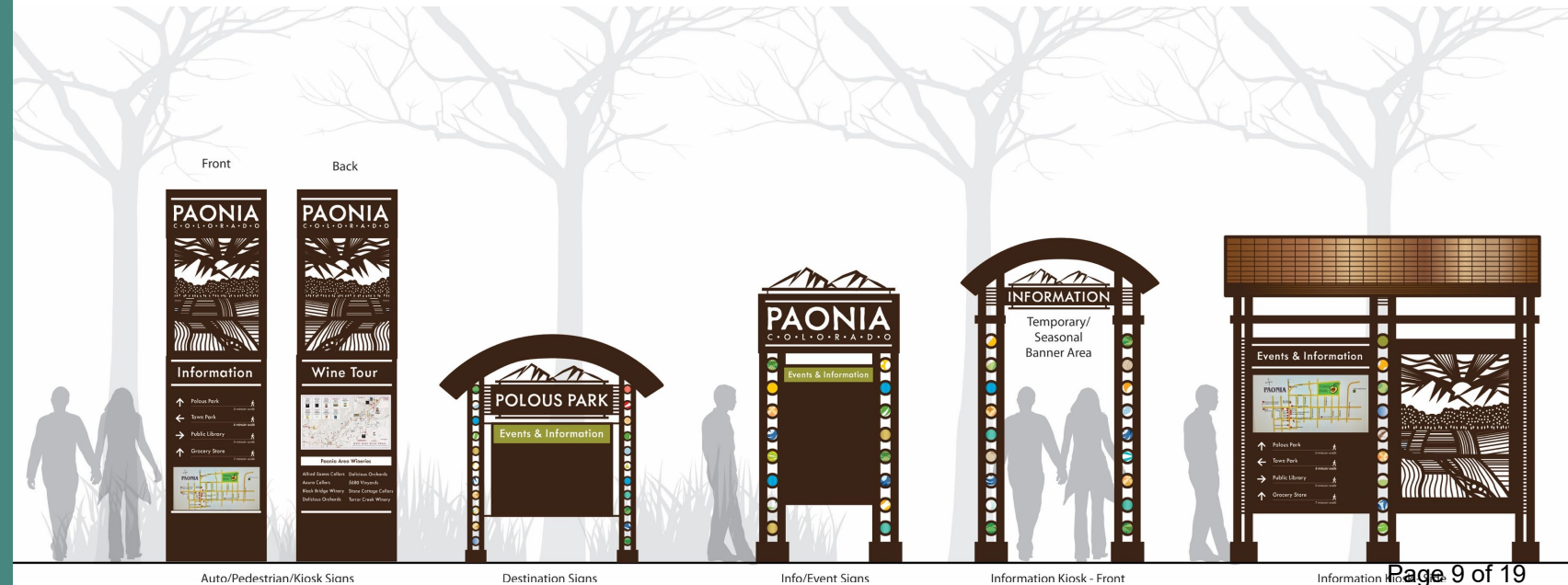
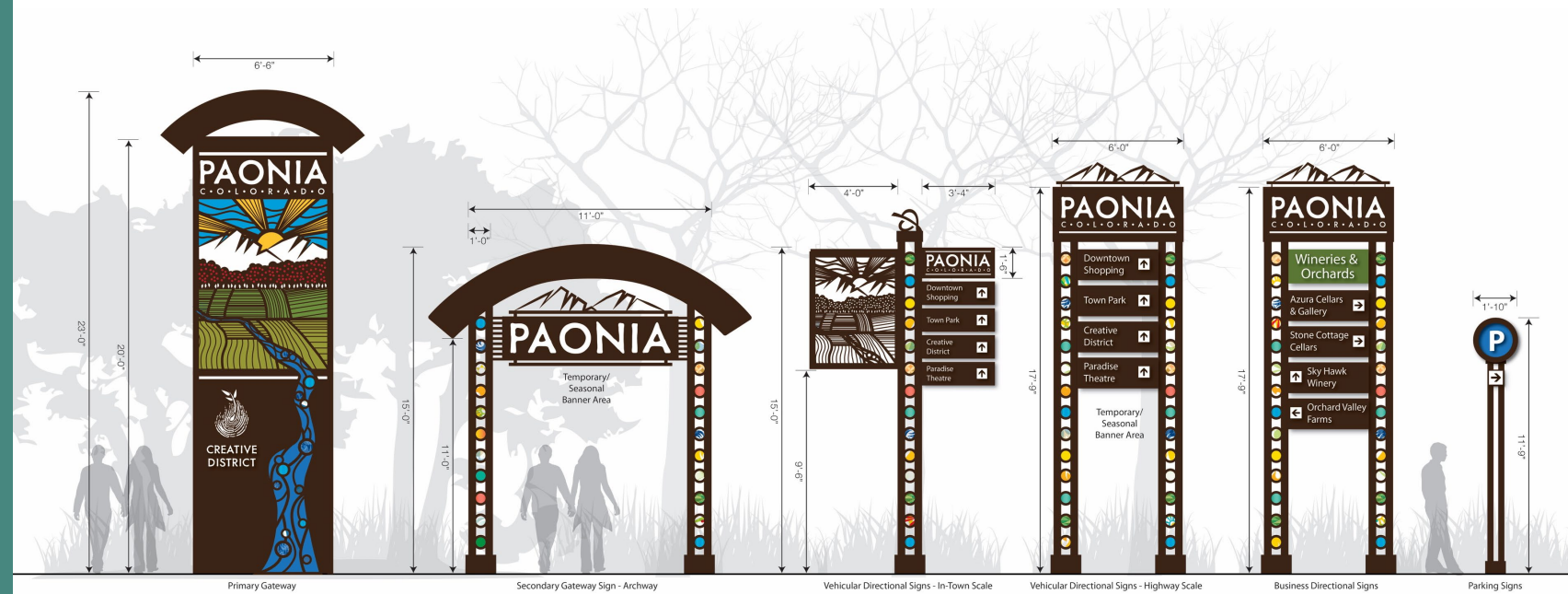
**PROJECT SCOPE
& TIMELINE**



**PRELIMINARY
INPUT & GOALS**

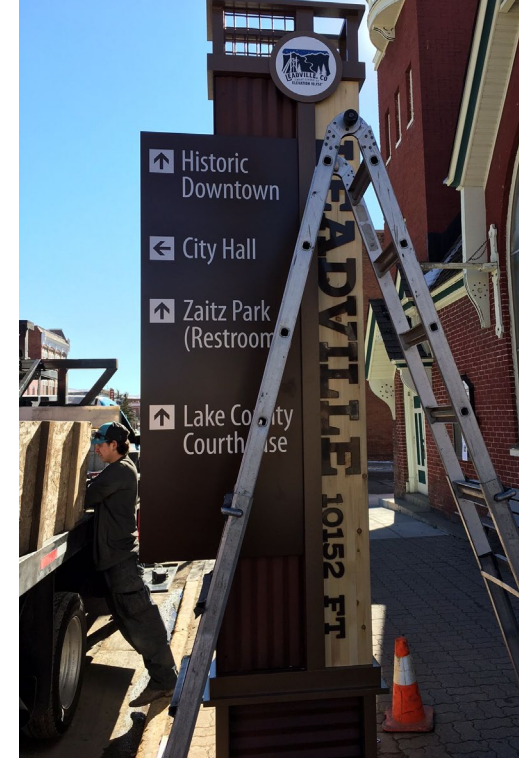
Why Wayfinding Matters for Eagle

*Improves Navigation,
Clarity, and Awareness
for Visitors & Residents*



Why Wayfinding Matters for Eagle

Builds Community Identity & Pride



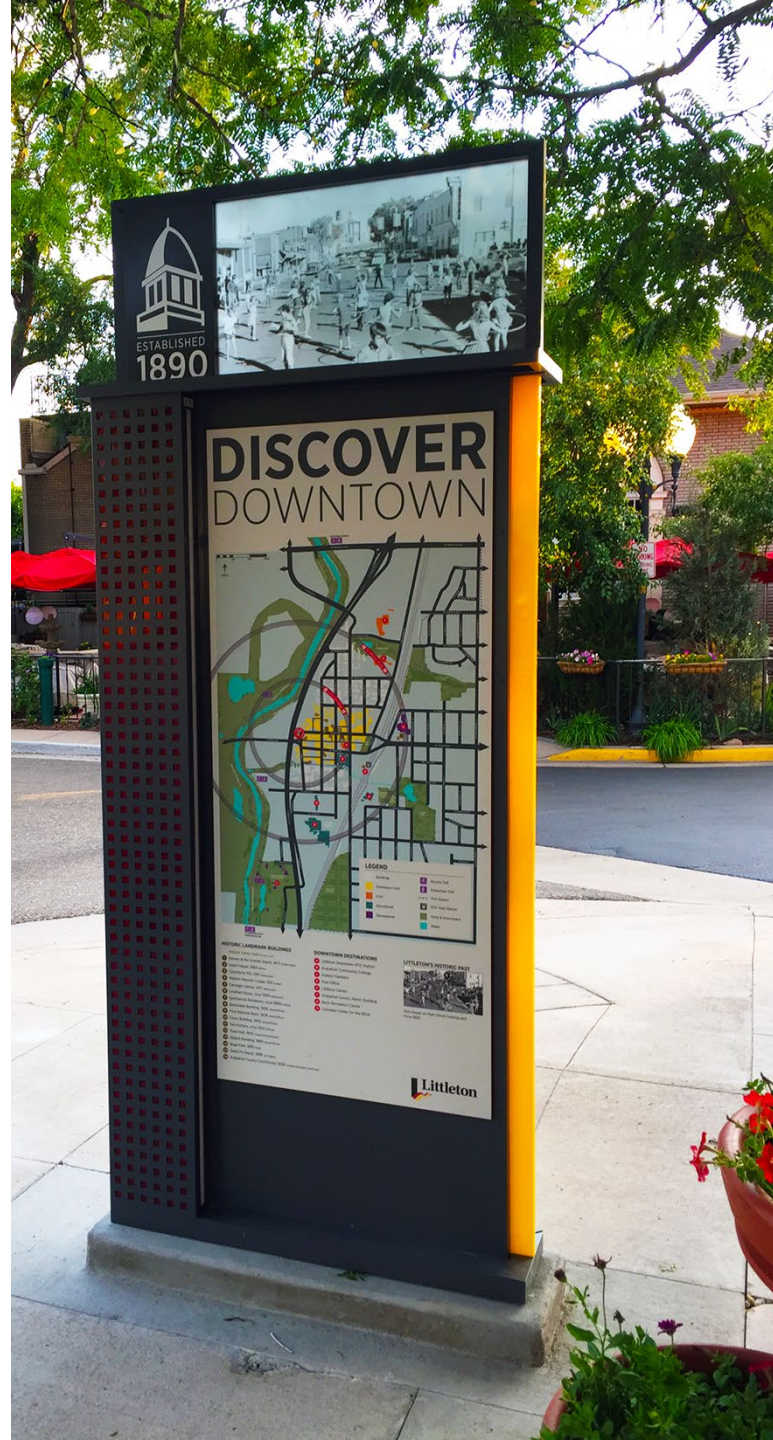
Why Wayfinding Matters for Eagle

Supports the Local Economy & Events and Eagle's Overall Economic Development



Why Wayfinding Matters for Eagle

Increases Connections to Community Assets Like Trails, Destinations, Character Areas and Experiences



The CU Study Provided
Excellent Direction &
Groundwork

The New Wayfinding Plan
is the Next Step

**Our Final Wayfinding
Plan Deliverables
Will Be Ready for
Engineering,
Fabrication and
Installation**

Building on Past Work

- Town of Eagle Strategic Plan
- Elevate Eagle Comprehensive Plan
- Eagle Ranch Neighborhood Wayfinding Master Plan
- Eagle Land Use and Development Code (Chapter 4.16 – Signs)
- Town of Eagle Economic Development Plan
- Town of Eagle Net Zero Action Plan
- Town of Eagle Open Space and Trails Master Plan
- Haymaker Trailhead Master Plan
- Eagle Downtown Development Authority Plan of Development
- Town of Eagle Downtown Parking Study
- East Eagle Sub Area Plan
- Grand Avenue Corridor Plan
- Safe Street 4 All: Eagle Comprehensive Safety Action Plan
- CU Denver Summer Studio, Town of Eagle

The CU Study Provided
Excellent Direction &
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The New Wayfinding Plan
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Project Scope & Milestones

August – September: Background Research & Info-Gathering



Kick-Off Meeting: **August 12**



MEAC Project Rollout Workshop: **September 3**



Public Works Meeting: **September 16**

Meeting with Eagle Groups During Regular Monthly Meetings:
September & October, TBD

Meeting with other Stakeholders (CDOT, Eagle County, Gypsum, Eagle Ranch HOA/DRB): **September & October, TBD**

Project Scope & Milestones

September - October: Preliminary Design

Development of Preliminary Design Options: **September - October**

Community Design Week Kick-Off at Trick-or-Treat: **October 29**

Design Week: **October 29 - November 1**

Online Community Survey: **October 29 - November 22**

Final Design Options Check-In Meeting: **Last Week of November, TBD**

Project Scope & Milestones

November - December: Final Design

Final Design Reveal: **December 4 - 6 Community Events**

Final Design Banners at Eagle Locations: **December 6 - 12**

DRAFT Final Deliverables to Eagle: **December 16**

Meeting to Review Final Deliverable Comments: **December 18**

January: Implementation & Next Steps

Final Summary Booklet & Draft Presentation to Town Council: **January 6**

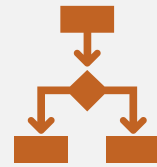
Town Council Presentation: **January 13**

What Should the New Signage Achieve?



What are your goals for the new signage?

Should it welcome visitors? Support businesses & events? Other goals?



What outcomes would make this project successful? Are there navigation challenges this project could help improve?



Are there any sign types or locations you feel are a high priority for Eagle? Are there any confusing 'pain points' or breaks in navigating Eagle the signage could improve?

What is the #1 problem in Eagle the signage could help resolve?



Next Steps

Develop Preliminary Design Options

Prepare for October Engagement Events

Continue to meet one-on-one with Eagle stakeholder groups