



**Planning & Zoning Commission
Tuesday, November 4, 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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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 gram.dick@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. October 21, 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: Miscellaneous Amendments to the Land Use and Development Code - Continue
File # LUDC25-06
Applicant: Town of Eagle
Location Town of Eagle
Staff Contact: Jessica Lake, Senior Planner
Request: For the Planning Commission to continue the public hearing for LUDC25-06 to November 18, 2025.
2. Project: Planetizen — Planning Commission Training: Introduction to Planning
File # N/A
Applicant: Town of Eagle
Location Town of Eagle
Staff Contact: Peyton Heitzman, Community Development Director
Request: Planning & Zoning Commission Training

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, October 21, 2025, 6:00 PM
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200 Broadway, Eagle, CO 81631

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

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,
Chad Koch, Bill Nutkins, Keith Montag,
Jennifer Sturgeon, Keegan Winkeller

COMMISSIONERS ABSENT

None

STAFF

Peyton Heitzman – Com Dev Director
Jessica Lake – Senior Planner
Sydney Dynek – Planner I
Gram Dick – Admin Tech II
Kyle Brotherton – Planner III

APPROVAL OF MINUTES

1. Minutes approved from October 7, 2025. Motion passed unanimously. All in favor.

PUBLIC COMMENT

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

PUBLIC HEARINGS

1. **Project:** Amendment to the Land Use and Development Code - Miscellaneous Updates
File #: LUDC25-05
Applicant: Town of Eagle
Location: Town of Eagle

Staff Contact: Jessica Lake, Senior Planner

Request: Land Use and Development Code (LUDC) text amendment to resolve inconsistencies, provide clarity and correct omissions to multiple Sections within Title 4 of the Eagle Municipal Code.

Staff Presentation & Discussion

Jessica Lake presented a comprehensive package of proposed amendments to the Land Use and Development Code, designed to clarify existing provisions, modernize terminology, and ensure consistency with the Town's 2023 code update.

Discussion

The first amendment addressed multi-step development applications, clarifying how projects initiated under prior versions of the code should transition into compliance with the updated standards. This provision specifically affects Planned Unit Developments (PUDs) approved under the 1976 code but processed under the 2023 version and aims to eliminate confusion while maintaining procedural consistency. The Commission agreed that the clarification was necessary.

Next, the Commission reviewed proposed changes to lot coverage and grade definitions, which included revising table references and replacing the term "natural grade" with "finished grade." The definition of "grade" was clarified to specifically mean "finished grade" for the purposes of calculating lot coverage. These edits are intended to ensure uniform interpretation of height and coverage measurements, and the Commission supported the update without objection.

The proposed amendment concerning height limit exceptions for bulkheads generated significant discussion. Staff recommended allowing elevator bulkheads and internal stair access enclosures to exceed the zone district's maximum building height by up to 30 percent. Commissioners expressed concern about potential visual impacts and the relationship to setbacks, suggesting that a smaller allowance might be more appropriate. The group agreed to pull the item for further evaluation, including the possibility of reducing the proposed exception to 25 percent before resubmittal.

A revision to the Old Town Residential (OTR) zoning district was also considered, proposing to align the minimum lot size requirement with the historically platted lots typical to the Town of Eagle. This change would enable single-family development and additions on existing standard lots, reducing the need for lot consolidations. While the Commission supported the amendment as presented, members agreed to revisit broader density and infill considerations in a future work session to ensure that ongoing development remains compatible with neighborhood character.

Discussion then turned to the institutional use density exemption, which would have allowed certain public or institutional projects, such as schools or municipal facilities, to be exempt from residential density calculations within commercial districts. Although the proposal aimed to support public service delivery, most Commissioners were uneasy with granting density exemptions exclusively to public entities, noting potential fairness and intensity-of-use concerns. The Commission decided to pull this amendment for additional staff review and Town Council feedback before taking any formal action.

Several housekeeping amendments were presented regarding the PUD process and water rights references. These included clarifying the placement of water rights language within Title 12, refining the use of subdivision sketch plans within the PUD process, and updating phasing terminology. Commissioners found these revisions to be straightforward clarifications that would enhance internal consistency, while noting the need for a broader review of the PUD amendment process later.

The cottage courts standards were also revised to improve development flexibility while maintaining design quality. Staff clarified that individual cottages may be sold on small, fee-simple lots within a larger homeowners association, providing greater financing and ownership options. The discussion also covered buffering requirements, subdivision options, and minimum square footage standards, with the Commission recommending approval of the amendments but requesting that staff continue refining the buffering language in future updates.

Amendments to the Accessory Dwelling Unit (ADU) section were presented to bring the local definition in line with Eagle Ranch and current building codes. The revisions now allow an internal connecting door between the primary residence and the ADU, offering more flexibility while maintaining compliance with size, setback, and occupancy limits.

The public art review process was another area of focus. Staff proposed transferring review authority from the Community Development Director to the Marketing & Events Advisory Committee (MEAC) to provide clearer oversight and align with the Town's existing public art program. Commissioners discussed the distinction between public and private art installations but agreed that the proposed change would streamline the process.

Next, the Commission reviewed wildlife section modifications. The amendment extended the applicability of wildlife protection standards to major subdivisions and redefined Colorado Parks and Wildlife (CPW) as a referral agency rather than a decision-making body. The existing buffer and mitigation standards remain unchanged. The Commission supported this clarification, noting that it appropriately balances local decision-making with expert consultation.

The proposed definition for the Administrative Manual was also discussed. The new definition establishes the manual as a companion document to the LUDC that contains technical standards and administrative procedures. Commissioners asked whether the manual should be considered binding and staff clarified that it supplements the LUDC with requirements that must be adhered to.

An increase in the maximum room count for boutique hotels was also proposed, raising the limit from 20 to 50 rooms. Staff explained that the change aligns with similar zoning allowances in comparable communities and provides flexibility for small-scale lodging projects while maintaining neighborhood compatibility. The Commission agreed that the update was appropriate.

Another adopted amendment introduced a formal definition for critical wildlife habitat, using language adapted from the City of Boulder, Colorado and the Colorado Department of Wildlife. This definition ensures that mapped habitat areas are based on credible biological data and allows site-specific evaluations by qualified biologists if discrepancies arise. The Commission found the definition clear and scientifically sound.

Finally, revisions to the definitions of "dwelling unit" and "kitchen" were approved to better align with building code standards. These refinements help clarify what constitutes a separate living unit and a full kitchen, reducing ambiguity and improving enforcement of accessory unit regulations. Commissioners noted that the changes would help resolve prior issues with "rough-in" facilities and unauthorized secondary units.

PUBLIC COMMENT

Commissioner Matthew Hood opened the floor for public comment on items on the agenda.

Rick Beveridge addressed the Commission, offering observations based on real-world experiences with the Land Use and Development Code and its implementation. Rick highlighted several areas of potential refinement, including inconsistencies in Old Town Residential (OTR) density standards and the practical challenges faced by homeowners seeking to add units or redevelop existing lots. He also shared insights into cottage court ownership models, such as leased-lot arrangements for tiny homes, emphasizing the need for flexibility to enhance affordability. In addition, Rick

voiced opposition to granting blanket density or housing requirement exemptions to public service entities, except in essential cases like emergency response facilities

MOTIONS

Commissioner Jennifer Sturgeon motioned to approve P&Z Resolution 10, Series 2025, file LUDC25-05, Excluding item 3 and Item 5. Commissioner Bill Nutkins seconded, and the motion passed unanimously. All in favor.

2. Project: AN24-01 Eagle Meadows Annexation No. 1 and No. 2

File #: AN24-01

Applicant: Town of Eagle

Location: Town of Eagle

Staff Contact: Peyton Heitzman, Community Development Director

Request: An application to zone parcel no. 193927300040 (Parcel A) to Commercial Interchange (CI) and parcel no. 193927400041 (Parcel F) to Commercial General East (CGE).

- a. Resolution 8, Series 2025, "A Resolution of Planning and Zoning Commission of the Town of Eagle, Colorado Recommending Approval of a Rezone Application for Parcel A of Eagle Meadows Annexation No. 1 and No. 2"
- b. Resolution 9, Series 2025, "A Resolution of the Planning and Zoning Commission of the Town of Eagle, Colorado Recommending Approval of a Rezone Application for Parcel F of Eagle Meadows Annexation No. 1 and No. 2"

Staff Presentation & Discussion

Peyton Heitzman presented the Eagle Meadows Annexation and Rezoning request for consideration by the Planning and Zoning Commission. The application involved two parcels located in East Eagle, Parcel A, situated north of Interstate 70, and Parcel F, located between I-70 and Highway 6. Both parcels are currently zoned as "Resource" in unincorporated Eagle County and are proposed for annexation into the Town of Eagle. The request sought to apply appropriate town zoning consistent with the East Eagle Subarea Plan and the Town of Eagle Comprehensive Plan.

Discussion

Peyton Heitzman began by outlining the project location, site characteristics, and surrounding land uses. Parcel A, positioned north of the interstate, presents several development constraints including steep slopes, drainage patterns, and proximity to identified wildlife corridors. To address these challenges and ensure future development compatibility, staff recommended assigning Commercial Interchange (CI) zoning to Parcel A. This district is designed for highway-oriented commercial uses and provides flexibility for development in constrained areas while maintaining appropriate buffering and environmental protections.

For Parcel F, which lies between I-70 and Highway 6, staff recommended Commercial General East (CGE) zoning. This classification aligns with adjacent properties and supports the subarea plan's goals for mixed-use commercial and employment opportunities. Peyton Heitzman emphasized that the recommended zoning designations were carefully selected to balance economic development potential with environmental stewardship and to reinforce the long-term vision established in the Comprehensive Plan.

Staff further explained that both parcels are located within the Town's Urban Growth Boundary (UGB), meaning they are considered appropriate for annexation and urban-level services. The proposed zoning will advance several community objectives, including expanding commercial opportunities, supporting attainable housing initiatives, and preserving open space and wildlife habitat through strategic site planning. The staff report concluded that the request

was consistent with the Comprehensive Plan, met all annexation eligibility criteria, and warranted a favorable recommendation.

During Commission discussion, members reviewed the comprehensive plan consistency analysis and asked for clarifying questions regarding potential land uses. The Commission expressed minor concerns about the potential for recreational vehicle (RV) park development and its visual character along the Highway 6 corridor but acknowledged that the proposed zoning districts already include standards to manage design quality, buffering, and aesthetic impacts.

After deliberation, the Commission found that the annexation and rezoning were well-aligned with the Town's planning goals and would contribute positively to the community's economic base while respecting environmental constraints. The proposed zoning districts were determined to appropriately address both the physical limitations of the sites and the long-term development vision for East Eagle.

COMMISSIONER QUESTIONS

Commissioner Matthew Hood asked the applicant if they agreed with the recommended zoning?

Spencer Blair and Eric Eaves, the applicants for Eagle Meadows Annexation, confirmed their agreement with the recommended zoning and stated their intent to pursue development consistent with the Town's adopted design expectations.

PUBLIC COMMENT

Commissioner Matthew Hood opened the floor for public comment on items on the agenda. There was no public comment.

P&Z COMMISSION DELIBERATION AND FEEDBACK ON THE APPLICATION

No Comments.

MOTIONS

Commissioner Bill Nutkins moved to recommend Approval of a Rezone Application for Parcel A of Eagle Meadows Annexation No. 1 and No. 2. Commissioner Keegan Winkeller seconded, and the motion passed unanimously. All in favor.

Commissioner Bill Nutkins moved to recommend Approval of a Rezone Application for Parcel F of Eagle Meadows Annexation No. 1 and No. 2. Commissioner Keegan Winkeller seconded, and the motion passed unanimously. All in favor.

COMMUNITY DEVELOPMENT UPDATE

No comment.

ADJOURN

Commissioner Bill Nutkins motioned to adjourn. Commissioner Keegan Winkeller seconded and the motion to adjourn passed unanimously. All in favor.

Meeting Adjourned at 7:55 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

Date: November 4, 2025 continue to November 18, 2025

Agenda Items: FILE NUMBER: LUDC25-06 Land Use and Development Code (LUDC) text amendment to resolve inconsistencies, provide clarity and correct omissions to multiple Sections within Title 4 of the Eagle Municipal Code

REQUESTS:

For the Planning Commission to continue the public hearing to November 18, 2025.

BACKGROUND:

Town staff are preparing a fourth set of miscellaneous revisions to the Land Use and Development Code. To allow additional time for thorough research and refinement of the proposed changes, staff respectfully request a continuance of this Code Amendment item to the Planning Commission meeting scheduled for November 18, 2025.

The proposed amendments currently under consideration include:

1. **Section 4.02.040.A – Right-of-Way Landscaping** – Clear vision area and plant height standards
2. **Chapter 4.08 – Minor PUD Amendments** – Updates to review criteria and process
3. **Chapter 4.10 – Broadway District Design Standards** – Window transparency requirements
4. **Chapter 4.11 – Stormwater Standards** – Stormwater detention as an irrigation source.
5. **Chapter 4.11 – Landscape Standards** – Clarification of front yard buffer areas and tree separation requirements
6. **Chapter 4.12 – Underground Parking** – Clarification of applicable standards

In addition, staff propose holding a **work session** during the November 18th meeting to discuss several topics in greater detail prior to finalizing amendments. Anticipated work session topics include:

- **Chapter 4.08** – Major PUD amendment process
- **Chapter 4.11** – Landscaping Standards – Turf requirements in alignment with SB24-005
- **Chapter 4.20** – Definitions – Building Height – Review and potential updates to height standard.

ANALYSIS:

An analysis will be provided at the November 18th hearing.

COMMUNITY INPUT:

All public comments will be shared at the next public hearing.

BUDGET:

N/A

STRATEGIC PLAN ALIGNMENT/STANDARDS ACHIEVED:

N/A

RECOMMENDED ACTION OR PROPOSED MOTION:

A motion to **CONTINUE** the public hearing for File LUDC25-06, to November 18, 2025.

ATTACHMENTS:

- None.