



**Planning & Zoning Commission
Tuesday, November 18, 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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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. November 4, 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: Henry Annexation 220 East 6th Street
File # AN24-02
Applicant: Kathy S. Chandler-Henry & George S. Henry
Location 220 East 6th Street
Staff Contact: Kyle Brotherton, Planner III
Request: An application to zoning parcel no. 210905100002 to Old Town Residential (OTR).
2. Project: Amendment to the Land Use and Development Code - Miscellaneous Updates
File # LUDC25-06
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.

WORK SESSION

1. Future Amendments to the Land Use and Development 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



MEETING MINUTES
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.

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 6:02 PM.

COMMISSIONERS PRESENT

Andrew Atkins, Matt Hood, Bill Nutkins, Keith Montag, Jennifer Sturgeon, Keegan Winkeller

COMMISSIONERS ABSENT

Weston Arbogast, Chad Koch

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 21, 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:** 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.

Staff Presentation & Discussion

Jessica Lake addressed the Planning & Zoning Commission and requested that the Commission continue the Public Hearing for file# LUDC25-06 to a later date. Jessica Lake added that the Public Hearing for File# LUDC25-06 would be continued to the Planning & Zoning Commission Meeting on November 18, 2025, at 6:00 PM.

Discussion

No discussion.

PUBLIC COMMENT

No Comments.

MOTIONS

Commissioner Bill Nutkins motioned to continue file# LUDC25-06. Commissioner Keegan Winkeller seconded, and the motion passed unanimously. All in favor. This motion was struck as it did not include the date or time of the continued Public Hearing.

Commissioner Bill Nutkins motioned to continue the Public Hearing for file# LUDC25-06 to November 18, 2025, at 6:00 PM. Commissioner Keegan Winkeller seconded, and the motion passed unanimously. All in favor.

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

Staff Presentation & Discussion

Peyton Heitzman, the Community Development Director, explained to the Planning Commission members that they would be receiving training from Planetizen, which would give the Commission an introduction to serving on a Planning Commission. This would be the first session of a multi-part training series on the roles and responsibilities of planning officials. The training, covered topics such as open meetings, ethical duties, and the structure of planning bodies. The session included a 45-minute video and a quiz component.

The training emphasized the importance of transparency and public trust through open meetings, the advisory nature of appointed planning commissioners, and their key responsibilities in developing comprehensive plans, reviewing development proposals, and recommending zoning amendments. The concept of checks and balances among planning bodies, such as the Planning Commission, legislative body, and Zoning Board of Appeals, was highlighted. Members discussed how these general principles apply to the Town of Eagle, where the Planning and Zoning Commission also functions as the Board of Appeals. Peyton Heitzman clarified the town's specific procedures, noting that while the Commission adopts the comprehensive plan and reviews variances, appeals of administrative decisions

are handled by the Town Council. Plans were made to hold additional, Eagle-specific training sessions, potentially in partnership with CIRSA, to address these local distinctions.

The group completed the accompanying quiz, reviewing the key concepts discussed and reinforcing understanding of the differences between recommending and adopting zoning ordinances, as well as the distinct roles of various planning bodies.

Discussion

There was discussion about site visit protocols, including the need to clarify current requirements under open meeting laws. Staff to look into this.

COMMISSIONER QUESTIONS

No Questions.

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

No motions.

COMMUNITY DEVELOPMENT UPDATE

In closing, Peyton provided staff updates on several upcoming events and initiatives. These included planning a year-end gathering for the Planning Commission in December, with members asked to confirm their availability and dietary preferences, along with a community pop-up event for feedback on e-bikes, park development, and wayfinding efforts. Members were also encouraged to participate in and promote three ongoing town surveys related to these topics, with the wayfinding survey open through November 16th. Finally, the Council confirmed that, following the election, the new council will be seated on December 9th after the required certification period, as outlined in the Home Rule Charter.

ADJOURN

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

Meeting Adjourned at 7:15 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.



STAFF REPORT AND CERTIFICATE OF RECOMMENDATION

TO: Planning & Zoning Commission

FROM: Community Development Department

DATE: November 18, 2025

FILE NUMBER: AN24-02

PROJECT: Henry Annexation, 220 East 6th Street

REQUEST: Request to zone one parcel of land in unincorporated Eagle County to Old Town Residential (OTR) upon annexation

APPLICANTS: Kathy R. Chandler-Henry and George S. Henry

LOCATION: 220 East 6th Street
Parcel no. 210905100002

CODE: Chapter 4.04 Zoning
Chapter 4.05 Zoning Review

ZONING: (Existing) Resource (R) in unincorporated Eagle County

EXHIBITS:

- A: Application Cover Letter
- B: Application Form
- C: Project Narrative
- D: Aerial Images
- E: Site Photos
- F: Remaining Application Materials Associated with Annexation can be found on the Town's website ([LINK](#))
- G: Elevate Eagle Comprehensive Plan ([LINK](#))

PUBLIC COMMENT: No public comments received as of November 13, 2025

STAFF:

Kyle Brotherton, Planner III – kyle.brotherton@townofeagle.org

INTRODUCTION

On October 14, 2025, the Town Council passed Resolution 65, Series 2025, finding the Annexation Petition for the Henry Annexation to be in substantial compliance with Section 31-12-107(1) C.R.S. The annexation application was accompanied by a request to zone the property. The petition is requesting annexation for one parcel of land consisting of 1.534 acres located on the southeast corner of Capitol and 6th Streets.



Figure 1: Subject Property Location

The Planning Commission's recommendation for zoning will be shared with the Town Council at the December 9, 2025 public hearing alongside the annexation request.

STANDARDS FOR APPROVAL (SECTION 4.17.080.D.)

The conditions for zoning as described in the Land Use and Development Code are:

STANDARD #1: *Comprehensive plan future land use plan. The rezoning is consistent with the Comprehensive Plan future land use plan for the project site, as well as any applicable area or corridor plans;*

When reviewing the project for consistency with the Town’s future land use plan, staff relied on the Elevate Eagle Comprehensive Plan (“Comprehensive Plan”). The property is well within the Town’s Urban Growth Boundary, as depicted on the Comprehensive Plan’s Future Land Use Map (“Comp Plan FLUM”) (Page 30 – [LINK](#)). Additionally, the Land Use and Development Code (“LUDC”) provides a table identifying land uses consistent with each zone district, see Table 4.02-1 ([LINK](#)).

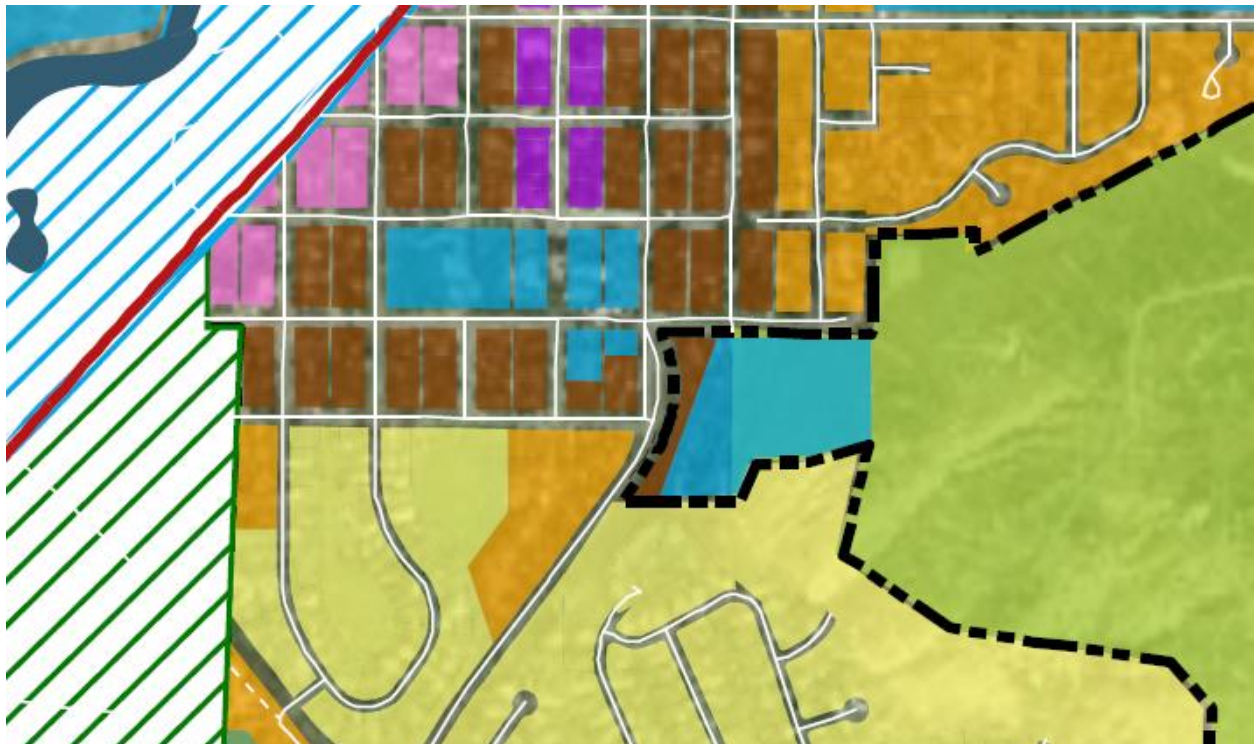


Figure 2: Future Land Use Map

Land Use Description in the Comprehensive Plan

DOWNTOWN NEIGHBORHOOD *Residential area surrounding Historic Downtown. Development should encourage preservation of character, redevelopment, and infill; and should include above-average standards for design. Renovation of historically significant buildings and homes is encouraged. This area is highly connected to neighboring downtown and other neighborhoods through a safe, welcoming, pedestrian-oriented street network. Residential development in this area should vary in price and size and can include apartments in vertical mixed use buildings near Broadway Street.*

Through ReCode, the 2023 code rewrite, there is one consistent Zone District:

Future Land Use Designation

Corresponding Zone District

Downtown Neighborhood

Old Town Residential (OTR)

The property is not within any additional special area plans. As such, the request to zone the property to Old Town Residential (OTR) is consistent with the Future Land Use Category of Downtown Neighborhood as detailed in the Comprehensive Plan.

STANDARD #2: Comprehensive Plan goals and strategies. The rezoning promotes at least two Comprehensive Plan goals; and

More than two Comprehensive Plan goals and strategies/policies are met through this zoning request, more specifically these include:

- GOAL 2-1. ENHANCE THE VIBRANCY AND VIABILITY OF DOWNTOWN
 - 2-1.10. Encourage, where appropriate, increased density near the Downtown Core.
- GOAL 2-3. CELEBRATE THE TOWN'S UNIQUE SMALL-TOWN CHARACTER
 - 2-3.3. Ensure new development builds upon and adds value to Eagle's unique community character through adherence to high quality standards of design and construction.
 - a. Ensure residential infill and redevelopment blend appropriately with the character and scale of surrounding neighborhoods.
 - d. Discourage Town water and wastewater service for new development that would remain in areas outside of the incorporated limits.

The owners have also submitted a minor subdivision, which is currently being reviewed, that proposes to subdivide the property into three total lots, with the intention to build two new single family dwellings. This is a subtle increase in density just outside of the Downtown Core, which supports Policy 2-10.10 and Goal 2-1 as stated above.

The proposed creation of two additional lots will allow for infill development to occur at a scale that is representative of the surrounding neighborhood. The existing single family dwelling is currently served by Town water and wastewater service, and any new construction would also be served by the Town's systems. These support Policy 2-3.3.a and 2-3.3.b, and Goal 2-3.

STANDARD #3: *Strategic objectives. The rezoning presents the Town with an opportunity or an appropriate site, at an appropriate location, for the particular type of land use or development proposed and will help the Town achieve a balance of land use, tax base, or housing types consistent with the Town's overall planning and economic development goals.*

The proposed zoning of Old Town Residential (OTR) is the appropriate zone district for the property, and the proposed minor subdivision will allow that Town to achieve new housing in an appropriate location, which are consistent with the overall planning and economic development goals of the Town.

STAFF RECOMMENDATION

Staff recommends **APPROVAL** of Resolution No. 11, Series 2025, recommending approval for the zoning of **220 East 6th Street** from Eagle County Resource zoning to Town of Eagle Old Town Residential zoning based on Standards (1), (2), and (3) of Section 4.17.080.D of the Municipal Code.

PLANNING AND ZONING COMMISSION POTENTIAL MOTIONS

Below are the Planning and Zoning Commission options related to the zoning of file number AN24-02:

1. Recommend approval with no conditions.
2. Recommend approval with modifications to the resolution(s).
3. Continue (table) the application. (Provide staff and the applicant detail regarding information needed for a decision).
4. Recommend Denial. (Cite all Code sections and/or Plan policies that resulted in motion for denial).

SUGGESTED MOTION:

I move to RECOMMEND APPROVAL of Resolution No. 11, Series 2025 with no conditions, based on the following findings:

FINDINGS OF FACT

The application meets the requirements of Title 4 of the Land Use and Development Code and conforms with the 2021 Elevate Eagle Comprehensive Plan.

Thomas M. Boni
PO Box 3625
Eagle, CO 81631
tomboni3030@gmail.com
970-366-1435

February 12, 2025

Kyle Brotherton

Planner

Town of Eagle

PO Box 800

Eagle, CO 81631

Re: Annexation Cover Letter
220 East Sixth Street Annexation

Please find attached an application for annexation into the Town of Eagle of approximately 1.6 acres of land located on the southeast corner of Capitol Street and East Sixth Street. Associated with this Annexation Applications are applications for rezoning of the property to Old Town Residential and for a Minor Subdivision of two lots.

We have revised application to address Annexation Incompleteness Comments 1 through 7.

Included in this Annexation Application Package are the following materials:

1. Application Form
2. Application Fee of \$1,500 (submitted previously)
3. Executed Reimbursement Agreement on form requested
4. Annexation Narrative Revised as requested concerning other owners of easements
5. Title Commitment
6. List of Owners and Addresses of property within 250 feet
7. Preliminary Water Demand Analysis
8. Petition for Annexation and Affidavit of Circulator on forms requested
9. Annexation Drawing revised as requested. Please note that the right of way adjacent to the eastern lots of the Mayer Addition was not dedicated to the Town as part of the Plat for the

Mayer Addition and therefor is labeled as Leroy C Mayer (Private Land) on the Annexation Map. I will send separately our surveyors comments.

10. Closure Calculations (shown on Annexation Map and on separate sheet)
11. Fiscal Impact Report
12. Requested Terms of Annexation Agreement
13. Rezoning Application

We look forward to annexing this property into the Town of Eagle. Please do not hesitate to call me if you need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Thomas M. Boni', with a stylized flourish at the end.

Thomas M. Boni

Cc: Kathy Chandler Henry

George Henry

Tom Boni
PO Box 3625
Eagle, CO 81631
tombon3030@gmail.com
970-366-1435

November 19, 2024

Peyton Heitzman
Planner
Town of Eagle
PO Box 609
Eagle, CO 81631

Re: 220 East Sixth Street

Dear Peyton,

In association with our Annexation Application, we are submitting a Zone Change Application to rezone this property located at 220 East Sixth Street currently within the Resource Zone District of Eagle County to the Old Town Residential District within the Town of Eagle. See context map and Town of Eagle Zoning Map attached.

This zoning application complies with the Future Land Use Plan's designation of this property as part of the Downtown Neighborhood Character Area. The Old Town Residential Zone District is listed as one of the appropriate zone districts within this Character Area. The neighborhood on the North Side of East Sixth Street is located within this Zone District as is the Mayer Addition located on the west side of the Library.

This application complies with Goal #1 and Goal #2-5 of the Comprehensive Plan. Goal #1 is to "Promote a wide range of attainable housing opportunities for young adults, families, and aging residents ..." This application is for multi-generational housing in that it provides an immediate opportunity for the owner to provide a homesite for their daughter. In a Phase Two subdivision application additional housing opportunities will be provided on the larger parcel for smaller lot

development in keeping with the surrounding neighborhood. Goal 2-5 of the Comprehensive Plan is "to maintain and improve the appearance of Eagle by establishing and reinforcing the Town's identity and sense of place." This rezoning application will allow for the reconfiguration of the smaller parcel to accommodate the construction of a new single-family home. It will result in the demolition of the existing dilapidated structure which will improve the appearance of this neighborhood within the Town.

Lease see the following Exhibits that relate to this Zone Change Application

- | | |
|-----------|---|
| Exhibit 1 | Proof of Ownership |
| Exhibit 2 | Site Plan |
| Exhibit 3 | Petition Requesting Zone Change |
| Exhibit 4 | Names and Addresses of owners of adjacent property (250 ft) |

A \$1,500 Annexation/Zoning Application Fee is included in this letter. An additional 20% Deposit for Pass Through Estimated Costs will be forwarded upon notification of the amount.

Looking forward to working with you on this small infill development application.

Sincerely,



Thomas M. Boni

Exhibit 1



TOWN OF EAGLE
COMMUNITY DEVELOPMENT
200 BROADWAY • PO BOX 609 • EAGLE, CO 81631
PHONE: 970-328-9655 • FAX: 970-328-9656
EMAIL: PLANNING@TOWNOFEAGLE.ORG
www.townofeagle.org

File #

Date Received

LAND USE & DEVELOPMENT APPLICATION

Pursuant to the Land Use & Development Code, Title 4

ZONING REVIEW	DEVELOPMENT REVIEW	SUBDIVISION REVIEW
☐ Special Use Permit	☐ Minor Development Permit	☐ Concept Plan
☐ Zoning Variance	☐ Major Development Permit	☐ Preliminary Plan
☐ Rezoning		☐ Final Plat
☐ Temporary Use Permit	PLANNED UNIT DEVELOPMENT (PUD) REVIEW	☐ Lot Line Adjustment
☐ Encroachment Permit	☐ PUD Zoning Plan	☐ Condominium / Townhouse
☐ Wireless Communications Facility	☐ PUD Development Plan	☐ Minor Subdivision

If permit type not specified above, fill in here Annexation Application

PROJECT NAME Chandler Henry Annexation

PRESENT ZONE DISTRICT Resource/Eagle County **PROPOSED ZONE DISTRICT** OTR
(if applicable)

LOCATION

STREET ADDRESS 220 East Sixth Street

PROPERTY DESCRIPTION

SUBDIVISION See Attached **LOT(S)** _____ **BLOCK** _____
(attach legal description if not part of a subdivision)

DESCRIPTION OF APPLICATION/PURPOSE Annexation of two existing lots of 1.383 acre and .199 acres respectively located on the south east corner of Capitol Street and East Sixth Street. Both lots have frontage on East Sixth Street. See attached for more information

APPLICANT NAME Kathy Chandler Henry/George Henry **PHONE** 970-390-3104

ADDRESS P.O. Box 1647, Eagle CO 81631 **EMAIL** kchandlerhenry@gmail.com

OWNER OF RECORD same as above **PHONE** _____

ADDRESS _____ **EMAIL** _____

REPRESENTATIVE* Tom Boni **PHONE** 970-366-1435

ADDRESS P.O. Box 3625, Eagle CO 81631 **EMAIL** tomboni3030@gmail.com

*A representative must submit an affidavit or power of attorney signed by the property owner of record authorizing the representation.

APPLICATION SUBMITTAL ITEMS:

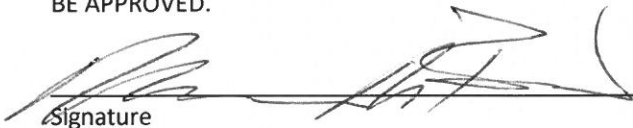
The following submittal materials must be submitted in full before the application will be deemed complete per Chapter 4.17.030 of the Eagle Municipal Code (pg. 236) (please check all items that are being submitted):

- ☐ Applicable fees and deposits.
- ☐ Project Narrative, describing the project, its compliance with any applicable review criteria, any impacts to the surrounding area, and any other relevant information.
- ☐ Surrounding and interested Property Ownership Report (see project specific checklist for more information).
- ☐ Proof of Ownership (ownership & encumbrance report, title report, or other acceptable forms of proof) for subject property.
- ☐ Site Plan, drawn to scale and depicting the locations and boundaries of existing and proposed lots and structures.
- ☐ Project specific checklist.

FEES AND DEPOSITS:

See Eagle Municipal Code Section 4.17.030.E (pg. 239)

I have read the application form and certify that the information contained herein is correct and accurate to the best of my knowledge. I understand that it is my responsibility to provide the Town with accurate information related to this application. I UNDERSTAND THAT FILING AN APPLICATION IS NOT A GUARANTEE THAT THE APPLICATION WILL BE APPROVED.


Signature

Nov 26, 2024
Date

Petition for Annexation

To: The Town Council of the Town of Eagle, Colorado

Re: Property Known as: 220 East Sixth Street

The undersigned landowner, in accordance with Title 31, Article 12, Part 1, C.R.S., known as the Municipal Annexation Act of 1965, hereby petitions the Town Council of the Town of Eagle, Colorado (the "Town Council") for annexation to the Town of Eagle (the "Town") of the following described unincorporated area situate and being in the County of Eagle, State of Colorado (the "Property"):

(See **Exhibit A** attached hereto and incorporated herein by reference)

In support of its Petition, Petitioner states as follows:

1. That it is desirable and necessary that the Property be annexed to the Town of Eagle, Colorado.
2. That the Property meets the requirements of C.R.S. §§ 31-12-104 and 105, in that:
 - a. Not less than 1/6 of the perimeter of the Property is contiguous with the existing boundaries of the Town, disregarding for contiguity purposes, as allowed by C.R.S. § 31-12-104(1)(a), the existence of any platted street or alley, any public or private right-of-way, any public or private transportation right-of-way or area, public lands (except county-owned open space) or any lakes, reservoirs, streams or other natural or artificial waters located between the Town and the Property. The contiguity required by C.R.S. § 31-12-104(1)(a) has not been established by use of any boundary of an area that was previously annexed to the Town where the area, at the time of its annexation, was not contiguous at any point with the boundary of the Town, and was not otherwise in compliance with C.R.S. § 31-12-104(1)(a), and was located more than 3 miles from the nearest boundary of the Town, nor was the contiguity required by C.R.S. § 31-12-104(1)(a) established by use of any boundary of territory that was subsequently annexed directly to, or which was indirectly connected through, subsequent annexations of such an area.
 - b. The proposed annexation will not create any disconnected municipal satellites.
 - c. A community of interest exists between the Property and the Town.
 - d. The Property is urban or will be urbanized in the near future, and said area is integrated or is capable of being integrated with the Town.
 - e. No land held in identical ownership, whether consisting of 1 tract or parcel real estate or 2 or more contiguous tracts or parcels of real estate:

- i. Is divided into separate parts or parcels without the written consent of the landowner or landowners thereof, unless such tracts or parcels are separated by a dedicated street, road, or other public way.
 - ii. Comprising 20 acres or more and which, together with the buildings and improvements situated thereon, has a valuation for assessment in excess of two hundred thousand dollars \$200,000 for *ad valorem* tax purposes for the year next preceding the annexation is included within the Property without the written consent of the landowner(s).
 - f. No annexation proceedings have been commenced for the annexation to another municipality of part or all of the Property.
 - g. The annexation of the Property will not result in the detachment of area from any school district and the attachment of same to another school district.
 - h. The annexation of the Property will not have the effect of extending the boundary of the Town more than 3 miles in any direction from any point of the Town's boundary in any one year.
 - i. If a portion of a platted street or alley is to be annexed, the entire width of said street or alley is included within the Property.
 - j. Reasonable access will not be denied to landowners, owners of easements or the owners of franchises adjoining any platted street or alley to be annexed that will not be bordered on both sides by the Town.
3. That attached hereto and incorporated herein by reference are 4 prints of the annexation map, containing the following information:
- a. A written legal description of the boundaries of the Property.
 - b. A map showing the boundary of the Property.
 - c. Within the annexation boundary map, a showing of the location of each ownership tract of unplatted land, and, with respect to any area which is platted, the boundaries and the plat numbers of plots or lots and blocks.
 - d. Next to the boundary of the Property, a drawing of the contiguous boundary of the Town and the contiguous boundary of any other municipality abutting the Property.
4. That Petitioner is the owner of more than 50% of the Property, exclusive of streets and alleys.

5. That Petitioner signed this Petition no more than 180 days prior to the date of the filing of this Petition.
6. That this Petition satisfies the requirements of Article II, § 30 of the Colorado Constitution in that it is signed by persons comprising more than 50% of the landowners of the Property who own more than 50% of the Property, excluding public streets and alleys and any land owned by the Town.
7. That no election has been held within the last 12 months for annexation of the Property to the Town.
8. That the Property is located within Eagle County, the Eagle County School District and the Greater Eagle Fire Protection District.
9. That upon the effective date of the ordinance annexing the Property to the Town, the entire Property shall become subject to the ordinances, resolutions, rules and regulations of the Town, except for general property taxes which shall become effective on January 1 of the next year following passage of the annexation ordinance.
10. That Petitioner has not requested from any government entity review of a site specific development plan that would vest Petitioner with the property rights contemplated in C.R.S. § 24-68-101, *et seq.*, and that Petitioners hereby waive any vested property rights for the Property resulting from any prior approval of any site specific development plan as defined in C.R.S. § 24-68-101, *et seq.*
11. That, by the date that is 90 days after the effective date of the annexation ordinance, the Property shall be brought under the Town's zoning code and map.
12. That Petitioner reserves the right to withdraw this Petition at any time prior to the adoption of an annexation ordinance.

Therefore, the undersigned Petitioners respectfully request that the Town Council approve the annexation of the Property to the Town.

George S. Henry 2/10/25

George S. Henry
Name

Date

Postal Box 1647, Eagle CO 81631
Mailing Address

Kathy R. Chandler-Henry 2/10/2025

Kathy R. Chandler-Henry
Name

Date

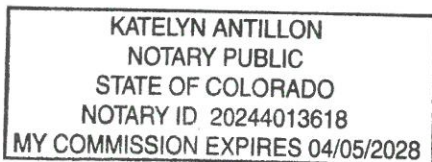
Postal Box 1647, Eagle CO 81631
Mailing Address

State of Colorado)
County of Eagle) ss.

Subscribed, sworn to and acknowledged before me this 10th day of February 2025 by George S. Henry and Kathy R. Chandler-Henry.

My Commission expires 4/5/2028.

(Seal)



Katelyn Antillon
Notary Public



TOWN OF EAGLE
COMMUNITY DEVELOPMENT
200 BROADWAY • PO BOX 609 • EAGLE, CO 81631
PHONE: 970-328-9655 • FAX: 970-328-9656
EMAIL: PLANNING@TOWNOFEAGLE.ORG
www.townofeagle.org

File #

Date Received

LAND USE & DEVELOPMENT APPLICATION

Pursuant to the Land Use & Development Code, Title 4

ZONING REVIEW	DEVELOPMENT REVIEW	SUBDIVISION REVIEW
☐ Special Use Permit ☐ Zoning Variance ☒ Rezoning ☐ Temporary Use Permit ☐ Encroachment Permit ☐ Wireless Communications Facility	☐ Minor Development Permit ☐ Major Development Permit PLANNED UNIT DEVELOPMENT (PUD) REVIEW ☐ PUD Zoning Plan ☐ PUD Development Plan	☐ Concept Plan ☐ Preliminary Plan ☐ Final Plat ☐ Lot Line Adjustment ☐ Condominium / Townhouse ☐ Minor Subdivision

If permit type not specified above, fill in here _____

PROJECT NAME 220 East Sixth Street
PRESENT ZONE DISTRICT Resource Eagle Count **PROPOSED ZONE DISTRICT** OTR Town of Eagle
(if applicable)

LOCATION
STREET ADDRESS 220 East Sixth Street

PROPERTY DESCRIPTION
SUBDIVISION see attached **LOT(S)** _____ **BLOCK** _____
(attach legal description if not part of a subdivision)

DESCRIPTION OF APPLICATION/PURPOSE There are currently two legal non conforming arcels
in the Resouce Zone District with two single family homes. This alication is to create two lots that conform with OTR zoning regulations

APPLICANT NAME George Henry and Kathy Chandler- Henry **PHONE** 970-390-3104
ADDRESS Box 1647, Eagle, CO 81631 **EMAIL** kchandlerhenry@gmail.com

OWNER OF RECORD same as above **PHONE** _____
ADDRESS _____ **EMAIL** _____

REPRESENTATIVE* Tom Boni **PHONE** 970-366-1435
ADDRESS Box 3625, Eagle, CO 81631 **EMAIL** tomboni3030@gmail.com

*A representative must submit an affidavit or power of attorney signed by the property owner of record authorizing the representation.

APPLICATION SUBMITTAL ITEMS:

The following submittal materials must be submitted in full before the application will be deemed complete per Chapter 4.17.030 of the Eagle Municipal Code (pg. 236) (please check all items that are being submitted):

- ☒ Applicable fees and deposits.
- ☒ Project Narrative, describing the project, its compliance with any applicable review criteria, any impacts to the surrounding area, and any other relevant information.
- ☒ Surrounding and interested Property Ownership Report (see project specific checklist for more information).
- ☒ Proof of Ownership (ownership & encumbrance report, title report, or other acceptable forms of proof) for subject property.
- ☐ Site Plan, drawn to scale and depicting the locations and boundaries of existing and proposed lots and structures.
- ☐ Project specific checklist.

FEES AND DEPOSITS:

See Eagle Municipal Code Section 4.17.030.E (pg. 239)

I have read the application form and certify that the information contained herein is correct and accurate to the best of my knowledge. I understand that it is my responsibility to provide the Town with accurate information related to this application. I UNDERSTAND THAT FILING AN APPLICATION IS NOT A GUARANTEE THAT THE APPLICATION WILL BE APPROVED.


Signature

Nov 20, 2024
Date

Project Narrative

Annexation

220 East Sixth Street Annexation

1. Introduction

This property, located at the southeast corner of East Sixth Street and Capitol Street, consists of two parcels comprising 1.383 and .199 acres respectively and is owned by Kathy Chandler - Henry and George Henry. They currently reside in the single-family home located on the larger parcel. The applicants have resided on the property since 1992, having purchased property from Marjory Chandler, the mother of Kathy Chandler - Henry. There is a dilapidated, unoccupied, small single-family structure on the smaller parcel to the east.

Town water and sewer lines, Holy Cross electric, Black Hills natural gas and Century Tel service lines are located in East Sixth Street adjacent to the property on its northern boundary. There is an unused water tap from the Town that provided service to the smaller parcel when it was occupied. There is also an additional one inch water tap conveyed to this property via a Water Transfer Agreement dated June 24, 2005 in exchange for water rights and an access, utility, drainage and stormwater collection easement granted on the southerly portion of the property adjacent to Capitol Street.

2. Compliance

The applicants are petitioning the Town for annexation in order for their daughter and her husband to purchase a lot and build a home on a reconfigured smaller parcel on the east side of the larger parcel. A minor subdivision is proposed to reconfigure this lot to provide ample setbacks from the existing home and the new home on the smaller property. A zone change application accompanies this annexation to zone both parcels to Old Town Residential. This is the Zone District for the property on the North side of East Sixth Street. The applicants intend to continue to reside at their home for the foreseeable future. At a later time, the larger parcel may be the subject of a future subdivision application.

Single family homes are located on the north side of East Sixth Street, the Eagle Library and single-family development is located on the west side of Capitol Street, and the Overlook Townhomes located to the South. The Eagle Cemetery is located along the eastern boundary of the property.

There are no owners or users of any easements or adjacent means of public access that would be affected by this proposed annexation application.

The Eagle Comprehensive Plan's Future Land Use Map locates this property in the Downtown Neighborhood Character Area which supports the proposed Old Town Residential Zone Districts. Under Chapter 2 Vision Section, the Plan states "the Eagle community is defined by our welcoming spirit, our appreciation of our neighbors, and support for one another." For the Downtown Neighborhood Character Area, the Plan encourages the preservation of character, redevelopment and infill and above average standards for design. It also states that small lot single family units, duplexes, multi-family townhomes and vertically integrated multi-family residential are appropriate. Goal #1 is to promote a wide range of attainable housing opportunities for young adults, families and aging residents' workforce and others. Goal #2-5 is to maintain and improve the appearance of Eagle by establishing and reinforcing the Town's identity and sense of place. All utilities are in place to serve this property. This application is for infill development and single family homes encouraged by the Plan and compatible with the surrounding development.

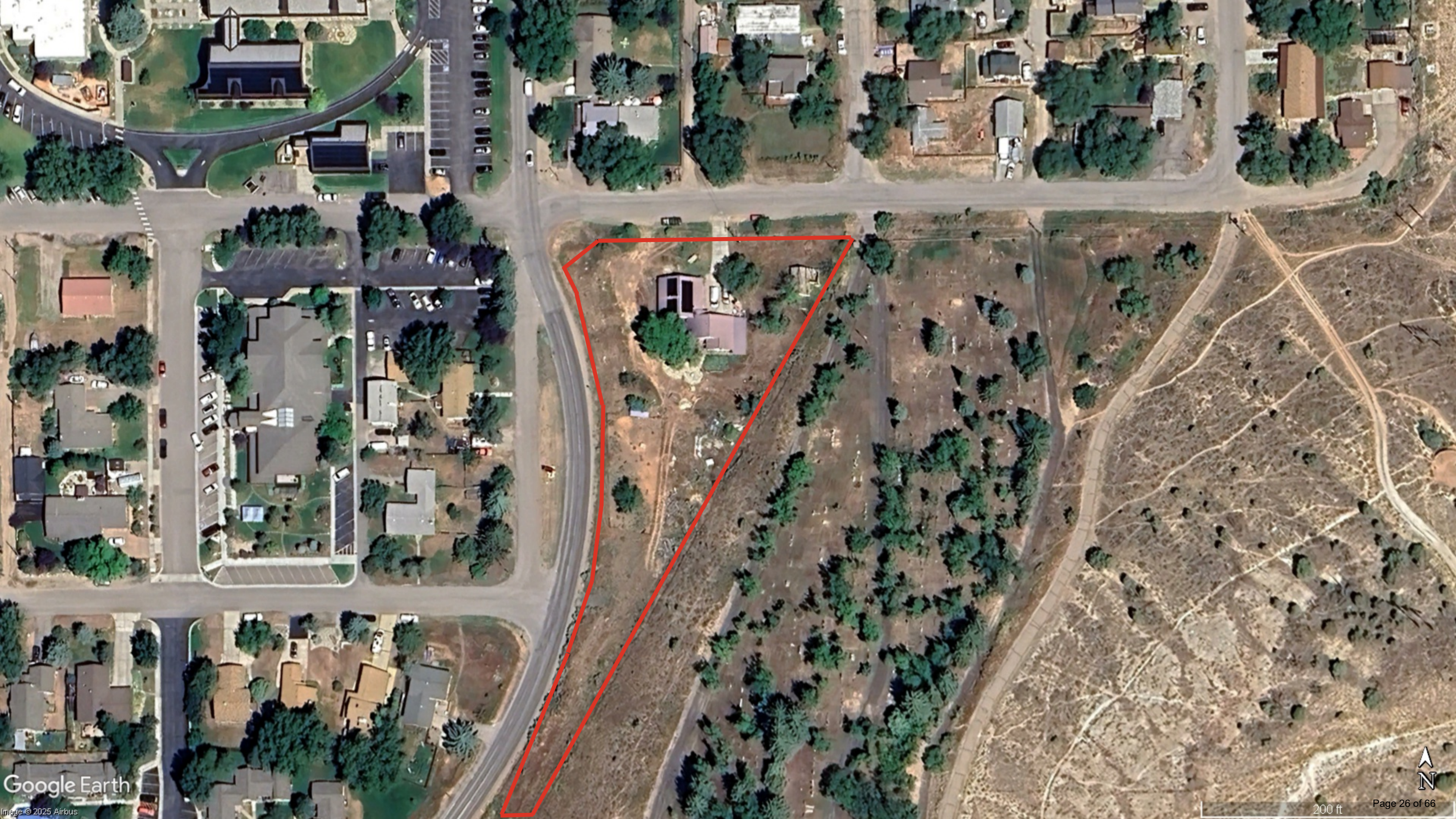
Old Town Residential Zone District allows for a variety of housing types including single family homes. As mentioned above, the first phase of the development of this property is simply the construction of a new home on a reconfigured smaller parcel. The reconfigured parcel will be approximately 8,000 square feet with a frontage on East Sixth Street of approximately 80 feet. This size complies with the Zone District's requirement of a minimum lot size of 3,000 square feet and allows for the construction of a single family home with ample front, side and rear yards. Correspondingly, the reconfigured lot provides for a side setback from the easterly wall of the occupied home on the larger parcel. A Phase 2 Subdivision Application of the larger parcel will create additional opportunities for residential development in compliance with the intent and regulations of the Old Town Residential District.

Overall Project Benefits

There is a short term and long-term benefit of the annexation of these parcels into the Town of Eagle. As discussed above, the annexation and development of this property is considered infill development which is a benefit to the Town and encouraged by the Comprehensive Plan. It is already served by Town of Eagle roadway network. It is already served by public and private utilities. Increased development is a more efficient use of the existing roadway network of existing public and private utility systems. The property is within walking distance to downtown commercial businesses, the Eagle Library and the Town Park. This annexation will result in increased property and sales tax revenue with negligible costs to the Town. Additional development over the long term further increases this efficiency while compatible with the surrounding neighborhood and is as envisioned in

the Town's recently adopted Comprehensive Plan. Phase Two Development will likely be on the west side of the property bordering Capitol Street.

Both the short-term development proposed and the long term development facilitated by this application has little or no negative impacts on the surrounding property. The Town's impact fees required by subdivision regulations will address the typical impacts on fire, police, roadway, water and sewer services.





Looking south at the single family dwelling



Looking towards the southwest of the property



Looking towards the east of the main structure



Looking towards the southeast of the property, where a small structure has been demolished



Photo of the posted notice sign

**TOWN OF EAGLE, COLORADO
PLANNING AND ZONING COMMISSION
RESOLUTION NO. 11
(Series of 2025)**

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF
EAGLE, COLORADO RECOMMENDING APPROVAL OF A REZONE APPLICATION FOR
220 EAST 6TH STREET

WHEREAS, Kathy R. Chandler-Henry and George S. Henry own the real property more particularly described in **Exhibit A**, attached hereto and incorporated herein by this reference (the "Property");

WHEREAS, on February 13, 2025, Kathy R. Chandler-Henry and George S. Henry (the "Applicants") submitted an application for approval of a Rezone to Old Town Residential (OTR) (the "Rezone Application"); and

WHEREAS, on November 18, 2025, the Planning and Zoning Commission held a properly-noticed public hearing on the Application.

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

Section 1. Findings. The Planning and Zoning Commission finds that the Rezone Application complies with all applicable provisions of the Eagle Municipal Code and that approval of the Application is in the best interest of the public health, safety, and welfare.

Section 2. Decision. Based on the foregoing findings, the Planning and Zoning Commission recommends approval of the Rezone Application.

INTRODUCED, READ, PASSED AND ADOPTED ON NOVEMBER 18, 2025.

TOWN OF EAGLE, COLORADO

Matthew Hood, Chair

ATTEST:

Gram Dick, Administrative Technician II

LegalDESCRIPTION:

PARCEL 1

THAT PART OF THE E $\frac{1}{2}$ OF THE NE $\frac{1}{4}$ OF SECTION 5, IN TOWNSHIP 5 SOUTH, RANGE 84 WEST OF THE 6TH AS ORIGINALLY DESCRIBED AND PATENTED, DESIGNATED AND BECOMING A PART OF TRACTS 43 AND 45 OF THE INDEPENDENT RESURVEY OF SAID TOWNSHIP AND RANGE, APPROVED BY THE U.S. SURVEYOR GENERAL JUNE 20, 1922, AND ACCEPTED BY THE GENERAL LAND OFFICE JUNE 6, 1923, MORE PARTICULARLY DESCRIBED AS FOLLOWS, TO-WIT: BEGINNING AT A POINT ON THE SOUTH BOUNDARY OF SIXTH STREET IN THE TOWN OF EAGLE, COLORADO, WHENCE THE TRUE POSITION OF CORNER NO. 1 OF TRACT NO. 43, IDENTICAL WITH COMER NO. 4 OF TRACT NO. 45, CORNER NO. 3 OF TRACT NO. 40 AND CORNER NO. 2 OF TRACT NO. 42 (THE WITNESS COMER WHEREOF BEING LOCATED S. 89°48' W. 17.82 FEET DISTANT), BEARS S. 74°43'05" E., 830.81 FEET DISTANT; THENCE, CONFORMING WITH THE EAST BOUNDARY OF THE CAPITOL STREET, S. 19°06' E. 97.90 FEET TO P.C.; THENCE CURVE RIGHT, RADIUS 430.32 FEET, 397.27 FEET, CHORD BEARING SS 7 18' 55" W, CHORD LENGTH OF 383.31 FEET TO P.T.; THENCE S. 33°45' 48 W. 219.01 FEET; THENCE N. 89°36' E. 54.62 FEET. TO THE WEST BOUNDARY OF THE EAGLE CEMETERY ASSOCIATION PROPERTY; THENCE, CONFORMING THERETO, N. 30°35' E. 258.14 FEET; THENCE N. 30°18' E. 381.86 FEET; THENCE S. 89°27' W. 60.52 FEET; THENCE NORTH 104.77 FEET, TO THE SOUTH BOUNDARY OF SAID SIXTH STREET IN THE TOWN OF EAGLE, COLORADO; THENCE CONFORMING THERETO, S. 89°27' W. 179.61 FEET TO THE PLACE OF BEGINNING, CONTAINING AN AREA OF 1.377 ACRES, MORE OR LESS.

AND

PARCEL 2

THAT PART OF THE EAST HALF OF THE NORTHEAST QUARTER (E $\frac{1}{2}$ NE $\frac{1}{4}$) OF SECTION 5, TP. 5 S., R. 84 W., 6TH P.M., AS ORIGINALLY DESCRIBED AND PATENTED, DESIGNATED AND BECOMING A PART OF TRACTS 43 AND 45 OF THE INDEPENDENT RESURVEY OF SAID TOWNSHIP AND RANGE APPROVED BY THE U. S. SURVEYOR GENERAL JUNE 20, 1922, AND ACCEPTED BY THE GENERAL LAND OFFICE JUNE 6, 1923, MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE SOUTH BOUNDARY OF SIXTH STREET IN THE TOWN OF EAGLE, COLORADO, WHENCE THE TRUE POSITION OF COMER NO. 1 OF TRACT 43, IDENTICAL WITH CORNER NO. 4 OF TRACT 45, COMER NO. 3 OF TRACT 40 AND CORNER NO. 2 OF TRACT 42 (THE WITNESS CORNER WHEREOF BEING LOCATED SOUTH 89°48' W. 17.82 FEET DISTANT) BEARS S. 70°27'33" EAST 659.83 FEET DISTANT; THENCE N. 89°27' E. 94.96 FEET; THENCE S. 10°35' WEST 69.06 FEET; THENCE S. 30°18' W. 43.11 FEET; THENCE S. 89°27' WEST 60.52 FEET; THENCE NORTH 104.77 FEET TO THE PLACE OF BEGINNING, CONTAINING AN AREA OF .199 ACRES, MORE OR LESS.



To: Planning & Zoning Commission

From: Jessica Lake, Senior Planner, Community Development Department

Date: November 18, 2025 (continued from November 4th)

Agenda Item: 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.

REQUEST

For the Planning Commission to review and approve staff proposed modifications to the Land Use and Development Code.

BACKGROUND

In October 2023, the new Land Use and Development Code (2023 LUDC), also known as ReCode, took effect. Since its adoption, staff have identified a number of modifications and corrections necessary to ensure the Code functions as intended.

Per the Code, such corrections require review and recommendation by the Planning Commission, followed by adoption by the Town Council. This memo presents another round of miscellaneous updates for the Commission's consideration.

The proposed amendments include:

1. Section 4.02.040.A – Right-of-Way Landscaping – Clear vision area and plant height standards in Chapter 4.11 – Landscape Standards
2. Table 4.02-3 – Updates to height limit exceptions for elevator bulkheads and internal stair access and changes to projections.
 - a. Screening standards
 - b. Design considerations for projections in mixed-use and commercial
3. Chapter 4.08 – Minor PUD Amendments – Updates to review criteria and process
4. Chapter 4.10 – Broadway District Design Standards – Window transparency requirements & parapet walls
5. Chapter 4.11 – Stormwater Standards – Stormwater detention as an irrigation source.
6. Chapter 4.11 – Landscape Standards – Clarification of front yard buffer areas and tree separation requirements
7. Chapter 4.12 - Underground Parking – Clarification of applicable standards

To expedite the process, staff did not hold a work session on these changes. While many of these items have been under review since the Code's adoption, staff prioritized updates required by recent State legislation. Given the minor nature of these amendments, staff believe a work session is not necessary. However, staff remain open to removing or revising any proposed changes based on the Commission's feedback.

ANALYSIS

1. Section 4.02.040.A – Right-of-Way Landscaping – Clear vision area and Section 4.11.030.D plant height standards

Staff believe that these two sections of the Code would benefit from additional clarity to ensure that they are working together. The proposed amendments to Sections 4.02.040.A (Clear Vision Areas) and 4.11.030.D (Right-of-Way Landscaping Responsibility) are intended to enhance public safety, improve regulatory clarity, and support sustainable landscaping practices within the public realm. These revisions respond to observed challenges in implementation and enforcement, and align with best practices in urban design and traffic safety. The primary purpose of clear vision areas is to maintain unobstructed sight lines at intersections to reduce the risk of vehicular, pedestrian, and cyclist collisions. The revised language:

- Clarifies that all visual obstructions (including fences, walls, landscaping, and temporary obstructions like parked vehicles) must not exceed 30 inches in height within designated clear vision areas.
- Establishes a consistent measurement standard from the top of curb or street centerline grade, ensuring uniform application across varied site conditions.
- Reinforces that trees may be permitted if pruned to maintain visibility, balancing safety with urban forestry goals.

These changes ensure that visibility is preserved at critical points in the transportation network, particularly in areas with increasing multimodal traffic.

The amendment explicitly states that the clear vision area height limits supersede fence height allowances in Chapter 4.11 when located within a clear vision area. This clarification resolves previous inconsistencies and supports more predictable development review and enforcement.

Additionally, the language provides flexibility for the Public Works Director to evaluate tree placement based on site-specific conditions or adopted streetscape standards, ensuring that landscaping decisions are context-sensitive and aligned with broader public works goals.

Proposed Redline Changes

Section 4.02.040.A. *Clear Vision Areas. 2. Applicability.*

- a. Clear vision areas shall be maintained on the corners of all property at the intersection of two streets, a street and an alley, or a street and a railroad except in zone districts with a required build-to zone or line.
- b. The maximum height for all potential visual obstructions in the clear vision area is two and one-half feet tall **or thirty (30") inches.**, ~~including~~ **The maximum height requirement applies to** plants, fences, walls, structures, and any potential temporary visual obstructions such as parking. Trees exceeding two and one-half feet **or thirty (30") inches tall** may be planted in a clear vision area, provided all branches and foliage can be removed to a height of eight feet above the grade when the tree is sufficiently established.
- c. No fence or wall shall be located so as to obstruct traffic sight distances. In a clear vision area, the maximum fence or wall height is two and one half feet **tall or thirty (30") inches. This provision supersedes those in Chapter 4.11, where a fence or wall is located within the clear vision area.**
- d. The maximum height for any potential obstruction is measured from the top of the curb, or where no curb exists, from the established street centerline grade.

Section 4.11.030.D. *Right-of-way landscaping responsibility.*

1. Landscaping in the **clear vision area of the** public right-of-way shall not exceed ~~24 inches~~ **two and one-half feet or thirty inches (30") as described in [Section 4.02.040.A](#).** Trees may be allowed if

branches are trimmed to a minimum of eight feet above ~~grade ground level~~. ~~once the tree is sufficiently established and as measured in Section 4.02.040.A.~~ ~~The allowance of street trees or trees in the right-of-way is at the discretion of the Public Works Director.~~ ~~The placement of street trees or trees within the public right-of-way is subject to the discretion of the Public Works Director, or to any adopted streetscape standards, if applicable.~~

2. To the maximum extent practicable, landscaping plans shall be coordinated with the placement of utilities to avoid conflicts with above and below ground utilities and overhead light fixtures. Landscaping is required as identified in this chapter, but placement may vary to avoid unnecessary conflict.
3. Landscaping within the public right-of-way shall consist of low-water, drought-tolerant, adaptive plants. Turf grass is prohibited.

2. Table 4.02-3 – Updates to height limit exceptions for elevator bulkheads and internal stair access and changes to projections.

The proposed changes clarify allowable rooftop projections while ensuring compliance with the Planning Commission's concerns about visual impacts and height consistency. By limiting each rooftop system to a maximum of 10 ft above the zone district height and requiring integrated screening, the revisions balance functional needs (mechanical, electrical, solar) with aesthetic and community character goals. Additional conditions for elevator bulkheads and stair access prioritize placement away from public view, reducing perceived massing along primary corridors. Allowing parapet walls to extend up to 6 ft for false fronts in designated areas supports historic and contextual design objectives without increasing usable floor area. These revisions provide clear, enforceable standards that maintain the integrity of height limits while accommodating essential building systems.

Proposed Redline Changes

Table 4.02-3 Height Limit Exceptions	
Projection [3]	Height Increase, max (% or feet)
Chimneys, stacks, vents, and flues	30% over zone district max height
Antennas and towers (except as provided in Section 4.09.110 , Wireless Communication Facilities)	30'
Emergency sirens and similar devices	Any distance
Mechanical, electrical, and plumbing equipment; solar panels; air conditioner, and evaporative coolers, chimneys, stacks, vents, and flues.	30% over zone district max height Each system present on a rooftop may exceed the zone district max height by no more than 10-feet.[1]
Structural elements required for rooftop access, such as elevator bulkheads, penthouses, and/or interior access stairs	Not more than 10-feet above the max zone district height.[2]
Parapet walls, false fronts, safety railings, and screening walls	4'
Architectural features such as unoccupied belfries, flagpoles, spires, silos, domes, and windmills	30% over zone district max height

NOTES:

[1] Each rooftop system (mechanical, electrical, etc.) may extend 10 ft above the zone district height limit, provided that rooftop systems are completely screened from view from adjacent streets. Screening shall be compatible with the overall building design. If a fourth-story bonus is allowed per [Section 4.02.050.G.2.b.iv.](#), rooftop systems may still project above the modified height limit but shall follow the same screening requirements.

[2] Elevator bulkheads and stair access exceeding the zone district or bonus height shall be at the rear or alley side in the Broadway District (BD); in all other districts, rooftop access shall be at the rear or center of the building to minimize, to the greatest extent possible, visibility of the feature from the street facing side(s) of the property.

[3] Screening of all projections shall be in conformance with the standards in [Section 4.11.060.](#)

3. Chapter 4.08 – Minor PUD Amendments – Updates to review criteria and process

The current Land Use and Development Code (LUDC) provides limited guidance on what constitutes a minor amendment to an approved PUD final plan. This lack of specificity has led to inconsistent interpretations, delays in processing, and uncertainty for applicants and staff. The proposed revisions establish clear categories of allowed and prohibited amendments, define review criteria, and outline the Director’s authority for administrative approval.

Proposed Redline Changes

A. Minor amendments.

1. Classification of minor amendments.

- I. *Allowed minor amendments.* Minor amendments are intended for technical or design adjustments that do not materially change the approved development intent. Minor amendments to an approved PUD final plan may be approved by the Director if the proposed amendment is included in one or more of the following categories:

- i. ~~The amendment does not change the ratio of residential units to square feet of non-residential building square footage by more than ten percent.~~
- ii. ~~The gross square footage of non-residential building area is not increased by more than ten percent.~~
- iii. ~~The number or location of vehicular access points is are not changed in a way that negatively impacts public safety or the flow of traffic onto public streets.~~
- iv. ~~The numeric standards in the PUD final plan not specified above are not revised by more than would be allowed through Section 4.17.110 A., administrative adjustment.~~

- i. *Internal Road Alignment Adjustments*

Minor changes to internal road layouts for subdivisions that have not received final plat approval and provided they do not compromise vehicle safety or conflict with approved plans.

- ii. *Building Envelope Adjustments*

Changes to unplatted building envelopes that do not impact a known Critical Wildlife Habitat.

Note: Any changes to platted envelopes must be processed as a Major PUD Amendment with an amended final plat or combined preliminary/final plat.

- iii. *Technical Text Corrections in PUD Guide or to the Development Plan/Map*

- Edits that correct omissions or technical errors.
- Numeric standard changes are allowed if they do not exceed the current standard by more than 15%.

Note: The same numeric standard cannot be repeatedly modified under this provision.

Note: Changes to an approved Development Plan/Permit needed for building permit are not eligible for amendment under this provision, but are eligible for amendment as provided in Chapter 4.17.

iv. *Addition of Similar Land Uses*

Adding uses not previously listed but determined to be similar to existing permitted uses, as determined by the Director, based on [Chapter 4.09 Use Standards](#) and [Section 4.20.050 Use Category Definitions](#).

Note: Changes to use standards or definitions require a Major PUD Amendment.

- II. *Prohibited amendments.* The following changes may not be approved through the minor amendment process, and are required to be processes as major amendment:
 - i. Changes the allowed uses listed in the approved PUD final plan, beyond what is allowed under the provisions of Section 4.08.070.A.1.a.;
 - ii. Changes to required open space;
 - iii. Changes to the allowed total density or commercial square footage; or
 - iv. Changes to the PUD perimeter boundary.
2. *Review criteria and decision-making.* The director shall consider all the following criteria with respect to the proposed change when reviewing a PUD final plan amendment:
 - I. Compatibility with PUD concept plan. The minor amendment is compatible with the approved PUD concept plan. Where a PUD concept plan was not adopted, compatibility shall be evaluated based on the approved PUD Guide, Development Plan, and any applicable approved subdivision and/or zoning documents.
 - II. Adverse impacts. The minor amendment will not cause adverse impacts to development within the PUD or adjacent development.
 - III. Technical change. The change is of a technical nature conforming with one or more of the following:
 - i. ~~Compensate for an unusual site condition;~~ Site-specific adjustments – necessary to address topographic constraints, geotechnical conditions, or utility placement verified by a licensed professional.
 - ii. ~~Correct a minor, inadvertent failure to comply with an applicable LUDC standard; or~~
 - iii. ~~Protect a sensitive resource or natural feature that was not discovered during the PUD review and approval process.~~ Environmental protection adjustments – the change or changes are intended to protect sensitive resources such as wetlands or wildlife corridors identified post-approval.
 - iv. Minor design optimization – improves internal circulation, pedestrian connectivity, or neighborhood compatibility without altering external access or density.
 - v. Minor technical changes – minor changes to the text of the PUD Guide necessary for clarity, to correct an omission, or to determine similar uses.

4. Chapter 4.10 – Broadway District Design Standards – Window transparency requirements

In reviewing the design standards for the Broadway District, staff identified that window transparency requirements from the 1976 Land Use Code were not carried forward into the 2023 Code update. This omission affects the vibrancy and pedestrian engagement goals of the district.

Window transparency is a key design element on main streets, as it fosters visual interaction between building interiors and the public realm, contributing to a lively and welcoming streetscape.

1976 Code Provision:

A solid-to-void ratio that is similar to those found historically in the neighborhood shall be used. Large expanses of glass on exterior facades, whether vertical or horizontal, are inappropriate on renovated residential buildings used for commercial purposes. Glass panels shall have low reflectivity and high transparency, allowing for visual access into the building at ground level.

Staff propose revised language to improve clarity, enforceability, and alignment with current design goals.

Proposed Redline Changes

4.10.050.C.1.b.

- xiii. To preserve views and to provide a clear sense of connection into and out of the building, window and door glazing shall be transparent and have a low-reflectivity. Windows shall provide clear views into interior spaces. Interior obstructions including, but not limited to, shelving, signage, curtains, and blinds shall not block more than 25% of the total storefront window area during business hours. Mirror-like windows, frosted, or tinted windows are prohibited.

4. Chapter 4.10 – Broadway District Design Standards – Parapet Walls

In reviewing the design standards for the Broadway District, staff identified a conflict with Table 4.02-3 Height Limit Exceptions. The proposed change below, now references the table, removing the conflict.

Proposed Redline Changes

4.10.050.C.1.c.

- ii. Parapet walls may exceed the height limit of the district ~~by not more than 30 percent beyond the highest point of the building.~~ in accordance with Table 4.02-3 Height Limit Exceptions in Section 4.02.040.D. Parapet walls may be used as a design detail or to screen roof mounted appurtenances or roof entertainment areas from views of public rights-of-ways. All screening elements must also be in conformance with the standards in Section 4.11.060.

5. Chapter 4.11 – Stormwater Standards – Stormwater detention as an irrigation source.

Letter H in the purpose statement for Chapter 11 currently states that one purpose of the landscaping, screening, and fencing standards is “to promote the utilization of stormwater detention as an irrigation source.” This language could be interpreted as encouraging practices that conflict with Colorado state statutes, which strictly limit stormwater collection and require permits for certain uses. Staff reviewed Section 4.11.050 and confirmed that its provisions comply with state requirements; therefore, the only proposed amendment at this time is to remove Letter H from the purpose statement to eliminate any language that could be construed as inconsistent with state law.

Staff noticed an incorrect word in Section 4.11.030.A. and is taking this opportunity to correct the mistake.

Proposed Redline Changes

Section 4.11.010.G-I

G. Reduce the overall per capita use of water in the Town; and

~~H. Promote the utilization of storm water detention as an irrigation source; and~~

~~I.~~H. Ensure that climate-appropriate landscaping is an integral part of the site design and development process.

Section 4.11.030.A.

- 5. A legend indicating all proposed plant materials with common and botanical names, indication of drought tolerant plants, sizes maximum spacing, caliper size, and quantities;

6. Chapter 4.11 – Landscape Standards – Clarification of front yard buffer areas and tree separation requirements

The current Landscape Standards include subsections C and D, whose headings appear duplicative. However, the description under C does not align with its heading, creating confusion during code administration. Staff’s review indicates that subsection C was historically intended to represent the Front-Yard Buffer, as referenced in the 1976 Code.

The front-yard buffer landscaping standards are intended to create an attractive and functional transition between private development and the public realm, reinforcing neighborhood character and enhancing

the visual quality of streetscapes. These standards promote sustainable design by requiring drought-tolerant, adaptive plantings and ensuring that landscaping complements, rather than competes with, existing public right-of-way improvements. By establishing clear ratios for tree planting and minimum coverage requirements, the policy provides predictability for applicants and consistency in application, while preserving flexibility for site-specific design solutions. Prohibiting parking spaces within the buffer maintains its integrity as a landscaped area, while allowing necessary driveways and maneuvering areas ensures practical access without compromising aesthetic goals.

Proposed Redline Changes

- C. ~~Landscaping within the public right-of-way~~ **Front-yard buffer landscaping.** A landscape plan specific to the streetscape area shall be included on any required landscape plan for review and approval by the Public Works Director. Except in the BD district, a landscape area shall be established along all streets between public right-of-way and any buildings, parking lots, loading areas, storage areas, screening walls or fences, or other improvements in association with any use, in accordance with the following:

Table 4.11-2: Minimum Width of Landscape Area

Adjacent To	Width (Feet)
I-70	15
Any other street	10

1. **Driveways and maneuvering areas.** Necessary driveways and maneuvering areas for parking lots may be ~~put in these areas~~ **located within the front-yard buffer with the approval of** ~~from~~ the Director. Parking spaces are **prohibited** ~~not allowed~~ in this area.
2. **Planting requirements.** The required landscaped ~~buffer areas~~ shall **include** ~~be planted at the rate of one tree per for every 25 linear square feet of street frontage. for all streets in the required landscaped area.~~ Additional plantings of varying heights and densities (shrubs, perennials, and ground cover) shall be incorporated to enhance neighborhood character and complement existing streetscape planting. Plantings should supplement, not overpower, public right-of-way landscaping. Shrubs and perennials shall be spaced to achieve visual massing based on anticipated mature size.
3. **Design guidelines:**
 - a. **Landscape design shall consider existing development patterns and natural features. Trees may be grouped, provided the total required number is met.** ~~These landscape areas shall be designed in a manner that takes into account existing patterns of surrounding development and the existing landscape.~~
 - b. A minimum of 50 percent of required street frontage landscape areas shall be covered with cultivated landscaping and maintained.
 - c. Ground cover shall consist of low-water, **native, or hybridized for arid conditions** ~~drought-tolerant, adaptive plants~~ **to support water conservation goals.**

7. Chapter 4.12 - Underground Parking – Clarification of applicable standards

Council, Planning Commission, and community members have expressed interest in allowing underground parking as an amenity in Eagle. Underground parking can provide multiple benefits, including reducing the visual impact of surface parking, supporting walkable development patterns, and preserving land for landscaping, open space, or active uses. It also aligns with community goals for sustainability by

minimizing impervious surface areas that lead to urban heat islands and potentially improving stormwater management compared to large surface lots.

Currently, the Code does not clearly address underground parking structures, which creates uncertainty for applicants and staff during development review. The proposed amendment will clarify that underground parking is permitted and establish basic standards to ensure compatibility with adjacent uses, safety, and design objectives. This change supports Eagle's long-term vision for compact, mixed-use development and responds to feedback from decision-makers and the public.

Proposed Redline Changes

Section 4.10.030.A.2. Building and facilities placement.

- a. Buildings shall be positioned on a property to avoid steep slopes, natural drainageways, natural hazards, wildlife habitat, utility easements, and defined view corridors. Structures shall be oriented parallel to topographic lines to the greatest degree possible, reducing the need for cut and fill.
- b. Parking shall be located to allow short, efficient, and safe access from the parking area to entry points on the building.
- c. Buildings shall be positioned to maximize the privacy of outdoor spaces, access to quality views, and opportunities for solar gain and energy applications.
- d. Trash enclosures shall be positioned for easy access by service providers, screened from public view, and containers or enclosures shall be wildlife resistant. Electrical and other utility boxes and facilities must also be screened from public view **from public rights-of-way**.
- e. **No building or structure shall cross a property line.**

Section 4.12.070.C. *Generally applicable parking area design standards.*

12. Underground parking structures.

- a. **Underground parking structures may encroach into required front, side, and rear setbacks, provided:**
 - i. **No portion of the structure extends beyond the property boundary.**
 - ii. **Temporary structural supports may extend into the public right of way, provided an agreement is executed between the property owner and the Town and the Town Engineer has approved all associated plans.**
 - iii. **Any above-grade elements, such as stair towers and ventilations shafts, comply with standard setback requirements and are screened in accordance with [Section 4.11.060](#).**

[Section 4.20.020](#). U. U Terms.

Underground parking structure. A parking facility located entirely below grade, including associated structural components, waterproofing systems, and access points.

PUBLIC COMMENT/OUTREACH

As of November 14, 2025, one question, but no public comment has been received.

ATTACHMENTS

- None.

**TOWN OF EAGLE, COLORADO
PLANNING AND ZONING COMMISSION
RESOLUTION NO. 12
(Series of 2025)**

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF EAGLE, COLORADO RECOMMENDING AMENDING CHAPTERS 2, 8, 10, 11, 12, AND 20 OF TITLE 4 OF THE EAGLE MUNICIPAL CODE RELATED TO DEVELOPMENT STANDARDS AND PROCESSES

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, 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. Section 4.02.040.A.2.b. and Section 4.02.040.A.2.c. of the Eagle Municipal Code are hereby amended as follows:

b. The maximum height for all potential visual obstructions in the clear vision area is two and one half feet tall or thirty (30”) inches.~~including~~ The maximum height requirement applies to plants, fences, walls, structures, and any potential temporary visual obstructions such as parking. Trees exceeding two and one-half feet or thirty (30”) inches tall may be planted in a clear vision area, provided all branches and foliage can be removed to a height of eight feet above the grade when the tree is sufficiently established.

c. No fence or wall shall be located so as to obstruct traffic sight distances. In a clear vision area, the maximum fence or wall height is two and one half feet tall or thirty (30”) inches. This provision supersedes those in Chapter 4.11, where a fence or wall is located within the clear vision area.

Section 2. Table 4.02-3 of Section 4.02.040 of the Eagle Municipal Code is hereby

repealed and replaced as follows:

Table 4.02-3 Height Limit Exceptions	
Projection [3]	Height Increase, max (% or feet)
Emergency sirens and similar devices	Any distance
Mechanical, electrical, and plumbing equipment; solar panels; air conditioner, evaporative coolers, chimneys, stacks, vents, and flues.	Each system present on a rooftop may exceed the zone district max height by no more than 10-feet.[1]
Structural elements required for rooftop access, such as elevator bulkheads, penthouses, and/or interior access stairs	Not more than 10-feet above the max zone district height.[2]
Parapet walls, false fronts, safety railings, and screening walls	4'
Architectural features such as unoccupied belfries, flagpoles, spires, silos, domes, and windmills	30% over zone district max height
NOTES: [1] Each rooftop system (mechanical, electrical, etc.) may extend 10 ft above the zone district height limit, provided that rooftop systems are completely screened from view from adjacent streets. Screening shall be compatible with the overall building design. If a fourth-story bonus is allowed per Section 4.02.050.G.2.b.iv., rooftop systems may still project above the modified height limit but shall follow the same screening requirements. [2] Elevator bulkheads and stair access exceeding the zone district or bonus height shall be at the rear or alley side of the building in Broadway District (BD); in all other districts, rooftop access shall be at the rear or center of the building to minimize, to the greatest extent possible, visibility of the feature from the street facing side(s) of the property. [3] Screening of all projections shall be in conformance with the standards in Section 4.11.060.	

Section 3. Section 4.08.070.A. of the Eagle Municipal Code is hereby repealed and replaced as follows:

A. *Minor amendments.*

1. *Classification of minor amendments.*

- a. *Allowed minor amendments.* Minor amendments are intended for technical or design adjustments that do not materially change the approved development intent. Minor amendments to an approved PUD final plan may be approved by the Director if the proposed amendment is included in one or more of the following categories:
 - i. *Internal road alignment adjustments.* Minor changes to internal road layouts for subdivisions that have not received final plat approval and provided they do not compromise vehicle safety or conflict with approved plans.

- ii. *Building envelope adjustments.* Changes to unplatted building envelopes that do not impact a known Critical Wildlife Habitat.
Note: Any changes to platted envelopes must be processed as a Major PUD Amendment with an amended final plat or combined preliminary/final plat.
 - iii. *Technical text corrections in a PUD Guide or to the Development Plan/Map.* Edits that correct omissions or technical errors. Numeric standard changes are allowed if they do not exceed the current standard by more than 15%.
Note: The same numeric standard cannot be repeatedly modified under this provision. Changes to an approved Development Plan/Permit needed for building permit, are not eligible for amendment under this provision, but are eligible for amendment as provided in Chapter 4.17.
 - iv. *Addition of similar land uses.* Adding uses not previously listed but determined to be similar to existing permitted uses, as determined by the Director, based on [Chapter 4.09](#) Use Standards and [Section 4.20.050](#) Use Category Definitions.
Note: Changes to use standards or definitions require a Major PUD Amendment.
- b. *Prohibited amendments.* The following changes may not be approved through the minor amendment process, and are required to be processed as major amendment:
- i. Changes the allowed uses listed in the approved PUD final plan, beyond what is allowed under the provisions of Section 4.08.070.A.1.a.;
 - ii. Changes to required open space;
 - iii. Changes to the allowed total density or commercial square footage; or
 - iv. Changes to the PUD perimeter boundary.
2. *Review criteria and decision-making.* The director shall consider all the following criteria with respect to the proposed change when reviewing a PUD final plan amendment:
- a. *Compatibility with PUD concept plan.* The minor amendment is compatible with the approved PUD concept plan. Where a PUD concept plan was not adopted, compatibility shall be evaluated based on the approved PUD Guide, Development Plan, and any applicable approved subdivision and/or zoning documents.
 - b. *Adverse impacts.* The minor amendment will not cause adverse impacts to development within the PUD or adjacent development.
 - c. *Technical change.* The change is of a technical nature conforming with one or more of the following:
 - i. *Site-specific adjustments* – necessary to address topographic constraints, geotechnical conditions, or utility placement verified by a licensed professional.
 - ii. *Environmental protection adjustments* – the change or changes are intended to protect sensitive resources such as wetlands or wildlife corridors identified post-approval.
 - iii. *Minor design optimization* – improves internal circulation, pedestrian connectivity, or neighborhood compatibility without altering external access or density.

- iv. *Minor technical changes* – minor changes to the text of the PUD Guide necessary for clarity, to correct an omission, or to determine similar uses.

Section 4. Section 4.10.030.A.2. of the Eagle Municipal Code is hereby amended as follows:

- d. Trash enclosures shall be positioned for easy access by service providers, screened from public view, and containers or enclosures shall be wildlife resistant. Electrical and other utility boxes and facilities must also be screened from ~~public view from public rights-of-way.~~
- e. No building or structure shall cross a property line.

Section 5. Section 4.10.050.C.1.b. of the Eagle Municipal Code is hereby amended as follows:

xiii. To preserve views and to provide a clear sense of connection into and out of the building, window and door glazing shall be transparent and have a low-reflectivity. Windows shall provide clear views into interior spaces. Interior obstructions including, but not limited to, shelving, signage, curtains, and blinds shall not block more than 25% of the total storefront window area during business hours. Mirror-like windows, frosted, or tinted windows are prohibited.

Section 6. Section 4.10.050.C.1.c. of the Eagle Municipal Code is hereby amended as follows:

ii. Parapet walls may exceed the height limit of the district ~~by not more than 30 percent beyond the highest point of the building.~~ in accordance with Table 4.02-3 Height Limit Exceptions in Section 4.02.040.D. Parapet walls may be used as a design detail or to screen roof mounted appurtenances or roof entertainment areas from views of public rights-of-ways. All screening elements must also be in conformance with the standards in Section 4.11.060.

Section 7. Section 4.11.010. of the Eagle Municipal Code is hereby amended as follows:

- G. Reduce the overall per capita use of water in the Town; and
- ~~H. Promote the utilization of storm water detention as an irrigation source; and~~
- ~~I.H.~~ Ensure that climate-appropriate landscaping is an integral part of the site design and development process.

Section 8. Section 4.11.030.A. of the Eagle Municipal Code is hereby amended as follows:

5. A legend indicated all proposed plant materials with common and botanical names, indication of drought tolerant plants, ~~sizes,~~ maximum spacing, caliper size, and quantities;

Section 9. Section 4.11.030.C. of the Eagle Municipal Code is hereby amended as

follows:

C. ~~Landscaping within the public right-of-way~~ Front-yard buffer landscaping. A ~~landscape plan specific to the streetscape area shall be included on any required landscape plan for review and approval by the Public Works Director.~~ Except in the BD district, a landscape area shall be established along all streets between public right-of-way and any buildings, parking lots, loading areas, storage areas, screening walls or fences, or other improvements in association with any use, in accordance with the following:

1. Driveways and maneuvering areas. Necessary driveways and maneuvering areas for parking lots may be ~~put in these areas~~ located within the front-yard buffer with the approval of from the Director. Parking spaces are ~~prohibited~~ not allowed in this area.
2. Planting requirements. The required landscaped ~~buffer areas~~ shall include be ~~planted at the rate of one tree per for every 25 linear square feet of street frontage.~~ for all streets in the required landscaped area. Additional plantings of varying heights and densities (shrubs, perennials, and ground cover) shall be incorporated to enhance neighborhood character and complement existing streetscape planting. Plantings should supplement, not overpower, public right-of-way landscaping. Shrubs and perennials shall be spaced to achieve visual massing based on anticipated mature size.
3. Design guidelines:
 - a. Landscape design shall consider existing development patterns and natural features. Trees may be grouped, provided the total required number is met. These landscape areas shall be designed in a manner that takes into account existing patterns of surrounding development and the existing landscape.
 - c. Ground cover shall consist of low water, native, or hybridized for arid conditions drought tolerant, adaptive plants to support water conservation goals.

Section 10. Section 4.11.030.D.1. of the Eagle Municipal Code is hereby amended as follows:

1. Landscaping in the clear vision area of the public right-of-way shall not exceed 24 inches two and one-half feet or thirty inches (30") as described in Section 4.02.040.A. Trees may be allowed if branches are trimmed to a minimum of eight feet above grade ground level. once the tree is sufficiently established and as measured in Section 4.02.040.A. ~~The allowance of street trees or trees in the right-of-way is at the discretion of the Public Works Director.~~ The placement of street trees or trees within the public right-of-way is subject to the discretion of the Public Works Director, or to any adopted streetscape standards, if applicable.

Section 11. Section 4.12.070.C. of the Eagle Municipal Code is hereby amended as follows:

12. Underground parking structures.

- a. Underground parking structures may encroach into required front, side, and rear setbacks provided:

- i. No portion of the structure extends beyond the property boundary.
- ii. Temporary structural supports may extend into the public right-of-way, provided an agreement is executed between the property owner and the Town and the Town Engineer has approved all associated plans.
- iii. Any above-grade elements, such as stair towers and ventilation shafts, comply with standard setbacks requirements and are screened in accordance with [Section 4.11.060](#).

Section 12. Section 4.20.020.U. *U Terms*. of the Eagle Municipal Code are hereby amended as follows:

Underground parking structure. A parking facility located entirely below grade, including associated structural components, waterproofing systems, and access points. Above grade elements such as stair towers and ventilations shafts are permitted.

INTRODUCED, READ, PASSED AND ADOPTED ON NOVEMBER 18, 2025.

TOWN OF EAGLE, COLORADO

Matthew Hood, Chair

ATTEST:

Gram Dick, Administrative Technician II

November 17, 2025

DIANA CARUSO JENKINS
303 575 7519
DJENKINS@OTTENJOHNSON.COM

VIA EMAIL

Town of Eagle, Planning and Zoning Commission
200 Broadway
PO Box 609
Eagle, CO 81631

Re: Public Comment - Text Amendment to the Land Use and Development Code – Table 4.02-3¹

Dear Planning and Zoning Commission:

This firm represents Eagle Multifamily LLC in connection with the contemplated redevelopment of the property located within the northeast quadrant of the intersection at Capitol Street and East 2nd Street in the Town of Eagle (the “**Town**”). We appreciate the opportunity to provide these comments following review of the Community Development Department’s Staff Memo, which outlines the intention behind the proposed text amendments. We understand that staff has been working to further clarify the Land Use and Development Code (2023 LUDC) (the “**LUDC**”) and acknowledge the importance in doing so.

These comments pertain to the proposed text amendment for Table 4.02-3 “Updates to height limit exceptions for elevator bulkheads and internal stair access and changes to projections.” I’ve communicated with staff members and particularly Senior Planner Jessica Lake who kindly shared the methodology behind the revisions, but hope to provide additional context to further refine the revisions to Table 4.02-3, as follows:

1. The proposed changes include permitting “[s]tructural elements required for rooftop access, such as elevator bulkheads, penthouses, and/or interior access stairs” to be constructed up to 10 feet above the max zone district height. Ms. Lake noted that this 10-foot recommendation derived from (a) reviewing other communities’ approaches, (b) consulting with the Town’s building official, and (c) balancing visibility and functionality of such elements. Additionally, I’d request the Planning and Zoning Commission consider the physical space required by elevator components, particularly in the context of rooftop access, which does not appear to be considered by the current LUDC or proposed changes. I understand that the LUDC contemplates rooftop decks in connection with residential structures, so this particular scenario is relevant to any future development intending to integrate such an amenity for the Town’s residents.

¹ The Staff Memo references Table 4.02-3, which may be due to other pending changes, but please note that this table is currently identified as Table 4.02-2 in the LUDC.

Our consulting architect, Maggie Fitzgerald, has advised that 10 feet is not enough space to realistically place the necessary structural and mechanical components of an elevator bulkhead which includes, without limitation, an elevator cab, safety refuge area, hoist beam and roof covering. Instead, 17 feet above the primary structure's roof is required to serve a modern elevator bulkhead, including the roof material on top of the rooftop elevator bulkhead. The following figure breaks this required measurement down in detail. Additionally, Exhibit A provides a snip of a brochure from the elevator manufacturer, showing a real-life example of the below elements integrated into an elevator system.

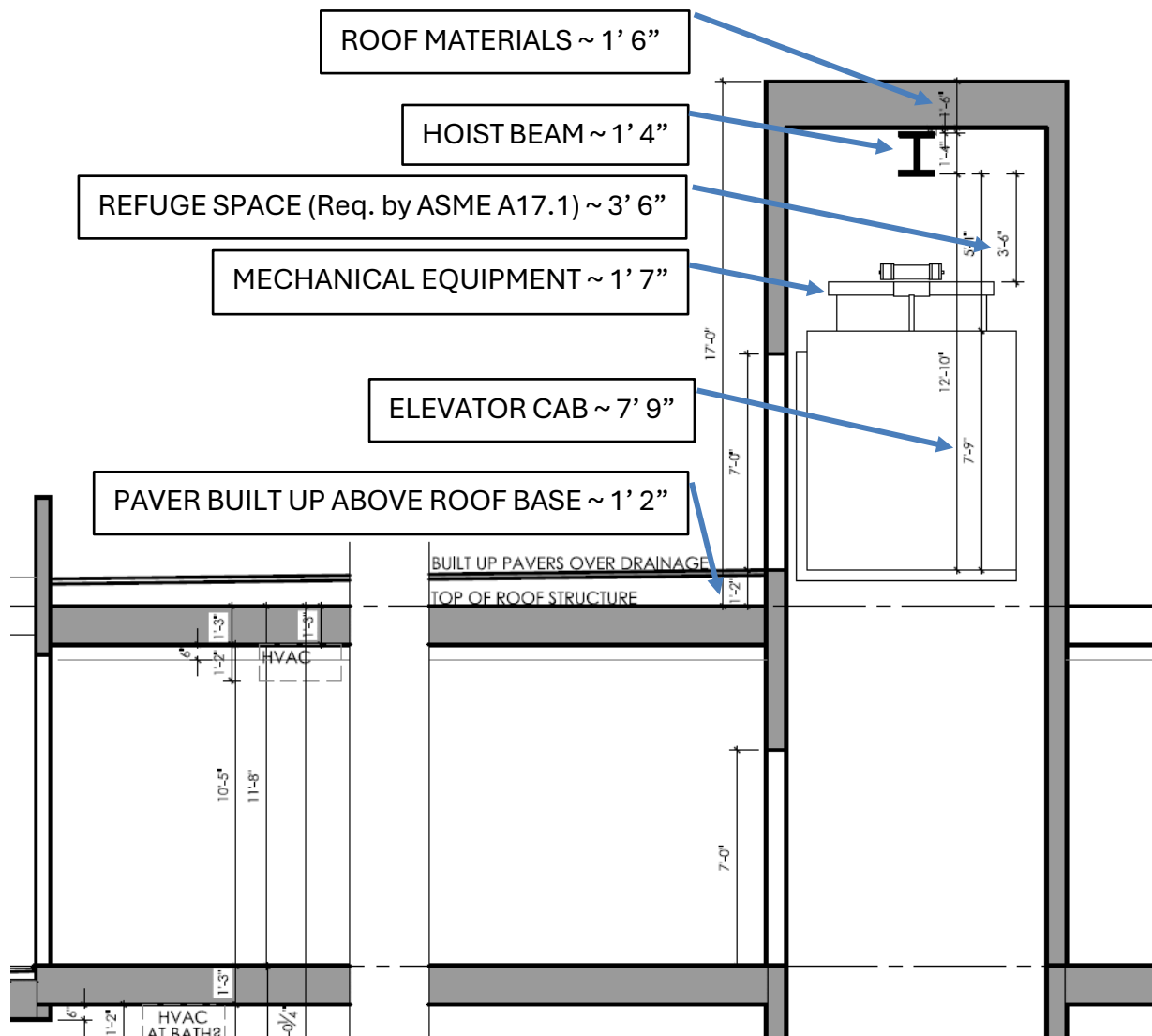


Figure 1 – Elevator Section Illustration – Provided by Maggie Fitzgerald, AIA |ARCHITECTS

2. The proposed changes correctly identify that when a structure is granted a height bonus, rooftop systems should then be measured from the “modified height limit.” This is necessary, of course, because the height limit exception elements identified in Table 4.02-3 are exceptions due to their nature which requires placement above the uppermost interior ceiling/roof base (i.e. the maximum height) to provide their intended function. The proposed changes recognize this necessity in Table 4.02-3 Footnote 1 in stating:

[1] Each rooftop system (mechanical, electrical, etc.) may extend 10 ft above the zone district height limit, provided that rooftop systems are completely screened from view from adjacent streets. Screening shall be compatible with the overall building design. If a fourth-story bonus is allowed per Section 4.02.050.G.2.b.iv., rooftop systems may still project above the modified height limit but shall follow the same screening requirements.

This footnote is somewhat flawed though, as it does not reference all potential scenarios in which a maximum building height may be modified, instead only citing Section 4.02.050.G.2.b.iv. (i.e., height bonus for projects providing 60% affordable housing units and RO units). Additionally, this footnote and Footnote [2] are the only notes referencing the fact that when a maximum building height is modified, the exceptions provided in Table 4.02-3 must instead be measured from the modified maximum building height – again, simply due to the nature and functionality of the exceptions.

This appears to be the intention behind the drafting, but I’d suggest the concept be applied to all height limit exceptions in Table 4.02-3. If, for example, the recognition of a modified maximum building height was only mentioned in discrete footnotes, the Table could be interpreted to not permit parapet walls, safety railings, and screening walls to exist above a modified maximum building height, effectively banning these elements where a structure is granted a modified maximum building height of four feet or more.

To ensure further clarity and avoid unintentional rejection of development plans due to this footnote, I would suggest the following draft language modifications:

- a. Either create an additional Footnote [4] integrating the following language that applies to all rows in Table 4.02-3 (similar to Footnote [3]) or add the following language to Section 4.02.040.D.3.a.:

“If a maximum building height is modified pursuant to this LUDC, including, but not limited to a building height bonus permitted per Section 4.02.050.G.2.b.iv., the projections outlined in Table 4.02-3 may project above the modified maximum building height limit but shall adhere to all requirements of this Section 4.02.040.D., including, without limitation screening requirements.”

- b. Additionally, modify Footnotes [1] and [2] as follows, to ensure consistency in terminology and negate superfluous information already noted in the Table:

Planning and Zoning Commission

November 17, 2025

Page 4

[1] ~~Each rooftop system (mechanical, electrical, etc.) may extend 10 ft above the zone district height limit, provided that r~~ Rooftop systems ~~are~~ shall be completely screened from view from adjacent streets. Screening shall be compatible with the overall building design. ~~If a fourth-story bonus is allowed per Section 4.02.050.G.2.b.iv., rooftop systems may still project above the modified height limit but shall follow the same screening requirements.~~²

[2] Elevator bulkheads and stair access exceeding the ~~standard~~ zone district ~~maximum building height~~ or ~~bonus permitted modified maximum building~~ height shall be ~~located~~ at the rear or alley side in the Broadway District (BD); in all other districts, rooftop access shall be ~~located~~ at the rear or center of the building to minimize, to the greatest extent possible, visibility of the feature from the street facing side(s) of the property.

We appreciate your attention to this matter and would be happy to discuss further.

Sincerely,

Diana Caruso Jenkins

Diana Caruso Jenkins

For the Firm

DCJ

² Last sentence removed from this discrete footnote, as it should be integrated instead to apply to all Projections, as provided in the new language suggestion in this letter's Section 2.a.

Planning and Zoning Commission

November 17, 2025

Page 5

Exhibit A

KONE MONOSPACE 300 DX Imagery Snip

Note that additional imagery/information for this elevator can be found at https://www.kone.us/Images/KONE%20MonoSpace%20300%20DX%20Brochure_tcm25-115248.pdf





To: Planning & Zoning Commission

From: Jessica Lake, Senior Planner, Community Development Department

Date: November 18, 2025

Agenda Item: **Work Session:** 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.

REQUEST

For Planning Commission to review and provide feedback on staff proposed modifications to the Land Use and Development Code in a work session.

BACKGROUND

In October 2023, the new Land Use and Development Code (2023 LUDC), also known as ReCode, took effect. Since its adoption, staff have identified a number of modifications and corrections necessary to ensure the Code functions as intended. Per the Code, such corrections require review and recommendation by the Planning Commission, followed by adoption by the Town Council.

The proposed work session topics include:

1. Chapter 4.08 – Major PUD amendment process
2. Chapter 4.11 – Landscaping Standards – Turf requirements in alignment with SB24-005

The November 4 continuance memo noted a potential review of Chapter 4.20 – Definitions: Building Height. Staff have decided to postpone this discussion to a future date to allow adequate time for a thorough and robust review.

The purpose of this work session is to gather feedback and insights on the proposed updates before initiating the formal public hearing process to amend the Code.

ANALYSIS

Chapter 4.08 – Major PUD Amendment Process

The Town currently administers at least fifteen existing Planned Unit Developments (PUDs), most of which were approved under processes that differ significantly from the 2023 Land Use and Development Code (LUDC). The purpose of PUDs are to balance developer flexibility with community benefits, creating developments that are more cohesive, attractive, and functional than what rigid zoning might allow. This creates challenges when amendments are proposed because:

1. **Inconsistent Standards**

Each PUD has its own guide, and some include amendment procedures that override the Code, while others do not. This inconsistency makes administration complex and unpredictable.

2. **Overly Burdensome Amendment Process**

The current major amendment process is so rigorous that it discourages changes—even when those changes would improve neighborhood functionality or simplify administration.

3. **Completed or Built-Out PUDs**

Many PUDs are fully developed, but their guides were not written to defer to the Code or allow for straightforward administration. This leaves staff managing outdated rules that do not align with current standards.

Why Change Is Needed

Unwinding all existing PUDs is not feasible. A streamlined process for amending completed PUDs would:

- Reduce administrative complexity.
- Encourage updates that benefit neighborhoods and align with modern planning principles.
- Provide clarity and consistency for staff and applicants.

Current Text

B. *Major amendments.* Major PUD amendments shall be reviewed in the manner required for original PUD applications.

The above requires major amendments to go back through the full review process, which is:

[Section 4.08.060. – Review.](#)

A. *Overview.*

1. Applications shall be reviewed in two stages: (1) the PUD concept plan, and (2) the PUD final plan.
2. Review of a subdivision sketch plan, pursuant to [Section 4.17.100](#) D.2, may be waived by the Director when the PUD concept plan incorporates the information required for subdivision sketch plan.

B. *PUD Concept Plan.*

1. *Review procedures.* Applications shall meet the common review procedures and shall include the information identified in [Section 4.17.130](#) A.
2. *Public notice and public hearing requirements.* The application shall be scheduled for a public hearing before the Planning and Zoning Commission and Town Council that shall be noticed pursuant to [Section 4.17.050](#).

C. *Review criteria and decision-making.*

1. The Planning and Zoning Commission shall review and recommend, and Town Council shall review and decide on the application based on the following criteria:
 - a. *Comprehensive plan.* The PUD Concept plan is consistent with the provisions of applicable adopted comprehensive plan policies and any adopted area or corridor plans.
 - b. *Land use and development LUDC standards.* The PUD concept plan meets the requirements of this LUDC, including the provision of a sufficient community benefit pursuant to [Section 4.08.030](#).
2. A Planning and Zoning Commission recommendation of approval of the PUD concept plan is a recommendation for approval of the proposed base zone districts, densities, and uses within the PUD and their general locations.

E. *PUD final plan.*

1. *Application submission.*
 - a. A PUD final plan shall be submitted with a [Section 4.17.080](#) D., rezoning application.

- b. Where a PUD or any phase of a PUD involves a subdivision of land, the subdivision application shall be reviewed pursuant to [Section 4.17.100](#), Subdivision.
 - c. The subdivision review may run concurrently with the PUD final plan review.
 - d. If the applicant elects to have the subdivision reviewed concurrently with the PUD final plan, upon approval of the PUD final plan and the final subdivision plat by the Town Council, the Council shall adopt an ordinance zoning the subject property PUD overlay.
2. *Review criteria and decision-making.* The Planning and Zoning Commission shall review and recommend, and Town Council shall review and decide on the PUD final plan based on conformance with the following criteria:
- a. *Rezoning standards.* The PUD final plan meets the approval criteria for a rezoning, pursuant to [Section 4.17.100](#) E.4.a;
 - b. *PUD concept plan.* The PUD final plan complies with the approved PUD Concept plan and the requirements of [Chapter 4.08](#), planned unit development district; and
 - c. *Land use and development LUDC standards.* The PUD final Plan meets all applicable standards of this LUDC not expressly modified by the PUD application.

Notes: The current Major PUD Amendment process is highly burdensome and functions as a full re-approval of the original PUD. Applicants are required to prepare entirely new plan sets and complete four public hearings, mirroring the steps of a new PUD application. This level of effort and cost creates a significant deterrent for property owners and developers, even when proposed amendments would provide clear community benefits such as improved design, enhanced amenities, or better alignment with current policy goals. As a result, the existing process may unintentionally limit flexibility and discourage adaptive improvements within established PUDs.

Options for Changes

Option A: Use Legacy Review Standards (1976 Criteria)

Revert to the original review criteria for PUD amendments, which require applicants to demonstrate that proposed modifications:

- 1. Are consistent with the efficient development and preservation of the entire planned unit development;
- 2. Do not substantially and adversely affect the enjoyment of adjacent properties or the public interest;
- 3. Are not granted solely to confer a special benefit upon any person;
- 4. Do not introduce uses that detract from other approved uses within the PUD;
- 5. Maintain an open space plan that is substantially similar in quantity and quality to the original approval; and
- 6. Include street and utility plans coordinated with existing or planned infrastructure for the remainder of the PUD.

Notes: The above standards have been slightly modified from what they were in the 1976 Code ([LINKED](#)). Minturn currently uses these standards. While they provide a framework, staff experience suggests they can be subjective and may lead to inconsistent interpretations.

Option B: Apply Current Final Plan Review Criteria

Instead of requiring amendments to go through the full concept plan process, apply the existing review criteria for PUD Final Plans:

- a. *Rezoning standards.* The PUD final plan meets the approval criteria for a rezoning, pursuant to [Section 4.17.100](#) E.4.a;

- b. *PUD concept plan.* The PUD final plan complies with the approved PUD Concept plan and the requirements of [Chapter 4.08](#), planned unit development district; and
- c. *Land use and development LUDC standards.* The PUD final Plan meets all applicable standards of this LUDC not expressly modified by the PUD application.

Notes: Most existing PUDs lack formal concept plans, making research to reconstruct them highly resource-intensive and impractical. The lack of concept plans is likely to make conformance with (b) challenging or impossible. However, this option provides a more streamlined approach and staff appreciates the inclusion of rezoning standards.

Option C: Hybrid Approach

Staff recommends a hybrid approach to PUD amendments that incorporates some standards from the 1976 Code, rezoning criteria, and applicable LUDC requirements. This approach recognizes the historic context of existing PUD approvals while ensuring amendments meet current planning objectives and community expectations. By requiring only critical information—such as compliance with unmodified Code standards, approved plans, and impact mitigation, the process maintains rigorous review without imposing the full burden of a new PUD application. This balance encourages adaptive improvements and community-benefiting changes while safeguarding against detrimental impacts on adjacent properties or overall development quality. Example standards for approval that follow this approach are:

1. Do not introduce uses that detract from other approved uses within the PUD.
2. Maintain an open space plan that is substantially similar, or better, in terms of quantity and quality to the original approval.
3. Meets the approval criteria for a rezoning, pursuant to [Section 4.17.100](#) E.4.a.
4. Meets all applicable standards of this LUDC not expressly modified by the PUD application.
5. Shall demonstrate compliance with adopted plans and standards and shall not result in measurable adverse impacts on adjacent properties related to traffic, noise, drainage, or visual compatibility.

Questions:

1. Which approach do the Commissioner's prefer?
2. Is there an alternative approach that might work better than what staff have provided?
3. Do any Commissioners have concerns with changing the Major PUD Amendment process?
4. Are there any unintended consequences staff should anticipate with this approach?
5. Are the proposed standards clear and sufficient to guide future amendments?
6. Do Commissioners believe the hybrid approach adequately balances flexibility with community protection?

Chapter 4.11 – Turf Requirements in Alignment with SB24-005

Colorado Senate Bill 24-005 (SB5) prohibits nonfunctional turf, artificial turf, and invasive plant species on nonresidential properties for new development and certain redevelopment projects beginning January 1, 2026. The bill aims to reduce water-intensive landscaping and promote climate resilience while preserving tree canopy and green space. Local governments must adopt or amend ordinances to comply with SB5 by this date.

While Eagle will not meet the January 1, 2026, deadline, staff are actively working toward adoption in coordination with Western Resource Advocates (WRA) to ensure the provisions are implemented correctly. The technical team at WRA has shared that the State will not penalize communities for missing

this deadline but wants to see progress towards compliance. At the same time, the Town is developing Wildland-Urban Interface (WUI) regulations to address wildfire risk. Because both initiatives affect landscaping standards, staff recommend taking additional time to integrate SB5 requirements with WUI best practices. This approach will prevent multiple amendments to the same sections of the Code and ensure a comprehensive, consistent update that supports water conservation, wildfire safety, and community aesthetics.

Resources provided by WRA, including a code review with comments, are linked in the attachments section below. Staff are still in the process of reviewing these materials. For this work session, staff are not prepared to address all of WRA’s comments in detail; however, we would like to focus on one specific section of the Landscape chapter, as many of the comments are concentrated on the language excerpted below.

Current Text

B. *Landscape materials.* Low-water, drought-tolerant, adaptive plants shall be used for all new landscaping. It is strongly encouraged to use fire-wise plants wherever possible. Materials shall be suitable for the local climate. The Town recommends utilizing the low-water/drought-tolerant/fire-wise plant materials lists available through the CSU Extension Office. Applicants who propose to use plants materials that are not on a CSU list must provide information describing how the plant types proposed are low-water, drought-tolerant, and FireWise. Fruit bearing trees or shrubs shall be prohibited to limit conflict with wildlife, unless a maintenance plan is included with the landscape plan.

1. *Turf grass.* Turf grass shall be a high-altitude, drought-tolerant product. Turf grass is not permitted on slopes greater than 20 percent. The use of turf grass shall be limited as follows:

Table 4.11-1: Use of Turf Grass By Zone District	
Residential Low and Medium	2,500 square feet per dwelling unit
Residential High	Limited to private open space areas
Mixed-Use	Limited to private open space areas
Commercial and Industrial	No turf grass allowed except for Recreational Vehicle Park/Camping, Parks/Playgrounds, Playfields, College/University, Pre-School/Childcare Center, School/Trade/Private Academy and Green Roof uses
Public	Allowed
Rural	5,000 square feet per dwelling unit

2. *Minimum plant specifications.* All plant materials installed to meet the requirements of this LUDC shall meet the following minimum size requirements:
 - a. Trees: Minimum caliper of three inches.
 - b. Shrubs: Minimum of five gallons.

Notes: Staff suggest we consider how we might better incorporate some of the key provisions of both SB24-005 and HB25-1113.

Key requirements:

SB24-005:

- Prohibits installation of nonfunctional turf and invasive species on new/redeveloped commercial, institutional, industrial, and HOA common areas starting Jan 1, 2026.
- Applies to medians, rights-of-way, parking lots, and transportation corridors.
- Allows functional turf only specific instances, such as in civic/recreational spaces (parks, playfields, golf courses).

HB25-1113:

- Expands turf limits to multifamily residential properties (>12 units) by Jan 1, 2028.
- Requires local ordinances to limit turf in all new residential development, encouraging low-water, drought-tolerant species.
- Permits turf only if native, hybridized for arid conditions, or low-water grass. nswlaw.com

An alternative to the above table could look like:

Zone District	Allowed Turf Type	Max Area	Notes / Exceptions
Residential Low/Medium	Functional only	2,500 sq. ft per dwelling unit	Must be drought-tolerant
Residential High	Functional only	Private open space only	No decorative turf
Mixed-Use	Functional only	Private open space only	Nonfunctional turf prohibited
Commercial & Industrial	Prohibited	N/A	Exceptions: RV parks, playfields, schools, green roofs
Public	Functional only	As needed	Parks/playgrounds allowed
Rural	Functional only	5,000 sq. ft per dwelling unit	Must meet low-water criteria

Questions:

1. Are there any concerns with the new requirements under SB24-005?
 - a. Are there specific elements of SB24-005 or HB25-1113 that the Commission feels require further clarification or adaptations specific to Eagle?
2. Do we want to adopt requirements under HB25-1113 prior to the January 1, 2028 deadline?
3. What, if any, information is needed prior to incorporating these regulations into the Town code?
4. Should the Town consider additional outreach or education before adopting these requirements?
5. Does the Commission support aligning landscaping updates with other code revisions to minimize disruption and cost?

PUBLIC COMMENT/OUTREACH

Public hearings will be noticed in accordance with Title 4 requirements. Staff have initiated preliminary discussions regarding PUD Amendment provisions with the Haymeadow development team to gather

input from a major stakeholder. Additionally, changes to the Landscaping chapter are mandated by SB24-005 and HB25-1113. Town staff will begin targeted outreach to property owners and HOAs once the scope of these legislative changes and their implications for the Land Use and Development Code are fully understood. This approach ensures that outreach is timely, informed, and focused on providing clear guidance to affected parties.

ATTACHMENTS

- SB24-005 ([LINK](#))
- HB25-1113 ([LINK](#))
- WRA Analysis and Comments – Eagle Land Use and Development Code, Title 4 ([LINK](#))
- Local Compliance with Colorado Senate Bill 24-005 Fact Sheet ([LINK](#))
- Colorado Senate Bill 24-005 Grasses and Plants Guide ([LINK](#))
- Colorado Native Grass Guide ([LINK](#))
- Additional Landscape Transformation & Water Conservation Resources from WRA ([LINK](#))
- Town of Eagle PUD Guides ([LINK](#))

COMMUNITY DEVELOPMENT

November 2025

Planning

LONG RANGE PLANNING

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

- **Chapter 4.17 Administration and Procedures**

Staff are reviewing and editing this chapter to clarify land use processes, correct omissions, resolve inconsistencies, and improve section headings and references for better searchability.

Status: A full review is complete, and staff have provided input to legal counsel. Legal has returned a revised draft, which staff are currently reviewing. The goal is to present draft text to the Planning Commission and Town Council in the coming months and adopt the revised chapter in Q1 2026.

- **Miscellaneous Code Amendments**

Two minor amendments were prepared to correct errors and inconsistencies.

Update: Town Council approved Ordinance 17, Series 2025 on November 12, 2025, amending multiple chapters of Title 4. The ordinance increased the maximum number of rooms allowed in Boutique Hotels from 50 to 75, while otherwise maintaining the Planning Commission's recommendations.

- **Upcoming Changes to Chapter 4.11 Landscaping, Screening, and Fencing Standards**

Adoption of the Wildland Urban Interface (WUI) Code will significantly impact this chapter. Additionally, SB24-005 (Nonfunctional Turf) and HB25-1113 (expanding SB24-005) will introduce further changes. Staff will present preliminary information for feedback during the November 18 work session with the Planning Commission.

Administrative Manual

- Staff are developing an administrative manual to clearly communicate land use processes to the public. Staff will engage stakeholder groups, such as the EVC, to ensure the manual is user-friendly and meets community needs.

Wildland Urban Interface (WUI) Code

- Staff are actively participating in the County-wide WUI Code update process, led by the Eagle County Wildfire Collaborative, in coordination with jurisdictions across the Valley.

- The WUI Code (State Resilience Code) aims to improve wildfire resiliency by:
 - Requiring fire-resistant exterior building materials
 - Implementing landscaping guidelines such as the Fire Free 5 (no flammable material within 5 feet of structures)
 - Promoting water-wise, native vegetation that is less flammable
- Staff secured free technical assistance from Headwaters Economics to support adoption. Over the next six months, staff will meet monthly with peer communities and consultants to tailor the Code to Eagle’s needs.
- Experts from the Wildfire Collaborative will present at the December 9 Town Council meeting, ahead of a joint work session on January 6, where staff will seek direction on the Code update.

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 – Application Withdrawn

- 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).

Haymeadow Design Guidelines Update

- Staff are reviewing the application for completeness.

Haymeadow RMF-4A/5 Major Development Permit

- Application is out on referral with agency comments due on November 20th.

Red Mountain Ranch, Parcel 1

- Has submitted Preliminary Plan Review and Major Development Plan applications; applicant has resubmitted and staff is working through the second round of review and referrals.

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.

- Developer's team are reviewing referral comments, applicant resubmittal TBD.

Henry Annexation

- Annexation, rezoning, and minor subdivision submitted for 220 E. Sixth St. Zoning application to be heard at Planning and Zoning on November 18 for a recommendation to Town Council, and Town Council to have a public hearing on the item on December 9.

New Electric, 629 Sawatch Road – Minor Development Permit

- Application was resubmitted the week of 8.25; referral comments were due on November 7 and have been sent to the applicant.

301 Broadway – Minor Development Permit

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

481 Whiting – Minor Subdivision and Variance

- Application has been deemed complete; referral comments were due on November 12 and have been sent to the applicant.

Mountain Tots Preschool- Major Development Permit

- Application is out on referral with the referral period ending November 28, 2025.

Bluffs PUD Amendment

- Application is out on referral with the referral period ending December 5, 2025.

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

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

NOTABLE UPDATES

- Some of you may have already seen the recent announcement about transitions in leadership within the Town, but the recent news release is copied below:

Eagle, CO – November 13, 2025 – Town of Eagle Manager Larry Pardee has announced he'll be stepping down on Friday, December 12, 2025, after careful consideration and with sincere appreciation for his time serving the community.

"Serving as Town manager has been one of the greatest honors of my professional life," Pardee shared in his message to the Town team. "Working alongside Mayor Scott, the Town Council, and our remarkable staff has been both a privilege and a joy. Together, we have strengthened the exceptional quality of life that makes Eagle such a special place."

During his tenure Pardee helped guide the Town through significant initiatives, including strategic budget planning, infrastructure improvements, and community engagement efforts that reflect Eagle's commitment to responsible stewardship and shared purpose.

Assistant Town Manager Melissa Daruna will serve as Interim Town Manager beginning December 13, 2025. This interim leadership will ensure continuity of operations while the Town takes steps to find its next Town Manager.

- Software: Staff have selected a software solution and anticipate initiating the project before the end of the year. This software solution will automate previously manual workflows, consolidate software systems, enhance interdepartmental communication, offer a user-friendly public interface, and more. We are excited to see this project moving forward.
- Staff have 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
 - September – 1
 - October - 2
- Eddie Wilson, our former Chief Building Official, continues to provide limited support 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 Resubdivision of RMF-3 in Filing 1
- Haymeadow Preliminary Plan
- 332 Grand Avenue – Major Development Plan

TRAINING/CONFERENCES:

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

MAJOR CONSTRUCTION PROJECTS

Business Name	Location	Status
Hockett Gulch Phase II	16186 Hwy 6	Building permits issued for building 6, 7, 8, 9, 10 and Clubhouse
Haymeadow	Neighborhood A1	Building permits issued for 4 single family – 3 Single family in review – 3 Townhouses w/ 2 in review and 1 w/ permit issuance after fees
Habitat for Humanity	3 rd Street	TCOs complete – looking for CO's
Stone Concepts of Colorado	85 Marmot Ln	Permit issued
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.
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Building

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

TYPE OF WORK PERFORMED	EOY 2023	EOY 2024	YTD 2025
Inspections (n/i Planning, Public Works)	1,885	1944	1357
Permits Processed	411	334	359

P&Z and Council Meeting Schedule

November 2025
November 4 th (Planning Commission) • (Continued to 11/18)- LUDC25-06 Misc. #2 Amendment to the Land Use and Development Code • Training
November 12 th (Town Council) • LUDC25-05 Miscellaneous Amendments to the Land Use and Development Code
November 18 th (Planning Commission) • Henry Annexation Public Hearing • LUDC25-06 Misc. #2 Amendment to the Land Use and Development Code • Work Session/Discussion: Chapter 4.08 – Major PUD Amendment Process / Chapter 4.11 – Landscaping Standards for Turf in alignment with SB24-005
November 25 th (Town Council) - cancelled
December 2025
December 2 nd (Planning Commission) •
December 9 th (Town Council) • Presentation for Eagle County Wildfire Collaborative • Henry Annexation public hearing • LUDC25-06 Misc. #2 Amendment to the Land Use and Development Code

• Presentation for Chapter 4.08 – Major PUD Amendment Process / Chapter 4.11 – Landscaping Standards for Turf in alignment with SB24-005
December 16 th (Planning Commission)
•
December 23 rd (Town Council) - cancelled
January 2025
January 6 th (Planning Commission & Town Council Work Session)
• Discussion on the state resilience (WUI) Code
January 6 th (Planning Commission)
•
January 13 th (Town Council)
•
January 20 th (Planning Commission)
•
January 27 th (Town Council)
•