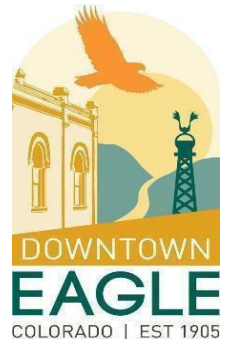


EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
Eagle Town Hall | 200 Broadway, Eagle, CO 81631
Castle Conference Room
Tuesday, December 16, 2025 | 1:00PM

Public WiFi – Town of Eagle WiFi

*This agenda and the meetings can be viewed at www.townofeagle.org.
Times listed are approximate and are subject to change.*



Meeting Access

This will be an in-person meeting with additional access via MS Teams.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 269 821 683 823

Passcode: uF7p6DU6

Dial in by phone

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

[Find a local number](#)

Phone conference ID: 459 775 250#

1. Call to Order and Roll Call

2. Disclosure of Any Conflicts of Interest Related to Agenda Items

Pursuant to Section 31-25-819, C.R.S regarding conflict of interest, board members and employees of the DDA must disclose significant financial interest and avoid voting or participating in related matters. Violations can lead to dismissal or forfeiture of office.

3. Public Comment

Comments are welcome on items not listed on the following agenda. Public comments are limited to three (3) minutes.

4. Approval of Minutes

- a. Minutes dated November 18, 2025 – Draft minutes are not yet available.

5. Updates (as needed)

- a. DDA Financials
- b. EVC
 - i. Developer Forum Discussion
- c. Eagle Chamber
- d. Town Department Update – questions for staff?
 - i. Town Council Update
 - ii. Q3 2025 Sales Tax Report
 - iii. Explore Eagle Wayfinding Plan

6. Business & Discussion Items

- a. Town Council Reintroduction to DDA
- b. DDA Vacancy Introductions
 - iv. Keith Carrieri – Inner Light Juice
 - v. Brian Burgess – Vail Valley Wellness
- c. Town Council DDA Appointee
- d. Concept for Closing Streets for Activation

7. Future Meetings / Agenda Items

- a. State Training – TIF 101

8. Adjourn – 3:00 PM

Timothy Haley
Alpine Bank
timothyhaley@alpinebank.com
C: 970.331.5137

Builders Forum Town of Eagle
Draft Doc

Hosted by :
Alpine Bank /Slifer Smith & Frampton

The outline below details a proposed Builders Forum with the Town of Eagle and stakeholders. The purpose of this forum is to promote healthy dialog from within the Town to discuss opportunities, best practices, hurdles, and to propose desired outcomes that would allow for more transparency around potential developments and new constructions. Based on feedback heard during the Town Council election, stakeholders in and around the Town of Eagle are seeking clarity and process improvement while working with the Town for developments and permits.

Alpine Bank and SS&F will host and mediate a conversation with Town staff, committee and participating council members, along with Landowners, Developers/Builders, and Contractors. By improving transparency and communication we believe that the Town can begin to harness the momentum from private sector builders to fulfill upon the Towns desire for in-fill projects to increase density within the towns core. In addition, it can also harness the positive press and recognition for the improved process that are deemed business friendly. By taking stakeholder feedback and improving process and creating efficiencies Alpine Bank and SS&F believe this is one of the first steps in helping the Town of Eagle thrive.

The first action item for this Forum to move forward would be to solicit participation from the Town. After which, Alpine Bank, SS&F, and the Town would agree on how to open the Forum to Landowners, Developers/Builders and Contractors to ensure the right people are represented in the room.

Proposed attendees from the town include the following:

Representatives from Economic Vitality Committee
Representatives from Planning and Zoning Committee
Town Manager/Interim
Town Council Members
Town Engineer

Proposed Format for Forum

- Town outlines current process for attendees
- Town outlines what they see from applicants that cause delays, inefficiencies and issues
- Town updates attendees on any current or future process improvement currently being worked on.
- Attendees present issues associated with the current processes that are in place
- Attendees make recommendations to the Town on what could make the process easier to navigate
- Attendees share best practices from other municipalities within Eagle County that could be applied in Eagle.
- Alpine Bank and SS&F, outline the discussion. Once the discussion phase is completed, the group moves into Action Items and deadlines for areas of improvement.

Dates and Scheduling:

A proposed two-hour time range, after the new council has been seated and the open seat is filled, proposed for mid to late January to early February timeframe.

Other Consideration

Forum held in a neutral setting
Tone setting & conduct expectation set
Potential for Vail Daily article highlighting progress in Eagle
Police Presence if deemed appropriate
If deemed successful, another Forum for small businesses to be hosted using a modified format



Town Manager's Final Report

Reflections on the 2026 Budget & Eagle's Path Forward

Mayor, Council Members, and Staff Members,

As I prepare to conclude my service as your Town Manager, I find myself reflecting deeply on the journey we have taken together and on the many ways this community has grown, strengthened, and defined its future. Serving Eagle has been one of the greatest honors of my professional life. I am profoundly grateful for the privilege of working alongside such talented, caring, and committed public servants. The dedication and integrity you bring to this organization have shaped my experience in ways I will always carry with me.

Over the past decade, Eagle has experienced meaningful growth and thoughtful transformation. Our community prioritized sustainability, advanced affordable housing partnerships, strengthened public communications, broadened community engagement, and invested in economic development and other outward-facing initiatives that reflect both the values and the needs of our residents. These investments have added vibrancy, expanded access to services, and elevated our long-term vision for what Eagle can become.

At the same time, it is essential to recognize that these newer initiatives stand for only a small portion of our overall organizational effort and funding. The vast majority, at least ninety percent, is dedicated to foundational municipal services: public safety, public works, utilities, infrastructure maintenance, permitting, elections, licensing, regulatory compliance, finance, IT systems, and human resources. These core services are not always visible, but they are essential to protecting public health, safety, and well-being, and to supporting the quality of life we all value. New initiatives do not replace this foundational work; they build upon it and rely on a strong operational base to succeed.

As you look toward 2026 and beyond, the financial environment surrounding these services is shifting. For many years, strong revenue growth, particularly in sales tax, allowed the Town to expand services, increase staffing capacity, and pursue new community priorities. That period of rapid growth has now moderated. Sales tax revenues have stabilized, development-related revenues have softened, and policy decisions such as the flavored tobacco ban will further reduce annual revenues beginning in 2026. Meanwhile, the cost of delivering municipal services, especially personnel, benefits, technology, and professional services, continues to rise faster than the revenues that support them. The 2026 draft budget began with an operating shortfall of approximately \$440,000, before even accounting for capital transfers, signaling not a temporary challenge but a structural imbalance between recurring expenses and recurring revenue.

Before final budget adoption, Town staff worked professionally and diligently to make difficult but necessary decisions to reduce recurring operating expenses. This included prioritizing essential budget requests and ending several full-time positions through vacancies and attrition. These measures allowed

us to present a balanced budget for 2026 and take meaningful steps toward long-term financial sustainability.

This moment requires continued thoughtful leadership and disciplined financial stewardship. The next phase of Eagle's fiscal journey will require slowing the pace of new commitments, protecting core services, carefully evaluating staffing levels, and ensuring that recurring costs do not grow faster than needed and dependable revenues to support them. Exercising discipline within the current revenue structure rather than relying on temporary or optimistic projections will create the financial space necessary for future investments when the timing and resources align. Doing so will preserve the Town's ability to advance key priorities such as housing, economic vitality, sustainability, quality-of-life initiatives, and essential infrastructure improvements, while keeping the organizational capacity that supports daily operations.

To the newly elected Mayor and Town Council, and to those continuing your service, you have the opportunity to guide Eagle into a new era of financial resilience. You are supported by a skilled and dedicated team of professionals who stand ready to help you achieve your policy goals. I ask that you continue to prioritize the fundamentals: support the staff who deliver essential services; keep the systems and infrastructure that allow the Town to run effectively; and pace new initiatives to preserve long-term flexibility rather than constrain it. These decisions may not always be easy or widely celebrated, but they will ensure Eagle stays strong, resilient, adaptable, and well-positioned for the present and future.

Ultimately, your responsibility as public servants is not only to the residents and guests we serve today, but to those who will call Eagle home long after we have moved on. By learning from recent growth, recognizing the flattening of key revenues, and practicing restraint while making wise, intentional investments, Eagle can continue to thrive responsibly, sustainably, and with purpose.

Thank you for allowing me to be part of this chapter. I leave with deep gratitude, pride, and respect for every person who contributes to making this community what it is. Eagle's future is bright, and I look forward to cheering on the next chapter from the other side of the dais.

With respect and appreciation,

Larry Pardee
Town Manager,
Town of Eagle



To: Mayor and Town Council
From: Larry Pardee, Town Manager, and Department Leads
Date: December 9, 2025
Re: Department Updates for November 2025

November 2025

ASSISTANT TOWN MANAGER

STAFF AND DEPARTMENT SUPPORT:

Melissa has spent the majority of November finalizing election materials and results while the Town Clerk is on leave, coordinating final reporting for all candidates and welcoming the newly elected officials. In addition to this administrative work, she has been focused on the upcoming transition to Interim Town Manager upon Larry's departure in mid-December. Melissa has also continued to support the Assistant Town Manager team, wrapped up year-end Development Plans (performance reviews) and provided oversight in other departments.

- Worked on transition planning for the Town Manager position.
- Provided personnel support for staff and HR, including serving as acting HR Manager while staff were on medical leave.
- Continued to provide support as Acting Town Clerk with immense support from Nikki Davis.
- Coordinated new Council swearing in, onboarding and training.
- Coordinated farewell for outgoing council members and Town Manager.
- Assisted with the transition and move-out of a staff member from employee housing.

Park Planning Updates:

Haymeadow Trailhead Park

- Norris Designs has completed the community engagement stage, which included an online survey and 2 in-person events where feedback was gathered from residents.
- The design team, Haymeadow team and staff met to review the results and then also met with the design advisory committee. Initial design concepts will be presented in the coming months to the teams and then presented to Council.
- As a point of education for new Council Members – The Haymeadow Trailhead Park design and build is being funded by the Haymeadow development group and will be owned and managed by the Haymeadow Metro District. It will be a public park for use by the whole community. This will be a large park with multiple amenities for all ages and abilities.

ECONOMIC DEVELOPMENT

November 2025

Please refer to the Economic Development Staff Report in this packet.

HOUSING

November 2025

Local Planning Capacity Grant: Incentive Award

- Following the successful close-out of the Affordable Housing Accelerator Project (AHAP), staff submitted the proposed Fast-Track Development Review Process (the Eagle Express Lane) to DOLA for compliance review. DOLA has formally approved our process. Because the Town adopted the Fast-Track procedures before December 31, 2025, Eagle automatically qualified for the \$50,000 Incentive Award available under Proposition 123's Local Planning Capacity Grant.
- In January, staff will present a short list of recommended Housing and/or Planning initiatives that could be supported by this award and will seek the Council's direction on which qualifying project(s) to pursue. The Town will have one year to utilize the funds.

Employee Housing Survey

- Staff is facilitating a short Employee Housing Survey to assess near-term housing needs and to gauge interest in available units within the Town's employee housing inventory. The survey also asks what types of housing support or rental opportunities would best meet the staffs' needs if our current inventory is not a fit. Results from these periodic surveys will help guide decisions related to corporate leasing options, potential acquisitions, and overall program development.
- Current employee housing inventory:
 - Town Owned:
 - Founders Place Condos: (1x) 2-bed, 2-bath unit – Partially occupied.
 - 7 Hermits Condos: (2x) 1-bed, 1-bath units – Acquired December 2025. Both are vacant.
 - Corporate Lease:
 - The Overlook Apartments: (1x) 2-bed, 2-bath unit – Leased until January 2027. Vacant as of Nov. 15, 2025.

SUSTAINABILITY

November 2025

Energy Efficiency & Electrification

- The Town used accounting firm McMahan & Associates to finalize our first ever federal tax filing for Elective Pay Credits for our 2024 solar array project. We anticipate receiving \$911,755 back from the IRS in the form of a check. Staff is working to determine if funds can be reserved for future sustainability projects, though we do not have a clear timeline on when the check will be received.
- The Climate Action Collaborative Buildings & Energy Supply group has been working on developing an off-season heat pump incentive program. This program would take advantage of the lighter workload local HVAC companies have in the winter and work to schedule installs during those times with homeowners whose gas furnaces are in need of replacement. The group will continue to work on ways to reduce the cost of heat pumps locally in order to promote this critical climate solution.

Sustainability Advisory Committee (SAC)

- The SAC met on November 12th for their Q4 meeting. The group determined new leadership for 2025, with Kira Koppel serving as temporary chair, Gerry Lopez as vice chair, and Gina McCrackin as notetaker/scribe. We reviewed our progress in implementing the net zero action plan, discussed upcoming opportunities, and the 2025 sustainability budget outlook. [Meeting details will be published to this page in the future.](#)

IMPACT Accelerator Regional Grant Application

- [The regional IMPACT Accelerator Grant](#) Letter of Intent was submitted on 11/10 by lead applicant Aspen. This will support implementation of Step B of the [Regional Net Zero Roadmap](#) across Eagle and Pitkin Counties by including ample resources for staff training, community education, home energy rebate funding, and possible development incentives. We should know by January 15th if our cohort is invited to apply for the full grant.

Waste

- Staff has submitted an interest form for Recycling Reimbursement through the Circular Action Alliance. Reimbursement will be available for residential recycling costs thanks to [Colorado’s Extended Producer Responsibility Law](#). Producers of paper and packaging that is sold in Colorado will assume financial responsibility for the recycling and end-of-life management of that packaging. This allows for service providers, like the Town of Eagle, to be reimbursed for up to 100% of the net costs of recycling services. This means the town can apply for reimbursement of our residential recycling rate. Staff is working to determine how long the reimbursements will last and what our options are for residents. These could include lowering waste hauling rates or enhancing curbside services without increasing costs to residents. We are also eligible for outreach and education funding to support waste diversion throughout town. The soonest possible reimbursement is slated for June 2026.
- Staff is working with Pedogenic Solutions, LLC to ensure consistency between their town-funded project to increase curbside composting and town messaging and communication around waste diversion.
- Staff is continuing to follow up with Vail Honeywagon to investigate options for residents to include yard waste in their curbside compost bins and other ways we may be able to increase the convenience of recycling and composting without raising rates for all residents.
- Staff has been working with Eco-Cycle, a Colorado non-profit who received grant funding to assemble a toolkit for introducing a finished compost policy. This policy focuses on applying finished compost and mulch on town grounds to close the local waste loop and improve our local environment. More details will be shared in the coming months.

Greenhouse Gas Inventory Update

- Staff continues to clean up the utility data in our Environmental Management System, [Energy Manager by Brightly](#). This will ensure accuracy before it is loaded into our greenhouse gas inventory to measure progress on our goals.

Employee Engagement

- The Town Green Team hosted a Fall FEST event, bringing employees over to the Lower Basin Water Treatment Plant to tour the solar array, explore ideas for an employee garden, and test out the town’s electric vehicles. Shoutout to the water team for hosting us!



SPECIAL EVENTS

November 2025

- The town did not host any town-produced events in November.
- Town liaison for November events; BCES Cornhole Flannel Fest and Turkey Trot.
- Event preparation for December events includes WassailFest, Holiday Art Market, Jingle Jog, and Christmas on Broadway.
- Created Christmas on Broadway marketing collateral.
- Staff facilitated the 2025 Community Impact Award; solicited nominations, coordinated plaque and award for winner. Provided nominations to Council to make their selections via a ballot poll. The Mayor honored all nominees and announced the winner, Becky Burgess.
- Staff memo for Town Council to approve Community Grant Program Funding.
- Met with Kyler Forte and Vail Yeti Hockey coming to Eagle. Get your tickets early!
- Mountain Rec will have security staff for the games. Optimum events applied for a liquor license. Security will also help with parking management.
- Planning meeting with Public Works and Eagle PD to discuss the challenges in rerouting the direction of the Christmas on Broadway parade. This year the parade will travel from South to North on Broadway, staging at the Eagle County Building, ending at 2nd Street.
- Event prep for Christmas on Broadway; communication with the parade being re-routed.
- Weekly meetings with Ashley LaFleur, Communications Specialist. Discussions on promoting “Illuminate Eagle” at the Rodeo Rink and Eagle Pool & Ice Rink to drive hockey visitors to local businesses.
- Attended EagleARTS grand reopening at their new location on Broadway.
- Met with Erin Cook who is interested in the different Town advisory committees.
- Marketing responsibilities include; daily updates to eagleoutside.com, Hwy 6 sign, and Instagram.
- Employee Engagement included; Save the Date for the Employee Holiday Party, Employee newsletter
- Andy Clark and his group of volunteers started building the Eagle Outdoor Ice Rink on November 28.

COMMUNICATIONS

- Social media posts in English and Spanish;
 - Repainting Fire Hydrants
 - Wayfinding Planning
 - Election Day Information
 - Haymeadow Trailhead Park Design
 - Christmas on Broadway
 - Veterans Day
 - Food Discussion Panel
 - Wildlife Ordinance Reminder
 - News Release – Town Announces Transition in Town Manager Leadership
 - 2025 Community Impact Award Winner
 - Open Space Trail Projects with VVMTA
 - Open Space and Trails Seasonal Closure Dates
 - Thanksgiving
 - Holiday Art Market
 - Phishing Scams
 - Certified Election Results
 - Jingle Jog 5K
 - Wassail Days
- Emails sent to staff when we post to social media

- Updates to townofeagle.org and Hwy 6 sign
- Updates to Eagle Airport digital sign
- Holiday Closure information in English/Spanish for Town Hall
- Produced WUI Code Timeline/FAQ Sheets
- Produced Eagle Today Newsletter
- Attended Community Engagement Events: E-Bike Survey Open House, Rodeo Rink Ribbon Cutting, Turniphead VVMTA Volunteer Trail Work, Eagle PD at Golden Eagle Senior Center

INNOVATION TECHNOLOGY

November 2025

Broadband update:

- 38 business/government subscribers, 129 residential subscribers, 10 new signups in October
- Broadband revenue generated last month: \$11,846.48

Technical Operations:

Onboarding report:

- Tuwela Moore - Finance, 11/13/2025
- Edie Lengel - HR, 11/17/2025

Staff Training:

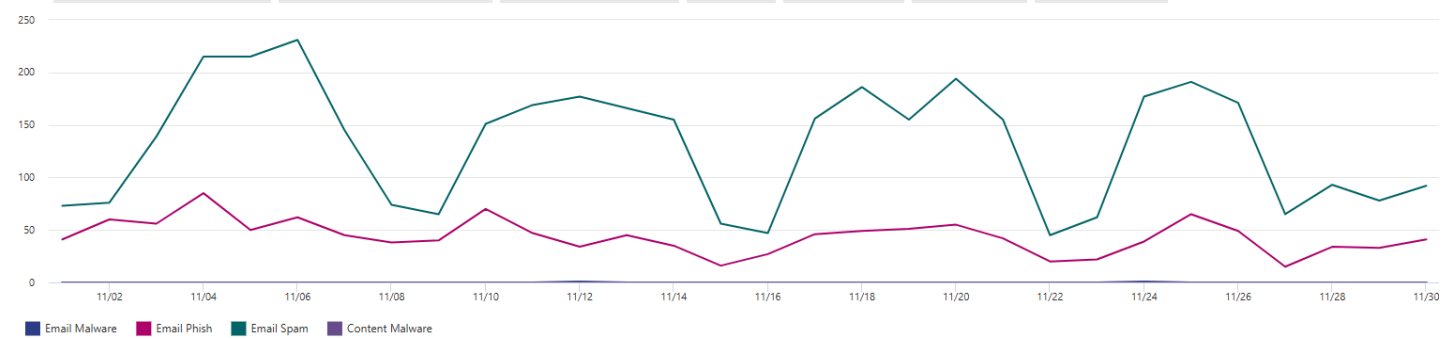
- IT staff attending Federated Wireless CPI online training in preparation for obtaining in-house certifications

Email threat protection report:

Threat protection status

The Threat protection status report provides information about threats found prior to email delivery, covering relevant detection technologies, policy types, and delivery actions. [Learn more about this report](#)

Filters: Date (UTC): 11/1/2025-11/30/2025 Detection: Email Malware +3 X Protected by: MDO +1 X Tag: All X Direction: All X Domain: All X Policy Type: All X





To: Mayor Woods and Town Council
From: Nikki Davis, Economic Development & Housing Specialist
Date: December 9, 2025
Agenda Item: Economic Development Initiatives Update

Staff has prepared the following update regarding two major economic development initiatives currently underway: the Wayfinding Study & Implementation Plan and the upcoming Business Advancement Program. Both initiatives advance the Town’s strategic goals of supporting local businesses, enhancing visitor experience, strengthening downtown, and elevating Eagle’s sense of place. They are also core implementation actions of the 2023 Economic Development Plan. Together, these efforts move forward the Plan’s emphasis on placemaking, business retention and expansion, and creating a more resilient local economy.

These initiatives are in the final stages of development, and this memo is intended to orient the new Town Council to project status, progress to date, and next steps.

Initiative 01. Wayfinding Study & Implementation Plan.

Following the award of a \$20,000 grant from the Colorado Tourism Office, the Town contracted with Michael Baker International to lead the Wayfinding Study, which began in August. The goal of this effort is to design a unified, updated, and functional signage system for the town. The project will create standards for gateway signage, vehicular and pedestrian navigation, trail connections, and district identity, ultimately improving mobility, strengthening aesthetic cohesion, and enhancing how residents and visitors move through and experience Eagle.

Michael Baker International is a nationally recognized planning and design firm with a deep Colorado presence and extensive experience working in mountain towns. Their project team, led by Kristin Cypher, has delivered built signage systems in communities such as Estes Park, Buena Vista, Granby, Leadville, and Mt. Crested Butte. Their blend of strategic planning, placemaking, and signage design expertise, paired with familiarity with Colorado’s regulatory environment and outdoor-oriented communities, made them a strong match for Eagle’s needs. Notably, Kristin is already familiar with Eagle, having contributed to the Broadway Streetscape Renovation approximately 20 years ago, giving her valuable historic context on our community.

The Colorado Tourism Office’s Tourism Management Grant supports infrastructure and planning projects that enhance visitor experience across the state. The grant provides up to \$20,000 with a 4:1 match requirement and must be used within a one-year timeframe. All work must be completed by April 30, 2026.

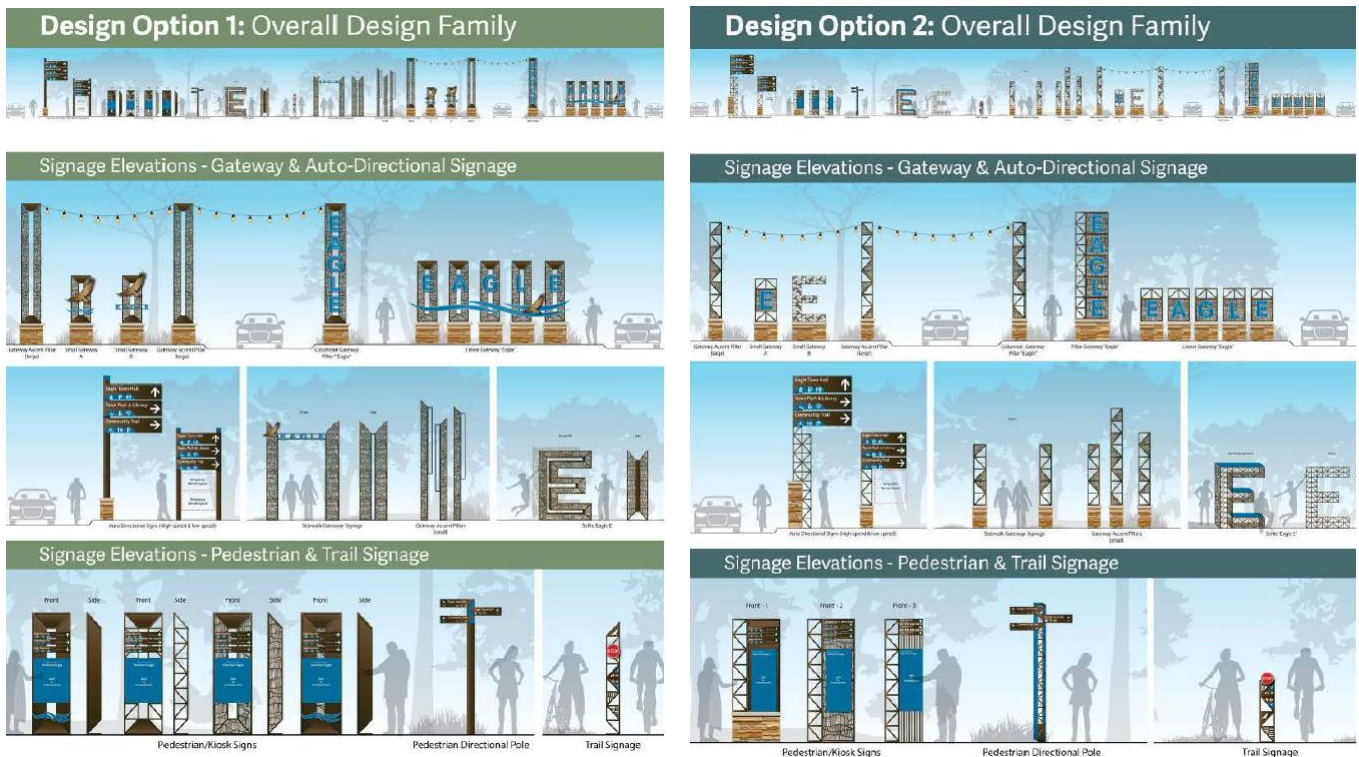
Community Engagement

Since kick-off, the project team has engaged the community through a variety of touchpoints, including:

- ✓ Targeted advisory group and stakeholder discussions (MEAC, DDA, EVC, OSRAC, Public Works and Open Space, Eagle Ranch, Eagle County, and the Town of Gypsum)
- ✓ A preliminary community-wide survey
- ✓ In-person outreach and one-on-one stakeholder interviews
- ✓ Dot-voting activities at public events
- ✓ Field tours and hands-on design workshops

In addition to background research, the outreach process shaped both site priorities and preliminary design. We gathered preferences around materials, legibility, lighting, color palettes, iconography, and alignment with Eagle’s outdoor-oriented identity. Engagement with neighboring and overlapping jurisdictions also generated ideas for coordination and shared implementation.

Preliminary Design Option 1 and Design Option 2:



Current Phase

The project is now in *Phase 3: Final Design and Ideas for Implementation*. The project team has prepared a full family of signage types, including daytime and nighttime variations, for community review. A final design survey is currently live through December 17, allowing residents to provide feedback on sign hierarchy, district colors, trail markers, and priority locations for installation.

What the Project Will Deliver

The project team will present the final Wayfinding Plan and complete project close-out with the Council in January. This effort builds on several planning documents including the Elevate Eagle Comprehensive Plan, Open Space & Trails Master Plan, Safe Streets 4 All Action Plan, and the CU Denver Mountain Summer Studio to ensure the final system is closely aligned with and supportive of Eagle’s broader community goals.

The final deliverable is intentionally implementation-focused: a system ready for engineering, fabrication, and installation. With a vetted implementation roadmap, the Town will be well-positioned to pursue phased installation as well as external funding and partnership opportunities.

As part of the FY 2026 Capital Improvement Fund, the Town Council approved \$70,000 to spur wayfinding improvements. Of that amount, \$15,000 is earmarked from the Open Space Fund and, if deployed, will be directed specifically toward Open Space-related wayfinding and signage elements.

Footnotes

- [Wayfinding Plan Project Page](#)
- [Wayfinding Final Design Community Survey](#)

Initiative 02. Business Advancement Program

In partnership with the Economic Vitality Committee (EVC), staff are preparing to launch the Business Advancement Program (BAP), a town-wide incentive that supports Eagle’s emerging, expanding, and established businesses through one-to-one matching grants. The program is co-funded by a \$100,000 grant from the Colorado Department of Local Affairs’ (DOLA) Rural Economic Development Initiative (REDI) and \$20,000 in matching funds approved by the Town Council. A total of \$120,000 in project funding will be available. The BAP builds on the demonstrated success of the 2024–2025 Downtown Eagle Project Investment Program, administered by the Downtown Development Authority (DDA). This program was also supported through a REDI grant. At this time, the BAP is structured as a one-time Town initiative.

Program Objectives

The Business Advancement Program has been designed to:

- Support capital, operational and site improvements.
- Stimulate local economic activity and spur private investment throughout Eagle’s commercial hubs.
- Strengthen the local entrepreneurial ecosystem by funding training and skill-building opportunities that help businesses grow and innovate.
- Incentivize business projects and sustainability improvements that support the Town’s Net Zero by 2030 goals.
- Improve workforce attraction and retention by providing a dedicated housing stipend option that helps locals live and work in Eagle.

What the Program Funds

Eligible categories (based on draft guidelines) include:

- Interior and exterior building improvements
- Equipment purchases that expand production or services
- Technology enhancements
- Employer-matched workforce housing stipends
- Startup funding for new or expanded business offerings

Projected Timeline

- January 2026: The program will open with a 45-day application window. Staff will also amplify outreach and public communication to drive participation.
- April 2026: The EVC will serve as the review panel, evaluating applications and submitting funding recommendations to the Town Council for final approval.
- Spring/Early Summer 2026: Award announcements and grant agreements executed.
- 2026–2027: Project implementation and reimbursements.
- July 2027: DOLA grant contract ends.

What Success Will Look Like

Success will be defined by businesses feeling supported and able to take meaningful steps forward, whether improving their space, expanding services, or directly supporting their workforce. It also means seeing creative and sustainability-focused ideas move into action. Collectively, these outcomes will strengthen the business community and deliver visible benefits to residents, visitors, and Eagle’s overall economy.

Footnotes

- [DRAFT – Program Guidelines and Resources](#)
- [DRAFT – Scoring Rubric](#)
- [DRAFT – Application Form Outline](#)

COMMUNITY DEVELOPMENT

November 2025

Planning

LONG RANGE PLANNING

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

- Staff are reviewing and editing Chapter 4.17 Administration and Procedures to provide clarity to land use processes, correct omissions, resolve inconsistencies, and modify Section headings and references to be more searchable.
- Chapter 4.17 Status Update: staff have completed a full review of the chapter and provided input to legal counsel on updates needed to improve the administration of the LUDC. Legal has since returned a revised draft for the staff's review, which is underway. Staff plan to present draft text to the Planning Commission and Town Council in the coming months with the goal of adopting a revised chapter early next year.
- Staff are also preparing two miscellaneous Code Amendments to rectify small errors, omissions, and inconsistencies for adoption this year and will also bring forward a work session to discuss a few specific future Code Amendments.

WUI Code

- Staff are actively engaged in the County-wide Wildland Urban Interface (WUI) Code update process, led by the Eagle County Wildfire Collaborative. This initiative involves collaboration with jurisdictions throughout the Valley to create a WUI Code that caters to our local needs.
- The WUI Code, formally known as the State Resilience Code, will support increasing the community's resiliency to wildfires by regulating exterior building materials to ensure they are fire resistant, enacting landscaping guidelines such as the Fire Free 5 that ensure there is not flammable material within 5 feet of the structure, and by ensuring landscaping standards support water-wise, native vegetation that is not highly flammable.
- Staff applied for and were granted free technical assistance from Headwaters Economics to navigate the State Resilience Code adoption process. Staff will be meeting monthly with a cohort of peer communities and with a consultant from Headwaters to discuss the Town's specific needs in this process over the next 6 months.
- Experts from the Eagle County Wildfire Collaborative will be presenting about this Code process at the September 2nd Planning Commission and at the December 9 Town Council meeting in advance of a joint work session on January 6. At this work

session staff will be seeking direction on how decision makers would like this Code update to look for Eagle.

- The Collaborative is also planning to meet with HOAs and other communities, in addition to Town staff, in advance of the January work session.

Administrative Manual

- Staff has been continuing to work on an administrative manual to clearly communicate land use processes to the public. Staff will be posting resources as they're completed, e.g. how the use permit process works, on the Town's website. As this project continues staff will be engaging stakeholder groups like the EVC for feedback to ensure this manual is user friendly and is meeting the community need.

LAND USE APPLICATIONS IN PROGRESS

For more information and to access project documents, visit the Town's [Active Land Use Applications Page](#).

Haymeadow Design Guidelines Update

- This application has been deemed complete and staff is currently reviewing.

Haymeadow RMF-4A/5 Major Development Permit

- Referral comments have been sent to the applicant and they are working through them.

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.
- Application is complete and out for referral until October 22.

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- Staff Review (Minor Subdivision)

- 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

- The applicant is making revisions to ensure alignment with HOA covenants and design guidelines.

332 Grand Avenue – Major Development Permit

- Application materials have been submitted and are undergoing a completeness review.

295 Eby Creek Road

- Application materials have been submitted and are undergoing a completeness review.

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

- 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 has met with members of the community on development proposals ranging from small administrative permits to larger development, subdivision, and annexation applications. Pre-application meetings in 2025:
 - January - 2

- February - 3
 - March - 3
 - April - 2
 - May - 1
 - June - 3
 - July - 5
 - August -2
 - September – 1
 - October – 2
 - November - 0
- 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.
 - Peyton Heitzman, the Community Development Director, has announced her departure from the Town to accept a position with Eagle County, with her last day on December 23. Over the coming weeks, the Town will focus on ensuring a smooth transition.

UPCOMING ANTICIPATED APPLICATIONS

- Haymeadow Resubdivision of RMF-3 in Filing 1
- Haymeadow Preliminary 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 all buildings – one hot tub permit under review for new clubhouse
Haymeadow	91 Mountain Hope Circle	Building permit issued for 5 single family – 3 Single family in review – 3 Townhouses w/ 1 postponed till spring and 2 permits issued
Habitat for Humanity	3 rd Street	TCOs complete – looking for CO's
Stone Concepts of Colorado	85 Marmot Ln	Permit issued
Eagle County BMX	1700 Bull Pasture Rd	Permits expired?
Alpine Lumber Shed	111 Chambers	TCO for shed building – final landscaping inspection required before issuance of CO.
1200 Capitol Project	1200 Capitol St	Building permit issued and construction underway.

Building

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

TYPE OF WORK PERFORMED	EOY 2023	EOY 2024	YTD 2025
Inspections (n/i Planning, Public Works)	1,885	1944	1595
Permits Processed	411	334	402

P&Z and Council Meeting Schedule

November 2025
November 4 th (Planning Commission) <ul style="list-style-type: none">• (Continued to 11/18)- LUDC25-06 Misc. #2 Amendment to the Land Use and Development Code• Training
November 12 th (Town Council) <ul style="list-style-type: none">• LUDC25-05 Miscellaneous Amendments to the Land Use and Development Code
November 18 th (Planning Commission) <ul style="list-style-type: none">• LUDC25-06 Misc. #2 Amendment to the Land Use and Development Code• Work Session for Table 4.02-3 Height Limit Exceptions, Chapter 4.08 – Major PUD Amendment Process, and 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) <ul style="list-style-type: none">• cancelled
December 9 th (Town Council) <ul style="list-style-type: none">• Presentation for Eagle County Wildfire Collaborative• LUDC25-06 Misc. #2 Amendment to the Land Use and Development Code• Work Session for Table 4.02-3 Height Limit Exceptions, Chapter 4.08 – Major PUD Amendment Process, and Chapter 4.11 – Landscaping Standards for Turf in alignment with SB24-005.
December 16 th (Planning Commission) <ul style="list-style-type: none">• Bob's Rules• Dinner
December 23 rd (Town Council) - cancelled

Town of Eagle

Sales Tax Report

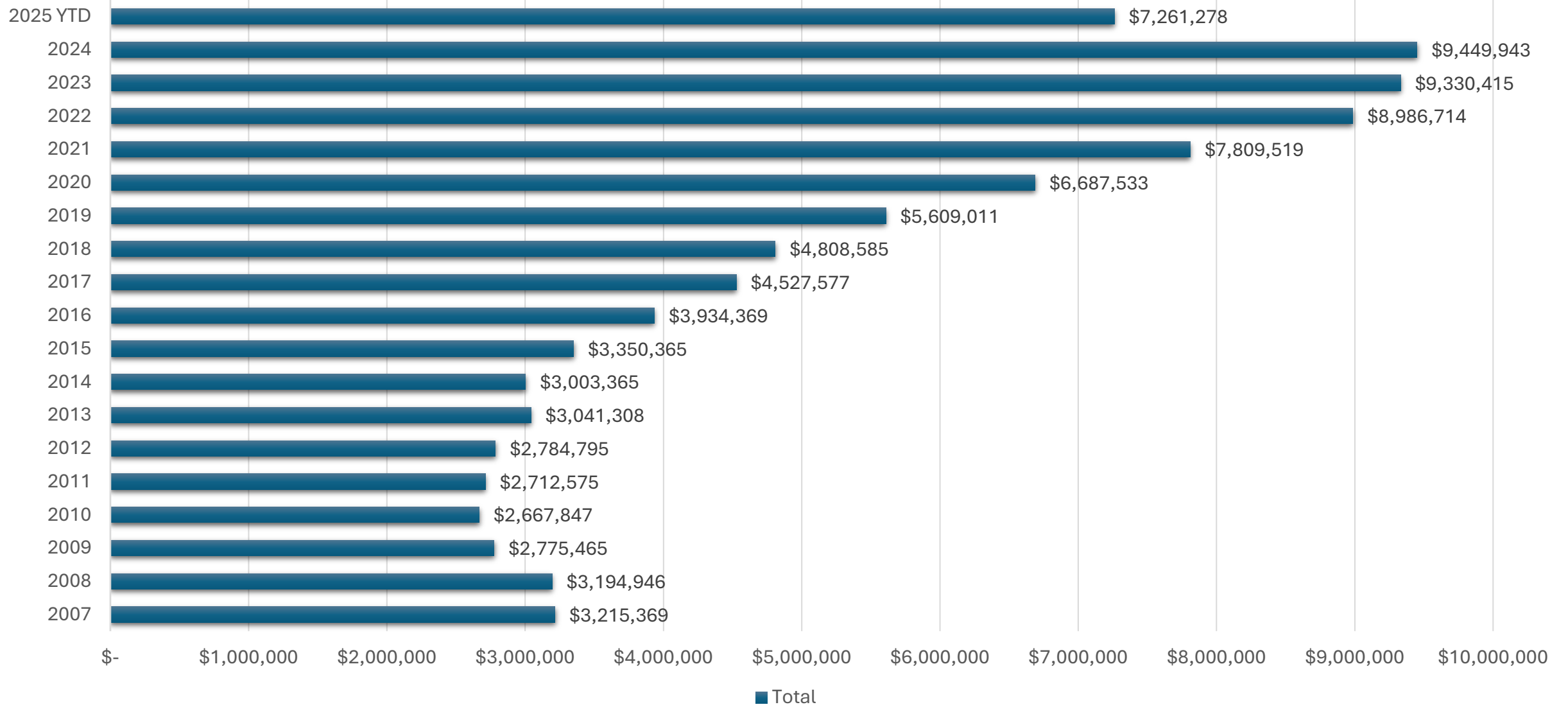
YTD 09/30/2025

Sales Tax Earned by Revenue Period

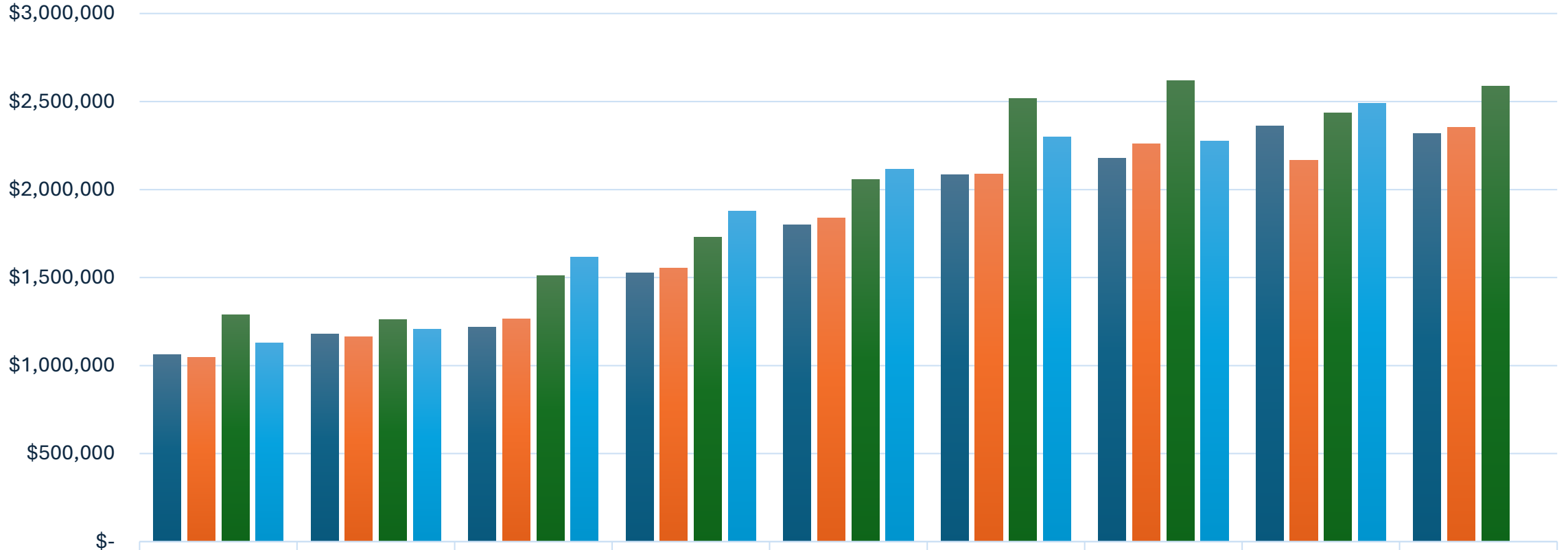
- Online Sales
- Motor Vehicle Sales
- Everything Else

ANNUAL TOTAL SALES TAX INCLUDING MOTOR VEHICLES 2007-2025 REVENUE PERIOD TOTALS

**2016 - PRESENT INCLUDES 0.5% SALES TAX INCREASE*



TOTAL SALES TAX BY QUARTER INCLUDING MOTOR VEHICLES 2017-2025 REVENUE PERIOD TOTALS

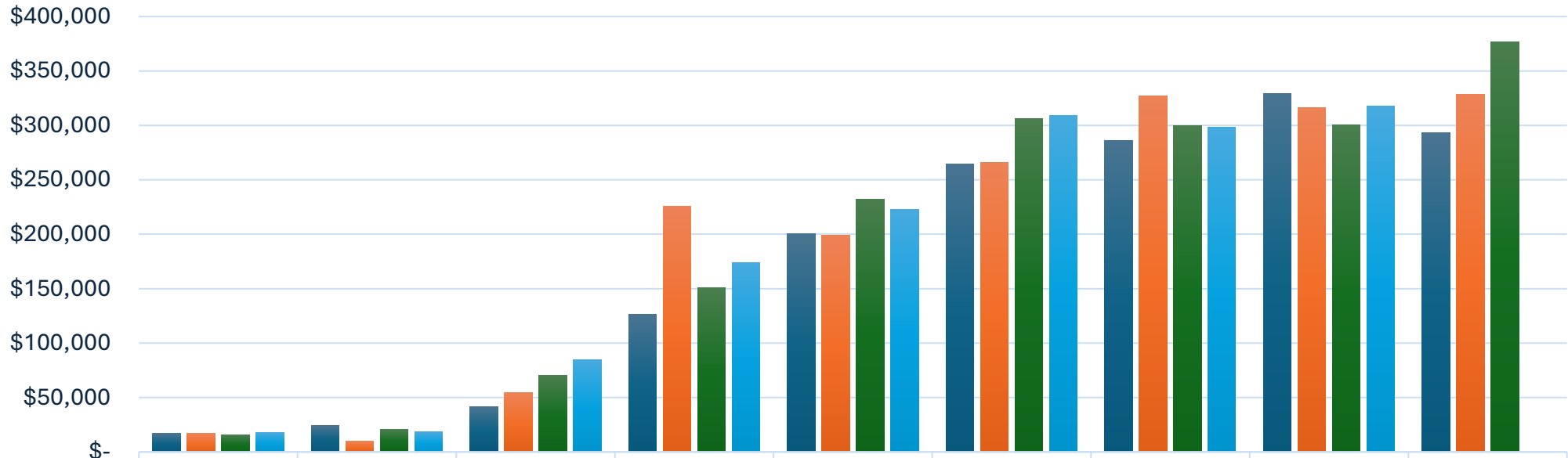


	2017	2018	2019	2020	2021	2022	2023	2024	2025
FIRST QUARTER	\$1,063,301	\$1,178,719	\$1,216,660	\$1,524,520	\$1,798,342	\$2,082,888	\$2,177,138	\$2,360,246	\$2,318,365
SECOND QUARTER	\$1,046,588	\$1,162,266	\$1,265,853	\$1,555,060	\$1,838,623	\$2,088,121	\$2,259,724	\$2,164,519	\$2,354,029
THIRD QUARTER	\$1,289,013	\$1,260,442	\$1,509,011	\$1,730,598	\$2,057,099	\$2,516,655	\$2,617,098	\$2,436,291	\$2,588,885
FOURTH QUARTER	\$1,128,675	\$1,207,159	\$1,617,487	\$1,877,355	\$2,115,455	\$2,299,051	\$2,276,455	\$2,488,887	

■ FIRST QUARTER
 ■ SECOND QUARTER
 ■ THIRD QUARTER
 ■ FOURTH QUARTER

2024-2025 YTD Increase 4.3%

ONLINE SALES TAX BY QUARTER 2017-2025 REVENUE PERIOD TOTALS



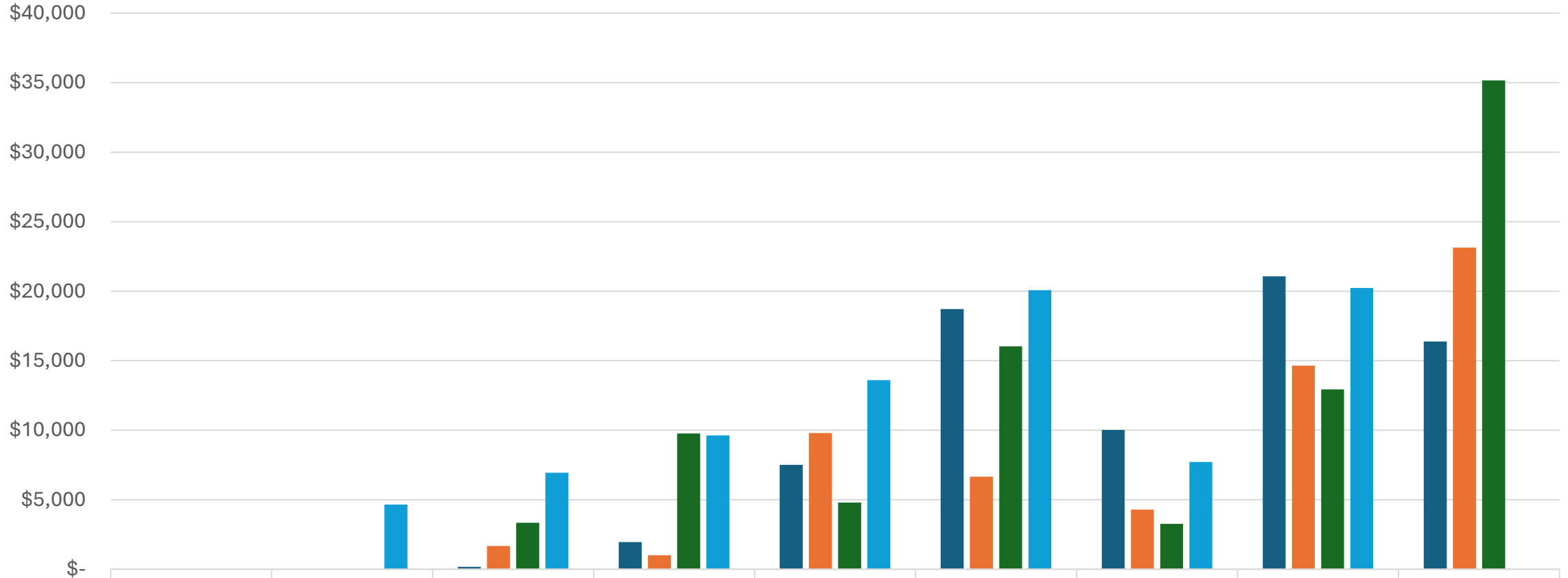
	2017	2018	2019	2020	2021	2022	2023	2024	2025
■ FIRST QUARTER	\$17,179	\$24,250	\$41,364	\$126,299	\$200,373	\$264,177	\$286,437	\$329,524	\$293,092
■ SECOND QUARTER	\$16,876	\$10,047	\$54,246	\$225,510	\$199,020	\$266,072	\$326,860	\$316,560	\$328,855
■ THIRD QUARTER	\$15,759	\$20,631	\$70,029	\$150,797	\$232,192	\$306,341	\$299,787	\$300,503	\$376,634
■ FOURTH QUARTER	\$18,013	\$18,402	\$84,984	\$174,102	\$222,896	\$309,340	\$298,504	\$317,880	

■ FIRST QUARTER
 ■ SECOND QUARTER
 ■ THIRD QUARTER
 ■ FOURTH QUARTER

2024-2025 YTD Increase 5.5%

Online sales are included in the retail and out of area sectors.

MOTOR VEHICLE SALES TAX BY QUARTER 2017-2025 REVENUE PERIOD TOTALS



	2017	2018	2019	2020	2021	2022	2023	2024	2025
FIRST QUARTER			\$172	\$1,954	\$7,504	\$18,717	\$10,021	\$21,075	\$16,374
SECOND QUARTER			\$1,677	\$1,014	\$9,794	\$6,652	\$4,285	\$14,647	\$23,142
THIRD QUARTER			\$3,338	\$9,760	\$4,799	\$16,033	\$3,258	\$12,937	\$35,155
FOURTH QUARTER		\$4,654	\$6,950	\$9,628	\$13,606	\$20,077	\$7,717	\$20,237	

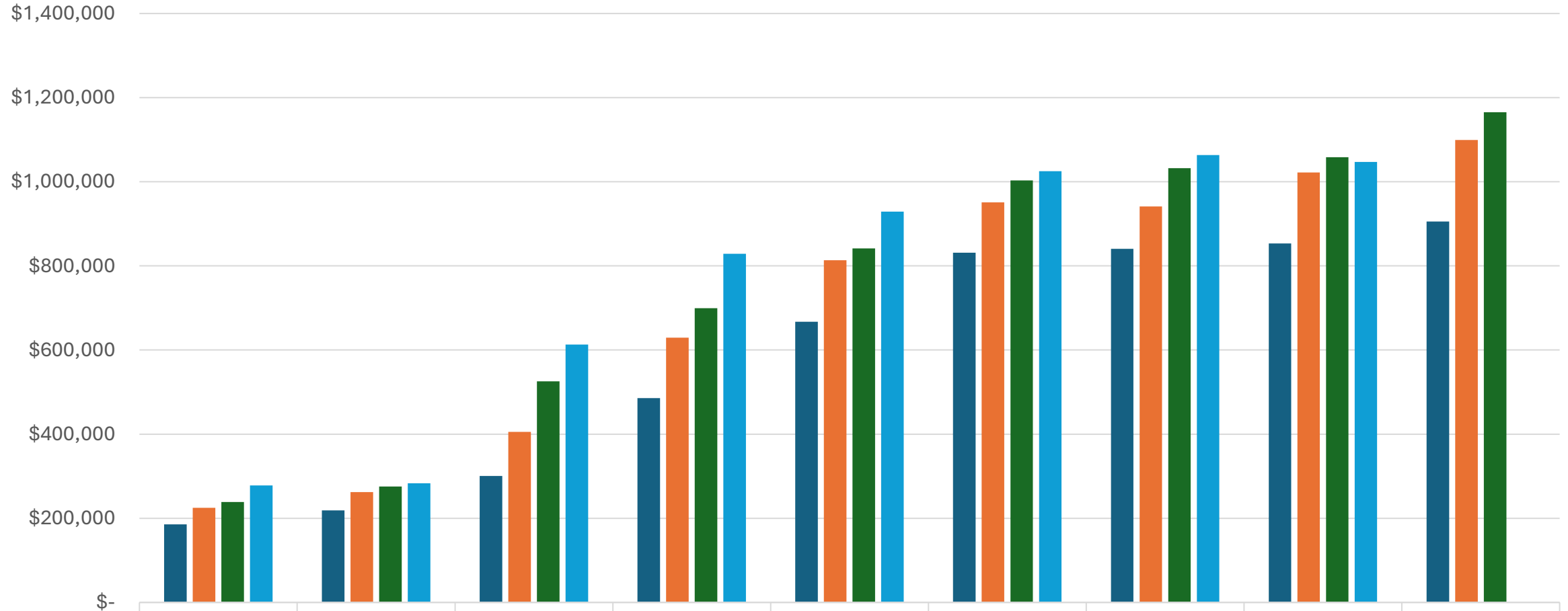
■ FIRST QUARTER
 ■ SECOND QUARTER
 ■ THIRD QUARTER
 ■ FOURTH QUARTER

2024-2025 YTD Increase 53.5%

Sales Tax Collected by Source Type

- Retail
- Food
- Restaurants & Bars
- Liquor Stores
- Lodging
- Utilities
- Automotive
- Building / Construction

RETAIL QUARTERLY COLLECTIONS 2017-2025

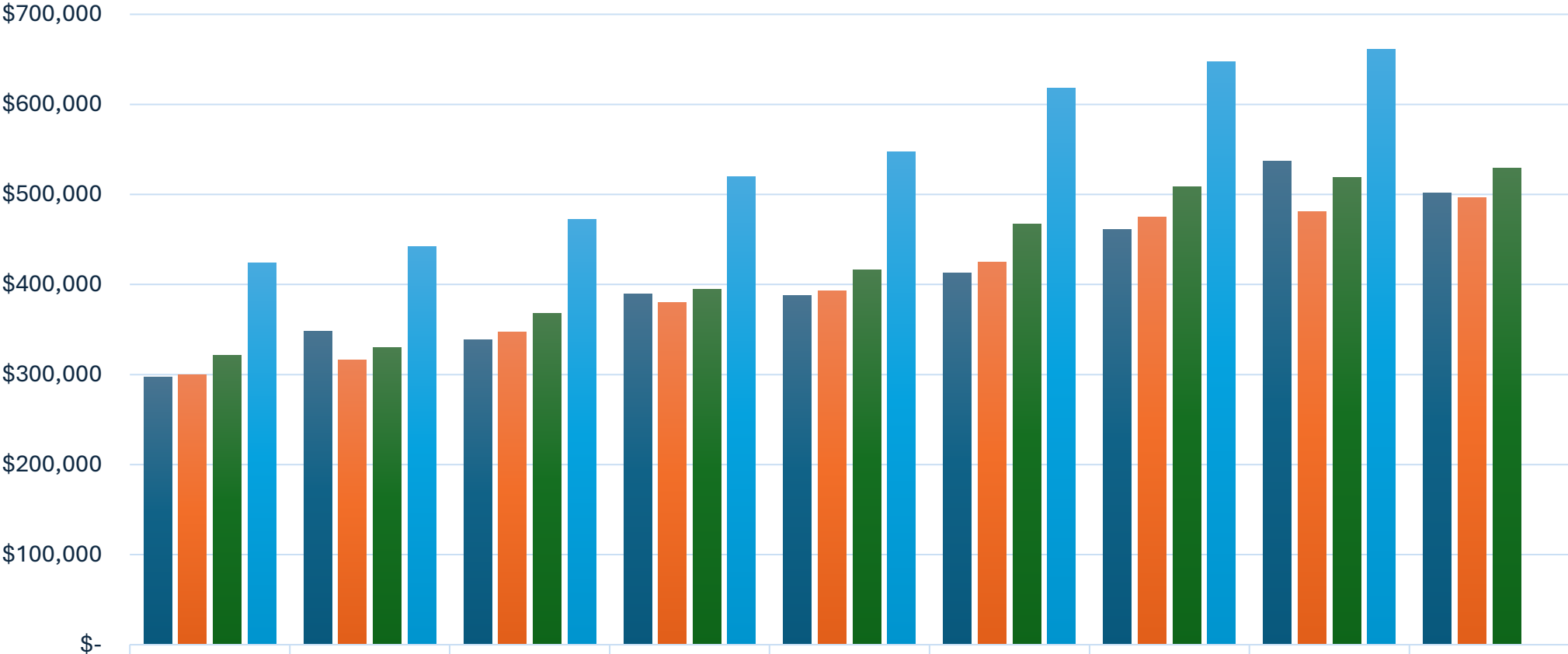


	2017	2018	2019	2020	2021	2022	2023	2024	2025
FIRST QUARTER	\$185,714	\$218,784	\$300,364	\$485,838	\$667,134	\$831,233	\$840,634	\$853,559	\$905,339
SECOND QUARTER	\$225,023	\$262,236	\$405,199	\$629,208	\$813,291	\$951,083	\$941,521	\$1,021,980	\$1,099,081
THIRD QUARTER	\$238,598	\$275,314	\$525,347	\$699,684	\$841,445	\$1,003,368	\$1,032,436	\$1,058,599	\$1,165,312
FOURTH QUARTER	\$277,948	\$283,475	\$612,820	\$828,970	\$929,026	\$1,025,240	\$1,063,293	\$1,047,098	

■ FIRST QUARTER
 ■ SECOND QUARTER
 ■ THIRD QUARTER
 ■ FOURTH QUARTER

2024-2025 YTD Increase 8.0%

FOOD QUARTERLY COLLECTIONS 2017-2025

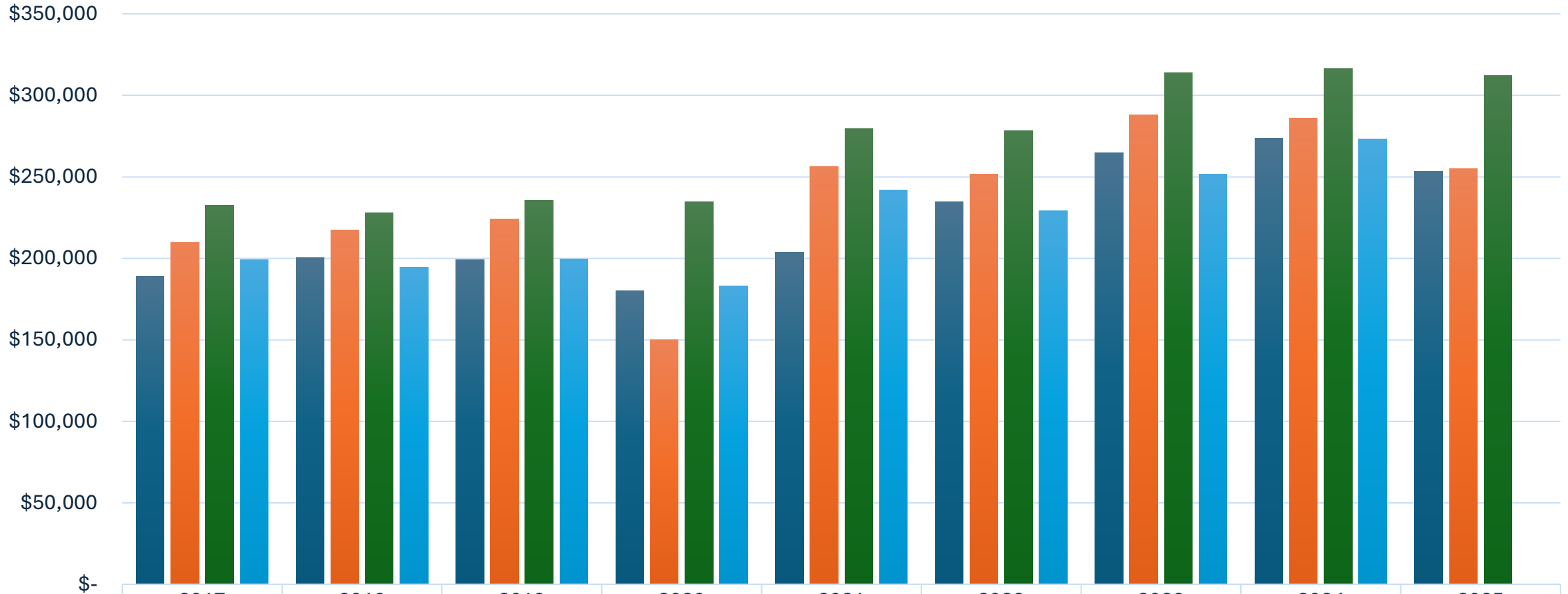


	2017	2018	2019	2020	2021	2022	2023	2024	2025
FIRST QUARTER	\$296,864	\$347,751	\$338,156	\$389,097	\$387,599	\$412,769	\$460,777	\$536,980	\$501,519
SECOND QUARTER	\$300,118	\$316,229	\$347,465	\$379,809	\$392,970	\$424,952	\$474,875	\$481,093	\$496,543
THIRD QUARTER	\$321,577	\$330,363	\$367,876	\$394,504	\$416,289	\$467,454	\$508,883	\$518,949	\$529,082
FOURTH QUARTER	\$424,063	\$442,328	\$472,068	\$519,361	\$547,593	\$617,970	\$646,937	\$660,771	

■ FIRST QUARTER
 ■ SECOND QUARTER
 ■ THIRD QUARTER
 ■ FOURTH QUARTER

2024-2025 YTD Decrease (0.6%)

RESTAURANTS & BARS QUARTERLY COLLECTIONS 2017-2025

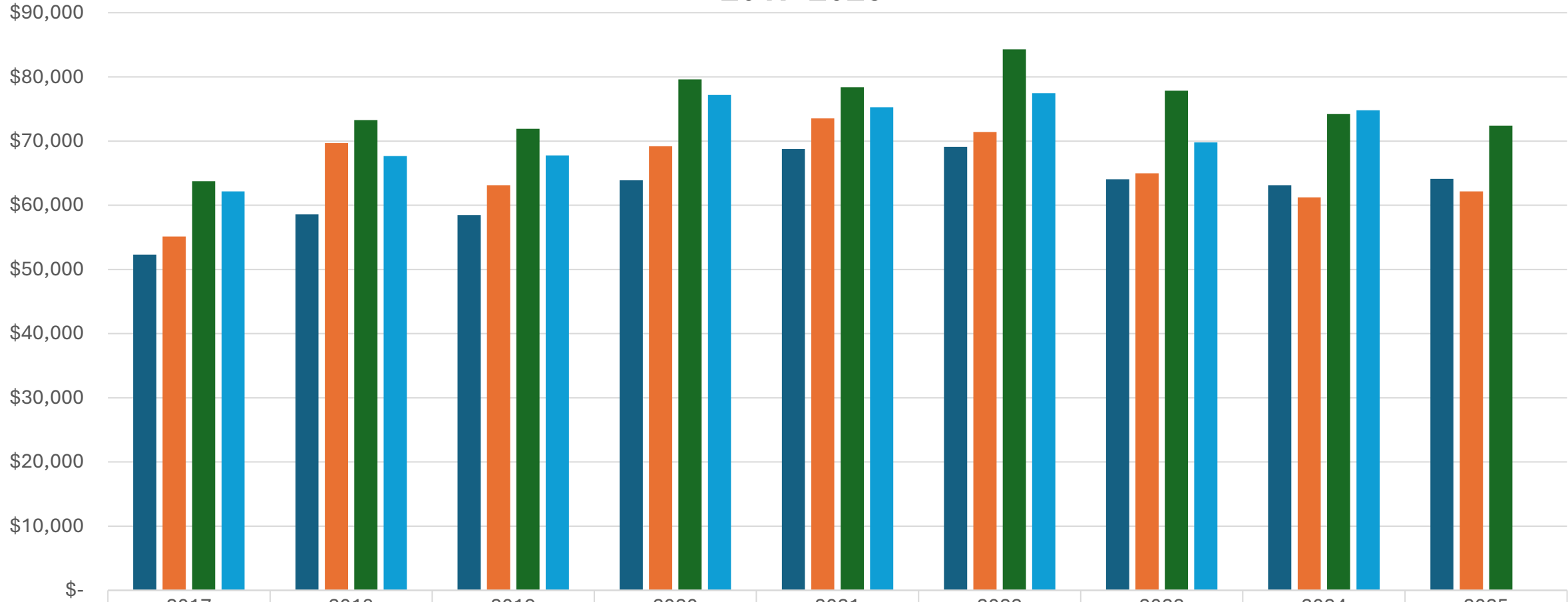


	2017	2018	2019	2020	2021	2022	2023	2024	2025
FIRST QUARTER	\$189,058	\$200,313	\$199,299	\$180,124	\$203,592	\$234,517	\$264,928	\$273,490	\$253,279
SECOND QUARTER	\$209,724	\$217,359	\$224,332	\$149,892	\$256,096	\$251,820	\$288,175	\$285,961	\$254,838
THIRD QUARTER	\$232,501	\$228,013	\$235,608	\$234,503	\$279,407	\$278,420	\$313,717	\$316,542	\$312,304
FOURTH QUARTER	\$199,271	\$194,688	\$199,759	\$183,111	\$241,998	\$229,164	\$251,486	\$273,338	

■ FIRST QUARTER
 ■ SECOND QUARTER
 ■ THIRD QUARTER
 ■ FOURTH QUARTER

2024-2025 YTD Decrease (6.3%)

LIQUOR STORES QUARTERLY COLLECTIONS 2017-2025

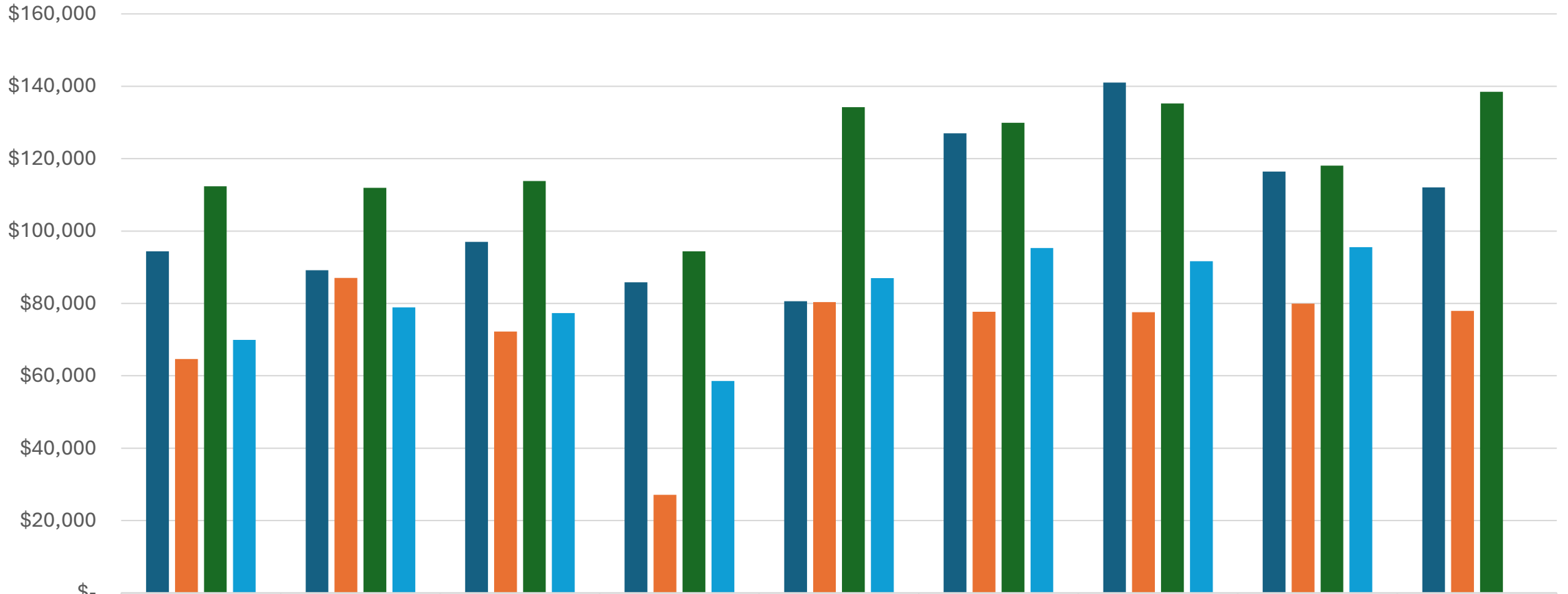


	2017	2018	2019	2020	2021	2022	2023	2024	2025
FIRST QUARTER	\$52,326	\$58,597	\$58,491	\$63,889	\$68,772	\$69,084	\$64,047	\$63,117	\$64,129
SECOND QUARTER	\$55,143	\$69,704	\$63,123	\$69,206	\$73,536	\$71,421	\$64,993	\$61,248	\$62,180
THIRD QUARTER	\$63,749	\$73,287	\$71,922	\$79,624	\$78,390	\$84,297	\$77,870	\$74,239	\$72,419
FOURTH QUARTER	\$62,176	\$67,678	\$67,783	\$77,204	\$75,258	\$77,463	\$69,803	\$74,794	

■ FIRST QUARTER
 ■ SECOND QUARTER
 ■ THIRD QUARTER
 ■ FOURTH QUARTER

2024-2025 YTD Increase 0.1%

LODGING QUARTERLY COLLECTIONS 2017-2025



	2017	2018	2019	2020	2021	2022	2023	2024	2025
FIRST QUARTER	\$94,372	\$89,160	\$96,980	\$85,821	\$80,629	\$126,999	\$141,012	\$116,442	\$112,053
SECOND QUARTER	\$64,638	\$87,051	\$72,203	\$27,146	\$80,373	\$77,712	\$77,575	\$79,948	\$77,954
THIRD QUARTER	\$112,350	\$111,926	\$113,819	\$94,412	\$134,246	\$129,902	\$135,231	\$118,078	\$138,463
FOURTH QUARTER	\$69,950	\$78,929	\$77,357	\$58,593	\$86,960	\$95,327	\$91,635	\$95,522	

■ FIRST QUARTER
 ■ SECOND QUARTER
 ■ THIRD QUARTER
 ■ FOURTH QUARTER

2024-2025 YTD Increase 4.5%

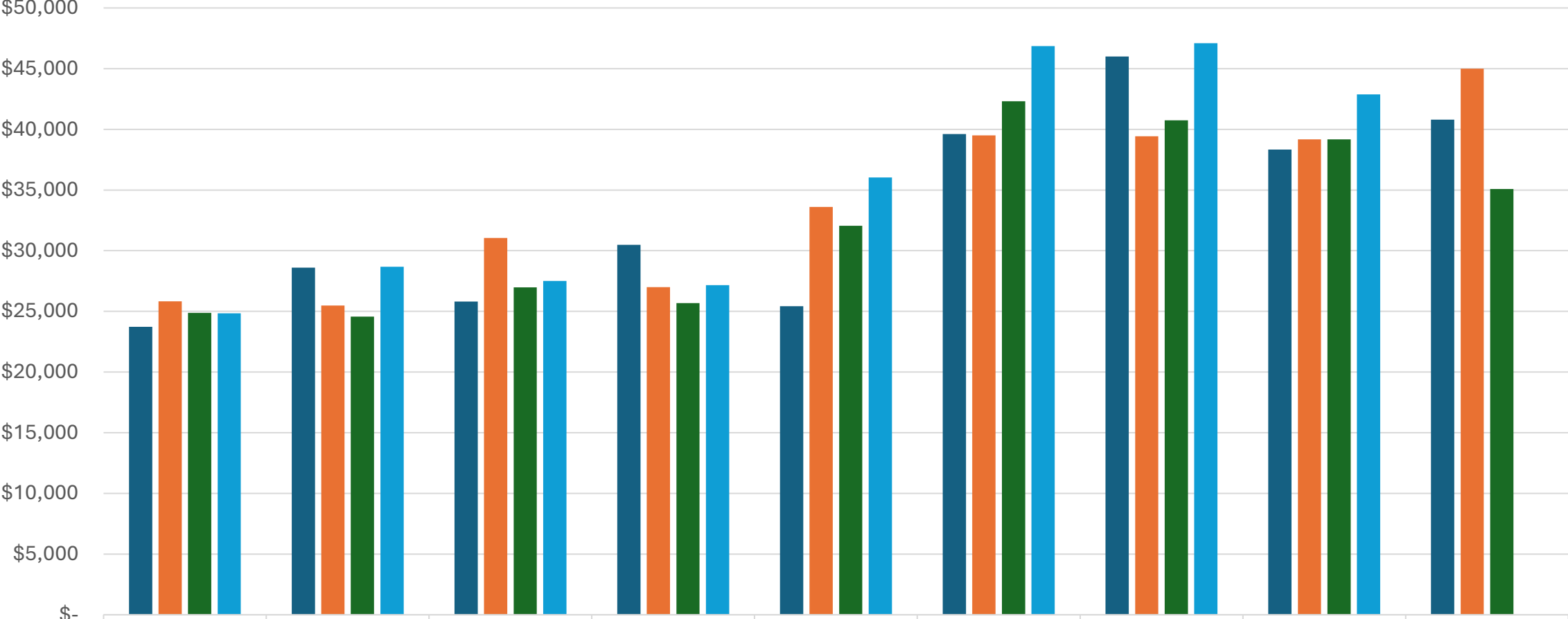
UTILITIES QUARTERLY COLLECTIONS 2017-2025



■ FIRST QUARTER
 ■ SECOND QUARTER
 ■ THIRD QUARTER
 ■ FOURTH QUARTER

2024-2025 YTD Decrease (0.9%)

AUTOMOTIVE QUARTERLY COLLECTIONS 2017-2025

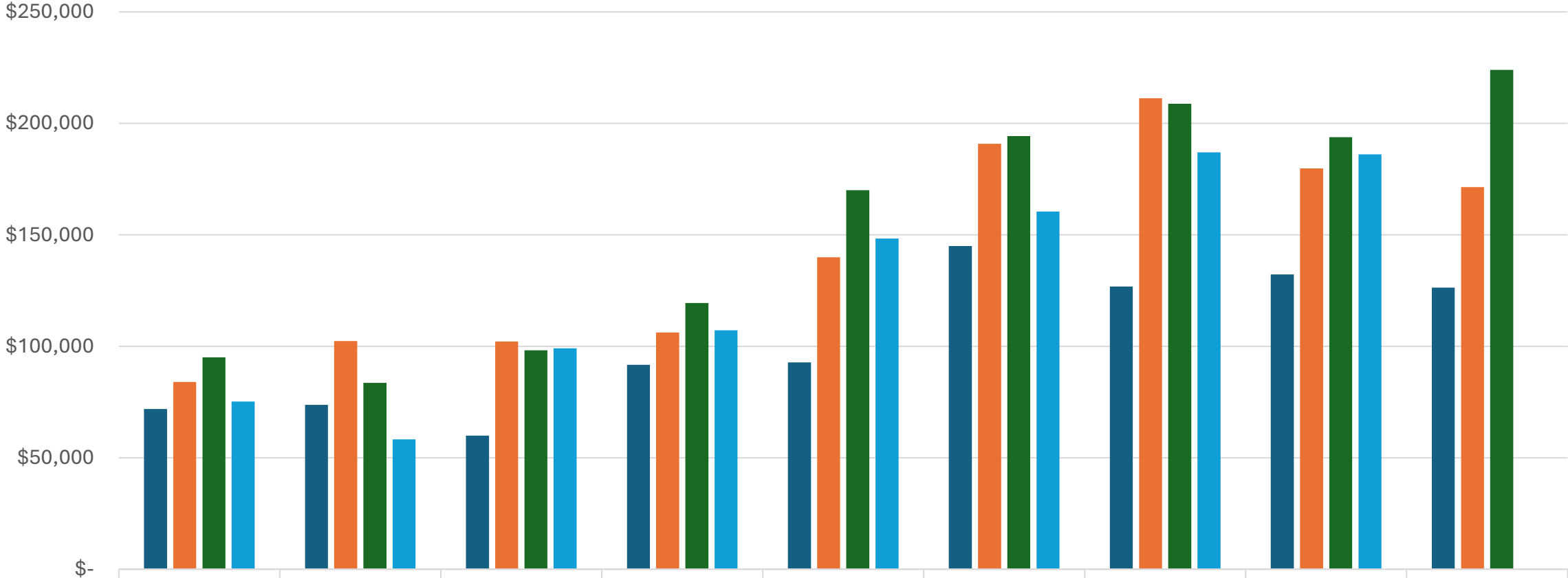


	2017	2018	2019	2020	2021	2022	2023	2024	2025
FIRST QUARTER	\$23,719	\$28,610	\$25,813	\$30,473	\$25,423	\$39,617	\$45,996	\$38,338	\$40,805
SECOND QUARTER	\$25,819	\$25,478	\$31,055	\$26,989	\$33,596	\$39,497	\$39,423	\$39,171	\$44,997
THIRD QUARTER	\$24,874	\$24,573	\$26,977	\$25,688	\$32,051	\$42,305	\$40,749	\$39,174	\$35,087
FOURTH QUARTER	\$24,835	\$28,682	\$27,509	\$27,162	\$36,035	\$46,862	\$47,099	\$42,871	

■ FIRST QUARTER
 ■ SECOND QUARTER
 ■ THIRD QUARTER
 ■ FOURTH QUARTER

2024-2025 YTD Increase 3.6%

BUILDING/CONSTRUCTION QUARTERLY COLLECTIONS 2017-2025



	2017	2018	2019	2020	2021	2022	2023	2024	2025
FIRST QUARTER	\$71,879	\$73,751	\$59,892	\$91,684	\$92,785	\$144,912	\$126,856	\$132,227	\$126,292
SECOND QUARTER	\$83,986	\$102,372	\$102,171	\$106,204	\$139,968	\$190,859	\$211,299	\$179,764	\$171,349
THIRD QUARTER	\$95,046	\$83,570	\$98,198	\$119,426	\$169,972	\$194,263	\$208,806	\$193,754	\$224,013
FOURTH QUARTER	\$75,180	\$58,283	\$99,065	\$107,130	\$148,291	\$160,417	\$187,029	\$186,083	

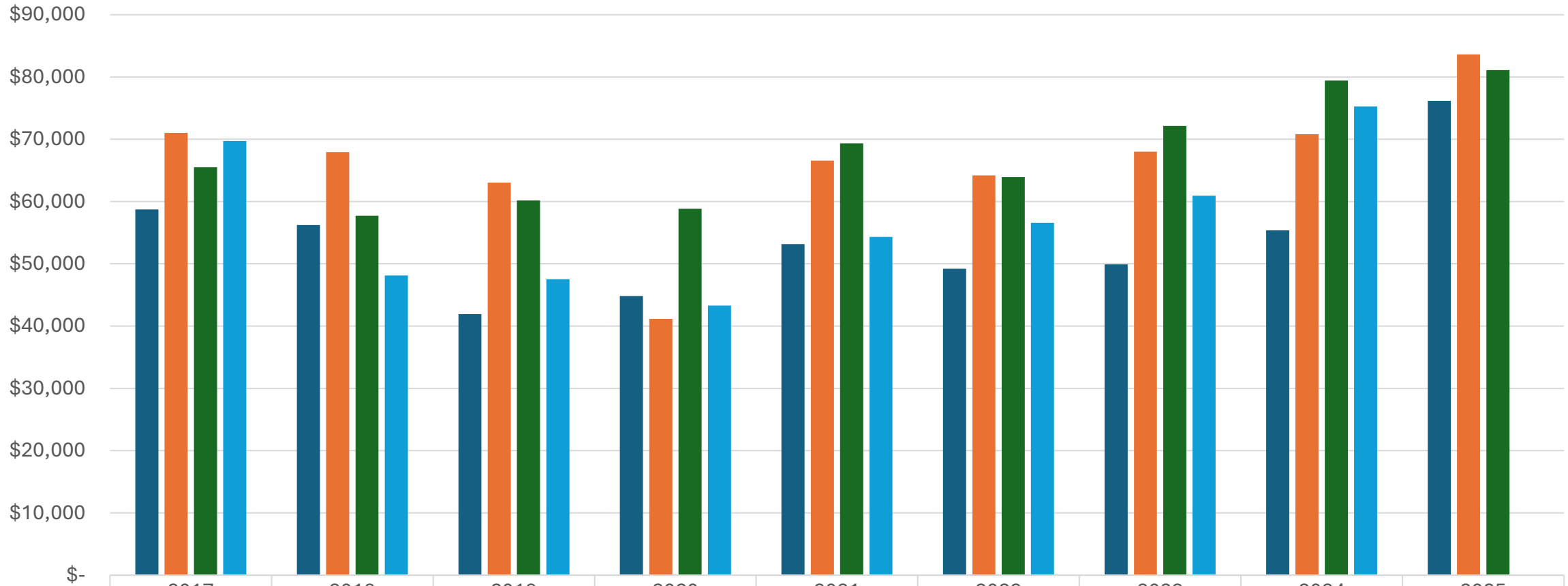
■ FIRST QUARTER
 ■ SECOND QUARTER
 ■ THIRD QUARTER
 ■ FOURTH QUARTER

2024-2025 YTD Increase 3.1%

Sales Tax Collected by Location

- Downtown District
- Chambers Avenue
- Market Street
- Grand Avenue
- Eagle Ranch
- Other Areas, including Online

DOWNTOWN DISTRICT QUARTERLY COLLECTIONS 2017-2025



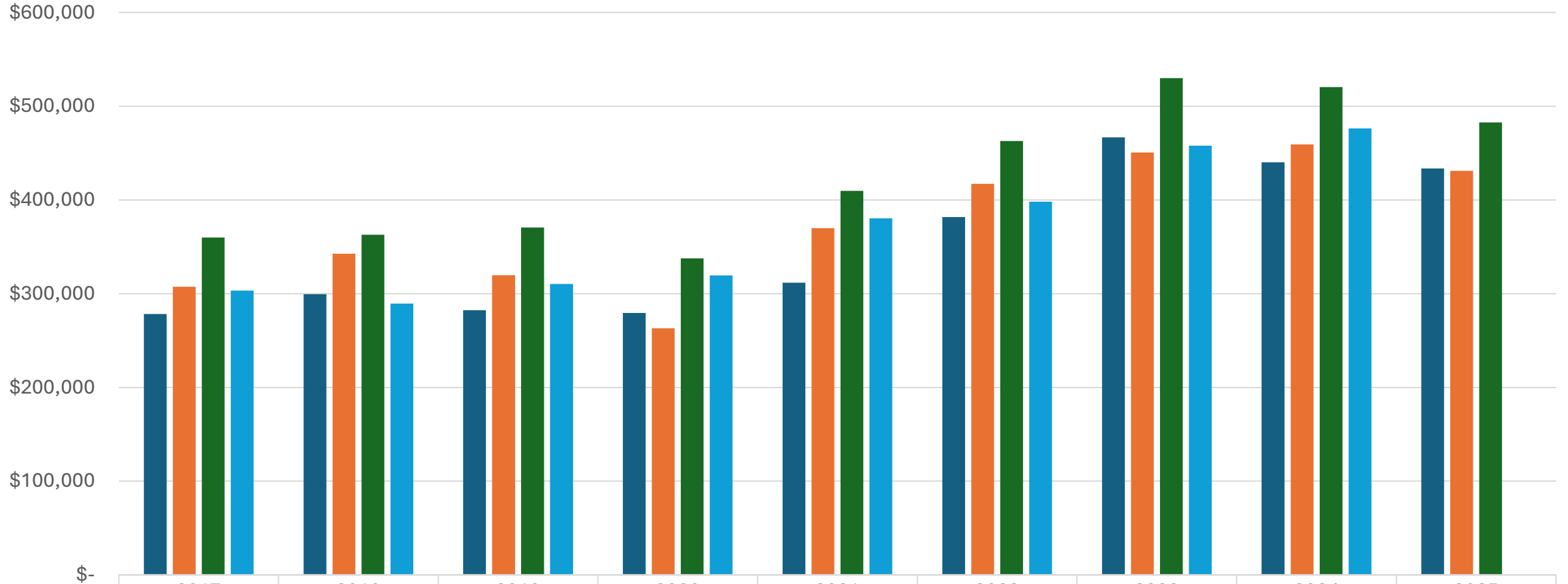
	2017	2018	2019	2020	2021	2022	2023	2024	2025
FIRST QUARTER	\$58,726	\$56,255	\$41,909	\$44,842	\$53,161	\$49,191	\$49,896	\$55,354	\$76,183
SECOND QUARTER	\$71,022	\$67,948	\$63,054	\$41,142	\$66,589	\$64,210	\$67,998	\$70,798	\$83,628
THIRD QUARTER	\$65,524	\$57,727	\$60,171	\$58,851	\$69,347	\$63,907	\$72,141	\$79,412	\$81,119
FOURTH QUARTER	\$69,714	\$48,139	\$47,533	\$43,289	\$54,306	\$56,606	\$60,948	\$75,257	

■ FIRST QUARTER
 ■ SECOND QUARTER
 ■ THIRD QUARTER
 ■ FOURTH QUARTER

2024-2025 YTD Increase 17.2%

CHAMBERS AVENUE QUARTERLY COLLECTIONS

2017-2025



	2017	2018	2019	2020	2021	2022	2023	2024	2025
FIRST QUARTER	\$278,305	\$299,453	\$282,401	\$279,462	\$311,820	\$381,757	\$466,810	\$440,202	\$433,490
SECOND QUARTER	\$307,442	\$342,713	\$319,743	\$263,188	\$369,869	\$417,112	\$450,626	\$459,209	\$431,001
THIRD QUARTER	\$359,888	\$362,859	\$370,526	\$337,620	\$409,666	\$462,781	\$529,822	\$520,291	\$482,681
FOURTH QUARTER	\$303,287	\$289,482	\$310,328	\$319,542	\$380,289	\$398,070	\$457,954	\$476,242	

■ FIRST QUARTER
 ■ SECOND QUARTER
 ■ THIRD QUARTER
 ■ FOURTH QUARTER

2024-2025 YTD Decrease (5.1%)

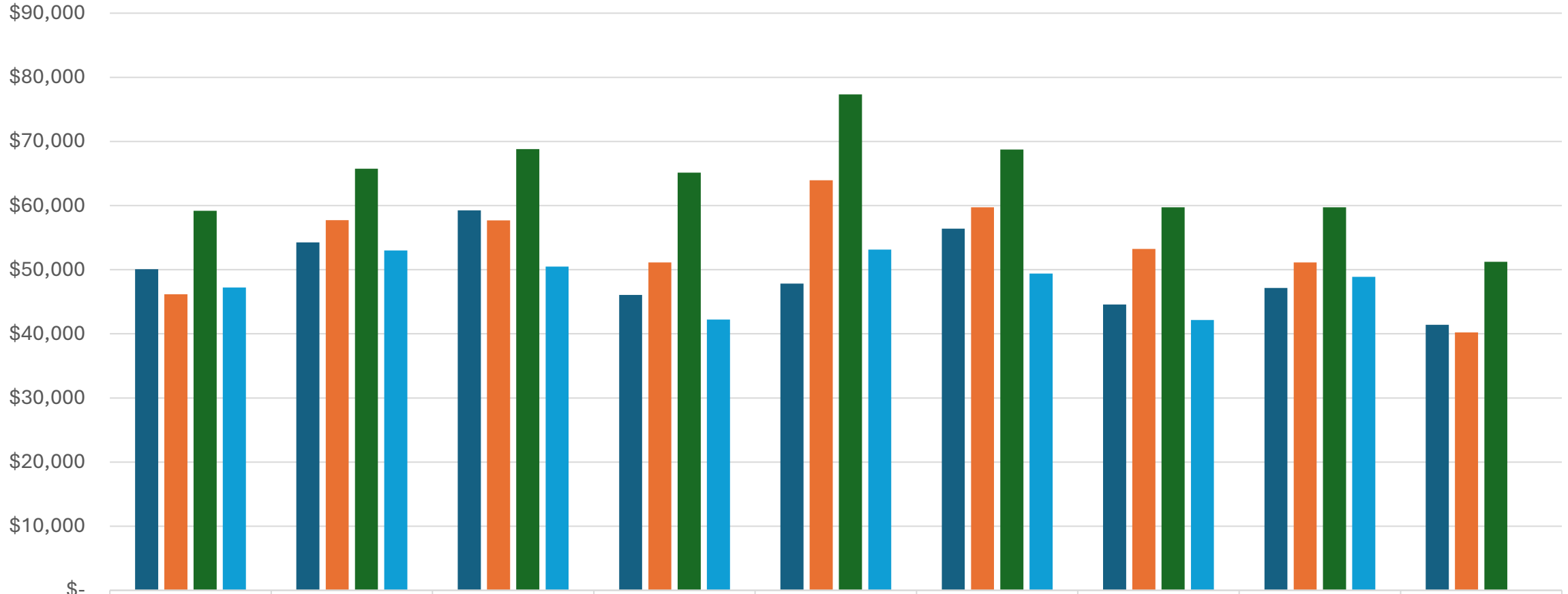
MARKET STREET QUARTERLY COLLECTIONS

2017-2025



■ FIRST QUARTER
 ■ SECOND QUARTER
 ■ THIRD QUARTER
 ■ FOURTH QUARTER

GRAND AVENUE QUARTERLY COLLECTIONS 2017-2025



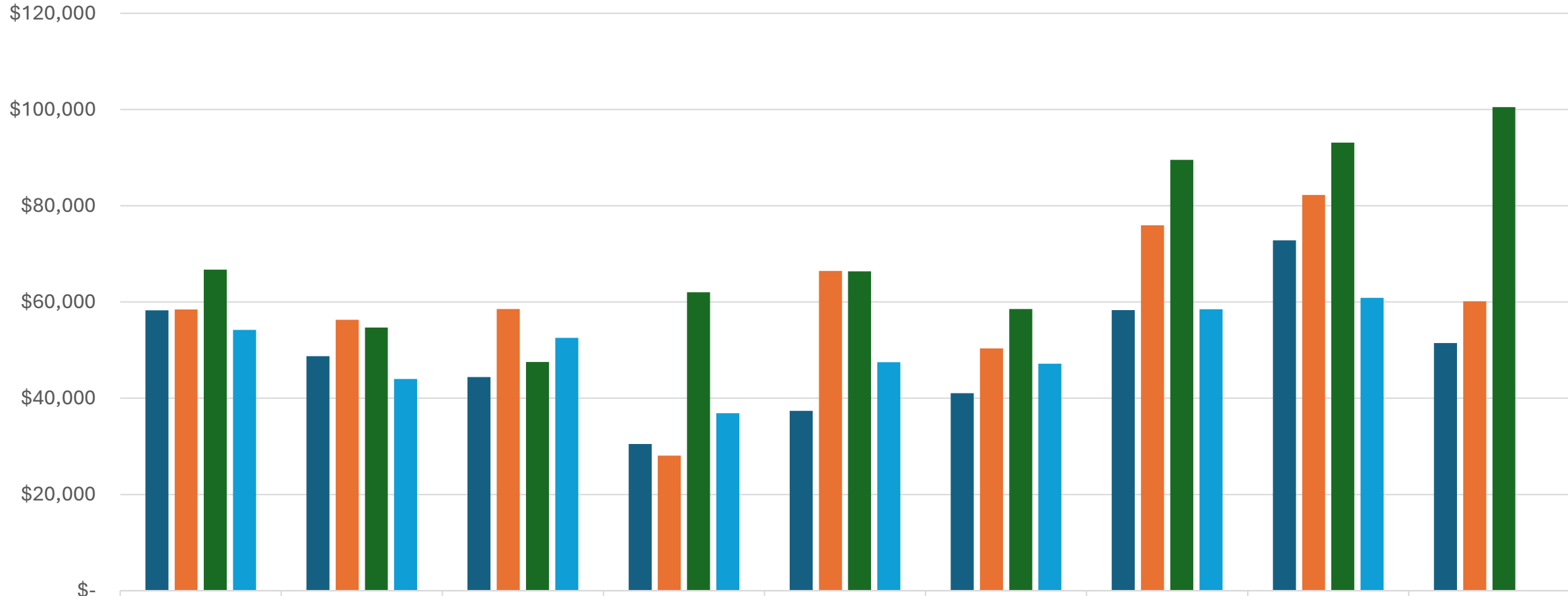
	2017	2018	2019	2020	2021	2022	2023	2024	2025
FIRST QUARTER	\$50,075	\$54,259	\$59,240	\$46,061	\$47,824	\$56,402	\$44,580	\$47,142	\$41,396
SECOND QUARTER	\$46,171	\$57,711	\$57,679	\$51,140	\$63,951	\$59,713	\$53,245	\$51,117	\$40,232
THIRD QUARTER	\$59,191	\$65,734	\$68,802	\$65,119	\$77,335	\$68,745	\$59,713	\$59,744	\$51,219
FOURTH QUARTER	\$47,213	\$52,996	\$50,489	\$42,232	\$53,140	\$49,397	\$42,159	\$48,896	

■ FIRST QUARTER
 ■ SECOND QUARTER
 ■ THIRD QUARTER
 ■ FOURTH QUARTER

2024-2025 YTD Decrease (15.9%)

EAGLE RANCH QUARTERLY COLLECTIONS

2017-2025

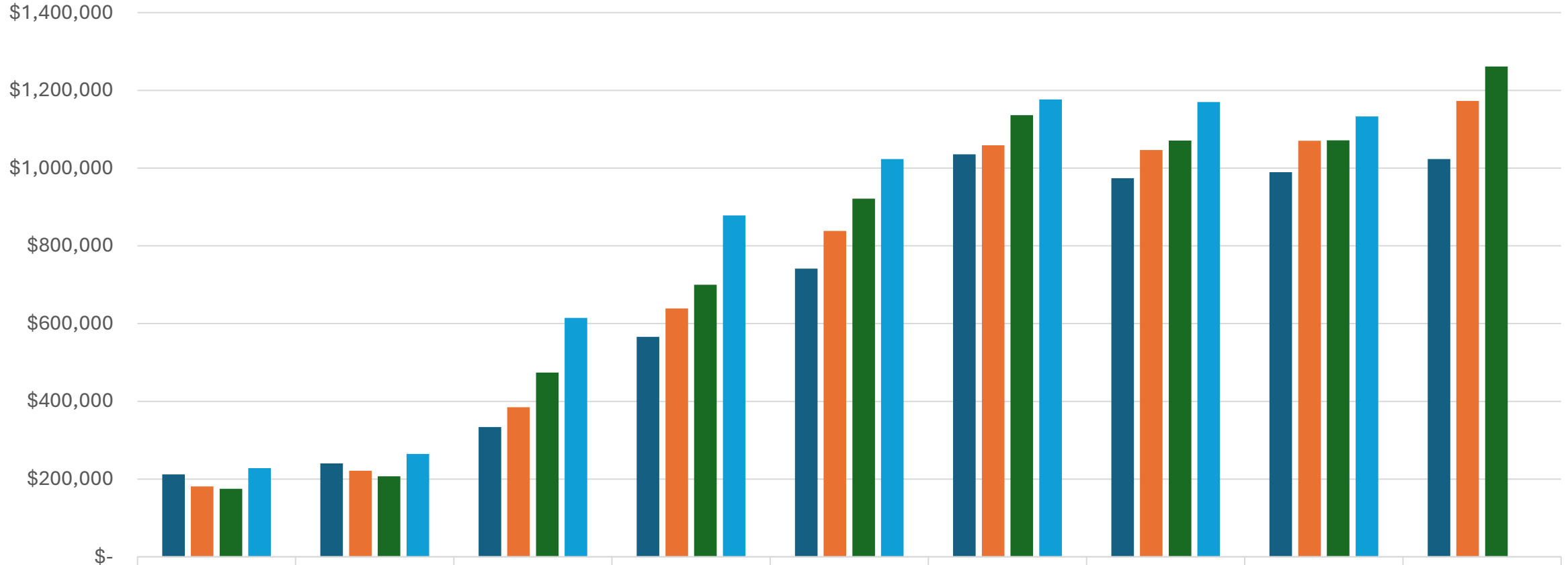


	2017	2018	2019	2020	2021	2022	2023	2024	2025
FIRST QUARTER	\$58,275	\$48,754	\$44,392	\$30,505	\$37,393	\$41,053	\$58,324	\$72,814	\$51,459
SECOND QUARTER	\$58,434	\$56,287	\$58,527	\$28,071	\$66,461	\$50,362	\$75,936	\$82,231	\$60,173
THIRD QUARTER	\$66,712	\$54,703	\$47,554	\$62,014	\$66,371	\$58,543	\$89,545	\$93,136	\$100,515
FOURTH QUARTER	\$54,180	\$44,015	\$52,532	\$36,903	\$47,514	\$47,198	\$58,492	\$60,858	

■ FIRST QUARTER
 ■ SECOND QUARTER
 ■ THIRD QUARTER
 ■ FOURTH QUARTER

2024-2025 YTD Decrease (14.5%)

OTHER AREAS INCLUDING ONLINE QUARTERLY COLLECTIONS 2017-2025



	2017	2018	2019	2020	2021	2022	2023	2024	2025
FIRST QUARTER	\$212,168	\$240,173	\$333,886	\$565,613	\$741,669	\$1,035,241	\$974,203	\$989,258	\$1,023,380
SECOND QUARTER	\$180,727	\$221,284	\$384,766	\$639,199	\$838,084	\$1,058,780	\$1,046,422	\$1,070,326	\$1,172,628
THIRD QUARTER	\$174,670	\$206,916	\$473,859	\$699,606	\$921,168	\$1,136,457	\$1,070,651	\$1,071,235	\$1,261,174
FOURTH QUARTER	\$228,331	\$264,489	\$614,722	\$878,179	\$1,023,035	\$1,176,495	\$1,170,207	\$1,133,187	

■ FIRST QUARTER
 ■ SECOND QUARTER
 ■ THIRD QUARTER
 ■ FOURTH QUARTER

2024-2025 YTD Increase 10.4%

Online Form Submittal: Commission & Committee Application Form

From noreply@civicplus.com <noreply@civicplus.com>

Date Wed 10/22/2025 2:39 PM

To Clerk Group <clerk@townofeagle.org>; Nikki Davis <nikki.davis@townofeagle.org>

CAUTION: This email is from an external source. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Commission & Committee Application Form

Select the Council, Commission, or Committee applying for

Downtown Development Authority

PERSONAL INFORMATION

First Name	Keith
Last Name	Carrieri
Address1	115 E 2nd St 002
Address2	<i>Field not completed.</i>
City	Eagle
State	Colorado
Zip	81631
Email Address	team@innerlightjuice.com
Contact Phone Number	9703283028
Business Address	115 E 2nd St 002
Business Phone Number	9707054188
Occupation	Owner

(Section Break)

COMMITTEE INFORMATION:

Economic Vitality Committee: Meetings are held quarterly, with additional ad hoc sessions convened at the discretion of the EVC Chair.

Marketing & Events Advisory Committee: Monthly meetings are typically held on the first Wednesday at 9:00 a.m.

Open Space and Recreation Advisory Committee: Monthly meetings are typically held on the first Tuesday at 9:00am.

Downtown Development Authority: Monthly meetings are typically held on the third Tuesday at 1:00pm.

Grand Avenue Stakeholder Committee: Meeting dates to be announced.

Town Council, Commission or Committee meetings are held in-person at Eagle Town Hall, 200 Broadway, with a secondary virtual option.

(Section Break)

ORGANIZATION MEMBERSHIP INFORMATION

Are you or have you served on other Boards, Commissions, or Committees? No

If yes, which *Field not completed.*

Please list organization memberships and positions held *Field not completed.*

Please List Areas of Special Interest *Field not completed.*

(Section Break)

ADDITIONAL QUESTIONS

What opportunities does the Town of Eagle have? The town of Eagle has an opportunity to be such an awesome vibrant community oriented mountain town

What challenges currently exist in the Town of Eagle? Several vacant spaces on broadway and capitol, non-retail storefronts, lack of options for visitors. Not much draw for anyone outside Eagle.

As a Committee Member, how would you approach these challenges? Look at the challenges we face in Eagle head on from a business prospective and a life time locals perspective and come up with ways to make Eagle thrive!

Are you a resident of Eagle or do you own real property, own a business or work for an Eagle owned business? Yes

Please attach a cover letter [DDA Cover Letter.pdf](#)
or experience information

Email not displaying correctly? [View it in your browser.](#)

****Keith Carrieri****

Owner, Inner Light Juice
Eagle, Colorado
team@innerlightjuice.com

October 22, 2025

****To the Selection Committee****

Eagle Downtown Development Authority
Town of Eagle, Colorado

Subject: Application for DDA Board of Directors – Term through June 2027

Dear Members of the Selection Committee,

As a lifelong resident of Eagle and the owner of Inner Light Juice in downtown Eagle, I am honored to submit my application for the vacant seat on the Eagle Downtown Development Authority Board of Directors. Having grown up here and now operating a business that thrives on community connection, I have a deep appreciation for the spirit, character, and potential of our downtown.

Since opening Inner Light Juice, my focus has been on creating a welcoming, health-centered gathering place that contributes to the vibrancy of Eagle's core. Through our partnerships with local producers, participation in downtown events, and ongoing improvements to our space, I've witnessed firsthand how thoughtful planning and collaboration can strengthen both our economy and community identity.

I am particularly passionate about the DDA's mission to foster redevelopment and enhance community character. I believe my experience as a small business owner gives me valuable insight into what local entrepreneurs need to succeed—balancing economic vitality with authenticity, sustainability, and quality of life. I would welcome the opportunity to help implement the DDA Plan of Development, ensuring our growth aligns with the values that make Eagle such a special place to live and do business.

I appreciate your consideration of my application and would be honored to serve alongside other residents and leaders dedicated to shaping the future of downtown Eagle. Please don't hesitate to contact me by email at team@innerlightjuice.com with any questions.

With gratitude and commitment,

Keith Carrieri

Owner, Inner Light Juice

Lifetime Resident, Eagle, CO

Online Form Submittal: Commission & Committee Application Form

From noreply@civicplus.com <noreply@civicplus.com>

Date Fri 10/3/2025 11:38 AM

To Clerk Group <clerk@townofeagle.org>; Nikki Davis <nikki.davis@townofeagle.org>

CAUTION: This email is from an external source. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Commission & Committee Application Form

Select the Council, Commission, or Committee applying for

Downtown Development Authority

PERSONAL INFORMATION

First Name	Brian
Last Name	Burgess
Address1	404 Broadway
Address2	<i>Field not completed.</i>
City	Eagle
State	CO
Zip	81631
Email Address	brian.burgess9@gmail.com
Contact Phone Number	989-529-3160
Business Address	<i>Field not completed.</i>
Business Phone Number	<i>Field not completed.</i>
Occupation	Property Management and Financial Professional

(Section Break)

COMMITTEE INFORMATION:

Economic Vitality Committee: Meetings are held quarterly, with additional ad hoc sessions convened at the discretion of the EVC Chair.

Marketing & Events Advisory Committee: Monthly meetings are typically held on the first Wednesday at 9:00 a.m.

Open Space and Recreation Advisory Committee: Monthly meetings are typically held on the first Tuesday at 9:00am.

Downtown Development Authority: Monthly meetings are typically held on the third Tuesday at 1:00pm.

Grand Avenue Stakeholder Committee: Meeting dates to be announced.

Town Council, Commission or Committee meetings are held in-person at Eagle Town Hall, 200 Broadway, with a secondary virtual option.

(Section Break)

ORGANIZATION MEMBERSHIP INFORMATION

Are you or have you served Yes
on other Boards,
Commissions, or
Committees?

If yes, which I've managed multiple HOAs and served on HOA boards
across Vail, Beaver Creek, BG, Arrowhead etc.

Please list organization *Field not completed.*
memberships and positions
held

Please List Areas of Special *Field not completed.*
Interest

(Section Break)

ADDITIONAL QUESTIONS

What opportunities does the Town of Eagle have? Eagle is widely viewed as a charming town (I'd argue one of two true towns in our area including Minturn). Much like the rest of the valley, home values have been on the rise post covid and we now have a mix of locals workers and wealthier second homeowners (Eagle Ranch and Frost Creek). We are also seeing significant developments underway adding to the population of both groups. A huge opportunity for this town is to develop sustainable businesses in both downtown Eagle and Eagle Ranch and foster community events and activities. Over time, with proven consistency from businesses and the town alike, the locals will soon flock to downtown to work and/or spend money instead of traveling to Edwards, Avon and Vail for similar experiences

What challenges currently exist in the Town of Eagle? One big picture challenge that exists is the proposed project to create an interstate exit that eliminate all EGE travelers from driving through Eagle. Also, candidly, the town of Eagle has a bit of a reputation as a place that isn't overly friendly to business development due to various administrative hurdles and costs.

As a Committee Member, how would you approach these challenges? As I do in most of these situations, I would aim to better understand the why behind various processes and also aim to understand the role, responsibility and authority of the DDA. I generally can offer common business sense solutions that fit within the framework of the rules of the game, so to speak.

Are you a resident of Eagle or do you own real property, own a business or work for an Eagle owned business? Yes

Please attach a cover letter or experience information [Brian Burgess 10-3-2025.pdf](#)

Email not displaying correctly? [View it in your browser.](#)

BRIAN BURGESS

PO Box 7361
Avon, CO 81620

(989) 529-3160 (cell)
brian.burgess9@gmail.com

OBJECTIVE

To utilize the skills I've developed as a property management professional and financial business leader to serve on the Downtown Development Authority for Eagle, CO.

PROFESSIONAL EXPERIENCE

Senior Director of Operations, East West Hospitality

August 2025-Present

- Oversee all aspects of the business operations at multiple HOA's including the Charter at Beaver Creek, Borders Lodge, The Aspens at Beaver Creek, Ridgepoint Townhomes, Frontgate at Avon, The Ascent and Mountain Star. My responsibilities include oversight of various GMs and PMs and a staff of approximately 200 employees. In addition to maintaining board and employee relationships, I also oversee a rental management portfolio in excess of \$12m per year as well as a steakhouse and spa at the Charter.

Operations Controller, East West Hospitality

June 2023-August 2025

- Oversaw the accounting of East West's rental operations in Vail and Beaver Creek, leading a team of four employees who handle payroll accounting, accounts payables, cash and balance sheet reconciliations, owner statements and associated AR collections.
- Helped craft the culture of the accounting team from relatively turbulent times at the start to significantly improved employee engagement scores and much improved office morale
- Lead the organization's efforts to produce financials on a more consistent and efficient timeline. When I started we closed the books around 20-25 days after the month, now down to 12-14 days consistently.
- Worked with various software implementations including Solver, Track, Ottimate and vetting various programs for a new business intelligence software that will compile data in a meaningful way.

Appraiser, Eagle County Assessor's Office

Mar 2023-June 2023

- Worked through 2022 appeals process, which began in May 2022, for homes in multiple areas including single family residences and condos in Arrowhead, Singletree and Edwards. This was the highest volume appeals process ever for Eagle County due to the post-Covid Real Estate craze.
- Verified real estate sales for commercial and residential transactions across Eagle County
- Recorded significant classroom and experiential hours towards requirements for Colorado Licensed Appraiser Certification

Senior Property Manager, Bold Property Management Solutions

June 2020-Feb 2023

- Oversaw the management of approximately twenty homeowner associations across the Vail Valley with the support of a junior association manager
- Worked with multiple HOA board of directors to compile long term financial plans that protect their assets and fulfill quality of life priorities for the members of the associations
- Oversaw capital projects such as roof replacements, irrigation overhauls, guardrail replacements, elevator modernizations, stair replacements, etc. and guided associations through creative financing options including loans and special assessments, when needed.

- Coordinated maintenance requests with internal teams, multiple contractors and insurance companies across the Vail Valley

Owner, Vail Valley Wellness and Nova Property Management

2016-Present

- While my wife, Becky, leads the day to day operations, I support the business with long term financing strategies, staffing decisions, building maintenance and risk and insurance guidance. I also work closely with Becky on individual production evaluations of staffed acupuncturists and treatment providers.
- Vail Valley Wellness has now been featured as a Best Spa in the Vail Valley, per the Vail Daily, for five years running

Regional Director of Finance, Vail Resorts, Beaver Creek and Crested Butte

Sept 2019- June 2020

- Oversaw financial planning and analysis for hospitality and property management operations in the Beaver Creek and Crested Butte markets which included a rental pool of approximately 750 keys, a mix of hotels and condos, and 50+ HOAs
- Led operational teams through the early stages of the Covid pandemic, which included dramatic shutdown of operations, widespread furloughs, ramping back up, cash projections and forecasts based on unprecedented widespread changes
- Lead the CB operational team through a period of change including integrating into Vail Resorts as well as leading the team through organizational changes in finance, marketing and human resources
- Was an active member of hospitality senior leadership teams in both markets as well as the mountain resort leadership team in Beaver Creek.
- Developed and improved financial acumen for leaders across both resorts through customized one on one training and monthly group financial reviews.

Director of Finance, Vail Resorts, Beaver Creek

Jul 2013-Sept 2019

- Led the business through significant EBITDA growth over the course of six years and multiple operational restructures aimed at improving profitability and the guest experience while also maximizing growth opportunities for select employees.
- Sat on the Market Square HOA board, representing Vail Resorts' commercial interests
- Provided valuable business insights for two hotels in Beaver Creek, The Pines Lodge and The Osprey, as well as multiple high end residences including the Snow Cloud Lodge and St. James Place among others

Area Assistant Director of Finance, RockResorts International

Aug 2012-Jul 2013

- Assisted two directors of finance and multiple operations at The Arrabelle at Vail Square, The Lodge at Vail, The Austria Haus Hotel and the Ritz Carlton Residences, Vail

Assistant Director of Finance, The Lodge at Vail, a RockResort

Aug 2011-Aug 2012

- Prepared monthly reporting package for The Austria Haus Hotel (a managed property). Met regularly with the owners to review income statements, cash flow projections and balance sheet reconciliations

Staff Accountant, The Arrabelle at Vail Square, a RockResort

Nov 2009-Aug 2011

- Performed daily audits of multiple F&B locations, the front desk and the spa
- Trained new staff on Vail Resorts purchasing systems and cash handling procedures as well as provided department heads with monthly checkbooks to help departments maintain budgets

Accounts Payables Staff II Accountant, Vail Resorts, Inc.

May 2008-Nov 2009

- Trained new team members on processing invoices and troubleshooting within ELKE, ePro and Stratton Warren purchasing systems

Recreation Auditor, Vail Resorts, Inc.

Nov 2007-May 2008

- Completed daily revenue audits of Vail Resorts ticket offices, ski schools and F&B operations. Led continuous training of operational leaders to ensure compliance and best practice standards were met.

Payroll Manager, Grand Teton Lodge Company, Vail Resorts, Inc.

May 2007-Oct 2007

- Helped implement PeopleSoft software by first learning the system then training department heads. Helped to customize queries and functions of PeopleSoft to the unique needs of GTLC

EDUCATION

Western Michigan University, Haworth College of Business, Kalamazoo, MI

April 2007

Bachelor of Business Administration

Major: Finance