



**Planning & Zoning Commission  
Tuesday, January 20, 2026, 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](http://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.

---

**Microsoft Teams** [Need help?](#)

**[Join the meeting now](#)**

Meeting ID: 222 459 428 213 0

Passcode: XN9ta3Bc

---

**Dial in by phone**

[+1 469-770-0416,,49547609#](#) United States, Kaufman

[Find a local number](#)

Phone conference ID: 495 476 09#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

---

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

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

**REGULAR MEETING CALLED TO ORDER**

**APPROVAL OF MINUTES**

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

1. December 16, 2025 P&Z Meeting Minutes

**PUBLIC COMMENT**

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

**PUBLIC HEARINGS**

1. Project: Discussion on State WUI Code Updates  
File # LUDC26-02  
Applicant:  
Location  
Staff Contact: Sydney Dynek, Planner  
Request: To follow up with the Planning Commission after the January 6th work session to provide additional context to WUI and hear additional feedback as staff move forward towards adoption.

**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. Community Development 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, December 16, 2025, 6:00 PM**  
**Public Meeting Room / Eagle Town Hall**  
**200 Broadway, Eagle, CO 81631**

*This agenda and the meetings can be viewed at [www.Townofeagle.org](http://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 Matt Hood called the meeting to order at 6:08 PM.

**COMMISSIONERS PRESENT**

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

**STAFF**

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

**COMMISSIONERS ABSENT**

Jennifer Sturgeon, Chad Koch, Keegan Winkeller

**APPROVAL OF MINUTES**

1. Minutes approved from November 18, 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.

**PRESENTATION**

The meeting provided an overview of 2025 departmental accomplishments, staffing updates, development activity, and priorities for 2026. Highlights included the recruitment of new Planning and Zoning Commissioners and

additional staff, continued efforts to fill the building official position, and increased development and building permit activity across all categories. The department reported progress on selecting a new workflow and permitting software system funded by a \$212,000 grant, with implementation planned for early 2026 to improve efficiency, coordination, and public access. Updates were also shared on code amendments, administrative processing improvements, major construction projects underway, and the Summer Studios collaboration that contributed to town wayfinding efforts.

Looking ahead, 2026 priorities include software implementation, updates to the West Eagle subarea plan, ongoing long-range planning and code discussions, a future Grand Avenue presentation, and leadership transition planning with recruitment for a permanent Community Development Director.

### **COMMUNITY DEVELOPMENT UPDATE**

No Community Development Update.

### **ADJOURN**

Commissioner Nutkins motioned to adjourn. Commissioner Montag seconded, and the motion to adjourn passed unanimously. All in favor.

**Meeting Adjourned at 6:19 PM**

### **AI Assistance**

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



To: Planning Commission

From: Sydney Dynek, Planner, Planning Department

Date: January 20, 2026

Agenda Item: Discussion regarding the State Resilience Code (“WUI Code”)

---

**REQUEST:**

To follow up with the Planning Commission after the January 6<sup>th</sup> work session to provide additional context to WUI and hear additional feedback as staff move forward towards adoption.

**INTRODUCTION:**

Following the January 6 Work Session regarding the State Resilience Code (“WUI Code), staff wanted to keep the conversation going with the Planning Commission. If Commissioners were unable to attend the work session, the link to the recording is included here ([LINK](#)) and is also available on the Town’s website. Staff encourage Commissioners to listen to the recording if they have capacity.

Specific questions that were posed at the work session that staff wanted to provide additional information were:

1. Does the WUI Code impact street trees?
2. What is the cost difference between Class 1 and Class 2 construction?
3. What are the primary differences between Class 1 and Class 2 for landscaping?
  - a. What is the impact on community character?
  - b. How do setbacks and lot lines work in practice with Class 2 landscaping regulations?

After the work session, staff conducted additional research through conversations with peer communities, the consultant team at Headwaters Economics, and with local fire experts.

**STAFF ANALYSIS:**

**Points of Clarification**

A conversational point staff wanted to address from the work session was the idea that the WUI (Wildland Urban Interface) Code and the state’s regulations for turf are incompatible. While these pieces of legislation have language that makes this opaque, in conversation with Code administrators, staff does not believe these are intended to conflict. Locally, cross-jurisdictional work at the County level has been done to curate extensive plant list tools like [Eagle County’s Plant Selection tool](#) that allows community members to select plants based off specific water requirements and planting elevation, while also noting the plant’s flammability rating. At a state level, [CSU Extension has created Firewise plant materials](#) that

provide extensive plant options that meet the requirements of the turf regulations as well as the WUI Code.

### **Work Session Question Responses**

1. Does the WUI Code impact street trees?

The WUI Code only applies from structures to the property line, and it only applies to new construction and renovations. To that effect, street trees will not be removed because of the WUI Code as they are in the public ROW and not on private property. Planning staff will be meeting with Public Works at the end of the month to discuss street trees and turf and come up with a plan for how to address State requirements in a way that supports PW in terms of maintenance operations and capitol improvement projects.

2. What is the cost difference between Class 1 and Class 2 construction?

Staff is still investigating the cost difference between Class 1 and Class 2 construction. In discussion with the consultant team and peer communities, this information is challenging to identify as it is very contingent on each development's context. Staff will continue to look into this question and will bring back additional information. Staff also heard consensus from PZ and Town Council to adopt California's 7A standards by reference. The 7A Code does not differentiate between Class 1 and Class 2. 7A also provides a wider variety of allowed materials than Colorado's Code, which theoretically allows some less expensive alternatives.

3. What are the primary differences between Class 1 and Class 2 for landscaping?

The primary difference between Class 1 and Class 2 for landscaping is that Class 1 only dictates what happens between 0-5 feet from the structure. Class 2 dictates all of what Class 1 does, plus it regulates between 5-30 feet and 30-100 feet from the structure.

- a. What is the impact on community character?
- b. How do setbacks and lot lines work in practice with Class 2 landscaping regulations?

Answering the questions about community character and how Class 2 landscaping regulations will work in practice requires more subjectivity, however, staff will continue to work towards providing answers to these questions as we move forward with Code language.

### **Additional Research**

Following up on the conversation, staff conducted research and continued conversing with Headwater Economics, a representative from a local State Farm office, and the Greater Eagle Fire Protection District (GEFPD).

Staff is still researching to see if local contractors can provide additional information on the financial differences between hardening a structure to Class 1 or Class 2. Given the very context-specific nature of new construction and renovations, staff anticipates this being a challenging number to acquire but is still actively working to find local estimates.

In discussing the impacts of WUI designation on how insurance companies assess homes, a State Farm representative explained that insurance companies use their own maps to identify wildfire-prone areas. These maps consider all four risk factors shown below - Likelihood, Intensity, Exposure, and Susceptibility - rather than relying solely on Intensity, which is the only factor used in the State of Colorado's map.



This distinction is significant because it helps explain why the Eagle County Collaborative has chosen a different approach and why staff is leaning in that direction as well.

If a home is determined to be in a wildfire-prone area, insurance companies typically require defensible space around the structure. In some cases, they mandate that there be no vegetated material within the first five feet of the primary structure.

In conversation with the GEFPD, staff was informed that for the Community Wildfire Protection Plan (CWPP) map, the WUI boundary was designated for any property within two miles of significantly vegetated or federally owned lands. Given Eagle’s westward pointing “V” shape, this effectively leaves the entire Town within the WUI boundary. Staff is coordinating a presentation from the Fire District in February to Town Council to discuss how the Fire District strategizes wildland firefighting, and what happens when structures ignite because of this. Staff will make sure to share information about this when more details have been finalized.

**Local Examples**

To provide more clarity as to how the different hazard classifications will impact Town, staff perused the Bull Pasture neighborhood and some of the homes adjacent to Capitol Street as examples.

**Example 1**

In the image below is a corner lot in the Bull Pasture neighborhood where one neighbor’s backyard abuts another neighbor’s front yard. Under the Class 2 designation proposed to be required throughout the Town of Eagle, if both of these homes were demolished and new homes were built into the exact same footprint as the original home, there are certain site design and landscaping elements that would change from the existing conditions. For example, the wooden fencing abutting the light tan house would need to be replaced with non-ignitable material, or it would need to be eight feet or further from the primary structure. Additionally, the landscaping crossed out with red X’s on the right side of the image could become problematic; however, in Bull Pasture the lots are platted to have one-foot setbacks from the property line.

While the Land Use Code and staff might encourage community members to do landscaping maintenance to remove overhanging branches from touching a neighbor’s house, there is no regulation requiring the maintenance.



### Example 2

The image below is a corner lot on Capitol Street within the CMU1 zone district. If there was to be a significant renovation done that would trigger landscaping compliance, or if the existing structure was demolished and a home was built on the same footprint, there would need to be some changes to the site design and landscaping. The woody shrubs and trees within five feet of the primary structure would need to be removed. Additionally, the wooden fencing touching the structure would need to be a non-ignitable material or the fence would need to be moved to be eight feet or further away from the primary structure. The branches overhanging the structure, shown on the left side of the photo, would need to be pruned to maintain ten feet of clearance from the structure.



The following image is of the same property on Capitol Street but instead facing the front of the home. The woody shrubs and trees within five feet of the primary structure would need to be removed. The branches overhanging the structure, shown on the left side of the photo, would need to be pruned to maintain ten feet of clearance from the structure.



**Example 3**

The image below is a corner lot on Aiden Rd within the Eagle Ranch PUD. This property shows what it looks like to be following the WUI Code from a landscape perspective. Trees are 10-ft from the structure; tree canopies aren't intermingled. Rock mulch and paving is between the foundation of the structure and plant materials. The wood fence does touch the structure, so if there were significant changes or they wanted to change out the fence, we would require a non-ignitable fencing material such as metal or vinyl.



### **Next Steps**

Staff met the week of January 12<sup>th</sup> with the Eagle County WUI Code Working group and will be working on outreach materials to increase community awareness as to when these regulations will be adopted and what will need to be planned for. Additionally, staff met with a developer in Town to discuss their concerns regarding the landscaping regulations and impacts to new construction.

While code language is still being drafted, staff will continue to collaborate internally and externally to ensure alignment on the proposed standards and the anticipated outcomes. Additionally, staff is communicating with developers regarding their questions and the Building Department is actively communicating with contractors about the upcoming regulations so staff can hear concerns and proactively address them to the extent possible.

### **Anticipated Adoption Schedule**

- February 12 – Public Notice Published
- March 3 – Planning Commission recommendation
- March 24 – Town Council adoption

**Questions for the Commission**

To meet the State Code regulations, staff has identified community safety, protecting community character, and plant health as core goals to guide the Town's Code amendment process.

1. Are there other goals or core outcomes staff should be considering to guide this process?
2. Are there core concerns the Commission would like to see addressed in the March 3 public hearing for these Code amendments?
3. Is there any other outreach or community engagement the Commission would want to see in advance of the March 3<sup>rd</sup> public hearing?

**ATTACHMENTS:**

- [Staff Memo from January 6, 2026](#)
- [January 6 Work Session Recording](#)

## COMMUNITY DEVELOPMENT

December 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. When this revised chapter has been completed and adopted it will be a significant step towards a land use code that is process light and standards heavy – next steps would entail beefing up standards to better support the Comprehensive Plan and the lighter processes.

### **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.
- Staff and experts from the Eagle County Wildfire Collaborative and Headwaters Economics presented this Code process at a joint work session

on January 6. Staff is working through comments and direction provided by the Planning Commission and Town Council. Staff anticipates bringing proposed Code amendments to the Planning Commission on March 3 and then to Town Council on March 24<sup>th</sup>.

- The Collaborative will continue to assist Eagle staff by meeting with HOAs and other communities to promote a countywide approach to WUI.

### **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; applicant intends to resubmit by Jan. 20, and anticipating public hearings in March, unless additional rounds of review are needed.

#### **Red Mountain Ranch, Parcel 1**

- Has submitted Preliminary Plan Review and Major Development Plan applications; applicant intends to resubmit by Jan. 23, and anticipating public hearings in March.

#### **446 Broadway**

- Has submitted a minor development permit application for a new mixed-use building. Developer's team reviewing referral comments, applicant resubmittal TBD, likely early January.

### **1215 Chambers Avenue**

- Applications for a lot line adjustment and a Major Development Permit.
- Referral comments have been sent to applicant, waiting for applicant to resubmit.

### **Henry Annexation**

- Annexation and rezoning were approved at the December 9 Town Council meeting; minor subdivision into three lots currently in review (administrative decision).

### **New Electric, 629 Sawatch Road – Minor Development Permit**

- Applicant has resubmitted and is currently under review.

### **301 Broadway – Minor Development Permit**

- Applicant resubmitted, application is out on referral with second round of referral comments due February 10<sup>th</sup>.

### **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**

- Applicant has resubmitted and staff is working through the second round of review and referrals, public hearings have been scheduled.

### **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, application deemed incomplete.

### **291 Eby Creek Road – Minor Development Permit**

- Application materials have been submitted and are out for review; referral comments due February 27.

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

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

### **NOTABLE UPDATES**

- Software: Staff have selected a software solution and anticipate bringing a resolution to Council for approval prior to finalizing the vendor agreement.
  - 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. There were no pre-application meetings in December.
- 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**

- 894 Chambers – Variance
- 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
- GIS Conference / Training
- APA Colorado Conference

**MAJOR CONSTRUCTION PROJECTS**

<b>Business Name</b>	<b>Location</b>	<b>Status</b>
<b>Hockett Gulch Phase II</b>	16186 Hwy 6	Building permits issued for all buildings – one hot tub permit under review for new clubhouse
<b>Haymeadow</b>	91 Mountain Hope Circle	Building permit issued for 6 single family – 1 Single family in review – 1 SF fees waiting – 3 Townhouses w/ 1 postponed till spring and 2 permits issued
<b>Eagle County BMX</b>	1700 Bull Pasture Rd	Permits expired? - Pending solution

**Building**

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

<b>TYPE OF WORK PERFORMED</b>	<b>EOY 2024</b>	<b>EOY 2025</b>	<b>YTD 2026</b>
<b>Inspections (n/i Planning, Public Works)</b>	1944	1742	80

<b>Permits Processed</b>	334	425	13
--------------------------	-----	-----	----

**P&Z and Council Meeting Schedule**

<b>January 2026</b>
<p>January 6<sup>th</sup> (Town Council Work Session)</p> <ul style="list-style-type: none"> <li>• WUI Code</li> <li>• Height Projection Clarification</li> </ul>
<p>January 6<sup>th</sup> (Planning Commission) - canceled</p>
<p>January 13<sup>th</sup> (Town Council)</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p>January 20<sup>th</sup> (Planning Commission)</p> <ul style="list-style-type: none"> <li>• Discussion Topic: WUI Follow-up</li> </ul>
<p>January 27<sup>th</sup> (Town Council)</p> <ul style="list-style-type: none"> <li>• Resolution – planning software</li> </ul>
<b>February 2026</b>
<p>February 3<sup>rd</sup> (Town Council Work Session)</p> <ul style="list-style-type: none"> <li>• ToE 101</li> </ul>
<p>February 3<sup>rd</sup> (Planning Commission)</p> <ul style="list-style-type: none"> <li>• DR25-07 Mountain Tots</li> </ul>
<p>February 10<sup>th</sup> (Town Council)</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p>February 17<sup>th</sup> (Planning Commission)</p> <ul style="list-style-type: none"> <li>• LUDC26-01 Misc. Code Amendments</li> </ul>

<p>February 24<sup>th</sup> (Town Council)</p> <ul style="list-style-type: none"> <li>• DR25-07 Mountain Tots</li> <li>• LUDC26-01 Misc. Code Amendments</li> </ul>
<p><b>March 2026</b></p>
<p>March 3<sup>rd</sup> (Town Council Work Session)</p> <ul style="list-style-type: none"> <li>• Advisory Committees</li> </ul>
<p>March 3<sup>rd</sup> (Planning Commission)</p> <ul style="list-style-type: none"> <li>• LUDC26-02 WUI / Turf Amendments</li> <li>• Resolution – WUI Map</li> </ul>
<p>March 10<sup>th</sup> (Town Council)</p> <ul style="list-style-type: none"> <li>• Ordinance (first reading) – Adoption of WUI 7A into Title 13</li> </ul>
<p>March 17<sup>th</sup> (Planning Commission)</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p>March 24<sup>th</sup> (Town Council)</p> <ul style="list-style-type: none"> <li>• LUDC26-02 WUI / Turf Amendments</li> <li>• Resolution – WUI Map</li> <li>• Ordinance (second reading) – Adoption of WUI 7A into Title 13</li> </ul>