



**Open Space & Recreation Advisory Committee Meeting Agenda
Tuesday, March 3, 2026, at 9:00 AM
Council Chambers - Eagle Town Hall
200 Broadway Eagle, CO 81631**

This agenda, meetings, and information about the Committee can be viewed at www.Townofeagle.org.

OSRAC MEETING ACCESS INFORMATION

This will be an in-person meeting with access via Microsoft Teams. First-time users of Microsoft Teams will need to download the free app before joining the meeting.

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9:00 a.m. CALL TO ORDER AND ROLL CALL

9:05 a.m. PUBLIC COMMENT (Non-Agenda Items; 3-Minute Limit Please)

9:10 a.m. ADOPTION OF THE AGENDA

9:13 a.m. APPROVAL OF THE FEBRUARY MINUTES

9:15 a.m. DISCUSSION / BUSINESS ITEMS

9:15 a.m. (15 min) Manager Update

9:25 a.m. (60 min) Governance Review – Bylaws, Town Code, and Project Review Authority

10:25 a.m. FUTURE BUSINESS ITEMS

- **New Trail Proposal (Deferred from March Meeting)**

10:30 a.m. ADJOURN



**Open Space & Recreation Advisory Committee
Unapproved Meeting Minutes
Tuesday, February 3, 2026, at 9:00 AM
Council Chambers - Eagle Town Hall
200 Broadway Eagle, CO 81631**

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9:00 a.m. CALL TO ORDER AND ROLL CALL

- Members present: Ernest Saeger, Chris Kehoe (online), Roger Mitchell, Phillip Kirkman, Dan Lambert, Jessica Foulis, Chris Cohen (online) Ryan Gilmer (online).
- Members absent: None
- Council representative: Jamie Woodworth Foral
- Staff Present: Alex Smiley, Open Space and Trails Manager; Melissa Daruna, Interim Town Manager

9:05 a.m. PUBLIC COMMENT (Non-Agenda Items; 3-Minute Limit Please)

- No Public Comment

9:10 a.m. ADOPTION OF THE AGENDA

- Motion to adopt the agenda by Lambert, second by Foulis - Passed unanimously

9:13 a.m. APPROVAL OF THE JANUARY MINUTES

- Motion to adopt January minutes by Jessica Foulis, seconded by Dan Lambert - Passed unanimously

9:15 a.m. DISCUSSION/ BUSINESS ITEMS

9:15 a.m. (10 min) Committee Officer Election – Committee Coordinator

- Motion for Alex Smiley to serve as the Committee Coordinator, by Foulis, seconded by Kehoe. Passed unanimously.

9:25 a.m. (35 min) E-bike use on natural surface trail discussion

The Committee discussed two potential motion frameworks:

Option 1: Allow Class 1 e-bikes with conditions and adaptive management.

Option 2: Maintain the current prohibition with defined criteria for reconsideration.

Committee member preferences expressed during discussion:

- Option 2: Mitchell, Foulis, Kirkman, Cohen
- Option 1: Lambert, Kehoe, Saeger
- Gilmer: submitted email supporting Option 2
- Public comment was received from Kate Sheldon.

An initial motion for Option 2 was made and seconded; however, prior to a vote, concerns were raised regarding the need to define the reconsideration criteria. The Committee discussed revisions to clarify the triggers for future reconsideration.

Final Motion:

Kirkman moved to:

“Maintain the current prohibition of e-bikes on natural-surface open space trails. This approach preserves the status quo and leaves the door open for future consideration when updating or amending the Town of Eagle Master Plan or its policies. Reconsideration of Class 1 e-bikes may also occur if other use changes are proposed or decided by the BLM.”

Seconded by Lambert.

Vote: Motion passed 5–2.

In favor: Kirkman, Lambert, Foulis, Cohen, Mitchell

Opposed: Kehoe, Saeger

10:00 a.m. (30 min) Standardized review for Open Space Proposals

- Staff presented a draft framework to standardize open space and trail related proposals and clarify information expected from applicants. Committee members provided feedback and expressed general support. Discussion included:
 - Adding a requirement for maps
 - Providing guidance, examples, and reference materials
 - Considering how the framework fits within the broader proposal review process and future updates to town code

10:30 a.m. (25min) Open Space Summer Project Update

- Staff provided an update on upcoming Open Space projects and partnerships, including volunteer events, grant-funded restoration work, and proposed improvements at the Haymaker Trailhead. Committee discussion included:
 - Clarification questions about fire mitigation and thinning work.
 - Discussion of potential fencing options associated with trailhead improvements.The Committee expressed general support for the projects.
No formal action was taken.

10:30 a.m. FUTURE BUSINESS ITEMS

- Trail Proposal
- Bylaw and code revisions

10:45 a.m. ADJOURN

- Motion to adjourn at 10:26 a.m. by Saeger, seconded by Foulis — passed unanimously.



To: Open Space and Recreation Advisory Committee

From: Alex Smiley, Open Space and Trails Manager

Date: February 12, 2026

Agenda Item: Governance Review – Bylaws, Town Code, and Project Review Authority

Request:

Staff requests that OSRAC engage in a discussion to:

- Review the Committee’s current bylaws and discuss potential updates to reflect the modern structure and function of the Committee, including clarification of the Committee Coordinator role.
- Review relevant sections of Town Code pertaining to Open Space and Trails to identify areas where amendments or clarification may be warranted.
- Discuss the development of a standardized administrative review and delegation framework for projects occurring on Open Space property.

No formal action is requested at this time. Staff is seeking direction and feedback to inform potential draft revisions and future recommendations to Council.

Background:

The Town is hosting a joint work session between Town Council and its advisory committees on the evening of March 3. In advance of that discussion, staff believes it is timely for OSRAC to review its governing documents and procedural framework to ensure clarity regarding:

- The advisory role of the Committee
- The administrative role of staff
- The policy-making authority of Town Council

As Open Space and Trails management responsibilities have expanded in recent years, certain aspects of the Committee’s bylaws and Town Code provisions may benefit from clarification or modernization.

Additionally, the Town currently lacks a clearly defined framework for evaluating and approving certain categories of projects on Open Space property. While Town Code provides authority to the Open Space Manager to determine the level of information required for proposals, it does not establish standardized review thresholds or a tiered approval structure. This can create uncertainty regarding:

- What types of projects require OSRAC review
- What types may be administratively approved
- What rises to the level of Council action

Clarifying these distinctions could improve efficiency, transparency, and consistency in decision-making.

Analysis:

A. Bylaws Review and Committee Structure

Staff recommends reviewing the current bylaws with particular attention to:

- The stated purpose and advisory scope of OSRAC
- Clarification of the Committee Coordinator role
- Alignment between written procedures and current practice
- Identification of outdated or ambiguous provisions

The intent is not to substantially alter the Committee’s advisory nature, but to ensure that governing documents accurately reflect present-day operations and expectations.

B. Review of Relevant Town Code – Open Space & Trails

Chapter 6.03 of the Town Code primarily establishes permitted and prohibited uses within Open Space areas, including designated trails, access points, seasonal closures, and enforcement provisions. Chapter 6.04 outlines procedures for proposing new trails or changes to allowed trail uses.

While these sections provide important regulatory direction, much of the structure is use-based and tied to static maps and specifically listed access points. As the Town’s Open Space system continues to evolve through trail realignments, restoration efforts, capital improvements, and wildlife management coordination, certain provisions may warrant clarification or modernization to better reflect current operational practices.

Staff is seeking OSRAC’s input on whether updates should be considered in the following areas:

- **Definitions:** Clarification of key terms (e.g., designated route, trail, closure, restoration activity, administrative access) to ensure consistency in interpretation and enforcement.
- **Mapping and Designation:** Establishing a mechanism for maintaining an official, updateable Open Space trail and access map, rather than relying solely on static code-embedded maps and enumerated access points.
- **Authority and Delegation:** Clarifying the respective roles of Council, OSRAC, and staff regarding project approvals, closures, and management actions.

- **Stewardship and Restoration:** Recognizing habitat restoration, invasive species management, erosion control, and similar activities as core management functions within the Code framework.
- **Closure Mechanisms:** Ensuring the Code clearly addresses temporary, seasonal, and emergency closures in a manner consistent with adaptive resource management.

The intent of this review is not to fundamentally alter the purpose of Chapter 6.03 or 6.04, but to determine where structural refinements may improve clarity, adaptability, and governance alignment.

Please Review:

- Chapter 5.05.010 – Lodging Occupation Tax, Purpose – [Link](#)
- Chapter 5.05.180 – Fund Created - [Link](#)
- Chapter 6.03 Subsections .010 through .150 – Open Space Areas - [Link](#)
- Chapter 6.04 - Procedure for proposing new Trails or Trail Uses on Town Open Space - [Link](#)

C. Project Review and Administrative Authority Framework

As part of the broader review of Town Code provisions, staff recommends evaluating whether the Code should more clearly define review thresholds and administrative authority for projects occurring on Open Space property.

While current Code establishes procedures for certain trail-related proposals, it does not clearly distinguish:

- Which types of projects require OSRAC review
- Which require Council action
- Which may be administratively approved by staff

As a result, routine stewardship and restoration projects are evaluated under the same procedural ambiguity as higher-impact proposals.

Developing a structured project review framework—potentially incorporated into future Code amendments—would:

- Clarify the advisory role of OSRAC
- Reinforce Council’s policy authority
- Provide defined criteria under which staff may approve projects consistent with adopted management plans
- Improve operational efficiency while maintaining appropriate oversight

For discussion purposes, a conceptual tiered structure may include:

Administrative Approval (Staff Level)

Projects consistent with adopted management plans and involving routine restoration, stewardship, or minor improvements.

OSRAC Review and Recommendation

Projects involving infrastructure development or potential wildlife, watershed, or user experience impacts.

Council Approval

Projects requiring Code amendments, new policy direction, major capital commitments, or land acquisition.

The purpose of this discussion is to determine whether such a structure would strengthen governance clarity and inform future Code revisions.

Community Input:

No formal community input has been collected for this internal process-improvement item.

Budget/ Staff Impact:

No immediate budget impact.

Over time, clarifying roles and establishing review thresholds may reduce staff time spent navigating procedural ambiguity and improve consistency in project delivery.

Recommend Action or Proposed Motion:

No formal action requested.

Staff requests discussion and direction regarding:

- Whether bylaws revisions should be drafted for legal review
- Whether Town Code amendments should be explored
- Whether a tiered administrative delegation framework should be developed for future consideration

Attachments:

OSRAC Bylaws



TOWN OF EAGLE OPEN SPACE AND RECREATION ADVISORY COMMITTEE (OSRAC) BYLAWS
AS ADOPTED in January 2021 and UPDATED in September 2023.

ARTICLE I. PURPOSE.

The purpose of the Town of Eagle Open Space and Recreation Advisory Committee (the "Committee") is to provide additional expertise to the Town Council and the Town Manager necessary to enhance and facilitate open space and recreation in the Town, and to act as a conduit between the Town, residents, relevant stakeholders, and the broader community to expand and improve the Town's internal and adjacent open space and recreation opportunities within the context of the Town's commitment to conservation, social, and environmental objectives.

ARTICLE II. MEMBERS.

A. Number; Term. The Committee shall consist of not more than 7 voting members appointed by the Town Council to 4-year terms, and an alternate member appointed to a 4-year term who may act as a voting member in the absence of a regular voting member. Other non-voting members of the Committee shall consist of a Trustee, the Town Manager or designee and other appropriate Town staff. Voting members of the Committee shall be residents of the Town, own real property or own a business within the Town or employed within the Town limits in order to be eligible for appointment. Voting members may be reappointed by the Town Council but shall serve no more than 2 successive 4-year terms.

B. Application; Appointment. The Town Manager shall establish an application process for prospective Committee members, including public notice. The Town Manager shall then present a list of candidates to the Town Council from qualified applicants. The Town Council may interview some or all of the applicants and may consider recommendations made by current Committee members. The Town Council shall then vote on the appointment of members by written ballot, with such ballots being tallied by the Town Clerk, followed by a motion to appoint the highest vote-getters and a voice vote on that motion. The written ballots shall include the

name of the person voting and shall be public records, as required by the Colorado Open Records Act, C.R.S. § 24-72-200.1, *et seq.*

C. Removal. Committee members may be removed by a majority vote of the Town Council for neglect of duty, conflict of interest or malfeasance in office, after notice and an opportunity to be heard.

D. Vacancies. Vacancies shall be filled in the same manner as appointments.

ARTICLE III. OFFICERS.

A. Chair. The Committee shall be led by a Chair, who shall be elected by the voting members of the Committee at the Committee's first meeting of each calendar year. The Chair shall be responsible for scheduling and leading the Committee meetings and activities.

B. Other Officers. The Committee shall elect a Secretary at the same time and in the same manner as it elects a Chair. The Committee may elect a Vice-Chair through the same method, who shall assume the duties of the Chair in the Chair's absence. All officer appointments shall be for a 2-year period.

C. Committee Coordinator. The Committee shall appoint one of its voting members as the Committee Coordinator, who shall act as a liaison between the Committee, the Town Council, and Town Manager. The Chair, Secretary or Vice-Chair may serve concurrently in the role of Committee Coordinator.

ARTICLE IV. AUTHORITY AND DUTIES.

A. Authority. The Committee is authorized to take any of the following actions, consistent with its purpose:

1. Make recommendations to the Town Council regarding open space acquisition, conservation, and recreation programs in line with stated priorities in the Town Comprehensive Plan and adopted Strategic Plan of the Town Council;
2. Promote open space conservation and stewardship in the Town; and
3. Encourage recreation which provides responsible use of open spaces in ways that conserve the land and provide for ongoing quality of life for current and future residents of Eagle.

B. Duties. In exercising its Authority, the Committee shall perform the following duties:

1. Present an annual written report to the Town Council on the ongoing projects under review by the Committee as well as a proposed budget of any funds allocated to the Committee;
2. Provide input to the Town Manager regarding provisions of the Town's Building Code or Land Use Code which may hinder open space conservation and recreation;

3. Formulate and evaluate new open space recreation strategies and policies in furtherance of the environmental and quality of life goals adopted by the Town Council;
 4. Review planned open space, recreation, and development proposals in the Town, upon request by the Town Manager; and
 5. Perform any other activities related to open space management that could promote a positive environmental and recreational capacity for the Town or will help with the implementation of the Town's environmental and strategic plan, as assigned by the Town Council or Town Manager.
- C. Quorum. Four (4) members of the Committee shall constitute a quorum for any official action, but, in the absence of a quorum, a lesser number may continue any meeting or hearing to a later time or date, and in the absence of all members, Town staff may adjourn any meeting.

ARTICLE V. PARTNER ORGANIZATIONS.

To encourage collaboration, the Committee shall have partner organizations or subject-matter experts whose representatives may also participate in Committee meetings in a non-voting, advisory manner. There shall be no limit to the number of partner organizations or subject-matter experts invited to attend and participate in the Committee's meetings.

ARTICLE VI. MEETINGS.

A. Public Meetings. All Committee meetings shall be open to the public, and noticed as required by the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.* Upcoming agendas shall be posted on the Town's website.

B. Regular Meetings. Regular meetings shall be held monthly at the Eagle Town Hall, unless determined by a majority vote of the Committee as necessary and appropriate to meet at another location. The Chair may cancel any regular meeting when there is no business to be conducted by the Committee.

C. Special Meetings. Special meetings may be called by the Chair or upon written request of 3 members of the Committee filed with the Secretary. The purpose of the meeting shall be stated at the time of the request.

D. Minutes. Action minutes shall be kept for all Committee meetings. Approved minutes shall be posted on the Town's website.

E. Quorum. A majority of the total number of members then holding office shall constitute a quorum of the Committee for purposes of conducting business, and a majority vote of those present shall be necessary to carry any proposition.

ARTICLE VII. EXPENSES.

A. Staff Assistance. The Town Manager will make available to the Committee adequate facilities, staff assistance and discretionary funds to assist with the administrative functions and expenses of the Committee.

B. Budget. Upon request of the Committee, the Town Council may budget a portion of funds for administrative costs and other goals aligned with the direction from Town Council associated with the Committee's duties or meetings. The Committee Coordinator shall work with the Town Manager as needed to propose a Committee budget to the Town Council in a similar format as other Town Departments. Use of funds budgeted for the Committee may be reviewed and discussed by the Committee and proposed to Town staff as a recommendation by the Committee regarding budgeting or use of such funds.

ARTICLE VIII. AMENDMENTS.

These Bylaws may be amended by resolution of the Town Council in its sole discretion.

ARTICLE IX. SEVERABILITY.

If any part, section, subsection, sentence, clause or phrase of these Bylaws is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

ARTICLE X. DISSOLUTION.

The Committee may be dissolved by resolution of the Town Council in its sole discretion.