



Town Council
SPECIAL MEETING
Tuesday, March 3, 2026
Public Meeting Room / Eagle Town Hall
200 Broadway Eagle, CO

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

TOWN COUNCIL MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION *This will be an in-person meeting using Teams. Please note: All participants must remain muted until they are requested to speak. This will reduce background noise disruptions to the meeting attendees. When it's your turn to speak, you will have three (3) minutes for public comment. PUBLIC COMMENTS: If you are unable to attend, public comments regarding any items on this agenda can be submitted to Camille Deering, Town Clerk, and will be included as part of the record. For technical difficulties, please email clerk@townofeagle.org and we will do our best to assist you.*

1. Microsoft Teams meeting

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CALL TO ORDER

ROLL CALL

BUSINESS ITEMS *Items and / or Public Hearings are listed under Business may be old or new and may require review or action by the council.*

1. Resolution 15, Series 2026 "A Resolution of the Town Council of the Town of Eagle, Colorado, Appointing Jennifer Sturgeon and Matthew Hood as Regular Members on the Town of Eagle Planning and Zoning Commission."

PRESENTATIONS *Prescheduled presentations from the public are limited to 5 minutes. Invited presentations are limited to 10 minutes. Prior arrangements for presentations are made with the Town Clerk. The Council cannot appropriate funds or waive fees in response to a presentation.*

1. Town of Eagle Advisory Committees; Downtown Development Authority; Planning & Zoning Commission

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.



Camille Deering
Town Clerk

PUBLIC WIFI – Town of Eagle Public Wi-Fi



To: Mayor Woods and Town Council
From: Kyle Brotherton, Interim Community Development Director
Date: March 3, 2026

Agenda Item: Resolution 15, Series 2026, "A Resolution of The Town Council of The Town of Eagle, Colorado, Appointing Jennifer Sturgeon and Matthew Hood as Regular Members on the Town of Eagle Planning and Zoning Commission"

REQUEST: For the Town Council to approve for appointment two (2) Planning and Zoning Commission members as Regular Members.

BACKGROUND: Two vacancies were created with the expiration of the terms of Jennifer Sturgeon and Matthew Hood on February 28, 2026. Both members have indicated their intent to continue serving on the Planning and Zoning Commission.

ANALYSIS: Due to the terms expiring on February 28, 2026, and with the Community Development Department having time-sensitive business items, staff has determined that reappointing both Jennifer and Matthew is critical to ensure that business items can be heard and decisions or recommendations be made. As detailed in subsection (A) of Section 2.24.020 of the Town Code, the Town Planning and Zoning Commission shall consist of seven members appointed by the Town Council.

The Town has advertised the vacant alternate position in the Vail Daily, on the Town's website, in e-newsletters, and on social media seeking applicants, of which there are two applicants. Staff is anticipating that alternate member(s) will be brought forward to the next regularly scheduled Town Council meeting for official appointment(s). The appointment of the alternate member(s) shall satisfy the requirements of subsection (A) of Section 2.24.020 as detailed above.

COMMUNITY INPUT: The Commission vacancy has been advertised on the Town's website, flyers have been posted around Town and on the Town's social media account. Staff has received two applications to fill the alternate member vacancy, and anticipates recommending appointment(s) at the next regularly scheduled Town Council meeting.

BUDGET / STAFF IMPACT: There is no anticipated budget impact.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED:

Approval of this request would support the implementation of the Town of the Eagle Strategic Plan, the 2021 Amended Elevate Eagle Comprehensive Plan, as well as the Land Use and Development Code section of the Town's Municipal Code. The Planning and Zoning Commission is an integral part of Town governance. It is critical that the Commission is provided with the resources and support needed to operate without interruption as they review and recommend action on various land use regulations and applications. Filling the Commission vacancies ensures these duties will be achieved effectively.

APPOINTMENTS:

Appoint Jennifer Sturgeon as a Regular Member to the Town of Eagle Planning and Zoning Commission, with a term to expire on February 28, 2030, or until the successor takes office.

Appoint Matthew Hood as a Regular Member to the Town of Eagle Planning and Zoning Commission, with a term to expire on February 28, 2030, or until the successor takes office.

The attached resolution is in draft form, pending Council decision. The final version will be presented for the Mayor's signature following Town Council's approval.

RECOMMENDED ACTION OR PROPOSED MOTION:Staff Recommended Motion

I move to **APPROVE** Resolution 15, Series 2026, A Resolution of The Town Council of The Town of Eagle, Colorado, appointing Jennifer Sturgeon and Matthew Hood as Regular Members on the Town of Eagle Planning and Zoning Commission.

ATTACHMENTS:

1. Resolution 15, Series 2026

RESOLUTION NO. 15
(Series of 2026)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO,
APPOINTING JENNIFER STURGEON AND MATTHEW HOOD AS REGULAR MEMBERS
ON THE TOWN OF EAGLE PLANNING AND ZONING COMMISSION.

WHEREAS, two vacancies were created by expiring terms of both Jennifer Sturgeon and Matthew Hood on February 28, 2026; and

WHEREAS, subsection (A) of Section 2.24.020 of the Eagle Municipal Code provides that the Town Planning and Zoning Commission shall consist of seven members appointed by the Town of Eagle Town Council. The term of the newly appointed members of the Commission shall expire on February 28, 2030, or until the successor takes office; and

WHEREAS, the Alternate Member vacancy position has been advertised in the Vail Daily, on the Town's website, e-newsletters, and social media seeking applicants; and.

WHEREAS, the Alternate Member position(s) will be appointed at the next regularly scheduled Town Council meeting to satisfy subsection (A) of Section 2.24.020 of the Eagle Municipal Code.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EAGLE, COLORADO:

Section 1. That Jennifer Sturgeon is appointed as a Regular Member to the Town of Eagle Planning and Zoning Commission to serve with the term to begin on March 3, 2026 and end on February 28, 2030, or until the successor takes office.

Section 2. That Matthew Hood is appointed as a Regular Member to the Town of Eagle Planning and Zoning Commission to serve with the term to begin on March 3, 2026 and end on February 28, 2030, or until the successor takes office.

INTRODUCED, READ, PASSED, AND ADOPTED ON MARCH 3, 2026.

TOWN OF EAGLE, COLORADO

By: _____
Bryan Woods, Mayor

ATTEST:

Camille Deering, Town Clerk



To: Mayor Woods and Town Council

From: Molly Furtado, Special Events Manager
Alex Smiley, Open Space Manager
Nikki Davis, Economic Development & Housing Specialist
Kyle Brotherton, Interim Community Development Director / Town Planner

Date: March 3, 2026

Agenda Item: Town of Eagle Advisory Committees; Downtown Development Authority (DDA);
Planning & Zoning Commission

INTRODUCTION:

The purpose of this memo and work session is to provide the Town Council with a consolidated overview of the Town of Eagle’s advisory committees and related boards that support policy development, implementation, and community engagement. Collectively, these bodies play an important role in advancing the Council’s priorities by bringing subject-matter expertise and community perspective. While each group has a distinct mission, structure, and level of authority, they share a common objective: to help ensure thoughtful decision-making, strategic alignment, and continued progress toward Eagle’s long-term vision. The following summaries outline the role, composition, and function of the Marketing & Events Advisory Committee (MEAC), Open Space & Recreation Advisory Committee (OSRAC), Economic Vitality Committee (EVC), Downtown Development Authority (DDA), and Planning & Zoning Commission.

MARKETING & EVENTS ADVISORY COMMITTEE (MEAC):

The Marketing & Events Advisory Committee (MEAC) works to strengthen the sense of community among Eagle residents by balancing a high quality of life with a vibrant local business environment. Serving in a sponsorship capacity, MEAC allocates funding to events and programs that celebrate and protect Eagle’s unique character, traditions, and resources. The committee advises the Special Events Manager, Town Council, and Town Manager on events that align with these objectives.

The future of MEAC’s role is to expand beyond event oversight to champion a cohesive brand for Eagle—one that reflects our unique character, celebrates our local entrepreneurs, and attracts both residents and visitors.

OPEN SPACE & RECREATION ADVISORY COMMITTEE (OSRAC):

The Open Space & Recreation Advisory Committee (OSRAC) helps the Town of Eagle protect and enhance the community’s open spaces, trails, and recreation opportunities. The Committee advises the Open Space Manager, Town Council, and Town Manager on conservation, stewardship, and sustainable recreation practices, and serves as a bridge between the town and the community.

OSRAS’s mission is to support Eagle’s quality of life by promoting responsible use of natural resources and ensuring that open space and trail systems serve residents, visitors, and future generations.

The Committee works closely with the Open Space Manager and a Council appointee to ensure smooth communication.

The Committee reflects Eagle's vision of abundant open space, healthy wildlife, and an accessible trail network for all users, and plays an important role in helping the Town align open space and trail priorities with community needs.

ECONOMIC VITALITY COMMITTEE (EVC):

Established in 2019, the Economic Vitality Committee (EVC) serves as an advisory body focused on strengthening Eagle's economic resilience and long-term prosperity. The volunteer committee is comprised of seven voting members and one alternate, all who are appointed by the Town Council and serve two-year terms. Additional members include a non-voting Council liaison and a staff representative. The EVC is intentionally diverse with representation from small business owners, real estate brokerage and development, healthcare, finance and marketing experts, technology, and business advocacy. This blend provides both entrepreneurial perspective and institutional insight into Eagle's evolving economy.

The EVC serves as a direct connection to local business operators, property owners, and developers, providing the Town with practical, real-world insight on economic trends and challenges, development proposals, and business climate considerations. Together, we pressure-test economic policies and initiatives to ensure they are grounded in market realities, identify barriers to growth, and elevate opportunities and resources that align with Eagle's broader values and long-term goals. The EVC is guided by the Town's 2023 Economic Development Plan; an implementation guide to *Create, Expand, and Attract* economic successes for Eagle over the next five to ten years.

DOWNTOWN DEVELOPMENT AUTHORITY (DDA):

Approved by voters in 2020, the Downtown Development Authority (DDA) was established to proactively strengthen and reinvest in the Town's historic downtown core. Its purpose is to support development and redevelopment within its district, stabilize and enhance property values, and use fundings tools available under state statute to promote the long-term economic health and overall vitality of what is traditionally known as downtown Eagle.

The DDA is governed by a seven-member Board of Directors appointed by the Town Council. Six board members are either business owners, property owners, or property owner representatives within the district boundary. The seventh member is a Council liaison who serves with full voting authority. Board members serve four-year terms, providing continuity and long-term strategic oversight. Guided by a Plan of Development, DDAs advance strategic investments in infrastructure, public spaces, and catalytic projects that support a vibrant business district and the community gathering places that surround it. Rather than levying a new tax, the Eagle DDA is funded through Property Tax Increment Financing (TIF). This mechanism reinvests a portion of new property tax growth generated within the district back into areas such as downtown improvements, programming, and the DDA's operating fund.

While the EVC serves in an advisory capacity on town-wide economic policy and strategy, the DDA is a voter-approved entity with statutory authority and a dedicated funding mechanism focused specifically on downtown reinvestment and development.

PLANNING & ZONING COMMISSION:

The Planning & Zoning Commission is a volunteer board tasked with serving the community through review of the Comprehensive Plan, *Elevate Eagle*, and the Town's Land Use and Development Code (LUDC). The commissioners have a diverse background in professional fields related to planning and land development, including but not limited to, engineering, architecture, real estate, or municipal administration. The Commission consists of seven members and one alternate, whom are appointed by Town Council and serve four-year terms.

Whereas most committees within the Town are largely advisory in nature to the Town Council or to specific departments or positions, the Planning & Zoning Commission has the authority to act independently and directly approve (or deny) certain application types for land development within the Town. The Commission can also recommend policy direction for Town Council to decide on. Due to the nature of the Commissioners' authorities, they act in both a quasi-judicial and legislative manner.

The Commission can act in three capacities based on the type of land use application being reviewed: as a decision-making board; as a Board of Appeals; and as a recommendation-making board. The Commission makes decisions on Conditional Use Permits, Minor Development Plans, Variances or Design Variances, and Appeals of Administrative Decisions, in addition to approving the Comprehensive Plan, including amendments to the Comprehensive Plan.

Acting as the Board of Appeals, the Commission will review and determine Administrative Development Plans, Minor Subdivisions, Subdivision Final Plats, including Condominium/Town Home Final Plats, Administrative Adjustments, Lot Line Adjustments, and LUDC Interpretations.

Lastly, the Commissioners will make recommendations to Town Council for the following land use applications, which the Town Council making the final decision: Major Development Plans, Concept Plans, PUD Amendments, Rezonings, Special Use Permits, Subdivision Preliminary Plans, Subdivision Final Plats, Right-of-Way Vacations, and LUDC Text Amendments.

ATTACHMENTS:

- [Town of Eagle Community Plans & Studies](#)
- [MEAC Bylaws](#)
- [OSRAC Mission, Vision, Purpose Statement](#)
- [OSRAC Bylaws](#)
- [EVC Bylaws](#)
- [DDA Plan of Development and Rules of Procedure](#)
- [Planning and Zoning Municipal Code](#)
- [Planning and Zoning Handbook](#)