



TOWN OF EAGLE 2ND REFERRAL RESPONSE SUMMARY REPORT

ISSUED: February 16, 2026

Project Number-Name: DR25-06, 301 Broadway

Owner/Applicant: Harvest One Group, LLC- Alex Chay, Property Owner; John Chay, Property Owner

Project Number-Name: DR25-06, 301 Broadway

Applicant Representative: Michael Noda, Neo Studio

Prepared By: Tez Hawkins, Planner (Contractor), Community Development Department

CC: Sydney Dynek, Town Planner, Community Development; Peyton Heitzman

The Town of Eagle Community Development Department is issuing the following referral response summary report. If you have any questions or concerns regarding any comment, contact me or the individual agency to clarify the statement and reach an understanding. It is in the applicant's best interest to contact each internal and external referral agency directly to streamline the development review process. A written response is required for each comment below unless stated otherwise.

Attachments:

1. Development Plan Planner's Mark-Up
2. Project Narrative Planner's Mark-Up
3. Referral Agency Comments

REFERRAL OR BUILDING PERMIT COMMENTS SECTION

Planning Department – thawkins@townofeagle.org

1. The Town received comments from the Town Public Works, the Town Sustainability Specialist, and Holy Cross Electric.
2. The ground floor plans of sheet C1.30 and C1.50 are different than the floor plan shown on A.201.
RESPONSE: CIVIL BACKGROUNDS HAVE BEEN UPDATED FOR 3RD SUBMITTAL
3. **[This is a Repeat Comment]** Documents for lot line adjustment and easement agreement should be submitted concurrently with this application. The Town cannot approve a development permit on an adjacent lot without the appropriate supporting documentation, agreements, and proposed easements.
RESPONSE: LOT LINE ADJUSTMENT AND EASEMENT AGREE SUBMITTED WITH 3RD APPLICATION.



4. **[This is a Repeat Comment]** The awning on the east façade of the building encroaches into the public ROW and will need to be removed or will require an encroachment permit application. Please submit an encroachment permit application. The Town Public Works Department primarily determines approval or denial of the encroachment permit. Discuss the encroachment with Public Works before resubmitting to understand their position and conditions for the encroachment. For efficiency, the encroachment can be reviewed concurrently with the minor development permit application. [Section 9.28.060. – Encroachments]

RESPONSE: AWNINGS OVER THE BROADWAY (EAST) ELEVATIONS HAVE BEEN REMOVED. NO BUILDING ELEMENTS ARE PROPOSED OVER THE PROPERTY LINES.

5. On the plans, identify the location of the outdoor or rooftop mechanical equipment and identify how the equipment will be screened per Section 4.04.030.A. This comment is repeated if the parapets are lowered.

RESPONSE: HEAT PUMP CONDENSING UNITS ARE ONLY 36" TALL. ADDED PARAPET WALLS AROUND THE CONDENSING UNITS. SEE ROOF PLAN.

6. **[This is a Repeat Comment]** The development shall incorporate a primary façade material that shall cover at least 75 percent of the building façade. Identify the primary facade material and provide calculations that demonstrate it meets the 75-percent threshold. [Section 4.10.050.C.c.vi]. When brick or stone is used as a primary façade material, variation in the detailing of the brick or stone to cast shadow lines is required.

RESPONSE: CALCULATIONS ON THE PRIMARY FACADES HAVE BEEN ADDED TO PLANS. NORTH AND EAST ELEVATIONS HAVE OVER 75% OF BRICK AND STONE

7. **[This is a repeat comment.]** The cover development plans state that buildings constructed on corner lots can exceed the height limit by 30%. This is not accurate, and this statement needs to be removed. Corner lots do not provide allowances for additional building height in this manner.

RESPONSE: COVER HAS BEEN CORRECTED, BUILDING HEIGHT IS 35'-0" WITH A 30% INCREASE FOR STAIR, ELEVATOR OVERRUN, TRELLIS, AND MECHANICAL EQUIPMENT UNITS HAVE BEEN UPDATED FOR 3RD SUBMITTAL

8. **[This is a repeat comment.]** The project narrative states there are 5,000 square feet of retail/commercial space. The development plan shows something 4,681 square feet. Revise for accuracy.

RESPONSE: PROJECT NARRATIVE HAS BEEN CORRECTED TO SHOW 4,681 S.F.

9. The PDF of the development plans is not flattened into the document, and some of the drawings can be moved around on the page, i.e., the gas meter and "Parking sign" on sheet A.401. Update the drawings so items are not unintentionally edited.

RESPONSE: FINAL DRAWINGS HAVE BEEN FLATTENED.

10. All signs not required for ingress/egress and wayfinding will need to complete a separate sign permit application. **This comment is only informational.**

RESPONSE: ACKNOWLEDGED.

11. The project narrative states that the communication service will drop from the overhead lines to a new handhole/pedestal location. Is this true if the poles are removed and the power service is underground?

RESPONSE: WE ARE WORKING WITH SERVICE PROVIDER TO BURY THE COMMUNICATION LINES ALSO.

12. The on-street parking on 3rd street from Broadway to the alley adjacent to the property will need to be restriped, and the curb shall be constructed to accommodate on-street parking. These improvements will be required before a building occupancy permit is issued for the proposed development. **This comment is only informational and is for record-keeping.**

RESPONSE: ACKNOWLEDGED.

Preliminary Conditions of Approval

1. The license agreement dated May 12, 2015, for the clock tower encroachment into the Town of Eagle's ROW has expired, and the property owner will remove the clock tower or renew the encroachment license agreement prior to the temporary occupancy permit being issued for the development. All applicable right-of-way and demolition permits shall be acquired. [Section 9.28.060-Encroachments]
2. All improvements delineated in the Development agreement dated [Month, Day, 2026] shall be completed.
3. The Lot Line adjustment plat shall be recorded by the Eagle County clerk and recorder prior to a building permit being issued. Additionally, A lot line adjustment or lot consolidation approval lapses if a final plat is not filed within 90 days of approval, and may be extended by the Director for an additional 90 days.



Next Steps

For formal resubmittal, the Project Team shall address all of the Town Staff and external referral agency comments with written responses to each comment, then submit revised application materials and other associated documents as referenced in the above comments. Please note that if new information is provided, then Town Staff may provide additional comments and requests.

If you have any questions concerning comments on your project or the development review process, please feel free to contact me at (970)-688-2175 or thawkins@townofeagle.org.