

PCDC, for the record I had the opportunity to meet with Dillions' *Town Engineer, Community Development Director*, Mr. Dan Burroughs. I originally met Mr. Burroughs via a connection at the University of Colorado, while he was completing his undergraduate in Civil Engineering. My relationship with Mr. Burroughs is now completely based on friendship.

I discussed our efforts to improve our town processes and efficiencies regarding Development Reviews and general town (commercial) construction. Here is his advice:

- Seven months for a Pole Barn is on the longer side, but its not the worst he's ever seen. However, it could be much shorter and it's entirely reasonable for the town to make all efforts to improve the efficiency and reduce the time.
- It's hard for small towns to have consistent sophisticated processes. Many of the employees are Jack-and-Jill-of-all-trades and can be heavily overbooked. Lacking a highly sophisticated system, Mr. Burroughs suggested the applicant engage with the Town Engineer early and often. In his view, almost all the difficult back-and-forth during the period of completing the application deals with building codes, fire safety, and general engineering related issues, i.e. light study, ground water study. If the Town has an assertive engineer many of the issues can be foreseen, waived, or simply addressed early in the process.
- The town's architectural standards or "design guidelines" are important. They should be strategic in nature, defining success, not specifying how exactly something should be done. In his quick review of ours, he stated that they are most likely, ineffective, and confrontational. Again, he did state they are very important. Without them, too many unknowns are left to the public Development Review.
- Dillion originally wrote their own guidelines but eventually scrapped them. They had an architectural firm write the current guidelines which have been much more effective and efficient.
- Dillion requires the applicant to submit the design, early in the process, to the same architectural firm that wrote their guidelines for review (\$750.00 fee for the applicant). The architectural firm then submits a letter to the PCDC (included in the packet for the development review) stating the design meets the requirements set forth in the guidelines. If the architect does not agree that the design meets the guidelines, it's up to applicant to continue the project.
- Mr. **Burroughs** advice on development reviews via the PCDC was very explicit. The PCDC should not, in anyway, play the role of a technical board regarding building codes, engineering, architecture, and fire code. If the PCDC is playing that role, especially at the development review, several things have gone wrong:
 - The application is still struggling with technical unknowns' (waivers) too late in the process. This causes uncertainly and stress for the applicant.
 - A board without engineering credentials is making technical decisions on health and safety
 - Waivers should be rare and infrequent. If you have too many, you most likely have over restrictive code or do not have technical staff empowered to deal with them early.
 - In short, he stated, "PCDC Development Reviews should the most boring meetings you have". They should largely just be renumerating the check list and acknowledging and accepting the work of the different technical parties.

- The town of Dillion does have several “service-oriented contracts” with the applicant including a time frame in which the PCDC review must be heard upon completion of the application.
- Dillion does not have Development Reviews go to their BOT. (They do have new PUD’s go to the BOT however).

This should cover everything of significance. Please note, his thoughts were given solely based on his desire to help and our friendship. They should be taken as advice only. He did want to say thank you for everybody that spends their Monday nights on town boards and planning committees when they could be watching football.