



April 15, 2014

*Transmitted by Email and U.S. Postal Service*

Mr. Andy Reaves  
SDA  
1724 West Marine View Drive #140  
Everett, Washington 98201

SUBJECT: DETERMINATION OF COMPLETE APPLICATION FOR PP 14-66

Dear Andy:

This letter is to update you on the status of your application. Based on our review of the materials submitted on April 3, 2014, the City deems the application to be substantially complete for processing and vesting purposes pursuant to the Mill Creek Municipal Code (MCMC) Section 16.04.020. Please be aware that this Letter of Complete Application does not preclude requests by the City or other affected jurisdictions for additional information or for clarification of those materials already submitted.

Tentative Proposal Review Process/Schedule

The next step in the process is the Notice of Application issued by the Department of Community Development in accordance with MCMC Section 14.07.010(A). The City will publish the Notice of Application in the Everett Herald. The applicant is responsible for posting a public notice sign on the property as described in the attached posting requirements. Your signs are available for pick-up at the front counter. The signs will need to be installed by April 18, 2014. Please install the sign on the property frontage on 132<sup>nd</sup> Street SE and ensure that the sign is clearly visible. Once Notice of Application has been published and posted, a comment period of a minimum of 14 days will commence.

Following the comment period for the Notice of Application, the Technical Review Committee (TRC) will review your application. The TRC committee is comprised of City staff and staff from other agencies with jurisdiction. The TRC will formally review the proposal for consistency with various design standards, policies, and regulations. You will be notified if any significant issues are identified that may impact the project design. Within a week of the completion of the TRC review, I will send you a letter identifying any issues that affect the proposal, as well as any requests for additional information to assist us in the review process.

Providing no significant revisions are required, the City will issue the State Environmental Policy Act (SEPA) Threshold Determination, pursuant to MCMC Chapter 18.04. Based on the information contained in the Environmental Checklist, we anticipate that we will issue a

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Mitigated Determination of Non-Significance (MDNS). An MDNS is subject to a 14-day combined comment and appeal period. Following the MDNS comment and appeal period and once any additional required materials or revisions are submitted, a public hearing on the Preliminary Plat application will be scheduled.

To meet the proposed review schedule, it is imperative for you and your team to promptly resolve any identified development issues and provide any information that is requested by the City. Please feel free to call me at (425) 921-5726 should you have any questions regarding the review process.

Sincerely,



Camille Chriest, AICP  
Senior Planner

Enclosure:     Posting Requirements  
                  Preliminary Development Impact Mitigation Checklist

Copy to:       Taylor Development  
                  Director of Community Development  
                  Public Works Director  
                  City Engineer



## Posting Public Notices



### Department of Community Development

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#### **Why Do I Have to Post a Public Notice?**

The City of Mill Creek regulations and state laws require public notices to be posted on proposed development sites. This allows adjacent residents/property owners and the general public an opportunity to be informed of what is proposed in the City and how to participate in the development review process.

#### **Public Notice Posting Requirements**

Each proposed development shall have a minimum of one Pending Land Use Action sign posted on the subject site. The sign(s) shall be placed in location(s) visible from both directions of adjacent roadways (usually perpendicular to the roadway), preferably on the property roadway frontage or at property access points. If the site is adjacent to two or more roadways, a sign shall be posted adjacent to each right-of-way. Prior to posting, sign locations must be approved by the City.

#### **How is the Sign(s) Posted?**

The applicant is responsible for the construction of the supporting sign structure (frame/posts).

The City will provide the Pending Land Use Action sign(s) which are white signs with black lettering approximately 3' x 4' in size. This sign shall be affixed to the sign structure by the applicant.

The City will also provide the 8 ½" x 11" public notices as necessary throughout the review process (i.e.; Notice of Application, SEPA Threshold Determination and Public Hearing). The notices shall be enclosed in plastic sleeves and stapled or nailed on to the Pending Land Use Action sign with the opening of the plastic sleeve facing downward to keep the rain out.

#### **Materials & Dimensions for Sign Structure**

The sign structure shall be constructed of a 1/4" minimum, plywood sheet approximately 4' x 4' attached to 2" x 4" posts. Sign structure and posts shall be painted white. Install the posts a minimum of 1' below grade. The sign height shall not exceed 6' from grade. See attached detail.

#### **Who Pays for the Sign(s)?**

The applicant is responsible for all costs associated with constructing the sign structure and installing, maintaining, and removing the Pending Land Use Action signs. The cost of the sign(s) and notice(s), which are provided by the City, are included in the project application fee.

#### **Who Maintains the Sign(s)?**

Maintenance of the sign(s) is the responsibility of the applicant. The sign(s) needs to remain on the property until the entire permit review period has ended. Generally, several notices will need to be posted on the sign(s) throughout the review process.

#### **When is a Site Posted?**

Once the City issues a Notice of Complete Application, the project planner will contact the applicant or project contact person and inform them that the signs and notices are available for posting. The site must be posted within 14 calendar days of issuing the Letter of Completeness.

#### **Affidavit of Posting**

Once the sign(s) is posted, the applicant shall complete the Affidavit of Posting provided by the City and return it to the project planner to be retained in the project file.

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#### **Questions?**

Should you have any questions or concerns related to these public notice requirements, please contact the City of Mill Creek Department of Community Development at (425) 745-1891 or view Mill Creek Municipal Code Chapter 14, Development Code Administration.

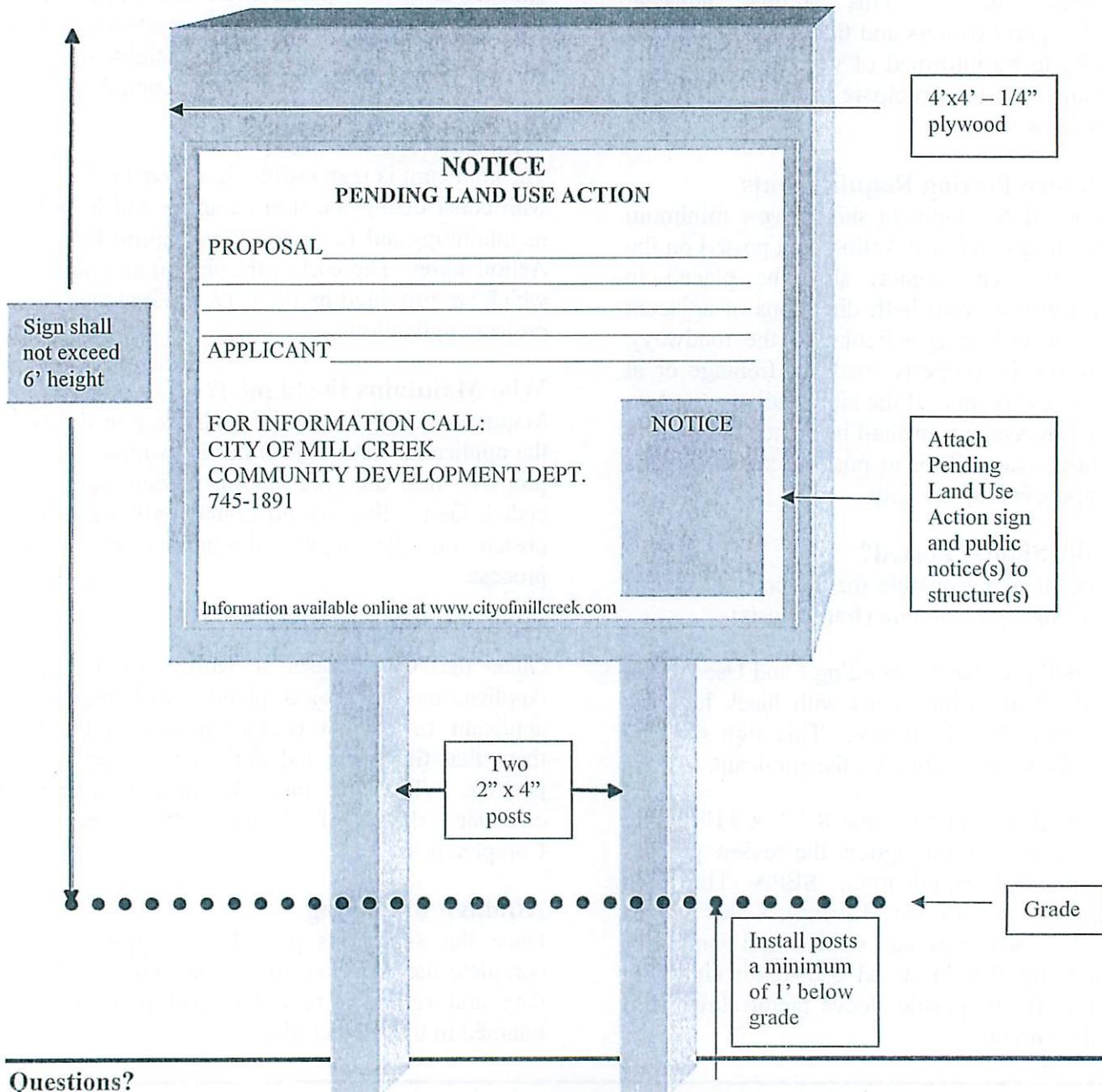


# Posting Public Notices



Department of Community Development

## Public Notice Posting Detail



### Questions?

Should you have any questions or concerns related to these public notice requirements, please contact the City of Mill Creek Department of Community Development at (425) 745-1891 or view Mill Creek Municipal Code Chapter 14, Development Code Administration.

## City of Mill Creek Preliminary Development Impact Mitigation Checklist

The City of Mill Creek uses the authority granted in MCMC 17.48 to assess fees to mitigate identified impacts of new development on public facilities/services. Public facilities for which mitigation is required are listed below:

Project Name: Crestview Village Preliminary Plat, 25 new units - 2 existing units = 23 units net		# of Units= 23		
Description	✓	Amount per Unit	Unit Description	Total
<b>City of Mill Creek Neighborhood Parks *</b>				
Where land acquisition and development are necessary.		\$3,304.40	Per owner-occupied (condominium/single-family) unit	
		\$1,930.38	Per renter-occupied (multifamily) unit	
Where only development is necessary. (North Pointe Neighborhood Park)	✓	\$2,863.76	Per owner-occupied (condominium/single-family) unit	\$65,866.48
		\$1,930.38	Per renter-occupied (multifamily) unit	
<b>City of Mill Creek Community Parks *</b>	✓	\$1,738.68	Per owner-occupied (condominium/single-family) unit	\$39,989.64
		\$1,171.99	Per renter-occupied (multifamily) unit	
<b>City of Mill Creek Transportation</b>	✓	\$3,000.00	Per PM Peak Hour vehicle trip on identified road segment (subject to verification of Traffic Study)	TBD
Snohomish County Transportation	✓		Determined by Snohomish County Public Works – Call 388-6440 for information	TBD
Snohomish County Fire Protection District #7	✓	\$365.00	Per equivalent dwelling unit (EDU) – for commercial 2,400 square feet = one EDU (amount subject to verification by Fire District 7)	\$8,395.00
Everett School District Fees are based on the Everett School District's formula. Please contact Jill Stoffel at the District for further information, 425-385-4190.	✓		Per single-family dwelling unit	TBD
			Per multifamily dwelling unit with zero-one bedroom	
			Per multifamily dwelling unit with two or more bedrooms (To be verified by School District)	

**Amounts shown above are preliminary and subject to change based on verification of the technical reports and potential in-lieu of construction of improvements or dedication of land.**

The following supporting documents are available upon request:

1. MCMC 17.48 - Development Impact Mitigation Ordinance
2. City of Mill Creek Resolution 2013-503 RE Park Impact Mitigation (\*amounts shown above reflect the 25% discount)
3. City of Mill Creek Ordinance 2011-735 RE Traffic Impact Mitigation
4. City of Mill Creek/Snohomish County Interlocal Agreement RE Traffic Impact Mitigation
5. City of Mill Creek/Snohomish County Fire Protection District No. 7 Interlocal Agreement RE Fire Facilities/Services Impact Mitigation
6. City of Mill Creek/Everett School District Interlocal Agreement RE School Facilities Impact Mitigation