

September 26, 2018

Sound Transit
Attn: Jonathan Childers
401 South Jackson Street
Seattle, WA 98104
jonathan.childers@soundtransit.org

**Subject: Sound Transit Lynnwood Light Rail Extension (LLE)
Conditional Use, Site Development Plan, and Reasonable Use Exception
Applications (File Nos. PCU-18-0001, PSD-18-0001, and PSE-18-0005
Supplemental Intake Meeting, September 20, 2018, 10:00 am to 11:30 am**

**Submittal Status: APPLICATION NOW UNDER REVIEW FOR
COMPLETENESS**

Dear Mr. Childers,

This letter summarizes the outcome of the supplemental intake meeting held September 20, 2018. At this meeting, City of Mountlake Terrace staff and consultants reviewed Sound Transit's application materials to determine if the intake could occur and the completeness review process could begin. This meeting was needed because the application materials did not include all items that were expected at the September 11, 2018 intake meeting.

In our letter to you dated September 14, 2018, the City provided a list of five items determined to be missing from the filing requirements checklists. Upon discussion between Sound Transit and City of Mountlake Terrace staff, it was determined that items 1- 3 in the September 14 letter would be provided to formally intake the application and begin completeness review: Site/Parcel Maps (Plot Plans), Site/Parcel Index, and Architectural/Structural Elevations. The remaining two items (Screening and Fencing Details and Lighting) will be addressed during the completeness review.

As a result of additional materials provided September 20, 2018, intake occurred and the City has initiated completeness review. The City and its consultants will be reviewing the application materials and will provide a determination of complete application or a determination of incomplete application with a list of items necessary to make the application complete no later than October 18, 2018.

The City has agreed to check ins during the completeness review period as a courtesy to Sound Transit. We discussed that I would talk with you by phone to provide updates on known issues that arise during this review. The following should be noted as communications occur during the completeness review period:

- No additional submittals will be accepted until the end of the completeness review phase.
- Interim communications during completeness review do not limit future comments or represent the full extent of the review results (additional comments including

observations related to items still needed for completeness may occur at any time during the review period).

- Communications pertaining to the Conditional Use Permit, Site Development Permit, and Reasonable Use Exception applications completeness review should occur between myself and you during the completeness review period and no other members of the City or consultant team to ensure clarity of information through one point of contact.

If you have any questions, please do not hesitate to contact me at 425-744-6281 or via email at cosborn@ci.mlt.wa.us.

Sincerely,



Christy L. Osborn
Community and Economic Development Director

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