



15728 Main Street, Mill Creek, WA 98012

Administration 425-745-1891

Police 425-745-6175

All Other Departments 425-551-7254

September 27, 2017

*Transmitted by Email*

Ms. Cher Anderson  
Village Life, Inc.  
19020 33<sup>rd</sup> Avenue West, Suite 450  
Lynnwood, WA 98036

SUBJECT: DETERMINATION OF COMPLETE APPLICATION – CREEKSIDE WEST,  
PL2017-0022

Dear Ms. Anderson:

This letter is to update you on the status of the Preliminary Plat (Planned Area Development) application for Creekside West. Based on our review of the materials submitted on September 14, 2017, 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 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

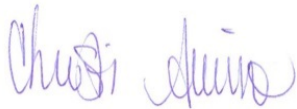
The next step in the process is the Notice of Development Application issued by the Department of Community and Economic Development in accordance with MCMC Section 14.07.010(A). The City will publish the Notice of Development Application in the Everett Herald. The applicant is responsible for posting public notice signs on the property as described in the attached posting requirements. I will contact you when your signs are available for pick-up at the front counter at the City Hall Annex Building. The signs will need to be installed no later than October 6, 2017. Please install a two-sided sign on the property frontage along 35th Avenue SE and ensure that the signs are clearly visible from the public roadway in both directions. Once the Notice of Development Application has been published and posted, a comment period of a minimum of 14 days will commence.

Following publication and posting of the Notice of Development Application, the Technical Review Committee (TRC) will meet on October 18, 2017, to 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. 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.

Once the TRC issues are addressed and/or additional information is submitted, 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 the City will issue a 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, a public hearing before the Hearing Examiner on the Preliminary Plat application will be scheduled. Please be aware that you will be invoiced through MyBuildingPermit.com for the direct cost of the drainage, clearing and grading consultant review as well as the Hearing Examiner's services.

To avoid delays in the review of the project, it is important 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) 921-5738 should you have any questions regarding the review process.

Sincerely,



Christi Amrine, AICP  
Senior Planner

Enclosure: Posting Requirements

Copies distributed via email to:

City Manager  
Director of Community and Economic Development  
Director of Public Works