



15728 Main Street, Mill Creek, WA 98012
Administration 425-745-1891
Police 425-745-6175
All Other Departments 425-551-7254

Exhibit 18

September 6, 2018

Transmitted by Email

Ms. Sandra Martin
Capital Architects
2813 Rockefeller Avenue
Everett, WA 98201

SUBJECT: DETERMINATION OF COMPLETE APPLICATION – MUTTLEY
SQUARE, PL2018-0017

Dear Ms. Martin:

This letter is to update you on the status of the Binding Site Plan application for an indoor animal boarding facility on 2.68 acres. Based on our review of the materials submitted on August 24, 2018, and the additional materials submitted on August 27, 2018, 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. The 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 September 14, 2018. Please install the two-sided sign on the property frontage along Bothell-Everett Highway (SR 527) and ensure that the sign is 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.

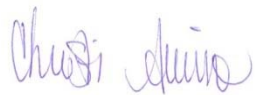
Following publication and posting of the Notice of Development Application, the Technical Review Committee (TRC) will meet on September 26, 2018, to review your application. The TRC committee is comprised of City staff and staff from other agencies with jurisdiction. The TRC will formally review the 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 in the review process.

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 Binding Site Plan application will be scheduled. Please be aware that you will be invoiced through MyBuildingPermit.com for the direct cost of the Hearing Examiner's services as well as any other necessary consultant services for review of critical area, traffic, and clearing and grading plans/reports.

To avoid delays in the review of the project, it is important for you and your team to promptly resolve any development issues identified by the City during the project review process 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:

Julie Nealey
Director, Public Works & Development Services
Planning & Development Services Manager
Supervising Engineer



Posting Public Notices



Department of Planning & Development Services

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.

Questions?

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

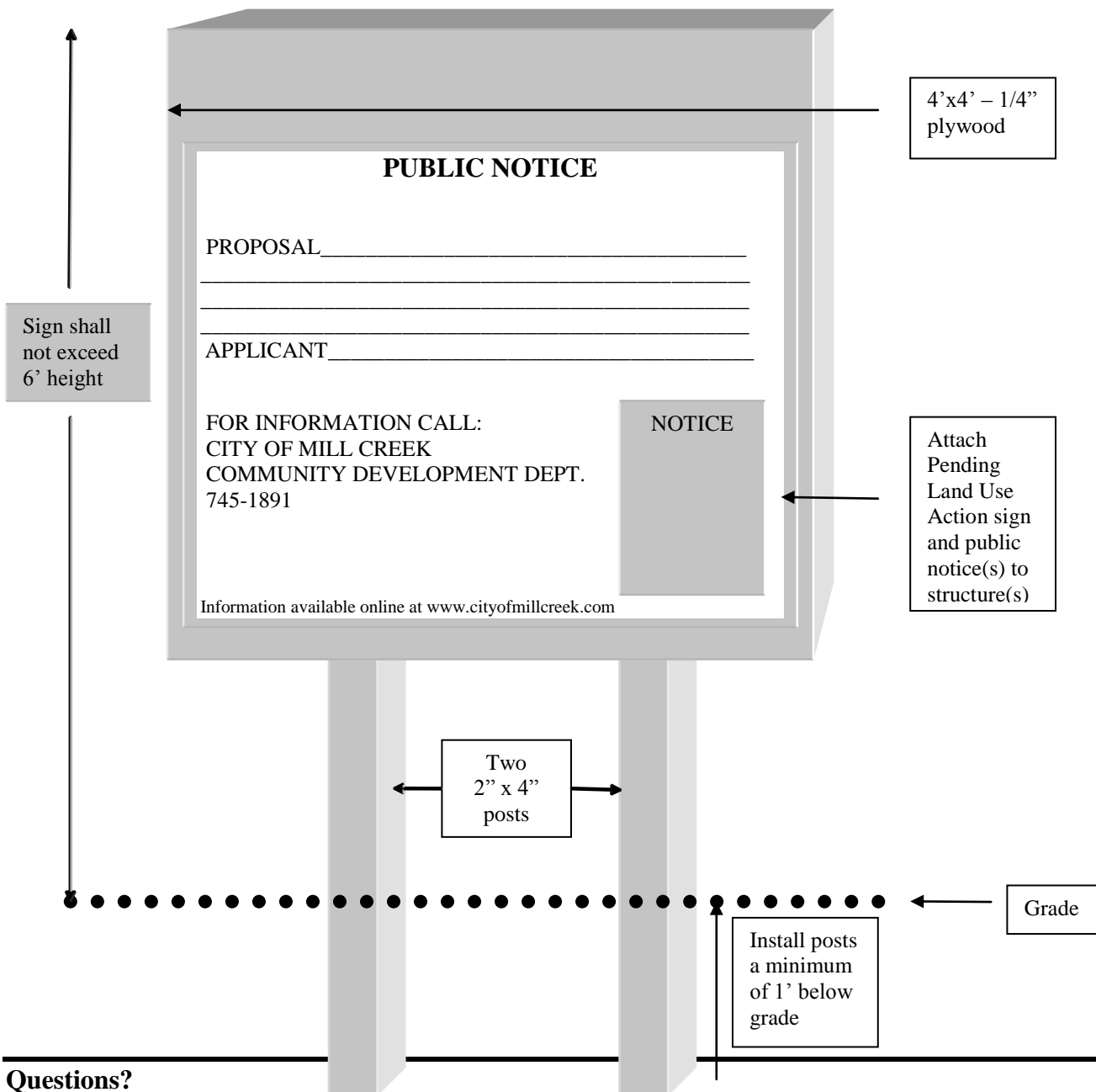


Posting Public Notices



Department of Planning & Development Services

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 Planning & Development Services at (425) 745-1891 or view Mill Creek Municipal Code Chapter 14, Development Code Administration.