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**From:** Lacson, Justin

**Sent:** Thursday, October 22, 2020 10:40 AM

**To:** Patrick Yamashita <patrick.yamashita@mercergov.org>

**Cc:** Don Cole <Don.Cole@mercergov.org>; Below, Matthew <matthew.below@soundtransit.org>; Hoffman, Jemae <jemae.hoffman@soundtransit.org>; Lu, Martin <martin.lu@soundtransit.org>; Anthony Wilen <Aow@deainc.com>; alaine.sommargren@mercerisland.gov; clint.morris@mercerisland.gov; john.kenney@mercerisland.gov; ruji.ding@mercerisland.gov; Renee Koester <Renee.Koester@deainc.com>; jeromy.hicks@mercerisland.gov; Holly Mercier <holly.mercier@mercergov.org>

**Subject:** DRAFT ST Mercer Island Transit Integration Pre-App Mtg Notes for Review

Hi Patrick,

Thank you again for the collaborative meeting last week. I've attached our DRAFT meeting notes from the session. Please let me know if you, or others, have any edits/clarifications to the notes by next week Thursday October 29<sup>th</sup>. I will then send the final version out to the group for reference.

Justin

**Justin Lacson**

**Corridor Permit Manager**

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# Memo

October 20, 2020

To:	Patrick Yamashita
From:	Justin Lacson
Subject:	Pre-Application Meeting Minutes

October 13, 2020

## Sound Transit: Mercer Island Transit Integration Project

### Pre-application Meeting Notes

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#### Attendees:

City of Mercer Island: Patrick Yamashita, Don Cole, Jeromy Hicks, John Kenney, Ruji Ding, Holly Mercier, Alaine Sommargren, Clint Morris

Sound Transit: Jemae Hoffman, Justin Lacson, Martin Lu, Anthony Wilen, Renee Koester, Matt Below

#### 1. Introductions

##### A. Land Use and Conveyance

- CUP- City is waiting for sample deeds for vault conveyance from other ST projects. City clarified they do not have a preferred method of conveyance.  
ROW Conveyance- ST stated that it intends to convey the two residential properties to City post-construction. ST cannot submit documents for these parcels until acquisition complete. ST clarified we do have letters from both property owners that we can apply for permits. Mercer Island staff indicated that the letters will suffice.
- City staff indicated O+M terms are needed for ROW acceptance. Both City staff and City Council will need to approve deeds, displacements, and parcel acquisition. ST stated it is not possible or necessary to determine maintenance costs two years before conveyance. City staff indicated the City is in a better position to determine maintenance costs if they are performing it.
- **ACTION:** ST to send the City example deeds for reference

#### 2. Permit Package Content/Discussion

- To facilitate more efficient review, ST will provide the City with a master permit set, the City would then build all associated permits off the master plan set. ROW Use permit to be master permit for project. City staff also requested that the ST submit a bookmarked plan set.
- ST to add all supporting info/notes to cover sheet or add to a supplemental document to accompany permit package. ST will also provide a document identifying which permits will be obtained by ST and which will be obtained by the contractor.
- Underground permit for FDC per Fire Marshall Hicks- City to assemble package
- Plumbing permit for backflow device supporting landscape irrigation- City to assemble package

# Memo

- **ACTION:**
  - ST to prepare to memo submittal
  - ST to Bookmark plan set

### 3. Required Third Party Utility Permits and Applications

- ST will submit 2x WSDOT Third Party Utility Applications, as well as their General Provisions, to City for review as part of permit submittal package.
- WSDOT requires City to sign application as the permit applicant (owner). ST Permitting will assemble the permit packages for City review and will submit to WSDOT after City approval.
- ST staff to work with City staff regarding PSE Service Application.
- ST to submit for Electrical Permit if City inspection is required.
- **ACTION:**
  - ST to send WSDOT general provisions to Don and Patrick
  - ST to verify luminaires are in WSDOT ROW; UPDATE: ST confirmed luminaires are City-owned.

### 4. Permit Package Submittal

- ST plans to submit permit applications on or around Friday, October 23, 2020. ST will notify the City prior to submittal, and again after the permit application package is officially submitted.
- Mercer Island staff confirmed they expect to complete review within the time frames in the settlement agreement.
- **ACTION:**
  - ST to contact Holly Mercier in advance of package submittal and after submittal is uploaded for City review via the City of Mercer Island's secure ftp site

CC: Don Cole, Jeromy Hicks, John Kenney, Ruji Ding, Holly Mercier, Alaine Sommargren, Clint Morris, Jemae Hoffman, Martin Lu, Anthony Wilen, Renee Koester, Justin Lacson, Matt Below