

From: [Yamashita, Patrick](#)
To: [Below, Matthew](#); [Holly Mercier](#)
Cc: [Lacson, Justin](#); [Don Cole](#)
Subject: RE: Project Pre-application Meeting
Date: Monday, October 12, 2020 3:02:01 PM
Attachments: [image001.png](#)

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Matt,

Holly is busy at the moment so I’m responding in her place. The agenda looks ok but please note that I added “electronic submittal process” to item 4. Holly will cover that item.

Patrick

From: Below, Matthew <matthew.below@soundtransit.org>
Sent: Monday, October 12, 2020 12:43 PM
To: Holly Mercier <holly.mercier@mercergov.org>
Cc: Lacson, Justin <Justin.Lacson@soundtransit.org>; Patrick Yamashita <Patrick.Yamashita@mercergov.org>; Don Cole <Don.Cole@mercergov.org>
Subject: RE: Project Pre-application Meeting

Hi Holly,

Checking in regarding our Pre-application meeting tomorrow afternoon for the Mercer Island Traffic Intercept Project. Is there anything ST staff should know/do to be best prepared for the meeting and what should we expect in terms of overall meeting format? If acceptable, ST would like to propose the agenda below for your review. Please let me know if you have any comments, edits, or additions to the proposed agenda below. Thanks for work getting this meeting scheduled and I am looking forward to meeting with staff tomorrow.

1. Introductions
2. Review Index of Permit Package Content/ City Comment Update (45 mins)
 - Clear + Grade Permits
 - Tree Removal Permits
 - Stormwater Permit
 - ROW Permit
 - Building Permit
3. Required Third Party Utility Permits and Applications (15 mins)
 - WSDOT Stormwater Permit for 77th and 80th Ave improvements to stormwater infrastructure
 - WSDOT Utility (Power) Permit for 77th Ave Illumination Relocation

- PSE Service Application for luminaires at roundabout- replacing existing service meter
4. Permit Package Submittal to City- Review timelines, package submittal sequencing, potential dates, and electronic submittal process (15 mins)
 5. Follow-up Discussion/Questions (10 mins)

From: Holly Mercier <holly.mercier@mercergov.org>

Sent: Monday, September 28, 2020 11:07 AM

To: Below, Matthew <matthew.below@soundtransit.org>; Yamashita, Patrick <patrick.yamashita@mercergov.org>

Cc: Lacson, Justin <Justin.Lacson@soundtransit.org>

Subject: RE: Project Pre-application Meeting

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Hi Matt,

Thanks for the info – I’ve added these individuals to the meeting invite, they should have received it just now.

Thanks,
Holly

From: Below, Matthew <matthew.below@soundtransit.org>

Sent: Thursday, September 24, 2020 3:11 PM

To: Holly Mercier <holly.mercier@mercergov.org>; Patrick Yamashita <Patrick.Yamashita@mercergov.org>

Cc: Lacson, Justin <Justin.Lacson@soundtransit.org>

Subject: RE: Project Pre-application Meeting

Thanks for getting this meeting scheduled for us, Holly. Could you also please include the following people on the meeting invite?

Jemae Hoffman- jemae.hoffman@soundtransit.org

Martin Lu- martin.lu@soundtransit.org

Anthony Wilen- aow@deainc.com

Renee Koester- rako@deainc.com

Thanks again for your help with this and please let me know if you have any questions.

Matt

From: Holly Mercier <holly.mercier@mercergov.org>
Sent: Monday, September 21, 2020 2:20 PM
To: Below, Matthew <matthew.below@soundtransit.org>; Yamashita, Patrick <patrick.yamashita@mercergov.org>
Cc: Lacson, Justin <Justin.Lacson@soundtransit.org>
Subject: RE: Project Pre-application Meeting

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Hi Matt,

We’ve got this set up for 1pm on Tuesday October 13th. I just sent out a meeting invite for the video conference which we will conduct via Microsoft Teams. I included you and Justin in the invite. Let me know if there is anyone else on your team who you would like me to extend the invite to.

Thanks!
Holly

From: Below, Matthew <matthew.below@soundtransit.org>
Sent: Monday, September 21, 2020 9:16 AM
To: Holly Mercier <holly.mercier@mercergov.org>; Patrick Yamashita <Patrick.Yamashita@mercergov.org>
Cc: Lacson, Justin <Justin.Lacson@soundtransit.org>
Subject: RE: Project Pre-application Meeting

Good Morning Holly,

Thank you for the opportunity to meet. Let’s move forward and schedule the pre-application meeting for October 13th at 1pm, as noted below. If an earlier meeting opportunity becomes available in the meantime, please let us know.

Matt

From: Holly Mercier <holly.mercier@mercergov.org>
Sent: Friday, September 18, 2020 10:31 AM
To: Below, Matthew <matthew.below@soundtransit.org>; Yamashita, Patrick <patrick.yamashita@mercergov.org>
Cc: Lacson, Justin <Justin.Lacson@soundtransit.org>
Subject: RE: Project Pre-application Meeting

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Hi Matt,

We are able to bump this up to Tuesday October 13, 2020. We could meet via videoconference at 1pm that day. Would that date/time work for your team?

Thanks,
Holly

From: Below, Matthew <matthew.below@soundtransit.org>
Sent: Wednesday, September 16, 2020 12:09 PM
To: Patrick Yamashita <Patrick.Yamashita@mercergov.org>; Holly Mercier <holly.mercier@mercergov.org>
Cc: Lacson, Justin <Justin.Lacson@soundtransit.org>
Subject: RE: Project Pre-application Meeting

Hi All,

Checking in to see if there is a sooner date available for the pre-application meeting. Thanks in advance and I hope you are able to avoid the smoke as much as possible!

Matt

From: Below, Matthew
Sent: Thursday, September 3, 2020 10:28 AM
To: 'Patrick Yamashita' <Patrick.Yamashita@mercergov.org>; Holly Mercier <holly.mercier@mercergov.org>
Cc: Lacson, Justin <Justin.Lacson@soundtransit.org>
Subject: RE: Project Pre-application Meeting

Sounds good, Patrick. Thanks for the clarification and I look forward to hearing from Holly next week.

Matt

From: Patrick Yamashita <Patrick.Yamashita@mercergov.org>
Sent: Thursday, September 3, 2020 10:15 AM
To: Below, Matthew <matthew.below@soundtransit.org>; Holly Mercier <holly.mercier@mercergov.org>
Cc: Lacson, Justin <Justin.Lacson@soundtransit.org>

Subject: RE: Project Pre-application Meeting

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Matt,

I meant to say that we’re working on freeing up some schedule space to accommodate a few more pre-application meetings. We have been finding recently that the pre-application meeting schedule is extending out over a month so we’re looking into way to shorten that without impacting staff too much. We will be making a decision next week that will likely result in a few more slots for pre-application meetings. Holly can reach out to you next week after the decision is made. I am also in the process of updating the draft list of permits that would be required. I think you had requested it previously. I’m making some refinements to streamline things a bit.

Patrick Yamashita, PE – working remotely

City Engineer

Interim Director

City of Mercer Island - Community Planning & Development

206.275.7722 | mercerisland.gov/cpd

Notice: Emails and attachments may be subject to disclosure pursuant to the Public Records Act (chapter 42.56 RCW).

Due to the COVID-19 outbreak, Community Planning and Development has modified our operations. City Hall and the Permit Center are closed to the public. There is no “walk in” permit service; staff are working remotely and services are being continued via remote operations. More information is available on the City’s website: mercerisland.gov/cpd. Please contact us by phone for general customer support at 206-275-7626.

From: Below, Matthew <matthew.below@soundtransit.org>

Sent: Thursday, September 3, 2020 10:07 AM

To: Holly Mercier <holly.mercier@mercergov.org>

Cc: Patrick Yamashita <Patrick.Yamashita@mercergov.org>; Lacson, Justin <Justin.Lacson@soundtransit.org>

Subject: Project Pre-application Meeting

Hi Holly,

Following up on the pre-application meeting scheduled for Tuesday, October 20th. In the 90% Plan Set Walkthrough meeting this morning with ST and City staff, Patrick mentioned that an earlier date would be possible to schedule this meeting. Please let me know when the earliest available time to hold the meeting. Thanks in advance for your help.

Matt

Matt Below

Permit Administrator- East Corridor
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