

From: [Patrick Yamashita](#)
To: [Below, Matthew](#)
Subject: Mercer Island Transit Integration Project Completeness Review Status
Date: Wednesday, October 28, 2020 1:36:00 PM

COMPLETENESS REVIEW

The Sound Transit permit applications for the Mercer Island Transit Integration Project (the "Project") have been reviewed for completeness.

A. The following permit applications were deemed complete for the Project:

1. Trees
2. Clearing & Grading
3. Stormwater

B. The ROW use permit for the Project has been deemed incomplete. Sound Transit's responses to 60% and 90% comments were that real property will be conveyed by Sound Transit to the City as ROW. Given this representation, not all documents normally required for continued review of the ROW use permit were included in your application. The following items must be provided before the ROW permit application will be deemed complete:

1. ROW use permit: Provide Maximum Extent Feasible document regarding ADA and addressing previous City comments from the 90% design submittal (items CPD5, CPD6, and CPD7).
2. ROW use permit/structural review: Submit structural calculations for all retaining walls.
3. ROW use permit/structural review: Submit plans, details and structural calculations for the stormwater vault.

Upon submittal of your updated Project plans and supplemental documents and payment of the plan check fee(s), your electronic right of way permit submittal will be deemed complete under RCW 36.70B.070 and accepted for continued processing under permit application number 2010-186.

ADDITIONAL INFORMATION NEEDED FOR PERMIT PROCESSING

Not all documents or information normally required for review were included with your submittal. The following information is necessary for review of the Project permit applications:

1. 90% Design Comments

ROW use permit: CPD17 & CPD18 indicated not to plant large trees in roundabout near/over underground utilities and to show underground utilities on the landscape plans to help identify whether there may be conflicts between utilities and landscape improvements. ST responded by adjusting from multiple trees to one tree stating that it would be away from utilities and that landscaping was previously coordinated with CMI fire department. Coordination must also be with Public Works engineering who reviews water, sewer, and stormwater system impacts. Please note that the proposed tree is located directly on top of the City's sewer main and water main, hence the reason for the request to show utilities (water, sewer, storm). This is not an acceptable location for the tree. Show utilities and adjust tree location. Please contact the Senior Development Review Engineer (ruji.ding@mercergov.org) and we can work together on determining a

better tree location.

2. **Supp-09 – MITI Roundabout Design Documentation**

- a. ROW use permit: Section 3.8 says that “Speeds will be checked for the final design.” Please provide documentation that confirms this has been completed.
- b. ROW use permit: Appendix C – The graphical depiction of the turn movement for bus eastbound U-turn movement (9/29/2020) is difficult to see, especially relative to curb lines. Please enhance the colors/symbols to be more visible like the other turn movement graphics. This also applies to the Fire Tiller Truck EB and NB U-Turn graphics.

3. **Supp-10 – MITI Construction Management Plan**

- a. ROW use permit: Noise reduction measures – They state both that no work will occur on the weekend but then includes work on Saturday as part of the construction hours of work. Please update this information to be consistent.
- b. Row use permit: Construction worker parking – Indicates that 30 construction workers are anticipated on site and that alternative parking is “identified below”. Then it later notes that they will provide 12 parking spaces in the right of way immediately adjacent to the site. I don’t believe there is such legal parking available. Additionally, the Construction Outreach Plan (Supp-11) discusses the management of parking impacts from construction workers and says that the “contractor provides parking for their employees (no on-street parking)”. Please update the plan to provide information that specifically describes and shows graphically how and where construction worker parking will be provided and that it is not on the street. If all 30 workers cannot be accommodated on Mercer Island, then explain how they will be accommodated.
- c. ROW use permit: Construction Schedule – The schedule was not included. Please attach to CMP and provide following the format/instructions described in the CMP.

4. **Supp-14 – MITI Temporary Traffic Control Plan Narrative**

- a. Row use permit: Phase 1 ped/bike access – The routes described for westbound and eastbound appear to be switched. Please correct.
- b. ROW use permit: Phase 1 ped/bike access – My 9/3/20 comments included the need to provide a detour route between NMW/77th and SE 24th/78th Ave. SE. There is an existing asphalt path that provides a connection currently, but the Phase 1 construction will obstruct access. Please add a description of the necessary detour route(s).
- c. ROW use permit: Phase 1 ped/bike access – Please describe the necessary detour route for the path closure on 80th Ave. SE between SE 27th St. and NMW.
- d. ROW use permit: Phase 2 ped/bike access – Same comment as 4a above.

5. **Supp-16 – MITI Additional Questions from City dated May 14, 2019**

ROW use permit: The Sound Transit response to question 1c on page 2 states that ST will conduct intersection analyses to confirm pedestrian and traffic operations as they proceed with final design. The final design has been submitted for permitting. Please provide the analyses referenced in the response to question 1c.

NEXT STEPS FOR PERMIT REVIEW PROCESS

The following information provides necessary next steps in the permit review process:

1. PAY PLAN CHECK FEE

Total plan check fee due is \$3,194.58. *Please note that your application is not complete without payment.*

FEE PAYMENT INSTRUCTIONS

Due to the COVID-19 outbreak our offices are currently closed to the public. Payments are now accepted via Electronic Funds Transfer at the City's Payment Portal. This is the only payment option currently available.

1. To access the portal click the following link: [Payment Portal](#)
2. Select "Building Related Fees"
3. Enter your contact information, permit number, and the payment amount
 - a. Your permit number: 2010-186
 - b. Your payment amount: \$3,194.58
4. Follow the prompts to make the payment using your bank routing information

2. PERMIT FEES

Additional permit and inspection fees will be assessed at the end of the plan review process. The City will send an itemized list of these permits and corresponding fees, which must be paid prior to permit issuance.

3. RESUBMIT PLANS AND SUPPLEMENTAL DOCUMENTS

Address all incompleteness issues and supplemental information requests and submit via the ftp site. Please contact Holly Mercier, Permit Services Manager at holly.mercier@mercergov.org when you do this so she can set up the reviews immediately.

4. CONTRACTOR VERIFICATION

Note that prior to the start of construction, you will need to provide your general contractor's information. We will need to verify proper licenses with the state and an active [City of Mercer Island Business License](#).

5. PLAN REVIEW TIMELINE

The plan review timeline was discussed in the preapplication meeting held on October 13, 2020. The review timeline is part of the Settlement Agreement between the City and Sound Transit for the East Link Project. Once the plan check fee is paid and plans/supplemental documents are submitted to address incompleteness issues and additional information requests, plan reviewers will commence their reviews.

Under the Settlement Agreement the City will have ten days to perform plan reviews and issue a decision on the Project permits. During the preapplication meeting, it was agreed that if additional information is subsequently requested after this letter, the ten-day period will be tolled until that information is received. Given the interdependence of the Project permits, the City will

simultaneously review the ROW use permit and its ancillary permits.

Please let us know if you have any questions.

Patrick Yamashita, PE- working remotely

City Engineer

City of Mercer Island - Community Planning & Development

206.275.7722 | mercerisland.gov/CPD

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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: [Patrick Yamashita](#)
To: [Below, Matthew](#)
Cc: [Holly Mercier](#)
Subject: Mercer Island Transit Integration Project - Second Completeness Review Status
Date: Thursday, November 12, 2020 12:15:00 PM

SECOND COMPLETENESS REVIEW

The Sound Transit permit applications for the Mercer Island Transit Integration Project (the "Project") have been reviewed for completeness.

A. The following permit applications were deemed complete for the Project:

1. Trees
2. Clearing & Grading
3. Stormwater

B. The ROW use permit for the Project has been deemed incomplete. Sound Transit's responses to 60% and 90% comments were that real property will be conveyed by Sound Transit to the City as ROW. Given this representation, not all documents normally required for continued review of the ROW use permit were included in your application. The following items must be provided before the ROW permit application will be deemed complete:

1. ROW use permit/structural review: Submit plans, details and structural calculations for the stormwater vault.

These plans, details and structural calculations were also included as an item of incompleteness in the City's first completeness review determination sent on October 28, 2020. The documents submitted on November 6, 2020, in the updated application package did not include these plans, details, and structural calculations or address why the information was not provided. This information must be submitted to make ROW permit application no. 2010-186 complete.

Upon submittal of your updated Project plans and supplemental documents and payment of the plan check fee(s), your electronic right of way permit submittal will be deemed complete under RCW 36.70B.070 and accepted for continued processing under permit application number 2010-186.

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ADDITIONAL INFORMATION NEEDED FOR PERMIT PROCESSING

Not all documents or information normally required for review were included with your submittal. The following information is necessary for review of the Project permit applications:

1. Supp-09 – MITI Roundabout Design Documentation

- a. ROW use permit: Section 3.8 says that "Speeds will be checked for the final design."
Please provide documentation that confirms this has been completed.
- b. ROW use permit: Appendix C – The graphical depiction of the turn movement for bus eastbound U-turn movement (9/29/2020) is difficult to see, especially relative to curb lines. Please enhance the colors/symbols to be more visible like the other turn movement graphics. This also applies to the Fire Tiller Truck EB and NB U-Turn graphics.
-The completeness review determination sent on October 28, 2020 also cited this

information as necessary for review of ROW permit application number 2010-186. The Sound Transit submittal received on November 6, 2020 did not fully provide this information. The Sound Transit response (“See Supplemental Document 09- MITI Roundabout Design Documentation”) was vague/general. It is unclear how items a. and b. above were addressed. There was no explanation of speeds being “checked for the final design,” and the graphics for turn movements appear to be unchanged.

NEXT STEPS FOR PERMIT REVIEW PROCESS

The following information provides necessary next steps in the permit review process:

1. PAY PLAN CHECK FEE

Total plan check fee due is \$3,194.58. *Please note that your application is not complete without payment.*

FEE PAYMENT INSTRUCTIONS

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1. To access the portal click the following link: [Payment Portal](#)
2. Select “Building Related Fees”
3. Enter your contact information, permit number, and the payment amount
 - a. Your permit number: 2010-186
 - b. Your payment amount: \$3,194.58
4. Follow the prompts to make the payment using your bank routing information

2. PERMIT FEES

Additional permit and inspection fees will be assessed at the end of the plan review process. The City will send an itemized list of these permits and corresponding fees, which must be paid prior to permit issuance.

3. RESUBMIT PLANS AND SUPPLEMENTAL DOCUMENTS

Address all incompleteness issues and supplemental information requests and submit via the ftp site. Submit a written explanation of how the incompleteness issues and information requests were specifically addressed. Please contact Holly Mercier, Permit Services Manager at holly.mercier@mercergov.org when you submit so she can set up the reviews immediately.

4. CONTRACTOR VERIFICATION

Note that prior to the start of construction, you will need to provide your general contractor’s information. We will need to verify proper licenses with the state and an active [City of Mercer Island Business License](#).

5. PLAN REVIEW TIMELINE

The plan review timeline was discussed in the preapplication meeting held on October 13, 2020. The review timeline is part of the Settlement Agreement between the City and Sound Transit for the East Link Project. Once the plan check fee is paid and plans/supplemental documents are submitted to address incompleteness issues and additional information requests, plan reviewers will commence their reviews.

Under the Settlement Agreement the City will have ten days to perform plan reviews and issue a decision on the Project permits. During the preapplication meeting, it was agreed that if additional information is subsequently requested after this letter, the ten-day period will be tolled until that information is received. Given the interdependence of the Project permits, the City will simultaneously review the ROW use permit and its ancillary permits.

Please let us know if you have any questions.

Patrick Yamashita, PE- working remotely

City Engineer

City of Mercer Island - Community Planning & Development

206.275.7722 | mercerisland.gov/CPD

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From: [Patrick Yamashita](#)
To: [Below, Matthew](#)
Cc: [Holly Mercier](#)
Subject: Mercer Island Transit Integration Project - Completeness Review Status
Date: Wednesday, November 25, 2020 11:46:00 AM

THIRD COMPLETENESS REVIEW

The Sound Transit permit applications for the Mercer Island Transit Integration Project (the "Project") have been reviewed for completeness.

A. The following permit applications were deemed complete for the Project:

1. Trees
2. Clearing & Grading
3. Stormwater

B. The ROW use permit for the Project will be deemed complete and accepted for review under permit application number 2010-186 once payment of the plan check fee is received and processed by permit counter staff.

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NEXT STEPS FOR PERMIT REVIEW PROCESS

The following information provides necessary next steps in the permit review process:

1. PAY PLAN CHECK FEE

Total plan check fee due is \$3,194.58. *Please note that your application is not complete without payment.*

FEE PAYMENT INSTRUCTIONS

Due to the COVID-19 outbreak our offices are currently closed to the public. Payments are now accepted via Electronic Funds Transfer at the City's Payment Portal. This is the only payment option currently available online. Payment may also be made by check via US Mail. Fees are processed weekly on Friday based on staff availability. When Friday is a holiday, fees are typically processed the next business day.

1. To access the portal click the following link: [Payment Portal](#)
2. Select "Building Related Fees"
3. Enter your contact information, permit number, and the payment amount
 - a. Your permit number: 2010-186
 - b. Your payment amount: \$3,194.58
4. Follow the prompts to make the payment using your bank routing information

2. PERMIT FEES

Additional permit and inspection fees will be assessed at the end of the plan review process. The City will send an itemized list of these permits and corresponding fees, which must be paid prior to permit issuance.

3. CONTRACTOR VERIFICATION

Note that prior to the start of construction, you will need to provide your general contractor's information. We will need to verify proper licenses with the state and an active [City of Mercer Island Business License](#).

4. PLAN REVIEW TIMELINE

The plan review timeline was discussed in the preapplication meeting held on October 13, 2020. The review timeline is part of the Settlement Agreement between the City and Sound Transit for the East Link Project. Once the plan check fee is received and processed, plan reviewers will commence their reviews.

Under the Settlement Agreement the City will have ten days to perform plan reviews and issue a decision on the Project permits. During the preapplication meeting, it was agreed that if additional information is subsequently requested after this letter, the ten-day period will be tolled until that information is received. Given the interdependence of the Project permits, the City will simultaneously review the ROW use permit and its ancillary permits.

Please let us know if you have any questions.

Patrick Yamashita, PE- working remotely

City Engineer

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