



15728 Main Street, Mill Creek, WA 98012

Administration 425-745-1891

Police 425-745-6175

All Other Departments 425-551-7254

## Exhibit 17

August 19, 2019

*Transmitted by Email*

Phillip Kitzes  
Taylor Development  
15 Lake Bellevue Drive #102  
Bellevue, Washington 98005

SUBJECT: DETERMINATION OF COMPLETE APPLICATION – CRESTVIEW II,  
PL2019-0011

Dear Mr. Kitzes:

This letter is to update you on the status of the Preliminary Plat application for Crestview II. Based on our review of the materials submitted on August 5, 2019, 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 Public Works and Development Services Department 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. Your signs are available for pick-up at the front counter at the City Hall North (15720 Main Street). The signs will need to be installed no later than August 26, 2019. Please install a two-sided sign on the property frontage along 132<sup>nd</sup> Street SE 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 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 consultant services to review the drainage report, and clearing and grading plans, 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) 921-5717 should you have any questions regarding the review process.

Sincerely,



Sherrie Ringstad  
Associate Planner

Enclosure: Posting Requirements

Copies distributed via email to:  
Public Works and Development Services Manager