



December 5, 2018

Sound Transit
Attn: Jonathan Childers
401 South Jackson Street
Seattle, WA 98104
jonathan.childers@soundtransit.org

**Subject: Sound Transit Lynnwood Light Rail Extension (LLE)
Conditional Use, Site Development Plan, and Reasonable Use Exception
Applications (File Nos. PCU-18-0001, PSD-18-0001, and PSE-18-0005)**

Public Open House Materials

Dear Mr. Childers,

The Sound Transit Lynnwood Light Rail Extension (LLE) is a Type A essential public facility pursuant to MTMC 18.15.020(I). As a Type A essential public facility, the LLE is subject to supplemental public notification in the form of additional public notice signs consistent with the requirements in MTMC 18.25. Information about the required notice signs and locations was previously sent to Sound Transit. See page 4 of this letter for this information, provided again for your reference.

Also, as previously discussed, the City is planning to host a public open house on **January 23, 2019 at 6:00pm at the Mountlake Terrace Senior Center**. In the spirit of partnership, Sound Transit previously offered to support the City by providing materials for the public open house. The City would like to review draft meeting materials prepared by Sound Transit, so these need to be submitted to the City for review and approval no later than close of business **January 4, 2019**. If Sound Transit is unable to meet this timeline then the City will contract these efforts and utilize the funds deposited for this project.

The following display materials are required for the public open house.

1. GUIDEWAY-RELATED MATERIALS:
 - a. Overview. Please provide a guideway overview map that can be clip onto multiple boards taped together (or one long board). The guideway overview map can be the same as previously provided with the application submittal materials (large scale roll out map) and shall include the following features:
 - i. Title, legend, scale, and north arrow;
 - ii. City limits;
 - iii. Sites A through M outlined and clearly labeled;

- iv. Labels for freeways, highways, and arterial streets at a legible size;
 - v. Community landmarks or orienting features such as parks, schools, churches, City Hall, and/or similar;
 - vi. Proposed LLE alignment with guideway graphically depicted.
- b. Elevations. Please provide typical elevations of at-grade and elevated guideway profiles on one board. It may be that Sound Transit already has these materials from the previous public meetings and these could be repurposed for this open house, as long as the materials accurately show the current proposed design features.
2. SITE-SPECIFIC MATERIALS (except station):
Site-specific information shall be presented on up to two boards (one board preferred where possible) for each site A through M (except the station). Refer to the attached mock-up for guidance on layout.
- a. Site plan. Please provide a site plan including the following features:
 - i. Title, legend, scale, and north arrow. Where legibility is not negatively impacted, site plans should be drawn to a measurable scale;
 - ii. Entire site boundary and approximately 100 feet of the surrounding vicinity for context;
 - iii. City limits, if applicable;
 - iv. Labels for freeways, highways, arterial streets, and collector streets at a legible size;
 - v. Community landmarks or orienting features such as parks, schools, churches, City Hall, and/or similar;
 - vi. Proposed improvements, including guideway and permanently-installed structures, graphically depicted.
 - b. Architectural elevations. Please provide at least one architectural elevation or rendering for any buildings or other permanent structures. Elevations and/or renderings should represent the view from adjacent/neighboring properties and show any proposed landscape screening and how it would look at the time of planting. If Sound Transit has photographs of other permanent facility buildings and how these look when built, including with any landscape screening in place, these photographs can be used on the display board(s).
 - c. Fencing and wall details. Please provide standard details, drawings, or photos for fencing, walls, and similar permanent structures that would be visible to adjacent/neighboring properties from each site.
 - d. Temporary use. For sites with one or more temporary uses during construction, please provide a description of each temporary use, including anticipated activities on the display and use notes and leader lines to indicate where uses would happen (construction staging, storage, parking, etc.)

Note: an alternative approach to items b. and c. above would be to include a separate board showing these features for all sites and then key these features to each site plan. If the public is viewing a specific site plan, that site plan shall indicate where these features would be and label them with numbers keyed to the separate display board showing the designs and/or photos of these elements.

3. STATION-SPECIFIC MATERIALS:

Station-specific information shall be presented and should be as detailed as possible and should reflect the most current design negotiated with the City of Mountlake Terrace. It may be that materials from previous public meetings could be repurposed for this open house, as long as the materials accurately show the current proposed design features.

- a. Site plan. Please provide a site plan including the following features:
 - i. Title, legend, scale, and north arrow. Where legibility is not negatively impacted, site plans should be drawn to a measurable scale;
 - ii. Entire site boundary and approximately 100 feet of the surrounding vicinity for context;
 - iii. Labels for freeways, highways, arterial streets, and collector streets at a legible size;
 - iv. Community landmarks or orienting features as applicable;
 - v. Proposed station, including guideway and permanently-installed structures, graphically depicted.

- b. Elevations. Please provide elevations and/or renderings (renderings preferred) from at least two perspectives.

- c. Art. Please provide at least one sketch or rendering (rendering preferred) of the proposed station artwork.

- d. Architectural details. Please provide architectural details for fencing, walls, and similar permanent structures.

4. CITY-PROVIDED MATERIALS:

The City of Mountlake Terrace will provide the following materials for the public open house. No action is required by Sound Transit on these items.

- a. Process and calendar. The City will provide on up to two boards a graphic depiction of the permitting process and estimated schedule for the conditional use permit, site development plan, and reasonable use exception.

- b. The City will also provide sign-in sheets, comment forms, recording devices, and similar materials for collecting public comments.

- c. The City will provide easels for displaying the materials at the meeting.

5. OTHER MATERIALS:

Should Sound Transit want to provide additional information or materials for presentation at the public open house, please provide a description of the purpose, content, and number of boards.

The display sheets and foam core boards shall generally be a minimum size of 30 inches by 40 inches in dimension and may be oriented in landscape or portrait, with the exception of the large-scale key map, which is a roll out map and may require either a longer board or multiple boards taped together. The display sheets need not be mounted to the foam core boards; they can be clipped to the boards.

Displays should generally follow the mock-up attached to this letter. The mock-up is intended to provide guidance, and deviations from the mock-up are acceptable provided the information is presented in a clear and legible manner easily understandable (or explainable) to the public.

PUBLIC NOTICE SIGNS

In addition to the above-described open house materials, the City is requesting that the supplemental notification signs required pursuant to MTMC 18.25 be installed at least two weeks *prior to the public open house*. The public notice boards should be designed to comply with MTMC 18.25, except for the following modifications:

A. PLACEMENT OF SIGNS:

MTMC 18.25.040 requires signs to be installed every 300 feet along each public street frontage. Given the size and nature of the LLE, the City will modify this to require supplemental public notice boards to be installed at the locations shown on the attached supplemental public notice board location map. Signs are still required to be located outside the sight distance triangle and clearly visible from the street.

B. CONTENT OF NOTICE:

Pursuant to MTMC 18.25.050(I), the supplemental public notice boards near each specific site shall include a laminated, weatherproof copy of the site plan prepared for the public meeting described above and shall include a guideway overview map that identifies the location of the sign. Refer to the attached supplemental public notice board mock-up for guidance.

Please be aware that this request does not have any bearing on the completeness or consistency review, and this request does not preclude the City from requesting additional information during review of application materials. Sound Transit submitted additional information on December 5, 2018 for completeness review, and the City has 14 days by statute to review and determine completeness of the application. As indicated in our intake meeting, we will make every effort to finish this completeness review as soon as possible.

Please provide electronic PDF files of displays by close of business on January 4, 2019 for City review. The City will provide comments on the displays by January 11, 2019, and then final full size plots of the displays will need to be provided two days prior to the open house date of

January 23, 2019 for a final check over prior to display at the open house. The dates provided above are extremely important to be met in order to facilitate the timely review of your land use entitlements. Please also submit one flash drive containing a complete PDF set of all boards produced. Materials can be submitted to Mountlake Terrace City Hall, Attn: Community and Economic Development Department, 6100 219th Street SW, Mountlake Terrace, WA 98043. If you have any questions or would like us to proceed in contracting with an outside source for these materials, please feel free to contact me at cosborn@ci.mlt.wa.us or 425.744.6281.

Sincerely,



Christy Osborn
Community and Economic Development Director

cc via e-mail: Edith Duttlinger, eduttlinger@ci.mlt.wa.us
Amber Norton, anorton@ci.mlt.wa.us
Stephen Clifton, Deputy City Manager, sclifton@ci.mlt.wa.us
Mandi Roberts, mandi.roberts@otak.com
Cristina Haworth, cristina.haworth@otak.com
Chad Oxford, coxford@ci.mlt.wa.us, chad.oxford@otak.com

Attachments: Graphic displays mock-up sheet
Supplemental public notice board location map
Supplemental public notice board mock-up