

## **On-going City Permitting and Design Review Coordination**

In the continuing process of permitting coordination with the City, we will meet with the City to review a set of written permitting/design review procedures to be provided by the City at our request.

### SDOT/WSDOT Meeting Agenda and Follow-up

At that 9/27 meeting Environmental staff will:

- a. convey WSDOT's concerns and process requests that were discussed last Friday(see below) if they are not already addressed by the City's materials;
  - b. confirm any code amendments the City staff are undertaking to facilitate permitting and the proposed schedule for submitting those amendments to Council;
  - c. ask for City commitment to provide draft copies of any proposed code amendment text and establish a date;
  - d. discuss how and where regular project coordination meetings to discuss general as well as specific project issues will occur, how the outcome of these meetings will be documented, and whether these regular meetings will take the place of requisite pre-submittal meetings.
  - e. document any areas of disagreement between SDOT and WSDOT (areas where the proposed SDOT process does not incorporate WSDOT's requests and that may need additional discussion);
  - f. confirm names and roles of reviewers for the Lenora to BST project and confirm to the City that 30% design plans are scheduled to come to them for review on 9/28. Also confirm whether they want us to send direct transmittals to each reviewer or if they prefer to distribute internally from one point; and
  - g. request a pre-application meeting with the City for the Lenora to BST project.
2. After the meeting, staff will bring areas of process disagreement back to Program Management for discussion on how they prefer to proceed in resolving the issues and at what level. Staff will confirm assignment of responsible parties to follow up on specific issues as needed and a target schedule for resolution.

### Specific Process Issues to Discuss with City

1. We will discuss with the City that we consider 90% design information to be our application stage and that 30% and 60% design information does not constitute our application. We will confirm for the city our intent to provide full and adequate permit submittal information at 90% design including materials over and above what is contained in plans and specs (i.e. Phase II site assessments, anticipated dewatering volumes, etc.).
2. We will confirm for the city that the PMAC (Rudy) will be the one submitting plans and specs for City review.
3. At each design phase, we will ask that City reviewers agree to respond only on level of design as appropriate. We will confirm that the City's intent in reviewing

early design is to help identify for WSDOT the critical issues for permitting. We will also ask the City to confirm at what point in the review process each of the individual reviewers will want to see the plans and specs (e.g. whether street use permit staff will want to see plans and specs before at least 60% design).

4. We will ask if the City facilitator can agree not to forward comments to us that are not substantive. We will ask for agreement and understanding that WSDOT takes responsibility to develop plans and specs that we believe contractors can understand and that City comments on format and minor re-wording of notes and specs is not necessary and that comments should be based on regulatory requirements as opposed to preference.
5. We will confirm our understanding that the City intends to make sure that comments are consolidated, that duplicates are removed, and that comments are consistent with the City's jurisdictional authority before they are transmitted back to us. We will discuss why this is important from our perspective.
6. The project will provide responses to comments on our application submittal (90% design materials) that detail exactly where and how comments will be addressed in plans and specs, but will not be able to provide this level of response prior to 90% design review.
7. We will reiterate to the City that there is a short timeline between 90% and 100% and that we need a creative way to have the City approve the plans and issue a permit prior to the 100% plan completion. This discussion will include the potential for the City to issue a draft permit or share draft conditions with us that we could get into a design contract prior to 90% design. 100% plans and specs will be provided to the City when available so that the City can confirm that their comments were incorporated appropriately and we will ask that the number of copies we submit be more limited than the full review set.
8. The project schedule will allow a previously agreed-upon amount of time for the City to respond on their review of the applications (90% materials). Our request is that the City review the application (90% design materials) and provide comments back to us no later than three weeks after the submittal.
9. Ask if it would be of assistance for WSDOT to host a meeting for City staff to go through the 90% plans and specs. This would be a page turner for all of their reviewers and could help focus comments.
10. At 100% design we will invite key City staff to the WSDOT round table meeting that is held prior to finalizing plans so that they are aware of and involved in the design completion process. We will repeat a previous discussion with the City on the fact that the proof copy set that is produced by WSDOT for contracting purposes (100% design) is only routed to a few key state staff for review as to form and not subject to further change. This review is completed within 3 days and then the set is sent to HQ for ad.
11. We will confirm our understanding of when in the City's design review continuum the City will target issuance of a street use permit (after 90% design and prior to 100% design).

### Specific Internal Program Coordination Needs

1. PPT staff will be speaking to Rudy Lemus about transmittal procedures to make sure permitting is in the loop and that the AWV Program Environmental Manager (EM) is listed as the responsible party. We will work with Rudy to customize the Program's transmittal letter for city design and permitting review to be specific about what is in 30/60/90 submittals as well as the requested scope of review by City staff. We will work with Rudy to make sure that the documents are delivered to the correct people at the City and that the internal Program routing is clear when comments are received (i.e. they go to the EM and Design team simultaneously). We will also work with Rudy to confirm a process whereby we make sure that we get confirmation that the City received the transmittal.
2. PPT staff will be reviewing City comments and all responses prior to returning responses to the City. Responses will go back to the City via the EM. PPT staff will be working directly with design staff as they are developing responses, and will provide a final review prior to returning to the City. Adequate time needs to be allowed for this final review effort in the project schedules (anticipate three business days). The PPT will help ensure that the responses provide adequate feedback to satisfy City permitting requirements including addressing City regulatory issues as needed.
3. PPT staff will continue to work internally to ensure that our permit application submittals include all materials over and above the information contained in the design plans and specs needed for City review. Clarifying with the City when the actual application will be submitted (90% design) will be the key to success.