



City of Medical Lake
124 S Lefevre Street
PO Box 369
Medical Lake, WA 99022-0369
509-565-5000

November 18, 2024

Tom Stirling
SynTier Engineering, Inc.
405 SE Brelsford Dr., Suite C
Pullman, WA 99163

RE: Letter of Incompleteness for application LU 2024-025 PP PU CA, Ring Lake Estates

Dear Mr. Stirling,

You submitted an application for Ring Lake Estates on October 22, 2024. The submittal included the correct fee, 6 paper copies of a preliminary plat, an electronic copy of a wetland delineation report, and an electronic copy of a phasing plan.

This letter is to inform you that application LU 2024-025 (Preliminary Plat, Planned Unit Development, and Critical Area Permit) has been deemed incomplete. To complete the application, please submit two paper copies and an electronic copy the following:

Application form:

1. The Land Use Review Application form that was emailed to you on 10/22/2024.

SEPA:

2. A completed SEPA checklist. The checklist can be found on the Department of Ecology website at <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance>.

Preliminary Plat:

1. A written description of the proposal, including the phasing plan;
2. Two paper copies of the phasing plan.
3. An electronic copy of the preliminary plat;
4. A trip generation letter; and
5. A written response to the approval criteria of MLMC Section 15.12.100 – Factors to be Considered; (the criteria was included in an email sent to you on 10/22/24)

Planned Unit Development:

1. A list of the standards that you are asking to be altered for this application.
2. A written response to the approval criteria of MLMC 17.34.040 – Conditions and Standards; (the criteria was included in an email sent to you on 10/22/24)

Critical Area Review:

1. A description and calculations of the requested wetland buffer averaging.
2. A mitigation plan that includes detailed construction plans.
3. A written response to the approval criteria of MLMC Section 17.10.060 – Approval Criteria; (the criteria was included in an email sent to you on 10/22/24)

You have sixty (60) days to submit the needed information. If no information is submitted by January 17, 2025, this application will be considered abandoned.

If you have any questions about the above requirements, please contact me at 509-565-5019 or erodriguez@medical-lake.org.

Sincerely,



Elisa Rodriguez
City Planner