

From: [Courtney Flora](#)
To: [Jen Haugen](#); [Brad Machat](#); [Will Penner](#); [Amy Rusko](#); [Jeremy Febus](#); [Chris Kelly](#); [Ron Metzker](#)
Cc: [Emily Romanenko](#)
Subject: RE: PLN 1263 & PLN 1264 - Arlington Garden Apartments - Resubmittal
Date: Tuesday, August 26, 2025 4:25:34 PM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

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Thanks, Jen. We appreciate this clarification. To confirm— Quarterra is waiving the 170-day review period required by AMC 20.16.270(b)(5), allowing you to issue 1st review comments on the resubmittal.

We look forward to reviewing those comments and working with you to move this project forward as soon as possible.

Courtney Flora
Partner
Direct line: 206.812.3376
Cell: 206.788.7729
Email: cflora@mhseattle.com

From: Jen Haugen <jhaugen@arlingtonwa.gov>
Sent: Tuesday, August 26, 2025 4:14 PM
To: Courtney Flora <cflora@mhseattle.com>; Brad Machat <Brad.Machat@quarterra.com>; Will Penner <Will.Penner@quarterra.com>; Amy Rusko <arusko@arlingtonwa.gov>; Jeremy Febus <Jeremy.Febus@kpf.com>; Chris Kelly <ckelly@lpas.com>; Ron Metzker <rmetzker@lpas.com>
Cc: Emily Romanenko <eromanenko@arlingtonwa.gov>
Subject: RE: PLN 1263 & PLN 1264 - Arlington Garden Apartments - Resubmittal

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Hi Courtney,

Nice to meet you and thank you for your quick response. Happy to clarify. If we did not receive direction by end of day, I would have proceeded to send out 3rd review comments which would require us to issue a decision with the next submittal pursuant to AMC 20.16.270(e)(6).

While agree this isn't a "new" submittal, the design has changed enough to treat it as such. We

are trying to get creative to help Quarterra achieve an approvable BSP and CUP application. With the timeline clock and seeing there was a disconnect, this was the only way we could think of to avoid being forced to issuing a denial if the resubmittal did not come back hitting all the marks. I know this has been a long road, so we are trying to work with you to get both the BSP and CUP through.

By treating the resubmittal as a “new” submittal (only in the sense that it would be your first review on the items received on June 24, 2025, instead of your 3rd review comments,) we would continue to process the application as expeditiously as possible. This would just provide additional time to work with the applicant to get their resubmittal items in order prior to re-submitting. I want to reiterate there will be no new application or fees required with this option if chosen, it’s merely a technicality under 20.16.270(b) *The number of days an application is in review with the city shall be calculated from the day completeness is determined under RCW 36.70B.070 to the date a final decision is issued on the project permit application. The number of days shall be calculated by counting every calendar day and excluding the following time periods: (5) – “Any extension of time mutually agreed upon by the applicant and the city.”*

I did have a discussion with about Amy regarding previous meetings and agreements, so she did fill me in. My understanding is her cursory review was of the architectural plans only, so she did not focus on one application or another as it was not a resubmittal, and vertical mixed use was not part of that review.

While yes, conditioning the future development lot is an option for the CUP, our BSP code is clear. As it sits, lot 1 does not show adequate access, building envelopes, landscaped areas, parking, parking lot shading, etc., as required by 20.16.435. Additionally, the drainage report appears to only reflect pervious surface and drainage for the new hard surfaces must be accounted for within the existing drainage facility to continue to function as one site. We do not need new architectural plans for the BSP, as those are a required element of the CUP, but we do need access, parking areas, landscaped areas, building envelopes and for a maximum footprint to be included in the drainage so we know the system has capacity for that future commercial use. This may or may not trickle down to minor adjustments to the CUP due to access and parking, which is why I was concerned about the timeline.

I cannot issue a SEPA determination until the checklist has been updated with lot 1 figures, updating the total commercial square footage (assuming maximum buildout for lot 1), parking spaces, drainage, etc.

To be sure there is no misunderstanding, would you like me to issue 1st Review comments (as

a 3rd review) waiving the 170-day review period for the city (AMC 20.16.270(b)(5)), or would you like me to issue the 3rd Review comments knowing the city may have to recommend denial to the hearing examiner next resubmittal? If you move forward with the 1st review option, I would like to send those comments out tomorrow with a more complete package so I can get back to splitting out the review comments into separate forms for each application so they're a little more clear and less convoluted for what is required for each application. When I did not hear back I continued on processing as 3rd review on the same review form. It seems the cross between application items has been the biggest disconnect so I would like to be as transparent as possible.

Please let me know how you would like me to proceed.



Jen Haugen | Planning Manager

Community & Economic Development

18204 59th Ave NE, Arlington, WA 98223

Phone: 360-403-3552 | Email: jhaugen@arlingtonwa.gov

Website: www.arlingtonwa.gov



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From: Courtney Flora <cflora@mhseattle.com>

Sent: Tuesday, August 26, 2025 2:22 PM

To: Jen Haugen <jhaugen@arlingtonwa.gov>; Brad Machat <Brad.Machat@quarterra.com>; Will Penner <Will.Penner@quarterra.com>; Amy Rusko <arusko@arlingtonwa.gov>; Jeremy Febus <Jeremy.Febus@kpff.com>; Chris Kelly <ckelly@lpas.com>; Ron Metzker <rmetzker@lpas.com>

Cc: Emily Romanenko <eromanenko@arlingtonwa.gov>

Subject: RE: PLN 1263 & PLN 1264 - Arlington Garden Apartments - Resubmittal

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Hi Jen— I'm the land use attorney on the project, and I have a clarifying question: if you're issuing comments by end of day, will they be treated as first review comments (requiring Quarterra's waiver of the 170-day review period), or will they be 3rd round comments? It's ok to call them first round if the alternative is a recommendation of denial to the Hearing Examiner, but we don't agree that anything in the resubmittal is "new"—it was all developed in direct response to City and public comment, and it was discussed extensively with Marc and Amy.

We thought we were fully aligned with staff regarding Lot 1. Amy agreed to a cursory review of the package before submittal (which we appreciated), and her attached comments reflected the

direction we understood to show Lot 1 as a separate lot, with the specific building envelope contingent on a future user or developer designing and entitling that lot. We understand that BSP lots are required to function collectively as one lot per AMC 20.16.435, but that can be assured via BSP conditions— it's premature to design a hypothetical spec building now. Also please note that Lot 1 is the result of the City roadway alignment coordination and requirements from Marc.

Our team will respond as quickly as possible to the next round of comments, and we would like to meet when Amy returns. The schedule has now become a critical concern, and we'd like to establish SEPA and staff report issuance targets with you so that this project remains viable.

Thanks, and please reach out if it would help to discuss any of this.

Courtney Flora
Partner
Direct line: 206.812.3376
Cell: 206.788.7729
Email: cflora@mhseattle.com

From: Jen Haugen <jhaugen@arlingtonwa.gov>
Sent: Tuesday, August 26, 2025 12:56 PM
To: Brad Machat <Brad.Machat@quarterra.com>; Will Penner <Will.Penner@quarterra.com>; Amy Rusko <arusko@arlingtonwa.gov>; Courtney Flora <cflora@mhseattle.com>; Jeremy Febus <Jeremy.Febus@kpff.com>; Chris Kelly <ckelly@lpas.com>; Ron Metzker <rmetzker@lpas.com>
Subject: RE: PLN 1263 & PLN 1264 - Arlington Garden Apartments - Resubmittal

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Brad.

Amy is on vacation this week and out of the office at a Directors Conference all of next. Happy to setup a meeting upon her return, but comments will be issued by the end of day as we need to stop the review clock. I cannot send out draft comments, but I can tell you lot 1, despite being reserved for future development, still must demonstrate feasibility for highest and best use showing the collective lots continue to function as one site with respect to but not limited to, lot access, interior circulation, open space, landscaping, drainage facilities, facility maintenance and parking pursuant to AMC 20.16.435.

The Binding Site Plan shall identify the areas and locations of all streets, roads, improvements, utilities, open spaces, sensitive areas, parking areas, landscaped areas, surveyed topography, water bodies, drainage features and building envelopes.

As it sits, lot 1 does not show adequate access, building envelopes, landscaped areas, parking, parking lot shading, etc. Additionally, the drainage report appears to only reflect pervious surface and drainage for the new hard surfaces must be accounted for within the existing drainage facility to continue to function as one site.

The Binding Site Plan is a recordable package, requiring all elements on the Land Division Site Plan Checklist to be shown for recording. While some items are similar to that of the Conditional Use Permit, the Binding Site Plan shall be one set of documents ready to record.



Jen Haugen | Planning Manager

Community & Economic Development

18204 59th Ave NE, Arlington, WA 98223

Phone: 360-403-3552 | Email: jhaugen@arlingtonwa.gov

Website: www.arlingtonwa.gov

From: Brad Machat <Brad.Machat@quarterra.com>

Sent: Monday, August 25, 2025 5:19 PM

To: Jen Haugen <jhaugen@arlingtonwa.gov>; Will Penner <Will.Penner@quarterra.com>; Amy Rusko <arusko@arlingtonwa.gov>; Courtney Flora <cflora@mhseattle.com>; Jeremy Febus <Jeremy.Febus@kpff.com>; Chris Kelly <ckelly@lpas.com>; Ron Metzker <rmetzker@lpas.com>

Subject: Re: PLN 1263 & PLN 1264 - Arlington Garden Apartments - Resubmittal

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Adding in additional members of the project team. Two questions:

1. Can you please send us unofficial versions of your comments? Would like to understand what all is outstanding.
2. When are you and Amy free to discuss? We would like to discuss options and next steps her ASAP.

From: Jen Haugen <jhaugen@arlingtonwa.gov>

Sent: Tuesday, August 26, 2025 1:02:03 AM

To: Will Penner <Will.Penner@quarterra.com>; Brad Machat <Brad.Machat@quarterra.com>; Amy Rusko <arusko@arlingtonwa.gov>

Subject: RE: PLN 1263 & PLN 1264 - Arlington Garden Apartments - Resubmittal

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Will,

I did have some time to meet with Amy, and I think I see where some of the disconnect is coming from. Submittal items for the BSP are separate than what is required for the CUP. While the applications can be reviewed concurrently, it appears the information within your submittal materials is getting crossed between applications, so it took a while to untangle. I'm currently working on splitting those review comments out to separate letters in hopes it will provide clarity for what is required for each application. I want to simplify this as much as possible for your next resubmittal, so you have a clear direction for both PLN#1263 & PLN#1264.

The city required additional time to review your current resubmittal for the Arlington Garden Apartments that was submitted on June 24, 2025, due to multiple reasons.

1. The resubmittal included updates to the wetland buffer on the south property line which changed the layout of the buildings, access drives, parking, and landscaping.
2. The resubmittal included three mixed use buildings along the north property line, which changed the use, layout, commercial square footage, residential units within the buildings, access drives, parking, and landscaping.
3. The resubmittal of the Binding Site Plan had many new required elements that were not shown on previous submittals.

This was not just a resubmittal of the existing project, as there were many new elements that had not been previously reviewed by city staff. Therefore, the city would like to treat the resubmittal as a "new" submittal in the sense that it would be your first review on the items received on June 24, 2025, instead of your 3rd review comments. There will be no new application or fees required with this option.

If you were to agree to this, we would like to have an official statement of agreement that you waive the 170-day review period for the city (AMC 20.16.270(b)(5)). This would enable us to continue with additional rounds of resubmittals on the project without having to deny the project due to AMC 20.16.270(e)(6). If the city were to issue the 3rd Review Comments on the

project, we would then be forced to either provide an approval or denial recommendation and set up a public hearing with the hearing examiner, when we receive your next resubmittal. This permit is not processed administratively so we would need to have the approval or denial be heard with the hearing examiner. At this time, I would suspect we would be recommending denial because we are requesting additional information prior to re-issuing the SEPA MDNS Decision, along with the other comments we have prepared.

Please let us know how you would like to continue. We will either issue the 3rd Review Comments as 1st Review Comments on the resubmittal, along with a timeline extension or will issued the 3rd Review Comments and wait for your resubmittal to see if all aspects have been taken care of prior to recommending approval or denial.



Jen Haugen | Planning Manager

Community & Economic Development

18204 59th Ave NE, Arlington, WA 98223

Phone: 360-403-3552 | Email: jhaugen@arlingtonwa.gov

Website: www.arlingtonwa.gov

From: Will Penner <Will.Penner@quarterra.com>

Sent: Monday, August 25, 2025 11:42 AM

To: Jen Haugen <jhaugen@arlingtonwa.gov>; Brad Machat <Brad.Machat@quarterra.com>; Amy Rusko <arusko@arlingtonwa.gov>

Subject: RE: PLN 1263 & PLN 1264 - Arlington Garden Apartments - Resubmittal

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Hi Jen,

Hope you had a good weekend.

Just wanted to circle back on your email from below. Were you able to connect with Amy last week? Looking to confirm when we should expect to see official response/comments.

Thanks,

Will Penner

Development Associate, PNW

M: 425.999.0311



From: Jen Haugen <jhaugen@arlingtonwa.gov>
Sent: Thursday, August 14, 2025 5:27 PM
To: Brad Machat <Brad.Machat@quarterra.com>; Amy Rusko <arusko@arlingtonwa.gov>
Cc: Will Penner <Will.Penner@quarterra.com>
Subject: RE: PLN 1263 & PLN 1264 - Arlington Garden Apartments - Resubmittal

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Brad,

I am working my way through the review comments, taking over mid review with such a big project requires a little more time than starting from the beginning to familiarize myself with the history, so I appreciate your patience. I will touch base with Amy on Wednesday when I am back in the office and she's back from vacation to be sure I didn't miss anything discussed during previous meetings so we can get these turned around expeditiously.

Amy is on vacation this week and I am out of the office until Wednesday, but I will regroup with her then. I'm close to being able to issue these, I would just like to be sure there's not anything I'm missing from previous discussions prior to doing so.



Jen Haugen | Planning Manager
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18204 59th Ave NE, Arlington, WA 98223
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Website: www.arlingtonwa.gov

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From: Brad Machat <Brad.Machat@quarterra.com>
Sent: Tuesday, August 12, 2025 9:01 AM
To: Jen Haugen <jhaugen@arlingtonwa.gov>; Amy Rusko <arusko@arlingtonwa.gov>
Cc: Will Penner <Will.Penner@quarterra.com>
Subject: RE: PLN 1263 & PLN 1264 - Arlington Garden Apartments - Resubmittal

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Hi Jen – checking in on this.

In terms of the BSP comment below, our engineers are not clear what you are asking for. Can you provide a bit more detail/direction/clarity so they can start preparing?

Thanks,
Brad

Brad Machat
Senior Director, Pacific Northwest
207.730.2862 Mobile



1325 4th Ave, Suite 1300 | Seattle, WA 98101
Quarterra.com

From: Jen Haugen <jhaugen@arlingtonwa.gov>

Sent: Tuesday, August 5, 2025 4:56 PM

To: Brad Machat <Brad.Machat@quarterra.com>; Amy Rusko <arusko@arlingtonwa.gov>

Cc: Will Penner <Will.Penner@quarterra.com>

Subject: RE: PLN 1263 & PLN 1264 - Arlington Garden Apartments - Resubmittal

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Hi, Brad.

I apologize for the delay; I'm working my way through the review and it's taking a little longer than expected since the project is new on my end, and I've been training a new planner. I can tell you there will be additional comments heading your way. I'm about halfway through and my goal is to have these to you by Friday. I can tell you off the bat we will need to condense the BSP & all requirements from the application checklist/submittal requirements into one set for recording, so splitting the elements from Architectural, to Civil, to BSP as shown can't be accepted. This might get you a jumpstart while waiting for the remaining comments.



Jen Haugen | Planning Manager
Community & Economic Development
18204 59th Ave NE, Arlington, WA 98223
Phone: 360-403-3552 | Email: jhaugen@arlingtonwa.gov
Website: www.arlingtonwa.gov

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From: Brad Machat <Brad.Machat@quarterra.com>
Sent: Tuesday, August 5, 2025 8:47 AM
To: Jen Haugen <jhaugen@arlingtonwa.gov>; Amy Rusko <arusko@arlingtonwa.gov>
Cc: Will Penner <Will.Penner@quarterra.com>
Subject: RE: PLN 1263 & PLN 1264 - Arlington Garden Apartments - Resubmittal

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Jen – Following up here on city review and next steps. Can you please inform so we can plan on next steps with the design team? Mostly looking for input on the below dates:

- CUP permit comments?
- SEPA issued?
- Hearing examiner schedule?

Thanks,
Brad

Brad Machat
Senior Vice President, Development
207.730.2862 Mobile



1325 4th Ave, Suite 1300 | Seattle, WA 98101
Quarterra.com

From: Jen Haugen <jhaugen@arlingtonwa.gov>
Sent: Tuesday, July 22, 2025 4:53 PM
To: Brad Machat <Brad.Machat@quarterra.com>; Amy Rusko <arusko@arlingtonwa.gov>
Cc: Will Penner <Will.Penner@quarterra.com>
Subject: RE: PLN 1263 & PLN 1264 - Arlington Garden Apartments - Resubmittal

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Good to meet you as well, Brad.

I will let you know if I need anything upon completion of my review.



Jen Haugen | Planning Manager

Community & Economic Development

18204 59th Ave NE, Arlington, WA 98223

Phone: 360-403-3552 | Email: jhaugen@arlingtonwa.gov

Website: www.arlingtonwa.gov



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From: Brad Machat <Brad.Machat@quarterra.com>

Sent: Monday, July 21, 2025 3:29 PM

To: Amy Rusko <arusko@arlingtonwa.gov>

Cc: Will Penner <Will.Penner@quarterra.com>; Jen Haugen <jhaugen@arlingtonwa.gov>

Subject: RE: PLN 1263 & PLN 1264 - Arlington Garden Apartments - Resubmittal

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Got it, thanks Amy! Appreciate the update. Good to meet you Jen.

Let us know if you need anything.

Regards,

Brad

Brad Machat

Senior Vice President, Development

207.730.2862 Mobile



1325 4th Ave, Suite 1300 | Seattle, WA 98101

Quarterra.com

From: Amy Rusko <arusko@arlingtonwa.gov>
Sent: Monday, July 21, 2025 3:11 PM
To: Brad Machat <Brad.Machat@quarterra.com>
Cc: Will Penner <Will.Penner@quarterra.com>; Jen Haugen <jhaugen@arlingtonwa.gov>
Subject: RE: PLN 1263 & PLN 1264 - Arlington Garden Apartments - Resubmittal

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Brad,

We will be finishing up the review this week. I apologize for the delay but we had internal changes within our office. The review comments will be coming from Jen Haugen, Planning Manager. The project will be transitioning to her to finish out. Thank you!

Sincerely,
Amy Rusko



Amy Rusko, AICP, CNU-A
Community & Economic Development Director
18204 59th Ave NE, Arlington, WA 98223
O: 360-403-3550
arusko@arlingtonwa.gov | www.arlingtonwa.gov

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From: Brad Machat <Brad.Machat@quarterra.com>
Sent: Monday, July 21, 2025 3:00 PM
To: Amy Rusko <arusko@arlingtonwa.gov>
Cc: Will Penner <Will.Penner@quarterra.com>
Subject: RE: PLN 1263 & PLN 1264 - Arlington Garden Apartments - Resubmittal

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Following up here Amy just looking to understand timeline/next steps. Appreciate the help,

Regards,
Brad

Brad Machat
Senior Vice President, Development
207.730.2862 Mobile



1325 4th Ave, Suite 1300 | Seattle, WA 98101
Quarterra.com

From: Brad Machat
Sent: Friday, July 11, 2025 12:52 PM
To: Amy Rusko <arusko@arlingtonwa.gov>
Cc: Will Penner <Will.Penner@quarterra.com>
Subject: FW: PLN 1263 & PLN 1264 - Arlington Garden Apartments - Resubmittal

Amy – just checking on your review here. Know you have only had it a few weeks, but hoping to get a sense of forward schedule/next steps so we can plan. Anything we need to discuss? Happy to set up a call as needed.

Much appreciated,
Brad

Brad Machat
Senior Vice President, Development
207.730.2862 Mobile



1325 4th Ave, Suite 1300 | Seattle, WA 98101
Quarterra.com

From: Michelle Freeman <michelle.freeman@kpff.com>
Sent: Tuesday, June 24, 2025 9:14 AM
To: ced@arlingtonwa.gov
Cc: Will Penner <Will.Penner@quarterra.com>; Brad Machat <Brad.Machat@quarterra.com>;
Jeremy Febus <jeremy.febus@kpff.com>; Meghan Martella <meghan.martella@kpff.com>
Subject: PLN 1263 & PLN 1264 - Arlington Garden Apartments - Resubmittal

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links.**

Good morning,

The Binding Site Plan and Condition Use Permit (PLN 1263 & PLN 1264) documents for Arlington Garden Apartments are provided in the link below.

[☐ CUP & BSP Submittal #3](#)

Please let me know if you have any issues with the link.

Thank you,
Michelle



Michelle Freeman, PE

Associate, Civil

☎ 206.622.5822 ☎ 206.926.0692

1601 Fifth Avenue, Suite 1600
Seattle, WA 98101