LWSD logo for letterhead_color.tifDr. Jon Holmen – Superintendent

L.E. Scarr Resource Center

16250 N.E. 74th Street

Redmond WA. 98073

Office: 425-936-1200 • Fax: 425-861-7765

November 17, 2021

Elizabeth Brooks

11202 NE 63rd Street

Kirkland WA 98033

206-931-3874

ElizabethBrooks39@yahoo.com

Dear Elizabeth Brooks,

This letter confirms that the District has received your request on November 3, 2021. Pursuant to RCW 42.56.040(1)(c) et seq., I acknowledge your request. This letter serves as the response required by the Public Records Act, RCW 42.56.520. Please note that COVID-19 has resulted in District closures and employee work restrictions, which have affected public records response dates and response date estimates. See Governor Inslee’s March 24, 2020 Proclamation 20-28. The District continues to process requests with the fullest service possible under the present public health circumstances. You are requesting the following:

*I would like a copy of any/all and most importantly the final survey used in regard to the new build of the International School located at 11133 NE 65th Street Kirkland WA 98033. I would like a copy of the survey, the final architectual drawings inclusive of the landscaping plans. I would also like to know the cost of said building as it relates to what the budget amount was and would like to know when the plans were submitted for permit to the city and when the permit was executed/signed off. I would like the plans which also include mechanical equipment (i.e. AC, vents/fans on the roof and height allowances as noted by the city. Lastly, I would also like the permit as it relates to the temporary tent in the east parking lot of the school- when the permit was submitted and when it was approved.*

At this time, the District estimates that it will be able to produce these documents by January 14, 2022.

Under the Public Disclosure Act, districts may not charge for locating documents or for inspection. The district will assess a fee of .15 cents per page for any copying. The District will email files to you and does not anticipate a fee.

If you have any questions or concerns, please contact me at 425-936-1110 or via e-mail at [meffertz@lwsd.org](mailto:meffertz@lwsd.org).

Sincerely,



Mason Effertz

Records Manager

Lake Washington School District