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# CITY OF MERCER ISLAND

## DEVELOPMENT SERVICES GROUP

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | [www.mercergov.org](http://www.mercergov.org)

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## WEEKLY BULLETIN

### FREQUENTLY ASKED QUESTIONS

#### 3. IF I OBJECT TO THE PROPOSED WORK, HOW CAN I COMMENT?

There are criteria in the MICC for which the application is reviewed. If the proposal meets the criteria required by City Code, the City must approve the permit. If the proposal does not meet the criteria, the applicant is notified and has the option to revise the proposed design. If you provide comments within the specified comment period, they will be forwarded to the appropriate reviewer, and you will become a party of record. Written comments can specifically address how the proposed work does not meet one or more of the criteria listed in the Applicable Development Regulations.

#### 2. WHAT ARE THE CRITERIA FOR APPROVAL OF A PERMIT?

The criteria for review of a permit are found within the Mercer Island City Code and are listed in the Applicable Development Regulations section of the bulletin. Here is a link to the [City Code](#). Please feel free to call or email the staff contact listed on the front of the notice, and we will be happy to discuss the review process in more detail.

#### 3. WILL THERE BE A PUBLIC HEARING ON THIS APPLICATION?

Public Hearings are only required for Discretionary Actions. For a list of Discretionary Actions, please refer to MICC 19.15.010(E). The public bulletin for each project will state under the Public Hearing section if a hearing is required.

#### 4. WHO CAN I CONTACT TO GET MORE INFORMATION?

The contact information for the planner assigned to each specific project is listed on the bottom of the first page of each notice. You can call or email the planner assigned to the project using the provided contact information. You can also call the "Planner helpline" for zoning related questions at 206-275-7729. Additional resources available on-line include:

<http://www.mercergov.org/>: Staff directory, city regulations, and additional information about permits

<http://www.mybuildingpermit.com>: Follow the status of a specific permit by address or permit number

[Mercer Island Map Portal](#): A tool to search for site-specific information

## **5. I WANT TO ACCESS AND REVIEW SPECIFIC PROJECT DOCUMENTS.**

Please click on the associated link under “Project Documents” on each Public Notice to access the folder with the project documents associated with the application. The project documents available through this link contain most, but may not contain all the publicly available information for each project. For example, when a project is updated with a different project design, older designs may be removed from the public folder to avoid confusion. Each folder will be updated when there is a project revision.

## **6. I WANT TO LEARN MORE ABOUT SEPA.**

### **What is SEPA?**

SEPA is an acronym for the State Environmental Policy Act and is a review that is intended to act as a “safety net” in protecting the environment. Following SEPA review, the City must issue a determination of Significance, Non Significance, or a Mitigated Determination of Non Significance. Applicants for a SEPA review must complete a SEPA [checklist](#), and may need to prepare additional mitigation to avoid a “probable significant impact” to the environment.

### **When is a project SEPA exempt?**

The state Department of Ecology establishes categorical exemptions to SEPA review, which are generally described here: [WAC 197-11-800](#). For example, a shoreline dock may be SEPA exempt if the dock was legally established and normal maintenance and repair is proposed. However, SEPA is required if the dock will expand or if a new dock is being built.

### **Where can I find more information?**

Please check out the Washington State Department of Ecology SEPA [website](#) and the SEPA [handbook](#). Another useful page is the SEPA form templates found [here](#).

## **7. I APPRECIATE RECEIVING THESE NOTICES. HOW DO I AUTOMATICALLY GET A COPY OF ALL PUBLIC NOTICE OF APPLICATIONS AND DECISIONS?**

Simply send us an e-mail a request and we will email a link to any future notice of applications and decisions that are published in the city’s Weekly Permit Bulletin. Currently, the request can be sent to [lauren.anderson@mercergov.org](mailto:lauren.anderson@mercergov.org).

**NO BUILDING PERMIT NOTICE OF  
APPLICATION**

**LAND USE PERMIT NOTICE OF APPLICATION  
AND DECISION**

# PUBLIC NOTICE OF APPLICATION



**NOTICE IS HEREBY GIVEN** that the City of Mercer Island has received the application described below:

|  |   |
|--|---|
| <b>File Nos.:</b>                          | ADU18-003   |
| <b>Description of Request:</b>             | A request for an Accessory Dwelling Unit Permit to allow a 399 square foot attached accessory dwelling unit to be established within a newly constructed single family residence.   |
| <b>Applicant / Owner:</b>                  | Josh Thurman (Applicant) / Siting Chen and Xiaoliu Li (Owners)  |
| <b>Location of Property:</b>               | 4009 97 <sup>th</sup> Ave SE, Mercer Island, WA, 98040;<br>Identified by King County Assessor tax parcel number: 545900-0010  |
| <b>SEPA Compliance:</b>                    | This project is SEPA exempt per WAC 197-11-800(1)(b)(i).  |
| <b>Project Documents:</b>                  | Please follow this file path to access the associated documents for this project: <a href="https://mieplan.mercergov.org/public/ADU18-003/">https://mieplan.mercergov.org/public/ADU18-003/</a>   |
| <b>Written Comments:</b>                   | <p><b>This may be the only opportunity to comment on the impacts of the proposal.</b> Written comments on this proposal may be submitted to the City of Mercer Island either by email, in person, or by mail to the City of Mercer Island, 9611 SE 36th Street, Mercer Island, WA 98040-3732. Anyone may comment on the application, receive notice, and request a copy of the decision once made.</p> <p>Only those persons who submit written comments or participate at the public hearing (if a hearing is required) will be parties of record; and only parties of record will have the right to appeal.</p> |
| <b>Public Hearing and Public Meeting:</b>  | Pursuant to MICC 19.15.010(E) and MICC 19.15.020(F)(1), a public hearing is not required for this proposal.   |
| <b>Applicable Development Regulations:</b> | Applications for Accessory Dwelling Units are required to be processed as an Administrative Action pursuant to Mercer Island City Code (MICC) 19.15.010(E). Processing requirements for an Administrative Action are  |

further detailed in MICC 19.15.020. Accessory Dwelling Unit requirements are contained in MICC 19.02.030.

**Other Associated Permits:**

Building Permit 1709-128

**Environmental Documents:**

None

**Application Process Information:**

Date of Application: April 10, 2018  
Determined to Be Complete: May 8, 2018  
Bulletin Notice: May 14, 2018  
Date Mailed: May 14, 2018  
Date Posted on Site: May 14, 2018  
Comment Period Ends: 5:00PM on June 13, 2018

The project is available for review at the City of Mercer Island, Development Services Group, 9611 SE 36<sup>th</sup> Street, Mercer Island, Washington.

Project Contact:

Andrew Leon, Planner  
Development Services Group  
City of Mercer Island  
9611 SE 36th Street  
Mercer Island, WA 98040  
(206) 275-7720  
[andrew.leon@mercergov.org](mailto:andrew.leon@mercergov.org)

# PUBLIC NOTICE OF DECISION



**NOTICE IS HEREBY GIVEN** that approval has been granted for the application described below:

- File No.:** DSR18-005
- Description:** A request for design review for the installation of a new sign face to an existing sign cabinet for a retail tenant in a multi-tenant building in the Town Center.
- Applicant / Owner:** Jeff Clark of Northwest Sign and Design (on behalf of Island Treats) – Applicant / Ann Peterson – Owner
- Location of Property:** 7605 SE 27<sup>th</sup> St, Suite 106, Mercer Island, WA, 98040; Identified by King County Assessor tax parcel number 531510-1335
- SEPA Determination:** The proposal is categorically exempt from SEPA review per WAC 197-11-800(2)(c).
- Applicable Development Regulations:** Pursuant to MICC 19.15.010(E), an application for administrative design review is required to be processed as a Ministerial Action. Processing requirements for Ministerial Actions are further detailed in MICC 19.15.020. The project will be reviewed for consistency with the following sections of the Mercer Island City Code: MICC 19.11 – Town Center Development and Design Standards, MICC 19.15 - Administration, and MICC 19.16 - Definitions.
- Project Documents:** Please follow this file path to access the associated documents for this project: <https://mieplan.mercergov.org/public/DSR18-005/>
- Other Associated Permits:** Building Permit 1803-291.
- Decision:** Approved subject to conditions.
- Appeal Rights:** *DISCLAIMER: This information is provided as a courtesy. It is the ultimate responsibility of the appellant to comply with all legal requirements for the filing of an appeal.*

Parties of record have the right to appeal certain permit and land use decisions. In some cases, other affected parties also have appeal rights. Depending on the type of decision, the appeal may be heard by a City Hearing Examiner, Commission, Board, or City Council, or outside the City to the State Shoreline Hearings Board, the State Growth Management Hearings Board, or King County

Superior Court. For a comprehensive list of actions and the applicable entity who will hear the appeal, see MICC 19.15.010(E).

If you desire to file an appeal of a decision that is appealable to the City, you must submit the appropriate form and file it with the City Clerk **within the time stated in the Notice of Decision**. Forms are available from the Development Services Group. Upon receipt of a timely complete [appeal application](#) and [appeal fee](#), an appeal hearing will be scheduled. To reverse, modify or remand a decision, the appeal hearing body must find that there has been substantial error; the proceedings were materially affected by irregularities in procedure; the decision was unsupported by material and substantial evidence in view of the entire record; or the decision is in conflict with the City's applicable decision criteria.

**Property Tax  
Revaluation:**

Affected property owners may request a change in valuation for property tax purposes notwithstanding any program of revaluation. For more information, please contact the King County Assessor's office at (206) 296-7300.

**Application  
Process  
Information:**

Date of Application: March 23, 2018  
Date Determined to Be Complete: April 18, 2017  
Date Notice of Decision Issued: May 14, 2018  
Appeal Filing Deadline: 5:00 PM on Tuesday May 29, 2018

The project is available for review at the City of Mercer Island, Development Services Group, 9611 SE 36<sup>th</sup> Street, Mercer Island, Washington.

**Project Contact:**

Andrew Leon, Planner  
Development Services Group  
City of Mercer Island  
9611 SE 36th Street  
Mercer Island, WA 98040  
(206) 275-7720  
[andrew.leon@mercergov.org](mailto:andrew.leon@mercergov.org)



# PUBLIC NOTICE OF APPLICATION



**NOTICE IS HEREBY GIVEN** that the City of Mercer Island has received the application described below:

|  |   |
|--|---|
| <b>File No.:</b>                           | WCF18-002   |
| <b>Description of Request:</b>             | A request for wireless communication facility approval to remove 3 existing RRHs, 3 existing antennas, 2 existing squids and to install 3 antennas, 6 RRHs, 1 4C BCEM card, 1 proposed 5C BCEM card, and 1 proposed raycap.   |
| <b>Applicant / Owner:</b>                  | Drew Parker (MasTec Network Solutions) on behalf of AT&T / City of Mercer Island  |
| <b>Location of Property:</b>               | 8473 SE 68 <sup>th</sup> St, Mercer Island, WA, 98040;<br>Identified by King County Assessor tax parcel number: 3024059111  |
| <b>SEPA Compliance:</b>                    | This request is SEPA exempt pursuant to WAC 197-11-800(25)  |
| <b>Project Documents:</b>                  | Please follow this file path to access the associated documents for this project: <a href="https://mieplan.mercergov.org/public/WCF18-002/">https://mieplan.mercergov.org/public/WCF18-002/</a>   |
| <b>Written Comments:</b>                   | <p><b>This may be the only opportunity to comment on the impacts of the proposal.</b> Written comments on this proposal may be submitted to the City of Mercer Island either by email, in person, or by mail to the City of Mercer Island, 9611 SE 36th Street, Mercer Island, WA 98040-3732. Anyone may comment on the application, receive notice, and request a copy of the decision once made.</p> <p>Only those persons who submit written comments or participate at the public hearing (if a hearing is required) will be parties of record; and only parties of record will have the right to appeal.</p> |
| <b>Public Hearing and Public Meeting:</b>  | Pursuant to MICC 19.15.010(E) and MICC 19.15.020(F)(1), a public hearing is not required for this proposal.   |
| <b>Applicable Development Regulations:</b> | Applications for wireless communication facilities are required to be processed as Administrative Actions pursuant to Mercer Island City Code (MICC) 19.15.010(E). Processing requirements for an Administrative Action are further detailed in MICC 19.15.020.   |

**Other Associated Permits:**

A future building permit is anticipated.

**Environmental Documents:**

A copy of all studies and / or environmental documents is available through the above project documents link.

**Application Process Information:**

Date of Application: May 1, 2018  
Determined to Be Complete: May 11, 2018  
Bulletin Notice: May 14, 2018  
Date Mailed: May 14, 2018  
Date Posted on Site: May 14, 2018  
Comment Period Ends: 5:00PM on June 13, 2018

The project is available for review at the City of Mercer Island, Development Services Group, 9611 SE 36<sup>th</sup> Street, Mercer Island, Washington.

Project Contact:

Robin Proebsting, Senior Planner  
Development Services Group  
City of Mercer Island  
9611 SE 36th Street  
Mercer Island, WA 98040  
(206) 275-7717  
[robin.proebsting@mercergov.org](mailto:robin.proebsting@mercergov.org)