
CITY OF MERCER ISLAND

DEVELOPMENT SERVICES GROUP

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | www.mercergov.org



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.

BUILDING PERMIT NOTICE OF APPLICATION

PUBLIC NOTICE OF APPLICATION



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

File Nos.:	1803-180
Description of Request:	A request for a building permit for a proposed new single family residence. The proposed residence is a multi-level structure with a gross floor area of about 8,800 square feet.
Applicant / Owner:	Jeff Luth / Anne Marie Krivens and Mark Frohlich
Location of Property:	23 Holly Hill Drive, Mercer Island, WA, 98040; Identified by King County Assessor tax parcel number:2524049078
SEPA Compliance:	The proposal is categorically exempt from SEPA review per WAC 197-11-800.
Project Documents:	Please follow this file path to access the associated documents for this project: https://mieplan.mercergov.org/public/1803-180/
Written Comments:	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. 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.
Applicable Development Regulations:	Building permits are reviewed for compliance with: Title 15 – Water, Sewers, and Public Utilities Title 17 – Construction Codes Title 19 – Unified Land Development Code

A copy of these regulations may be found here:
<http://www.codepublishing.com/WA/MercerIsland/>

Other Associated Permits:	A future stormwater, ROW use, tree, sewer, demolition, water meter, temporary power may be required at a later date.
Environmental Documents:	A copy of all studies and / or environment documents is available through the above project documents link.
Public Hearing:	Pursuant to MICC 19.15.010(E) and MICC 19.15.020(F)(1), a public hearing is not required for this proposal.
Application Process Information:	Date of Complete Application: May 30th, 2018 Date of Notice of Application (Comment Period): June 4 th 2018 – July 5 th 2018

The application is available for review at the City of Mercer Island, Development Services Group, 9611 SE 36th Street, Mercer Island, Washington.

Project Contact:

Lauren Anderson, Assistant Planner
Development Services Group
City of Mercer Island
9611 SE 36th Street
Mercer Island, WA 98040
(206) 275-7704
Lauren.Anderson@mercergov.org

**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:

File Nos.:	CAO18-004
Description of Request:	A request for a Critical Areas Determination (MICC 19.07.070(B)). The proposal is to review a retaining wall and stairs that were constructed on a geologic hazard area (steep slope) (MICC 19.07.060).
Applicant/ Owner:	Steve Wu/Jake Zhen Lin Li and Moon Yanci Wu
Location of Property:	5660 E Mercer Way, Mercer Island, WA, 98040; Identified by King County Assessor tax parcel number: 192405-9077
SEPA Compliance:	Pursuant to WAC 197-11-800(1) SEPA review is not required.
Public Documents:	Please follow this file path to access the associated documents for this project: https://mieplan.mercergov.org/public/CAO18-004/
Written Comments:	Written comments on this proposal may be submitted to the City of Mercer Island on or before Thursday, July 5, 2018 at 5:00 p.m. either in person or mailed 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. Please email nicole.gaudette@mercergov.org if you would like to comment and/or review the application and associated materials. 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.
Public Hearing and Public Meeting:	Pursuant to MICC 19.15.010(E) and MICC 19.15.020(F)(1), a public hearing is not required for this proposal.
Applicable Development Regulations:	An application for a Critical Area Determination is 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. The Critical Area Determination

procedures are contained in MICC 19.07 (19.07.050, 19.07.070 and 19.07.080).

Other Associated Permits:

A future building permit is anticipated.

Environmental Documents:

An Arborist Report, and a combined Critical Area Study/Geotech Report were provided to the City for review.

Application Process Information:

Date of Application: May 5, 2018
Determined to Be Complete: May 29, 2018
Bulletin Notice: June 4, 2018
Date Mailed: June 4, 2018
Date Posted on Site: June 4, 2018
Comment Period Ends: 5:00PM on July 5, 2018

The application on file for this matter is available for review at the City of Mercer Island, Development Services Group, 9611 SE 36th Street, Mercer Island, Washington. Written comments and/or requests for additional information should be referred to:

Nicole Gaudette, Senior Planner
Development Services Group
City of Mercer Island
9611 SE 36th Street
Mercer Island, WA 98040
(206) 275-7719
nicole.gaudette@mercergov.org

PUBLIC NOTICE OF APPLICATION AND PUBLIC NOTICE OF APPLICATION FOR REVISED PROJECT



NOTICE IS HEREBY GIVEN that the City of Mercer Island has received a zoning variance application and a revised design for a reasonable use exception and associated SEPA determination, described below:

File Nos.: CAO15-001, SEP15-001, VAR18-002

Description of Request: The Applicant has revised the reasonable use exception (CAO15-001) and has applied for a zoning variance (VAR18-002), to construct a proposed house and associated improvements at 5637 East Mercer Way. The proposed house and improvements will be located within regulated wetland, and wetland and watercourse buffer areas, which is the basis for the reasonable use exception application. The proposed house is located within a required setback from an easement to reduce impacts to critical areas, which is the basis for the proposed zoning variance.

Applicant: Bill Summers

Owner: MI Treehouse, LLC

Location of Property: 5637 East Mercer Way, Mercer Island, WA, 98040;
Identified by King County Assessor tax parcel number 1924059312

SEPA Compliance: Following review of an earlier design of the proposed reasonable use exception, the City issued a Determination of Significance on July 17, 2017. The applicant has revised the proposed reasonable use exception design, and applied for a zoning variance, to address concerns identified in the SEPA Determination of Significance. Following review of the proposed application, the City may take further action on the SEPA determination.

Project Documents: Please follow this file path to access the associated documents for this project: https://mieplan.mercergov.org/public/CAO15-001_SEP15-001_VAR18-002/

Written Comments: **This may be the only opportunity to comment on the environmental impacts of the proposal.** 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.

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.

**Public Hearing
and Public
Meeting:**

A public hearing for review and a decision on the proposed zoning variance and reasonable use exception will be scheduled following review of the applications by the City. A notice of public hearing will be issued 30-days prior to the public hearing, pursuant to MICC 19.15.

**Applicable
Development
Regulations:**

Applications for Reasonable Use Exceptions and Zoning Variances are required to be processed as Discretionary Actions pursuant to Mercer Island City Code (MICC) 19.15.010(E). The review criteria for these proposals is in MICC 19.07.030 and MICC 19.15.020(G).

**Other Associated
Permits:**

A SEPA determination (SEP15-001). A future building permit for a single family residence and private access 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 Reasonable Use Application: January 15, 2015
Date of Zoning Variance Application: May 8, 2018
Date of Reasonable Use Exception Complete Application: March 30, 2015
Date of Reasonable Use Exception Complete Application: May 21, 2018
Bulletin Notice: June 4, 2018
Date Mailed: June 4, 2018
Date Posted on Site: June 4, 2018
Comment Period Ends: 5:00PM on July 5, 2018

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

Project Contact:

Evan Maxim, Interim Director
Development Services Group
City of Mercer Island
9611 SE 36th Street
Mercer Island, WA 98040
(206) 275-7732
evan.maxim@mercergov.org

PUBLIC NOTICE OF DECISION



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

- File No.:** DSR18-008
- Description:** A request for administrative 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:** Kristina Rodriguez of Sign Pros Incorporated (on behalf of Barrels) – Applicant / Ken Dayton of D&E Mercer Island Investments LLC – Owner
- Location of Property:** 7605 SE 27th St, Suite 107, 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/DSR18-008/>
- Other Associated Permits:** A future building permit is anticipated.
- 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: April 19, 2018
Date Determined to Be Complete: April 30, 2018
Date Notice of Decision Issued: June 4, 2018
Appeal Filing Deadline: 5:00 PM on Monday June 18, 2018

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

Project Contact:

Andrew Leon, Planner
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City of Mercer Island
9611 SE 36th Street
Mercer Island, WA 98040
(206) 275-7720
andrew.leon@mercergov.org