
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.

**NO BUILDING PERMIT NOTICE OF
APPLICATION**

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

PUBLIC NOTICE OF DECISION



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

- File No.:** DSR18-009
- Description:** A request for design review approval of two wall signs for a real estate tenant at 2690 76th Ave SE SE #100 in the Town Center. This building is on the uniquely shaped triangular property located between the Hadley building and the new Sano Café, and across the street from the drive-through Starbucks.
- Applicant / Owner:** Steven Thomson (Insignia Sign Inc.) / William Suttell
- Location of Property:** 2690 76th Ave SE #100 Mercer Island, WA 98040; Identified by King County Tax Parcel # 531510-1506
- 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), a design review for a minor exterior modification application 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 – Design Standards for Zones Inside the Town Center, 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/DSR18-009/>
- Other Associated Permits:** Building permit #1805-222
- 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: May 21, 2018
Date Determined to Be Complete: June 7, 2018
Public Comment Period: N/A
Date of Public Meeting: July 11, 2018
Date Notice of Decision Issued: July 16, 2018
Appeal Filing Deadline: 5:00 PM on Monday July 30, 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:

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

PUBLIC NOTICE OF DECISION



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

- File No.:** SHL18-005
- Description:** The request is for approval of a Shoreline Exemption Permit for the repair of a pier by replacing less than 50% of the decking on the existing pier. This project is normal repair of the existing dock and is therefore exempt from the Substantial Development permit process under WAC 173-27-040(2)(b).
- Applicant / Owner:** Mike Martin / Nancy Tyrie
- Location of Property:** 5255 Forest Ave SE, Mercer Island, WA, 98040;
Identified by King County Assessor tax parcel numbers 2424049039.
- SEPA Determination:** The proposal is categorically exempt from SEPA review per WAC 197-11-800(3).
- Applicable Development Regulations:** Pursuant to MICC 19.15.010(E), an application for a Shoreline Exemption 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 19.07 – Environment, 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/SHL18-005/>
- 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.*
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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).

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**Application
Process
Information:**

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Date Determined to Be Complete: June 15, 2018
Public Comment Period: N/A
Date Notice of Decision Issued: July 16, 2018
Appeal Filing Deadline: 5:00 PM on July 30, 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:

Liz Thompson, Planner
Development Services Group
City of Mercer Island
9611 SE 36th Street
Mercer Island, WA 98040
(206) 275-7704

liz.thompson@mercergov.org