
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 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.:	1807-185
Description of Request:	A request for a building permit for a proposed new single family residence. The proposed home is two levels plus basement and a 3-car garage. A gross floor area of about 5,846 square feet.
Applicant / Owner:	David Norrie/Nigel Maughan
Location of Property:	6 Meadow Ln, Mercer Island, WA, 98040; Identified by King County Assessor tax parcel number:2524049119
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/1807-185/
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: August 17th, 2018
Date of Notice of Application (Comment Period): August 27th, 2018 through September 26th, 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:

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

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

PUBLIC NOTICE

REQUEST FOR COMPREHENSIVE PLAN AMENDMENTS



NOTICE IS HEREBY GIVEN that the City of Mercer Island is accepting requests for Comprehensive Plan amendments to be considered in 2019. Requests to amend the Comprehensive Plan are placed on a preliminary docket of suggested amendments to be reviewed for initial consideration by the Planning Commission and City Council in the fall of 2018. Requests that the City Council determines should have further analysis and consideration will be added to a final docket for action in 2019.

Comprehensive Plan amendment requests must be submitted on application forms available either on the City's website or by contacting the City staff person listed below. A filing fee is required.

Complete application forms and the applicable filing fee shall be submitted to the City of Mercer Island by Monday, October 1, 2018 at 5:00 PM either in person or mailed to the City of Mercer Island, 9611 SE 36th Street, Mercer Island, WA 98040.

Prior to submitting an amendment request, it is recommended that the applicant meet with planning staff to ensure that applicable decision criteria are adequately addressed, and all necessary information will be submitted. Amendment requests that are determined to be incomplete will not be included in the public review process. If a request is accepted for review on the final docket, a State Environmental Policy Act (SEPA) Checklist may be required to be submitted for review.

To request additional information regarding this process, please review Mercer Island City Code section 19.15.050 or contact Evan Maxim, Interim Director, at 206-275-7732 or via email at evan.maxim@mercergov.org.

PUBLIC NOTICE OF APPLICATION



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

File No.: WCF18-001

Description of Request: A request for approval of a Wireless Communications Facility (WCF) permit to modify an existing WCF equipment room (approximately 365 square feet) at ground floor inside building to be altered and renovated. The equipment modification is for the internal equipment room only and will not add any outdoor space to the existing facility. There will be no change to the antennas.

Applicant / Owner: Kelly Pankiewicz of Actualize, LLC (on behalf of Verizon) / Mercer Isle Condominium Association

Location of Property: 2500 81st AVE SE, Mercer Island WA 98040
Identified by King County Assessor tax parcel number 5451500000

SEPA Compliance: This request is SEPA exempt pursuant to WAC 197-11-800(25)

Project Documents: Please follow this file path to access the associated documents for this project: <https://mieplan.mercergov.org/public/WCF18-001/>

Written Comments: **This may be the only opportunity to comment on the 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: 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: 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: January 28, 2018
Determined to Be Complete: August 23, 2018
Bulletin Notice: August 27, 2018
Date Mailed: August 27, 2018
Date Posted on Site: August 27, 2018
Comment Period Ends: 5:00PM on September 26, 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:
Sung H. Lee, Planner
Development Services Group
City of Mercer Island
9611 SE 36th Street
Mercer Island, WA 98040
Sung.lee@mercergov.org