

---

---

# 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)

---

---



## 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](mailto: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:

<b>File Nos.:</b>	1809-031
<b>Description of Request:</b>	A request for a building permit for a proposed new single family residence. The proposed home is two levels with an attached garage with a total gross floor area of about 3,872 square feet.
<b>Applicant / Owner:</b>	Richard Flake / Edith Cropp
<b>Location of Property:</b>	4810 Forest Ave SE, Mercer Island, WA, 98040; Identified by King County Assessor tax parcel number: 4045000145
<b>SEPA Compliance:</b>	The proposal is categorically exempt from SEPA review per WAC 197-11-800.
<b>Project Documents:</b>	Please follow this file path to access the associated documents for this project: <a href="https://mieplan.mercergov.org/public/1809-031/">https://mieplan.mercergov.org/public/1809-031/</a>
<b>Written Comments:</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.  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.
<b>Applicable Development Regulations:</b>	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: September 19, 2018  
Date of Notice of Application (Comment Period): September 24, 2018 through October 24, 2018

The application 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)

**NO LAND USE PERMIT NOTICE OF  
APPLICATION AND DECISION**