TYPICAL DESIGN COMMISSION PROCESS
FOR MAJOR NEW CONSTRUCTION

The following is only a summary of the City of Mercer Island Design Review Process. Please refer to Mercer Island City Code (MICC) requirements for design review, which shall always govern.

Pre-Design Meeting Required, per MICC 19.15.040(F)(2)(b)(i) → Optional Study Session w/ Design Commission, per MICC 19.15.040(F)(2)(b)(ii) → Pre-App Meeting Required, per MICC 19.15.040(F)(2)(c)(i); Complete application and all materials required → Submit Application

Max. 28 Days

Determine if Complete Application or Incomplete Application, per MICC 19.15.020(C)(2) → If a Complete Application, mail Notice of Complete Application → Mail Public Notice of Complete Application, per MICC 19.15.020(D) → End of Public Comment Period → SEPA Determination See MICC 19.07.120

Max. 14 Days

14 to 30 Days

The Design Commission shall hold a public meeting to consider the completed preliminary design review application. The Design Commission may approve, approve with conditions or deny an application or continue the meeting. The Commission may identify additional submittal items required for the final design review, per MICC 19.15.040(F)(2)(e)(i).

If additional submittal items are required, or the preliminary design application is approved with conditions, the conditions must be addressed and any additional items must be submitted at least 21 days prior to the final Design Commission review, per MICC 19.15.040(F)(2)(e)(ii).

All materials pertaining to the final plan shall be submitted a minimum of 21 days prior to the Design Commission final review hearing date. The final plans shall be in substantial conformity with approved preliminary plans, per MICC 19.15.040(F)(2)(f)(i).

Notice of Open Record Hearing to owners within 300' and posted on-site. → Min. 10 Days → The Design Commission shall hold an open record hearing to consider the final proposal, at the conclusion of which it may approve, approve with conditions, deny the proposed final plans, or continue the hearing, per MICC 19.15.040(F)(2)(f)(ii).

This summary is provided for informational purposes only and is not intended as a complete or legally sufficient summary. The City of Mercer Island, its elected officials, officers, employees or agents make no warranty of any kind, express or implied, in relation to any information on this summary or any use made of this summary by any person. As with any document affecting the rights and responsibilities of real property ownership, the City of Mercer Island recommends that you consult with your private legal counsel before proceeding on any land use action after review of this summary.
Submittal Requirements for Design Commission Review - Major New Construction

**Design Review** is the process by which the City evaluates developments within the City that meet the definition of “regulated improvements” in Mercer Island City Code (MICC) 19.16.010. Regulated improvements are defined as:

- Any development of any property within the city, except:
  1. Property owned or controlled by the city; or
  2. Single-family dwellings and the buildings, structures and uses accessory thereto; or
  3. Wireless communications structures, including associated support structures and equipment cabinets.

Design review ensures a proposal’s consistency with MICC 19.11 Town Center Development and Design Standards or MICC 19.12 Design Standards for Zones outside Town Center and is intended to promote and enhance environmental and aesthetic design. Single family development is not a regulated improvement, and is therefore excluded from design review.

Regulated improvements are classified as either a major new construction, which is defined by MICC 19.16.010 as "construction from bare ground or an enlargement or alteration that changes the exterior of an existing structure that costs in excess of 50 percent of the structure’s assessed value" or a minor new construction. Minor new construction is “exterior modification to an existing development or site that does not constitute major new construction.”

The Design Commission is the decision authority for review of major new construction as well as minor exterior modifications in the Town Center with a construction valuation (as defined by MICC 17.14.010) of $100,000 or greater. All minor exterior modifications outside of the Town Center as well as minor exterior modifications in the Town Center with a construction valuation (as defined by MICC 17.14.010) less than $100,000 are reviewed by the Code Official. The Code Official may choose to send any application to the Design Commission for review.

**PRE-DESIGN MEETING AND STUDY SESSION:** The applicant shall participate in a pre-design meeting with staff prior to formal project development and application. The applicant may present schematic sketches and a general outline of the proposal for the City staff comments prior to preparation of formal plans. This meeting will allow city staff to acquaint the applicant with the design standards, submittal requirements, and the application procedures and provide early input on the proposed project. Additionally, the applicant is strongly encouraged to schedule a Study Session with the Design Commission to discuss project concepts before the plans are fully developed. At this session, which will be open to the public, the applicant should provide information regarding the site, the intended mix of uses, and how it will fit into the focus area objectives. The Commission may provide feedback to be considered in the design of the project.

**PRE-APPLICATION:** Applicants are required to participate in a pre-application meeting with City staff per MICC 19.15.040(F)(2)(c). Call Development Services staff to schedule a pre-application meeting. Pre-application meetings with the staff provide an opportunity to discuss the proposal in conceptual terms, identify the applicable City requirements, and delineate the proposal review process. Applicants are also encouraged to talk with surrounding property owner and residents about their proposal. Meetings and/or correspondence with the neighborhood serve the purpose of informing the neighborhood of the project proposal prior to the formal notice provided by the City.

**APPLICATION:** All applications for permits or actions by the City shall be submitted on forms provided by the Development Services Group. An application shall contain all information required by the applicable development regulations. The city cannot accept an application that does not have all of the required items. In order to accept your application, each of the required items shall be submitted to permit counter staff **at the same time**. Please double-side your application materials.
FILING REQUIREMENTS: Please fold all plans and attachments to a size not exceeding 8½” x 14” for storage in a legal-size folder. Plans not folded to the proper size will not be accepted. Please submit fifteen (15) copies each of the following:

- Development Application Coversheet
- Design Review Filing Fee: see Development Application
- Land Use Action sign deposit (refunded when sign is returned to the City): see Development Application
- A State Environmental Policy Act (SEPA) Checklist may be required. The checklist is available at the Development Services Group counter. Development Services Group personnel can assist you in determining if your proposal is exempt.

- Elevations of the existing and/or proposed structures
- Site plan (sheet size: 8.5” x 11”, 11” x 17”, 18” x 24”, or a maximum 24” x 36” - if submitting 24” x 36” drawings, include one reduced 11” x 17” copy) that includes the following:
  - A Title Block to be located on the right-hand margin of all sheets and include the following:
    - Project
    - Drawing Title
    - Drawing No., Date, and Revision Column
    - Project Address
    - Name, Address, and Phone of the firm primarily responsible for drawings
    - Scale: Numerical and Bar Scale
    - North Arrow
  - Parcel size
  - Property lines
  - Existing and proposed topographic contours at two foot intervals
  - Adjacent right-of-ways, private roads and access easements
  - Existing and proposed structures
  - Existing and proposed vehicular circulation system, parking spaces designed for all required parking spaces, driveways, service areas, loading zones, pedestrian circulation.

- Statistical Information including the following:
  - The number of dwelling units/acre
  - The area of proposed structure in square feet
  - The lot coverage by structures (in both sq. ft. and a percentage)
  - The lot coverage by impervious surfaces (in both sq. ft. and a percentage)
  - The building height from Average Building Elevation (include ABE calculations) to highest projection of the building
  - The existing and finished grades
  - The number of parking spaces (both compact and standard)
  - The area of existing and proposed landscaping in sq.ft.

- Conceptual Floor Plans including the following:
  - Include exterior access points
  - Clarify the relationship between the interior spaces and the outside (decks, etc.) spaces

- Landscape Plan to include the following:
  - Minimum landscaping plan sheet size is 11” X 17”.
  - Extent and location of all plant materials and other landscape features. Plant materials must be identified by direct labeling of each plant or by a clearly understandable legend.
  - Flower and shrub bed definition must be clear and drawn to scale with dimensions.
  - Proposed plant material should be indicated at mature sizes and in appropriate relation to scale.
  - Species and size of existing plant materials.
  - Proposed treatment of all ground surfaces must be clearly indicated (paving, turf, gravel, grading, etc.)
  - Location of water outlets. If areas of planting are extensive, plans for an underground sprinkler system will be required.

- Exterior Lighting Plan: Indicate new or modified lighting locations and provide specifications for proposed lighting.

- Indication of Materials & Colors: Two color copies of a color palette. The palette shall indicate which construction materials will be used.

- Sign Program: Illustrate location, size, height, material, color, letter dimensions, structural components and landscaping

- Birdseye Perspective or Massing Model: Major projects only

- Staff may require additional information or materials when necessary.