TO: DSG Staff
FROM: Richard Hart, Development Services Director
DATE: March 20, 2001
RE: Administrative Design Review of Minor Signs Modifications

The Code Official under Section 19.15.010 C. 5. (a.) of the Unified Land Development Code makes this administrative policy determination and interpretation of the Unified Land Development Code of Mercer Island. The Mercer Island Unified Land Development Code, Section 19.04.030 Division II, Part 3, (A), 3, allows for administrative design review of minor exterior modifications that are consistent with the existing structure. In the case of signs given approval by the Design Commission, this code provision will be interpreted to allow a minor modification in the location or shape of an approved sign or letters, as long as such change does not increase the actual approved area. In addition, a minor change in color or shade of color will also be allowed if such change does not impact the overall design and color scheme of the development project. Further, the applicant requesting a change in the sign location, shape or color must show that the change will have no substantial impact on the project, the surrounding properties or the design of the facade.