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# CITY OF MERCER ISLAND

## COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | [www.mercerisland.gov](http://www.mercerisland.gov)



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## WEEKLY BULLETIN FREQUENTLY ASKED QUESTIONS

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### 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. The City will accept public comments at any time prior to the closing of the record of an open record predecision hearing, if any, or if no open record predecision hearing is provided, prior to the decision on the project land use review.

### 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.

### WILL THERE BE A PUBLIC HEARING ON THIS APPLICATION?

Public Hearings are only required for Type 4 permits. For a list of Type 4 (IV) permits, please refer to MICC 19.15.030 Table A. The public bulletin for each project will state under the Public Hearing section if a hearing is required.

### 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

### 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.

## 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](#).

## 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 [adam.zack@mercerisland.gov](mailto:adam.zack@mercerisland.gov)

## I WOULD LIKE TO SEARCH PERMIT RECORDS ONLINE.

Land use review actions that are not listed in this bulletin can be searched online using the Mercer Island Online Permit Record Map or [www.mybuildingpermit.com](http://www.mybuildingpermit.com). Please follow these instructions for searching online records.

### MyBuildingPermit.com Project Search

Online permit records can be searched at <https://permitsearch.mybuildingpermit.com/>. Searching online permit records only takes the following steps:

1. Select “Mercer Island” from the jurisdiction dropdown menu.
2. Click on the “Project Info” tab at the top of the search page.
3. The “Project Name/Description” field is optional. It can be left blank unless searching for a specific project.
4. Select the permit type you would like to search for from the “Permit Type” dropdown. For example, tree removal permits are listed under the “Tree” type.
5. The “Permit Status” field can narrow searches by the status. This field is optional. “Permit Status” can be left blank unless searching for a specific project.
6. Use the “Date Type” to limit your search to permits either “applied”, “issued”, or “finalized”. Use the “Applied” option to search for permits that are still in review. Use the “Issued” option to see permits that have been issued; these permits have been approved. The “Finalized” option will show permits that have had a final inspection and approval. Please note: not all permits will be

finalized, only those requiring a final inspection will be finalized. For example, tree removal permits don't always require a final inspection and so may not show up as finalized.

7. Use the "From" and "To" fields to define the dates you want to search between.
8. After the search is conducted, results will display below the search fields. You have the option of downloading the records to an Excel spreadsheet.

### Permit/Application Status Search

Jurisdiction:\*  **Step 1** \* - Indicates a required field

Search by:   **Step 2**

Project Name/Description (partial match):  **Step 3**

Permit Type:  **Step 4**

Permit Status:  **Step 5**

Date Type:  **Step 6**

From:   **Step 7**

To:

Jurisdiction is a required field

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**Step 8**

Permit #	Description	Address	Type	Status	Applied Date
▶ 2109-169	REMOVE 1 TREE rpl w 2 trees/r...	4126 100TH AVE SE	TREE	ACTIVE	09/22/2021
▶ 2112-066	Remove 1 Tree rpl w 3 Trees	8937 SE 56TH ST	TREE	ACTIVE	12/07/2021
▶ 2112-118	REMOVE 1 TREE rpl w 2 Trees	4215 HOLLY LN	TREE	ACTIVE	12/13/2021
▶ 2112-251	REMOVE 6 TREES rpl w 8 restor...	3606 GALLAGHER HILL RD	TREE	ACTIVE	12/29/2021

Total: 4 records

# **BUILDING PERMIT NOTICE OF APPLICATION**

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## PUBLIC NOTICE OF APPLICATION

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

<b>File No.:</b>	2009-219
<b>Permit Type:</b>	Type 3
<b>Description of Request:</b>	This is a request for a building permit to add 375 sq ft for a bedroom and bathroom to an existing single-family residence
<b>Applicant/ Owner:</b>	Cindy Larsen / Eric and Kauilani Robinson
<b>Location of Property:</b>	8834 SE 40 <sup>th</sup> St, Mercer Island, WA 98040 Identified by King County Assessor tax parcel number: 5021900915
<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/2207-178">https://mieplan.mercergov.org/public/2207-178</a>
<b>Written Comments:</b>	Written comments on this proposal may be submitted to the City of Mercer Island either by email 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: <a href="#">Mercer Island Municipal Codes</a>
<b>Other Associated Permits:</b>	A future stormwater, ROW use, tree, sewer, demolition, water meter, temporary power may be required at a later date.

**Public Hearing:** Pursuant to MICC 19.15.030 Table B a public hearing is not required for Type 1-3 permits.

**Application Process Information:** Date of Complete Application: September 23, 2022.  
Date of Notice of Application: October 3, 2022 through November 2, 2022.

Project Contact:

Land Use Planning

Community Planning & Development, City of Mercer Island

9611 SE 36<sup>th</sup> Street, Mercer Island, WA 98040

**email: [Landuse.Planning@mercerisland.gov](mailto:Landuse.Planning@mercerisland.gov) phone: 206-275-7729**

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## PUBLIC NOTICE OF APPLICATION

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

<b>File No.:</b>	2209-158
<b>Permit Type:</b>	Type 3
<b>Description of Request:</b>	This is a request for a building permit to add an 811 sq ft 2 <sup>nd</sup> story addition and 16 sq ft to main floor of existing single-family residence.
<b>Applicant/ Owner:</b>	Sarah Thompson / John & Carla Monahan
<b>Location of Property:</b>	2424 67 <sup>th</sup> AVE SE, Mercer Island, WA 98040 Identified by King County Assessor tax parcel number: 4099501180
<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/2209-158">https://mieplan.mercergov.org/public/2209-158</a>
<b>Written Comments:</b>	<p>Written comments on this proposal may be submitted to the City of Mercer Island either by email 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.</p> <p>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.</p>
<b>Applicable Development Regulations:</b>	<p>Building permits are reviewed for compliance with:</p> <ul style="list-style-type: none"><li>Title 15 – Water, Sewers, and Public Utilities</li><li>Title 17 – Construction Codes</li><li>Title 19 – Unified Land Development Code</li></ul> <p>A copy of these regulations may be found here: <a href="#">Mercer Island Municipal Codes</a></p>
<b>Other Associated Permits:</b>	A future stormwater, ROW use, tree, sewer, demolition, water meter, temporary power may be required at a later date.

**Public Hearing:** Pursuant to MICC 19.15.030 Table B a public hearing is not required for Type 1-3 permits.

**Application Process Information:** Date of Complete Application: September 22<sup>nd</sup>, 2022.  
Date of Notice of Application: October 3<sup>rd</sup>, 2022 through November 2<sup>nd</sup>, 2022.

Project Contact:

Molly McGuire / Planner  
Community Planning & Development, City of Mercer Island  
9611 SE 36<sup>th</sup> Street, Mercer Island, WA 98040  
**email: Molly.McGuire@mercerisland.gov phone 206-275-7712**



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

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## PUBLIC NOTICE OF APPLICATION

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**NOTICE IS HEREBY GIVEN** for the application described below:

**File Nos.:** SEP22-015

**Permit Type:** Type III

**Description of Request:** A request for a Shoreline Exemption Permit with SEPA review to relocate and permit (1) existing platform lift, install (2) new dock mounted personal watercraft (PWC) lifts, and install (1) new boatlift. This project is exempt from Shoreline Substantial Development Permit per WAC 173-27-030(2)(a).

**Applicant/ Owner:** Madison Johnson (Seaborn Pile Driving) / Samuel and Sarah Leclercq

**Location of Property:** 4548 E Mercer Way, Mercer Island WA 98040  
Identified by King County Assessor tax parcel number: 182405-9033

**SEPA Compliance:** Following review of the submitted State Environmental Policy Act (SEPA) checklist, an initial evaluation of the proposed project for probable significant adverse environmental impacts has been conducted. The City expects to issue a SEPA Determination of Non-Significance (DNS) for this project. The optional DNS process, as specified in Washington Administrative Code (WAC) 197-11-355, is being used. This may be your only opportunity to comment on the environmental impacts of the proposal. The proposal may include mitigation measures under applicable codes, and the project review process may incorporate or require mitigation measures regardless of whether an Environmental Impact Statement (EIS) is prepared. A copy of the subsequent threshold determination for this specific proposal may be obtained upon request.

**Project Documents:** Please follow this file path to access the associated documents for this project: <https://mieplan.mercergov.org/public/SHL22-018&SEP22-015/>

**Written Comments:** **This may be the only opportunity to comment on the environmental impacts of the proposal.** Written comments on this proposal may be submitted to the City of Mercer Island either by email 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 19.15.030 Table A and B a public hearing is not required for Type I-III permits.

**Applicable  
Development  
Regulations**

Applications for a SEPA Threshold Determination are required to be processed as a Type III land use reviews pursuant to Mercer Island City Code (MICC) 19.15.030. Processing requirements for Type III land use reviews are further detailed in MICC 19.15.030. The Shoreline Management Master Program and SEPA requirements are contained in MICC 19.13 and 19.21.

**Other Associated  
Permits:**

A future building permit is anticipated.

**Environmental  
Documents:**

Copies of all studies and / or environmental documents are available through the above project documents link.

**Application Process  
Information:**

Date of Application: September 12, 2022  
Determined to Be Complete: September 29, 2022  
Bulletin Notice: October 3, 2022  
Date Mailed: October 3, 2022  
Date Posted on Site: October 3, 2022  
Comment Period Ends: 5:00PM on November 2, 2022

Project Contact:

Molly McGuire / Planner  
Community Planning & Development  
City of Mercer Island  
9611 SE 36<sup>th</sup> Street  
Mercer Island, WA 98040  
(206) 275-7712  
[molly.mcguire@mercerisland.gov](mailto:molly.mcguire@mercerisland.gov)



## DETERMINATION OF NON-SIGNIFICANCE (DNS)

Application No.: **SEP22-005**

Description of proposal: **Review under the State Environmental Policy Act (SEPA) for the repair of an existing residential pier and the relocation of one existing boat lift.**

Proponent: **Madison Johnson (Seaborn Pile Driving)**

Owner: **Mike Rosato**

Location of proposal: **5652 E Mercer Way, Mercer Island, WA 98040;  
Identified by King County Assessor tax parcel number 192405-9078**

Lead agency: **City of Mercer Island**

Project Documents: **Please follow this file path to access the associated documents for this project: <https://mieplan.mercergov.org/public/SHL22-014> & [SEP22-012/](https://mieplan.mercergov.org/public/SEP22-012/)**

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist. This information is available to the public on request.

\_\_\_\_\_ There is no comment period for this DNS.

✓  
\_\_\_\_\_ This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS.

\_\_\_\_\_ This DNS is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date below. Comments must be submitted by N/A at 5:00pm.

Responsible Official: Liz Thompson, Planner  
City of Mercer Island  
9611 SE 36<sup>th</sup> Street  
Mercer Island, WA 98040  
Phone: (206) 275-7705  
Email: [liz.thompson@mercerisland.gov](mailto:liz.thompson@mercerisland.gov)

Date: **October 3, 2022** Signature:

### APPEAL INFORMATION

This decision to issue a Determination of Non-significance (DNS) rather than to require an EIS may be appealed pursuant to Section 19.21 of the Mercer Island Unified Land Development Code, Environmental procedures.



Any party of record may appeal this determination to the City Clerk at 9611 SE 36<sup>th</sup> Street Mercer Island, WA 98040 no later than **5:00 PM on Monday, October 17, 2022** by filing a timely and complete appeal application and paying the appeal fee. You should be prepared to make specific factual objections. Contact the City Clerk to read or ask about the procedures for SEPA appeals. To reverse, modify or remand this 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.

There is no agency appeal.

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## PUBLIC NOTICE OF PUBLIC HEARING

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**NOTICE IS HEREBY GIVEN** that the City of Mercer Island Design Commission will hold a public hearing at 6:00pm on November 2, 2022 for the design review application described below:

**File No:** DSR21-012

**Permit Type:** Type IV

**Description:** A request for Design Commission Design Review to renovate an existing convenience store, add 580 sq ft of sales area to the convenience store, and replace the existing fuel canopy and fuel system. The project includes removal and replacement of leaking underground fuel tanks and removal and replacement of contaminated soil. The proposed project has been designed to serve as an independent remedial action under Model Toxics Control Act (MTCA) and will follow the guidance as laid out in the State of Washington Pollution Liability Insurance Agency's (PLIA) opinion letter dated April 20, 2020.

**Applicant:** Brad Kaul (Kaul Design Architecture, PLLC) / Matt Randish

**Location of Property:** 7833 SE 28<sup>th</sup> St, Mercer Island, WA 98040, identified by King County Assessor tax parcel number 5452300380

**SEPA Compliance:** A SEPA Mitigated Determination of Nonsignificance was issued for the proposed development on September 27, 2021.

**Project Documents:** Please follow this file path to access the associated documents for this project:

<https://mieplan.mercergov.org/public/DSR21-012>

Documents will continually be added to this file as the process moves forward.

**Time, Date and Location of Public Hearing:** Pursuant to [MICC 19.15.030\(F\)](#) Table A, applications for design commission design review are required to be processed as a Type IV action, with the Design Commission as the decision authority. The public hearing is scheduled for November 2, 2022 at 6:00pm.

The Design Commission meeting will be held virtually using video conferencing technology provided by Zoom, and the public will have the opportunity to provide comment during Appearances or during the Public Hearing by either calling in or logging onto the meeting as a Zoom attendee.

**Registering to Speak:** Individuals wishing to speak during live Appearances or wishing to provide comment during the Public Hearing will need to register their request with the Administrative Coordinator/Deputy City Clerk at 206-275-7791 or email at [deb.estrada@mercerisland.gov](mailto:deb.estrada@mercerisland.gov) and leave a message before 4pm on the day of the Design Commission meeting. Please reference "Appearances" or "Public Hearing Public Comment". Each speaker will be allowed three (3) minutes to speak.

**Public Comment by Video:** Notify the Administrative Coordinator/Deputy City Clerk in advance that you wish to speak on camera and staff will be prepared to permit temporary video access when you enter the live Design Commission meeting. Please remember to activate the video option on your phone or computer, ensure your room is well lit, and kindly ensure that your background is appropriate for all audience ages. Screen sharing will not be permitted, but documents may be emailed to the [Design Commission](#).

**Submitting Written Comments:** The City will also accept written comments until such time that the public hearing is adjourned. Please send written comments to [ryan.harriman@mercerisland.gov](mailto:ryan.harriman@mercerisland.gov).

To attend the hearing, please use the following Zoom information:

**Join by Telephone at 6:00 pm:** To listen to the hearing via telephone, please call 253-215-8782 and enter Meeting ID 868 5272 2624 and Passcode 249365 when prompted. Press \*6 to mute and unmute.

OR

**Join by Internet at 6:00 pm:** To watch the hearing over the internet via your computer microphone/ speakers follow these steps:

1. Click this Link  
<https://us02web.zoom.us/j/86852722624?pwd=NXJiekQ2MXdqU3h3UmhxdkoyUi9LZz09>
2. If the Zoom app is not installed on your computer, you will be prompted to download it.
3. If prompted for Meeting ID, enter 868 5272 2624
4. Enter Passcode 249365

The Design Commission meeting will be held in a hybrid format using Zoom, and the public will have the opportunity to comment during the public hearing in-person at the Mercer Island Community and Event Center or by calling in or logging onto the meeting as a Zoom attendee. City Staff will also accept written comments until such time that the public hearing is adjourned. The hybrid meeting is scheduled to begin at 6pm.

**Applicable Development Regulations** Pursuant to Mercer Island City Code (MICC) [19.15.030\(F\)](#) Table A, design commission design review applications are required with be processed as a Type IV action, with the Design Commission as the decision authority. The applicable design review standards are in Chapter [19.11 MICC](#) –Town Center Development and Design Standards.

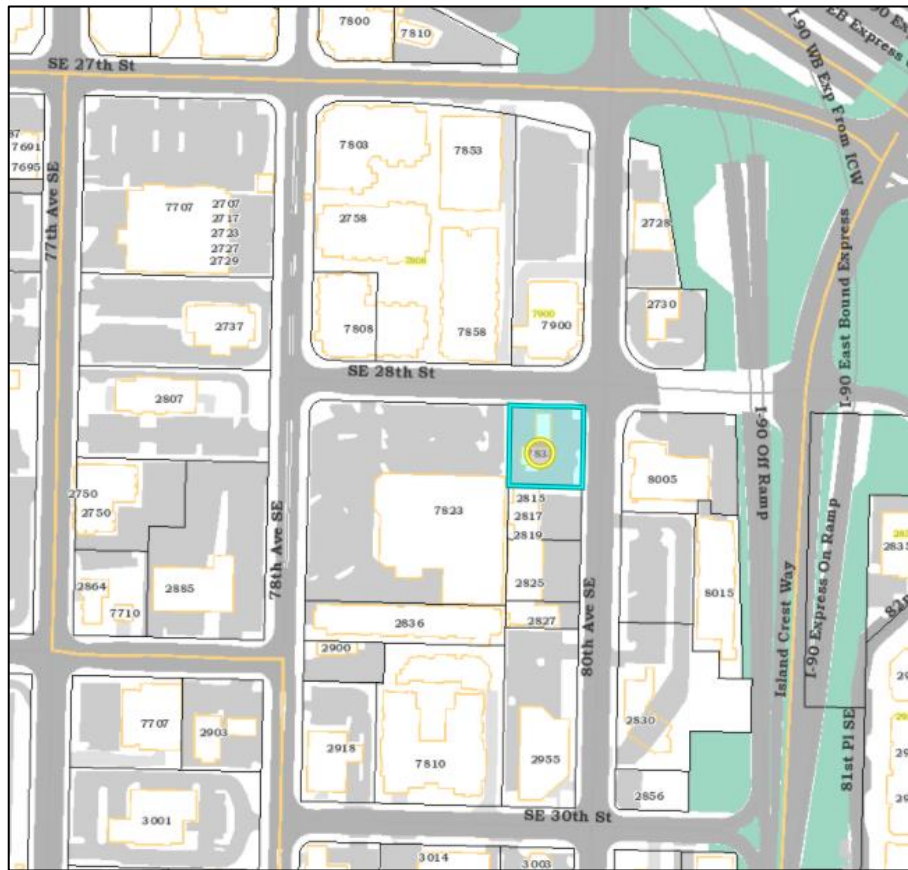
**Other Associated Permits:** SEP20-025, 2108-245 site development and shoring permit, and future building permits are anticipated.

Written testimony and/or requests for additional information should be referred to:

Project Contact:  
Ryan Harriman, EMPA, AICP – Planning Manager  
Community Planning & Development  
City of Mercer Island  
9611 SE 36<sup>th</sup> Street  
Mercer Island, WA 98040  
(206) 275-7717  
[ryan.harriman@mercerisland.gov](mailto:ryan.harriman@mercerisland.gov)

Pursuant to MICC 19.15.100(C)(5) only those persons who submit written comments or testify at the open record hearing will be parties of record; and only parties of record will receive a notice of the decision and have the right to appeal.

**VICINITY MAP**





**NO TYPE 2 PERMIT PUBLIC NOTIFICATIONS**