



**December 29, 2023**

City of Mercer Island  
c/o Alaine Sommargren  
Deputy Director - Public Works  
9601 SE 36th Street  
Mercer Island, WA 98040  
Via Email: [alaine.sommargren@mercerisland.gov](mailto:alaine.sommargren@mercerisland.gov)

RE: **CUP23-002** Letter of Completeness; Mercer Island Water Meter Data Collector Installation Project; Conditional Use Permit Application; Location 3 – City of Mercer Island, Island Crest Park; 5801 Island Crest Way, Mercer Island, WA 98040.

Dear Alaine,

The City of Mercer Island received the above referenced Conditional Use Permit application for the property located at 5801 Island Crest Way, Mercer Island, WA 98040 (King County Assessor parcel no. 1924059013) on December 15, 2023. The City has assigned file number CUP23-001 to the Conditional Use Permit application. Following review of the application, City staff has determined that the application is **complete** for the purpose of review and has established a vesting date of December 29, 2023.

The formal review of the application will now begin in compliance with Title 19 of the Mercer Island City Code (MICC). As the review progresses, additional documentation may be requested.

Pursuant to MICC 19.15.110(B), if the applicant fails to provide the required information within 60 days from the date of any request for information, the application shall lapse, and become null and void.

Please feel free to contact me at 206-275-7717 or at [ryan.harriman@mercerisland.gov](mailto:ryan.harriman@mercerisland.gov) with questions.

Best regards,

*Ryan Harriman*

Ryan Harriman, EMPA, AICP – Planning Manager  
City of Mercer Island  
Community Planning and Development