

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | www.mercergov.org



Pre-Application Meeting (PRE20-031)

An Intake Screening is required in addition to a Pre-Application Meeting. A Pre-Application Meeting does not replace the required Intake Screening. This meeting is to provide guidance and information include prior to formal submittal.

Summary:

Site Location:	7833 SE 28 th St		
Lot Size:	13,200 sq ft	Zoning:	TC (Town Center)
Brief Project Description:	Remove existing underground fuel tanks and piping and replace with new fuel tanks. Demolish existing 23' x 45' fuel canopy and replace with new 30' x 50'10" canopy. Remodel/expansion of existing store	Documents Provided:	<ul style="list-style-type: none">• Building permit application form signed by John Tryon, dated May 22, 2020• Canopy Layout plans prepared by Pacific Environmental Services, dated May 20, 2020• Review of RI/FS Report prepared by State of Washington Pollution Liability Insurance Agency, dated April 20, 2020• Scope of Work prepared by Pacific Environmental Services, dated May 22, 2020• SEPA Checklist prepared by John Tryon, dated July 9, 2020• Cut Sheets and details
Applicant Information:			
Name:	John Tryon	Email:	jtbaja@aol.com
Phone:	206-999-8820		
Second Pre-application Meeting Required:	Not Applicable	Click for explanation if necessary	

Applicant Questions:

(No specific questions provided; discussion points include:)

1. Remove & Demo Tank slab, Fuel Islands & Drive slab. Remove Fuel tanks & Fuel piping.
2. Demo & Remove Canopy & Canopy footings.
3. Review SEPA & PLIA paperwork to clean up site contamination.
4. Install New Canopy Footings and Fuel canopy. (Canopy Engineering will be ordered after review is completed)
5. Install New Fuel tanks, Fuel Islands and Fuel piping.

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6. Install Concrete Tank slab & Drive slab.

Review Comments:

Fire Comments:

Fire Contact: Jeromy.Hicks@mercerisland.gov or 206-275-7966.

1. Sprinkler information N/A for this project.
2. Hydrant and fire flow information
 - a. The fire flow at the home meets requirements
 - b. Distance to hydrant meets requirements.
3. Access road (2015 IFC Appendix D): Accessed off City Street.
4. Fuel Station must meet the requirements of IFC Chapter 23
 - a. 2303 Location of Dispensing Devices
 - b. Dispensing Operations 2304
 - c. Operational Requirements 2305
 - d. Flammable and Combustible Liquid Motor Vehicle Dispensing Facilities 2306
5. Tank removal permit information:
https://www.mercerisland.gov/sites/default/files/fileattachments/community_planning_amp_development/page/24371/oiltankhandout.pdf

For additional information please refer to this helpful webpage:

<https://www.mercerisland.gov/cpd/page/fire-permits-and-prevention-information>

Tree Comments:

Tree Contact: John.Kenney@mercerisland.gov or 206-275-7713.

1. Show trees on plans with limits of expected excavation.
2. Tree protection of all trees within work area.
https://www.mercerisland.gov/sites/default/files/fileattachments/community_planning_amp_development/page/21988/treeprotectionfencingdetail.pdf
3. A contingency plan in the event the city trees need to be removed to mitigate contaminated soil. This would include posting the trees with estimated time of work and possibility of trees removal and replacement. A Qualified Arborist will also be required for excavation within trees dripline. Tree replacement if required will be directed by the city. You will be responsible for the cost of replacement and watering for three years.

CHOOSING A QUALIFIED ARBORIST

- A. Hiring an arborist is a decision that should not be taken lightly. ISA certification indicates the individual has passed ISA's extensive examination on all aspects of tree care and maintenance.

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Hiring a qualified arborist is an investment in your property. Refer to the [ISA website](#) for more information. Qualified arborists as defined by MICC 19.16 have relevant education and training in arboriculture or urban forestry, having the International Society of Arboriculture (ISA) Tree Risk Assessment Qualification and at least one (1) of the following credentials:

1. ISA Certified Arborist;
2. ISA Certified Arborist Municipal Specialist;
3. ISA Board Certified Master Arborist;
4. American Society of Consulting Arborists (ASCA) registered Consulting Arborist;
5. Society of American Foresters (SAF) Certified Forester for Forest Management Plans;

For tree retention reviews associated with a development proposal, a qualified arborist must have, in addition to the above credentials, a minimum of three (3) years experience working directly with the protection of trees during construction and have experience with the likelihood of tree survival after construction. A qualified arborist must also be able to prescribe appropriate measures for the preservation of trees during land development.

For additional information please refer to this helpful webpage:

<https://www.mercerisland.gov/cpd/page/tree-permits>

Civil Engineering Comments:

Civil Contact: Ruji.Ding@mercerisland.gov or 206-275-7703.

1. Please refer to MICC Title 15 for our Water, Sewers, and Public Utilities code.

For more information on Stormwater Permits please visit here:

<https://www.mercerisland.gov/cpd/page/stormwater-permits>

For more information on Low Impact Development please visit here:

https://www.psp.wa.gov/downloads/LID/20121221_LIDmanual_FINAL_secure.pdf

Building Comments:

Building Contact: Don.Cole@mercerisland.gov or 206-275-7701.

1. Regarding the Pacific Environmental "Fuel & Canopy Scope of Work" document dated May 22, 2020:
 - a. Item 1 shall be corrected to indicate the engineer structural design drawing is based on 25 psf ROOF Snow Load plus a 5 psf rain on snow surcharge for flat roofs.
 - b. A geotechnical engineer shall address geotechnical aspects of the proposed work (temporary shoring for excavations, sloped cuts at property lines, soil bearing capacity for new footings, etc.)
 - c. A separate permit is required for the signs.
2. Excavations within a 1H:1V slope of the property line require at least one of the following:
 - a. A letter from a geotechnical engineer verifying steeper temporary slope criteria that allows the excavations to remain on the property. Site inspection by the geotechnical engineer is required during excavation.

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- b. An engineered shoring design with details and calculations.
 - c. A letter from the adjacent property owner(s) giving their permission to back slope the excavation onto their property.
3. The replaced canopy shall comply with IBC 406 and IFC sections related to motor fuel-dispensing facilities, including restrictions on light-transmitting plastics (not less than 10 feet from any building, aggregate area not more than 1000 sf, etc.

For additional information please refer to this helpful webpage:

<https://www.mercerisland.gov/cpd/page/codes-design-criteria-research>

Planning Comments:

Planning Contact: robin.proebsting@mercergov.org or 206-275-7717.

1. Approvals needed
 - a. Design Review
 - i. Design review is required for all development that requires a building permit that is not: 1) a single-family home, wireless communication facility, or on property owned by the City; nor, 2) exempt under MICC 19.15.220(C)(1)(c)(iii).
 - ii. Design review is not required for normal building and site maintenance including repair and replacement that involves no material expansion or material change in design.
 - iii. There are two types of design review; Design Commission Design Review and Code Official Design Review. The type of review needed depends on the scope of work.
 1. Design Commission Design Review is required for:
 - a. New buildings;
 - b. Any additions of gross floor area to an existing building(s);
 - c. Any alterations to an existing building that will result in a change of 50 percent, or more, of the exterior surface area;
 - d. Any alterations to a site, where the alteration will result in a change to the site design that affects more than 50 percent of the development proposal site;
 - e. and any alterations to existing facades, where the building is identified by the city as an historic structure;
 2. Code Official Design Review is required for all other non-exempt development proposals.
 - iv. Design Review must be reviewed and approved prior to building permit issuance.
 - v. Design standards can be found in MICC 19.11, (Town Center Development and Design Standards).

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1. Bulk regulations (MICC 19.11.030) standards include:
 - a. Building height 27 feet (TC-3 subarea)
 - b. Rooftop appurtenances may extend up to 10 feet above the maximum height limit, but must be hidden or camouflaged, and must be at least 10 feet from the edge of the roof.
 - c. Setbacks: Enough space must be provided for at least 12 feet of sidewalk between the structure and the face of the street curb

2. Lighting (MICC 19.11.090) standards include:
 - a. Lighting should use LED or similar minimum wattage light sources, which give more “natural” light.
 - b. Building Entrances. All building entrances should be well lit to provide inviting access and safety.
 - c. Building-Mounted and Display Window Lights. Building-mounted lights and display window lights should contribute to lighting of walkways in pedestrian areas.
 - d. Parking Areas. Parking area light fixtures should be designed to confine emitted light to the parking area. The height of the light fixtures should not exceed 16 feet. The design commission shall review and determine the adequacy of lighting in parking areas based on best practices.
 - e. Neon Lighting. Neon lighting may be used as a lighting element; provided, that the tubes are concealed and are an integral part of the building design. Neon tubes used to outline the building are prohibited.
 - f. Shielding. All lighting fixtures should be shielded or located to confine light spread within the site boundaries, to the extent possible, especially when adjacent to residential uses.

3. Materials and Color (MICC 19.11.110) standards include:
 - a. Building exteriors should be constructed from high quality and durable materials. It is important that the materials and colors weather well and that building exteriors need minimal maintenance.
 - b. A harmonious range of colors should be used within the Town Center. Neon or very bright colors, which have the effect of unreasonably setting the building apart from other adjacent buildings on the street, should not be used.
 - c. Bright colors should be used only for trim and accents if the use is consistent with the building design and other design requirements.
 - d. Beveled metal siding, mirrored glass, and vinyl siding should not be used. EIFS, stucco and similar materials should be limited to use as a minor building facade element.
 - e. A variation of building materials should be used to assist in the creation of a visually interesting experience.

4. Signs (MICC 19.11.140) standards include:

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- a. Maximum size is limited to Twenty-five square feet, measured by Individual Letters and Symbols. Individual letters and symbols – total combined area of a rectangle drawn around the outer perimeter of each word and each symbol.
 - b. Wall signs may not extend above the building parapet, soffit, the eave line or the roof of the building, or the windowsill of the second story.
 - c. Lighted Signs. Lighted signs shall be of high quality and durable materials, distinctive in shape, designed to enhance the architectural character of the building and use LED lights or other minimum wattage lighting, as necessary to identify the facility or establishment. Channel or punch-through letters are preferred over a sign that contains text and/or logo symbols within a single, enclosed cabinet.
- b. SEPA Review is triggered when underground storage tanks over 10,000 gallons is proposed.
- 2. Critical area constraints
 - a. There are mapped seismic and landslide hazard areas
 - b. At building permit, please provide a critical area report prepared by a geotechnical professional, addressing the criteria in MICC 19.07.160, including an analysis of impacts to the subject property and neighboring property, together with a statement of risk.
- 3. Land Use Application Process and Estimated Timeline:
 - a. Required land use approvals
 - i. Design Commission Design Review (store expansion)
 - ii. Code Official Design Review (fuel canopy replacement/enlargement)
If both the fuel canopy and store expansion are reviewed together under the same Design Review application, only Design Commission Design Review is needed.
 - iii. SEPA Review
 - b. Summary of procedural steps (Code Official Design Review + SEPA)
 - i. Pre-Application Meeting
 - ii. Submit application electronically
 - iii. Application Completeness Check
 - iv. Public Notification issued for Code Official Design Review
 - v. Review begins
 - vi. Review comments may be sent out if needed
 - vii. SEPA Determination issued
 - viii. Appeal period
 - c. Summary of procedural steps (Design Commission Design Review + SEPA)
 - i. Pre-Application Meeting
 - ii. Submit application electronically
 - iii. Application Completeness Check
 - iv. Notice of Application (mailing and posting), beginning public comment period
 - v. Review begins
 - vi. Review comments may be sent out if needed

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- vii. SEPA Determination issued
- viii. Notice of Public Hearing
- ix. Public hearing with Design Commission
- x. Appeal period

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d. Current review timeline are as follows:

Land Use Decisions

Type of Review	Target
Completeness Review	4 weeks
First review	8-12 weeks
Second and subsequent reviews	6 weeks
Staff Report / Decision (following completion of review)	3-4 weeks

Construction / Building Permits

Commercial	
Tenant Improvements	2 weeks
First Review (New Construction)	12 weeks
Second Review	3 weeks
Third and subsequent reviews	2 weeks
Revisions	2-3 weeks

For more information on Land Use and Planning please refer to this useful webpage:
<https://www.mercerisland.gov/cpd/page/land-use-application-forms-and-submittal-requirements>

Regards

Robin Proebsting
Senior Planner
Community Planning & Development
City of Mercer Island

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