

# 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)



## PRE-APPLICATION MEETING REQUEST FORM

### WHY WOULD I BE REQUIRED OR FIND IT USEFUL TO HAVE A PRE-APPLICATION MEETING?

- REQUIRED:** Before an application can be submitted for certain land use projects, a Pre-Application Meeting is **required** by code (Refer to page 2 for the lists of types of permits that are **required** to have a pre-application meeting)
- USEFUL:** Pre-Application meetings are *recommended* during the feasibility phase and prior to conceptual project design, and any time a property owner or designer would like feedback from Community Planning & Development Staff.

At the end of the pre-application meeting, you will receive a set of written comments and notes that summarizes the issues and questions discussed. **PRE-APPLICATION MEETINGS INCREASE CERTAINTY, RESULT IN MORE COMPLETE APPLICATION SUBMITTALS, AND REDUCE REVIEW TIMEFRAMES.**

### WHAT QUESTIONS DO I HAVE ABOUT MY PROJECT? WHO CAN ANSWER THEM AT THE PRE-APPLICATION?

Types of Questions:	Review Discipline
<ul style="list-style-type: none"> <li>Development Standards: Setbacks, Building Height, Lot Coverage, Gross Floor Area, Hardscape</li> <li>Land Uses: New uses or changes of uses on a site or in a building</li> <li>Shorelines: Development on or near Lake Washington</li> </ul>	Land Use Planning
<ul style="list-style-type: none"> <li>Subdivisions</li> <li>Critical Areas: Watercourses, Wetlands, Geologically Hazardous Areas</li> <li>Design Review: Projects in the Town Center or non-single family elsewhere</li> <li>SEPA Review</li> <li>Wireless Communication Facilities</li> </ul>	
<ul style="list-style-type: none"> <li>Access and Traffic</li> <li>Stormwater</li> <li>Utilities: Water and sewer</li> </ul>	Civil Engineering/ Storm/Utilities
<ul style="list-style-type: none"> <li>Building codes</li> <li>Energy code</li> </ul>	Building/Structural Engineering
<ul style="list-style-type: none"> <li>Sprinklering</li> <li>Fire alarms</li> </ul>	Fire Marshall
<ul style="list-style-type: none"> <li>Tree preservation and removal</li> <li>Tree protection during construction</li> </ul>	City Arborist

### PROPERTY INFORMATION:

<b>Site Address</b> 9150 Fortuna Dr, Mercer Island, WA 98040	<b>Parcel No</b> 413930-0225, 413930-0230, 072405-9016, 140285-0050
<b>Property Owner Information:</b> Covenant Living Communities	
<b>Name</b> Terri Cunliffe - CEO	<b>Phone</b> 773-878-2294
<b>Address</b> 5700 Old Orchard Rd, Skokie, IL, 60077	<b>Email</b> TSCunliffe@covliving.org
<b>Project Contact Information</b>	
<b>Name</b> Randy Gross - Vice President Project Development	<b>Phone</b> 847-302-3976
<b>Address</b> 5700 Old Orchard Rd, Skokie, IL 60077	<b>Email</b> REGross@covliving.org

**PROJECT INFORMATION**

**Provide Brief Project Description:**

Repositioning the existing Senior Living Community by taking down an existing aging old dining lodge and constructing a new Community Services Building that would provide multiple dining spaces, wellness / fitness centers and social activity areas to meet the needs of the residents of the community. The project would include needed additional surface parking space and below building parking and Independent Living Housing Units to meet the needs of the senior residents of the community.

**IDENTIFY PROJECT TYPE (IF KNOWN):**

<input checked="" type="checkbox"/> FEASIBILITY STUDY	<input type="checkbox"/> BUILDING PERMIT	<input type="checkbox"/> CRITICAL AREA REVIEW	<input type="checkbox"/> SHORELINE PERMIT
<input type="checkbox"/> SUBDIVISION	<input type="checkbox"/> LOT LINE REVISION	<input type="checkbox"/> DESIGN REVIEW	<input type="checkbox"/> SEPA
<input type="checkbox"/> ACCESSORY DWELLING UNIT	<input type="checkbox"/> WIRELESS COMMUNICATIONS FACILITY	<input type="checkbox"/> VARIANCE	<input type="checkbox"/> UNKNOWN

OTHER(S): This is an update of the previous concept plan. After this pre-app, the project will pursue the Shoreline CUP, SEPA, and other

**WHICH REVIEW DISCIPLINES NEED ATTEND THE PRE-APPLICATION MEETING?**

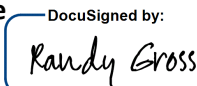
Based on the types of questions that you have (refer to "types of questions" section on page one), identify all review disciplines that are required/requested for attendance at the pre-application meeting:

<input checked="" type="checkbox"/> LAND USE PLANNING	<input checked="" type="checkbox"/> FIRE MARSHALL
<input checked="" type="checkbox"/> CIVIL ENGINEERING/STORM/UTILITIES	<input checked="" type="checkbox"/> CITY ARBORIST
<input type="checkbox"/> BUILDING/STRUCTURAL ENGINEERING	

**WHAT TYPE OF PRE-APPLICATION MEETING DO I NEED?**

If you checked <b>two (2)</b> or less review disciplines above, then you need a Type 1 Pre-Application Meeting.	If you checked <b>three (3)</b> or more review disciplines above, then you need a Type 2 Pre-Application Meeting.
<input type="checkbox"/> <b>Type 1 Pre-Application Meeting</b>	<input checked="" type="checkbox"/> <b>Type 2 Pre-Application Meeting</b>
A Type 1 meeting is required prior to submittal of the following application types:	A Type 2 meeting is required prior to the submittal of the following application types:
* Development code interpretations	* Conditional Use Permit
* Shoreline Substantial Development Permit	* Critical Area Review 2
* Wireless communication facilities height variance	* Design Commission Review
* SEPA Threshold Determination	* Plat alteration and vacations
A Type 1 meeting is recommended as part of feasibility or prior to conceptual design.	* New and modified wireless (non-6409) eligible facility
Note that if you select a Type 1 meeting, only the two reviewers that you selected above will review the application materials and attend the pre-application meeting. If you want feedback from a specific review discipline, you must check the appropriate box in the section above and select the correct pre-application type.	* Reasonable Use Exception
	* Variance
	A Type 2 meeting is recommended as part of feasibility or prior to conceptual design.
	All reviewers selected above will review the application materials and attend the pre-application meeting. If you want feedback from a specific review discipline, you must check the appropriate box in the section above and select the correct pre-application type.

Note: If you are unsure of your selection, please email City Staff at [epermittech@mercerisland.gov](mailto:epermittech@mercerisland.gov) for assistance

**Signature** DocuSigned by:  
  
 Randy Gross  
 FEC2DB0165314A8...

**Date** 7-20-2023

## HOW DO I SUBMIT MY PRE-APPLICATION?

### Step 1:

**Prepare Submittal Documents** Include required forms and documents described here:

- THIS PRE-APPLICATION MEETING REQUEST FORM (REQUIRED)
- YOUR QUESTIONS FOR THE REVIEWERS (REQUIRED)
- PROJECT NARRATIVE (REQUIRED)
- PRELIMINARY PLANS (REQUIRED)
- [TREE INVENTORY AND REPLACEMENT SUBMITTAL WORKSHEET](#) (REQUIRED, UNLESS WAIVED BY CITY ARBORIST)
- ARBORIST REPORT (AS NEEDED)

### Step 2:

**Upload Documents to the [Mercer Island File Transfer Site](#). Using the instructions below**

**Submit your plans, forms, and supplemental documents online at <https://sftp.mercergov.org>.** Here are the instructions for how to submit your forms:

#### 1. Log in with the following credentials:

- a. Username: guest
- b. Password: eplan

#### 2. Create a Folder and Upload Your Documents:

- a. Click the word "Inbox" (not the checkbox) in the main field of the screen.
- b. Click the "Add folder" icon in the gray band at the top of the screen to create a new folder for your project.
- c. Name the folder with the following format and click the Add Folder button: "PROJECT ADDRESS" (i.e. 9611 SE 36th St).
- d. Click your folder name (not the checkbox) to select/open your folder.
- e. Click the "Upload" icon in the gray band at the top of the screen.
- f. Add your files, then click on the teal "Upload" button.

#### 3. Note: You can upload 5 files at a time. If you have more than 5 files, you can click the "Upload" icon multiple times. Alternately you can add files to a zip file, and upload the zip file

If you need more detailed instructions on how to upload or create a folder use our [submittal instructions](#) or visit our [Electronic Plan Review](#) page.

**Step 3: Upon Receipt of all Required Submittal Documents, City Staff will contact you with the date and time of the scheduled meeting and provide instructions for fee payment.** The meeting will be scheduled for the next available Tuesday. Meetings are currently held virtually, via Microsoft Teams video conference.

## WHAT ARE THE FEES FOR MY PRE-APPLICATION?

### Type 1 Pre-Application Meeting:

\$900 minimum fee, plus charges for any staff time spent on the pre-application over 6 hours. Any additional staff time is charged at a rate of \$150/hour.

### Type 2 Pre-Application Meeting:

\$1,800 minimum fee, plus charges for any staff time spent on the pre-application over 12 hours. Any additional staff time is charged at a rate of \$150/hour.

**Please Note: Fees will continue to accrue, post pre-application meeting, in situations where the applicant requests follow up or has additional questions that require additional staff time. Fees will be assessed at the hourly staff rate in place at the time of accrual and invoiced via email.**