

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | www.mercerisland.gov



Pre-Application Meeting (PRE24-028)

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:	4327 Forest Ave SE	Parcel Number	9365700344
Lot Size:	14,455 SF	Zoning:	R-15 (Single Family)
Brief Project Description:	Install one new boatlift, one new dock mounted PWC lift, and remove 1 mooring pile.	Documents Provided:	<ul style="list-style-type: none">• Pre-application request form.• Preliminary plans.• Questions for reviewers.• Project narrative.• SEPA checklist
Applicant Information:			
Name: Zion Napier		Email: permits@sebornpiledriving.com	Phone: 206-236-1700
Second Pre-application Meeting Required:	Not Applicable	Click for explanation if necessary	

Applicant Questions:

1. Is the submitted material correct to move forward with a SHL Exemption with SEPA review?

Staff Response: It will need to be shown how the project meets one of the exemptions listed in [WAC 173-27-040](#). Please see the [Shoreline Exemption](#) submittal requirements.

If it cannot be shown that it meets one of the exemptions listed in WAC 173-27-040, then a [Shoreline Substantial Development](#) permit will be required for this project.

2. The provided establishment permit drawing shows the lateral line extending from the northern portion of the parcel. Will this line be upheld in during land use review?

Staff Response: The applicant may submit whatever they feel meets the city's requirements. Additional information may be requested once the official review has begun.

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Review Comments:

Planning Comments:

Planning Contact: grace.manahan@mercerisland.gov or 206-275-7764

19.13.050 – Shoreline Master Program, Shoreland development standards.

- A. Requirements for development landward of the OHWM.
 1. No structures are allowed within 25 feet of the OHWM.
 2. Height is limited to the general residential standards above but shall not exceed 35 feet above average building elevation.
 3. Development is limited within 50 feet of the OHWM. Maximum hardscape and Lot coverage:
 - a. 10% between 0 and 25 feet from the OHWM
 - b. 30% between 25 and 50 feet from the OHWM
 4. For single-family residences, apply for a [Shoreline Exemption Permit](#) and provide a signed Shoreline Substantial Development Permit [Exempt Affidavit](#). The Shoreline Exemption Permit should include a detailed description demonstrating compliance with one of the exemptions in [WAC 173-27-040](#).
- B. State Environmental Policy Act (SEPA) Review.
 1. The proposed scope of work requires SEPA review unless the applicant can demonstrate the project is exempt pursuant to WAC 197-11-800.
 2. If wetlands or watercourses are found on site, SEPA review will likely be required.

Notes: None at this time.

Other Regulations:

1. Underlying Plat limits
 - a. Conditions: NA
 - b. Covenants: NA
 - c. Easements:
 - i. Utility and Other Easements: No structure shall be constructed on or over any easement for water, sewer, storm drainage, utilities, trail, or other public purposes unless it is permitted within the language of the easement or is mutually agreed in writing between the grantee and grantor of the easement.
 - ii. Since multiple property owners share an interest in the easement, all parties with an interest must agree to the change.
2. Nonconforming issues
 - a. MICC 19.01.050
3. Vesting: Please see the standards in MICC 19.15.170.
4. Application fees
 - a. Deposit due at time of application
 - b. Review time is billed hourly against the deposit; additional fees may be requested if additional review time is required.
 - c. When third-party technical review is required (e.g. geotechnical, wetland, watercourse etc.), this is billed separately, in addition to staff review time.
5. Land Use Application Process and Estimated Timeline:

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- a. Required land use approvals
 - i. Shoreline Substantial Development Permit or Shoreline Exemption
 - ii. SEPA Review (unless exemption demonstrated)
- b. [Consolidated Review](#)
- c. Summary of procedural steps
 - i. Pre-Application meeting
 - ii. Submit application electronically
 - iii. Application Completeness check
 - iv. Notice of Application (public notice via sign on site, mailing, notice in bulletin), begin 30-day comment period
 - v. Review
 - vi. Review comments sent out if needed and subsequent submissions returned by applicant
 - vii. Notice of Decision
 - viii. Appeal period
- d. Land use approvals are valid for a period of 3 years from the date of approval.

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

Single Family Residential	
First Review	8-12 weeks
Second Review	3 weeks
Third and subsequent reviews	2 weeks
Revisions	2-3 weeks
Express Reviews (see note below)**	4 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>

Pre-Application Fees:

The minimum fee for the pre-application meeting must be paid to initiate the pre-application process. If staff time exceeds the minimum hours allotted, the applicant will be invoiced via email for additional staff hours at the current hourly rate. Note: All involved staff members track time spent researching

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and preparing, attending the meeting, corresponding, responding to questions pre and post meeting, and/or on any other activity related to the pre-application process for the project. Applicants who continue to discuss the meeting with staff should expect to be invoiced for additional staff time.

Regards

Grace Manahan
Assistant Planner
Community Planning & Development
City of Mercer Island

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May 21, 2024

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