

# CITY OF MERCER ISLAND

## COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | [www.mercergov.org](http://www.mercergov.org)



### Pre-Application Meeting (PRE21-023)

*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:

<b>Site Location:</b>	6610 East Mercer Way		
<b>Lot Size:</b>	50,094sf	<b>Zoning:</b>	R-15 (Single Family)
<b>Brief Project Description:</b>	Subdivision of 1.15 acre lot into 2 lots and demolish the existing house and driveway.	<b>Documents Provided:</b>	Survey, project narrative and questions, plan set, pre-app application, and arborist report.
<b>Applicant Information:</b>			
<small>Name:</small>	John Anderson	<small>Email:</small>	johna@paceengrs.com
		<small>Phone:</small>	425.449.2511
<b>Second Pre-application Meeting Required:</b>	Not Applicable	<a href="#">Click for explanation if necessary</a>	

#### Applicant Questions:

- Existing conditions and multiple ownerships along the private road access to East Mercer Way will make improvements very difficult. What improvements if any will be required by the City.
  - Please see Fire and Planning comments below.*
- The existing 5/8-inch domestic water service crosses two private yards according to the City's GIS mapping. The exact location of the service line is not known. The developer would prefer to install new water meters and service lines within the existing access road easement and avoid trenching through private yards. There appears to be room near the northwest corner of property address 6464 to set two water meters along the existing pavement edge. Water service lines would be extended approximately 550 feet within the private road easement to serve the short plat lots. Is the proposed water service design described above acceptable to the City?
  - Senior Development Engineer, Ruji Ding, response: The concept of the placements of the water supply lines, water meters and water service lines are acceptable. However, the city public works will determine the actual locations of the water meters and water service lines after the building permits are submitted. For submittal, show the water main on the survey and easement limits.*
  - Water service can be done during site development or building permit.*
- The existing 36-inch CMP storm pipe along the north property line is a non-fish bearing piped stream. Are there any setbacks from the easement, or other conditions that need to be considered for the house sites?

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- a. City Planner, Lauren Anderson, response: please see Planning comments below about critical areas under section #2. The piped watercourse is regulated and has setbacks. In regards to the easement, per MICC 19.02.020(H)(2) **“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.”**
4. Are new connections to the existing 36-inch CMP storm pipe allowed?
- a. Senior Development Engineer, Ruji Ding, response: Since the 36” CMP is a piped water course, the drainage from the new development should avoid connecting to the piped watercourse. The drainage appears it can connect to Lake Washington. [refer to Planning comments]
- b. City Planner, Lauren Anderson, response: **Connecting storm drainage to the piped watercourse requires compliance with MICC 19.07.120(D). This requires using reasonable methods to avoid and, if avoidance is not possible, minimize impacts to critical areas and buffers to the greatest extent feasible consistent with mitigation sequencing [MICC 19.07.100]. Compliance shall be documented by a qualified professional with a critical areas study. This comment also applies to connecting to the sewer stub within the watercourse setback. See Planning comments below for more information.**
5. Are new side sewer connections to the main along the north property line allowed?
- a. Senior Development Engineer, Ruji Ding, response: There are at least two sewer stub outs from the city sewer main, so no new connection to the city sewer main is allowed for the new developments. Avoid impacts to the critical area (piped watercourse and setback). Video the stubs to verify condition – recommended to do early in process.
6. Can design for the 14 replacement trees be shown on the short plat landscape plans?
- a. City Arborist, John Kenney, response: I do encourage you to create a replanting plan. At least half of the replacement trees need to be native to the Pacific Northwest. For the trees shown not to fit onsite with a 10' minimum spacing from each other, building pad and utilities. A fee in lieu of \$494.50/tree not able to be replaced will be required.
7. Are there any codes restricting a pool on Lot 1 between the new house and waterfront?
- a. See Planning’s comments below about hardscape and shoreline setbacks. Please also refer to the swimming pool standards in [MICC 19.02.070](#).
8. Do the front, rear, side and shoreline setbacks on the preliminary short plat drawing meet R15 zoning requirements?
- a. City Planner, Lauren Anderson, response: Lot 1 yard setback locations appear to be correct. The setback locations of Lot 2 may be incorrect and will depend on how the lot will gain primary access. If Lot 2 gains primary access from the north, the front yard would be from the northern property line. Please see Planning comments about required yard setbacks below.
- It is unclear how the minimum side yard setbacks were calculated, as they appear to be larger than required – please refer to the Planning comments below about yard setbacks and MICC 19.02.020(C). The minimum side yard setback is based on lot width. For a 90 foot wide lot (i.e. Lot 2), the sum of the side yards’ width shall be at least 15 feet and the minimum side yard is 5 feet. Please note this is for determining the short plat building pad only. When submitting a future building permit the variable side yard setback standards would apply and the minimum side yard setback will be based on proposed building height.*
- b. Feel free to send me an updated plan that shows the proposed access easement location, turnaround, driveway, and building footprint. The turnaround easement will need language

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- that clearly states it is for fire access only and no parking is allowed. With this additional information Planning can confirm setbacks and net lot area for Lot 2.*
9. What constitutes a “basement” and how does it relate to the gross floor area calculation?
    - a. *City Planner, Lauren Anderson, response: The MICC does not define “basement.” Please refer to Title 19 [Appendix B](#) basement floor area exclusion calculation. The Mercer Island Development Code excludes that portion of the basement floor area from the Gross Floor Area which is below the existing or finished grade, whichever is lower. An attached garage can be included in the basement exclusion calculation per Administrative Interpretation #07-01.*
  10. Lot 1 property area is more than two (2) times larger than the minimum R15 lot area. Are there any provisions that would allow increasing the maximum hard surface and gross floor areas to reflect the increased lot size?
    - a. *City Planner, Lauren Anderson, response:*
      - i. *There are gross floor area (GFA) allowances for: 1) smaller lots (7,500sf or less) or 2) if an ADU is proposed the total gross floor area shall not exceed 4,500 square feet or 45 percent of the lot area, whichever is less. These provisions would not apply to Lot 1.*
      - ii. *Lot coverage: There are allowed adjustments for a single story single-family dwelling with wheelchair access or a flag lot. Please refer to MICC 19.02.020(F)(3)(e).*
      - iii. ***In addition, please refer to the city’s large lot standards in [MICC 19.02.020\(I\)](#). A large lot in the R-15 zone is 30,000sf or larger. There are 3 options: 1) design for future subdivision, 2) subdivide, or 3) limit subdivision with a notice on title, covenant, etc. Please note in the submittal which large lot standard option the project will use.***
  11. What are the emergency access requirements for the short plat?
    - a. *See Fire comments below.*
  12. What permits are required and approximate timing for the permits?
    - a. *See Planning comments below about the land use application process.*
  13. Are there any development/permit issues the City has concerns about?
    - a. *See all reviewers notes below. Land Use Planning concerns have been **bolded**.*

## Review Comments:

### Fire Comments:

Fire Contact: [Jeromy.Hicks@mercercisland.gov](mailto:Jeromy.Hicks@mercercisland.gov) or 206-275-7966.

I have included some basic notes regarding the Fire Review and evaluation processes. Please see the below information. There are several hyperlinks that may be used to help guide you through this process.

All this information is consolidated in our “Developer Manual”. \*\* I can provide this via email since pick up is not an option at this time.

Specific questions are answered below starting at section 6.

1. [Fire access:](#)

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- a. Access roads (defined under IFC 202) under 500' are required to be 20' in width. For access roads over 500' they are required to be 26'. IFC 503.2.1, D103.1, MICC 17.07.020)
  - b. Minimum driveway widths (for planning purposes) are outline in [MICC 19.09.040](#)
  - c. Grade shall not exceed 10%. Grades over 10% but under 20% (max) may be evaluated for code alternative requests. (IFC 503.2.7)
  - d. Length shall not exceed 150' from furthest portion of the building as one would walk. (IFC 503.2.1)
  - e. Surface shall be able to withstand and imposed load of 75,000 pounds and be constructed of asphalt. (If grade exceeds 15% this shall be brushed concrete) (IFC D102.1, MICC 19.09.040)
  - f. Fire access roads, private access roads, driveways in excess of 150' shall have provisions for fire apparatus turn-around as listed/illustrated in Appendix D of the IFC.
2. Fire Flow (Hydrants)
    - a. A hydrant capable of flowing the required fire flow as outline in the International Fire Code Appendix B shall be located within 300' of the furthest portion of the building (600') for a building with an approved sprinkler system. (IFC Appendix B)
3. [Sprinklers](#)
    - a. All new construction and alterations over 50% valuation are required to install a minimum of a NFPA 13d fire sprinkler system.
    - b. Decreased fire flow, access, grade, or building size may required the installation of a NFPA 13r of 13 sprinkler system.
    - c. Water meter sizing is required for the install of a fire sprinkler system.
4. [Fire Alarm Systems](#)
    - a. NFPA 72 Monitored Fire Alarm systems may be required as part of mitigation for deficiencies as listed above or may be proposed as a code alternative.
5. [Fire code alternatives](#)
    - a. These may be considered upon application of a building permit. The building designer must propose such alternative and it must show how the alternative is equal to or above the required code.
    - b. Fire Code alternatives are not considered as a replacement for the fire code. The individual building applicant must show that the adopted prescriptive code may not be followed as a result of extenuating circumstances.
6. Plat Map Wording Requirement:
    - a. Please provide the following statement on all Plat Map submittals:

**"All buildings are subject to meeting the current fire code requirements at the time of permit submittal. Access shall be provided as outlined in the International Fire Code Appendix D as adopted and/or amended and MICC 19.09.40. Fire plan reviews will be conducted at the time of building permit submittal and may require additional fire protection systems and/or fire prevention measures for permit approval."**

For additional information please refer to this helpful webpage:

<http://www.mercergov.org/Page.asp?NavID=2614>

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## Tree Comments:

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Tree Contact: [John.Kenney@mercerisland.gov](mailto:John.Kenney@mercerisland.gov) or 206-275-7713.

1. Tree retention, protection and replacement will be required.
2. Tree protection of retained trees will be required.
3. Sequential (phased) tree removal may be required (only remove trees necessary at each step of the review process).
4. Per MI19.10.060. a. A minimum of 30 percent of trees with a diameter of 10 inches or greater, or that otherwise meet the definition of large tree, shall be retained over a rolling five-year period. Since this is still considered one lot please fill out the required form to help design the building pad location. [https://www.mercerisland.gov/sites/default/files/fileattachments/community\\_planning\\_amp\\_development/page/21988/mercerislandtreeinventory.pdf](https://www.mercerisland.gov/sites/default/files/fileattachments/community_planning_amp_development/page/21988/mercerislandtreeinventory.pdf)
5. Show building pad location with tree protection areas shown even if this means modifying the building pads per MI19.09.090.a

For shoreline development, please provide the following:

6. Please illustrate existing trees (type, diameter, driplines) located near the proposed development.
7. Please refer to the shoreline planting requirements in [MICC 19.13.050\(K\)\(4\)](#) and Planning's comments below.
8. Please provide a tree protection plan for all development that will impact regulated trees.

For additional information please refer to this helpful webpage:

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

## Civil Engineering Comments:

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Civil Contact: [Ruji.Ding@mercerisland.gov](mailto:Ruji.Ding@mercerisland.gov) or 206-275-7703.

1. Please refer to [MICC Title 15](#) for our Water, Sewers, and Public Utilities code.
2. Drainage: The site is in a LID infeasible area and has shallow ground water table. The drainage design needs to meet the current city drainage code.

For more information on Stormwater Permits please visit here:

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

## Building Comments:

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Building Contact: [gareth.reece@mercerisland.gov](mailto:gareth.reece@mercerisland.gov) or 206-275-7710.

1. A wet season waiver would be required to work during October 1-April 1<sup>st</sup> within a potential landslide hazard area. Please refer to MICC 19.07.160(F)(2).
2. The Geotech Report will need to provide a statement of risk consistent with 19.07.160(B)(3).

For additional information please refer to this helpful webpage:

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

## Planning Comments:

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Planning Contact: [Lauren.Anderson@mercerisland.gov](mailto:Lauren.Anderson@mercerisland.gov) or 206-275-7704.

1. "Standard" zoning constraints:

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a. Required Yard Setbacks:

Yard: An open, unoccupied space, unobstructed from the ground to the sky, except where specifically provided by this code, on the lot on which a building is situated, required to be kept open by the yard requirements prescribed herein. **Except as otherwise specified, the edge of the yard is measured from a fixed point or line on the lot, such as the edge of an easement, that affords or could be capable of affording vehicular access or from a property line.** Determination of front, rear, and side yards is established in MICC [19.02.020\(C\)\(2\)](#).

Front yard: 20-feet

1. For waterfront lots (Lot 1) the yard opposite the waterfront shall be the front yard, the shoreline shall be the rear yard and the remaining are side yard setbacks.
2. For Lot 2, the front yard shall be determined using the following sequential approach, in descending order of preference, until a front yard is established:
  - (a) **The yard abutting an improved street from which the lot gains primary access.**
  - (b) The yard abutting the primary entrance to a building.
  - (c) The orientation of buildings on the surrounding lots and the means of access to the lot.

The plans provided did not illustrate how the lots were going to be accessed (i.e. an access easement on Lot 2 for access to Lot 1) and the proposed driveway locations, thus staff was unable to confirm setbacks for Lot 2.

Rear yard: 25-feet

Side Yard: Variable. Please see MICC 19.02.020(C)(1)(c)(iii)

1. If the building height along the side yard is above 25 feet from the finished grade to the top of the exterior wall façade the minimum side yard is 10 feet
  2. If the building height along the side yard is above 15 feet (non-gabled roof) and 18 feet (gabled roof) above the existing or finished grade (whichever is less) to the top of the exterior wall façade will have a minimum side yard of 7.5 feet.
  - ii. For the full code, please refer to [MICC 19.02.020 \(C\)\(1\)\(c\)](#)
- b. Height limits / downslope height limit
- i. Maximum height: 30 feet above the average building elevation (ABE) to the highest point of the roof
  - ii. at the furthest downhill extent of the proposed building to the top of the exterior wall façade supporting the roof framing, rafters, trusses, etc.
- c. Lot Coverage:
- i. Based on lot slope
  - ii. Calculated by totaling the following:
    1. All drivable surfaces (driveway, parking pad, turn-arounds, etc. regardless the material type; e.g. pervious driveway counts towards lot coverage)
    2. Roof line (includes eaves and covered decks)
  - iii. Allowed a maximum of 9% of the lot area can be hardscape
    1. Hardscape includes, but is not limited to, the following: patios, uncovered steps, walkways, decks, retaining walls, rockeries, artificial turf, etc. Please refer to the definition of “hardscape” in 19.16.
- d. Lot area, width, and depth standards:
- i. R-15: The net lot area shall be at least 15,000 square feet. **Lot width shall be at least 90 feet** and lot depth shall be at least 80 feet. **The proposed lot width of Lot 2 is 88 feet, which is below the required 90 foot minimum – please adjust.**

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- ii. Net lot area: The area contained within the established boundaries of a lot, less any area used for public or private vehicular access easements, excluding that portion of the easement used for a driveway access to the encumbered lot.  
For example, the net lot area of a lot encumbered by a private vehicle access easement with an area of 1,000 square feet and of which 400 square feet of the vehicle access easement is used for a driveway to a home on the encumbered lot is the area within the established boundaries of the lot less 600 square feet.
  - e. Gross Floor Area: 12,000sf or 40% of the lot area, whichever is less. Please refer to 19.16 definition of gross floor area and MICC 19.02.020(D).
2. Critical area constraints:
- a. Piped watercourse [Attachment D]: mapped piped watercourse
    - i. Please refer to MICC [19.13.010\(D\)](#) relationship with other Mercer Island Codes and Ordinances. Certain critical areas code in 19.07 is excluded from the SMP and cannot be used. Watercourse buffer reduction is excluded, however piped watercourse setback reduction under [MICC 19.07.180\(C\)\(6\)\(c\)](#) and (d) is allowed within the shoreline jurisdiction.
    - ii. The standard piped watercourse setback is 45 feet and is measured from the centerline of the piped watercourse.
    - iii. The 45 foot setback can be reduced to 15 feet with daylighting and a restoration plan. The setback can be reduced to 10 feet when daylighting is determined by [qualified professional\(s\)](#) to result in one or more of the following outcomes:
      - 1. Increased risk of landslide or other potential hazard that cannot be [mitigated](#);
      - 2. Increased risk of environmental damage (e.g., erosion, diminished water quality) that cannot be [mitigated](#);
      - 3. The inability of a legally established existing [lot](#) to meet the vehicular access requirements of this title; or
      - 4. The inability of a legally established existing [lot](#) to meet the [building pad](#) standards in MICC [19.09.090](#).
    - iv. Adding utilities within the piped watercourse setback and/or connecting directly into the piped watercourse requires compliance with “mitigation sequencing” under [MICC 19.07.100](#):
      - 1. The applicant shall consider reasonable, affirmative steps and make best efforts to avoid critical area impacts. However, avoidance shall not be construed to mean mandatory withdrawal or denial of the development proposal or activity if the proposal or activity is an allowed, permitted, or conditional use in this title. In determining the extent to which the proposal should be redesigned to avoid the impact, the code official may consider the purpose, effectiveness, engineering feasibility, commercial availability of technology, best management practices, safety and cost of the proposal and identified changes to the proposal. Development proposals should seek to avoid, minimize and mitigate overall impacts based on the functions and values of all of the relevant critical areas and based on the recommendations of a critical area study.
  - b. Geologically hazardous areas [Attachment A]:
    - i. Mapped potential slide and seismic
    - ii. Compliance with [MICC 19.07.160](#) is required for any [alterations](#) to geologically hazardous areas.

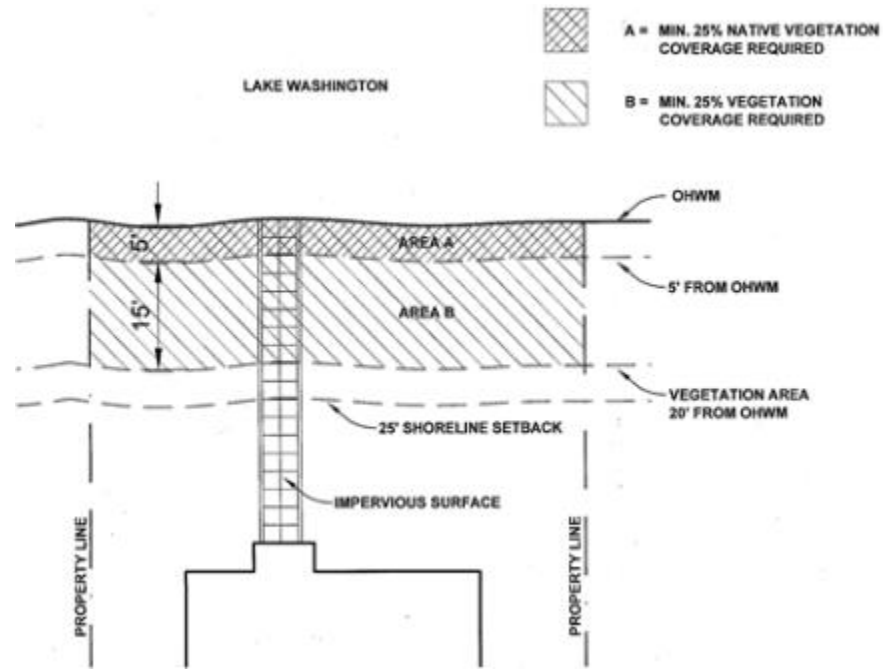
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- iii. A geotechnical engineer will need to be involved and provide a statement of risk per 19.07.160(B)(3).
  - iv. The geotechnical engineer will need to assess the proposed building pad location and site development.
3. Private access roads and driveways:
    - a. Shall comply with [MICC 19.09.040](#) standards.
    - b. The following are the minimum requirements for private access roads. To accommodate fire suppression and rescue activities, the **Mercer Island fire chief may require that the widths of private access roads or driveways or the size of turnarounds be increased or that turnarounds be provided** when not otherwise required by this section.
    - c. Driveways serving one single-family dwelling shall be at least eight feet in width.
    - d. All private access roads serving two single-family dwellings shall be at least 16 feet in width, with at least 12 feet of that width consisting of pavement and the balance consisting of well compacted shoulders.
  4. Building Pad [MICC 19.09.090](#):
    - a. New subdivisions shall designate a building pad for each lot. A building pad is that portion of a lot on which a building may be located based on criteria set forth under the development code.
    - b. In general, the building pad shall not be located within required yard setback, critical areas/buffer/setbacks and shall be located to minimize impacts to trees, topography, and critical areas.
    - c. The building pad may be located within geologically hazardous areas and associated buffers and setbacks when the following are met:
      - i. A [qualified professional](#) determines that the criteria of MICC [19.07.160\(B\)\(2\)](#) and [\(3\)](#), [Site Development](#), are satisfied;
      - ii. [Building pads](#) are sited to minimize impacts to the extent [feasible](#); and
      - iii. [Building pads](#) are not located in [steep slopes](#) or within 10 feet from the top of a [steep slope](#), unless such [slopes](#), as determined by a [qualified professional](#), consist of soil types determined not to be landslide prone.
    - d. No cross-section dimension of a building pad shall be less than 20 feet in width.
  5. The subdivision shall comply with [MICC 19.09.100](#) preferred practices, which includes use of common access drives and utility corridors.
  6. Shoreline
    - a. Shorelands: land within 200 feet landward from the OHWM.
    - b. Setbacks from [OHWM](#):
      - i. 0-25 feet: 10% hardscape and lot coverage (no structures are allowed)
      - ii. 25-50 feet: 30% hardscape and lot coverage
    - c. Exempt from a Shoreline Substantial Development Permit: refer to [WAC 173-27-040](#).
    - d. Shoreline Planting requirement per MICC 19.13.050(K)(4):

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- i. New development totaling 500 square feet or more of any combination of additional gross floor area, lot coverage or hardscape, including the primary structures and appurtenances, shall be required to provide native vegetation coverage over 50 percent of the 20-foot vegetation area shown on Figure C.



- ii. **New development totaling 1,000 square feet or more of any combination of additional gross floor area, lot coverage or hardscape, including the primary structures and appurtenances, shall be required to provide native vegetation coverage over 75 percent of the 20-foot vegetation area shown in Figure C.**
- iii. The vegetation coverage shall consist of a variety of ground cover shrubs and trees indigenous to the central Puget Sound lowland ecoregion and suitable to the specific site conditions. Existing mature trees and shrubs, but excluding noxious weeds, may be included in the coverage requirement if located in the 20-foot vegetation area shown in Figure C.

7. SEPA

- a. Refer to [WAC 197-11-800](#) categorical exemptions.
- b. SEPA help: [sepahelp@ecy.wa.gov](mailto:sepahelp@ecy.wa.gov) or 360-407-6922

8. Underlying Plat limits

- a. Refer to Attachment B

9. Easements [Attachment C: Easement Map]:

- a. Private road service and utility easement off-site to the northwest of the subject property.
  - i. Recording number 196302205546760
  - ii. Refer to Attachment B: Gregory Addition Plat 1963
- b. 10 foot storm easement
  - i. Recording #199606250590
  - ii. Created in 1996
- c. Sewer easement
  - i. Recording #5501889
  - ii. Created in 1962
- d. 10 foot sewer easement
  - i. Recording #5758769
  - ii. Created in 1964

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- e. Please refer to MICC 19.02.020(H)(1): “No structures shall be constructed on or over any vehicular access easement. A minimum five-foot yard setback from the edge of any easement that affords or could afford vehicular access to a property is required for all structures; provided, that improvements such as gates, fences, rockeries, retaining walls and landscaping may be installed within the five-foot yard setback so long as such improvements do not interfere with emergency vehicle access or sight distance for vehicles and pedestrians.”
  - f. Please refer to MICC 19.02.020(H)(2): **“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.”**
10. General comments:
- a. Each side line of a lot shall be approximately perpendicular or radial to the center line of the street on which the lot fronts.
  - b. A Site Development Permit (aka [Plat Improvements](#)) will be required prior to submitting for Final Short Plat. The Site Development will include installing the shared water, sewer and storm as well as access. Please see note #10(c)(vii)(1) about access.
    - i. Please refer to the standards in MICC 19.08.040.
    - ii. A Performance Bond or funds of 150% of the cost shall be deposited.
    - iii. Any outside consultants retained by the city to evaluate any phase of plat design or construction shall be charged at actual cost, plus any additional administrative costs. Billings tendered to the owner(s) shall be payable within 30 days.
    - iv. Construction may be limited to a specific seasonal time period and a short term soil and drainage control measures may be required. Refer to the Building comments above about wet season development restrictions.
  - c. When submitting the Short Plat application please provide the following:
    - i. Title Report
    - ii. Development Application
    - iii. Short Plat plan set: conceptual grading & utility plan, tree plan, short plat plan with
    - iv. Arborist report
    - v. Geotech Report
    - vi. [Transportation Concurrency Certificate application](#) – required for subdivisions.
    - vii. Plan set with:
      - 1. More details on the general building footprint, proposed access and driveway locations for both lots. How is Lot 1 going to gain access? The access easement to the north (recording #196302205546760) ends prior to reaching Lot 1. Will an access easement on the neighbor’s lot to the north at 6460 EMW be created? Will an access easement across Lot 2 to Lot 1 be created? If so, please note that this will impact the net lot area. Proposed access will need to comply with MICC 19.09.040. The proposed access easement shall be noted on the short plat plan. In addition, refer to Planning comment #9e above about access easement restrictions.
      - 2. All easements shown with the recording numbers noted.
11. Impact fees: linked [here](#).
12. Vesting: Please see the standards in [MICC 19.15.170](#).
13. Application fees

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- 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, watercourse etc.), this is billed separately, in addition to staff review time.
14. Land Use Application Process and Estimated Timeline:
- a. Required land use approvals
    - i. Short Plat application (In the future a final short plat application will be required) – type III land use review
    - ii. Transportation Concurrency – type I land use review
  - b. Summary of procedural steps for a type III land use review:
    - i. Pre-App
    - ii. Submit application electronically
    - iii. Application Completeness Check
    - iv. Public notice of application (sign, mailing, weekly bulletin notice, 30 day public comment period)
    - v. Review begins
    - vi. Review comments may be sent out if needed
    - vii. Notice of Decision
    - viii. Appeal period
  - c. Fees:
    - i. *Please note that Land Use Applications are based on an hourly staff rate. If additional staff time is required, additional fees will be requested at the hourly rate. Unused portions of the deposit will be refunded. See the [Land Use Approval Fee schedule](#) for specific hours applied to each Land Use application deposit.*
  - d. How to apply:
    - i. Submit your plans, forms and supplemental documents online at [sftp.mercergov.org](http://sftp.mercergov.org)  
To log on:
    - ii. Username - guest
    - iii. Password - eplan  
Creating a Folder
    - iv. Click on "Inbox"
    - v. Create new folder for your project.
    - vi. Name the folder with the following format: "PROJECT ADDRESS-LAND USE APPLICATION" (i.e. 9611 SE 36th St- LAND USE APPLICATION)
    - vii. If an address has not yet been assigned, please use the parcel number.
    - viii. Open the folder you just created by clicking on it.
    - ix. Click "Upload files", then select your plan set, permit forms, and supplemental documents.
    - x. If you need more detailed instructions on how to upload or create a folder use our [submittal instructions](#).
  - e. Timeline:
    - i. Preliminary Short Plat review and decision (can submit 1 building permit, as there legally is 1 lot)
    - ii. Apply for Site Development Permit,
    - iii. Meet conditions of Preliminary Plat Approval
    - iv. Complete Site Development/Plat Improvements per MICC 19.08.040

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- v. Submit for Final Short Plat review
- vi. Final Short Plat review and recording – provide recorded copy to the city for our records
- vii. Can submit for the second building permit
- f. Land use forms can be found [here](#).
- g. Land use expiration of approvals: [MICC 19.15.150](#)

**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**

Type of Review	Target
Single Family Residential	
First Review	8-12 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

Lauren Anderson  
 Planner  
 Community Planning & Development  
 City of Mercer Island

Enclosed:  
 Attachment A: Hazard Map  
 Attachment B: Gregory Addition Plat Map  
 Attachment C: Easement Map

**PLEASE NOTE:** These pre-application meeting notes have been prepared to assist the applicant in completing and submitting the application in a manner that complies with applicable development standards and permit processing requirements. Although care has been taken, in the event of a conflict between these notes and any applicable law, regulation or decision criteria, the latter shall prevail. The City of Mercer Island makes no warranty of any kind to the accuracy of the information contained in these notes. The information herein notwithstanding, it is the applicant’s sole duty to ensure that the proposed development complies with all applicable laws, regulations and decision criteria. Neither the discussions nor the notes provided at the pre-application meeting shall bind the City in any manner or prevent the City’s future application or enforcement of all laws, regulations and decision criteria.

# City of Mercer Island Property Hazard Report

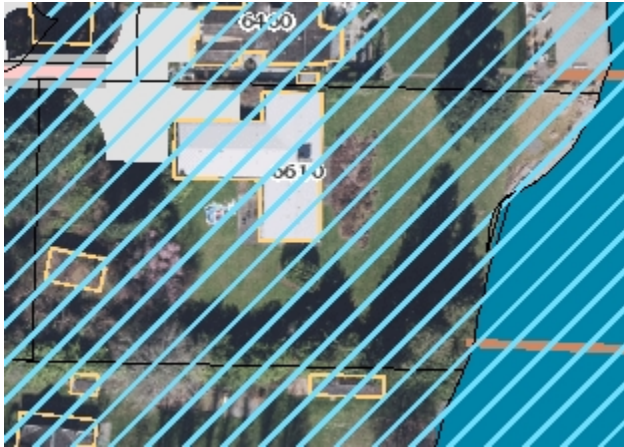


Site Address: 6610 E MERCER WAY

Parcel #: 3024059153

Report Generated on July 12, 2021

### Potential Slide:



### Steep Slope:

**No Hazard Found**

### Erosion:

**No Hazard Found**

### Seismic:



Wind Speed Up Values 1.0 1.3 1.6 1.9

### Wind Exposure:



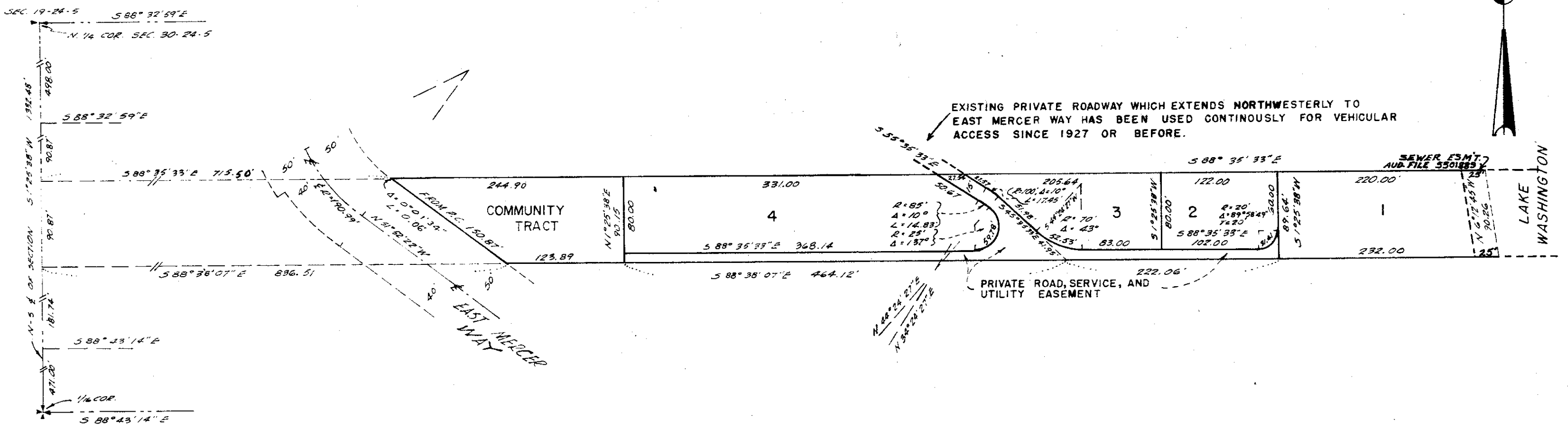
These maps are for the use of City of Mercer Island staff for the purposes of permit application evaluation. It provides a general assessment of known or suspect hazard areas for which the City will require site and project specific evaluation by a Washington State licensed engineer, geologist or engineering geologist prior to issuing a site for development. All areas have not specifically evaluated for hazards and there may be locations that are not correctly represented on these maps. It is the responsibility of the property owners and map users to evaluate risk associated with their proposed development. No site-specific assessment of risk is implied or otherwise indicated by the City of Mercer Island by these maps.

# GREGORY ADDITION Attachment B

PORTION OF GOV'T LOT 1 & N.W. 1/4 OF THE N.E. 1/4 OF SECTION 30, T.24 N., R. 5 E., W.M.

ROBERT W. JONES, Engineer

SCALE: 1" = 100'



## DESCRIPTION

This plat of GREGORY ADDITION includes the south half of the north half of that portion of government lot 1 and of the northwest quarter of the northeast quarter of section 30, township 24 north, range 5 east, W.M., in King County, Washington; lying between the north 498 feet thereof, and south 471 feet thereof; except the portion thereof, lying westerly of the easterly margin of the Mercer Island County Road; together with shore lands of the second class in front of and abutting upon said portion of said government lot 1.

## ENGINEER'S CERTIFICATE

I hereby certify that this plat of GREGORY ADDITION is based on an actual survey and subdivision of Section 30, T. 24 N, R. 5 E, W.M.; that the distances and courses are shown hereon correctly, that the monuments have been set and lot and block corners staked correctly on the ground and that have fully complied with the provisions of statutes and the regulations governing platting.

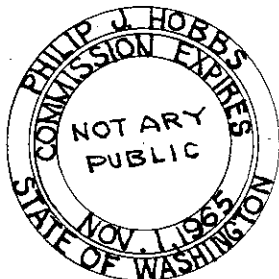
Robert W. Jones  
Robert W. Jones  
Certificate No. 2534  
Renewal No. 514-0130300  
Expiration date 1 Jan. 64



## DECLARATION

KNOW ALL MEN BY THESE PRESENTS that we the undersigned, owners in fee simple of the land hereby platted hereby declare this plat,  
IN WITNESS WHEREOF we have hereunto set our hands and seals

Roger J. Gregory                      Barbara L. Gregory  
Roger J. Gregory                      Barbara L. Gregory  
Individually and as Attorney in fact for  
Joseph C. Gregory and Margaret Gregory



## ACKNOWLEDGEMENTS

STATE OF WASHINGTON S.S.  
County of King

THIS IS TO CERTIFY that on this 21<sup>st</sup> day of December, A.D. 1962, before me, the undersigned, a notary public, personally appeared Roger J. Gregory and Barbara L. Gregory, his wife, and Roger J. Gregory, Attorney in fact for Joseph C. Gregory and Margaret Gregory, his wife, to me known to be the individuals who executed the above declaration and acknowledged to me that they signed and sealed the said instrument to be their free and voluntary act and deed for the uses and purposes therein mentioned.

IN WITNESS WHEREOF I have hereunto set my hand and official seal the day and year first above mentioned.

Philip J. Hobbes  
Notary Public in and for the State of Washington residing  
at Seattle, WA, Washington, my commission expires Nov. 1, 1965

## RESTRICTIONS

No lot or portion of lot in this plat shall be divided and sold or resold, or ownership changed or transferred whereby the ownership of any portion of this plat shall be less than the use district in which located. Each lot shall have an undivided one-quarter interest in the "community tract" and the "private road," service and utility easement shown hereon. Said "community tract" shall be used as a private park, playground and recreational area and the public, at the sole option of the city council of the city of Mercer Island, shall have a right of entry if said area shall cease to be used for said purposes. Said utility easement shall be for all private and municipal corporations presently serving the area including city of Mercer Island, King County water district No. 93, Mercer Island sewer district, Puget Sound Power and Light Co., Pacific Northwest Bell Co. and Washington Natural Gas Co. Subject to easements for ingress and egress, power and water mains and services as recorded under Auditor's file Nos. 2355301, 2990205, 5113738 and 5154315 and also any rights claimed by King County under instrument filed under Auditor's file No. 2925544.

## APPROVALS

Examined and approved this 16<sup>th</sup> day of JANUARY AD, 1963

Russell R. David  
City Engineer

I hereby certify that this plat complies with the conditions set forth by the Mercer Island Planning Commission and is duly approved this 16 day of January AD, 1963

Lawrence G. Wallon  
vice Chairman

John J. Schuman  
Secretary

Approved by the Mercer Island City Council this 11 day of Feb. AD, 1963

Tom Jones  
Mayor, City of Mercer Island

Attest Alfred Lucas  
City Clerk

I hereby certify that there are no delinquent special assessments and all special assessments or any of the property herein contained dedicated as streets, alley or for other public use are paid in full this 12 day of Feb. A D, 1963

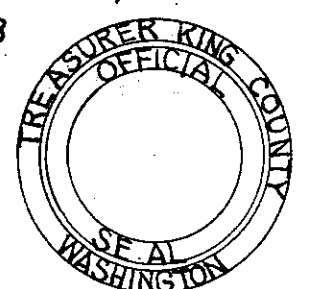
Alfred Lucas  
City Clerk-Treasurer



## TREASURERS CERTIFICATE

I hereby certify that all property taxes are paid, that there are no delinquent special assessments certified to this office for collection and that all special assessments on any property herein contained dedicated as streets, alleys or for other public use are paid for in full this 20 day of February AD, 1963

F.A. Tromper By Charles Wright  
King County Treasurer                      DEPUTY

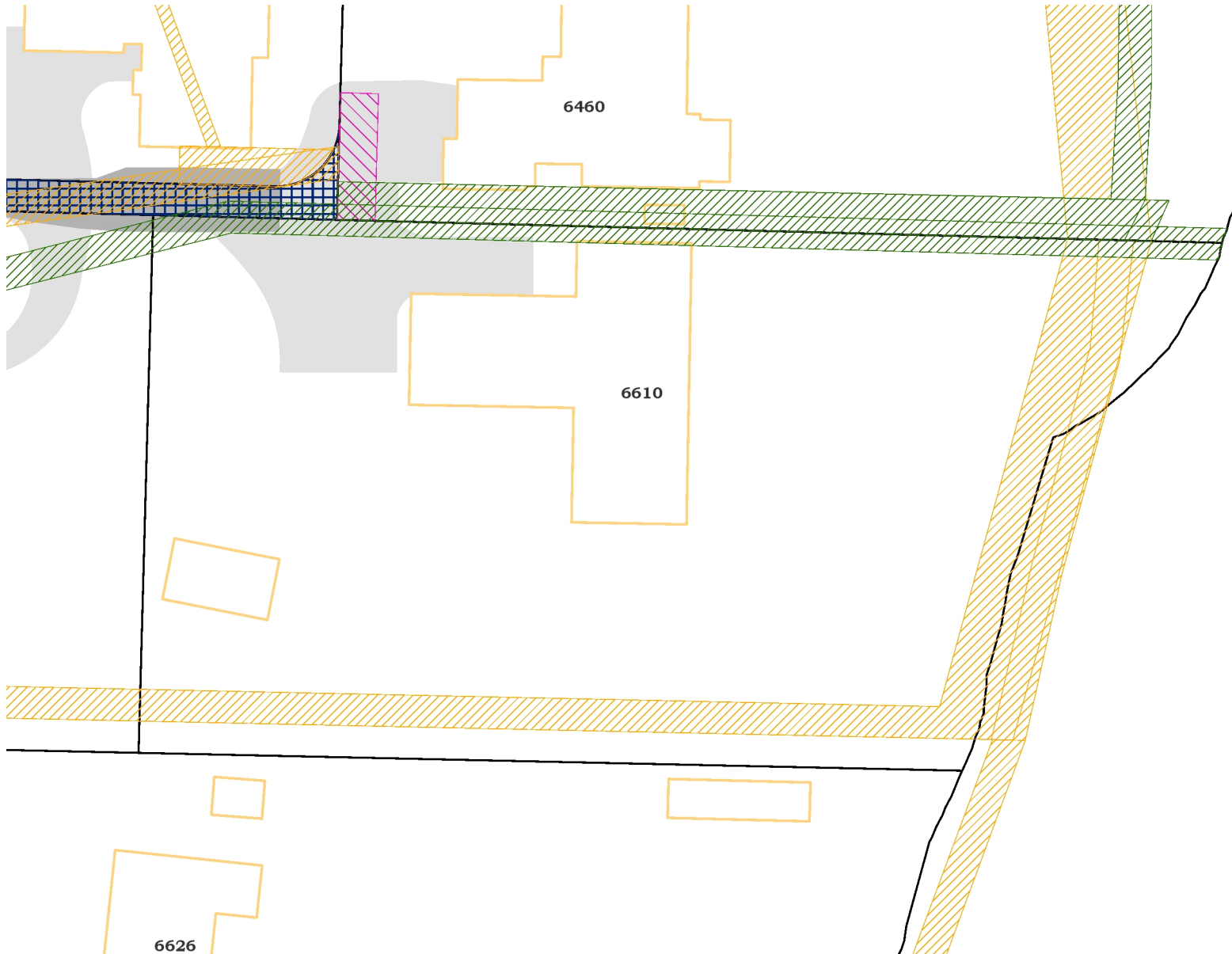


















## RECORDING CERTIFICATE

Filed for the record at the request of the City of Mercer Island City Council this 20<sup>th</sup> day of February AD, 1963 at 36 minutes past 2:00 P.M. and recorded in Vd 72 of Plats, page 69, records of King County, Washington

Roberta Morris  
County Auditor

M. Williams  
Deputy County Auditor



- Legend**
- Easements**
-  WATER EASEMENT
  -  SEWER EASEMENT
  -  STORM EASEMENT
  -  ACCESS EASEMENT
  -  GENERAL UTILITY EASEMENT
  -  MULTIPLE USE EASEMENT
  -  VEGETATION EASEMENT
  -  OTHER EASEMENT
- Address**
-  Parcels
  -  Buildings
  -  Major Roads
  -  Street Centerline
  -  Paved Road
  -  Paved Driveway
  -  Paved Parking Area
  -  Parks

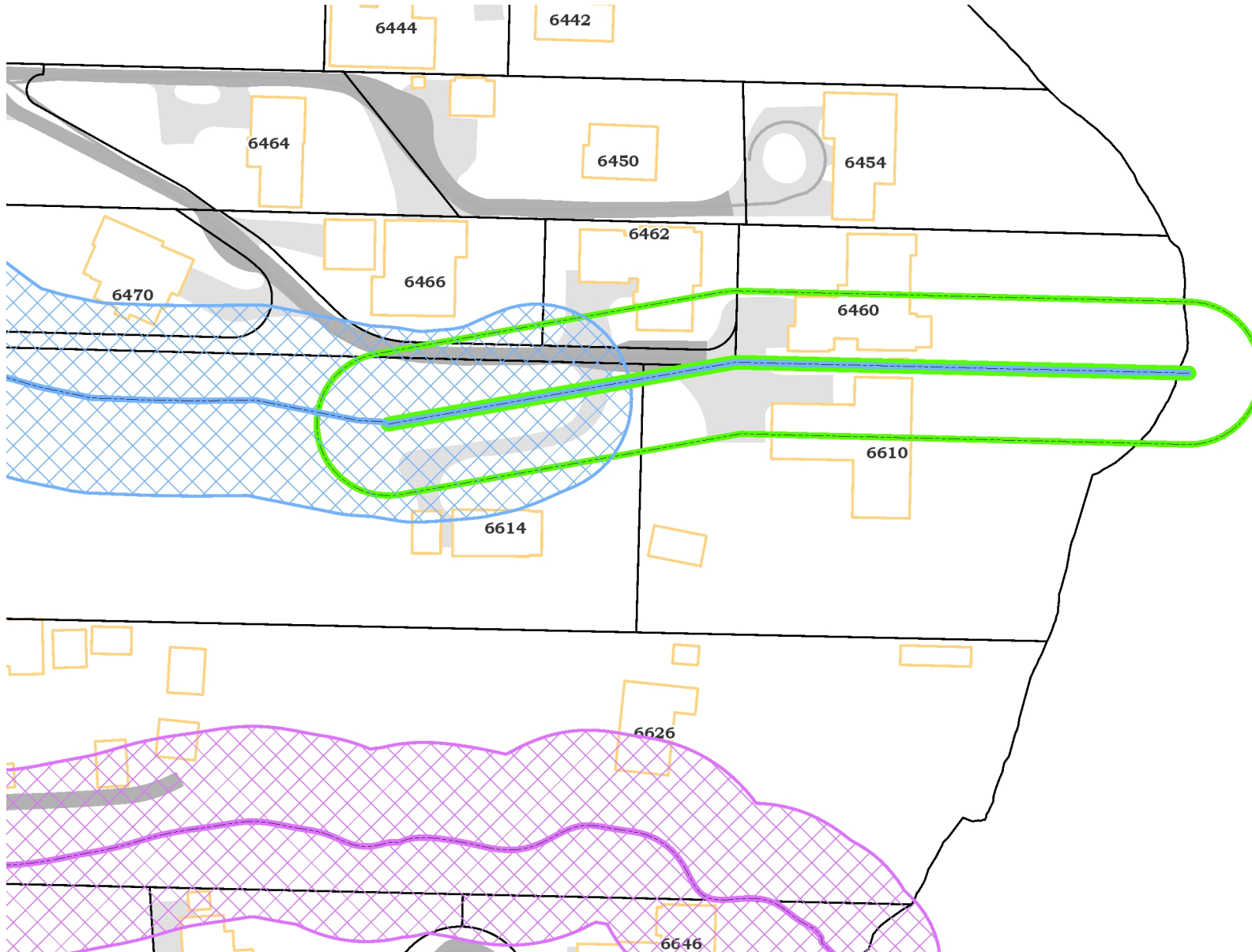


1 inch =  
95.6098673333333  
feet



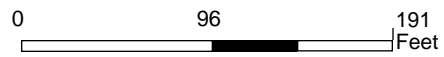
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**Notes**



### Legend

- Unpiped Watercourse**
  - Type "F" = Fish
  - Type "Np" = Non-Fish
  - Type "Ns" = Non-Fish Seasonal
  - Type "Np" (Unverified)
  - Type "Ns" (Unverified)
- Piped Watercourse**
- Watercourse Buffer/Setback**
  - Type "F" = 120-Ft Buffer
  - Type "Np" = 60-Ft Buffer
  - Type "Ns" = 60-Ft Buffer
  - Type "Np" Unverified = 60-Ft Buffer
  - Type "Ns" Unverified = 60-Ft Buffer
  - Piped Type F/Np/Ns = 45-Ft Setback
- Watercourse Studies**
- Address**
- Parcels**
- Buildings**
- Major Roads**
- Street Centerline**
- Paved Road**
- Paved Driveway**
- Paved Parking Area**
- Parks**



1 inch =  
191.219734833333  
feet

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**Notes**