

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 (PRE20-027)

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:	ROW at 8215 SE 78Th ST (MIV 43)		
Lot Size:	N/A	Zoning:	R-9.6 (Single Family)
Brief Project Description:	Proposal for a new small cell facility in the public right-of-way on a new 46'-0" wood pole	Documents Provided:	<ul style="list-style-type: none">• Code Compliance Narrative prepared by Crown Castle, no date• Development plan set prepared by Morrison Hershfield, dated May 20, 2020• ROW survey prepared by Kevin J. Walker, PLS, dated April 8, 2020• Permit #1906-107
Applicant Information:			
Name:	Amanda Nations, Crown Castle	Email:	amanda.nations@crowncastle.com
		Phone:	206-778-1548
Second Pre-application Meeting Required:	Not Applicable	Click for explanation if necessary	

Applicant Questions:

1. Application requirements and fees

Staff response: Small cell facility submittal requirements are listed on the handout found here: <http://www.mercergov.org/files/SmallCellFacility.pdf>. SEPA review requires submittal of a SEPA checklist, available here: <http://www.mercergov.org/files/SEPAChecklist.pdf>.

Fees are set by the current fee schedule, which is updated every year. The current fee schedule can be found here: http://www.mercergov.org/files/Fee_Schedule.pdf

2. Processing timelines

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.

Staff response:

Review time estimates are currently as follows:

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

3. Will the City accept development application and ROW use permit application concurrently?

Staff response: Concurrent review of the of the land use review and ROW Use permit is possible, however note that there is some risk of wasted review time on the ROW Use application is review comments in the land use review prompt a change in the design or scope of the proposal. Therefore staff recommend applying for the ROW Use permit only after land use review is sufficiently advanced and major design changes are unlikely. If concurrent review is requested, please submit a [concurrent review](#) form with the ROW Use application.

4. Is SEPA required?

Staff response: SEPA review required for land use approvals unless exempt under one of the exemptions listed in MICC 197-11-800. Some wireless facilities are exempt under WAC 197-11-800(25), specifically “The collocation of new equipment, removal of equipment, or replacement of existing equipment on existing or replacement structures that does not substantially change the physical dimensions of such structures; or the siting project involves constructing a wireless service tower less than sixty feet in height that is located in a commercial, industrial, manufacturing, forest, or agricultural zone.”

As the current design would add a new pole, substantially changing the physical dimensions of equipment structures, and the site is located in a residential zone, SEPA review is required.

Review Comments:

Tree Comments:

Tree Contact: John.Kenney@mercergov.org or 206-275-7713.

5. Please refer to MICC 19.10 for our tree code.
6. The proposed location appears to conflict with a city tree. Please investigate if it is possible to move the pole across the street where city trees will be not impacted. Alternately, please complete an analysis of construction impacts by a Qualified Arborist showing no long-term damage to the existing city tree.

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For additional information please refer to this helpful webpage:

<http://www.mercergov.org/Page.asp?NavID=2636>

Civil Engineering Comments:

Civil Contact: Ruji.Ding@mercergov.org or 206-275-7703.

1. New poles generally need to be installed at least 10 feet away from the City water mains. The survey provided shows the water main 5 feet from the water main. However, the proposed location may be permissible if a minimum 5-foot clearance between the pole and actual pothole location of the water main is provided.
2. Pursuant to MICC 17.14.010 Section 105.2, a building permit for wireless communications facilities located in the public way is not required. At the request of the City Engineering Division, the Building Division will provide a structural review of the proposed construction. Please provide all information necessary to perform a complete structural review, including design criteria, justifying structural calculations, and other supporting information as necessary.

For more information on Stormwater Permits please visit here:

<http://www.mercergov.org/Page.asp?NavID=2680> For more information on Low Impact Development please visit here:

Planning Comments:

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

1. Small cell facilities deployment standards
 - a. MICC 19.06.075(F) sets standards for New Poles in the Rights-of-Way for Small Cell Facilities, and MICC 19.06.075(G) sets standards for concealment plans. Staff have the following feedback on the project narrative:
 - i. At application, please include a discussion of why the small cell facility can't be located on the existing facility, as approved under permit 1906-107, or nearby light pole, demonstrating compliance with subsection (F)(1)(a) ("The proposed small cell facility cannot be located on an existing utility pole or light pole, electrical transmission tower or on a site outside of the public rights-of-way such as a public park, public property, building, transmission tower or in or on a nonresidential use in a residential zone whether by roof or panel-mount or separate structure;")
 - ii. At application, please provide photos of nearby poles together with the visualization of the proposed structure, demonstrating compliance with subsection (G)(1)).
 - iii. Please clarify whether other concealment plans have been approved for the same public ROW or pole type, demonstrating compliance with subsection (G)(2).
2. Critical area constraints

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- a. There are mapped geologically hazardous areas in the vicinity of the proposed new pole location. Code criteria for development in these areas are listed in [MICC 19.07.160](#).
- b. A geotechnical report discussing compliance with MICC 19.07.160 may be requested as part of the structural review noted in Civil Engineering Comment #2, above.
3. SEPA Review is required, as the scope of work appears to not fall within the exemption listed in WAC 197-11-800(25). At application, please indicate that both Small Cell Facility review and SEPA Review are being applied for on the Development Application Coversheet
4. Land Use Application Process and Estimated Timeline:
 - a. Required land use approvals: Small Cell Facility approval is a Type II land use review requiring the procedural steps summarized below
 - i. Submit application electronically
 - ii. Application Completeness Check
 - iii. Review begins
 - iv. Public notification
 - v. Appeal period
 - b. Approvals are valid for a period of three years from the date of approval.

For more information on Land Use and Planning please refer to this useful webpage:
<http://www.mercergov.org/Page.asp?NavID=361>

Regards

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

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