



WEEKLY BULLETIN FREQUENTLY ASKED QUESTIONS

IF I OBJECT TO THE PROPOSED WORK, HOW CAN I COMMENT?

There are criteria in the MICC for which the application is reviewed. If the proposal meets the criteria required by City Code, the City must approve the permit. If the proposal does not meet the criteria, the applicant is notified and has the option to revise the proposed design. If you provide comments within the specified comment period, they will be forwarded to the appropriate reviewer, and you will become a party of record. Written comments can specifically address how the proposed work does not meet one or more of the criteria listed in the Applicable Development Regulations. The City will accept public comments at any time prior to the closing of the record of an open record predecision hearing, if any, or if no open record predecision hearing is provided, prior to the decision on the project land use review.

WHAT ARE THE CRITERIA FOR APPROVAL OF A PERMIT?

The criteria for review of a permit are found within the Mercer Island City Code and are listed in the Applicable Development Regulations section of the bulletin. Here is a link to the City Code. Please feel free to call or email the staff contact listed on the front of the notice, and we will be happy to discuss the review process in more detail.

WILL THERE BE A PUBLIC HEARING ON THIS APPLICATION?

Public Hearings are only required for Type 4 permits. For a list of Type 4 (IV) permits, please refer to MICC [19.15.030](#) Table A. The public bulletin for each project will state under the Public Hearing section if a hearing is required.

WHO CAN I CONTACT TO GET MORE INFORMATION?

The planner assigned to each specific project is listed at the bottom of the first page of each notice. Please contact the planner assigned to the project using the provided information. You may also call the “Planner Helpline” for zoning related questions at 206-275-7729. Additional resources are available on-line:

<http://www.mercergov.org/>: Staff directory, city regulations, and additional information about permits

<http://www.mybuildingpermit.com>: Follow the status of a specific permit by address or permit number

[Mercer Island Map Portal](#): A tool to search for site-specific information

I WANT TO ACCESS AND REVIEW SPECIFIC PROJECT DOCUMENTS.

Please click the associated link under “Project Documents” on each Public Notice to access the folder with the project documents associated with the application. The project documents available through this link contain most but may not contain all the publicly available information for each project. For example, when a project is updated with a different project design, older designs may be removed from the public folder to avoid confusion. Each folder will be updated when there is a project revision.

I WANT TO LEARN MORE ABOUT SEPA

What is SEPA?

State Environmental Policy Act (SEPA) is a review intended to act as a “safety net” in protecting the environment. Following SEPA review, the City must issue a determination of Significance, Non Significance, or a Mitigated Determination of Non Significance. Applicants for a SEPA review must complete a SEPA [checklist](#), and may need to prepare additional mitigation to avoid a “probable significant impact” to the environment.

When is a project SEPA exempt?

The state Department of Ecology establishes categorical exemptions to SEPA review, which are generally described here: [WAC 197-11-800](#). For example, a shoreline dock may be SEPA exempt if the dock was legally established and normal maintenance and repair is proposed. However, SEPA is required if the dock will expand or if a new dock is being built.

Where can I find more information?

Please review the Washington State Department of Ecology SEPA [website](#) and the SEPA [handbook](#). Another useful page is the SEPA form templates found [here](#).

I APPRECIATE RECEIVING THESE NOTICES. HOW DO I AUTOMATICALLY GET A COPY OF ALL PUBLIC NOTICE OF APPLICATIONS AND DECISIONS?

Simply send us an e-mail request and we will email a link to any future notice of applications and decisions that are published in the city’s Weekly Permit Bulletin. Currently, the request can be sent to adam.zack@mercerisland.gov

I WOULD LIKE TO SEARCH PERMIT RECORDS ONLINE.

Land use review actions that are not listed in this bulletin can be searched online using the Mercer Island Online Permit Record Map or www.mybuildingpermit.com.

MyBuildingPermit.com Project Search

Online permit records can be searched at <https://permitsearch.mybuildingpermit.com/>. Searching online permit records requires the following steps:

1. Select “Mercer Island” from the jurisdiction dropdown menu.
2. Click on the “Project Info” tab at the top of the search page.
3. The “Project Name/Description” field is optional. It can be left blank unless searching for a specific project.
4. Select the permit type you would like to search for from the “Permit Type” dropdown. For example, tree removal permits are listed under the “Tree” type.
5. The “Permit Status” field can narrow searches by the status. This field is optional. “Permit Status” can be left blank unless searching for a specific project.
6. Use the “Date Type” to limit your search to permits either “applied”, “issued”, or “finalaed”. Use the “Applied” option to search for permits that are still in review. Use the “Issued” option to see permits that have been issued; these permits have been approved. The “Finalaed” option will show permits that have had a final inspection and approval. **Please note:** not all permits are finalaed, only those requiring a final inspection will be finalaed. For example, tree removal permits don’t always require a final inspection and so may not show up as finalaed.
7. Use the “From” and “To” fields to define the dates you want to search between.
8. After the search is conducted, results will display below the search fields. You have the option of downloading the records to an Excel spreadsheet.

The screenshot shows the 'Permit/Application Status Search' interface. It includes a jurisdiction dropdown set to 'Mercer Island' (Step 1), tabs for 'Permit #', 'Project Info' (Step 2), 'Location', and 'People'. The 'Project Info' tab is active, showing a search form with fields for 'Project Name/Description (partial match):' (Step 3), 'Permit Type:' (set to 'TREE', Step 4), 'Permit Status:' (set to '-- Select Statuses --', Step 5), 'Date Type:' (set to 'Issued', Step 6), and date range fields 'From:' (01/05/2022) and 'To:' (01/12/2022) (Step 7). Below the search form is an 'Export to Excel' button and a table of search results (Step 8).

Permit #	Description	Address	Type	Status	Applied Date
2109-169	REMOVE 1 TREE rpl w 2 trees/r...	4126 100TH AVE SE	TREE	ACTIVE	09/22/2021
2112-066	Remove 1 Tree rpl w 3 Trees	8937 SE 56TH ST	TREE	ACTIVE	12/07/2021
2112-118	REMOVE 1 TREE rpl w 2 Trees	4215 HOLLY LN	TREE	ACTIVE	12/13/2021
2112-251	REMOVE 6 TREES rpl w 8 restor...	3606 GALLAGHER HILL RD	TREE	ACTIVE	12/29/2021

Total: 4 records



**BUILDING PERMIT
NOTICE OF APPLICATION
(NONE)**



LAND USE PERMIT NOTICE OF APPLICATION AND DECISION



PUBLIC NOTICE OF DECISION – DCI22-004

NOTICE IS HEREBY GIVEN that the Code Official Interpretation has been issued, as described below:

File Nos.: DCI22-004

Description: A Code Official initiated and issued development code interpretation to clarify:

Can the City grant a variance from numeric standards for a non-residential structure sited in a residential zone, when under MICC 19.06.110(B)(1), all criteria in subsection(B)(2)(a) through (B)(2)(h) must be met, and that for a variance to lot coverage standards, the criteria in subsection (B)(2)(a) through (B)(2)(i) must be met?

Issuing Authority: City of Mercer Island Code Official (Jeff Thomas, Interim CPD Director)

Location of Property: The proposed development code interpretation would apply to all residential zoned properties.

SEPA Compliance: This proposal is categorically exempt from SEPA pursuant to WAC 197-11-800(19).

Applicable Development Regulations: MICC 19.06.110(B).

Project Documents: Please follow this file path to access the associated documents for this project:
<https://mieplan.mercergov.org/public/DCI22-004>

Code Authority: This development code interpretation is issued under the authority of MICC sections 19.15.030 and MICC 19.15.160.

Appeal Rights: **DISCLAIMER:** This information is provided as a courtesy. It is the ultimate responsibility of the appellant to comply with all legal requirements for the filing of an appeal.

Pursuant to MICC 19.15.160(B), a person in disagreement with an interpretation by the code official may appeal the code official’s interpretation to the hearing examiner.

If you desire to file an appeal, **you must submit the appropriate form and file it with the City Clerk within the time stated in this Notice of Decision.** Forms are available from Community Planning and Development. Upon receipt of a timely complete [appeal application](#) and [appeal fee](#), an appeal hearing will be scheduled. To reverse, modify or remand a decision, the appeal hearing body must find that there has been substantial error; the proceedings were materially affected by irregularities in procedure; the decision was unsupported by material and substantial evidence in view of the entire record; or the decision is in conflict with the City’s applicable decision criteria.

Process Information: Date of Code Interpretation: November 21, 2022
Bulletin Notice: November 21, 2022
Appeal Filing Deadline: 5:00 PM on December 5, 2022

Project Contact:

Ryan Harriman, EMPA, AICP – Planning Manager
Phone: (206) 275-7717 | Email: ryan.harriman@mercerisland.gov



PUBLIC NOTICE OF DECISION – SUB21-006 & CAR21-004

NOTICE IS HEREBY GIVEN that approval has been granted for the application described below:

- File No:** SUB21-006 and CAR21-004
- Permit Type:** Type III
- Description of Request:** A request for Preliminary Short Plat approval for three (3) lots and a Critical Areas Review 2 application.
- Applicant/ Owner:** Greg Arms / Milestone WCMILLC
- Location of Property:** 7621 SE 22nd ST, Mercer Island WA 98040
Identified by King County Assessor tax parcel number: 531510-1846
- SEPA Compliance:** The proposal is categorically exempt from SEPA pursuant to WAC 197-11-800(6)(d).
- Applicable Development Regulations:** Applications for a Preliminary Short Plat approval are required to be processed as a Type III land use reviews pursuant to Mercer Island City Code (MICC) 19.15.030. Processing requirements for Type III land use reviews are further detailed in MICC 19.15.030. Subdivision standards are located in Chapter 19.08 MICC.
- Other Associated Permits:** TCC21-018 (Transportation Concurrency)
- Project Documents:** Please follow this file path to access the associated documents for this project:
<https://mieplan.mercergov.org/public/SUB21-006>
- Decision:** Approved. Issued November 21, 2022.
- Appeal Rights:** *DISCLAIMER: This information is provided as a courtesy. It is the ultimate responsibility of the appellant to comply with all legal requirements for the filing of an appeal.*

Parties of record have the right to appeal certain permit and land use decisions. In some cases, other affected parties also have appeal rights. Depending on the type of decision, the appeal may be heard by a City Hearing Examiner, Commission, Board, or City Council, or outside the City to the State Shoreline Hearings Board, the State Growth Management Hearings Board, or King County Superior Court. For a comprehensive list of actions and the applicable entity who will hear the appeal, see MICC 19.15.030 Table B.

If you desire to file an appeal of a decision that is appealable to the City, you must submit the appropriate form and file it with the City Clerk **within the time stated in the Notice of Decision**. Forms are available from Community Development and Planning. Upon receipt of a timely complete [appeal application](#) and [appeal fee](#), an appeal hearing will be scheduled. To reverse, modify or remand a decision, the appeal hearing body must find that there has been substantial error; the proceedings were materially affected by irregularities in procedure; the decision was unsupported by material and substantial evidence in view of the entire record; or the decision is in conflict with the City’s applicable decision criteria.

**Application Process
Information:**

Date of Application: June 23, 2021
Determined to Be Complete: September 29, 2021
Comment Period: October 25, 2021 through 5:00 PM on November 24,
2021
Date Notice of Decision Issued: November 21, 2022
Appeal Filing Deadline: 5:00 PM on December 5, 2022

Project Contact:

Ryan Harriman, EMPA, AICP – Planning Manager
Phone: (206) 275-7717 | Email: ryan.harriman@mercerisland.gov



**TYPE 2 PERMIT
PUBLIC NOTIFICATIONS
(NONE)**