



**February 28, 2024**

Smith Co.  
Attn: Keith Smith  
1904 3rd Ave, Suite 409  
Seattle, WA 98101  
Via: Email

RE: **TCC24-003** Review Letter 1; 7707 SE 29th St, Mercer Island, WA 98040

Dear Keith Smith,

The City of Mercer Island Community Planning and Development Department has completed a review for compliance with the zoning code, Title 19 of the Mercer Island City Code (MICC) for the above Transportation Concurrency Certificate application. The following issues need to be addressed in your resubmission:

Planning:

1. Revise Section 1 of the TCC application. If the unit of measure is 1,000, and the number of units is 2, then 3.49 Trips per Unit should equal 6.92 Total Proposed Vehicle Trips.
2. Revise Section 2 of the TCC application per NOTE: Complete Section 1 if no previous use is included in the Vehicle Trip total. Complete Section 1 and 2 if credit can be given for a previous use and if that previous use was not vacant for more than one year. The application indicates that the CenturyLink Offices have been vacant for more than one year, which means that no credit can be applied to the new use.
3. Revise Net New Vehicle Trips section. Since no credit can be applied for the previous use, the Net New Vehicle Trips should be 6.92 trips based on the information provided in Section 1.

The City's processing of the Transportation Concurrency Certificate application has been put on hold until these issues are resolved. Pursuant to MICC 19.15.110, all requested information must be submitted within 60 days or a request for extension requested. The deadline for a complete response or request for extension is April 28, 2024. If a complete response is not received or an extension response has not been received prior to that date, the application will expire and be canceled for inactivity. No additional notification regarding this deadline or expiration of the application will be provided.

Sincerely,



*Molly McGuire*

Molly McGuire, Planner  
City of Mercer Island Community Planning and Development  
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(206) 275-7712

**Responding and Resubmitting: [Click for More Detailed Instructions](#)**

1. Reply to all review comments within the review letter.
2. Update your drawings, and any necessary supplemental documents or forms.
3. Upload updated drawings to the [Mercer Island Permit Submittal Portal](#).

**Having Trouble? Please Review the Following:**

[Accessing, Reviewing, and Responding to MlePlan Comments](#)

[Troubleshooting MlePlan](#)

[MlePlan Overview](#)

**Thank you for your participation in the MlePlan review process.**