



**CITIZEN**  
DESIGN

INFO (AT)  
COLLABORATIVECO.COM  
206.535.7908

WE ARE FAMILY  
DESIGNING INSPIRED SPACE  
TO CREATE COMMUNITY

November 5, 2025

Architect's Response Letter  
RE: Intake Screening Notice  
Permit Application #: 2510-150  
Project Address: 9191 SE 64<sup>th</sup> Street  
Preparer/Contact: Jacob Young  
Contact Info: 206.535.7908

Please use the matrix below combined with the revised drawing set as the response to the Intake Screening Notice. If you have any questions or need additional information, please feel free to contact our office. We look forward to continuing to work together as this project moves forward.

Humbly submitted,

Citizen Design

**Response: CUSTOMER SERVICE**

City Staff: Norine Allerdice

[norine.allerdice@mercerisland.gov](mailto:norine.allerdice@mercerisland.gov)

Date Rec: November 3, 2025

#	RESPONSE	SHEET
1	<p>Add a bookmark to each sheet in the plan set. The bookmarks should indicate the Sheet Number and The Sheet Description (i.e. A0.0 – Site Plan). For more information on how to bookmark plan sets, visit <a href="http://www.mercerisland.gov/bookmarks">www.mercerisland.gov/bookmarks</a>.</p> <p>Please bookmark the plan set with page number and title of page (site plan, 1<sup>st</sup> floor plan, TOPO, etc.)</p> <p>Noted. The bookmarks have been revised to include both sheet numbers and sheet descriptions rather than only sheet numbers.</p>	ALL
2	<p>A Public Notice Sign must be posted for this project. Upon receipt of a complete application, the City will post the Public Notice Sign. Signage must remain posted and visible from the public right-of-way for a period of 30 days. The City will also prepare and mail out a Notice of Application to all property owners within 300 feet of the property.</p> <p>Noted. Please advise if the design team's involvement is required to give notice.</p>	N/A
3	<p>The Seasonal Development Limitation applies to site work proposed in geologically hazardous areas between October 1 and April 1 per Mercer Island City Code 19.07.160.F.2 A Waiver to the Seasonal Development</p>	N/A

	<p>Limitation is required for this project if site work is proposed between October 1 and April 1 per Mercer Island City Code 19.07.160.F.2 – please contact our front counter staff for additional information and application material or visit our City website.</p> <p>Noted. A waiver will be applied for if the general contractor determines that site work will be necessary during the wet season.</p>	
4	<p>Some projects require a Hold Harmless Agreement per Mercer Island City Code 19.01.060 due to the following site risks. This document will be emailed to the project contact once the permit application is in review. The property owner must sign this document in front of a notary. The applicant must record the document with King County prior to permit issuance.</p> <p>Noted. Please email the document to <a href="mailto:permits@collaborativeco.com">permits@collaborativeco.com</a> when it is ready for signature.</p>	N/A
5	<p>Geotechnical Peer Review is required. The Applicant shall bear the cost of this review.</p> <p>Noted. Please send the invoice to <a href="mailto:permits@collaborativeco.com">permits@collaborativeco.com</a> when it is ready for payment.</p>	N/A
6	<p>This project requires the installation of a new or upsized water meter and/or water supply line.</p> <p>Noted. As the subject parcel is vacant, a new meter will be required. Please find attached the water meter sizing form.</p>	ATT
7	<p>Impact Fees apply to new development as described here . Impact fees are assessed at the rate in place at the time of permit issuance (they do not vest to the date of application). Current fees and rates can be found at <a href="http://www.mercerisland.gov/permit-fees">www.mercerisland.gov/permit-fees</a>.</p> <p>Noted. Please send the invoice to <a href="mailto:permits@collaborativeco.com">permits@collaborativeco.com</a> when it is ready for payment.</p>	N/A

**Response: CIVIL/SITE/UTILITIES**

City Staff: Ruji Ding

[ruji.ding@mercerisland.gov](mailto:ruji.ding@mercerisland.gov)

Date Rec: November 3, 2025

#	RESPONSE	SHEET
1	<p>Drainage report and drainage plan are submitted, ok for intake.</p> <p>A few notes :</p> <ol style="list-style-type: none"> <li>1. Civil plan shall remove all drainage systems not lated to this permit. Anything under separate permits shall not shown on this permit.</li> <li>2. Private easements must be recorded prior to issue the permit.</li> </ol> <p>Noted. Unrelated drainage systems and work under separate permit will be removed from the set during the first correction cycle. Modifications to the existing PSE gas easement are in process and will be recorded prior to issuance. No other easements are proposed.</p>	N/A

Response: FIRE  
 City Staff: Mark Jung

mjung@esf-r.org

Date Rec: November 3, 2025

#	RESPONSE	SHEET
1	<p>NFPA 13R fire sprinkler system required. Monitored household fire alarm per NFPA 72 required.</p> <p>Noted. Fire detection and suppression requirements are shown on A0.0 and A0.3.</p>	A0.0 A0.3
2	<p>A Fire Code Alternative is required. Please review the Fire Code Alternative Request handout for more information. The Fire Marshal's Office will email you a Fire Review Document that outlines the specific fire service deficiencies related to your project. You will need to include this information in your request. Fire Code Alternative Request submittals will be accepted at any time during the plan review process.</p> <p>Noted. The code alternative request is attached.</p>	ATT
3	<p>Thank you for careful attention to fire requirements presented at pre-app. Please note that solid core doors are required only at bedrooms, mechanical rooms and laundry rooms. You may, of course, install solid doors in all locations if you wish.</p> <p>Noted. Solid core doors are proposed throughout the house both for fire safety and occupant comfort, but we appreciate the attention given to stating the specific requirement.</p>	N/A
4	<p>Please add one additional line in the code-alternate request. Please provide the following statement in conclusion, "We believe the proposed alternative modification is in compliance with the intent and purpose of the Fire Code and that such modification does not lessen health, life and safety requirements."</p> <p>Noted. The requested statement has been added to the code alternate request.</p>	ATT

Response: LAND USE PLANNING

City Staff: Madelyn Nelson

madelyn.nelson@mercerisland.gov

Date Rec: November 3, 2025

#	RESPONSE	SHEET
1	<p>Critical Area Review 2 required.</p> <p>Noted. The critical area review is in progress under record number CA025-023.</p>	N/A
2	<p>Indicate critical areas and buffers (wetland, watercourse, steep slope).</p> <p>Contested. Essentially the entire subject parcel is composed of steep slopes and their buffers. Showing them on the site plan would result in a cluttered, difficult to read drawing. As can be seen in the geotechnical report, the project also proposes to mitigate the risk of developing within the slopes and buffers rather than limiting development to stay out of them. Their locations, therefore, do not affect the design of the project.</p> <p>No watercourses or wetlands are present on or adjacent to the subject.</p>	A0.3 ATT

3	<p>Indicate maximum downhill building façade and height.</p> <p>Noted. The maximum downhill building façade height is dimensioned on A3.2 and A3.4.</p>	A3.2 A3.4
4	<p>Provide calculations for any basement areas being excluded from allowable gross floor area.</p> <p>Noted. All basement areas are included in the gross floor area calculation, thus no exemptions are analyzed on A0.4.</p>	A0.4
5	<p>There appears to be a watercourse partially on site. Please depict the watercourse and associated buffer, per the city GIS system, on the plan set.</p> <p>Contested. As discussed in the wetland biology report submitted with this permit, the GIS information is in error. No watercourse exists in the mapped location as corroborated by City Decision 20-002.</p>	ATT
6	<p>Please depict replacement trees needed on a plan set. Per MICC 19.10.070(C), if the applicant can demonstrate there is not sufficient room for the replacement trees on-site, a tree fee-in-lieu can be an alternative option.</p> <p>Noted. The replacement calculation is shown on A0.3 and in greater detail in the arborist report. The replacement tree locations and species are shown on L-01 and also on A0.5 and A0.6. No fee-in-lieu is proposed for this project as all require replacement trees fit on the site.</p>	A0.3 A0.5 A0.6 L-01 ATT
7	<p>Describe the impact of necessary tree removal on the remaining trees, including those in a grove or on adjacent properties</p> <p>Noted. Tree protection requirements for trees to remain are discussed in the arborist report beginning on page 6. Specific requirements are listed for exceptional trees to remain, and onsite monitoring is required for some trees.</p>	ATT
8	<p>The suggested location and species of replacement trees to be used when required. The report shall include planting and maintenance specifications to ensure long term survival.</p> <p>Noted. The locations and species of replacement trees are shown on the replanting plan, L-01, which has been stamped by a licensed landscape architect.</p>	L-01
9	<p>Provide the Replanting plan showing proposed locations of any required replacement trees.</p> <p>Noted. The replanting plan is included in the set as sheet L-01.</p>	L-01