



PRE-APPLICATION MEETING (PRE25-064)

An Intake Screening is required for certain project types in addition to the Pre-Application Meeting. A Pre-Application Meeting does not replace the required Intake Screening. This meeting is to provide guidance and information prior to formal submittal.

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 enforcements of all laws, regulations, and decision criteria.*

SUMMARY

Address:	6805 SE 32 nd ST	Parcel Number:	935910-0325
Lot Size:	22,759 SF	Zone:	R-8.4 (Single-Family)
Brief Project Description:	The proposed project is a remodel an addition to an existing 2 story house with a daylight basement.		
Documents Provided:	<ol style="list-style-type: none"> 1. Pre-Application Meeting Request Form 2. Narrative 3. Tree Inventory Worksheet 4. Plan set 		

APPLICANT INFORMATION

Name:	Email:	Phone:
Brad Sturman	brad@sturmanarchitects.com	425.451.7003
Second Pre-Application Meeting Required?	No	

APPLICANT QUESTIONS

1. *The proposed project is mostly an interior remodel with a large deck expansion. Due to the deck expansion, would this be a CAR1 or CAR2 review?*

Staff Response: The deck expansion and scope of work would meet the requirements of 19.07.130 and be eligible for a CAR1 review. A qualified professional would need to provide a statement of risk consistent with 19.07.160(B)(3).

2. *What information would the Geotech need to provide in their report to meet the requirements for either CAR1 or CAR2 reviews?*

Staff Response: A critical area study demonstrates that impacts have been avoided or minimized and mitigated consistent with the mitigation sequencing of 19.07.100. A

qualified professional would need to provide a statement of risk consistent with 19.07.160(B)(3).

3. *General zoning review of our proposed project.*

Staff Response: The site is located in the R-8.4 residential zone. It is an irregular shaped lot that has a watercourse buffer on site, multiple geohazards.

The watercourse is to the south of the property and approximately 65 feet from the NS watercourse buffer and does not impact the project.

The site is part of the Miller Short Plat which included the site and parcel 9359100330, to the west of the property.

There are 2 easements NOT on site, but located on parcel 9359100330. The landscaping easement and sewer easement are to benefit parcel A (project site) of the short plat per REC #198207279004.

4. *The project is less than 500 sf net impervious. Can you verify that a drainage review won't be required for this.*

Staff Response: If the net increase of the impervious surface area is less than 500 sf and the new plus replaced hard surface is less than 2,000sf, then a drainage review is not required. Please note: Synthetic Decking is considered as an impervious surface area.

REVIEW COMMENTS

FIRE: Mark Jung mjung@esf-r.org (206) 833-6929

1. Questions from applicant: No questions for Fire
2. No valuation ratio information was submitted with this application.
 - a. When valuation ratio is between 10%, and 50% an NFPA 72 (chapter 29) monitored fire alarm is required
 - b. When valuation ratio exceeds 50%, fire sprinklers in accordance with NFPA13D and CoMI Standards are required
 - c. Where Valuation ratio exceeds 50% and fir sprinklers are required, additional fire code deficiencies (steep slope, non conforming access road width, non conforming fire turn around) may require mitigation through the code alternate process.
3. Developer Guide:
https://www.mercerisland.gov/sites/default/files/fileattachments/community_planning_amp_development/page/24371/residential_development_guide_2022.pdf
4. Building Information. Buildings constructed on residential lots must conform the International Fire Code as follows:
 - a. Section 503 – Fire apparatus access roads as amended by the City of Mercer Island
 - b. Appendix D – Fire apparatus access roads as adopted by the City of Mercer Island
 - c. Section 507 – Fire protection water supplies as amended by the City of Mercer Island
 - d. Appendix B – Fire flow requirements for buildings as adopted by the City of Mercer Island
 - e. Appendix C – Fire hydrant locations and distribution as adopted by the City of Mercer Island
5. Special Considerations:
6. Sprinkler Information:

- a. All New Single Family Dwellings require a minimum of a NFPA 13D sprinkler system. An exterior bell is required to be installed and must activate upon water flow. Interior smoke detectors or sounders must also be interconnected with the water flow switch.
 - b. Additional systems may be required as part of a code alternative.
7. Fire Alarm Information:
- a. May be required as part of an approved code alternative.
8. Hydrant and Fire Flow Information (IFC Appendix B, C):
- a. Hydrants are evaluated on fire-flow for a specific square footage of residential unit. This information is found in Appendix B of the IFC.
 - b. Residential units must be 300' (600' sprinklered), from the furthest part of the home.
 - c. Hydrants must be located within 250' (225' for larger homes) of the driveway of approved fire access road.
9. Access Road Information (IFC Appendix D):
- a. Turn Around must be provided for access roads longer than 150'.
 - b. Width. All access roads over 500 feet in length are required to be 26 feet in width. If the access road is under 500', a reduced access road of 20' may be allowed. Note, fire access roads must be paved across the entire required width.
 - c. Slope. Must not exceed 10% grade. Angle of approach and departure shall not exceed 5%.
10. Code Alternative Requests:
- a. In accordance with IFC Sections 501.1 and 104.9, the Fire Code Official may approve individual modifications to fire code requirements where such modifications are shown to not lessen health, life, and safety requirements.
 - b. Code alternative requests may be applied for and evaluated by the Fire Code Official. Information may be found at:
https://www.mercerisland.gov/sites/default/files/fileattachments/community_planning_amp_development/page/24371/code_alternative_help_sheet-2022.pdf

**Subject to change pending submittal of plans and plan review. Plan approval/ Plan review does not relieve the designer/contractor from complying with all applicable codes and requirements as adopted by the City of Mercer Island and the State of Washington, nor does it abrogate the requirements of other authorities having jurisdiction.*

For additional information please refer to this helpful webpage:

<https://www.mercerisland.gov/cpd/page/fire-permits-and-prevention-information>

CIVIL: Ruji Ding ruji.ding@mercerisland.gov (206) 275-7703

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For more information on Stormwater Permits please visit:

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

BUILDING: Gareth Reece gareth.reece@mercerisland.gov (206) 275-7710

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Mapping and Design Criteria: Complete information on codes adopted by Mercer Island and available City mapping is available here: <https://www.mercerisland.gov/cpd/page/codes-design-criteria-research>

[Mercer Island City Code 19.07.160](#) requires a geotechnical engineer's assessment of certain types of work if located within a mapped geologic hazard area. Please review city mapping to determine if landslide hazards, seismic hazards, or erosion hazards are mapped on the property.

ASCE-7 wind design for structures involves topographic and exposure effects. The City has mapping available for accepted values to be used in design. Please refer to the link above for design criteria.

For additional information please refer to this helpful webpage:

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

TREE: Tony Newton tony.newton@mercerisland.gov (206) 275-7715

1. Please refer to [Chapter 19.10 MICC](#) for our tree code.
2. The application must include, at a minimum, the following. Please see [MICC 19.10.090](#) for a list of the full application materials required.
 - a. Property owner information
 - b. The proposed location, species, diameter, and number of trees proposed to be cut (tree inventory).
 - c. The proposed location, number, and size of any required replacement trees.
 - d. A detailed site plan including the items listed in MICC 19.10.090(C)(1).
 - e. A tree retention plan and arborist report including the items listed in MICC 19.10.090(C)(2).
 - f. A [Tree Inventory Worksheet](#)
3. [MICC 19.10.060](#) requires the retention of a minimum of 30 percent of trees with a diameter of ten inches or greater, or that otherwise meet the definition of a large tree over a rolling five-year period.
4. Replacement is required for any trees that are removed, according to the replacement ratios in [MICC 19.10.070](#):

Diameter of removed tree	Number of replacement trees required
Less than 10 inches	1
10 inches up to 24 inches	2
24 inches up to 36 inches	3
More than 36 inches and any exceptional tree(s)	6

- a. Replacement trees shall be primarily species native to the PNW. Coniferous trees shall be at least six feet tall and deciduous trees shall be at least one and one-half inches in caliper.
 - b. The arborist may reduce the number of replacement trees considering the measures listed in MICC 19.10.070(B)(4).
 - c. Replacement trees must be planted in the wet season (October 1 through April 1), following applicable tree removal, or completion of the development work.
5. Tree protection consistent with [MICC 19.10.080](#) is required.

PLANNING: Tony Newton tony.newton@mercerisland.gov (206) 275-7715

MICC 19.02.020 – Development standards.

1. (C) Yard requirements.
 - a. Front yard depth: 20 feet
 - b. Rear yard depth: 25 feet
 - c. Side yards:
 - i. Total width:
 - (a) For lots with a lot width of 90 feet or less, the sum of the side yards' width shall be at least 15 feet.
 - (b) For lots with a lot width of more than 90 feet, the sum of the side yards' width shall be a width that is equal to at least 17 percent of the lot width.
 - ii. Minimum side yard width: 5 feet or 33 percent of the aggregate side yard total width, whichever is greater.
 - iii. Variable side yard depth:
 - (a) 7.5 feet if the building exceeds 15 feet for a non-gabled roof end measured to the top of the exterior wall façade, or 18 feet for gabled roof ends measured to the top of the gabled roof end, from existing or finished grade, whichever is lower.
 - (b) 10 feet if the building exceeds 25 feet from existing or finished grade, whichever is lower, to the top of the exterior wall façade adjoining the side yard.
2. Yard determination.
 - a. Front yard:
 - b. Rear yard:
 - c. Side yards:
3. Minor building elements (porches, chimneys, fireplace extensions, window wells, and unroofed, unenclosed outside stairways and decks shall not project more than 3 feet into any required yard. Eaves may protrude up to 18 inches into any required yard, except on interior lot lines.
 - a. Hardscape and driveways not more than 30 inches above existing or finished grade, whichever is lower, may be located in any required yard. Driveways may exceed the 30-inch limit when the applicant demonstrates the proposed height is the minimum feasibly to meet the standards in [MICC 19.09.040](#).
 - b. Fences, retaining walls, and rockeries are allowed in required yards as provided in [MICC 19.02.050](#).

Notes: Scope of work appears to be outside of the required yard setbacks.

4. (D) Gross floor area (GFA).

GFA shall not exceed **5,000 SF** or 40% of the lot area (9,103.6 SF), whichever is less.

 - a. The GFA is the sum of the floor area(s) bounded by the exterior faces of each building on a residential lot. GFA includes:
 - i. That portion of a room(s) with a ceiling height of 12 – 16 feet shall be counted as 150% of the floor area.

- ii. That portion of the room(s) with a ceiling height of greater than 16 feet shall be counted as 200% of the floor area.
- iii. Staircases shall be counted as a single floor for the first two stories. For each additional story above two stories, the staircase shall count as a single floor area.
- iv. All garages and covered parking areas, and detached accessory building with a GFA over 120 square feet.
- v. The portion of a basement which projects above the lower of existing or finished grade as defined and calculated in [Appendix B](#).
- vi. Decks that are attached to the second or third level and are covered by a roof.
- vii. Space under stairways or stairwells that is used as a closet or storage space if that space meets the definition of “floor”.
- viii. GFA does not include: Second or third level uncovered decks or uncovered rooftop decks, or first level covered decks and/or patios.

Notes: The existing structure is over the maximum allowed GFA. The project does not increase this nonconformity, but reduces it. The proposed GFA is 5,216.2 SF.

5. (E) Building height limit.

- a. 30 feet above the Average Building Elevation (ABE) to the highest point of the roof; AND
- b. 30 feet measured from existing or finished grade, whichever is lower, 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. Antennas, lightning rods, plumbing stacks, flagpoles, electrical service leads, chimneys and fireplaces, solar panels, and other similar appurtenances may extend to a maximum of 5 feet above the height allowed, however, rooftop railings may not.

Notes: No proposed change in height to the existing structure.

6. (F) Lot coverage.

- a. Maximum varies between 20 – 40 percent depending on the slope of the lot. Lot coverage is calculated by totaling (1) all drivable surfaces (driveway, parking pads, turn-arounds, etc. regardless of material type) and (2) all roof areas, including eaves.
- b. A maximum of 9 percent (2,048.3 SF) of the net lot area may consist of hardscape improvements. Hardscape includes the solid, hard elements or structures that are incorporated into landscaping. The hardscape includes, but is not limited to, structures other than buildings, paved areas other than driving surfaces, stairs, walkways, decks, patios, and similar constructed elements. The hardscape within landscaping is usually made up of materials that include, but are not limited to, wood, stone, concrete, gravel, artificial turf, and permeable pavements or pavers, and similar materials. Hardscape does not include solid, hard elements or structures that are covered by a minimum of two feet of soil intended for softscape (for example, a septic tank or detention tank covered with at least two feet of soil and planted shrubs is not hardscape).
- c. If the proposed lot coverage is less than the maximum allowed lot coverage, the difference may be used for additional hardscape in excess of the 9% allowed.

Notes: There is an increase of 46SF for lot coverage, and a 298.9SF increase for hardscape. The maximum lot coverage for the site is 35% due to lot slope of 25.3%.

7. (G) Parking.

All new construction and remodels where more than 40 percent of the length of the structure's external walls have been intentionally structurally altered must comply with the following parking requirements:

- a. Each single-family residence with a GFA of 3,000 SF or more requires 3 parking spaces.
- b. Each single-family residence with a GFA of less than 3,000 SF requires 2 parking spaces.

Notes: no change as part of the scope of work

8. (H) Easements.

- a. A minimum five-foot setback from the edge of any easement that affords or could afford vehicular access to a property is required for all structures. Improvements such as gates, fences, rockeries, retaining walls, and landscaping may be installed with the five-foot setback as long as such improvements do not interfere with emergency vehicle access or sight distance for vehicles and pedestrians.
- b. 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.

MICC 19.07 – Environment.

MICC 19.07.060 – Critical area maps and inventories.

Geologically Hazardous Areas	Watercourses	Wetland Probability
<input type="checkbox"/> None Mapped	<input type="checkbox"/> None Mapped	<input type="checkbox"/> Low
<input checked="" type="checkbox"/> Potential Slide	<input type="checkbox"/> Type F	<input checked="" type="checkbox"/> Low-Moderate
<input type="checkbox"/> Steep Slope	<input type="checkbox"/> Type Np	<input type="checkbox"/> Moderate
<input type="checkbox"/> Seismic	<input checked="" type="checkbox"/> Type Ns	<input type="checkbox"/> Moderate-High
<input checked="" type="checkbox"/> Erosion	<input type="checkbox"/> Piped	<input type="checkbox"/> High
		<input type="checkbox"/> Mapped: NA

MICC 19.07.090 – Critical area reviews.

- 9. A Critical Area Review 1 (CAR1) is used to review activities listed as modifications in [MICC 19.07.130](#), to review the verification of the presence or absence of a critical area, or the verification of the delineation and/or type of a wetland or watercourse.
 - a. If a building permit is required for the proposed scope of work associated with the CAR1, then the substance of the review shall take place concurrently with the building permit review and no separate land use review application is required.
- More information is required to determine whether or not the proposed development meets the criteria for modifications in [MICC 19.07.130](#):

- i. Additions to or reconstruction of an existing legally established structure or building constructed on or before January 1, 2005, provided the criteria in MICC 19.07.130(A)(1) – (4) are met.

MICC 19.07.160 – Geologically hazardous areas.

10. Alterations to the geologically hazardous areas listed above shall meet the applicable requirements in MICC 19.07.160.

Other Considerations:

11. If the existing structures, sites, lots, and/or uses are legally nonconforming according to [MICC 19.01.050](#)(A)(2), and the proposed development consists of exterior alteration or enlargement of nonconforming structures, or alteration to the site, compliance with the requirements below are required:
 - a. A legally nonconforming detached single-family dwelling may be intentionally altered or enlarged without losing its legal nonconforming status as long as no more than 40% of the length of the dwelling’s existing exterior walls, excluding attached accessory buildings, is structurally altered. An increase in height of that portion of a structure that is legally nonconforming because it intrudes into a required yard is in increase in the nonconformity and is not allowed unless the additional height meets the current yard requirements.
 - i. “Structurally altered” is a wall segment that is completely demolished.
 - ii. “Completely demolished” is when any portion of the wall is completely removed, such that no structural elements remain.
 - b. A site developed with a single-family dwelling that is legally nonconforming because the required landscaping area in MICC 19.02.020(F) has not been provided, or because maximum allowable hardscape has been exceeded, can be increased in height and gross floor area (up to the maximum height and gross floor area permitted). No new hardscape or further reduction in landscaping area is permitted, unless:
 - i. The site is brought into conformance;
 - ii. For lots where the maximum hardscape is exceeded, two square feet of legally existing hardscape are removed for every one square foot of new hardscape; or
 - iii. For lots where maximum lot coverage is exceeded, two square feet of landscaping area are provided for every one square foot of additional nonlandscaping area.
12. **MICC 19.15.170 – Vesting.** Complete applications for land use review of Type I land use reviews, building permits, conditional use permits, design review, short subdivisions and long subdivisions shall vest on the date a complete application is filed. The department’s issuance of a letter of completion for Type III and IV land use decisions, as provided in Chapter 19.15, or the failure of the department to provide such a letter as provided in this chapter, shall cause an application to be conclusively deemed to be vested as provided herein.

LAND USE APPLICATION PROCESS

Required Land Use Approvals. See the [City’s Permit Forms](#) list for application forms.

Certain land use applications may be consolidated. Please see [MICC 19.15.030](#)(F) for more information on consolidated permit processing. If the applicant wishes to consolidate reviews, a Concurrent Review Form is required.

- a. Building Permit
- b. Accessory Dwelling Unit Permit
- c. Critical Area Review 1 or 2
- d. Shoreline Substantial Development Permit or Shoreline Exemption
- e. SEPA Review (unless categorically exempt)
- f. Transportation Concurrency Certificate
- g. Site Development Permit

Application Fees. [Fee Schedule.](#)

- a. Deposit due at the 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, wetland, watercourse, etc.), this is billed separately, in addition to staff review time.

Summary of Procedural Steps.

1. Pre-Application Meeting
2. Intake Screening (if required)
3. Submit application electronically using our [Permit Submittal Portal](#)
4. Completeness Check (within 28 days of application submittal)
 - a. If the application is deemed incomplete, the City has 14 days to review subsequent submittals for completeness)
5. Notice of Application (within 14 days of determination of completeness)
6. 30-day Public Comment Period (begins when Notice of Application is mailed to neighboring properties within 300 feet of the subject property, posted on the site, and uploaded to the City's Weekly Permit Bulletin)
7. 1st Review typically coincides with 30-day Public Comment Period
8. Public Hearing (for Type IV land use reviews)
9. Notice of Decision
 - a. Land use approvals are valid for a period of 3 years from the date of decision, unless otherwise stated in [MICC 19.15.150](#)
10. Appeal Period (typically 14-days except for shoreline decisions)
11. Final Plat Review and Recording (if applicable)

Target Review Timelines. Target review timelines are available on the [City's Review Timelines webpage.](#)

Pre-Application Fees.

The minimum fee for the pre-application meeting must be paid to initiate the pre-application process. If staff time exceeds the minimum hours allotted, the applicant will be invoiced via email for additional staff hours at the current hourly rate. Note: All involved staff members track time spent researching and preparing, attending the meeting, corresponding, responding to questions pre and post meeting, and/or on any other activity related to the pre-application

process for the project. Applicants who continue to discuss the meeting with staff should expect to be invoiced for additional staff time.

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