



August 21, 2025

PLUS: Permit & Land Use Services LLC
Attn: Marianne Stover
11553 Palatine Ave N,
Seattle, WA 98133
Via: Email

RE: **CAO25-005** Review Letter 3; 7615 East Mercer Way, Mercer Island, WA 98040

Dear Ms. Stover,

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 critical area review 2 application. The following issues must be addressed in your resubmission:

Planning Review:

1. Please see review comments on building permit 2503-130 and submit updated plan set. The target review date for 2503-130 is August 22, 2025. You should receive the comments on or shortly after that date.
2. Submit recorded Disclosure and Notice on Title in your next resubmittal.
3. A landscaping plan is required and must be added to your plan set that includes the landscaping of all disturbed areas outside of building footprints and installation of hardscape per MICC 19.07.160(B)(2)(d).

The City's processing of the critical area review 2 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 is requested. The deadline for a complete response or request for extension is October 20, 2025. 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 the expiration of the application will be provided.

Best regards,

Grace Manahan, Code Compliance Planner
City of Mercer Island Community Planning and Development
grace.manahan@mercerisland.gov
(206) 275-7764

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.