



4/17/2025

Attn: Russell Palanchuk
6947 Coal Creek PKWAY SE#434
Newcastle, WA 98056
Via: Email

RE: **CAO25-007** Request for Information 1; 9734 SE 40th St, Mercer Island, WA 98040

Dear Russell Palanchuk,

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 (CAR2) application. The following issues need to be addressed before we continue processing of the application:

Planning:

1. Complete development application. Some lines were left blank.
2. Submit Criteria Compliance Narrative. Detail how the application meets the review criteria for Critical Area Review 2 in MICC 19.07.090, MICC 19.07.160, MICC 19.07.170, MICC 19.07.180 and/or MICC 19.07.190. Refer to the Code Compliance Matrix Tip Sheet for preparing the narrative.
3. Submit Project Narrative. The project narrative should describe the proposed development, including any anticipated phases.
4. Submit Concurrent Review form

The City's processing of the CAR2 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 June 16, 2025. If a complete response is not received or an extension response has 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,

Grace Manahan

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 correction 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.