



July 2, 2025

Melissa Dow
Attn: Weaver Construction, LLC
5049 E Mercer Way
Mercer Island, WA
Via: Email

RE: **CAO25-013** Request for Information 1; 2262 78th Ave SE, Mercer Island, WA 98040

Dear Melissa Dow,

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 application is **INCOMPLETE**. The following materials must be provided before we continue processing of the application:

1. Please provide a signed concurrent review form:
<https://www.mercerisland.gov/sites/default/files/fileattachments/planning/page/1781/concurrentreview.pdf>
2. A Geotechnical report is required for the mapped geologically hazardous area (potential slide).

The City's processing of the CAR2 application has been put on hold until these issues are resolved. Pursuant to MICC 19.15.070(E), if the applicant fails to provide the required information within 90 days of the letter of incompleteness, the application shall lapse. Please provide the required information by **September 30, 2025**.

Sincerely,

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.