



**January 16, 2026**

Attn: Kim Nguyen  
4649 Forest Ave SE  
Mercer Island, WA 98040  
Via: Email

RE: **CAO25-022, ADU25-014** Review Letter 2; 4649 Forest Ave SE, Mercer Island, WA 98040

Dear Kim Nguyen,

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 and Accessory Dwelling Unit Permit applications. The following issues need to be addressed in your resubmission:

### **Critical Area Review 2 (CAO25-022)**

1. MICC 19.07.110(B)(11) requires a post-design memorandum prepared by a qualified professional confirming that the proposed improvements comply with the design recommendations. **Please provide this memorandum.** See Geotech Review comments below.

#### Geotech Review Comments from Michele Lorilla –

2. The geotechnical report dated September 12, 2025 was revised on December 31, 2025 and provided in the SUB2 SUPP package. No revised plan set that incorporates the revised foundation recommendations was provided in the SUB2 package. **This revised plan set is required for review.**
3. In the revised plan set, **please reference the revised geotechnical report date.** Please **indicate the locations, size, and capacity of the proposed pin piles.** Please **provide standard structural notes on the plan set for the use and installation of the pin piles.** Please **provide revised structural calculations for review.**
4. **The geotechnical engineer of record should review the revised plan set and provide a PE stamped letter indicating whether the proposed development is in accordance with their design and construction recommendations.** Please **include in the letter an updated statement of risk** from the geotechnical engineer of record in accordance with MICC 19.07.160(B)(3).
5. Note: The revised plan set will have to be reviewed under the building permit application to verify that the pin pile foundation is installed to support the statement of risk provided for the project.

### **Accessory Dwelling Unit (ADU25-014)**

1. SUB1 Review Comment: MICC 19.02.030(B)(9) provides parking standards for Accessory Dwelling Units. Please demonstrate compliance with this section.

SUB1 Applicant Response: There is off-street parking on a concreted area next to the main house.

**SUB2 Review Comment:** The parking stalls must be shown on the plan set to document that the amount of parking available complies with MICC 19.02.030(B)(9). **Please demonstrate compliance with this section.** The above response is not sufficient.

The City's processing of the Critical Area Review 2 and Accessory Dwelling Unit applications have 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 March 17, 2026. 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 expiration of the application will be provided.

The review for the Shoreline Exemption (**SHL25-032**) application has been completed, and a decision is being prepared for issuance.

Sincerely,



Molly McGuire, Senior Planner  
City of Mercer Island Community Planning and Development  
[molly.mcguire@mercerisland.gov](mailto:molly.mcguire@mercerisland.gov)  
(206) 275-7712

**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:**

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**Thank you for your participation in the MlePlan review process.**