
CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

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CONDITIONAL USE PERMIT

STAFF REPORT CUP25-001 (Exhibit 1)

Project Number: CUP25-001

Project Name: AMI Water Meter of E. Mercer Way & W. Mercer Way

Land Use

Review Type: Type IV

Description: A request for a Conditional Use Permit ("CUP") for installation of water meter data collection equipment. The Proposed Development is considered an Essential Public Facility pursuant to Mercer Island City Code ("MICC") 19.16.010(E). An Essential Public Facility requires a Conditional Use Permit in all zones (MICC 19.06.100(D)).

Applicant/ Owner: Alaine Sommargren / City of Mercer Island

Site Address: Located in the right-of-way adjacent to the intersection of E. Mercer Way & W. Mercer Way, Mercer Island, WA 98040
Identified by King County Assessor tax parcel number: Located in the right-of-way.

Zoning District: R-8.4

Key Project Dates:

Date of Application:	March 4, 2025
Determined to Be Complete:	March 12, 2025
Bulletin Notice:	March 17, 2025
Date Mailed:	March 17, 2025
Date Posted on the Subject Property:	March 17, 2025
Comment Period Ended:	5:00 PM on April 16, 2025
SEPA Issued	April 21, 2025
Appeal Deadline	May 5, 2025
Notice of Public Hearing Issued:	May 19, 2025
Notice of Public Hearing Bulletin Notice:	May 19, 2025
Notice of Public Hearing Date Mailed:	May 19, 2025
Notice of Public Hearing Date Posted on the Subject Property:	May 19, 2025
Date of Open Record Public Hearing:	9:30 AM on June 26, 2025

Staff Contact: Madelyn Nelson, Assistant Planner

Exhibits:

1. CUP25-001 Staff Report, dated June 9th, 2025;
2. Development Application;
3. Project Narrative;
4. Pre-Application Meeting Notes;
5. Determination of Complete Application;
6. Notice of Application;
7. Public Participation Plan;
8. Plan Set;
9. Site Map and Survey;
10. SEPA Checklist;
11. SEPA Optional Determination of Nonsignificance (SEP25-002), issued April 21th, 2025;
12. Notice of Public Hearing, issued May 19th, 2025;
13. Engineering Letter;
14. Mercer Island Code Compliance Matrix;
15. Zoning Map.

I. APPLICATION OVERVIEW

Project Overview: The Applicant is proposing to install water meter data collection equipment on a new utility pole on the south end of Mercer Island. The proposed location was identified due to the ability to capture transmissions from water meters across Mercer Island.

The data collection equipment is proposed to be installed in the right-of-way at the intersection of East Mercer Way and West Mercer Way. The data collection equipment would include two elements: a coated aluminum box approximately 22-inches by 22-inches by 10.5-inches in size (data box) and an antenna panel that is approximately 9-feet, 1-inch tall and 1.5-inches wide in size. Installation of the base station and antenna would be on a City-owned pole in the ROW. A new 55-foot pole will be installed by the City to replace an existing pole. The base station will be installed on the pole approximately 15-feet from the ground and the antenna will be installed at the top of the 55-foot pole (reaching a total height of 64-feet 1-inch)

The staging and construction area would be approximately 40-feet by 40-feet (160 square feet). Installation machinery would include a manlift. All construction would occur during daylight hours; no nighttime work is proposed.

Background: The City operates a water utility meter reading program that involves reading 82 percent of meters manually and reading the remaining 18 percent through a radio read system. Water metering information is used in the City's utility billing system, from which utility billing statements are generated.

In 2018, the City began evaluating options to improve its water metering practices, which led to a comprehensive Water Meter Replacement Program ("the Program"). The Program includes implementation of an Advanced Metering Infrastructure ("AMI") system to replace the 7,900 existing water meters with new smart meters, standardized in type and technology. This will enable a meter-reading approach that will best support reduced water loss and improved water resource management. The new meters will automatically transmit water usage data to the City on an hourly basis via data collection equipment on utility poles or other structures in a total of seven locations throughout Mercer Island.

Location: The subject property is located in the right-of-way adjacent to the intersection of East Mercer Way and West Mercer Way situated in the NE 1/4 section 36, township 24 North, Range 04 East, W.M. and NE 1/4 section 31, township 24 north, range 05 east, W.M. in the City of Mercer Island, King County, WA.

Existing Conditions: The existing site is pre-disturbed ground cover; no vegetation is anticipated to be removed or altered. Likewise, no trees are proposed for removal or alteration. There are no anticipated stormwater runoff or surface water issues as the antenna will not create any ground disturbance or impervious surfaces.

Access: Access to the subject property is from E. Mercer Way or W. Mercer Way.

Contact Information:

Contact	Applicant:	Engineer
Alaine Sommargren City of Mercer Island 9611 SE 36th Street Mercer Island, WA 98040 (206) 275-7879	Same as Contact	Bush, Roed, & Hitchings, Inc. 15400 SE 30th Place, STE 100 Bellevue, WA 98007-6546 (206) 323-4144

Terms used in this staff report:

Term	Refers to, unless otherwise specified:
Applicant	Alaine Sommargren / City of Mercer Island
Proposed development	City of Mercer Island Water Meter Data Collector Installation Project; W. Mercer Way & E. Mercer Way
Subject property, site	The subject property or site where the proposed development is located as defined in this staff report
City	City of Mercer Island
MICC	Mercer Island City Code
Code Official	City of Mercer Island Community and Planning Development Director or a duly authorized designee
Conditional Use Permit	The application request by the Applicant.
EPF	Essential Public Facility

II. PROCEDURE AND NOTICE REQUIREMENTS

1. Review Type: Applications for Conditional Use Permit (“CUP”) approvals are required to be processed as a Type IV land use review pursuant to MICC 19.15.030. Type IV land use reviews require a notice of application, a 30-day public comment period, and a notice of decision. Processing procedures and requirements for Type IV land use reviews are further detailed in MICC 19.15.030. CUP approval criteria are located within MICC 19.06.110(A) and Essential Public Facility (“EPF”) criteria are located within MICC 19.16.010(E).

Staff Finding: The application for the proposed development was correctly classified and processed as a Type IV land use review.

2. Application: The application for the proposed development (**Exhibit 2**) was submitted on March 4th, 2025, the application for the proposed development was deemed complete March 12th, 2025 for the purpose of review, pursuant to MICC 19.15.070 (**Exhibit 5**).

Staff Finding: The application for the proposed development is consistent with the procedures of MICC 19.15.070.

3. Notice of Application: The City issued a notice of application for the proposed development on March 17th, 2025, consistent with the provisions of MICC 19.15.090, which include the following methods: a mailing sent to neighboring property owners within 300-feet of the subject property; a notice sign

posted on the subject property; and publication in the City’s weekly permit bulletin. The notice of application began a 30-day comment period, which took place on March 17th, 2025, through April 16th, 2025 (**Exhibit 6**).

Staff Finding: The notice of application and comment period are consistent with the provisions of MICC 19.15.090.

4. Preliminary Plan Set: The Applicant provided a preliminary plan set (**Exhibit 8**) for the proposed development.

5. Opportunities for Public Comment: The 30-day public comment period took place on March 17th, 2025, through April 16th, 2025.

Staff Finding: No public comments were received during the public comment period.

6. Response to Public Comment:

Staff Finding: No public comments were received during the public comment period.

7. SEPA Review: The SEPA responsible official for the City determined that the proposed development does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) was not required pursuant to RCW 43.21C.030(2)(c). The decision was made after review of a completed environmental checklist. An Optional Determination of Nonsignificance (“ODNS”) was issued on April 21st, 2025 (**Exhibit 11**).

Staff Finding: The SEPA review was completed consistent with the provisions of WAC 197-11 and Chapter 19.21 MICC.

8. Public Hearing: Pursuant to MICC 19.15.030 Table A and B, a public hearing is required for a CUP. A Notice of Public Hearing (**Exhibit 12**), for the June 26, 2025 public hearing, was provided to the public as required by MICC 19.15.100(D) on May 19th, 2025.

Staff Finding: The public hearing was noticed appropriately pursuant to the provisions of MICC 19.15.100.

III. ZONING AND COMPREHENSIVE PLAN DESIGNATIONS

1. Site Zoning & Land Use: The subject property is zoned Single Family Residential, R-8.4. According to MICC 19.02.010, essential public facilities are allowed within the R-8.4 zone by a CUP.

Staff Finding: The proposed development is consistent with the permitted uses provided in MICC 19.02.010.

2. Comprehensive Plan Policies: The City of Mercer Island Comprehensive Plan is a forward-looking plan for the development of the City, fulfilling the Washington Growth Management Act (GMA) requirements. The subject property is zoned R-8.4 and the use, though allowed by a CUP, is consistent with the MICC. The proposed development conforms to the MICC, which ultimately means it complies with the spirit of the comprehensive plan since these regulations have been created to ensure the vision of the plan is met. The proposed development is consistent and compatible with the Single Family Residential, R-8.4, land use designation and the policies of the City of Mercer Island Comprehensive Plan: Planning for Generations 2024-2044, adopted in 2024.

Staff Finding: The proposed development is consistent with the Comprehensive Plan.

3. Adjacent Zoning and Comprehensive Designations: The proposed development is compatible with the surrounding zoning and Comprehensive Plan designations as follows:

	Zoning Designation	Comprehensive Plan Designation
North	R-8.4	Single Family Residential R-8.4
South	R-8.4	Single Family Residential R-8.4
East	R-8.4	Single Family Residential R-8.4
West	R-15	Single Family Residential R-15

Staff Finding: The proposed development is consistent with the Comprehensive Plan.

IV. CONSISTENCY WITH THE ESSENTIAL PUBLIC FACILITY STANDARDS

1. MICC 19.06.100 establishes a process for identifying, siting and regulating essential public facilities (EPFs).

A. *MICC 19.06.100(B) Preapplication meeting required.* Prior to submitting a conditional use permit application, an EPF applicant is required to attend a preapplication meeting consistent with the preapplication provisions of Chapters 19.09 and 19.15 MICC. The preapplication meeting is required as a means for applicants to present facility and siting proposals, seek information about potential sites, and proposed possible mitigation measures.

Staff Finding: A preapplication meeting was held on November 19th, 2024. Alaine Sommargren was present to represent the Applicant, and representatives from the Community Planning and Development Department were present. Notes were provided to the Applicant at the close of the preapplication meeting (**Exhibit 4**).

B. *MICC 19.06.100(C) Public participation.* The Applicant shall present a public participation plan for city review and comment as part of the preapplication meeting. Applicants shall conduct local outreach efforts with early notification to prospective neighbors to inform them about the project and to engage residents in the development of the proposal, site planning and mitigation design prior to submittal of a conditional use permit application.

Staff Finding: The Applicant submitted a public participation plan (**Exhibit 7**) that describes local outreach efforts to prospective neighbors to inform them about the proposed development and engage residents. The Applicant sent letters and door hanger notifications to property owners within a 300-foot radius of the base station location on March 17th, 2025, which informed residents about the proposed development and conditional use permit process. The Applicant also published details regarding the proposed development on the City of Mercer Island’s Let’s Talk webpage.

C. *MICC 19.06.100(D) Conditional use permit required.* An EPF shall require a conditional use permit in all zones. Outside of the Town Center zone, an application for a conditional use permit shall follow the procedure and meet the criteria in chapter 19.15 MICC. Within the Town Center zone, an application for a conditional use permit shall follow the procedure and meet the criteria in chapter 19.15 MICC and MICC 19.15.040. In addition, regardless of the proposed location of the EPF, materials showing compliance with the following items must be submitted:

Staff Finding: The Applicant submitted a conditional use permit application to the City of Mercer Island on March 4th, 2025. The application was deemed complete on March 12th, 2025 (**Exhibit 5**).

1. The Applicant must demonstrate the need for the proposed EPF. Included in the analysis of need should be the projected service population, an inventory of existing and planned comparable facilities and projected demand for this type of essential public facility.

Staff Finding: The City operates a water utility meter reading program that involves reading 82 percent of meters manually and reading 18 percent of meters through a radio read system. Water metering information is used in the City's utility billing system, from which utility billing statements are generated.

Staff Finding: In 2018, the City began evaluating options to improve its water metering practices, which led to a comprehensive Water Meter Replacement Program (the Program). The Program includes implementation of an Advanced Metering Infrastructure (AMI) system to replace the 7,900 existing water meters with new smart meters, standardized in type and technology. This will enable a meter-reading approach that will best support reduced water loss and improved water resource management. The new meters will automatically transmit water usage data to the City on an hourly basis via data collection equipment placed in a total of seven locations throughout Mercer Island. The proposed development is located at the intersection of E. Mercer Way & W. Mercer Way.

2. The proposal shall be consistent with the applicant's own long-range plans for facilities and operations.

Staff Finding: The proposed development is part of the implementation of the Program and will contribute to the goal of improved water resource management, which is the overall long-range plan for facilities and operations.

3. The proposal shall be consistent with the Mercer Island Comprehensive Plan.

Staff Finding: The Mercer Island Comprehensive Plan calls for the City to provide adequate water supply and improved water quality to the water service area now and in the future. The meter replacement program is a capital project designed to fulfill that requirement through implementing the City of Mercer Island's Comprehensive Plan, Chapter 6, Capital Facilities Goals and Policies, Goal 1 (1.1, 1.2, 1.3, 1.9, 1.15, and 1.18).

4. The applicant shall submit documentation showing the minimum siting requirements for the proposed facility. Site requirements may be determined by the following factors: minimum size of the facility, access, support facilities, topography, geology, and mitigation needs. The applicant shall also identify future expansion needs of the facility.

Staff Finding: The site requirements that informed the location of the proposed development were primarily based on the AMI system performance requirements in which a certain percentage of meters must be read within a certain number of days. The site requirements that were analyzed in the selection of the site included tree canopy cover, proximity to other utilities and meters, topography, and the existing characteristics of the site. There are no future expansion needs anticipated.

5. The applicant shall search for and investigate alternative sites before submitting a proposal for conditional use permit approval. The proposal shall indicate whether any alternative sites have been identified that meet the minimum site requirements of the facility.

Staff Finding: Once the performance system requirements were identified, the equipment system was designed to be configured for the specific location at the intersection of East Mercer Way and West Mercer Way, therefore, alternative site locations were not required to meet site selection requirements. The proposed location was selected due to the ability to capture transmissions from water meters across Mercer Island.

6. The proposal must include adequate, appropriate and reasonable mitigation measures for the impacted area(s) and community. Mitigation measures may include, but are not limited to, natural features that will be preserved or created to serve as buffers, other site design elements used in the development plan, and/or operational or other programmatic measures contained in the proposal. The proposed measures shall be adequate to substantially reduce or compensate for anticipated adverse impacts created by the proposed facility.

Staff Finding: The proposed development would not cause any permanent impact to the natural or built environment. There are geologically hazardous areas on the site, including potential slide, erosion, and seismic hazards. The proposed development is minor in nature and would not increase the risk of landslide, erosion, or harm from seismic activity.

- D. *MICC 19.06.100(E) Design review required.* In addition to conditional use permit approval, design review pursuant to chapter 19.15 MICC is required for any regulated improvements. Design review may be consolidated with the conditional use permit review pursuant to chapter 19.15 MICC.

Staff Finding: The proposed development is not a regulated improvement pursuant to MICC 19.06.010 and does not require design review.

V. CONSISTENCY WITH CONDITIONAL USE PERMIT APPROVAL CRITERIA

1. MICC 19.06.110(A) lists criteria for approval of Conditional Use Permits.

- A. *Purpose.* A use may be authorized by a conditional use permit for those uses listed in chapters 19.02 and 19.11 MICC. The intent of the conditional use permit review process is to evaluate the particular characteristics and location of certain uses relative to the development and design standards established in this title. The review shall determine if the development proposal should be permitted after weighing the public benefit and the need for the use with the potential impacts that the use may cause.

- B. *Criteria for conditional use permits that are not located in Town Center.* An applicant must demonstrate how the development proposal meets the following criteria:

1. The permit is consistent with the regulations applicable to the zone in which the lot is located.

Staff Finding: Per MICC 19.06.100(D), Essential Public Facilities are permitted in all zones with the approval of a conditional use permit.

2. The proposed use is determined to be acceptable in terms of size and location of site, nature of the proposed uses, character of surrounding development, traffic capacities of adjacent streets, environmental factors, size of proposed buildings, and density.

Staff Finding: The E. Mercer Way & W. Mercer Way location was identified due to the ability to capture transmissions from water meters across Mercer Island. The subject site is currently developed with an existing pole that is proposed to be replaced. The proposed water meter would be consistent with the development on the site and would not alter the site beyond the existing nature, character, and uses.

3. The use is consistent with policies and provisions of the comprehensive plan.

Staff Finding: Policies 2.1 and 2.7 of the Utilities Element in the Comprehensive Plan encourage cost-effective and reliable water supply. The proposed development contributes to water conservation and efficiency by improving water metering practices. The proposed development enables a meter-reading approach that will best support reduced water loss and improved water resource management.

4. Conditions shall be attached to the permit assuring that the use is compatible with other existing and potential uses within the same general area and that the use shall not constitute a nuisance.

Staff Finding: Recommended conditions of approval have been attached below.

VI. CONSISTENCY WITH CONDITIONAL USE CRITERIA IN SINGLE-FAMILY ZONES

1. MICC 19.02.010(C)(1) lists conditions for government services, public facilities, utilities, and museums and art exhibitions located in single-family zones.

- A. All structures shall be located at least 20-feet from any abutting property.

Staff Finding: The proposed structure would be located at least 20-feet from any abutting property (**Exhibit 8**).

- B. Off-street parking shall be established and maintained at a minimum ratio of one parking space for each 200 square feet of gross floor area.

Staff Finding: The proposed development does not result in the increase of gross floor area on the subject property.

- C. Utilities shall be shielded from abutting properties and streets by a sight obscuring strip of trees or shrubs.

Staff Finding: The proposed utilities would not alter the character of the subject property, which contains other utilities including a wireless communication facility. The data box would be installed on a pole approximately 15-feet from the ground, and the antenna would be installed at the top of a 55-foot pole, reaching a total height of 64-feet 1-inch. The proposed location of the utilities is screened from abutting properties and streets by sight obscuring trees and shrubs. Additional screening of the utility from abutting properties and streets would not be necessary.

VII. RECOMMENDED CONDITIONS OF APPROVAL

1. The proposed development shall be in substantial conformance (**Exhibit 14**) with all applicable development standards contained within Mercer Island City Code (MICC) Title 19.
2. The Applicant shall obtain any permits from state and federal agencies that are applicable to the proposed development. The Applicant is also responsible for documenting any required changes to the proposed development due to conditions imposed by any applicable local, state, and federal government agencies.
3. A City of Mercer Island Building Permit may be required for construction of the proposed development.
4. Construction of the proposed development shall only occur during approved construction hours by the City of Mercer Island and/or as otherwise restricted by the Building Official.
5. Per MICC 19.15.200, revisions that result in substantial changes, as determined by the code official, shall be treated as a new application for purposes of vesting. For the purposes of this section, "substantial change" includes the creation of additional lots, the elimination of open space, substantial changes in access, or changes to conditions of approval. Additionally, the need for the modification was not known and could not have been reasonably known before the approval was granted.
6. Per MICC 19.15.150, land use review approvals shall expire three years from the date of notice of decision if the development proposal authorized by the land use review is not commenced. For

the purposes of this section, the development proposal shall be considered established if construction or substantial progress toward construction of a development proposal for which a land use review approval has been granted must be undertaken within two years of the date of notice of decision of the land use review. Where no construction activities are involved, the use or activity shall be commenced within three years of the date of notice of decision of the land use review.

VIII. DEVELOPMENT REGULATION COMPLIANCE – DISCLOSURE

1. Compliance with all local, state and federal regulations is required.

IX. RECOMMENDATION

Staff reviewed the proposed development application in accordance with standards for essential public facilities and criteria for conditional use permits. The staff report and recommendations to the Hearing Examiner are based on the application and all supplemental information. The Hearing Examiner may approve, approve with conditions, or deny the proposal. Staff recommends that the Hearing Examiner **Approve with Conditions**, City File Number CUP25-001.

Recommended this 26th day of June 2025.

Madelyn Nelson

Madelyn Nelson
Assistant Planner
City of Mercer Island
Community Planning & Development Department