



**CITY OF
MERCER ISLAND**

**Water Meter Data Collector Installation Project
Conditional Use Permit Application
Public Participation Plan
Version 3 – November 2024**

Introduction and Purpose

Introduction

The City of Mercer Island (City) Public Works Department (PWD) is seeking Conditional Use Permits (CUP) for installation of water meter data collection equipment (equipment) at several different locations in the City (Water Meter Data Collector Installation Project, or Project). The Project is considered an Essential Public Facility (EPF; Mercer Island City Code [MICC] 19.16.010 – Essential public facilities). An EPF requires a CUP in all zones (MICC 19.06.100.D).

This document outlines the public participation plan (PPP) for the Project. The purpose of a PPP is to provide a framework to “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” (MICC 19.06.100.C).

A CUP requires a review process that allows evaluation of the characteristics and location of a particular proposed use. During the review process, the public benefits, need for use, potential consequences, and appropriate mitigation are identified and weighed by decision-makers. Application for a CUP is required to comply with the Type IV Land Use Review process (19.15.030 – Table B). A Type IV process requires public notifications at the following points of the process:

- Notice of Application (mailing and posting) (MICC 19.15.090)
 - Open Record Hearing (MICC 19.15.090.D)
 - With a 30-day Public Comment Period (MICC 19.15.090.E)
- Public Hearing Notice (MICC 19.15.100)
- Notice of Decision (MICC 19.15.120 and MICC 19.15.090)
- Hearing Examiner Decision (MICC 19.15.140.C)

The State Environmental Policy Act (SEPA), Chapter 43.21C Revised Code of Washington, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. During the review process, a SEPA Checklist may be completed as part of the CUP application to identify potential environmental impacts (MICC 19.15.060).

Background and Need

The City operates a water utility customer meter reading program that currently involves reading 82 percent of meters manually and the remaining 28 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 meters, standardizing the equipment in type and technology. This program will enable a meter reading approach that will best support reduced water loss and improved water resource management. These benefits will be realized through the use of AMI technology that allows the new meters to automatically transmit water usage data to the City on an hourly basis via data collection equipment placed in several locations throughout Mercer Island.

Project Description

The Applicant is proposing to install the equipment at two discrete locations on Mercer Island (see Figure 1). The equipment would include two elements: a coated aluminum box approximately 22 inches by 22 inches by 10.5 inches in size (referred to as a “base station”) and an approximately 9-foot, 1-inch antenna.

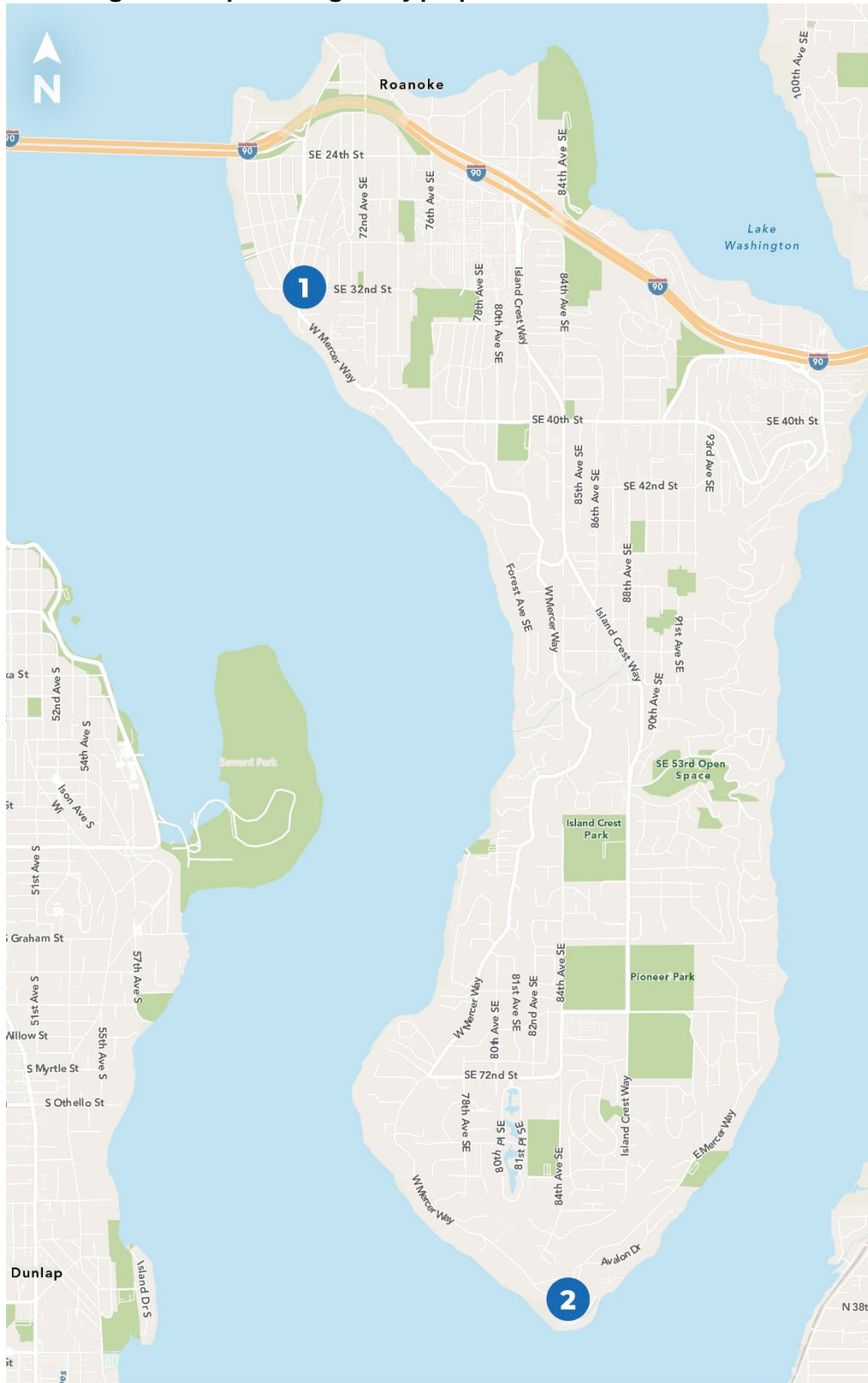
The proposed locations were identified due to their ability to capture transmissions from water meters across Mercer Island. None of the locations are within the Town Center Zone. The three locations, requiring public notification and review, are:

- **W. Mercer Way & SE 32nd St (47.581830, -122.248637)**
The equipment would be installed on the SW Corner of W. Mercer Way & SE 32nd St. Installation will be on a replacement pole owned by Puget Sound Energy that is within the public road right of way.
- **W. Mercer Way & E. Mercer Way (47.525862, -122.226832)**
The equipment would be installed on a new city-owned at the intersection of W. Mercer Way & E. Mercer Way. The new pole will be within public road right of way.

The PWD is preparing CUPs to address both new locations. A SEPA Checklist will be required as well and the PWD will prepare separate checklists for both sites.

Public input is important to the City's permitting process and allows the local jurisdiction to be transparent and accountable. This process gives the public a voice in providing feedback or concerns on what is being proposed. The PPP is a way to demonstrate that the proposed Project is aligned with the needs of the community.

Figure 1: Map showing newly proposed base station locations



Roles and Responsibilities

The CUP application process will engage the groups summarized below.

City Council

The City Council is the governing body of the City of Mercer Island. The City Council includes seven elected members who serve 4-year terms and is responsible for enacting ordinances, setting the City's budget, and appointing members to various boards and commissions.

Planning Commission

The Mercer Island Planning Commission was established in 1960 as an advisory commission to the City Council. The Planning Commission's role is to advise the City Council on growth management issues, land use policies, and development regulations. The Commission is a volunteer advisory committee made up of island residents.

Hearing Examiner

The Mercer Island Hearing Examiner is an independent officer of the City who is responsible for hearing and resolving appeals from City decisions. This position has jurisdiction over certain types of land use decisions as well as appeals of various land use decisions. The Hearing Examiner will lead the public hearing process for the conditional use permit application.

Community Planning & Development

The Mercer Island Community Planning & Development (CPD) department is a division of the City of Mercer Island. The CPD is responsible for developing and implementing the City's land use and development policies. The CPD also reviews permits for land use and private development.

City Staff

City staff and the consulting team will lead the conditional use permitting process.

Subject Matter Experts

Subject matter experts within the Project will provide professional and technical expertise during the CUP application process.

Stakeholders

Stakeholders are groups and individuals who have an interest in the outcome of the CUP application process. Stakeholders are diverse and can have numerous and conflicting concerns. The Project will benefit from engaging these groups and individuals to gather varied perspectives and build consensus on the proposed installations.

Engaging stakeholders with diverse viewpoints will help City staff understand the plurality of public opinions on the Project. Several stakeholder groups are listed in Table 1.

Table 1. Typical Stakeholder Groups.

<i>General public</i>	<i>Utilities</i>
<ul style="list-style-type: none">• City residents• Park users• Boaters and recreational users• Non-English-speaking communities• Persons with disabilities	<ul style="list-style-type: none">• Seattle Public Utilities• Puget Sound Energy• King County Metro• Telecommunications providers
<i>Impacted property owners and tenants</i>	<i>Facilities</i>
<ul style="list-style-type: none">• Residential property owners• Renters• Local businesses• Governmental agencies	<ul style="list-style-type: none">• Schools and daycares• Sports leagues and recreational facilities• Healthcare facilities (e.g., senior centers, recovery programs)• Faith-based facilities and places of worship
<i>Community-based organizations</i>	<i>Government agencies</i>
<ul style="list-style-type: none">• Mercer Island Chamber of Commerce• Rotary Club of Mercer Island• Neighborhood/homeowner associations• Religious organizations	<ul style="list-style-type: none">• City of Mercer Island• King County• Washington State Department of Transportation• King County Library System• Mercer Island School District
	<i>Media</i>
	<ul style="list-style-type: none">• <i>The Mercer Island Reporter</i>

See [Appendix A](#) for detailed lists of stakeholder groups near the base station locations and other interested parties.

Please note that the list above may include stakeholders outside of the 300-foot radius from each proposed base station.

A combination of public participation tactics will be required to reach multiple stakeholder groups and interested parties during the permitting process. The following recommendations include specific external stakeholder outreach tactics for the proposed base stations:

- Base station locations sited in or near City park facilities require posted notices at key park locations, including entrances and bulletin boards, during each phase of the permitting notification process.
- Proposed base stations near public school facilities require additional coordination with the Mercer Island School District and affected facilities.

- Additional coordination will be required for sites adjacent to state transportation corridors like I-90 or on infrastructure managed or operated by local utilities.
- Base stations located near commercial facilities will require notice to the property owners and affected tenants during the permitting process.

Public Participation Tactics

Public participation is central to planning under the CUP application process. Public participation is cited in the City's Comprehensive Plan under the following principles:

- Public participation should be driven by the specific goals and objectives of the program, in consideration of the specific groups of potentially affected interests or stakeholders, NOT by a random collection of public participation techniques.
- Public participation should take place as early as possible in a decision process, preferably at the scoping or option identification stage. It should include specific activities as well as informal, "keeping an ear to the ground" efforts, and should focus on opportunities for two-way communication and responsiveness by the public.
- The decision-making entity should commit in advance to the planned level of public involvement and how it will use the public input that is received to make its decision. People must be brought to realize that the City is always listening to their concerns, even though it may not always agree with what it hears or implements.
- Appropriate techniques range from simply informing citizens to involving them through opportunities for direct participation in decision making. The guiding principle is to select the fewest number of the simplest techniques that will meet the objectives.
- Public input must be fully integrated and sequenced with technical work and the decision process in order to be useful in raising and resolving emerging issues.
- Providing feedback to public participants is critical to confirming their input, demonstrating that it is valued and in maintaining their interest in participating in City processes.

Each proposed base station will be addressed within a CUP application. The tactics below will detail how the City will integrate public participation in the CUP application process.

Tactics

Pre-Application Outreach Materials

As part of the Project, the City will send letters and door hanger notifications to property owners within a 300-foot radius of each base station location. The letters would inform residents about the Project and the CUP process. A Frequently Asked Questions handout will be included with the letters to provide more information. Details regarding each site will be included on the webpages for the Water Meter Replacement Program (letstalk.mercergov.org/meterproject) and the Water Meter Data Collection Stations (<https://letstalk.mercergov.org/water-meter-data-collection-stations>), where constituents can learn more and ask questions. The Mercer Island Utility Board

reviewed these materials at their October 8, 2023 meeting. See *Appendix B* to view the pre-application outreach materials.

Notice of Application - MICC 19.15.090

The Notice of Application serves as a way to disclose the proposal to the public, including details of the proposal and opportunities for participation and feedback to inform decision-makers. The Notice of Application will include:

- The proposal description;
- Each base station location;
- The Open Record Public Hearing date, time, and location;
- Information regarding the 30-day public comment period;
- Contact information for additional questions; and
- The Project website link.

This Notice of Application will be:

- Mailed to property owners within a 300-foot radius of each base station location;
- Posted at each of the proposed base stations in a location that is visible to the public, including the ROW, park entrances, and bulletin board areas; and
- Published in the Weekly Permit Bulletin.

Open Record Public Hearing - MICC 19.15.090.D

The City of Mercer Island Hearing Examiner will conduct the Open Record Public Hearing. Persons who testify at the Open Record Public Hearing will become parties of record, and only parties of record will receive a notice of the decision. The hearing is open to all members of the public.

30-Day Public Comment Period - MICC 19.15.090.E

Written comments on this proposal may be submitted to the City by email, in person, or by mail to the City of Mercer Island, 9611 SE 36th Street, Mercer Island, WA 98040-3732. Anyone may comment on the proposal, receive notice, and request a copy of the decision once it is made. Only those who submit written comments or participate in the public hearing (if a hearing is required) will be parties of record; only parties of record will have the right to appeal the Hearing Examiner's decision.

The Notice of Application will include a single point of contact from the City's CPD for written comments and additional information.

Public Hearing Notice - MICC 19.15.100

The Public Hearing Notice is required for land use reviews requiring a public hearing. This notice can be combined with a Notice of Application. The notice will be provided at least 30 days before the required Open Record Public Hearing and will include:

- The proposal description;
- The proposed base station location;
- The Open Record Public Hearing date, time, and location;
- Contact information for additional questions;
- A statement that only those persons who submit written comments or testify at the Open Record Public Hearing will be parties of record, and only parties of record will receive a notice of the decision and have the right to appeal; and
- The project website link.

This notice will be distributed in the following manner:

- Mailed to the parties of record and all property owners within a 300-foot radius of the proposed base station locations;
- Published in the City's Weekly Permit Bulletin; and
- Posted on each of the sites in a location visible to the public, including the ROW, park entrances, and bulletin board areas.

Notice of Decision - MICC 19.15.120 and 19.15.090

The City shall provide notice in a timely manner of its final decision or recommendation on the CUP application process, including the SEPA threshold determination, if any; the dates for any public hearings; and the procedures for administrative appeals, if any. Notice shall be provided to the applicant, parties of record, and agencies with jurisdiction. The Notice of Decision shall also be provided to the public via the City webpage. The Notice of Decision may be provided by email, or a hard copy may be mailed.

Hearing Examiner Decision - MICC 19.15.140.C

The Hearing Examiner will decide (either approve, conditionally approve, continue the hearing, remand the application, not staff the proposal, or deny the proposal) following the Open Record Public Hearing.

Other Outreach Methods

In addition to the tactics listed above, the Project will utilize the following methods to encourage public participation and communicate key decision points during the CUP application process:

- City staff will maintain and update both the Water Meter Replacement Program webpage (letstalk.mercergov.org/meterproject) and the Water Meter Data Collection Stations

webpage (<https://letstalk.mercergov.org/water-meter-data-collection-stations>) to include information about the Project. The Data Collection Stations webpage will have updates regarding the CUP application process, base station equipment and specifications (see [Appendix C](#)), and the Hearing Examiner's decision.

- The City's Customer Call Center will direct inbound calls and emails to the appropriate contact overseeing the CUP application process.
- The City's Communications department will direct social media inquiries and comments to the appropriate contact overseeing the CUP application process.
- The City's email newsletter, the MI Weekly, will include information regarding the CUP application process, schedule, and key decision points for subscribed residents.

Appendix A: Stakeholders and Interested Parties

Site Name: W. Mercer Way & SE 32nd St		Address: W Mercer Way & SE 32nd St, Mercer Island, WA 98040	
Stakeholder	Category		
Proctor Landing Park	Park		
Seasons of Life Nursing Home	Healthcare Facility		
RKK Construction	Business		
Buttercup	Business		

Site Name: E. Mercer Way & W. Mercer Way		Address: E. Mercer Way & W. Mercer Way, Mercer Island, WA 98040	
Stakeholder	Category		
Odegard Landscape Design	Business		
Mercer Island Beach Club	Business		

Site Name: Crestwood		Address: SE 43rd St & 94th Ave SE, Mercer Island, WA 98040	
Stakeholder	Category		
Mercer Island High School	School		
Mercer Island Public Library	Library		
Advisor4Seniors	Healthcare Facility		

Site Name: Roanoke Park		Address: W Mercer Way, Mercer Island, WA 98040	
Stakeholder	Category		
Aubrey Davis Park	Park		
Mercer Island United Methodist Church	Religious Organization		
Roanoke Inn	Business		
Roanoke Landing	Park		
Roanoke Park	Park		
Veterans of Foreign Wars	Community-Based Organization		
WSDOT	State Agency		

Site Name: Water Reservoir Pump Station		Address: 4350 88th Avenue SE, Mercer Island, WA 98040	
Stakeholder	Category		
Emmanuel Episcopal Church	Religious Organization		
Friends of the Mercer Island Library	Community-Based Organization		
Hollerback Park	Park		
Holy Trinity Lutheran Church	Religious Organization		
Mercer Island High School	Educational Facility		
Mercer Island Library	County Facility		
Mercer Island School District	Educational Facility		
Mercer Island Young Life House	Religious Organization		
Mercerwood Shore Club	Business		
Rotary Park	Park		
St. Monica Catholic Church	Religious Organization		
St. Monica School	Educational Facility/Religious Organization		
Youth Theatre Northwest	Business		

Site Name: Island Crest Park		Address: 5801 Island Crest Way, Mercer Island, WA 98040	
Stakeholder		Category	
Deane's Children's Park		Park	
Groveland Beach Park		Park	
Island Crest Park		Park	
Island Park Elementary School		Educational Facility	
Kika Flower Farm		Business	
Northwest Yeshiva High School		Educational Facility/Religious Organization	
Redeemer Lutheran Church		Religious Organization	
Spring Trust for Trails		Business	
The MI Funny Farm		Business	

Other Interested Parties	
Stakeholder	Category
City of Mercer Island	City Agency
King County	County Agency
Mercer Island Chamber of Commerce	Community-Based Organization
Puget Sound Energy	Utilities
Rotary Club of Mercer Island	Community-Based Organization
Seattle Public Utilities	Utilities
The Mercer Island Reporter	Media
WSDOT	State Agency

Appendix B: Pre-Application Outreach Materials

Letter



PUBLIC WORKS

206.275.7608
www.mercerisland.gov/publicworks

October 7, 2024

Dear Mercer Island Utility Customer:

The City of Mercer Island is pleased to share that we are investing in new tools to better serve water customers. In 2024, as part of the Island-wide water meter replacement project, the City is installing an advanced metering infrastructure (AMI) system that will improve utility operations, customer service, and support water conservation planning efforts.

The proposed AMI system will remotely and securely communicate usage data by connecting individual water meters to the City system. In order to collect meter readings through the new AMI system, the City is proposing to install data collection equipment at three remaining locations identified to effectively communicate with water meters across Mercer Island.

You are receiving this notification because your property is located within 300 feet of a proposed data collection site.

The enclosed insert in this notice includes additional information about the data collection equipment and the proposed locations for the project.

The remaining data collection equipment installations will each require a Conditional Use Permit from Mercer Island's Community Planning and Development (CPD) department, which allows the use of the equipment as an essential public facility. The Hearing Examiner will review each Conditional Use Permit application and can approve or deny the application. If the Conditional Use Permits are granted, the City will notify residents living near each site about next steps, including details regarding data collection equipment installation and construction schedule. For details about the Conditional Use Permit application process and the Water Meter Data Collection Stations Project, please visit: www.mercerisland.gov/watermeterdata.

9611 SE 36th Street, Mercer Island, WA 98040 / (206) 275-7608 / www.mercerisland.gov

This information can be made available on request to accommodate people with disabilities and those who need translation assistance.
Эта информация может быть предоставлена по запросу для размещения людей с ограниченными возможностями, а также тех, кому требуется помощь переводчика.

Esta información puede estar disponible a pedido conforme a las necesidades de personas con discapacidad o aquellas que requieren de servicio de traducción.

可根據要求提供這些資訊，以幫助殘障人士和需要翻譯協助的人士

If you have additional questions, please contact the City's Customer Service Team at (206) 275-7600 or customerservice@mercerisland.gov. We appreciate your patience and understanding while we work to improve Mercer Island's utility services.

Sincerely,

A handwritten signature in black ink, appearing to read "Alaine Sommargren". The signature is fluid and cursive, with a large loop at the end of the last name.

Alaine Sommargren
Deputy Public Works Director
City of Mercer Island

Frequently Asked Questions Handout

Frequently Asked Questions

Water Meter Data Collection Stations City of Mercer Island



What is the Water Meter Data Collection Station Project?

The City of Mercer Island is investing in new tools to better serve water customers. In 2024, the City replaced all residential and commercial water meters with an advanced metering infrastructure (AMI) system and create an online portal where customers can track water use, leak alerts, and other notifications. In order to collect the meter readings, the City must install data collection equipment at six key locations on Mercer Island. The equipment will communicate with the AMI system and the new meters to transmit water usage data to the City.

Where is the City proposing to install the six data collection stations? How was this decided?

The six data collection stations will be installed at various locations across the city (see map). These proposed locations were identified based on their ability to transmit the data from all water meters across Mercer Island. Two base stations have already been installed (City Reservoir and Island Crest Park) and another has gone through permit review (Roanoke).

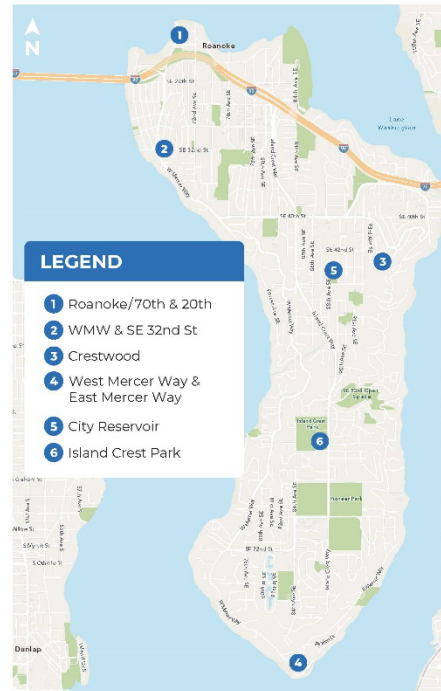
Once constructed, what will the equipment look like?

The equipment includes a 22-inch by 22-inch by 10.5-inch aluminum box, known as a base station, and antennas ranging from 7 to 9 feet tall, which will be mounted on utility poles and towers. Some installations will be applied to existing utility poles and infrastructure, but the City will install or replace several poles with 55' poles to collect the metering data effectively. An example rendering is shown on the backside of this handout. Visit www.mercerisland.gov/watermeterdata for detailed information and renderings of the six data collection stations.

Why is the City reaching out to residents about this project?

The City is conducting early outreach to properties within 300 feet of the proposed sites to inform them about the proposed installation locations and permitting process.

Each installation will require the approval of a Conditional Use Permit, which will authorize the use of this equipment as an essential public facility. The City is required to send a Notice of Application to residents within 300 feet of each data collection site. The notification will detail the proposed permit application and opportunities for public comment. Ultimately, a Hearing Examiner will decide on the issuance of each Conditional Use Permit, and a Notice of Decision will be published.



Map showing the six data collection stations on Mercer Island.



Example base station and antenna equipment

Can I comment on a particular data collection site?

The City will share additional details about opportunities to comment or provide feedback on a particular data collection site via the Conditional Use Permit Notice of Application. The City will notify residents within 300 feet of each data collection site with information about the permit application, public comment period, and the public hearing date and time. Anyone may comment on the application, receive notice, and request a copy of the decision once it has been made.

What are the community benefits of this project?

The new data collection equipment will connect with the AMI system to securely communicate water usage data on an hourly basis to the City.

Customers will be able to manage their water use in real-time and receive important alerts through the new online customer portal. Additionally, the new system will help with the City's water conservation efforts.

Is the data collection equipment safe? Is the data secure?

The data collection technology complies with Federal Communications Commission (FCC) standards and guidelines for environmental exposure to radio frequency (RF), which have been in place since 1985. RF energy produced by smart meter technology is not harmful and is comparable to cellular phone devices, wireless baby monitors, television broadcasts, garage door openers, microwave ovens, cordless home phones, and Wi-Fi networks.

The new metering system will transmit the water readings and other metering information to the data collection stations and the City. The data transmitted is encrypted and sent to the data collectors and the City through a secure, private RF channel. This technology does not share personal customer account information.



Rendering of 55-foot pole at West Mercer Way and 32nd Street.

Who can I contact for more information about this project?

For questions, please contact the City's Customer Service Team at **(206) 275-7600** or **customerservice@mercerisland.gov**.

For details about the Water Meter Data Collection Stations Project, please visit: **www.mercerisland.gov/watermeterdata**.



Door Hanger Notification

PUBLIC WORKS



WATER METER DATA COLLECTION STATIONS PROJECT

The City is proposing to install data collection stations at three new locations on Mercer Island. The data collection equipment will communicate with the new smart water metering system to transmit water usage data to the City.

You are receiving this notification because your property is located within 300 feet of a proposed data collection station site.

SEE REVERSE SIDE FOR PROJECT & CONTACT INFO

WATER METER DATA COLLECTION STATIONS PROJECT

The City of Mercer Island is investing in new tools to better serve water customers. In 2024, the City replaced all residential and commercial water meters, in preparation for the implementation of an advanced metering infrastructure (AMI) system.

In order to implement the AMI system, the City must install data collection equipment at three new locations, in addition to the three locations where data collectors have already been permitted and/or installed.

The installation of this equipment requires Conditional Use Permits from the City's Community Planning and Development department, which allows the use of the equipment as an essential public facility. CPD will notify residents within a 300-foot radius of each location with details about the permit applications and opportunities to provide public comment.

For additional details about the equipment and station locations, please visit our project website at www.mercerisland.gov/watermeterdata.



Contact Us

Customer Service Team

(206) 275-7600

customerservice@mercerisland.gov

www.mercerisland.gov/watermeterdata

This information can be made available on request to accommodate people with disabilities and those who need translation assistance. Esta información puede estar disponible a pedido conforme a las necesidades de personas con discapacidad o aquellas que requieran de servicio de traducción. Эта информация может быть предоставлена по запросу для размещения людей с ограниченными возможностями, а также тех, кому требуется помощь переводчика. 可根據要求提供這些資訊，以幫助殘障人士和需要翻譯協助的人士。

Water Meter Data Collection Stations – Website

Water Meter Data Collection Stations



The City of Mercer Island is investing in new tools to better serve water customers. In 2024, the City replaced the majority of residential and commercial water meters, and is working to implement an advanced metering infrastructure (AMI) system and an online portal where customers can track water use, leak alerts, and other notifications.



In order to collect the meter readings, the City must install data collection equipment at six key locations across Mercer Island. This equipment communicates with the AMI system and the new meters to transmit water usage data to the City.

In addition to improving utility operations, Mercer Island customers will see additional benefits including monitoring tools for managing water use through a new online customer portal. The customer portal is expected to go live in fall 2024.

Please note that due to a delay in the deployment of data collection stations, the customer portal will only be available for a portion of meters on Mercer Island. Once all data collector stations are installed and activated, this online portal will be available for all water customers.

Proposed Data Collection Station Locations

A total of six data collection equipment stations will be installed at various locations across the city. These proposed locations were identified based on their ability to effectively communicate with water meters across Mercer Island. Of these six locations, two have been approved through the permitting process and one is currently under permitting review.

1. [Island Crest Park](#) - permit approved, base station activated
2. [Water Reservoir](#) - permit approved, base station activated
3. [Roanoke Park](#) - permit currently under review

The exact locations for the three remaining base stations are being determined currently, and this site will be updated once those determinations have been made.

Each data collection station includes a 22" by 22" by 10.5" aluminum box base station and a communication antenna that ranges from 7' to 9' in height, depending on the specific location. Some stations are located on existing utility poles and infrastructure, but some will be mounted on new 55' tall utility poles.

Continue reading for site specific location and other details or click on a location (above) to jump directly to that specific site.

Conditional Use Permit Process

Before applying for permits for the three remaining base station locations, the City will conduct early outreach to properties within 300 feet of the proposed sites to inform them about the installations and upcoming permitting process.

Each installation requires the approval of a Conditional Use Permit, which will authorize the use of this equipment as an essential public facility. Once the permitting process is underway, the City sends a Notice of Application to residents within 300 feet of each data collection site. The notification details the proposed permit application and opportunities for public comment. Ultimately, a Hearing Examiner decides on the issuance of each Conditional Use Permit, and a Notice of Decision will be published.

Have questions? Check out our frequently asked questions or [ask your own here](#).



Lifecycle

- Preparation of Conditional Use Permit Applications**
The City collects all required documentation for the Conditional Use Permit process.
- Conditional Use Permit Applications Submitted**
The City submits Conditional Use Permit applications for each of the remaining three Data Collection Station sites.
- Notice of Application to Nearby Property Owners**
Notice of Application goes out to property owners within a 300-foot radius of each data collection site, opening a 30-day public comment period.
- Public Hearing**
- Notice of Decision**
- Construction of Data Collection Sites Begins**

Documents

- [Frequently Asked Questions flyer \(3,13 MB\) \(pdf\)](#)
- [Letter to proposed Data Collection Station neighbors \(193 KB\) \(pdf\)](#)
- [Doorhanger - Distributed 11.17.23 \(247 KB\) \(pdf\)](#)
- [Permit Outreach Letter \(194 KB\) \(pdf\)](#)
- [Permit Outreach FAQ w/Map \(929 KB\) \(pdf\)](#)
- [Doorhanger - Distributed 10.10.2024 \(164 KB\) \(pdf\)](#)

[Water Meter Data Collection Sites](#)

[Ask a Question](#)

[Proposed Data Collection Station Map](#)

[Post a Public Comment](#)

Appendix C: Renderings of Proposed Data Collection Equipment

Island Crest Park



Rotary Park – Water Reservoir Pump Station



Roanoke Park



W. Mercer Way & SE 32nd Street



W. Mercer Way & E. Mercer Way

