



## COMMUNITY PLANNING & DEVELOPMENT

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www.mercerisland.gov/cpd

**March 17, 2025**

City of Mercer Island  
Attn: Alaine Sommargren  
9611 SE 36<sup>th</sup> ST  
Mercer Island, WA 98040  
Via: Email

RE: **CUP25-002 and SEP25-003** Determination of Complete Application; Located in the right of way adjacent to the intersection of SE 32nd St. and W Mercer Way, Mercer Island, WA 98040

The City of Mercer Island received an application for a(n) **Conditional Use Permit** with SEPA for the subject property on 3/4/2025. The City has assigned file number **CUP25-002** to the application. Following review of the application, City staff has determined that the application is procedurally complete and has established a vesting date of 3/17/2025.

The application is scheduled for mailing and posting on 3/17/2025 as required by MICC 19.15.090. A public hearing will be scheduled at a later date.

Formal review of the application will now begin in compliance with Mercer Island City Code, Chapter 19. As review progresses, additional documentation will most likely be requested.

Pursuant to Mercer Island City Code 19.15.110(B), if the applicant fails to provide the required information within 60 days from the date of any request for information, the application shall lapse, and become null and void.

Please do not hesitate to contact me if you have any questions.

Sincerely,

*Tony Newton*

Tony Newton, Assistant Planner  
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City of Mercer Island Community Planning and Development