

January 16, 2026

Attention:

Grace Manahan, Code Compliance Planner

Community Planning & Development Department

City of Mercer Island

9611 SE 36<sup>th</sup> Street, Mercer Island, WA 98040

**RE: Encounter Church Improvements – Design Commission Design Review (DSR25-013) 1 Response Letter**

Please see below for our responses to the Design Commission Design Review (DSR25-013) letter provided on October 29, 2025. The original review comments are included with our responses. An updated drawing set is also included in the resubmission.

Planning

2. Provide Disclosure and Notice on Title recorded with the King County Recorder’s Office. Please let me know if you have any questions about this.

Response: Disclosure and Notice on Title was recorded with the King County Recorder’s Office, and a copy is included with the resubmission.

5. The interim regulations for design standards in all zones outside of the town center and the design review process can be found in Ordinance No. 25C-11. Please update your Code Compliance Narrative to include the new language included in the interim regulations.

Response: An updated Code Compliance Narrative is included with the resubmission.

6. Update the Code Compliance Narrative to speak to the Critical Area Review 2 application, the narrative currently speaks to a Critical Area Review 1 application.

Response: An updated Code Compliance Narrative is included with the resubmission.

7. Update the Code Compliance Narrative to also show compliance with the development standards for zone MF-2 which can be found in MICC 19.02.010.

Response: An updated Code Compliance Narrative is included with the resubmission.

## Building

1. During this review, I would like to note one minor code application which could affect exterior elevations, but is more likely to limit the flexibility of the interior partitions. The occupancy noted on plan is A-3, and WSBC notes that accessory religious educational rooms with occupant load less than 100 are note separate occupancies in 303.1.4. Day care facilities in 305.2 are treated distinctly if they're offering service during religious functions, but typical day care is addressed in group I-4, and typical classroom for K-12 education is group E. If the uses for these spaces are not clearly restricted on plan as accessory to the religious functions, with occupancy limited to those events, a change of occupancy could have impact on the exterior elevations if sufficient exit discharge locations are not provided on the current floor plan. If group E or group I occupancies were previously legally established through a building permit and certificate of occupancy, those groups should be noted as existing and the substantiating documentation should be provided during the building permit review.

Response: The preschool and children's classrooms on level 1 are considered accessory religious educational rooms because these rooms are only used during religious functions for providing day care and education. In addition, each room has an occupant load less than 100. This is the occupancy legally established through previous building permits and certificates of occupancy, so this project is not proposing a change in occupancy from A-3.

Please reach out to me directly if you have any questions or additional comments about this permit or project. Thank you for your time.

Brad Austin, Project Manager with Urbal Architecture

Phone: (206) 676-5634

Email: [brada@urbalarchitecture.com](mailto:brada@urbalarchitecture.com)