



## COMMUNITY PLANNING & DEVELOPMENT

206.275.7605  
www.mercerisland.gov/cpd

**April 24, 2024**

Attn: Anjali Grant  
3427 Beacon Ave S  
Seattle, WA 98144  
Via: Email to [anjali@agrantdesign.com](mailto:anjali@agrantdesign.com)

RE: **CUP24-001 & SEP24-003** Letter of Completeness; 3700 E Mercer Way, Mercer Island, WA 98040

The City of Mercer Island received the above referenced application for a Conditional Use Permit and SEPA Review permit for the property located at 3700 E Mercer Way, Mercer Island, WA 98040 on April 3, 2024. The City has assigned file number CUP24-001 to the Conditional Use Permit application and SEP24-003 to the SEPA Review application. Following review of the application, City staff has determined that the application is complete and has established a vesting date of April 22, 2024.

The application is scheduled for mailing and posting on April 29, 2024 as required by MICC 19.15.030.

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 at 206-275-7712 or via e-mail at [molly.mcguire@mercerisland.gov](mailto:molly.mcguire@mercerisland.gov) if you have any questions.

Sincerely,

Molly McGuire, Planner  
City of Mercer Island Community Planning and Development