



**July 25, 2024**

Grant Design, LLC  
Attn: Anjali Grant  
3427 Beacon Ave S  
Seattle, WA 98144  
Via: Email

RE: **CUP24-001** Review Letter 1; 3700 E Mercer Way, Mercer Island, WA 98040

Dear Anjali Grant,

The City of Mercer Island Community Planning and Development Department has completed a review for compliance with the zoning code, Title 19 of the Mercer Island City Code (MICC) for the above Conditional Use Permit application. The following issues need to be addressed in your resubmission:

Planning:

1. Revise the Code Compliance Matrix to exclude the variance section, since per recent conversation indicating that variances are no longer requested.
2. Update the Site Plan to accurately reflect the proposed development as discussed in previous conversations regarding the trash enclosure variance requests.
3. Update the Code Compliance Matrix to include sections MICC 19.02.010(C)(3) for places of worship.
  - a. MICC 19.02.010(C)(3)(b), off-street parking shall be established and maintained at a ratio of one parking space for each five seats in the chapel, nave, sanctuary, or similar worship area.
4. The Code Compliance Matrix includes the following response to MICC 19.06.110(A)(2)(c): The use is consistent with policies and provisions of the comprehensive plan. *The comprehensive plan allows for private school uses in residential properties, and encourages consolidation of parking.*

Please provide specific policies and provisions from the comprehensive plan to support this finding.
5. Provide documentation that the preschool meets the requirements in MICC 19.02.010(A)(11). If the preschool does not meet these requirements, it will need to be added to the Conditional Use Permit under MICC 19.02.010(C)(9).
6. Sheet A-011 includes the note "Existing 3-story religious institution with licensed preschool (partial change of use)". The project narrative states "Concurrently, a

preschool will be developed on the R-9.6 parcels, within the existing synagogue building, which is permitted outright”. If the licensed preschool exists, what is the change of use? Please provide more information on this, or revise the narrative and plan set for clarity.

7. Please provide a code compliance matrix for the residential development standards contained in MICC 19.02.020 and MICC 19.02.060 for lot coverage – regulated improvements. Any standard that does not specifically state that the standard applies to only single-family residences applies to the proposed development per MICC 19.02.005(B).
8. Review and prepare responses to the public comments received during the public comment period found at this link: [CUP24-001 Public Comments](#)
9. The associated Transportation Concurrency Certificate (TCC24-004) is currently WCI or “Waiting on Customer Information”. The review letter was sent to the project contact on June 7, 2024 by Ryan Harriman.
10. The associated Design Commission Design Review permit is currently On Hold pending the approval of the Conditional Use Permit. No action is required for DSR24-004 at this time.

Tree:

11. Replacement is required for any trees that are removed, according to the replacement ratios in MICC 19.10.070. At least half of the trees need to be Pacific Northwest native, see the following link <https://your.kingcounty.gov/dnrp/library/water-and-land/yard-and-garden/native-plant-guide-western-washington.pdf>. The trees need to be at least 10' apart from each other, structures, fences and utilities. If requested and you can show no room exists on site for all the trees, the remainder can be a fee in lieu if requested. A tree watering plan must also be submitted to ensure the trees survive long term.
12. For tree retention the following code and definition will apply for zone B. Parcel B appears to be in the residential zone and will need to follow the tree retention code in MICC19.10.060 (A).
13. Please provide the referenced arborist report. Update the plans with a tree protection plan to include fencing to protect trees according to the tree protection zone provided by your project arborist.

The City’s processing of the Conditional Use Permit application has been put on hold until these issues are resolved. Pursuant to MICC 19.15.110, all requested information must be submitted within 60 days or a request for extension requested. The deadline for a complete response or request for extension is September 22, 2024. If a complete response is not received or an extension response has not been received prior to that date, the application will expire and be canceled for inactivity. No additional notification regarding this deadline or expiration of the application will be provided.

Sincerely,

*Molly McGuire*

Molly McGuire, Senior Planner  
City of Mercer Island Community Planning and Development  
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**Responding and Resubmitting: [Click for More Detailed Instructions](#)**

1. Reply to all review comments within the review letter.
2. Update your drawings, and any necessary supplemental documents or forms.
3. Upload updated drawings to the [Mercer Island Permit Submittal Portal](#).

**Having Trouble? Please Review the Following:**

[Accessing, Reviewing, and Responding to MlePlan Comments](#)

[Troubleshooting MlePlan](#)

[MlePlan Overview](#)

**Thank you for your participation in the MlePlan review process.**