

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: (206) 275-7605 | www.mercerisland.gov



| CITY USE ONLY | | |
|----------------|-------------|-----|
| PROJECT NO. | RECEIPT NO. | FEE |
| | | |
| Date Received: | | |
| Received By: | | |

DESIGN REVIEW – DESIGN COMMISSION

Design review is the process by which the city evaluates developments within the City that meet the definition of “regulated improvements” in Mercer Island City Code (MICC) 19.16.010. Regulated Improvements are defined as:

Any development of any property within the city, except:

1. Property owned or controlled by the city; or
2. Single-family dwellings and the buildings, structures and uses accessory thereto; or
3. Wireless communications structures, including associated support structures and equipment cabinets.

The Design Commission is the decision authority for review of major new construction as well as minor exterior modifications in the Town Center. Most minor exterior modifications outside of the Town Center as well as some minor exterior modifications in the Town Center are reviewed by the Code Official. The Code Official may choose to send any application to the Design Commission for review.

REVIEW PROCESS – TYPE IV LAND USE REVIEW

Type IV reviews require discretion and may be actions of broad public interest. Decisions on Type IV reviews are only taken after an open record public hearing. Type IV reviews require a pre-application meeting, letter of complete application, notice of application mailing and posting, a 30-day public comment period, public hearing, notice of decision, and the decision is made by the Hearing Examiner or Design Commission.

PRE-APPLICATION MEETING

A Pre-Application Meeting is used to determine whether a land use project is ready for review, to review the land use application process, and to provide an opportunity for initial feedback on a proposed application. Some land use applications require a pre-application meeting – in particular: short and long subdivisions, lot line revisions, shoreline permits, variances, and critical area determinations. The City strongly recommends that all land use applications use the pre-application process to allow for feedback by City staff.

For more information on the Pre-Application Meeting process, please refer to the [Pre-Application Meeting Request Form](#).

FEES

Fees applicable to this project: Design Commission Review - Exterior Alteration
Design Review – Design Commission

Refer to the City of Mercer Island [Fee Schedule](#) for current permit fees.

PROPERTY INFORMATION

| | |
|--------------------|-------------------------|
| Property Address: | 3200 78th Ave SE |
| Parcel Number(s): | 5459000456 & 5459000460 |
| Gross Lot Area(s): | 78,476 sf |
| Net Lot Area(s): | 58,863 sf |
| Zone: | MF-2 |

Shoreline Environment Designation (if located within 200 feet of Lake Washington):

- Urban Residential
 Urban Park

CRITICAL AREAS ON PROPERTY

GEOLOGICALLY HAZARDOUS AREAS

- Potential Landslide Hazard
 Erosion Hazard
 Seismic Hazard
 Steep Slope
 None

WATERCOURSES

- Type F
 Type Np
 Type Ns
 Piped
 Unknown

WETLANDS

- Category I
 Category II
 Category III
 Category IV
 Unknown

SUBMITTAL CHECKLIST

In addition to the items listed below, the code official may require the submission of any documentation reasonably necessary for review and approval of the land use application. An applicant for a land use approval and/or development proposal shall demonstrate that the proposed development complies with the applicable regulations and decision criteria.

- 1. Development Application Form.** Provide a completed and signed Development Application Form.
- 2. Pre-Application Meeting.** Pre-Application Meetings are required for Type III & IV Land Use Permit Applications.
- 3. Study Session.** A study session is required for projects that will require design review and approval by the design commission.
- 4. Project Narrative.** The project narrative should describe the proposed development, including any anticipated phases.
- 5. Criteria Compliance Narrative.** Detail how the application meets the review criteria for Design Commission Design Review in MICC 19.15.220. Refer to the Code Compliance Matrix Tip Sheet for preparing the narrative.
- 6. Title Report.** Less than 30 days old.
- 7. Affidavit of Ownership.** An Affidavit of Ownership, signed before a notary.
- 8. Affidavit of Agent Authority.** An Affidavit of Agent Authority, signed before a notary, if applicable.
- 9. Development Plan Set.** Refer to the Land Use Application Plan Set Guide for preparing plans.
- 10. Concurrent Review Form.** Provide a completed Concurrent Review Form if the applicant wishes to request consolidated review for two or more land use applications. Refer to MICC 19.15.030(F) for land use application reviews that may be consolidated.
- 11. Transportation Concurrency Application or Certificate.** Submit prior to, or concurrent with, any development proposal that will result in the creation of one or more net new vehicle trips during peak hours.
- 12. Traffic Study.** A Traffic Study is required if the development proposal will result in the creation of 10 or more net new vehicle trips during peak hours.
- 13. Critical Areas Study(s).** Critical areas studies prepared by a qualified professional, if the site is constrained by critical areas.
- 14. Arborist Report.** Arborist reports prepared by a qualified arborist is required unless waived by the city arborist.

- 15. SEPA Checklist.** A SEPA checklist and separate SEPA Review Application is required unless the project is categorically exempt per WAC 197-11-800.
- 16. Parking Plan.** A Parking Plan is required unless the proposed development does not alter the existing parking lot design, or does not exceed the threshold for remodels in MICC 19.11.130 for development in the Town Center.
- 17. Site Photographs.**
- 18. Photographic examples of existing and proposed colors and materials.**
- 19. Lighting and sign master plans.**
- 20. Fees.** Payment of required fees.

I HEREBY CERTIFY THAT I HAVE READ THIS APPLICATION AND SUBMITTAL CHECKLIST AND ALL REQUIRED APPLICATION MATERIALS ARE INCLUDED IN MY APPLICATION SUBMITTAL, UNLESS WAIVED BY THE CODE OFFICIAL. ALL INFORMATION SUBMITTED IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I ACKNOWLEDGE THAT WILLFUL MISREPRESENTATION OF INFORMATION WILL TERMINATE THIS APPLICATION. I UNDERSTAND THAT MY SUBMITTAL WILL BE REVIEWED FOR COMPLETENESS AND, IF FOUND TO BE COMPLETE, WILL BE PROCESSED PURSUANT TO THE PROVISIONS OF CHAPTER 19.15 MICC.

Signature *Susan G. Duke* Date *9/3/2025*
Chair, Encounter Eastside Church

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DEVELOPMENT APPLICATION

A Development Application form is required to be completed for any land use project within the City of Mercer Island. Additional supplemental information for each specific land use permit requested is required. See below for land use permits and associated permit forms.

PROPERTY INFORMATION

| | |
|---|---|
| Property Address: | 3200 78th Ave SE |
| Parcel Number(s): | 5459000456 & 5459000460 |
| Gross Lot Area(s): | 78,476 sf |
| Net Lot Area(s): | 58,863 sf |
| Zone: | MF-2 |
| Shoreline Environment Designation: (if located within 200 feet of Lake Washington) | <input type="checkbox"/> Urban Residential <input type="checkbox"/> Urban Park |

CRITICAL AREAS ON PROPERTY

GEOLOGICALLY HAZARDOUS AREAS

- Potential Landslide Hazard
- Erosion Hazard
- Seismic Hazard
- Steep Slope

WATERCOURSES

- Type F
- Type Np
- Type Ns
- Piped
- Unknown

WETLANDS

- Category I
- Category II
- Category III
- Category IV
- Unknown

PROPERTY OWNER INFORMATION

| | |
|--|--|
| Name: Susan DaPron, Chair | Company (if applicable): Encounter Eastside Church |
| Address: 3200 78th Ave SE Mercer Island, WA 98040 | E-Mail: susandapron@msn.com |
| Phone: 206-941-4104 | |

APPLICANT/REPRESENTATIVE INFORMATION

Same as property owner

| | |
|---|---|
| Name: Brad Austin | Company (if applicable): Urbal Architecture |
| Address: 1938 Fairview Ave, Suite 202, Seattle, WA 98102 | E-Mail: brada@urbalarchitecture.com |
| Phone: 206-676-5634 | |

DECLARATION: I HEREBY STATE THAT I AM THE OWNER OF THE SUBJECT PROPERTY OR I HAVE BEEN AUTHORIZED BY THE OWNER(S) OF THE SUBJECT PROPERTY TO REPRESENT THIS APPLICATION, AND THAT THE INFORMATION FURNISHED BY ME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature *Susan G. Dalko, Church* Date *9/3/2025*
encounter Eastside Church

PROPOSED APPLICATION(S) AND CLEAR DESCRIPTION OF PROPOSAL (please use additional paper if needed):

The Encounter Church Improvements project consists of various interior and exterior demolition and renovation work in addition to the expansion of the Narthex, or lobby space, adjacent to the Sanctuary.
 See narrative for additional description of the proposal.

INDICATE REQUESTED LAND USE APPROVALS

| CRITICAL AREAS | | ENVIRONMENTAL REVIEW (SEPA) | | SUBDIVISION | |
|----------------------|---|-----------------------------|--|--|--|
| X | Critical Area Review 1 | | Environmental Impact Statement | | Short Plat- Preliminary |
| | Critical Area Review 2 | X | SEPA Review | | Short Plat- Alteration |
| DESIGN REVIEW | | LEGISLATIVE | | Short Plat- Final Plat | |
| | Design Review – Signs | | Code Amendment | | Long Plat- Preliminary |
| | Design Review – Code Official | | Comprehensive Plan Docket Application | | Long Plat- Alteration |
| | Design Commission Study Session | | Comprehensive Plan Application (If Docketed) | | Long Plat- Final Plat |
| X | Design Commission Review – Exterior Alteration | | Rezone | | Lot Line Revision |
| | Design Commission Review – Major New Construction | OTHER LAND USE | | WIRELESS COMMUNICATION FACILITIES | |
| | | | Accessory Dwelling Unit | | New Wireless Communication Facility |
| DEVIATIONS | | | Code Interpretation Request | | Wireless Communications Facilities- 6409 Exemption |
| | Deviations to Antenna Standards – Code Official | | Conditional Use (CUP) | | Small Cell Deployment |
| | Deviations to Antenna Standards – Design Commission | | Noise Exception Type I - IV | | Height Variance |
| | Public Agency Exception | | Other Permit/Services Not Listed | | |
| | Reasonable Use Exception | SHORELINE MANAGEMENT | | | |
| | Variance | | Shoreline Exemption | | |
| | Seasonal Development Limitation Waiver – Wet Season Construction Approval | | Shoreline Substantial Development Permit | | |
| | | | Shoreline Variance | | |
| | | | Shoreline Conditional Use Permit | | |
| | | | Shoreline Permit Revision | | |

LAND USE APPLICATION SUBMITTAL REQUIREMENTS

Each Land Use Application requested above must be accompanied by the appropriate land use application form and required materials. Refer to the [City of Mercer Island Permit Forms](#) webpage for a complete list of all land use application forms and submittal requirements.