



PRE-APPLICATION MEETING (PRE25-085)

An Intake Screening is required for certain project types in addition to the Pre-Application Meeting. A Pre-Application Meeting does not replace the required Intake Screening. This meeting is to provide guidance and information prior to formal submittal.

PLEASE NOTE: *These pre-application meeting notes have been prepared to assist the applicant in completing and submitting the application in a manner that complies with applicable development standards and permit processing requirements. Although care has been taken, in the event of a conflict between these notes and any applicable law, regulation, or decision criteria, the latter shall prevail. The City of Mercer Island makes no warranty of any kind to the accuracy of the information contained in these notes. The information herein notwithstanding, it is the applicant's sole duty to ensure that the proposed development complies with all applicable laws, regulations, and decision criteria. Neither the discussions nor the notes provided at the pre-application meeting shall bind the City in any manner or prevent the City's future application or enforcements of all laws, regulations, and decision criteria.*

SUMMARY

Address:	5701 Island Crest Way	Parcel No.	192405-9013
Lot Size:	1670961 SF	Zone:	PARK
Brief Project Description:	Non-Project SEPA Review for Deane's Children's Park Site Plan.		
Documents Provided:	1. Pre-Application Meeting Request Form 2. Preliminary Plan Set 3. Project Narrative 4. List of Questions		

APPLICANT INFORMATION

Name: Shelby Perrault Email: shelby.perrault@mercerisland.gov Phone: 206-939-0907

Second Pre-Application Meeting Required? No.

APPLICANT QUESTIONS

1. *Do you have examples of previously accepted non-project SEPA checklists for Master Plans (such as parks or comparable planning efforts) that we could reference?*

Staff Response: Some recent examples of Nonproject SEPA applications include:

[SEP25-017](#) for the rezone of City properties

[SEP25-008](#) for the Parks Zone

[SEP24-005](#) for the Comprehensive Plan update

2. *As part of the non-project SEPA application, staff intend to submit the following documents in support of this master plan-level effort. Please confirm whether these documents are sufficient or if additional materials are required:*
 - a. *Conceptual level site plan*
 - b. *Draft site plan report*
 - c. *Parks and Recreation Commission recommendation for City Council*

Staff Response: The above referenced materials are sufficient, in addition to the completed SEPA Checklist.

3. *Are there any items or supporting materials identified on the SEPA environmental checklist that are not required or can be addressed at a high level for a non-project SEPA review?*

Staff Response: No, all items on the SEPA Checklist should be filled out. Non-applicable items may be identified as such, with a brief explanation as to why the item is non-applicable. As discussed during the meeting, the SEPA Checklist should be prepared at a high-level for the non-project action.

4. *What is the typical review timeline for a non-project SEPA checklist and threshold determination?*

Staff Response: MICC 19.21.120 adopts WAC 197-11 Part 3 by reference. The procedures in WAC 197-11-340 will be followed, which includes the 14 day comment period following the issuance of the Determination.

5. *For the supplemental non-project sheet (Part D), are there particular environmental elements or topics where more detailed analysis is expected for a park master planning effort?*

Staff Response: No particular environmental elements or topics that require more detailed analysis have been identified.

6. *How should 'not applicable' responses be documented or justified within the non-project SEPA checklist?*

Staff Response: See above.

REVIEW COMMENTS

FIRE

Mark Jung | mjung@esf-r.org | (206) 833-6929

No Fire Review comments provided.

**Subject to change pending submittal of plans and plan review. Plan approval/ Plan review does not relieve the designer/contractor from complying with all applicable codes and requirements as adopted by the City of Mercer Island and the State of Washington, nor does it abrogate the requirements of other authorities having jurisdiction.*

For additional information please refer to this helpful webpage:

<https://www.mercerisland.gov/cpd/page/fire-permits-and-prevention-information>

CIVIL

Ruji Ding | ruji.ding@mercerisland.gov | (206) 275-7703

No Civil Review comments provided.

For more information on Stormwater Permits please visit:

<https://www.mercerisland.gov/cpd/page/stormwater-permits>

BUILDING

Gareth Reece | gareth.reece@mercerisland.gov | (206) 275-7710

No Building Review comments provided.

For additional information please refer to this helpful webpage:
<https://www.mercerisland.gov/cpd/page/codes-design-criteria-research>

TREE Molly McGuire | molly.mcguire@mercerisland.gov | (206) 275-7712

No Tree Review comments provided.

PLANNING Molly McGuire | molly.mcguire@mercerisland.gov | (206) 275-7712

A. MICC 19.21.120 adopts WAC 197-11 Part 3 by reference. The procedures in WAC 197-11-340 will be followed, which includes the 14 day comment period following the issuance of the Determination.

LAND USE APPLICATION PROCESS

Required Land Use Approvals. See the [City's Permit Forms](#) list for application forms.

Certain land use applications may be consolidated. Please see [MICC 19.15.030\(F\)](#) for more information on consolidated permit processing. If the applicant wishes to consolidate reviews, a Concurrent Review Form is required.

1. SEPA Review

Application Fees. [Fee Schedule](#).

1. Deposit due at the time of application.
2. Review time is billed hourly against the deposit; additional fees may be requested if additional review time is required.
3. When third-party technical review is required (e.g. geotechnical, wetland, watercourse, etc.), this is billed separately, in addition to staff review time.

Summary of Procedural Steps.

1. Pre-Application Meeting
2. Intake Screening (if required)
3. Submit application electronically using our [Permit Submittal Portal](#)
4. Completeness Check (within 28 days of application submittal)
 - a. If the application is deemed incomplete, the City has 14 days to review subsequent submittals for completeness.
5. Issuance of SEPA Determination
6. 14-day Comment Period
7. Determination reconsideration (if new information is gained from the 14-day comment period)

Target Review Timelines. Target review timelines are available on the [City's Review Timelines webpage](#). Pursuant to [MICC 19.15.040](#), the City must issue a decision for land use review applications within the following time limitations:

Type I and II Land Use Reviews	65 days from the determination of completeness
Type III Land Use Reviews	100 days from the determination of completeness

Type IV Land Use Reviews	170 days from the determination of completeness
--------------------------	---

The time limitation described above does not include any period between the day that the City has notified the applicant, in writing, that additional information is required to further process the application and the day when responsive information is resubmitted by the applicant.

Pre-Application Fees.

The minimum fee for the pre-application meeting must be paid to initiate the pre-application process. If staff time exceeds the minimum hours allotted, the applicant will be invoiced via email for additional staff hours at the current hourly rate. Note: All involved staff members track time spent researching and preparing, attending the meeting, corresponding, responding to questions pre and post meeting, and/or on any other activity related to the pre-application process for the project. Applicants who continue to discuss the meeting with staff should expect to be invoiced for additional staff time.

PLEASE NOTE: These pre-application meeting notes have been prepared to assist the applicant in completing and submitting the application in a manner that complies with applicable development standards and permit processing requirements. Although care has been taken, in the event of a conflict between these notes and any applicable law, regulation, or decision criteria, the latter shall prevail. The City of Mercer Island makes no warranty of any kind to the accuracy of the information contained in these notes. The information herein notwithstanding, it is the applicant's sole duty to ensure that the proposed development complies with all applicable laws, regulations, and decision criteria. Neither the discussions nor the notes provided at the pre-application meeting shall bind the City in any manner or prevent the City's future application or enforcements of all laws, regulations, and decision criteria.

