



10/22/2024

Attn: Christy Dopp  
205 NE Northlake Way STE 230  
Seattle, WA  
Via: Email

RE: **SHL24-029** Request for Information 1; 5045 Forest Ave SE, Mercer Island, WA 98040

Dear Christy Dopp,

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 shoreline exemption application. The following issues need to be addressed before we continue processing of the application:

Planning:

1. Include in the narrative how the project meets the criteria of one of the exemptions listed in WAC 173-27-040. **Project Narrative has been updated to include WAC exemption code**
2. Title Report. Less than 30 days old. Unless waived by the code official. **Downloaded title report**
3. SEPA Checklist. A SEPA checklist is required, unless the project is categorically exempt. Please consult with a planner if you are unsure if the project is exempt. **Categorical exemption added to Project narrative**

The City's processing of the shoreline exemption 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 January 20, 2025. If a complete response is not received or an extension response has 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,

*Tony Newton*

Tony Newton, Assistant Planner  
City of Mercer Island Community Planning and Development

[tony.newton@mercerisland.gov](mailto:tony.newton@mercerisland.gov)

(206) 275-7715

**Responding and Resubmitting: [Click for More Detailed Instructions](#)**

1. Reply to all review comments within the correction 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.**