



**December 16, 2025**

Attn: Jason Koehler  
3056 70<sup>th</sup> Ave St  
Mercer Island, WA 98040  
Via: Email

RE: **SHL25-036** Request for Information 1; 7301 W Mercer Way, Mercer Island, WA 98040

Dear Jason Koehler,

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 application is **INCOMPLETE**. The following materials must be provided before we continue processing of the application:

1. **Affidavit of Ownership.** An Affidavit of Ownership, signed before a notary.
2. **Affidavit of Agent Authority.** An Affidavit of Agent Authority, signed before a notary, if applicable.
3. **Title Report.** Less than 30 days old.
4. **Shoreline Exemption Affidavit.** A Shoreline Exemption Affidavit is required to be signed, notarized, and recorded with the King County Recorder's Office for any exemption meeting the criteria of WAC 173-27-040(2)(g).
5. **SEPA Checklist.** A SEPA Checklist and separate SEPA Review permit is required unless the project is categorically exempt per the criteria in WAC 197-11-800. Please include in the narrative how the project meets WAC 197-11-800.

The City's processing of the shoreline exemption application has been put on hold until these issues are resolved. Pursuant to MICC 19.15.070(E), if the applicant fails to provide the required information within 90 days of the letter of incompleteness, the application shall lapse. Please provide the required information by **March 16, 2026**.

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.**