



# MASTER DISTRIBUTION LIST

**Project No: 21-2854**

**Project Name: West Bay Yards SSDP and SCUP**

**Lead Planner: Nicole Floyd**

**NOTE TO PLANNER:** Give name or type of document and desired mail date with **at least 3 days** lead time.

Column 1 is Distribution List for: **SEPA Determination Distribution** ; mail date: **1/23/2026 and again on 1/27/2026**

Column 2 is Distribution List for: ; mail date:

Column 3 is Distribution List for: ; mail date:

Column 4 is Distribution List for: ; mail date:

## Legend

**All Notices:** Everything – When in doubt, yes send it to them.

**NOA/SEPA** – Notice of application with SEPA Anticipated Determination (if applicable).

- Notice must include vicinity map, site plan.
- SEPA Checklist must be distributed to all identified recipients. Hard copy notices mailed out to adjacent residences do not include checklist, but checklist must be available upon request. If project is SEPA Exempt, the NOA is sent without SEPA.

**DRB Notice** – Concept and Detail DRB distribution is different from one another. Concept is usually included in the NOA. Detail typically requires independent notice to POR, and RNA.

**DRB Packet** – goes to DRB, POR and Legistar

**DRB Recommendation/Memo:** DRB Members, Applicant, POR, RNA

**Decision** – Director Decisions.

**HEX Packet** - Means Staff Report/Agenda (being directed to city calendar web page webpage)

**HEX Decision** – Hearing Examiner Decisions.

**Note about POR's:** They include anyone who sends comment including agencies or members of the public. A request to be a POR or a Comment Letter can make them a POR. The get notices following NOA through Decision.

## City Staff

- Director, (**Susan McLaughlin**) NOA/SEPA, DRB packet, HEX packet, Decisions
- Deputy Director (**Tim Smith**) NOA/SEPA, Decisions
- Economic Development Director (**Jennica Machado**) NOA/SEPA (large projects only – Paper headliners)
- Traffic Engineering (**Dave Smith**) HEX Decisions
- Water Resources - Reclaimed Water (**Erin Conine**) NOA/SEPA-(if adjacent to reclaimed water lines or plans indicate use of R/C.)
- Projects w/Pedestrian Pathways (**Michelle Swanson**) Plat Decisions if ped. path easements are provided.
- Assistant City Engineer (**Steve Sperr**) HEX Decisions
- Police Dept. (**Rebekah Ziesemer**) Resource for CPTED concerns on a project.
- City Council (**Council Members**) Notices
- Legal (**Mark Barber**) Hex Decisions

## Thurston County

- Assessor's Office Property Admin. (**Daniel Janiga**) NOA/SEPA for annexations (plats through bluebeam)
- Auditor's Office (**Heather Hirotaka**)
- Treasurer's Office (bluebeam only for plats etc.)
- TCEPD (planning) (via **Delicia Durden** to distribute) NOA/SEPA, Decision
- Health & Social Services Dept–Environ. Health Div. (**Dawn Peebles**) NOA/SEPA
- Environmental Health Dept. (**Brad Sangston, Kyle Overton**) NOA/SEPA, Decision
- Environmental Health Dept. -Restaurant Review (**Tyler Barrientos, Jesse Smith**) HEX Decisions
- Parks (Director, TC Public Works) (**Craig Sisson**)
- Public Works, Development Review (**Todd Mason**) NOA/SEPA

#### **Thurston County Fire Districts**

- TCFD No. 8, South Bay Fire Dept. (**Brian VanCamp**) NOA/SEPA for projects along 26<sup>th</sup> Ave NE and UGA.

#### **Washington State**

- Dept of Archaeology & Historic Preservation ([sepa@dahp.wa.gov](mailto:sepa@dahp.wa.gov)) NOA/SEPA
- Dept of Commerce - Local Government Division (**Use Portal**) 60-day notice
- Dept of Ecology - SEPA Unit – NOA/SEPA and Final Determinations to PORTAL.  
<https://secureaccess.wa.gov/myAccess/saw/select.doEmail> - SEPA Record Submittal
- Dept of Ecology - Shoreland/Wetland - Environmental Review (**Lizzie Carp**) NOA/SEPA when adjacent to shorelines of the state or wetlands.
- Dept of Ecology - Toxic Clean-Up Program. If SEPA Exempt and on the “what’s in my neighborhood map” contact representative listed on map. If SEPA is applicable, N/A as they get notice through SEPA Portal.
- Dept of Fish & Wildlife (R6SSplanning@dfw.wa.gov) NOA/SEPA when project is adjacent to habitat, streams, shores. Only contact Noll Steinweg directly for specific questions -noll.steinweg@dfw.wa.gov.
- Dept of Enterprise Services (**General email – [desdlfppdplanning@des.wa.gov](mailto:desdlfppdplanning@des.wa.gov)**) NOA/SEPA for large projects within 500' of Capitol Campus or near DES managed buildings.
- Dept of Health - Water Quality (**Heather Youckton**) NOA/SEPA for Drinking Water only (wells)
- Dept of Natural Resources - Aquatic Lands (**Neil Cox**) (NOA/SEPA for in/over saltwater projects.)
- Dept of Natural Resources – (SEPA Center NOA/SEPA) (**Matthew Brady for type IV-G COHPs**)
- Dept of Transportation Olympic Region (**Or-SEPA Review Andy Larson for specific request**), NOA/SEPA for all multi-family, and projects near I-5 or Hwy 101.
- Recreation & Conservation Office (**Beth Auerbach**) NOA/SEPA for projects adjacent to parks or public trails within the City. (Focus is on those receiving RCO grant funding).

#### **United States**

- Army Corps of Engineers–Seattle Regulatory (**Alexandar Hammond**) NOA/SEPA for projects in or adjacent to waters of the state (navigable waterways/wetlands/rivers/streams)
- FAA – Planning & Requirements Group\***
- FCC (**Kris McGowan**)
- Fish & Wildlife Service - Lacey (Consultation & Technical Assistance)
- Fish & Wildlife Service –Habitat Program (Jeff Davis) \* MS- 43143**
- National Marine Fisheries Service- Fisheries Biologist- (**Gayle Kreitman**)

#### **Other**

- Nisqually Tribe (**Ken Choke, Annette Bullchild, George Walter, Brad Beach**) NOA/SEPA
- Squaxin Island Tribe (**Jeff Dickison, Sarah Zaniewski, Erica Marbet, Shaun Dinubilo, Scott Steltzner**)\* NOA/SEPA
- Intercity Transit (**Steve Swan, Brian Nagel, Rob LaFontaine**)
- LOTT Alliance - Wastewater Treatment Facility (**Michael Strubb**)
- LOTT Alliance – Environmental Compliance (**Julie Dufresne**) and (**Brian Topolski**) NOA/SEPA

- Olympic Region Clean Air Agency (**Mark V. Goodin**) ORCAA Senior Engineer HEX Decisions
- Port of Olympia SEPA Official (**Vacant**) NOA/SEPA when projects are near port
- Port of Olympia (**Barb Tope**) HEX Decisions
- Thurston County Economic Development Council (**Michael Cade**) DRB
- North Thurston School District (**Mike Laverly**) (NOA/SEPA for (multi-family/ plats within NTSD)
- Olympia School District (**Beau Nielson, Angela Nadeau**) NOA/SEPA (multi-family/ plats within OSD)
- Puget Sound Energy (**Vacant**) NOA/SEPA
- Comcast, (**Michael Mortenson**) Outside Plant Engineer\* Notices
- Qwest/Centurylink (**Michelle Palmer**) Notices
- Olympia Lacey Tumwater Visitor and Convention Bureau Notices
- City of Lacey (**Rick Walk**) Projects within 1000 ft of (NOA/SEPA)
- City of Tumwater\* (**Brad Medrud, Tami Merriman**) Projects with 1000 ft of (NOA/SEPA)
- Chambers Ditch District – (**Dan Budsberg**) C&C Engineering
- Media List (**The Olympian; KGY, Little Hollywood Blogspot, Olympia Power & Light, MIXX96, Business Examiner**) Notices
- Neighborhood Associations (**List Them**) **Blind Copy Notifications**  
Northwest, West Bay, Olympia Downtown Alliance, Olympia Downtown N.hood Assn,

- Jay Elder [jayelderONNA@comcast.net](mailto:jayelderONNA@comcast.net) Olympia Northeast Neighborhoods Alliance -OMNA
- Mike Dexel [mikedexel@gmail.com](mailto:mikedexel@gmail.com) Olympia Northeast Neighborhoods Alliance -OMNA
- Collation of Neighborhood Association President (**Larry Dzieza**) - Wireless Communication Facilities **NOAs**
- Applicant Email address: [brandon@themilestonecompanies.com](mailto:brandon@themilestonecompanies.com), [hburgess@dfpblaw.com](mailto:hburgess@dfpblaw.com), [regine@tasolympia.com](mailto:regine@tasolympia.com); [amos@tasidaho.com](mailto:amos@tasidaho.com)
- Applicant’s Representative(s) Email address:

**HEARING EXAMINER**

- Hearing Examiner: **Mark C. Scheibmeir** ( Other Examiner) [Email notice when available on Legistar for Agenda, Staff Report w/attachments](#)
- CP&D Hex Clerk (**Support Staff**) [Hearing Notice/Staff Report w/attachments/Agenda/ Decision – save records into smartgov/legistar\\*](#)

**DESIGN REVIEW BOARD**

- Design Review Board Members [email notice when staff report, memo available on Legistar](#)
- DRB/Heritage Commission Joint Review Committee/Sub Committee [send email notice when staff report, memo available on Legistar](#)

**Members-**

- Parties of Record (POR)** see Separate List
- Adjacent Property Owners (APO)** see Separate List-  
Attachments for APO and POR mail notice (**PLANNER to provide**)
  - Notice of Application (vicinity map, site plan)
  - Notice of Land Use Approval (approved site plan)
  - Notice of SEPA Determination (vicinity map and site plan)
  - Other
- Site Posting-Laminated Copy** [Public Notice Board, SEPA Determinations, Public Hearing Notices](#)
- Attachments for email notice (**PLANNER to provide**)
  - Notice of Application (vicinity map, site plan)
  - Notice of Land Use Approval (approved site plan) Environmental Checklist, if applicable
  - Notice of SEPA Determination (Environmental Checklist)
  - Other

FILE COPY (Records saved into Smartgov)



**PUBLISH LEGAL NOTICE (Public Hearing Notices) PLANNER- Enter Date to be Published by:**

- The Olympian (short version) Planner- Creates short version legal  
    Other: \_\_\_\_\_

**Customer Courtesy (Outlook/Public Folder/CPD)**

- |   |  |
|---|--|
| <input type="checkbox"/> Bob Jacobs- DRB Agenda   | <input type="checkbox"/> Tenino Independent HEX Agenda   |
| <input type="checkbox"/> Richard Phillips- DRB and HEX Agendas                                  | <input type="checkbox"/> Hatton Godat Pantier HEX Agenda   |
| <input type="checkbox"/> Bracy & Thomas HEX Agenda  | <input checked="" type="checkbox"/> Jamie Glasglow- Wild Fish Conservancy- HEX Agenda/Staff Report |
| <input type="checkbox"/> Robert Shirley- Director Decisions                                     | <input type="checkbox"/> Darrel Bullington – HEX Agenda  |
| <input checked="" type="checkbox"/> Citizens Requesting SEPA Determination – SEPA Determination |  |

**FOR SUPPORT SERVICES (SS) ONLY:**

<input type="checkbox"/>	Adjacent Property Owner list- Envelopes completed	<input type="checkbox"/>	<b>Hard Copies</b>	
<input type="checkbox"/>	Parties of Record- Envelopes Completed		<input type="checkbox"/> Copies made for Envelope Mailing	
<input type="checkbox"/>	Main Document Edited and sent back to originator for final approval		<input type="checkbox"/> Laminated Paper Copy	
<input type="checkbox"/>	Legal Notice (Template in aaa HEX File) See schedule for deadline w/Olympian for Publishing.	<input type="checkbox"/>	Courtesy Email sent to Examiner or DRB Members (Directing them to Legistar city calendar page)	
	<input type="checkbox"/> Cover Letter to Olympian (Is created by SS)			
	<input type="checkbox"/> Legal Notice Document (Created by SS- use simplified version)	<input type="checkbox"/>	Check/Update all city calendars for accuracy (City calendar, Legistar city calendar and CPD Planning Calendar)	
	<input type="checkbox"/> Email- Word version notice and cover letter to <a href="mailto:legals@theolympian.com">legals@theolympian.com</a>			
<input type="checkbox"/>	Legistar Process			
	<input type="checkbox"/> Attachments (scan OCR and Label)			
	<input type="checkbox"/> Agenda Creation (created by SS)			
	<input type="checkbox"/> Publish to web			
	<input type="checkbox"/> Minutes/Decision			
<input type="checkbox"/>	Master Distribution Email Drafted. NOTE if items are posted to the web provide the link to page instead of attachments to the recipients.	<input type="checkbox"/>	Return-Originals/MDL and Email sent of notice back to Planner	
<input type="checkbox"/>	Process Attachments and Label/OCR, saved in Planning Project File (Attachments to email always in pdf format)			

**Planner Notes:**

- 1) Aim to front load mass distribution so that you send the NOA to the most people. This ensures those who would be interested in providing input will be able to do so early, it avoids spamming people – sending them notice multiple times if they do not want it. Once someone responds, they are an interested party. This goes for agency commenters as well as public. Only if they respond would you continue sending them stuff throughout the project.
  - a. Unless – the code requires that you send them stuff at some specific point in the process.
- 2) Many people were removed from this list as they are not interested in receiving notice regularly. If you want specific comments from an individual because they are an expert in a specific area – it is acceptable to add them to the distribution. For example, there is a main notice email for many agencies, but individual contacts can be solicited if appropriate.