

DISTRIBUTION MASTER LIST

Form updated 8/28/2017

☐ Routing Completed by Nicole Floyd

Project No: 19-1636

Project Name: INTERCITY TRANSIT NORTH PARCEL EXPANSION

Lead Planner: Nicole Floyd

NOTE TO PLANNER: Give name or type of document and desired mail date with at least 2 days lead time.Column 1 is Distribution List for: **NOA** ; mail date: **Friday, May 3, 2019**Column 2 is Distribution List for: **HEX Recommend and SEPA Decision** ; mail date: **Friday, Aug. 16, 2019**Column 3 is Distribution List for: **HEX Packet** ; mail date: **9/16/2019**

Column 4 is Distribution List for: ; mail date:

Column 5 is Distribution List for: ; mail date:

Column 6 is Distribution List for: ; mail date:

Column 7 is Distribution List for: ; mail date:

Column 8 is Distribution List for: ; mail date:

Column 9 is Distribution List for: ; mail date:

NOTE- Notices provided electronically unless otherwise noted below.**Legend****hard copy****DRB** - means Staff Report/Agenda (being directed to city calendar webpage) does not include memorandum.

The DRB Memorandum goes to DRB Members, Applicant, POR, RNA and some staff (SPRC or Building Official)

HEX - means Staff Report/Agenda (being directed to city calendar web page webpage)**NOA**- Notice of Application (notice, vicinity map, site plan)**NOLUA**- Notice of Land Use Approval (notice, approved site plan and environmental checklist if SEPA Determination being issued)**Community Planning & Development**☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Building Official (**Todd Cunningham**) **DRB, DRB Recommendation Memo ,HEX ,Decision**☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Engineering Plans Examiner ☐ **Chuck Dower** ☐ **Jeff Fant**, ☐ **Tiffani King**) **HEX, Decisions**☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Building Plans Examiner (**Rafik Gindy**)☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Urban Forester (**Michelle Bentley**)☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ SEPA Official (**Cari Hornbein**, Other :)☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Historic Section/Neighborhood Association Liaison **Catherine McCoy** **all notices with SEPA; all notices going to RNA's**☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Land Management/Addressing (**Julie Mongey**)☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ City Hall Customer Service Center 1st /2nd Floor**Notices, Meeting/Hearing Agendas, Neighborhood Meetings, Decisions**☐ ☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Director, (**Keith Stahley**) **DRB,HEX, SEPA Determinations, Decisions**☒ ☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Deputy Director (**Leonard Bauer**) **Notices, DRB , HEX , SEPA Determinations, Decisions**☒ ☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Economic Development Director (**Mike Reid**) **Notices, DRB , HEX , SEPA****Determinations, Decisions**☐ ☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Long Range Planning (**Joyce Phillips**) **DRB, HEX, Decision**☒ ☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Current Planning (**Tim Smith**) **Notices, DRB, SEPA Determinations, HEX, Decision****Public Works**☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Traffic Engineering- **Dave Smith** **Decisions**☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Water Resources- Storm and Surface Water-**Eric Christensen** **Decisions**☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Water Resources- Drinking Water **Ned Holman** **Decisions, Wireless**☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Water Resources-Water Protection/ Wellhead) **Donna Buxton**, **Decisions**☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Water Resources-Water Protection/ Reclaimed Water) **Erin Conine**, **Decisions**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Water Utilities Reclaimed Water and Cross Connection (**PW Water Back Flow**)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Senior Pgm. Specialist-Projects w/Pedestrian Pathways (**Michelle Swanson**) **NOLUA**

Decisions

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Maint. Ctr. (**Gary Franks, Mark Cotey, Kevin Krall, Mike Vessey**) **Decisions**
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Solid Waste (**Ron Jones**) **Decisions**
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Surveyor (**Eric Murphy**) **HEX Decisions for Plats**
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Water Resources/Wastewater- (**Diane Utter, Tom Swartout**) **Decisions**
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Water Resource Engineering & Planning Supervisor **Eric Christensen** (**Decision,**

Wireless)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Assistant City Engineer **Steve Sperr-** **Decisions**
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ City Engineer (**Fran Eide**) **Decisions**
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Senior Program Specialist (**Michelle Swanson**) **HEX Decisions**

City-Other

☐ ☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Olympia Fire Department (**Kevin Bossard**)**Hex, Decisions**
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Police Dept. (**Chandra Brady**)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Parks, Recreation, & Cultural Services (**Laura Keehan**)
☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Strategic Communications Director (**Kellie Purce Braseth**) **Notices, DRB, Hex**
☐ ☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ City Manager (**Steve Hall**), **DRB, HEX**
☒ ☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ City Council (**Council Members**) **Notices, DRB, HEX, Decision**
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Legal **Mark Barber** **Hex Decisions Legal Department NOA; HEX Decisions**

Thurston County

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Assessor's Office Property Admin.(**Stevens Drew**) **NOA, HEX Decisions**
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Auditor's Office (**Heather Hirotaka**)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Treasurer's Office
☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Resource Stewardship, Thurston County (via **Delicia Durden** to distribute)

NOA,NOLUA,SEPA Determination

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Thurston Regional Planning Council (via **Burlina Montgomery** to distribute) **DRB**
☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Health & Social Services Dept-Environ. Health Div. (**Steven Petersen**)

NOA,NOLUA,SEPA Determination

☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Environmental Health Dept. (**Dawn Peebles, Brad Sangston**) **NOA, NOLUA, SEPA**

Determination

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Environmental Health Dept. -Restaurant Review (**Sammy Berg**) **HEX Decisions**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Parks (Director, TC Public Works) **Donavan Willcutt**
☐ ☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Road & Transportation Services (**Theresa Parsons**) **DRB, HEX**
☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Public Works, Development Review (**Kevin Hughes , Scott Lindblom**) **NOA, NOLUA,**

SEPA Determination

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **Thurston County Sheriff's Office, Administrative Captain- MS- 40947-** **DRB Agenda Only**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Other: _____

Thurston County Fire Districts

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **TCFD No. 3, Lacey Fire Dept., 1231 Franz St SE, Lacey, WA 98503**
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **TCFD No. 6, East Olympia Fire Dept., PO Box 578, East Olympia, WA 98540**
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **TCFD No. 7, North Olympia Fire Dept., 5046 Boston Harbor Rd NE, Olympia, WA 98506**
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **TCFD No. 8, South Bay Fire Dept., 3506 Schincke Rd SE, Olympia, WA 98506**

Washington State

☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Archaeology & Historic Preservation () **NOA; SEPA Determination w/Checklist**

☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Archaeology & Historic Preservation (sepa@dahp.wa.gov) Electronic SEPA Determinations
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Commerce - Local Government Division (**Anne Fritzel**) 60-day notice
☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Ecology - SEPA Unit – Environmental Review SEPA Determination w/checklist
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Ecology - Shoreland Program - Environmental Review (**Zachery Meyer**)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Ecology – Soils Contamination (**Bob Warren**)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Ecology - Toxic Clean-Up Program (**Rebecca Lawson**)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Ecology - Wetlands Section-Shoreline Permits (**Zachery Meyer**)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Fisheries & Wildlife – Habitat & Species Program
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Fisheries & Wildlife – Marine Waters – Pierce County (**Leonard Machut**)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Fisheries & Wildlife - Marine Waters/All Freshwater – Thurston County
(Theresa Nation)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Enterprise Services (previously WA ST General Admin)(**Bonnie Scheel, Michael Van Gelder**)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Health - Water Quality (**Heather Youckton**) Drinking Water only
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Natural Resources - Aquatic Lands (**Neil Cox**)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **Dept of Natural Resources – Forestry/Trails*(Kris Knutzen)** MS- 47015
☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Natural Resources - SEPA Center NOA w/Environmental Checklist
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Transportation Olympic Region (**Dale Severson/Debbie Johnson, George Kovich**)
 along I-5/ Hwy 101 Hex Decisions
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Recreation & Conservation Office(**Kim Sellers**)Park/Trail Property also Hex Decisions
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Other _____

United States

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Army Corps of Engineers–Seattle Regulatory B (**Darren Habel**) Navigable Waterways/Wetlands also Hex Decisions)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **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: (Matthew Bennett) - Army Corps - SEPA Determination

Other

☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **Nisqually Tribe (Ken Choke, Annette Bullchild, George Walter)** NOA, SEPA Determination w/ Environmental Checklist)
☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Squaxin Island Tribe (**Rhonda Foster, Jeff Dickison**)* NOA, SEPA Determination w/ Environmental Checklist]
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ 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

☐ ☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Olympic Region Clean Air Agency (**Mark V. Goodin**) ORCAA Senior Engineer Hex Decisions

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Port of Olympia SEPA Official (**Rachael Jamison**) Hex Decisions
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Port of Olympia (**Barb Tope**) Hex Decisions
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Thurston County Economic Development Council (**Michael Cade**) DRB
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ North Thurston School District (**Mike Lavery**)
☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Olympia School District (**Tricia Nicholas**) NOA
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Puget Sound Energy (**Amy Tousley**) Notices, DRB
☒ ☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Comcast, Robert Johnson Outside Plant Engineer* Notices, DRB & HEX Hard Copy

Agenda Only

☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Qwest/Centurylink (**Dean Jacobson, Alex Jaunzems**) Notices

☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Olympia Lacey Tumwater Visitor and Convention Bureau (**Moirra Davin**) Notices
☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ City of Lacey (**Rick Walk**) Projects within 1000 ft of
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ City of Tumwater* (**Mike Matlock, Chris Carlson**) Projects with 1000 ft of
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Chambers Ditch District – (**Dan Budsberg**) C & C Engineering
☒ ☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ Media List (**The Olympian; KGY, Little Hollywood Blogspot, Olympia Power & Light,**

MIXX96,

Business Examiner) Notices, DRB, HEX, Hex Decisions

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Neighborhood Associations (**LIST THEM**) **SUPPORT STAFF: Notices sent via email MUST be sent BCC]**

None

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Jay Elder jayelderONNA@comcast.net Olympia Northeast Neighborhoods Alliance - OMNA

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Mike Dixel mikedexel@gmail.com Olympia Northeast Neighborhoods Alliance -OMNA

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Collation of Neighborhood Association President (**Phil Schulte**) - Wireless

Communication Facilities NOAs

☒ ☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ Applicant Complete Mailing or email address needed: Eric Phillips, ephillips@intercitytransit.com; Steve Kruger, skrueger@intercitytransit.com; Jared Verhey, jared.verhey@scjalliance.com; Barb Berastegui, barb.berastegui@stantec.com

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Applicant's Representative(s) Complete Mailing or email address needed:

HEARING EXAMINER STAFF REPORTS

☐ ☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐ **Hearing Examiner: Mark C. Scheibmeir** (Other Examiner) Agenda, Staff Report w/attachments

* **Mail Hard Copy** **SUPPORT STAFF- Send a courtesy email to examiner (cc hex clerk) in a separate email/provide link to HEX Calendar OR attachments w/ Agenda/Staff Report w/Attachments]**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **CP&D Hex Clerk (Jennifer Lee)** Hearing Notice/Staff Report w/attachments/Agenda/Decision* **Hard Copy**

File a copy of the HEX Decision and add data into excel spreadsheet **\\calvin\cpd\PLANNING\HEARING EXAMINER DECISIONS**

DESIGN REVIEW BOARD

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **Design Review Board Members (Full Packets-Agenda, Staff Report w/attachments,Plans)*Mail Hard Copy**

(NOTE-for DRB Memorandum- send via email or link to city calendar page)

SUPPORT STAFF- Send a courtesy email to DRB Members in a separate email /provide link to DRB Calendar

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **DRB/Heritage Commission Joint Review Committee/Sub Committee (Full packets/Hard Copy Mail)**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **Record of the DRB (DRB Agenda/DRB Memorandum/signin sheet)**

SUPPORT STAFF- Save document at Calvin\cpd\aa_Design_Review_Board\DRB Record

☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **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

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **EXTRA COPIES** (☐ Staff Report and Attachments (**PLANNER-** Indicate how many)

☒☒☐☐☐☐☐☐☐☐ **Site Posting**- Copy to Planner made with rain paper [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 (Originals back to Planner)

PUBLISH LEGAL NOTICE [[PAID Legal Advertisement.](#)](**Public Hearing Notices**) **PLANNER**- Enter Date to be Published by:

☐☒☐☐☐☐☐☐ The Olympian ([short version](#)) **PROJECT COORDINATOR**- Creates short version legal
☐☐☐☐☐☐☐☐ Other: _____

Customer Courtesy (Outlook/Public Folder/CPD)

☐ Bob Jacobs- [DRB Agenda](#) ☐ Skillings Connolly- [DRB Agenda](#)
☐ Richard Phillips- [DRB and HEX Agendas](#) ☐ Hatton Godat Pantier [HEX Agenda](#)
☐ Bracy & Thomas [HEX Agenda](#) ☐ Jamie Glasglow- Wild Fish Conservancy- [HEX Agenda and Staff Report](#)
☐ Robert Shirley- [Director Decisions](#) ☐ Tenino Independent [HEX Agenda](#)

FOR SUPPORT SERVICES (SS) ONLY:

| | | | | |
|--------------------------|---|--------------------------|---|--|
| <input type="checkbox"/> | Adjacent Property Owner list- Envelopes completed | <input type="checkbox"/> | Hard Copies | |
| <input type="checkbox"/> | Parties of Record- Envelopes Completed | <input type="checkbox"/> | <input type="checkbox"/> extra copies to Planner (DRB or HEX) | |
| <input type="checkbox"/> | Main Document Edited and sent back to originator for final approval | <input type="checkbox"/> | <input type="checkbox"/> Copies made for Envelope Mailing | |
| | | <input type="checkbox"/> | <input type="checkbox"/> Rain Paper Copy | |
| <input type="checkbox"/> | Legal Notice (template in aaa HEX File) See schedule for deadline w/Olympian for Publishing. <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"/> Email- Word version notice and cover letter to legals@theolympian.com | <input type="checkbox"/> | Courtesy Email sent to Examiner or DRB Members (directing them to Legistar city calendar page) | |
| | | <input type="checkbox"/> | Check/Update all city calendars for accuracy (City calendar, Legistar city calendar and CPD Planning Calendar) | |
| <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) | | | |

Updated 8/12/2015