



# MASTER DISTRIBUTION LIST

## Attachment 17.A

Community Planning & Development  
601 4<sup>th</sup> Avenue E. – PO Box 1967  
Olympia WA 98501-1967  
Phone: 360.753.8314  
Fax: 360.753.8087  
[cpdinfo@ci.olympia.wa.us](mailto:cpdinfo@ci.olympia.wa.us)  
[www.olympiawa.gov](http://www.olympiawa.gov)

Form last updated: 3/5/2021

Project No: 21-2854  
Project Name: West Bay Yards  
Lead Planner: Nicole Floyd

Routing Completed by:

**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: **Notice of Application**; mail date: **June 29, 2021 (Tuesday)**

Column 2 is Distribution List for: ; mail date:

Column 3 is Distribution List for: ; mail date:

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)

### Community Planning & Development

- Building Official (**Larry Merrell**) DRB, DRB Recommendation Memo, HEX, Decision
- Engineering Plans Examiner ( **Tiffani King**,  **Zulaika Kim**) HEX, Decisions
- Building Plans Examiner ( **Richard Balderston**,  **Erik Jensen**)
- Urban Forester (**Michelle Bentley**)
- SEPA Official (**Nicole Floyd**, Other : )
- Historic Preservation (**Marygrace Goddu**) all notices with .
- Neighborhood Association Liaison (**Lydia Moorehead**) all notices w/SEPA; all notices going to RNA's
- Land Management/Addressing (**Haylee Ferguson**)
- City Hall Customer Service Center 1<sup>st</sup> /2<sup>nd</sup> Floor Notices, Meeting/Hearing Agendas, Neighborhood Meetings, Decisions
- Director, (**Leonard Bauer**) DRB, HEX, SEPA Determinations, Decisions
- Planning and Engineering Manager (**Tim Smith**) 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 (**Nicole Floyd**) Notices, DRB, SEPA Determinations, HEX, Decision

Public Works

- Traffic Engineering (Dave Smith) Decisions
Water Resources- Storm and Surface Water (Steve Thompson, Tami Tonder) Decisions
Water Resources- Drinking Water (Ned Holman, Aurora Isabel) Decisions, Wireless
Water Resources-Water Protection/ Wellhead (Donna Buxton) Decisions
Water Resources-Water Protection/ Reclaimed Water (Erin Conine, Aurora Isabel) Decisions
Senior Pgm. Specialist-Projects w/Pedestrian Pathways (Michelle Swanson) Decisions
Maint. Ctr. (Gary Franks, Jeff Coleman, Jeremy Cole, Kevin Krall, Marcus Goodman, 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 (Susan Clark) (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 (Mike Buchanan) HEX, Decisions
Police Dept. (Chandra Brady)
Parks, Recreation, & Cultural Services (Laura Keehan)
Strategic Communications Director (Kellie Purce Braseth) Notices, DRB, HEX,
City Manager (Jay Burney), DRB, HEX
Assist City Manager (Keith Stahley), 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, Decision, SEPA

Determination

- Thurston Regional Planning Council (via Burlina Montgomery to distribute) DRB
Health & Social Services Dept-Environ. Health Div. (Steven Petersen) NOA, SEPA Determination
Environmental Health Dept. (Dawn Peebles, Brad Sangston) NOA, Decision, 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, Decision, 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 (reviewteam@commerce.wa.gov) 60-day notice

- Dept of Ecology - SEPA Unit – NOA Non-Exempt SEPA, Environmental Review SEPA [Determination w/checklist](#)
- Dept of Ecology - Shoreland/Wetland - Environmental Review (**Rebecca Rothwell**)
- Dept of Ecology – Soils Contamination (**Bob Warren**)
- Dept of Ecology - Toxic Clean-Up Program (**Rebecca Lawson**)
- 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 (**Noll Steinweg**)
- Dept of Enterprise Services (previously WA ST General Admin) (**Bonnie Scheel**)
- 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**) [along I-5/ Hwy 101, All Residential NOA, 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, 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 (**Shaun Dinubilo, 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**) [SEPA Determination w/ Environmental Checklist, HEX Decisions](#)
- Port of Olympia (**Barb Tope**) [HEX Decisions](#)
- Thurston County Economic Development Council (**Michael Cade**) [DRB](#)
- North Thurston School District (**Mike Laverty**)
- 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 (**Maira 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, Decisions](#)
- Neighborhood Associations (**List Them**) **SUPPORT STAFF: Notices sent via email MUST be sent BCC]**

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 Dixel [mikedexel@gmail.com](mailto:mikedexel@gmail.com) Olympia Northeast Neighborhoods Alliance -OMNA
- Collation of Neighborhood Association President (**Larry Dzieza**) - [Wireless Communication](#)

Facilities NOAs

- Applicant Complete [Mailing or email address needed: josh@tasolympia.com;](mailto:josh@tasolympia.com)  
[brandon@themilestonecompanies.com;](mailto:brandon@themilestonecompanies.com) [marquel@themilestonecompanies.com](mailto:marquel@themilestonecompanies.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 (Ken Haner)** [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: \_\_\_\_\_

