

Land Use Distribution List (LUDL)

This list is intended to help Support Services route notices, and keep a record of who received each notice. Noticing requirements can be found in OMC 18.70 and state law. Email addresses for each party can be found in Outlook Public Folders > CPD > Distribution Master List.

Roles & Reminders

Support Staff

- Please alert the planner if there is a bounceback or you know of a staffing change so the template can be updated and appropriate contact can receive the notice. Many of these noticing requirements are straight from the law and can cause problems if we don't notify an agency/party.

Planners

- Not sure who to send to? See the Land Use SOP and use the notes below.
- Please keep this list updated as contacts change! When updating a contact, make sure to:
 - Update this Land Use Distribution List and get the updated report loaded into SmartGov
 - Alert Support Staff to update the Outlook Distribution Master List
- Know what optional and non-optional SEPA are (it's not what it sounds like). Optional is when the anticipated determination is bundled with a notice of application.

Project Information

Planner: Nicole Floyd

Project Name: West Bay Yards SSDP and SCUP

Project Number: 21-2854

Notice Record

Example types include Notice of Application/SEPA, Notice of Public Hearing, and Notice of Design Review Board Meeting. Example attachments include Site Plan, Notice of Application, and SEPA Checklist. Send to cpdworkrequests 3 business days in advance of mail date.

ID	Type	Attachments	Mail Date
<i>Example</i>	<i>Notice of Application, notice of hearing, notice of decision, notice of SEPA determination, director decisions</i>	<i>Notice of Hearing pdf, notice of hearing message for paper, notice of application pdf, SEPA checklist</i>	<i>04/26/25</i>
1	Notice of Hearing	None	
2			
3			
4			

Template updated 4/13/2026, Filled out 5/22/2026

5		
6		

Notice Parties

Mark an "x" in the box where a party should receive the corresponding notice.

Notice ID						Agency/Title	Email	Name	Notices they should receive
1	2	3	4	5	6				
Project-Specific									
X						All contacts listed in SmartGov for applicant	Support Staff take from SmartGov (check details and contacts tab)		All
X						Adjacent Property Owners			NOA, Notice of public hearing, Notice of concept DRB
X						Parties of Record			All notices
X						RNAs within 1000 feet		Planner Fill	All NOAs and/or non-optional SEPA
						RNA onsite		Planner Fill	Notice of concept and detail DRB
Internal									
X						City Council			NOAs and/or non-optional SEPA
						Design Review Board			DRB Packet and memo
County									
						CPED	durdend@co.thurston.wa.us	Delicia Durden	NOAs and/or non-optional SEPA
						Environmental Health	peebled@co.thurston.wa.us EH_Land_Use@co.thurston.wa.us Tyler.barrientos@co.thurston.wa.us	Dawn Peebles, Tyler Barrientos, general box	NOAs and/or non-optional SEPA
						Public Works	todd.mason@co.thurston.wa.us	Todd Mason	NOAs and/or non-optional SEPA
						Parks	ed.marson@co.thurston.wa.us	Ed Marson	NOAs and/or non-optional SEPA
State									
X						Department of Archaeology and Historic Preservation (DAHP)	sepa@dahp.wa.gov	General Box	NOAs and/or non-optional SEPA

Notice ID						Agency/Title	Email	Name	Notices they should receive
1	2	3	4	5	6				
X						Ecology Toxics	Planner fill site contact AND tmid461@ECY.WA.GOV	Planner fill from "What's in my neighborhood" AND Thomas Middleton	NOAs and/or non-optional SEPA with toxics onsite
X						Ecology (ECY) Wetlands	icar461@ECY.WA.GOV	Lizzie Carp	NOAs and/or non-optional SEPA with wetlands and/or shorelines within 300'
						Washington Fish and Wildlife	R6SSplanning@dfw.wa.gov (Olympia) TeamMontesano@dfw.wa.gov (Coastal) R6CSTplanning@dfw.wa.gov (Coastal)	General box	NOAs and/or non-optional SEPA with critical habitats, streams, or shoreline within 300'
						Department of Enterprise Services (DES)	Ben.swanson@des.wa.gov	Ben Swanson	NOAs and/or non-optional SEPA
X						Department of Natural Resources (DNR)	sepacenter@dnr.wa.gov	General Box	NOAs and/or non-optional SEPA
X						Department of Natural Resources (DNR) Aquatic	DNRREAQLEASINGSHORELINE@dnr.wa.gov	General box	NOAs and/or non-optional SEPA with saltwater onsite
						Department of Natural Resources (DNR) Forestry	Southpuget.forestpractices@dnr.wa.gov	General Box	NOAs and/or non-optional SEPA with large trees removed within 200' of structure or 6+ acres deforestation
X						Department of Transportation (WSDOT)	OR-SEPA-REVIEW@wsdot.wa.gov	General Box	NOAs and/or non-optional with SEPA
						Recreation and Conservation Office (RCO)	beth.auerbach@rco.wa.gov	Beth Auerbach	NOAs and/or non-optional SEPA next to state parks or public trails
Federal									
X						Army Corps of Engineers (ACE)	Alexandra.M.Hammond@usace.army.mil	Alex Hammond	NOAs and/or non-optional SEPA with wetlands, streams, or shoreline within 300'

Notice ID						Agency/Title	Email	Name	Notices they should receive
1	2	3	4	5	6				
						US Fish & Wildlife	washingtonfwo@fws.gov	General box	NOAs and/or non-optional SEPA with US endangered species (pocket gopher)
Other Agencies									
						Nisqually Natural Resources	walter.george@nisqually-nsn.gov	George Walter	All NOAs and/or non-optional SEPA
X						Nisqually Director	choke.ken@nisqually-nsn.gov	Ken Choke	All NOAs and/or non-optional SEPA
X						Nisqually Historic Preservation	beach.brad@nisqually-nsn.gov	Brad Beach	All NOAs and/or non-optional SEPA
X						Squaxin Historic Preservation	sdinubilo@squaxin.us	Shaun Dinubilo	All NOAs and/or non-optional SEPA
X						Squaxin Natural Resources	szaniewski@squaxin.us emarbet@squaxin.us ssteltzner@squaxin.us	Sarah Zaniewski, Eric Marbet, Scott Steltzner	All NOAs and/or non-optional SEPA
						Intercity Transit	planning@intercitytransit.com	General box	All NOAs and/or non-optional SEPA
						LOTT Clean Water Alliance	BrianTopolski@lottcleanwater.org KipSummers@lottcleanwater.org	Kip Summers, Brian Topolski	All NOAs and/or non-optional SEPA
						Olympic Region Clean Air Agency (ORCAA)	SEPA@orcaa.org	General Box	NOAs and/or non-optional SEPA with renovation or demolition
X						Port of Olympia	realestate@portolympia.com inquiries@portolympia.com	2 general boxes	All NOAs and/or non-optional SEPA for large projects or traffic generators within 1000' of Port or Plum St
						North Thurston School District (NTSD)	gkendall@ntps.org amatiatos@ntps.org	Garrett Kendall, Tony Matiatos	NOAs with dwelling units in NTSD
						Olympia School District (OSD)	bneilson@osd.wednet.edu anadeau@osd.wednet.edu	Beau Nielson, Angela Nadeau	NOAs with dwelling units in OSD
						Puget Sound Energy	sara.wattenberg@pse.com	Sara Wattenberg	All NOAs and/or non-optional SEPA
						City of Lacey	planning@cityoflacey.org Sarah.Schelling@cityoflacey.org	Sarah Schelling, General Box	NOAs and/or non-optional SEPA within 1000'

Attachment 24.C

Notice ID						Agency/Title	Email	Name	Notices they should receive
1	2	3	4	5	6				
						City of Tumwater	BMedrud@ci.tumwater.wa.us tmerriman@ci.tumwater.wa.us	Brad Medrud, Tami Merriman	NOAs and/or non-optional SEPA within 1000'
						Kristin Friend	kristin@centerstlaw.com	HEX Staff	Stuff related to HEX
Media									
X						JOLT	lorilyn@theJOLTnews.com	Lorilyn Lirio	All NOAs and/or non-optional SEPA
X						Olympian	NEWS@THEOLYMPIAN.COM	General box	All NOAs and/or non-optional SEPA
X						Chronicle	news@thurstonchronicle.com	General box	All NOAs and/or non-optional SEPA
X						Chronline	news@chronline.com	General box	All NOAs and/or non-optional SEPA
X						Little Hollywood	Ja9gates@aol.com	General Box	All NOAs and/or non-optional SEPA
X						Thurston Talk	submit@thurstontalk.com	General Box	All NOAs and/or non-optional SEPA
Other Tasks									
						Upload to SEPA Register			NOA with anticipated SEPA, decision with SEPA determination, SEPA alone
X						Create public notice sign			NOAs, public hearing notice
X						Physical mailout			NOAs, public hearing notice
X						Upload to legistar			DRB packet, public hearing packet
X						Send Olympian notice			Public hearing notice