

# Guide to Public Participation & Commenting on SEPA


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Development Services



# What is SEPA?

- Adopted in 1971 to mirror the National Environmental Policy Act of 1969
- Often the *only* mechanism of environmental review for projects in the state
- Consists of agency review, public notification, public comment, and issuance of a determination.
- Applicable to both project and non-project actions





What types of project actions  
require SEPA?

# Examples of SEPA Documents

- SEPA Checklist
- Site Plan
- Geotechnical analysis
- Traffic Impact Analysis and/or Trip Generation Letter
- Wetland Studies (if applicable)
- Wildlife Studies (if applicable)

## A. Background

[Find help answering background questions<sup>2</sup>](#)

**1. Name of proposed project, if applicable:**

South Hill Grocery, Liquor, and Gas

**2. Name of applicant:**

GS Bains Properties (Joey Bains); Metro Engineering (Taylor Fleming, PE)

**3. Address and phone number of applicant and contact person:**

Joey Bains: 1301 S. Havana St., Spokane, WA 99202; 509.294.3942;  
missionfoodmart@gmail.com

Taylor Fleming: 3929 E. Boone Ave., Spokane, WA 99202; 509.624.9351;  
tfleming@metroengineering.org

**4. Date checklist prepared:**

4/30/2025

**5. Agency requesting checklist:**

City of Spokane

**6. Proposed timing of schedule (including phasing, if applicable):**

Construction to begin upon issuance of permits.

**7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.**

No.

**8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.**

Site Topographic Survey completed by Ultra Land Surveying, dated 3/31/2025. A geotechnical report is expected to be completed and submitted with construction documents for permit. A drainage report will be completed by Metro Engineering and submitted with construction documents for permit.

**9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.**

No.

**10. List any government approvals or permits that will be needed for your proposal, if known.**

City of Spokane building permit for fuel island canopy, right-of-way permit, site development permit.

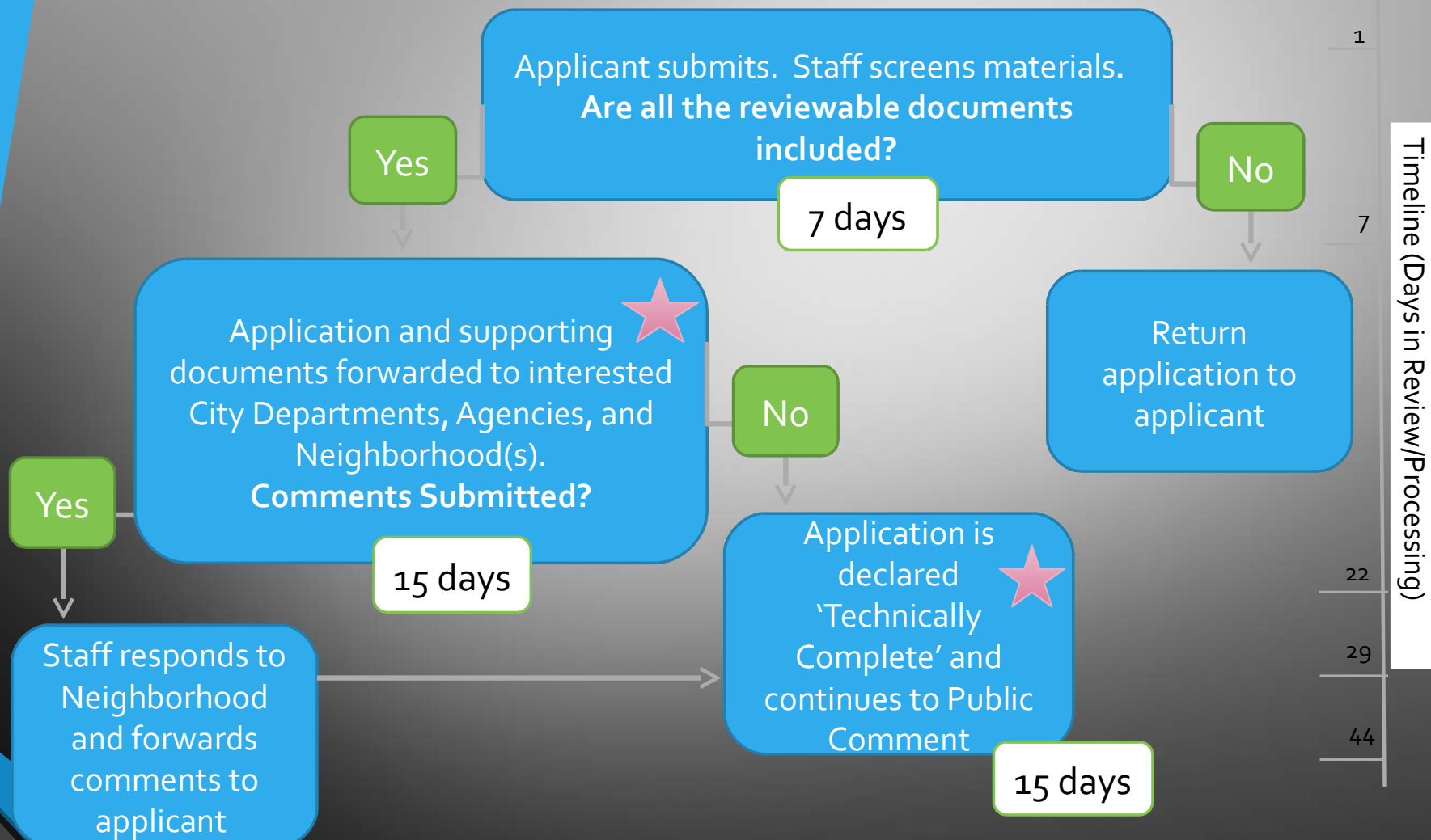
<sup>2</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-A-Background>

# Neighborhood Notification

- Neighborhood Chairs/Vice Chairs will receive a Request for Comment and a Notice of Application for the following types of applications:
  - Project actions within the boundaries of the neighborhood
  - Non-project actions within the City of Spokane

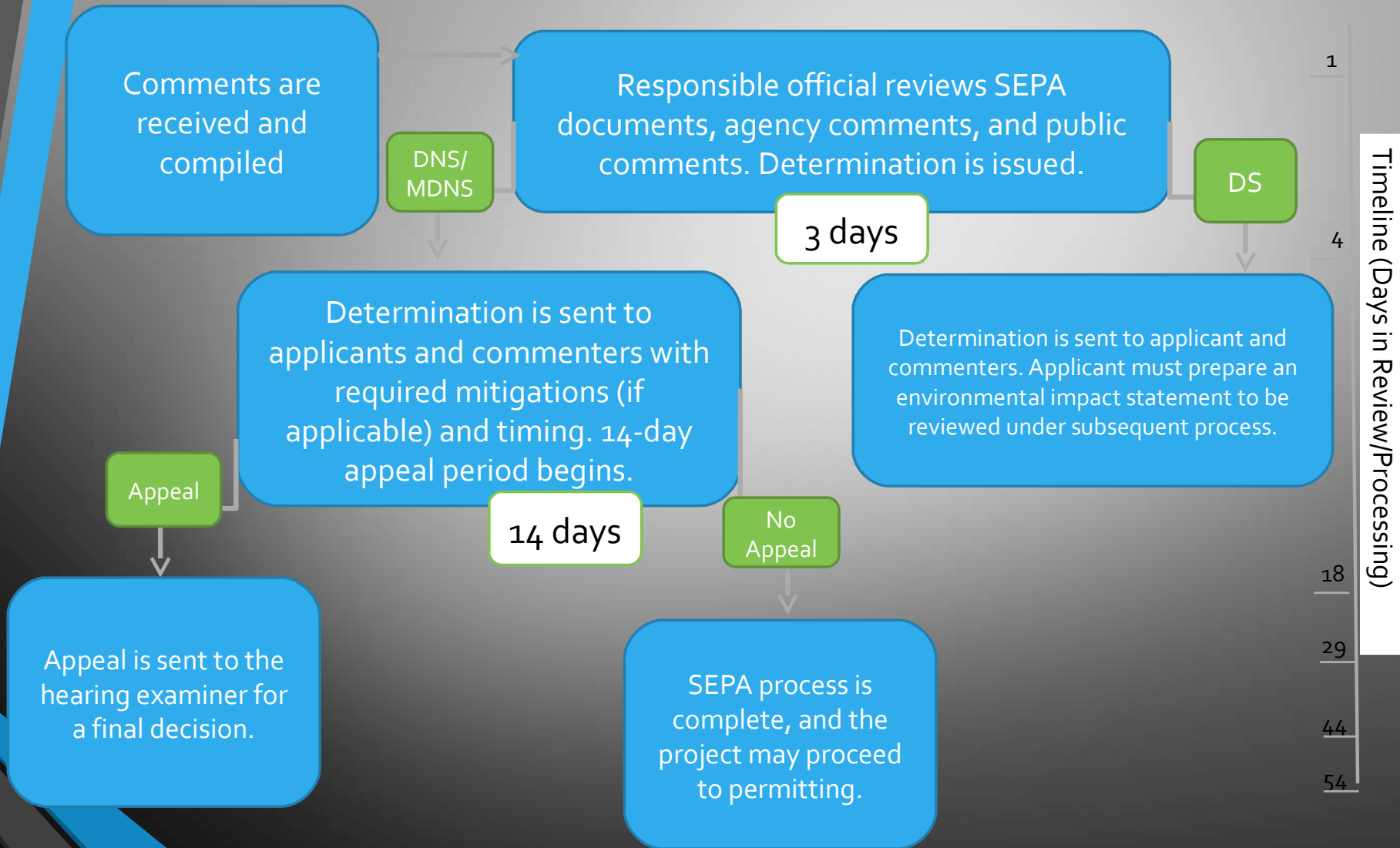
See Table 17G.061.010-1 for a list of specific applications included.

# Notification Process



★ Indicates stages when Neighborhoods can provide comments

# SEPA Determination Process



# Neighborhood Council Responsibility

- Research
  - Citizen Access Online (project actions and building permits) – [aca.spokanepermits.org](http://aca.spokanepermits.org)
- Commenting on a Project
  - Comments should be consolidated and submitted as one voice and forwarded to the staff contact through the Neighborhood Chair.
  - Comments need to relate to environmental criteria, evidence, information from studies, etc.
  - Individual neighborhood members may comment, but please wait until public comment opens
- Keep Neighborhood Contacts Current





Questions?

# Contact Information

- Development Services Center
  - City Hall 3rd Floor – 8am-5pm (except Wednesdays – 11am-5pm)
- Planning | 625-6188
  - Ryan Benzie, SEPA Coordinator | [rbenzie@spokanecity.org](mailto:rbenzie@spokanecity.org)
- Building | 625-6114
- General Questions | 625-6300