



TRANSMITTAL MEMORANDUM
Department of Community & Economic Development
420 College St. SE, Lacey, WA 98503
360-491-5642

Date: **October 18, 2023**

Project Name: **629 Woodland Apartments**
Project Description: **Building Conversion – office to apartments**
TrakIt Case Number: **23-0281**
Parcel Number(s): **84990001400**

Please review the attached project information and notify **Sarah Schelling, Senior Project Planner**, in our office in writing of any comments or recommendations by **November 1, 2023**. Your comments will become part of the record and utilized in the decision-making process. You may either mail your comments to the above-mentioned address or e-mail them to sschelli@ci.lacey.wa.us.

TYPE OF APPLICATION:
Woodland District Site Plan Review

TO:

- ✓ Building Codes – Terry
- ✓ Fire Codes – Asher
- ✓ Development Review Division - Tom
- ✓ Traffic Division – Chris, Martin
- ✓ Water Resources Engineer - Doug
- ✓ Erosion Control - Dylan
- ✓ Addressing
- ✓ Parks Department – Jennifer
- ✓ Police Department – Joe Upton
- ✓ Site Plan Review Committee
 - Scott, Rick, Grant
- ✓ City Arborist
- ✓ Puget Sound Energy – Amy
- ✓ Comcast – Matthew Herrington
- ✓ North Thurston Public Schools

If comments are not received by the date noted above, it will be construed that your agency/department does not have any comments or objections to the project as proposed.