



*Shaping
our community
together*

CITY
OF **LACEY**

TRANSMITTAL MEMORANDUM

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

Date: October 4, 2023

Project Name: **Cube Smart Self-Storage - Retail Conversion**

Project Description: **The project is a proposal to modify the existing Horizon Pointe Village Center Master Plan to allow the conversion of an existing 8,300 SF retail shell building into a self-storage facility within the Master Plan's NC, Neighborhood Commercial zoning designation.**

Trakit Case Number: **#23-0268**

Parcel Number(s): **09720004006; 6045 Balustrade Blvd. SE, Lacey, WA 98513**

Please review the attached project information and notify **Sarah Bartz, Assistant Planner**, in our office in writing of any comments or recommendations by **October 18, 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 sbartz@ci.lacey.wa.us

**TYPE OF APPLICATION:
SITE PLAN REVIEW**

TO:

- ✓ Building Codes – Terry
- ✓ Fire Codes – Asher
- ✓ Development Review Division – Tom
- ✓ Traffic Division – Chris
- ✓ Water Resources Engineer – Doug
- ✓ Erosion Control - Dylan
- ✓ Site Plan Review Committee
- ✓ Puget Sound Energy – Amy Tousley
- ✓ Comcast – Matthew Herrington
- ✓ Intercity Transit – Drew Goffeney
- ✓ Olympic Region Clean Air Agency

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.