



*Shaping
our community
together*

CITY
OF **LACEY**

TRANSMITTAL MEMORANDUM

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

Date: **April 5, 2024**

Project Name: **Studio 39 Apartments**

Project Description: **Proposal to convert existing office building to 43 studio apartment units**

TrakIt Case Number: **24-0011**

Parcel Number(s): **11817410601**

Please review the attached project information and notify **Samra Seymour, Senior Planner**, in our office in writing of any comments or recommendations by **April 19, 2024**. 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 **samra.seymour@cityoflacey.org**

TYPE OF APPLICATION:

Woodland District Form Based Code

TO:

- ✓ Building Codes – Terry
- ✓ Fire Codes – Asher
- ✓ Development Review Division - Tom
- ✓ Traffic Division - Chris
- ✓ Water Resources Engineer - Doug
- ✓ Addressing – Rieley
- ✓ Police Department – Joe Upton
- ✓ Site Plan Review Committee
- ✓ Puget Sound Energy – Amy
- ✓ Comcast – Matthew Herrington
- ✓ Intercity Transit
- ✓ Postmaster
- ✓ North Thurston Public Schools
- ✓ 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.