



DATE: January 13, 2012

TO: Jeff Bryant, City Attorney
Doug Koscinski, Current Planning Manager
Ken Danner, Subdivision Manager
Ken Komiske, Director of Utilities

FROM: Brenda Hall, City Clerk *BH*

SUBJECT: Consent to Encroachment No. 1112-8

An Encroachment Request was filed in my office today for permission to encroach onto six feet of a utility easement for a pool and deck in Lot 21, Block 2, Cobblestone West Addition, Section II, a/k/a 4700 12th Avenue S.E. I am forwarding the letter of request, lot survey, final plat, and aerial photo with drawing depicting where pool and deck will encroach into easement. The application fee has been paid. After the information has been received from the Planning Department, Public Works Department, and Utilities Department and a determination has been made on whether to recommend approval or denial, please forward your recommendation and Consent to Encroachment Form, if needed, to my office in order that it may be scheduled as an agenda item.

It is anticipated that this encroachment will be scheduled as an agenda item on February 28, 2012, and the information must be received in my office by February 13, 2012. If there is a problem in meeting that timeframe, please advise

BH:smr
attachments

office memorandum