



DATE: September 9, 2016

TO: Jeff Bryant, City Attorney
Rone Tromble, Administrative Technician IV
Ken Danner, Subdivision Manager
Ken Komiske, Director of Utilities
Jane Hudson, Principal Planner

FROM: Brenda Hall, City Clerk

SUBJECT: Request to Close Easement

I am in receipt of a request to close a utility easement and building setback line along the east boundary of Lot 9, Block 1, Summit Lakes Villas Addition, Section 1, a/k/a/ 117 Boulevard du Lac. A request to Encroach No. 1516-4, filed on November 16, 2015, for this property is now being changed to a closure request. The fee was paid in November.

In accordance with Resolution No. R-8182-66, I am forwarding the request; location map; radius map; and certified ownership list to your office and requesting that your office send notice to the furnished list of property owners and have the necessary ordinance prepared. If further action is needed from my office, please notify me.

BH:smr
attachments

office memorandum