



DATE: August 14, 2020

TO: Kathryn Walker, City Attorney  
Rone Tromble, Administrative Technician IV  
Ken Danner, Subdivision Manager  
Ken Komiske, Director of Utilities  
Jane Hudson, Director of Planning and Community Development

FROM: Brenda Hall, City Clerk

SUBJECT: Request for Consent to Encroachment EN-2021-5  
1959 Burning Tree

I am in receipt of an encroachment request for permission to encroach on a 7.5-foot utility easement located in Lot 20, Block 5, Hallbrooke 6 Addition, a/k/a 1959 Burning Tree, to enlarge their driveway to allow for backing out and pulling into the garage. 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.

This item will be scheduled as an agenda item on September 8, 2020, and the information must be received in my office by August 28, 2020. If there is a problem in meeting that timeframe, please advise.

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attachments

office memorandum