

# office memorandum



**Date:** April 1, 2013  
**To:** Leah Messner, Assistant City Attorney  
**From:** Jane Hudson, Principal Planner  
**Subject:** Consent to Encroach  
Lots 4 & 5, Block 1, Empire Addition, a re-plat of Malone Addition  
3024 Classen Boulevard

Planning staff received a request for consent to encroach a utility easement with a sign at the above noted location. Planning and Community Development staff does not oppose the proposed sign encroaching into the utility easement at this location. The proposed sign location is in an area that will have some landscaping around the base of the sign.

The applicant has submitted an application for the sign and everything regarding the Sign Code has been addressed in that application. Staff will proceed after Council makes a decision on the consent to encroach.

If you have further questions, please feel free to contact me.

Reviewed by: Susan Connors, Planning & Community Development Director *S7C*

cc: Brenda Hall, City Clerk