



DATE: June 27, 2017

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

EU for BH

SUBJECT: Request for Consent to Encroachment No. 1718-1

I am in receipt of an encroachment request for permission to encroach on a drainage easement located in Lot 9, Block 5, Brookhaven Addition, Section 33, to construct a side-load garage on the north side of the residence. 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 July 25, 2017, and the information must be received in my office by July 17, 2017; however, the applicant would like the agenda item to be placed on the July 11, 2017, agenda if possible. If there is a problem in meeting that timeframe, please advise.

smr
attachments

office memorandum