



office memorandum

DATE: August 12, 2013
TO: Honorable Mayor and Councilmembers
FROM: Jane Hudson, Principal Planner
SUBJECT: Consent to Encroach - EN-1314-3
Lot 9A, Block 1, Brookhaven Addition, Section 37
601 Manor Hill Drive

BACKGROUND The applicant will be submitting an application for a new single family home at the above noted address. However, before doing so the applicant would like to have approval on the location of a drive within a utility and drainage easement before finalizing the house plans.

DISCUSSION The proposed drive will be located within a 25 foot utility and drainage easement. There is an adjacent 10 foot utility easement, parallel and south of the 25 foot utility and drainage easement; the drive will not encroach into this additional 10 foot utility easement area. The applicant is proposing a circular drive in the front of the lot and this additional drive accessing the rear of the lot as well as the garage.

RECOMMENDATION Planning and Community Development Staff does not oppose the requested consent to encroach the 25 foot utility and drainage easement with the drive.

Reviewed by: Susan Connors, AICP *SC*
Director of Planning and Community Development

cc: Leah Messner, Assistant City Attorney II
Brenda Hall, City Clerk