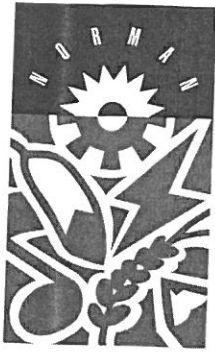


office memorandum



DATE: December 14, 2015

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

FROM: Brenda Hall, City Clerk

SUBJECT: Request to Close a Portion of a Drainage Easement

I am receipt of a request to close a portion of a twenty foot (20') drainage easement for property located in Lot 5 and Lot 6, Block 1, University North Park Addition, Section VI, a Planned Unit Development, in order to construct a building.

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