



DATE: August 15, 2014

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

SUBJECT: Request for Consent to Encroachment No. 1415-1

I am in receipt of an encroachment request for permission to encroach on a utility easement located in Lot 1, Block 1, Brookhaven 43, a/k/a 1913 Rosebrook, for a driveway. I am forwarding the letter of request; survey; letters from OG&E, Cox Communications, OEC, and ONG; and e-mail correspondence from Jim Speck, Capital Projects Engineer. 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 23, 2014, and the information must be received in my office by September 8, 2014. If there is a problem in meeting that timeframe, please advise.

smr  
attachments

office memorandum