



# office memorandum

DATE: July 15, 2013

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. 1314-2

An encroachment request was filed in my office today for permission to encroach on utility easements located on the west side of Lot 1, Block 3, Carrington Place Addition, a/k/a 4715 Kensal Rise Place. The home is currently under construction and it was brought to the builder's attention by the mortgage surveyor that the front building line and utility easement has been encroached upon by approximately two (2) feet in one area and less than six (6) inches in another area. I am forwarding the letter of request and site drawing, including a Staff report from the Planning Community Development Department as the applicant initially believed that he only needed to file an application with the Board of Adjustment. 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 around August 13, 2013, and the information must be received in my office by July 29, 2013. If there is a problem in meeting that timeframe, please advise.

kjc  
attachments