



memorandum
Office

DATE: April 6, 2021

TO: Kathryn Walker, City Attorney
Rone Tromble, Administrative Technician IV
Ken Danner, Subdivision Manager
Chris Mattingly, Director of Utilities
Jane Hudson, Director of Planning and Community Development

FROM: Brenda Hall, City Clerk *BH*

SUBJECT: Request for Consent to Encroachment No. 2021-10

I am in receipt of an encroachment request from Jake and Taylor Aldridge for permission to encroach on a utility easement located in Block 1, Lot 15C, Carrington Place Addition, Section 6, a/k/a 4405 Cannon Drive, to install a swimming pool. I am forwarding the letter of request. 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 May 25, 2021, and the information must be received in my office by May 17, 2021. If there is a problem in meeting that timeframe, please advise.

smr
attachments