

office memorandum



DATE: September 23, 2016

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. 1617-1

I am in receipt of an encroachment request for permission to encroach on a utility easement located at 4200 Las Colinas Lane to construct a swimming pool and move a retaining wall further back to the southern boundary. According to the applicant, Oklahoma Electric Cooperative (OEC) is moving their electric line to the back boundary. 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 November 22, 2016, and the information must be received in my office by November 14, 2016. If there is a problem in meeting that timeframe, please advise.

smr
attachments