

DATE: June 13, 2016

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

FROM: Brenda Hall, City Clerk



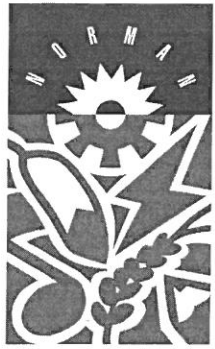
SUBJECT: Request for Consent to Encroachment No. 1516-7

I am in receipt of an encroachment request for permission to encroach on a ten (10) foot utility easement in Lot 20, Block 3, Summit Lakes Addition, Section 7, a/k/a 628 Summit Crest Lane, for construction of a block retaining wall. I am attaching the survey and diagrams/measurements of the retaining wall.

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 August 9, 2016, and the information must be received in my office by July 27, 2016 . If there is a problem in meeting that timeframe, please advise.

smr
attachments



office memorandum