



DATE: February 23, 2017

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. 1617-3

I am in receipt of an encroachment request for permission to encroach on a utility easement located at 2109 Brookhaven for a new home to be built. The applicant states the driveway paving for this residence encroaches a 10 foot utility easement along the northern boundary of the property. The applicant is seeking approval of the encroachment and states the line spots have been performed, and it has been determined that there are no utilities located in the encroachment area. The applicant also submitted letters from the utility companies.

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 March 14, 2017, and the information must be received in my office by February 27, 2017. If there is a problem in meeting that timeframe, please advise.

kjc
attachments

office memorandum