



# office memorandum

DATE: September 15, 2015

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 to Vacate or Remove all of a 25' Building Setback Line

I am in receipt of a request to vacate or remove all of a 25' building setback line from the plat for Triad Village Drive. The application fee has been paid. A five foot (5') setback line was approved in the Planned Unit Development, but the plat was not changed and still shows a 25' setback line.

In accordance with Resolution No. R-8182-66, I am forwarding the request; location map; radius map; and certified ownership list to your office and requesting that your office send notice to the furnished list of property owners and have the necessary ordinance prepared. If further action is needed from my office, please notify me.

BH:smr  
attachments