



DATE: July 27, 2020

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

FROM: Brenda Hall, City Clerk

A handwritten signature in blue ink, appearing to be "BH", is written over the name "Brenda Hall" in the "FROM:" field.

SUBJECT: Request for Consent to Encroachment No. 2021-2

I am in receipt of an encroachment request for permission to encroach on a utility easement located in Lot 8, Block 3, Brookhaven Addition, Section 17, a/k/a 1832 Cedar Hill Road, for an existing pool and gazebo. The application fee has been paid. Approval letters from Oklahoma Gas and Electric (OG&E) Company, and Oklahoma Natural Gas (ONG), Cox Communication are attached. 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 September 8, 2020, and the information must be received in my office by August 31, 2020. If there is a problem in meeting that timeframe, please advise.

smr
attachments

office memorandum