




DATE: September 15, 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 

SUBJECT: Request for Consent to Encroachment No. 2021-6

I am in receipt of an encroachment request from Van's Pig Stand for permission to encroach within the right-of-way located in at 320 North Porter Avenue, to keep an existing sign. I am forwarding the letter of request. 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 October 13, 2020, and the information must be received in my office by October 5, 2020. If there is a problem in meeting that timeframe, please advise.

smr
attachments

office memorandum