



# office memorandum

DATE: July 22, 2013

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

FROM: Brenda Hall, City Clerk

*EU for BK*

SUBJECT: Request to Partially Vacate a Utility Easement

I am receipt of a request to partially vacate a utility easement in the south two and one-half (2.5) feet of the seven and one-half (7.5) foot utility easement located on the west 148.55 feet of the northwest property line of Lot 4, block 4, Red Canyon Ranch Addition, Section 3.

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