



office memorandum

DATE: August 26, 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 *BH*

SUBJECT: Consent to Encroachment No. 2021-6

An Encroachment Request was filed in my office today for permission to encroach on a utility easement located in Block 1, Lot 3, Stinson Estates Addition a/k/a 708 Stinson Street to install a patio cover. I am forwarding the letter of request and site plan. 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 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