



office memorandum

DATE: July 9, 2013

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 for Consent to Encroachment No. 1314-1

An encroachment request was filed in my office today for permission to encroach on utility easements located on the south and the east side of Lot 18, Block 2, Smoking Oaks South Addition, a/k/a 2903 Raintree Circle, for a deck and pool on the south side of the residence and an additional deck on the east side. I am forwarding the letter of request and site drawing. 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 around August 27, 2013, and the information must be received in my office by August 12, 2013. If there is a problem in meeting that timeframe, please advise.

smr

attachments