



DATE: February 5, 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

A handwritten signature in black ink, appearing to be 'BH', is written over the name 'Brenda Hall'.

SUBJECT: Request Consent to Encroachment No. 1213-8

I am in receipt of an encroachment request for permission to encroach on a ten foot utility easement in Lot 3, Block 3, Brookhaven Addition, Section 40, to construct a driveway. I am forwarding the letter of request and site plan. 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 March 26, 2013, and the information must be received in my office by March 11, 2013. If there is a problem in meeting that timeframe, please advise.

smr
attachments

office memorandum