



DATE: August 7, 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

BN Aug 12 2013

SUBJECT: Request for Consent to Encroachment No. 1314-3 for 601 Manor Hill Drive

I am in receipt of an encroachment request for permission to encroach on a utility easement in a part of the southwest one-quarter of Section 27, T9N, R3W, located in Lot 9A, Block 1, Brookhaven No. 37 Addition, a/k/a 601 Manor Hill Drive, to install a driveway. I am forwarding the letter of request; site plan; and letters from ONG; OG&E; Cox Communications; OEC; AT&T; Jim Speck, Capital Projects Engineer; David Riesland, City Traffic Engineer; and Greg Hall, Street Maintenance Superintendent. 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 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

office memorandum