



DATE: June 16, 2014

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 blue ink, likely belonging to Brenda Hall, the City Clerk.

SUBJECT: Request for Consent to Encroachment No. 1314-8

I am in receipt of an encroachment request for permission to encroach on a utility easement located in Lot 3, Block 1, Annatole Addition for a portion of a building constructed in the easement in 2005. I am forwarding the letter of request; and survey. 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.

AZCA Investment, Inc., would like the process expedited as quickly as possible as they are selling the property. They told my Staff that they spoke with several City offices that did not have an issue with the building being on the easement until it came to the attention of the Legal Department.

This item will be scheduled as an agenda item on July 28, 2014, and the information must be received in my office by July 14, 2014. If there is a problem in meeting that timeframe, please advise.

smr

attachments