



DATE: June 29, 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

A handwritten signature in blue ink, appearing to be 'BH'.

SUBJECT: Request for Consent to Encroachment No. 1920-6

I am in receipt of an encroachment request for permission to encroach on a 15-foot utility easement located in Lot 1, Block 1, Legacy Trails Addition, a/k/a 2501 Pendleton Drive, to allow for a sign. 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 11, 2020, and the information must be received in my office by August 3, 2020. If there is a problem in meeting that timeframe, please advise.

smr
attachments

office memorandum