



DATE: March 27, 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 *BA*

SUBJECT: Consent to Encroachment No. 1314-7

An Encroachment Request was filed in my office today for permission to encroach on a utility easement located in Block 1, Lot 7, Brookhaven Addition, Section 2, to install a swimming pool. 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 April 14, 2014, and the information must be received in my office by April 22, 2014. If there is a problem in meeting that timeframe, please advise.

smr  
attachments

office memorandum