



DATE: August 1, 2019

TO: Kathryn Walker, Interim City Attorney
Rone Tromble, Administrative Technician IV
Ken Danner, Subdivision Manager
Ken Komiske, Director of Utilities
Jane Hudson, Interim Director of Planning and Community Development

FROM: Brenda Hall, City Clerk

SUBJECT: Request for Consent to Encroachment No. 1920-1

I am in receipt of an encroachment request for permission to encroach on a utility easement located in Lot 3, Block 22, Brookhaven 17 Addition, a/k/a 4412 Winding Ridge Circle, for a pool/spa and landscaping. A letter of consent from Oklahoma Natural Gas (ONG) is attached. 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.

The applicant would like this item to be scheduled as an agenda item on September 10, 2019, and the information must be received in my office by September 2, 2019. If there is a problem in meeting that timeframe, please advise.

smr
attachments

office memorandum