



# office memorandum

DATE: April 23, 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

SUBJECT: Request to Close Right-of-Way

I am in receipt of a request to close a right-of-way in the north twenty (20) feet of the public right-of-way in the 200 block of West Comanche Street between Santa Fe Avenue and Webster Avenue.

In accordance with Resolution No. R-8182-66, I am forwarding the request and certified ownership list to your office and requesting that your office send notice to the furnished list of property owners and have the necessary ordinance prepared. If further action is needed from my office, please notify me.

BH:smr  
attachments