



office memorandum

DATE: September 9, 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 to Close and Vacate a Build Line

I am in receipt of a request to close and vacate a 210 foot build line for property located in Lot 8, Block 1, Jennings Estates No. One Addition, a/k/a Norman Creek Shopping Center. The application fee has been paid.

In accordance with Resolution No. R-8182-66, I am forwarding the request, location map, and radius map with ownership list to be submitted as soon as possible by applicant per the Planning Department. Once the ownership list has been submitted to your office we request that your office send notice to the furnished list of property owners and has the necessary ordinance prepared. If further action is needed from my office, please notify me.

BH:smr
attachments