



DATE: August 4, 2020

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

FROM: Brenda Hall, City Clerk

A handwritten signature in black ink, appearing to be "BH", is written over the name "Brenda Hall" in the "FROM:" field.

SUBJECT: Request for Consent to Encroachment No. 2021-3

I am in receipt of an encroachment request for permission to encroach on a utility easement located at 816 Cedarbrook Drive for the purpose of building a small retaining wall on the edge of an existing pergola. 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 ordinance, 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 September 22, 2020, and the information must be received in my office by September 14, 2020. If there is a problem in meeting that timeframe, please advise.

smr
attachments

office memorandum