



DATE: October 15, 2015

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 for Consent to Encroachment No. 1516-3

I am in receipt of an encroachment request for permission to encroach on a utility easement located at 1810 Marymount Road to build a concrete sidewalk and low landscaping wall along the north property line. Both the sidewalk and low landscaping wall are proposed to extend over the 20 foot utility easement by approximately 7 feet. I am forwarding the letter of request and site plan. The builder, James Geddes, Better Built Homes, LLC, has already contacted and received "letters of no objection" from the private utility contractors regarding the encroachment. 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.

This item will be scheduled as an agenda item on November 10, 2015, and the information must be received in my office by October 26, 2015. If there is a problem in meeting that timeframe, please advise.

kjc
attachments

office memorandum