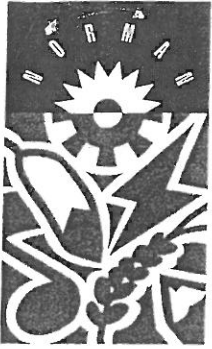


office memorandum



DATE: November 24, 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. 1516-5

I am in receipt of an encroachment request for permission to encroach on a utility easement located in the east one-half of Lot 8 and all of Lots 9 and 10, Block 6, Southridge Addition, a/k/a 620 Tulsa Street, which has an existing house encroaching three to four feet into the easement. 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 January 12, 2016, and the information must be received in my office by January 4, 2016. If there is a problem in meeting that timeframe, please advise.

smr
attachments