

office memorandum



DATE: September 11, 2012

TO: Jeff Bryant, City Attorney
Jane Hudson, Current Planning Manager
Ken Danner, Subdivision Manager
Ken Komiske, Director of Utilities

FROM: Brenda Hall, City Clerk

SUBJECT: Request for Consent to Encroachment No. 1213-1

I am in receipt of an encroachment request for permission to encroach on a 17 foot utility easement and a 7.5 foot utility and drainage easement located in Lot 1, Block 4, Brookhaven, Section 40, a/k/a 1920 Rosebrook, to construct a driveway. I am forwarding the letter of request and site plans. 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 October 23, 2012, and the information must be received in my office by October 9, 2012. If there is a problem in meeting that timeframe, please advise.

smr
attachments