



# office memorandum

DATE: August 26, 2020  
TO: Beth Muckala, Assistant City Attorney  
FROM: Ken Danner, Subdivision Development Manager   
SUBJECT: Consent to Encroach No. 2021-3  
Lot 7, Block 8,  
Brookhaven No. 31 Addition  
816 Cedarbrook Drive

Public Works/Engineering staff does not oppose an existing pergola and a proposed small retaining wall encroaching into a ten-foot (10') utility easement located on the west side of the lot. We do yield to the Utilities Department regarding any possible sanitary sewer mains that might be located within the easement. The City and /or utility companies should be held harmless in the course of maintaining their facilities if any are located within the utility easement. Letters received from the utility companies did not object to the encroachment. I have not received a response from AT&T and they have had sufficient time to respond.

If you have further questions, please feel free to contact me.

KD

Reviewed by: Scott Sturtz, City Engineer   
Reviewed by: Shawn O'Leary, Director of Public Works 

cc: Brenda Hall, City Clerk  
Ken Komiske, Director of Utilities

## Ken Danner

---

**From:** Wes White <WWhite@okcoop.org>  
**Sent:** Tuesday, August 11, 2020 3:19 PM  
**To:** Ken Danner  
**Cc:** Jack Burdett  
**Subject:** EXTERNAL EMAIL : RE: [External] Request for Consent to Encroach 2021-3 at 816 Cedarbrook Drive.

Oklahoma Electric Cooperative has no objection to the Request for Consent to Encroach 2021-3 at 816 Cedarbrook Drive. If you need anything else let me know.

Thanks Wes

### Wes White

Manager of Field Design  
Oklahoma Electric Cooperative

 o: 405.217.6617 c: 405.306.9380  
 [wwhite@okcoop.org](mailto:wwhite@okcoop.org)  
 [www.okcoop.org](http://www.okcoop.org)  
 242 24th Ave NW | PO Box 1208  
Norman, OK 73070



---

**From:** Jack Burdett [mailto:Jack.Burdett@NormanOK.gov]  
**Sent:** Monday, August 10, 2020 4:09 PM  
**To:** CCI CEN - OK Right of Way <OKRightofWay@cox.com>; Tim Bailey <baileytj@oge.com>; Wes White <WWhite@okcoop.org>; Jeremy Burson <Jeremy.Burson@okcoop.org>; Pf8888@att.com; drew.nixon@onegas.com; MB932H@att.com; KAY GILBREATH (katheryn.gilbreath@onegas.com) <katheryn.gilbreath@onegas.com>  
**Cc:** Ken Danner <Ken.Danner@NormanOK.gov>  
**Subject:** [External] Request for Consent to Encroach 2021-3 at 816 Cedarbrook Drive.

**CAUTION:** External Email

All,  
Please contact Ken Danner regarding the attached request for a consent to encroach with your approval or disapproval. Ken's email address is [kdanner@normanok.gov](mailto:kdanner@normanok.gov) or call him at 366-5458. Please carbon copy me with your response.

Thank you.

### Jack Burdett

Subdivision Development Coordinator  
Public Works Dept., Engineering Div.  
City of Norman  
201-A West Gray



AUGUST 5, 2020

JOHN & PATRICIA DAVIS  
816 CEDARBROOK DRIVE  
NORMAN, OK. 73072

**DESCRIPTION OF WORK:** Request to encroach in platted utility easement  
**LEGALS OF WORK LOCATION:** 816 Cedarbrook Drive  
Lot 7, Block 5, Brookhaven Addition Section 31

Mr. & Mrs. Davis;

Your request for approval from Oklahoma Gas and Electric Company (OG&E) to build a retention wall in a platted utility easement near the southwest corner of your lot, has been reviewed. Our records show OG&E has an underground primary line in a portion of this utility easement. The primary line runs to a pedestal situated near the southwest corner of the lot. Out of this pedestal we have a secondary line that runs the entire west side of your lot and serves a streetlight located at the corner of Harrogate Drive and Cedarbrook Drive. This pedestal also provides service to your meter on your home as well as three other homes that border your lot.

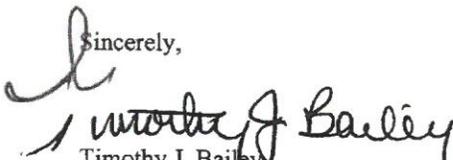
**Care will need to be taken not to disturb our facilities. OG&E requires all digging in the utility easement, to be done by hand. Services lines are normally installed at 30 inches, but could be shallower due to the water run off problem you have incurred.** OG&E does not object to the encroachment in the utility easement, as long as all parties involved abide by the City of Norman guidelines for this type of work, and that the applicant does the following:

- 1.) Notify "Call-Okie" at (405) 840-5032 at least 48 hours before digging to have all lines marked.
- 2.) If equipment is involved and is as high as the lowest OG&E overhead wire, approximately 18 feet, and it will be operating within 10 feet of our wire, you should call OG&E construction at 553-5143, to have wires covered.
- 3.) Call OG&E construction at 553-5143 two days before drilling and/or trenching closer than ten feet to an OG&E utility pole and/or wire, or five feet to an OG&E underground line.
- 4.) OG&E would not be held responsible for damaging a private line in a (public/platted) easement.
- 5.) OG&E would need to be reimbursed for any damage to its facilities.
- 6.) OG&E would need to be reimbursed ahead of time for the cost of relocating any facilities.

**Should local service be disrupted to any OG&E customer due to the work performed by you, and/or your contractors, all parties involved will be responsible for any costs incurred by OG&E to restore service.**

Obtaining a Permit from the City of Norman or beginning the above referenced work constitute acceptance of the terms of this letter. If you have any questions, or if I can provide you with any other information, please contact me at (405) 553-5174.

Sincerely,

  
Timothy J. Bailey  
Right-Of-Way Agent



**Oklahoma  
Natural Gas®**

*A Division of ONE Gas*

5848 E 15<sup>th</sup> St

Tulsa, OK 74114

918-831-8371 oklahomanaturalgas.com

August 21, 2020

Patti Davis  
816 Cedarbrook Drive, Norman OK

RE: 816 Cedarbrook Drive, Norman, OK

**Letter of No Objection**

Dear Ms. Davis,

Oklahoma Natural Gas Company, a division of ONE Gas, Inc. (“ONG”) has no objection to the City of Norman granting a revocable permit to Patti Davis that will encroach the easement at 816 Cedarbrook Dr, Norman OK. Please be advised that ONG has underground/aboveground facilities in the area. If you need our facilities relocated to accommodate your excavation or construction, ONG will provide you a cost estimate.

Prior to any excavation, please contact OKIE-ONE 1-800-522-6543 a minimum of forty-eight (48) hours for exact location of our facilities. ONG will hold the damaging party responsible for any repairs to our facilities. If any repairs are necessary, ONG is not responsible for any damage to any structures or landscaping on or in the utility easement.

Sincerely,

*Robert Rially*

Manager of Engineering



August 11, 2020

City of Norman  
201-A West Gray  
Norman, OK 73070

Attn: Ken Danner

RE: Revocable Permit –Letter of No Objection for 816 Cedarbrook Drive

Cox Communications has no objection to the City of Norman granting a revocable permit to erect , construct, install, and maintain installation of a new drainage system that will encroach in the right-of-way or public easement for the property located at 816 Cedarbrook Dr, Norman, Oklahoma.

Prior to beginning any digging and/ or trenching activities, please call OKIE–ONE 1-800-522-6543 for exact location of our facilities. Cost to repair ANY Cox Communications facility damage caused during construction of this project will be the responsibility of the damaging party. If any future repairs are necessary, Cox Communications is not responsible for any damages to any structures placed on or in the utility easements.

If you have any questions or concerns, please feel free to contact our office at (405) 605-1735 or email [okrightofway@cox.com](mailto:okrightofway@cox.com).

Sincerely,

A handwritten signature in cursive script that reads "Tara Cassidy".

Tara Cassidy  
Cox Communications  
Right of Way Agent  
405-605-1735

## Ken Danner

---

**From:** RAY, TRAVIS L <TR6975@att.com>  
**Sent:** Wednesday, August 26, 2020 12:50 PM  
**To:** Ken Danner  
**Subject:** EXTERNAL EMAIL : FW: Request for Consent to Encroach 2021-3 at 816 Cedarbrook Drive.  
**Attachments:** Consent to Encroachment No.2021-3\_816 Cedarbrook Dr.pdf; ATT00001.htm

Att would approve

---

**From:** BURGESS, CHRISTOPHER L <CB4737@att.com>  
**Sent:** Tuesday, August 25, 2020 10:49 AM  
**To:** RAY, TRAVIS L <TR6975@att.com>  
**Subject:** Fwd: Request for Consent to Encroach 2021-3 at 816 Cedarbrook Drive.

I don't know why they sent this to me, but you're the only one that I can think of that would be able to figure out what needs to be done on this.

Sent from my iPhone

Begin forwarded message:

**From:** Jack Burdett <[Jack.Burdett@normanok.gov](mailto:Jack.Burdett@normanok.gov)>  
**Date:** August 25, 2020 at 10:44:11 AM CDT  
**To:** "STEFFES, PATRICIA E" <[pf8888@att.com](mailto:pf8888@att.com)>, "BLACKWELL, CRAIG" <[MB932H@att.com](mailto:MB932H@att.com)>, "BURGESS, CHRISTOPHER L" <[CB4737@att.com](mailto:CB4737@att.com)>  
**Cc:** Ken Danner <[Ken.Danner@normanok.gov](mailto:Ken.Danner@normanok.gov)>  
**Subject:** FW: Request for Consent to Encroach 2021-3 at 816 Cedarbrook Drive.

Dear ATT,

We have not response as yet for the subject request. Please contact Ken Danner regarding your approval or disapproval from ATT.

Thank you.

### Jack Burdett

Subdivision Development Coordinator  
**Public Works Dept., Engineering Div.**  
City of Norman  
201-A West Gray  
Norman, OK 73069  
P.O. Box 370, Norman, OK 73070  
Phone: (405) 366-5457 Fax: (405) 366-5418  
Email: [Jack.Burdett@NormanOk.gov](mailto:Jack.Burdett@NormanOk.gov)

This email and any files transmitted with it are intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the sender.