



DATE: July 23, 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

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

SUBJECT: Request to Close and Relocate Parts of a Utility and Drainage Easement

I am in receipt of a request to close and relocate parts of a utility and drainage easement in Lot 1, Block 2, of a Replat of a Replat of University North Park Addition, Section III.

In accordance with Resolution No. R-8182-66, I am forwarding the request and certified ownership list to your office and requesting that your office send notice to the furnished list of property owners and have the necessary ordinance prepared. If further action is needed from my office, please notify me.

BH:smr
attachments

office memorandum