

office memorandum



DATE: November 26, 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: Consent to Encroachment No. 1213-5

An Encroachment Request was filed in my office today for permission to encroach on a utility easement located in Lot 12, Block 9, College Manor Addition, a/k/a 1400 Spruce Drive to construct a 18' by 18' workshop. I am forwarding the letter of request, site plan, correspondence from Jim Speck, Capital Projects Engineer; Oklahoma Gas and Electric; AT&T; Cox Communications; Oklahoma Natural Gas; Oklahoma Electric Cooperative; and PAETEC. 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 8, 2013, and the information must be received in my office by December 21, 2012. If there is a problem in meeting that timeframe, please advise.

smr
attachments