



DATE: July 11, 2018

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 to Close and Vacate a Build Line

I am in receipt of a request to close and vacate a 55 foot build line to revise to a 49 foot build line for property located in Lot 8, Block 1, Willow Brook Addition, a/k/a 914 Timberdell Road. The application fee has been paid.

In accordance with Resolution No. R-8182-66, I am forwarding the request, location map, and radius map with ownership list to be submitted as soon as possible by applicant per the Planning Department. Once the ownership list has been submitted to your office we request that your office send notice to the furnished list of property owners and has the necessary ordinance prepared. If further action is needed from my office, please notify me.

BH:smr
attachments

office memorandum