



office memorandum

DATE: September 14, 2018

TO: **Jeff Bryant, City Attorney**
Rone Tromble, Administrative Technician IV
Ken Danner, Subdivision Manager
Ken Komiske, Director of Utilities
Jane Hudson, Acting Director of Planning and Community Development

FROM: Brenda Hall, City Clerk

SUBJECT: Request for Consent to Encroachment No. 1819-3

I am in receipt of an encroachment request for permission to encroach on a utility easement located in Lot 1, Block 1, Section 2, Carroll Farm Addition, a/k/a 3401 West Tecumseh Road, for a monument sign to be built for Dental Depot. The sign was constructed over a portion of an existing ONG gas line. If the "Consent to Encroach" is granted, the gas line will be relocated around the sign. 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.

The applicant would like this item to be scheduled as an agenda item on November 13, 2018, and the information must be received in my office by October 29, 2018. If there is a problem in meeting that timeframe, please advise.

sdj
attachments