



office memorandum

DATE: November 8, 2018

TO: Jeff Bryant, City Attorney
Ken Komiske, Director of Utilities
Ken Danner, Subdivision Manager
Rone Tromble, Administrative Technician IV
Jane Hudson, Principal Planner/Interim Director

FROM: Brenda Hall, City Clerk *BH*

SUBJECT: Request to Close Public Easements

I am in receipt of a request to close a portion of a utility easement in Lot 1, Block 2, Grandview Estates North Addition No. 2 a/k/a 4020 Timberidge Drive.

In accordance with Resolution No. R-8182-66, I am forwarding the request; location map; radius map; 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:sdj
attachments