



office memorandum

DATE: November 13, 2018

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

FROM: Brenda Hall, City Clerk

SUBJECT: Request to Vacate Utility Easement

I am in receipt of a request to vacate a utility easement in Lot 1, Block 1, Normandy Acres Second Subdivision, a replat of a part of Block 2, Normandy Acres First Subdivision, a/k/a 2520 West Main Street. The application fee has been paid.

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:kjc
attachments