

office memorandum



DATE: April 12, 2019

TO: Kathryn Walker, Interim 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 for Consent to Encroachment No. 1819-5

I am in receipt of an encroachment request for permission to encroach on a utility easement located in Lot 6, Block 1, Cambridge III Addition, a/k/a 5220 Montrose Circle, to allow for remodel of the residence that includes replacement of the current patio eight feet to the west. 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 May 28, 2019, and the information must be received in my office by May 20, 2019. If there is a problem in meeting that timeframe, please advise.

smr
attachments