



office memorandum

DATE: January 5, 2021

TO: Kathryn Walker, City Attorney
Rone Tromble, Administrative Technician IV
Ken Danner, Subdivision Manager
Chris Mattingly, Director of Utilities
Jane Hudson, Director of Planning and Community Development

FROM: Brenda Hall, City Clerk

SUBJECT: Consent to Encroachment No. 2021-8

An Encroachment Request was filed in my office on January 5, 2021, for permission to encroach in a utility easement located in Lot 19, Block 12, Vineyard 3 Addition, a/k/a 500 Yarmouth Road. I am forwarding the letter of request and site map. 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.

It is anticipated that this encroachment will be scheduled as an agenda item on February 23, 2021, and the information must be received in my office by February 15, 2021. If there is a problem in meeting that timeframe, please advise.

BH:smr
attachments