



office memorandum

DATE: April 1, 2021

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

FROM: Brenda Hall, City Clerk

SUBJECT: Request for Consent to Encroachment 2021-9 – 1704 Barwick Drive

I am in receipt of an encroachment request for permission to encroach on a utility easement located in Lot 8, Block 1, Brookhaven Addition, Section 10, a/k/a 1704 Barwick Drive, to construct an addition to the existing home. 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 11, 2021, and the information must be received in my office by May 3, 2021. If there is a problem in meeting that timeframe, please advise.

BH:smr
attachments