



DATE: January 5, 2024

TO: Rone Tromble, Administrative Technician IV
Ken Danner, Subdivision Development Manager
Nathan Madenwald, Capital Projects Engineer
Jane Hudson, Director of Planning and Community Development
Beth Muckala, Assistant City Attorney
Sara Encinias, Legal Administrative Technician

FROM: Brenda Hall, City Clerk *BH*

SUBJECT: Request for Consent to Encroachment No. 2324-6

I am in receipt of an encroachment request from Hyundai of Norman, for permission to encroach on an easement located at 591 North Interstate Drive, for a renovation and expansion project. 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 March 12, 2024, and the information must be received in my office by March 4, 2024. If there is a problem in meeting that timeframe, please advise.

smr
attachments

office memorandum