



DATE: December 13, 2023

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

FROM: Brenda Hall, City Clerk *BH*

SUBJECT: Request for Consent to Encroachment No. 2324-4

I am in receipt of an encroachment request for permission to encroach on a utility easement located at 609 12th Avenue N.E., for installation of a sign. 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 ordinance, 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 January 23 2024, and the information must be received in my office by January 15, 2024. If there is a problem in meeting that timeframe, please advise.

smr  
attachments

office memorandum