



office memorandum

DATE: April 4, 2024

TO: Kathryn Walker, City Attorney
Beth Muckala, Assistant 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 *BH*

SUBJECT: Request for Consent to Encroachment 2324-7

I am in receipt of an encroachment request for permission to encroach on a utility easement located at 1304 Sawgrass Drive. 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 14, 2024, and the information must be received in my office by May 6, 2024. If there is a problem in meeting that timeframe, please advise.

BH:smr
attachments