



office memorandum

DATE: January 3, 2024

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

SUBJECT: Request for Consent to Encroachment No. 2324-5

I am in receipt of an encroachment request for permission to encroach on a utility easement located in Block 7, Lot 10, Marlott Addition a/k/a 5512 36th Avenue N.W. for construction of a metal building. 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 February 13, 2024, and the information must be received in my office by February 5, 2024. If there is a problem in meeting that timeframe, please advise.

smr
attachments