

# office memorandum



DATE: April 30, 2024

TO: Beth Muckala, Assistant City Attorney

FROM: Ken Danner, Subdivision Development Manager *KD*

SUBJECT: Consent to Encroach No. 2324-7  
Lot 2, Block 4, Cobblestone Creek III  
1304 Sawgrass Drive

Public Works/Engineering staff does not oppose a proposed swimming pool encroaching into a seventeen-foot (17') utility and golf course easement. The owner has obtained no objection letter from the golf course. Attached are letters from the utility companies. AT&T has had sufficient time to respond.

If you have further questions, please feel free to contact me.

Reviewed by: Scott Sturtz, Interim Director of Public Works

cc: Brenda Hall, City Clerk  
Chris Mattingly, Director of Utilities

## Ken Danner

---

**From:** Wes White <[wwhite@okcoop.org](mailto:wwhite@okcoop.org)>  
**Sent:** Thursday, April 25, 2024 7:58 AM  
**To:** Ken Danner  
**Cc:** Jack Burdett  
**Subject:** EXTERNAL EMAIL : RE: [External]Request for consent to encroach utility easement for a pool installation

Oklahoma Electric Coop has no objection to the request to encroach the utility easement at 1304 Sawgrass Dr. if you have any questions let me know.

Thanks,  
Wes

### Wes White

Manager of Field Design  
Oklahoma Electric  
Cooperative

o: (405) 217-6617  
 o: (405) 217-6617  
 [wwhite@okcoop.org](mailto:wwhite@okcoop.org)  
 [www.okcoop.org](http://www.okcoop.org)  
 2520 Hemphill Dr | PO Box 1208  
Norman, OK 73070



**From:** Jack Burdett <[Jack.Burdett@NormanOK.gov](mailto:Jack.Burdett@NormanOK.gov)>  
**Sent:** Tuesday, April 23, 2024 8:55 AM  
**To:** 'CILKE, CARRIE L' <[cc3527@att.com](mailto:cc3527@att.com)>; 'jt6962@att.com' <[jt6962@att.com](mailto:jt6962@att.com)>; 'okcrow@cox.com' <[okcrow@cox.com](mailto:okcrow@cox.com)>; [baileytj@oge.com](mailto:baileytj@oge.com); 'Hill, Marti L.' <[Marti.Hill@onegas.com](mailto:Marti.Hill@onegas.com)>; 'Lee, Caleb W.' <[CALEB.LEE@onegas.com](mailto:CALEB.LEE@onegas.com)>; Thad Peterson <[tpeterson@okcoop.org](mailto:tpeterson@okcoop.org)>; Wes White <[wwhite@okcoop.org](mailto:wwhite@okcoop.org)>  
**Cc:** Ken Danner <[Ken.Danner@NormanOK.gov](mailto:Ken.Danner@NormanOK.gov)>  
**Subject:** [External]Request for consent to encroach utility easement for a pool installation

[EXTERNAL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

All,  
Please contact Ken Danner regarding the attached request for a consent to encroach with your approval or disapproval as soon as possible. Ken's email address is [ken.danner@normanok.gov](mailto:ken.danner@normanok.gov) or call him at 366-5458. Please copy me with your response.



PO Box 321  
Oklahoma City, Oklahoma 73101-0321

APRIL 24, 2024

KEN DANNER, DEVELOPMENT COORDINATOR  
NORMAN PLANNING COMMISSION  
P. O. BOX 370  
NORMAN, OK. 73070

**RE:     Applicant: Chris Edwards**  
**Request to encroach in the 17' U/E & Golf Course easement with a swimming pool**  
**Location: 1304 Sawgrass Drive**  
**Legal: Lot 2, Block 4, Cobblestone Creek III**  
**Encroachment No. 2324-7**

Mr. Danner,

Oklahoma Gas and Electric Company (OG&E) has reviewed the request by Mr. Edwards. Our records show that OG&E has no facilities in the platted 17' utility easement located on back side of his lot. OG&E does not object to the encroachment of the pool. The applicant must abide by the City of Norman guidelines for any work to be done in the utility easement, and does the following:

- 1.) Notify "Call-Okie" at (405) 840-5032 at least 48 hours before digging to have all lines marked.
- 2.) If equipment is involved and is as high as the lowest OG&E overhead wire, approximately 18 feet, and it will be operating within 10 feet of our wire, you should call OG&E construction at 553-5143, to have wires covered.
- 3.) Call OG&E construction at 553-5143 two days before drilling and/or trenching closer than ten feet to an OG&E utility pole and/or wire, or five feet to an OG&E underground line.
- 4.) OG&E would not be held responsible for damaging a private line in a (public/platted) easement.
- 5.) OG&E would need to be reimbursed ahead of time for the cost of relocating any facilities.

Should local service be disrupted to any OG&E customer due to any work performed by the applicant, they will be held responsible for any costs incurred by OG&E to restore service. Obtaining a permit from the City of Norman or beginning the above referenced work constitutes acceptance of the terms of this letter. If you have any questions, or if I can provide you with any other information, please contact me at (405) 553-5174.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy J. Bailey".

Timothy J. Bailey  
Right-Of-Way Agent



**Oklahoma  
Natural Gas**®

*A Division of ONE Gas*

4901 N Santa Fe  
Oklahoma City, OK 73118  
405-556-5910  
oklahomanaturalgas.com

April 26<sup>th</sup>, 2024

Ken Danner  
Public Works Dept., Engineering Div.  
City of Norman Development Center  
225 N. Webster Room 1500  
Norman, OK 73069

RE: Request for Letter of No Objection  
Revocable Permit

**Letter of No Objection**

Dear Mr. Danner,

Oklahoma Natural Gas Company, a division of ONE Gas, Inc. ("ONG") has no objection to the City of Norman granting a revocable permit to Norman Public Works Dept., Engineering Div. for the construction of an in-ground pool that will extend into the rear U/E at 1304 Sawgrass Dr, Norman, Oklahoma, 73072. ONG does not have any underground/aboveground facilities in the area.

Prior to any excavation, please contact OKIE-ONE 1-800-522-6543 a minimum of forty-eight (48) hours. ONG will hold the damaging party responsible for any repairs to our facilities. If any repairs are necessary, ONG is not responsible for any damage to any structures or landscaping on or in the utility easement.

Sincerely,

*Caleb Lee*

Caleb Lee  
Pipeline Systems Engineer II



April 25, 2024

City of Norman Development Center  
225 N Webster Room 1500  
Norman, OK 73070

Attn: Jack Burdett

RE: Revocable Permit –Letter of No Objection for 1304 Sawgrass Drive, Norman, OK 73072

Cox Communications has no objection to the City of Norman granting a revocable permit to erect, construct, plant, install, and maintain installation of a pool that will encroach in the right-of-way or public easement for the property located at 1304 Sawgrass Drive, Norman, OK 73072. Please be advised that Cox Communications does have aerial/underground facilities in the vicinity; therefore, proceeding with caution is recommended and requested. If relocation of said facilities is necessary to accommodate your excavation or construction, Cox will provide a cost estimate upon request. A geographical depiction of our facilities is attached; however, this is not engineering scale and for the exact location of our facilities, Cox recommends calling in utility locates.

Prior to beginning any digging and/ or trenching activities, please call OKIE–ONE 1-800-522-6543 for exact location of our facilities. Cost to repair ANY Cox Communications facility damage caused during construction of this project will be the responsibility of the damaging party. If any future repairs are necessary, Cox Communications is not responsible for any damages to any structures placed on or in the utility easements.

If you have any questions or concerns, please feel free to contact our office at (405) 417-1991 or email [OKCROW@cox.com](mailto:OKCROW@cox.com).

Sincerely,

A handwritten signature in cursive script that reads "Aaron Tinkham".

Aaron Tinkham  
Cox Communications  
Right of Way Agent  
405-417-1991