



DATE: May 2, 2023

TO: Kathryn Walker, City Attorney
Rone Tromble, Administrative Technician IV
Ken Danner, Subdivision Development Manager
Nathan Madenwald, Capital Projects Engineer
Jane Hudson, Director of Planning and Community Development

FROM: Brenda Hall, City Clerk

SUBJECT: Request for Consent to Encroachment No. 2223-2

I am in receipt of an encroachment request from Swan Hollow, L.L.C., for permission to encroach on an easement located in Lot 14, Block 2, Las Colinas Addition, Section One, a/k/a 3002 Escalon Drive, in order to install a driveway. 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 23 2023, and the information must be received in my office by May 15, 2023. If there is a problem in meeting that timeframe, please advise.

smr
attachments

office memorandum