



office memorandum

DATE: May 12, 2025

TO: Rick Knighton, City Attorney
Scott Sturtz, Director of Public Works
Ken Danner, Subdivision Manager

FROM: Brenda Hall, City Clerk *BH*

SUBJECT: Request for Consent to Encroachment No. 2425-2

I am in receipt of an encroachment request from Mr. Lee Stauss who resides at 4509 Farm Hill Road. Mr. Stauss is requesting permission to encroach on the utility easement located at 4509 Farm Hill Road, to place a concrete slab the entire 7.5 feet North/South. This will not require a footing dug to a depth that would interfere with the existing utilities. The length of the encroachment will be approximately 30 feet East/West.

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 the 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 July 22, 2025 and the information must be received in my office by July 8, 2025. If there is a problem in meeting that timeframe, please advise.

llw

Attachments:

Encroachment Request Letter from Mr. Stauss

Site Plan

Email from Cox Communications (email dated March 25, 2025)