office memorandum

TO: Honorable Mayor and Councilmembers

FROM: Lora Hoggatt, Assistant Planning Director

DATE: November 2, 2026

SUBJECT: Consent to Encroach – No. 2627-1
Lot 3, Block 1, Brookhaven No. 44
3805 Brenton Circle

The lot located at the subject address has a platted 20' Utility/Drainage Easement across the east side of the lot. The owner is requesting consent to encroach into this platted easement with a retaining wall to cover the footing and stem wall on the east side of the house and to achieve the required slope for final grade.

Planning and Community Development Staff does not oppose the encroachment of this retaining wall.

Cc: Jane Hudson, Director of Planning & Community Development
Jamie Meyer, City Clerk
Daniela Rodriguez, Deputy City Clerk
Sarah Encinias, Legal Admin Tech