office memorandum

DATE: October 6, 2026

TO: Rick Knighton, City Attorney
Ashlynn Wilkerson, Asst. City Attorney
Sarah Encinias, Legal Admin Tech
Jane Hudson, Director of Planning & Community Development
Lora Hoggatt, Planning Services Manager
Scott Sturtz, Director of Public Works
Nathan Madenwald, Utilities Engineer
Ken Danner, Subdivision Manager

FROM: Jamie Meyer, City Clerk

SUBJECT: Request for Consent to Encroachment No. 2627-1 (3805 Brenton Circle)

I am in receipt of an encroachment request from Drains 4 Rain, Frank Barnard for 3805 Brenton Circle, Norman, OK. He is requesting permission to encroach on a utility easement. The encroachment would be in the east 20' U/E D/E on this property. He needs to cover the footing and part of the stem on the east side of the house and for grading purposes. The retaining wall would be 3' x 5' and 74' in length. Mr. Barnard already had the utility lines marked and has all their written approvals.

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 tentatively scheduled as an agenda item on November 10, 2026, therefore the information must be received in my office by November 4, 2026. If there is a problem in meeting that timeframe, please advise.

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Attachments:
Encroachment Request Letter from Drains 4 Rain, Frank Barnard
Plot Plan, Brookhaven No. 44, Residence for Todd and Sheri Jenson
Trinity Wall System, Geogrid Reinforcement Estimating Chart
Dansby Engineering, PLC, Typical Reinforced Retaining Wall Section
Letter from AT&T dated July 13, 2026, re: 3805 Brenton Circle
Letter from Oklahoma Natural Gas dated Sept. 2, 2026, re: 3805 Brenton Circle
Letter from OG&E dated September 1, 2026, re: 3805 Brenton Circle
Letter from Cox Communications dated July 13, 2026, re: 3805 Brenton Circle
Receipt for payment from Drains 4 Rain, Frank Barnard