



DATE: June 30, 2021

TO: Kathryn Walker, City Attorney
Rone Tromble, Administrative Technician IV
Ken Danner, Subdivision Manager
Chris Mattingly, Director of Utilities
Jane Hudson, Director of Planning and Community Development

FROM: Brenda Hall, City Clerk *BH*

SUBJECT: Request for Consent to Encroachment No. 2021-11

I am in receipt of an encroachment request for permission to encroach on a twenty (20) foot rear yard setback located in Lot 3, Block 1, Smoking Oak 2 Addition, a/k/a 1715 Smoking Oak Court, for extension of the driveway, concrete deck around the pool, and an existing outbuilding. 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 August 10, 2021, and the information must be received in my office by August 2, 2021. If there is a problem in meeting that timeframe, please advise.

smr
attachments

office memorandum