



office memorandum

DATE: August 5, 2022

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

FROM: Brenda Hall, City Clerk *BH lcy hcu*

SUBJECT: Request for Consent to Encroachment No. 2223-1

I am in receipt of an encroachment request for permission to encroach on a utility easement located at 2506 Brixton Drive for construction of 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 ordinance, if needed, to my office in order that it may be scheduled as an agenda item.

At the time the encroachment was filed on May 11, 2022, the property had not been platted and the request was being held. The property has now been platted and the encroachment request is moving forward.

This item will be scheduled as an agenda item on August 23, 2022, and the information must be received in my office by August 15, 2022. If there is a problem in meeting that timeframe, please advise.

smr
attachments