



MEMORANDUM

DATE: March 6, 2017

TO: Stillwater City Council

FROM: Tom Coots, Planner I

SUBJECT: Closing of the right-of-way of Duncan Street adjacent to properties addressed as 821 N Duck Street, 821 N Husband, and 823 N Duncan.

Staff received a request from the Church of Christ to close the entirety of the right-of-way of Duncan Street which is adjacent to properties address as 821 N Duck Street, 821 N Husband, and 823 N Duncan. The applicant owns the properties on both sides of the street at the dead end. A portion of a water line appears to be located in the area to be closed.

Per Stillwater City Code Section 23.60, the City Council must set a date for the consideration of a closing request. The fixed date must be a minimum of 30-days in advance in order for the proper notification to be met. The first regularly scheduled Council meeting following the 30-day period is April 17, 2017.

It is recommended that the Council set April 17, 2017 as the public hearing date for the requested closing. If approved, a public hearing will be placed on the Council's agenda and a draft ordinance will be prepared for the requested closing.