



## MEMORANDUM

DATE: 9/19/2016  
TO: Stillwater City Council  
FROM: Tom Coots, Planner I

SUBJECT: Closing of the remainder of an alley adjacent to properties addressed as 801, 807, and 809 W 4<sup>th</sup> Ave; 406, 410, and 416 S Ramsey St; and 411 S Washington

Staff received a request to close the remainder of an alley adjacent to properties addressed as 801, 807, and 809 W 4<sup>th</sup> Ave; 406, 410, and 416 S Ramsey St; and 411 S Washington. The western portion of the alley was closed many years ago. The remaining portion of the alley is unimproved and does not function as an alley. The applicant is preparing to redevelop multiple properties.

Per Stillwater City Code Section 27-8, 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 required notice is November 7, 2016.

It is recommended that the Council set November 7, 2016 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.