



MEMORANDUM

DATE: October 2, 2017

TO: Stillwater City Council

FROM: Tom Coots, Planner I

SUBJECT: Closing of a portion of a utility easement at property addressed as 1824 W University Ave.

Staff received a request to close a portion of a utility easement at property addressed as 1824 W University Ave in order to remove the unused easement for construction of a pool and residential accessory structures. The easement does not currently have any public utilities located within it.

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 November 20, 2017.

It is recommended that the Council set November 20, 2017 as the public 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.