

# Memorandum

**To:** Alex Jaegerman, Chief Planner  
**CC:** Cheryl Leeman, City Councilor, Penny Littell, Associate Corporation Counsel, Michael Nugent, Inspection Services Manager, Jim Wendell, Development Review Coordinator  
**From:** Kevin Carroll, Code Enforcement Officer  
**Date:** 11/17/2000  
**Re:** 77 E. Kidder St (425-E-002)

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The above individual has (she says) reclaimed her portion of a vacated street (Berkshire Road). Her plan is to reconfigure the topography of this land. She will file for a minor site plan review prior to any change in topography.

Due to questions caused by the abutter on the other side of the vacated street, (425 -G-016) City Councilor Cheryl Leeman has contacted me and asked that we require a registered boundary survey be provided by the applicant prior to approval of the minor site plan review.

I have told Councilor Leeman that I would pass her request on to you and Penny Littell in the Corporation Counsels Office. Councilor Leeman has asked that she be kept informed about the progress of this application.

Thank you.