


MEMORANDUM

TO: President and Members of the Town Council

FROM: Clay Johnson, Assistant Town Manager 

MEETING

DATE: July 14, 2014

RE: **Release of Check from Escrow – Tartan Realty**

In order that they may open on schedule and allow for the “soft openings” with local community groups, Tartan Realty (Meatheads and Noodles & Co.) requested that they open prior to the installation of all their landscaping. Rather than force the property owner/contractor to take a bond out on the work, the Town requested that they submit a check in the amount of the landscaping work \$54,958. The Town will withhold a full certificate of occupancy until all the landscaping had been installed.

As of Friday, June 11, the contractor has installed all plants and will be installing the ornamental fencing on July 15. The contractor has requested that their check be released upon a favorable inspection by a building inspector. The Council must authorize any checks to be released back to a vendor.

Recommendation: Authorize the release of \$54,958 from escrow to Tartan Realty contingent upon the completion of their landscape plan and acceptance by the Community Development Department.