

ITEM # 25
DATE: 06-11-13

COUNCIL ACTION FORM

SUBJECT: ENCROACHMENT PERMIT FOR A SIGN AT 2526 LINCOLN WAY

BACKGROUND:

The tenant in the building at 2526 Lincoln Way, Bella Hair Salon, has requested an encroachment permit for a new sign which will encroach over the City sidewalk.

The proposed sign will be a blade sign that will project from the front of the building. The sign will extend not more than five feet over the sidewalk, and will not infringe upon the use of the sidewalk by the public.

The requirements of Section 22.3 of the *Municipal Code* have been met with the submittal of a hold-harmless agreement signed by the property owner and the applicant, along with a certificate of liability insurance coverage which protects the City in case of an accident. The \$25 fee for this permit has been received by the City Clerk's Office.

ALTERNATIVES:

1. Approve this sign encroachment permit request.
2. Deny this request.

MANAGER'S RECOMMENDED ACTION:

It is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby granting the encroachment permit for this sign.



APPLICATION FOR ENCROACHMENT PERMIT

An Encroachment Permit approved by the Ames City Council is required for anything of a "fixed character" which is "upon, over or under" the surface of any "street, alley or sidewalk."

Address of Encroachment: 2526 Lincoln Way, Ames

Type of Encroachment: sign
(If the encroachment is a sign, please apply for a sign permit through the Inspections Division).

Name of Applicant: Melissa Loof

Address: 3885 Young Ave. Radcliffe, 50230

Applicant's Home Phone: _____ Work or Cell Phone: 641-330-5496

Owner of Building: Scott Randall

Owner's Address: 420 South 17th St.

Owner's Home Phone: _____ Work or Cell Phone: 515-233-2580

These items must be submitted with your application prior to approval of the permit:

1. An Encroachment Permit Agreement approved as to form by the City Attorney and signed by the owner of the building where the encroachment will occur. (Obtained from the City Clerk's Office).
2. A sketch of the encroaching item (i.e., sign, canopy, awning, etc.) drawn to scale.
3. A sketch showing the placement of the encroaching item on the property.
4. An insurance certificate with comprehensive general liability coverage in an amount of not less than \$500,000 combined single limit naming the City of Ames as an additional insured on the policy. Said certificate must be accompanied with a copy of Endorsement CG 2013.
5. A fee to be determined by the City's Building Official. The fee is \$1.00 per square foot of the encroachment or a minimum of \$25.00.

Applicant's Signature: Melissa Loof

Owner's Signature (If Different): Scott Randall



Bella
Hair Salon

