

**COUNCIL ACTION FORM**

**SUBJECT: ENCROACHMENT PERMIT FOR A PROJECTING SIGN AT 2420  
LINCOLN WAY SUITE 101 (SMOKIN OAK PIZZA)**

**BACKGROUND:**

The owner of the property at 2420 Lincoln Way is seeking approval for an encroachment permit that would allow a sign to hang into the public way. The proposed sign is a projecting sign mounted to the brick above the main entrance of the building. It will project 40 inches over the sidewalk, but will not affect use of the sidewalk.

The sign permit application for the proposed sign has been reviewed by the Inspection Division and complies with all regulations regarding signage. The sign permit application is pending approval contingent on the approval of the encroachment permit.

Chapter 22.3(3) of the Ames Municipal Code requires approval of the Encroachment Permit Application by the Ames City Council before a permit can be issued. By signing the application, the Owner has agreed to hold harmless the City of Ames against any loss or liability as a result of the encroachment, to submit proof of insurance, and to pay a fee for the encroachment. The Owner also understands that this approval may be revoked at any time by the City Council. Upon receipt of proof of insurance, a payment of \$25.00, and Council approval, the Inspection Division will issue a permit for the encroachment.

**ALTERNATIVES:**

1. Approve the application allowing the applicant to erect the sign once the permit has been issued.
2. Modify the application allowing the applicant to erect the sign, with modifications, once the permit has been issued.
3. Deny the application prohibiting the applicant from placing the proposed sign over the public way.

**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.



515 Clark Avenue  
Ames, IA 50010  
515.239.5153 Phone  
515.239.5261 Fax

### ENCROACHMENT PERMIT APPLICATION/AGREEMENT

Address of Encroachment: 2420 LINCOLN WAY SUITE 101

Type of Encroachment: SIGNAGE OVERHANG

Total Square Feet of the Area to Encroach: 3.6 FEET (See attached submittal guidelines)

Applicant is:  Property Owner  Tenant  Contractor

Applicant Name: CAMPUSTOWN HOSPITALITY GROUP  
DOING BUSINESS AS SMOOKIN OAK PIZZA Phone: 641 529 0975

Mailing Address: 1401 6<sup>TH</sup> AVE S. CLEAR LAKE, IA 50428 Email: CRG@KINGLAND.COM

Property Owner Name: KINGLAND CAMPUS PROPERTIES

Phone: 641 355 1000 Mailing Address: 1401 6<sup>TH</sup> AVE S. CLEAR LAKE, IA 50428

By signing this application, the Building Owner agrees to the following conditions, upon approval:

1. The Owners do hereby indemnify and hold harmless the City of Ames, its officers and employees, against any loss or liability whatsoever made by any and all persons whomsoever, resulting from or arising out of the location and maintenance of the encroachment.
2. The Owners shall submit and maintain, through the period of the encroachment, comprehensive general liability insurance coverage in the amount of not less than \$500,000 combined single limit and a current copy of Endorsement CG 2013, naming the City of Ames and its employees and assigns, as an additional insured on the policy. The Owner will supply the City Clerk's Office annually with a current copy of the insurance and the endorsement.
3. The City Council may revoke the permit at any time.
4. This agreement shall run with the land and be binding upon the successors and assignees of the parties hereto.
5. The Owners shall notify the City Clerk at the time that the encroachment ceases to exist, or before making any modification to the encroachment.
6. The encroachment will be built and erected in the same manner as shown on the attached sketch.
7. To pay a one-time encroachment fee of \$25 or \$1 for every square foot that encroaches, whichever is larger.

Property Owner Signature [Signature] Date 02/07/17

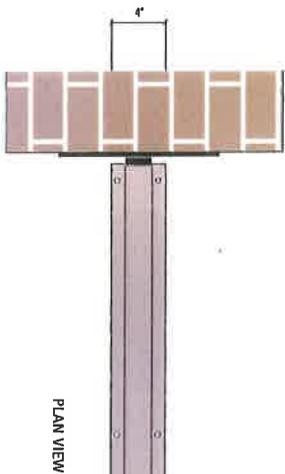
#### FOR OFFICE USE

- |   |  |
|---|--|
| <input type="checkbox"/> Fee Received             | <input type="checkbox"/> Sketch of Encroachment Received |
| <input type="checkbox"/> Insurance Received       | <input type="checkbox"/> Approved by City Council on     |
| <input type="checkbox"/> Insurance Approved by HR | Date: _____  |

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Permit No: \_\_\_\_\_

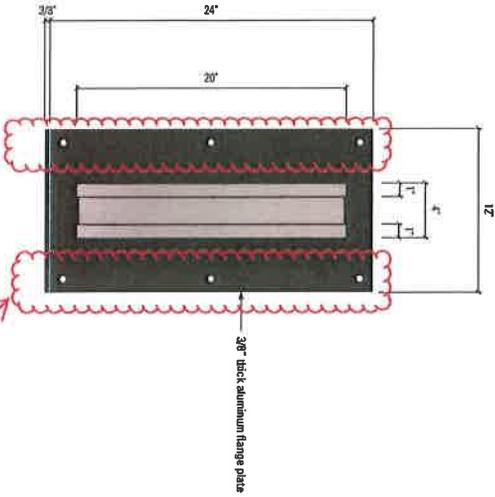


03 | SIDE B ELEVATION VIEW  
scale: 1"=3'



PLAN VIEW

Countersink fasteners around perimeter



02 | END VIEW  
scale: 1 1/2"=1'

PLEASE ADJUST ANCHOR SPACING, SEE CONNECTION DETAIL



01 | SIDE A ELEVATION VIEW  
scale: 1 1/2"=1'

Cabinet and aluminum mesh to be painted [P1] on all sides

Faces from 3/16" thick white acrylic with [V9] opaque vinyl overlay with [V1] and [V2] vinyl graphics

Reveal and flange plate to be painted [P2]

Existing awning

120 V



Drawing Notes:  
Paper template to ship with  
Flag Mount Quantity (1)

2.a WO #: 56681

1 | TEMPLATE NOTE:  
Paper template to ship with  
signage

[V1] 238-33	[P1] 40X-15
[V2] 238-015	[P2] SC-965
[V3] 228-12	[V4] Dual Film

Sign Type:	EM2
Description:	Legacy/Flag Mount
Scale:	Noted
Project:	Smokin Oak Piza
Client:	ASI love
Date:	12/17/16
By:	RMH
Revision:	Description

DESIGN STATUS:	DR
Approved:	<input type="checkbox"/>
Revised & resubmit:	DATE:

