

**COUNCIL ACTION FORM**

**SUBJECT:** ENCROACHMENT PERMIT FOR SIGN AT 2420 LINCOLN WAY  
SUITE B

**BACKGROUND:**

Cactus 2, a restaurant located at 2420 Lincoln Way, Suite B, is seeking approval for a sign attached to the building. The sign is an LED illuminated sign 18 inches by 36 inches in size.

Chapter 22.3(3) of the *Ames Municipal Code* requires approval of the Encroachment Permit Agreement by the City Council before the Permit can be issued. By signing the Agreement, the applicant and owner agree to hold harmless the City of Ames against any loss or liability as a result of the encroachment, to submit a certificate of liability insurance that protects the City in case of an accident, and to pay the fee for the Encroachment Permit. The applicant and owner also understand that this approval may be revoked at any time by the City Council.

The fee for this permit was calculated at \$25, and the full amount has been received by the City Clerk's Office along with the certificate of liability insurance.

**ALTERNATIVES:**

1. Approve the request and issue the Encroachment Permit for a sign at 2420 Lincoln Way, Suite B
2. Deny the request

**CITY MANAGER'S RECOMMENDED ACTION:**

The application is in order and the request meets the criteria for issuance of the Encroachment Permit.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.



For Office Use Only

Documents Received

Date: 2-3-21
[X] Completed Application
Certificate of Inspections 2.19
sent to PW, P&H, Building
Official on
Review by DRC needed?

ENCROACHMENT PERMIT APPLICATION

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."

Applicant is: Property Owner Tenant Contractor

Applicant Name Rene German / Cactus 2

Address of Encroachment 2420 Lincoln Way Ste B

City Ames State IA Zip Code 50010

Type of Encroachment: Sign

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

Total Square Feet of the Area to Encroach: 4.5

(See attached submittal guidelines.)

Property Owner Name Kingland Campus Properties

Mailing Address 1401 6th Ave South

City Clear Lake State IA Zip Code 50428

Daytime Phone 641-355-1000 Cell Phone

E-mail: jason.slattum@kingland.com

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

- 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).
A sketch of the encroaching item (i.e., sign, canopy, awning, etc.) drawn to scale.
A sketch showing the placement of the encroaching item on the property.
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.
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 [Signature] Date 02-18-2021

Property Owner's Signature [Signature] Date 2-18-2021

Submit your completed permit application to: renee.hall@cityofames.org
City of Ames
City Clerk's Office
PO Box 811
Ames, IA 50010

Fees
Fee Amount 25.00
Date Fee Paid 2-19-21

Insurance
[X] Received 2-3-21
Approved

Agreement
[X] Two originals prepared
[X] Signed agreements returned 2-19

CC Meeting Date 3-9
Added to agenda
CAF prepared on T Drive

Follow Up
Application approved
Agreement signed by Mayor
Letter prepared and sent to applicant
Clerk's copy of Agreement sent to Recorder
Add to FMS with insurance expiration date

Notes



# PROOF

ATTENTION! It is your responsibility to read and check this proof carefully and thoroughly. By approving this proof, you are accepting all responsibility for undetected errors. Changes made to the proof may result in delays and additional costs. If proof is not approved within 30 days, the customer may be charged for creative time. This design is the sole property of Sign Pro. Any duplication in whole or in part without the express written consent of Sign Pro is strictly prohibited.

Order Date:  
1/18/2021

Customer:  
Cactus 2

Ordered by:

Job #:  
32590

Due Date:

## JOB NOTES

"T:\C\Cactus 2\BladeSign.eps"



Qty: 1  
18"x36" Double-Faced Blade Sign  
LED Illuminated  
Cabinet & Brackets  
Black Plate & Black Cabinet  
Install



619 S. 4th Street  
Ames, Iowa 50010  
515-232-4500 • SignProAmes.com

PAGE 1/1

DESIGN: 1 Hour - CH  
PRODUCTION: \_\_\_\_\_  
INSTALL: \_\_\_\_\_  
CUSTOMER CALLED: \_\_\_\_\_