

ITEM #: 17  
DATE: 06-27-23  
DEPT: FIRE

**COUNCIL ACTION FORM**

**SUBJECT: ENCROACHMENT PERMIT FOR SIGN ON BUILDING AT 301 MAIN STREET, SUITE 106**

**BACKGROUND:**

Raygun, located at 301 Main Street, Suite 106, is seeking approval for a sign attached to the building. The proposed sign is 30" wide by 31" long. (See Attachment)

Chapter 22.3(3) of the *Ames Municipal Code* requires approval of the Encroachment Permit Agreement by the Ames 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 requested Encroachment Permit.
2. Deny the request.

**CITY MANAGER'S RECOMMENDED ACTION:**

The requested encroachment has been reviewed by staff and is in compliance with City standards. It is therefore the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.



For Office Use Only

# 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 Anthony Sinclair

Address of Encroachment 301 Main Street Suite 106

City Ames State IA Zip Code 50010

Type of Encroachment: blade sign over right of way

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

Total Square Feet of the Area to Encroach: 5.84

(See attached submittal guidelines.)

Property Owner Name 301 Main, LLC

Mailing Address P.O. Box 11611

City Ames State Iowa Zip Code 50010

Daytime Phone 515-598-7525 Cell Phone 515-509-0370

E-mail: Abigail C Miller Abigail.Miller@ceiinc.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 5-17-23

Property Owner's Signature Abigail C Miller Date 05/24/2023

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

### Documents Received

Date: 5-30-23  
 Completed Application  
 Certificate of Inspections sent to PW, P&H, Building 5-31-23  
 Official on 6-5-23  
 Review by DRC needed?

Fees  
 Fee Amount \$25  
 Date Fee Paid 6-22-23  
BY PHONE

Insurance  
 Received 5-31-23  
 Approved 6-1-23

Agreement emailed 5-31-23  
 Two originals prepared  
 Signed agreements returned

Meeting Date 6-27-23  
 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  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CERTIFICATE OF INSPECTIONS**

**New Encroachment Permit**

Please return to the City Clerk's Office by June 8<sup>th</sup>

City Council Action has been requested on June 13

Applicant Anthony Sinclair-Raygun

Phone No. 575-339-4881

Location 301 Main St. Ste 106

Type of Encroachment Sign

I HEREBY CERTIFY no rights-of-way users will be impacted at the location for which the permit will be issued.

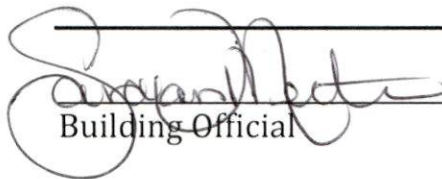
N/A       Approved       Approved with the following conditions:

  
Public Works Department

6/2/23  
Date

I HEREBY CERTIFY that the requested encroachment permit has been reviewed and the location for which the permit will be issued conforms with all zoning regulations of the City of Ames.

N/A       Approved       Approved with the following conditions:

  
Building Official

6/2/23  
Date

Review by DRC Needed?

# Blade Sign Mockup

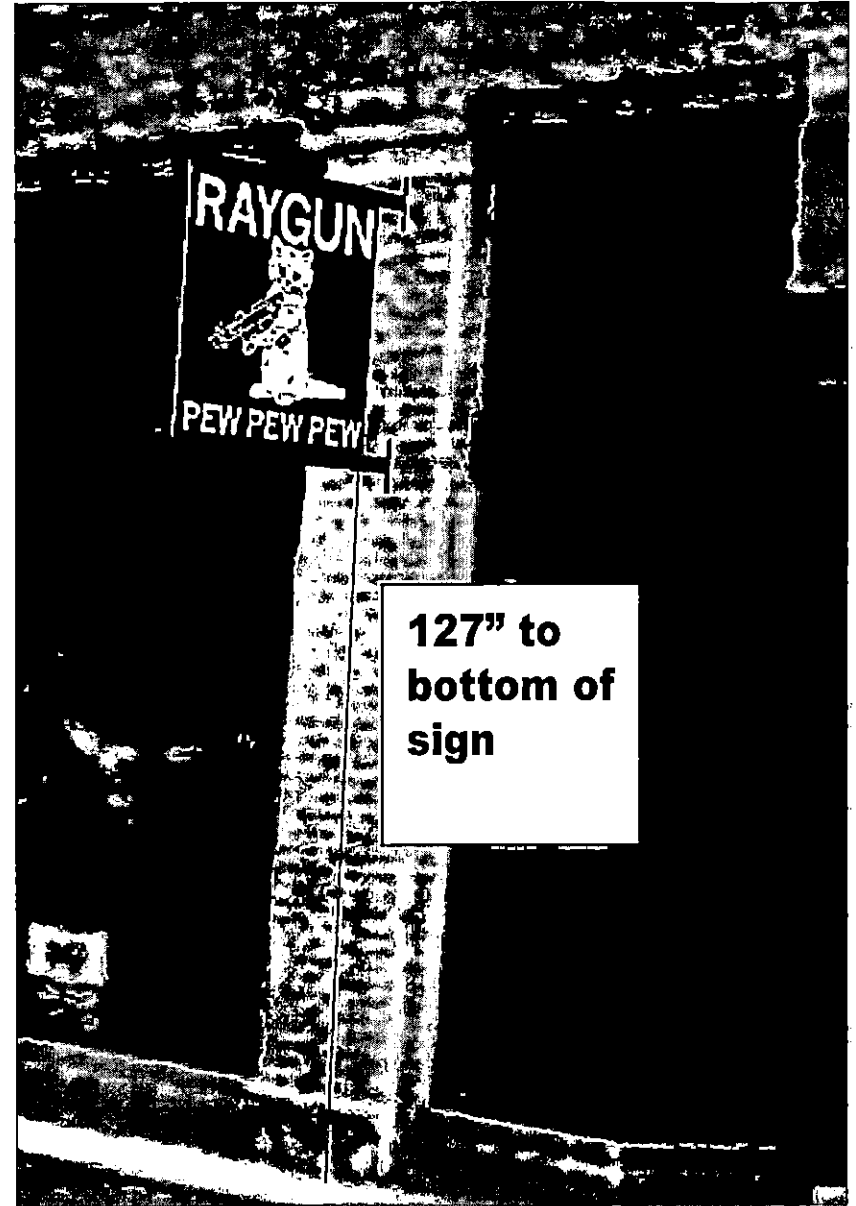
301 Main Street Suite 106 Ames, IA 50010  
Double-sided sign-6mm dibond sign panel  
slid into metal brackets-Qty. 1

30"



31"

27"  
sign



127" to  
bottom of  
sign



501 SE 5th St. Suite 1  
Des Moines, IA 50309  
515-285-0028  
sinclairgraphics.com

NAME: Raygun Ames

SKETCH #: 2 LOCATION: Ames, IA

APPROVAL:

DATE: 05.26.23

SCALE:

PRINTER NOTES:

Profile: Avery

Substrate: Avery Cast vinyl with laminate  
Color Match & PMS:

DESIGNER: A. Sinclair

THIS IS A CONCEPTUAL  
DRAWING. FINAL PRODUCT  
MAY VARY. THIS ARTWORK  
IS PROPERTY OF  
Sinclair Graphics AND  
MAY NOT BE REPRODUCED