

ITEM #: 13
DATE: 08-08-23
DEPT: ADMIN

COUNCIL ACTION FORM

SUBJECT: ENCROACHMENT PERMIT FOR SIGN OUTSIDE BUILDING AT 2700 GRAHAM STREET, NEIGHBORS HEATING AND COOLING

BACKGROUND:

The tenant in the building at 2700 Graham Street, Neighbors Heating & Cooling, is seeking approval for a sign outside the building that is 84 inches high and 44 inches wide. An Encroachment Permit is necessary to allow this sign to be installed over the right-of-way.

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 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 for an encroachment permit.
2. Deny the request for an encroachment permit.

CITY MANAGER'S RECOMMENDED ACTION:

The application meets the criteria for the approval of an Encroachment Permit, and the required fee and insurance have been received by the City Clerk's Office. It is therefore, the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.



For Office Use Only

Documents Received

Date: 7-18-23

Completed Application
~~and~~ Certificate of Inspections
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 Valerie Miller Neighbors Heating + Cooling

Address of Encroachment 2700 Graham St

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: _____
(See attached submittal guidelines.)

Property Owner Name Valerie Miller

Mailing Address 2700 Graham St

City Ames State IA Zip Code 50010

Daytime Phone 515-232-7777 Cell Phone _____

E-mail: V.Miller@neighborscomfort.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 _____ Date 7-24-23

Property Owner's Signature _____ Date 7-24-23

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

Fees

Fee Amount \$ 25

Date Fee Paid _____
requested 8-3-23

Insurance
 Received 7-28
 Approved 7-31

Agreement
mailed 7-28
Two originals prepared
8-2-23 signed agreements returned

CC Meeting Date 8-8
 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 8.3.23

City Council Action has been requested on 8.8.23

Applicant Neighbors Heating & Cooling

Phone No. 515.232.7777

Location 2700 Graham St

Type of Encroachment Sign

I HEREBY CERTIFY that 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:

Juan Moore 8-4-23
Planning Department Date

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:

The city can remove the sign at any time without any costs to the City.
[Signature] 8/3/23
Public Works Department Date

I HEREBY CERTIFY that the requested encroachment permit has been reviewed.

N/A Approved Approved with the following conditions:

Sign permit approval required
[Signature] 8/11/23
Building Official Date

Review by DRC Needed?



Option B:

3 sided sign



▶ Neighbors Heating & Cooling

▶ Front Entrance Sign

4/14/21

Michelle Sylvia
515.232.7777 (x3)
msylvia@neighborscomfort.com

Owner: _____

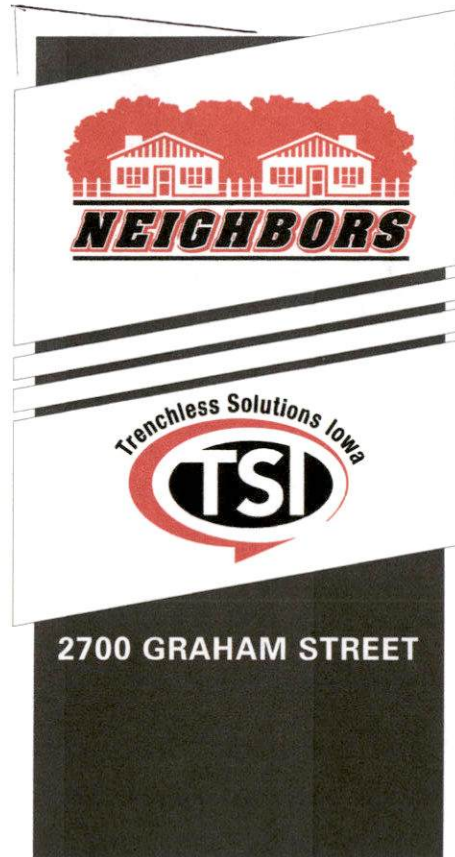
Design/Prepared by: Alyssa Hegland

Approved by _____





Option B:
3 sided sign



84" tall x 44" wide

Neighbors Heating & Cooling

► Front Entrance Sign

7/14/23

Michelle Sylvia
515.232.7777 (x3)
msylvia@neighborscomfort.com

Design/Prepared by: Alyssa Hegland

Approved by

