

**COUNCIL ACTION FORM**

**SUBJECT: ENCROACHMENT PERMIT FOR A SIGN AT 2320 LINCOLN WAY**

**BACKGROUND:**

West Street Café, tenant in the building at 2320 Lincoln Way, has requested an encroachment permit to allow a new sign to encroach over the City right-of-way.

The proposed sign is 30 square feet, and approximately half of the sign will hang over the City sidewalk. The encroachment should not impair pedestrian movement or the operation of the road way.

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, and a certificate of liability insurance coverage which protects the City in case of an accident. The fee for this permit was calculated at \$25, and the full amount has been received by the City Clerk's Office.

**ALTERNATIVES:**

1. Approve the request.
2. Deny the 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.