

**COUNCIL ACTION FORM**

**SUBJECT: ENCROACHMENT PERMIT FOR SIGN AT 303 KELLOGG AVENUE**

**BACKGROUND:**

The tenant in the building at 303 Kellogg Avenue, Vinyl Café, has requested an encroachment permit for a new sign which will encroach over the City sidewalk.

The proposed sign will be a two-faced projecting sign that is 36" in diameter and looks like a record album. The sign will extend not more than five feet over the sidewalk, and will not infringe upon the use of the sidewalk by the public.

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 encroachment request from Vinyl Café.
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 approving the encroachment permit for this sign.