

ITEM # 12  
DATE: 7-9-19

## COUNCIL ACTION FORM

**SUBJECT: ENCROACHMENT PERMIT FOR A SIGN AT 212 HAYWARD AVENUE**

### **BACKGROUND:**

EZ Properties is seeking approval for an encroachment permit that would allow a wall sign to hang in the public right-of-way at 212 Hayward Avenue. The proposed sign will be on the west façade of the building. The total encroachment will be approximately 3.297 square feet over the sidewalk, but will not affect use of the sidewalk.

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 owner and tenant 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 which protects the City in case of an accident, and to pay the fee for the encroachment permit. The owner and tenant 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.
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 the sign.



### APPLICATION FOR ENCROACHMENT PERMIT

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."

Address of Encroachment: 212 Hayward Ave.

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.)

Applicant is:     Property Owner                       Tenant                       Contractor

Name of Applicant: Eric Crawford                      Phone: 515-292-7446

Mailing Address: 3615 Lincoln Way                      Email: 2081@fastsigns.com

Property Owner's Name: Jon Engelman                      Phone: 515-357-0019

Mailing Address: 212 Hayward Ave.                      Email: eproertymanagement@gmail.com

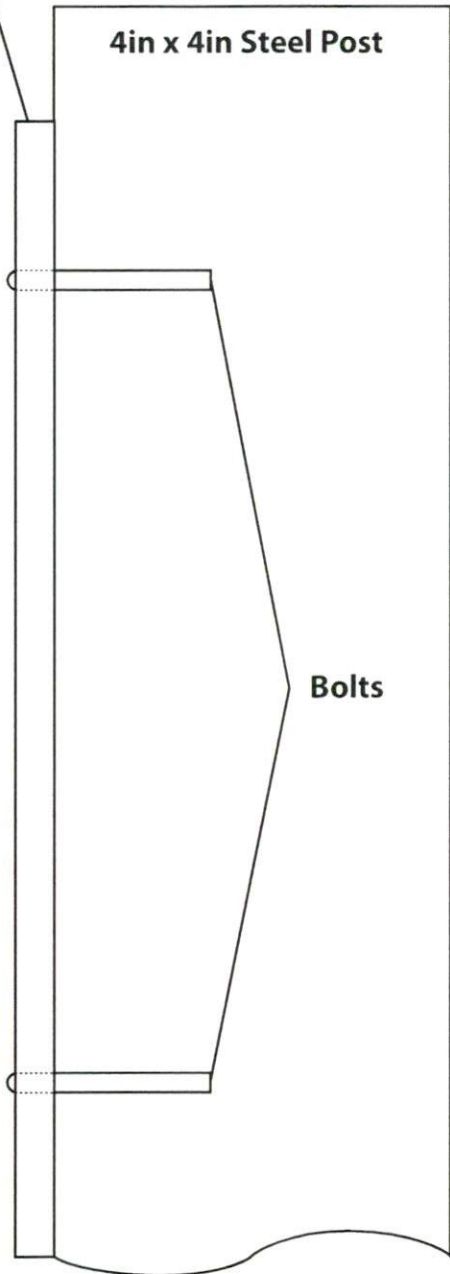
These items must be submitted with your application prior to approval of the permit:

1. 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).
2. A sketch of the encroaching item (i.e., sign, canopy, awning, etc.) drawn to scale.
3. A sketch showing the placement of the encroaching item on the property.
4. 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.
5. 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: Eric Crawford                      Date 5/6/2019

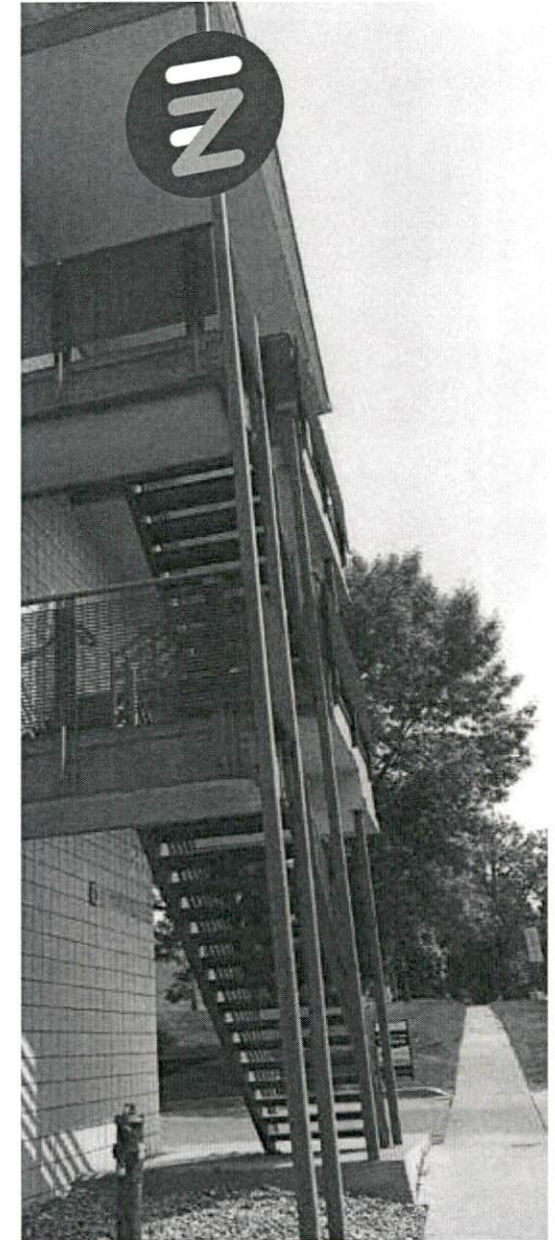
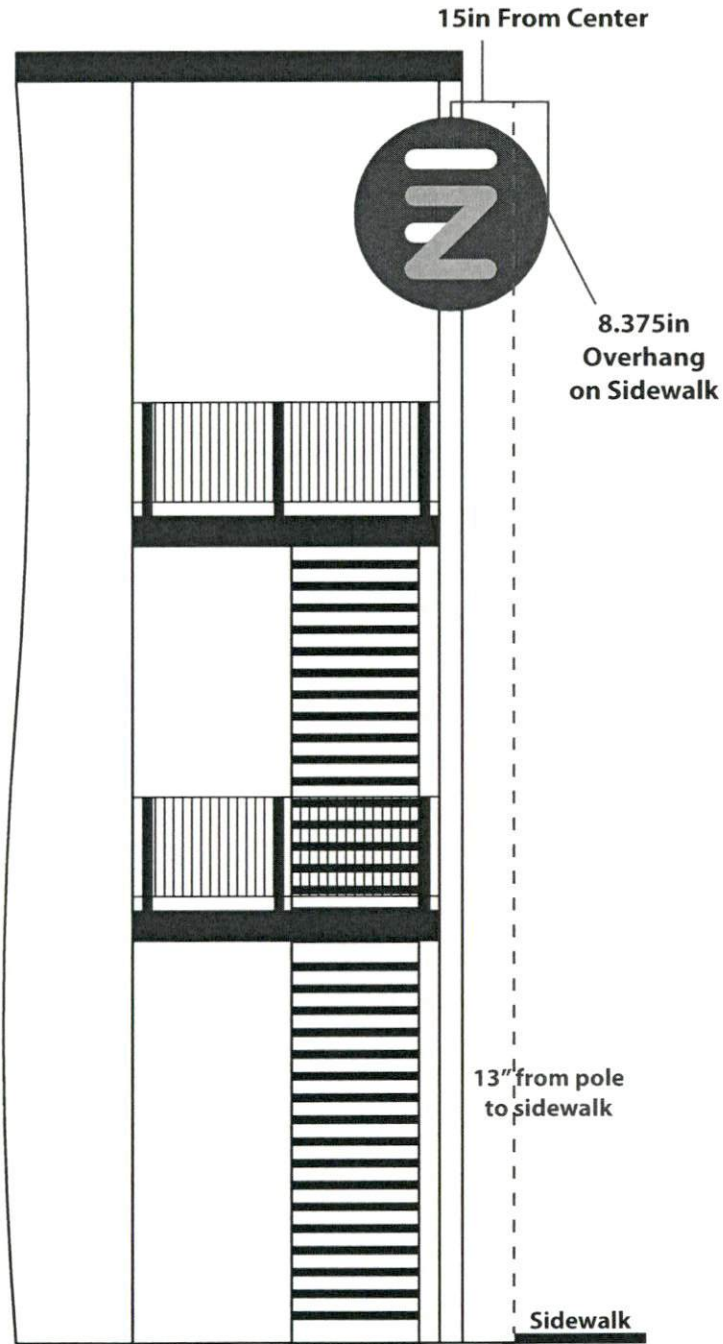
Property Owner's Signature (If different): John Engelman                      Date 6/3/2019

10mil Alamacorr Board



**WEST Elevation  
Cutaway Detail**

# SOUTH Elevation Rendering



**TOTAL OVERHANG ON PUBLIC SIDEWALK: 8.375in x .3937in**  
**TOTAL SQ FT OF OVERHANG: 3.297ft**