

COUNCIL ACTION FORM

SUBJECT: ENCROACHMENT PERMIT FOR A SIGN AT 316 MAIN STREET

BACKGROUND:

The tenant in the building at 316 Main Street, Sweet Carolines, is seeking approval for an encroachment permit that would allow a sign and six lights to hang into the public way. The proposed sign is a projecting sign mounted to the north façade of the building along with six light fixtures. They will extend approximately 32 inches over the sidewalk, but not affect use of the sidewalk.

The sign permit application for the proposed sign has been reviewed by the Inspections Division and complies with all regulations regarding signage. The sign permit application is pending approval contingent on the approval of the encroachment permit.

Chapter 22.3(3) of the Ames Municipal Code requires approval of the Encroachment Permit Application 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 is 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 applicant has complied with all requirements for the encroachment permit.

It is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.



For Office Use Only

Documents Received

Date: 9-15-21
X Completed Application
X Certificate of Inspections 9-15
sent to PW, P&H, Building
Official on
Review by DRC needed?

Fees
Fee Amount \$25
Date Fee Paid

Insurance
X Received 9-15-21
X Approved 9-15-21

Agreement
X Two originals prepared 9-17
Signed agreements returned

Meeting Date 9-28-21
X Added to agenda
X 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
Sent to Joe 9-17-21

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 Joe Romare

Address of Encroachment 316 Main Street

City Ames State Iowa Zip Code 50010

Type of Encroachment: Sign & Lights (6)

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

Total Square Feet of the Area to Encroach: 32 SF

(See attached submittal guidelines.)

Property Owner Name For The Kids V

Mailing Address 2115 SW White Birch Drive

City Ankeny State Iowa Zip Code 50023

Daytime Phone Cell Phone 515-250-6928

E-mail: joe@whiskeyriveronmain.com

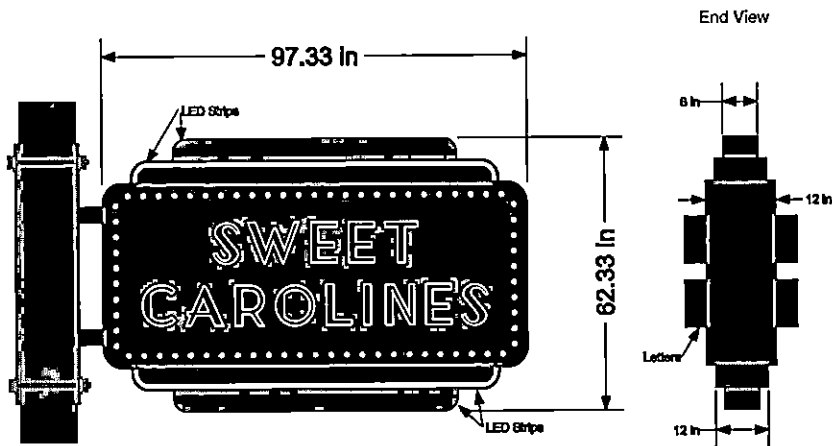
These items must be submitted with your application prior to approval of the permit:

- 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 9-17-21

Property Owner's Signature Date 9-17-21

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



97.33" x 62.33" Projecting Lighted Cabinet Sign (2 Sided)

11" tall channel letters "SWEET CAROLINES"
 Interior lit channel letters. Black returns and faces. No Halo.
 White Acrylic push thru on letter faces for white line appearance during day
 and light up white at night for neon appearance.

Marker lights near edge of main sign panel around channel letters
 Red & White LED strips around edge of secondary areas

Structure of square tubing inside sign and welded to plate for mounting
 to building structure. Exact measurements on existing structure TBD.



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PERMIT DRAWINGS

CERTIFICATE OF INSPECTIONS
New Encroachment Permit

Please return to the City Clerk's Office by Sept 23rd
City Council Action has been requested on Sept 28, 2021
Applicant Joe Romane / Sweet Caroline's
Phone No. 515-250-6928
Location 316 Main 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:

[Signature] _____ 9-16-21 _____
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:

[Signature] _____ 9/16/21 _____
Public Works Department Date

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

N/A Approved Approved with the following conditions:

[Signature] _____ 9/16/21 _____
Building Official Date

Review by DRC Needed?