

ITEM # 5
DATE January 25, 2022

COUNCIL ACTION FORM

SUBJECT: ENCROACHMENT PERMIT FOR SIGN ON BUILDING AT 400 MAIN STREET

BACKGROUND:

English Bulldog Cigar Lounge, LLC is seeking approval for a sign attached to the building that is 3.3 feet wide.

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 applicant and owner 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 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.

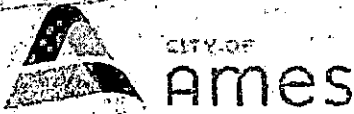
ALTERNATIVES:

1. Approve the request.
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.

COUNCIL ACTION:



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, ^{cut} or sidewalk." 1-18-22

Applicant is: Property Owner Tenant Contractor

Applicant Name Signarama Ankeny

Address of Encroachment 400 Main Street

City Ankeny State IA Zip Code 50021

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: 6
(See attached submittal guidelines.)

Property Owner Name Randy Pyle

Mailing Address PO Box 247

City Ames State IA Zip Code 50010

Daytime Phone _____ Cell Phone 808-375-5035

E-mail: rrdpyle@icloud.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 [Signature] Date 1/12/2022

Property Owner's Signature [Signature] Date 1/12/2022

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

For Office Use Only

Documents Received

Date: 1-17-22
 Completed Application
 Certificate of Inspections sent to PW, P&H, Building Official on _____
 Review by DRC needed?

Fees
 Fee Amount \$25
 Date Fee Paid 1-19-22

Insurance
 Received 1-17-22
 Approved 1-18-22

Agreement
 Two originals prepared
 Signed agreements returned

CC Meeting Date 1-25-22
 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
I let Kathy know its on 1-25-22 agenda.

