

ITEM #: 12  
DATE: 12-10-24  
DEPT: ADMIN

**COUNCIL ACTION FORM**

**SUBJECT: ENCROACHMENT PERMIT FOR SIGN OUTSIDE BUILDING AT 301 MAIN STREET**

**BACKGROUND:**

The tenant in the building at 301 Main Street, Piece & Freedom Bakery, is seeking approval for a sign outside the building that is 28 inches high and 28 inches wide. An Encroachment Permit is necessary to allow this sign to be installed over the right-of-way.

Chapter 22.3(3) of the Ames Municipal Code requires approval of the Encroachment Permit Agreement by the City Council before the permit can be issued. By signing the Agreement, the applicant and owner agree to hold harmless the City 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 request for an encroachment permit
2. Deny the request for an encroachment permit

**CITY MANAGER'S RECOMMENDED ACTION:**

The application meets the criteria for the approval of an Encroachment Permit, and the required fee and insurance have been received by the City Clerk's Office. It is therefore the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.

**ATTACHMENT(S):**

[Sign Drawing.pdf](#)

[Signage Dimensions.pdf](#)

[Certificate of Inspection.pdf](#)