

COUNCIL ACTION FORM

SUBJECT: ENCROACHMENT PERMIT FOR SIGN ON BUILDING AT 118 KELLOGG

BACKGROUND:

Three Sisters Knife Co., located at 118 Kellogg Avenue, is seeking approval for a sign attached to the building that will encroach into the right-of-way. The proposed sign is three feet by ten feet in size.

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.

CITY MANAGER'S RECOMMENDED ACTION:

The proposed sign has been reviewed by City staff and appears to be in order. The appropriate fee and insurance information has been received. **Therefore, 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: 5-26-21
[X] Completed Application
Certificate of Inspections sent to PW, P&H, Building 5-26
Official on
Review by DRC needed?

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."

dana256@gmail.com

Applicant is: [] Property Owner [X] Tenant [] Contractor

Applicant Name: Dana Zimmerman
Address of Encroachment: 118 Kellogg
City: Ames State: IA Zip Code: 50010

Fees
Fee Amount: \$25
Date Fee Paid:

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:

Insurance
Received
Approved

Property Owner Name: Brad Lewis / SALACH, LLC
Mailing Address: 7575 NE 56th St
City: Boudant State: Iowa Zip Code: 50035
Daytime Phone: Cell Phone: 515-669-3138
E-mail: homeboy@netius.net

Agreement 5-13
[X] Two originals prepared
Signed agreements returned

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

CC Meeting Date: June 8
[X] Added to agenda 6-8
CAF prepared on T Drive

- [X] 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).
[X] A sketch of the encroaching item (i.e., sign, canopy, awning, etc.) drawn to scale.
[X] A sketch showing the placement of the encroaching item on the property.
[X] 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.

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

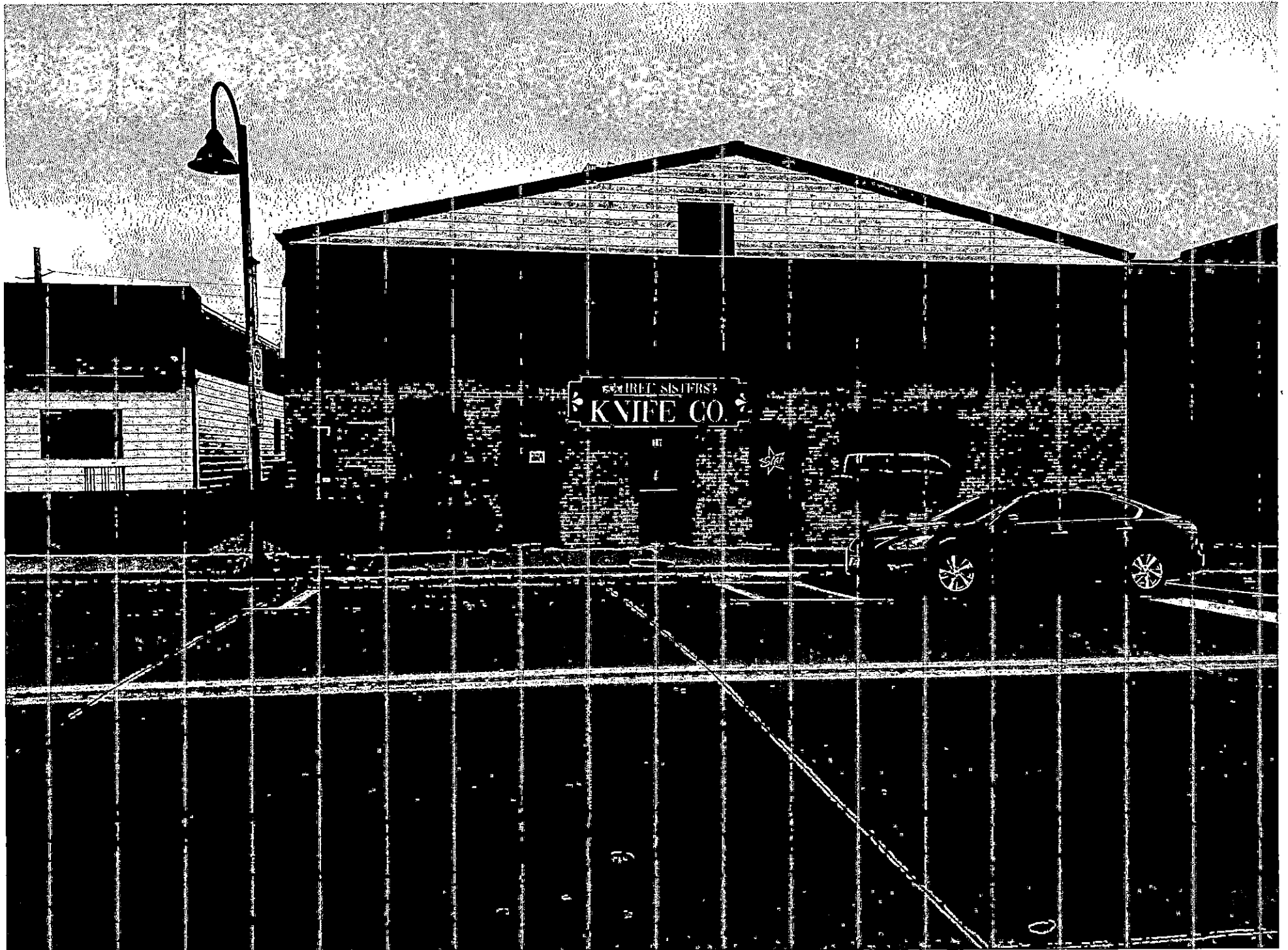
Applicant's Signature: Dana Zimmerman Date: 5/25/21
Property Owner's Signature: Brad Lewis Date: 5/25/21

Notes

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

Building is 50' Wide

Sign is 3' x 10'



**CERTIFICATE OF INSPECTIONS
New Encroachment Permit**

Please return to the City Clerk's Office by June 4, 2021

City Council Action has been requested on June 8, 2021

Applicant Dana Zimmerman – Three Sisters Knife Co

Phone No

Location 118 Kellogg Ames, IA

Type of Encroachment 3X10 Sign – Three Sisters Knife Co

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:



Planning Department

6/4/2021

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:



Public Works Department

6/4/2021

Date

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

N/A Approved Approved with the following conditions:



Building Official

5/27/21

Date

Review by DRC Needed?