

ITEM # 14
DATE 01/24/23
DEPT: Adm

COUNCIL ACTION FORM

SUBJECT: ENCROACHMENT PERMIT FOR SIGN ON BUILDING AT 301 MAIN STREET, SUITE 105

BACKGROUND:

The tenant in the building at 301 Main Street, Suite 105, Life Distilled LLC, is seeking approval for a sign outside the building that is 14 inches high by 40 inches wide.

The sign will require an Encroachment Permit since it extends over City right of way. 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 requested Encroachment Permit
2. Deny the request for an Encroachment Permit

CITY MANAGER'S RECOMMENDED ACTION:

The application and encroachment permit agreement have been reviewed by City staff and meet the requirements to issue a permit. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby granting the Encroachment Permit for the sign.



For Office Use Only

Documents Received

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

Fees
Fee Amount _____
Date Fee Paid _____

Insurance
___ Received _____
___ Approved _____

Agreement
___ Two originals prepared
___ Signed agreements returned

CC Meeting Date _____
___ 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

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 Jennifer Pollard

Address of Encroachment 301 Main Street, Suite 105

City Ames State Iowa Zip Code 50010

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: 0

(See attached submittal guidelines.)

Property Owner Name 301 Main, LLC

Mailing Address PO Box 1611

City Ames State IA Zip Code 50010-1611

Daytime Phone 515.598.7525 Cell Phone 515.509.0370

E-mail: Abigail.Miller@oeiinc.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 Jennifer A R Pollard Date 11/9/2022

Property Owner's Signature [Signature] Date 11/11/2022

Submit your completed permit application to: rknutser@city.ames.ia.us
City of Ames
City Clerk's Office
PO Box 811
Ames, IA 50010



LIFE DISTILLED
A MODERN DAY APOTHECARY

OPEN

LIFE DISTILLED
A MODERN DAY APOTHECARY

DOWN
TOWN
MILWAUKEE

PROOF

ATTENTION! It is your responsibility to read and check this proof carefully and thoroughly. By approving this proof, you are accepting all responsibility for undetected errors. Changes made to the proof may result in delays and additional costs. If proof is not approved within 30 days, the customer may be charged for creative time. This design is the sole property of Sign Pro. Any duplication in whole or in part without the express written consent of Sign Pro is strictly prohibited.

Order Date:
8/8/2022

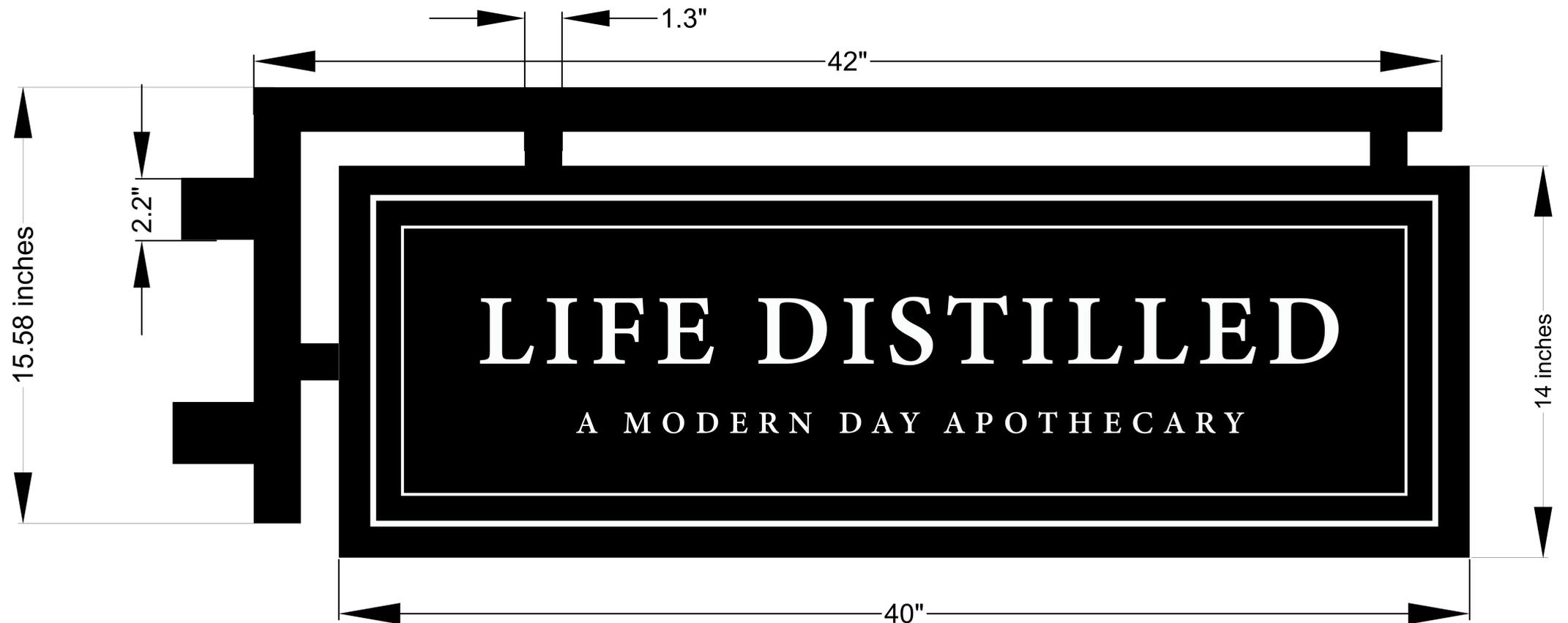
Customer:
Life Distilled

Ordered by:
Jenny

Job #:
37645

Due Date:

JOB NOTES



Qty:1 (Two 1 Sided Signs)
14"h x 40"w Blade Sign
White Hp Vinyl Applied to Black sign frame
Attached By Fabricated Metal Bracket
Installed



619 S. 4th Street
Ames, Iowa 50010
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DESIGN: 15 Min - TH
PRODUCTION:
INSTALL:
CUSTOMER CALLED: