COUNCIL ACTION FORM

SUBJECT: ENCROACHMENT PERMIT FOR A SIGN AT 108 HAYWARD AVENUE

BACKGROUND:

Joy’s Mongolian Grill is seeking approval for an encroachment permit that would allow a wall sign to hang in the public right-of-way at 108 Hayward Avenue. The proposed wall sign will be on the west façade of the building. The total encroachment will be approximately 4.5 square feet over the sidewalk, but will not affect use of the sidewalk.

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 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 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.
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."
515-239-7412

Applicant is:  ☐ Property Owner  ☐ Tenant  ☐ Contractor

Applicant Name: Joy's Mongolian Grill
Address of Encroachment: 108 Hayward Ave
City: Ames  State: IA  Zip Code: 50014

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: 4.5
(See attached submittal guidelines.)

Property Owner Name: Randall Inc
Mailing Address: 420 S. 17th St
City: Ames  State: IA  Zip Code: 50010
Daytime Phone:  515-233-2580  Cell Phone:
E-mail:  Patti@randallcorp.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: 10/31/19
Property Owner's Signature: [Signature]  Date: 11/29/2019

For Office Use Only
Documents Received
Date: 10/30/2019
☐ Completed Application
☐ Certificate of Inspections sent to PW, P&H, Building Official on 10/31/19
☐ Review by DRC needed?

Fees
Fee Amount: $25.00
Date Fee Paid: 11/20/2019

Insurance
☐ Received 10/30/2019
☐ Approved 11/31/2019

Agreement
☐ Two originals prepared
☐ Signed agreements returned

CC Meeting Date: 11/20/19
☐ Added to agenda
☐ CAF prepared on 1 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

Submit your completed permit application to: rkutner@city.ames.ia.us
City of Ames
City Clerk's Office
PO Box 811
Ames, IA 50010
Company Name: Joy's Mongolian Grill

Contact name: Joy
Phone number: 515-239-7412
Email: an.famiiy.zhou.9@gmail.com
Additional info:

Design/Prepared by: [Signature]

The design is property of First Class SIGNS and is not to be reproduced or copied without the express written consent of First Class SIGNS.

4/25/2018

Project

Lessor's Signature: [Signature]

18"x36"
Area = 45 sq ft.

- 18" x 36" sign
- 2 sided
- "Flag" mount
- Non-glazed