

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.



aa.family.zhao@gmail.com

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."

Joy
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 9/11/19

Property Owner's Signature [Signature] Date 10/29/2019

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

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 10/31/2019

Agreement

Two originals prepared
 Signed agreements returned

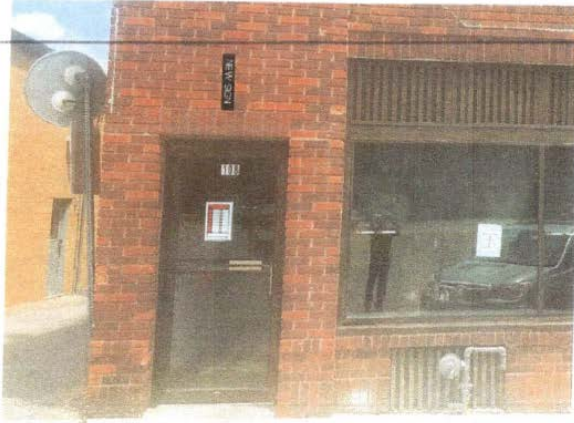
CC Meeting Date 11/26/19

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



- 18" x 36" sign
- 2 sided
- "flag" mount
- non-illuminated

18" x 36"

Area = 4.5 sq. ft.

Company Name: Joy's Mongolian Grill

► Project

4/25/2018

Contact name: Joy
Phone number: 515-239-7412
Email: ah.family.zhau@gmail.com
Additional info:

Landlord's Signature:

Design/Prepared by:

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