Memorandum
Public Works Department

To: City Manager
Subject: Precast Concrete Steps on Alley Right of Way behind 219 18th Street
Date: August 1, 2016
Number: 2016-153

Mr. Jon Keim, owner of Huckleberry's Pizza has submitted a request to install a precast concrete stoop within the Alley Right of Way (ROW) behind 219 18th Street. The steps would be located on the east side of the building and are intended to provide alley access to the business and loft home. The stoop is to be a 3-step unit with landing and an attached metal railing (see attached).

Vehicular traffic along the alley should not be affected by the presence of the steps within the ROW as the stoop would be within the shadow of existing structures and refuse dumpsters that service the buildings along this block.

Existing utilities (sanitary sewer) are located within 5-feet of the proposed location of the steps and should not be adversely impacted due to the presence of the steps within the alley ROW.

If the City grants permission to install the stoop at this location, the property owner would be required to provide the following:
1. Proof of insurance with the city listed as additional insured to hold the City harmless for any liability due to the presence of the steps within the ROW. Mr. Keim has already submitted a copy of the property's insurance certificate with the City listed as additional insured.
2. Provide a recordable agreement with the City to maintain the steps and to recognize that the City will not replace the steps if it is necessary to remove them in order to maintain any existing or future utilities.

Recommendation

It is recommended that City Council allow Mr. Keim to install the steps within the alley Right of Way at the above referenced address as long as he provides proof of insurance and a recordable agreement.

Submitted by: Randall D. Tweet, Public Works Director
Michael J. Kane, P.E., City Engineer

Approved by: Thomas Thomas, City Manager
July 27th, 2016

To Rock Island City Council members,

My name is Jon Keim owner of Huckleberry’s Pizza, property owner, downtown resident and on behalf of Prossimo Holdings LLC property owner of 219 18th Street Rock Island. I am requesting a use of Public Right-Of-Way. We are asking for the permission to place a pre-cast concrete step on the east side of building in alley for entering and exiting purpose for our business and our loft home. This 3-step unit to the landing will have a metal railing attached. Please see attached drawing for design and size specifications. We have secured the stated proof of requirements and attached letters also.

Sincerely, Jon

Jon D. Keim
President,
The Original Huckleberry’s
Great Pizza & Calzones, Inc.
223 18th street
Rock Island, IL 61201
309.230.8199
# USE OF PUBLIC RIGHT-OF-WAY PERMIT APPLICATION

City of Rock Island Planning Office  
City Hall, 1528 3rd Avenue  
Rock Island, Illinois 61201  
Phone: (309) 732-2900 Fax: (309) 732-2930  
Email: planning@rigov.org

## BUSINESS OWNER / APPLICANT / AGENT INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Jon Keim</th>
<th>Phone:</th>
<th>309 230 8199</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Business Establishment:</td>
<td>The Original Huckleberry's Great Pizza &amp; Calzones, Inc.</td>
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<tr>
<td>Address:</td>
<td>223-18th Street R.I. IL 61201</td>
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<tr>
<td>Email:</td>
<td>jonejonkeim.com</td>
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## PROPERTY OWNER INFORMATION

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<thead>
<tr>
<th>Name:</th>
<th>Jon Keim</th>
<th>Phone:</th>
<th>309 230 8199</th>
</tr>
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<tbody>
<tr>
<td>Company Name (if applicable):</td>
<td>Prossimo Holdings, LLC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>223-18th Street Rock Island IL 61201</td>
<td></td>
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<tr>
<td>Email:</td>
<td>jonejonkeim.com</td>
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If different from applicant, please attach notarized letter of authorization.

## SUBMITTAL REQUIREMENTS:

- Letter addressed to the City Council describing proposed use, including the description of object(s)/planting(s) proposed, days/hours of operation.
- Notarized authorization of the owner of the property owner allowing submittal of application.
- Drawing or sketch with dimensions, depicting the location of the object(s) or planting(s) proposed to be placed in the public ROW, no larger than 11" x 17" in size.
- NOTE: Any object(s) or planting(s) shall not impede the free passage of pedestrians or vehicular traffic. A minimum of five feet (5') of clear, unobstructed sidewalk width shall be maintained to provide for sufficient pedestrian passage. Proof of comprehensive liability coverage against personal injury and property damage in the amount of $1,000,000. A Certificate of Insurance naming the City of Rock Island as an individual insured and requiring that the City be notified 30 days prior to any termination or decrease of coverage.

### Applicant's Signature: 

**Date:** 07/25/2016

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### FOR OFFICE USE ONLY-TO BE COMPLETED BY PUBLIC WORKS DIRECTOR

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<tr>
<th>CED Department</th>
<th>Police Department</th>
<th>Fire Department</th>
<th>Planning Office</th>
<th>Insurance</th>
<th>City Council</th>
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<td>☑ Yes</td>
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<th>Public Works Director approval:</th>
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<td>[Signature]</td>
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MEMORANDUM OF ACTION
OF THE SOLE MEMBER OF
PROSSIMO HOLDINGS, LLC

Jon D. Keim, being the sole Member of PROSSIMO HOLDINGS, LLC, an Illinois limited liability company, does hereby adopt the following resolutions by consent and without a meeting and waive all notice:

RESOLVED that JON D. KEIM, on behalf of the Prossimo Holdings, LLC, shall have the authority to execute all documents and take all actions necessary on behalf of said Company that are necessary or expedient to apply for the use of the public right of way in Rock Island, Illinois adjacent to 219 18th St., Rock Island, Illinois.


[Signature]
Jon D. Keim, Sole Member

Subscribed and sworn to before me this ___ day of ______, 2016.

[Signature]
Notary Public

[Seal]
UNIT STEP COMPANY, INC.
1515 CHANNAHON RD. (RT. 6)
JOLIET, ILLINOIS 60436
(815) 744-1293 • FAX (815) 744-1264

7-27-16

Jon Keim:

Drawing of Step

213/4"
48"
60"
81"

CONCRETE & IRON PRODUCTS • ONE YARD U-HAUL CONCRETE
# Certificate of Liability Insurance

**This Certificate is Issued as a Matter of Information Only and Confers No Rights Upon the Certificate Holder. This Certificate Does Not Affirmatively or Negatively Amend, Extend or Alter the Coverage Afforded by the Policies Below. This Certificate of Insurance Does Not Constitute a Contract Between the Issuing Insurer(s), Authorized Representative or Producer, and the Certificate Holder.**

**Important:** If the certificate holder is an additional insured, the policy(ies) must be endorsed. If subrogation is waived, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**Producer:**
Maynard M. Ellison Agency
4106 48th Street Place
Moline, IL 61265

Douglas K. Garrison

**Insured:**
The Original Huckleberry’s
Great Pizza & Calzones, Inc.
219-223 18th Street
Rock Island, IL 61201

**Insurer A:** Illinois Casualty Company

**Insurer B:** Employers Insurance Company

**Coverages**

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**Description of Operations / Locations / Vehicles:** (Attach ACORD 104, Additional Risk Schedule, if more space is required)
The City of Rock Island is included as an additional insured on the liability coverage regarding the Insured's house and porch situated located on the city right of way at the rear entrance to the building at 219-223 18th Street, Rock Island, IL 61201.

**Certificate Holder:**
City Of Rock Island
Planning Department
1328 3rd Avenue
Rock Island, IL 61201

**Cancellation:**
Rock-00

**Authorized Representative:**

Signature: [Signature]

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