

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

_____ Resolution or Ordinance (Blue) _____ *Waiver of First Requested*
_____ Recommendations of Boards, Commissions & Committees (Green)
 X Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Timothy Sexton, Acting Village Manager

DATE: November 6, 2013 (B of T) DATE: November 21, 2013

TITLE: LTC Passport Program Event Signage

SUBMITTED BY: Carl Goldsmith, Director of Public Works *CG*

BACKGROUND/POLICY IMPLICATIONS:

The Department of Public Works recommends the approval of a request from the Lombard Town Centre to place temporary banners on Village owned properties for the promotion of their Passport Program from November 22, 2013 through December 31, 2013.

FISCAL IMPACT/FUNDING SOURCE


Review (as necessary):

Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X _____ Date _____

NOTE: Materials must be submitted to / approved by the Village Manager's Office by 12:00 pm, Wednesday, prior to the Agenda Distribution.



November 6, 2013

TO: Village President and Board of Trustees
THROUGH: Timothy Sexton, Acting Village Manager
FROM: Carl Goldsmith, Director of Public Works 
SUBJECT: Lombard Town Centre Event Signage

BACKGROUND

The Lombard Town Centre has recently submitted an application to place banners advertising their annual **Passport Program**. The Lombard Town Centre is requesting approval of the use of public right-of-way for temporary banner signs. The specific locations of the signs would be the following:

- Southeast corner of Main Street and Wilson Avenue
- Southeast corner of Park and St. Charles Road

Each sign would be 24 square feet in area. The signs would be placed at the specified locations on or around November 22, 2013 and would be removed on or about December 31, 2013.

RECOMMENDATION

Staff recommends that the Village Board grant the Lombard Town Centre authority to use the public right-of-way for temporary signage for their **Passport Program**.

I respectfully request that this item be placed on the Village Board agenda for the November 21, 2013 meeting.

Goldsmith, Carl

From: Lynne Magnavite <misslynne28@comcast.net>
Sent: Tuesday, November 05, 2013 11:43 PM
To: Goldsmith, Carl
Cc: Walter; Lombard
Subject: Banner Request: Lombard Town Centre Passport Program

Dear Carl:

On behalf of Lombard Town Centre, I would like to request that we place two banners promoting the LTC Passport Program in the downtown and Wilson/Main.

The Passport Program promotes deals and discounts for the downtown businesses and is really important during the holiday shopping season!

We request the the start date for the banner :as soon as possible,
End date: Dececeember 31st.

Please let me know the outcome and we will submit the banners!

Thank you!

Lynne Magnavite
Vice President
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