


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: David A. Hulseberg, Village Manager
DATE: September 29, 2011 (B of T) DATE: October 6, 2011
TITLE: LTC Spooktacular Event Signage
SUBMITTED BY: Carl Goldsmith, Director of Public Works 

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 Spooktacular event from October 7, 2011 through October 17, 2011.

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.



September 29, 2011

TO: Village President and Board of Trustees
THROUGH: David A. Hulseberg, Village Manager
FROM: Carl Goldsmith, Director of Public Works *CJ*
SUBJECT: Lombard Town Centre Event Signage

BACKGROUND

The Lombard Town Centre has recently submitted an application for their annual **Spooktacular** event to be held on October 16, 2011 between 12:00 pm and 6:00 pm on Park Avenue north and south of St. Charles Road in downtown Lombard. As part of their request, 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 October 7, 2011 and would be removed following the conclusion of their event.

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 **Spooktacular** event.

I respectfully request that this item be placed on the Village Board agenda for the October 6, 2011 meeting.

Goldsmith, Carl

From: misslynne28@comcast.net
Sent: Thursday, September 29, 2011 1:56 PM
To: Goldsmith, Carl
Cc: Walter Smith; colleen whittington
Subject: Lombard Town Centre Banner Request
Attachments: SpookBanner11.pdf

Dear Carl:

This email serves as a formal request to hang 8' X 3' banners to promote one of our most popular downtown events; **Lombard Town Centre Annual Spooktacular Fall Festival**, Sunday, October 16th noon - 6:00 p.m.

Banner Locations:

St. Charles and Park
Main Street and Wilson

Banner Dates:

October 6 - October 16, 2011

Attached please find the PDF of the banner design for your review.

We appreciate you adding this request to the October 6th meeting. Should you have any questions, do not hesitate to contact me at the information below.

Thank you for your consideration!

Lynne Magnavite
Lombard Town Centre Board Member
69 N. Elizabeth Street
Lombard, IL 60148
773-655-2534
misslynne28@comcast.net

LOMBARD TOWN CENTRES ANNUAL SPOOKTACULAR FALL FEST

SUNDAY, OCTOBER 16th

12:00pm - 6:00pm

DOWNTOWN LOMBARD

ST. CHARLES ROAD AND PARK AVE.

Trick or Treating from 12:00pm - 3:00pm

Games, Climbing Wall, Bands and Live Entertainment,
Pumpkin Decorating and Vendors

