

MEMORANDUM

TO: William T. Lichter, Village Manager

FROM: David A. Hulseberg, AICP, Director of Community Development

DATE: April 6, 2006

SUBJECT: Time Extension for Embassy Suites Special Event

BACKGROUND

Embassy Suites has submitted an application for a Temporary Special Event Permit for a five-day event. They will be hosting meetings in a tent located in their parking lot from Monday, April 17, 2006 to Friday, April 21, 2006. As the event is scheduled to begin on a Monday morning, Embassy Suites plans to erect the tent on Friday, April 14 to allow time for necessary building inspections. According to Section 110.47 of the Lombard Code of Ordinances, Temporary Special Event permits are valid only for three days. An extension is therefore requested from the Village Board for this permit.

RECOMMENDATION

Staff recommends that the Village Board grant an extension to Embassy Suites so that they may hold their special event as described above.