

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: Scott R. Niehaus, Village Manager

DATE: September 23, 2014 (B of T) Date: October 2, 2014

TITLE: 20 Yorktown Shopping Center – Jaycees Haunted House Special Event

SUBMITTED BY: Department of Community Development *WLO*

BACKGROUND/POLICY IMPLICATIONS:

The Department of Community Development transmits for your consideration a memorandum requesting approval to allow the use of temporary signage in the public right-of-way and for a time extension for a temporary special event valid to October 10, 2014 to November 3, 2014. (DISTRICT #3)

Fiscal Impact/Funding Source:

Review (as necessary):
Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



MEMORANDUM

TO: Scott R. Niehaus, Village Manager

FROM: William J. Heniff, AICP, Director of Community Development *WH*

DATE: October 2, 2014

SUBJECT: **Jaycees Haunted House Special Event and Associated Signage**

BACKGROUND

The Lombard Jaycees have submitted an application for a Temporary Special Event Permit for a haunted house to be located at 20 Yorktown Shopping Center. The haunted house will run from October 10 to November 3, 2014. According to Section 110.47 (D) of the Lombard Code of Ordinances, Temporary Special Event permits are valid only for three (3) days. An extension is therefore requested from the Village Board for this permit.

As in previous years, the Jaycees also request approval of the use of public right-of-way for temporary signage. The specific locations of the signage would be subject to the approval of the Director of Community Development, and the approval would be valid only through November 3, 2014.

RECOMMENDATION

Staff recommends that the Village Board grant an extension to the Lombard Jaycees and allow for the use of public right-of-way for temporary signage so that they may hold their haunted house event as described above.

Our signs are 4x8. The intersections they have been put I believe are:

North Ave & Main

Grace & St Charles

Wilson & Main

Roosevelt & Main

Highland & Butterfield

They would go up upon approval & come down November 3rd as we are planning to be open October 10-November 2.

Thanks-
Jax

Jackie:

When were you intending on putting the signs up? For how long (Nov 1 I assume)? Can you give me dimensions as well ?

So we are all on the same page, can you provide me with your list of locations – I do not want to go off assumptions or memory if it is an issue that I need to take to our Village Board.

We will also want to ensure that the banners do not create site obstructions for motorists.

William J. Heniff, AICP
Community Development Director
Village of Lombard
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heniffw@villageoflombard.org

From: mediafiends@comcast.net [<mailto:mediafiends@comcast.net>]

Sent: Friday, September 05, 2014 3:14 PM

To: Heniff, William

Cc: Panfil, Matthew; Goldsmith, Carl

Subject: Re: Haunted House

Hi. This is Jackie West with the Haunted House. It's that time of year to get our signs up for this year's House. We are back at Yorktown but this time we are in the strip mall where Lands End was located. We are requesting for our road signs to go up at the usual intersections.

Thank you-
Jackie "Jax" West
2012-2014 Lombard Jaycees President
2014-2015 Taste of Lombard Chairman
2013-2014 Haunted House Chairman