


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: November 21, 2011 (B of T) DATE: December 1, 2011  
TITLE: LTC Passport Program 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 Passport Program from December 2, 2011 through December 24, 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.



November 17, 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 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 December 2, 2011 and would be removed on or about December 24, 2011.

### **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 December 1, 2011 meeting.

## Goldsmith, Carl

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**From:** Lynne Magnavite <misslynn28@comcast.net>  
**Sent:** Wednesday, November 16, 2011 4:25 PM  
**To:** Goldsmith, Carl  
**Subject:** Re: Lombard Town Centre Banner Request

Dear Carl: Thank you for your response, and yes please add my request to the December 1st meeting changing the start date to Friday December 2nd if possible to catch the Jingle Bell Jubilee crowd and ending December 24th.

Thank you!

Lynne Magnavite

Sent from my iPhone

On Nov 16, 2011, at 3:54 PM, "Goldsmith, Carl" <[GoldsmithC@villageoflombard.org](mailto:GoldsmithC@villageoflombard.org)> wrote:

<image001.jpg>

Lynne

All requests for placement of banners must be approved by the Village President and Board of Trustees. If you are interested, I can place the item on the Board's agenda for the December 1, 2011 meeting. Please let me know. Thanks!

Carl S. Goldsmith  
Director of Public Works  
Village of Lombard  
255 E. Wilson Ave  
Lombard, Illinois 60148-3931  
630-620-5740  
630-620-5982 fax

[goldsmithc@villageoflombard.org](mailto:goldsmithc@villageoflombard.org)

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**From:** Lynne Magnavite [mailto:[misslynn28@comcast.net](mailto:misslynn28@comcast.net)]  
**Sent:** Wednesday, November 16, 2011 11:09 AM  
**To:** Goldsmith, Carl  
**Cc:** Walter Smith; [lombardtowntowncentre@sbcglobal.net](mailto:lombardtowntowncentre@sbcglobal.net)  
**Subject:** Lombard Town Centre Banner Request

Dear Carl:

I am writing to request permission to put up a banner in downtown Lombard promoting the LTC Passport program. The Passport program offers Lombard residents discounts to downtown businesses and we want to highlight this program during the holiday shopping season.

We request the banner start date: November 21st and end date December 24th

Now I understand you receive multiple banner requests from different organizations, so if the date range I requested is too long or interferes with another banner request, I will defer to you on what you think an appropriate end date to be.

We appreciate your consideration and look forward to the decision.

Please let me know if you need anything further or if you wish to see a PDF of the banner copy.

Thank you!

Lynne Magnavite  
Lombard Town Centre Board Member  
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Lombard, IL 60148  
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