

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


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

TO : PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott R. Niehaus, Village Manager

DATE : Septemer 29, 2020 (BOT) **Date:** October 1, 2020

SUBJECT: Special Event Permit – Lombard Veterinary Hospital Temporary Location

SUBMITTED BY: William J. Heniff, AICP, Director of Community Development 

BACKGROUND/POLICY IMPLICATIONS:

Lombard Veterinary Hospital (LVH) is seeking a Special Event Permit to allow the business to move into a temporary location at 1300 S. Main Street, Units D and E.

Please place this item on the October 1, 2020, Village Board agenda for consideration. Staff recommends the Village Board grant the time extension for the requested additional days and a waiver of the requisite fee schedule for the Lombard Veterinary Hospital Special Event Permit at 1300 S Main St, Units D and E, so the business may be immediately and temporarily relocated.

Fiscal Impact/Funding Source:

Review (as necessary):

Finance Director _____ Date _____
Village Manager _____ 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

DATE: October 1, 2020

SUBJECT: **Special Event Permit – Lombard Veterinary Hospital Temporary Location**

Lombard Veterinary Hospital (LVH) is seeking a Special Event Permit to allow the business to move into a temporary location at 1300 S. Main Street, Units D and E.

LVH is located at 244 E. St. Charles Road. Their facility sustained significant damage during the storm and tornado event of August 17, 2020. The portion of the building that houses the LVH clinical operations is currently unusable and will require major repairs or wholesale demolition and reconstruction. These repairs are expected to take many months as LVH works with insurance companies, contractors and architects to draw up plans, obtain building permits, and complete work. In order to maintain the business, LVH plans to move clinical operations to a temporary location while repairs are completed on the building at 244 E. St. Charles Road.

LVH is in the process of securing the commercial tenant space at 1300 S. Main Street, Units D and E for a temporary clinic location. The space is located in a multi-tenant building. LVH may need to make some modifications to the interior of the tenant space. They may also install fencing around the grassy area to the south of the building to provide for dog walking (on leashes), though this has not been finalized yet.

1300 S. Main Street is located in the B4A Roosevelt Road Corridor Zoning District. Animal hospitals and kennels are conditional uses in the B4A District. LVH will be seeking the requisite conditional use approval through the zoning entitlement process with the Plan Commission. This petition will be considered by the Plan Commission on October 19 with a final decision by the Village Board in November.

In the meantime, LVH is seeking a special event permit to allow operation of an animal hospital at 1300 S. Main Street, Units D and E. The special event permit will cover the period of time from the present up to the point at which the Village's public hearing process for the conditional use approval is complete. This will allow LVH to apply for a certificate of occupancy and begin operations at 1300 S. Main Street, Units D and E as soon as buildout activities are completed.

Previously, LVH went to the Board to request approval of property at 241 E. St. Charles Road, however, a lease was not finalized and therefore they are interested in space at 1300 S. Main Street, Units D and E.

ACTIONS REQUESTED

In order for this concept to be favorably considered, two actions will need to occur:

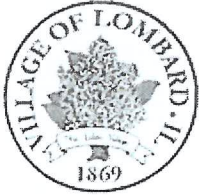
1. LVH will operate under a special event permit from October 2, 2020, until the completion of the public hearing process for the conditional use approval in November 2020. Special events lasting more than thirty days require the approval of the Village Board, per Section 110.47 of the Village Code. Staff recommends the Village Board approve the special event permit for a period of 90 days, or through December 30, 2020. The 90-day approval is consistent with the 60 to 90-day timeline typically associated with the Plan Commission public hearing process.
2. Temporary events are charged a fee of \$75.00 per day, per Section 110.45 of Village Code. At approximately ninety (90) days, the fees would be \$6,750; which is cost prohibitive would exceed any anticipated costs borne by the Village. In fact, the Village costs would be limited to any companion building and life/safety inspections that would be need as part of the tenant buildout of the space. As such and as all Village fees associated with the occupancy would be covered through the permit and Certificate of Occupancy efforts, staff can support an alternate approach to the fee schedule based upon the unique nature of this request and the lack of a need for further inspections once the occupancy has been approved.

RECOMMENDATION

Please place this item on the October 1, 2020, Village Board agenda for consideration. Staff recommends the Village Board grant the time extension for the requested additional days and a waiver of the requisite fee schedule for the Lombard Veterinary Hospital Special Event Permit at 1300 S. Main Street, Units D and E, so the business may be immediately and temporarily relocated.

255 E. Wilson Avenue
Lombard, IL 60148

Tel: (630) 620-5750
Fax: (630) 629-2374



Village of Lombard

Community Development Department
255 E. Wilson Avenue
Lombard, IL 60148
Tel: 630-620-5750 Fax: 630-629-2374

TEMPORARY EVENT PERMIT APPLICATION

Thank you so much for choosing the Village of Lombard for your special event!
You must submit **ALL** of the following items in order for your permit to be processed.



Completed Temporary Event Permit Application

Must be completely filled out and signed by a notary public on page 13.



Site Plan

Must show location(s) of all structures, curb cuts, driveways, parking stalls, proposed street closures, tents, generators, electrical connections, port-a-lets, aisles, entrances/exits, fire alarms/life safety equipment, stages/platforms to be erected, food and beverage vendor(s), and garbage receptacles. **If the event will utilize public streets or require public street closures, contact Jennifer Ganser, Assistant Community Development Director at ganserj@villageoflombard.org or 630-620-5717. All new race routes require pre-approval.**



Certificate of Insurance (Section 21)



Completed Property Owners Approval Form (Section 15)



Health Department Approval (if applicable)



Bond (if applicable)

The application for the event shall be submitted at least twenty (20) days prior to date of opening to the public. If inspections cannot be conducted during the course of regular business hours (Monday - Friday 8:00 AM - 4:30 PM), after hour inspection fees will be assessed per Section 150.141.

1.) Prohibitions		
Please note that the following are prohibited without prior approval from the Village of Lombard.		
1. No non-licensed motor vehicles are permitted on any route (e.g. golf carts, ATVs, etc.) 2. Alcohol	3. No marking of any street, curb, sidewalk, sign, or other Village of Lombard property (e.g. spray painting, etc.) 4. Signage	
2.) TYPE of Temporary Event		
<input type="checkbox"/> Assembly <input type="checkbox"/> Carnival or Circus (limited to ten consecutive days) <input type="checkbox"/> Race or Run <input type="checkbox"/> SEASONAL Outdoor Garden Sale (limited to four months) <input type="checkbox"/> Temporary Open Air Café (limited to thirty days) <input type="checkbox"/> Temporary OUTDOOR Sale or Auction (limited to thirty days) <input checked="" type="checkbox"/> Other, Please Describe: <hr/>		
3.) NAME of Event		
LOMBARD VETERINARY HOSPITAL		
4.) LOCATION of Event		
2257 125th W & RIVERVIEW RD 1300S Main St		
5.) DATE(S) of Event (include rain and setup/teardown dates)		
SET UP DATE(S):	EVENT DATE(S):	TEARDOWN DATE(S):
6.) START & END Time(s)		
SET UP:	EVENT:	TEARDOWN:
Is this the first time the event is being held in Lombard? (Circle One)		(YES) / NO
If No, how many participants were at the last event?		
7.) Brief Description of Event		
Explain the temporary event (parade, race, assembly, etc.) and list and describe any and all structures to be erected, including buildings, tents, booths, etc., as well as the length of time said structures are intended to be used, placed, and assembled. Include the number of participants (employees/volunteers) and associated vehicles, and displays. Include the number of animals, carnivals, rides, games, tents, etc. Include the locations of assembly, dispersal and any relevant information that will explain the event and streamline the approval process.		
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		

8.) Use of Public Right-of-Way (If Applicable)

List streets to be used, street closures, and attach a map of the route (parades, races, runs, etc.) Please note location and types of barriers. **All new race routes require pre-approval.**

N/A

9.) Diagram and/or Map of the Event

Must show location(s) of all structures, curb cuts, driveways, parking stalls, proposed street closures, tents, generators, electrical connections, port-a-lets, aisles, entrances/exits, fire alarms/life safety equipment, stages/platforms to be erected, food and beverage vendors, garbage receptacles, etc. **If alcohol will be served please include the controlled entrances/exits, "barrier fencing", and security checkpoints.**

Provide a Marked Up Plat of Survey or Draw a Scaled Map of Event (1 square = ___ feet)

10.) Applicant Information	
Name/Title:	DR Georgianne LUDWIG
Date of Birth:	11/11/64
Address:	244 E ST CHARLES RD 321 HIGHRIDGE RD LOMBARD
Telephone Number(s):	630-607-9737 Greg 630-697-8091 Georgie
e-mail:	gregludwig4@yahoo.com dr.ludwig@lombardvet.com
11.) Chair/Coordinator, etc. Information (If different than above)	
Name/Title:	Greg Ludwig
Date of Birth:	10/9/1963
Address:	244 E ST CHARLES RD 321 Highridge Rd
Telephone Number(s):	630-607-9737
e-mail:	gregludwig4@yahoo.com
12.) On-Site Contact Person Information (The day of the event if different than above)	
Name/Title:	Will Provide List
Date of Birth:	
Address:	
Telephone Number(s):	
e-mail:	

255 E. Wilson Avenue
Lombard, IL 60148

Tel: (630) 620-5750
Fax: (630) 629-2374

13.) Sponsoring Organization(s) Information

Name(s): Lombard Veterinary Hospital

Type of Organization: Veterinary Hospital w/Ancillary Services
Corporation / Partnership / Single Owner / Not for Profit (Circle Whichever Apply)

Company Sales Tax #(s), if applicable: 90-1039854 EIN #

Not for Profit ID #(s), if applicable:

14.) Sponsoring Organization(s) Officer or Partner Information

Name(s): SAME AS EMRIER

Date(s) of Birth:

Address(es):

Telephone Number(s):

e-mail(s):

15.) Property Owner – Agent Approval (If the applicant/operator is not the owner of the property at which the temporary event will take place)

I, _____ property owner/owner-agent for
(Name)
_____ do hereby grant permission for
(Address)
the _____ to be taken place at the above
(Temporary Event)
mentioned location on _____.
(Date of Event)

Name: _____ Address: _____

Signature: _____ Date: _____

16.) Alcohol	
Will alcohol be served and/or sold at this temporary event? (Circle One)	Yes / No
If yes, describe and include a sketch of the area showing where the alcohol will be sold and/or consumed. There must be at least two (2) controlled entrances/exits: _____ _____ _____	
Describe the procedure by which you will identify and deal with intoxicated parties: _____ _____ _____	
Vendor Name:	
Vendor Address:	
A layout of the distribution plan and location of ID checks must be provided.	Attached <input type="checkbox"/>
<i>If your event involves alcohol service and/or sales, you must contact Janet Downer, Deputy Village Clerk, at (630) 620-5913 or downerj@villageoflombard.org, as your event could require additional approvals not covered by this application.</i>	
17.) Booths, Exhibits, Bounce Houses	
Are booths, exhibits, and/ or bounce houses being set-up/utilized? (Circle One)	Yes / No
If yes, describe and show on plan: _____ _____ _____	
Will tents larger than 400 square feet be used at the event? (Circle One)	Yes / No
If yes, describe and show on plan: _____ _____ _____	
Will electricity be needed as part of the event? (Circle One) NOT OUTSIDE	Yes / No
Will a generator be used at the event? (Circle One) If yes, show on site plan	Yes / No

Please describe plans to provide electricity, if applicable:

18.) Carnival / Mechanical Devices

Are carnival rides, animals, bounce houses, etc. a part of this event? (Circle One)

Yes No

If yes, please describe:

Vendor Name:

Vendor Address:

List of all employees (required) and appropriate licensing (if applicable).

Attached

For more information regarding licensing and fee requirements for carnival rides / amusement devise at temporary special events contact Janet Downer, Deputy Village Clerk, at (630) 620-5913 or downerj@villageoflombard.org.

19.) Fireworks

Are fireworks planned as part of the event? (Circle One)

Yes No

If yes, please describe the show location, hours, and days:

Vendor Name:

Vendor Address:

20.) Food	
Will food be served and/or sold at this temporary event? (Circle One)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please describe and note any cooking equipment: _____ _____ _____	
All food to be sold, except for pre-packaged good, requires approval from the Village and DuPage County Health Department. Cooking equipment must be ready for inspection.	
DuPage County Health Department Permit (copy)	Attached <input type="checkbox"/>
21.) Insurance	
Evidence of the insurance that shall be in force and in effect at the time the temporary event is to be open to or maintained for public access. Said insurance policy shall maintain limits no less than: Commercial General Liability, \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. The Village of Lombard, its officials, employees, and volunteers shall be listed as an additional insured on a primary and non-contributory basis and as a certificate holder. Commercial Automobile Liability, \$1,000,000 combined single limit per accident for bodily injury and property damage. Workers' compensation and employer's compensation limits as required by the Labor Code of the State of Illinois and Employer's Liability limits of \$1,000,000 per accident (see Section 110.43 of the Village Code for additional requirements.)	
Attached <input type="checkbox"/>	
22.) Music	
Is live music planned as part of the temporary event? (Circle One)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please describe (include hours and days and mark location on site plan): _____ _____	
Will there be a public address system in use and/or recorded ("DJ") music?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please describe: _____ _____	
23.) Parking	
Please describe the parking provisions for guests, employees, volunteers, etc. (include how you will comply with the Americans with Disabilities Act). <u>PARKING IN LOT</u> _____ _____	

24.) Raffle	
Is a raffle planned as part of the temporary event? (Circle One)	Yes / No
If yes, please describe (Permit Required): _____ _____ _____	
For more information regarding raffles, contact Janet Downer, Deputy Village Clerk, at (630) 620-5913 or downerj@villageoflombard.org.	
25.) Sales / Retail	
Will anything be sold at the temporary event? (Circle One)	Yes / No
If yes, please describe: <i>Veterinary Services will be provided Plus Ancillary Services</i>	
Illinois Sales Tax Number(s):	
26.) Sanitation	
Please describe the provisions for port-o-lets. At least one port-o-let in each group must be handicap/ADA accessible (at least 1 port-o-let per event, 2 port-o-lets per 100 patrons). A built-in hand sanitizer or hand washing station shall also be included. <i>N/A</i>	
Port-O-Lets and Garbage Containers to be Shown on Site Plan	Completed <input type="checkbox"/>
Roll off truck for larger events. (Circle One)	Yes / No
27.) Security and Crowd Control	
Please describe the provisions for security and crowd control: <i>N/A</i>	

28.) First Aid	
Please describe the provisions for first aid:	
N/A Plenty of DVM's if needed	
29.) Emergency Plan	
Please describe the provisions for the event of severe weather or other emergency. If you have a location for emergency shelter, please list it below.	
will be inside	
30.) Signage	
Will signs be part of pre-event advertising or the temporary event? (Circle One)	Yes / No
If you selected yes to the above question, please note that all signs or banners require a permit from the Village of Lombard (under a separate application). Information regarding the proposed location, size, and dates of display is required. Signage is not allowed in the public right-of-way. Contact the Community Development Department at (630) 620-5749 for additional information.	
The Village has an Electronic Message Board sign and Lombard based community organizations and governmental agencies may submit a request for a message to be displayed. Please visit http://www.villageoflombard.org/MessageBoard for more information and to complete the request form. Any requests to be placed on the Electronic Message Board must be done online and are separate from this application.	
31.) Notification - Based on the extent of the road closures the Village may require neighbor notifications. NO ROAD CLOSURES NEEDED	
Have you provided notification to the surrounding neighborhood?	Yes / No
If yes, please provide a copy of said notification.	Attached <input type="checkbox"/>
32.) Promotions	
Will the event be promoted online? If yes how? (Website, Facebook, Hashtags, etc.)	
Yes ALL ABOUT I	

33.) Safety Inspections

Compliance with the following is required:

- ABC Fire Extinguishers
- All exterior electric must be connected to a GFI (ground fault interrupter)
- All tents tied or weighted down to resist wind
- Tent stakes covered
- All locking pins installed in tents
- Fire resistant certificate attached to tent
- Village of Lombard Temporary Event Permit Card displayed at all times during event

34.) Village Services

Will you require Village Services?

*Please note that depending on the anticipated event attendance and type of event, Village personnel and services, including Police, Fire, Public Works, and/or Community Development, may be **required** at an event. Below are examples of services provided by those departments. Charges for all Village personnel and services involved during the day(s) of the event and in the preparation of the event will be charged to the event sponsor. **The Village shall determine the number of personnel and the level of services necessary to ensure the safety of participants and to minimize the impact of the event on Village operations and resources.***

Community Development Inspections: If inspections cannot be conducted during the course of regular business hours (Monday - Friday 8:00 AM - 4:30 PM), after hour inspection fees will be assessed per Section 150.141. Fees will be charged if a third inspection is required due to failing the first two inspections, or for not being ready for two inspections.

Additional fees may apply depending on the event from Building/Community Development, Fire, Police, and Public Works. The applicant is responsible for all fees.

- Community Development (i.e. building, electrical, tent inspections)
- Fire (i.e. medical stand-by, ambulance services)
- Police (i.e. safety and security, road closures, traffic control, alcohol control)
- Public Works (i.e. road closures, electrical service, sandbags/weights, garage/recycling, street sweeping)
- Other

Please explain:

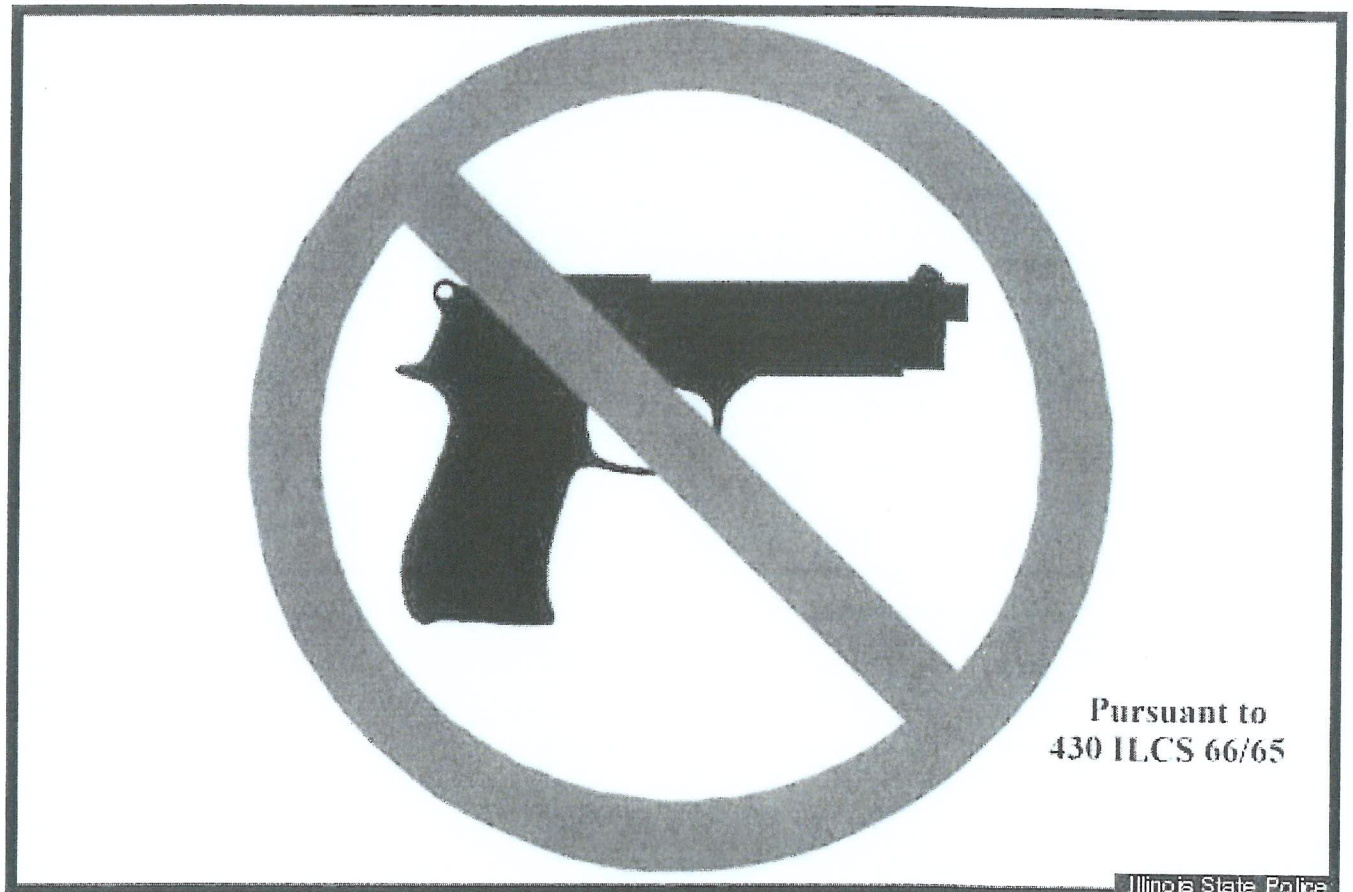
*I think just approval from
Village & Community Development*

35.) Concealed Carry

Concealed carry firearms are prohibited from public gatherings and special events that are:

- conducted on property open to the public; and
- require a permit from the unit of local government.

The applicant shall ensure that the sign (see next page) shown is posted at all entrances to the event. The sign shall be printed in color, measure at least 4"x6" and be visible at all entrances to the event. For certain events, additional signage may be required on a case by case basis. Signs can be obtained through the Illinois State Police online or in person.



36.) Prairie Path & Great Western Trail

If the event is crossing or utilizing the Prairie Path and/or the Great Western Trail you must receive a permit with the DuPage County Department of Transportation. Please contact them at 630-407-6900 or trailpathcoordinator@dupageco.org for more information.

Please include a copy of the permit with this application.

37.) Fees

If the event is organized by a non-profit, you may request a permit fee waiver. Please attach a letter requesting the permit fee waiver and your non-profit paperwork from the State.

Please note that this is permit fee waiver only. You may be required to provide a bond, and/or pay for Village Services (Police, Fire, Public Works, Building/Community Development, etc.).

Re-inspections may be subject to fee. If inspections cannot be conducted during the course of regular business hours (Monday - Friday 8:00 AM – 4:30 PM), after hour inspection fees will be assessed per Section 150.141.

The applicant is responsible for all fees.

255 E. Wilson Avenue
Lombard, IL 60148

Tel: (630) 620-5750
Fax: (630) 629-2374

The Applicant or Operator agrees upon receipt of a permit to hold harmless the Village of Lombard its officers, agents, employees, representatives, and their assigns from any and all claims.

I, Georgianne Ludwig the owner of Lombard Vet. for the proposed operator of the temporary event, hereby declare, under oath that the statements made herein are true and correct to the best of my knowledge and belief. I understand that:

1. Any incorrect or fraudulent statement made in this application constitutes sufficient grounds for the immediate suspension and/or revocation of the temporary event permit issued by the Village of Lombard;
2. As a condition of the temporary event permit, the Police Department, Fire Department, as well as other authorized officials of the Village of Lombard, are granted free access to the grounds of the temporary event, and to all booths, tents, buildings, and other structures erected for or used in conjunction with the temporary event, to inspect and enforce compliance with the provisions of the temporary event permit and the Village of Lombard code; and
3. The applicant, owner(s) and operator(s) agree to contact the Village of Lombard, Community Development, Building Division at (630) 620-5750 to schedule all required inspections for the temporary event prior to the start of the temporary event.

The applicant, owner(s) and operator(s) agree upon receipt of a permit to indemnify, defend and hold harmless the Village of Lombard, its officers, agents, employees, representatives, and their assigns, from any and all claims, lawsuits or other liabilities directly or indirectly arising from, in consequence of, or in reference to the permit granted. In connection with any such claims, lawsuits, or liabilities, the Village, its officers, agents, employees, representatives, and their assigns, shall have the right to defense of counsel of their choice. The applicant, owner(s) and operator(s) shall be solely liable for all costs of defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, or liabilities.

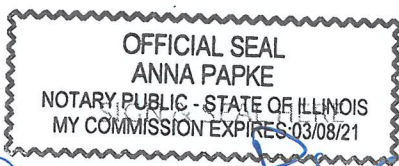
Signature(s) of Applicant(s):

Georgianne L Ludwig
(Sign Name)

Georgianne L Ludwig
(Print Name)

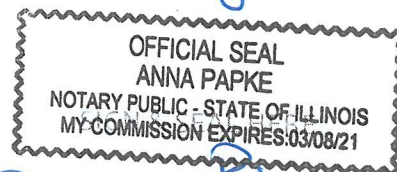
Gregory R Ludwig
(Sign Name)
Gregory R Ludwig
(Print Name)

SUBSCRIBED AND SWORN TO before me
this 21 day of August, 2020.



(Notary Public)

SUBSCRIBED AND SWORN TO before me
this 21 day of August, 2020.



(Notary Public)

*** OFFICE USE ONLY ***

Approval & Routing	
Administration (Village Manager's Office) Waiver of Fee (if the event is for a not for profit organization, please submit a document to the Village Manager requesting a waiver of the permit fees)	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Village Board, if applicable	<input type="checkbox"/>
Planning Services Division	<input type="checkbox"/>
Building Division	<input type="checkbox"/>
Fire / EMS	<input type="checkbox"/>
Police Department	<input type="checkbox"/>
Public Works	<input type="checkbox"/>
DuPage Health Department, if applicable	<input type="checkbox"/>
Conditions:	
Permit Number:	
Required Inspections:	Building <input type="checkbox"/> Electric <input type="checkbox"/> Fire <input type="checkbox"/>
Cash Bonds:	
Cash bonds to be submitted in the amount of \$500.00 for a temporary event of three (3) days or less or \$1,000.00 for a temporary event of more than three (3) days to ensure that no damage will be done to the street, sewers, trees, or adjoining property. Any applicant whose place of business or operation is located within the corporate limits of the Village and whose application discloses that such applicant will sponsor and/or operate the temporary event, shall be exempt from the cash bond requirement.	
Fees:	
	\$75.00 Per Day
	\$30.00 Per Week (For Seasonal Outdoor Garden Sales)
	\$230.00 Per Day for the first fifteen (15) attractions, plus \$15.00 per day for each additional attraction.
	\$0.00 (Check Here if Waiver of Application Fee Requested)

255 E. Wilson Avenue
Lombard, IL 60148

Tel: (630) 620-5750
Fax: (630) 629-2374

Application for event shall be submitted at least twenty (20) days prior to date of opening to the public.
If inspections cannot be conducted during the course of regular business hours (Monday - Friday 8:00 AM - 4:30 PM),
after hour inspection fees will be assessed per Section 150.141.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/23/2020

PRODUCER The Nolan Agency, Inc. 911 S. Main St. Lombard, IL 60148 License #: 100297004		Phone: (630)629-2110		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Lombard Veterinary Hospital 244 E St Charles Rd Lombard, IL 60148		INSURERS AFFORDING COVERAGE		NAIC #	
		INSURER A: Travelers Property & Casualty			
		INSURER B:			
		INSURER C:			
		INSURER D:			
		INSURER E:			

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	Y	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	680-7C282694-13-42	04/01/2020	04/01/2021	EACH OCCURRENCE	\$ 1,000,000
		DAMAGE TO RENTED PREMISES (Ea occurrence)				\$ 300,000	
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMP/OP AGG	\$ 2,000,000
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
A		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CLAIMS MADE	CUP-7C283802-13-42	04/01/2020	04/01/2021	EACH OCCURRENCE	\$ 5,000,000
		AGGREGATE				\$ 5,000,000	
		<input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10000					\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTHER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Re: 1300 S. Main St., Units D and E, Lombard, IL. The Village of Lombard is included as additional insured on the General Liability policy.

CERTIFICATE HOLDER

VILLAGE OF LOMBARD
255 E WILSON
LOMBARD, IL 60148

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Scott Oak

(JHN)

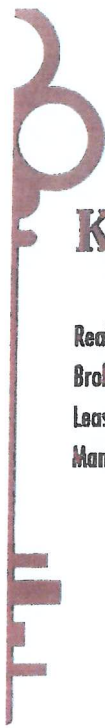
IMPORTANT

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



KEY INVESTMENT & Management Inc.

Real Estate
Brokerage
Leasing
Management

09.23.2020

RE: Landlord's Conditional Use and Special Event Approval for Lombard Animal Hospital

To whom it may concern.

I, Baris Ozar am the duly authorized agent by the management agreement dated March 2018 by the ownership WEST SUBURBAN BANK as Trustee under Trust Agreement dated January 12, 1987 also known as Trust No. 6804 also known as Omni Partners of the property commonly known as Omni Plaza located at 1300 South Main Street, Lombard IL 60148.

I hereby serve this letter as Landlords permission and authorization for tenant to proceed with the applicable documentation in order to obtain necessary licenses to start operating their Animal Hospital at the above mentioned property.

Should you have any questions do not hesitate to contact me.

Respectfully

Baris Ozar

Associate Broker & Portfolio Manager

Subscribed and sworn to before me this

23th day of September 2020

Notary Public



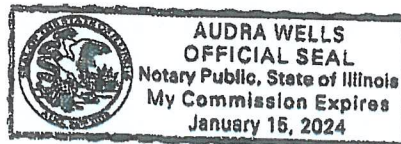
KEY INVESTMENT

& Management Inc.

1263 S. Highland Ave., Suite 2W, Lombard IL 60148

Office: 630.932.5757 Fax: 630.932.5755

bozar@key-investment.com | www.key-investment.com



www.key-investment.com

1263 S. Highland Ave. Suite 2W, Lombard, IL 60148 Office: 630.932.5757 Fax: 630.932.5755

Integrating real estate investment and property management for over 30 years.

