

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: Timothy Sexton, Acting Village Manager  
DATE: October 8, 2013 (B of T) Date: October 17, 2013  
TITLE: 356 Yorktown Shopping Center – Jaycees Haunted House Special Event Signage  
SUBMITTED BY: Department of Community Development *MS*

**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 valid to November 2, 2013. (DISTRICT #3)

Please place this item on the October 17, 2013 Board of Trustees agenda.

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:** Timothy Sexton, Acting Village Manager

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

**DATE:** October 17, 2013

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

The Lombard Jaycees will be holding their annual Haunted House at Yorktown Center/Shops on Butterfield this year. The Haunted House will run from October 11 to November 2, 2013. As part of the event, the Jaycees request approval of the use of public right-of-way for temporary signage, as set forth within the attached correspondence.

**RECOMMENDATION**

Staff recommends that the Village Board approval to the Lombard Jaycees to allow for the use of public right-of-way for temporary signage.



P.O. BOX 1147 LOMBARD, ILLINOIS 60148

To Whom it May Concern:

My name is Jackie West and I am the President of the Lombard Jaycees and one of the Chairmen of this year's Haunted House. We are located once again at 356 Yorktown Shopping Center on the Highland Avenue side of the mall. We are scheduled to open on Friday the 11th and our last day is Saturday, November 2nd.

I am writing to you to request permission to put up our 4x8 road signs that advertise our Haunted House. They are the same signs we use every year and we just change the dates. We have 7 signs total and I believe we put 2 at some intersections so they are seen from both directions.

The intersections that I recall our Main and North Ave, Main and Wilson, Main and Roosevelt and St Charles and Grace. If I'm missing one feel free to let me know.

Time is of the essence to get these out as we open on Friday pending inspection. If you have any questions you can email me at [president@lombardjaycees.org](mailto:president@lombardjaycees.org) or call my cell at 630-632-9308.

Thank you for your consideration-

Jackie West  
2012-2013 Lombard Jaycees President  
2013 Haunted House Chairman  
2014 Taste of Lombard Chairman

*“ . . . And that service to humanity is the best work of life.”*