

MEMORANDUM

TO: David A. Hulseberg, AICP, ICMA-CM, Village Manager

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

DATE: October 16, 2008

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 1000 N. Rohlwing Road. The haunted house will run from October 17 to November 1, 2008. 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.

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 1, 2008.

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.