

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) \_\_\_\_\_  
Other Business (Pink) \_\_\_\_\_ X \_\_\_\_\_

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: William T. Lichter, Village Manager

DATE: April 4, 2006 (B of T) Date: April 6, 2006

TITLE: 707 E. Butterfield Road (Embassy Suites)

SUBMITTED BY: Department of Community Development  
*WTL*

BACKGROUND/POLICY IMPLICATIONS:

The Department of Community Development transmits for your consideration a request approving an extension of a Temporary Special Event Permit for Embassy Suites for the period from April 17 through April 21. (DISTRICT #3)

Staff recommends approval of this request.

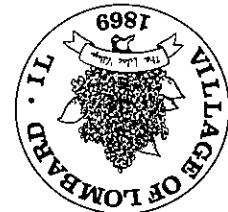
Please place this item on the April 6, 2006 Board of Trustees agenda.

Fiscal Impact/Funding Source:

Review (as necessary):

Village Attorney X \_\_\_\_\_  
Finance Director X \_\_\_\_\_  
Village Manager X *WTL* \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date *4/4/06* \_\_\_\_\_

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: William T. Lichter, Village Manager

FROM: David A. Hulseberg, AICP, Director of Community Development  
*[Signature]*

DATE: April 6, 2006

SUBJECT: Time Extension for Embassy Suites Special Event

**BACKGROUND**

Embassy Suites has submitted an application for a Temporary Special Event Permit for a five-day event. They will be hosting meetings in a tent located in their parking lot from Monday, April 17, 2006 to Friday, April 21, 2006. As the event is scheduled to begin on a Monday morning, Embassy Suites plans to erect the tent on Friday, April 14 to allow time for necessary building inspections. 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.

**RECOMMENDATION**

Staff recommends that the Village Board grant an extension to Embassy Suites so that they may hold their special event as described above.