

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: Scott Niehaus, Village Manager  
DATE: September 1, 2015 (B of T) DATE: September 17, 2015  
TITLE: Village Board Policy – 6.G. Block Parties  
SUBMITTED BY: Carl Goldsmith, Director of Public Works *CG*

BACKGROUND/POLICY IMPLICATIONS:

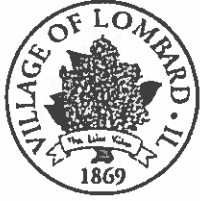
Revised Village Board Policy 6.G. Block Parties to reflect current approval process.

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.



To: Scott Niehaus, Village Manager

Through: Carl Goldsmith, Director of Public Works *CG*

From: Susan L. Cermak, Administrative Coordinator *SLC*

Date: September 1, 2015

Subject: Revised Village Board Policy 6.G. – Block Parties

In reviewing the above mentioned policy it was apparent it no longer reflected current practice. Since the Village's shift towards providing services online, paper forms are no longer used. An online form was created for ease of use by our residents and to provide a more efficient method of approval by departments. However, all regulations remain the same as the previous version of the policy.

SC



## VILLAGE OF LOMBARD

### VILLAGE BOARD POLICY MEMORANDUM

**Subject: Block Parties**

**Section: 6.G.**

**Dept.: PW**

**Date: October 2, 1998**

**Updated: September 17, 2015**

#### **I. Purpose**

This policy establishes procedures and guidelines for block parties held in the Village of Lombard.

#### **II. Procedures/Guidelines**

A. A Block Party Permit/Street Closing Request form must be completed on the Village's website. The Block Party Permit/Street Closing Request must be submitted to the Public Works Department no less than seven (7) days prior to the event.

1. Public Works Department secretary verifies that form is completed correctly and completely, and emails form to Public Works Director, Communications Coordinator, Police Chief and Fire Chief for approval.
2. Public Works Director verifies that street to be closed is not in a construction zone area, nor an arterial or collector street.
3. Once approved by Public Works Director, Communications Coordinator, Police and Fire Chiefs, Public Works secretary emails form to Village Manager's office for final approval.
4. Village Manager's office notifies Public Works secretary once approved. Village Manager's secretary adds approved block party to block party list and periodically emails list to elected officials.
5. Once approved by the Village Manager, Public Works secretary emails approval notification to applicant, mails paper copy of form stamped "Approved" along with appropriate number of door hangers and adds the block party to the Event Calendar in Outlook.

B. Every Friday the Public Works secretary emails the approved block parties to the Records Supervisor at the Police Department and the Public Works Streets/Electrical Supervisor arranges for barricades to be dropped off and picked up at various locations for approved block parties, at no charge to residents.

#### **III. Legislation/Documentation**

# Block Party Application

## General Information

---

*The Village of Lombard encourages its residents to get to know each other and to foster positive neighborhood activities for family and friends. Block parties are permitted for this purpose. Following are a few things to keep in mind when planning your block party.*

---

*This application does not include reserving the Block Party Wagon. The Block Party Wagon is a service provided by the Lombard Park District. More information is available at [lombardparks.org](http://lombardparks.org) or they can be contacted at (630) 620-7322.*

---

*As part of this application you will be required to submit information for two additional sponsors that live within the requested road closure area including their name, address, phone number and date of birth. You will not be able to submit the application without this information.*

---

*It is the responsibility of the sponsors to notify all properties affected by the road closure. Upon approval of your application, Public Works staff will deliver door hangers for you to use for this purpose.*

---

*Block party requests are approved on a first come - first served basis and applications must be submitted at least 7 days prior to the party date.*

---

*The attendance of Police or Fire personnel and apparatus cannot be guaranteed and is dependent upon the availability of personnel. Fire Department personnel will only be available between the hours of 1:00 p.m. and 4:00 p.m. For safety reasons Fire Department ladder trucks will not be set up.*

---

## Applicant Information

---

Name

---

Organization (if applicable)

---

Address

---

Phone Number

---

Email

---

Date of Birth

---

**Sponsor Information**

---

*Three sponsors that live within the requested closure area are required. The applicant counts as one sponsor. Please provide the following information for the remaining two sponsors:*

Sponsor 1 Name

---

Address

---

Phone Number

---

Date of Birth

---

Sponsor 2 Name

---

Address

---

Phone Number

---

Date of Birth

---

**Block Party Information**

---

Date of Party

---

Day of Week

---

Begin & End Time

---

Street to be Closed

---

Cross Street

---

Cross Street

---

Please check either of the following that you would like to attend

---

**Agree & Submit**

---

*1. Village ordinance #130.03 prohibits the drinking of alcoholic beverages on the public street or public right-of-way.*

---

*2. Barricades provided must be erected at the end of the block and may not be moved or relocated away from the intersections. They must be placed along the crosswalk at the end of the block.*

---

*3. Amplified music or entertainment must not disrupt the peace of residents in adjoining neighborhoods.*

---

*4. Block parties will not be permitted between 11:00 p.m. and 9:00 a.m. of the following day.*

---

*5. The sponsors shall be responsible for compliance with permit requirements and for compliance with Police Department requirements during the conduct of the block party.*

---

*6. It is the responsibility of the sponsors to notify all properties affected by the road closure.*

---

*By selecting "Submit" below, I agree that I am a legal adult 21 years of age or older and understand approval of a permit does not release me of any liability for damages that may result from the conducting of this Block Party. Further, I agree that I have read and will comply with all requirements listed above.*

---