

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: David A. Hulseberg, Village Manager

DATE: August 8, 2011 (B of T) DATE: August 18, 2011

TITLE: Tri-Town YMCA Event Signage

SUBMITTED BY: Carl Goldsmith, Director of Public Works *CG*

BACKGROUND/POLICY IMPLICATIONS:

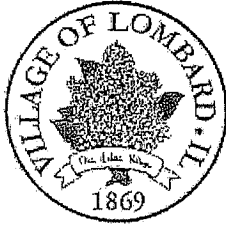
The Department of Public Works recommends the approval of a request from the Tri-Town YMCA to place temporary banners on Village owned properties for the promotion of their Tri-Town Toast event from August 29, 2011 through September 10, 2011.

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.



August 8, 2011

TO: Village President and Board of Trustees

THROUGH: David A. Hulseberg, Village Manager

FROM: Carl Goldsmith, Director of Public Works

SUBJECT: Tri-Town YMCA Event Signage

BACKGROUND

The Tri-Town YMCA has recently submitted an application for their annual **Tri-Town Toast** event to be held on September 10, 2011 between 3:00 pm and 7:00 pm at 20 West Wines and Spirits in downtown Lombard. As part of their request, the Tri-Town YMCA is requesting approval of the use of public right-of-way for temporary banner signs. The specific locations of the signs would be the following:

- Southeast corner of Main Street and Wilson Avenue
- Southeast corner of Park and St. Charles Road

Each sign would be 32 square feet in area. The signs would be placed at the specified locations on or around August 29, 2011 and would be removed following the conclusion of their event.

RECOMMENDATION

Staff recommends that the Village Board grant the Tri-Town YMCA authority to use the public right-of-way for temporary signage for their **Tri-Town Toast** event.

I respectfully request that this item be placed on the Village Board agenda for the August 18, 2011 meeting.

Goldsmith, Carl

From: Heniff, William
Sent: Friday, August 05, 2011 2:01 PM
To: Goldsmith, Carl
Subject: FW: Seeking permission -and/or banner @ St. Charles & Park?

Attachments: Toast 1-up small.jpg



Toast 1-up
small.jpg (78 KB)

William J. Heniff, AICP
Director of Community Development
Village of Lombard
255 E. Wilson Avenue
Lombard, IL 60148
tel: (630) 620-3599
fax: (630) 629-2374
heniffw@villageoflombard.org

-----Original Message-----

From: miwinski@tritownymca.org [mailto:miwinski@tritownymca.org]
Sent: Friday, August 05, 2011 10:52 AM
To: Heniff, William; Stilling, Christopher
Cc: jmitrenga@tritownymca.org
Subject: Seeking permission -and/or banner @ St. Charles & Park?

What about also/or Park & St. Charles Rd. location?
During Cruise Nights (and more, if possible). Please advise.

Bill & Chris -

We are holding our 4th annual Tri-Town Toast fundraiser (see attachment)
Saturday, Sept. 10th, behind 20West Wines & Spirits (actually on Village
property). Permits have been applied for.

We understand that other not-for-profits may have hung ad banners at
Wilson & Main for fundraisers before. Is it possible we could, too?

We would supply banner (could have as early as Friday, August 11).

Thank you for your consideraton. (Please hit "reply all" - out of office
today)

Michelle Iwinski
Business Manager
Tri-Town YMCA
630-629-9622



4th Annual

Tri-Town Toast

20 West Wines & Spirits

Downtown Lombard

Saturday, Sept. 10

3 p.m. to 7 p.m.

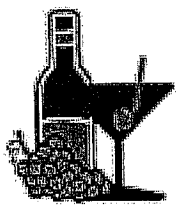
Wine & Beer Tasting
Silent Auction

Unlimited tasting wristbands

\$20 at door

\$18 in advance (call Y)

Hosted by:

20  west

wines | spirits | beer

*Proceeds to benefit
youth, senior & family
programs*

Tri-Town YMCA

1464 S. Main St., Entrance #7 • Lombard, IL 60148

Www. Tritownymca.org • 630-629-9622



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

**SUBJECT: Placement of Banners on
Village Light Poles**

Section: 6.H.
Dept.: VMO
Date: April 18, 1990
Updated: December 2, 2010

I. Purpose

This administrative policy sets forth procedures for the placement of banners on Village street lighting poles by entities other than the Village.

II. Responsibility

It shall be the responsibility of the Director of Public Works to manage the administrative review of all requests from outside organizations and entities for the erection of banners on Village street lighting poles. Requests for banners shall be forwarded to the Director of Public Works. The Director of Public Works shall be responsible for submitting staff reports to the Village Board outlining the nature of the request and the staff recommendation for disposition. The Village Board shall make the final determination on what banners shall be placed on street lighting poles.

III. Forms

None

IV. Procedures

A. All requests from non-profit community groups and organizations which may be received by any Village department shall be forwarded to the Director of Public Works. Requests must be in writing and should include a description of the proposed banner including, but not limited to, size, color(s), content (theme and any wording), location(s) requested, date the banner is to be erected and the date it is to be removed. Banner design will be reviewed by the Communications Coordinator. Reasonable documentation of the group's purpose and non-profit status will also be required. Said request must be made no less than 45 days prior to the requested placement of the banners.

Organizations should be informed that the expense of banners and their erection shall be borne by the requesting organization unless otherwise authorized by the Village Board.

B. The Director of Public Works shall be responsible for the review of the request and shall provide a recommendation to the Village

Board as to the propriety of the request. The Director of Public Works shall keep the requesting organization informed of the status of the request and also advise the organization of the meeting date when the request will be before the Village Board.

C. Banners will be allowed only on Village owned street lighting poles and will not be allowed on either utility poles or traffic signal poles, unless authorization is granted by the respective utility. Existing hardware may be used to hang banners, however, those poles not having hardware will have to be equipped with suitable hardware at the requesting organization's expense. The requesting organization shall also be required to indemnify the Village from any liability arising out of the banners, related hardware, and their installation and/or removal. Beyond this the requesting organization shall assume responsibility for any damage to Village property as a result of the banners.

D. Upon approval by the Village Board, the Director of Public Works shall be responsible for working with the requesting organization on the installation and subsequent removal of the banners. Public Works department staff shall supervise both the installation and removal of banners.

E. The Village shall reserve the right at any time to request removal of the banners. In the event the requesting organization does not remove the banners the Village shall, at the requesting organization's expense, provide for their removal.