

MEMORANDUM

TO: William T. Lichter, Village Manager

FROM: David A. Hulseberg, AICP, Assistant Village Manager/Director of Community Development

DATE: November 16, 2006

SUBJECT: **Code Amendment – Temporary/Special Event Approval Processes**

At the November 7, 2006 Economic and Community Development Committee (ECDC) meeting, the members discussed and recommended that the Village Board approve text amendments to Section 110.4 of the Village Code pertaining to the approval process for Temporary or Special Events. Specifically, the amendment provides for an alternate method of approval of a temporary event if no Board meeting is held between the event application date and the date of the event itself. The amendment codifies past procedures followed by staff and/or Board members when such an instance occurs.

ACTION REQUESTED

The ECDC recommends that the Village Board approve the proposed text amendments to Section 110.4 of the Village Code pertaining to Temporary Events.