



MEMORANDUM

TO: Trustee LaVaque, Chairperson
Public Safety and Transportation Committee

FROM: Roy Newton, Police Chief
Carl Goldsmith, Public Works Director
Jennifer Ganser, AICP, Assistant Director of Community Development

MEETING DATE: August 2, 2021

SUBJECT: Street Closure Policy

Staff recently met to discuss street closures for special events. From time to time, the Village closes streets for events such as the Lilac Parade and Cruise Nights. Staff has received an increase in calls from private individuals asking to close streets. Closing streets can interfere with traffic, neighborhood flow, and uses staff time and resources.

As such, staff drafted the attached policy. With concurrence from the Public Safety and Transportation Committee, this policy would become part of the official Village Board policy. This can be used to guide staff when answering questions on street closures.

COMMITTEE ACTION REQUESTED

This item is being placed on the August 19, 2021 agenda for a recommendation to the Village Board.



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Street Closures for Special Events

Section: 6.K.
Dept.: PW/CD/Police/
CD/PW
Date: TBD

I. Purpose

The purpose of this policy is to establish procedures and guidelines related to the safe and efficient closure of roadways in conjunction with organized special events in the Village of Lombard.

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II. Procedures/Guidelines

- A. All Special Event applications that seek to utilize the public right-of-way must obtain approval for the closure in accordance with Section 97.141 of the Lombard Village Code.
- B. The applicant must demonstrate via the The Special Event permit, that the event ~~as proposed~~, can be conducted in a safe manner, can safely and reasonably support the number of estimated event participants, will not violate public health or safety laws, and will conform to the requirements of law or established Village of Lombard policy.
- C. The applicant must demonstrate that the ~~The~~ special event, as proposed, will not substantially interrupt public transportation or other vehicular and pedestrian traffic in the area of its route or venue.
- D. The applicant must demonstrate that the ~~The conduct of the~~ special event will not require the diversion of so great a number of police, fire, or other essential public employees from their normal duties as to prevent police, fire, or other public services to be provided to the remainder of the village.
- E. The applicant must demonstrate that the ~~The~~ concentration of persons, vehicles, animals, or temporary structures will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets or with the provision of other public health and safety services, or with access to fire stations, fire hydrants or other public facilities.
- F. The applicant must demonstrate that the ~~The~~ special event will not cause irresolvable interference with previously approved and/or scheduled construction, development, maintenance, or other activities, including, but not limited to, another special event, in the public right-of-way or at a public facility.

G. ~~The applicant must demonstrate that the~~ The location of the special event will not cause a material adverse impact, unnecessary disruption or hardship to adjacent residential or business access and traffic circulation.

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H. The special event applicant must be a not-for-profit entity, Lombard taxing body, or an agency affiliated with the Village.

I. The road closure shall be allowed for one (1) day or less

J. In accordance with Section 97.141 for Special Events, the corporate authorities of the village shall be informed and must concur prior to the closing of any major thoroughfare, defined as follows:

1. Main Street
2. North Avenue
3. Roosevelt Road
4. Butterfield Road
5. St. Charles Road
6. Westmore Avenue
7. Grace Street
8. Finley Road
9. 22nd Street
10. Illinois Route 53
11. Maple Street
12. Wilson Avenue
13. Madison Street
14. Highland Avenue South of Roosevelt Road

K. For all Special Events, notice must be provided to adjacent property owners/businesses within the impacted area. The notice must include the following information:

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1. Date(s) of the event
2. Time(s) of the event
3. Anticipated number of participants
4. Contact name, phone and email for the event

L. The applicant shall bear all costs related to street closure, unless granted a waiver of the costs by the Village Board of Trustees.

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III. Legislation/Documentation