

**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)

**TO :** PRESIDENT AND BOARD OF TRUSTEES

**FROM:** Scott R. Niehaus, Village Manager

**DATE :** May 8, 2024                      **(BOT) Date:** May 16, 2024

**SUBJECT:** Yorktown Temporary Event – Circus Vazquez

**SUBMITTED BY:** William J Heniff, Director of Community Development 

**BACKGROUND/POLICY IMPLICATIONS:**

The Department of Community Development transmits for your consideration a request for a Temporary Special Event Permit for Circus Vazquez to take place at Yorktown Center from June 28, 2024, to July 8, 2024.

Staff recommends approval of this request.

**Fiscal Impact/Funding Source:**

Review (as necessary)


Finance Director _____	Date _____
Village Manager _____	Date _____





## MEMORANDUM

**TO:** Scott R. Niehaus, Village Manager

**FROM:** William J. Heniff, AICP, Director of Community Development 

**MEETING DATE:** May 16, 2024

**SUBJECT:** Yorktown Temporary Event – Circus Vazquez

Circus Vazquez is seeking a Temporary Special Event permit to hold a circus in the parking lot of Yorktown Center.

### **BACKGROUND**

Yorktown Center staff has been working with vendors to bring additional uses and activities to the shopping center. To that end, they have entered into an agreement to allow Circus Vazquez to operate in the parking lot east of the main entrance to the mall.

### **OPERATIONS**

The circus event space consists of a 36,700-square-foot tent with guest seating, a concession area, and backstage area. The box office and portable restrooms with handwashing stations will be set up outside the tent. Recreational vehicles for circus personnel and equipment will be set up to the north of the tent. Power will be supplied by two diesel generators. The submitted site plan is attached.

There are no animals or carnival rides associated with this event. A live orchestra will play music inside the tent. No music will be played outside. The event requires a ticket for entry. There will be no public participation in the performances. The operator has two in-house security officers and eight certified crowd managers on site during showtimes. One guard will patrol the area 24/7.

The attraction will be on site from 6/28/2024 through 7/08/2024, with several days on either end for set-up and tear-down. Operating hours will be as follows:

6/28: 7:30 p.m. – 9:30 p.m.  
6/29-6/30: 1:00 p.m. – 9:00 p.m.  
7/1-7/5: 7:30 p.m. – 9:30 p.m.  
7/6-7/7: 1:00 p.m. – 9:00 p.m.  
7/8: 7:30 p.m. – 9:30 p.m.

The vendor has worked with the Police Department to address security concerns, and is working with the Village Clerk's office on licensing and tax collection items. The tent will be periodically inspected by the Building Division throughout the operational period.

### **ACTIONS REQUESTED**

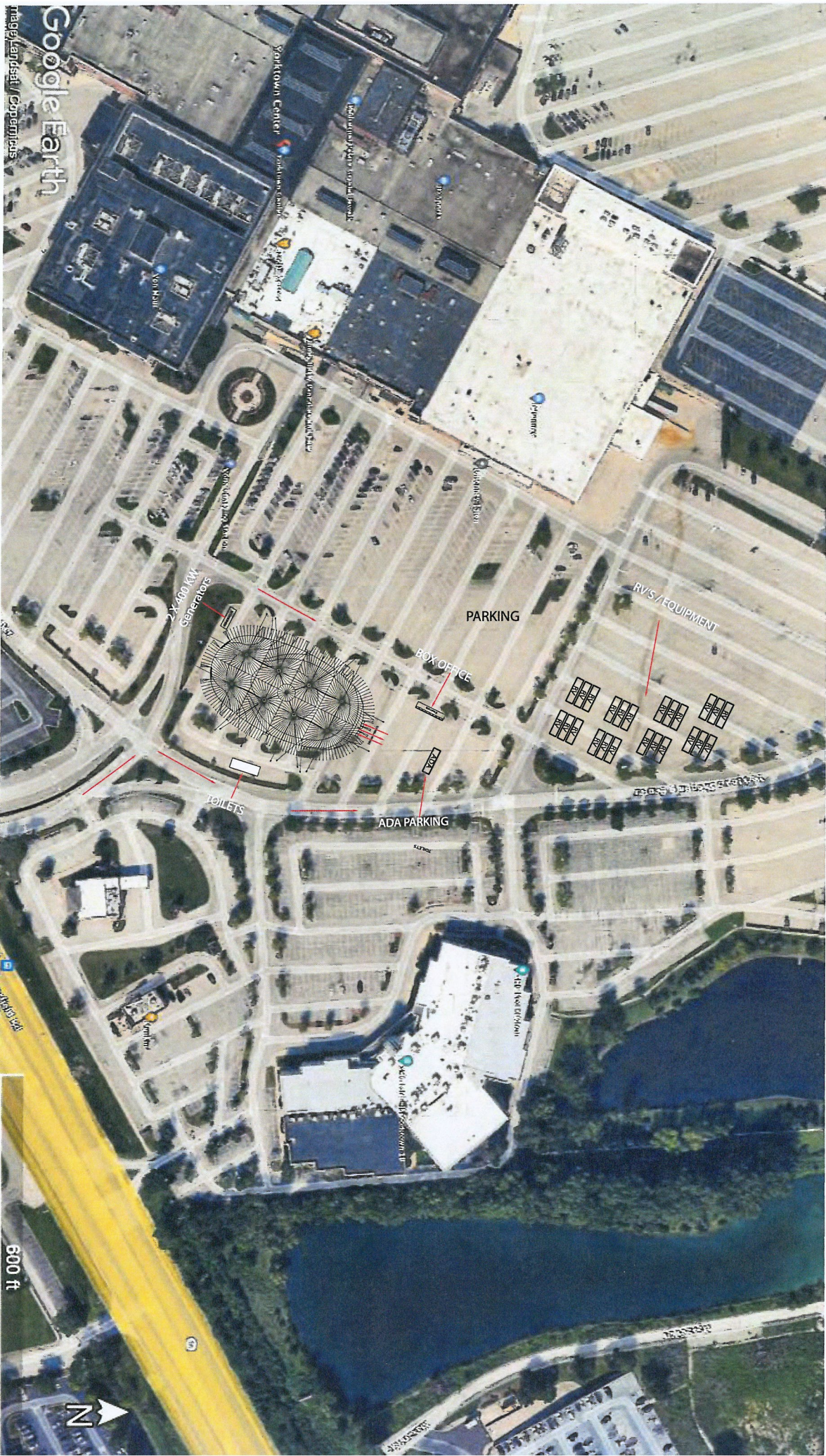
The event holder is requesting two actions:

1. Approval of a time extension to permit the event to occur as proposed. The circus will hold events on site for a period of 11 days (June 28-July 8) with several days on either end for setup and teardown. This time period of 11 days exceeds the 10-day limit on circuses per Section 110.47 of the Village Code.
2. Temporary events are charged a fee of \$75.00 per day, per Section 110.45 of Village Code. At approximately 11 days of operations, the fees would be \$875.00. This fee exceeds the anticipated costs to the Village in the administration of the review process and inspections for the event operations. Staff estimates there would be one (1) inspection each week that the event is operating. The event will be operational for 1.5 weeks. Staff recommends the special event fees be calculated on a weekly basis, for a fee total of \$150 (2 x \$75). Staff can support this fee schedule based on the unique nature of the event and the anticipated costs to the Village in the form of inspections.

### **RECOMMENDATION**

Please place this item on the May 16, 2024, Village Board agenda for consideration. Staff recommends the Village Board grant the time extension for the requested additional days and alternate fee schedule for the Circus Vazquez Temporary Event Permit at Yorktown so the event can occur as proposed.





Yorktown Center

1500 Green Valley Road, Yorktown, VA 22691

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2x400 kW Generators

PARKING

BOX OFFICE

RV'S/EQUIPMENT

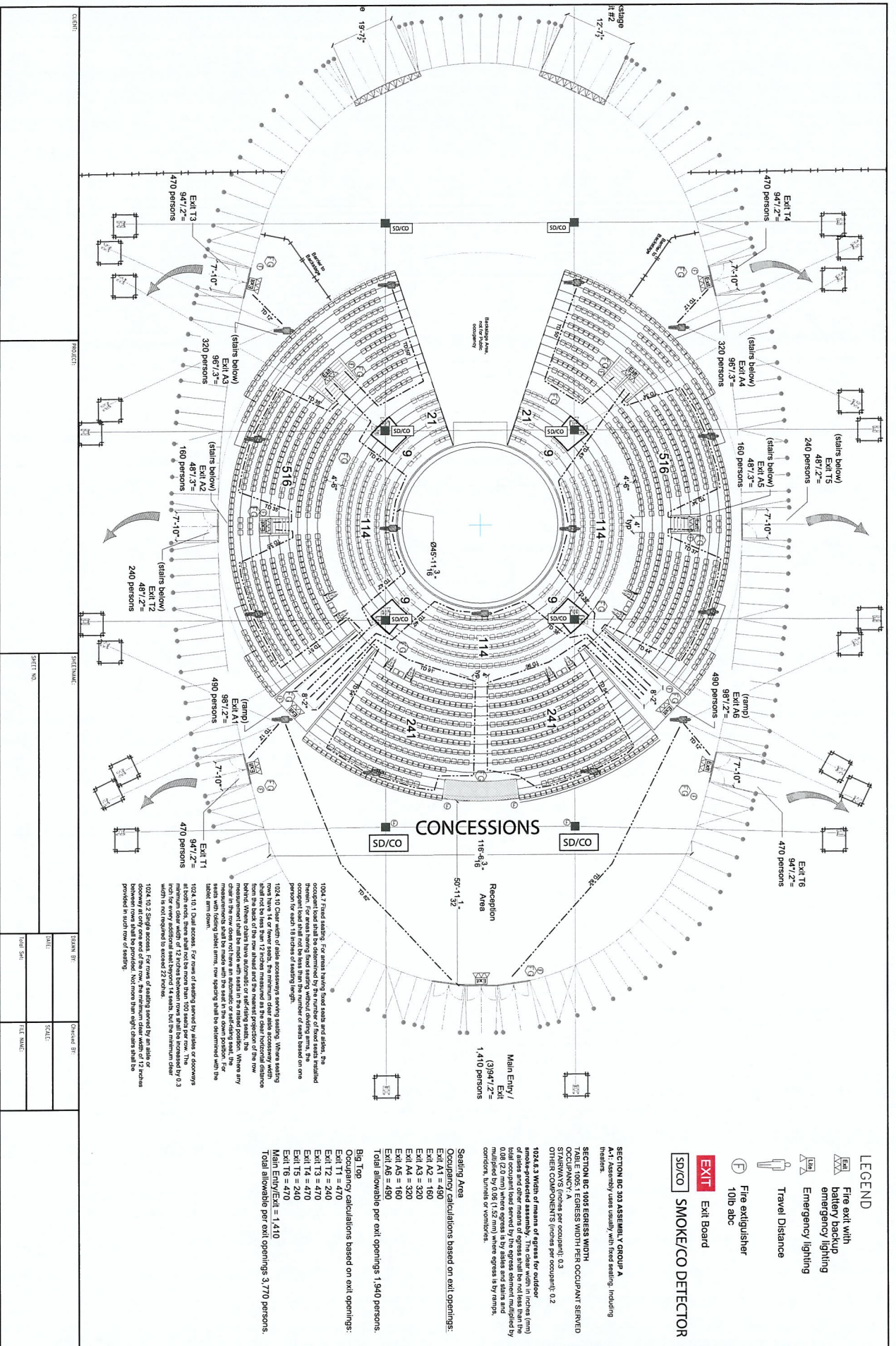
TOILETS

ADA PARKING

600 ft









3/18/2024

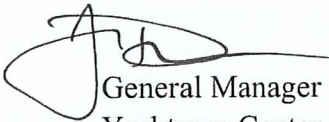
Dear Sir/Madam:

Circus Vazquez has permission to obtain the permits to host a parking lot event at the Yorktown Center for the event dates of:

- 6/25/2024 through 6/28/2024 for set up.
- 6/28/2024 through 7/08/2024 for shows.
- 7/9/2024 for tear down.

Please contact me with any questions as we look forward to having this wonderful event at our property then.

Best regards,



General Manager  
Yorktown Center

# EVENT/SOUND SCHEDULE

DATE	START	END
6/28/24	7:30	9:30 PM
6/29/24	1:00	9:00 PM
6/30/24	1:00	9:00 PM
7/1/24	7:30	9:30 PM
7/2/24	7:30	9:30 PM
7/3/24	7:30	9:30 PM
7/4/24	7:30	9:30 PM
7/5/24	7:30	9:30 PM
7/6/24	1:00	9:00 PM
7/7/24	1:00	9:00 PM
7/8/24	7:30	9:30 PM