

## CITY OF WARRENVILLE

## MEMO

To: Community Development Committee of the Whole  
 From: Andrew Kieffer, Planner/GIS Technician A.K.  
 Director of Community and Economic Development Ronald  
 Mentzer *RM*  
 Subject: CARNIVAL PERMIT REQUEST FOR VFW POST 8081 AT 3S371  
 MAIN STREET  
 Date: July 6, 2021

City staff from the Administration, Finance, Community Development, Police, and Public Works Departments have reviewed the various carnival permit application materials and operation plan (attached as Exhibit A) Fantasy Amusement Company recently submitted for a proposed August 26-29, 2021, carnival on VFW Post 8081 property located at 3S371. Section 3-17 of the City Code outlines the various requirements and restrictions that apply to carnivals in the City of Warrenville including the requirement that *"no carnival shall be set up, run, operated or conducted within the limits of the City unless a written permit from the corporate authorities has been issued, setting forth the conditions under which such carnival shall be operated."*

**Timing, Location, and Operational Details**

The event is set to take place on August 26-29, 2021. Carnival setup would begin after 8 a.m. on Tuesday, August 24. The carnival would be dismantled after 8 a.m. on Monday, August 30. The attached operations plan outlines that applicant's desire to operate the carnival until 11 p.m. on Friday and Saturday. In an effort to minimize neighborhood disruption, Staff is however recommending that carnival operations be limited to 10 p.m. on Friday and Saturday.

Carnival operations would be located entirely on VFW property. There will be no street closures nor equipment located or stored in the adjacent public street right-of-ways. The application materials include a site plan that illustrates how the carnival will be set up on VFW property. Carnival patrons will be allowed to park in the parking lots on the VFW property. Overflow parking will occur where permitted on the various City streets located near the VFW property. The applicant has stated they will work closely with Public Works Department personnel to ensure carnival patrons do not improperly block access to the Public Works facility.

Art and crafts booths will be located inside the VFW building and carnival equipment and food stands will be located outside within the carnival event space. The applicant understands the need to obtain DuPage County Health Department permits in order to legally sell and serve food at the event.

**Neighborhood Impact**

The applicant anticipates 1,000-2,000 visitors over the four-day event. This will result in increased traffic within the area, but because there are no road closures planned, the increased traffic will be

dispersed over the various City streets located adjacent to and near the VFW property. Staff does not anticipate any significant traffic problems will be created by the event.

Additionally, the applicant has stated that there will no stages or live entertainment at the event. As such, the amount of noise pollution caused by event should be minimal. However, since the carnival would be located adjacent to established residential areas to the south and east, staff is recommending carnival operations end at 10 p.m. on Friday and Saturday evening. Assuming the carnival adheres to the staff recommended hours of operation, staff believes the noise and light impact on the surrounding area would not be unreasonable. Staff also recommends any permit approved for a carnival at this location include a condition that requires the carnival operator or VFW Post 8081 to prepare and hand deliver notices to the surrounding commercial businesses and adjacent residential neighborhood at least a week in advance of the event. Said notices should identify the location, dates, hours of operation, and name and mobile phone contact information for the VFW Post 8081 representative responsible for overseeing event operations. This same information would need to be provided in writing to the Warrenville Police and Community Development Departments at least a week in advance of the event.

### **Staff Recommendation**

Staff recommends approval of the requested carnival permit for the VFW property located at 3 S 371 Main Street subject to the applicant's compliance the various conditions and requirements outlined on Attached Exhibit B.

(Exhibit A) August 26-29 VFW Post 8081 Carnival Operations Plan  
(received by City of Warrenville Community Development Department on 6.30.2021)

**Parking**

There will be street parking as well as some parking at the VFW. We do not plan on closing any streets. VFW will post signage that cars parked illegally will be towed. VFW will provide neighbors with their contact information to call. VFW will reach out to Public Works on the best option to keep people from improperly parking in their driveways, signage and construction hoses should be sufficient. Carnival trucks and equipment will be located within the carnival area. The VFW also has a gravel lot that may be used for this purpose as well.

**Sanitation**

For sanitation purposes, toilets and a dumpster will be rented for the event and placed in the carnival area. The VFW has restrooms in their building. Carnival will provide trash receptacles on the midway and will empty into the dumpster. Portable toilets will be delivered August 23<sup>rd</sup> and will be picked up August 30<sup>th</sup>. Dumpster will be delivered on Tuesday, August 24<sup>th</sup> and picked up on Monday, August 30<sup>th</sup>.

**Timing**

The carnival will run from August 26-29, 2021

Hours will be as follows:

Thursday, August 26	6-10 PM
Friday, August 27	6-11 PM
Saturday, August 28	2-11 PM
Sunday, August 29	2-6 PM

Carnival will set up the equipment on Tuesday, August 24<sup>th</sup> at 8AM and dismantlement will commence on Monday, August 30<sup>th</sup> at 8AM.

**Festivities**

We expect between 1,000 – 2,000 over the four-day event. We will have one to two food stands, and we will apply for DuPage County Health permits. There will be no stages or entertainment outside of the carnival. The VFW will have some arts and craft booths but that will take place inside their building. Fantasy Amusement Company will supply generators to power all its equipment and will be centrally located in the carnival midway. Fantasy Amusement has a few games that are in 10X10 tents but no tents outside of that.

**Emergency**

The VFW will contract with a security company. Fantasy Amusement Company has an emergency shut down procedure in the event of bad weather /storms/lightening.

## **SITE PLAN**

**See attached site plan.**

## **Conditions**

1. VFW/Fantasy Amusement Co will ensure that PW Building will not have their driveways blocked.
2. Fantasy will rent a water meter from the City and pay for water usage, if necessary.
3. Fantasy Amusement will submit State of Illinois ride permit paperwork to the City.
4. We do not plan to have any temporary structures over 120 square feet but if we do, we will get permits.
5. VFW will hand deliver notices to the surrounding neighborhood which specifies the date, time and location of the carnival and VFW contact info.
6. Background checks will be provided proving there are no registered sex offenders.
7. Amusement tax will be collected and remitted to the City.
8. A check for \$250 was submitted to the City with the initial June paperwork.

## (Exhibit B) DRAFT VFW POST 8081 CARNIVAL PERMIT CONDITIONS

Carnival operations shall be conducted in accordance with the August 26-29 Warrenville VFW Post 8081 Carnival Operations Plan received by the City of Warrenville Community Development Department on 6-30-21 (see attached Exhibit A) and the following special approval conditions. Special approval conditions shall supersede Carnival Operations Plan provisions if there is a conflict between the two.

1. No carnival equipment or event related improvements shall be parked, erected, or stored on City of Warrenville street right-of-way (see attached Exhibit B).
2. Alcohol shall NOT be served or consumed in the carnival event space.
3. No "search lights" or off-site temporary event advertising signage shall be permitted.
4. Carnival operator shall provide contact information for supervisor in charge of carnival operations to Sgt. Matt Komar ([mkomar@warrenville.il.us](mailto:mkomar@warrenville.il.us)) at the Warrenville Police Department no later than close of business on August 20<sup>th</sup>, 2021.
5. The carnival operator or VFW Post 8081 shall contract with a private security company to provide full time on-site security personnel during all hours the carnival is in operation and open to the public. The contact information for the private on-site security personnel shall be provided to Sgt. Matt Komar ([mkomar@warrenville.il.us](mailto:mkomar@warrenville.il.us)) at the Warrenville Police Department no later than the close of Business on August 20<sup>th</sup>, 2021.
6. Background check information for all carnival event staff shall be provided to Sgt. Jeff Downey ([jdowney@warrenville.il.us](mailto:jdowney@warrenville.il.us)) at the Warrenville Police Department no later than close of business on August 12<sup>th</sup>, 2021.
7. The carnival operator or VFW Post 8081 shall prepare and hand deliver event notices identifying the location, dates, hours of operation, and name and mobile phone contact information for the VFW Post 8081 emergency contact responsible for event operations to the Warrenville Police Department, Warrenville Community Development Department, and all residential and non-residential properties located on Rockwell St. (south of Route 56), Ray Street (west of Manning Avenue), Main Street (West of Manning Avenue), Warrenville Road (between Manning Avenue and Aurora Way), Mignin Drive (north of Wagner Drive), Burke Avenue (north of Wagner Drive), Glen Drive S. (north of 3 S 601/604 Glen Drive South) no later than August 19<sup>th</sup>, 2021.
8. Carnival operator shall contact the Warrenville Community Development Department and request a final electrical inspection when event set up is complete but no later than 48 hours prior to opening event operations to the public.
9. No later than 7 days prior to the event, the applicant shall submit a written emergency shutdown and security plan to city staff including EMA Coordinator Michael Spain ([mspain@warrenville.il.us](mailto:mspain@warrenville.il.us)), Deputy Chief Ken Dawson ([kdawson@warrenville.il.us](mailto:kdawson@warrenville.il.us)), Deputy Chief Jeff Jacobson ([jjacobson@warrenville.il.us](mailto:jjacobson@warrenville.il.us)), and the Warrenville Fire Protection District.

