

Special Events Committee Meeting
04/08/2021
Video Conference Call

Member Representatives in Attendance:

| Agency | Representatives | Noted in Minutes As |
|------------------------------------------|------------------------|----------------------------|
| Citizen Representative | Tom Anderson | Citizen Representative |
| Department of Construction & Inspections | James dasher | DCI Noise Abatement |
| Department of Neighborhoods | Ed Pottharst | DON |
| Finance and Administrative Services | Brenda Strickland | FAS |
| King County Metro Transit | Not Present | Metro |
| Mayor's Office | Dominique Stephens | MO |
| Parks and Recreation | Carl Bergquist | Parks |
| Seattle-King County Health Department | Not Present | Health |
| Seattle Center | Gretchen Lenihan | Seattle Center |
| Seattle Department of Transportation | Mike shea | SDOT |
| Seattle Fire Department | Tom Heun | SFD |
| Seattle Police Department | Not Present | SPD |
| Seattle Public Utilities | Sheryl Anayas | SPU |
| Special Events Office | Chris Swenson | Chair |
| | Julie Borden | SE |
| | Meli Darby | SE |
| | Jonelle Mogi | SE |
| WA State Liquor & Cannabis Board | Victor Hopkins | WSLCB |
| Special Events Committee | | SEC |
| Special Events Office | | SEO |

Additional Attendees: Jason Pierce – SFD Medic One, Beth Lehman – WSLCB, Meredith Stone – FAS, Pamela Banks – OED

Note: As always, these are “raw minutes notes” based on the discussion of the 4/8/2021 meeting and do not include every word spoken—not a literal transcript—merely a summary of ideas.

Committee Discussion

- Roundtable

Committee Business

*Introduction to OED Interim Director & Presentation on City's Reopening and Recovery Efforts
Pamela Banks, OED and Chris Swenson, Special Events Committee Chair*

- Recovery Vision
 - Seattle is a vibrant, innovative, diverse city with an inclusive economy that ensures all Seattleites can thrive and share in the new opportunities of the future
 - Focus on Economics and community resilience
 - Aim to build a thriving City as a whole as we move into implementing intentional strategies to address systemic and institutional racism, to carry forward change in a meaningful way in neighborhood business districts and downtown business core
- Recovery timeframes
 - 3 broad timeframes; All based on vaccinations
 - Immediate strategies – things we can do before widespread vaccination to restore and draw folks into neighborhoods and business districts
 - Near term – things we can roll out once we achieve majority vaccinations; Mayor goal is 70% adult population vaccinated
 - Long term – multi-year strategies (2-5 years) as we learn for the long-term impacts of COVID on our community
- Potential Resource Streams
 - Reallocating City Resources, Federal Stimulus, Philanthropy, BIPOC Investments, Public Private Partnerships
- Community Resilience
 - Ensure people in Seattle and all Seattle residents have access to opportunity by using our community investments to show strength in community resilience
 - Access to opportunity focused on providing BIPOC and other marginalized or underfunded neighborhoods true access into new economy after COVID and growth industries
 - Equal or better opportunities for young people
- Economic recovery
 - Continue to bring government, community, businesses, philanthropy, and non-profits together to revitalize the economic engine of the City and foster innovation in creative industries, culture, and retail
 - Supporting business and industry
 - Meeting neighborhood needs
- Downtown Revitalization
 - Working group of external partners meet bi-weekly with the goal of bringing downtown back to life
 - Focus on improving security, creating room for innovation and creativity in arts, culture, and retail, ensuring key infrastructure projects move forward, bringing workers and patrons back safely
- Downtown Revitalization Strategies
 - Guiding Principles – Downtown is the economic engine of Seattle. Our ability to effectively recover citywide depends in a large part on our ability to revitalize economic and cultural activity downtown
 - Task – location-specific strategies addressing: Activation (programming, beautification, etc.), public safety and empty commercial/office spaces
 - Downtown includes Seattle Center to CID/Pioneer Square
- Neighborhood-Specific Strategies
 - Starts with better understanding neighborhood-specific challenges and needs and developing strategies for revitalization
 - Key External Stakeholders – Small Business Advisory Council (SBAC), Equity district neighborhoods and BIPOC business owners, Business Improvement Areas (BIA) and neighborhood and community groups
- The vision of ensuring equitable recovery depends on all of us. For this to be reality, our efforts are grounded with racial, equity and social justice lens. We are working to create a thriving city as a whole as we implement these intentional strategies to meet the needs of our neighborhoods and communities

- OED will continue to focus our support to this work. Everything OED does going forward will be focused on these strategies on equitable recovery, supporting small businesses, supporting neighborhoods economically, socially, and culturally. Continue to support future workers by ensuring they are connected to opportunities and trainings for the future economy
- SEC crucial part of economic recovery and community need to get Seattle back up and running
- Chair – Special Event permits have been suspended from the beginning of the pandemic, currently SEC working to reopen under State and Public Health guidance, regarding intention of reactivation in July and September, is there any info or specifics of the activations? Part of it will be public activations? What can we expect?
- Banks – Vision of identifying a date or two with City and County to bring office workers back to work downtown wouldn't require permit; Other things brought up in discussion include support farmers market by closing down the street to encourage local residents to support the market, shutting down street to support the nightlife, bars, restaurants, and putting stages up to have community patronize, sidewalk closures around Westlake, concerts on Pier 62; All activations are based on vaccinations and Public Health guidelines
- Seattle Center – Is the PowerPoint able to be shared after meeting to stakeholders? Seattle Center is looking to reopening to some degree this summer and looking for something general to present on recovery for staff
- Banks – Internal for now, but will share out additional information to be shared out

Review "Healthy Washington" State Recovery Plan

Meli Darby, Special Events Office

- Phase 2 & 3 events that can be considered
 - Run/walk/ride, outdoor retail, art fairs, community events
 - Vehicle parades, vehicle drive-in movies and concerts, open-air retail or vendor markets and fairs
 - Controlled ingress/egress, crowd mitigation plans, and physical distance that must be maintained between groups at all times.
 - Uncontrolled, open roaming, and general admission type events are NOT permitted under Phase 2 or 3.
- Administrative ban set to expire at the end of the month; SEO accepting applications after events after May 1st
- Per State and SEC requirements, event organizers must provide written comprehensive plan to meet or exceed State guidelines, provide a COVID-19 Health and Management Plan (CHAMP), and does not require SPD resources
- Guidance
 - Religious and Faith-Based Organizations
 - Phase 2 – Outdoor: 200 max capacity, (2) households seated together per group, 6' distance between groups, must comply with Outdoor and Open-Air Seating Guidance
 - Phase 3 – Outdoor: Unlimited capacity, recommended 400 max capacity, 15 people per group, (2) households seated together, 6' distance between groups, must comply with Outdoor and Open-Air Seating Guidance
 - Wedding, Funerals, and events
 - Phase 2 – Outdoor Weddings & Funerals: 200 max capacity - Groups of 15, limit (2) households, 6' between groups, if food or drinks are served, eating, and drinking requirements apply Outdoor Events: - same as above
 - Phase 3 – Outdoor Weddings, Funerals & Other Events: 400 max capacity (not including vendors), Groups of 15 - 6' between groups, if food or drinks are served, eating, and drinking requirements apply

- Racing
 - Phase 2 – 1500 runners per day (500 max participants starting per hour, capped at 3 hours per day) - Waves of <30, 1 wave per minute - Starting area limit 100 participants, 6' feet distance maintained, Spectator's limit 200 max, groups of 15, 2 households, 6' distance between groups
 - Phase 3 – 4500 runners per day (750 max participants starting per hour, capped at 6 hours per day), Waves of 30, 1 wave per minute, starting area limit 100 participants, 6' feet distance maintained, spectators limit 400 max, groups of 15, 2 households, 6' distance between groups
 - Misc. venues
 - Phase 2 – Large Outdoor Retail: 200 people occupancy, Large venues over 100,000 sq.ft. in size, 300 occupancy, (includes exhibitors, excludes staff). Indoor Retail Event: 25% capacity, up to 200 people, (includes exhibitors, excludes staff), whichever is fewer.
 - Phase 3 – Large Outdoor Retail: - 400 people occupancy - Large venues over 100,000 sq.ft. in size, 600 occupancy - (includes exhibitors, excludes staff). Indoor Retail Event: - 50% capacity, up to 400 people - (includes exhibitors, excludes staff), whichever is fewer.
 - SLU Saturday Market proposal
 - Occupancy based on how many booths inside of the event and limit of people at booths per KCPH with controlled ingress and egress
 - Theater and Performance Arts
 - Phase 2 – Outdoor: - Groups up to 15 people, limited (2) households per group. 6' separation - Max 200 individuals including artists, crew, and audience may be in the designated area., 3-hour time limit on all performances/events. Indoor: Max capacity 25% of
 - Phase 3 – Outdoor: - Groups up to 15 people, limited (2) households per group. 6' separation - Max 400 individuals, or 50% capacity whichever is less including artists, crew, and audience may be in the designated area - To exceed 400 spectators, a venue must be able to accommodate over 400 at 25% capacity and cannot exceed 9,000.
 - Spectator Events
 - Phase 3 – A facility must have individual designated seating capability. General admission seating not allowed, A facility must have controlled entrances and exits and the ability to monitor exact attendance, Open to a capacity of 25% or 9,000 spectators maximum, whichever is lower, Tickets must be sold in groups of 1-6. Each group of 1-6 spectators must be 6 feet away (side-to-side and front-to-back) from other groups of 1-6.
- Seattle Center – Racing guidance – charity walks still excluded; If they include timing and wave concepts, will they be allowed to happen?
 - SE – If doing registration, timed, and following guidance, and event can operate within racing guidance then should be able to operate

Review Special Event Applications

Meli Darby, Special Events Office

- SEO is requiring written or recorded review for all applications routed to SEC
- If event application doesn't include CHAMP applicable to current phase, then unable to consider at this time; Also, unable to consider event proposals that utilize significant SPD or City resources at this time
- Review of applications in process to get determination from SEC if can/can't support event proposals

- Quorum is not met today at this meeting for official vote
- Seafair – Summer 4th, Milk Carton Derby, Torchlight Parade, Torchlight Run, Weekend
 - Application submitted in February are the same application proposals from 2019, same app proposals from 2019; Applications did not include COVID mitigation plans
 - For these Seafair applications, SEC is not able to consider plans as proposed; SEC would need COVID mitigation plan for further review
 - SPU, Parks, SDCI, SFD, Seattle Center, SDOT, DON, FAS, Citizen Representative – No objections
 - SEO will follow up with departments not present
- Alki Art Fair
 - Application included COVID mitigation plans; SEO may need subcommittee meeting with SPD to review proposal
 - Parks – Without knowing what July looks like, currently, no concerns, organizer submitted detailed plan; Event could be a test case of live implementation of CHAMP
 - SDCI – Hours of operations are within allowable operations, no objections
 - SPU – Application not yet reviewed
 - SDOT – Using street for staging, no issues
- SLU Saturday Market
 - SFD – Standard vendor list, will follow up with organizer for outstanding items; No objections
 - SDOT – No issues
 - DON – No concerns at this point, separate meeting scheduled to discuss neighborhood notifications
 - FAS – No vendor list yet, but organizer has time to get in a few weeks prior to event
 - Seattle Center – No objections
 - Mayor’s Office – No questions at this moment
 - Chair – For occupancy, how many people are considered inside of the roped off market?
 - SE – Since set up occupancy is determined by how many vendor tables have within perimeter; Limit how many people can have at each vendor table at each given time is determined by KCPH
- Fremont socially distant solstice art walk
 - June 19th and 20th; Event proposal is in place of Fremont Solstice Parade and Fair in 2021 due to restrictions; Event proposal includes street closure to have controlled ingress and egress for an art walk
 - SEO planning to have subcommittee meeting to dive into details
 - Would their proposed street closures require SPD for traffic control? Based on SDOT experience, would current proposal require? – looks like same layout in past years, North precinct staffed in past years; SPD traffic may have staffed solstice parade; street closure itself don’t think required – used type 3 barricades; crowd size 205 people; usually would not close streets for that many people; typically, close streets for 30,000 people – for the expected attendance will need to discuss
 - SDOT – Similar layout closure to Solstice Fair; North precinct staffed in past years, SPD traffic may have staffed Solstice Parade; For street closure itself, don’t think SPD is required – used Type 3 barricades in the past; Crowd size 205 people, usually would not close streets for that many people; Will need to discuss expected attendance with organizer
 - Chair – 205 people for one time, will need to dive into more details at a subcommittee
 - Seattle Center – Concerns from their CHAMP; Organizer to be clear on health safety specific staff, compared to other management functions; Recommend Phil to get more specific onto who is doing each part of the event; The nature and historic nature of event would benefit from a solid understanding the roles and responsibility of health safety supervisor; Requesting more detail from organizer

- Chair – Safety plan for large events considered by FMO, part of resource
- Seattle Center – Will there be access to businesses inside of the street closures and how to mitigate the access?
- Chair – If SEC approves the street closure with restrictions, 30K may show up, what will the footprint look like outside of the closure
- Citizen Representative – 205 attendee number is pulled from phased guidance
- DON – Useful to get indication from applicant what State phase they are planning for
- SE – SEO will need to schedule subcommittee meeting to go through the details - how the art is set up, will the crowd continue to move, attendee numbers

Review Special Event Permit Administrative Decision

Chris Swenson, Special Events Committee Chair

- Timeline
 - June 11, 2020: Decision to suspend permitting through September 7, 2020
 - July 23, 2020: Updated decision to suspend permitting through November 1, 2020
 - August 27, 2020: Updated decision to suspend permitting through December 1, 2020
 - September 24, 2020: Updated decision to suspend permitting through December 31, 2020
 - October 22, 2020: Updated decision to suspend permitting through January 31, 2021
 - January 14, 2021: Updated decision to suspend permitting through April 30, 2021
- Chair recommendation is that as we strive to reopening and consideration of events, SEC can discuss option to extend option, but Chair is not recommending it
- Seattle Center – Campus has reopening plan, but different entity from Special Events; Seattle Center has decided will move forward with private, invite only usage through the end of June; July will have controlled access public events – based on State and KCPH guidance
- Chair – Other department permitting reopening options follow a phases reopen and is in alignment of what SEC and Seattle Center is planning; Timelines may be a little different
- Look ahead of upcoming events are limited; End of the suspension will allow SEC to consider events
- Chair would need to hear proposal, then vote, if no proposal then administrative decision will end April 30th
- Citizen Representative – Messaging needs to be clear; Need to be careful messaging to organizers so we are not encouraging applications to be submitted without available City agency support
- Chair – Clear to what the City is able to support, i.e., if no SPD resources are available, then SEC could not consider events that do not require SPD support
- Seattle Center – Messaging and language needs to be clear; SEC has specific role; Ability for SEC to consider permits will be helpful to review applications to set clear expectations to applicants at what is possible at this time
- Chair – Clear distinction will be helpful as well
- Don – We are not going back to business as usual; City agency support needs to be available; There needs to be clear messaging to applicants and public we are still dealing with COVID
- Seattle Center – Should we consider an extension through May– not the full 90 days, but enough time to process and see where we are before reopening
- Chair – Recommendations received, will take notes, and will bring recommendations to committee

Upcoming Meetings

- 4/15/21 Subcommittee Meeting
- 5/6/21 Subcommittee Meeting
- 5/13/21 – Full Committee Meeting
- If vote is needed, SEO will schedule meeting where quorum is met to vote on permit extension