

Special Events Committee Meeting Minutes
October 9, 2019
Seattle Municipal Tower, Floor 16, Room 1600

Member Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Citizen Representatives	Tom Anderson	Citizen Representative
Department of Construction & Inspections	Jessica McHegg	SDCI
	James Dasher	SDCI Noise Abatement
Department of Neighborhoods	Angela Rae	DON
Finance and Administrative Services	Not Present	FAS
King County Metro Transit	Glenn Bartolome	Metro
Parks and Recreation	Carl Bergquist	Parks
Seattle-King County Health Department	Rosemary Byrne	Health
Seattle Center	Gretchen Lenihan	Seattle Center
Seattle Department of Transportation	Mike Shea	SDOT
Seattle Fire Department	Tom Heun	FMO
Seattle Police Department	Phillip Hay	Police
Seattle Public Utilities	Not Present	SPU
Special Events Office	Chris Swenson	Chair
	Julie Borden	SE
	Meli Darby	SE
	Jonelle Mogi	SE
WA State Liquor & Cannabis Board	Not Present	WSLCB

Additional Attendees: Luke Sillonis – DSA, Omar Santacruz, Lawrence Pitre, Phil Megenhardt, Taylor Ann Richards

Note: As always, these are "raw minutes notes" based on the discussion of the 10/9/19 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

Post-Event Evaluations/Comments:

DATE	EVENT
Sep 12-15	Boats Afloat Show <ul style="list-style-type: none"> Show in January 2020 is the last, then moving to Everett
Sep 13-15	The Susan G. Komen Seattle 3-Day <ul style="list-style-type: none"> Seattle Center heard that this would be the last year for the 3-day; Event team was great and worked with them for years Part of the move is logistics, but organization is changing the format all over the country Declined attendance for a few years with Komen events Participation this year in the hundreds, not the thousands as before Locally have not recovered from the politics of leadership

Sep 13-14	St Benedict Wallingford Wurst Festival
Sep 13, 27	UW Husky Marching Band Rally
Sep 14	Tour de Pier Seattle
Sep 14	Seattle Fiestas Patrias 2019 <ul style="list-style-type: none"> • SPD Traffic – First year handling event, small event with a large traffic impact • The re-route and detour is very confusing to non-participants and have significant impacts; Messaging signs before event could be useful prior to detour • A lot of late arrivals for event which caused a lot of assembly issues • More outreach should be done, Boeing has employee parking lot off of 14th and event caused employees to get stuck in parking • Would be useful to reconvene with the organizers since significant event for the community and the neighborhood
Sep 14	SEACHanger <ul style="list-style-type: none"> • No issues at Myrtle Edwards Park; Loaded in from the south end of the park
Sep 14	Leschi Art Walk
Sep 14-15	Green Lake Oktoberfest <ul style="list-style-type: none"> • SDOT interested to see if hear any feedback • North precinct reported low attendance • Major impacts to Metro re-route; Big picture if low attendance, moving all of the community away from the neighborhood with Metro re-routes will need to be addressed • When Metro detours, need to keep in context ADA and senior community and impacts to changing route
Sep 14	C-ID Night Market <ul style="list-style-type: none"> - Mainstage went to 11:20pm; Special Events will check on noise variance, historically maybe to 11pm • Re-opened 2 streets due to the impacts to the merchants in the neighborhood • SDOT will want to revisit plan next year and look at street's organizers reopened to see if there are any safety concerns
Sep 14	East Ballard Oktoberfest
Sep 14	Grilled Cheese Grand Prix
Sep 15, 18, Oct 6	Sounders FC March to the Match
Sep 15	Seattle Row for the Cure
Sep 19-20	University of Washington Academic Year Student Move-in <ul style="list-style-type: none"> • Parking reservation conflict; Worked it out, but organizers didn't understand how process of reserving parking and the Special Events permit process • SDOT will look at event earlier in 2020 • 41st Apartment had reserved 2 spaces for a dumpster, insisted having the whole street; UW organizers should do some outreach since it is all apartments and dense now; Student move in is the UW apartments and not private apartments
Sep 20-21	Seattle Greek Festival
Sep 20	Seattle Symphony Friday Matinees, Masterworks series
Sep 20-22	Fremont Oktoberfest

Sep 20	<p>Chase Jarvis Book Release</p> <ul style="list-style-type: none"> • A lot of moving pieces happening in SLU, there were about 5 different conflicts that needed to be address in a short timeframe with include shuttle drop zones, dumpster placement, food vendors, hauling and construction • Through notification should be done in SLU • Very tough location to close streets • Phil Megenhardt – I was involved with City engineering office about the permanent bike lane and the permanent posts; It was planned to have linear posts installed for 5 years; This would bring major impacts to the Fremont Sunday Market, worked with city to make adjustments to have posts every 20 ft and some are removable; Sunday market can load in without additional conflicts • A lot of different moving parts within the neighborhood, how to coordinate and know what is going on with other City departments should be identified • Lt. Heun went to both events (Chase Jarvis and Big World), SFD needed to coordinate with both for egress; In the future, need to look at back to back events in SLU and how they load in
Sep 20	Seattle Climate Strike
Sep 20	<p>Seattle Climate March</p> <ul style="list-style-type: none"> • Heard upwards to 5,000 participants
Sep 20	UW Greek Block Party with UW Athletics
Sep 20	Amazon Employees for Climate Justice Climate Walkout
Sep 21	<p>Big World</p> <ul style="list-style-type: none"> • Assuming will have more events on 8th Ave and more activations of that street
Sep 22	Orca Half Marathon
Sep 22	Angel of the Winds Party Pit
Sep 22	StandWithKashmir
Sep 25	<p>Amazon Private Event</p> <ul style="list-style-type: none"> • SPD noted that there were people standing in the bike lanes • East side of the street still under construction
Sep 27-29	Bite of Broadview
Sep 27-Nov 2	<p>Georgetown Morgue Haunted House</p> <ul style="list-style-type: none"> • Special Events Office received some feedback about the setup on the sidewalks; There is a wooden structure on the sidewalk for queuing, which was not outlined in their plans; Will need to consider for 2020 • Reserved the 3 ft for pedestrian walkway • If on right of way, will need to have SDCI and SDOT in conversations about the structure and use • Complaint from neighbor from customer service bureau • For next year, will need to revisit plan and have structure identified on plan
Sep 28	Sustainable Ballard Festival
Sep 28	Community Cancer Awareness Rally and Walk
Sep 28-29	Lake Union Wooden Boat Festival
Sep 28	Seattle AIDS Walk
Sep 28	Walk to End Alzheimer's

Sep 28	Great Pumpkin Weigh-Off
Sep 29	<p>Finding of The True Cross</p> <ul style="list-style-type: none"> • SFD can't support the fire portion of their event anymore; What they said they were going to do and what they actually did were two different things; Fire was much greater than what was approved by SFD • Committee members spent time looking at ingress and egress issues • More people came than planned, had issues getting participants across 35th Ave • Special Events will need to talk with organizers, Camp Long staff and Parks for 2020
Sep 29	National Coffee Day Event
Oct 3	Toth Construction Annual Open Haus Oktoberfest
Oct 3	Mass of the Holy Spirit
Oct 5	<p>R Day</p> <ul style="list-style-type: none"> • SPD reports one assault arrest, intoxicated male that was ejected • SPD would like better communication with the organizer about event times • New organizer for 2019 event; Special Events will plan a debrief • SFD went to inspect, but set up was way behind schedule; Needed to move on to inspect other
Oct 5	Washington VisionWalk
Oct 6	Tail of the Lake Regatta
Oct 6	<p>Double Tenth Flag Raising and Parade</p> <ul style="list-style-type: none"> • Same time as a stadium game • Miscommunication resulted in group making more than one lap, the route went to 7th instead of 8th; March made 2 laps since thought was shorter, no conflicts since the Seahawks already started

Public Comment (as needed)

Applications Review / Discussion

Event: Dia de los Muertos
Date(s): Saturday, November 2, 2019
Location: Bayview St between 15th Ave S and 16th Ave S
Organizer(s): Omar Santacruz, Lawrence Pitre

Event Notes:

- First time event
- Omar owns a market and a restaurant; The restaurant, that has been there for over 3 years, which is being displaced due to development
- He is making La Esperanza Mercado y Carniceria into a market and restaurant
- Grand opening is to bring awareness to the community that his restaurant is being displaced and let them know grand opening combined restaurant and store
- Community event to make it about the neighbors in community, already talked to the community and let them know about event; Very neighborhood driven
- Formal notification lettering done to the neighborhood

- Moving the stage next to the beer garden to have emergency 20ft access, full lane to allow emergency vehicles access

Committee Discussion:

SDCI Noise – Reminder to make sure speakers aimed to crowd and group

SDCI – No comment about the event, but if have questions about building permits about the store reach out to me as I can be a resource

SFD – Will need a new copy of the map showing the 20 ft fire lane; A dimensional beer garden map is needed for approval; Confirming cooking will be done inside and sold/taken outside

Health – Confirming restaurant will cook the food; If cooked inside and hot held inside then don't need a permit, if going outside, then will need a temporary permit

SPD – Organizers requesting 2 officers for safety and security; Coordinate with SPOC and S. Precinct; Organizers will be billed for SPD officers

SDOT – Signage needs to come from a 3rd party vendor for barricade and closure signs; SDOT will make a Traffic Control plan and organizer will need to coordinate with the vendor

DON – Notification requires sign-off signatures for street closure for businesses/residences impacted; Organizers did word of mouth notification, then a formal letter – did not ask for signature, but will do now

Event: Fremont Oktoberfest
Date(s): Friday – Sunday, September 18-20, 2020
Location: Gas Works Park
Organizer(s): Phil Megenhardt, Taylor Ann Richards

Event Notes:

- Evolution of Fremont Oktoberfest
 - 1997 – 1998 started in Parking Lot in Fremont (PCC building)
 - 1999 – 2006 moved to Adobe grounds, moved due to PCC being built; Event reaching capacity, then displace due to building constructed
 - 2007 – 2009 35th and Phinney
 - 2010 – present 35th and Phinney and on Canal to 1st
- Community focused event, fundraiser for Fremont Chamber of Commerce
- Event was on the outskirts of Fremont when originally moved, but since then there are major businesses in the area
 - Fremont Foundry and Fremont Studios host events and in very close proximity to the event footprint; Hard for them to coordinate load in and load out
 - Theos Chocolate have big load in and load out in the area
 - Traffic and tech company's transportation have increased
- Organizers not sure if there is a saturation level in Fremont yet, but for Oktoberfest at the point where there will be redevelopment in Fremont
- 4 residences on canal between 2nd and 1st; Access to the residences were closed on Friday for a few hours due to the sewer project preparation and event setup
- Few years ago, talked about moving Oktoberfest to Gas Work Park; Sat down with Parks and talked about some of the issues with event and logistics using the park
- Organizers produce an event in Kirkland on a City park with the marina, so have some experience monitoring water traffic
- Egress and ingress of guests 5 years ago, parking was a huge issue, since then ride share use has changed dramatically
- Create a pickup zone for ride shares; Dropping the pin to can help control where drivers are located;

- Essentially create an airport zone for pickup
- Entrance to the event will be contained within footprint and will not allow lines to get in the way of street closures
- The 25 sampling stations will be thoughtful located on the lawn and lakeside
 - Our current building and operation of the site minimizes traffic and beer keg movement.
- DJ tower, Alpine Slide and incorporating the city view in the site layout only adds to the incredible guest experience at this new location
- Lighting of the park will be a balance of safety/wayfinding and decorative lighting of the historic structures
- Public access to the park leaves path around the event and waterfront platform open to the public
- SPD and North Precinct are on board, but will need to adjust staffing based on new location
- Preliminary plan for peer security, venue itself will need the same amount of peer security as old location
- January – May: Community outreach and notification
- January – May: Traffic planning
- October – June: Parks dept and SPD coordination
- June to September: Marketing and promotion of venue change
- September: Event
- Work with neighborhoods when the no-parks go out to mitigate some of the issues and concerns about the neighborhood
- Traditionally a noise variance to 11pm in the location now

Committee Discussion:

Chair - Attendance based on daily historic attendance; Historically Gas Works Parks events are based on a 1- or 2-day event; Historically anything with amplified at Gas Works spreads across the water; DJ tower will have control of the amp and sound; 3 days of the added location of the amplified sound; What is your connection with other chambers or neighborhood groups, since Fremont chamber leading and usually in Fremont but now expanded due to change in location; What are the additional conversations needed for ride share zone

SDCI Noise – Will need better layout of speakers and will need to talk about levels; 11pm done in the past, with the right level, it could work; May need to think about overall noise level; Organizers still using the same sound company, had conversation about how to manage sound levels, will provide noise level and will need to adhere to it; Organizers received no north Queen Anne sound issues/complaints

SFD – Closer to event, will need food vendor list; Permits required for the larger tents, no fire drills with the tents and fencing at this location; SFD has everything needed to get occupancy load and ingress/egress – occupancy about 4-5000; Will need to touch base with MedicOne; Organizers will need to coordinate with Lt. James Curtis

Health – Food vendors have 3 compartment sink, own restrooms, and own stations; Honey Bucket brings in holding tank for wastewater, they place in the holding tank and then pumped daily; 3 locations for wastewater

Citizen Representative – What is the window of setup to breakdown in new location, challenge in Fremont need to accommodate the deliveries, ingress and egress of office workers; Overall window of set up, we rather have more time than less, load in on Thursday and out Sunday night

Seattle Center – Finding new things with sounds at Seattle Center grounds; DJs and base have sound traveling farther, could look at distribution of sound; Re-thinking sound at Seattle Center events and how sound and base travels

SPD – Husky game next year and Mariners game; Off the street so SPD supports; Easier to do with rideshare in Gas Works location

SDOT – Could be tougher to get to Gas Works, everything comes in Northlake Way; Concern about the

traffic backing up at Northlake, could look at having officers there controlling traffic and pedestrian crossing at Meridian; Will identify a few places for traffic control, keeping the streets open would help traffic flow, 34th major arterial in that area

Parks – 2.5 days of impact; Load in and load out is half the time of Obliteride; Parks is looking at gap between 2 major events, there is a full month break from major events happening in the park; Not closing that section of the park until Friday, so parks participants can access the park until Friday; Kite Hill and playground is still accessible throughout the weekend, these are the main attraction points to the public; Public water access is still open and available; Park is less used during this time of the year; Proposed move now activates Wallingford neighborhood; Floating houses and the large apartment complex are the two area of focus for sound and impact

DON – Impacting far more community and residences we think; DON will work with organizer for groups need to reach out to; Notification will need to be done and community engagement about the issues of amplified sound

Chair – Set up subcommittee meeting for December or January to dive deeper into event logistics and planning, then a spring meeting check-in

Committee Business

Macy's Closure: Discussion regarding 2020 Holiday Parade options and planning

Chris Swenson, Special Events Committee Chair

- Current organizer hasn't heard if 2020 parade will happen again, since it was a Macy's event
- Currently Macy's parade is categorized as Citywide event due to the nature of event, should consider if Macy's is not going to continue event
- Luke, Downtown Seattle Association, Libby has been handling everything with Macy's for 2019; Haven't heard about anything for 2020
- For 2019, there will be no star lighting due to the star needing to be replaced because of structure
- Questions arise, if someone else takes over the parade, will we still sponsor as a Citywide parade? Committee will need to consider since in ordinance called out as Macy's Holiday Parade; If taken over by another corporate sponsor or organizer, then who takes up the responsibility
- Opportunity for the City to encourage or not; A few years ago, One Reel couldn't do 4th of July fireworks so Seafair took over
- Chair would request if the committee has conversations, please include Chair in those conversations
- Attendance of the parade has been declining and may have leveled off
- Could this be an opportunity to turn parade to something new to activate; Don't need to stick with a parade idea
- City is intentional about the larger events we approve, and how can make it an opportunity or event to honor holiday tradition
- A funding source and vision of the event to be explored

Insurance and Payment Deadline Enforcement

Chris Swenson, Special Events Committee Chair

- Exploratory issue internally with the Special Events process
- Payment is due 30 days prior to event date
- Policy (not written in code) is that insurance needs to be submitted 30 days in advance
- Insurance comes in wrong and needs to work with a 3rd party agent to get the right coverage or endorsement
- Seattle Center has similar issues
 - Accounting system made it a challenge
 - Higher level of payment and customers are requesting to do ACH transfer, which is harder to

- process
 - Payment is due with contract, if payment not made then contract is invalid; Staff does reminders for payment
 - Clause in the contract if getting things in late then Seattle Center has the right to bill late fees for staff review
- SFD also incorporates late fees for their permits - 30 days requirement for applications, if not in before 30 days, then 50% late fee; If not 72 hrs. then event may not happen
- For smaller event organizers, there may have cash flow process issues in which organizers are waiting for the money to come in before they can pay their permit fees
- Parks
 - 90-95% online payments; Customer can login and make payment
 - Online portal has resolved many of the issues with payments
 - Insurance tricky, continue to have insurance companies that do not open document or read requirements
- Citizen Representative
 - Cash flow problem typically what is seen for late payments
 - Insurance coming in late, language of insurance for the endorsement then becomes insurance provider issue
 - If you continue to make it difficult to have events in Seattle, it does not see help the future of the events
 - Could look at administrative process, what are the turnaround time needed; Is it needed to be as long? Can it be shorter?
- Suggests talking with Risk Management to have a list of preferred providers for event insurance; Can there be a list of providers that will meet requirements of insurance needed by the City
- Continuous conversations will be held with Parks, Seattle Center and Special Events to see if insurance requirements can be the same across the board

Committee Roundtable to Prepare November Run/Walk/Ride agenda

Chris Swenson, Special Events Committee Chair

- November is our annual Run/Walk/Ride meeting
- Seattle Center, SPD, SDOT, Metro, DON, and Parks are required; Other committee members are not required, but can attend if they want
- Purpose of the meeting is to gather dates/times for all run/walk/ride events for 2020; At this time, we are able to give organizers the lay of the land in the City
- Conflicts that we should be addressing
 - Harrison and 5th garage access and Gates Foundation garage access are a reoccurring issue with runs/walks events; Will need to reexamine that zone
 - All the runs that affect SR99 and the tunnel; The tolling goes into effect November 9th, discussion has been started about WSDOT revenue from tolling
 - Bus lane traffic is increasing; With the loss of tunnel and increased bike lanes, Metro has nowhere to move anymore; In past years, Metro would relocate, but now there is nowhere to park coaches
 - Rapid landscape changes within the City; Committee has issues trying to get ahold of all changes
 - Set the expectation for permit review from City departments; City will do the due diligence, but response won't be as far out as before
- Meeting prior to full committee to discuss SDOT, SPD, Metro issues
- SDOT will provide list of major projects and major streets that will be impacted in 2020
- Metro will vote in November about transportation funding

Discussion and Potential Vote on Proposed SEC Bylaws

Chris Swenson, Special Events Committee Chair

- Health: Such as for major one-time celebrations, limiting just for a sports team, intentional the specific on that one-time celebration
 - One-time event is in the ordinance so can't broaden; Office will make note for legislation in the future
 - Keep it that way, don't want to broaden to have more one-time events
- Bylaws guidelines for a specific process we want to put together
- Vote today, then will start building up the framework for the process
- Approved as amended, voting breakdown shown below

Agency	Designee	Present	Vote
Mayor	Sabrina Bolieu	Not Present	
City Budget Director	Ben Noble	Not Present	
Fire Chief			Second
Police Chief			In favor
Superintendent of Parks and Recreation	Kyle Griggs/Carl Bergquist		In favor
Director of Economic Development	Chris Swenson - Chair		In favor
Director of Transportation	Mike Shea		In favor
Director of Construction & Inspections	Jessica McHegg/Tony Jagow/Dan Powers/Dan Goodman/James Dasher		In favor
Director of Finance and Administrative Service	Brenda Strickland	Not Present	
Director of Seattle Center	Gretchen Lenihan		Motion
Director of Seattle Public Utilities	Sheryl Anayas		
Director of Neighborhoods	Angela Rae		In favor
King County Metro	Glenn Bartolome		In favor
Seattle-King County Health Department	Rosemary Byrne		In favor
Washington State Liquor and Cannabis Board	Rob Rieder	Not Present	
Citizen Representative	Tom Anderson		
Citizen Representative	Monisha Singh	Not Present	
Citizen Representative	Oliver Little	Not Present	
Citizen Representative - Alternate	Lisa Fraser	Not Present	