



Seattle
Special Events Office

Special Events Committee Meeting Minutes
February 12, 2020
Seattle Municipal Tower, Floor 40, Room 4050/4060

Member Representatives in Attendance:

| Agency | Representatives | Noted in Minutes As |
|--|------------------------|----------------------------|
| Citizen Representatives | Tom Anderson | Citizen Representative |
| Department of Construction & Inspections | Dan Powers | SDCI Noise Abatement |
| | Jessica McHegg | SDCI |
| Department of Neighborhoods | Angela Rae | DON |
| Finance and Administrative Services | Brenda Strickland | FAS |
| King County Metro Transit | Glenn Bartolome | Metro |
| Parks and Recreation | Chelsea Jonson | Parks |
| Seattle-King County Health Department | Rosemary Byrne | Health |
| Seattle Center | Gretchen Lenihan | Seattle Center |
| Seattle Department of Transportation | Heidi Lichtenberger | SDOT |
| Seattle Fire Department | Tom Heun | SFD |
| Seattle Police Department | Bryan Clenna | Police |
| | Phillip Hay | Police |
| | Joel Williams | Police |
| Seattle Public Utilities | <i>Not Present</i> | SPU |
| Special Events Office | Chris Swenson | Chair |
| | Julie Borden | SE |
| | Jonelle Mogi | SE |
| WA State Liquor & Cannabis Board | <i>Not Present</i> | WSLCB |

Additional Attendees: Katy Willis – Visit Seattle, Steven Sawyer, Autry Bell, Kat Pipkin, Bianca Davis-Lovelace, Lori Penor, Donna Denine, Gregg McKnight

Note: As always, these are "raw minutes notes" based on the discussion of the 2/12/2020 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

Post-Event Evaluations/Comments:

| DATE | EVENT |
|----------------|--|
| Jan 8 | Providence Ballard Candlelight Vigil <ul style="list-style-type: none"> No issues; Different from SEIU event |
| Jan 10 | Seattle Symphony Friday Matinees, Masterworks series |
| Jan 14, Feb 11 | NG Live! matinee for students <ul style="list-style-type: none"> Organizers attempted to change staffing; Then cancelled traffic resources for 1.14 event 28 buses and not enough parking for 2.11 event Late March, Metro will change some routes around 3rd Ave; Never |

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| | enough parking and changing the plan; More importantly is to stay off 3 rd Ave |
| Jan 17 | MLK March for Peace and Justice - Giddens School |
| Jan 17 | Dr. Martin Luther King Jr. Birthday March (McDonald) |
| Jan 18 | Annual Martin Luther King Youth March and Celebration – Parks |
| Jan 18 | Ethiopian Orthodox Churches - Epiphany Celebration March <ul style="list-style-type: none"> • SPD Traffic would suggest that need to set meeting with organizer for 2021; Organizers made some promises that didn't fulfill - no contact on the street or point of contact day of, very slow event, step off time didn't go as anticipated, issues with the light rail tracks that need to get aligned with SPD |
| Jan 19 | Ethiopian Orthodox Churches Epiphany Celebration March |
| Jan 20 | 2020 Vision (MLK Day March) <ul style="list-style-type: none"> • Some issues with the group stopping which caused traffic disruptions; There were 9 unanticipated stops; More coordination for next year's event • Biggest issue was keeping James street open; Not enough staffing to keep James open, will need to alter route; Conversations to limit James to one lane for access to the hospital; Typically the protocol is no route on James street due to access to the hospital |
| Jan 24-Feb 1 | Seattle Boat Show on South Lake Union |
| Jan 24 | Orca K-8 Martin Luther King Jr March and Celebration |
| Jan 25 | Wing Luke Museum Lunar New Year Lion Dance |
| Jan 25 | No War on Iran - Global Day of Protest |
| Jan 28-31 | Unfair Labor Practice Strike @ Swedish Providence <ul style="list-style-type: none"> • Several days SPD assigned resources for 3 locations from 3 precincts; Little issues |
| Jan 29 | Rally for Patient Safety & Good Jobs (SEIU Healthcare 1199NW) <ul style="list-style-type: none"> • March portion of the protest • No issues; Initial coordination issues, but no issues from SPD Traffic |
| Feb 1 | Rally against transphobic hate group at Seattle Central Library <ul style="list-style-type: none"> • Significant deployment for department, but no major issues • Several hundred participants • Internal process from the organizers and SPD coordination issues came up • Communication and coordination issue with the Seattle Public Library; Miscommunication that the plaza wasn't available • Organizers were told they had access to the plaza, but alternative group was pushed onto the sidewalk and to the street which caused a disruption; Enforcement that you can't be on the plaza from inside of the library • Increased police presence did not read well for optics • Begin conversation with SPL, SPD can take a look at what transpired; That could be the issue of command on the spot decision due to previous events happening at the library |
| Feb 8 | Lunar New Year Celebration |
| Feb 9 | My Better Half Marathon |

Public Comment (as needed)

Review Previous Meeting Minutes and Vote for Adoption

December 11, 2019 SEC

- Drivers approaching the Center (including our own staff who knew that the garage was supposed to be accessible) did not see traffic control set up in such a way that cars could enter the 5th Ave Garage from the north (turning south on 5th from Mercer); This drove most traffic to the Mercer Garage
- The solution suggested by SDOT during our committee discussion was to have a standard signage package from National Barricade that is ready to deploy for those races that impact that intersection.
- Who would pay for the signage? SPD would not pay for; would re request on SDOT; National barricade could do a package and then rent to race organizers

December 18, 2019 SEC

- Presentation of Capitol Hill Event Survey
- SDCI outside amplified sound restriction is specific to Capitol Hill Block Party (CHBP_
- It will grant CHBP amplified sound to 11pm Friday and Saturday; No amplified sound to after 10pm on Sunday

January 8, 2020

- No changes proposed

Committee Vote: All in favor to approve minutes with changes

Applications Review / Discussion

Event: PNW Black Pride
Date(s): Sunday, August 23, 2020
Location: Alki Beach Park
Organizer(s): Steven Sawyer, Autry Bell

Event Notes:

- PNW Black Pride is different from what it has been in previous years; Partnering with Alki Event
- Work was focused on HIV/AIDS prevention, but now has grown to focus on health and wellness
- Events is a means and mode to attract young individuals to talk about health and wellness
- Partnering with Alki Pride to go to the beach; Alki Pride is a 4-day event; PNW Black Pride focusing on Sunday August 23
- Stage on the beach that will have national and local entertainment; For the past 3 years worked on both national and local entertainment to support community and draw crowds
- Attempting to have a beer garden this year, would want it to be held in the Bathhouse on Alki
- Last year about 300 in attendance in Othello park
- Looking to engage more community and bring out more people to event
- The day before there are a day of activation of health and wellness workshops in coordination with event

Committee Discussion:

SDCI Noise – Start time at 7am, activities will be set up stage, sound, tents; Construction hours do not start until 9am; May need Temporary Noise Variance since residential area; For stage, they drive in a large truck that has a stage fold out, there is some noise, so will need TNV to start early

SDOT – Need to know about any use of the street and if food trucks will go on the street; Will need some parking for food trucks; Currently engaging food trucks, but not any that have been confirmed; Food trucks are indicated on the map

Parks – Could reserve the parking for food trucks or could drive the food trucks into the Park and stage inside; Depends on how want to lay out, deadline is a month out for parks to know decision; Works for SDOT; Parks will email diagram of bathhouse to layout the beer garden for SFD; The current map shows wanting to use bathhouse patio fencing, for area designation; All alcohol service will stay inside

DON – 2019 notification included Facebook, flyers, invitations; This year will try to do some reserved ticketing even though it is free to help capture number of attendees; Will need day of contact; DON will want to follow up about notification; Include amplified sound in notification

SFD – Will need to have a diagram of beer garden set up with dimension; List of the food trucks and food vendors that will be using open flame and/or charcoal closer to event date

PH – If having food trucks, need annual permit for the trucks; If vendors selling food from a tent, will need permit from PH; Bathroom and hot running water for handwashing station for the vendors needs to be available and within 500 ft from food vendors

SPD – Last year had police that came in that came to volunteer due to a threat from Proud Boys; There are security staff for entrance and exits and in the boathouse; Last year 3 security; SPOC will have app reviewed by SW precinct and they will recommend police staffing

FAS – How many vendors will you have? Organizers had about 25 vendors last year, mostly nonprofits; If 25 or less, need list of vendors and service providers, if more than 25 then need a tradeshow license

SE – Will send out a to-do list via email for follow-up

Event: Womxn’s March on Seattle
Date(s): Sunday, March 8, 2020
Location: Beacon Playground to Jose Rizal Park to City Hall Park
Organizer(s): Kat Pipkin, Bianca Davis-Lovelace, Lori Penor, Donna Denine

Event Notes:

- Event planned for January, postponed due to inclement weather
- Merging together of events with a collection of organization focused on International Working Womxns Day
- API Chaya event at Jose Rizal Park already scheduled for 3/8; Honoring the killing of Filipino women, who were involved in domestic violence, that happened at King County courthouse; Working to have vigil and honoring International Working Womxns Day
- 1:45pm step off from Jose re park
- Event will start at 12pm, step off at Jose Rizal Park at 1:45pm to meet at 12th Ave S and Golf Drive S
- Event has been planned in advanced, held in community since those will be the audience; The outreach is in multilingual flyers; Organization has API speakers and can reach out to community
- Chose the park due to the location to the community
- Womxn’s March will start at Beacon Hill Playground, march will step off in time to converge at 2pm; Both march heads will be together at 2pm for a joint step off across the bridge
- API Chaya event will have around 500 participants, manageable for side street
- Womxn’s March anticipating around 2-5,000 participants
- Convergence will be at the intersection at the south end of the Jose Rizal Bridge
- Holding at the side street, Womxn’s March will march towards 12th and hold and wait until conversion
- Fairly narrow street with cars on both sides, if 100 people potentially, but will want to stage with ADA participants, banners, etc.; Would like to be on the street
- Ending rally at City Hall Park, focus on the vigil and recognizing the death of the 3 women
- Locations are significant, starting in the neighborhoods that mostly affect the participants and proximity to location; Need to focus on accessibility
- Beacon Hill Playground worked with parks, could hold for 5,000, safe for emergency vehicles and no other programming

- Pushing back later in the day due to faith-based communities so they can participate in the march

Committee Discussion:

SPD – Route is fine, except going down Prefontaine Pl; If go down northbound on 4th Ave and go into the park on 4th Ave, under Yesler and to City hall Park; SPD will support the convergence; API Chaya looking to stage performers and speakers in up to 3 locations in the route; Looking at soapbox speakers so doesn't impose on traffic, no stopping; Everyone on the whole route will be on the lane of travel westbound lane; Jackson only one side; 4th Ave will have the whole street; Youth like to walk fast, so have adults or monitors to help keep them from walking fast to create a gap; SPD can continue conversation for coordination and logistics; Avoid the soapboxing on 12th and Jackson, would want to get off as soon as possible; minimize the impacts to S Jackson St

SDCI Noise – 7am – 9am load in and stage building, will need TNV since construction hours do not start until 9am; Organizers will start at 9am; Talk to vendor and then talk to Dan about set up

Citizen Representative – Is there room at Jose Rizal park for 500 people? Where will everyone fit and where will they park; Organizers held a few vigils at the park, able to hold space, a little bigger so hoping can take up the street from park to 12th Ave before the bridge; Don't park in lot, but park in the neighborhood or open spots, not far from the beacon hill station

DON – Notifying people in the various communities will need to be done; Notification will need to go 2-3 streets over; Continue working with organizers, density of residents, can connect with neighborhood associations

Metro – Trolley will be suspended; Stop at 14th and Main St., no trolley while the march is on Jackson St; Service to North Beacon Hill to the Light Rail Station will have no transit service while the march steps off; Route 36, Metro will pull that off, so North Beacon Hill will not have service, only way to get there is light rail; Re-route Metro service when step off, 14th is the widest and least impactful for traffic, but impacting the accessibility of transit; Significant impactful for transit users traveling from International District to North Beacon Hill, that route and community needs to be communicated in notification; Even if on one side of the street, will not allow Metro to operate, there is a lot of impacts to transit riders, mainly Asian and elderly use the bus; Riders can still take the bus, but the deviation will not allow Metro to service where the people want to go, will need to deviate to Holgate to 4th and Jackson; Outreach will need to be pretty significant due to the hardship for those passengers; Will need to reach out to communities well in advance, not a re-route, but it is a disruption of service for Metro; Re-route about an hour or so, Sunday a lot of commuting from North Beacon Hill to International District

Chair – DON and MO this could be a good way to look at notification and impacts to the neighborhood due to route; 12th and Jackson is an issue

DON – Impactful to the elderly community and transit riders, should we look at changing route due to impacts

MO – Could you get access to the first notification plan done for the first Womxn's March; MO did a walking tour to access impact for first march, will look at plan again

Parks – Set up in each park, Jose Rizal just a PA system, parking lot is open to public parking; Beacon Hill Playground will have stage in park, noise will be away from 13th, a few canopies in the park; City Hall Park possible will have a small stage, anticipating most people will disperse; Normally gather outside of the courthouse; Getting to the park – 36 and 16, work with messaging light rail, bus, bus drop off; No-parks for staging on 14th near the park; Beacon Hill Playground has bollards, requesting to have removed

Chair – Keep SDOT in the loop for no-parks and staging areas; Connect with Monisha with CIDBIA

Event: Northwest Wake Surf Open
Date(s): Friday – Saturday, July 10-11, 2020
Location: Seward Park and Lake Washington
Organizer(s): Gregg McKnight

Event Notes:

- Northwest Wake Surf Open 2nd year at Seward Park
- 11th year that had event – Lake Sammamish and Monroe; 1st year in 2019 at Seward Park
- Wake surfing water event with range of participants from kids to 16yrs old to adults
- Slow ride behind the boat; TV camera and they score the performance
- Last year at Lake Washington, water was great, sunshine, and there was a view of Mt. Rainier
- Perfect venue location for families to do sightseeing, with international and national participants
- A lot of feedback received post event; Seattle made top 5 of the events that held throughout the organization; 25 stops from other locations
- Area inside of Seward Park where set up some tents, area for spectators; Primary sponsors are boat manufactures, so bring in a few boats for promo
- There are video displays on shore and live streamed; Recorded from the boat, judges score the competitors and trophy given at end
- Engaging both parents and kids in event
- Worked with SPD Harbor Patrol; Ran on Friday – Sunday; Couldn't afford to run for 3-days, pushed it back to 2 days; was able to cover fees for 2-day event
- 30-50 spectators on shore not affiliated with the event

Committee Discussion:

SDOT – Will need to know if any proposed use of street; 15-20 people that drove, most of the participants rideshare from local hotels; Parking not a big issue

DON – What is notification plan? Competitors and parents walk neighborhoods 30 days in advance and 5 days in advance; There were about 5 families that came out to the event from the neighborhood; Organizers will connect with DON

SFD – Will need list of food vendors

PH – Food trucks need annual permit from King County; If there for over 1 hour need restrooms with hot running water for hand washing stations

SPD – Harbor unit also commits resources to the Milk Carton Derby; 2019 mix-up with Harbor that didn't show up on first day; SPD Harbor anticipating staffing the same as last year; Saturday there are a few conflicting events, but they are anticipating the amount of traffic; No police or security in the park; SPD harbor is already planning for 2020 event; Lt. Barker will reach out to organizer, week day the lake was dead, Saturday there was a lot of traffic, could they reduce the amount of harbor patrol on Friday; SPD Harbor Lt will reach out

FAS – Need list of vendors and suppliers

Parks – Anticipating 3 vehicles that need access, last year had a floating portable dock that was brought in which launched the boat and left it anchored, and TV truck that sits on the shoreline; Organizers brought in generators, scheduled for power hookup but not near the set up; Approximately 100 people or less per day within the Park

Citywide Billing Seawolves Parade

Chris Swenson, Special Events Office Chair

- Special Event categories currently are Athletic, Commercial, Community, Parade, Free Speech, Mixed Free Speech, and Citywide
- Citywide Events
 - Ordinance names five Citywide Events: Fremont Solstice Parade, My Macy's Holiday Parade, Seafair Weekend, Seafair Summer 4th, and Seafair Torchlight Parade
 - These events are large, historic, and significant enough to the City that if Special Events

billed organizers at an established rate (Commercial, Athletic, Community, Parade)
organizers would either be billed an unaffordable fee, or the City would be subsidizing the event at too high of a rate

- Per Seattle Municipal Code, “a celebratory parade or event for a local team winning a major national competition” are categorized as Citywide Events
- Special Event Permit fees are negotiated for Citywide events
- Chair, Mayors Office and SPD are allowed to negotiate fees; Fee proposal approved by A/Chief Hirjak
- In general, there is a 2-hr. minimum for officers, negotiated in this fee for 1 hr.
- Vote to approve as proposed: Committee voted all in favor