

Special Events Committee Meeting
September 24, 2020
Video Conference Call

Member Representatives in Attendance:

| Agency | Representatives | Noted in Minutes As |
|--|------------------------|----------------------------|
| Citizen Representative | Tom Anderson | Citizen Representative |
| Citizen Representative | Oliver Little | Citizen Representative |
| Department of Construction & Inspections | Anthony Jagow | DCI Noise Abatement |
| Department of Neighborhoods | Not Present | DON |
| Finance and Administrative Services | Brenda Strickland | FAS |
| King County Metro Transit | Glenn Bartolome | Metro |
| Mayor's Office | Dominique Stephens | MO |
| Parks and Recreation | Chelsea Johnson | 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 |
| | Lt. Bryan Clenna | SPD |
| Seattle Public Utilities | Brady Winsten | SPU |
| Special Events Office | Chris Swenson | Chair |
| | Julie Borden | SE |
| | Meli Darby | SE |
| | Jonelle Mogi | SE |
| WA State Liquor & Cannabis Board | Lt. Rob Rieder | WSLCB |
| Special Events Committee | | SEC |
| Special Events Office | | SEO |

Additional Attendees: Alyse Nelson – SDOT, Amy Nguyen – SDOT, Meredith Stone – FAS

Note: As always, these are “raw minutes notes” based on the discussion of the 9/24/2020 meeting and do not include every word spoken—not a literal transcript—merely a summary of ideas.

Committee Discussion

- Roundtable
- Vote on Minutes – August 27
 - No proposed edits
 - Chair entertains a movement to approve minutes from August 27th SEC Meeting; SFD makes motion to approve minutes, Seattle Center seconds
 - Seattle Center, SPU, FAS, SDCI, SDOT, SFD, Parks, Citizen Rep (Anderson), Citizen Rep (Little),

- WSLCB in favor
- With no Special Events Committee (SEC) objections; Meeting minutes are approved and will be distributed and posted to Special Event website

Committee Business

Review Special Event Permit Administrative Decision

Chris Swenson, Chair Special Events Committee

- Reviewed monthly since June based on the 90-day application turn-around time; This will be the third review of the administrative decision
- Proposal today is to extend the ban from December 1st to December 31st; With the proposed, SEO is trying to help special event organizers plan best for reality to host events
- Timeline review
 - June 11: Decision to suspend permitting through September 7
 - July 23: Undated decision to suspend permitting through November 1
 - August 27: Updated decision to suspend permitting through December 1
- December Event Status
 - Great Figgy Pudding Caroling Competition – Cancelled
 - Seafair Holiday Cruise – Cancelled
 - Chet Gibson Memorial Lighted Boat Parade – Active
 - Jingle Bell Run/Walk – Cancelled
 - New Year’s Eve at the Needle – Status unknown
- General communication with King County Public Health (KCPH) is that things are trending well, but we are still in Phase 2; moving into a seasonal change where weather can affect the spread of COVID-19
- No specific guidance when King County will shift into to Phase 3 or 4; Currently no parameters for major event guidelines
- Chair entertains a movement for a SEC vote for administrative decision to extend permit ban from December 1st to December 31st; SPD makes a motion, Seattle Center seconds
- Voting as followed: MO, SFD, SPD, Parks, SDOT, SDCI, FAS, Seattle Center, Metro, Citizen Representative – 1, Citizen Representative – 2 – in favor; WSLCB – Abstained; CBO, OED, DON, Health – Not present
- Quorum met, in favor; Motion passes without objection
- SEO will share draft of public information with SEC and plan to update website on Monday

Citizen Representative (Anderson) – How does our decision affect or mirror other jurisdictions? On ASSET (A Seattle Special Events Team) calls, King County is solely following Governor phased reopening without any deadlines; Having a deadline is important to event producers and organizers, so they know what they can do and can’t do; This is a difficult time for participant recruitment with event organizers trying to figure out what kind of guidance is coming from the State

Citizen Representative (Little) – Currently not hearing anyone trying to put together events or gather any crowds; Events such as the Harvest Fest and Tree Lighting are cancelled this year and organizers are not looking to bringing back this year

Chair – Seattle is considered a leader in things such as SEC and the decisions being made; Other jurisdictions are mirroring what the Seattle is doing; Tacoma Parks also extended permit ban to end of year; If SEC can ban permits for major event gatherings, then can use as feedback for some of the unpermitted events

Parks – Inquiries from organizers for outdoor markets in Magnuson; Some organizers ready to produce events when we are ready to permit them

SE – Small run/walks that are permitted through Parks Use Permit; There are some avenues for smaller events

Seattle Center – Certain things have been receiving permission to happen, such as working events, working gatherings, etc. is there anything that would qualify for a Special Events permit that follows all State

guidelines?

Chair – Special Events is related to large public gathering, historically some qualifications have been somewhat gray, and SEO has been a catch all for other activities in the City which do not have a proper permit; I.e. For the Chet Gibson event, Harbor Patrol is the necessary coordination aspect; In general SEC should be able to review on a case by case basis and organizers should explore ways to produce their events without having a large gatherings

SFD – Georgetown Morgue was issued a SFD permit for haunted house; Worked with KCPH for approval; No actors and have self-guided tours for 5 or less people

SDOT Public Space Management (PSM) Reopening Permitting

Amy Nguyen and Alyse Nelson

- Safe Start Business Recovery Program
- Vision: Seattle is a thriving equitable community powered by dependable transportation
- Mission: to deliver a transportation system that provides safe and affordable access to places and opportunities
- Core Values: Equity, Safety, Mobility, Sustainability, Livability, and Excellence
- Temporary permitting for business recovery – program overview
- PSM work with residents, businesses, and organizations to enhance neighborhoods, strengthen communities, enliven public spaces, and promote economic vitality; Many permits have been on paused during COVID-19; Worked with Mayor’s office to work with currently permitting process to support business recovery
- June 26: SDOT Announces 3 permit options
 - Temporary outdoor seating for restaurants (both curb space and sidewalks)
 - Temporary merchandise display for retail businesses (both curb space and sidewalks)
 - Temporary vending for food trucks and food carts (with relaxed location criteria)
- Permit Highlights
 - Issued individually to businesses using existing permit options
 - Free permits for up to 6-month duration
 - Worked to wave permit fees
 - Simplified and prioritized permit process with coordinated review with stakeholders
 - Identified priority neighborhoods based on Office of Planning and Community Development Racial Equity mapping
- Approachable permitting process
 - Simple guidelines for applicants
 - Translated materials
 - For street closure applicants, encouraged applicants, BIA, etc. to partake in an initial intake call to identify needs
- 143 Safe Start business recovery permits issued since June 26th; Includes 11 temporary Street Closure Permit locations; 3 SDOT-supported Seattle Together Street closures; Others split between merchandise display, outdoor dining, and temporary vending
- Stay Healthy Blocks – Turning towards community organizations and nonprofits who want to close non arterial streets, similar to Play Streets permit which are not currently being issued; Focus on additional outdoor recreational space
- Stay Healthy Block applications for community organizations and nonprofits are available starting September 21st
- Feedback
 - Edin Hill in Queen Anne saw an increase in their sales by 84% on average from the last 4 Saturdays
 - Optimism Brewery first street closure permit
 - Added space within community has benefited opportunity to see other neighbors and

mental wellness

- Program Outreach – Equity Focus Areas
 - Racial disparities in COVID-19 business recovery underscore the need for significant outreach to BIPOC businesses. Since May, SDOT has worked:
 - With OED's Small Business Advocates & Only in Seattle team
 - Individualized coaching - over 16 sessions to date on street closures
 - SDOT PSM conducted in-person door to door outreach in the Central District and Beacon Hill (August & September). We intend to extend this in-person outreach pilot.
 - Individualized phone calls. For example, we've called 38 businesses in the CID alone. Phone calls placed to all existing vendors to share information about new temporary options.
- Program Evaluation
 - Implementation evaluation
 - *Where are the permits located? Who is applying? How are the permitted spaces functioning in practice? Are they being implemented as intended?*
 - Outcome evaluation
 - Where are disparities present in participation and interest – and to what extent do these compare to OPCD's Race and Social Equity Index? What are the outcomes of these permits for local businesses?
- Feedback
 - Coaching and technical assistance from staff have led to an overwhelmingly positive experience from applicants.
 - Barriers to participation include: the built environment, language access, and Seattle Services Portal/Accela, particularly for vendors and immigrant/BIPOC-owned businesses.
- Next Steps Business Recovery Permits
 - Weather protection guidance
 - Permit extensions; Based on feedback from businesses for the security to make investment for overhead protection, etc.
 - Additional outreach
 - Program evaluation

Chair – Are you seeing any type of public assembly in the permitted street closures, or trends of people using this as an opportunity to gather, or is it mostly focused to the businesses?

SDOT PSM – Visited SDOT supported Seattle Together street closures and observed business are diligent and SDOT provided signage for people to keep moving through the space and to keep their distance; Haven't seen a volume of complaints as it pertains to gatherings

Chair – Farmers markets and Fremont Market have strict queuing and buyer movement and requirements; Have you incorporated feedback from those that you've used, and what have you learned?

SDOT PSM – Farmers markets reviewed through Special Events and PSM issued permit, but wasn't as engaged in review; Farmers Markets engagement during COVID has been lead by the Mayor's Office; PSM gets involved once layout has been approved by Public Health, but not necessarily involved in reviewing, but making sure that all the necessary SDOT review is done and including additional conditions to satisfy SDOT requirements

SE – Extensions of temporary permits into 2021, in the example of a vending permit, historically Special Event street closure permit has superseded vending permits; How will the potential extension affect Special Event Permits going forward?

SDOT PSM – These permits have similar conditions of use as standard permits; Still have Special Event Permits having priority and will need to work through when SEO starts issuing permits; We'll see if both can happen together or work around vending permit

Chair – Were door-to-door visits done to help bring awareness to the program?

SDOT PSM – Implemented a door-to-door pilot recognizing needed to do better; Example in Central District,

SDOT didn't see a meaningful amount of permits; Worked with Central Area Collaborative to walk through the neighborhood to introduced program and themselves; Providing a friendly face and outreach
SPU – Outreach for street eateries about general trash, compose, recycling collection; Working with SPD for more receptacles on Seattle Together streets

2021 Event Look Ahead

Meli Darby, Special Events Office

- Looking ahead to larger annual events - Citywide events, major events, and annual events
- SEO compiled a list of 2021 event dates and locations; Dates that are confirmed by organizers are indicated with an asterisk, all other dates are historic/presumed
- SEO is planning to send out annual survey to organizers to check on event dates for 2021; Looking to share information with SEC at next meeting
- Expectation on stadium games and what that may look like? Open to seating in the near future?
 - SPD – Stadiums when they are allowed to progressively allow fans in the stadium, SPD will provide traffic control
 - SDOT – With SPD and stadium schedule, it depends where we are in the Phase reopening; If SPD can staff then revisiting TCP; Working with SPD and Metro
 - Metro – Big question for all events, is how soon will the riders feel comfortable to use public transportation? When will the comfort level, anticipate initially more people driving in vs utilizing public transit

SDOT – For large events which are staffed by SPD, if SPD are unable to staff those events, we will need to discuss how those events can happen; If SPD is not available, unsure how can go forward with those events
Chair – Resources and support for events is a consideration; What alternatives can organizers use instead of uniformed police officers to support their event?

SPD – Part of the problem is that we don't know; SPD doesn't know what the resources will look like 2-3 months prior to the event; Currently waiting for City Council to finalize 2021 budget

Parks – Seward park is currently closed with no reopening date yet; Parks has it currently blocked out in their system for 2021 for electrical construction;

Seattle Center – Will need to confirm Rock 'n' Roll marathon date with organizers

Chair – Unlikely SEO will host run/walk/ride meeting this year, but instead looking at subcommittee meetings to start talking about run/walk/ride events

Next steps

- 10/1 subcommittee
- 10/15 subcommittee
- 10/22 full committee