

Special Events Committee Meeting Minutes

May 13, 2021

Via Video Conference

Member Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Citizen Representatives	Lisa Fraser	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	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 Police Department	William J Edwards	Police
Special Events Office	Chris Swenson	Chair
	Julie Borden	SE
	Meli Darby	SE
WA State Liquor & Cannabis Board	Beth Lehman	WSLCB
	Victor Hopkins	WSLCB
Mayor's Office	Dominique Stephens	MO
	Michael Wells	MO

Additional Attendees: Meredith Stone (FAS, City Hall Management), Annalee Shem and Trevor Dykstra (Seattle Design Festival), Jonelle Mogi (formerly Special Events)

Note: As always, these are "raw minutes notes" based on the discussion of the 5/13/2021 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

Special Event Office Staffing Updates

- Admin Lead, Jonelle Mogi, has taken an out-of-class position for at least 6 months.
- Chair and Special Events Manager, Chris Swenson, has moved into a new role as Film Program Manager. Meli Darby has moved into Special Events Program Manager role. Chris Swenson is naming Meli Darby as the acting committee Chair, until permanent Chair is appointed by the Mayor's Office.
- Dominique Stephens introduced Michael Wells, who will take over as SEC representative for the Mayor's Office.

Applications Review / Discussion

Event: Queen Anne Days

Date(s): September 10-11, 2021
Location: West Howe Field
Organizer(s): Charley Shore

Committee Discussion:

Beer Garden

- Organizers need to submit LCB application
- Fire Prevention not present but working with organizer to get better map for review
- Public Health – Vendor booths must be spaced at least 6 feet apart, need space for movement, must have handwash at entrance and exit, Rosemary has new guidance to share with organizers
- Alcohol may only be consumed at a designated seating area
- Organizers will have to control space to make sure guidelines are followed
- LCB will issue permits with caveat that permittee must have permission from city/county to hold event
- Seattle Center returning to public events in July – no detailed plans yet on food/beverage service
- Should expect that there will be a good deal of changes and transitions as we apply new guidance and organizers establish what will be financially viable

Stage Area

- Will need more information on how physical distancing will be maintained and controlled at stage area
- Some options to consider – Fencing can be as simple as rope/tape to delineate, use volunteers/staff to help control
- Need a better diagram

Food Service

- Not planning to provide dining within event, only food trucks; picnicking is okay according to Public Health, as long as physically distanced
- Organizer needs to provide more information on plan for food truck placement and may need to submit a request for street/sidewalk use

Additional Planning Needs

- Meli will follow up separately with Charley on details
- Expect to have additional subcommittee meetings closer to event date to finalize plans

Event: PrideFest Capitol Hill
Date(s): September 3-4, 2021
Location: Broadway
Organizer(s): Egan Orion

Event Notes and Organizer Questions/Concerns:

- PrideFest is exploring an event later in the year, Labor Day weekend
- Permit application not yet submitted
- Preliminary map provided for discussion
- Main festival area will be one way, ingress at south end, participants move north; At each intersection will have enter/exit with handwashing stations, restrooms
- According to square footage guidelines, street area can allow 291 people; Organizer wants to explore how the capacity works with participating businesses; need to discuss with Fire Prevention along with consulting COVID guidelines

- Thinking of using bicycle barrier to control ingress/egress with staff to control – is that acceptable for emergency access? Need Fire Prevention review and discussion.
- Current vision is for fencing to extend so that businesses are enclosed in event – will need to get agreement from every business and/or arrange for access; Michael Wells in Mayor’s Office can offer advice
- Beer Garden
 - Organizer wants to explore options for setting up a beer garden
 - Could an entire block be a beer garden?
 - WSLCB – Could consider but remember that there are no “all-ages” this year and there is no co-mingling, roaming, customers must be seated and groups remain separate
- Committee will consider changes to event if we move into a different phase as time allows
- Permit process – will need approval earlier so can begin communications and marketing
- SE will check for any events on same weekend, including PAX
- SPD presence? Can discuss separately with SPOC – may consider hiring third-party security
- Planning for one stage at Harrison, still working on details for ingress/egress; interested in having chairs to control distancing – check with Fire Prevention

Committee Discussion:

- Metro – Have established procedures for detouring around Broadway closure, can be some additional planning needed if anything along detour routes are blocked
- DON – Will work together to design outreach plan, including COVID considerations and minimize negative impacts to businesses/residents
- SDCI Noise Abatement – No issues
- Parks – No issues
- Public Health – Will provide guidelines for sanitation, physical distancing, health screening, etc.
- FAS Licensing – Please inform if any changes to dates, will send Tradeshow forms
- SDOT – Need to discuss beer garden further if using entire block; if planning to use any side streets for queuing, need to discuss further; can also discuss use of sidewalks; SDOT will check with Hub Coordinator concerning any conflicts for these dates
- SEO – Planning to have a pride event meeting as these plans develop for any events that want to “piggyback”
- Seattle Center – Supportive of dates; may be able to offer some advice for health screenings
- Citizen Representative (Lisa Fraser) – No issues

Special Events Committee Celebration and Appreciation

- Chris shared a slide show of reflections and memories from his 10 years with Special Events
 - SubPop anniversaries
 - Seahawks Championship Parade
 - Red Bull Soap Box Derby
 - Raw Power Pike Place Market
 - Sounders Championships
 - Women’s March
 - Upstream Music Festival
 - Viaduct Goodbye / Tunnel Grand Opening
 - Annual Events including Pride Weekend, Capitol Hill Block Party, Greatest Party Known, Umoja Fest, Hempfest