

Special Events Committee Meeting Minutes

January 12, 2023

VIA WebEx Meeting

Member and Partner Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Citizen Representatives	N/A	Citizen Representative
Department of Construction & Inspections	Dean Greenleaf	DCI Structures
	Anthony Jagow	DCI Noise Abatement
Department of Neighborhoods	Osbaldo Hernandez	DON
Finance and Administrative Services	N/A	FAS
King County Metro Transit	Jonathan Rose	Metro
Mayor's Office	N/A	MO
Parks and Recreation	Carl Bergquist	Parks
	Orlando Carter	Parks
Seattle-King County Health Department	Rosemary Byrne	Health
Seattle Center	Gretchen Lenihan	Seattle Center
Seattle Department of Transportation	Mike Minor	SDOT
Seattle Fire Department	N/A	SFD
Seattle Police Department	Sgt. Gregory Fliegel	SPD Operations
	Officer Ryan Keith	SPD
	Lt. Bryan Clenna	SPD Traffic
	Diane Lalor	SPOC
Seattle Public Utilities	Pat Kaufman	SPU
Special Events Office	Randy Wiger	Chair
	Hannah Tyo	SE
WA State Liquor & Cannabis Board	Robert Rieder	WSLCB

Additional Attendees:

- Ashley Lee – My Better Half Marathon

Note: As always, these are "raw minutes notes" based on the discussion of the 01/12/2023 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

Roundtable announcements

- **SEATTLE CENTER:** We are expecting to have a full schedule this year with most major events returning from Covid.
- **CHAIR:** MLK day march. Historic march on MLK Day, we do not yet have an application, but please be aware it is coming up.

Meeting Minute Approval

- Vote to approve December minutes
- No changes or edits to the minutes –

- Meeting minutes approved; All in favor, none opposed

Other Voting Topics

- CHAIR: we want to create a policy that we will not accept applications less than 30 days before. The discussion led to a 45 day limit which works better for other departments. Are we ready to vote on this? Are there thoughts?
- PARKS: We would be in favor of a 45 day timeline
- SDOT: Agreed. This just came up this week and a policy would be helpful
- Seattle Center: do we have/can we get an easy to understand policy document about this in order to vote? It was my understanding that we would make a distinction that if the event had street closures or alcohol it would take 45 days.
- PARKS: Yes we recall that as well
- METRO: I think that size of event would factor into the 45 days as well.
- PARKS: Example. 1000 or more people in attendance needs 45 days...
- CHAIR: Thinking of how to write this, but I think the next step sounds like working on wording and clear communication.
- PARKS: It might be too confusing, but if you need more than 5 agencies to review.
- SEATTLE CENTER: Curious from the perspective of Parks/Metro/SDOT, what is an attendance number that would trigger impacts to your departments? For SC we start looking at 500-600 for initial impact and 1000 for impacting other orgs on the campus. 6000-10000 is when we're really looking at a heightened awareness.
- SDOT: It depends on where it is at 500 in residential, not as concerning, but 500 downtown is more impactful. But 1000 is a good threshold overall.
- METRO: I was going to say 5000, but if we consider a conservative number that covers the bases, that would be great.
- PARKS: What is the average attendance of a Special Event? To get an idea of the threshold?
- CHAIR: It seems to match categories, races tend to be larger, citywide, and parades. Maybe as many as half of permits are under 3,000.
- PARKS: What is a trigger that causes the most work for the Special Events team?
- CHAIR: Street use is certainly one, alcohol, but it really varies.
- SEATTLE CENTER: It sounds like Street Use and Alcohol require more use. Maybe fire would have some attendance insight. Is 1,000 the best amount?
- CHAIR: If the event is fenced, that may also be a trigger for more fire review. Due to controlled entry and exit points and ticketing.
- PARKS: Fenced in event may be the third trigger, rather than attendance amount.
- SPD Traffic: I will say that 90% of the time the attendance amounts are wrong. We should consider this as we look at these numbers.
- CHAIR: It may be relevant for Hannah and I to run some numbers and look past events that would have met the 45 day threshold based on the triggers that we are looking at. One we look at these numbers we can assess if the 30 day threshold is valuable or if we do 45 days across the board.
- SEATTLE CENTER: These numbers will be helpful in regard to equity and assessing quantity of work.
- SPD Traffic: maybe the threshold can be a public safety dynamic/framing. Like Does your event need police or fire resources during the event? Which doesn't necessarily mean street closure.

Other Committee Discussions

- **2023 Permit Fees have been updated:** Thank you SEC for helping to get these approved. Hannah posted them to the website and the permit fee tool has been updated.
- **Fremont Solstice Parade:** Just to explain a bit about their application. We are discussing route options and looking at the event
- **Would the Committee like to meet in person? We have not yet and would like to.**
 - SDOT: Yes!
 - SDCI: A couple times a year would be great. Meeting online is very convenient, but it would

- be nice to meet in person.
- Seattle Center: Would like that. It would be great to still have an online option for folks who cannot meet in person
- CHAIR: we have a conference room where we can meet and have online capabilities and we can also investigate other city meeting room availability.

Applications Review / Discussion

Event: My Better Half Marathon
Date(s): 2/12/2023
Location: Seward Park, Lake Washington Trail Blvd.
Organizer(s): Ashley Lee

Event Notes: This event is returning. Occurring in Seward Park, running along Lake Washington Blvd. Hoping to extend a little to 48th ST to do fewer loops.

Committee Discussion:

PARK: On the route to Stan Sayers boat launch, are you looking at street or sidewalk?
 EVENT: Sidewalk only. Only about 200 of the runners take this route so out and back works.
 PARKS: Do you use the waters edge side?
 EVENT: Yes
 PARKS: That works great because there are no driveways on that side.
 SDOT: Looks good from our perspective.
 CHAIR: Please send that route adjustment to be officially routed. Otherwise, everything is looking good from our perspective.
 EVENT: I have not received the tent permit from the fire department yet.
 CHAIR: We will reach out to fire and ask them the status of that tent permit.

Post Event Review/Comments:

Event	Event Start Date
South Lake Union Winter Market	12/8/2022 - 12/9/2022
Butler Valet - UW Presidents House 12.9	12/9/2022
Equinox Studios Very Open House	12/10/2022
Butler Valet - Fremont Studios 12.10	12/10/2022
Renegade Craft - Seattle	12/10/2022
Green Lake Pathway of Lights	12/10/2022
Jingle Bell Run	12/11/2022
Butler Valet - Fremont Studios 12.14	12/14/2022
Seattle Tennis Club NYE	12/31/2022
New Year's At The Needle	12/31/2022

Resolution Run & Polar Bear Dive	1/1/2023
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- No Comments