



Special Events Committee Meeting Minutes

June 8th, 2023
 10:00 AM – 11:00 AM
 VIA WebEx Meeting

Member and Partner Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Department of Neighborhoods	NA	DON
Finance and Administrative Services	Toner Eren	FAS
King County Metro Transit	Jonathan Rose	METRO
	Eric Stewart	METRO
Seattle Police Department	NA	SPD Traffic
	Diane Lalor	SPOC
Seattle Center	Gretchen Lenihan	SC
Parks and Recreation	Carl Bergquist	PARKS
Seattle-King County Health Department	NA	Health
WA State Liquor & Cannabis Board	NA	WSLCB
Seattle Department of Transportation	NA	SDOT
Department of Construction & Inspections	Dean Greenleaf	SDCI Structures
	Dan Powers	SDCI Noise Abatement
Seattle Public Utilities	Pat Kauffman	SPU
Seattle Fire Department	Keith Wyatt	SFD
Special Events Office	Randy Wiger	Chair
	Hannah Tyo	SE Permit Spec
	Carol Nordin	SE Permit Spec
	Leslie Kodish	SE Admin Spec II

Additional Attendees:

- ◆ NONE

Note: As always, these are "raw minutes notes" based on the discussion of the 06/08/2023 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

Roundtable/Announcements

- PARKS: Starting next month Theresa Chin is filling in for Carl Bergquist. Carl will be filling in for from July to January 1st in OOC position.
- SEATTLE CENTER: Starting in July Seattle Center will begin taking on some Waterfront duties including Emergency management and facilities management. Just a slightly different dynamic in operational functions
 - o We are still learning details and changes. Friends of the Waterfront are still handling programming, scheduling, property, etc. Tiffany Milake is the Manager to speak with on the Waterfront.
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Review Previous Meeting Minutes

DO NOT HAVE A QUORUM

CANNOT VOTE

Comments? None

MLB Subcommittee Recap

- Looked at ALL of the events related to MLB
 - o Stadium Village Permit
 - o Load zone permits (4)
 - o Red Carpet event at Pike Place Market
 - o Load Zone permits around hotels (4) - will be SDOT permits
 - o Railroad/Stadium Plaza Activation (WSDOT property – not clear SEO will be involved)
 - o Greenpath sidewalk decals
 - o Monorail Pylon Artwork – SDOT involved with this permit as well.
- CHAIR: We will work to update this list and share it with SEATTLE CENTER and others.

QUESTION:

- *Reviewing New Applications: Weekly drop-in session?*
 - o CHAIR: We understand departments are experiencing challenges with application review.
 - We meet Fridays at 2pm to look at new applications and determine questions:
 - Is it complete?
 - Is there something unusual about the application?

- This is a preview opportunity and if you would like to join in on those meetings please contact our office and we can add you to the appointment.
- We understand there are concerns about the demands for services relative to the amount of labor. Our office has 2.5 FTE labor and the demand is increasing for events. We discussed this last fall (please see minutes from November/December meetings)
- We could look into hiring peak workload staff every year until we stabilize, but we are hearing this same issue from several other departments. CHAIR would like to be an ally when it comes to raising this issue. Perhaps we could issue a letter regarding adequately resourcing permit teams across the board. Most events we permit are public and safety is our priority.
- Opening for discussion:
 - SFD: From our point of view, we need to receive an accurate application. We're limited on staff and time and the back and forth is difficult. OED should have a fully filled out application and prevent incomplete applications from getting through the system.
 - PARKS: When we turned it into a digital application it reduced the amount of conversations (5% vs. 25%)
 - FAS: Same from us. We need things filled out fully. And consolidating our spreadsheets so they are the same.
 - SEO: we have already consolidated and will send out the consolidated spreadsheet for approval to FAS and SFD.
 - CHAIR: What I am hearing is a digitized application is the first big step. Our staff will reach out to Fire regarding incomplete applications and consolidated vendor list.

Special Events Forecast

- *A look ahead and review what events we are inviting to Subcommittee meetings and touching on events that need some attention.*
- *What events would you like for a review at one of the sub-committee standing meetings on 1st & 3rd Thursdays?*

Review Recent Events

Event Name	Event Dates
SIFF 2023 Opening Night Gala	5/11/2023
Pacific Crest Montessori School Spring Arts Fair	5/12/2023
On The Block (Multidate)	5/13 - 9/9/2023
Seattle Norwegian 17th of May Parade	5/17/2023
Ballard FC Home Games (Multidate)	5/18 - 7/23/2023
Northwest Folklife Staging & Production [Street Use]	5/19 – 6/1/2023
University District Street Fair	5/20 – 5/21/2023

Madrona Mayfair	5/20/2023
West Seattle Bee Festival	5/20/2023
Haze Fest	5/20/2023
Nordstrom Beat The Bridge	5/21/2023
West Seattle 5K Run/Walk	5/21/2023
Wallingford Farmers Market (Multidate)	5/24 – 9/27/2023
Memorial Walk 2023	5/26/2023
Eritrean Independence Day Celebration	5/27/2023
Black Wall Street	5/29/2023
White Center Pride Flag Raising	6/1/2023
HONK! Fest West (Georgetown)	6/2/2023
Loop the Lupe	6/3/2023
Pride in the Park	6/3/2023

- Black Wall Street
 - o SFD: had issues with contact information. Inspection took 2.5x longer than normal. Firelane was incorrect, map was not being followed, measurements were wrong, and many issues with food vendors (health department violations, etc.) Spent a lot of extra time. Let them know they need to work with OED to get better organized.
 - o FAS: I had the same kind of issues getting our info and am still working with them to get it corrected.
 - o CHAIR: We did try and schedule them for a review and they were unable to attend. For some backstory they have illegally taken over the street in years past. We are glad they have come into the permit system, but understand there is more work to do.
- NW folklife
 - o SC: We have run into a challenge with curb use on commercial vs. Personal vehicles. Would like to raise this with SDOT.
 - o CHAIR: should parking enforcement be a part of that conversation as well?
 - o SC: Maybe, but we should start with SDOT. This will likely continue to be an issue for events where personal vehicles ARE business vehicles.

Coming up...

- Georgetown Carnival
- Fremont Solstice
- Fremont Fair
- Pride weekend events
- Greenwood Car Show
- MLB week starting July 2nd
- Seafair 4th of July

Meeting Adjourned