

Special Events Committee Meeting Minutes

August 8, 2024

Via WebEx Meeting

Member and Partner Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Department of Neighborhoods	Sonny Nguyen	DON
Finance and Administrative Services Licensing	Toner Eren	FAS
King County Metro Transit	Jonathan Rose	METRO
King County Metro Transit	Eric Stewart	METRO
Mayor's Office	N/A	MAYOR
Parks and Recreation	Carl Bergquist	PARKS
Seattle Center	Gretchen Lenihan	SC
Seattle Fire Department	Lt. Keith Wyatt	FIRE / SFD
Seattle Police Department	Sgt. Shane Burditt	POLICE / SDP
Seattle Police Department/Traffic	Captain Bryan Clenna	SPD Traffic
Seattle Dept. of Construction & Inspections	James Dasher	SDCI Noise
Seattle Department of Transportation	Jack Bighorse	SDOT
Seattle Department of Transportation	Trevor Partap	SDOT
Seattle & King County Public Health	N/A	SKCPH
Seattle Public Utilities	N/A	SPU
WA State Liquor & Cannabis Board	Lt Robert Rieder	WSLCB
Special Events Office	Kiah Patzkowsky	CHAIR
Special Events Permit Specialist	Hannah Tyo	SE
Special Events Permit Specialist	Alex Mielcarek	SE
Special Events Permit Admin II	Leslie Kodish	SE

Additional Attendees:

- Randy Engstrom – Third Way Creative –Consultant for the Friends of Waterfront Park
- Yoon Kang-O’Higgins - Friends of Waterfront Park
- Public /Citizen -none

Note: As always, these are "raw minutes notes" based on the discussion of the 08/08/2024 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

Public Comment

- No public attendees

Roundtable/Announcements

- None

Review Previous Meeting Minutes

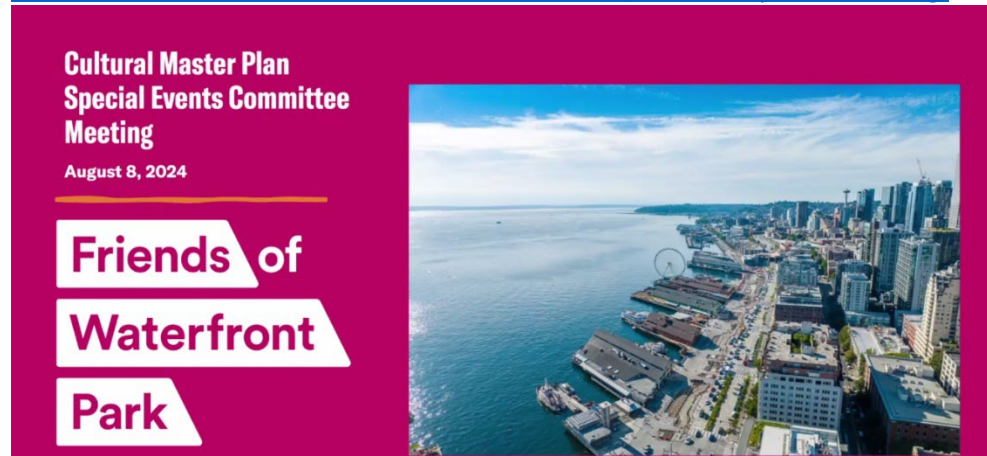
- CHAIR: Do we have a quorum?
- SE: Yes

Meeting Minute Approval

- Vote to approve July 11, 2024, minutes.
- SDOT Motion to approve. SC: second
- Meeting minutes approved; All in favor, none opposed

Waterfront Cultural Master Plan

- ORG: Shared cultural master plan on the Waterfront
[Friends of Waterfront Park — Cultural Master Plan \(waterfrontparkseattle.org\)](https://waterfrontparkseattle.org)



- ORG: Discussion of the Friends of Waterfront Park managing programming/activation in Waterfront Park, on the land of the Coast Salish Peoples. Pier 58 is expected to be online in early 2025, Seattle Aquarium's new Ocean Pavilion expected to open August 29, 2024. Overlook Walk will connect Pike Place Market to the waterfront and is expected to open October 2024.



- ORG: 20 acres make up the full Waterfront Park, connecting the city and the sound. Friends of the Waterfront is part of the Highline Network (network of international urban parks, including the Highline in New York City). Rethinking what we want public space to be like. "Seattle is a house, and everyone who lives here, belongs here". Goal: have a welcoming space. We can revitalize downtown with special events.



- ORG: Cultural Masterplan organized into the following themes: belonging and co-presence, land stewardship, healing and sustenance, living culturally and neighborhood reciprocity. 2025 will focus on belonging and co-presence and neighborhood reciprocity, celebrating what makes Seattle unique and how to get visitors at the Waterfront to visit other Seattle neighborhoods.
- ORG: Waterfront Grand Opening expected in Spring 2025, exact dates TBD.



Waterfront Park Grand Opening + Season of Welcome

- Creating drum beat to raise awareness and deepen community engagement
- Alongside partners, Friends leading the Waterfront Park Grand Opening Steering Committee and Grand Opening planning + sponsorship efforts

- ❖ Summer 2024 - Friends Programs and Activations
- ❖ August 2024 - Ocean Pavilion Opening
- ❖ Sept 2024 - Waterfront Park Grand Opening Kick Off Mtg
- ❖ Oct 2024- Overlook Walk Opening
- ❖ Early Spring 2025 - Grand Opening Weekend of Waterfront Park
- ❖ Summer-Winter 2025 - Season of Welcome led by Friends alongside community

- METRO: Any vision for using this space for big events, considering the 2026 World Cup and its corresponding large events such as Fan Fest?
- ORG: World Cup Fan Fest location is expected to be decided later this year. Waterfront Park is discussing what logistics could look like during World Cup and is connected with the World Cup Local Organizing Committee (LOC). Also planning for other big events such as Torchlight Parade. In 2025 the Waterfront will have three programmable locations.
- SPD: Want to discuss the 'unplanned' events, especially during World Cup, as soccer fans tend to impromptu get together. Safety of the space is important, such as physical security and traffic bollards.
- CHAIR: We can assist with a meeting to discuss safety plans.
- SC: Please invite Tiffani Melake and David Hughes/Tony Lucero from ESU from Seattle Center for the bollard/waterfront meeting.
- ORG: Please invite our head of public safety, Maria Lopez
- SPD Traffic: Staffing for SPD, we want a heads up when people plan to rent the space. We need communication so we are prepared for police staffing. Before you approve a plan please consult with the police department.
- ORG: ESU and Seattle Center are on the safety team. For the Grand Opening we are working with Connors & Company to produce event.
- SPD: Please give us notice for any big events or run them through the Special Events Committee.
- ORG: Two big events coming up this summer are Block Party, August 30th and AFROPUNK at Pier 62 on Sept 7.
- METRO: Suggest waterfront to have its own breakoff meeting, similar to PARC for stadiums.
- ORG: We will invite your team to the September 16 kickoff meeting.

Street use coordination between agencies

- CHAIR: Planning & event day adjustment best practices. We met yesterday with SDOT and METRO, to learn process. Reminder to talk to each other to resolve issues such as temporary stops Metro needs due to reroutes.
- SPD: There have been communication issues with Metro on reroutes, esp. For Torchlight. Is Metro in on the discussions prior?

- METRO: We were not aware there were issues with the reroute. Please share this info with Metro moving forward – for Torchlight requested start time of street closure was one hour later than when SPD closed streets. Earlier closure impacted passengers waiting at stops that Metro had informed would be available until 2:00pm, but streets closed earlier than we informed passengers. We need a buffer 30 min prior to street closures. Request improved alignment to allow for clear customer communication.
- SPD: Preliminary information: SPD needed to adjust at the south end of the parade route for Torchlight to allow for appropriate southbound turning space for vehicles. Some internal confusion on shut down and clearing time - we will dig into why that happened to prevent it for next year.
- SPD Traffic: SPD takes responsibility for communication issue on event day with Metro.
- SPD: SPD takes responsibility for communication issue on event day with Metro. We will work on fixing things. Timing and route were off. Bad turnaround spot where buses couldn't make a southbound turn.
- Chair: Perhaps we could help with planning meetings on route and plan.
- METRO: Sounds good to have more pre-event planning.

Post Event Review/Comments:

Name of Event	Permit number	Event Start Date
West Seattle Summer Fest - WSLCB – Event did a good job informing businesses regarding extended service area requirements. Three businesses received verbal warnings, otherwise good. WSLCB can draft letter to distribute to businesses outlining extended service area requirements. CHAIR: Our office can partner with WSLCB to distribute information to event organizers.	S24JY092	7/11/2024
Volunteer Park Summer Series – SFD-went better than last year	S24JY198	7/11/2024
210 Night Market – no comments	S24JY216	7/11/2024
Ballard SeafoodFest 2024 – SFD- need improved communication between festival manager and food vendors. Wrong fire extinguishers used even though we handed out guideline sheets. Beer garden exits didn't match approved diagrams, so SFD spent at least 20 minutes providing guidance on appropriate exiting.	S24JY044	7/12/2024
Downtown Summer Sounds July Concerts at Westlake Park – SDOT – concern with how managed and last moment notification, planning. CHAIR: partnership between Downtown Seattle Association (DSA) and Parks – SEO plans to provide additional education on when they need a special event permit, and our deadlines. Concern with last moment deadlines and reacting. Need event to plan ahead. PARKS: DSA has a contract to activate certain parks. Need to work with them on prior planning. CHAIR: Activating downtown is a huge priority, and we know there have been last moment requests.	S24JY236	7/12/2024

METRO: Need to discuss the issues, trolley routes. Weekends are better than weekdays for rerouting trolleys, and trolleys need to remain on their wires. Street activation = street closure which impacts ridership. It is a balance, as we need to get riders back and forth to events. CHAIR: Will discuss impact DAP activation vs. Impact and street closing. Program a space vs. Spilling into a street. METRO: Closing Pike Street impacts Trolleys without need to dieselize. PARK: We want to encourage people to stay in the Parks. trying to find balance with activation the City wants to see. FAS: Too many last moment events and submissions. Know Special Events Dept doing best they can. Remind them to submit in advance. We have more events this year. Tracking repeat organizers not meeting deadlines. Want to populate downtown too. CHAIR: We want to encourage events to meet deadlines.		
Pickleball for All – no comments	S24JY249	7/12/2024
Seattle to Portland Bicycle Classic – no comments	S24JY021	7/13/2024
Wallingford Parade – no comments	S24JY149	7/13/2024
Madison Park Children's Parade – no comments	S24JY195	7/13/2024
Annual Eritrean Orthodox Church Celebration – CHAIR-very last moment event. We will work with organizer to educate them on required deadlines and impact it has on team.	S24JY297	7/13/2024
Cafe Campagne Bastille Day Celebration – no comments	S24JY182	7/14/2024
Rivkin SummeRun – no comments	S24JY187	7/14/2024
The Beautiful Game – no comments	S24JY188	7/14/2024
Sundae Runday – no comments	S24JY225	7/14/2024
Seeking Cultura: Empowering The Communities of Tomorrow –CHAIR: Event provided late information, will continue to work with them on meeting deadlines.	S24JY253	7/14/2024
Capitol Hill Block Party –CHAIR: Post event report provided regarding the overcrowding situation. Please read the report. We will also send to the organizer. We discussed with a small group. WSLCB: Heard rumor this might be the last event. CHAIR: I haven't heard this from the event organizer. Considering what options may exist for alternative locations in the area that might be appropriate for the event, but this is in the ideation phase.	S24JY022	7/15/2024
Seafair Indian PowWow (35th Annual) - no comments	S24JY254	7/17/2024
Alki Art Fair – no comments	S24JY062	7/19/2024
Seafair Weekend Festival – Discussed later in meeting	S24AU117	7/19/2024
Uwajimaya Natsu Matsuri – no comments	S24JY193	7/19/2024
Bon Odori Festival – no comments	S24JY217	7/19/2024
Ballard FC Playoff Home Games –CHAIR last moment as they had to shift locations	S24JY305	7/19/2024

Chamber Music in the Park – no comments	S24JY028	7/20/2024
Seafair Triathlon – CHAIR: Thank you for team who assisted with a possible event location changed. PARKS: Suggest water-based activities to have a backup location plan.	S24JY082	7/20/2024
Float Dodger 5K – no comments	S24JY085	7/20/2024
West Seattle Grand Parade – no comments	S24JY132	7/20/2024
Reuben's and Friends – no comments	S24JY175	7/20/2024
Byrd Barr Place 60th Anniversary Block Party – no comments	S24JY192	7/20/2024
Independencia de Colombia y Celebracion Cultural – PARKS: Had noise complaints, didn't get a noise variance. Noise until 11:15. Complaint late clean-up crew 3:00 – 5:00 a.m. and decided to turn music back on.	S24JY194	7/20/2024
St. James Cathedral Parish Picnic – no comments	S24JY196	7/21/2024
Chinatown Seafair Parade – SPD Traffic: Event went well until a safety issue arose adjacent to the parade that impacted the parade.	S24JY210	7/21/2024
Reunion on Union – no comments	S24JY212	7/21/2024
Day Trip Festival Seattle 2024– CHAIR: Event wants to have a debrief meeting. SPD: I'd like to attend as they seemed to have a good blueprint. FAS: Did they have fencing? CHAIR: yes FAS: Heard water fountain fenced off and bathrooms outside. PARKS: We will require them to have their water option. No noise complaints. CHAIR: Wallingford Community Council reached out to us and we forwarded their complaint to DON.	S24JY133	7/24/2024
Forest for the Trees – no comments	S24JY255	7/25/2024
Seafair Torchlight Parade (Alaska Airlines) – CHAIR: Issue with early closing of the street which we discussed earlier. SDOT: Need a planning meeting to discuss cleaning up after the event. No cleaning and it falls on SDOT. This isn't our role or in our budget. PARKS: Requests an earlier application, as application received in July and another event had space. SPD: First hour was chaotic. Need better communication with Metro and other teams to be on the same page. Will work on improving internal communications. CHAIR: Seafair works directly with SDOT on street closures rather than working with entire committee. SPD Traffic: Issue Space Needle was hosting a wedding and vendors setting up didn't have access to the Space Needle by Seattle Center due to Parade footprint utilizing all of Space Needle driveway. We couldn't allow vendors into driveway to unload for wedding. SC: We would not have allowed for Seafair to utilize entire Space Needle driveway. Space Needle didn't notify us there was a private event. We were	S24JY119	7/26/2024

told balloons would remain on the lawns. The turnaround was not part of the space that was licensed to them. CHAIR: We will have a debrief meeting. SDOT: Request for no parking is for the hours of the event and no enforcement timeline. We can't get tow trucks in if event is active. Event Organizers need to plan for 'no parks' a couple of hours PRIOR to the event. SPD Traffic: Larger the event - more time need to get tow trucks in. SC: Seattle Center garages were accessible which helped.		
Cultivate and Celebrate – no comments	S24JY181	7/26/2024
JamFest 2024 Wing Luke Museum – no comments	S24JY209	7/26/2024
Occidental Block Party Concert – no comments	S24JY211	7/26/2024
Da Grind - Outrigger Canoe Race – no comments	S24JY040	7/27/2024
Fat Salmon Open Water Swim – no comments	S24JY059	7/27/2024
Pista sa Nasyon – no comments	S24JY208	7/27/2024
United Revival - Jesus March – CHAIR: Event shifted locations from Westlake Park to Pike Street.	S24JY310	7/27/2024
Team USA Watch Party – no comments	S24JY304	7/28/2024
Magnolia Summerfest – no comments	S24AU060	8/1/2024
Umoja Fest Africatown Heritage Rally Festival – CHAIR: I attended the event and it was busy.	S24AU095	8/2/2024
Umoja Fest Africatown Heritage Parade March – METRO: Organizer attended our meeting. We sent a coach to participate in the parade. The plan in the application was not followed again. This is a repeat situation. Organizer needs to follow the plan.	S24AU094	8/3/2024
Friday Beer Gardens at Westlake Park – no comments	S24AU316	8/2/2024
Magnolia Summerfest Seafair Parade and Kids Parade – no comments	S24AU105	8/3/2024
Duwamish River Festival (Festival del Rio Duwamish) – no comments	S24AU179	8/3/2024
Lake City Summer Festival – no comments	S24AU214	8/3/2024
Lake City Summer Parade – no comments	S24AU215	8/3/2024
School of Rock Seattle Downtown Grand Opening – no comments	S24AU303	8/3/2024
Street Food Market Our Hope – CHAIR: Last moment application. Complaint from neighbors of no proper notification.	S24AU329	8/4/2024

Seafair Weekend Festival –Discussion	S24AU117	7/19/2024
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CHAIR: We have received over 80 complaints against Blue Angels regarding environmental, impact, noise, and upset with war machines. Also made note of signage issue making a bus lane available to all vehicle traffic. We will compile feedback and put in a post event report.

PARKS: Flip side, lots of citizens out and in the park watching air show.

CHAIR: We are compiling all complaints we've received.

SPD: How many attendees?

CHAIR: Over 150,000

SC: Doesn't include people around the City watching the air show.

SDOT: Mystery PSMC reader board sign on Rainier Ave S. If you see something you want on a Traffic Control Plan (TCP), let us know. Someone asked about the message board, and it wasn't on the TCP, we don't know who put it out there and who requested it. Need to have record for road closures.

CHAIR: Need to have subcommittee meetings to discuss street use and transportation management. Idea heard is add more shuttles from different areas vs. Just from light rail.

METRO: Yes, discussing shuttles. Can you say who the source was for the reader/message board?

SPD: We requested it to direct people to parking.

SDOT: We told people to use the bus lane (Graham St.) and it was open to all traffic. We don't mind it being out there, just need to notify Metro and have this on the TCP (Traffic Control Plan). We were not notified and had no record that the bus lane would be open to vehicle traffic or that there would be a reader board.

SPD Traffic: Please consult with SPOC leadership for more information.

CHAIR: Want a TCP debrief meeting?

SPD: Yes, or just emails regarding situation with relevant parties. Meeting or documented and shareable information.

METRO: I've noted the shuttle idea. In Past we were hired to run a shuttle, now a private charter company runs shuttles. Contract has to be offered to private charters first per FTA charter rule. We added service to Route 50. We are getting busier with events. Downtown Bellevue had 70,000 in attendance for instance.

PARK: Suggest notification further south on Rainier Ave S to expect congestion due to Seafair.

SDCI Noise: We heard there was noise complaints and we have not been notified of any noise complaints on those events. Please share with us. We require monitoring at their sound booth. We can go to them and verify the volume and how late it went.

CHAIR: We will bundle post event report to include in the next year's applications.

SDCI Noise: We heard building inspection permits were not pulled for staging, and was not done this year. Items were not inspected properly. Please reach out to SDCI for details.

CHAIR: I'll reach out to SDCI.

ADJOURNED