

**Special Events Committee Meeting Minutes**

December 12, 2024

Via WebEx Meeting

**Member and Partner Representatives in Attendance:**

<b>Agency</b>	<b>Representatives</b>	<b>Noted in Minutes As</b>
Department of Neighborhoods	Sonny Nguyen	DON
Finance and Administrative Services (CPD)	Cregan Newhouse	FAS / CPD
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	Israel Rios	MAYOR
Parks and Recreation	Carl Bergquist	PARKS
Seattle Center	Gretchen Lenihan	SC
Seattle Fire Department	Lt. Keith Wyatt	FIRE / SFD
Seattle Police Department	Lt. Joshua Ziemer	POLICE / SDP
Seattle Police Department / Traffic	Captain Bryan Clenna	SPD Traffic
Seattle Dept of Construction & Inspections	Dean Greenleaf	SDCI Structures
Seattle Dept. of Construction & Insp. / Noise Abat.	Anthony Jagow (Tony)	SDCI Noise
Seattle Dept. of Construction & Insp. / Noise Abat.	Dan Powers	SDCI Noise
Seattle Department of Transportation	Jack Bighorse	SDOT
Seattle & King County Public Health	N/A	SKCPH
Seattle Public Utilities	Pat Kaufman	SPU
WA State Liquor & Cannabis Board	Victor Hopkins	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:**

- Hayley Gudgin – Seattle Women’s March
- Phil Megenhardt – Bold Hat Productions
- Bonnie Lackey, Alexander Party Rentals

## **Public Comment**

- No public comments

*Note: As always, these are "raw minutes notes" based on the discussion of the 12/12/2024 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.*

## **Roundtable/Announcements**

- PARKS: Will be out most of January and February, Diane Driscolle will cover for me.
- CHAIR: Please put in the chat any days off. Will people be here for early Jan meetings?

## **Meeting Minute Approval**

- CHAIR: Any comments to the minutes? Entertain a motion to vote to approve the November 14, 2024, minutes.
- SDOT move to approve minutes, Parks seconds.
- Meeting minutes approved; All in favor, none opposed

## **2025 Special Event Fee adjustment vote**

- CHAIR: Mandatory fee adjustments per the Seattle Municipal Code impact Right-of-Way Usage fees. Propose only raise required 3.8% CPI rates. Propose to raise administrative permit application fee from \$88 to \$90 (rounded 3.8% CPI increase). Discussion of current 2024 fees and proposed 2025 fees. No change to vendor fees from 2024 to 2025. Raise Police Office hourly staff fee 10%. We haven't raised Valet or Charter Vessels fees since 2016. Proposal to raise 10% these fees.
- SC: When was police raised last time?
- SE: \$67 in 2016 and was increased 10% from 2022 to 2023 and 10% from 2023 to 2024.
- PARKS: SPD fees weren't raised for seven years, so sort of making it back up.
- CHAIR: There is a special event rate for fees, parades and community events that are open to the public do not pay police staffing. Commercial and athletic events pay hourly fee. Actual hourly pay for police staffing are being raised by 23%.
- SPD: Sounds right.
- CHAIR: Increase in police staffing fees tries to lessen the gap between special event rate and actual hourly pay.
- SPD Traffic: 95% of the time, officers are paid at time and half rate, not at hourly base pay. Officers are not working on straight time.
- SDCI Structures: As Special Event staff is larger; will they be able to handle more permits? Is administrative fee minimum enough to cover added staff?
- CHAIR: Fee structure doesn't recoup actual cost of actual permit. Funds goes to the general fund. 3.8% CPI increase and administrative fee minimum is to balance costs to keep lower for community organizations. Voting by each department is needed.
- PARKS: Move to vote to approve fees. SC: second.
- SE: Roll call voting by each department recorded.
- CHAIR: 2025 fee adjustment approved. All in favor, one abstained.

## **Seattle Women's March - S25JA023**

- CHAIR: Saturday, January 18, 2025, Women's March application received. Discussion of the route.

- ORG: 9:00 a.m. Cal Anderson Park, program until 11:00 a.m., then march begins. Expect to arrive at Seattle Center by midday, and disperse by 2:00 p.m. Expect 5,000 to 20,000 people. Welcome suggestions.
- SDOT: What is the preferred route by SPD?
- SPD Traffic: We are used to this route.
- METRO: No concerns at this time, need to review further.
- CHAIR: Seattle Center shared prefers march enter on Second Avenue (west side of campus) vs. Fifth Avenue.
- SC: Second Avenue route is less disruptive to attractions and museums. But understand staffing issues for SPD and METRO? Is it rolling closures. How long will businesses be impacted?
- SPD Traffic: Rolling closures until it isn't. More people will tie up streets for longer.
- SC: Access to parking and transportation, better if march approaches on western end of campus. Saturday is less impact to churches. Does Second Avenue work for committee?
- SDOT: Second Avenue can have impact on Denny Way. Broad and Second issue as cuts off Denny, so Fifth Avenue better for Denny Way impact.
- SC: Understand. Would help to know amount of people and length of closures so can share information to community. We can go with your preferred route.
- ORG: We can ask people to pledge to state if they are coming. Some just show up.
- SC: That would help.
- CHAIR: Send us the information and we will share with the committee and provide day of contact information.
- ORG: How can we interact with SPD?
- SPD Traffic: Event Management is via Lt. Ziemer. Traffic or route management please contact me.
- CHAIR: I'll connect you.
- SPD Traffic: If fewer participants, travel on Harrison. If more people, Second Ave to reroute Denny, Fifth to Mercer, then Roy, Queen Anne, then First Ave.
- CHAIR: Is there a deadline to decide on route?
- SDOT: Concern with officer management and availability. If we agree on route today, I'll create the plan now.
- CHAIR: Metro do you concur; Fifth to Denny to Second Avenue to Seattle Center Campus.
- METRO: Will need to reroute bus. Agree with freeing up Denny Way.
- SPD Traffic: Route is like the Pride Parade event.
- METRO: We prefer rolling slowdowns vs. complete blockage.
- CHAIR: Fourth to Denny to Second Ave to campus.
- SC: Kraken game at 7:00 p.m., the Opera has a small performance that day, and Cornish Playhouse. We will be okay for a midday approach.
- ORG: Confirming the route travels west on Pine, north on Fourth Ave, west on Denny, north on Second to Seattle Center.
- CHAIR: SDOT will send you a Traffic Control Plan with the road closures.
- SPD Traffic: At Westlake Park often walkers join the march midway. Let us know if this is the plan.
- ORG: We will let you know, and we will message the public not to congregate at Westlake.
- PARKS: We will add Westlake Park to the permit for the PARKS.
- SPD: Issue is another group might start before your group or start their own march.
- CHAIR: Might consider adding volunteers at Westlake Park to assist folks to peacefully join the march.
- ORG: Thank all for help on the route.

- SDOT: We provide the traffic control plan, note we don't provide the people or the signs.

### **Permit within a permit right-of way usage**

- CHAIR: Permits within permits; runs on Lake Washington Blvd that piggy back on Bicycle Weekend and T'Challoween Parade that utilizes the safe streets – no cars. How to handle permits within permits and who owns the traffic control plan.
- SDOT: Liability and legal question – if a permit for Bicycle Weekend, and another event occurs, we need a new traffic control plan. We can't hold another event responsible for the safety of a different event. Liability is they act like they are the only event.
- PARKS: What do you provide for Bicycle Weekend?
- SDOT: A traffic control plan and signs.
- PARKS: Lake Washington is a parks department road, if we can get the traffic control plan that would help. Signs put out on Friday night, and events Saturday and Sunday.
- SDOT: I'll will share that with PARKS.
- PARKS: Event is required to participate with other folks using the space. Bike and walk lanes as part of the weekend.
- CHAIR: Caps on events on bicycle weekend?
- PARKS: Bicycle weekends are eight weekends in the summer from 10:00 a.m. to 6:00 pm-ish and barricades up Friday to late Monday.
- SPD: I'd rather have overlap, vs. odd weekends. People show up on bikes for other events.
- PARKS: Large events like Obliteride don't want other events or on bicycle weekend. Events say because another event already closing streets, they can use the other event's barricades, police staffing and save money.
- CHAIR: Should we consider caps so no overlap?
- PARKS: We wouldn't do a 500K bike event during other event, waves could work, discussion of type of events.
- SPD Traffic: Issue is the start line is different than what event organizer promised. They might state waves, but waves aren't metered. If they release 200 people, they really release 700 people. Can't rely on the organizer.
- PARKS: Would a corral be better?
- SPD Traffic: Works if they have enough staff/volunteers to manage the crowd.
- SC: It seems like a max total # of participants would be the most easily managed sort of guardrail to layering event use.
- CHAIR: If the run is out and back, ends up more people on the route.
- PARKS: Lake Washington is wide road, waterfront, and sidewalk which helps. We agree with setting up a max participant number.
- CHAIR: Safe Streets issue – event using safe streets with cars or using streets with a traffic control plan and no parking.
- SDOT: Safe Streets legislation is not for major community events. Not intended for large events that block peoples' access to their homes. Event organizers should go through process, close the street and get a permit.
- PARKS: We aren't aware of these events as they aren't going through special event office.
- SDOT: We have silo departments issuing permits for the same streets, which is an issue.
- SPD: A block party is different than a run. A Safe Street program was for the community to get out during Covid. A barricade blocking the street isn't always safe, as not typically managed. Rush hour drivers cut through these streets.
- PARKS: T3 stating roads closed, and public assumes it is safe, and cut through them.

- CHAIR: If an event wants to use a safe street we will require them to do a full street closure.
- SDOT: Concur.
- CHAIR: Other instances? Brewery Run Clubs that end in a brewery, and 150 people using sidewalks. If participants over 50 people, then we need a special events application for use of sidewalks.
- PARKS: It is like Dick-A-Thon where they run to get burgers.
- CHAIR: For safety we will have them come through us. 50-person threshold.
- PARKS: We have a 50-person threshold also.

**Event Dates for Review 11/14/2024 to 12/12/2024**

Name of Event	Event Date	Permit No
March for the Hostages: SPD Traffic: It went well on the sidewalk.	11/17/2024	S24NO390
Julefest: A Nordic Holiday Celebration: SFD: issue with tent set up, blocking exit, got solved, went well.	11/22/2024	S24NO345
Downtown Holiday Seattle Tree Lighting and Fireworks Celebration SFD: Pyrotechnics went well. Sound Transit security communication issue with Metro. Thank you, Kiah for stepping in to assist on situation. CHAIR: We are communicating with Sound Transit when transit station impacted. Heard event went well from organizers. METRO: We have added Sound Transit to distributions.	11/26/2024	S24NO365
Montlake Turkey Trot: No comments	11/28/2024	S24NO285
Seattle Marathon and Half Marathon (UW Medicine) SC: Public can access Fifth Avenue Parking, but lack of detailed signage is an issue. Need to work with event organizers for better signage stating local access maintained. Operations issues with stadiums and back of house area. Need to discuss start line and finish lines. CHAIR: I can add this issue to the subcommittee schedule. When is the stadium construction schedule? SC: Unknown, need to connect with Lance Miller. Impact to parking garages. Let's check in late January. SPD Traffic: We were short staffed. One individual needed CPR. Hard to communicate with the organizers, needed a contact in our command posts. They were not running a radio. Would have been helpful if WSDOT handled the walkway by 520. Off ramps on 520 backed up. Timeline on schedule.	12/1/2024	S24DE302

<p>SC: Neighborhood notification with road closure times missing. Hard to get information from organizer. Heard staffing issue.</p> <p>SFD: We have problems contacting on site personnel, went to voice mail, tents issues, and propane tanks not properly secured.</p> <p>CHAIR: We will share with the organizer issues to improve for 2025.</p>		
<p>Our Lady of Guadalupe, Mother of the Americas Celebration SPD Traffic: Went well</p>	12/7/2024	S24DE180
<p>Magnolia Winterfest: No comments</p>	12/7/2024	S24DE373
<p>The Great Figgy Pudding Caroling Competition CHAIR: Organizers happy with funding raised.</p>	12/7/2024	S24DE374
<p>Hometown Holidays SFD: Firepits by the stage was out and no barrier. Christmas tree lighting caused surge of people. Fire extinguisher not properly secured. Missing detailed plan of the beer garden which was on the street. PARKS: We were not notified of the fire pits.</p>	12/7/2024	S24DE356
<p>Jingle Bell Run CHAIR: Gasworks Park run SPD Traffic: Short on volunteers, and route distances complicated navigation for neighborhoods, merging, different directions was confusing. PARKS: Payment received late. SEO: Also, for our department.</p>	12/8/2024	S24DE223

For Discussion

- CHAIR: SDOT construction around Lake Union, Fairview, and Westlake Trail. Need to look at alternative routes as will impact runs aware of Lake Union.
- METRO: Are you aware of legislation for construction crane implications. Full closure of the Bellevue transit center to dismantle a crane. Will share legislation via email.
- SE: Application cover sheet change, form will now show actual event days, with load in dates (event will occupy public space).
- CHAIR: New Special Events Office website. We will add to staff a second permit specialist, and strategic advisor. Working on an online permitting and application system.
- SPD Traffic: Is the online permitting program automation?
- CHAIR: Currently application review is by email. An online portal would be implemented for committee members to review applications.
- SPD Traffic: Currently lots of notification and emails to check a box, concern could hold up moving the application along.
- CHAIR: Process now is labor intensive; bundling loose documents to send to committee via emails. We don't like the process now of 'no news, is good news'. Heard regarding concerns and workload issues.
- SPD Traffic: If we don't need to be notified, or involved, then we don't want application in my queue.

- CHAIR: Process could be personalized by agency by who needs to approve.
- SC: We had shift in 2020 for licensing and event management, took a while to sort out. Adoption takes a bit to build and adapt the new system. Configuration will take time.
- CHAIR: Database project has been in the works a long time to make process less labor intensive.

ADJOURNED