



Special Events Committee Meeting Minutes

January 9, 2025

Via WebEx Meeting

Member and Partner Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Department of Neighborhoods	N/A	DON
Finance and Administrative Services Licensing	Toner Eren	FAS
King County Metro Transit	Jonathan Rose	METRO
King County Metro Transit	Michael Andersson	METRO
King County Metro Transit	Eric Stewart	METRO
Mayor's Office	Israel Rios	MAYOR
Parks and Recreation	Diane Driscoll	PARKS
Seattle Center	Gretchen Lenihan	SC
Seattle Fire Department	N/A	FIRE / SFD
Seattle Police Department	Lt. Joshua Ziemer	POLICE / SDP
Seattle Police Department/Traffic	A/Capt. Bryan Clenna	SPD Traffic
Seattle Dept of Construction & Inspections	Dean Greenleaf	SDCI Structures
Seattle Dept. of Const. & Insp. / Noise Abat.	Anthony Jagow (Tony)	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	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:

- Floretta Woart and Claire Pinger– Downtown Seattle Assn. (DSA)
- Bonnie Lackey – Alexander Party Rentals

Note: As always, these are "raw minutes notes" based on the discussion of the 01/09/2025 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

Roundtable/Announcements

- METRO: Thank you for support for the Friday, January 10th, King County Memorial Procession. Reminder of limited bus service that day.
Personnel update for KC Metro – Jonathan Rose is transitioning to a new role as project manager for FIFA World Cup and Revive I-5. Keep on distribution list for now. Eric Stewart will be lead for SE meetings.

Public Comment

- CHAIR: Any public comments? None.

Review Previous Meeting Minutes

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

Meeting Minute Approval

- Any Discussion on Minutes. Vote to approve December 12, 2024, minutes.
- SDOT: Motion to approve minutes. METRO: Seconded.
- Meeting minutes approved; All in favor, none opposed

Website redesign overview

- CHAIR: Website redesign is complete, with intention of making navigation more intuitive for both novice and seasoned event producers.

2025 Special Event Application updates

- SE: Walk through of application changes. Changed attendance definition. Section 4 Added a trail use question to clarify whether park use permit is needed. Section 8 Fire Permits updates to canopy guidelines and medical staffing. Section 19 permit fee invoicing and fee payment requirement language updated.
- SDCl: Suggestion to add height and size of stage or platform.
- METRO: Can we inform customers of the new website? I've received the email asking to do a Filming event in downtown Seattle.
- CHAIR: Noted the request for stages. Will send an email to event organizers regarding new website, procedures on commercial, athletic events and TCPs.
- WSLCB: Did I see the alcohol section had a question about private or public events?
- CHAIR: If applicants completed application correctly, we know if public or private event.
- WSCL: We assume most will be public, as private won't go through this process.
- SE: We clarify whether alcohol service is on private or public property as there are implications to liquor liability insurance.

RSJI Fee Analysis Final Report updates

- CHAIR: I will distribute the final report to the committee. We are working on a racial equity toolkit. Feedback such as a post event evaluation to be sent to event organizers, to help us improve our processes.

Event Dates for Review 12/13/2025 to 1/8/2025

Name of Event	Permit No	Event Start Date
Equinox Studios' 18th Annual Very Open House: no comments	S24DE366	12/14/2024
White Rabbit Group & The Euphoria Project Present Area 10: no comments	S24DE370	12/21/2024
New Year's At The Needle: METRO: Went well for METRO. Staged coaches on 5 th Avenue which was helpful. Needed traffic control on 1 st Avenue, Queen Anne and Republican. SPD: I will make a note of this on our after-action report CHAIR: I will share with SDOT and will check with FIRE. SC: Heard positive feedback and will check with our team.	S24DE368	12/28/2024
Seattle Tennis Club New Year's Eve Fireworks: No comments	S24DE376	12/31/2024
Resolution Run and Polar Bear Dive: no comments	S25JA002	1/1/2025

Anything Else

- CHAIR: Meeting on the Women’s March coming up this month. We will meet shortly to discuss.

ADJOURNED