

Special Events Committee Meeting Minutes

October 9 2025

Via Microsoft Teams Meeting

Member and Partner Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Citizen Representatives	N/A	Citizen
Department of Neighborhoods	Najma Sheikh	DON
Finance and Administrative Services Licensing	Toner Eren	FAS
King County Metro Transit	Camilo Penuela	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. Deborah Williams	FIRE / SFD
Seattle Police Department	Sgt. Corey Williams Cpt. Daniel Nelson Sgt. Kirk Waldorf	SPD
Seattle Police Department	Sgt. Shane Burditt	SPD
Seattle Police Department/Traffic	Captain Bryan Clenna	SPD Traffic
Seattle Police Department	Rhonda Brumbaugh	SPD
Seattle Dept of Construc & Inspect/Structures	Dean Greenleaf	SDCI Structures
Seattle Dept. of Construc & Inspect / Noise Abatement	James Dasher	SDCI Noise
Seattle Department of Transportation	Jack Bighorse	SDOT
Seattle Department of Transportation	Hannah Tyo	SDOT
Seattle & King County Public Health	Michael Simpson Phillip Wyman	SKCPH
Seattle Public Utilities	Pat Kaufman	SPU
WA State Liquor & Cannabis Board	Lt Robert Rieder	WSLCB
WA State Liquor & Cannabis Board	Kalynn Gubbe	WSLCB
Office of Economic Development	N/A	OED
Special Events Office	Kiah Patzkowsky	CHAIR
Special Events Permit Specialist	Alex Mielcarek	SE
Special Events Permit Specialist	Sarah Ly	SE

Additional Attendees:

- Libby Dover (EVENT), Bonnie Lackey, Kim Flynn (IT), Claire Pinger (DSA), Scott Alexander, Floretta Woart (DSA), Margaret Mullin (IT), Rija Rajan (IT)

Public Comment

- N/A

Roundtable/Announcements

- SDOT: Mariners Game for Friday is at 5:00PM
- SDCl: Downtown Seattle Association is thinking of having a series of light art installations, which has been put on hold. There may be discussions next year (funding dependent). If you do hear of something, please contact Dean or Peter Fuerbringer.
- DSA: Confirming that its part of their plan and that they can be reached out to with any questions.
- CHAIR: Locations for the installations to be the same in the future?
- DSA: Yes, would be for the winter of 2026-2027.
- SKCPH: New permit system is coming online in two weeks – anyone looking to get new food permits will need to plan ahead for the week-long outage during this transition.
- CHAIR: PARKS can you remind Westlake Park timeline for construction?
- PARKS: Now through April. Looking to be done by FIFA World Cup 2026.
- CHAIR: DSA – any activations along the fenceline of Westlake?
- DSA: Activations along Pine St Corridor between 4th and 6th.

Review Previous Meeting Minutes

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

Meeting Minute Approval

- SDOT: Motion Vote to approve September 11 Meeting Minutes.
- PARKS: Second
- Meeting minutes approved; All in favor, none opposed

Special Events Fee Adjustment Process Overview

- CHAIR: Overview of Fee Adjustments and the annual fee adjustment requirements as outlined in the Seattle Municipal Code. Some fees must be adjusted per CPI (such as Street Use). Other fees can be adjusted but do not need to be.
- CHAIR: Any fees that the Committee decides to adjust cannot be adjusted above 10%. These adjustments require a quorum and vote from the Committee and we aim to have this vote on the November 13 Committee Meeting.
- CHAIR: There are some agencies with several folks who represent your agency at these meetings – only one person will vote for approving the fee adjustment.
- CHAIR: Subcommittee meeting next week will be dedicated to fee adjustment scenarios. SE is working on specific examples of how these would impact events as well as listing out what these adjustments would look like.

- CHAIR: Reminder – these fees are not meant to recoup costs of the Special Events Process. The City subsidizes these event activity costs because it recognizes how events contribute to the vibrancy of the City.
- CHAIR: We will send information regarding fees in advance of the November meeting for your reference in advance of the meeting.
- CHAIR: Special Events charges fees, but so do other departments. Our fees are not the only fees that organizers pay to the City.
- CHAIR: Questions? [Hearing none, moving on to Downtown Holiday Tree Lighting]

Downtown Holiday Tree Lighting

- CHAIR: SPD folks in attendance?
- SPD: Concur.
- CHAIR: Can you send an email or message to let us know who will be in what role?
- SPD – SPOC: Will send to CHAIR
- CHAIR: EVENT has permission to begin.
- EVENT: Shares presentation and general event overview. Libby Dover is the logistics/event main contact. Any media inquiries should go to DSA.
- EVENT: No Carousel. Have not had one since 2019. No intent to use Westlake Park.
- EVENT: No parade – Macy's used to hold it, but since they are no longer downtown, there is no parade.
- EVENT: This is free to attend. Recognize this is a busy time to be downtown as it is Black Friday.
- EVENT: Shares Fireworks launch point and exclusion zone.
- EVENT: Shares crowd growth through the event day. Peak attendance anticipated around 5:00PM.
- EVENT: Cleanup plan for waste is detailed.
- EVENT: Street closure plan is detailed. SPD determined closure timing for Fireworks Exclusion Zone. EVENT's security team is on at noon to close the street whenever necessary.
- EVENT: Different footprint this year (Shrinking Fire Exclusion zone) due to the closure of Westlake Park. Prioritizing public egress. Met with SFD to determine what would be doable for the Firework Exclusion Zone given the use of a low-fallout firework for the show.
- EVENT: Shares 2019 fire exclusion zone wherein the bus tunnel was open. In 2021-2024, the bus tunnel was closed. Would prefer to keep the bus tunnel open if possible this year. May need to bring in Sound Transit for this conversation.
- EVENT: Shares 2023 history of the stage being taken over by protestors. The ramped-up protection in 2024 was successful and EVENT would like to repeat that level of protection.
- EVENT: Open to coordinating a site visit with key agencies (to contact offline).
- CHAIR: Thank you. Opening up to Committee for questions.
- SPD: What kind of barricades is National providing?
- EVENT: Bike barricades
- SPD: Are we vehicle proofing around Westlake?
- SPD – SPOC: To verify archer barricade plan.
- SPD: Designated protest zones will be set up.
- SPD: Big fan of the Metro underpass being open.
- EVENT: We have had vehicle denial barricades at the event for the last two years as well.

- CHAIR: Thanks for bringing up the bus tunnel – will coordinate with Sound Transit this year. To connect EVENT with Sound Transit directly. SPD & SFD – any input on keeping the bus tunnel open?
- SFD: Do we know the reasoning behind why the bus tunnel has been closed for the last 4 years?
- EVENT: Unsure, sounded like personal preference of a Fire Marshall. Would like to go over this with SFD at the site visit and get their professional opinion this year. Will provide specific list of fireworks to be used at this event.
- SFD: Appreciative.
- SPD – Traffic: The reason why the tunnel was closed is likely due to the fireworks on the roof. But if fireworks are different this year, up to SFD to determine.
- EVENT: Agree that this was due to the fireworks. Unsure what possibilities exist for this year due to protected sidewalk and new fireworks to be used.
- CHAIR: Any other comments or questions relating to the fireworks exclusion zone?
- CHAIR: EVENT, any other questions for the Committee?
- EVENT: Working on getting the PSEMP to SEO.
- CHAIR: Next steps include CHAIR to connect EVENT with Sound Transit. SEO to send this slide deck to the Committee after this meeting.
- EVENT: Sent abbreviated deck to DON. FYI – holds a meeting with hotels in the area in early November to get feedback.
- EVENT: Can we get insurance requirements?
- CHAIR: SEO to send to EVENT. SFD – do you have requirements for their pyro company?
- SFD: Yes, will send if haven't already.
- EVENT: Thank you.
- CHAIR: Thank you.

Eproval Updates

- CHAIR: If anyone on the Committee would like a meeting with the Vendor to go over eProval, please let us know. SPD to have a department specific meeting. CHAIR introduces IT. Any questions?
- SDCl: Question about the notification process and about how they can ask questions to the organizer.
- CHAIR: We are going to do a round of practice as a group with eProval with some applications – these applications will be test applications that we can use to see how this process works in real time.
- CHAIR: SEO to send correspondence in relation to this practice exercise. This will also be an opportunity to let us know what's broken, weird, or otherwise needs addressing. We will send a document to log this in. Remember - the onboarding of this process will take some time. We appreciate your patience as we do so.
- FAS: Documentation related to specific departments – will this be available through a link or as a document for them to download?
- CHAIR: Yes – there are opportunities for organizers to add this throughout the application. There is no standard naming convention we can require of organizers, but you will be able to access these documents.
- FAS: Embedded links and documents for templates?
- CHAIR: Yes. There are boxes wherein we can put this & other high-level information for organizers.

- CHAIR: Launch point is slated for November 7th – one week later than initially planned due to capacity.
- IT: Taking notes & planning to get together some FAQs. IT will be creating some sort of guide for people as they go through this process. Some working sessions will be arranged so that people can go through the whole process. What date did we say we'd finish these working sessions?
- CHAIR: Ideally get through practice sessions by October 24th.
- CHAIR: Remember – this will take longer at first, but the ultimate goal is the tool will improve our process. We can also make adjustments with the vendor even after eProval has launched.
- CHAIR: Shares screen to work through questions from SDCI & FAS.
- CHAIR: Shares what the dashboard with sample events will look like (including application statuses). Shares commenting process. Note: documents here currently are not close to reality. The upcoming test applications will be closer to what we actually would expect.
- SDCI: Excited about the communication log.
- CHAIR: Shares documents log as well. Note to be careful about deleting documentation due to Public Disclosure Requests. Note that you can download items from these logs. Note that you can also download this application as a .pdf should you need.
- SDCI: If someone sends 6 site plans, the one they submit last is the one we're working with? How can we tell which is the approved plan set?
- CHAIR: We will look into that process – thanks for bringing this up.
- CHAIR: This application will be marked with which sections your agency needs to review and you will be able to see which agencies have already looked at it.
- SDCI: It would be nice to have "Approved and Issued" or "Final Approval" to look up later as a feature.
- CHAIR: With regards to this practice process, SEO will be inputting a variety of applications with multiagency review. Are there any types of events you would like to make sure we practice on?
- FAS: A repeat market.
- PARKS: A basic alcohol event – something that's entirely a park event but just has alcohol service.
- CHAIR: Yes, will do one that is like this and one that is a complicated park.
- SFD: Fire performance or open-flame in a park.
- PARKS: What's the deal with multiple parks? How does this show up in the system?
- PARKS: Something real big like Seafair weekend?
- CHAIR: SE is working on inputting a test application for CHBP.
- SDCI: Maybe we build up to Seafair (something small like a cat parade)?
- CHAIR: More correspondence around this is forthcoming. Please let us know if you have any issues getting into the system. For City employees, this will be SSO. For non-city employees, you will be creating a log-in.
- SPD: Can we send you a list of people who will be participating in these classes?
- CHAIR: Yes – SPD has sent a list but please let us know any updates to this.
- CHAIR: Thank you.
- **Review Recent Events**

Name of Event	Event Start Date
<p>Boats Afloat Show</p> <p>SFD: The Fire boat came by and they saw an area where they opened docking in case of fire. Security methods improved – typically a well run show.</p>	9/11/2025
<p>Palestine Will Live Forever</p> <p>PARKS: Event went smoothly. Neighborhood was more receptive (no pre complaints)</p>	9/13/2025
<p>Savannah Bananas @ T-Mobile Park Fan Fest</p> <p>FAS: Will they be back next year? Never received follow up on licensing.</p> <p>CHAIR: Schedule to be released later today.</p> <p>SPD: Went well overall. Thinks they will be back. Use of Railroad Plaza worked well.</p> <p>CHAIR: Note that the angle of the stage pushed the crowd towards traffic – has recommendations on this overall. TCP did not include use of Charles St east of 1st Ave, but organizer did and this was necessary due to the size of the crowd. Will need to incorporate Charles St for events in this location going forward.</p> <p>SDOT: Thanks for noting construction impacts and helping us mitigate this potential impact.</p> <p>CHAIR: Also there is a parking lot that needs to be considered in the use of Railroad Plaza</p> <p>SPD: March to the Match did not have a significant impact. Larger impact of people lining up to enter this event.</p> <p>SDCI: Never heard back re: stage height. Hard to tell if the stage is in the ROW</p>	9/19/2025
<p>Luminata</p> <p>PARKS: Issues have been documented per emails. Subcommittee meeting would be helpful in 2026 – they were in the wrong location for the last two years.</p> <p>SFD: The fire performances need coordination with SFD.</p> <p>PARKS: Strobe light event may not be allowed going forward.</p>	9/20/2025
<p>Diplo's Run Club 5K</p> <p>SDOT: Had issues with Neighborhood Notification and the route itself trapping neighbors. Need better communication with neighbors and a better plan on mitigating this impact with Traffic Control.</p> <p>CHAIR: Received correspondence from residents on Densmore who could not exit. Included note that SPD officers did not allow folks to leave but would like to confirm with SPD.</p> <p>SPD: Unsure why SPD would do that. Note that barricades were set up before SPD roll call (too early) - may have led to neighborhood impact. This event is highly attended and had closer to 10k people present.</p> <p>PARKS: Application said 6k – need to have an accurate attendance going forward. ADA Access was not maintained in the Park.</p> <p>CHAIR: We did not receive any noise complaints. DON?</p> <p>DON: None</p>	9/27/2025

PARKS: Noise level is lower than Daytrip Festival	
Wa Na Wari Walk The Block 2025 SDOT: Curious if any feedback due to change in layout. Hearing none.	9/27/2025
Damera Celebration PARKS: Attendance was actually upwards of a thousand – application stated closer to 500	9/27/2025
Great Pumpkin Beer Festival CHAIR: Any feedback on how it went? PARKS: Went as a private citizen, it went well. CHAIR: To reach out to SPD – East for feedback to SDOT	10/3/2025
Dawg Dash (UW) 5K/10K Run/Walk SPD – Traffic: Worked well as usual. METRO has issues with 15th typically and may have feedback. People don't always stay within the cone line and tried to add more start times to mitigate this. METRO: Had no feedback re: this event.	10/5/2025

ADJOURNED