Seattle
Special Events Office

Special Events Committee Meeting Minutes

September 10, 2026

Via Microsoft Teams Meeting

Member and Partner Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Department of Neighborhoods	Najma Sheikh Israel Rios Sierra Jones Donna Hartmann-Miller	DON
Finance and Administrative Services / Consumer Protection Division	N/A	FAS / CPD
Finance and Administrative Services Licensing	Toner Eren	FAS
King County Metro Transit	Camilo Penuela Mya Camarillo	METRO
Mayor's Office	N/A	MAYOR
Parks and Recreation	N/A	PARKS
Seattle Center	Gretchen Lenihan	SC
Seattle Fire Department	Lt. Deborah Williams	FIRE / SFD
Seattle Police Department	Lt. James Sather	POLICE / SPD
Seattle Police Department/Traffic	Lt. Brandon James Sgt. Dean Ikei	SPD Traffic
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 Hannah Tyo	SDOT
Seattle & King County Public Health	Amanda Styer	SKCPH
Seattle Public Utilities	Pat Kaufman Gwen Bartholomay	SPU
WA State Liquor & Cannabis Board	Lt Robert Rieder Kalynn Gubbe	WSLCB
Office of Economic Development	N/A	OED

Special Events Office	Kiah Patzkowsky	CHAIR
Special Events Permit Specialist	Alex Mielcarek Sarah Ly	 SE
Special Events Permit Admin	Hana Peoples	SE

Additional Attendees:

- Emily Magnatto (Little Italy), Bonnie Lackey

Public Comment

- No public attendees

Roundtable/Announcements

- SC: I will be out of the office Sept 11- Sept 21. Joe Hammill or Kim Hawley can substitute for me.
- CHAIR: Committee members please share in the chat any time off you have planned for now thru end of the November to assist in meeting scheduling.

Review Previous Meeting Minutes

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

Meeting Minute Approval

- Vote to approve **August 2026** minutes.
- Meeting minutes approved; All in favor, none opposed.

Other Committee Discussions

- CHAIR: Inquiry from UW Athletics proposing to do fireworks after back-to-back men's and women's games on Oct 30 around 10PM, which would require them to procure a temporary noise variance. In our Municipal Code, the stadiums, including Husky Stadium, are excluded from needing a special events permit but that doesn't include the soccer field. Are there TMP's that are in effect for non-Husky Stadium or non-arena events at UW?
- SDCI: TMP? Traffic Management Plan?
- CHAIR: Yes.
- SPD: No.
- CHAIR: Since there are no existing TMPs for soccer matches there and the fireworks would be after 10PM, most likely means that UW Athletics should pursue a special events permit for those Fireworks.
- SDOT: Concur.
- CHAIR: The application will be late but please be on the lookout for it.
- CHAIR: A reminder that I will be out of the office for the first two weeks of October and will need someone to cover as presiding chair of the meeting on Oct 1 subcommittee meeting and the full committee meeting on Oct 8. Subcommittees will be run route-focused. Full committee meeting on Oct 8 will have the Downtown Holiday Tree Lighting event in attendance plus usual housekeeping items.
- CHAIR: Israel Rios of DON is one of the folks who is willing to take on the chair role while I am away. If there are others who have interest, please let me know.
- SC: I will personally be travelling but I highly recommend it. It is very straight forward.
- SPD: I am not volunteering but is there is anyone on your team that could do it?

- CHAIR: Our code says it needs to be a voting member of the committee.
- SPD: Understood. Thank you.
- SDOT (JACK): I could possibly do it. We could co-chair.
- CHAIR: That could work.
- DON: I am good to co-chair.
- SDOT: Either way, I'm in.
- CHAIR: I will reach out to you both after this meeting.
- CHAIR: I would love for us as a committee, for working ahead on getting permits out the door. Please prioritize reviewing special event applications through the second week of October by September 25.
- FIRE: Sept 10-Oct 6, Lt. Scott is out. During his absence I will be stepping in. He has put us in a good spot.
- CHAIR: Please let us know how we can support.
- CHAIR: A reminder that the Committee is also responsible for considering fee adjustments. In the November full committee meeting, we will vote on Special Events fee adjustments. There are some fees within our fee structure that are mandatory adjustments, tied to the CPI index as of August. There is a cap on fee adjustments year over year at 10%. Our office will get out some fee scenarios for your consideration and what it will look like for specific events. We have been using first subcommittee meeting of November to do a workshop to bring recommended adjustments to the full committee, or could use earlier subcommittee meeting for more time in consideration.
- SC: It was useful to have a working session. SPD often has some fairly significant factors in terms of pricing.
- CHAIR: Is the week prior to voting on the fee adjustments an appropriate amount of time?
- SC: Consider how much time SEO staff needs to calculate fees with research associated.
- SDCI: I am not as familiar with the fee schedule. This is a great opportunity to understand what is going on. To vote, I would appreciate a presentation on the fees, recommendations from the folks who are most impacted. As SDCI structures, I am familiar with fees we have but I would appreciate a better understanding what fees do and do not cover.
- CHAIR: A reminder when we vote on fee adjustments in November we do need a quorum. Additionally, our office will be liaising with event organizers to get some feedback on fee adjustments from their perspective. We will be able to share comments with our committee.

Special Events Committee Fall Open House & Housekeeping Items

- CHAIR: We will have our Fall Open House on Thursday, Oct 22 at the Bertha Knight Landes Room at City Hall. Our office's expectation is that we have one person from each department in attendance. There will be no formal presentation, more of a speed-networking type of event. If your workgroup has multiple people, you can work on switching out folks that works for us.
- CHAIR: What to bring: handouts (if any), water bottle, and any information on things to point out on your agency/department's website. We can create a QR code to share on a rotating PowerPoint. Please send links to our email.
- SDCI: I have a conflict for the first half hour. I am not sure if Edward can cover, but I can set up stuff and leave information.
- SC: Can the team e-mail us a reminder for providing content for the slides a week prior?
- CHAIR: We can do that.

Off-Season Projects

- CHAIR: I have some projects to share, and I will ask if any other folks have items to create work groups for. I want to document which work groups on the committee need to be involved in these conversations.
- CHAIR: **Pre-approved run routes**. Prioritize Lake Union because that is becoming a more popular space for 10K or half marathons. Also, Green Lake because the bike lane has added some complications. Group: SDOT, SPD Traffic, METRO. FIRE do you want to be involved too?
- FIRE: We are minimally involved but we would like to be aware of what you discuss.
- CHAIR: Yes, before we send out any information, we will share with you all.
- CHAIR: **Signage permission and one-sheets.** Depending on what the jurisdiction is of the property, etc. But I really think that we can do some service not only to small events but the big ones that come through the city, after learnings from World Cup. Group: PARKS, SDCI, SDOT, DON (specific to historic preservation).
- SDCI: Recommend Steve Sampson. Happy to facilitate.
- SC: If there is anything related to the Monorail, Seattle Center would like to be a part of that.
- CHAIR: We could have a subsection or addendum.
- CHAIR: **Micromobility Procedures,** we need to be proactive when events are closing down streets and reaching out to Lime and other folks to create those blackout spaces. SDOT (Kim Pearson, Jack and Hannah).
- SC: We don't need to be in the decision-making process, but we would like access to materials to give out to event organizers.
- CHAIR: Maybe also METRO?
- METRO: We never want our zones blocked by bikes, but it is a constant issue that METRO has in general.
- CHAIR: I will make note of that.
- DON: I am in the same boat. DON does not need to be in the weeds, but we hear a lot about micromobility from neighbors. We would love to just listen in.
- CHAIR: Understood. We will work with SDOT on bike lane procedures also.
- CHAIR: Next, **Music Parking Zones**. This is a Seattle Center thing too. The city implemented parking areas in front of music venues across the city to facilitate artist to load in and out. Sometimes these zones overlap with special events use, we need a procedural document. Group: SDOT, CEN.
- CHAIR: Additionally, recommended by Seattle Center, **vehicle intrusion guidelines**, i.e., meridian barriers and other forms of vehicle intrusion.
- SC: Knowing what the procedures are and what resources are available for event producers like the cost and systems in place is more of an issue with the Waterfront than the main Seattle Center campus. It seems to be picking up more.
- CHAIR: SPD, is this something to start with SPOC?
- SPD: Traffic and SPOC.
- FIRE: Please add us too.
- CHAIR: We have a meeting on the books for this, but we are working with DON on **neighborhood notification adjustments.** Some adjustments were made 2.5 years ago. We want to adjust things to meet the needs that involved DON, our office and PARKS. Maybe also Seattle Center to see how it impacts you all? Once we have the adjustments outlined, we can share it out.

- CHAIR: Next, this is a recommendation from SPD West Precinct. Doing a **CID Event Organizer summit** to discuss use of space and schedule of events for the entire year including overlapping events. Group: SPD West, SPD Traffic, SDOT, DON, FIRE, METRO.
- CHAIR: Could use a subcommittee meeting for the CID Event Organizer summit. Also, reinstituting the run and walk organizer meeting that we are planning at the end of the year. Pre-pandemic, our office facilitated this.
- SDCI: I would love a runner summit and a CID summit. Was it a runner or a fun run summit that talked about running in Seattle?
- CHAIR: It was a meeting that happened on an annual basis that brought together all of the run and walk organizers into the same space to talk through any policy updates and construction projects. Allowing these orgs to ask questions and making sure everyone is on the same page.
- FIRE: Definitely FIRE, we fluctuate with people transitioning in and out of our department. We would also like to be involved with the CID.
- SC: For the summits, if there are many major construction projects happening too, sharing that with event organizers.
- SDOT: We can assist with that, especially with our mapping tools.
- CHAIR: It will be great to also highlight major weekends or events during the year that takes a lot of the committee's capacity.
- METRO: There was a conversation this summer to discuss a Pride committee?
- CHAIR: We do that with sub-committees in the late spring with organizers. Are you thinking of something different?
- METRO: It was about the application and processing so many of them during the same period.
- CHAIR: I have a vision for how our office can support Pride event organizers to really dig into efficiencies, especially with the Pike/Pine Corridor. Or office working with event organizers more closely to get the information the committee needs.
- FIRE: We hope for future large sporting events, how to keep information what has been achieved and passing it along to the next generation of staff in our various departments.
- CHAIR: This will be specific to permitting, we have the intention of creating a “Major Event Playbook” so we don’t have to re-invent things during every major event.
- METRO: Sports Parades too.
- CHAIR: Yes, I am working on a playbook for parades with the Seattle Sports Commission. Goal is to complete this by the end of the year. I will ask for feedback when the draft is ready.
- SC: Are we feeling okay with resource distribution related to major outdoor concert schedules? We dug into that a year or two ago.
- CHAIR: I think it would be smart to discuss this during our December or January full committee meeting. An overall run-through of major festivals and events for the year like Capitol Hill Block Party and Seafair.
- CHAIR: When will be the most helpful timeline to do a calendar walk through?
  SC: I think January would be better. That gets us at the six-month mark before summer.
- SDCI: I would love to be involved with that to create some sort of preliminary site plans for events where they are going to be multiple concerts and get a heads-up on when something big like Skrillex is coming back to Gas Works. Gas Works has a max capacity of events before they start tearing into the soil. There are a couple of events that happen in Occidental and in the mall. Expect more concerts near MOHAI at South Lake Union. With more of these events being done, we will be getting more applications to do more. The Concerts at the Pier were very careful to keep the stage fairly low, they didn’t need a permit from us but there have been multiple musical events out on the Pier.

- CHAIR: Agree. Friends of the Waterfront and the Waterfront need to be involved. Our committee workgroups can offer information even if they are not submitting an application through our office.
- CHAIR: Thank you.

Little Italy Seattle Harvest Dinner

- CHAIR: A reminder, Emily and Giuseppe did a similar event over the summer on Yesler. Emily, could you share what the timeline and footprint is similar to what you did in the summer.
- EVENT: It will be a carbon copy of what we did over the summer. We use parts of Yesler, between the Waterfront and Western. We left the bike lane open, and it was a pretty small event. Last time we only served beer and wine and this time we are hoping to have a mobile cart to serve hard liquor. We would have a caterer handling this.
- WSLCB: Does your license allow for the sale of spirits?
- EVENT: No, not currently.
- WSLCB: If this event is only using their license than you cannot.
- EVENT: If we are working with a company that has a mobile bar?
- WSLCB: Does this mobile bar have their own license to catering.
- EVENT: Food or license to do their own alcohol catering?
- WSLCB: Sorry, in the liquor board, we consider that a catering license.
- EVENT: Yes, they do.
- WSLCB: In that case, their license will need to be in effect, not yours. Does that make sense?
- EVENT: That means there are two licenses being used?
- WSLCB: So, in this case, just one, the mobile cart's license.
- EVENT: That is fine. But we are doing the dinner part.
- WSLCB: That is fine. If you are taking care of food and they are doing alcohol. If a caterer is being used to provide alcohol service to the public, a non-profit sponsor is required to sponsor the event.
- EVENT: Ok, then that will not be happening. What is the thinking behind that?
- WSLCB: This is state law, WAC 314-02-112. Cleanest way is to use existing license, make sure event is physically connected to business.
- CHAIR: Any questions from the committee?
- FAS: This is a pre-set event with seats that you pre-sell. That is how you decide on volume.
- EVENT: Correct.
- FAS: Is the restaurant also doing regular service at the same time?
- EVENT: No, we will just be focused on the event.
- FAS: If a member of the public were to walk-up, would they be allowed.
- EVENT: This has never been a scenario we have encountered before. If it needs to be one way or the other for this to happen, we will make it that way.
- FAS: Ok, my concern is that you are selling tickets. Admission tax will apply; we can talk about this separately.
- EVENT: We have made the admission tax included.
- FAS: You are not registered for admission tax. Don't collect it unless you are registered for it. You are not having any outside vendors but if you are paying a musician versus someone volunteering. Or infrastructure. Those are considered vendors. Please put those on the vendor list template.

- EVENT: I still need to work on the insurance, so that may prevent the alcohol part of it.
- SKCPH: Was this event advertised to the general public?
- EVENT: Yes.
- SKCPH: We will need you to fill out a separate temporary event permit through our department.
- EVENT: Understood.
- SDOT: Because this is a commercial event, we will need a traffic control plan.
- EVENT: Understood. It will be the same as before. I think that has been submitted.
- SDOT: We will take a look.
- CHAIR: Are you set with signage and sourcing fencing?
- EVENT: Yes.
- CHAIR: Any other questions?
- SPU: Just want to make sure you are set with waste plans? I saw on your application the listing of two recycle bins, compost bins and garbage cans.
- EVENT: Yes, and we are using reuseable stuff like last time.
- SPU: Great, we love to hear that.
- EVENT: What is the timeline for when we will get our permit?
- CHAIR: Generally, no red flags for the event happening. Just making sure we get insurance and getting our reviewers to process their sections.
- EVENT: Thank you.

Review Recent Events

Name of Event	Application ID	Event Start Date
South Lake Union Block Party	#1706	8/14
RuPaul Fest CHAIR: I attended and the set-up was good and safe.	#1905	8/15
Seattle Design Festival Block Party	#1822	8/15
Belltown Blast & Pop-out CHAIR: That was a big event. It was controlled chaos. They will benefit from coming to a sub-committee event based on the size. Might be helpful to have SPD at the event.	#1687, 1877	8/15
Big Day of Play & Fun Run SDOT: They really want to do their run in the street next year. That is something we should flag when we are discussing routes. CHAIR: I will have them attend a sub-committee meeting at the beginning of the year. Thank you for flagging.	#1637, 1641	8/15
Alki Beach Pride FAS: We ran into the same problems as previous years of getting vendor lists and information in a timely manner. Might be a good idea to have them come to a future open house. That event comes at a very busy time. CHAIR: Thanks for sharing that. I think they would benefit with coming to a sub-committee meeting. We will ask them to come to our open house. Parks might have feedback too. FIRE: There was a concern around the use of a space adjacent to the bathhouse. They were using it as a back of	#1432	8/15

house changing area. There were some exiting issues there. We did not see it, but Parks did.		
Nite Market 5K	#1688	8/15
Parade (private wedding)	#1718	8/15
Magnolia Car Show	#1762	8/16
Admiral Block Party	#1722	8/21
Vyshyvanka Run/Walk CHAIR: Our office did some coordination with the Port due to Cruise ships at Pier 66.	#1799	8/22
Lake Union Concerts – Portage Bay Location	#1794	8/22
Bizzarro's 40th Birthday Party	#1863	8/23
Splash in the Park	#1830	8/28
Da Grind 2026	#1710	8/29
Pickleball For All	#1856	8/29
Gasworks Park Concert – Skrillex WSLCB: We had an officer at the event and they saw no issues. All went well. SDCI: We had a temporary structure permit for the towers. Not for the stage itself. We were able to get someone out there, but no full permit was issued. Next year, we want to get ahead of that if it happens again. Looks like things went well overall. CHAIR: To add some context, delays with information were likely coming from artist's side. We can work on continuing to be proactive and be more useful to become more hardline on deadlines with promoters. SDCI: It usually takes 4-6 weeks; we do what we can to get engineering to make sure the structures meet the minimum safety and health requirements. CHAIR: It might be helpful to get the promoters in the same meeting with SDCI, whatever we can do to be proactive. SDCI: That sounds great. We really want to promote activations, especially in the Downtown area. SE: Noise was generally within reasonable limits per the app on city phone. CHAIR: Our office did not receive any complaints, but AEG received 3. One from Eastlake, one from Wallingford and one from the sound-check period. We did receive separate feedback to waste being left like zip-ties and production pieces. We shared that with AEG along with needing more cleanup in the neighborhood and the park. FIRE: We appreciated the teamwork with SDCI. We had complexity around final approvals on the night before. We would like to work with these promoters to get things done earlier. Additionally, the certificate of insurance was very last	#1920	8/29

minute. We've had last minute requests from pyro companies but want to make sure things come in sooner. CHAIR: I want to highlight that the Seattle Times mentioned that our city is becoming a more EDM city. Thank you to everyone for your hard work.		
Hatch Chile Festival	#1889	8/29
YMCA Cinematique	#1990	8/29
Waterfront Block Party	#1980	8/29
9th Ave Block Party	#1416	9/4
Bumbershoot Staging and Production WSLCB: We had officers working both days. On Sunday, the event area was too dark. The security that was present could not view the behavior of patrons in alcohol service areas and to check IDs. They observed people passing alcohol between fences and multiple people passed out along the walkways. They also noted a lot of cannabis use that was not being dealt with. This was the responsibility of the caterer. This was operated on House Bill 1515. Another thing, they noticed overservice of alcohol. We will provide a written warning to the catering company. Typically, we give violations. We suggest having a meeting with the event producers. SC: Thank you for reaching out to us. It will be helpful to get some of the details. The civic authorization was in place but not executed properly. We want to troubleshoot for next year. SC: This was another festival with music zone vs event permitting issue. We can talk in the separate meeting. WSLCB: I can help facilitate a meeting with the officers who were in attendance.	#1965	9/5
Purified Seattle CHAIR: We received a note of thanks from that organizer for the work we did as a committee.	#1963	9/5
NFL Kickoff – Inspire Change Love Kitchen (Byrd Barr Place)	#1982	9/8
Seahawks Opening Day Watch Party (Hometeam) SDOT: We had two SDOT employees asked why they were there even though it was supposed to be an open area. We also got 2 complaints that people were using building-to-building width of Occidental Mall. The big thing was people being stopped and asked if they were a part of the event. It was supposed to be an open to the public event. CHAIR: I attended. They had barricades from building from building because of the all-ages alcohol service and corralling alcohol. I did not get stopped. What should have happened is that people should be let through. I will speak with the Hometeam folks.	#2000	9/9

SDOT: If they are fencing door-to-door, they need to have that reflected in the TCP. CHAIR: Let's have a conversation with WSLCB so we can set expectations with them for future events.		

Anything Else

- CHAIR: For Occidental Mall, if they want to do all-ages alcohol service, they will need to have barriers in place to prevent alcohol from leaving the area?
- WSLCB: Correct.
- CHAIR: From an SDOT perspective, when you interpret a space as exclusive use versus not. Was the issue that there was fencing or because people were stopped and asked why they were there?
- SDOT: Yes, both. Two separate issues. It was a question of someone being asked if they were here for the event and the other being fencing blocking patrons from visiting permanent businesses within the mall. They should not have to walk through the event.
- CHAIR: Would a solution be a really clear signage? You can still access those businesses in the mall because it is open to the public. How do we make that more obvious?
- WSLCB: This was a Hometeam event?
- CHAIR: Yes.
- WSLCB: Our procedure is that if you're going to have an extended service, which is what they use, it needs to be connected to an existing entrance or exit. They were doing the onetime alcohol service event thing. If you are going to be using extended service. Normally, it feels like a special occasion licensee or caterer, then it could be a satellite where it wouldn't block off that one piece of Occidental that people can travel through.
- WSLCB: It's a heavily trafficked area and we've had too many instances of people just walking with alcohol. So that is our historical precedence, we have people connected to an existing entrance or exit.
- CHAIR: Does it feel feasible to allow them to continue to have alcohol service throughout the entire mall with perimeters if we work with them on creating scenarios where it's very clear that the mall is still open to the public as a pass through? Or do we need to start considering if Hometeam is doing extended alcohol services, it can only extend an X number of feet into the mall, and the rest needs to be open to the public with no fencing. Does that make sense?
- SDOT: That makes sense. I think they will just need to shrink their footprint between their trees and keep the two sides of the walkways open to the public as well as open access to those businesses.
- CHAIR: If they have alcohol service, wall to wall, they need to have barrier so that alcohol cannot leave. In a scenario for that work, there needs to be clear expectations set and also met by Hometeam. To the public, even if there is a fence there, that the event is open to the public. Their security teams also need to be clear on that messaging too. Is that a good summary?
- SDOT: Yes, that sounds good. It was the appearance that it was not open to the public and people not being able to access businesses.
- WSLCB: So, our rule doesn't say those permanent demarcations that we've been accepting for more permanent outdoor alcohol service areas can be or they can't use those for the one-time event ones as well. I can ask our Captain if he would be okay with that. If he's fine with it, maybe fencing will not be required. But it will just take one instance of something happening.
- CHAIR: I don't think it's feasible. The nature of the event plays a part. If it's a sporting event versus a concert or dinner party.

- SDOT: If members of the public are being approached by staff and questioned, the staff could instead mention the alcohol rules. I'm not questioning their integrity or reasoning, but I can see where that would make the average public that is not attending, feel like the event is off limits.
- CHAIR: I absolutely agree. I will connect with the Hometeam folks to share these issues and share why they are issues and we can think of viable solutions for moving forward. I am really sorry this happened.
- WSLCB: No other major complaints for Hometeam events.

ADJOURNED