

Special Events Committee Meeting Minutes

October 13, 2022

Via Web Conference

Member and Partner Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Department of Construction & Inspections	Dean Greenleaf	DCI
	Anthony Jagow	DCI Noise Abatement
Department of Neighborhoods	Osbaldo Hernandez Sahagun	DON
Finance and Administrative Services	Brenda Strickland	FAS
King County Metro Transit	Jonathan Rose	Metro
Parks and Recreation	Orlando Carter	Parks
Seattle-King County Health Department	Rosemary Byrne	Health
Seattle Center	Gretchen Lenihan	Seattle Center
Seattle Department of Transportation	Michael Minor	SDOT
Seattle Fire Department	Lt. Keith Wyatt	SFD
Seattle Police Department	Diane Lalor	SPOC
	Joe Vinson	Parking Enforcement
	Lt. Bryan Clenna	SPD Traffic
Seattle Public Utilities	Pat Kaufman	SPU
Special Events Office	Randy Wiger	Chair
	Hannah Tyo	SE
WA State Liquor & Cannabis Board	Lt. Robert Rieder	WSLCB

Additional Attendees:

Tanary Gomez – Office of Economic Development
 Katie Stracina – Denver Office of Special Events
 Alyse Neubert - Denver Office of Special Events
 Meghan Sullivan– Denver Office of Special Events
 Rose Watts – Denver Office of Special Events
 Michael McPhearson – T’Challaween Event (EVENT)
 Jessie McKenna - T’Challaween Event (EVENT)

Note: As always, these are "raw minutes notes" based on the discussion of the 10/13/2022 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

Meeting Minute Approval

- Vote to approve August 11th minutes
- No changes or edits to the minutes
- Meeting minutes approved; All in favor, none opposed
- Vote to approve September minutes
- No changes or edits to the minutes

- Meeting minutes approved; All in favor, none opposed

Public Comments

- None

Post-Event Evaluations/Comments: Insert table from word document agenda (easiest to copy and paste to keep format); you will update post event comments under the event title

- Amazon Builder Days:
 - SFD: Overall great event, but would recommend fencing and entry/exit of some kind next year due to the amount of people and the egress points. Fencing would control the occupancy load. It got very big (about 13,000 people at one point). Will email
- Wa Na Wari-
 - SDOT: reports that TCP wasn't followed well by drivers. Next year would recommend using PEOs at street closures and roaming PEOs.
 - SPD: it also seemed like the Event holders expected SPD support because they received a permit from SEO.
- Water Lantern Festival:
 - CHAIR: received 2 complaints. Concerns around noise (all day, quite loud), concerns about trash left over in lake, crowding at shore, poor lighting/safety, neighborhood congestion, and traffic around the area around sunset

Applications Review / Discussion

Event: T'Challaween
Date(s): 10/29/2022
Location: Beacon Hill Stay Healthy St
Organizer(s): Michael McPhearson and Jessie McKenna

Event Notes: Born out of a need for community connection. Inspired by Marvel character Black Panther and death of actor Chadwick Boseman. Halloween costume parade on beacon hill on the Stay Healthy Streets. Masks are required. Walking Parade starts at 18th and College leading to Jefferson Park. Volunteers meet and coordinate out of Feed the People Plaza.

Committee Discussion:

CHAIR: Question regarding locations and amount of people

EVENT: Our best guess is several hundred as we haven't had an accurate count in previous years. We're thinking of having clickers this year to attempt to have a count

CHAIR: I imagine people will stop at the Feed the People plaza to gather

EVENT: We are going to keep people moving. No plan to have gathering points along the route. Plaza will really only be used for Volunteers getting candy

SPD: Any issues with cars coming on the route in previous years?

EVENT: We have had volunteers at every intersection. Those volunteers would keep an eye out for any vehicles that needed to come onto the road. Most cars would find another way, but as needed volunteers would assist cars trying to get home. Wasn't a big issue, and pedestrian safety is a #1 goal of this event.

CHAIR: does this event need a Parade permit, Lt. Clenna?

SPD: Don't see a reason they would need one as they are using the rules of the road

SDOT: Similar concerns with SPD, but since it's dispersed over a few hours it sounds like it would be okay.

Can you tell me about the tents, blue squares on the map?

EVENT: they are 10x10 and will go in parking spots where a car would normally park.

CHAIR: will they be by the road closed signs?

EVENT: Not necessarily, but will be in parking spots (not on sidewalk or in streets)

SDOT: do you have ambassadors at the cross walks on Spokane and Beacon?

EVENT: Yes

CHAIR: We would ask that those volunteers/Ambassadors have brightly colored vests or some indicator that they are volunteers with the event. At this time, we wouldn't require hiring flaggers.

SFD: Where are the Participants going to be parking?

EVENT: We haven't noticed where people are parking, most people are walking in or using public transit. Generally street parking seems to be the default.

SFD: any food trucks? Any stages?

EVENT: no, there will be the public market happening in Jefferson Park there. No stages.

FAS: Who would I contact about the public market at Jefferson?

CHAIR: Contact parks use permit, Theresa Chin is filling in for Carl right now

EVENT: Question regarding police, we were contacted by Lt. Danielson about needing 3 officers, which we did not request. Do we need these officers?

CHAIR: Can SPD clarify this a bit for us? Possible we discussed it in another meeting and SPD determined the event may need support.

SPD Traffic: We will follow up with SPD events and discuss this meeting. They may determine they can adjust police support.

SDOT: Possible we discussed this in the early stages of learning about this event.

EVENT: who should I follow up with regarding this police staffing.

CHAIR: please forward that email to special events office email, cc randy and then we will forward this to SPD events and Diane Lalor.

SPOC: We will get it sorted out.

CHAIR: Any more questions/concerns/comments? None, we will follow up on police staffing.

Committee Business

Special Events Office Partial Closure

Randy Wiger, Special Events Committee Chair

- Partial Closure from 10/17 – 12/4, we will suspend intake for this time and be firm (with the exception of Free Speech Events)
- November the chair will be asking to meet with each department to identify improvements.
- Goal is to issue permits 12 working days before the event date.
- At November Committee meeting we will have a discussion adopting a policy to refuse applications submitted with less than 30 days before the event (except for 1st amendment events)
- **SEC meeting:** discussion of capping/limiting # of permits issued in 2022 to match labor capacity
- Our office is seeking new software options and payment options to make this process better for event planners and clients.
- Will review and redistribute the 2020-2025 vision plan for SEO and identify metrics that will tell a compelling story of the SE program to elected Officials, directors, and the public.
- Committee Member Comments:
 - SFD: are there going to be ways that the departments can communicate better? Ie. SFD and Public health both look at vendors, we might be able to collaborate better through an easier communication system.
 - CHAIR: this will be part of the discussions in November
 - SPR: Supportive of these timeline changes, SPR also has a 30 day timeline. Also short staffed and challenges getting complete applications/documentation. Having a firm cut off time in advance is important moving forward will be extremely helpful for all of us
 - CHAIR: to comment on insurance, the insurance documents are by far the most challenging

documents we handle. Around 50% of insurance documents are wrong the first time around and it becomes difficult.

- Seattle Center: The conversation around lead times is very important. Wondering if the intent is that once there is a draft policy, will it be run through an RSJI kit to check and be certain it does not put up barriers?
- CHAIR: yes, we will be utilizing RSJI in these policy changes and determine who is affected by these changes and how we can adjust. The Racial Equity toolkit will be used during this process. Will also request that members of the Committee also assist or point out inequities when reviewing policies here.