

Special Events Committee Meeting Minutes

May 9, 2024
Via WebEx Meeting

Member and Partner Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Department of Neighborhoods	Sonny Nguyen	DON
Finance and Administrative Services	N/A	FAS
King County Metro Transit	Jonathan Rose	METRO
King County Metro Transit	Eric Stewart	METRO
Mayor's Office	N/A	MAYOR
Parks and Recreation	N/A	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	N/A	SPD Traffic
Seattle Police Department / SPD	Sgt. Gregory Fliegel	SPD
Seattle Dept of Construction & Inspections -Structures	Dean Greenleaf	SDCI Structures
Seattle Dept. of Construction & Noise Abatement	James Dasher	SDCI Noise
Seattle Department of Transportation	Jack Bighorse	SDOT
Seattle Department of Transportation	Trevor Partap	SDOT
Seattle & King County Public Health	N/A	SKCPH
Seattle Public Utilities	N/A	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 Admin II	Leslie Kodish	SE

Additional Attendees:

- Angie Taborda - Director of Events, Independencia de Colombia Seattle
- Mario Medina - Independencia de Colombia
- Gary Metcalf and Julie Bengis - Cadence Sports, Inc. Event Planner for Obliteride
- Christine McCann - Fred Hutch Cancer Center

Note: As always, these are "raw minutes notes" based on the discussion of the 05/09/24 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

Roundtable/Announcements

- CHAIR: Is the committee using SharePoint to access the application data?
METRO: No
SC: Yes, once in a while, and calendar now and then.
- CHAIR: Why aren't you using SharePoint?
- SDCl: I use the pdf sent weekly. I wasn't aware of a SharePoint site. I only access the routed emails.
- FIRE: I only use the routed emails. Would try the SharePoint.
- CHAIR: SharePoint will support routed emails
- SDCl: We have not seen the SharePoint links in an email. Was not aware.
- METRO: Lack of knowledge. SharePoint is a little difficult to navigate.
- CHAIR: We will share the link. Any Public Comments? None. Any announcements? None.

Review Previous Meeting Minutes

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

Meeting Minute Approval

- Vote to approve April 11, 2024, minutes. SC: Motion by SC to approve. FIRE: Seconded.
- Meeting minutes approved; All in favor, none opposed.

EVENT: Independencia de Colombia y Celebracion Cultural

Event Date: July 20, 2024 – Woodland Park; S24JY194

- EVENT: Foundation to promote Colombian culture. Moving to Woodland Park as event has outgrown their previous location.
- EVENT: We might change our layout. We want to close Aurora Ave N.
- SDCl: Event has confirmed that the stage will be under 48" above the ground. Location by the horseshoes.
- EVENT: Our stage is the same size as past years. Want to limit vehicle access from Aurora Ave N.
- CHAIR: Please clarify.
- EVENT: Food trucks not registered with the event can become issues, so want control of parking area next to park. Event is family oriented.
- SDOT: If we close access to Aurora Ave N. it impacts an arterial street. If you want to reserve that space, you need to reserve it for your event and notify the public. Cuts access to fire and police. We cannot cut off emergency service. If you cut off access by bathrooms and kids' area, I would be inclined to deny.
- EVENT: Want to close except for emergency services, in certain areas. Don't have to close Aurora Ave N.
- SPD: Difficult to close access off Aurora Ave N. Clarify on expectations on police presence.
- EVENT: Want police to guide traffic. Attendees can look for parking by Whitman Pl N.

- SPD: Where is the exit point? [Map not showing exits.]
- EVENT: I think people can come in and out.
- FIRE: What do you have for closing? Barricades?
- EVENT: Police with their cars is enough.
- SPD: People parking on the roadway south of the event footprint will create tight roadway, with parked cars potentially blocking the roadway.
- CHAIR: Do we need no parking signs on roadway?
- SFD FIRE: Yes, one side could state no parking, and then give people a place to walk.
- EVENT: Where?
- FIRE: North side of roadway.
- CHAIR: By dog park off leash area.
- EVENT: There is trail which people can use vs. streets.
- CHAIR: Instead of closing roadway, limit access to the smaller parking lot by toilets as a spot for vendors.
- EVENT: Have them park by kids activity zone.
- FIRE: Need a fire lane maintained, and no parking signs on one side.
- SDOT: Whitman PL N and Aurora Ave N remain open. Right side restricted parking and 20-foot fire lane.
- FIRE: Correct.
- SDOT: Parking lot for vendor only parking lot and sign posted. Roadway open as we don't want people to do U-turns.
- CHAIR: The long narrow parking area is the only are you wish to reserve for vendor parking?
- EVENT: Yes.
- WSLCB: Are picnic shelter and beer garden a 21 and over area?
- EVENT: Yes, it is semi closed and will have an entrance and exit.
- WSLCB: Need catering license from caterer. Need to confirm they won't overserve.
- FIRE: Need detailed map of alcohol area, dimensions, exit widths and entrances. What type of fencing?
- EVENT: There is a wood fence, we will meet with our catering company.
- FIRE: Need actual dimensions, exit points, width. How many people at any one time in the beer garden. Need to determine occupancy load.
- DON: As you are not closing the street, we don't need signatures from Aurora neighbors. Might notify neighbors since event has a stage. Post flyers and flyers ahead of time.
- EVENT: We are aware of postings.
- FIRE: Need a list of food vendors.
- EVENT: We will provide 30 days before the event, and Insurance information.
- FIRE: Vendor layout. 10 x 10? Fire code if more than 700 square feet of canopy need a tent permit, and fire-resistant canopies. Or every 700 sq feet need a 12-foot fire break.
- EVENT: We will review.
- FIRE: Need an updated map to show the gaps in the vendor area. Explain speakers.
- EVENT: Speakers by the stage, and north or south, to face south. We hire an audio engineer, live bands and singers. They understand the rules.
- FIRE: Any inflatables? Bouncy house?
- EVENT: Maybe, need to know the requirements.
- CHAIR: We allow inflatables, there are specific requirements on insurance.
- FIRE: Inflatables with a roof, need emergency generator back up in case of power failure.
- EVENT: Prefer a slide with no roof, as easier for parents to watch. We will follow guidance of the city. Can you send me the information on insurance and requirements.

- CHAIR: if we are not closing roadways, do you need police presence?
- EVENT: Boat launch was a headache. Police presence help attendees' behavior. Open to the public, so can be concerning.
- CHAIR: You want police for safety?
- EVENT: Yes, and for traffic.
- SPD: We will see if can provide services. Any issues with violence with members of the festival?
- EVENT: No. Only issue has been outside vendors who showed up, and parked, and event had to ask them to leave.
- SPD: If you have vendors who show up that are not authorized, that is Code Enforcement. If you rent the whole park, then SPD can assist.
- EVENT: We rented whole park in past and then the unauthorized vendors came in. We want an ambulance.
- SE: We discussed SPD staffing at the SPOC meeting and SPD stated 1 Sgt. and 8 officers for event.
- CHAIR: Yesterday, I connected you with Medic One regarding ambulance services.
- EVENT: Park person here?
- CHAIR: No.
- EVENT: Low sponsorship. Struggling with portable toilet cost and waste management. Any grants?
- CHAIR: Contact the parks department directly. Special Events Department doesn't have a grant program. I'll send you the parks permit contact info.
- FIRE: Need on the maps where the fire lanes are noted.
- EVENT: We will show them on the left side of the Aurora Parking lot. Do I need signs?
- FIRE: Just need fire lane to be clear of cars, tables and chairs.
- CHAIR: Parking lot partially reserved for vendors.
- FIRE: Okay as long as one area is free and clear with a 20-foot fire lane.

EVENT: Obliteride

Event Date: August 9-10, 2024 – Gas Works Park, S24AU134

- EVENT: Cadence Sports coordinated Obliteride. Event has happened for 13 years, largest fundraiser for Fred Hutch Cancer Center. Friday opening ceremony at Gas Works Park. Saturday is University of Washington bike rides, 100, 50 and 25-mile ride and a 5 KM Run/Walk. Done around 6:00 p.m. on Saturday. Attendance is up 2,000 runners, 1,500 cyclists. Permitting with municipalities on the route. Rules of the road ride. Want law enforcement on the route at specific intersections. No road closures. EMS unit at Gas Works Park.
- SPD FIRE: Explain the beer garden at Gas Works Park.
- EVENT: Working on special occasions license and using notes from last year's meeting; no loose cords, fire extinguishers.
- FIRE: Please provide a detailed map of this.
- EVENT: Yes, map will be tweaked until a week prior.
- FIRE: Need food vendor list – please send to OED Special Events Office. I'll email you some information for the food vendors, proper fire extinguishers.
- EVENT: Yes, we will tell vendors requirements. Temporary noise variance- we have an early start, will notify. Working with a compost and trash vendor on the plan.
- FIRE: Any tent permits?
- EVENT: Yes, we are working with a vendor and will note tents that are larger.
- SDCl: Any structures/stages over 4 feet in height?

- EVENT: Yes, two mobile stages, but no freestanding risers.
- FIRE: Any inflatables?
- EVENT: No
- SDOT and SPD: No questions at this time.
- EVENT: Who is our contact for traffic control plan and traffic?
- SDOT: My liaison is through OED SE Office.
- EVENT: Fixed positions with SPD, last year was directly from SPD and traffic control plan came later directly from SDOT.
- CHAIR: SDOT will build your traffic control plan and will share with you through our office.
- SPD: Contact SPD Traffic directly to discuss.
- CHAIR: Do you need his contact info?
- EVENT: No, I have his information. SDOT went over the map and discussed the plan with us directly last year.
- SDOT: Yes, just make sure Special Events Office is in the loop. We can meet.
- CHAIR: I can connect a meeting when the TCP is ready. Timeline?
- SDOT: Estimate is by June 10th to have a TCP. Goal is to have a TCP settled 60 days out. I'll send to OED Special Events office and set up a meeting to discuss the preliminary plan.
- FIRE: Are both sites completed Thursday or Friday?
- EVENT: Both sites used Friday and Saturday. Tent build on Monday at University of Wash and Tuesday at Gas Works Park. Do we have a parks representative?
- CHAIR: No
- EVENT: We submitted a supplemental parks application for Denny Blaine Park as a rest stop. Is the Bike Weekend returning and on the same weekend?
- CHAIR: We know it is returning, but not sure of the dates. The event will have mobile stages.
- SDCI Struc: Stages require a temp structure permit if height is 48 inches above the ground, Any engineered scaffold, guide wires, stone ballast?
- EVENT: I'll check with the vendors.
- SDOT: Traffic Control, contact WSDOT for accessing along the route.
- EVENT: Thank you we are in contact with WSDOT and are in touch with King County Parks regarding use of the trail system.
- DON: Can you send me your materials for the neighborhood communication plan.
- CHAIR: Confirmed August 10 and 11 is bicycle weekend.
- EVENT: We are North of I-90 so looks like no overlap.

FIFA World Cup 2026 Updates/Roundtable

- CHAIR: Welcome Special Events Committee members to share updates and – this meeting is a place for facts to be shared but please no rumors. We are waiting to hear from the Local Organizing Committee on the Fan Fest Activation location.
- SDCI: Will Seattle Sport's Commission be part of that FIFA organizing committee?
- CHAIR: Yes, they are working together, but I don't know if they sit on the committee.
- SDCI: Requesting single point of contact from FIFA – gets too broad otherwise.
- CHAIR: Yes, our goal is to have one contact. There is also a transportation group working on draft TCP's showing plans for vehicle ingress/egress, public transportation, ride share, etc.
- SC: Memorial Stadium will be under construction. How do we support each other with mitigating impacts of WC on other events.
- CHAIR: SEO plans to do calendar projections, so at a high level we can discuss City resources.

- SC: SC hopes to layer WC events or WC tie-ins in with existing events.
- CHAIR: Office of Economic Development hope that FIFA planners can work with existing events vs. displacement.
- CHAIR: We will keep FIFA on the agenda.
- SC: Important to have executive level sharing info to the operations level. Lessons learned during All Star Game planning – operational level should be engaged earlier rather than later to factor WC into the big picture.

Event Dates for Review 4/11/2024 to 5/8/2024

Name of Event	Permit No	Event Start Date
Something's Afoot School Matinee – SE: new organizer, smaller event than in years past. Fifth Avenue Theatre. Thanks for help finding bus parking location.	S24AP087	4/11/2024
Best of the Northwest Spring Show – Magnuson Hanger 30. FIRE: better this year than past for fire inspection.	S24AP114	4/11/2024
UW Rowing - OSU Dual – no comments	S24AP069	4/13/2024
Boats Afloat Show – no comments	S24AP113	4/17/2024
Columbia City Night Market – monthly event FIRE: new configuration on their layout. Was better. Chaotic with set up, they will iron it out. 20-foot fire lane maintained. CHAIR: We did last moment changes due to business request to access their parking lot. Thank you to SDOT for last moment TCP.	S24AP104	4/20/2024
Walk/Run MS - Seattle – SDCI: They had a mobile stage line, and I couldn't get a confirmation on height. FIRE: I was on site, and it was set up fine.	S24AP147	4/20/2024
Top Pot Doughnut Dash 5K – Greenlake – no comments	S24AP141	4/21/2024
Boba Fest – no comments	S24AP093	4/27/2024
Carry The Load's National Relay – no comments	S24MY030	5/2/2024
UW Rowing - Twilight Sprint – no comments	S24MY071	5/3/2024
Opening Day of Boating Parade – no comments	S24MY050	5/4/2024
UW Rowing - Windermere Cup, Opening Day Regatta – no comments	S24MY070	5/4/2024
Rat City Roller Derby Champs 2024– no comments	S24MY097	5/4/2024
South Lake Union Saturday Market – CHAIR: last moment location change. FIRE: changed their configuration, food trucks off the street with a nice food truck court on basketball court. SE: private location, not a parks location.	S24MY135	5/4/2024
Emerald City Ride – CHAIR: Rules of the road. Complaint by community member by a group of mass cyclists not following rules of the road – event organizer was included in that complaint.	S24MY077	5/5/2024
5 De Mayo Fiesta – SPD FIRE: went well, mix up on food vendor, clerical error on our side, got sorted out. CHAIR: a busy weekend, so thank you to the team.	S24MY122	5/5/2024

EVENT Prep Topics

- CHAIR: Future meetings; June 13 we are inviting Seafair triathlon. May 16 on Mascot Run, EDM Show at Gas Works Park. Massive Pride on Capitol Hill is a new pride event. Will invite CID Block Party, Alki Beach Pride. In late summer will invite Water Lantern Festival. Anyone else you want to invite?
- SC: Heart Walk Event shifted weekends from September to October. September event is different due to timing of the walk and road closures. I want to see the timing due to McCaw Hall as we need access to Fourth, Republican and Mercer. Don't necessarily need a subcommittee meeting with them.

Discussion

- SE: We are sending out updates on Mondays. Please look at the updates. Summit to Sound is changing their dates. We received an objection to the Greenwood Seafair Parade.
- CHAIR: Greenwood Car Show – please proceed with reviewing. We will not approve the Greenwood Parade. Do not continue reviewing the parade application.
- FIRE: We have a dignitary coming downtown Friday and Saturday, so traveling downtown will be unpredictable.

ADJOURNED