

Special Events Committee Meeting
June 11, 2020
Video Conference Call

Member Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Citizen Representatives	Tom Anderson	Citizen Representative
	Lisa Fraser	Citizen Representative
	Oliver Little	Citizen Representative
Department of Construction & Inspections	Tony Jagow	DCI Noise Abatement
Department of Neighborhoods	Laura Jenkins	DON
Finance and Administrative Services	Brenda Strickland	FAS
King County Metro Transit	Glenn Bartolome	Metro
Parks and Recreation	Carl Bergquist	Parks
Seattle-King County Health Department	Rosemary Byrne	Health
Seattle Center	Gretchen Lenihan	Seattle Center
Seattle Department of Transportation	Mike Shea	SDOT
Seattle Fire Department	Tom Heun	SFD
Seattle Police Department	Lt. Bryan Clenna	SPD
Seattle Public Utilities	Sheryl Anayas	SPU
Special Events Office	Chris Swenson	Chair
	Meli Darby	SE
	Julie Borden	SE
	Jonelle Mogi	SE
WA State Liquor & Cannabis Board	<i>Not Present</i>	WSLCB

Additional Attendees: Erin Chevront – DON/MO, Waslala Miranda – CBO

Note: As always, these are “raw minutes notes” based on the discussion of the 6/11/2020 meeting and do not include every word spoken—not a literal transcript—merely a summary of ideas.

Committee Roundtable Discussion

- Roundtable
 - Health – Currently in Phase 1.5 and expecting to go into Phase 2 soon; It could be as soon as next week, but dependent on King County application and approval
- Review Minutes April and May
 - No review or vote of meeting minutes; Minutes will be voted upon and approved at next meeting

Committee Business

Administrative Determination on Summer Events

Chris Swenson – Chair Special Events Committee

- Safe Start Phases
 - Instead of extending a date, the state will be going in Phases; Different counties in the State are in different Phases; In the phased approach, we see where public activity and public gathering will be allowed
 - Two parts within the phases, specifically relate to Special Event Committee work with Recreation and Gatherings (social, spiritual)
 - Recreation in Phase 1 and 2 is specific to outdoor group recreation; In Phase 3, group recreation is still limited up to 50 people or fewer; In Phase 4 resume all recreational activity, but there is no mention of major Special Events
 - Interpreting that even in Phase 4 there will not be major Special Events
 - Gatherings in Phase 2 is with no more than 5 people outside your household per week; In Phase 3, allow gatherings with no more than 50 people; In Phase 4, allow gatherings with more than 50 people
- Phase 4 is when larger groups and activity is expected to be able to happen; Currently unknown how that can happen or if there could still be restrictions on how events can happen
- Major events require 90-day planning for the committee; Pose to committee to consider making an administrative rule to restrict major events through the 90-day period, from today's date, that 90-day period is September 11th; Alternatively, we can use Labor Day, September 7th
- This restriction would include to major summer events that are upcoming and Seattle Center Campus Events
- Committee Vote
 - Chair: Move that SEC make an administrative vote to not issue Special Event permits through Labor Day, September 7th while continuing to accept applications for after September 7th
 - Lt. Bryan Clenna (SPD) Seconds
 - Voting as follows: MO, CBO, WSLCP – not present; SFD, SPD, PARKS, SDOT, SDCI, FAS, Seattle Center, SPU, DON, Metro, Health, Citizen Representative (Anderson), Citizen Representative (Fraser), Citizen Representative (Little) – In favor
 - Quorum met; Unanimously vote in agreement

Seattle Center – It makes sense for the SEC and SEO given the permitting timeline, but want to point out that Sept 11th is a Friday; If there is an event planned that weekend, it is likely event will need to do load-in that day or earlier.

Citizen Representative – Does not see an issue going with the holiday or 90-days; The holiday is something the public will follow; From an event organizer standpoint, waiting week to week puts event organizers in a difficult situation; Currently SEC is saying we know this won't happen in this certain timeframe, but can plan for after this timeframe

Citizen Representative – If load-in is in question, those gatherings will be under any current phase crowd numbers, so it will be less of an impact that way; More importantly would Seattle Center facilities be available; For even applications after Sept. 7th, is just new events or is this for rescheduled events searching for a new date in 2020?

Chair – This would be for new events, rescheduled, and existing events

Health – Will we still be approving applications? Currently, we don't know what Phase we will be in 90 days

Chair – The recommendation for vote is understanding that 90-days is required; Asking SEC to make administrative decision to not issue permits for events now through Sept. 7th; As for application review process, SEC will continue to review, but with the understanding we don't have State guidelines or what will be allowed; This does not stop the committee work and administration, but puts a timeline on what can happen administratively

DON – Is there a statement going out or what would the statement say? Not clearly understanding the exact details of what this determination is making; Are we saying no large scale events from now until Sept 11th, but in that interim time depts could be preparing and will be working on event coordination and planning for events after Sept. 11th, even though we are in this interim time

Chair – Can work on that today, we haven't devised it to that specificity, but much of a statement as it is policy guidance, if there are recommendations, lets discuss; Would change not cancelling major events, SEO and SEC is not issuing permits in this time frame

DON – If the phases are is extended out, will there be language that this is depended on the phases and Public Health Guidance?

Chair – Points directly to state guidance on phase approach, what to expect in Phase 4 and reflect Public Health social distance guidelines; SEC can make sure we are communicating with event organizers though SEC process, so when we hear guidance from State we can communicate with organizers; We can plan on social distancing requirements, other requirements, etc. based on what we know now

Special Events Committee Re-Opening Strategy

Chris Swenson – Chair Special Events Committee

- King County Modified Phase 1
 - In Phase 1.5, allow outdoor dining up to 50 %; Restaurants can propose new outdoor dining if able to put tables 6 ft apart and keep within 50% occupancy; Requests will need to go through the SDOT to get additional permits to use sidewalk or street spaces for restaurant extensions; Inside restaurants capacity is based on 25% on building capacity with no bar seating allowed
 - Recreation and fitness – only allowed outdoor for 5 or fewer, not including the instructor or fewer people outside of household
 - Gatherings – only allowed outdoor of 5 or fewer people outside the household
- In Phase 2 for restaurants, 50 percent capacity, currently in modified Phase 1 it is 25% capacity, but restaurants still need to follow same sanitation, health screening and social distancing guidelines
- Goals
 - Plan and design Committee process in support of the re-opening of Special Events in Seattle
 - Make sure we are aligning with what is happening and communicate with event organizers, event industry and City departments
- Objective
 - Identify what support is needed
 - Identify changes to existing procedures necessary for support
 - Develop new procedures/services/programs for support
 - Define committee's and individual members' roles in this support
 - Communicate changes/new offerings to event organizers
- Due to restrictions of gathering, Special Event Permits are restricted from being issued; Because of the restrictions of public activity, becomes difficult to consider and issue free speech permits; free speech doesn't require a permit always unless it comes to major activity then a permit can be requested
- Individual committee representative roles have been redirected due to COVID-19 response; SEO is looking to get an idea of committee workload and time commitment when we assign action items going forward with this plan

SDOT – Special Events is still priority for planning and TCP; Currently helping out in other depts and working on approvals of TCP for constructions

Metro – Transitioned away from events to mitigating social distancing overloads on bus service to address where we see crowding and how to mitigate planners and schedulers; Seeing there are too many people on certain bus routes, so trying to get extra service in those areas; When events start back up, priority will be events

Parks – Special Event work is down, still in conversation with event organizers who want to cancel, but are outside of the parameters set with Parks; Working 2 days in the field

SFD – One of lieutenant sent back to operations for staffing; Lt. Heun and Capt. Powell split time with complaints and compliant issues; Special Events is a small portion of their work; Rash of vacant and burned buildings that will be working on

DON – Staffing changes in Community Engagement Coordinator in the north end, hoping to fill the position by August; Special Event work will continue to be covered

Health – Continuing to be involved with Special Events; Managing a team that goes out to restaurants in Seattle and King County since restaurants are starting to open up; Overseeing Farmers Market; Temporary food permits are not being issued except for Farmers Market; Food Trucks have annual permit

Special Event Committee Planning

Chris Swenson – Chair Special Events Committee

- Event Guidelines to prevent COVID Spread
 - As the committee considers events after the restriction period, the idea is to gather as much information as we can in the application process and then vet it in guidelines, we are given
 - As a committee for Seattle major Special Events, if we are putting together guidelines to prevent COVID-19 spread based on those guideline that are given to use by the State Public Health, we've identified 3 questions for the committee
 - Who is responsible for putting those together and approving them? Is that a committee responsibility or is it Public Health?
 - Who is enforcing it?
 - Would we require a formal document like the PSEMP (Public Space Event Management Plan)?
- Proposing a subcommittee group of members to do some research for best practices from other municipalities or associations that have begun this work or have something in development; Looking at the PSEMP model for data collection and see how SEC can create a something similar; Considering we don't have guidance from the State, it needs to be open enough that it collects information that we can take once we gets guidance
 - Gretchen Lenihan – Seattle Center, Oliver Little – Citizen Representative, Tom Anderson – Citizen Representative, and Carl Bergquist – Parks will be involved

Health – Applications that we receive that have food and apply with temporary food permit, we will have them send in a plan with their application; We get a lot of guidance from the State Department of Health, so hoping they will release guidance for major events; Health wouldn't be able to look at each plan for all of the major events, but we can look at the permits they get in for food and how businesses are complying with the requirements; Farmers Markets are required to submit plan for Public Health for social distancing, sanitation, and health screening of staff and vendors

Chair – Public Health is focused on food handling and food service, but not handling social distance outside of that? When you go out to a restaurant and you see issues, who enforces it?

Health – Not overseeing social distance in parks, beauty parlors, etc.; A lot of these requirements there is no enforcement that goes a long with it; For example restaurants need to have a plan either oral or written plan which is not required to be submitted to Public Health; Restaurants are supposed to follow guidelines and most are compliant; There is a line to Governor's office for complaints; Public Health also works with public complaints and addresses; There is no penalty or closure of a business for not following guidelines

Chair – Alliance with the recommendation to provide some sort of document like the PSEMP that is related to the operations of the event, to be reviewed to make sure meet State and County guidelines

Health – For example Farmers Markets, we go week to week to review plan; The Farmers Markets have market managers there to review plans and make changes, required to have written plan to be submitted to Public Health; In terms of enforcement, haven't had to do any types of enforcement since many are compliant; We can tell the market they need to postpone if not following guidelines

Citizen Representative – For Health, are we still using coordinator checklist in reference to food festivals and events? The coordinator checklist is for the coordinator giving information about food vendors and support to food vendors, is there anything we can add to that in regard to COVID?

Health – Still using the coordinator checklist for larger events; For events under our permits, we will go out visit and enforce, for large festivals with no food, Public Health would not go out to visit or enforce

Seattle Center – For events where there is food service involved, there structure there, but if no food is involved it is in purview of SEC if we are going to monitor and require other social distant requirements; Will be on SEC to put together document similar to the PSEMP or an addition of social distancing guidelines to the PSEMP

Health – We get guidance from State Department of Health, so will need to follow guidelines set by State for this document; Counties can have stricter set on rules for their own county based on guidelines set by State

Chair – Connection with the State needs to be made so it aligns; Two parallel paths here – creating a document with things we think will inform a process that has yet to be developed and then connecting that with what is being developed at the State level; Whipsmart partner organization Washington Filmworks has navigated their way into the Governor’s process for film productions; Whipsmart and WFEA starting the conversation for major events

Seattle Center – Creating this guidelines document that is vetted by KC Public Health and State, but also requirement from producers on how they will comply, this is where PSEMP will come into play, and if there is no food service involved, who will be required to review or approve that document; If there is no enforcement available in terms of fines or shut down event for not complying, if someone who puts down a plan and doesn’t follow plan, does that become the basis for not getting a permit in the future

Chair – We are talking internally about what the committee function is for the understanding the Public Health is focused on food service; Regulation has been the question with the Special Event Process

- Rescheduling process and procedures
 - With restrictions and unknowns before major events can happen or be permitted to happen, how is committee addressing what to prioritize and what to consider and/or deny?
 - Existing events and request for rescheduling events, how does committee review of the process? How does it affect neighborhood notification process?
 - How will we put out a call for applications? Do you take applications on a first come first serve basis as we did it in the past? Or ask everyone to submit applications for a fall date by a certain date, so we can look at a pool of applications?
- Document that subset of committee worked on in April, included some recommendations on how to prioritize applications when they come in; One of the priorities are historic events during the time we are permitting, from there it was a little more vague how we would prioritize events; Talk about putting a RSJI lens on events and considering community events over commercial events

SPD – If we are talking about money and resources for supporting events or organizers, then that should be coming up in conversation

Seattle Center – Putting an RSJI lens is important, also we have a role in supporting local events and organizations; Hard to make a call between commercial and community, but we should be ensuring the health and wellbeing of the local organizers as a priority

Citizen Representative – Good opportunity to bolster the neighborhood notification process; We need to understand if your community supports or not, if there is neighborhood unsupportive then need to untangle; If the neighborhood or business community can write a letter of support, then we can see that the neighborhood wants to host the event and is supportive; opportunity to hear from neighborhood that promoter is thinking of health and safety first and if they preliminary agree with the overall plan

Chair – The notification process and requirements are pretty transactional; the committee looks at if the neighborhood is notified and if a signature is given; No other interaction with the community

Special Events – SEO with DON on notification plan and re-examination on how to move forward; One of next steps was to call upon committee or create small working group to bring in ideas to the notification process

Seattle Center – If we want to be intentional in how we review applications, first come first serve is not necessarily how we do it for the first batch; There should be time frame for first batch of applications, since the likelihood of having overlap of competing events is strong, so we can prioritize on some of the things we just mentioned

Parks – For Parks Events, first come first serve on a rolling calendar; Picnics and weddings have different scheduling

Citizen Representative – Set a time frame for 3 or 4 months, during that period SEC review applications monthly; Still trying to identify potential conflicts that will get involved in review process

Chair – Resources, footprint, conflicts with other events would be the conflicts; Application distribution process requires a response in 2-weeks, can we build this review process in?

Special Events – We could possibly use the same timeline and schedule, if we can gather all applications at once

Parks – One thing to take into consideration, local community-based organizations are usually not as organized or submit applications as far in advance as larger professional ones; One possible solution to consider is to keep open weekend(s) for one or more of our major parks, so at least once a month or couple times of month can let room for someone to jump in

Citizen Representative – Going back to the resource issue could be the way to go; If events don't require resources, then that could be in consideration than those that need a lot of SPD support

Chair – If there are resource or budget considerations, how does prioritizing community and cultural event fit in to that scope since we do not bill for SPD resources

Parks – Operationally, for Parks, we probably can contain a lot of events in Parks; Instead of giving organizers the option they need SPD, we could create something inside of the Parks, so don't need extra resources

Follow-up Items

- First Amendment Events