

Special Events Committee Meeting Minutes

Thursday, July 14, 2022

Via Videoconference

Member and Partner Representatives in Attendance:

<b>Agency</b>	<b>Representatives</b>	<b>Noted in Minutes As</b>
Citizen Representative	Lisa Fraser	Citizen Rep
Department of Construction & Inspections	Anthony Jagow	DCI Noise Abatement
	Christopher Lopez	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	Carl Bergquist	Parks
Seattle Center	Gretchen Lenihan	Seattle Center
Seattle Department of Transportation		SDOT
Seattle Fire Department	Lt. Keith Wyatt	SFD
Seattle Police Department	Nathan Shopay	SPD
	Lt. Jung Trinh	SPD
	Lt. Ann Martin	SPD
	Ryan Gallager	SPD
	Ryan Keith	SPD
	Diane Lalor	SPD Admin
Seattle Public Utilities	Pat Kaufman	SPU
		SPU
Special Events Office	Randy Wiger	Chair
	Julie Borden	SE
	Hannah Tyo	SE
WA State Liquor & Cannabis Board		WSLCB

Additional Attendees:

Amanda Licorish – Office of Arts  
 Sandra Boas-DuPree– Langston Hughes Office of the Arts  
 Phil Meganhardt – Bold Hat Productions  
 Colleen Martinson – Event Organizer  
 Alex Martin – Event Organizer  
 Rocio Miranda – Event Organizer

*Note: As always, these are "raw minutes notes" based on the discussion of the 06/09/22 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.*

**Post-Event Evaluations/Comments:**

DATE	EVENT
June 12	Furry 5K Run & Walk
June 18	Fremont Solstice Parade
June 18	Rain City Fit Pull for Pride: Seattle
June 18	Taco Time Volunteer Park Criterium
June 18 - 19	Fremont Fair
June 18	Aegis Greenwood Grand Opening Event
June 20	Juneteenth Waterfront March
June 24	SAM Night Live @ Olympic Sculpture Park
June 24 - 26	Queer/Pride Festival
June 24 - 26	Cuff/Pride Festival
June 24 - 26	Union Pride
June 24 - 26	Wildrose Pride 2022
June 24 - 26	Unicorn Pride: A Celebration of Local Queer Artists
June 25	Seattle Dyke March
June 25	PrideFest Capitol Hill
June 25 - 26	Rhein Haus Pride Weekend
June 25	Julia's On Broadway Gay Pride
June 25	Seafair Pirates Landing
June 25	Greenwood Car Show
June 25	Lager Fest
June 25	Elysian Brewing's Pride Beer Garden
June 25	HPIC's Reset Festival
June 25 - 26	Totfest Seattle
June 25	Bring a Trailer Alumni Gathering
June 26	Seattle Pride Parade
July 2	Somali Independence Heritage Festival
July 4	Seafair Family Fourth
July 4	Seattle Tennis Club 4th of July
July 4	Art Marble 21 Fourth of July Block Party
July 4	West Seattle 4th of July Children's Parade
July 7 - Sep 1	Downtown Summer Sounds - Occidental Park
July 12 - Sep 6	Downtown Summer Sounds - Westlake Park

- Seattle Center – Pokemon GO is coming up and will have similar impact to a festival
- Pride Review:
  - o SFD: some concerns with beer gardens not working well or not set up correctly
  - o CHAIR: concerned it looks a little like capitol hill block party, could have better cohesion
  - o SPD: recommends going to capitol hill block party and seeing the flow

**REVIEW MINUTES**

- o SE: Both June and July Minutes will be sent out for review prior to 8/11 meeting. Apologies for the delay.

**Applications Review / Discussion**

**Event:** Ballard Bites and Brews

**Date(s):** Sunday, August 28<sup>th</sup>, 4:00pm – 7:00pm

**Location:** Ballard

**Organizer(s):** Colleen Martinson  
Alex Martin  
Rocio Miranda

**Event Notes:**

- Alcohol Service; Parks Permit; PSEMP; SDOT TCP; food; vendors
- Inaugural event to happen outside the food bank, in the parking lot and inside the food bank as well with local restaurants and breweries
- Ticketed event to support the food bank.
- Displayed map showing stages, parking lot, etc.
- There will be a stage with 3-4 bands performing short sets
- Industrial area
- First time having this event, expecting 500-700

**Committee Discussion:**

- EVENT: Want to make sure traffic documentation and barricades are handled properly and set up in advance
- CHAIR: TCP will be provided by SDOT which is what is needed to get barricades and signs in place
- WSLCB: Alcohol is included with these tickets. All of this has to be done through the non-profit. Please get invoices from all donated beer from breweries. Wholesale cost is what will need to be reported. Event is responsible for anything they open. Hold onto invoices for 3 years.
- FIRE: anticipated occupancy load?
- EVENT: 500-900 is best guess
- FIRE: List of food restaurants?
- EVENT: Ethan Stole restaurants, Frelard tamales, Verratti Pizza, Mainstay...Hoping to have a more clear list closer to event. Thinking there will be 4-5 vendors bringing larger quantities of food rather than original plan of 10 vendors
- FIRE: conforming no fire performances. EVENT: correct.
- FIRE: Cocktail tables in fire lane. EVENT: Correct.
- SPEC EV OFFICE: No direct sales at vendors, tickets only correct? Event: yea this is a tasting event
- DON: Any questions around neighborhood outreach plans?
- EVENTS: No, good relationships with neighbors. Wil send an email and flyer with information to all neighboring businesses well in advance of event.
- SPU: Reminder that compostables are necessary. Sufficient trash receptacles?
- EVENT: will be using the food bank dumpsters and scheduling an extra pick up the Monday after the event

**Event:** Fremont Oktoberfest

**Date(s):** September 16-18<sup>th</sup>

**Location:** Fremont

**Organizer(s):** Phil Meganhardt

Event Notes:

- EVENT: Works with Fremont chamber of commerce to bring this fundraiser to the public.
- Held in Fremont, 3 day festival featuring beer and music and there is a “Dogtober” fest on Sunday
- Working with Access Security company for ID’ing and liquor enforcement through the weekend
- Work closely with neighbors and other businesses to minimize impact of event
- Road construction on 2<sup>nd</sup> NW and Canal st, event is helping determine parking for residents in that area
- Event has requested SPD traffic control in the past, want to make sure event uses resources wisely
- There is a rideshare pickup zone (35<sup>th</sup> and Evanston) that officers helped with in the past
- Viewed Map to display street closure
- Friday/Saturday Last call is 10pm, Stop serving at 10:30 and closes at 11pm
- Sunday: Last call is 4pm, Stop serving at 4:30, Close at 5pm
- Will work with fire department to ensure rolling gate can be moved quickly
- Variance won’t be needed this year as amplified noise ends at 10pm
- Will share everything needed with FAS for vendor information

Committee Discussion:

- FIRE: Can We schedule a date for Main entrance drill? Event: yes, will schedule offline
- SPU: Plan for the cups?
- Event: Using acrylic glasses that they can wash on-site. Will have dishwasher on site. Will also have a garbage truck on site for recycling on a daily basis
- OTHER NOTE: SLU Block Party not closing a certain street, need to update. CHAIR: send an email and we can update
- SPD Ops: Believe resources were carved out for this, contact North precinct to connect.

**Event:** Langston Hughes 50<sup>th</sup> Anniversary Celebration

**Date(s):** Saturday, September 10<sup>th</sup>, 2022

**Location:** Judkins Park

**Organizer(s):** Sandra Boas-DuPree (Facilities Manager)

Amanda Licorish (Event coordinator)

Event Notes:

- Celebrating the 50<sup>th</sup> anniversary
- The neighborhood knows them and is accustomed to them holding events
- Non profits working with this event: Langston, Central District Forum, Washington state Black historical society, and others helping with outreach

- They will close the street in front of the building, but shouldn't have too much impact
- Food and merchandise vendors will be included in event (still working on event)
- There will also be tabling including first aid and information
- They will use main restrooms for attendees
- Family friendly event
- Parks department will be bringing activities for kids (face painting)
- Garbage/recycle/compost bins will be brought by parks
- The Mayor will be in attendance
- Langston Hughes is owned by parks, programmed through arts office. Work in partnership.

#### Committee Discussion:

- FAS – Trade show application will be needed
- EVENT – Please send to Sandra
- CHAIR – Vendor list will include people tabling, selling products and merchandise, information tables, and anyone you're contracting with to bring in equipment, etc.
- FIRE: Any kind of fencing or confinement area? EVENT: No
- FIRE: Would like a list of the food vendors at least 2 weeks in advance to assure they are permitted. Any Tents set up outside of first aid?
- EVENT: Only small ones, 10x10. There won't be many and no large tents
- FIRE: do we know where they will be placed?
- EVENT: still working with event planner for that.
- FIRE: Using facility for this event?
- EVENT: Not for the actual event, only for staging in the west room.
- FIRE: How high will the stage be off the ground?
- EVENT: Provided by parks, between 2-4' high, about 20x32'
- CHAIR: Will it have a tent over it? Event: no

#### Committee Business –

##### ***Seafair Fees Vote:***

- CHAIR: these fees cover Seafair Family Fourth, Seafair Torchlight Parade and Seafair Weekend. Taken the 2019 fees and determined a 33% discount. Reasoning – these events are iconic to Seattle and likely couldn't run at full cost if expected.
- CHAIR: Julie has confirmed we have quorum if the Chair also votes.
- Vote: SEATTLE CENTER moves to vote, PARKS seconds movement.
  - Yay is unanimous

##### ***SPKRBX Presents Update:***

- CHAIR: Didn't get response for meetings immediately, but recently was able to meet with Tyler. Informed them of notes and unanimous vote to not give a permit with event as is.
- PARKS: what is our commitment range to these organizers? We are 40 days out.
- CHAIR: August 11<sup>th</sup> meeting we can vote to approve or deny a permit. We have met our obligations for due diligence. Have already communicated we are not inclined to approve this permit as it stands AND have provided a list of items we need.
- PARKS: So we are holding space until 2 weeks before the event? Because there is another request for an SFD Community event that would also like to use this space.
- CHAIR: is there a typical way to handle this?

- PARKS: not for an event this size, usually at this point they would have cancelled or adjusted as needed. Provide a firm date that they need a response so that space can be released.
- CHAIR: will work with the organizer to put forth a “drop dead” date for this event.
- SPD: feels this is very late in the game and don’t have resources to support this event. Concerned this will not be possible to support.
- CHAIR: This is consistent with the information we have shared with the event. Will work with organizers around parks request.
- PARKS: This directly impacts a community center which has potential ramifications for the community.
- SEATTLE CENTER: This situation might not resolve itself. They need a deadline that is really soon so we have a set timeline to review. Then we as a committee have to be ready to provide support.
- FAS: Not responsive enough, rejected Seattle Center office, no communication with the hospital. Doesn’t feel it’s appropriate to support this event any longer.
- **CLARIFICATION TO PREVIOUS POINT (8/11) - SEATTLE CENTER:** *Seattle Center never offered as an alternative for the SPKRBX event because did not, in fact, have any space available on the weekend in question. Seattle Center was not part of the equation or conversation with the client.*
- SPOC: Echo-ing other committee members. It’s very late in the game and puts too much stress on this committee and our resources. They haven’t fulfilled their end of the agreement so we should end this effort.
- CHAIR: will attempt to set up a meeting soon and ask them to withdraw their application.
- SEATTLE CENTER: We really can’t move forward with this event. We don’t have the necessary resources at this point.
- CHAIR: Will potentially hold a special 15 minute meeting on JULY 28<sup>th</sup> for a quorum vote.

**Reunion on Union:**

- CHAIR: Event submitted last week and want to close down one block at union st between 23<sup>rd</sup> and 24<sup>th</sup> for a market. Haven’t done a few things (neighborhood notifications, vendor lists, etc.), but we are going to try and permit. Any thoughts?
- No comments from Committee.
- FAS: It says they have no vendors
- SE: There are no vendors, it is a shared meal event.

**CID Celebration**

- CHAIR: Did this event last year on short notice, but isn’t appropriate for street use. They are going to submit a special event application and we will try and permit it.
- PARKS: Who is the organizer?
- Chair: would have to look up, but they wouldn’t be using the park
- PARKS: has another event in that park that day.
- FIRE: Just talked to them yesterday and they did expect to put a stage in the park...
- CHAIR: That is not what was said to us. It sounds like SDOT was trying to help them, but they are attempting to circumvent the Special Event’s permit process. Can we bring this event into the permit process? Will ask for them to send in ASAP.
- SPOC: is occurring on the 30<sup>th</sup> which is the same weekend as Torchlight, SPD will not be able to provide resources.
- CHAIR: on King st between 5<sup>th</sup> and maynerd. Will have a conversation.