

Special Events Committee Meeting Minutes
September 12, 2018
Seattle Municipal Tower, Floor 40, Room 4050/4060

Member Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Citizen Representatives	Tom Anderson	Citizen Representative
	Monisha Singh	Citizen Representative
Department of Construction & Inspections	Anthony Jagow	DCI Noise Abatement
	Jessica McHegg	SDCI
Department of Neighborhoods	Erin Cheuvront	DON
Finance and Administrative Services	Kim Brady	FAS
King County Metro Transit	Glenn Bartolome	Metro
Parks and Recreation	Carl Bergquist	Parks
Seattle-King County Health Department	Rosemary Byrne	Health
Seattle Center	Lance Miller	Seattle Center
Seattle Department of Transportation	<i>Not Present</i>	SDOT
Seattle Fire Department	Lt. Doug Smart	SFD
Seattle Police Department	Lt. Tom Yoon	Police
	Lt. Phillip Hay	Police
Special Events Office	Chris Swenson	Chair
	Julie Borden	SE
	Jonelle Mogi	SE
WA State Liquor & Cannabis Board	Lt. Rob Rieder	WSLCB

Additional Attendees:

Lt. James Curtis – Seattle Fire Department, Andrew Tsoming – LAW, Katy Willis – Visit Seattle, Cameron Sherman – Ignition Northwest, Brian Artiaco – Ignition Northwest, Scott Kolling – Seattle Haunts LLC, Brian Trumposh – Ignition Northwest, Larry Shaw – Bloodworks NW, Karen Dove – ANEW, Amy Barrett – ANEW, Mary Du – SOWA, Ellie Hardwick – SOWA

Note: As always, these are "raw minutes notes" based on the discussion of the 9/12/2018 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

Post-Event Evaluations/Comments:

[Event Dates: 8/8/2018 through 9/11/2018]

DATE	EVENT
Aug 9, 16, 23, 30	Happy Hour in the Park Occidental
Aug 10	Freedom Schools Day of Social Action
Aug 10-11	Obliteride <ul style="list-style-type: none"> • SPD had no issues • Parks - Turnaround time caused some confusion for another event in the park; Overlap in event set up/take down time
Aug 10	Recovery March
Aug 10	South Lake Union Block Party
Aug 11	Kim-Shenai Wedding Procession
Aug 11, Sep 8	Sodo Flea
Aug 11	SPF30-Sub Pop Records 30th Anniversary Festival <ul style="list-style-type: none"> • One day of rain in August; Early afternoon weather made attendance light; Later in the afternoon it cleared up • Early afternoon light attendance - estimating around 1,000; More spectators came in afternoon – estimating around 40,000 • SPD Traffic – Seemed like traffic plan went well; Residences were happy that it was local access; No issues from traffic; Only trailers were let into Don Armini Park, no issues there • Only about 30 cars in the Port CEMB parking lot at 5pm • Parks – Very well organized; No last-minute changes; Received compliment from resident about the event • Food vendors had long lines • Chair – Debrief to be scheduled with with key stakeholders and partners (STG) to learn and plan best for future similar events
Aug 12	BEGO Ethiopian Heritage Arts & Music Fest
Aug 12	Greaseball
Aug 12	Lake Union 10K
Aug 12	Magnolia Village Car Show
Aug 12	Othello International Festival
Aug 12, 18, Sep 1	Sounders FC March to the Match <ul style="list-style-type: none"> • Lt. Smart didn't work event, but didn't hear of any issues with smoke
Aug 17	Fauxchella
Aug 17-19	Seattle Hempfest 2018 <ul style="list-style-type: none"> • Organizers do not apply for SDCI permits this year; Chair will follow up with organizers in debrief meeting; Invite SDCI to meeting • General Parks complaints about noise; Construction caused a little bit of issues in north end of Centennial Park • First time WSLCB agency worked Hempfest; A few key

	<p>issues including - minors in possessions, VIP area where participants were encouraged to smoke, vendors giving away branded merchandise, unsolicited sales; WSLCB worked with FAS</p> <ul style="list-style-type: none"> • SPD – Command post location onto the pier worked better for SPD, it gave SPD a place to park and observe away from the event; Having participants walk up Alaska worked fine • SE – will send email about after-action report items for debrief for event • Attendee entrance was allowed to come up west side of Alaskan Way; Attendance has shown decrease which makes SPD staffing easier
Aug 17	Sunset Supper at Pike Place Market
Aug 18	<p>Belltown Block Party</p> <ul style="list-style-type: none"> • Applied for TNV, SDCI Noise Abatement reached out to organizers to talk about timing, organizers did not respond; Organizers put on event without TNV • SDCI Noise Abatement reached out to organizers after event for sound information from event; Organizers still have not responded • SE Office and SDCI Noise Abatement received many complaints about event • In general, TNV will not be permitted past 10:00pm on Sunday • Subcommittee meeting will be scheduled with organizers and key stakeholders
Aug 18	Big Day of Play
Aug 18	Boogie Up The Block
Aug 18	Emerald City Open Water Swim
Aug 18	Hot Sauce Fest
Aug 18	<p>Liberty or Death - Rally Against Left Wing Violence</p> <ul style="list-style-type: none"> • No issues; It takes a lot of coordination to manage and separate two parties • Maybe 1 arrest at event • Organizers did march around the block; Originally did not plan to march • SPD not getting “no parks” fulfilled in a timely matter; Not sure if it is an issue with National Barricade or SDOT; SE will look into issue • Liberty or death 2
Aug 18	<p>Mercer x Summit Block Party</p> <ul style="list-style-type: none"> • SE and SDCI received amplified sound complaints; Most of complaints to SE was about location and noise • TNV was issued
Aug 18	Washington Beer BBQ
Aug 19	BAAMFest
Aug 19	Viking Dash 5K, 10K, 15K
Aug 21	Doggie Days 2018
Aug 23	FlyHomes Summer Celebration

Aug 24-Sep 6	Bumbershoot Staging and Production 2018
Aug 25-26	Arts in Nature Festival
Aug 25	Belltown Crush Block Party
Aug 25	East Precinct Picnic
Aug 25	Lagunitas Beer Circus
Aug 25	T-Square Showdown - Architect's Charity Kickball Tournament
Aug 25	Yesler Terrace Park Celebration
Aug 26	Celebrate Little Saigon
Aug 26	Kawabe SummerFest!
Aug 26	Park to Park Swim
Aug 26	Seattle Marathon 5K/10K Race
Aug 28	55th Anniversary March on WA. DC for Jobs & Freedom
Aug 30	Building Cure Topping Out Celebration
Aug 30-Sep 3	<p>NGE x PAX West 2018</p> <ul style="list-style-type: none"> • Significant permitting issues from SDCI, SDCI Noise Abatement, SFD • Application came in late, organizers were given guidance, but did not follow through • SE will have subcommittee meeting to debrief with WSLCB and PAX • Visit Seattle– Knows organizers are planning trips back to town; Will help organize to have organizers meeting with the City in either October or December • SE received residence complaints; Many calls and follow up prior and post event • SDCI Noise Abatement issued citation
Aug 31-Sep 3	<p>PAX WEST 2018 Street Use</p> <ul style="list-style-type: none"> • Couple of complaints about sound and smoke from residences • Lt. Heun was lead on pyrotechnics; Will follow up for feedback • SPD adjusted staffing for event in lieu of Jacksonville event; SPD will send updated staffing number to SE and SE will rebill organizers
Sep 1	Coles/Bhattacharjee Wedding Baraat
Sep 7	HRS Back to School Picnic
Sep 7	RAVE Field Launch
Sep 7-9	San Gennaro Festival
Sep 8	C-ID Night Market
Sep 8	Leschi Art Walk
Sep 8-9	Seattle Design Festival Block Party
Sep 8	Van Haven IV
Sep 9	Kickball Without Borders Fundraiser
Sep 9	Women of Wonder 10K & 5K
Sep 10-14	<p>Cadillac XT4 Ride & Drive</p> <ul style="list-style-type: none"> • SE received a complaint from residence about parking restrictions and access

Applications Review / Discussion

Event: Georgetown Morgue Haunted House
Date(s): Friday September 21 to Saturday November 3, 2018
Location: Georgetown
Organizer(s): Scott Kolling

Event Notes:

- Seattlehaunts have been running and building Haunted Houses for the last 22 years; Running show in Georgetown for past 11 years
- Organizers also operate the Nightmare on 9 on Thomas Family Farm in Snohomish
- Seattlehaunts partner with different community organizations including Bloodworks NW and Food Lifeline as well as donating tickets to community foundations and organizations
- Organizers work together with Georgetown neighbors, SDCI, SFD, SPD, and other City departments
- Took about 10 years to find the Georgetown location; Wanted to be in a location where there is not a lot of night traffic but is easily accessible for a large crowd
- Long standing relationship with Homeland Security to use parking lot across the street; Parking is free
- 100 people hired for both attractions
- Seattlehaunts partnered with Bloodworks NW to host blood drive every Saturday during event duration; Bloodworks NW brings mobile bus and parks in parking lot; Choose Saturday night since participants wait on average 60-90 mins in the line; Decided to take advantage of people waiting to work out a deal, so anyone who donates blood or registers to donate blood gets 4 VIP passes.
- Over 100 first time registered donors for each year

Committee Discussion:

SPD – Will link organizers with Nate Upton for staffing; Organizers looking for 2 officers present at all times and 4 officers at peak times; Instead of hiring them off duty, will work through SE process for billing

DON – Asking about neighborhood notification; Organizers have started notification, but waiting on a few warehouses; Direct neighbors have no issues and look forward to event; Parking not an issue as most of the participants park in the Homeland Security lot; Organizers have staff to have direct traffic in the lot
WSLCB – is there any relationship with the Hudson bar? Hudson bar has a doorman during that time since there is a larger crowd

FAS – looks good to go, just looking for business license

SDCI – Confusion upfront with permit, but that has been resolved; Looked like 2 different operators having 2 different haunted houses, but figured it out

SFD – Lt. Smart has been involved with the inside inspections and will continue with inspections inside; Outside the venue, SFD needs access if there is an emergency – 20ft fire lane is required in street closure, fire hydrants will need to be kept clear, access to the building will need to be maintained; In future if food vendors are involved, food vendors need permit if using open flames

SE – Will send invoice out as soon as SPD staffing is finalized

Event: SeaCompression 2018: A Space ODYSSEA
Date(s): Saturday, October 20, 2018
Location: Seattle Design Center – 5701 6th Ave S
Organizer(s): Cameron Sherman, Brian Artiaco, Brian Trumposh

Event Notes:

- Permit was issued for 2016 event in Georgetown; There were some issues with 2016 event; No

- permit for 2017 event since it was in Burien
- Ignition NW is a 501c3 non-profit that does arts and culture events; 2 big events in the year
- Ignition NW focus is participatory arts - everyone is an artist and can engage in arts; Focus on teambuilding as arts as a transformational process; Founded by many volunteers including Randy Enstrom
- Seacompression has been held for the last 13 years in locations that include Magnuson Park, Kings Hall, and in the city of Burien
- Coming back to Seattle and Georgetown for 2018 event at the Seattle Design Center (SDC)
- Seattle Design Center has agreed to give organizers up to 3 years and could be permanent location; SDC will give them first priority for first week in October after 3 years
- Set up will include larger art installation, fire arts, and arts cars
- Street closure and use of parking lot will be used for art cars and fire arts
- Beer garden locations identified within footprint of closure and on SDC property
- Collaborative event with art groups and community; Collaborators from all over the world that take care of event; Working with groups of people for set up of barricades, port-a-potties, fencing, etc.; “Rangers” will be roving event whom are veterans of community who are trained to interface with law, sober eyes in community, help maintain safety protocols, first aid
- Organizers are looking to have more active role to engage community, especially Georgetown community

Committee Discussion:

Chair – S Orcas St. not arterial so not peak hour restrictions; SDOT will need to weigh in on timing of closure; Access to businesses will need to be maintained; Organizers confirm that with rental of SDC, the building across the rental of building, no other tenants there on the weekend

Metro – No issues

DON – Inquiring about neighborhood notification; Organizers are currently working to notifying businesses, SDCI has list of owners, tenants, etc; Organizers planning to go on foot to do outreach; Actively crafting outreach plan and will offer free tickets to neighbors

Public Health – For food trucks, they need a permit for KC Public Health; Must have 2018 sticker on the bumper; For other food vendors, food needs to be made in a commercial kitchen and will need temporary permit; Hot water handwashing station and accessible bathrooms are needed for vendors

WSLCB – Organizers have submitted application for special occasion license for beer garden; Reminder that LCB needs 45 days; Lt. Rieder sees 4 service areas; beer garden is 1, and 2 other locations in the top mezzanine level; Lt. Rieder will look for application as they come in; Organizers used McGregor event staffing for last year hired security, will have hired security and there will be facility security; There is a new Lt. for Georgetown area, will be around and making a site visit; Lt. Reider offering free training for staffing if organizers are interested

SDCI Noise – Surrounding area is considered commercial; Organizers would like to go until 1am for outdoor portion, typically SDCI TNV is issued until midnight for outdoor amplified sound; Tony will email the link to apply for TNV; Organizers will end sound stages at midnight, some art pieces have noise associated with them

FAS – Organizers will need to do admission tax form since ticketed event; FAS will send email asking for list of food vendors and support vendors

SDCI – Inquiring about the large art installs; Organizers do not know which installations will be with event; Temporary building permits may be needed for large structures; Defer to SFD for occupancy, structure, and layout inside of building; Generators will be used for light out (art installation on outside of building) and for sound systems, SDCI notes depending on compacity will need separate electrical permit

SFD - Lt. Heun passed on a list of comments and concerns from SFD; Fire performance event with static fire will 1) Needs approved fire performer; Organizers confirm Dan Triechel and Ignition Fire Troop 2) Need to secure insurance 3) Need fire performance event notification form completed; Each venue will need to be

vettted through SFD, if everything outside it makes it easier, but will need to be vetted; Organizers will need assembly permit from SFD, based on how many people will come through your event; SFD requesting diagram showing all parts of event which includes fencing plan with exiting; SFD requesting diagrams of beer garden with dimensions and exiting; 20 ft fire lane within street closure must be maintained; List of food trucks will need to be turned in for permits; SFD will follow up with organizers

SE – will share PSEMP with committee; Needs insurance documents

Chair – will need some feedback from SDOT on street closure

Event: Women Build Nations Banner Parade
Date(s): Saturday, October 13, 2018
Location: Convention Center to Westlake Park
Organizer(s): Karen Dove, Amy Barrett

Event Notes:

- Organizers are looking to have banner march in conjunction with Women Build Nations Conference at the Convention Center
- Banner parade has been done before, but never on City streets
- Conference highlights women in trade jobs and construction
- After lunch at the convention center, idea would have women take down union banners and walk down Pike St. to Westlake; Once at Westlake, group would disperse and go back to the convention center using the sidewalks
- Organizers would like to highlight the fact that there are this many trade women in Washington state; Want to draw attention to the community and younger generations
- Focus on awareness that Washington has highest number of women in trade; More than any other state
- 1,000 people registered as of now; 6 weeks still left to event
- Anticipating 800 – 1,000 participants in march

Committee Discussion:

SPD Traffic – Current proposed route goes counterflow to traffic; SPD will not allow march to counterflow of traffic; Better route would be Pine St. to Westlake; Participants will need to walk a block to Pine St. from the Convention Center; Traffic control will be done by SPD, flaggers cannot be used for lighted intersection

DON – Puget Sound Heart and Stroke walk that day too; Event starts at Seattle Center and goes down 4th Ave, Seattle Center does not see an issue; Organizers have drafted notification letter and will also go door to door doing notifications

Parks – No conflicts with any other Westlake activities

Citizen Representative – Asking about setup in Westlake; Organizers have no set up in Westlake

SE – Will be in communication with follow – up checklist and invoice

Chair – Will need to talk with SDOT about the route to discuss route approval and potential of the permanent viaduct closure; If march happens within the time of viaduct closure, then organizers will need to look at using sidewalks

SPD – SPD will shut off street in front of Convention Center right before march, then shuts off Pine St. block by block; Organizers will update timeline and route; Continue conversation with Lt. Yoon and he will put you in touch with Lt. in charge of event

Event: Polar Plunge Seattle
Date(s): Saturday, February 2, 2019
Location: Alki Beach
Organizer(s): Ellie Hardwick, Mary Do

Event Notes:

- Teams, Leads, and Organizations come together to raise money for Special Olympics Washington
- Event held the last 3 years at Golden Gardens; Event organizers requesting change to Alki Beach for 2019 event
- Event in the past has been at Alki Beach and other locations
- Organizers would like to engage with the businesses and with in the neighborhood
- There are no changes to the logistics of the Polar Plunge; Set-up at Alki Beach will be changes to accommodate new location; Extend a bit of the festival since there is more foot traffic in the area; Will like to engage with businesses to be apart of festival
- Using Piranha Blonde for beer garden

Committee Discussion:

SPD – SPD Harbor control usually in the water, organizers still want to have them involved with event

DON – Organizers will have neighborhood notification plan, will engage businesses across the street and the neighborhoods

Public Health – Reminder that food trucks need access to bathrooms and hot water handwashing stations

WSLCB – Confirming Piranha Blonde will be running the beer garden; License will be under Special Olympics

Parks – Application just came in, Parks will check the park and space

FAS – will work with Piranha Blonde

Citizen Representative – Questions about notification; Organizers will do face-to-face notifications; Looking to engage and activate businesses with athletes, etc.; Would like to engage with challenges between businesses, see if there is a way to offer discounts or incentives for the event participants at nearby businesses

Chair – Suggest working with Alki Community Council and WS Blog

Citizen Representative – Questions about parking in the area; Organizers have general flow and waves for event; The waves have about 50 participants doing the plunge; Keep in mind ride share companies and try not to have them pick up in front of the the production area; Suggest having staging area for pick up zone

SFD – will need Piranha Blonde to give diagram of beer garden and food truck vendor list

Citywide Billing

- Citywide Events
 - Currently five events fare categorized Citywide Events: Fremont Solstice Parade, My Macy's Holiday Parade, Seafair Hydroplane Races and Blue Angel Weekend, Seafair Summer 4th on Lake Union, and Seafair Torchlight Parade
 - These events are large and significant enough that if Special Events billed organizers at an established rate (Commercial, Athletic, Community, Parade) then organizers would either not be able to afford holding their event in Seattle, or the recovery cost would be too low
- Citywide billing protocol
 - Citywide Event organizers can make a fee proposal to the Committee; Committee can either accept or go into further negotiations with organizer
- Fremont Arts Council
 - Fremont Arts Council has requested a 10% fee increase from 2017 for 2018 event
 - Committee feedback
 - SPD – Curious why this one is categorized as citywide and not some of the bigger parades; Chair states this parade was categorized as citywide during ordinance reform due to longevity of event and nature
 - Parks – Clarifying for 2018 event fees, not for 2019 event
 - Citizen Representative– Curious what committee decided for My Macy's Parade; Curious if the same 10% increase or a set increase
 - Chair – My Macy's Parade requested and was granted a 10% fee increase for 2018

- SC – Questioning how does this affect other event organizers under city wide category; Would like to see more consistency for citywide event billing
- Committee Vote: Majority in favor of proposed fees by Fremont Arts Council
- Chair: Fremont Arts Council 10% fee increase for 2018 approved

2019 Fee Schedule (Attachment)

- SMC related to Special Events mandates that administrative fees increase as the CPI (Consumer Price Index) increases
- 2019 fees will include CPI increases for both 2018 (3.1%) and 2019 (3.3%)
- Special Events Committee has authority to vote to change fees for permit application, alcohol area, commercial vendors, and SPD rate

2018-2019 Post Viaduct Closure Planning (Attachment)

- Permanent viaduct closure (PVC) will happen in the fall of 2018 or early 2019; Date to be confirmed by WSDOT
- This will be a three-week closure of SR99 as WSDOT prepares to realign SR99 into the tunnel
- The Special Events Office are engaging with SDOT about expectations and planning for the closure; Attached map shows streets that will be restricted to no closures or limited closures during viaduct closure
- SDOT will be rescinding permits previously issued if they fall within viaduct closure; Special Events will also be affected with the closure; City wants to increase mobility by limiting the amount of permitted activity in the downtown core and streets
- WSDOT expected to announce on Friday, September 14th on time lime of the closure; There are 2 possible scenarios 1) WSDOT starts and completes closure before the holiday moratorium 2) WSDOT starts closure in January 2019
- The timing of the closure will affect the plans for demo of the viaduct; demolition is currently scheduled to end by May 27
- The SR99 work will not impact the holiday moratorium events; No work will be done on SR 99 during the holiday moratorium
- Special Events Office is in conversations with SPD and SDOT on how to consider new events, changes to events, and how to reduce constraint
- Special Events Office will reach out and work with event organizers directly impacted with the PVC
- Seattle Center will start arena construction; Construction will have impacts to all run/walks that start at Seattle Center

2019 Committee and Subcommittee Structure

- Monthly 9:00am Special Event Committee meeting may be tough for the committee to work with as we see traffic trends; Special Events Office will explore options for meetings later in the day
- Bi-weekly 9:00am and 10:00am Subcommittee meetings will be moved to later in the day and will include Skype or conference ability
- Without objections, Chair and Special Events Office will start with exploring later time for subcommittee meeting, then look to considerations for the full committee meeting

SPECIAL EVENT PERMIT FEE ADJUSTMENT FOR 2019

RCW 15.52.070

G. Fee Adjustments. The hourly rates described in subsections 1 [Street/Bridge Use] and 2 [Arterials Intersected] of subsection 15.52.070.B shall be revised by the Special Events Committee annually based on changes in the purchasing power of the dollar during the preceding year shown by the Consumer Price Index for Urban Wage Earners and Clerical Workers for Seattle-Tacoma-Bremerton, WA, First Six Months, published in or about August of each year by the U.S. Department of Labor Bureau of Labor Statistics. The first adjustment shall apply in 2018. Adjustments shall use 2017 as the base year but fee components shall not increase by more than ten percent from one year to the next.


Description	Base Fee 2017	3.1% CPI 2018	3.3% CPI 2019	6.4% 2018+2019
Closure - Street Segment - Principal Arterial	\$23.00	\$23.69	\$23.76	\$24.47
Closure - Street Segment - Minor Arterial	\$18.00	\$18.54	\$18.59	\$19.15
Closure - Street Segment - Collector Arterial	\$12.00	\$12.36	\$12.40	\$12.77
Closure - Street Segment - Access Street	\$8.00	\$8.24	\$8.26	\$8.51
Closure - Highway/Freeway Ramp	\$30.00	\$30.90	\$30.99	\$31.92
Closure - Bridge	\$300.00	\$309.00	\$309.90	\$319.20
Arterial Intersected - Principal	\$23.00	\$23.69	\$23.76	\$24.47
Arterial Intersected - Minor	\$18.00	\$18.54	\$18.59	\$19.15
Arterial Intersected - Collector	\$12.00	\$12.36	\$12.40	\$12.77

The Special Events Committee may determine whether to adjust the application fee, vendor fee, alcohol area fee, or police department fee, but it may only do so once per year in conjunction with the administrative fee adjustment and shall not increase by more than ten percent from one year to the next.

Description	Fee
Permit Application	\$75.00
Alcohol Area - First	\$200.00
Alcohol Area - Additional	\$100.00
Vendor	\$20.00
Police Officer Staff (minimum 2 hours/officer)	\$67.00



Restrictions During Viaduct Closure

-  No closures allowed
-  Limited closures allowed

