

Special Events Committee Meeting Minutes
January 8, 2020
Seattle Municipal Tower, Floor 40, Room 4050/4060

Member Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Citizen Representatives	Tom Anderson	Citizen Representative
	Lisa Frasier	Citizen Representative
Department of Construction & Inspections	Jessica McHegg	SDCI
	James Dasher	SDCI Noise Abatement
Department of Neighborhoods	Angela Rae	DON
Finance and Administrative Services	<i>Not Present</i>	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	Phillip Hay	Police
	Joel Williams	SPOC
Seattle Public Utilities	Sheryl Anayas	SPU
Mayor's Office	Dominique Stephens	MO
Special Events Office	Chris Swenson	Chair
	Julie Borden	SE
	Jonelle Mogi	SE
WA State Liquor & Cannabis Board	Rob Rieder	WSLCB

Additional Attendees: Luke Sillonis – DSA, Anna Helland – Girl Scouts of Western WA, Mecca Steverson – Girl Scouts of Western WA, Vivian McPeak, Hempfest, Kat Pipkin – Womxn's March, Matthew Lang – Womxn's March, Phoenix Johnson – Womxn's March, Danette Felt – Run to End Homelessness

Note: As always, these are "raw minutes notes" based on the discussion of the 01/08/2020 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

Committee Business

- Inclement Weather
 - SPD Traffic section brought to attention that there are a lot of event next week that might be affected by the snow; What do we do permit wise if we can/cannot support an event
 - Last February, the West Seattle farmers market set up even though there were many side streets that were closed due to inclement weather, yet the City allowed the activity
 - Special Events can cancel, or revoke permits, and weather will be included in that list; Events cancelled by the City is refunded 100%
 - Special Events Office will reach out to event organizers for next weekend when the inclement weather is predicted
 - Citizen Representative – it would be good to know City’s side since organizers plan on it with a safety plan
 - SPD – Ice will completely eliminate motors; Motorcycles go home with officers, so with icy conditions, don’t want motor officers riding in; Eliminates equipment and staffing since some car units might not be able to get into the City
 - SDOT – Seattle marathon that had snow storm hit on year; Very dangerous for SPD motors; Not sure if cancelled because snow hit right in the middle of the event; Jingle bell had an ice storm happen, but SDOT was aware so had crews out to clear roadways; SDOT closes streets for safety reasons or for reroutes; It is reasonable to ask an event organizers to reschedule or cancel
 - Parks – Only Superintendent cancels events; Parks will work to accommodate if an event is postponed due to inclement weather

- Structure Permits from SDCI
 - SDCI has not received completed application for Hempfest and Seafair
 - Seafair scaffolding where people sit, and media stage require a temporary structure permit
 - Hempfest requires permit for their stages; Organizers put in the initial paperwork, but never went to the point where they can collect funds
 - SDCI has no means of enforcement for this issue; SDCI would like organizers to complete the application; Jessica is available to help with the process
 - Permits needed if event is located in parks and not in public right of way; When in a park, requires a building permit, when in public right of way, out of SDCI jurisdiction and into SDOT jurisdiction
 - Special events will assist is conversation
 - Recent years, Seafair has not followed through; From previous years, about 25 permits that are completed

Post-Event Evaluations/Comments:

DATE	EVENT
Dec 11-12	South Lake Union Winter Market
Dec 14	Chet Gibson Memorial Lighted Boat Parade
Dec 14	Equinox Studios - Very Open House <ul style="list-style-type: none"> • SFD visits event; No issues
Dec 14	Green Lake Pathway of Lights
Dec 14-15	Renegade Craft Fair
Dec 17	Impeachment Eve Rally: Seattle Says Impeach & Remove <ul style="list-style-type: none"> • Federal Building event • A split off group decided to march during event; March went 2nd Ave and went up and around; 45 -60min march • March participants didn’t want to incorporate with SPD

	<ul style="list-style-type: none"> • Unsure if organizer or just attendees apart of the group
Dec 20-21	Winter Solstice Night Market
Dec 21	<p>Indian Unity March for Peace & Solidarity</p> <ul style="list-style-type: none"> • Managed by West Precinct patrol; Event indicated that traffic couldn't support a march • Some degree of a march and counter protestors that were not anticipated • SPD will look at those types of events and increase staffing
Dec 22, 29	Angel of the Winds Party Pit
Dec 22	Menorah Lighting Celebration
Dec 27-28	Wildrose 35th Anniversary
Dec 31	<p>New Year's at the Needle</p> <ul style="list-style-type: none"> • Fireworks did not happen due to weather • First time fireworks have been cancelled at night; Y2K fireworks canceled due to terrorist concerns; 26-year history • Winds exceed a certain speed and it was unsafe for firework show to happen • Fireworks are multiple break fireworks; They ignite, break off and have another firework; Shifts in wind makes it hard to predict where the explosions will happen; The fireworks would be outside the exclusion zone with the heavy winds • Sometimes the fireworks explode on the ground if not in the air • Sustained winds 25-35mph with gusts up to 50mph during the time of the firework show • There were backup plans, and backup plans; Systems and processes work, but weather not in favor • SPD very flexible to help with the attendees on campus; Approximately 10,000 participants on site • Pyrotechnics agreed that unsafe to shoot fireworks; Very expensive to remove fireworks once unpacked; Company removed about a day and a half after event • There are certain requirements for removing fireworks that are unpacked and set up on the roof of Space Needle • SE requesting an after-action report from Seattle Center, SFD, Space Needle, etc. • Exterior sound at the Mural, Armory, International Fountain, Fisher; The sound system played prerecorded messaging that night • SPD – The announcements were made but didn't reach to all of the participants, there was a lot of word of mouth, people asking SPD what's going on • Macy's fireworks called off twice, once for Seattle center
Dec 31	<p>Seattle Tennis Club New Year's Eve</p> <ul style="list-style-type: none"> • Fine, no issues with wind
Jan 1	<p>Resolution Run and Polar Bear Dive</p> <ul style="list-style-type: none"> • No issues per SPD Harbor
Jan 1	<p>Polar Bear Plunge 2020 (Matthews Beach)</p> <ul style="list-style-type: none"> • No issues per SPD Harbor
Jan 5	<p>United Against Hate Rally</p> <ul style="list-style-type: none"> • City hall plaza event

	<ul style="list-style-type: none">• SPD received information that there could be counter protests; 300 personal from many agencies worked event• Needed to separate groups and move around• 4 arrests and damaged police cars• Closed 4th Ave, in future, should prepare for that• Metro – Link Light rail was shut down, so Metro was operating a shuttle, Metro needed to be re-routed; SPOC reached out so Metro and SDOT could coordinate• Complaint from the Artic Club that valet on Cherry was impacted; SDOT will need to coordinate with them for better use of 3rd Ave
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Public Comment (as needed)

Applications Review / Discussion

Event: Hempfest
Date(s): Friday – Sunday, August 14-16, 2020
Location: Myrtle Edwards Park
Organizer(s): Vivian McPeak

Event Notes:

- Planning to revert back to north load-in; Vehicles will que in the park and not on the roadway; Organizers will use a similar model to participant queuing in the park; Vehicles drive into the park, processed in the park and then load-in; No queuing on Amgen way
- This plan also eliminates the circular version; Load-in the north and out from the south
- In 2019, could not make the north load-in work since there were conflicts in the north end
- From what heard so far, majority of construction has been completed, so hopeful don't have any issues with that plan; Working with the Port to plan for the offseason
- With attendance, numbers have leveled off; Depends on weather, etc.
- Event is more manageable than 10 years ago

Committee Discussion:

MO – Street use near Expedia, has it been resolved? Organizers believes construction should be complete and they could refer to their old model in 2020, attorneys are meeting this morning for final determination

SPD and SDOT – If need to go back to the 2019 plan

DON – A lot of parking reservation and street closures in the area, what is outreach plan; Organizers working with SE to identify green zone for a mailer (2), red zone go door to door to talk with businesses hand them a physical notice and sign off; Go beyond the area of the businesses impacted to get more people to know about the event; Street closures are in response to the loss of northern space use due to Expedia construction; Organizers have an outdated list of businesses and would like to update the list of stakeholders and businesses; SE and DON will help updating list

SFD – Standard items needed from SFD

Citizen Representative – During cruise season, is Port of Seattle your contact to coordinate with cruise ships? Port is the contact for cruise ships; Always an issue with cruise ship traffic; Organizers engage to see which ships are coming in and out; Port is involved with the Parks, traffic impacts, etc.; For cruise impacts, the impact to Broad and Alaskan could impact the deliveries and foot traffic on Alaskan Way, any impacts near Amgen could impact Pier 91 access

SDCI – Hempfest submitted an incomplete application for performance stages; Performance stages need a

temporary permit; When fireworks are cancelled due to wind, it is public safety, performance stages also hold risk to public safety if there are wind, weather, etc.; HF would like to work together to explain application process; SDCI will need more time earlier to go through the application process;

SPD – Will assign an event commander; Will coordinate with all of the agencies to be on same page for security plan; From debrief, SPD will look at traffic plan and impacts; South load in didn't get much feedback from SPD, either way works

Parks – Ingress and egress from the south, there were no major concerns, mostly outside the park where it is impacted; Bicycle traffic was impacted which we anticipated

SDCI Noise – Membership party will have TNV, same process

WSLCB – Will forward application to marijuana Lt.; Will work with SPD and LCB if any issues, Lt. Rieder will reach out to organizers

SPU – Reminder about the ban on plastic straws and single use plastic bags; Compostable packaging must be used; This year, organizer plan to phase out single use plastic water bottles

SDOT – Didn't hear any complaints from the load-in from the south; Didn't hear complaints about street use on Elliott, 4th and Thomas; For use of north end, Amgen is not SDOT property, there was some issues with coordination in 2019, sooner to get conversations going then would be good; Galer intersection is very busy now Expedia is moved in; load-in will need to coordinate with those impacts; Garage is open on 16th

Chair – Will touch base with Hempfest after their meeting with the Port; Plan on March 5th subcommittee meeting; Work to schedule 2 week in advance walk through of the parks, will make sure to get it on the calendars

Event: Womxn's March on Seattle 2020
Date(s): Saturday, January 18, 2020
Location: Cal Anderson/Bobby Morris to Westlake Park
Organizer(s): Kat Pipkin, Phoenix Johnson, Matthew Lang

Event Notes:

- Attendance is lower than previous year; Anticipating 2,500 participants
- Looking at the weather, weather will suppress the attendees
- Programming at 1pm; Step off at 2pm
- Cal Anderson start down Pine to Westlake
- Disperse at Westlake; No programming at Westlake
- There is some confusion since there are Facebook events that are fake events; There are some Facebook events that show the earlier start; Organizers working with the national team to work to get Facebook contact to remove fake events
- 1-2 buses coming from Sammamish
- There is another march and rally that morning, in order for SPD to support that event, Womxns March needed to move to the afternoon; This now affects the businesses in the area
- With the later start time, there is a different notification plan; Social media posts to push to the local businesses
- Most businesses are grateful that not starting at 12; Sugar Pill and Art Primo have concerns
- Organizers want to encourage people to come early to eat and shop in the neighborhood
- Looking to work with Art Primo to have an art table set up outside their business
- Talking with Blick to have an art table
- Organizers did a walk of the route and tried to talk to businesses in Capitol Hill to the Paramount
- Contacted businesses in person, see what left behind and who spoke with and last page is emails
- There is a team doing posters in all the businesses in Capitol Hill; Messaging is to let people know about the no park zones and the estimated impacts to traffic

- Capitol Hill blog is a resource to connect with for outreach

Committee Discussion:

DON – Appreciate moving the time, community working together due to another event; Making connection and touch points with businesses, but if can go a little further in notification plan; Organizers went Pike to Denny on the corridor; DON requesting to do a full City block on each side

MO – Plan with the volunteers to push out the exiting out of Cal Anderson; There is a volunteer plan where people will be assigned, people all want to exit at the stairs or southern exit; Encourage MCs to stay on stage to encourage use other exits or volunteers to encourage other exit routes

SFD – For EMT fees, that is a separate department; Lt. Curtis would be the contact for EMT services

SPD – SPD set with the staffing plan, SPD is looking at weather, there could be issues supporting events with resources with weather impacts and getting staffing to downtown; Dispersal site, not planning any programming at Westlake, talked to Sgt. Kelley for other events that day

DSA – Plan for Westlake park and logistics, Organizers will have some restrooms and music, end at Westlake could have closing speaker and then dispersal after that

Parks – Both parks are good; Organizers notice a mud puddle on the Denny entrance to Cal Anderson; Asking if Parks could get filled in for accessibility; Parks will look into; Organizers looking if could have existing Honey Buckets serviced before event, they probably will be serviced but not sure what will look like; Organizers will have Honey Buckets delivered Saturday

SDOT – Much smaller than last year, 11th between Howell and Pine for street closure; No parks are the same; Haven't no parked the route in the past, it is an organizer choice, if it is one nice flow then works well; No parks for Metro re-routes will be required; Organizers using National barricade

Metro – No shuttles that weekend, instead of the train running every 10 min, operating every 12 mins with one extra car added; There are issues with elevators and escalators at capitol hill, Metro reached out to ADA neighbors to alert them about shutdown elevators and closures; Can have accessibility coordinator reach out to Metro

SPD – With multiple events that day, will be at Westlake by 3 -330pm; Not fix posting the whole route, will be rolling closures; Important to have the group stick together, if there are kids at the start, here are kids that run as seen at March for our Lives event, kids started running down the hill; Lt. Hay point of contact

Chair – 18th is the third to last day of inclement weather; SE putting together notification to all event organizers within the inclement weather forecast; SE will send instructions and plan in next few days; In reality, if the streets are unsafe and no support, then City cannot support the event

Event: Girl Scout of Western Washington Lemon Cookie Parade
Date(s): Date TBD
Location: Downtown
Organizer(s): Anna Helland, Mecca Steverson

Event Notes:

- New cookie introduced this season
- Fan fair during cookie sale, using cookies as a vehicle to show what girls do; Girls selling cookies use their money to give back to their communities
- Collaborating with partners in the City, girls and stakeholders
- First parade coordinated, Girl Scouts of Western Washington wants to highlight women-owned businesses, Pike Place partners, and Grand Marshal Mayor Durkan
- Working with Michael Chandler of Artist Home
- Flexible on the date that parade can take place; Ideally, Friday February 28th or March 6th the first week of the cookie sales
- Looking to have lunch hour parade that would be an hour-long parade
- Parade route through Pike Place neighborhood; partners with PPM
- Route - Start at Western and Elliott, to 1st Ave, to Pike Place Market, do a few loops in that time

frame

- Additional loop of parade route is to keep it activated, with shorter route, could do 2 loops within an hour time frame
- In contact with Pike Place Market Foundation, communication with them to coordinate with their vendors
- Avoiding weekends due to larger events; Intent is to capture the downtown lunch rush
- Participants will range from girl scouts to the partners
- Event is open and people can spectate

Committee Discussion:

Chair – There is another entity at Pike Place Market (PPM) that does the permitting for Pike Place (the street); Very uncommon for PPM to allow moving parades or marches; If approved by PPM, City works with PPM staffing for permitting and security; Event is open to the public, but it is a marketing event so there will be fees charged; Lenora off of Western is access to a lot of parking garages

MO – Will be in more communication due to Mayor’s involvement

DON – Working one on one with Laura, continue to work with her for the notification plan

Citizen Representative – Trying to understand the staging area; Very congested and then crosses Elliott and Western to start; Organizers working with production partner at Artist Home, there is room for organizers to adapt; Crossing a busy road is one thing, but will need to think where staffing will be parking in the area; Look at logistics where start and stop so participants have time to stage; Could work with PPM to stage in their garages or at park

SPD – Will coordinate with traffic section, will have traffic speak to timing and staffing; Work with downtown precinct

PH – Organizers are working with Trophy Cupcakes and Molly Moon for lemon infused food; Cupcakes and ice cream made in their own kitchens, if scooping it off the truck then will need a separate permit; Will work with owners for proper permit

Parks – With the overall impact to get to Victor Steinbrueck, will need a Parks Use Permit; Parks will give information for Parks Use Permit, could use park for staging; Could work, would make it easier for the corralling of girls; no major parks events

Metro – No transit services that are impacted with proposed route; Can accommodate if starting at Westlake and going to Victor Steinbrueck

SPU – Once finalize footprint, there are cans in the right of way, so can suggest where to place cans; coordination with MID

SDOT – Start at Victor Steinbrueck or Lenora, not sure what is on Lenora if there are garages that need to maintain; Victor Steinbrueck better location but not sure if it is the best for girls to stage, route will take a lot of officers to control; Cutting off access to PPM during that time, a lot of officers to control; PPM is SDOT right of way but work with PPM for use; For 2 loops within an hour do not see it being realistic, will want streets cleared by 3pm; PPM sign off is big deal and SPD staffing is an issue, will need to have detour route plans; Victor Steinbrueck to Westlake park route – gets the streets open faster, but not sure if wants to engage the PPM; Could do reverse start at Westlake and go down

SPD traffic – Will need more officers for traffic since need to control all perpendicular streets, detours on 2nd south and north; Need to look at the map for the timing; SPD will need to look at the timing; A lot of businesses in that area that expect deliveries and vehicle traffic

Event: Run to End Homelessness 5K
Date(s): Sunday, March 29, 2020
Location: Magnuson Park
Organizer(s): Danette Felt

Event Notes:

- 2nd year of event; 2019 event at Seward Park
- Kyle Bergquist started event as a monthly breakfast to get organizations together
- Fun run/walk so no chip timing; Partner organizations at end, there are 10x10 canopies, it is a way to talk to other agencies
- Goal to get to 1000 participants; 2019 about 500 participants
- Set up on Saturday, and then event is Sunday
- Route E on Magnuson Park 5K route
- Looking to have up to 30-40 partner vendors

Committee Discussion:

DON – 30 day out notification reminder; No residences in the neighborhood since in the park but should notify the Seattle Housing Authority, UW Faculty center and tennis center

SFD – Need to turn in list of food vendors, need to verify they have the correct permits

SPD – All within the park, will take a look at the route and crossing, will defer to North precinct if need staffing

Parks – Some potential SPD needed for crossing near the boat launch near 56th; SPD call if need a course marshal or staffing; Enough space for vendors since less than 100

PH – For food at the event, with coffee, if have creamer, will need temporary food permit; Need to submit permit at least 14 days

SDOT – Done route with both monitors and SPD, depending on the time of the year; SDOT fine with monitors if supports with SPD; May want to start out with monitor and then go with SPD staffing

Chair – Reach out to FAS for trade show license

Committee Business

MLS Cup Championship Parade Citywide Fee Vote

Chris Swenson, Chair Special Events Committee

- Per Seattle Municipal Code, “a celebratory parade or event for a local team winning a major national competition” are categorized as Citywide Events.
- Special Event Permit fees are negotiated for Citywide events
- The 2019 fee and proposal mirror the framework for what was billed and paid for the 2016 MLS Cup Championship Parade
- SDOT – in line of what paid in 2016, this does not include the cost for the no parks, barricades, etc., as that cost was on the organizers
- Parks – SPD rate is under municipal code
- Seattle Center – Separate commercial contact with Seattle Center to rent the space
- SPD – Hours came from SPOC and budget office, seems short; Came from budget and operation; Hours were not negotiated, just totaled
- Vote to approve as proposed: Committee voted all in favor

SMC RELATED TO CITYWIDE SPECIAL EVENT PERMITS

SMC 15.52.005 – Definitions

2. "Citywide event" means: a. The following events: Fremont Solstice Parade; My Macy's Holiday Parade; Seafair Hydroplane Races and Blue Angel Weekend; Seafair Summer Fourth on Lake Union; and Seafair Torchlight Parade; and b. An event that has one or more of the following characteristics:

- i. The event can be viewed by the public outside of the immediate event footprint or boundaries;
- ii. The event is expected to draw a significant citywide and/or regional crowd;
- iii. The estimated amount of total police officer hours to be assigned to the event is anticipated to exceed 300 hours;
- iv. The event is a recurring event held in Seattle for at least 15 of the last 20 years;
- v. The event is a celebration of a local, regional, or Federal holiday;
- vi. The event is a celebratory parade or event for a local team winning a major national competition; or
- vii. The event would not typically be defined as an athletic event, commercial event, free speech event, or mixed free speech event.

SMC 15.52.030 – Powers of the Special Events Committee

C. To represent the City, under the supervision of the Mayor, in negotiating and finalizing the special events agreement and citywide events fee for citywide events. The Chair of the Special Events Committee, in consultation with the Special Events Committee and Seattle Police Department, is hereby authorized to negotiate and finalize an agreement with organizers of citywide events concerning services, resources, fees, and safety and security.

SMC 15.52.070 – Fees

C. Citywide Event Fee. The citywide event fee is applicable only to citywide events as defined in Section 15.52.005. The chair of the Special Events Committee, in consultation with the Special Events Committee and Seattle Police Department, is hereby authorized to negotiate and finalize an agreement with organizers of citywide events concerning services, resources, fees, and safety and security. The agreement must be supported by the Chief of Police representative on the Special Events Committee and a majority vote of the Special Events Committee. The citywide event fee must delineate an amount for the administrative fee and the police department fee.

**MLS Cup Championship Parade
2019 Special Events Citywide Event Fee**

Administrative

Application Fee		\$75.00
Street Use Fee (Arterial Sections @ \$24.47/hour)		\$870.28
1 Sections @ 2 hours		
3 Sections @ 1.5 hours		
15 Sections @ 1 hour		
11 Section @ 1 hour		

Police Department Fee

Uniformed Police Officer Hours (551 hours @ \$67/hour)		\$36,917.00
Equip&Facils Coord,Sr	9	
Parking Enf Ofcr	105	
Parking Enf Ofcr Supv	9	
Pol Comms Dispatcher II	4	
Pol Comms Dispatcher III	8	
Pol Lieut	6	
Pol Ofcr- Student	11	
Pol Ofcr-BWV	101	
Pol Ofcr-Canine	3	
Pol Ofcr-Detective	21	
Pol Ofcr-DWI-Am/Pm Enf-BWV	7	
Pol Ofcr-Hostage Neg-Patrl-BWV	9	
Pol Ofcr-Patrl	2	
Pol Ofcr-Patrl-BWV	180	
Pol Ofcr-SWAT-BWV	33	
Pol Sgt-Canine-BWV	7	
Pol Sgt-Detective-Non Patrol	1	
Pol Sgt-Patrl	2	
Pol Sgt-Patrl-BWV	38	
Grand Total	551	

Proposed 2019 Special Event Permit Fee \$37,862.28