

**Special Events Committee Meeting Minutes**

March 14, 2024

Via WebEx Meeting

**Member and Partner Representatives in Attendance:**

<b>Agency</b>	<b>Representatives</b>	<b>Noted in Minutes As</b>
Department of Neighborhoods	Laura Jenkins	DON
Finance and Administrative Services Licensing	Toner Eren	FAS
King County Metro Transit	Jonathan Rose Eric Stewart	METRO
Mayor's Office	Israel Rios	MAYOR
Parks and Recreation	Carl Bergquist	PARKS
Seattle Center	Gretchen Lenihan	SC
Seattle Fire Department	N/A	FIRE / SFD
Seattle Police Dept. / Harbor Patrol	Lt. Marc GarthGreen	Harbor
Seattle Police Department	Lt. Lauren Truscott Sgt. Gregory Fliegel	POLICE / SPD
Seattle Police Department/Traffic	Capt. Bryan Clenna	SPD Traffic
Seattle Dept of Construction & Inspections	Dean Greenleaf	SDCI Structures
Seattle Dept. of Construction & Inspections	Dan Powers	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	Joycelyn Chui	SPU
Seattle Public Utilities	Sheryl Anayas	SPU
WA State Liquor & Cannabis Board	N/A	WSLCB
Special Events Office	Kiah Patzkowsky	CHAIR
Special Events Permit Specialist	Hannah Tyo	SE
Special Events Permit Admin II	Leslie Kodish	SE

**Additional Attendees:**

- Seattle Dragon Boat Festival – Catalyst Presents, LLC – Michelle Locke

- Seattle Flying Dragon Boat Club - Katherine (Katie) Nishimura  
Koichi Kitazumi
- Cindy Anne - Mermaids and Mythological Beings Parade – Event Organizer

*Note: As always, these are "raw minutes notes" based on the discussion of the 3/14/2024 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.*

### **Roundtable/Announcements**

- CHAIR: We will meet to discuss race and parade routes with SPD Traffic and SDOT. Let me know if you wish to attend this meeting.
- Any public comments? None.

### **Review Previous Meeting Minutes**

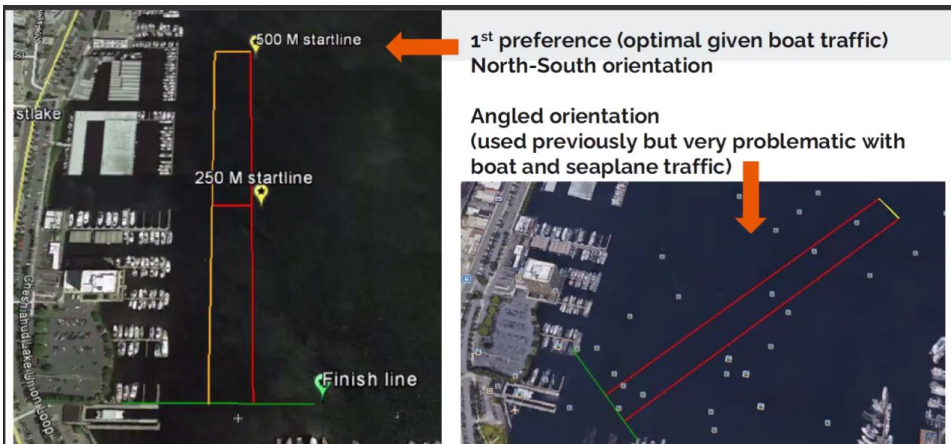
- CHAIR: Do we have a quorum?
- SE: Yes.

### **Meeting Minute Approval**

- Vote to approve February 8, 2024, minutes. Any comments? None
- SPD Traffic: Move minutes for approval. SDCI: Seconds motion.  
Chair: Approved? Any opposed?
- Meeting minutes approved; All in favor, none opposed

### **Seattle Dragon Boat Festival -S24JU012**

- ORG: Event Dates: June 7 – 8, 2024, Event location: Lake Union Park and Lake Union. Displayed slides explaining the festival. Park use and Special Events permit submitted. Traditional Chinese holiday that occurs the 5<sup>th</sup> month of the Chinese calendar. 20 paddlers with a drummer, and a steering person. Short 500-meter sprint races. Coordinating with Kenmore Air and water operations. Discussed set up and logistics on Friday, June 7. Discussed the races (heats) and logistics. Estimate 40 teams with 22 paddlers. Could have up to 1,000 competitors and spectators. Discussed the race logistics in a slide outlining details.
- ORG: We will have start and chase boat, with 20 volunteers. South Lake Union Park layout to include: five festival tents, 40 team tents, stage with live entertainment, refreshments, port-a-potties. Discussion of racecourse options –1<sup>st</sup> preference is North-South orientation. The angled orientation is rough with boat traffic.



- HARBOR: Please clarify on number buoys. Prefer North/South course.
- ORG: We have a six buoys total, maybe a center buoy. Angled had marker buoys. North/South course is more obvious.
- HARBOR: One chase boat? Water volunteers? Do you have race marshal boats with banners keeping people off the course?
- ORG: Not in the past. Our chase boat handles that. Do we need it if we run course North/South?
- HARBOR: Due to marina traffic, boats might need to cut across. Since an all-day event, need to handle traffic with rental and electric boats who don't understand waterway. Need some race official boats to stop and route non-event boat traffic.
- EVENT: Will have spotters throughout course and two boats available on the water.
- SDOT: Define the distance from existing marina with north/south approach. East side or marina to the west side of the race.
- EVENT: Edge of course is six meters (20 yards) from any floating dock.
- HARBOR: That is a tight space as large boats coming in might need more room to return to their slips. Could be tight for captains.
- EVENT: No buoys blocking them, will give room to larger boats. Aware of Argosy and Kenmore Air. Know they will cut across the course. Marina Mart is the same operator, and we are working with them to notify them of the course. There is time between races for boats to enter and exit the racecourse.
- HARBOR: What is the role of Seattle Police Harbor Dept. emergency or enforcement if the public doesn't listen?
- EVENT: Safety and sharing the water. One situation from a previous event involved a kayak accidentally entering the course, we waited and went to talk to them. Police helped out, but we have people to talk to them. Participant rescue is self-rescue, if a boat capsizes, they can normally self-right up. Once we had Police boat help and tow a canoe.
- SPD: University of Washington Commencement is the same day as the event so traffic will be bad, notify your team to arrive earlier.
- EVENT: Discussion of Festival layout; vendors, registration, food trucks. Parking lot reserved for paddlers. No street closures needed. Park will be open to the public. Discussing with Kenmore Air. Economic benefits to the businesses. Discussion of partners /business to inform.
- SDOT: Path of emergency vehicles to access the park during the event?
- EVENT: The updated map will show the emergency route - main drive between park and MOHAI will be open.

- SDCI: Looks like the stage in Race Details is under 48" above the ground. If you have any platforms or stages over 48" above the ground for the live entertainment, please contact me. dean.greenleaf@seattle.gov. Thank you!
- EVENT: Thank you. We are aiming for the stage to be at 12" or 24" tall.
- SDOT: Thank you for addressing parking in your presentation. Please also note transit routes 40, 70, C Line, and SLU Streetcar all serve this location as well, and may help relieve congestion.
- EVENT: Most of our participants will arrive to the park by 8 a.m. so hopefully will be ahead of UW commencement traffic and will add to the notifications
- SC: For awareness, UW Commencement is June 8, doors at 12:30pm.
- CHAIR: For SFD who couldn't attend; needs list of food vendors and detailed map of the beer garden to include dimension of fencing, and location of exits. Please apply for tent permit 3201, and update the map show the 20-foot fire lane.
- PARKS: Need plan for vendors loading in and out as one lane. No vehicles allowed on grass, load from fire lane. Using any forklifts?
- EVENTS: No forklifts. Loading in on Friday and vendors are aware of the restrictions.
- PARKS: No forklifts or heavy objects on the water feature on the south end of the park.
- SPU: When you turn in your vendor list, as onsite dining service, need compostable packaging (utensils, straws). We have a reuse Seattle incentive program for \$500 for reusable cup service, which you can use on your beer garden. <https://reusesattle.org/reuse-rebate/>
- FAS: Tax for reporting for vendors, threshold is for income is \$100,000 gross that is what the trade show license covers. Will you have over 25 vendors?
- EVENT: Under 10 vendors.
- FAS: Great, need the vendor list, and the 10 need a Seattle Business license unless grossing under \$2,000 a year. Let me know if any questions.
- PARKS: Have you spoken to the working group at South Lake Union?
- EVENT: Yes.

### **Pride Weekend noise variance**

- CHAIR: Next meeting on March 21 we will meet with Capitol Hill area Pride organizers for two hours. Several Capitol Hill Pride events are requesting amplified noise until midnight. In past variance was granted for events to have amplified noise until Midnight Friday and Saturday, but not Sunday. Need to be prepared to treat Capitol Hill Block Party noise variance request the same as Pride weekend noise variance requests. Discussed past end times. Any feedback from the community?
- SDCI Noise: Complaint from constituent, but no complaints the last year. No official noise complaints received by code compliance. Lots of communication to community notifying neighborhood of midnight end time. And understanding about after hours set up.
- MERMAIDS: Café Racer partner on 11<sup>th</sup> Ave between Pike and Pine. Shared positive feedback about Capitol Hill Pride events: Events are celebratory and community comes out, and thinks community loves it. Would be hard to stop at 11:00 p.m.
- CHAIR: Have been meeting one-on-one with event organizers, the impact of being open outside from 11 p.p. to midnight helps, earned \$12,000 in sales in one hour at one Pride weekend event. Provides additional work for performers in the LGBTQ community. Additional hour helps business and keeping them partying in their business vs. ending and dumping them in the community. Young Adults start later vs. earlier.
- MERMAIDS: Reiterated positive feedback, including allowing events to go until midnight.
- SC: Need to create structure for the celebrations. Any safety concerns?

- SPD: Worked 3<sup>rd</sup> watch East Precinct. When events end earlier, staffing is done earlier and has more time to prepare/rest for next day's events. From resource perspective, better to end earlier. Several Officers volunteer for one event, and another special event next day and need rest.
- CHAIR: What does staffing look like in evening after 11 p.m.?
- SPD: Can release more staff due to less concentration of events. Pride weekend stretches our staff thin. We are staffing three consequent events, and several competing sports events. Important to conserve our public safety resources.
- CHAIR: Same issues for Pride as Block Party?
- SPD: Yes, competing events, stretches resources.
- SE: Pride is a cultural event is celebrating a community, Block Party is bit different.
- CHAIR: Block Party was Midnight on Friday and 11:00 p.m. on Saturday.
- SDCI: Thought both events were until midnight. Issue with Sunday permit went to 10:00 p.m. OED Director extended them to an extra hour that we did not cover, as one permit ended at 11:00 p.m. Resolved in later years.
- SPD: Provided activities happening the same weekend for staffing awareness.  
Event Dates: 6.28-6.30:  
6.29, Sounders  
6.29, Mariners  
6.30, Pride Parade  
6.29, Pride Event on Cap Hill (limited to one day per event meeting)  
Event Dates: 7.19-7.21:  
All weekend, Bite of Seattle  
7.20, Seafair Triathlon  
7.20, Mariners  
7.20, Sounders  
All weekend, Capitol Hill Block Party

### **Neighborhood Notification Update**

- DON: We advise event organizers about neighborhood communication. Shared information on current neighborhood communication, discussed neighborhood notifications going out 60 and 30 days in advance of event. Discussion of the sign off is to acknowledge they've been notified, not necessarily that they agree with/support event. Discussed the current website and changes proposed:  
Communication methods, and equity. Discussed the proposal that was routed to the Special Events Committee.
- SDCI: Instead of signatures to acknowledge receipt of notification, are you relying more on photographs of letters or notifications left at residences/ locations?
- DON: It is an option. An option is a list of addresses they visited and on what date. Need to figure out how to address it if event stated they didn't receive it. Shared DON Director input requesting notifications for events in Chinatown/International District to be posted on the Chinatown Community Bulletin Board, in language. This is a physical bulletin board across from Hing Hay Park.
- CHAIR: Makes sense from my perspective. Any input from committee?
- SPD Traffic: Wording 'in language' – what does this mean?
- DON: Means the language we recommend distributing materials in, such as traditional and simplified Chinese.

- SPD Traffic: I suggest listing the language vs. ‘in language’ and what suggestions for translations, is Google translation okay? Any resources for organizers for translations?
- DON: We can suggest translations, and don’t have financial resources. If a hardship, we can discuss.
- PARKS: Could be a financial hardship, wording could be a suggestion vs. requirement. If mention Chinatown language, why not other languages? Could exclude.
- DON: Reword to state Dept of Neighborhood will make translation recommendations.
- PARKS: This community likely has access to someone who can translate for them.
- CHAIR: Multiple languages spoken.
- PARKS: Not all communities in this neighborhood have an advocate but still has different languages spoken.
- DON: Equity area discusses limited English proficiency.
- SPD: Shouldn’t call out International District and not other neighborhoods which also have lots of languages spoken.
- CHAIR: Could update guidance with general language so that specific neighborhoods might have specific notification and/or translation requirements, for example.
- PARKS: Not a fan of the ‘must’ wording. Use ‘highly recommend’, as a ‘must’ is a cost, and organizers might not have resources for translations.
- DON: Will edit guidance in document.
- CHAIR: Do we have a quorum to vote on the DON notification changes?
- SE: Yes, we have a quorum. Roll call taken, 8 Ayes, no Nays. The motion carries to approve the DON notification wording.
- DON: There will be updates made to the website and the application and will share with the event organizers these changes.
- SDCl: Past questions on notification for events at Volunteer Park. Event organizers had troubles notifying the neighborhood.
- DON: I’m talking with an event organizer for this area on Friday, so will get feedback.

**Post Event Review/Comments:**

Events for Review 2/8/2024 to 3/13/2024

Name of Event	Event Start Date
My Better Half Marathon- Any comments? None	2/10/2024
Magnuson Craft Markets – Any comments? None	2/10/2024
SODO Flea Market – Any comments? None	2/10/2024
Walk to Harbor Memorial – Any comments? SPD Traffic: Construction on the route, so moved route a bit. No problems SDOT: Route on application turn by turn vs. Map and didn’t match. There was confusion, which could have been due to construction.	2/17/2024
Polar Plunge Seattle Any comments? None	2/24/2024
White Rabbit Group and The Euphoria Project Present Mura Masa (2.24) Any comments? None	2/24/2024
Lunar New Year Celebration - Year of the Dragon - Any comments? SPD reported issues with Dragon Dance going outside their area.	2/24/2024

SFD reported issues on the firework elements regarding safety.	
March of Freedom - Any comments? None	2/24/2024
Hot Chocolate Run Seattle - Any comments?  METRO: Issues on certain crossing, buses got there. Out and back route, staggered start times, didn't have a space to get buses through, but as runners returning during the staggered start time, buses were held up 30 to 90 minutes. If we had known this scenario we would have rerouted buses vs. thinking, we had gaps and crossing times. Issue was adding the 15K and event attendance larger. SC: We had more event activity happening at Seattle Center and concern could impact your event. South Fountain Lawn roped off for turf recovery had more issues from waste management, we need to look at.  Need to review run routes when we have our meeting on this.	3/1/2024
LLS Firefighter Stairclimb - Any comments? None	3/9/2024
Magnuson Vintage Markets at Hangar 30 - Any comments? None	3/10/2024
Rally in Support of Israeli Hostage to Mark Women International Day - Any comments? Moved to Broad Street Lawn at Seattle Center.  SPD: Main organizer didn't march, combined with another organizer and group for the rally and just used the sidewalk. Combined two groups. We thought it was a march and other group had a rally at Seattle Center. They wanted security for the march. If we knew the scenario, we would not have staffed it as much.  SC: Organizer pushed back on the fees and contract, they weren't aware that if you plan an event at a facility under union rules, there are costs.  CHAIR: Special Events Office will work to to let free speech events know that cost for SC facilities are different than Park costs.	3/10/2024

**Special Events Forecast**

- CHAIR: A look ahead and review what events we are inviting to Subcommittee meetings and touching on events that need some attention. What events would you like for a review at one of the sub-committee standing meetings on 1st & 3rd Thursdays? Planning April 11 for the 17 of May event, Black Wall Street & Seafair events to attend subcommittee meetings. Shall we invite Beat the Bridge?
- SPD: Only need to meet if Beat the Bridge has changes. World Cup in 2026, need to start preparing the organizers so they are aware or change their dates in advance. Notify them in advance will be disrupted.
- CHAIR: City is discussing potential displacement of events as well as maintaining certain events on their historical dates, regular high-level meetings occurring. Ideas to encourage FIFA partnerships with some existing events. Waiting on decisions from FIFA World Cup organizers

regarding possible locations of Fan Fest activation. Also working on sets of deadlines for space reservation and permitting with the City. We can add to our agenda FIFA World Cup discussions. Expecting last-minute needs in 2026.

- SC: Let's discuss once a quarter FIFA updates.
- SPD: Please ask the City to share information so no blind decisions made.
- CHAIR: I'm invited to some meetings and will share.
- DON: Any PRIDE subcommittee meeting scheduled?
- CHAIR: Yes, March 21, for a two-hour slot for Capitol Hill Pride weekend events. Any other events you want invited?
- SC: In May, Pearl Jam is doing two days, and load out overlapping with NW FolkLife Festival. New Folklife and Bite of Seattle organizers. Bloomberg Green Festival at SC, might need to submit something.
- CHAIR: Confirmed discussions with Bloomberg Green Festival regarding 1-mile relay race and connected them with PARKS.

ADJOURNED