

Special Events Committee Meeting Minutes

January 11, 2024

Via WebEx Meeting

Member and Partner Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Department of Neighborhoods	Laura Jenkins	DON
Department of Neighborhoods	Sonny Nguyen	DON
Finance and Administrative Services	N/A	FAS
King County Health Department	Rosemary Byrne	SKCPH
King County Metro Transit	Jonathan Rose	METRO
King County Metro Transit	Eric Stewart	METRO
Mayor's Office	Israel Rios	MAYOR
Parks and Recreation	Carl Bergquist	PARKS
Seattle Center	Gretchen Lenihan	SC
Seattle Fire Department	Lt. Keith Wyatt	SFD
Seattle Police Department	Lt. Lauren Truscott	SDP
Seattle Police Department /Traffic	Lt. Bryan Clenna	SPD Traffic
Seattle Police Department	Deanna Nollette	SPD
Seattle Police Department	Sgt. Gregory Fliegel	SPD
Seattle Dept of Construction & Inspections	Dean Greenleaf	SDCI
Seattle Dept. of Constr. & Inspec. / Noise Abatement	Anthony Jagow (Tony)	SDCI Noise
Seattle Dept. of Construction & Inspections	Tim Blevins	SDCI
Seattle Department of Transportation	Jack Bighorse	SDOT
Seattle Public Utilities /Waste	Joycelyn Chui	SPU
Seattle Public Utilities /Waste	Sheryl Anayas	SPU
WA State Liquor & Cannabis Board	N/A	WSLCB
Special Events Office:		
Special Events Office	Carol Nordin	CHAIR
Special Events Permit Specialist	Hannah Tyo	SE
Special Events Permit Admin II	Leslie Kodish	SE

Additional Attendees:

- Bonnie Lackey, Alexander Party Rentals

Note: As always, these are "raw minutes notes" based on the discussion of the 1/11/2024 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

Review Previous Meeting Minutes

- Do we have a quorum? Yes.

Meeting Minute Approval

- Vote to approve December 14, 2023, minutes.
- SC moved to vote, and Parks seconded. Meeting minutes approved; All in favor, none opposed

Department of Neighborhoods (DON)

- DON: Shared a link in the chat and slides <https://www.seattle.gov/special-events-office/handbook/neighborhood-communication>
Review of the website, discussion of what we are asking event organizers to do. Revising our website to being flexible for event organizers and realistic for deadlines. Redrafting their handbook section, getting feedback, and then will ask the committee to review the feedback. OED reviewed the code and is part of our role. (photo below)

Special Event Permitting Process	required to complete the following:
Application Instructions	
Restroom Facilities	DUE 60 DAYS IN ADVANCE OF THE EVENT:
ADA Compliance	Submit copies of notification and media materials, notification area, methods of delivery, and plan for review
Additional Permits	
Admission Tax	Notify affected neighbors in writing (See ADDENDUM J Sample Notification Letter)
Alcohol	
Committee Meetings	Obtain sign-offs from neighbors and businesses along street closures (See ADDENDUM K Acknowledgement of Notification Form)
COVID-19 Mitigation Requirements	
Drones	
Fire Safety	DUE 30 DAYS IN ADVANCE OF THE EVENT:
Food Service	Complete second round of written neighbor notification
Free Speech Events & Activity	
Inclement Weather	Submit sign-offs (See ADDENDUM K Acknowledgement of Notification Form)

- Discussion of changing the notification timeline and deadline as event organizers need to have the most current plan. Concern with safety of going door to door, and confusion with signing a notification form. Will provide advice to how to reach out.
 - PARKS: In place of a notification signature, can they take a photo of it instead like FedEx or UPS delivery does.
 - DON: Helpful suggestion. Taking a photo shouldn't be a hardship for most. We will also share feedback that belong to other departments. One question we received, does Parks require a formal notification if event is all inside the park?
 - PARKS: We don't have a formal process as small attendance. If over 250 people attendance, we might refer them to DON for notification.
 - DON: Will send revisions to this committee for feedback and voting. Reach out to laura.jenkins@seattle.gov with any input please.

Seattle Center

- SC: Torchlight wants to move their location to waterfront. Proposal for changes to historical plans for Seafair Torchlight Parade and Bite of Seattle. [Slides presented]

- Pros: reduces street closures, re-connects to water. Seattle Center and Climate Pledge Arena busy. Complicated to close streets in Seattle Center neighborhood. Challenging having two big events same weekend.
- Proposal 1: Move location of Seafair Torchlight Parade to the Seattle Waterfront. Move event off Seattle Center Campus.
- Proposal 2: Move date of Bite of Seattle to the last weekend in July (same weekend as Torchlight Parade)
- December 2024 or January 2025 waterfront construction hope to be completed. Discussion of logistics with stadium games, conflicts, other major events on same day of Torchlight parade. Need SPOC and SPD to provide input. SDOT needs to review ferry terminal and port access impacts. Need to vet this now to plan ahead.
- Discussion on events that happen in July. (photo below)

Other Historic Events

- **2nd to last weekend of July (historic event load)**

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| <ul style="list-style-type: none"> • Bite of Seattle • Capitol Hill Block Party • Alki Art Fair • Ballard FC Home Games • Mariners Home Stand • West Seattle Grand Parade | <ul style="list-style-type: none"> • Float Dodger 5k • SLU Saturday Night Market • Seafair Indian Days Powwow* • Fremont Dungeness Festival* • CID Celebration* <p><small>* Dependent on whether there are 4 or 5 weekends in July that year.</small></p> |
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- **Last weekend of July (historic event load)**

- **Seafair Torchlight Parade**
- Chinatown Seafair Parade
- SLU Saturday Night Market

- Discussion of proposed parade route (photo of route below) Start at Pier 70. (photo below)

Proposed Parade Route (as of Oct 2022)

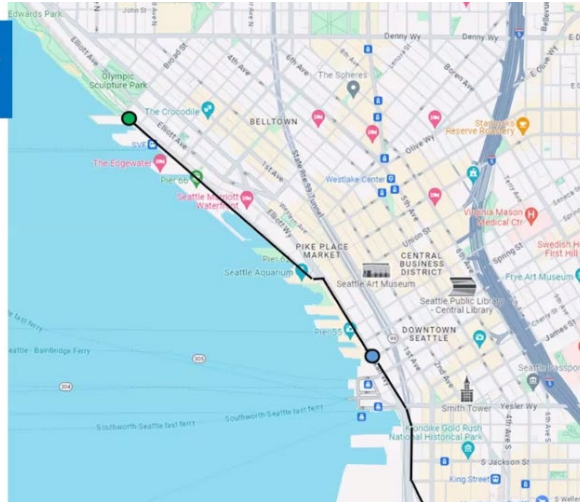
- **Non-Pedestrian Participant Staging:** All lanes of Elliot Ave W from Broad Street to Western Ave W
- **Walking Units:** Drop-off on West Harrison St at 3rd Ave W- Parade participants will walk to pedestrian bridge to Myrtle Edwards Park to stage for the parade
- **Start:** Alaskan Way at Pier 70 traveling southbound to Railroad Ave near Lumen Field.



Shift parade to northbound lanes to avoid ferry traffic and end at stadiums (photo of route below)

Proposed Parade Route (as of Oct 2022)

- At Marion Street the parade will shift to the Northbound lanes of Alaskan Way to maintain ferry operations to load and unload vehicles.
- **End:** Railroad Way & Stadiums



- Next steps? Requesting concerns from each department and input. Is the committee supportive and on board with the proposals of location move and date change for the Bite of Seattle event? (Timeline slide pasted below)

Next Steps & Timeline

- Jan 10, 2024: Special Events Committee discussion
 - Surface concerns
 - Determine impacted departments
- Jan 2024: General concept approval within impacted departments, City leadership, and ASSET; SEO contacts Seafair to begin detailed work on staging, route specifics, stakeholder coordination, etc.
- Feb 8, 2024: Formal vote to approve the adjustment, understanding that route and closure specifics will be approved via Special Events Application process in 2025.
 - Final City approval for the switch in Q1 2024 so that event producers and affected facilities may plan accordingly.
- **PARK:** Are we the deciders? How does this impact Seattle Pride?
- SC: Torchlight Parade is an evening event. Conflict with cruise ships could conflict with Port if Seattle Pride is daytime.
- PARK: Discussion on Pride event timing. Discussion of route, by Seattle Art Museum, close at Western prob.
- DON: Industry implications or effects? Or will Port sort out labor impacts?
- SC: Heard closures only impact rerouting the cruise ships docking. Need to ask on the Industrial impact.
- SDOT: Logistics – use event staff instead of officers where we can. Modify the street closures and parking entrances can be staffed by event staff. Police Officers are spread too thin, so need to figure out staffing in advance.
- SPD/Traffic: Need to confirm with event organizers if they are planning a run also. Impact of adding a run means more road closures and more officers needed.
- PARKS: If they want to add a run suggest use Mrytle Edwards / Centennial Park for a 5 KM vs. Closing streets to reduce officers needed.
- SFD: Have you looked at emergency access for police and fire during the event?

- SC: They have plans need to present and address this concern.
- SFD: Where is the switch from the north bound lanes?
- SC: Marion street was the proposal. I'll email the slide deck for you to share as applicable.
- SFD: How would the ferry terminal access be set up with the parade route?
- SC: Need to discuss Seafair and look at these factors and proposal. Think ferry traffic line up from the south. Unsure of routing.
- SDCl: Bite of Seattle had temporary structures. Not sure if Torchlight will so not sure impact yet with two events around the same time.
- PARK: Myrtle Edwards might go offline 2025. Detour by pedestrian bridge. How many events going on during Torchlight weekend? Other events might want to move their events then.
- SC: Chinatown Seafair Parade and South Lake Union Saturday Night Market at the same time.
- SE: Lots of events avoid planning on Torchlight weekend and know not to plan same weekend or compete. Historically, Magnolia Summerfest (small event), two block closure, Lake City Summer Fest and Lake City Parade happens around this weekend.
- SC: Any concerns with both events same weekend? Metro any concerns with Bite of Seattle?
- METRO: Bite of Seattle is fully contained in Seattle Center. This would be great to have Torchlight on the waterfront.
- SC: Second to last weekend is historically the Bite of Seattle event. Propose move Bite of Seattle, 150,000 people put on same weekend on Torchlight Parade on same weekend.
- METRO: Thinking of 2026 FIFA World Cup event should be done by July 19 so shouldn't be a conflict.
- SC: Yes, so need to move Bite of Seattle date so no overlap.
- SE: 2nd to last weekend of July is Capitol Hill block party. Need to plan in advance for FIFA in 26.
- SDOT: Traffic standpoint, looking at discretionary or time-based trips vs. Multiple day trips. Torchlight is a destined time arrival. Issues if two events start and end at the same time. This plan would work.
- SPU: Solid waste issues due to two events. Sidewalk cleaning. Metropolitan improvement district to connect with the Port. Need a solid plan with waterfront.
- DON: This plan would have lower impact on neighborhoods.
- SC: Please elevate this plan to your leadership.

Review of Recent Events

- CHAIR: Reviewing the following events. Any comments?

Name of Event	Event Start Date
Catinas Festival 2023	11/2/2023
Head of the Lake	11/5/2023
Peace Rally for Human Rights	11/5/2023
Best of the Northwest Fall Show	11/9/2023
Julefest	11/18/2023
Downtown Seattle Tree Lighting and Fireworks	11/20/2023
Montlake Turkey Trot	11/23/2023
Seattle Marathon (discussed at 12/14/2023 meeting)	11/26/2023
The Great Figgy Pudding Caroling Competition	12/1/2023

Our Lady of Guadalupe, Mother of the Americas Celebration	12/2/2023
South Lake Union Winter Market	12/7/2023
Equinox Studios Very Open House	12/9/2023
GLOWS (Glorious Lights of West Seattle) Festival	12/9/2023
Jingle Bell Run / Walk	12/10/2023
Rally In Support for Israel	12/10/2023
Winter Beer Festival	12/15/2023
Seattle Tennis Club NYE	12/31/2023
New Years at the Needle	12/31/2023

Downtown Seattle Tree Lighting and Fireworks

- SFD: Protestors tried to take over the event, concern trying to get access to stage and sound booth. Next year need to move the sound booth to more secure locations. Korean Store did a great job moving patrons out earlier and got them open after we cleared the area after firework show.

Our Lady of Guadalupe, Mother of the Americas Celebration

- SPD/Traffic: Costumes are amazing, and event should invite the community. Traffic escort on route about three blocks.

South Lake Union Winter Market (Amazon property and one block of Terry)

- SE: Complicated to permit through this office. Vendors on the street, South Lake Union Trolley on the street, was complicated to figure out the plan. Need to discuss with them in advance next time for trolley impact, METRO and street closures.

Equinox Studios Very Open House

- SFD: They didn't notify Fire Department having eight burn barrels. Needed safety area away from buildings and fire extinguishers. No fire permit for the open burning.
- SE: Burn barrels was not on their application or map.
- SPD: They said it was cold, so they put up burn barrels. I notified them you cannot do that.

GLOWS (Glorious Lights of West Seattle) Festival

- SFD: Burn barrels with no fire permit. Had dry chemical fire extinguishers vs. water extinguishers which are the wrong ones. Had no plan for disposal of the hot coals to avoid a fire.
- SE: Need to remind these wintertime events.

Winter Beer Festival

- SE: Was a challenging application to have clarity on.
- SFD: Had an ice truck and put a fence around the truck. This blocked a major exit and needed to remedy. Their plan was not clear. Next time, need to submit a complete plan with pipe and

drapes, and egress route from inside the venue.

New Years at the Needle

- SPD: Had protestors that breached the exclusion zone. Allied Security personnel got them out. Good coordination with the monorail, and route to enter monorail via the armory. Impatient people climbed the barriers to get to the platforms. Fireworks and drones went off fine. Needed 5 MPH wind to blow the smoke away from the Space Needle.
- SC: Busiest New Years since the pandemic. Public & security safety issue around exclusion zone, confusion with how to get where they were going. Communication, need to explain how people to get across the campus.
- FIRE: Will address concern with the pyrotechnique going outside the exclusion zone, and will address with the company. How many people attended?
- SC: 35,000 prior to the show. Then Arena (Heart concert) ended and dumped 12,000 people at 12:05 p.m. flowing out in SC during the show.
- METRO: Does Climate Pledge have a reservation on the curb space, First Avenue N between Thomas and Harrison?
- SPC/Traffic: No that is for bus lane.
- METRO: We requested service T39 for that area for our service. A Climate Pledge Arena Manager & NHL PR states they had exclusive use, North bound Thomas & Harrison.
- SC: They stage concerts there for semi-trucks, and reserve via SDOT. They might move semi-trucks to National Guard Armory. Suggest coordinating with them.
- SPD/Traffic: They can block the bus lane as staging area for concert trucks. Issues with two concerts back-to-back. Interferes with metro, egress plans, Uber and Lyft blocking street. Traffic-more people this year 2023 than last year 2022. With the Winter Classic the following day, we stopped traffic control at 1:30 am so officers could get sleep. In addition to Seattle Center Traffic, Queen Anne Hill full of visitors watching the fireworks, and then exiting southbound on Mercer. Others park by South Lake Union walk and also trying to get on the freeway. Big traffic impact.

Chair: Any events to invite to upcoming sub-committee meeting?

SE: Will send fee updates that were voted on the December meeting to the committee. They are posted on the website (estimation tool and application).

ADJOURNED