



**Special Events Committee Meeting Minutes**

February 8, 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	N/A	DON
Finance and Administrative Services	Edwin Cruz Diaz	FAS
Finance and Administrative Services Licensing	Toner Eren	FAS
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 Center, Seattle Waterfront Operations	Tiffani Melake	SC-W
Seattle Fire Department	Lt. Keith Wyatt	FIRE / SFD
Seattle Police Department	Lt. Bryan Clenna	SPD / Traffic
Seattle Police Department / SPD	Sgt. Gregory Fliegel	SPD
Seattle Dept of Construction & Inspections	Dean Greenleaf	SDCI Structures
Seattle Dept. of Construction & Inspections / Noise Abat.	James Dasher	SDCI Noise
Seattle Department of Transportation	Trevor Partap	SDOT
Seattle & King County Public Health	N/A	SKCPH
Seattle Public Utilities	Joycelyn Chui	SPU
WA State Liquor & Cannabis Board	Lt Robert Rieder	WSLCB
Special Events Office	Kiah Patzkowsky	CHAIR
Special Events Permit Specialist	Hannah Tyo	SE
Special Events Permit Admin II	Leslie Kodish	SE

**Additional Attendees:**

Event: Cascade Bicycle Club - Allison Pringle, Lee Lambert, Sarah Mantey, RJ Conn

Public: Bonnie Lackey, Alexander Party Rentals

*Note: As always, these are "raw minutes notes" based on the discussion of the 2/8/2024 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.*

## **Roundtable/Announcements**

- CHAIR: Any public comments? None.

## **Review Previous Meeting Minutes**

- Any edits to the Minutes? None.

## **Meeting Minute Approval**

- SFD: Motion to approve January 11, 2024, minutes. SC: Seconded.
- Meeting minutes approved; All in favor, none opposed.

## **Incoming Special Events Program Manager Intro**

- CHAIR: Welcome to Kiah Patzkowsky, New Special Events Program Manager, Office of Economic Development. Career background includes event service representative work at Seattle Center for nearly 10 years and experience with other large events.
- Special Events team has been dealing with capacity issues – will welcome committee members to share any ideas for increased efficiency and other improvements.
- Intend to implement the policy to not accept new applications within 45 days of the event day, which was approved by the Special Events Committee in February 2023 but was never fully implemented. The intent would be to educate event producers in 2024 and implement in 2025.
- Intend to add citizen representatives back to the committee this year, as well as to host at least two Special Event Committee meetings in person in 2024.
- Plans to work on what accountability can look like with events when complaints are received, or issues arise.
- FIFA World Cup 2026 will impact the special events department and committee member departments – want to prepare as best we can for the increased workload.

## **Seafair Torchlight Parade Route and new date for Bite of Seattle**

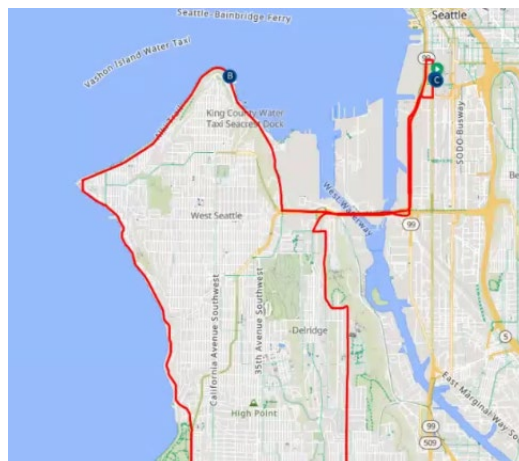
- SC: Plan ahead to 2025 and waterfront opening. Looking at schedule changes for Bite of Seattle in connection with location shift of Torchlight Parade from Seattle Center to the Waterfront.
  - Question 1: Does your department support the move for Seafair Torchlight Parade Route to the waterfront pending stakeholder participation by the port, waterfront businesses, Washington State Ferries and subject to Special Events Permit Process?
  - Question 2: Do you approve moving the Bite of Seattle to the last weekend in July 2025 and beyond, with the understanding the events would overlap. Need to spot hurdles now.
- SDCI: If Seafair Parade moved to the waterfront – event in public right away or parks property? SDCI only reviews stands /stages in right of way. In 2023 there were issues with temporary structure permits along lakefront for multilevel viewing stands. Need to get better drawings of what is going to be installed this year, not just what was installed in the past.
- SC-W: Park boulevard for waterfront park vs. SDOT Right of way. Seattle Center in charge of park/boulevard spaces in Waterfront Park. Shoreline permits for structures for special events. Utilizing streets for event activity would require additional coordination. If no other depts are involved, then Friends of the Waterfront can do those programs.
- SFD: Does Seafair know where stages will be along the waterfront?
- CHAIR: For today's discussion, focus only on the location shift of Torchlight Parade and date shift of Bite of Seattle rather than event details such as layouts.
- SC: Torchlight would still need to submit a special events application to vet their route and site plan. Just need High Level Department and stakeholder buy-in today - are we okay with moving it to the

waterfront.

- VOTE for Question 1: Does your department support the move for Seafair Torchlight Parade Route to the waterfront pending stakeholder participation by the port, ferries and waterfront businesses and subject to the standard special events permit process?
  - 12 yes, 2 departments absent.
  - MAYOR: tentative yes depending on what other departments say and stakeholders.
  - METRO: tentative yes, understaffed issue.
- VOTE for Question 2: Does your department approve moving the Bite of Seattle to the last weekend in July 2025 and beyond? Understand Seafair Torchlight parade also occurs the same weekend.
  - 11 yes, 1 abstain, 2 departments absent.
  - SPD: Need to consult w/department due to divided resources. Listed as abstain.
  - SDOT: Tied to SPD availability of resources.
  - METRO: Split resources also.
- SC: Will do continued work and wait to hear from SPD after due diligence.
- CHAIR: Need to confirm City agrees this will work, and not get ahead of the process. Seafair needs to work on making this shift. Let's meet offline once SPD has a more of a decision.
- SPD: Yes, Sounds good
- SDOT: We would like to be in that meeting.
- CHAIR: We will coordinate this meeting.

#### **Emerald City Bike Ride – S24MY077**

- EVENT: Event Date: Sunday, May 5, 2024. Provided history of their club, experience and type of events they handle. Goal is to ride your bike places people don't normally ride such as West Seattle Bridge. Will be done well before Sounders game traffic starts on the same day. Estimated 2,000 to 4,000 attendance.
- Route: Starts on Occidental, closes Southbound 99, start 5:30 a.m. Close westbound lanes of the West Seattle Bridge. Cycle westbound across bridge, expected to be clear of SR99 and West Seattle Bridge by 9:30 a.m. Discussion of route. Event estimates needing 28 police officers and 200 volunteers on the course. [Route map displayed]

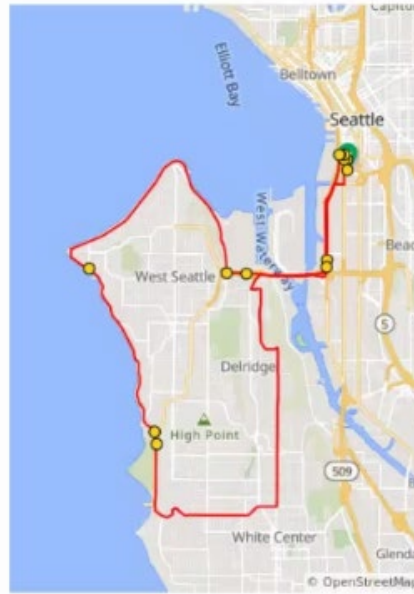


- SDOT: Safety concern with West Seattle Bridge as pedestrians get too close to the edge. Large drop off the side. Need to discuss further.
- EVENT: National Barricade would put up orange cones and ribbon by bridge so a full lane to keep people from edge of the bridge. Will also have a dozen volunteers.
- SDOT: At a certain distance from the edge of the bridge event volunteers/staff would need to be tied off for fall safety. Route also goes by Fauntleroy Ferry terminal, have you spoke to Washington State Ferry? Offloading ferries could be an issue.
- EVENT: We spoke to Washington State Ferries and shared the proposed route and noted the ferry crossing, and they are aware of the timing, reviewed and approved it. Sunday is a low ferry traffic time and no issues noted on lower Spokane bridge.
- SDOT: Safety concerns with just the high bridge.
- SPD: Could need 28 officers, or less after we review the route. What time do you finish?
- EVENT: Finished by 9:30 a.m. for the road closures on 99 & West Seattle Bridge. 28 officers was calculated due to the controlled intersections and need for traffic control.
- SPD: Need to consult with SDOT. What time and where is the finish line?
- EVENT: Finish on Occidental and ends at 11:00 a.m. We are mindful that the game starts at 3:30 p.m. and traffic starts prior.
- SPD Traffic: Yes we start about 1:00 p.m. and utilize Occidental with barricades.
- SPD: Primarily will be handled by traffic, and we will support them.
- EVENT: Not sure when we need to secure police and reach out?
- SPD Traffic: This is far enough in advance; I think it will be fine. Are you closing West bound lane of the West Seattle bridge? Please talk to Washington State Patrol to close I-5 off Ramp to the West Seattle Bridge.
- EVENT: We have worked with them before.
- SPD traffic: Three ways to get from I-5 to the West Seattle Bridge, discussion of which route to be blocked.
- EVENT: Discussion of exits prior to West Seattle Bridge - Spokane Street and First Avenue - and I-5 off-ramps. West Seattle Bridge –High Bridge only closed from traffic. Discussion of flow.
- SPD Traffic: Need notification of blocked ramps.
- CHAIR: Do you want an introduction of who you need to discuss this with at Wash State Patrol?
- EVENT: Intro please.
- SPD Traffic: I will give the contact to Special Events to give to Event.
- SPOT: I will provide contacts also to get approval for the traffic control plan. Please tell them about section of SR99 to be closed.
- CHAIR: Will share WSDOT contact information with the event.
- EVENT: Continued discussion of the Route. No parking signs by Lincoln Park, so cyclists have room to navigate. Start line opens at 7:00 a.m., spreads group out due to traffic lights, then SR99, hill to West Seattle Bridge which spreads out riders, rest stop, to Fauntleroy Ferry. Discussion of biking habits and riding patterns. Event displayed slides for the route.
- SPD Traffic: Do you have a turn-by-turn map?
- EVENT: Displayed map and discussed route and request for officers.

Emerald City West Seattle Loop 2024

Dist	Prev	Type	Note	Next
0.0	0.0	📍	Start of route	0.2
0.2	0.2	←	L onto South Charles Street	0.0
0.2	0.0	→	R onto 1st Avenue South, WA 519	0.1
0.3	0.1	←	L onto South Dearborn Street, WA 519	0.1
0.3	0.1	↑	Continue onto Alaskan Way South	0.0
0.3	0.0	←	L	1.6
1.9	1.6	↘	Keep R	0.1
2.0	0.1	↙	Keep L	1.2
3.2	1.2	↘	Keep R	0.3
3.5	0.3	→	R onto Harbor Avenue Southwest	4.3
7.9	4.3	→	R onto Beach Drive Southwest	2.7
10.6	2.7	↘	Slight R onto 47th Avenue Southwest	0.2
10.7	0.2	→	R onto Fauntleroy Way Southwest	0.1

10.7 miles, +270/-124 feet



Time for Police or Monitors	Estimated Riders on Route	Traffic Control Device	Duties	Staffing	Location
5 am to 12 pm	6:30 – 11:30 am	Street Closed	5 am place street closed signs to close Occidental Ave S. S. Royal Brougham to S. Charles St	National Barricade	Occidental Ave. S. E St – Start/Finish set-north of S. Royal Br
6:30 am to 9:30 am	7 – 9 am	Street Closed	Close southbound lanes of SR99 from south end of tunnel to West Seattle Bridge	National Barricade	All southbound veh Brougham Way (So
6:30 am to 9:30 am	7 – 9 am	Street Closed	Close on ramp of southbound SR99 – S. Dearborn St	National Barricade	Close on ramp to vel

- EVENT: Any neighborhood notification input? We use West Seattle blog and hoping for media cover.
- SE: DON is not here, contact them at don\_cec@seattle.gov [Department of Neighborhoods Community Engagement Coordinator]
- PARKS: Confirming you are not using any parks? Event all on the road?
- EVENT: Unsure which bike path is road or park. Want to reserve rest stop park, add port a pottys.
- PARKS: The Alki bike path is SDOT's. Please apply for a park reservation (reservation link shared in meeting chat).
- EVENT: Next steps to move ahead and confirm this event can occur?
- SE: Permit process, routed your application to the committee, obtaining feedback, committee has a two-week period to work through issues. A permit would be issued once all issues are resolved.
- EVENT: We will get a no, or we need to resolve. If we haven't heard in two weeks, assume we can proceed, and will get a final permit a week or so prior to the event.
- CHAIR: Yes.
- SPD Traffic: The good news is you weren't told NO, now.
- SFD: Please confirm where canopies will be located. No fire permit needed due to size of canopies.
- EVENT: 10 x 10 picnic canopies at registration location, and rest stop at Alki.
- SDCl: Is the stage higher off the ground than 48 inches?
- EVENT: No
- SFD: if any speakers are stacked, confirm they are secure and can't be knocked over.
- EVENT: Okay.
- SDOT: Can you use the low bridge for both directions?

- EVENT: Defeats purpose of the ride, which is to let riders experience riding over places you don't normally ride – for instance, over the West Seattle High bridge. Ride on new places. We will reach out to discuss mitigation with traffic. And understand police will give us feedback on officer assumptions.
- SE: Who will coordinate, SDOT or SE?
- SDOT: Requests SE to coordinate.
- EVENT: Copy all of us please.
- EVENT: Confirmed use of Ride With GPS as a mapping tool for cyclist bike computer or phone, turn by turn directions. Will have volunteers to help with the turns. We look forward to hearing from all and plan ahead unless hear otherwise shortly.

- **Post Event Review/Comments:**

Review Recent Events 12/31/2023 to 2/7/2024

Name of Event	Event Start Date
Resolution Run & Polar Bear Dive	12/31/2023
Dr. Martin Luther King Jr. Birthday March	1/12/2024
King Day 2024 *****UNPERMITTED – Failed to provided req. Info*****	1/13/2024
MLK JR'S DREAM: UNFINISHED (Main March) ***UNPERMITTED/TIME***	1/15/2024
Columbia City Night Market	1/20/2024
Ethiopian Orthodox Churches - Annual Epiphany Celebration March	1/20/2024
Russia Without Putin	1/21/2024
Contextualizing Lenin Statue	1/21/2024
White Rabbit Group and The Euphoria Project Present ISOxo (1.27)	1/27/2024
Trade Desk Palooza 2024	1/28/2024
Wing Luke Museum 2024 Lunar NY Lion Dance Blessing	2/3/2024

- CHAIR – requested feedback on events from December 31, 2023 through February 3, 2024. Feedback was received as follows:

King Day 2024 and MLK JR'S DREAM: UNFINISHED were unpermitted.

**Columbia City Night Market:**

- SFD: Columbia City Night Market has a disconnect with following rules with fire and safety. Event had 15-foot fire lanes in the plan and were informed this was not acceptable by Fire Marshal. Event pushed back on 20-foot fire lanes. Event also not using correct fire extinguishers or following fire pit rules, and not complying with fire code requirements. Provided in guidelines in writing. We will drown the fire pits and shut them down if the same issues persist.
- SE: We will reach out to this event regarding following the rules.

**Ethiopian Orthodox Churches - Annual Epiphany Celebration March:**

- SPD Traffic: Went well.

- SE: Short turnaround with application, SE reminded event to turn in application on time.

**Contextualizing Lenin Statue:**

- SE: Occurred on private property and permit only extended to the sidewalk area.
- CHAIR: White Rabbit Group and The Euphoria Project Present ISOxo (1.27), no comments.

**Trade Desk Palooza 2024:**

- SDOT: Trade Desk Palooza 2024 – was a challenge, need to have all requests in 14 days in advance. Not doing short notice events again.
- SE: Very short notice, large scale, and big lift. Will remind event of our timelines.
- CHAIR: I will share our feedback with organizer.

**Wing Luke Museum 2024 Lunar NY Lion Dance Blessing:**

- SFD: Issue with fireworks too close to the front door of the building. Didn't have the correct fire extinguisher. SFD plans to create written guidelines with photos for firework events. Good job with separation fireworks from public. Front door needs to be closed. Will ask for a map of where they will be standing during the fireworks and where are barricades.

Special Events Forecast

- CHAIR: February 15, 10:00 a.m. meeting Fremont Fair and 11:00 a.m. meeting with Fremont Solstice Parade. Overlap during parade and the fair which events are aware of. We expect a diagram. March we will plan to meet with Pride weekend organizers. Please let us know other events that you want to invite to a meeting. UW Cherry Blossom Run application will be routed on February 12. Adding a marathon for end of March, which is a tight deadline.
- PARKS: Adding a new event and organizer with five weeks' notice is too short. Can we deny marathon part? Doing the same thing as in the past will be great, look at adding it for next year.
- SPOT: Agree. Five weeks not enough notice to get a traffic control plan for 26 miles
- SPD Traffic: Not feasible to plan a marathon in such a short time.
- CHAIR: We have the ability to deny all or part of an application base on the scope of the event and time for planning. No capacity to safely accommodate a marathon this year from three departments.
- SE: Please reply to the email routing on Monday with your feedback.
- SDOT: We can start talking about a marathon for next year if they want to.

ADJOURNED 11:25 a.m.