



Seattle
Special Events Office

Special Events Committee Meeting Minutes

April 10, 2025

Via WebEx Meeting

Member and Partner Representatives in Attendance:

| Agency | Representatives | Noted in Minutes |
|---|------------------------|-------------------------|
| Department of Neighborhoods | N/A | DON |
| Finance and Administrative Services | N/A | FAS |
| Finance and Administrative Services Licensing | N/A | FAS |
| King County Metro Transit | Penuela Camilo | METRO |
| Mayor's Office | Israel Rios | MAYOR |
| Parks and Recreation | Carl Bergquist | PARKS |
| Seattle Center | Joe Hammill | SC |
| Seattle Fire Department | Lt. Keith Wyatt | FIRE / SFD |
| Seattle Police Department | Lt. Joshua Ziemer | POLICE / SDP |
| Seattle Police Department/Traffic | Capt. Bryan Clenna | SPD Traffic |
| Seattle Police Department | Lt. Marc GarthGreen | SPD Harbour |
| Seattle Dept of Construc & Inspect/Structures | Dean Greenleaf | SDCI Structures |
| Seattle Dept. of Construc & Inspect / Noise Abatement | Anthony Jagow | SDCI Noise |
| Seattle Department of Transportation | Jack Bighorse | SDOT |
| Seattle & King County Public Health | Tony Bui | SKCPH |
| Seattle Public Utilities | Pat Kaufman | 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 Specialist | Alex Mielcarek | SE |
| Special Events Permit Admin II | Leslie Kodish | SE |

Additional Attendees:

- Seattle Dragon Boat Festival - Katie Nishimura, Koichi Kitazumi, Michelle Locke, and George Yeannakis
- Run For Good Racing Company - Ilana Balint
- Friends of Waterfront Park - Yoon Kang O'Higgins and Tiffani Melake
- Downtown Seattle Association: Claire Pinger and Floretta Woart
- Port of Seattle – Geri Poor and Marie Ellingson

Public Comment

- No public attendees

Note: As always, these are "raw minutes notes" based on the discussion of the 4/10/2025 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

Roundtable/Announcements

- WSLCB: We have a new portal for licenses. Anyone having issues let us know.
- CHAIR: SE Office is working on a new platform eProval, and will connect with your agency to review your section.

Review Previous Meeting Minutes

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

Meeting Minute Approval

- Vote to approve March 13, 2025, minutes.
- SDOT Motion to approve the minutes. PARKS: Second.
- Meeting minutes approved; All in favor, none opposed

Seattle Dragon Boat Festival - S25JU005

- ORG: Operate out of South Lake Union Park. Saturday, June 14, 8:30 a.m. to 3:00 p.m. Land portion includes food trucks and cultural performances. Race on Lake Union, finish in line with Kenmore Air, boats race southbound. Working with Center for Wooden Boats to use west wall. Received recommendation from Special Events to increase number of on-water safety boats (had two in 2024). Safety boats in 2025 will be at start line, along race course, and at finish line with improved communication between boats – will have two Boston whalers, four kayaks. Working with Kenmore Air to coordinate landings.
- SDCl: My understanding is that the stage in the park area will only be about a foot above the ground.
- ORG: For performance stage?
- SDCl: Yes, under four feet.
- ORG: We might get a larger stage, will be two feet, with stairs, and won't go to four feet. We know we cannot drive trucks to the dock side of emergency area. We want to install a video wall trailer.
- SDCl: Video in the bed? Not a structure if on wheels. check with FIRE as could block fire lanes.
- PARKS: No vehicles on that side, even if attached, it is considered a vehicle. Road cannot support food trucks as then fire lane not large enough.
- HARBOR: Had issues last year with one dragon boat sinking and marina boats backed up into course. Recommend event's safety boats proactively patrol course.
- ORG: Race can stop and restart around marina activities and float planes. SUP and kayaks typically move out of the way of race. We will have our boats remind them there is a race going on. Races stop and go. Average of one out of three races experiences a capsized. Thank you for Harbor for helping get 20 paddlers out of the water.
- FIRE: Land side, food trucks on the fire lane won't work as need a 20-foot fire lane
- ORG: Tents 30 X 30

- FIRE: Apply for a tent permit via fire marshal.
- ORG: We ask Alexander Party Rental to submit for that and have a fire extinguisher inside. Other tents are 10 X 10 and will be spread out 12 feet apart. Non staking weights for wind.
- FIRE: Need 50 pounds per leg, as wind can be strong.
- ORG: Do we need 12 feet between each tent.
- FIRE: Seven 10 X 10s side by side before a 12-foot gap.
- ORG: separate or together
- FIRE: Can lash together. Under 700 square foot capacity requirement. Cooking?
- ORG: Cooking in the food trucks and have propane permit. Self contained and no open flame.
- FIRE: Need a list of the vendors, to confirm permit current.
- ORG: We turned that in to Special Events team.
- SE: We received it and will route it Friday.
- FIRE: Fire lane Roy Street into the park.
- ORG: We will leave it wide open.
- FIRE: Equipment can drive down path, but when event starts needs to be clear.
- ORG: We rented parking lot by Center for Wooden Boats, for offloading.
- SDOT: We are working on the traffic plan.
- HARBOR: Permit doesn't list race time.
- ORG: 8:30 a.m. race starts, estimated to end 4:00 p.m. After event we will take out groups on the dragon boats.
- PARKS: Confirming you are not using a forklift.
- ORG: Correct.
- PARKS: The West dock is Parks Dept not Center for Wooden Boats.
- ORG: Heard exception for historical and cultural boats can use the West wall dock. if we can't use it, we can try to use the North wall or slip 1 for fourth boat.
- PARKS: Please email the request in writing.
- SDOT: Are you reserving the SDOT parking entrance to Lake Union Park? Nothing on application.
- ORG: Unloading area for vendors. I reserved the entire parking lot through the portal and paid through the portal. I can amend the use permit application.
- SDOT: As you reserved the parking, I will issue a no objection. For next year, if you are reserving parking note it in the Special events application so we are aware of all parking uses vs. separate.
- FIRE: Inside the park, power lines for the staging and speakers need to have wire ramps and are not tripping hazards.
- SKCPH: if you host more than five food vendors (food trucks or booths), please send us your Event Coordinator's Checklist. The form is posted in our website
- ORG: Will the invoice come by email?
- CHAIR: Yes
- PARKS: There is a chance construction will start on the West shore.
- ORG: We will stay out of their way, if it happens.

Downtown Event Street Closure Requests and Impacts

- CHAIR: Three unique requests for Westlake Park area and streets in area. One request is July 12 Nordstrom Block Party. Request for Pine between 4th and 6th. Challenge due to buses, and trolley wire.
- SDOT: Pine is a METRO and SDOT concern. Use of Pine Street depends on attendance and size of the event. We prefer not to interrupt Pine Street, due to buses on trolley line don't have enough battery to last all day if not trolley wires.

- CHAIR: Other request is the three-on-three basketball event. Close Westlake Park and Plaza and 4th Ave between Pike and Pine Street.
- SDOT: Not in agreement. Anticipated attendance is low, and too difficult to close the streets.
- SPD: Does not support it either.
- CHAIR: For both events?
- SPD: No for three on three, need to know attendance for Nordstrom
- FIRE: We do not support three on three.
- CHAIR: Based on feedback, three on three is a no go in proposed location
- PARKS: Have they looked at Bell Street.
- CHAIR: Unknown. Could be the slope of the street, or fire lanes. Third proposal is for an India Parade. Will table this until other committee members can be in attendance. Parade with performances. Parade occurred in Bellevue last year.

Meet Me at the Waterfront 5k - S25MY124

- ORG: May 31 event. Three waves of the race, 7:00 a.m. close Alaskan wave. Coordinating with the ferries. Timeline and discussion:
7:00am - Southbound Alaskan Way closes
7:55am - Wave 1 starts
7:55am - Ferry departure
8:15am - Kids dash start
8:20am - Wave 2 start
8:30am - Ferry arrival
8:40am - Wave 3 start
8:55am - Ferry departure
9:00am - Rolling opening of Alaskan Way, behind the last participants
9:15am - Ferry arrival
9:40am - Last participants clear the terminal on the promenade
9:45am - Ferry arrival
10:00am - Last participant finishes
- CHAIR: Understand waves will stop for any ferry traffic or unloading.
- ORG: If they care about their times, runners sign up for a wave with no ferry impact.
- CHAIR: PORT suggested change race to afternoon, which won't work with an afternoon Mariners game, traffic and management. Looking at trucks loading into the port, and vehicle traffic moving away from Port.
- PORT: We have 5,000 passengers unloading and need to confirm street closure assumptions.
- SDOT: When I received the traffic control plan, we can discuss with the PORT. We will incorporate the signage, then will share with the PORT to confirm.
- PORT: Great, we need to confirm open and closed streets.
- SDOT: We will contact your team and work out the TCP.
- PORT: Need to have SDP and SDOT support for buses, trucks out of the cruise terminal. 515 buses, shuttles, vehicles flow out and need your help during the three hours in the morning. When Alaskan Way reopens southbound, we request cruise traffic be a priority. Need to review TCP to understand the impact. Passengers exit to get to the airport, so is an urgency to get them out on time. Reality is streets are blocked by train crossings also. Cruise ship terminals also need emergency vehicle access. Luggage trucks in route to airport need access.
- CHAIR: Need to consider pedestrian crossings as well.
- ORG: will also add bike traffic

- SDOT: Elliott Avenue North of Pine will be closed. 4,000 runners staged need to be here and then move across to start line.
- ORG: Start line will be by the aquarium. Discussion of logistics of start line. Not all the runners at the start line at once.
- SDOT: Is a lot of runners at the staging area. Concern with rolling opening, as a truck will see the opening, and then enter, and then be stuck behind tail of race.
- ORG: We will wait for the last participant cleared, then open up road.
- SDOT: Confirm don't reopen to vehicle traffic until the last runner has cleared.
- PORT: Once runners pass, if slow stragglers, can the route be reopened?
- ORG: The ferry terminal is 1/2 mile away from there. Will give us time to get us through. Will clear runners then open up for traffic.
- CHAIR: Need to discuss with SPD Traffic to managing traffic. Any North area questions?
- ORG: Not for North. Metro routes south of ferry, how will they be rerouted?
- SDOT: Need to confirm with METRO the reroutes.
- ORG: Bike lanes south of the ferry terminals. Are they SDOT? We will post volunteers to avoid collisions with bikes and pedestrians.
- SDOT: We have specific ways to guide events to close bike lanes. Please review options for your event. We can chat about it and I'll send you the information.
- ORG: We are meeting with Marginal Way construction project group soon.
- FIRE: Fire Station Five needs a clear pathway.
- ORG: Our plan is to post two course monitors to stop runners and get vehicles out if needed.
- SDOT: During walk thought on waterfront, thought Fire Station would exit a certain way during events.
- CHAIR: Let's meet to discuss this, and we will look at our notes with Fire Station Five. Event, please have four monitors and yellow tape to stop pedestrian.
- FIRE: Yes, having barrier tape will help stopping pedestrians. Event is 7am to 9am.
- ORG: Yes, activations with community events along the Waterfront to spread out the crowd.
- FIRE: Anything in front of the Aquarium on the promenade side?
- ORG: Finish line between Pier 62 and Aquarium, with an arch we can move.
- FIRE: As long as arch can be moved in 60 seconds.
- PORT: We are not clear on the route with the little H. When will we receive a TCP?
- ORG: We were waiting for this meeting for clarity. We are asking National Barricades to design our TCP. Discussion of the route. What is the process to connect National Barricade with agencies?
- CHAIR: Send us the TCP draft and we will distribute.
- ORG: Could you email us the requests for the TCP so I can share with National Barricade.
- PORT: Yes.
- CHAIR: This is our first event like this at the Waterfront. Thank you for working through this.

Review Recent Events Event Dates for Review 3/13/2025 to 4/9/2025

| Name of Event | Permit No | Event Start Date |
|--|-----------|------------------|
| Green Stripe - SDOT: no complaints | S25MR049 | 3/14/2025 |
| St. Patrick's Day Parade - no feedback | S25MR042 | 3/15/2025 |

| | | |
|---|----------|--------------|
| Kells 42nd Annual St. Patrick's Festival - CHAIR: Organizer did not follow public space management for cafe space. Event did not follow regulation in the TCP for special event permit – set up a day early and did not provide wide enough pedestrian space around event setup. SEO office is working with SDOT public space management on this. We are not likely to permit them again unless they can prove will follow regulations. | S25MR066 | 3/15/2025 |
| Magnuson Vintage Markets - no feedback | S25MR077 | 3/15/2025 |
| St. Patrick's Day Dash - SDOT: one complaint regarding congestion and traffic was terrible. CHAIR: Collaborated with Seattle Center on safety precautions where runners exited SC at the start. | S25MR035 | 3/16/2025 |
| Ballard FC and Salmon Bay FC Home Games – beer garden at matches. No feedback | S25MR101 | 3/19/2025 |
| Queen Anne Little League Opening Day Parade - no feedback | S25MR025 | 3/22/2025 |
| Magnolia Little League Season Kickoff Parade - no feedback | S25MR054 | 3/22/2025 |
| UW Rowing - Class Day Regatta | S25MR056 | 3/22/2025 |
| Cherry Blossom Run – PARKS: attendance was more than application. 4,000 attendees compared to 1,500 on application. Parking lot closed and was not approved to shut it down. Heard didn't follow the SDOT plan. Closed street by hill by the park which was not on the TCP. Missing a 'street closed sign'. Received complaints. | S25MR069 | 3/22-23/2025 |
| Running of the Beavers 5K Run/Walk - no feedback | S25MR074 | 3/22/2025 |
| Big Climb Seattle - no feedback | S25MR038 | 3/23/2025 |
| White Rabbit Group & The Euphoria Project Present Deathpact (3.29) - SDCI: I'm not aware of any temporary structures inside the space, I don't know if any stage changes. Things can change. Parks: 1,000-person capacity with a full house. | S25MR083 | 3/29/2025 |
| Tenacious Ten - no feedback from SDOT. Chair: Thank you to SDOT in finding a solution to the construction that had an impact. | S25AP007 | 4/5/2025 |
| Seattle Night Markets (Craft) / Magnuson Craft Markets - no feedback. | S24FE076 | 4/5/2025 |
| Fremont Sunday Market (every Sunday) - SDOT: I reached out to people in the area and received no negative feedback. | S25AP062 | 4/6/2025 |

Anything Else

- CHAIR: Pioneer Square Fest is a free community event which will expand. They are coming on April 17 SE committee. We have invited Black Wall Street to the May meeting.
- PARKS: Do we know when construction will be done at Occidental Park?
- SDOT: I will find out.
- CHAIR: May 15, Pride Parade is coming to a SE Committee meeting. Future meetings to schedule; SPD Security logistics meeting, Torchlight Seafair, World Cup 2026 Fan Fest

Celebrations, Capitol Hill Block Party, Fremont Solstice and Fremont Fair. Any events you want me to invite?

- SDOT: I will not be able to attend the next SPOC/SE Tuesday meeting.
- CHAIR: May has an extra week, do you want another meeting? I will look at scheduling another meeting.

ADJOURNED