

**Special Events Committee Meeting Minutes**

May 8, 2025  
Via WebEx Meeting

**Member and Partner Representatives in Attendance:**

<b>Agency</b>	<b>Representatives</b>	<b>Noted in Minutes</b>
Department of Neighborhoods	Sonny Nguyen	DON
Finance and Administrative Services	Toner Eren	FAS
Finance and Administrative Services Licensing	N/A	FAS
King County Metro Transit	Cam Penuela	METRO
King County Metro Transit	Robert Whitehead	METRO
Mayor's Office	N/A	MAYOR
Parks and Recreation	Carl Bergquist	PARKS
Seattle Center	Gretchen Lenihan	SC
Seattle Fire Department	Lt. Keith Wyatt	FIRE / SFD
Seattle Police Department	Lt. Joshua Ziemer	POLICE / SDP
Seattle Police Department/Traffic	N/A	SPD Traffic
Seattle Dept of Construction & Inspections/Structures	Dean Greenleaf	SDCI Structures
Seattle Dept. of Construct & Inspect / Noise Abatement	James Dasher	SDCI Noise
Seattle Department of Transportation	Jack Bighorse	SDOT
Seattle Department of Transportation	Mya Schlepp	SDOT
Seattle & King County Public Health	N/A	SKCPH
Seattle Public Utilities	Sheryl Anayas	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

**Additional Attendees:**

- Daydream State/Capitol Hill Block Party: Jason Lajeunesse, Evan Johnson, and Caleb Palma

**Public Comment**

- N/A

*Note: As always, these are "raw minutes notes" based on the discussion of the 5/8/2025 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.*

### **Roundtable/Announcements**

- SFD: welcome Lt. Debbie Williams onto the FMO team
- SC: Gretchen's job duties are temporarily changing but she will remain the Special Events Committee representative. Joe Hammill will be Out of Class as the Booking Manager and is a great resource for active Special Events at SC
- SE: Welcome Alex Mielcarek who has accepted the permanent position of Special Events Permit Specialist!
- SE: eProval update, we are working on customer-facing side and actively having meetings with partner departments. Goal is to launch by end of 2025 – will continue working with committee members throughout the process.
- SE: looking at creating a sub-group working on potential "blackout dates and/or locations" in Downtown for summer 2026 as approved by the Special Events Committee. Would like to work with SPD, SDOT, METRO, DON to develop

### **Review Previous Meeting Minutes**

- No corrections or comments

### **Meeting Minute Approval**

- Vote to approve April 10, 2025, minutes.
- SDOT Motion to approve the minutes. PARKS seconds.
- Meeting minutes approved; All in favor, none opposed

### **Fremont Solstice Parade – Citywide Permit fees**

- SE: the Special Events Office shared the fee history with the Fremont Arts Council and asked for them to prepare for an increased bill in response to reduced fees post pandemic. Propose that they pay the equivalent of full street use fees this year bumping them up to 18% of their estimated actuals.
- SC: Feels appropriate knowing that SE covers funding for 3<sup>rd</sup> party UPOs. Consider if this is consistent with how we handle other Citywide special events – is this in alignment and is our logic well considered.
- SE: additionally, we will discuss Seafair fees next month and there is some interest in re-thinking how the fees are spread between their three events.
- SE: Overall, Solstice Parade route almost mirrors last year's. Slightly different than FAC had hoped due to construction happening on Fremont Ave.
- SDCI: My understanding is the street closure actuals are slightly less than pre-pandemic partially because of the shorter route.
- SE: yes, and seems reasonable due to challenges; they are not quite able to do what they were hoping to do
- SFD: proposes a lower threshold method, so when you have communications with them there is a baseline to negotiate from
- SDOT: Our ultimate goal, what's the lowest percentage that we actually want to be at? That should be the threshold.
- SE: yes, last year was 2% of actuals, so we want to increase. What if we did 10% of actual?
- SC: yes, I'd like to see them doing a step-up system to get them to where they need to be.

- SE: Our math was a little off, so what I have proposed is \$2,143, equates to street use actuals and is slightly under 10% of actuals rather than 18%
  - SE: Do like the idea of proposing some countering opportunity.
  - Supported by SFD, SDCI structures, SDOT, SC
- SPD: estimates are based on SPD rather than 3<sup>rd</sup> party UPOs? What would it look like for 3<sup>rd</sup> party UPOs
- SDOT: When sharing with FAC, are we saying our goal is 10% of actual? Will we share with them the goal of getting to 16-18% actuals?
- SE: This was based on looking at what the percentages have been historically and seeing what felt reasonable to start with. Knowing the expectation was we need to make steps to get back towards 16-18% of actuals range, but not necessarily get to it this year.
- SE: sounds like we don't want to go much lower than the \$2,143.00 actuals for street use this year.
- SE: Actuals closer to \$37,548 considering with 3<sup>rd</sup> party UPO labor, 10% on that would be more like \$3,700 – seems like a really high jump.
- SC: yeah, this seems close to 6-7% for this year and then shoot for 10% in 2026?
- SFD: what if we go in with 7% proposed and 6% as our lowest threshold
- SE: Consider using 3<sup>rd</sup> party UPO rates instead of SPD rates. Propose using the street use fees as the lowest allowable fees for 2025 \$2,143.00 as the Solstice Parade fees
  - Vote for fees no lower than \$2,143.00
    - SC moves to approve, DON seconds.
    - Approved unanimously, none opposed.

#### **Capitol Hill Block Party 2025 updates + 2026 dates**

- Jason Lajeunesse, Evan Johnson, and Caleb Palma
- CHBP: most items are more or less the same (load in, footprint)
  - Historically on Thursday come in at midnight, load stage/set up at 2AM
  - Event reduced to two days in 2025 instead of three; load in will now be Friday instead starting between 4:30AM-6:30AM
  - Will leave 11<sup>th</sup> open for traffic on Friday – pedestrian traffic can move freely until Saturday
  - Won't move in fencing until Saturday early morning – same day as event.
  - Tear down all done by Sunday night and cleared for Monday business.
- SDOT: If traffic control plan requires additional security or blocking of streets, we may need to look at some adjusted times to facilitate that so that we don't interfere with your event when placing equipment
- SE: Clarifying that we mean the concrete barriers for crowd safety and event set up. We can work that out in a future meeting. Interested in seeing how the timeline works having a load in day. Sounds safer setting up in the daylight.
- CHBP: making this a 21+ event is new and reducing to two days – it's a test. If it works, could become modus operandi. Reduces fencing, free flowing. Working on improving line management and processing entry lines quicker. Improving efficiency as much as we can.
  - Goals for the park are the same – Skate Like A Girl, both days.
  - Continuing some things that worked well last year – barricade locations improved crowd control access/safety at main stage
  - Working with more video delays to reduce crowd crunch towards stage
  - Already working with SPD (East Precinct)
  - Neighborhood promotions/notification also have already begun per usual.

- SE: what has the feedback been like from businesses from 21+? Also, what is the plan for residents located in the footprint if not 21+
- CHBP: only one residential building in the footprint and the management has said there are no tenants under 21.
- SDOT: is this only active at night?
- CHBP: no, doors are about 12:30pm. Typically storefronts or businesses will close for the weekend or are aware of the event.
- SE: Will you be doing another meeting with the businesses in the area?
- CHBP: yes, a little closer to the event. That is when businesses are most engaged.
- SE: We will schedule another meeting late June/early July to go through any questions and allow time to pivot.
- DON: For the neighborhood notification process and those meetings, Laura has moved onto another position, so please connect with Sonny or the Special Events Office so we can connect you with the right person
- SFD: Will we still have at ADA platform on Broadway?
- CHBP: We don't think so, it was mostly used Friday but was not used throughout the weekend as much. If we get a lot of requests, we will, but don't anticipate that.
- SFD: also, are you working on the letter with the gas station for use of that as part of the fire lane?
- CHBP: yes, working on it now, also looking at using helium filled balloons to mark exits more clearly, can also look at more sign extenders.
- SFD: cooling apparatus? Would be great for a crowd in the summer heat
- CHBP: we are still exploring misters
- SE: would we like to move onto 2026 options
- CHBP: for 2026 we were looking into moving into August 7-9 (second weekend in August) - considering booking talent (outside lands also happens around this time), longer break between Pride weekend and CHBP
- SPD: This would most likely benefit us. Seafair Hydros are usually the first weekend (maybe 7/31-8/2) which would work well, as long as it's not the same weekend.
- SE: we can confirm with Seafair what they are looking at for 2026
- SE: any other input from DON?
- DON: I'll communicate with our central coordinator for input.
- CHBP: it would be good to know before the 2025 event to work on messaging.
- SE: I would like to know if Parks sees any issues/sports activations
- Parks: it'll be great to let who ever does book the field early so they can prepare for traffic
- CHBP: we'd also be happy to engage with any groups in that space as well.
- WSLCB: Random question – what security are you planning on using internally?
- CHBP: we have used Hoss for 20 years; Callum has been the co-manager. We have also engaged with iron & Oak for overnight security and some other subcontractors from Century link and access.
- SFD: Please remind the vendors – no pyrotechnics allowed
- CHBP: confirm we will.

#### **Overview of Downtown core & Belltown street use requests & applications – July & August 2025**

- SE: We have received a lot of inquiries – this is an opportunity to review some streets that normally are not closed.

- SE: To start – there is a Juneteenth event that wanted to close 2<sup>nd</sup> Ave. SPD does not have availability, there would be significant rerouting for Metro. More feasible to close curb parking lane adjacent to bike lane/plaza?
- SDOT: great summary
- METRO: it would be challenging with UPO’s on site, but would be incredibly difficult and impactful to turn coaches off 2<sup>nd</sup>
- SDCI structures: no structures, but plaza platform looks like central location based on their map.
- SE: we will reach out to the organizer and let them know.
- DON: for next year’s conversations, encourage considering how to best incorporate Pride and other city events alongside FIFA. Would be great to work on messaging and what is possible.
- SDOT: even without a Club World Cup match, this closure on a weekday is really difficult and may not be possible.
- DON: maybe we can provide options for utilizing a flanking east/west street.
- SE: yes, we want to be transparent about why a closure is not feasible and provide realistic alternatives
- SE: on 8/9 there are 2 separate events with adjacent footprints – Belltown Block Party and Belltown Mural. It will create a big street fair. Same night as Mariners Game and Lady Gaga at CPA. Busy evening in the city. Want to invite both events to the same meeting in the coming weeks
- DON: wants to work with the Mural folks – have not heard from them about what buildings and there are lots of historical buildings in the area. Have note received mural applications yet.
- SE: We will reach out to them and remind them to contact you
- SE: Nordstrom Block Party – this is a two-block closure, and we want to hear feedback on how this may work, especially for METRO. We can arrange a meeting later with Cam to discuss potential challenges.
- SE: India Parade – we have received a request from the Indian Consulate for a downtown parade on 8/16 or 8/17. This group may need a route sent to them, ideally near/by Westlake Park/Convention Center/Pike Place Market. Would like some spectator areas. SE proposes shortening a 4<sup>th</sup> Ave route for this event.
- SFD: is this the same group that did a parade near the convention center before
- SE: not certain but am in contact with Bellevue where they had their last event. We would need clear communication and a coordinator for the event to avoid past challenges around organization.
- SPD: They would need to know what they need no later than 7/15 for officer recruitment. The one they did last year was so short it was manageable, but moving to downtown is a significant lift for SPD. Waterfront would be a great option.
- SE: there are logistical challenges at the waterfront to consider as well but noted
- Parks: has there been any conversation with the cruise ship companies about dates? Like a couple days designated with no ships to ease event logistics?
- SE: Thank you for asking, this is a higher-level discussion.

**Review Recent Events** Event Dates for Review 4/10/2025 to 5/7/2025

Name of Event	Permit No	Event Date
Seattle Fridays for Future Day of Action	S25AP138	4/11/2025

The Big Taste- <ul style="list-style-type: none"> <li>- Their layout was different; lots of tents, exit doors were locked, poor interaction with event coordinator</li> <li>- Not a great event from SFD perspective. They also were complaining to SFD about the facility.</li> <li>- SE: we are also planning on meeting with parks about complaints from the event.</li> </ul>	S25AP027	4/19/2025
Earth Day Rally	S25AP163	4/22/2025
Boats Afloat Show – <ul style="list-style-type: none"> <li>- SFD, well organized and overall good.</li> </ul>	S25AP108	4/25/2025
PurpleStride Puget Sound	S25AP001	4/26/2025
UW Rowing - The Dual	S25AP057	4/26/2025
Walk Run MS – Seattle <ul style="list-style-type: none"> <li>- SDCl – stage information was consistent with last year which made it easier</li> </ul>	S25AP154	4/27/2025
Carry The Load National Relay	S25MY065	4/30/2025
UW Rowing - Twilight Sprints	S25MY058	5/2/2025
UW Rowing - Windermere Cup Opening Day Regatta <ul style="list-style-type: none"> <li>- SDCl: what do these bleachers look like?</li> <li>- SDOT: aligned along the water at the cut, they are still there.</li> <li>- SDCl: would like to see a picture next year</li> </ul>	S25MY059	5/3/2025
Seattle Yacht Club Opening Day of Boating Parade <ul style="list-style-type: none"> <li>- SE: Bridge tender did not know the bridge needed to stay down. SPD Traffic reported.</li> <li>- SDOT: a little challenge between WSDOT’s permitting and SDOT’s permitting – some assumptions between SYC and UW that should be coordinated in 2026</li> </ul>	S25MY079	5/3/2025
White Rabbit Group & The Euphoria Project Present EDM Show	S25MY121	5/3/2025
BRS X Elysian Brewery - Capitol Hill	S25MY140	5/3/2025
BRS x Elysian Brewery - Fields	S25MY151	5/4/2025
5 De Mayo Fiesta	S25MY109	5/5/2025

Anything Else

- SC: as we firm up Torchlight TCPs should we get together to talk communication plans?
  - SE: yes, great idea
- SE: We will have a meeting about Day Trip at Gas Works, DON/Parks/SE have been working on neighborhood notification support for the five major summer events happening in Gas Works. Will include day of contacts, dates, etc.
- SC: Revive I-5 closures have moved

ADJOURNED