

Special Events Committee Meeting Minutes

January 8, 2026

Via Microsoft Teams Meeting

Member and Partner Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Department of Neighborhoods	N/A	DON
Finance and Administrative Services	Edwin Cruz Diaz	FAS
King County Metro Transit	Special Events Team Tyler Pedersen	METRO
Mayor's Office	TBA	MAYOR
Parks and Recreation	Carl Bergquist	PARKS
Seattle Center	Gretchen Lenihan	SC
Seattle Fire Department	Lt. Jamie Scott	FIRE / SFD
Seattle Fire Department	Captain Samuel Gage	SFD
Seattle Police Department	Sgt. Shane Burditt	POLICE / SPD
Seattle Police Department	Lt. James Brandon Lt. James Sather	SPD
Seattle Dept of Construc & Inspect/Structures	Dean Greenleaf	SDCI Structures
Seattle Dept. of Construc & Inspect / Noise Abatement	Anthony (Tony) Jagow	SDCI Noise
Seattle Department of Transportation	Jack Bighorse	SDOT
Seattle & King County Public Health	Phillip Wyman Amanda Styer	SKCPH
Seattle Public Utilities	Pat Kaufman	SPU
WA State Liquor & Cannabis Board	Lt Robert Rieder Kalynn Gubbe	WSLCB
Office of Economic Development	N/A	OED
Special Events Office	Kiah Patzkowsky	CHAIR
Special Events Permit Specialist	Alex Mielcarek Sarah Ly	SE
Special Events Permit Admin	Hana Peoples	SE

Additional Attendees:

- Claire Pinger (DSA), Floretta Wourt (DSA), Rosie Courtney (Port of Seattle)

Public Comment

- No public attendees

Roundtable/Announcements

- CHAIR: New Admin, Hana Peoples.
- SE: Introduces self
- CHAIR: Note that the Mayor's Office representative is currently vacant due to the change of administration. New representative from the Mayor's Office will be determined soon.

Review Previous Meeting Minutes

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

Meeting Minute Approval

- Vote to approve December 11, 2025 minutes.
- Meeting minutes approved; All in favor, none opposed

Eproval Updates

- CHAIR: Review of system. Do documents that applicants have submitted need to be downloaded to be reviewed? Yes.
- CHAIR: When reviewing sections that agency is assigned – note that a section marked as “under review” or “not yet reviewed” means that we cannot yet issue the permit. Please update statuses to “approved” or “not applicable” as appropriate.
- CHAIR: Our routing schedule is to send out new applications on Fridays. Does that still work for the committee?
- SDOT: Yes
- CHAIR: Also note, there is no one-button download-all option for getting each document from an application.
- CHAIR: A component of the application review is “Internal Feedback”. This section is not viewable by the applicant.
- CHAIR: Most representatives have a section of the application they need to approve. For those who do not have a section to approve, they are mapped to “Internal Feedback” so that they may still review applications.
- CHAIR: In Internal Feedback, you can select “answer questions” to submit a comment such as “no objections”, “concern, but not objection”, or “objection” and opportunity to add detail on what you have selected.
- SDCI: This looks like a good spot to talk amongst ourselves. Shares example of stages on an application giving SDCI pause – would this be a good spot to ask for clarification from other departments (like SFD)?
- CHAIR: This internal feedback section is really meant for your agency to talk to the SE Office. For a scenario requiring departments to ask each other for clarification, please use “Internal Notes”. You can notify the department you want to check-in with here.
- SDCI: Understood.
- SDOT: If I click “no objection” in Internal Feedback, does that become my answer in the section I'm assigned to review?
- CHAIR: No, it is not linked.

- SC: For a department like SC (most applications do not apply for direct approval/review of a section) - would Internal Feedback be a place where we provide our comment/review?
- CHAIR: Yes. The purpose of the Internal Feedback is to have us move away from the “no news is good news” scenario we were in before.
- SC: Understood. Note of appreciation for SE Office onboarding new application with understanding that a new software onboarding will have a learning curve.
- SDOT: For example, Hot Chocolate Run, if their route had a cause for concern, I could mark it in Internal Feedback.
- CHAIR: Yes. For example, you could have your status marked as “under review” and create an Internal Feedback response detailing your concern. Our Office can then liaise with the organizer to find a solution to the concern.
- CHAIR: Moving on to next item. Permission documents should be uploaded in “Internal Notes”. (This does not apply to SDOT due to the nature of a Traffic Control Plan)
- CHAIR: For example, post a comment that says “Noise Variance Attached”, upload the Noise Variance, and check “Notify Administrator”. Our Office will include this document in the final permit to the applicant.
- SDCI: In SDCI’s case, we often get TNV’s months in advance. How should we mark it in an application in Eproval? Under Review until we get the application?
- CHAIR: Yes. We do not want it to be marked “Approved” until the permission document exists and has been uploaded into Eproval. Our Office uses these statuses to check what we are waiting for in order to issue the final permit.
- SDCI: This confirms what process we have been following with applications in Eproval so far. We’ve marked things as “Not Applicable” when we do not have permission documents to upload.
- CHAIR: SDOT will upload their permission document in the “Site Plan” section of the application. Leave a comment such as “TCP attached”, attach the TCP, and notify applicants and permit managers.
- CHAIR: SDOT does this due to the time sensitive nature of the TCP (organizers use this to acquire signage for their event, among other things).
- CHAIR: Any other items within Eproval for discussion?
- SDCI: There is no history within the system, correct?
- CHAIR: Yes.
- SDCI: To look at what has happened in the past, will need to reference prior year notes outside of the system.
- CHAIR: Yes. As time passes using this software, we will have more historical data within the software. There is a “Post-Event Review” section within Eproval that you can use to capture feedback regarding an application to be used in future years.
- SC: How do we navigate to events that have passed? Will it still be on the dashboard?
- CHAIR: Will need to review process and share that information with the Committee at the next meeting.
- SDCI: Will you send a procedure document for uploading permission docs?
- CHAIR: Yes.
- SC: The SharePoint site still exists for the Committee? Can these procedure documents live here?
- CHAIR: Yes – we can upload them there. Will also send these in email.
- SC: Would prefer SharePoint as an access point for ease of use.
- CHAIR: Understood.
- SPD: Sees a list of applications in the system. Are there any export functions that admins have and are there functions that I could have or designate someone to have?

- CHAIR: Administrators have access to export data like this. Not aware of a way for reviewers to do this but will ask the software provider. In the meantime, our Office can send data to SPD as requested.
- CHAIR: Any other questions? Hearing none, moving on to the next item.

World Cup 2026 Updates

- CHAIR: Reminder that this meeting is public – please keep that in mind when sharing sensitive information regarding World Cup. This meeting is to review logistical/planning components at a higher level regarding the World Cup.
- CHAIR: I have been liaising with ARTS regarding community-group celebrations that grantees may do and helping these grantees through relevant permitting processes.
- CHAIR: Marches to the Matches are in a planning process as well. Have been speaking to organizing bodies about this component.
- SC: Note about the February March to the Match meeting – can someone from the Waterfront be invited to this meeting?
- CHAIR: Yes.
- CHAIR: Other items for discussion or requests for sidebar conversations?
- SC: Other permitting group conversations have covered information/needs.
- SDCI: Have been working with Lumen Field around permitting.
- CHAIR: Will connect with DON around information they need for the permitting process.
- SDCI: Especially important for Pioneer Square and International District.
- CHAIR: Agree.
- CHAIR: Note that the 90-day deadline for World Cup activations requiring a Special Event Permit would start mid-March.

Review Recent Events

Name of Event	Permit No	Event Start Date
Equinox Studio's 19th Annual Very Open House	S25DE382	12/13/2025
Jingle Bell Run CHAIR: Note that the TCP for this arrived very late.	S25DE384	12/14/2025
Laurelhurst New Years Eve Fireworks SFD: Fireworks show was very large. Unfortunately you could only see 40% of the show. SFD water boats and Harbor Patrol showed up to enforce fireworks exclusion zone. Another show by the same company happened over in Bellevue. Expect this event to occur in 2026. Thought this was a neighborhood-funded event, but it is put together by an individual. Appreciate cross-city collaboration on coordinating this event. CHAIR: Any noise complaints SDCI? SDCI: None CHAIR: We have received one. Investigating the breadth of noise with intent to expand neighborhood notification for this event should it continue.	S25DE358	12/31/2025

<p>New Years at the Needle</p> <p>SFD: Well organized. Props to The Workshop for putting on a good event. Note that there was a delay between the fire panel and the alarm center – the Armory had to be evacuated prior to the event.</p> <p>SFD: Drones were cancelled due to poor visibility.</p> <p>SC: Will be doing a thorough review of the campus (including fire panel) prior to World Cup to ensure everything is prepared on campus.</p>	S25DE385	12/31/2025
<p>White Rabbit Group Inc. Presents NYE Gala</p> <p>SFD: The Fire Alarm Control Panel should be checked prior to events occurring. It was sending signals every 30 minutes.</p> <p>CHAIR: Note that Hangar 30 reps are not in attendance. PARKS do you have any insight?</p> <p>PARKS: Hangar 30 is here – the panel itself is having an issue. Not related to the event itself. Are having someone rectify this soon.</p> <p>SFD: Let’s just get ahead of these issues prior to an event.</p> <p>PARKS: Agree.</p>	1286	12/31/2025
<p>Resolution Run & Polar Bear Dive 2026</p> <p>SKCPH: Eproval gave us information about the Chili cooking they were doing and we connected with them about a food permit that they needed but had not known about in previous years. Used this as an education opportunity.</p>	1271	01/01/2026

Anything Else

- CHAIR: Events that will be coming to a SubCommittee meeting thus far include Hot Chocolate Run is coming to a meeting next week. Event is in March. Seattle Dragon Boat Race, Fremont Solstice Parade, PrideFEST and the Pride events, Seafair events, and Seattle Marathon.
- CHAIR: Who else should be invited this year?
- PARKS: Luminata
- SC: Have we seen anything for St. Pats Dash?
- SE: We just received this.
- SC: Unsure if they need a meeting. May hold an internal meeting if they do not need more than SC’s input.
- PARKS: Have we been bringing in the larger concerts in Gas Works Park?
- CHAIR: Yes, and we should bring them in this year. Obliteride hosts their own meeting.
- CHAIR: Other items? As always, please share requests throughout the year.
- PARKS: Cherry Blossom Run over at Seward.
- CHAIR: We’ll reach out to them. There’s also a new event over at Seward Park called Servants & Saints. I will reach out to them individually for clarification on their use of space.

- PARKS: Their Parks Application didn't indicate SE Permit needs, unless they're Mixed Free Speech?
- CHAIR: Unsure, will connect with them.
- CHAIR: Water Lantern Festival will also need a SubCommittee meeting.
- PARKS: Yes. Will need to discuss Park Use.
- CHAIR: Agree.
- CHAIR: Anything else coming to mind?
- CHAIR: Unrelated to permitting necessarily – for awareness, we are expecting an increase in Free Speech events this year.
- CHAIR: Thank you.

ADJOURNED