



Seattle
Special Events Office

Special Events Committee Meeting Minutes
January 10, 2018 9:00 AM – 12:00PM
Seattle Municipal Tower, Floor 40, Room 4050/4060

Member Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Department of Construction & Inspections	Tony Jagow	SDCI
	Jeff McHegg	SDCI
Department of Neighborhoods	Frank Nam	DON
King County Metro Transit	Glenn Bartolome	Metro
Seattle-King County Health Department	Rosemary Byrne	Health
Seattle Center	Lance Miller	Seattle Center
Seattle Department of Transportation	Kate Leitch	SDOT
Seattle Fire Department	Tom Heun	FMO
	Michael Frediani	FMO
Seattle Police Department	Lt. Bryan Clenna	SPD
	Lt. Phillip Hay	SPD
	Lt. Tom Yoon	SPD
Seattle Public Utilities	Pat Kaufman	SPU
Special Events Office	Chris Swenson	Chair
	Julie Borden	SE
	Jonelle Mogi	SE
WA State Liquor & Cannabis Board	Jim Martinez	WSLCB

Additional Attendees:

Paula Rojo-Vega – Seattle Center, Steve Fong – Seattle Parks and Recreation, Kenneth Neafcy – OEM, A/Chief Greening – SPD Operations, Capt Sano – SPD Traffic, Rebecca Camarda – Vulcan, Alex Bennett – Ironman, Miyoko Beetem – Ironman, Vivian McPeak – Seattle Events, John B Davis – Seattle Events, Ali Lee, Lucas Hatton, Moh Kilani, Sally Noedel, Jeninne Brunyee

Note: As always, these are "raw minutes notes" based on the discussion of the 1/10/18 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

Post-Event Comments:

[Event Dates: 12/13/2017 through 1/9/2018]

DATE	EVENT
12/16/2017	Renegade Craft Fair
12/16/2017	Hands of Jerusalem
12/17 & 31/2017	CBS Radio Hometown Hangar
12/31/2017	New Year's at The Needle <ul style="list-style-type: none"> • WSDOT did not close the Mercer exit so SPD Traffic had to; SPD contacted WSDOT and was told no request was made to WSDOT to close Mercer • Seattle Center will follow up with organizers to let them know about Mercer closure
12/31/2017	New Years Eve - Seattle Tennis Club
1/1/2018	Club Northwest Resolution Run

Special Events Committee “Special Events Handbook” Insurance Requirements

- Law has advised updating the [Special Events Handbook](#) language requiring insurance for all events including constitutionally protected events
- Change language in handbook requiring insurance for free speech events unless City Risk Manager determines the event is not a significant event or insurance can be waived
- Seattle Center and Parks looking to align insurance requirements with updated SE requirements and will need to make updates to their insurance requirements to make standard across the city
- Committee vote: Majority vote approval to adopt updated insurance requirements in Special Events Handbook

Applications Review / Discussion

Event: Upstream Music Festival + Summit
Date(s): June 1-3, 2018, Friday to Sunday
Location: Pioneer Square
Organizer(s): Rebecca Camarda

Event Notes:

2017 Event Recap

- Reach attendance goal of 30,000 and 5,000 free attendees
- Local, regional, and national press about event
- Provided platform for emerging artist, consumers, and
- Pioneer Square was promoted in a positive light as a safe and vibrant community
- Complex with open summit
- 2-day summit and price were a drawback for several reasons
- Attendees were confused on venue locations; Signage and physical map distribution will be explored for 2018 event
- Scanning entrance/exits at venues had issues
- Organizers worked with FMO for occupancy of venues very last minute
- Organizers adopted bag policy and standards of CenturyLink Field and it worked well

Key changes for 2018

- Moving event to June 1-3 for a three-day Friday, Saturday, Sunday event
- Condensing footprint to provide better experience and for safety
- North lot will have two stages; No stages inside of CenturyLink Field
- Condensing the club venues; Venues will not go south of Elysian or north of Yesler
- No venues under 100 occupancy; working with FMO for certificate of occupancy of venues
- Safety still an issue; bag policy and standards will set by Century Link will still be in place
- Partnering with Recording Academy for programming and marketing of Summit

Pioneer Square

- Working closing with the SDOT street car team to see what the construction will look like in June
- Planning ahead to see what the road closures might look like and how SDOT will accommodate the load in/outs
- SDOT supportive of event and working with Pioneer Square Alliance

Committee Discussion:

SPU – Food trucks will be in the north lot need compostable packaging; 40 bins will be ok; Reminder of the single use plastic bag ban

FMO – Requesting a list of venues with addresses once finalized; FMO will need a map to show 20 ft. fire lane as well as dimensions of the venues – include stage layout inside of venues as occupancy limit might change based on stage layout; Embassy suites ballrooms will need be inspected as it is a new venue for the FMO

SDOT – Street car is running and goes through event footprint; SPD command location was an issue for 2017 event; Issues with vendor trucks parked within the park so for 2018 event consider additional parking options; Work with SDOT if a drop off zone is needed for Ride Share companies; Occidental and King no hard closure because will need to allow access to condos and Nordic Cold Storage

SPD – Anticipate will need about double the officers from 2017 event; Mariners games will increase traffic flow and pedestrian flow; Mariners use Century Link garage for ticket holders – access will need to be maintained during event weekend

WSLCB – Embassy suites will need to have layout for event sent over for approval; 2017 event there were underage attendees that were with the artist – they were not allowed in venue; Suggests message to artist which venues are 21+; Friends of Arts and culture applying for permits – organizers say four or less this year
SDCI Noise Abatement – Complaints received for set up and tear down of 2017 event; Organizers and city will need to add additional language to help control noise from the vendors; Pioneer Square Alliance will help do outreach to more concentrated areas that had complaints

DON – Organizers will use same list from 2017 to do outreach; notification letter that includes time of set up and tear down will be useful to residents; Send copy of notification letter to DON

SDCI – Stages and the columns will need to have building permits; Application due 4-6 weeks ahead of event so they can be processed

Public Health – Food trucks will need annual permit or temporary permit if they are from out of town; Catering might need a permit depending on how they set them up; Food service will need restroom and hot running water for the food vendors

Parks – Depending on new set up in Occidental Park, additional security may be needed

SE – Please provide detailed map to show where port-a-potties will be placed in Occidental Park and North Lot; SE will set up meeting with organizers, SDOT and SPD

Event: Rock 'n' Roll Marathon
Date(s): Sunday, June 10, 2018
Location: Seattle Center and city streets
Organizer(s): Alex Bennett and Miyoko Beetem

Event Notes:

- 10th year running the race in Seattle
- Starting and ending at Seattle Center
- Date is June 10, 2018; Moving off historical weekend to accommodate Mariners game and Fremont Solstice
- Same weekend as UW graduation, not able to start at UW; Sounders have a home game at night
- Shore Run date changing
- Expo at Century Link
- Route will maintain access for to Pier 91, Magnolia, Ballard and Fremont
- Requesting full marathon go within woodland park; Just a few miles all on the trails on upper Woodland Park

Committee Discussion:

SU – Most of the trash will be at Seattle Center; Provide extra cleanup if needed; Would like lids on recycling bins

FMO – Provide FMO with tent vendor and caterer

METRO – Would like to drive course with organizers and other city departments to see street impacts along route; Plan for weekday around mid-day; SDOT, METRO, DON, SPD will drive course with organizers

SDOT – Waiting on final WSDOT approval for viaduct

SPD – Route contact and staffing Lt. Bryan Clenna; Logistics Capt. Eric Sano

WSLCB – VIP section has alcohol area and beer garden; Application will need to be in place 45 days in advance

SDCI Noise Abatement – Will need layout where the bands will be placed on the course; Will want to mitigate the 7am -9am period

DON – Working with organizers to identify groups and stakeholders; Initial notification to neighborhood groups should be done before announcement of route; Different letters needed for different reroutes for the impacted neighborhoods

Parks – Application will be turned in once route approved

SE – Will bring up event with the new administration; No issues with announcing and moving forward with proposed route

Chair – Will schedule follow up subcommittee meetings to confirm course route and neighborhood communication/notification

Event: Seattle Hempfest
Date(s): Friday – Sunday, August 17-19, 2018
Location: Myrtle Edwards Park
Organizer(s): Vivian McPeak, John B Davis

Event Notes:

- No significant changes from 2017 event
- Changes to the egress and ingress will be address for 2018 event
- 2017 queuing was changed to inside of the park; Queuing will remain the same to keep it off the street; Trying to minimize impact outside of event footprint

- Crowds manageable were manageable; didn't reach to the sidewalks; bag search took a longer time than needed

Committee Discussion:

SPU – Reminder to use compositable packaging; cleanup plan good; Reminder there is a single bag plastic bag ban in Seattle

FMO – Lt. Huen will work with organizers to help correct issues; Fire extinguisher issue in 2017 which cost organizers a bit of money

SDOT – Looking at potential closure of Alaskan way between Clay St. and Broad St.; If done organizers will need to focus on the outreach to those businesses; SDOT will need to work with SPD, FMO, and Medic to help establish a command center; Fencing was delivered late in 2017 which caused backup on Friday

SPD – Include Lt. Tom Yoon in conversations about 2018 Command Center location; He will work to staffing of officers once they set command post center; Captain Keith Swank will be incident commander for the event

WSLCB – Suggestion to talking with WSLCB to help decrease sales and enforcement at event

DON – Add new street closures and no park placement in the notification letter; Share a copy of the letter with DON

SDCI – Performance stages require building permits (could be temporary structure permit if on public street)

Public Health – Reminder to make sure vendors get their permits; Make sure restrooms available with hot running water for food vendors

Event: Kangxin Partners Private Event
Date(s): Saturday, May 19, 2019
Location: Lake Union Park
Organizer(s): Megan Bird

Event Notes:

- Privat event for Kangxin Partners - international trademark law firm
- Barge 150 ft long and 30 ft wide will host entertainment, food, etc; Organizers requesting to have on boat moored on north side of park; Additional restroom and catering staging would be on the park
- Organizers working or in talks with MOHAI, Seattle Parks and Recreation, Center for Wooden Boats, Kenmore Air, SPD Harbor Patrol and US Coast Guard
- Organizers will continue talks with SPD Harbor once they get things in order with the City and US Coast Guard
- Requesting temporary noise variance from the City for 11pm or 12am

Committee Discussion:

SPU – recycling bins required on barge and park

FMO – will need clarity with the coast guard with how they will categorize event; if it is permanent morge then they will need to work with the FMO

SPD – work with SPD harbor patrol

WSLCB – Organizers will need to select cater with alcohol license

SDCI – Sound will carry on the water; Consider using tents on barge to help reduce noise – open air event will be louder; Work with DON for appropriate notification to neighborhoods on the water; Engage sound vendors with conversations with SDCI Noise Abatement for planning; SDCI requesting to have live data of noise levels throughout the event

DON – level of outreach and engagement will depend on the level of noise; A lot of sensitive neighborhoods around the lake

Parks – Unsure if the fencing in Lake Union Park will be down by event; Will work with organizers to take down fencing if it is an issue

Event: Seattle Women’s March 2.0
Date(s): Saturday, January 20, 2018
Location: Bobby Morris Playfield to Seattle Center
Organizer(s): Ali Lee, Lucas Hatton, Moh Kilani, Sally Noedel, Jeninne Brunyee

Event Notes:

- Anniversary march to last year’s Womxn’s March; Working in conjunction with other organization to create a “weekend of action”
- Be the Change Network is planning the Seattle Women’s March 2.0 on Saturday January 20, 2018; Seattle Womxn Marching Forward is planning Womxn Act on Seattle on Sunday January 21, 2018
- Press and media releases will be done individually and in conjunction with Sunday event
- Timeline
 - 10:00AM gathering at Bobby Morris playfield
 - 10:20AM Programming starts – blessing from Duwamish tribe, dummies, etc
 - 10:30AM Speakers start
 - 11:00AM Leads, drummers and security will get in place on Pine St. at start of march
 - 11:30AM march step off from Pine St
- 3 entry points to be announced for participants of the event – Bobby Morris/Cal Anderson, Westlake Park, and Seattle Center
- Musicians will be stationed along the route to help with flow of march; Westlake will have performers
- Route end and participant dispersal will be at Seattle Center; planning to stage two musicians and four speakers at Seattle Center plus table for voter registration
- Organizers will have hired security throughout the route with radios; 50 hired security from group plus 100–150 safety and medic volunteers
- Security and safety throughout will be in radio contact
- Requesting charter buses to start drop off at 9:00AM; VIP drop off will be at 9:45AM on Pine St
- Event bright has 1,000 attendees confirmed; Organizers asking partners to submit attendance numbers; Facebook has 11,000 going and 36,000 interested
- Organizers expecting 19 buses from the east side; three buses from Everett; two buses from Olympia; participants from as far away as Alaska

Committee Discussion:

Parks – Has received application, map, and logistics request, currently working on parks confirmation; Organizers requesting Cal Anderson Shelter House if it is available; Parks requests organizers provide map with layout in the park showing placement of port-a-potties in park and on tennis courts

KC Metro – Intent is to stage Metro buses at Seattle Center to help load participants to take them to Westlake; Loop route to help flow of attendees

DON – Continue outreach with neighbors along the route including apartment buildings; Most importantly organizers must reach out to community groups such as Capitol Hill Chamber, DSA, SLU Chamber, etc.; DON will provide list to organizers

SPU – Work with Parks and Seattle Center for additional waste cans and additional staff to service them; post event clean up along entire route is required

Seattle Center –

- Pacific Science Center has been heavily impacted by constitutionally protected free speech events that utilize Seattle Center as dispersal point; access to their parking garage is blocked when using 2nd Ave as entrance

- Entering campus on 2nd Ave is very steep and not very ADA accessible; Recommend using 4th Ave 5th Ave and Harrison as campus entry location
- Key Arena has load in during the day for an evening event so no bus or other staging is available at that loading parking lot
- Mural Amphitheatre holds about 3,000 people and will not be able to accommodate the expected numbers as a rally or dispersal point; Recommend other places on campus if expecting larger attendance

SDOT

- Recommends organizers message participants from stage to exit park on 11th Ave to get to Pine St.
- No-Parking signs at Bobby Morris/Cal Anderson: Required on Nagle Place and 11th Ave from Pine St to Denny Way, and on Pine St from Broadway to 11th Ave
- No-Parking signs on route: Required on Pine St from 12th Ave to 4th Ave; Cedar from 4th Ave to 5th Ave; Battery St (for the Fire Station emergency vehicle staging)
- Handicap drop off location noted on application map is a bike lane; Will need to move it to E Denny Way
- Rideshare drop off locations near rally/start should be coordinated away from the streets surrounding the park; in 2017 rideshare drivers were unable to get near the start/rally and were making drop offs along I-90 and further away
- SPD should be prepared for overflow near Westlake since it is an entrance point for march

Event Logistics:

Bus Staging

- Organizers expecting 19 buses from the east side; three buses from Everett; two buses from Olympia; participants from as far away as Alaska; Organizers currently having conversations to use three Seattle Center garages and CenturyLink and Safeco Stadium garages
- Metro, SDOT, and SPD agree that charter buses cannot be directed to drop off on Capitol Hill as they will not get there with expected participation numbers; recommend directing charter buses plus public messaging to attendees to park at Eastgate park and ride which has 1,200 stalls and quick connections to light rail; Metro can increase service in the area to get people to Seattle
- Streetcar will be stopped at Chinatown ID because of expected interruption to service, and should not be announced as a transit option to Capitol Hill
- Charter buses coming east and north should be directed to drop off at UW Light Rail Station or Convention Center; Charter buses coming from the south should be directed to use Angle Lake Light Rail Station
- Sound Transit is aware of event and will be increasing to four car trains for the day
- SDOT will reserve Taylor Ave for charter bus staging; organizers should direct charter buses to stage there after drop off, and direct all riders to meet the buses there, as they cannot park on Mercer or other campus-adjacent streets
- Metro will stage additional buses on 1st Ave to help move attendees

Final Route Determination

- March begins 11:00AM-11:45AM on E Pine St between Broadway and 11th Ave; Westbound on E Pine St to Westlake Park; Northbound on 4th Ave to Cedar St; Northbound on Cedar St to 5th Ave; Northbound on 5th Ave to Harrison St; Eastbound on Harrison St; Enter Seattle Center Campus at Harrison St roundabout

Next Steps:

Special Events – Will connect organizers with SPD operations to discuss logistics and communication with organizer's hired private security

SDOT – Will connect organizers with Lyft and Uber contact so they can notify drivers

Organizers – Provide Special Events Office with anticipated attendance number; send all supplemental

updates, maps, and information to Special Events Office for distribution to Committee stakeholders; share notices and plan with DON regarding notification and outreach