

Special Events Committee Meeting Minutes
April 11, 2018
Seattle Municipal Tower, Floor 16, Room 1600

Member Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Citizen Representatives	Tom Anderson	Citizen Representative
	Oliver Little	Citizen Representative
	Monisha Singh	Citizen Representative
Department of Construction & Inspections	Dan Powers	DCI Noise Abatement
Finance and Administrative Services	Kim Brady	FAS
Parks and Recreation	Kyle Griggs	Parks
Seattle Department of Transportation	Mike Shea	SDOT
Seattle Fire Department	Tom Heun	FMO
Seattle Police Department	Lt. Bryan Clenna	Police
	Lt. Tom Yoon	Police
	Lt. Phillip Hay	Police
Seattle Public Utilities	Sheryl Anayas	SPU
Special Events Office	Chris Swenson	Chair
	Julie Borden	SE
	Jonelle Mogi	SE
WA State Liquor & Cannabis Board	Jim Martinez	WSLCB

Additional Attendees:

Sgt. Rob Rieder – WSLCB, Barbara Pastores – KC Metro Transit, Aaron Lewis – KC Metro Transit, Nate Brend – Seattle Center, Ken Neafey – OEM, Jim Moor – Sound Transit, Carl Bergist – Parks, Jennie Kordacik – DSA, Tessa Kalfell – Visit Seattle, Michael McMorrow – Seafair, Jessica Sommerville – Seafair, Kadie Bell Sata – SDOT, Casey Rogers – SDOT, Rebecca Sorensen – Cascade, Stacey Howery – WSDOT, David Doxtater – The Workshop, Bill Roe – Pro Motion Events, David Douglas – Cascade Bicycle, Raina Melchor – The Workshop, Iris Picat – WSDOT, Kim Arent – American Cancer Society, Liz McKinnon -Woodinville Running Company, Zachary Allen – Verotica Events

Note: As always, these are "raw minutes notes" based on the discussion of the 4/11/18 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

Applications Review / Discussion

DATE	EVENT
Mar 14	Seattle Symphony Link Up for students
Mar 14	Hamilton Student Matinees
Mar 16-18	Kells Annual St. Patrick's Day Festival <ul style="list-style-type: none"> LCB was at event; Organizers did a good job with crowd control and controlling service; Security was onsite to assist with crowd control and to identify problems with participants

Mar 16	Green Stripe
Mar 17	F5 St. Patrick's Day Dash <ul style="list-style-type: none"> • SPD no issues; Organizers went very well
Mar 17	Debuts & Discoveries
Mar 17	St. Patrick's Day Parade <ul style="list-style-type: none"> • SPD will need to discuss having more officers present to assist with crowd control if it is a sunny day; Pine St there were issues keeping spectators off the street • Larger crowd for 2018 event, probably attributable to the nice weather
Mar 17	Reuben's Brews St. Patrick's Day Event
Mar 21	Starbucks Coffee Company Annual Shareholders Meeting <ul style="list-style-type: none"> • Attendance was down; Just under 3,000
Mar 21	Starbucks AGM <ul style="list-style-type: none"> • SPD did a good job keeping both parties amenable; By the time the protest group got set up, most shareholders were already inside
Mar 24	Magnolia Little League Season Kickoff Parade
Mar 24	UW Rowing - Class Day Regatta
Mar 24	March for Our Lives Seattle <ul style="list-style-type: none"> • Organizers managed to keep Thomas closed; Worked well to have participants use Harrison for dispersal
Mar 30-31	Grilled Cheese Grand Prix
Mar 31	Running of the Beavers Run/Walk <ul style="list-style-type: none"> • Cancelled SPD resources
Mar 31	Sounders FC March to the Match
Mar 31	UW Rowing - Husky Open
Mar 31	Mimosa Me Crazy 5K <ul style="list-style-type: none"> • First time event all in Green Lake; More attendance than usual; Once complaint from a walker
Apr 7	Seattle Magazine Brunch Run
Apr 7	UW Rowing - Stanford Dual <ul style="list-style-type: none"> • Moved to Friday due to high winds on Saturday; Harbor patrol was able to accommodate Friday event
Apr 8	Walk MS/Run MS <ul style="list-style-type: none"> • This event as well as another permitted event had some cross over near Gas Works Park • Conflict but cleared right away; Both walkers and riders were on the trail for a short amount of time
Apr 8	Emerald City Ride <ul style="list-style-type: none"> • SPD reports event went well despite the rain and construction/loadout from super cross event at CenturyLink the night before • There was a plan for the bikes on the way out; On the way back in there were issue with the route • CenturyLink was aware of event and was in contact with SDOT • In some neighborhoods, cars would be driving in the wrong direction on a one way street to get around cyclists
Apr 8	Arboretum Loop Trail Grand Opening Celebration
Apr 11	Tax Amazon for Affordable Housing

	<ul style="list-style-type: none">• 2 traffic control positions for crossings; No feedback from SPD about event
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Event: Seafair Events
Date(s): Summer Fourth – 7/4/2018
Milk Carton Derby – 7/14/2018
Triathlon – 7/22/2018
Torchlight Run – 7/28/2018
Torchlight Parade – 7/28/2018
Seafair Weekend – 8/3-5/2018
Organizer(s): Jessica Sommerville, Michael McMorrow

Event Notes:

Seafair Summer Fourth

- Event Date: Wednesday, July 4, 2018
- Activating Gas Works Park and Lake Union Park; Exploring partnership to activate west side of Lake Union Park; Potential change in layout and setup in Lake Union Park
- Both parks will open gates at noon; Beer Gardens will open at 3pm
- Fireworks will begin at 10:17pm; 20 min show
- Gas Work Park will close at 11:30pm; Lake Union Park will close at 11:59pm
- Gas Works Park will have bag check for all attendees; Reserve seating available on East and West side of park
- Post event clean up will be done by Puget Soundkeeper at parks and on lake

Chair – Lake Union Park and Gas Works Park event will need to be permitted separately; Uber partnerships was at Gas Work is back and will have the same set up as last year; Organizers will work with Uber to incentivized their drivers utilized

SDCI Noise– Tony has been in contact with organizers; Please get information and application in as soon as possible

SDOT –Potentially some minor parking issues near Lake Union Park; The lot in the park which is SDOT property and will need to be coordinated through SDOT; Organizers say Metro will have the same shuttle service as last year; Organizers will work with SDOT for area around Gas Work Park

Parks – Parks will be in touch with organizers to coordinate electrician and logistics for both venues

SDCI– Temporary structure permit maybe needed for stage, if it is on wheels a permit is not needed; Temporary structure permit is needed for bleachers and grandstands; Application is needed a month before event

WSLCB – Please provide diagram and dimensions map for beer garden at Lake Union Park

SPU – Starting July 1st there is a ban on plastic straws and utensils in Seattle; Vendors will need to have compostable utensils; SPU will follow up directly with list of vendors

FMO – Please provide dimension map of beer garden and set up inside of Lake Union Park

FAS – A month prior to event, FAS will ask for a list of vendors and support supplier vendors

Milk Carton Derby

- Looking to have small beer garden
- Changing layout of venue; shifting it south to the amphitheater
- May not go as far north on bike path
- Working to put a focus on youth participants for the event; new partnership and sponsors

SPD - 2017 used 5 Sargent and 1 captain for 2017 event; SPD looking at same plan for the morning

SDOT – 2017 plan closed the street for safety; Will continue with same plan for 2018 event

Parks - Moving south there might be some issues with the stage placement on the trail; Organizers will not be on the trail but on the fencing might be placed on a part of trail

WSDOT – Seafair foundation will be licensed for the beer garden and run by volunteers; WSLCB and will be in communication if more questions

FMO – A detailed map of beer garden layout is needed for approval; Vendor List is needed prior to the event

Seafair Triathlon

- No changes from last year; Saturday July 21 - Packet Pick Up and Expo, Sunday July 22 – Triathlon and Kids Triathlon
- 2017 had a new route for the bike option; Jared working with Special Events Subcommittee for route and issues
- Expected attendance about 1,500 participants and 1,500 spectators

SPD and SDOT– Working with Jared for route; Once route is identified and approved then will move forward

Parks – Milfoil issues in the park; Keep in mind for 2018 event

Torchlight Run

- Event Date: July 28th
- 2nd year returning after a short break
- Route will fall largely with torchlight parade route; Looking to make some changes to the route for 2018
- Proposed starting at Seattle Center on 4th Ave and ending at Westlake park; Organizers would like to have participants finish in the parade area to have them to stay to enjoy the parade or take the monorail back to Seattle Center

SPD - The 2017 route crossing at 4th Ave caused gridlock downtown; Nowhere for northern residence to go; Seafair participants and spectators coming to the parade had no where to go; Seafair staff was unable to get to Seattle Center; SPD will not support this route

SDOT – Registration will be at Seattle Center but where is the staging area for the race; Starting at 4:00pm one block around start line shut down around for set up

Parks – Suggests talking with Downtown Seattle Association; The use of Westlake will be under parade permit application with city instead of going through DSA

Metro – Metro and Sound Transit issues will be addressed during the subcommittee meeting

Citizen Rep – Consider the businesses downtown and how the event and street closures will affect their business

SE – Schedule subcommittee meeting to discuss route options for event

Torchlight Parade

- Organizers are looking to activate and control Westlake park for 2018 event; In the past Westlake park was closed area due to safety concerns
- Decrease in attendance; 2018 new marking focus for event; Organizers are focusing on history of event and how it came to be
- Organizers have new team member in charge of parade dispersal; Currently working on map for dispersal

Chair – Could be an increase of participation; Dispersal area has been impactful when it is not managed; Organizers will need to reach out to the neighborhoods when the dispersal map is in place

SPD – Will 3rd Ave. and 5th Ave. be open for general use; Organizers would like to revisit

OEM – OEM will activate EOC for the parade; EOC need a representative from organization present

SDOT – Will continue talking about using or closing 3rd Ave; We will need to look at construction impacts closer to the event; Pine St Planters are on SDOT right away property - Mike will check if those are movable; The grandstand set up, staging area and media trucks use that portion of Pine St.

Parks – continue working with DSA; power could be through Parks

WSLCB – new beer garden in Westlake park will need to be approved by WSLCB; Please provide a detailed map of beer garden

Metro – Will follow up with Glenn about impacts and plans for Metro at event

Seafair Weekend

- Same programming as years past – Hydroplanes, Blue Angles, wakeboarders, family activities, etc
- Transportation shuttles done with Butler; Butler will implement same shuttle route and same number of coaches but will work around problem areas
- Attendance very steady unless weather is a problem; Friday usually free for pre-event but at event there will be suggested donation
- Stage would be facing the lake; end at 9:30pm
- Airshow will be shorter; I-90 closures will be shorter
- Saturday evening organizers are looking to add an addition of a concert; Concert will be in the south portion of Genesee Park; Concert will end at 9:30pm; Expected attendance around 5,000 – 6,000

SPD – Look at crowd ingress and egress to see if Genesee will need to be closed

SPD Operations – Please let SPD know as soon as you make a decision on the concert; That will help SPD plan for event

SDOT – Will review traffic control plan and will be in conversation with any changes or improvements

SPU – Waste management plan is needed; will touch base to work together to create a waste management plan

Sound Transit – Please provide more details on shuttle stops, route and schedule so Sound Transit can message to customers

Event: SDOT Open Streets
Date(s): August 26, 2018
Location: Belltown, Downtown
Organizer(s): Casey Rogers, Rebecca Sorensen, Kadie Bell-Sata

Event Notes:

- SDOT contracting with Cascade Bicycle Club to produce 2018 Open Streets event
- Open Streets is a way to create vibrancy in the city by closing streets to cars and open them up for public use; Idea is to have pedestrians view streets differently and explore other modes of transportation in a comfortable environment; Open streets are intended for cycling, walking, rollerblading, etc.
- Using major arterials normally used by vehicles is the key to Open Streets: Giving people the opportunity to use right of way without vehicles on streets normally only used for vehicles
- “Open Streets” is an international movement with 28 counties participating; North American cities include New York, Los Angeles, Atlanta
- Opening the street for recreation use to create an environment where people can stay, play, and enjoy the City in a unique way; Within the footprint there will be activation areas that can include DJs, exercise demonstrations, games, art activations, performances, and other activities; Organizers strive to make Open Streets event into a public health program to provide health and wellness
- Event promotes economic stimulation by working with existing businesses to highlight neighborhoods involved; Encourage local business engagement

- Goals include increasing physical activity and wellness, fostering local community, bolstering business sales, facilitating urban exploration, enabling residents to try new transportation modes and investments
- Estimated attendance benchmark is 10,000; a to-be-determined RSVP system will be performed prior to the event to track expected attendance
- Preferred route: Start at Lake Union Park; West on Valley St. to Roy St.; South on Dexter N to Bell St; West on Bell St to 2nd Ave; South on 2nd Ave to Main St; East on Main St to 5th Ave S; South on 5th Ave S to S King St; East on S King St to end at Hing Hay Park
- Soft closures along route will be used to allow access and vehicle movement through city; Additional traffic control officers and/or volunteers will be needed to help with crossings
- Proposed date: Sunday, August 26, 2018
- Conceptual conversations have been done with neighborhoods along the route; neighborhoods are eager and would like to see the event come to the area; More outreach will be needed in CID
- SDOT organizers are briefing the mayor in the next week or two and would like to have committee and department support for event before moving forward

Committee Discussion:

FAS – Provide point of contact for vendors for event; Cascade will be the contact and will work to coordinate vendors; focusing on businesses already in the area and nonprofits

DON – Continue to work with DON and staff for outreach

SPD – Work with SPD Chiefs and SDOT Chiefs for event cost; About 200 officers needed for event; SDOT should explore different ways to offset SPD officer cost by offering additional staffing support for event

SDOT Mike Shea – “No Parking” signs should start at 6am to help get the cars out; 2nd Ave heavily in construction from Virginia to Union; Driveway access to businesses and buildings on 2nd will need to be maintained – try to utilize the side streets first for access; Ideally we do not want traffic on the route but we might need to cone off a curb lane to allow access to high number of garages, etc.; SDOT and Metro will need to work together to find reroute options for the proposed closures

Metro – Metro will need to cross 3rd, 4th, 5th, and 6th Ave on Bell St

WSLCB – Typically when there is a street closure, block party or festival, businesses want to extend service onto the sidewalks which then creates a lot of requests to WSLCB; SDOT in the previous worked together with a smaller event and worked with WSLCB to provide a list of all of the businesses who requested extended services instead of individual requests; Will work to do this again

SPU – Waste management plan is needed; Organizers are planning to have groups “adopt an intersection” - volunteers or businesses will be assigned r a corner during the event to help with waste management; organizers will provide the receptacles needed

Citizen Representative – Partnership with Celebrate Little Saigon could have messaging about the event from Hing Hay Park; Next level of outreach will be working with businesses to see how they would like to be connected and involved with event

FMO – FMO will need maps of enclosed areas and extensions of cafes; 20ft fire lane will be needed throughout the event route

Chair – East of 2nd Ave seems to be the most concerns for traffic mobility, neighborhood impact and metro impact; Organizer must share departmental director and Mayor’s Office support for the activity with the Committee

Event: WSDOT SR99GO

Date(s): TBD

Location: SODO, Lower Queen Anne, SR99 Tunnel

Organizer(s): Stacey Howery – WSDOT, David Doxtater – The Workshop, Bill Roe – Pro Motion Events, David Douglas – Cascade Bicycle, Raina Melchor – The Workshop, Iris Picat – WSDOT

Event Notes:

- Grand opening will take place Fall 2018; Final event date will be determined by WSDOT
- Anticipated attendance up to 88,000 for all events
- 3-week closure of viaduct before event; Grand Opening will be a way to say farewell to viaduct; Tunnel will connect SODO stadium district to SLU
- Festival grounds will be on the street in front of the Bill and Melinda Gates Foundation– 6th Ave and Harrison
- Saturday Events
 - 7:00am – 11:00am Fun run
 - 11:00am – 12:00pm Ribbon cutting
 - 11:00am – 7:00pm Public festival – 2 stages at festival site; vendors, booths, Port-a-Potties
 - 12:00pm – 6:00pm Hello tunnel; Pedestrian walkway and tunnel walk
 - Noon – evening Goodbye viaduct/ Hello Waterfront
- Sunday Events
 - 6:00am – 11:00am Bike Ride
 - 7:00am – 7:00pm Load Out
- Load in prior to event will start on Wednesday
- Shuttle system and trolley routes in place to help transport participants back to Festival grounds
- Timed ticketed event for pedestrian walk in the tunnel; Organizers would like to spread people out in 30 min increments
- Metro will provide shuttles from SODO back to Lower Queen Anne
- Emerald City Trolleys will be at event giving rides to people that might have trouble doing the 2-mile walk; North end will have trolleys pick up guest if they need it; Trolleys will go on the upper segment of tunnel
- 1200 ft into the tunnel will have turn around point; This is for people who do not want to walk the whole length of tunnel; Expect most of the people to utilize turn around point
- Tunnel is cut to segments – production lane and emergency lane (fenced off); Trolleys will use production lane;
- South there will be metro buses there to shuttle north; About 100 metro buses will emerge from north end of tunnel and drop off participants; Lower roadway will help move the metro buses both north and south bound
- Fun run (Saturday) will start at 8:00am; Anticipating 20,000-30,000 runners or walkers; They will need to clear tunnel by 10:45am
- Bike ride (Sunday) will be using same start
 - Southbound in northbound top deck for the riders that want to use battery st tunnel
 - Will be on 1st ave for 4 blocks will get off at Seneca and get on at Columbia
 - 7,000 – 10,000 expected attendance
- Viaduct walk - start at festival site, go through Battery St. tunnel, and go the viaduct; exit at Seneca and back to the festival site; Could enter at Seneca St. too
- WDOT will monitor metrics inside of tunnel so they can address issues of crowd, line and flow control at different sections inside of the tunnel
- Coordinating with SPD, WSP, SFD for safety and security of event; SPD and WSP will help with traffic control; SFD and Medic will be on site
- Public Communication plan – Late Spring – in person meetings and calls to businesses and properties on affected streets, Early Summer – email to north and south end outreach lists, Mid/Late Summer – email follow up with date announced, One Month Prior to Event – reminder email with additional information

Committee Discussion:

FAS – Will reach out to The Workshop for list of vendor contact

SPD – There are some concerns with the transition from walk/run exit to the inbound of the public opening at 11:00am; Is there parking at SC to accommodate 30,000 run/walkers and then the transition of the public event; Lt. Clenna suggest starting the run at the south and using the same route but will relieve some of the congestion in the north; SPD traffic control around Seattle Center will be needed at Mercer and other major streets; Lt. Tom comments the 520 bridge was a huge event and by UW, there was enough parking but still was gridlock around the area

SDOT – Follow up meetings will be done with organizers and SCL; Some concerns with SCL and the Denny substation; Date will be the huge concern if there are other city events or sporting events that weekend ie. Husky Football, Seahawks, Sounders, etc

OEM – Suggesting setting a date 2 months before event; Organizer incident command post will implemented and EOC will not be activated

SC – Possibility of the final Key Arena event at October 13th (basketball game); Still in the works to be confirmed

FMO – Requests a subcommittee meetings to discuss fire lanes and access

Chair – Interested in finding out more about viaduct programming and if there will be coordination with previous Walk the Battery event; Concerned the requested street closure for festival in north end will not be enough to accommodate the expected attendance; Requesting the FMO help to get a ball park number for occupancy in festival area; Activation at Seattle Center to be a rest area or holding area for participants

Event: Making Strides
Date(s): Saturday October 20, 2018
Location: Gas Works Park and Burke Gilman Trail
Organizer(s): Kim Arent

Event Notes:

- New route for 2018 event; 2017 event was held at CenturyLink Field; Participant feedback was in favor of having event outdoors
- Start at Gas Works Park; Will cross Northlake Way to the Burke Gilman Trail; Turn around under the Fremont Bridge; Back on Burke Gilman Trail and end at Gas Works Park
- Check in starts at 8:00am for registered fundraiser teams
- 9:00am walk starts; 10:30 last sweep of walkers off route
- 11:00am closing at Gas Works Park; 12:00pm clean up
- No beer garden at event; Working with Fremont breweries for post event
- 1,400 estimated attendance; No max capacity of the event as of now

Committee Discussion:

FAS – About a month before event, we will reach out to ask for a list of vendors and support vendors for event

DON – Coordination with DON will help with the neighborhood outreach; More events are happening at Gas Works Park

Dan – amplified sound

SPD – If there is a husky game that day then resources might be limited; Road closures will be needed in Fremont while participants transition back onto the Burke Gilman Trail

SDOT – Will need to look in-depth into route; Some of the area under Fremont bridge is private right away, we will need to confirm if the route will go through private or public right away; Signage should be placed on Burke Gilman Trail in advance to let public know that the event will be taking place

Parks – will need time to set up power

SPU – Please provide a waste management plan

Citizen Representative – Having a parking plan for in the neighborhood will be useful; Work with DON and neighborhood groups to help with this

FMO – Please provide a list of all food vendors

Chair – Other events have used shuttles to get into Gas Works Park; Suggests reaching out to other event

organizers that have experience hosting events in gas works; Requesting an updated map of route for SPD and SDOT review

SE– Check with the King County Health Department for a list of foods that are allowed to distribute without the need of permit

Event: Run Like a Viking 5K
Date(s): Saturday, July 14, 2018
Location: Ballard
Organizer(s): Lis McKinnon

Event Notes:

- Run in part with the Nordic Museum grand opening and Viking Days Festival at the museum
- Will start at Nordic Museum behind the building; West on NW 54th St, Left onto 30th Ave NW, onto Burke Gilman Trail, Crossing at Seaview Ave NW, Continue on Burke Gilman Trail, Turn around on Burke Gilman and back towards museum
- Out and back run on the Burke Gilman
- Expected attendance about 100-200; Timed event
- Previous event was at golden gate park

Committee Discussion:

FAS – Will need to connect with organizers for timing

SPD – SPD Traffic section will not be able to support but will need to pass to North Precinct to cover event; SDOT will need to review route and will suggest how many officers will be needed; SPD will have SPOC connect organizers to north precinct

SDOT – Will need SPD at Seaview Ave NW and NW 54th St crossing; Looking at 2-4 officers for event; Organizers might be able to use flagger entrance to Ballard Locks

Metro –Metro turns around buses on NW 54th St; Use of Street will

Parks – Parks use application will need to be turned in for use of Burke Gilman Trail

Chair – Route pending based on SPD feedback, please share notification plan with the committee; will connect noise abatement with organizers for TNV

Event: Pride Oasis T-Dance
Date(s): Sunday June 24, 2018
Location: E Pike St between Boylston Ave and Harvard Ave
Organizer(s): Zachary Allen

Event Notes:

- Verotica Events hosts other Pride Events throughout the weekend; Proposing 4th event for the weekend a Pride Oasis T-dance
- Verotica Events is partnering with Redhook Brewlab for event; Working with PrideFest
- Brewlab opened in August 2017 on Pike St between Boylston Ave and Harvard Ave
- Proposal is to extend the footprint of Brewlab onto Pike St; Requesting closure of Pike St between Boyleston Ave and Harvard Ave
- Street closure start at 9am and end 11pm
- Design of fencing for closure will make sure that every building and businesses will have access

Committee Discussion:

FAS – A month prior to event will need list of vendors for support suppliers; They need to have City of Seattle business licenses

DON – Work in coordination with other Pride event organizers in the area for notification and outreach;

Neighborhood notification process involves sign off with businesses

SPD – Contact East Precinct – Grenon

SDOT – Concerns arise with proposed street closures; Wildrose has a street closure for the weekend a block away; Detours and reroutes of traffic will need to be arterial to arterial; SDOT would like to look at option #3 for half street closure to allow access; Will schedule a visit to look at street with and meet with organizers

Metro – Will work away around closure

WSLCB – Work with WSLCB for event plan for set up outside; Alcohol service will just be in Redhook or extended out

FMO – You will need 3 emergency exits for the amount of attendees you expect; No cooking outside of the brewery

SDCI Noise – No after hours amplified sound but sound will need to be within city code

Chair – Pending approval of event based on the walkthrough and approval of street closure

The neighborhoods should be properly informed about the event and of the impact; Send over notification plan to Special Events office to help with process and to connect with DON; Add a phone number to the notification letter so sound complaints can go directly to organizers

SE – Connect organizers with FMO and SDOT for an onsite meeting