

Special Events Committee Meeting Minutes August 8, 2018 9:00 am – 12:00pm Seattle Municipal Tower, Floor 40, Room 4050/4060

Member Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Citizen Representatives	Lisa Frasier	Citizen Representative
	Monisha Singh	Citizen Representative
Department of Construction & Inspections	Anthony Jagow	DCI Noise Abatement
Department of Neighborhoods	Erin Cheuvront	DON
Finance and Administrative Services	Kim Brady	FAS
King County Metro Transit	Glenn Bartolome	Metro
Parks and Recreation	Carl Bergquist	Parks
Seattle Center	Joe Hammil	Seattle Center
Seattle Department of Transportation	Not present	SDOT
Seattle Fire Department	Derek Williamsen	FMO
	Lt. James Curtis	FMO
Seattle Police Department	Lt. Bryan Clenna	Police
	Lt. Tom Yoon	Police
Seattle Public Utilities	Sheryl Anayas	SPU
Special Events Office	Chris Swenson	Chair
	Julie Borden	SE
	Jonelle Mogi	SE
WA State Liquor & Cannabis Board	Lt. Rob Rieder	WSLCB

Additional Attendees:

Phil Megenhardt, Taylor Ann Richards, Emilie Shepherd, Aaron Asis, Getachew K. Mengistu, Krijn de Jonge, Matt Kelly, Art Ruiz, Mike Kenney

<u>Note</u>: As always, these are "raw minutes notes" based on the discussion of the 8/8/18 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

Post-Event Evaluations/Comments:

Post-Event Comments: [Event Dates: 7/11/2018 through 8/7/2018]

DATE	EVENT
Jul 12, 19, 26, Aug 2	Happy Hour in the Park – Westlake
Jul 13-15	Ballard SeafoodFest 2018
Jul 13-15	West Seattle Summer Fest
Jul 14	Annual Church Celebration
Jul 14	Barking Dog Anniversary Party
Jul 14	Bastille Dinner 2018

Jul 14	Café Campagne's Bastille Day Celebration	
Jul 14, 21, 28	Corson Building Wedding	
Jul 14-15	Dragon Fest 2018	
Jul 14	Fat Salmon Open Water Swim	
Jul 14	Seattle to Portland (STP)	
	 SPD had no issues; Attendance seemed to be down; Did not 	
	seem as busy as years before	
Jul 14	Madison Park Kiddie Parade	
Jul 14	Queen Anne Day	
Jul 14	Queen Anne Days Kiddies Parade	
Jul 14	Queen Anne Helpline Fun Run	
	 SPD still having issues with the run 	
	 The course is not very safe; The route is not "no-parked" so 	
	people get into their cars and onto the route; The mix of cars	
	and runners arise safety concerns from SPD	
	 95% of participants are residences in the neighborhood; About 	
	400 runners at event	
	SPD staged at major intersections	
Jul 14	Run Like A Viking 5K	
Jul 14	Seafair Milk Carton Derby	
	Parks identified organizers used a few more parking lots than	
	anticipated for production	
	Organizers "No-parked" Aurora to Woodland Park; Parks	
	received one complaint from picnic next day since no-parks were	
	not picked up and they thought they couldn't park there	
Jul 14	Sodo Flea	
Jul 14	Wallingford Family Parade	
	Changed route this year; Went backwards since Lincoln high	
	school was being remodeled; It went well from SPD perspective	
Jul 14-15	Wedgwood Art Festival	
Jul 15	SummeRun & Walk	
	• SPD and SDOT looking to change the route for 2019 event	
	 SE Office was notified about dumpsters on the route; Dumpsters 	
Jul 16 22	Were never moved	
Jul 16-23	Bite of Seattle (Street Use/No Parking)	
Jul 20-22	Capitol Hill Block Party	
	 SE will schedule a debrief with SPD East Precinct (not present) One constituent requesting data from sound engineer; No 	
	 One constituent requesting data from sound engineer; No complaints in general to SDCI Noise Abatement 	
	 No other issues reported 	
Jul 20-21	Under the Block Party	
Jul 21-22	Bon Odori Festival	
Jul 21-22	Dog Days of Summer 5K	
	Goodwill Refuse To Abuse 5k at Safeco Field	
Jul 21		
Jul 21-22	Mission Impawsible	
Jul 21-22	Natsu Matsuri Summer Outdoor Festival @ Uwajimaya Seattle	
Jul 21-22	Renegade Craft Fair	
Jul 21	Sounders FC March to the Match	

	 Parks thinks DSA is having issues with event and state of the park after event; Organizers move things for event and don't put them back post event Parks prefers SE work with DSA to look into issues
Jul 21	West Seattle Grand Parade
Jul 21	Zero Hour Seattle Youth Climate March • About 200 participants • No issues
Jul 22	 Chinatown Seafair Parade SPD arrived and there were no "Street Closure" or "No-Parking" signs in place 2017 event organizers did a good job getting there signs SPD needed to staff the street closures; Without the signs it is a lot more work for the officers assigned to the closures since they need to explain and answer questions relating to the closure Usually SPD staffs only 1 officer at the postings SE will follow up with organizer
Jul 22	 Seafair Triathlon SPD doesn't think they spoke to the tennis club this year; A lot more tennis club traffic this year compared to 2017 event Part of the outreach should be better, especially to the tennis club Parks reported one successful rescue from SPD Harbor Patrol
Jul 22	St Gebreal Ethiopian Orthodox Church annual Celebration
Jul 22	St. James Cathedral Parish Picnic
Jul 25	 Greenwood Seafair Parade Neighborhood notification issue; DON talked to organizer and they did what was required but complaint was adjacent to notification; DON talked to organizers to expand notification to 8th Parking in area became an issue
Jul 26	 A Night Out For The Parks SE had some issues getting TCP to organizers in time Organizers used Don Armeni Park more than planned Parks and SDCI Noise had no complaints Neighbors were aware of event; Organizers did good job notifying neighborhood
Jul 26-27	Muckleshoot Canoe Hosting
Jul 28	 Seafair Torchlight Run Run did not finish before parade started Moved start line from 4th and Wall to Westlake park for 2018 event; Finish was also at Westlake park so it delayed the start of parade 7:30pm there were still runners on the course; SPD had to cut off runners Organizers didn't have a cut off time for walkers on the Viaduct; A lot of participants were stopping and taking pictures on the Viaduct 2017 run finished at Seattle Center so it didn't impact the parade

	route; SPD does not recommend finishing at Westlake
Jul 28	Alaska Airlines Seafair Torchlight Parade
	Parade ended late around 10pm
	• SDOT cleaning crew didn't arrive so SPD left; SPD was waiting for
	them but didn't come by the time SPD was done
	• SE received inquiries from businesses about traffic and parade
	route
	• SPD worked with the Hyatt; Once Seafair starts they can't access
	the garage due to closure; SPD communicated with hotel; Hotel
	didn't receive notification from Seafair
Jul 28-29	Alki Art Fair
Jul 28	Othello Block Party
Jul 29	Pista sa Nayon
	Parks will require that organizers hire clean up crew to clean up
	post event; Currently using volunteers to clean up; Parks will
	follow up with organizers
Aug 1	Funeral Reception for Archbishop Raymond Hunthausen
	SE received a nice note due to short turn around for permit
Aug 3-5	Magnolia Summerfest
Aug 4	Magnolia Summerfest Seafair Parade and Kids Parade
Aug 3-5	Seafair Weekend Festival
	Attendance was down based on traffic patterns; Traffic wasn't
	that bad from previous years
	Saturday attendance was noticeably low; Grandstands were not
	as full
	• SPD had no issues; Traffic was fine; SPD adapted plan from 2017
	event
	 SPD would like to talk to Parks to have Seward Park sign closure
	up a week before
	 SPD will need more time to clear out Seward Park; The sign states noon but SPD arrives at 10am
	 Parks will change closures to 10am – 3pm for Seward Park Parks could keep gates locked which will help with cars; Will
	explore option for 2019 event
Aug 3-5	Umoja Fest Africatown Heritage Festival Rally
10233	 Parks received report that they knocked over a light pole
	 Fairly large tent that was still there on Monday; Parks looking to
	see if it is still there
Aug 4	Umoja Fest Africatown Heritage Parade March
Aug 4	6th Anniversary Party - Reuben's Brews
Aug 4	Lake City Summer Festival
Aug 4	Lake City Summer Festival Parade
-	 SPD Traffic didn't work event; SPD North precinct brought up
	some major issues from SPD debrief
	 Coordination and clarity issues from departments; SPD didn't
	know some of the streets were closed or "no-parked"
	• SE received complaint on Monday that "no-parks" were not
	picked up and area was not cleaned
	• SE will check in on monitors; Not sure if they there or properly

	trained
Aug 4	The Greatest Party Know To Humankind (GPK)
Aug 5	Lemonhaze Block Party
Aug 7	Belltown Bash

Public Comment

• No public comment

Applications Review / Discussion

Event:	R-Day
Date(s):	Saturday October 6, 2018
Location:	Georgetown
Organizer(s):	Phil Megenhardt, Taylor Ann Richards, Emilie Shepherd

Event Notes:

- 5th year of event; New location for 2018 event; At past been event has been in the parking lot of The Old Rainier Brewery in SODO
- Event is held to celebrate the iconic brand that makes up the fabric of Seattle
- Organizers thought it was better to move event to a more urban destination neighborhood; Felt like it was much more fun for Georgetown community and event participants
- Organizers are working with Emilie Shepherd with the Georgetown Merchants Association
- The activation on S Airport Way will include a beer garden, food, games and a main stage
- On the map provided, the Blue line outlines the 21+ beer garden; 2 entry points 12th Ave S and S Airport Way
- Organizers want to include the shops and store fronts on 12th Ave and surrounding businesses during their event; Working on extended service from to the businesses and have them apart of 21+ beer garden enclosure
- Working with WSLCB to incorporate special occasion liquor license and the regular liquor license from businesses
- Worked on a neighborhood notification plan to curate language for the beer garden/business extended service
- There is an apartment building within the closure; Working closely with property managers and they didn't think there was anyone under 21 in the building
- Working with the neighborhoods and the businesses; No complaints or major concerns
- Closure of S Airport Way will start at 8pm on Friday; Full closure will start on Saturday morning; Event starts at 3pm; All side streets will be closed and staffed by 3pm; All streets should be open early Sunday morning
- Local access only will be on the side streets; Working with vendors inside of the closure that have weddings and events during the weekend
- Organizers are trying to keep Airport Way open as much as possible to allow traffic and fright trucks through
- Initial notification done in April, another set of notifications will be done in September
- TNV application has been turned in and approved by SDCI
- Headliner not been named yet
- Organizers are now working on plan and protocol for controlling the alcohol service businesses to the beer garden and vice versa; Working to make sure staff from both sides know what is happening

Committee Discussion:

Chair – SDOT not present and will need to review request and plan before committee approval; SDOT will

need to see signoffs from businesses along closure; Organizers will need to present at Georgetown Merchants Association meeting and community meetings; For the crossover of the alcohol service, Capitol Hill Block Party has two staff at each business – one bar staff and one organizer staff; Will need to determine whether event is commercial or community, the event is open to the public but restricted to 21+; if Traffic Control or SPD presence is needed and they are categorized as commercial, organizers will need to pay for SPD staffing; Organizer talked to Lt. in the precinct, did not see issue with traffic but would recommend SPD present in area; Organizers have talked with the freight around the area and will been in contact; If a truck needs to use Airport Way then organizers will help them get there, alternative is to use Corson **SPD** – Since organizers have been talking with precinct; Work directly with SPD South precinct and SDOT FAS – Recommends having 25 vendors; include support vendors and will qualify for tradeshow license **DON** – Concerns about the closure times; Organizers are looking to open S Airport Way at 2:00am on Sunday; Organizers comment notification process has been good, talking to all the business owners in person to introduce themselves and hear their concerns; Business are supportive of event in the neighborhood; Organizers will run a fence line along the front of the brick building to protect the building WSLCB - Questions and confusion on two beer stations; Organizers explain there will be one point of sale station and one remote beer station; Remote beer station they wristband and they will mark how many drinks they get; Will follow all rules of intoxication and if they see there are signs of intoxication then they will cut them off; Size of beer garden not much different than 2017 event; Organizers will continue with staffing plan, at peak time there are 19 liquor monitors on the ground; Staff from the bar and staff from organizers near doors of businesses will be needed to ensure alcohol service is not being mixed SC – Questions about garbage and recycling; SC deals with a lot of overflow during events; Organizers plan to deploy more cans outside of beer garden; will have plan to go all the way down the neighborhood **SDCI** – TNV has been approved; Apartment building and residences in Horton building on 12th Ave S, above All City Coffee, and above 9lb Hammer must all receive proper notifications

SPU – Reminder about the ban on plastic utensils and straws; Be mindful of the overflow of cans
FMO – Smaller event, so FMO will not be providing Medics or EMT; is there a first aid tent or medic plan?; Organizers will have First aid kits on hand and all Bold Hat staff all have CPR card and training
FMO – Would like more specific information for the 20 ft. fire lane, Organizers are working to get detailed map to Lt. Heun

Chair – Event is pending and will need feedback and information from SDOT and SPD South Precinct; Chair will let organizers know determination of event categorization

Event:	Battery Block Party
Date(s):	Saturday – Sunday September 15-16, 2018
Location:	Bell Street Park
Organizer(s):	Aaron Asis

Event Notes:

- Battery Block Party is in coordination with Seattle Design Festival; Organizers are looking to close Battery St between 1st Ave and the mid-block alley
- The event is to inspire conversations about he potential for a Belltown Park between 1st Ave and Western and to honor the legacy of the Battery Street Tunnel prior to it's closure
- The weekend prior to this event, Seattle Design Festival is having an event in Occidental Square; Organizers are working with the Seattle Design Festival to install some of the activation into their block party activation
- Organizers will be working to inform the participants what the future of Battery St
- 4-6 instillations will be placed within closure which will be about 12 ft
- 3 instillations confirmed, one roughly size of table, blocks like Jenga, and diner style booth
- No real structures or big activations for the instillations; Deliberately chose instillations that are not as big
- In the closure, no apartments, garages, or businesses in the area have access on 1st Ave

• Working for approval before notification and outreach is done

Committee Discussion:

SPD – Does not see need for SPD traffic control; Should have local access only signs on other side of the alley; SPD recommends contacting apartments and building about use of alley and limited access
 FAS – If having event support suppliers then FAS needs to know who they are, FAS will follow up before

event **DON** – Communicate with neighboring the apartment buildings; Notification will be key to residences and key stakeholders; Belltown has a lot of new events and new neighbors

METRO – Ask SDOT about construction and if they will have any major projects happening in the area **SPU** – Is there a cleanup plan in place; Organizers will work with volunteers

Chair – Not seeing any foreseen issues, pending on approval from SDOT, chair will connect organizers with SDOT for the event

Event:	The Finding of the True Cross (Meskel)
Date(s):	Sunday, September 30, 2018
Location:	Camp Long
Organizer(s):	Getachew K. Mengistu

Event Notes:

- Annual Church event at Camp Long in West Seattle; 4th year of event
- About 1000 people are listed as the expected attendance; Organizers are expecting about 750 1000; 6 churches are involved in the celebration
- 6 churches involved in this celebration; Organizer have people assigned to parking, event organization, and neighborhood involvement
- Organizers have volunteers to help direct parking and encourage carpool
- A part of their celebration involves a bonfire in the fire ring at Camp Long
- Bonfire is a symbol of finding of the true cross; Gather wood and lit, everyone gathers around the fire; Organizers make sure fire is out before they leave, not a big fire but symbolic representation
- Special Events has received feedback with issues in the past due to the number of cars entering and exiting; Parks wants to make sure participants are safe during the bon fire
- Traffic control turning left into the park from 35th Ave should be explored for 2018 event

Committee Discussion:

Chair – Camp Long has shared concerns with vehicle ingress and egress, and the need for SPD to assist with traffic control; Will get information to SPD West Precinct; Event would most likely be handled by the West Precinct

DON – Let DON know if they need help with notification along 35th due to increase traffic and activity in the area

Parks – 1,000 people for the parking lot is an issue; Parking lot only has room for about 50 cars; If you make it a one way entrance and exit then it would help mitigate some of the issues with traffic; Proper fire extinguishers are needed onsite for the fire ring; Continue working with Sheila at Camp Long and SPD West Precinct

FMO – What is the fire size? Organizer could not give an estimate, Camp long staff estimates the fire about 6ft, FMO will need to follow up with Parks and organizers; Organizers use a spot at Camp Long for their fire, they place fire in the middle of the fire ring; FMO requiring extinguisher in the area, water would be sufficient; Usually asking for 25ft exclusion zone for any fires with organic material; FMO might be in touch with organizers for follow up; Puget sound clean air and the dry weather has been triggering calls to the FMO, FMO does go out and investigate air quality; SE will put a note to do outreach

SE – Sheila from Camp Long is asking for a formal safety plan from organizers; SE office has Public Safety and Event Management Safety Plan sample online

Chair – Will follow up with SPD West Precinct and SPD Traffic for the traffic at Camp Long

Event:	Upper Queen Anne Trick-or-Treat
Date(s):	Wednesday October 31, 2018
Location:	Queen Anne Ave N, between Galer St and McGraw St
Organizer(s):	Krijn de Jonge

Event Notes:

- Trick-or-treat event happening in Queen Anne for the last 4-5 years; Organizer owns one of the stores involved and is a board member with the Queen Anne Chamber
- The event started where kids would come to the stores along the block to trick-or-treat; The event is put on by the Queen Anne Chamber; Each year organizers see an increase in attendance
- For the 2018 event, organizers would like to close off the street since event has gotten bigger and there are some safety concerns
- In 2017 the event was spilling into the street and would have unsafe crossings; The traffic in the area was at a standstill
- Organizers would like to close Queen Anne Ave N between Galer St. and Boston St.; About 5 blocks and 4 cross streets will be impacted from 3pm 6pm
- 1 bus route will be impacted
- Notification would be done by the Chamber; Chamber will have staffing at the crossings

Committee Discussion:

FAS – Asking if there are any vendors or support vendors; Organizer confirm that National Barricade will be used for signs or barricades

DON – Parking is usually a concern when closing the street; Neighborhood notification should be done to mitigate some of the issues; This event is happening during rush hour and on a week day; Organizers working with SPD traffic to figure out the street closures; Will need to notify the surrounding residences as well as businesses about the event and closures

Metro – Dependent on SDOT, detour will be left on Galer, North on 6th to W McGraw St, then back onto Queen Anne Ave N; Request is not just closing the street but will need to vacate all cars within the full closure; Will need to get 5 blocks of parking cleared; Queen Anne Ave N is a major street coming off of SR99; Keep in mind the Food bank is open on Wednesday and they will need to have major outreach; Metro will be able to detour route 13, most of the metro riders will be students since Rt. 13 goes from downtown to Seattle Pacific University

FMO – Recommends extending notifications to the schools and churches in the area since they may release in the afternoon and be affected by the closure

Citizen Representative – Concerns with the businesses in the area; Organizers confirm businesses will be operating as normal

Chair –SDOT will require signoffs from the neighborhood for the closure; SDOT does not usually allow closure of arterials on weekdays during rush hour; Queen Anne Ave N is a minor arterial; Chair would like SPD traffic (not present) to weigh in on impacts since SPD traffic might be needed for re-route; Organizers should consider moving to later in the evening or on the weekend

Event:	Queen Anne Farmers Market Seasons Celebration
Date(s):	Saturday September 29, 2018
Location:	W Crockett St and Queen Anne Ave N
Organizer(s):	Matt Kelly

Event Notes:

• Queen Anne Farmers Market is a Seasonal Farmers Market Thursdays from 3-7pm starting early June to early October; Queen Anne Farmers Market is Seattle's only independent, community run

farmers market

- To celebrate their season, organizers want to hold an end of the season celebration to support local vendors, organizers, and participants; They would also want to build the community and bring awareness
- It is also another opportunity to support small businesses within the farmers market and showcase the market
- The set up will be like their Thursday farmers market; Organizers are going to invite some prepared food vendors and alcohol vendors; Exploring idea of beer garden within the closure
- Set up begins at 8am; Street closure at 9am
- Businesses in the area are very supportive; Seeing it is a neighborhood event and community event
- 2 houses are within the footprint of the closure; Organizers have been in contact with them
- Working with neighborhood for notifications

Committee Discussion:

Chair – Reminder that beer gardens are not allowed at farmers markets; Special Event permit is needed for the beer garden

FAS – Requesting names and license for additional vendors and support vendors

DON – Queen Anne and busy area; Notification is key to businesses and neighbors; Parking is a concern in the area; Please let DON know if they need help with notification

Metro – Asking organizers to clarify load in plan; Organizers used the middle school parking lot for load in and parking for vendors; Will use the same guidelines as set in for farmers market load in ; Will use same plans for the market

WSLCB – Map for the beer garden looks good; Queen Anne Neighbors for Responsible Growth is the nonprofit organization that will be sponsoring the beer garden; LCB application was submitted this week **Parks** – Have you had discussions with the Queen Anne pool?; Organizers haven't had a discussion yet on how this will affect parking; Organizers are hoping that the redirect of parking will not have any affects to the parking in the pool; Organizer will need to have conversations will director to help mitigate event participants and pool parking

SPU – Reminder of ban of plastic straws and utensils; Food Vendors must have compostable items **FMO** – Perimeter of beer garden to have bike fencing; Must make sure the bike fencing is not used for bikes since then the fencing will not be movable; Lt. Heun will review beer garden plan and will give occupancy; Fire lane goes right through the beer garden, the west side will have break in fence for emergency exit and

will act as fire lane; The bike fencing will have breaks for emergency exits and will be the fire lane **SE** – Next steps is to communicate with the FMO for occupancy of the beer garden, SE Office will be in touch for insurance, fees and missing items

Chair – Need to hear back from SDOT about the closure; As of now, not seeing any issues since same footprint as Thursday farmers market

Event:	Art Marble 21 Block Party
Date(s):	Sunday September 2, 2018
Location:	Westlake Ave in South Lake Union
Organizer(s):	Art Ruiz, Mike Kenney

Event Notes:

- Event is a block party hosted by Art Marble; Set up will be in front of venue on the west side of Westlake Ave; Northbound lanes of Westlake Ave N will remain open
- Event hours will be from 12pm 10pm on September 2, 2018
- First time event and block party; Idea is to have a community, summer event with live music, a beer garden, and food will be served from inside the restaurant to outside
- All ages event; Beer gardens 21+ and security will be there enforcing

• Preferred option is to shut down one side of Westlake Ave N; Northbound will have access, southbound detour will be onto 9th Ave to Roy St

Committee Discussion:

DON – Event is close to the SLU tiny village, which will be located on 8th and Aloha across the street from Courtyard Marriott; SLU Tiny Village is due to open end of August; DON would like to put in contact with organization that runs the village to coordinate since there should be an increase in people in the area; Keep in mind that it is also Bumbershoot weekend; DON can provide a list of key stakeholders and contacts in the neighborhood for organizers to notify

Metro - no issues,

WSLCB –the beer garden will need request for extended service from business to the beer garden; Could run into issue since there is a separation from the beer garden to the business, will put in touch with team for Lt. in the area so they can submit their request for extended service; Beer garden will need 42 inches fences **SPU** – Clean up plan in place?; Organizers will have staff to do cleanup

FMO – Lt. Heun will set occupancy for the beer garden; Work with Lt. Heun for layout inside of closure, organizers will want to make sure participants can get through set up

Citizen Representative – Are you engaging the surrounding businesses?; Organizers have notified and are working with the surrounding businesses; The businesses agreed to the event but not engaged to participate with the event; First event will just be Art Marble, in future years will look to incorporate the other businesses

Chair – SPD and SDOT feedback is necessary for the street closure; SDOT will question the southbound access and SPD in the past has had issues sometimes events and traffic utilizing the same road; If SPD assigns officers to the event then it will be a cost to organizers; Organizers have questions about ride share drop off zones, Chair suggests putting together plans for drop off locations and send to the Special Events Office, then we can connect to SPD and SDOT; SDOT can help with partnering with ride share companies