



**Seattle**  
Special Events Office

Special Events Committee Meeting Minutes  
June 12, 2019  
Seattle Municipal Tower, Floor 16, Room 1600

Member Representatives in Attendance:

<b>Agency</b>	<b>Representatives</b>	<b>Noted in Minutes As</b>
Citizen Representatives	Oliver Little	Citizen Representative
Department of Construction & Inspections	Tony Jagow	DCI Noise Abatement
Department of Neighborhoods	Angela Ray	DON
Finance and Administrative Services	Brenda Strickland	FAS
King County Metro Transit	Glenn Bartolome	Metro
Parks and Recreation	Carl Bergquist	Parks
Seattle-King County Health Department	Rosemary Byrne	Health
Seattle Center	Gretchen Lenihan	Seattle Center
Seattle Department of Transportation	Mike Shea	SDOT
Seattle Fire Department	Tom Heun	FMO
Seattle Police Department	Bryan Clenna	Police
	Phillip Hay	Police
	Joel Williams	Police
Seattle Public Utilities	Sheryl Anayas	SPU
Special Events Office	Chris Swenson	Chair
	Meli Darby	SE
	Jonelle Mogi	SE
WA State Liquor & Cannabis Board	Not Present	WSLCB

Additional Attendees: Tom Powell – FMO, Pat Kauffman - SPU, Chief Steve Hirjak – SPD , Samantha Stork – DON, Carlton Stinson – SPU, Luke Sillonis – Downtown Seattle Association, Katy Willis – Visit Seattle, Ryan Schmidt – Lagunitas Beer Circus, Darin Theuret – Lagunitas Beer Circus, Cesar Garcia – Lake City Collective, Terry Morgan – Borealis, Jeff Mason – Borealis, Ryan Schroeder – West Side Productions, Joe Jeannot – West Side Production, Mike Carroll – Cursed Oak, Adam Wakeling – The Crocodile, Rick Klu – Jupiter Bar, Bryan Kriewer – Screwdriver Bar, Chris Jones – Screwdriver Bar, Josh Sharpe – Under the Needle, Benjamin Hunter – Community Arts Creative

*Note: As always, these are "raw minutes notes" based on the discussion of the 6/12/19 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.*

**Post-Event Evaluations/Comments:**

DATE	EVENT
May 11	Madrona Mayfair Parade
May 11, 15	Sounders FC March to the Match
May 11-12	Seattle Beer Week - Weekend 1
May 12	<p>The Color Run Seattle 2019</p> <ul style="list-style-type: none"> <li>• Started 45 mins late, people were not happy, SPD thinks understaffed</li> <li>• Merchant of new organizer; From Seattle Center standpoint things went fine on campus; Would like to start from square one for next year and not making any assumptions</li> <li>• Stuff within Seattle Center campus worked fine; Everything on the street had issues</li> <li>• Neighborhood notification issues; Neighbors on 2<sup>nd</sup> Ave had some issues and weren't properly notified</li> <li>• Didn't get color zone map until the day before; There were some issues with the color zone map</li> <li>• Ran smoothly for last few year, took for granted this year</li> <li>• Special Events will have a debrief and planning meeting for next year's event</li> </ul>
May 14	Seattle Symphony Open Rehearsal for students
May 17	<p>Seattle Norwegian 17th of May Parade</p> <ul style="list-style-type: none"> <li>• No major issues; Assembly area is problematic since all residential and the event is growing</li> <li>• Staging area has been the same for years; Probably will need to be an accommodation and fit them in current location; 24<sup>th</sup> would work since Metro impact</li> </ul>
May 17-29	<p>Northwest Folklife Staging and Production</p> <ul style="list-style-type: none"> <li>• On Friday and Saturday weather was not in their favor; Haven't received final report</li> <li>• Operational from Seattle Center everything went well; No major issues came up; Just a tough weather weekend</li> <li>• Event and OVG arena construction worked out fine; Folklife is one of the major events that OVG will pull back construction; A lot of construction was pulled back</li> </ul>
May 18-19	The University District Street Fair
May 18	West Seattle Bee Festival
May 18	Green Lake Food Walk
May 18	Taco Libre Showdown
May 18-19	Seattle Beer Week - Weekend 2
May 18	<p>Seattle 5K Happy Hour Run</p> <ul style="list-style-type: none"> <li>• Parks received a lot of complaints in the Park</li> <li>• What organizers said would do is different than what they actually did; Organizers were way off with their plans</li> <li>• Complaints and comments about people walking around with beer in the park</li> <li>• A mechanical bull ride was set up when they said was a bouncy house</li> <li>• SFD was out there to inspect, but they were so off schedule that things were not set up yet, so Fire had to leave; Main organizer was looking at route when Fire showed up</li> </ul>

	<ul style="list-style-type: none"> <li>• Closed upper loop at Seward when they were not permitted to close</li> <li>• In 2018, had some issues with same organizer in event in Magnuson Park; They just had one fence line for their beer garden</li> </ul>
May 19	Nordstrom Beat the Bridge 8K Run and Walk
May 19	West Seattle 5K Run/Walk <ul style="list-style-type: none"> <li>• Traffic supported; Went fine</li> </ul>
May 19	Great Strides Seattle
May 19	Seattle Spring Opener
May 21	NG Live! Matinee for students
May 22	Diversified Production Services
May 24	Eritreans for Human Right Movement Day <ul style="list-style-type: none"> <li>• No Issues; About 60 people at the end; March grew along the way</li> </ul>
May 25	Bohra Baraat Procession
May 25	Eritrean Independence Day (Volunteer Park)
May 25	Eritrean Independence Day Celebration (Seward Park)
May 26	Emerald City Ride <ul style="list-style-type: none"> <li>• No issues on the route; Someone got hit by a taxi after the ride, but not associated with the event</li> <li>• No major effects on Folk Life; Still would like to look at timelines if they use the same date/time</li> <li>• Half the participants than previous year's event</li> </ul>
May 27	Annual Memorial Day - Bread of Life Mission
May 29	Dog Fest
May 31 - Jun 1	Summer Solstice Night Market
Jun 1-2	Putt Putt & Brew Crawl
Jun 2	Susan G. Komen More than Pink Walk <ul style="list-style-type: none"> <li>• One or two more officers should be added to next year's plan to manage traffic outside of the Park</li> <li>• South Precinct managed event</li> </ul>
Jun 2	APDA Northwest Optimism Walk
Jun 3	The 5th Avenue Theatre High School Awards Ceremony
Jun 4	Cake Topper : Marry Us JVN!
Jun 6	Drink Pink at Cafe Campagne
Jun 7	Turn it up United Nations Project and Movement Press Conference
Jun 8	Georgetown Carnival <ul style="list-style-type: none"> <li>• Went very well; A few religious free speech folks with signage showed up that organizers needed to deal with; General public has issues with the group, so many of the general public was adamant to get them going out of the festival; The messaging was not an issue, but the bull horns are annoying; Organizer did take a noise level and they were in compliance; The group was there the entire day</li> <li>• Don't want to limit people's free speech but should have limits for participant safety and attendance; There were no issues with SPD helping</li> <li>• Suggesting that there is a line in the Special Event Permit that addresses issue; There was a lot of back and forward with the organizers and SPD</li> <li>• We need a way so people can get their message out without the general public getting involved</li> </ul>

	<ul style="list-style-type: none"> <li>Seattle Center would like to be involved since they have similar situations that come up with campus events</li> </ul>
Jun 8	Loop the Lupe 5K
Jun 8	Ballard Criterium <ul style="list-style-type: none"> <li>No issues; Long day since added 2 hours in the beginning for the community event; Essentially a 12-hour closure for Ballard and Shilshole Ave</li> <li>SPD requested a uniform or shirt to help identify staff</li> </ul>
Jun 8	Volunteer Park Pride Festival
Jun 8	Lard Butt 1K
Jun 9	Rock 'n' Roll Seattle Marathon <ul style="list-style-type: none"> <li>DON had a few issues come up with the Fremont and Wallingford Facebook group; Feedback received was that couldn't get around the area to grocery store</li> <li>Complaints about the music starting early; 5am sound checks and 7am loud music that woke up neighbors;</li> <li>SDOT there are issues with the route; There was issues with Ballard Bridge and Mercer St.; Will need to do a post event evaluation to see where route will want to go</li> <li>Seattle Center received feedback from Queen Anne neighborhood that some areas felt very trapped in and didn't receive any notification</li> <li>SPD received a lot of noise complaints in SPOC due to the bands; The route will not be approved for next year by SPD; Would request Ironman have a route identified and confirmed well before event time; There was a ridiculous amount of traffic impacts and staffing impacts; SPD would like to be included in the planning process before given the final approvals and would request more information from SDOT prior to approval</li> </ul>
Jun 9	Furry 5K
Jun 9	Parks & Rec Fest

**Public Comment**

Carlton Stinson, Seattle Public Utilities (SPU), Stormwater Education Program Manager

- SPU would like to support events, parades, and street fairs with a storm drain stencil kit to help keep our waters clean
- Kits are available in several languages including English, Japanese, Chinese, Somali
- Kits include: 2 cans water-based spray paint, safety vest, gloves, brochure why to, and garbage bags
- SPU will provide kits to organizers and would just ask organizers to be involved to help keep the storm drain water clear; Each kit provides instructions about how to use
- Carlton Stinson is the contact for the kits and distribution

**Applications Review / Discussion**

**Event:** Lagunitas Beer Circus  
**Date(s):** Saturday, August 17<sup>th</sup>, 2019  
**Location:** 1550 NW 49<sup>th</sup> St, Ballard  
**Organizer(s):** Ryan Schmidt, Darin Theuret

Event Notes:

- Use parking lot in facilities to extend space and have extended liquor license
- Expecting about 900 participants
- Event time: 11:30am – 5:00pm; 5 ½ hour event
- Guest breweries setup within closure; Purchase beer on organizers account and use the token system for participants to buy the beer at the event; Buy tokens and then exchange token for beer
- 2 stages: 1 inside the tap room with circus performers and 1 outside under a tent
- 20-meter tent which goes to first gate with lighting and ground stacked
- 3 bands that will play 60 – 90 min sets
- Urban Artworks will benefit from all the beer sold at the event as well as merchandise sales
- Will like to make beer accessible to participants; Do an early time and limit time to alcohol to prevent over consumption; There will be an ALS team on site to help with over consumption and heat stroke
- WSLCB approved extension and on board with event
- 2018 closed a portion of the street to store the trailers that bring in equipment; For 2019, requesting entire street closure – just the parking lane on the north side of the street for the block; Will use for staff parking and staging, then will be used for ride share pick up

Committee Discussion:

**FMO** – A few concerns since there was a fire lane issue 2018; Will need a new map that clearly shows a fire lane; Will need another map with a 3<sup>rd</sup> exit to accommodate the capacity requested; Exit will have bicycle fencing, so easily accessible; Updated map will clearly show the emergency exit and the fire lane; Looking for a list of vendors and food trucks

**DON** – When notifying people, you should go beyond where you think is needed; More notification to let the neighbors and residence know so there are no surprises during event

**FAS** – Charging \$40 to get in, so will require admission tax - there is a 5% requirement; Brenda will send information to create an account; Requesting a list of vendors

**SDCI Noise** – With sound checks on the exterior, nothing before 9am; Noise on Friday and Saturday inside the hours of amplified sound

**SDOT** – Clarifying 49<sup>th</sup> not clear – organizers just using the parking lane; Looking to have the sidewalk closed the day after to help with storage on the sidewalks; Only closed with barricades to help entrance day of show; 30 ft back from the stop sign

**SDCI** – Tent and stage will require a Temporary Structure Permit; Jessica will follow up with Ryan

**SPD** – North precinct didn't assign any resources; Organizers will use Landmark Security

**Health** – Food Trucks must have access to restrooms and have priority to the restrooms and handwashing stations; Make sure they have their annual food truck permit; For mobile food vehicles under permit, the mobile handwashing stations and restrooms now need to be within 500 ft. instead of 200 ft.

**Event:** Lake City Business District Event  
**Date(s):** Saturday, August 24, 2019  
**Location:** Lake City Way between NE 123<sup>rd</sup> and NE 125 St.  
**Organizer(s):** Cesar Garcia

Event Notes:

- Cesar is with one of the organizations that is organizing event
- Lake City building together receives funds to work with the community; Supporting all the ethnic groups and businesses in Lake City; Chris Levenson asked Cesar to support grant received to support the Ethnic businesses
- Working between 123 and 125<sup>th</sup>; About 24 businesses in the area

- Organizers felt that once the parade route changed in 2018, the parade now doesn't go through that block; Businesses felt like they are being left behind with the change
- Signatures from 16 businesses that support the event
- That block has a lot of small businesses and ethnic businesses; Intent is that organizers will want to showcase the small businesses and ethnic businesses; Want to show that there is more pressure for a small business to survive
- Realize requested closure is a main way through Lake City Way, but sees that traffic can be diverted through 30<sup>th</sup> Ave NE
- Will have music related to the ethnicities in the area to represent; Kids represented and activities within the event; Stage set up right by décor of block right where the businesses are located
- Requesting extended service or chairs outside of the restaurants so participants can enjoy food outside
- Closure begins at 2pm, event begins at 3pm; Event ends at 6pm, street open at 7pm
- Organizers will check with team and see if reach out with the Lake City Summerfest organizer; Organizer is planning this event due to the displeasure of the businesses in the area

Committee Discussion:

**FMO** – Will need to know if there is a 20 ft clear fire lane; Identified fire lane on the west side; Will not have set up inside of the closure; If anyone decides they want to cook outside with propane or charcoal, then will need a separate permit from FMO; Requesting an additional map with details showing dimensions and stage

**Parks** – Lake City Mini Park not activated for this event; Organizers activating the mini park for their summer concerts; Since not a part of application, could have another group come and reserve the park

**DON** – Outreach will be with the businesses itself, but the organization does outreach within the neighborhood; Their group has community ambassadors that help work with every different ethnic groups; Divide task and go into their own communities to get message out; Make sure as many people as possible know about the event; Partnership with the literary course and democracy vouchers, working to support businesses

**SPU** – Ask to be mindful of the trash and recycling receptacles; Please keep them in mind during event; Have other receptacles clearly marked for food and trash; SPU can provide resources for the signage

**Seattle Center** – Might want to give yourself more than an hour prior to event start time especially if putting things in the road; Would suggest giving volunteers and staff a little more time to get everything together

**Metro** – Lake City Way is a tough closure for Metro; There are 2 routes that go right through the closure – route 372 and 75 with runs every 15-20 mins; There will be about 70 bus trips that will be using the same re-routes which would be: North on Lake City Way, turn onto 123<sup>rd</sup> to the left, continue north on 30<sup>th</sup>, stop at 125<sup>th</sup>, make a right turn and then a left back to Lake City Way; The detour will be Metro and general traffic in the detours; Metro can re-route through the event, but the detours could be significant; The Metro routes affected connect to Northgate and University Light Rail Station

**SDOT** – Will require SPD traffic support to support event due to the detours; Detours will be backed up with cars and Metro; Is there a possibility to partner with the Lake City Summer Fest, the block is closed off already and not activated; SDOT could not support without traffic

**SPD** – There are 2 officers assigned to event currently, will need to explore other staffing to assist with traffic control

**SDCI** – On 30<sup>th</sup> and Lake City Way there is a business that is turning into a Coyote Arts School; Would like to make sure you are in contact with them since Saturdays are a busy day for programming; If they are open, then will be close to the grand opening date

**SPD Traffic** – Instead of doing Lake City Way, do it on 30<sup>th</sup> Ave NE and 31<sup>st</sup> Ave NE; Businesses are on both sides of the street; Can't shut down access to Dick's; Issue with that is the back of the store fronts are not very inviting, but will consider due to the traffic and could incorporate the mini park

**Health**– Idea is to have food prepared inside and participants take food to eat outside; No temporary permit needed if no food is stored or kept outside

**Chair** – will need to have Metro, SPD, and SDOT to see what is doable in that area; Special Events works with Lake City Summerfest and can facilitate conversations; As of now, keep plan as it and talk with team

**Event:** Borealis Festival of Light  
**Date(s):** Wednesday – Sunday, October 9 – 13<sup>th</sup>  
**Location:** Lake Union Park  
**Organizer(s):** Terry Morgan, Jeff Mason

Event Notes:

- Overwhelmed with the support for the city for 2018 event; Put Seattle on the map locally and globally
- Received overwhelmingly with the community; Ramped up to be a part of iMapp - Largest light mapping festival in Romania; One of the artist will be representing Romania and Terry will be an international judge
- Working with Maxintensity out of Budapest for the mapping side of things
- Expanding 5 days from 4; Maxed out capacity each day in 2018
- Asking for a noise variance until 10:30pm to accommodate an additional show; 5 showings per night which last 45 mins each
- Used a ticketing management system last year to watch flow and capacity through the show; Didn't discourage people from coming without ticket
- Sponsors includes KOMO TV, Hubbard, The Stranger, Vulcan, Amazon, Capital One; Vulcan will give access to some of their property around the lake so will allow them to spread out a little bit more
- Expanding marketing team
- Working with Arts and looking to get support from City Council; Looking to incorporate into a Citywide event to support Lake Union Park
- Will be enhancing safety in the park; Will have more lighted pathways, easier accessibility to the other art works in South Lake Union; Looking to have guided tours or Segway tours

Committee Discussion:

**FMO** – No enclosure of the food trucks, the blue area is the designated area for food truck; There will be a few tents in the area; VIP capacity could be about 200 per the day; Requesting a map for the area showing the width; Requesting food truck list closer to the event; Will need to talk about capacity when you get to the number of expected attendance

**Parks** – Activations in the trees will be something different for this year's event, but will have an install; Will need to work with an arborist to make sure that the installation in the tree is approved; The lot can be included with Parks, looking to use the parking lot as ADA accessibility; The biggest challenge is that all the vendors must know they can't drive on the grass, must be on Terry Rd; Loaded in Sunday for 2018, should be fine for 2019 since after Center for Wooden Boats Event; Will do a better job with ticket management; Talking to a couple of boats to possibly dock in the northern end of the park, must work with Center for Wooden Boats; West side of the parks, will need to check in, Not sure if bike racks will fit in the area, but can work with Parks

**DON** – Organizers worked with SLU chamber for notification; Presentations and constant communication with SLU Chamber; When closer will have more larger meetings, but currently just having one-on-one meetings

**SDOT** – Fairview bridge project will close Fairview in August; Traffic control was at event and kept traffic moving; Concern with the amount of traffic and crossover; Friday is an especially a concern due to the Friday traffic after work; Working to advertise and promote free parking locations with sponsors; More of an outreach about the event and traffic impacts

**SPU** – Food vendors must use compostable packaging; Reminder on ban on plastic utensils

**Seattle Center** – There was some general traffic on Mercer, mostly crosswalks and peds; Looking to engage

Science Center and MoPOP depending on the funding available

**FAS** – Will need to go through same process for the Trade Show licensing; Brenda will follow-up

**SDCI Noise** – Receive feedback from the community? Organizers received no complaints for 2018 event; They were 78db at the property line; There is a little bit of headway and may take advantage; No additional sound added; Special Events received one complaint since the noise in area affects 4 neighborhoods due to the location of the event; Will work with placement of sound and can follow up once application comes in

**SPD** – worked out well last year; SPD will coordinate with SPD Traffic

**Health** – Food trucks will need their annual permits; Will need to have access to restrooms with hot running water for the food vendors; Needs to be within 500 ft from food truck set up instead of 200ft

**Event:** West Seattle Beer and Music Festival  
**Date(s):** Friday – Saturday, August 23- 24, 2019  
**Location:** Alki Mosonic Center on 40<sup>th</sup> Ave SW  
**Organizer(s):** Joe Jeannot, Ryan Schroeder

Event Notes:

- 2<sup>nd</sup> year event of event; 20 breweries with 2 tasting at each; 3 bands each day
- Fundraiser for different non-profits in the area using food, music and beer
- Event is August 23-24 Friday - Saturday, load-on on August 22<sup>nd</sup> Thursday
- Friday opening doors at 5pm; Finish at 9:40pm; Clear out at 10pm
- Saturday – 3pm opening the door for general admission, same idea with food and beer
- Using food trucks for their food
- Load-out Sunday morning and Monday morning for musicians and vendors
- All 21+ event
- Ticket fee for general admission then VIP full weekend pass

Committee Discussion:

**FMO** – Based on the map, only will be able to have 999 at one time; Will need a system to keep track of the attendees; Send a vendor list to Special Events

**DON** – What was the outreach last year? Social Media outreach and guerrilla marketing, Farmers markets, events, political events, restaurants; Did a lot of hand shaking and word of mouth; Went to main apartment building about the event, Offered promo code for the apartment residences; For this year's event, will have a rooftop party to encourage neighborhood participation; Went door to door on notification; On DON website, there is a one sheet about West Seattle and there is a way to get in touch with West Seattle Junction

**Chair** – A lot of people were concerned about the event because it took the neighbors by surprise; What would help is if neighbors and businesses know about the event in advance to help mitigate some of the neighborhood impacts; Reach out to more of the apartment buildings; A more robust plan and notification letter will help out with the notification process; Organizers are changing sound system to address the complaints

**FAS** – Will touch base on the tradeshow license application

**SDCI Noise** – As well as you are staying in the box, and if in the hours then ok; Don't start tear down until 9am on Sunday; Starting at 11am for teardown on Sunday

**Citizen Representative** – The sound issues were the biggest complaints that has heard about last year; Think about the children that are in the area; Think about the speaker location; Have someone on site to help address some of the complaints that may hear during the day and have a day-of contact that is clearly advertised

**SPOC** – waiting to hear back from SW Precinct for staffing; Organizers looking to hire private security for their event; Will have a PSEMP in place, under 1,000 so don't need to submit plan



**SDOT** – The festival is on a private lot and applicant has requested parking spaces; Must have no-parks from a private vendor

**Event:** Belltown Block Party  
**Date(s):** Saturday, August 17, 2019  
**Location:** 2<sup>nd</sup> Ave in Belltown  
**Organizer(s):** Joshua Sharpe

Event Notes:

- 4<sup>th</sup> annual Belltown Block party
- Asked for longer hours, double the footprint; Event growing each year with new additions of new businesses that want to participate
- 15-20 new businesses activated
- Tried to adjust footprint that accommodates same traffic control plan; Same traffic control plan but bigger space and activation requested
- In the past, forced into a short time slot; An earlier start will help set up and not feel so rushed, can help make sure everything is accommodated on plan
- Will also have more family inclusion with the earlier start
- Extended services will be fenced in areas from businesses that already exist; No additional beer gardens
- The skate portion has expanded and need more space
- Looking to close 2 blocks of 2<sup>nd</sup> Ave between Bell and Lenora; Utilize Bell St park in the area, Bell street will be closed
- Lenora will be open; Blanchard and east side of Bell will be closed; 1 block Bell street closure
- There is an alley on Bell between 2<sup>nd</sup> and 3<sup>rd</sup> that they will keep open to have apartment access
- Increasing the footprint but not closing any more of the streets
- In 2018, the closure was 1 block on 2<sup>nd</sup> Ave, requests are now side streets and cross streets; Blanchard is one way and could not access with closure
- Closed bike lane with the permission in 2018
- 2 stages - one wrestling and the other skateboarding ramp
- Stage 1 asking to move from original plan and place on Bell St; Reasoning is due to space
- Belltown Brewery will be activated as home based, will be making use of public space and park in conjunction with private property
- Business support present
  - Mike Carroll – Cursed Oak, 3<sup>rd</sup> year that bar and event happening, have watched the event grow through the years; Community support and new businesses in the area
  - Adam Wakeling – The Crocodile, offered services to help with staging and sound; 1<sup>st</sup> year supporting event; Watched the community grow throughout the years
  - Rick Klu – Jupiter Bar, Event is connected to the neighborhood; Shows commendatory; Free event and having an event for the neighborhood; Looking to expand footprint to have more inclusive event
  - Bryan Kriewer – Screwdriver Bar, this year first time invited to be apart; Looking to be a part of event and have an inclusive event to showcase neighborhood
  - Chris Jones – Screwdriver Bar, Belltown has never been stronger or community based; Uprising of community businesses to support the neighborhood; Would like to celebrate and show and celebrate the past and showcase the future of the neighborhood
- Josh has worked in the past with Belltown Community Council; Currently working on grant with them; Also working with Rise up Belltown and Friends of Historic Belltown
- Event keeps getting bigger and now having more businesses involved each year
- Last year the big hurdle was that needed to deal with a crane being disassembled right near event

footprint

Committee Discussion:

**Chair** – Special Events committee is a regulatory committee and consider ability with traffic and mobility; This event has come up due to construction in the area and 2<sup>nd</sup> Ave is a primary arterial downtown so the transit and traffic detours can be significant

**FMO** – Fire lane on 2<sup>nd</sup>; Bell doesn't have a 20 ft fire lane; The stage will need to be placed so there is a fire lane; Anything that has fenced in areas for extended service will need detail map to determine capacity

**Parks** – No Parks Use Application submitted yet with the use of Bell; Will need to check availability

**DON** – 2018 went around door-to-door for signoffs, gave information to contact if having any concerns; Posters around businesses for notification; Now since more businesses and activations, will have more impacts to the apartments and other businesses; Notifications should go beyond the scope of the immediate neighbors to help with the notification; Clarification on event end times: Organizers will have music closes at 11:30 – 11:45pm then things start to get taken down; At 1pm it is street cleaning and cleanup; Nightlife centered neighborhood, so organizers don't think the impacts will be so much of an issue due to the nature of the neighborhood

**Seattle Center** – Very busy weekend of events in the neighborhood - Hempfest weekend and Seattle Tattoo convention at Seattle Center; Be aware and considerate of other events, neighborhood residences and service providers, keep in mid mobility

**Metro** – Will re-route Metro around closure; There is an impact when you extend a block, taking away another east west street; Domino effect with more closures; Metro is off Bell street every weekend during the summer due to activation; That activation takes off one west bound street; Organizers would like to start detour process earlier than Bell with some advanced notification or signage; SDOT has rules for detours, will need to check with SDOT

**FAS** – Will need list of vendors once know the vendors

**SDCI Noise** – Variance for 2017 until midnight; 2018 ran without a variance; SDCI received no response from organizers; SDCI noise received complaints about the event due to the noise; Department was emailing trying to get data from the soundboard; Organizers did not see request for the db levels prior to event and were trying to communicate; There is big arts, nightlife scene there, but also very residential, SDCI would like to know who is running the boards and access to the boards if they do get complaints; TNV will be until midnight if approved; Will need all the information prior to event and have everything in order

- Need application for TNV to see stage placement, speakers, equipment, and to see they are recording in real time; Deadline is sooner rather than later – will want to vet earlier in planning process

**Citizen Representative** – WSLCB not here, but making sure each establishment knows what to do for extended service; Find out from committee who will be overseeing the event from WSLCB side to get the paperwork started ahead of time; Organizers are already in contact, extension of service if taking over sidewalk; Keep in mind ADA accessibility and will require ramps; The ADA accessibility was maintained with the width

**SPD** – Need feedback from SDOT; Bell street east of 2<sup>nd</sup> and Lenora; For 2018, traffic was diverted at the venue, the north end was at Blanchard, any re-routes will be Battery, there will be a lot of empty space between Bell and Battery, not sure what SDOT will do; Street diversion will be at Battery since Bell is too narrow; Closure will require a SPD officer to help with traffic; Could move down from Lenora to Blanchard to battery? Will need to talk to SDOT about the next steps and if closures can be accommodated

**SDOT** – Need to verify street closure request; Looks like Metro can accommodate street closure; Will need to hear with SPD and SDOT Hub coordinators; With the additional street closures, traffic should look at the event and see if traffic should be involved

**SPOC** – Sgt. Bailey with west precinct was involved last year, organizers had own event security; There was a few officers present; If noise complaints came in through 911 then need to look at that

**Chair** – If this traffic control plan is large, then will require traffic control to staff and maintain event; Missing piece from SDOT review – will ask about traffic control, street detours, and spd traffic support; will ask for

deadline of 6/17 from SDOT

**Event:** South End Heritage Festival  
**Date(s):** Saturday, July 27, 2019  
**Location:** S Findlay St, S Brandon St, and S Ferdinand St in Columbia City/Hillman City  
**Organizer(s):** Ben Hunter

Event Notes:

- First year for specific activation
- This event is a re-boot to the Rainier Heritage Parade; 2018 event did not happen due to lack of compacity and lack of effort
- Prior organizer working on event in Othello
- Ben has been working with the community and has received a lot of questions regarding what is happening with the parade questions from many community members
- Event is not going to continue how they did in the past
- Idea is to build off the skills and events held already in the south side; Event include Beatwalk and Back City Collaboratory
- Music festival and a series of block parties; Block parties are a continuation of the Heritage parade; Will include art vendors, games, stages primarily in Hillman city
- At night, will activate some of the venues that line Rainier Ave with acts
- Looking to have a free festival and raised enough to keep it a free festival; Looking to move forward with that idea of a free festival
- Overview map and the 3 stage locations
- Rainier Ave is not closed, just S Findlay, S Brandon and S Ferdinand
- Boundary points are for reference, all locations are not fenced in; Only S Findlay and S Brandon will have beer gardens

Committee Discussion:

**Chair** – No closure of Rainier Ave, are there any plans for overflow if increase of attendance into Rainier Ave? Organizer thought of that and was looking at the barricades to help with the flow

**FMO** – Need some confirmation of the fire lanes; Booths will be moved to accommodate the fire lane on all of the cross streets; No food trucks or vendors; The two beer gardens will need detailed map and schematics for occupancy; The beer garden on S Findley is on private property – have question on WSLCB, will need exits out of the beer garden

**DON** – Last Rainier Heritage Parade was held at 2017; Notification to the area so that as many businesses and residences know what is happening in the area; Organizer has written 2 letters – one to business and one to neighbors; DON recommends to go in a larger footprint, DON can also promote events

**FAS** – Will have 30-40 vendors; Brenda will send information on the tradeshow application; Festival is now free so no admission tax is required

**SDCI Noise** – Outdoor music will go to 9am, fine before 10pm; The venues indoors will be fine;

**Citizen Representative** – Great evolution of the event; Leaving Rainier Ave open is huge

**SPD** – No interaction with the South precinct, SPOC will coordinate with South precinct; No private security hired yet, hoping to have this mostly volunteer staffed; Seafair Torchlight is that day too

**Special Events** – Add specific times on notification when public can expect amplified sound; Will need updated application and maps reflecting the changes

Seafair Citywide Event Fee

*Chris Swenson, Special Events Committee Chair*

- Special Event categories currently are Athletic, Commercial, Community, Parade, Free Speech, Mixed Free Speech, and Citywide

- Citywide Events
  - Ordinance names five Citywide Events: Fremont Solstice Parade, My Macy's Holiday Parade, Seafair Weekend, Seafair Summer 4<sup>th</sup>, and Seafair Torchlight Parade
  - These events are large, historic, and significant enough to the City that if Special Events billed organizers at an established rate (Commercial, Athletic, Community, Parade) organizers would either be billed an unaffordable fee, or the City would be subsidizing the event at too high of a rate
  - Ordinance allows Citywide Event organizers to negotiate Special Event Permit fees with the City
- Chair, Mayors Office and SPD are allowed to negotiate fees; Agreement must be approved by Chief of Police and Police Department
- Seafair event negotiation started in 2016, but just in agreement of fees for 2019; working on previous fees following the 2019 events
- Fees are broken down by Administrative fees and Police fees; MOA for fee assignment and agreement
- Comments:
  - SPOC – SPD Chief is in support of proposed fees
  - DON – what have they paid in past? Seafair hasn't paid after ordinance reform; Paid in the past on flat fee system; The price now is higher than what was charged in the past; Nothing to compare it too
  - Seattle Center – Parks and Seattle Center has a similar agreement for fee negotiation
- Committee Vote: In favor