

Special Events Committee Meeting Minutes

September 11 2025

Via Teams Meeting

Member and Partner Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Department of Neighborhoods	N/A	DON
Finance and Administrative Services Licensing	Toner Eren	FAS
King County Metro Transit	Camilo Penuela	METRO
King County Metro Transit	Eric Stewart	METRO
Mayor's Office	N/A	MAYOR
Parks and Recreation	Carl Bergquist	PARKS
Seattle Center	Gretchen Lenihan	SC
Seattle Fire Department	Lt. Deborah Williams	FIRE / SFD
Seattle Police Department	Sgt. Shane Burditt	POLICE / SPD
Seattle Police Department/Traffic	N/A	SPD Traffic
Seattle Dept of Construc & Inspect/Structures	Dean Greenleaf	SDCI Structures
Seattle Dept. of Construc & Inspect / Noise Abatement	Dan Powers	SDCI Noise
Seattle Department of Transportation	Jack Bighorse	SDOT
Seattle Department of Transportation	Hannah Tyo	SDOT
Seattle & King County Public Health	Gregory McKnight Phillip Wyman	SKCPH
Seattle Public Utilities	Pat Kaufman	SPU
WA State Liquor & Cannabis Board	Lt Robert Rieder	WSLCB
WA State Liquor & Cannabis Board	Kalynn Gubbe	WSLCB
Office of Economic Development	N/A	OED
Special Events Office	Kiah Patzkowsky	CHAIR
Special Events Permit Specialist	Alex Mielcarek Sarah Ly	SE
Special Events Permit Admin II	N/A	SE

Additional Attendees:

- Jared Loranger
- Louise Long
- Bonnie Lackey
- Claire Pinger
- Floretta Woart

Public Comment

- N/a

Note: As always, these are "raw minutes notes" based on the discussion of the ___/___2025 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

Roundtable/Announcements

- CHAIR: Welcoming new Permit Spec, Sarah Ly. Admin Leslie Kodish has retired.
- PARKS: Carl will be on vacation for the next two weeks.
- SDOT: Intern has left and they are looking for a new one.
- WSLCB: Expanded Alcohol service HB1515 passed: <https://lcb.wa.gov/expanded-alcohol-services>

Review Previous Meeting Minutes

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

Meeting Minute Approval

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

Other Committee Discussions

- CHAIR: eProval online permitting platform to be launched later in fall. Administrative review and training is underway.

Seattle Marathon Discussions

- ORG: Seattle Marathon will not be utilizing I-5 due to WSDOT construction. Proposing new route with Half Marathon start at 7am and Full Marathon at 8am. Marathon will utilize similar roadways to previous years. Organizer shared detailed map and description of the route, including which sections require SPD support. Run departs Seattle Center, through Eastlake, Arboretum, University of Washington, Burke Gilman Trail, Fremont, Magnolia, to Waterfront to end at Pier 62. Half Marathon utilizes Westlake.
- ORG: Note that due to construction on Myrtle Edwards Park and Centennial Park, Elliott Bay Trail likely not available. Liaising with Seattle Art Museum for use of Olympic Sculpture Park for portion of end of route.
- CHAIR: SPD Traffic has several commitments on race day. Will need to connect after this meeting, will be good to minimize need of SPD where possible.
- SDOT: Need to check construction impacts. Preference to utilize Elliott Bay Trail if available rather than closing roadways on holiday weekend.
- ORG: Bus stops would be impacted if unable to utilize Elliott Bay Trail.

- METRO: ADA passengers would be significantly impacted by Metro reroutes and/or by picking up passengers from traffic lane rather than at curb.
- ORG: Typical Saturday has a high amount of pedestrian traffic and is unsure why an event with less attendees would be unable to utilize the trail. Construction company cites contract issues.
- SDOT: Will pursue construction end with SDOT HUB team.
- SFD: Cruise ship operations reduced during this time of year.
- SFD: An increase in street closures would increase SFD response time. Notify any stations who may be along your route.
- CHAIR: Note that Elliott Bay Trail requires further discussion after this meeting.
- SC: Parking for attendees?
- ORG: Recommends people walk, use Seattle Center parking garage, or Bell Harbor garage. Will provide shuttles from finish back to start.
- SC: Please contact us for coordination with load in/out of event infrastructure and of drop-off of attendees.
- CHAIR: If bike lanes are used for run, need to repeat communication to participants regarding not running in bike lanes on non-Marathon days.
- ORG: Connecting with Bicycle Club to notify folks and posting signage on bike paths.
- CHAIR: Increase in bike reroutes and community requests for detour signage specific to bikers moving forward.
- SDOT: The classification of these events does not necessitate a bike lane reroute (less than 72 hours of closure) per code. Bikes would be required to merge with traffic which is standard with the MUTCD.
- CHAIR: Request for further conversation about bike detours.
- PARKS: We don't permit events in Discovery Park. We are not permitting events in Myrtle Edwards Park until 2026 (or when construction in the park is complete). If we do permit Myrtle Edwards Park connecting to Centennial Trail, how do we speak to other events who also want to utilize this and are told no?
- CHAIR: Is there an argument to be made to make an exception in this particular case due to the safety impacts of rerouting competing with the safety impacts of utilizing the Trail?
- PARKS: Can see a safety potential issue in either case. We need to be fair to other event organizers.
- CHAIR: If we need to discuss this while Carl is OOO, can we discuss with Athletic & Event Scheduling Manager?
- PARKS: Agree.
- SPD: Could the size of the run (length) be the reason this race is exempt?
- SDOT: Caution on setting precedent.
- ORG: Where does the PARKS permitting restriction begin at Discovery Park?
- PARKS: Texas Way intersection
- ORG: Further investigation needed.

Special Projects Discussions

- CHAIR: FIFA World Cup events permitting moratorium zone will be proposed. Subgroup and meeting to be established.
- CHAIR: Providing barricades (such as Meridian-style) from the City for special events is another policy to be developed. Subgroup and meeting to be established.
- SFD: Needs to know where these style of barriers will be placed if deployed.

- SDOT: Working on a Special Events portion of the traffic manual for SDOT. Need to discuss emergency access when Meridian-style barricades are in use.
- CHAIR: Cost of renting these barricades can be prohibitive and needs to be considered when recommending or requiring these assets on a Traffic Control Plan.
- CHAIR: We would like to re-fill the community representative seats on this Committee (either late this year or early next). Defining the roles of each of these representatives per SMC. If you have event organizers that you think would be a good addition to this group, please recommend them.
- SDCI: Doc Wilson
- FAS: Gloria Connors
- CHAIR: Would like to consider standardized run routes.
- CHAIR: Note that Live Music Permitting zones are a new feature to roadways and we need to work on policies that incorporate these into event plans.
- CHAIR: Would like to streamline permitting processes with Seattle Waterfront.
- CHAIR: Would like to explore how and if we can make curb use verification better and less laborious.
- CHAIR: Fee adjustment vote for 2026 Special Events Fees is planned to take place in the November meeting. Would like to dedicate a subcommittee meeting to this conversation in advance of the November meeting.
- SDCI: Agree

FIFA Discussions

- CHAIR: Notice of FIFA meeting on Wednesday with FIFA, FIFA permitting partner, Lumen Field, several City agencies.
- CHAIR: Unpermitted vending conversations ongoing at a high level. Enforcement issues are a challenge the City is aware of. Contracted vendors are managed by PSM and conversations around their inevitable displacement on FIFA match dates are happening with consideration to impact to vendors and community. Likely this will be permitted as a Special Event. Unsure who would hold the permit at this time.
- CHAIR: Sports Commission has released an updated FIFA Watch Party Playbook. We will post this on the City's FIFA-specific website <https://www.seattlesports.org/news/fifa-world-cup-26-tm-watch-party-playbook>
- CHAIR: Currently our Office does not have any FIFA-specific Special Event Applications
- CHAIR: ARTS & DON are working on up to 14 events which may or may not need a Special Events Permit
- METRO: May need to relocate coach staging from Occidental. Possible move to 1st; using Jackson impacts streetcar. Intend to run a shuttle between Downtown Seattle and the Stadium and increase service. Wayfinding is also being developed specific to this.
- SDCI Structures: FIFA event staff shuttles and bus parking being developed.
- SDCI Structures: Working on Lumen Field and private property structures permitting. Willing to share SDCI permitting thresholds with events as needed.
- CHAIR: Consider adding this to the City's FIFA-specific website.
- SDCI Structures: Looking to improve outreach.
- CHAIR: This FIFA meeting on Wednesday is high-level, possible that some committee members may not be there, but city agencies are represented at this meeting.

- **Review Recent Events**

Event Name	Event Dates
India Day Parade SFD: Everything was delayed, (stages, floats, parade route) by up to an hour. Tents were not up to code, extinguishers were not there. Bathrooms were not provided for folks staging in the morning. Heard comments that this was due to monetary restrictions. A drone was run (unsure if permitted). A jumbotron was also run. Event planner was not professional. There were major electrical cables that were trip hazards. Having said that, community members did seem to enjoy the event. Would like to work with the event organizer to make this better. Has organizer's card. PARKS: Too many organizers from that event, made communication difficult. FAS: Noticed that there were no suppliers and vendors on the application, would like contact info from SFD. SDOT: Parade itself took longer than planned and that traffic control provided for. Will need TCP in the future. CHAIR: Seattle's Finest worked that event due to SPD restrictions. Organizer shared appreciation for the event occurring with City support. SFD: Fire lane filled with dignitaries and not usable as a Fire lane.	8/16/2025
Tears Into Action PARKS: Poor communication	8/16/2025
Admiral Block Party SDOT: National Barricade had the wrong information on the event order. Multiple TNPs that were wrong. SPD PEOs caught the error and due to communicating with SDOT the error was fixed. SPD: Has also heard this issue with signs being incorrect and last minute scrambles to fix the issue. Barricade companies should be familiar with this process, unsure why this is an issue. SDOT: It is the responsibility of either the event organizer or the barricade company they hire to reserve this parking through Accela. Acknowledge that this process can be challenging. With this event, National Barricade used last year's dates rather than this year's dates.	8/23/2025
Louder Than Hate Trans & Queer Joy as Resistance SPD: Thankful to organizers for taking part in the permitting process (even though the event ultimately withdrew) and for PARKS for sharing their permitting process with SPD	8/30/2025
Boats Afloat SFD: Emergency Fire break is in an appropriate location, event seems to be well run as usual.	9/11/2025

ADJOURNED