

CITY OF BELLEVUE  
SPECIAL EVENTS COMMITTEE  
MEETING MINUTES

April 13, 2023  
8:30 a.m.

Bellevue City Hall  
Virtual Meeting

**MEMBERS PRESENT:**

Susan Freeburg – Parks  
Chad Charbonneau - Parks  
Mark Anderson – Fire  
Jacob Branstetter – Fire  
Mike Shovlin – Police  
Casiano Atienza – Transportation  
Neal Christiansen – Community Representative East  
Mike Ogliore – Business Representative Downtown  
Laurie Scott – Downtown Resident Representative  
Jonathan Rose – King County Metro

**OTHERS PRESENT:** Imane Elmesbahi, Emily Martella- Parks; Christopher Rivera, Rick Logwood – Transportation; Richa Rai, Children’s Business Fair; Junfan Tian, Tim Chen, Yu Chen, Yi Yang, Qi Chu, Seattle Chinese Association

**RECORDING SECRETARY:** Gerry Lindsay

**1. CALL TO ORDER**

The meeting was called to order at 8:32 a.m. by Chair Freeburg who presided.

**2. COMMUNICATIONS: Written and Oral**

**3. APPROVAL OF AGENDA**

A motion to approve the agenda was made by Laurie Scott. The motion was seconded by Sgt. Shovlin and the motion carried unanimously.

**4. APPROVAL OF MEETING MINUTES**

A motion to approve the March 9, 2023, meeting minutes as submitted was made by Laurie Scott. The motion was seconded by Sgt. Shovlin and the motion carried unanimously.

**5. COMMITTEE REPORTS**

❖ Routing Subcommittee

Casiano Atienza reported that the subcommittee recently met to discuss the All In For Autism 5K/10K run. The traffic control plans for the event were discussed with the signal team, the operations and maintenance team, and the right-of-way inspectors. The plan have been largely

approved.

Mark Anderson added that the subcommittee discussed the need for either the city or the event planners are notifying businesses, churches and schools that might be impacted by road closures well in advance of an event. Chair Freeburg noted that such notices are to be sent out by the event organizers and agreed to reach out to all organizers on the books to remind them of that responsibility.

## **6. OLD BUSINESS**

### ❖ Tabled Events

#### A. Bellevue's Action Children Business Fair

Richa Rai noted that her son attended a similar children's business fair some years ago in Redmond. Action Children's Business Fair is a non-profit organization that helps students develop entrepreneurial skills. They partner with and provide guidance in setting up events where the kids are the organizers and the participants with their own stalls highlighting their businesses, such as selling bead jewelry, henna painting, games to play and magic tricks. The fair in Redmond is gearing up for its third year and it receives a lot of support from the Mayor. The Redmond event originally had only 30 stalls but given the overwhelming response that number was increased to 50. The event provides each participant a table and two chairs. Tents are optional but must be brought by the participants and must be a standard nine feet by nine feet in size.

Continuing, Richa Rai said the event starts at noon, with setup at 10:00 a.m. The event runs to 6:00 p.m., after which take-down occurs. The plan is to have 50 stalls with two kids per stall. Those wanting to participate will be vetted as to the products they want to sell.

Chair Freeburg noted the Committee had previously voiced concerns about the number of vendors and asked if that was still a concern, and asked if there were any concerns about the number of tents. Chair Freeburg also said there may need to be some flexibility in terms of where the booths are set up given how wet the grass can be in the location noted on the application map.

Jacob Branstetter said a tent permit will be required from the fire department. The permitting process is handled in-house and does not need to go through the Department of Development Services. There will need to be spacing between the tents as well.

Casiano Atienza said the parking outline in the application should be sufficient to accommodate the event participants and attendees given that the event will be fairly small scale. Carpooling and vanpooling should be encouraged.

Chair Freeburg asked if the Redmond event had around 250 attendees beyond the participants. Richa Rai was not able to verify that number, noting that it was never crowded.

Mark Anderson commented that three possible event dates were included in the application. Chair Freeburg clarified that the only one of the three dates where the park is available is August 6.

Sgt. Shovlin commented that there were no concerns on behalf of the police.

Chad Charbonneau added that by August there should not be any issues with the park turf being too wet. The main issue will be the condition of the turf following the 4<sup>th</sup> of July event, but it should be alright.

#### B. Northwest Ukrainian International Festival

Chair Freeburg noted that the Committee did not previously approve the date, time and location for the event while waiting for information regarding a parking plan.

Casiano Atienza said the event organizer has now received permission to use the parking spaces at Sacred Heart School, the Sound Transit South Garage, and Bellevue High School. That should be sufficient to replace the amount of parking Bellevue Square would have provided. The parking plan does appear to be adequate. The organizer will be required to post “No Event Parking” signs in the neighborhoods on 98<sup>th</sup> Avenue NE and 99<sup>th</sup> Avenue NE to the west of Downtown Park.

Mark Anderson said the other discussion with the event organizer was in regard to the fishing area in terms of location and how it is to be filled. When the event was located in Crossroads Park, the fire department assisted in filling the fishing tank given that it was located adjacent to the parking lot. The organizer will need to come up with an option for how to fill the tank if it is to be centrally located in Downtown Park.

Chad Charbonneau added that parks does not want the tank located on the turf no matter what. Both the stage and the fishing tank will need to be moved from where it is shown on the event application map. There will also need to be clarification regarding food and food vendors to avoid siting the boiling pots on the turf.

Chair Freeburg suggested those particulars can be worked out by meeting on-site with the event organizer. Mark Anderson added that should occur sooner rather than later.

Casiano Atienza remarked that transportation was satisfied and prepared to approve the date, time and location for the event. Christopher Rivera agreed and stressed the need to require the placement of “No Event Parking” signs along the residential streets and the submittal of a plan for operating shuttles to and from the event and the identified parking areas.

A motion to approve the date, time and location for the Northwest Ukrainian International Festival was made by Laurie Scott. The motion was seconded by Sgt. Shovlin and the motion carried unanimously.

### 6. **NEW BUSINESS**

#### ❖ Applications of Intent

- A. Chinese Mid-Autumn Festival
- B. CHIME Summer Night Market

Chair Freeburg noted the need to look for alternative dates for the events.

Yi Yang planning is under way for the two events. The intent was to reserve June 24 for the Summer Night Market from 4:00 p.m. to 9:00 p.m., with setup taking place in the morning and

cleanup occurring after the event ending time. While Downtown Park is the first choice, Crossroads Park is also being considered. Any Saturday in July or August would work for the festival, however. The estimated attendance is about 1000 people. There will be no admission charge and the event will be open to the public.

The Summer Night Market event will have more tents than before for food vendors and merchants. There will also be about five tents set up for performers and volunteers. The event itself will be very similar to the previous two years. There will be a stage and amplified sound. Lighting will probably not be needed on the stage given that it stays light on summer evenings.

The parking plan submitted has to do with Downtown Park. If the event is moved to Crossroads Park, a different parking plan will be developed. If the event is at Downtown Park, Microsoft employees will be directed to park at City Center. For non-Microsoft attendees, public transportation will be provided the same as last year and will be advertised.

With regard to safety, there are no specific concerns. There is no political agenda associated with the event, and no parade. Trash cans and portable restrooms will be provided. Consideration is being given to allowing food vendors to have open flames for cooking. Last year there were only food tents, but this year the hope is to bring in food trucks as well.

Chair Freeburg said the calendar will not allow the Mid-Year Autumn Festival to occur on September 23 in Downtown Park. Either a different date or a move to Crossroads Park would need to be considered. There is already a night market event scheduled for Crossroads Park on June 24, but Crossroads Park is open on September 23. With regard to the food trucks driving into the park, it will depend on which park is used for the event.

Jacob Branstetter said stages that are over 500 square feet require a construction permit from the building department. Having food vendors onsite, even cooking over an open flame, can be done without a specific permit, though permits are required for tents. Tents in which cooking is done must be separated from the other tents by a certain distance, and they must be a specific type of tent, NPFA 701 certified. Food trucks are fine provided they are appropriately permitted, even if the permit is issued by another jurisdiction. Where they are parked, however, would need to be discussed and determined by parks.

Casiano Atienza said if the event is in Downtown Park, the parking plan used last year should be sufficient. Shuttles and carpooling are to be encouraged. If at Crossroads Park, a different parking plan will need to be developed, one that does not allow event parking at Crossroads Mall.

Chair Freeburg stated that Crossroads Park closes at dusk so the event will need to be done by then. Downtown Park closes at 11:00 p.m. All cleanup and move-out must be done by the time the park closes, unless overnight security is hired.

Chad Charbonneau said there will need to be discussions about the details of cooking on the turf, especially any open flame cooking on grass to avoid damaging the park. Chair Freeburg added that those details can be worked out when meeting with parks staff and walking the site. Which parks and which dates will need to be determined before moving forward with approving date, time and location.

Junfan Tian thanked the Committee for its support over the past three years.

The Committee tabled approval of date, time and location until the next meeting.

- C. Amended Bellevue Dog Jog & Walk
- D. Amended Bellevue Beats & Bites

Mike Ogliore said a committee from the Eastside Pride group has been steering a lot of the decisions in regard to the Dog Jog & Walk event. The title itself is not yet finalized, with Paws and Pride being another possibility. The big thing is the date change to June 4 for which the appropriate permit requests have been submitted. The event was last produced in 2019 and no changes to the route are planned. There are partnerships in place with the King County Library System to utilize all three levels of the library's parking structure for participants. Overflow parking has been secured at a tower on NE 8th Street if needed.

With regard to impact mitigation, four churches are targeted to send information to regarding the Sunday event. The start time has been adjusted to 8:30 a.m. to avoid conflicting with church service times. All pre- and post-event activities will occur at Ashwood Park and the adjacent condominium properties adjacent to the park will be informed about the event.

Mike Ogliore said the big change for the Beats & Bites event is that Compass Plaza will be used for live music. A beer/wine garden will be set up along with a couple of food trucks on the shoulder of 106<sup>th</sup> Avenue NE. The event time on Thursdays has been adjusted from noon to 1:00 p.m. to 4:30 p.m. to 6:30 p.m. The noon to 1:00 p.m. slot will be kept for Wednesdays and Fridays. Most of the Friday shows will be at the Downtown Park plaza, and there will be a couple of food trucks on the shoulder of 100<sup>th</sup> Avenue NE. The series will start on June 7 and will run for 12 weeks through the end of August, with blackout dates on the Thursday and Friday of Arts Market weekend.

Chair Freeburg asked if there is an alternate location for the Fridays when the event cannot be hosted in Downtown Park. Mike Ogliore said there have been discussions about using the new accessible City Hall plaza on those days. The library plaza might be a backup to the backup.

Answering a question asked by Christopher Rivera, Mike Ogliore noted being in possession of written proof that all three levels of the library parking facility can be used by participants during the event.

Christopher Rivera expressed the understanding that the key locations noted are in fact outside of the public right-of-way. Mike Ogliore confirmed that.

Christopher Rivera noted that there is a pedestrian access along the east side of the large open area at the corner of 106<sup>th</sup> Avenue NE and NE 6th Street. Mike Ogliore stressed that the event activities will strictly occur on private property. The beer/wine garden and the music will all be in the plaza on the Grand Connection route.

Christopher Rivera noted that permit applications for food trucks have been submitted and are being reviewed.

Mike Ogliore stressed that the Beats & Bites event draws primarily those who live and work in the area, obviating the need for a parking plan. There are no more than 50 or 60 attendees at any one of the events. There are a couple of events in the Spring District where they have their own parking options.

A motion to approve the amended Dog Jog & Walk, changing from July 4 to June 4, was made by Laurie Scott. The motion was seconded by Sgt. Shovlin and the motion carried unanimously.

A motion to approve the amended Bellevue Beats & Bites was made by Laurie Scott. The motion was seconded by Sgt. Shovlin and the motion carried unanimously.

❖ Comments/Follow-up

Returning to a discussion of the Children's Business Fair event, Chair Freeburg suggested that due to the number of vendors a Special Event Permit should be required.

Mike Ogliore agreed. Even though the total number of participants is not that high, the high number of vendors argues in favor of requiring a Special Event Permit.

A motion to require a Special Event Permit for the Children's Business Fair and to approve the date, time and location of August 6 in Downtown Park at noon was made by Laurie Scott. The motion was seconded by Mike Ogliore and the motion carried unanimously.

❖ Post-Event Evaluation: Cry HOLI

Casiano Atienza said transportation heard nothing negative about the event.

Chair Freeburg noted receiving a noise complaint from a Downtown resident about the low tones from the music. The resident suggested that such events should not be allowed in Downtown Park.

Chad Charbonneau said parks staff reported seeing cars blocking the east entrance for almost the entire day. They also reported that the 100<sup>th</sup> Avenue NE parking lot was jammed with cars and people were parking where they were not supposed to park. The police had to be called and they may have closed the parking lot at one point, not letting any cars in or out. There was also quite a bit of garbage and debris from the color bags left around the park that took five and a half hours to clean up.

Chair Freeburg noted that the event organizer made comments about water hoses not already on site, but added that the city does not typically provide them. Chad Charbonneau said it was stated during the pre-event meeting that the city could make hoses available if needed. Event staff were supposed to contact the on-site staff the day of the event to ask for the hoses.

Chair Freeburg reported hearing about challenges with locks being removed and their spider box not working with the city's electrical system. Chad Charbonneau said a pre-event walkthrough on site was conducted and the organizer was informed at that time about what was available and what was not available. The person who handles those issues for the event did not attend the meeting and that is where things were left.

Chair Freeburg said the post-evaluation also stated that there was no police support during the event given that the officers were standing well away from the event site and could not be contacted. Chad Charbonneau noted having received a call from the organizer during the event asking for a police contact number; and said the organizer was told to call the non-emergency number for the police to ask for help. Chair Freeburg agreed to follow up with the police to get their comments.

Mike Ogliore commented that parking overflow for events in Downtown Park is likely to be an issue for events going forward, and suggested that the event organizers will have to deal with it even if it means assuming some cost. A new structure on the west side of Main Street will be coming online soon and it could provide an overflow parking option.

**7. NEXT MEETING**

❖ May 11, 2023

**8. ADJOURNMENT**

Chair Freeburg adjourned the meeting at 9:55 a.m.