

CITY OF BELLEVUE  
SPECIAL EVENTS COMMITTEE  
MEETING MINUTES

June 8, 2023  
8:30 a.m.

Bellevue City Hall  
Virtual Meeting

**MEMBERS PRESENT:** Susan Freeburg – Parks  
Chad Charbonneau - Parks  
Mark Anderson – Fire  
Kyle Nelson – Fire  
Mike Shovlin – Police  
Landon Barnwell – Police  
Christopher Rivera – Transportation  
Casiano Atienza – Transportation  
Erin Hislop – Utilities  
Neal Christiansen – Community Representative East  
Mike Ogliore – Business Representative Downtown  
Laurie Scott – Downtown Resident Representative  
Jonathan Rose – King County Metro

**OTHERS PRESENT:** Emily Martella, Parks; Heather Edlund, Bellevue School District

**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** – None

**3. APPROVAL OF AGENDA**

A motion to approve the agenda was made by Kyle Nelson. The motion was seconded by Mike Ogliore and the motion carried unanimously.

**4. APPROVAL OF MEETING MINUTES**

A motion to approve the May 11, 2023, meeting minutes as submitted was made by Laurie Scott. The motion was seconded by Kyle Nelson and the motion carried unanimously.

**5. COMMITTEE REPORTS**

❖ Routing and Location Subcommittee Report

Casiano Atienza reported that the subcommittee met recently to reflect on the Dog Jog Walk. There was some feedback about the event starting late. The subcommittee will also be holding

two meetings focused on the Ukrainian festival event, and there have been discussions about the upcoming BDA Arts and Crafts and Downtown Arts Fair. With regard to the Bellevue Family 4<sup>th</sup> event, the 2022 version of the transportation plan.

## **6. OLD BUSINESS**

- ❖ Tabled Events – None

## **6. NEW BUSINESS**

- ❖ Application of Intent: Amended CHIME Night Fair

Heather Edlund said the event involves a celebration for all Bellevue School District staff at Commissioners Park on August 28. The new superintendent wants to use the event to mark the closure of the Covid period and to celebrate community partners. August 28 happens to be the anniversary of Martin Luther King Jr's beloved community speech. The event will include all district employees, including the teachers, bus drivers, mechanics and nutrition services. Running from 2:00 p.m. to 4:00 p.m., there will be speakers and some student performances on a stage. Attendees will be invited to bring blankets or their own chairs. Carpooling will be organized and encouraged. There will be food trucks and refreshments available. There are no preconceived notions for how setup in the park should be and as such the organizers are open to suggestions.

Landon Barnwell asked what the approximate attendance will be. Heather Edlund said about 1500 are expected. Landon Barnwell said usually once an event has 500 to 1000 attendees, one or two police officers are assigned to work the event. That way if something comes up, they are already on site.

Erin Hislop noted having worked closely with Wendy Wire at the school district on the issue of recycling and reducing waste. Given that there will be refreshments and food trucks at the event, there should be some call made for attendees to bring their own water bottles and to think about composting. Heather Edlund agreed, noting that the district recently approved a sustainability policy.

Kyle Nelson asked what type of food trucks will be involved. Heather Edlund said that remained to be seen but stressed that given the time of day there likely will be no barbeque trucks and likely will be coffee carts and trucks serving ice cream and snacks. Kyle Nelson said the event will be required to obtain an outdoor assembly permit for hosting a gathering in public for more than a thousand people. There will also need to be a review of the tent configuration layout.

Casiano Atienza asked about plans for parking attendees and operating carpools. Heather Edlund said the two schools on 164<sup>th</sup> Avenue are Sherwood Forest elementary and Interlake High School. Both of those schools have two parking lots. The Bellevue School District also still owns the Ivanhoe property so that site can be used for parking. Casiano Atienza said a parking plan will be required for an event with that many attendees.

Chair Freeburg told Heather Edlund that the Committee would determine what is needed and then would provide notification.

A motion to approve the date, time and location of the Bellevue School District event was made by Kyle Nelson. The motion was seconded by Mike Ogliore and the motion carried

unanimously.

❖ Application of Intent: Diabetes Association Tour De Cure

Chair Freeburg said it did not appear the event would require a Special Event Permit. The route travels along Lake Sammamish Parkway in just a small part of Bellevue.

Chris Rivera commented that provided the event participants follow the rules of the road and are consistent with other bike rides through Bellevue, no permit should be required.

Landon Barnwell agreed. The Obliteride event will also be coming through Bellevue and a meeting has been set up with the organizer to discuss details. Provided the rules of the road are followed, a police presence will not be required.

Mark Anderson said all looks good from the perspective of the fire department.

❖ Post-Event Evaluations

A. Kelsey Creek Farm Sheep Shearing

Kyle Nelson said the event went very well and there were no issues.

Casiano Atienza said transportation heard nothing about any event issues.

Landon Barnwell also reported having heard no complaints.

Chair Freeburg said the event occurred on a sunny day and there was good attendance. Everything went well and the event was successful.

B. All In for Autism

Sgt. Shovlin noted that police reported no problems or issues.

Kyle Nelson reported the same, as did Mark Anderson.

Casiano Atienza said things went well for transportation for the most part. There was an issue regarding notifications to the public and there was feedback about the route. For next year the event organizer should be asked to show who was notified.

Chair Freeburg noted from the organizers review there were not a lot of challenges. Some tweaks had to be made to the registration and there were other internal issues. The weather was a challenge. The organizer noted having felt well supported by traffic and police.

Chair Freeburg allowed having had some struggles in working with the organizer but the issues were worked out and the event went well.

**7. NEXT MEETING**

❖ July 6, 2023

## **8. ADJOURNMENT**

A motion to adjourn was made by Laurie Scott. The motion was seconded by Mark Anderson and the motion carried unanimously.

Chair Freeburg adjourned the meeting at 9:02 a.m.