

CITY OF BELLEVUE  
SPECIAL EVENTS COMMITTEE  
MEETING MINUTES

January 9, 2020  
8:30 a.m.

Bellevue City Hall  
Conference Room 1E-112

**MEMBERS PRESENT:** Andy Heider – Parks  
Mike Shovlin – Police  
Dane Waisanen – Fire  
Kyle Nelson – Fire  
Ben Wright – Transportation  
Rick Logwood – Transportation  
Erin Hislap – Utilities  
Mike Ogliore – Business Representative Downtown  
Chris Dunham – Business Representative West

**OTHERS PRESENT:** Imane Elmesbahi, Parks  
Brad Bennett – Parks  
Adira Wiseman, Samuel Wiseman, Edward Wiseman,  
Remembrance Day and Kids Festival

**RECORDING SECRETARY:** Gerry Lindsay

**1. CALL TO ORDER**

The meeting was called to order at 8:35 a.m. by Mr. Wright who presided.

**2. COMMUNICATIONS: Written and Oral – None**

**3. APPROVAL OF AGENDA**

Mr. Bennett noted the post-event evaluation for Snowflake Lane came in after the agenda had been published. He proposed adding a review of the evaluation to the agenda.

A motion to approve the agenda as amended was made by Mr. Ogliore. The motion was seconded by Ms. Dunham and the motion carried unanimously.

**4. APPROVAL OF MEETING MINUTES**

A. December 12, 2019

Mr. Bennett referred to the seventh paragraph on page 4 and said he was unclear as to whether or not Cry Holi has always charged an admission fee. He asked that "...and has always done that" be deleted from the end of the first sentence.

A motion to approve the December 12, 2019, meeting minutes as amended was made by Mr. Ogliore. The motion was seconded by Mr. Nelson and the motion carried unanimously.

**5. COMMITTEE REPORTS**

❖ Routing and Location Subcommittee Report – None

6. OLD BUSINESS

❖ Tabled Events

- A. WWII and Holocaust Remembrance Day
- B. Kids Festival 2020

Adira Wiseman said the WWII and Holocaust event was first held in Bellevue in 2019 in Downtown Park. She said the 2020 event would not differ significantly with a walk and a concert. The Kids Festival is for kids from different cultures. The expectation is that attendance may be higher than in 2019.

Mr. Wright noted the application did not list a location for the Kids Festival and Ms. Wiseman said it would be held in Downtown Park.

Mr. Heider asked for a site and layout plan. Ms. Wiseman said a site plan had been previously submitted for the 2019 event. Mr. Bennett said a site plan must be attached to every application. Ms. Wiseman said she would submit a copy of the plan showing the stage setup on the plaza.

Mr. Heider asked if any vehicles would be driving into the park. Ms. Wiseman said everything would be carried in by volunteers.

Samuel Wiseman said the plan for parking was to utilize the parking lots at Downtown Park.

Answering a question asked by Mr. Ogliore, Ms. Wiseman said in 2019 a parks permit was obtained to host the event in the plaza. That included a sound permit. She also noted the first event would be in May and the second in September.

Mr. Bennett pointed out that his office had received two applications, one handwritten and one typed. He said the typed application indicates a partnership with the city at North Bellevue Community Center. Ms. Wiseman said that was in 2019 and added that the North Bellevue Community Center was not partnering with the 2020 event.

Mr. Wright commented that the date chosen for the event is the same as for Flavors of India in Crossroads Park. He said he did not see any concerns as far as overlap between the two events. He also pointed out that while the Committee reviews all events, it has the option of not requiring a special event permit for smaller events.

Mr. Wiseman said the natural seating in the plaza is used. The only outside equipment brought in is tents, a small stage and PA equipment. He said a generator was used for power in 2019 but it would be better to have access to power from the park. Mr. Heider said he would work to make that happen. Mr. Wiseman said volunteers help to clean up the site after the event.

Ms. Wiseman said dancers from the ballet school have been asked to perform and they will need a special cover on the cement for safety reasons.

With regard to the Kids Festival, Mr. Wright asked if there are other dates that would be considered for the event. Ms. Wiseman said she was seeking to have the event held the first

weekend in September but the second weekend in September would also work.

Mr. Wright pointed out that the Committee chose not to require a special event permit for the 2019 event.

Mr. Wright pointed out that the application seeks to hold the event either at Crossroads Park or Downtown Park. However, the Committee has already approved the Jubilee Reach event for August 30 in Downtown Park, so it would seem the Ukrainian Festival should either be at Crossroads Park on August 29 and 30, or at Downtown Park for August 29 only.

Sgt. Shovlin questioned if the Ukrainian Festival could be held in Downtown Park and be followed up the next day with another event given the need to completely tear down the first event and fully clean up the park before setup begins for the Jubilee Reach event. He pointed out that the Ukrainian Festival in 2019 left behind quite a mess.

Mr. Heider said the issue of whether or not to approve the Ukrainian Festival location had not yet been decided.

Mr. Logwood pointed out that Utilities has a storm drainage project that will begin construction in the summer months. The project will involve the south side of NE 4th Street from the plaza area to 100th Avenue NE, and along 100th Avenue NE to NE 10th Street. Depending on the sequence of the work, the project could disrupt load-in/load-out planning for the event.

Mr. Heider said he did not object to either the WWII and Holocaust Remembrance Day or the Kids Festival events or the proposed dates, even in light of the Ukrainian Festival application. He said he would be requesting an on-site meeting with the Holocaust group relative to accessing power.

A motion to not require a special event permit for either event and to refer them to Parks was made by Ms. Dunham. The motion was seconded by Sgt. Shovlin and the motion carried unanimously.

#### C. 5-50K Run at Lake Hills Greenbelt – 2020

Sgt. Shovlin reiterated the importance of having a police officer present given that traffic is stopped during the event. He also stressed the need to post signs alerting drivers to delays.

A motion to approve the date, time and location for the 5-50K Run at Lake Hills Greenbelt event was made by Sgt. Shovlin. The motion was seconded by Mr. Nelson and the motion carried unanimously.

### 6. **NEW BUSINESS**

#### ❖ Applications of Intent

##### A. Northwest Ukrainian International Festival – 2020

Mr. Heider suggested tabling the Ukrainian Festival application to allow for the ongoing negotiations with the event organizers regarding the damage caused in 2019 to conclude. To date there has not been any resolution. The organizers believe much if not most of the damage to the park was not caused by them.

Mr. Ogliore said he hoped there would be some communication between the organizers and Crossroads Mall with regard to a parking plan.

Ms. Dunham said the notion of going from a one-day event to a two-day event may inflame the issues of parking and park damage. Mr. Wright said one of the thoughts about going to a two-day event was to split up the attendance numbers.

Mr. Ogliore said while that sounds right on paper, the issue of parking should still be vetted and approved by Crossroads Mall personnel. He added that he would be willing to reach out to the event organizer to review with him the steps that need to be taken. It was agreed he should wait until the new Committee chair is onboard.

A motion to table the Northwest Ukrainian International Festival was made by Mr. Heider. The motion was seconded by Mr. Ogliore and the motion carried unanimously.

#### B. Downtown Movies in the Park – 2020

Mr. Wright said no changes to the event are planned for 2020.

Sgt. Shovlin stated the event has never been a problem. Mr. Heider said Parks had no issue with the event. Mr. Nelson said the same was true for Fire.

Mr. Bennett pointed out the event used to screen eight movies but now they show only six, which is less of an impact to the community and the park.

A motion to approve the date, time and location for the Downtown Movies in the Park event was made by Mr. Wright. The motion was seconded by Mr. Ogliore and the motion carried unanimously.

#### ❖ 2020 Special Event Fees

Mr. Bennett noted that no fee increases were proposed.

Mr. Wright commented that former Committee chair Jon Wilson had talked about revising the fee structure to be more in line with other jurisdictions. He said the new chair may want to take that up. Mr. Bennett said a number of revisions will be discussed moving forward.

Mr. Logwood asked if event fees include a damage deposit based on the scope of an event that can be used to address any damages caused. Mr. Heider said he did not know if the Ukrainian event paid a damage deposit or not. He pointed out that the event is sponsored by the city, which can result in fees being waived.

Mr. Bennett said the issue of deposits is being looked at as part of development of the park use management plan. That work is in no way trying to single out the Ukrainian festival and any revisions will be applicable to all events. The schedule of fees the Committee has charge of applies only to events. It does not show what each department charges, information that is included in the packets provided to event organizers. The intent going forward is to make all fees transparent both to the Committee and to event organizers.

Mr. Heider said there is language in the special event application, which event organizers must

sign, that says they are responsible for damages. The issue of damage does not actually come up very often given that event organizers are generally good partners. What is needed is a tightening up of the language to make it clear for all parties. He added that currently there is no cost for having monitors on site at events, but a monitor fee is being addressed.

Relative to damages to any public infrastructure as a result of any event, Mr. Logwood suggested as the conversation is advanced there should be a conversation with Risk Management as well the City Attorney's Office and the associated event sponsor.

A motion to approve the 2020 Fee Structure was made by Mr. Nelson. The motion was seconded by Mr. Ogliore and the motion carried unanimously.

#### ❖ Post-Event Evaluations

##### A. Snowflake Lane

Mr. Wright observed from the evaluation report that the event had an estimated attendance of 350,000, and that attempts to accommodate the traffic better were successful.

Sgt. Shovlin said it appeared to him that there were fewer attendees overall than in 2018. There were fewer nights that were extremely busy. He said there was a complaint received about feeling trapped by the crowds when wanting to leave to get out of the rain, and that they felt it was a dangerous situation. He said he did not agree with that assessment but allowed that some changes were made after having some meetings with Kemper Development Company and with Fire. The changes made were in regard to some of the fencing between the building and the street, making it easier to get into the street in the case of an actual emergency.

Sgt. Shovlin said there were some issues with a couple of vendors selling things during the event. He said he did not believe their actions were allowable and said he would be checking with code compliance. Kemper Development Company does not sell anything as part of the event in order to avoid commercializing it, and if they do not sell, others should not be allowed to sell. The vendors also created some problems with people gathering around them and interfering with traffic flow.

Sgt. Shovlin also suggested Fire should have discussions ahead of the 2020 iteration of the event about the crowds on the nights that are particularly busy which make accessing the sidewalks very difficult. On those nights people will often end up on the street and it was necessary on a couple of occasions for the officers to flash their lights to gain control. Overall there were no major issues other than the usual Christian fellows who hold up signs and yell loudly, an individual who harassed the SWAT team members for having rifles, and the unauthorized vendors.

Mr. Wright said one concern was received from the parent of a child with a mobility issue. Their complaint was that even if they arrived early, they were not able to get a spot near the sidewalk. He said the issue was forwarded on to Kemper Development Company to address. Sgt. Shovlin said the fact is anyone in a wheelchair can sit immediately adjacent to the street if they arrive early enough. The problem is that with the show starting at 7:00 p.m., people try arriving at 7:00 p.m. and they are jostling, pushing and they complain there are no ADA accommodations. The fact is those who arrive late are simply not going to see the show, whether they have mobility issues or not. There are three or four different areas where persons in wheelchairs can literally sit in the street if they arrive early enough.

Mr. Nelson noted that he observed on a couple of occasions Kemper Development Company staff moving people in wheelchairs to where they could see the show even after the show had started. Sgt. Shovlin said it would be better if they did not do that because doing so causes additional problems. In one instance the act of accommodating someone in a wheelchair made it necessary to move some people, including kids, who had been on site from 6:00 p.m., and the only place to move them was to the back of the crowd where they could not see the show.

Mr. Bennett pointed out that the sidewalk is all public property and has no ADA-defined zone.

Mr. Wright suggested it would be appropriate to urge Kemper Development Company to have a certain number of spots specifically kept free until 7:00 p.m. to accommodate mobility challenged individuals. He agreed there should be no expectation on the part of disabled persons who show up late that they will be fully accommodated. Sgt. Shovlin commented that persons with disabilities should be able to show up early for the show just like everyone else.

Ms. Dunham asked if anyone is ever turned away from the event. Sgt. Shovlin said the busiest night of the year was December 23, and he said it was the busiest night he had ever seen at the event. The officers began telling people at 7:00 p.m. who were making their way toward the event that they simply were not going to be able to see it, and that they should turn around and go back home. Most chose not to heed the warning and continued to make their way across the street to find a place to watch. When that happens, officers have to shut down travel lanes to assure the safety of the pedestrians. There were some nights where the crowds were so thin it was literally possible to see the show from the back of the sidewalk. There are a number of factors that determine crowd size, one of which is the weather.

Mr. Logwood said from an ADA compliance perspective it would be worth reviewing the ADA statutes and policies. There are two different aspects, the first of which is crowd sourcing to maintain accessibility for ADA persons not interested in attending the event but wanting to pass through the sidewalk area. The second is ADA accessibility for the event for publicly permitted events. Snowflake Lane is a private event that is publicly permitted. The Committee should review the pertinent policies and then have a fuller conversation about accessibility and setting appropriate conditions.

Mr. Wright said when he raised the issue with Kemper Development Company they indicated they would conduct a review of how similar events across the nation tackle the issue.

Mr. Logwood stressed that ADA accessibility should be taken into account for other events as well, including the arts fairs. He added that he received complaints about accessibility from two city employees who attended the Snowflake Lane event. He stated that the issue of vendors is indeed a question of code compliance. Possibly an area adjacent to the event could be determined in which people could perform those functions and be regulated accordingly.

Mr. Nelson said there were no issues with Snowflake Lane that Fire was concerned with. He agreed that the crowds were large on December 23 and 24 and said on those nights it would have been nearly impossible for anyone in a wheelchair to navigate the sidewalks, particularly on the west side in the northwest corner between NE 7th Street and NE 8th Street.

Mr. Bennett point out that with Snowflake Lane being a free event, there is no way to manage the number of people who attend.

Mr. Nelson said Fire would like to have a conversation about the position of the fencing before the 2020 iteration of the event.

Mr. Logwood said the solution to crowd control may be less static and more scalable depending on the number of attendees on any given night.

Sgt. Shovlin said extra fire marshals were brought in the last week or so in an attempt to help keep the exits clear. On December 23, however, there were just too many people.

Mr. Nelson said on the three nights he attended the event it was consistently less crowded further to the south of NE 4th Street. Redistributing the crowds would help, and everyone would see the same show regardless of where they stand. Mr. Wright suggested announcements over the public address system in advance of the show start time could go a long way toward making that happen.

Mr. Logwood pointed out the need for the Committee to address the movable bollards that are intended to keep people from driving through a crosswalk area.

❖ Comments/Follow-up

Mr. Bennett said Susan Freeburg will start her work at the city on January 13. He said he would work with her to get her up to speed relative to the Special Events Committee. He said she would attend the February Committee meeting and would begin as chair of the Committee in March.

**7. NEXT MEETING**

❖ February 13, 2020

**8. ADJOURNMENT**

Mr. Wright adjourned the meeting at 9:44 a.m.