

CITY OF BELLEVUE  
SPECIAL EVENTS COMMITTEE  
MEETING MINUTES

March 12, 2020  
8:30 a.m.

Bellevue City Hall  
Conference Room 1E-112

**MEMBERS PRESENT:** Susan Freeburg – Parks  
Andy Heider – Parks  
Dean Harm – Fire  
Dane Waisanen – Fire  
Mark Anderson – Fire  
Mike Shovlin – Police  
Leo Ramos – Police  
Joe Nault – Police  
Ben Wright – Transportation  
Jennifer Goodhart – Utilities  
Chris Dunham – Business Representative West  
Laurie Scott – Downtown Resident Representative

**OTHERS PRESENT:** Imane Elmesbahi, Parks

**RECORDING SECRETARY:** Gerry Lindsay

**1. CALL TO ORDER**

The meeting was called to order at 8:34 a.m. by acting chair Ben Wright who presided.

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

**3. APPROVAL OF AGENDA**

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

**4. APPROVAL OF MEETING MINUTES**

A motion to approve the February 13, 2020, meeting minutes as submitted was made by Mr. Waisanen. The motion was seconded by Sgt. Shovlin and the motion carried unanimously.

**5. COMMITTEE REPORTS**

❖ Routing and Location Subcommittee Report

Mr. Heider said the subcommittee met recently with the Northwest Ukrainian Festival organizations. He said there was not yet a complete resolution of all the issues, but the needle had moved far enough for the Committee to approve or not approve the event. A counter offer was made by the organizers relative to payment for damages from the 2019 event, and a meeting has been scheduled for March 13 with the Assistance City Attorney to review the offer. It is anticipated that there will be a final resolution reached at that meeting.

## 6. OLD BUSINESS

### ❖ Tabled Events

#### A. Northwest Ukrainian International Festival 2020

Mr. Heider said during the subcommittee meeting the organizer indicated they are no longer interested in a two-day event for 2020. They want only Saturday August 29, with setup occurring on Friday and cleanup occurring on Sunday.

Mr. Wright said a large factor that went into the decision to stay with just a one-day event was the change of date which triggers the need to conduct community outreach. The organization concluded attendance would not be increased sufficiently to warrant having a two-day event. Mr. Heider indicated Parks is much more interested in seeing the event occur on just a single day.

Mr. Waisanen asked what the counter offer consisted of. Mr. Heider said it along the lines of the organizer paying 20 percent of the damages, plus a little extra as a gesture of goodwill.

Mr. Harm asked if going forward Parks will take photos pre- and post-event to document both existing and any new damage to park facilities. Mr. Heider said if the event is approved by the Committee, Parks staff will meet with the organizer a month prior to the event, at which time a complete walkthrough of the park will be conducted. The walkthrough will be made mandatory for all large festivals.

Mr. Heider pointed out that the event application includes two days for the event. Mr. Wright said the organizer has been clear about wanting to hold the event only on Saturday, August 29.

A motion to approve the date of Saturday, August 29, time and location of the Northwest Ukrainian Festival was made by Sgt. Shovlin. The motion was seconded by Mr. Harm and the motion carried unanimously.

Sgt. Shovlin stressed that the event organizer is aware that the event will be charged more in 2020 for Police and Fire. Ms. Freeburg pointed out that because Fire was not represented at the meeting, the organizer will need additional clarity with regard to what the charges from Fire will be for the event. Mr. Harm said he would send out an estimate.

## 6. NEW BUSINESS

### ❖ Application of Intent

#### A. WWII and Holocaust Remembrance Day 2020

Ms. Freeburg noted the organizer attended the January meeting of the Committee to talk about their event. At that time they anticipated having only 120 attendees. Since then the application has been revised to reflect the name of the organization overseeing the event and an estimated attendance of 500. Everything else about the event remains the same as originally outlined in the initial application of intent. All elements of the event will be contained within the park.

Sgt. Shovlin asked if an event with 500 attendees could be approved by the Committee given the limits on gatherings set by Governor Inslee in response to the Coronavirus.

Mr. Heider pointed out that the Committee had previously determined the event did not need a special event permit. The only reason the issue is back on the table is because of the updated estimated attendance number. The concern of Parks is how parking will be accommodated. The organizer has been asked to advertise alternative forms of getting to and from the event that Parks will not shut down a parking lot to accommodate the event. He suggested that the change to the organizer and the number of attendees did not warrant having them come back and address the Committee in person.

Mr. Wright said the estimated attendance numbers were similar to if not less than for the Cry Holi festival, which listed 800 persons. Cry Holi advertises on its site that attendees should find alternatives to driving to the event or find alternatives for parking.

Sgt. Shovlin pointed out that three officers are designated for Cry Holi, one for parking and two in the park. Officers have not traditionally been assigned to events with fewer than 100 attendees.

Mr. Wright asked if the Committee felt the increase in the estimated number of attendees warranted requiring a special event permit.

Captain Nault said he had in mind some potential security concerns and would need to know more about the organization and the tone of the event. He said his concerns focused primarily on whether or not the event might attract hate groups or other activists. He said for that reason he would want to see a couple of extra officers assigned.

Ms. Freeburg commented that the event in 2019 drew around 200 attendees.

Mr. Heider pointed out that one of the metrics used in determining whether or not a special event permit should be required is the number of departments involved. He said Parks certainly would be involved, and Police may be as well. Mr. Harm said Fire would not see any operational concerns for an event with fewer than 5000 attendees. Mr. Waisanen added that an on-site fire inspection might be required for any tents they want to set up, and for any food vendors. Ms. Freeburg said the organizer does not intend to include food vendors in the event.

Mr. Wright suggested an attendance figure of 500 is low by the standards of what the Committee seeks to permit. He further noted that it sounded like only Park and Police would need to be involved and accordingly he suggested the Committee should continue to not require a special event permit for the event.

Sgt. Shovlin stressed the need for the organizer to understand they will need to pay for Police officers to be there, which they did not have in 2019.

Ms. Freeburg said she would reach out to the organizer and direct them to speak to Police about the cost.

## B. Obliteride 2020

Mr. Wright said the new application for the Obliteride event seeks the date of August 8. He noted the proposed route was the same used in previous years.

Sgt. Shovlin said he could see no reason for the Committee to do anything with the event, which

is nothing more than a bike ride that goes through the city following the rules of the road. Police and Fire have not been needed in the past.

Ms. Freeburg noted the event has a new organizer this year. She confirmed the ride passes through the city and noted there has been talk of possibly located restrooms at a park for a stop. Only those participating in the longer of the Obliteride rides will be passing through the city, and the estimated participation is quite low.

Mr. Wright commented that in 2019 the event used a park in Tam O'Shanter for a stop. Ms. Freeburg said the organization wants to use that park again for the 2020 event.

Mr. Wright stated that the Committee required the event to have a permit in 2018 and again in 2019.

A motion to approve the date, time and location of the Obliteride event was made by Sgt. Shovlin. The motion was seconded by Mr. Heider and the motion carried unanimously.

❖ Post-Event Evaluations

A. Garden d'Lights 2019

Mr. Wright noted from the evaluation that the event went well generally.

❖ Comments/Follow-up

Sgt. Shovlin reported that he attended the Lake Hills meeting with Shoes-n-Feet about the 50K run event, which is not the actual sponsor for the event.

Ms. Freeburg noted Parks has begun canceling events, which could include Sheep Shearing and All In For Autism, both of which are April events. She said she would let the Committee members know as soon as an official determination is made.

Mr. Heider informed the group that the Festival of Colors, slated for the upcoming weekend at Crossroads Park, had been canceled.

Mr. Wright suggested it would be good for the Committee to have a discussion about whether or not permits will be approved. Some clarity is needed about what will happen.

Ms. Freeburg said her reading of the materials released found contradictory information. There were references to gatherings of 2000 and references to gatherings of 500. She agreed that it would be good to have some clarity.

Mr. Heider said that is one of the things Parks is working on by way of the subcommittee that put together a park use management plan. He said he anticipated having better defined numbers soon.

Captain Nault asked if it would make sense for each department to come up with two to four questions or criteria to consider when looking at making a determination about an event. Just having estimated attendance numbers, a date and a location may not be a deep enough well of information on which to make decisions about allowing events to go ahead. Mr. Wright agreed that would be helpful. Captain Nault said it would be helpful to everyone, including those

making application for an event, to have some standardized and clear criteria relative to how the Committee goes about making decisions.

Ms. Dunham said the Committee had previously talked about developing a sheet outlining thresholds of staffing based on attendance to be given to those considering submitting an event application. Ms. Freeburg commented that she had been working with Mr. Bennett on making things clear on the website for event organizers in line with direction from the Committee. She said they have been specifically adding criteria and questions for each department. Streamlining the process would benefit all parties. She said it would be great if each department could bring to the next Committee meeting two or three questions.

**7. NEXT MEETING**

❖ April 9, 2020

**8. ADJOURNMENT**

Mr. Wright adjourned the meeting at 9:02 a.m.