

CITY OF BELLEVUE  
SPECIAL EVENTS COMMITTEE  
MEETING MINUTES

May 13, 2021  
8:30 a.m.

Bellevue City Hall  
Virtual Meeting

**MEMBERS PRESENT:**

Susan Freeburg – Parks  
Andy Heider – Parks  
Dean Harm – Fire  
Mark Anderson – Fire  
Dane Waisanen – Fire  
Glen Albright – Fire  
Mike Shovlin – Police  
Joseph Nault – Police  
Ben Wright – Transportation  
Rick Logwood – Transportation  
Zhu Weijun – Transportation  
Reilly Pittman – Parks  
Jennifer Goodhart – Utilities  
Erin Hislap  
Cindy Shelton  
Glenn Bartolome – Metro Transit  
Neal Christiansen – Community Representative East  
Jeanne Grote – Community Representative South  
Mike Ogliore – Business Representative Downtown  
Chris Dunham – Business Representative West  
Roz Liming – Business Representative, Crossroads  
Laurie Scott – Downtown Resident Representative  
Meredith Langridge – Special Event Promoter, Position 1

**OTHERS PRESENT:**

Brad Bennett, Parks; Councilmember Barksdale

**RECORDING SECRETARY:**

Gerry Lindsay

**1. CALL TO ORDER**

The meeting was called to order at 8:34 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 Mr. Waisanen. The motion was seconded by Ms. Dunham and the motion carried unanimously.

#### **4. APPROVAL OF MEETING MINUTES**

A motion to approve the April 8, 2021, meeting minutes as submitted was made by Mr. Christiansen. The motion was seconded by Mr. Waisanen and the motion carried unanimously.

#### **5. COMMITTEE REPORTS**

- ❖ Routing and Location Subcommittee Report – None

#### **6. OLD BUSINESS**

- ❖ Tabled Events

##### **A. Northwest Ukrainian International Festival**

Chair Freeburg said she spoke with the Ukrainian festival organizer who indicated he will be waiting until June to make a decision about whether or not to put on the event in 2021 due to the limited numbers allowed for events by the Governor's office. If the decision is made to go ahead with the event, the organizer will attend the Committee's June meeting.

Mr. Christiansen asked what the current guidelines are in regarding limits on the number of attendees. Chair Freeburg said determining that number is a technical exercise, but in rough terms it works out to about 600 people per acre. For Downtown Park, that would work out to about 3000 attendees. There are different elements of the guidelines that allow for different calculations.

##### **B. Bellevue Downtown Association Arts Market**

Chair Freeburg noted that when discussed by the Committee in February the decision was that the event should move forward with a July date. When the Bellevue Arts Museum pulled out, the Bellevue Downtown Association decided the event should be moved to Labor Day Weekend.

Mr. Ogliore said the Bellevue Arts Museum is looking to schedule its virtual marketplace event for July 21 to August 4. They may include some in-person events in the museum. The BDA, however, decided to move its arts market event to Labor Day Weekend on the hope that things would change and that it could be an in-person experience. The focus is on September 4 to 6, with load-in occurring on Friday, September 3. He said the map included in the revised application includes a six-foot distance between booths, which reduces the normal booth layout by about 30 percent. There are currently no plans for either food or music, but that could be revised as things change down the road.

Mr. Bennett noted that Sgt. Shovlin had left the meeting and he said he did not know if police had any concerns about moving the event to the Labor Day weekend. Mr. Ogliore said their one issue was overtime costs on the holiday weekend. He said he would work with the department to cover that element. He said in previous years the police assisted with load-in by providing an escort in from a remote site. He said he hoped to have full access to the Park Plaza lot on 106th Avenue NE, which could reduce some of the logistical issues relative to load-in. He added that he would continue to work with fire on booth locations and other elements.

Mr. Anderson with fire noted from the application that 15,000 guests are anticipated for the entire weekend. He said he would work with Mr. Ogliore to determine if the daily attendance

numbers will trigger the need to have an aid car and other staff on site. Mr. Ogliore agreed, adding that the expectation is that attendance will be well below previous years.

Mr. Wright noted that the date and locations have already been reviewed and the Routing and Location subcommittee would not need to conduct further review.

A motion to approve the date, time and location for the BDA Downtown Arts Market, with the caveat of follow-up with police, was made by Mr. Wright. The motion was seconded by Mr. Anderson and the motion carried unanimously.

## 6. NEW BUSINESS

- ❖ Applications of Intent – None

- ❖ Update on Summer Events

Chair Freeburg said it was her understanding the BDA was moving ahead with plans for Bellevue Beats, formerly Live at Lunch. Mr. Ogliore said the planning is for a virtual version of the event with premiers every Wednesday until July 7 when hopefully there will be a conversion back to in-person events in different plazas around the Downtown and in the Spring District.

Chair Freeburg said the Lake to Lake bike was still a go; the Ukrainian Festival may move forward; and depending on parameters, the Pakistani event may be a drive-through event.

Mr. Heider asked if there was any word on the Bellevue Family 4th event. Chair Freeburg said she had not officially heard anything regarding the event.

Mr. Ogliore shared information that he said was not yet fully public. He said in conjunction with leadership from parks, the determination has been made that all resources and options have been exhausted. Hope was held out for a time that the event could involve only a fireworks display with no in-person gatherings, no food, no music, no main stage and no kids area. There are no planned fireworks events planned anywhere around the state and should Bellevue go ahead it would be the one standalone event. There are just too many concerns about number of attendees versus limited capacity under the current guidelines. Explorations are under way in regard to including a fireworks display on Labor Day Weekend in conjunction with the arts market, though there are a number of stakeholders who will need to buy off on that. He said there are plans to make a public announcement about the 4th of July event in about a week.

Councilmember Barksdale asked if consideration had been given to a virtual 4th of July event for 2021, and if consideration for future years had been given to drones instead of fireworks. Mr. Ogliore allowed that SeaFair is moving to a virtual experience. He noted, however, that Bellevue does not have a lot of good canned footage of events from previous years, and as such there is no virtual option in the hopper. He said information about a drone option has been received but it has not yet been fully explored. It may be an option for future years, though there is a desire to get back to the real thing.

Mr. Anderson shared that an application was submitted for a fireworks show at the Tam O'Shanter neighborhood community and it is under review. An application is also expected from Hunts Point and possibly another from Medina. Mr. Ogliore said he heard that Edmonds is planning a water display instead of fireworks, but only for residents and without public park usage.

## ❖ Code Update

Chair Freeburg indicated she had previously sent to all Committee members an email containing the original code and the proposed changes. She said the biggest change to the code involves the removal of the fee structure and placing it into the administrative manual. The code language will simply reference the fee structure. The application process has also been simplified by removing the application of intent requirement. Actual dollar amounts have been removed to the administrative manual as well. She briefly reviewed some minor text changes and paragraph restructuring aimed at making things easier to understand.

Mr. Bennett clarified that the revisions are only proposed changes for the Committee to review and comment on. Ultimately the code changes will need to go to the City Council for final approval.

Mr. Christiansen said he read through the changes and found the updates to be good for the most part. The process and the code has evolved over time. He said he fully supported moving the fees out of the code and into the administrative manual.

Mr. Waisanen said he had no concerns and added that the revisions are long overdue. It will help to make things clearer for everyone.

With regard to the annual fee adjustment, Mr. Wright noted that the adjustment is to be made based on the Seattle CPI, while the other event fees are based on city cost for services. He asked why each fee took a different approach. Chair Freeburg said the Seattle CPI is what the original code based the annual fee adjustment on. She said the other fees are determined by the individual departments.

Councilmember Barksdale thanked Chair Freeburg and Mr. Bennett for the work done to update the code. He said while the changes generally moved things in the right direction, he saw nothing about conflict management resolution. He said something should be included that suggests an approach for resolving disagreements, at least at a high level, with the specific details left to the administrative manual. With regard to the fee waivers, he suggested including in the code reference to a sliding scale, the qualifying criteria and any required documentation, but leaving to the administrative manual the actual details. He added that there are deadlines for things like application submittal, but not for things like when the city will get back to the applicants.

Continuing, Councilmember Barksdale said minimum timelines should be spelled out in the code, with the details spelled out in the user guide and the administrative manual. For instance, nothing is said about when the post-event evaluation will be conducted by the Committee. The language indicates providing notice to the Council of event approvals, and it says a notice of pending decision for all events must be sent to effected businesses, but no date is included. With regard to the latter, Chair Freeburg said there were comments about the need to determine if the noticing was actually done in the past and if so how, and to put the requirements in the administrative manual.

In terms of the definitions, Councilmember Barksdale noted the code language outlines a preference for staging events, but no definition of what that means is included. Finally, he pointed out that the Committee's membership does not include cultural organizations. Given that many events have a cultural basis, it might be good to include some representation from cultural organizations on the Committee.

Mr. Bennett suggested all references to dates and timelines should be placed in the administrative manual. That would give the Committee the flexibility to make changes as things change over time. He agreed there should be reference made to dates and timelines in the code. That way, the code would dictate what the Committee must do, and the administrative manual would outline how that is to be done and when. Councilmember Barksdale agreed.

Mr. Bennett suggested it would be helpful for him and Chair Freeburg to meet with Councilmember Barksdale briefly to fully understand his suggestions. Councilmember Barksdale agreed.

Mr. Bennett said he would make sure the Committee members would have the administrative manual well ahead of the meeting where the code discussion will be wrapped up.

Chair Freeburg thanked the Committee members for their comments and suggestions.

❖ Post-Event Evaluations – None

❖ Comments / Follow-up – None

## **7. NEXT MEETING**

❖ June 10, 2021

## **8. ADJOURNMENT**

Chair Freeburg adjourned the meeting at 9:10 a.m.