

CITY OF BELLEVUE
SPECIAL EVENTS COMMITTEE
MEETING MINUTES

March 10, 2022
8:30 a.m.

Bellevue City Hall
Virtual Meeting

MEMBERS PRESENT:

Susan Freeburg – Parks
Russell Adelson – Parks
Mark Anderson – Fire
Dane Waisanen – Fire
Mike Shovlin – Police
Dave Sanabria – Police
Weijun Zhu – Transportation
Erin Hislop – Utilities
Claude Iosso – City Manager’s Office
Neal Christiansen – Community Representative East
Mike Ogliore – Business Representative Downtown
Chris Dunham – Business Representative West
Laurie Scott – Downtown Resident Representative
Jonathan Rose – King County Metro
Michelle Kinberg - (?)
Atienza Casiano - (?)

OTHERS PRESENT:

Brad Bennett, Imane Elmesbahi, Parks; Yi Yang, Tim Chen, Chao Li, Sophy Chen

RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER

The meeting was called to order at 8:30 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 Ms. Dunham. The motion was seconded by Captain Sanabria and the motion carried unanimously.

4. APPROVAL OF MEETING MINUTES

A motion to approve the February 10, 2022, meeting minutes as submitted was made by Captain Sanabria. The motion was seconded by Ms. Scott and the motion carried unanimously.

5. COMMITTEE REPORTS

❖ Routing and Location Subcommittee Report

Mr. Zhu reported that a number of meetings were held subsequent to the Committee's last meeting with various event organizers. Only minor changes were made to the plans for the Bellevue Art Museum Arts Fair. In regard to the Flavors of India event, the suggestion was made to hold the parade on Saturday to avoid conflicting with the Rock n Roll half marathon on Sunday; they agreed to the change and indicated they are working out a few details regarding their parking plan. For the Indian American Community Services Summer Mela event and also the BentuFest event the focus is continued work on their parking plans.

Mr. Bennett reminded the Committee members that as events promote where to park, it is equally important for them to note where not to park in their online and written promotions.

6. OLD BUSINESS

❖ Tabled Events – None

6. NEW BUSINESS

❖ Application of Intent – Arts in the Garden

Chair Freeburg said the date for the event is August 26 – 28 at the Bellevue Botanical Garden. The event will start at noon on the 26th and end at 5:00 p.m. on the 28th.

A motion to approve the date, time and location for the event was made by Ms. Scott. The motion was seconded by Mr. Christiansen and the motion carried unanimously.

❖ Application of Intent – Garden d'Lights

Chair Freeburg said the recurring winter event also happens at the Bellevue Botanical Garden. The dates are November 26 through December 31. The event will again have ticketed entrance given that that worked well in 2021.

Mr. Christiansen asked if the event will continue to have a police officer with lights out in the road at night. Chair Freeburg said the organizer intends to reach out to the police department about that. Mr. Christiansen said having an officer on site improves safety.

A motion to approve the date, time and location for the event was made by Sgt. Shovlin. The motion was seconded by Captain Sanabria and the motion carried unanimously.

❖ Application of Intent – Chinese Mid-Year Festival

Chair Freeburg noted that the organizer is seeking to hold two events on two different dates, one at Downtown Park on June 18 and the other at Crossroads Park on July 17.

Mr. Christiansen commented that it is unusual for an organizer to hold an event twice a month apart. Chair Freeburg said originally the organizer indicated they wanted to do one in June and another in September. However, the dates they wanted in September were not available and they did not want to hold the event a week or two later. The event was first held in Bellevue in 2021 in September and it went very well.

Captain Sanabria noted from the application that the organizer anticipates 400 participants and 15 spectators and said he assumed it was actually the other way around. Chair Freeburg said the 2021 application indicated an anticipated attendance of a thousand; actual attendance was at least 500.

Having joined the meeting, Yi Yang said the music festival planned for the summer will be similar to the event held in the autumn of 2021. The 2021 event celebrated a traditional Chinese holiday, but the 2022 event will just be a music festival on June 18 in Downtown Park. The requested July date for Crossroads Park is intended only as a backup. There will not be two separate events. Inclusive of setup and taken down, the time will be from 8:00 a.m. to 8:00 p.m., though the actual event will start about 2:00 p.m. and will end before the sun sets. The estimated number of attendees is one thousand coming throughout the day. At any point in time there will be less than 200 present. The event will be open and free to the public, though there will be an area designated for VIPs who will have seats and who will be charged an admission fee. There will be no seating for the general public.

Ms. Yang said there will be tents set up around the space to accommodate some food vendors selling food and beverages. There will be no cooking on site. Refrigerators will be brought in to store the cold food. There will also be some merchants advertising their businesses. Some of the tents will be for the performers to rest and prepare. The stage area will be 12 feet by 15 feet and there will be amplified sound. No parking will be provided and the attendees will be encouraged to use public transportation. The 2021 event did not include having police on site and all went smoothly. The same is planned for 2022. There will be nothing political about the event. Trash cans and portable restrooms will be located on site.

Mr. Chen said the sound system would not exceed the maximum limits for electricity draw. Mr. Adelson said there will need to be a meeting to discuss those details and others. There are power limitations but there should be enough. Chair Freeburg added that there will need to be a walk-through at the park to review the site plan and electricity needs. There will also need to be a meeting with the routing and location subcommittee to discuss details.

Mr. Chen informed the Committee that lighting, including strobe lighting, is being considered as part of the music festival. He asked if there were any limits on using strobe lighting on the stage. Mr. Adelson said those details will also be covered as part of the routing and location subcommittee meeting.

Mr. Chen asked if there are specific requirements relative to having a VIP area for which an attendance fee will be charged. Chair Freeburg said there is an admission tax that would need to be paid. She asked for details about what the plans are for the VIP area and Mr. Chen said the plan is to include snacks and drinks but nothing alcoholic.

Chair Freeburg allowed that the Committee would act to approve the June date for the event but would need additional discussion about whether or not to approve the July backup date. Mr. Chen said if the June date is secured, the July date could be canceled.

Captain Sanabria asked if the musicians will be cultural or more like pop music. Mr. Chen said the musicians will all be local residents. Famous singers and bands will not be hired and brought in. Some of the musicians will likely perform some Chinese songs, but the festival is not intended to be a cultural event.

Chair Freeburg noted that the 2021 event included more cultural elements. She asked if those

elements will again be included or if the event will focus purely on music. Mr. Chen said it will be purely music. There will not be a kids playground and the cultural elements will not be included.

Mr. Zhu clarified that the projection is for a thousand people to attend between the hours of 2:00 p.m. and 5:00 p.m. He noted that if 75 percent of the one thousand attendees arrive by car, the parking lot will not be sufficient to accommodate them all. He said a parking plan will be discussed in more detail during the routing and location subcommittee meeting. Mr. Chen said he assumed there would no more than 400 people attending at any given time during the event. He reiterated that attendees will be encouraged to use public transportation. Most of the performers will be local and will be able to carpool. Some may be able to park at nearby shopping centers. Mr. Zhu said if attendees are going to be parking at nearby shopping centers, permission will need to be obtained from the property owners. Chair Freeburg added that the mall typically does not approve the use of their parking lot for special events, though they can be asked if the Committee will accept from them written permission.

Chair Freeburg asked how many attended the 2021 event. Ms. Yang said there were about a thousand attendees throughout the day.

A motion to approve the June 18 date, time and location for the event was made by Mr. Anderson. The motion was seconded by Captain Sanabria and the motion carried unanimously.

❖ Post-Event Evaluations – None

❖ Comments / Follow-up

Mr. Zhu asked if the Committee meetings will return to in-person once City Hall opens again to the public. Chair Freeburg said the Council will start holding hybrid meetings in April and the city's committees, boards and commissions will follow later. She sought feedback from the Committee members about their preference for in-person or hybrid meetings.

Captain Sanabria asked if the conference rooms are set up to accommodate members calling in. Chair Freeburg said she did not know if all the conference rooms have that ability, but most of the rooms on the first floor I believe do. Captain Sanabria said he was flexible but added that having the hybrid option would encourage members to participate.

Ms. Dunham said she favored in-person meetings. Ms. Hislop suggested that going forward everyone will need to get used to new best practices for hybrid meetings in light of the fact that the different departments will have staff at City Hall on different days of the week.

Mr. Rose said King County Metro would be continuing to work remotely through the summer months before transitioning to a hybrid approach. He said he anticipated needing to continue with a hybrid approach.

Ms. Scott noted that in the hybrid meetings she has participated in, those calling in frequently cannot always hear the in-person conversation and tend not to participate to the same extent. She noted that the other board she is a member of has seen about double the attendance for Zoom meetings than for in-person meetings.

Chair Freeburg said April's meeting will be virtual, after which a hybrid approach will be tried.

Ms. Dunham asked how the Ukrainian event went in Downtown Park. Captain Sanabria said the event was not all that large. He said he was not aware of any issues.

7. NEXT MEETING

❖ April 14, 2022

8. ADJOURNMENT

Chair Freeburg adjourned the meeting at 9:27 a.m.