

CITY OF BELLEVUE
SPECIAL EVENTS COMMITTEE
MEETING MINUTES

May 12, 2022
8:30 a.m.

Bellevue City Hall
Virtual Meeting

MEMBERS PRESENT: Susan Freeburg – Parks
Andy Heider – Parks
Patrick Hailton – Fire
David Sanabria – Police
Weijun Zhu – Transportation
Casiano Atienza – Transportation
Erin Hislop – Utilities
Claude Iosso – City Manager’s Office
Michelle Kinberg – Fire
Christopher Hanson – King County Metro
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

OTHERS PRESENT: Brad Bennett, Imane Elmesbahi, Parks

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 Laurie Scott. The motion was seconded by Captain Sanabria and the motion carried unanimously.

4. APPROVAL OF MEETING MINUTES

A motion to approve the April 14, 2022, meeting minutes as submitted was made by Captain Sanabria. The motion was seconded by Laurie Scott and the motion carried unanimously.

5. COMMITTEE REPORTS

❖ Routing and Location Subcommittee Report

Weijun Zhu reported that the subcommittee met on site with the Rock and Roll marathon event

organizer Jeff Orswell along with representatives from police, fire and Metro. After driving the half marathon route, some challenges to be addressed were identified. Jeff Orswell is working on those recommendations.

Weijun Zhu said a parking mitigation plan for the Bellevue Family 4th event has been sent to police for comment. The plan will also be sent to the homeowners associations on 98th Avenue NE and 99th Avenue NE to the west of Downtown Park for their input. The goal is to have their response in hand as soon as possible in order to effect any necessary adjustments before setting permit conditions.

6. OLD BUSINESS

- ❖ Tabled Events – None

6. NEW BUSINESS

- ❖ Applications of Intent

A. Fred Hutch Cancer Center Obliteride

Captain Sanabria commented that the charity bike ride event follows the rules of the road and has no traffic or parking impacts. Only a part of the overall route comes through Bellevue. The riders use street rights-of-way and also bike trails where possible. The overall impact to the city is minimal.

Chair Freeburg said the route is the same one used in previous years.

Weijun Zhu stated that use of the I-90 trail may be impacted by closure due to a King County sewer project, adding that the project manager would be asked to clarify that for the day of the event. For the hundred mile ride, use of West Lake Sammamish Parkway may be impacted by the ongoing construction. If needed, a meeting of the subcommittee and the event organizer will be called to identify an alternative route.

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

B. Bellevue Downtown Farmers Market

Chair Freeburg noted that a new application had been submitted to change the location of the event from Ashwood Park to Compass Plaza.

Mike Ogliore said the micro-market event will have at most six ten by ten booths at Compass Plaza, which will be opening to public use very shortly. The event will be hosted in conjunction the Bellevue Beats Music Series which is slated for every Tuesday, Wednesday and Thursday throughout the summer starting July 5. The market will be held every Wednesday from 11:00 a.m. to 2:00 p.m. The target audience will be Downtown residents and workers. The long-term goal is to move the event to the new plaza at City Hall once it opens to the public.

A motion to approve the new location for the event was made by Captain Sanabria. The motion was seconded by Andy Heider and the motion carried unanimously.

- ❖ Event Organizers Presentations – None
- ❖ Post-Event Evaluations

A. Kelsey Creek Sheep Shearing

Chair Freeburg reported that all went well for the event except for a couple of computer issues. From the viewpoint of police, traffic and the shuttle service, all was smooth sailing.

Captain Sanabria commented that the event was way larger than what the department remembers it being in the past. Given the number of attendees, the police presence should be increased to between three and five officers for traffic and crowd control. A similar approach will likely need to be taken for the Farm Fair event.

Chair Freeburg said attendance of 4600 exceeded the estimate of 3000. Kelsey Creek Farm staff expressed their appreciation for all the support they received during the event.

B. All In for Autism

Captain Sanabria commented that from the police perspective was the initial setup for the traffic control map because of the closure of 114th Avenue SE. That necessitated making a last-minute adjustment which created some confusion, but things were worked out satisfactorily. The run was smaller than anticipated and that helped.

Casiano Atienza stated that the business owner who was affected by the road closure and the traffic control confusion reached out to the city. An apology was sent to the person.

- ❖ Input on Hosting a Special Events Committee Retreat

Chair Freeburg reported receiving no negative feedback about hosting a Special Events Committee retreat. Given that, attention has been given to scheduling the event for a date towards the end of the year or early in 2023. New members for the Committee are being recruited and a retreat would be a good way for new members to learn how the Committee works.

- ❖ Comments/Follow-up

Via the chat function, Brad Bennett asked if there had been any discussion about the public comment process relative to the Farmers Market. Chair Freeburg said there had not been any discussion about the public comment process for Compass Plaza. The code and manual indicates the Committee may require public comment.

Laurie Scott suggested it would be a good idea to seek comments from the public in regard to the event. Chair Freeburg said something would be set up.

Brad Bennett asked how far out from the event location notice needs to be sent, and how long the public comment period is to remain open.

Mr. Christiansen did not recall having a specific guideline in that regard. In the past the Committee has simply chosen a radius.

Captain Sanabria did not remember seeking public comment as part of approving an event. Public notification in the past has always been associated with informing the public about a scheduled and approved event.

Mr. Christiansen noted that the Committee has in the past sought comments from the public regarding new events. Seeking public comment is also appropriate when an event changes its location.

Brad Bennett commented that events that move to new locations are in essence new events. It would be a good practice to seek public comment from those who may be impacted by the event. The farmers market event will be fairly low key and notice should not have to go out to more than just the residents and businesses immediately around Compass Plaza.

Laurie Scott suggested the notification radius for events should depend on the size of a proposed event. When residents are given notice of happenings, they are far happier. People want to know if something new is happening, and once they know about events they often participate in them.

Mike Ogliore concurred and offered to make a point of reaching out to the general manager of Bellevue Towers, the most immediate residential tower, and to share any input with the Committee.

Brad Bennett noted that it has been standard practice in the past for the Committee to seek public comment for new or relocated events, and for events scheduled for new dates. The notices are sent out by the Committee chair and the comments received go back to the chair who then shares them with the full Committee. It has not been the responsibility of event organizers to put out calls for public comment.

Mr. Christiansen recalled that in the past cards were simply mailed out to addresses within a certain radius.

Captain Sanabria asked if the Committee intended going forward to call for public comment for all new events and for returning events that change their date or location before approving the date, time and location. Brad Bennett commented that aside from the procedures outlined in the manual, it is up to the Committee to determine if changes should be made going forward.

Mr. Christiansen recalled the public notice requirement being included in the code, and that the notices were sent out after preliminary approval by the Committee.

Brad Bennett, having reviewed the code, indicated that Section 4.5 includes mailing a notice of a pending decision for first-time or significantly changed events to affected businesses and residents determined on a case-by-case basis by the Committee. The practice is at the discretion of the Committee and is dependent on the potential or perceived impacts.

Chair Freeburg informed the Committee that steps would be taken to seek public comment for the Farmers Market event.

Erin Hislop noted having reached out to all existing event organizers encouraging them to encourage waste reduction techniques at their events, including food compost carts on site where food vendors are included. The responses were very positive.

Chair Freeburg informed the Committee that a group is looking to put on a Ukrainian 5K

fundraiser. There was a preliminary meeting with the organizer and several department representatives. The organizer wanted to hold the event as early as May 21 and that it would involve as many as a thousand runners on the circle in Downtown Park. The organizer was told that other options should be considered. No application has been submitted yet.

7. NEXT MEETING

❖ June 9, 2022

8. ADJOURNMENT

A motion to adjourn was made by Mr. Christiansen. The motion was seconded by Captain Sanabria and the motion carried unanimously.

Chair Freeburg adjourned the meeting at 9:05 a.m.