

CITY OF BELLEVUE
SPECIAL EVENTS COMMITTEE
MEETING MINUTES

April 14, 2022
8:30 a.m.

Bellevue City Hall
Virtual Meeting

MEMBERS PRESENT: Susan Freeburg – Parks
Andy Heider – Parks
Dane Waisanen – Fire
Mike Shovlin – Police
David Sanabria – Police
Rick Logwood – Transportation
Weijun Zhu – Transportation
Erin Hislop – Utilities
Jonathan Rose – King County Metro
Christopher Hanson – King County Metro
Laurie Scott-
Neil Christiansen-

OTHERS PRESENT: Imane Elmesbahi, Casiano Atienza – Transportation;
Claude Iosso – City Manager’s Office

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

4. APPROVAL OF MEETING MINUTES

A motion to approve the March 10, 2022, meeting minutes as submitted was made by Captain Sanabria. The motion was seconded by Dave Waisanen and the motion carried unanimously.

5. COMMITTEE REPORTS

❖ Routing and Location Subcommittee Report

Weijun Zhu reported that the committee met with members of the HOA on 99th Street to discuss issues regarding the (4th of July ?) event. Concerns were expressed about past parking issues and

the committee is working on a parking mitigation plan. The current focus is on not allowing parking on one side of the street within the neighborhoods. Concerns were also expressed about trash and litter issues post event. Parks is working with the Bellevue Downtown Association to find volunteers to address the issue.

The committee also met with the Ironman group to go over the Rock ‘n Roll marathon and the potential route changes owing to delays on a transportation CIP project on 124th Avenue NE between NE 12th Street and Bel-Red Road to NE Spring Boulevard. There is a strong interest on the part of the organizer to retain the original route and the committee agreed to do everything necessary to make that happen. At a minimum, that would take the form of securing a minimum width of the roadway.

With regard to the Bellevue Downtown Association arts market event, Weijun Zhu reported that the event will be able to again use the location it has in 2021, obviating the need to move south toward NE 4th Street.

Rick Logwood asked if the Rock ‘n Roll route has been finalized based on the committee’s work. Jonathan Rose with King County Metro said it was his understanding that the route had not yet been finalized. There are follow-up meetings and additional discussions planned.

Chair Freeburg concurred, noting that Captain Sanabria was planning to take a ride through the course with city staff and the event organizers. Captain Sanabria the intention behind the ride was to focus primarily on what will be needed to staff the event, adding that the take way from the meeting was that the route has in fact been finalized. There are still some mitigation concerns to be addressed.

Weijun Zhu voiced no concerns about finalizing the route. The only section in question is the small segment on 124th Avenue NE and the shifting construction timeline.

Captain Sanabria said the event organizer expressed the view that so long as the roadway is passable to cars and is not left in an unsafe condition, the route is acceptable. The route will not actually be finalized until there is a traffic control plan in hand.

Rick Logwood suggested the routing and location subcommittee should forward to the Special Events Committee the final approved route within a couple of weeks so everyone can coalesce around it and move forward.

Jonathan Rose said the route can be made to work for King County Metro, but there still needs to be a discussion about potential traffic valves. There also needs to be in hand a more detailed schedule for when the roads will be closed and reopened. Metro should also be part of the discussions regarding 124th Avenue NE given the need to get coaches in and out of the bases there.

6. OLD BUSINESS

- ❖ Tabled Events – None

6. NEW BUSINESS

- ❖ Applications of Intent – None

- ❖ Event Organizers Presentations – None
- ❖ Post-Event Evaluations – None
- ❖ Discuss Each Department's Role and Steps for Organizers

Chair Freeburg reported receiving more and more interest in holding events in the city, including organizers wanting to know all the various requirements, and allowed that there are many details that are not understood. As such it is not possible to provide informed answers without sending people directly to each department, which makes the process clunky for organizers. What is needed is general information from each department outlining their steps organizers must take, both before and after events. Having that information in hand will help in providing information to potential event organizers. If organizers do not have the information they need up front early on in the process, they are left to scramble to get all boxes ticked on time.

Erin Hislop said utilities follows up with each organizer regarding the zero waste event guide. The document tells organizers how to make direct contact to arrange for solid waste services for their events and to discuss ways to reduce the sheer volume of waste coming from events. If there are storm water issues involved, they can also be discussed.

Chair Freeburg said the more information in hand the better, especially for new event organizers. It also will help to reduce the number of calls organizers must make to the individual departments.

Captain Sanabria asked if the information is needed only for events that rise to the level of needing a special event permit, or for all events. Not every event rises to the level of requiring police or fire intervention; such events typically are seen at the Special Events Committee where the various connections with the city departments are made. Chair Freeburg said having extra information available is always helpful as calls come in regarding parks scheduling. Often organizers, even after meeting with the routing and location subcommittee, are confused about next steps. Having a bullet point checklist would help improve the system. Captain Sanabria commented that there is a manual in place that addresses all issues having to do with the fire department; their rules are fairly hard and fast. On the police side things are not as black and white for various reasons. The same is likely true for transportation.

Jonathan Rose said what Metro needs to know are the big things like road closures and the like.

Answering a question asked by Captain Sanabria, Chair Freeburg reported having reviewed manuals from a lot of special events offices throughout the country to see what the industry standards are, what is easily readable and what is confusing. Chair Freeburg agreed to send to all of the departments sample checklists in line with what works well in other cities.

Rick Logwood suggested that having a common format in terms of a checklist covering each operational division would be helpful. There are variables for transportation when it comes to signals and directional closures, but it should be possible to guide the thinking and evaluations up front to new organizers.

- ❖ Input on Hosting a SEC Retreat

Chair Freeburg noted that the Special Events Committee used to hold an annual retreat to hash out ideas. The committee members were asked if they would like to see either a half or full-day

retreat scheduled.

Eris Hislop suggested a retreat would be useful, adding that it would be helpful to review with the committee members, especially the new ones, what a normal year looks like.

❖ Comments / Follow-up

Captain Sanabria asked about the schedule for returning to in-person meetings or holding hybrid meetings. Chair Freeburg said her intent continues to be to start hybrid meetings in May, though there have been some technical difficulties encountered. As the kinks are worked out going to a hybrid format may need to be pushed back to June or July. The committee will be kept informed.

7. NEXT MEETING

❖ May 12, 2022

8. ADJOURNMENT

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

Chair Freeburg adjourned the meeting at 9:02 a.m.