

CITY OF BELLEVUE
SPECIAL EVENTS COMMITTEE
MEETING MINUTES

January 20, 2022
8:30 a.m.

Bellevue City Hall
Virtual Meeting

MEMBERS PRESENT: Susan Freeburg – Parks
Andy Heider – Parks
Mark Anderson – Fire
Dane Waisanen – Fire
Rick Logwood – Transportation
Weijun Zhu – Transportation
Reilly Pittman – Parks
Erin Hislop – Utilities
Neal Christiansen – Community Representative East
Mike Ogliore – Business Representative Downtown
Chris Dunham – Business Representative West
Laurie Scott – Downtown Resident Representative
Christopher Hanson – King County Metro

OTHERS PRESENT: Brad Bennett, Imane Elmesbahi, Cindy Shelton, Parks; Casiano Atienza, Transportation; Ellen Montanana, Emergency Management

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 Ms. Scott and the motion carried unanimously.

4. APPROVAL OF MEETING MINUTES

A motion to approve the December 9, 2021, meeting minutes as submitted was made by Mr. Waisanen. The motion was seconded by Captain Sanabria and the motion carried unanimously.

5. COMMITTEE REPORTS

Chair Freeburg announced that Councilmember Lee had been selected to serve as liaison to the Special Events Committee, replacing Councilmember Barksdale.

❖ Routing and Location Subcommittee Report

Mr. Zhu reported that police, fire and transportation met recently and discussed the security issue raised by Kemper Development Company around flushing out northbound traffic from the west entrance after Snowflake Lane. The report was that some drivers were experiencing delays getting out of the parking lot and they proposed a modification to northbound on 100th Avenue NE to the north of NE 8th Street. The subcommittee concluded that change would not help to flush out the northbound traffic and instead proposed placing UPOs at the roundabout at NE 10th Street and 100th Avenue NE. If Kemper Development Company wants to do that, they will have to find non-Bellevue police to assist in the flush out. They could also suggest alternative routes for the traffic instead of just making a right turn northbound.

Mr. Zhu said the subcommittee also talked about a few complaints received by the police department regarding crowd size on NE 8th Street on certain days during the event. Some of the crowd spilled into the eastbound curb lane on NE 8th Street. He said the only thing that can be done would be to have Kemper Development Company post more information on their website encouraging people to use the NE 4th Street end of the event which generally is less congested.

6. OLD BUSINESS

❖ Tabled Events: None

6. NEW BUSINESS

Ms. Hislop noted that composting is not required for events with food. She said she would like to see composting bins located near the food trucks and food vendors. Additionally, every event organizer should have a copy of the city's zero waste guide in advance of their events. Chair Freeburg said she would make time after the meeting for a quick chat on what the best process would be for getting the information out.

❖ Applications of Intent

A. CRY Holi

Chair Freeburg said the application for the returning event seeks March 19 as the date and Downtown Park as the location. The event would have a start time of noon and end time of 4:00 p.m., with setup starting at 9:00 a.m. and take-down concluding by 6:00 p.m.

Mr. Heider said the concern for parks is always that the event occurs early in the year at which time the turf in the park is usually quite wet. He suggested swapping the food section with the event area on the east side of the center circle where there is better drainage and where the turf can hold up to the foot traffic.

A motion to approve the date, time and location for the CRY Holi event was made by Ms. Scott. The motion was seconded by Captain Sanabria and the motion carried unanimously.

Chair Freeburg noted that a permit would be required for the event.

B. All in For Autism 5K Run

Chair Freeburg said the application for the returning event seeks April 24 as the date and Downtown Park as the location. The event start time is listed as 7:00 a.m. and end time is 11:00

a.m., with setup starting at 5:00 a.m. and takedown ending at noon.

Mr. Zhu said the routing subcommittee has been holding discussions with the event organizer who wants to use the existing route without any changes.

Mr. Heider said the map in the application is unclear in regard to what the organizer intends to do with Downtown Park. Chair Freeburg said she would ask the organizer for additional detail. Mr. Heider said the date, time and location for the event posed no concerns for parks, but the fact that the route goes through the park should include more details.

Captain Sanabria said the application contained a typo and noted that the route does not in fact go through the park. It starts on the NE 1st Street side and ends on NE 2nd Street. The run route is entirely on streets. He agreed that should be clarified with the organizer.

Mr. Pittman said if any generators or tents are going to be used, there should be plan in hand for where they will be located.

A motion to approve the date, time and location for All In For Autism was made by Mr. Heider. The motion was seconded by Mr. Anderson and the motion carried unanimously.

C. Kelsey Creek Sheep Shearing

Chair Freeburg said the application for the returning event seeks a date and time of April 28 and 29 from 8:00 a.m. to 4:00 p.m. at the Kelsey Creek Farm. Take down is listed for May 2 and 3.

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

D. Lake-to-Lake Bike Ride

Chair Freeburg said the application for the returning event seeks the date of June 11 with Robinswood Park as the start and finish line.

Mr. Heider pointed out that no map was included with the application. Ms. Elmesbahi said a map was not included in the application. Chair Freeburg said the application lists the same route and site plan used in the past. Mr. Heider said his primary concern was setup at the park.

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

E. Bellevue Four on the 4th Dog Jog & Walk

Chair Freeburg said the application for the returning event sought July as its date from 9:00 a.m. to 1:00 p.m., with setup occurring early in the morning and takedown to follow the event.

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

F. Bellevue Beats Music Series

Chair Freeburg said the annual lunchtime outdoor music series event occurs between July 5 and

September 8 at various locations in the Downtown.

Mr. Ogliore noted that a location in the Spring District will be added to the list of venues.

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

G. Bellevue Downtown Farmers Market

Chair Freeburg said the new event seeks every Wednesday between the dates July 6 and September 7 from 11:00 a.m. to 2:00 p.m., with a setup time of 9:00 a.m. and breakdown concluded by 4:00 p.m. The ask is to be allowed to site the event at Ashwood Park.

Mr. Ogliore noted that there are a number of other farmer's markets and in order to avoid confusion a new title for the event is being worked out. Some of the Bellevue Beats concerts will be mixed in with the farmers market.

Mr. Heider said he had no concern about the date and time but did have a concern about having a regular weekly event on the turf at Ashwood Park. He asked if the booths could be moved onto a hard surface, such as the parking lot or walkways around the library. Mr. Ogliore said he was open to suggestions and would be happy to do a walkthrough the site with parks ahead of the event.

Captain Sanabria asked if the live music element was the reason for wanting to have sound amplification as part of the event. Mr. Ogliore confirmed that. He added that the library is onboard to provide parking for the event.

A motion to approve the date, time and location for the event, pending a final walkthrough with parks, was made by Mr. Heider. The motion was seconded by Ms. Scott and the motion carried unanimously.

H. Bellevue Arts Museum ARTS Fair

Chair Freeburg said the application for the returning event sought the dates July 29 through 31 at the Bellevue Arts Museum location. The planned start time is 9:30 a.m. on Saturday and 10:00 a.m. on Sunday, ending at 6:00 p.m. Setup would start at 6:00 a.m. on July 28.

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

I. Bellevue Downtown Arts Market

Chair Freeburg said the recurring event is slated for July 30 and 31. The event start time is 10:00 a.m. and the end time is 6:00 p.m. on Saturday and 5:00 p.m. on Sunday.

Mr. Ogliore pointed out that in 2021 the event was held on Saturday, Sunday and Monday of Labor Day weekend. The proposal is to return to the original weekend in conjunction with the ARTS Fair. The DOXA church lot will not be available due to construction so the footprint will be extended south on 106th Avenue NE close to NE 4th Street. Load in will occur on Friday night. Access to the surface lot by the old California Pizza Kitchen will be blocked off. Entry to the lot will be via NE 4th Street instead, and flaggers will be needed to get people in and out.

Mr. Hanson clarified that 106th Avenue NE would remain closed for the weekend. Mr. Ogliore confirmed the road would be closed as of 4:00 p.m. Friday.

Mr. Zhu noted that water-filled barriers were used in 2021 at the intersections with NE 6th Street and NE 4th Street.

Mr. Ogliore said the load-in vehicles will either be directed to come in from NE 4th Street or NE 8th Street. Mr. Zhu said it would make the most sense to load-in from NE 8th Street and exit from NE 4th Street.

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

J. Crossroads Movies in the Park

Chair Freeburg said the returning event is scheduled for August 4, 11, 18 and 25 from 7:30 p.m. to 11:00 p.m. at Crossroads Park.

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

K. Jubilee REACH-Celebration in The Park

Chair Freeburg said the returning event is asking for August 28 in Downtown Park from 8:00 a.m. to 12:30 p.m., with setup the day before between 4:00 p.m. and 9:00 p.m., with take down on the 28th to be completed by 3:00 p.m.

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

L. Rock 'n' Roll Running

Chair Freeburg said the application for the new event seeks the Labor Day weekend date. The event organizer has been in contact with several city departments already and a route is still being planned. She noted that several Committee members recently traveled to Tempe, Arizona, to witness the event there firsthand.

Mr. Pittman said he was recently asked by the building department about the use of large tents and substantial electrical connections. He asked if there is a plan in hand showing the placement of such things. Chair Freeburg agreed it would be good to have that information. She urged Mr. Pittman or someone from the building department to attend the routing and location subcommittee meeting where the route and other details are being planned.

Mr. Pittman asked about the route and Captain Sanabria said the route is still being discussed. He said the organizer has not mentioned using the freeway. The route will follow surface streets through the Downtown and possibly as far out as 148th Avenue NE.

Mr. Bennett asked what the group that traveled to Arizona saw and if they identified any concerns or successes that should be mirrored. Captain Sanabria said the concerns he had before seeing the event for himself were allayed. Bellevue's event will likely be wholly contained within the city limits, which will cut down on the coordination issues the Tempe event faces given that it occurs in three different jurisdictions.

Mr. Bennett said it was his understanding that the event organizer is actually a local person and is familiar with the Special Events Committee processes. Chair Freeburg confirmed that. The organizer used to help with the All In For Autism event and his business is located in Bellevue. He will be attending the Committee's February meeting.

Mr. Hanson asked that King County Metro be allowed to attend the meeting at which the routing is discussed.

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

M. Flavors of India

Chair Freeburg said the application for the returning event seeks Labor Day weekend at Crossroads Park. She said the organizer is wanting to include the parade element.

Captain Sanabria said the routing and location subcommittee will need to discuss the parade details. He said holding the parade on Sunday may not be possible given that the Rock 'n' Roll event is the same day. The parade should either be pushed to later in the day, or held on Saturday.

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

N. NW Ukrainian International Festival

Chair Freeburg said the recurring event is requesting Downtown Park on September 10 from 10:00 a.m. to 8:00 p.m.

Mr. Ogliore noted that the event previously has been held at Crossroads Park. Mr. Heider pointed out that the application in fact requests either Crossroads Park or Downtown Park. He confirmed that the event has been held at Crossroads Park in the past.

Mr. Christiansen asked if the applicant wanted the Committee to choose the location for them. Chair Freeburg said the issue of using Downtown Park arose because of the size of the event and the large number of attendees. Mr. Heider commented that the map included in the application is for Crossroads Park. He said the application does not include enough information regarding Downtown Park to approve the event for that site.

Chair Freeburg said it was her understanding that the event organizer likes and prefers Crossroads Park. It was only the number of attendees in the 16,000 range that triggered talk of using Downtown Park instead.

Mr. Christiansen pointed out that in the past the Strawberry Festival was held at Crossroads Park and saw upwards of 20,000 attendees. He said he did not consider 16,000 to be an overflow for Crossroads Park.

Mr. Heider said the numbers provided by the organizer a couple of years ago were not indicative of how many actually attended. There were concerns by both police and fire about the number of attendees.

Mr. Ogliore commented that the event used to be held over a two-day period and it since has been morphed into a single-day event. The 16,000 attendees was counted over the two-day period, but when merged into a one-day event, there was an overflow issue. He said he did not recall Downtown Park being suggested as a location for the event, though Marymoor Park was suggested as an option.

Ms. Anderson said both fire and police had concerns when the event morphed to a single-day event two years ago.

There was consensus to table approval of the event and ask the event organizer to meet with the Committee to discuss the concerns.

O. Kelsey Creek Farm Fair

Chair Freeburg said the annual event is slated for October 1 from 11:00 a.m. to 4:00 p.m. at Kelsey Creek Farm.

A motion to approve the date, time and location of the event was made by Ms. Scott. The motion was seconded by Captain Sanabria and the motion carried unanimously.

P. Bellevue Downtown Ice Rink

Chair Freeburg said the annual event is on the calendar for November 18 to January 8. The rink is operational daily from 3:00 p.m. to 10:00 p.m. in Downtown Park.

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

Q. SnowFlake Lane

Chair Freeburg said the annual event starts the day after Thanksgiving. The holiday light, music and character parade will start on November 25 and run through December 24 daily from 7:00 p.m. to 7:30 p.m. along Bellevue Way between NE 4th Street and NE 8th Street.

Ms. Scott asked if the plans for 2022 differ in any way from 2021. Captain Sanabria said he did

not see the need to make any changes from a security perspective. He noted that Kemper Development Company had expressed concerns about the NE 10th Street roundabout impacting egress from the west garage so there will be conversations about that. Additionally, Kemper Development Company will be encouraged to go back to the format of previous years where there were more characters on the street prior to the start of the event.

Mr. Zhu said any changes Kemper Development Company wants to make regarding the roundabout will not impact the existing plans.

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

R. IACS Summer MELA

Chair Freeburg said the new event seeks to use Crossroads Park for a small business fair. The anticipated number of attendees is 2000 spread out over the whole day. The application lists three possible dates: June 25, August 27 and September 10. She pointed out that the September 10 date is not possible and said she believed the June date would be the best option.

Mr. Heider said he had no issue with the June date. He pointed out that there was no map included in the application materials and thus there is no clear picture of what the setup will be.

There was consensus to table approval of the vent to allow for meeting with the event organizer. She said she would add the event to the agenda for the Committee's February meeting.

S. BantuFest

Chair Freeburg said following her review of the application for the new event she concluded that the city is not in a position to be able to approve the event without additional information, including a better map.

There was consensus to table the event to the next meeting.

❖ Code/Administrative Manual Updates

Chair Freeburg reported that the project is continuing to move forward. She said she had hoped to have more detail to share regarding the user guide, but during her trip to Arizona she met with representatives from both Tempe and Scottsdale and had a discussion regarding user guides. She said the conversation led her to believe the direction of the guide should be tweaked a bit.

❖ Post-Event Evaluations

A. Garden delight's

Chair Freeburg said she spoke to the event representative and learned that the time ticketing approach worked very well and likely will be used again. The estimated attendance was 60,000, with a daily attendance averaging 2068. Overall the event went well. The layout was well received and keeping attendance limited to no more than 500 at a time made for a better experience. Setup and take-down went smoothly and there were no issues in the parking lots. The snow and the ice proved to be challenging, and the last six nights of the event had to be canceled. For 2022, paid staff will be used to handle the ticketing and scanning.

Captain Sanabria commented that the crossing of Main Street was patrolled by on-site police. He asked if by controlling the number of attendees in the park at any given time will address the issue. Chair Freeburg said limiting the number of attendees was a Covid regulation.

Captain Sanabria said police and fire are both finding it difficult to staff so many special events with officers and personnel. Events are getting larger and footprints are getting bigger, yet staff are not being added to police or fire. The time scheduling approach may help to alleviate the need for having officers onsite beyond on-duty officers.

Mr. Zhu commented that the safety of those crossing the street could be handled by flaggers.

B. Bellevue Magic Season Ice Rink

Mr. Ogliore said the event also instituted a new online reservation system and it proved to be a huge success. A mask policy was in place, though attendees were not required to show proof of vaccination. There were no issues with the event which saw some 44,000 skaters over the seven weeks. The opening date was bumped up by a week to the Friday before Thanksgiving, which was a success, and the intent is to keep that timeframe in place for 2022. Lights were put up around the walking perimeter path. He praised the parks department for its support from setup to take down. On high days the parking lots were full but there were no overflow issues. The arena was shut down on December 26 and 27 and the hours of operation were tweaked for December 28 through December 31. Overall, a similar plan will be put in place for 2022.

❖ Comments/Follow-up

Mr. Ogliore said he and Cindy Shelton have already started talking about the Bellevue Family 4th event. The event in 2021 was almost too successful, largely due to the fact that other jurisdictions had canceled their celebrations. It now looks as though SeaFair and Tacoma are both go for 2022, which will keep Bellevue from being the only show.

7. NEXT MEETING

❖ February 10, 2022

8. ADJOURNMENT

A motion to adjourn was made by Mr. Heider. The motion was seconded by Mr. Ogliore and the motion carried unanimously.

Chair Freeburg adjourned the meeting at 9:57 a.m.