

CITY OF BELLEVUE  
SPECIAL EVENTS COMMITTEE  
MEETING MINUTES

January 12, 2023  
8:30 a.m.

Bellevue City Hall  
Virtual Meeting

**MEMBERS PRESENT:** Andy Heider – Parks  
Mark Anderson – Fire  
Landon Barnwell – Police  
Christopher Rivera – Transportation  
Casiano Atienza – Transportation  
Erin Hislop – Utilities  
Michelle Kinberg – Office of Emergency  
Neal Christiansen – Community Representative East  
Mike Ogliore – Business Representative Downtown  
Laurie Scott – Downtown Resident Representative  
Jonathan Rose – King County Metro

**OTHERS PRESENT:** Brad Bennett, Imane Elmesbahi, Parks; Councilmember Lee

**RECORDING SECRETARY:** Gerry Lindsay

**1. CALL TO ORDER**

The meeting was called to order at 8:32 a.m. by Brad Bennett who presided.

Councilmember Lee wished the Committee members a happy new year and thanked them along with the staff for their work on behalf of the city. Special events are very important to Bellevue as a city that welcomes the world. To do that takes a lot of effort. The Committee was encouraged to keep up the good work.

**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 Mark Anderson and the motion carried unanimously.

**4. APPROVAL OF MEETING MINUTES**

A motion to approve the December 8, 2022, meeting minutes as submitted was made by Laurie Scott. The motion was seconded by Andy Heider and the motion carried unanimously.

**5. COMMITTEE REPORTS**

❖ Routing and Location Subcommittee Report

Casiano Atienza offered no major concerns or updates from the subcommittee, which meets the

first Tuesday of every month.

## **6. OLD BUSINESS**

### ❖ Tabled Events: Pakistan Independence Day Celebration

Brad Bennett noted that the event is scheduled for Downtown Park on August 19. The organizer had originally requested a 6:30 a.m. start time for setup, but at the last Committee meeting the suggestion was made that it should be pushed to 7:00 a.m. The matter was tabled to allow for communication with the organizer, who since has agreed to the later start time, though a revised application has not yet been submitted. The event is still scheduled to end at 8:00 p.m. The application anticipates 500 participants, but the included asterisk is an indication there could be as many as 1500 participants. The event does not have a partnership with the city. There will be live music, signs and banners, generators, amplified sound, heating devices, motorized vehicles, tents and shelters, food service and recycling.

Brad Bennett noted that the use of portable toilets is not mentioned in the application but suggested they should probably be required. Additionally, if there will be 1500 participants, the event should be asked to provide some security.

Andy Heider stressed the need for the organizer to understand that motorized vehicles will be limited to the food trucks, delivery of the portable toilets, and the delivery and pickup of garbage services. No personal vehicles are allowed in the park.

Landon Barnwell said two police officers worked the last iteration of the event. Officers are usually required above the 500 attendee threshold. The previous event went very well from the perspective of the police.

Casiano Atienza highlighted the need for the organizer to submit a parking plan if there are to be 1500 participants, especially to prevent parking at Bellevue Square.

Brad Bennett said Chair Freeburg would be made aware of the suggestions.

A motion to approve the date, time and location for the Pakistan Independence Day Celebration event was made by Neal Christiansen. The motion was seconded by Andy Heider and the motion carried unanimously.

## **6. NEW BUSINESS**

### ❖ Applications of Intent

Brad Bennett noted that most of the applications of intent are from returning events. By definition, events that change date or location, or which skips a year, are considered new events.

#### **A. 7 Hills of Kirkland**

Brad Bennett said the bike ride event is slated for May 29, Memorial Day. The event has happened in the past and coming down from Kirkland has used Bellevue's north end streets to loop back up into Kirkland. The event does not have a partnership with the city. About 300 riders are expected. Signs and banners for directional purposes will be posted. Nothing is said in the application about the need for traffic control.

Laurie Scott asked if the Committee had access to the previous post-event evaluations for each event to quickly be reminded of any associated issues. Brad Bennett said all of the printouts are kept. Imane Elmsebahi said the individual reports could be provided electronically.

Neal Christiansen said the 7 Hills event relies on the rules of the road, and the section that comes through Bellevue is very small. The event is sponsored by the Kiwanis Club of Kirkland with support from the city of Kirkland.

Brad Bennett allowed that there were discussions in years past about the need for the event to go through the Special Events Committee. Early on, while the event did go through the Committee, all negotiations were carried out between the event organizer and the police. If there are any concerns on the part of the routing subcommittee, a Kiwanis Club of Kirkland representative could be asked to meet with the Committee to answer questions. The event has a good track record with the city of Bellevue.

Landon Barnwell said the traffic control element would be the only concern. The routing subcommittee could seek information from the organizer.

Casiano Atienza commented that because the event takes place in the right-of-way, some traffic control is needed. It should be known where the organizer plans to post signs, and whether or not the event will need to stop traffic at any location.

Brad Bennett agreed to pass on to Casiano Atienza and Landon Barnwell the meeting minutes from years past where the event was discussed.

A motion to approve the date, time and location for the 7 Hills of Kirkland event, pending any requirements from the routing subcommittee, was made by Neal Christiansen. The motion was seconded by Laurie Scott and the motion carried unanimously.

#### B. Arts in the Garden

Brad Bennett said the event is scheduled for August 25 at the Bellevue Botanical Gardens. The event is partnered with the city and anticipates drawing 8000 participants. There will be live music, amplified sound and vendors, food service and recycling. Parking signs and banners will be posted, and there will be security and traffic control. There have been no issues with the event in the past.

Neal Christiansen remarked on having attended the event in the past and found it to be very fun.

A motion to approve the date, time and location for the Arts in the Garden event was made by Laurie Scott. The motion was seconded by Andy Heider and the motion carried unanimously.

#### C. Bellevue Art Museum ARTSfair

Brad Bennett said the event is scheduled for July 28-30 at the Bellevue Art Museum. The event is anticipated to draw in 100,000 participants over the course of the weekend. The site plan is elaborate but contains no major changes to previous iterations. The event is not partnered with the city. There will be live music, a parking plan, signs and banners, vendors, seating, generators, amplified sound, heating devices, motorized vehicles, portable toilets, food recycling, open flames, security and traffic control. The organizer is also requesting to be allowed to serve

alcohol.

Neal Christiansen asked if there were any issues associated with the event in 2022. Landon Barnwell said there were no issues as far as the police are concerned. Mark Anderson said fire fielded a normal amount of calls during the event but nothing out of the ordinary.

Brad Bennett noted the application indicates amplified sound starting between 11:00 a.m. and 1:00 p.m. on July 28, and stated that the event ends on July 30 at 5:00 p.m. It should be known, however, what the end time is each day of the event.

Brad Bennett reminded the Committee members that the new alcohol policy is specific to parks. There is no alcohol policy for events outside of parks. If allowed, the event would have to follow all pertinent codes and restrictions. More information is needed with regard to the request to serve alcohol.

Casiano Atienza asked if the application lists any changes related to transportation issues. Brad Bennett said nothing appears to be different.

A motion to approve the date, time and location for the Bellevue Art Museum ARTSfair event, pending any additional requirements by police and fire, was made by Neal Christiansen. The motion was seconded by Laurie Scott and the motion carried unanimously.

#### D. Bellevue Family 4<sup>th</sup>

Brad Bennett said the Family 4<sup>th</sup> event in Downtown Park on July 4 draws some 50,000 attendees. Setup will begin at 7:00 a.m. on July 3. The event usually concludes close to midnight the day of the event. The event is partnered with the city and the Bellevue Downtown Association. It will have live music, signs and banners, vendors, generators, fireworks, amplified sound, motorized vehicles, portable toilets, tents and shelters, food service, recycling, security and traffic control.

Mike Ogliore said the 2023 event will have more of a focus on food vendors located in the west parking lot off of 100<sup>th</sup> Avenue NE. The event will also bring back the family fun zone to the southeast corner of the park. The entertainment tent will again be erected on the plaza by the pond.

Answering a question asked by Laurie Scott, Andy Heider said the proposed relocation of the family fun zone is far better than the previous location and parks is happy about it. The item of concern is that the long lines seeking access to the food court can block access to emergency vehicles into the park. Mike Ogliore agreed with the concern and said the placement of the food trucks is still under consideration, in part to address that issue. Ideally having more food trucks will serve to shorten the wait lines overall.

Erin Hislop said utilities will be following up with all of the event organizers, particularly where there will be food vendors, to ensure there will be compost facilities as well as recycling. Hopefully the food vendors will elect to partner with utilities on going all compostable. Mike Ogliore said the names and contact information of the food vendors will gladly be provided. Erin Hislop pointed out that there is no additional charge for including the bundles.

A motion to approve the date, time and location for the Bellevue Family 4<sup>th</sup> event was made by Neal Christiansen. The motion was seconded by Laurie Scott and the motion carried

unanimously.

#### E. Bellevue Four on the 4<sup>th</sup> Dog Jog & Walk

Brad Bennett said the event, also scheduled for the 4<sup>th</sup> of July, is expecting about 800 participating owners and their pets, 75 volunteers and some 200 spectators. The BDA event is partnered with the parks department. An admission fee is charged. Parking signs, banners, vendors, generators, inflatables, amplified sound, motorized vehicles, portable toilets, tents and shelters, food service, recycling and traffic controls will all be elements of the event. The amplified sound will begin at 8:00 a.m. and end at noon, and the parking plan includes use of the library parking lot.

Neal Christiansen asked what the length of the route is. Mike Ogliore said it is 4K, which is just over two miles. Brad Bennett said the map included with the application shows the route starting adjacent to the library and ending at Ashwood Park and using roads to the north of Downtown.

Mike Ogliore said the event has not been held since 2019. It is not a competitive race and there have not been any issues in the past. The event serves as a fundraiser for the Humane Society. The event is out of the park usually by 11:00 a.m., and the nearby condominium complexes are always kept in the loop.

Casiano Atienza asked if the route shown in the application is the same as was used the last time in 2019. Mike Ogliore allowed that it is the same. National Barricade puts the barriers in place, and the police cover the signalized intersections.

A motion to approve the date, time and location for the Bellevue Four on the 4<sup>th</sup> event was made by Laurie Scott. The motion was seconded by Neal Christiansen and the motion carried unanimously.

#### F. Chamber Music in the Park

Brad Bennett said the event, sponsored by the Seattle Chamber Music Society, is seeking July 22 from 7:30 to 9:00 p.m. in Downtown Park. There is no partnership with the city and about 500 are expected to attend. Included in the application are live music, signs and banners, amplified sound, tents and shelters. The application indicates setup starting at about 3:00 p.m., and that the event would be done and out of the park close to the time the concert ends. There will be a 16 foot by 16 foot stage area as well as a 10 foot by 10 foot information tent. The map shows the stage located inside the park, with sound directed away from the condominiums to the south.

Andy Heider commented that even with the sound directed toward the southeast, those living in the condominiums to the south will be impacted. Most complaints related to sound in the park come from those living in that area. In 2017 the plaza was built just for such events. The suggestion was made that the stage be moved to the plaza.

Mike Ogliore concurred, adding that no good reason was apparent for setting up on grass.

Andy Heider said if the stage were to be set up facing northeast, the amplified sound would be facing the city and away from the condominiums.

Neal Christiansen asked if chairs will be set up for those listening to the concert, or if the attendees would just be sitting on the ground. Brad Bennett said that detail is not included in the

application. Mike Ogiore added that serves as another argument in favor of using the plaza given its natural seating.

Brad Bennett suggested the parks department has the authority to indicate where things can happen in the parks. The plaza was designed specifically for just these kinds of events.

A motion to table approval of the Chamber Music in the Park event to allow for a discussion with the event organizer about where the event should be staged in Downtown Park was made by Neal Christiansen. The motion was seconded by Laurie Scott and the motion carried unanimously.

#### G. Downtown Movies in the Park

Brad Bennett noted that six movies were planned for Tuesday evenings starting July 18 and ending August 22. Setup begins at 5:00 p.m. and takedown takes about an hour after the movie ends at around 11:00 p.m. Each movie night draws roughly 3000 participants to Downtown Park. Parks has the lead on the event, which includes live music, parking, vendors, amplified sound, motorized vehicles, portable toilets, tents and shelters, inflatables, food service and recycling, and security.

Brad Bennett clarified that the screen gets set up on the plaza and the sound generally faces the northeast direction. There have been no complaints regarding the event since year one.

A motion to approve the date, time and location for Movies in the Park was made by Neal Christiansen. The motion was seconded by Laurie Scott and the motion carried unanimously.

#### H. Garden d'Lights

Brad Bennett said the longstanding event occurs at the Bellevue Botanical Garden and is put on by the Garden Society. The event typically starts around Thanksgiving and ends on New Year's. Admission is charged and the event includes live music, a parking plan, signs and banners, generators, amplified sound, heating devices, food service and traffic control. The event organizers have always followed all the requirements and has worked closely with police and city departments in regard to planning.

Neal Christiansen shared about attending the event annually with family. Since adding the lighted crosswalk and a police presence to manage the traffic, it has been very safe.

Landon Barnwell said police have not encountered any issues with the event the last few years.

Casiano Atienza said the same was true for transportation.

A motion to approve the date, time and location for Garden d'Lights was made by Laurie Scott. The motion was seconded by Neal Christiansen and the motion carried unanimously.

#### I. Jubilee REACH Celebration in the Park

Brad Bennett noted the event is scheduled for August 27 in Downtown Park. Setup will occur the afternoon and evening of August 26. The event runs from 8:00 a.m. to about 12:30 p.m., with takedown completed by 3:00 p.m. Some 1800 participants are expected to attend. The event will be sited at the plaza and seating area. The application indicates a partnership with the

Department of Community Development but just what the role and responsibilities are for each party is not clear. The event includes live music, parking, a stage, amplified sound and security.

Michelle Kinberg noted the application references a church service celebrating a day of service one day earlier and asked if that is done at a different location. Andy Heider explained that the day of service event does not occur in the park. Teams are pulled together to work on projects for people or families in need.

Brad Bennett commented that while the event is associated with Jubilee REACH, which is an extension of the Bellevue Presbyterian Church, the event in the park is actually non-denominational.

Neal Christiansen asked what the plan for parking entails. Landon Barnwell said the organizers work directly with Kemper Development Company to use the west Bellevue Square garage. Brad Bennett said the organizer is in fact required to show in writing on company letterhead that they have permission to use off-site parking areas.

Laurie Scott pointed out that the box on the application asking if information about the event can be shared with the public is ticked both yes and no. Brad Bennett said Chair Freeburg would be asked to follow up on that issue.

A motion to approve time, date and location for Jubilee REACH Celebration in the Park was made by Neal Christiansen. The motion was seconded by Laurie Scott and the motion carried unanimously.

- J. Kelsey Creek Farm Fair
- K. Kelsey Creek Sheep Shearing

Brad Bennett noted that the sheep shearing event occurs on April 29 from 11:00 a.m. to 4:00 p.m. at Kelsey Creek Farm. The Farm Fair event, also at Kelsey Creek, is scheduled for October 7 from 11:00 a.m. to 4:00 p.m. Around 3000 are expected to attend each event. The event is put on by Kelsey Creek Farm staff, which is part of the parks department. Both events are planning parking, signs, banners, vendors, amplified sound, motorized vehicles, portable toilets, tents and shelters, food service, horses, security and traffic control. A shuttle service is noted on the map as part of the parking and transportation plan.

Neal Christiansen said the shuttle traditionally has operated between the farm and the international school. Brad Bennett said the application indicates Bannerwood and Wilburton as parking areas for both events.

A motion to approve the date time and location for both the Kelsey Creek Farm Fair and the Kelsey Creek Sheep Shearing events was made by Laurie Scott. The motion was seconded by Neal Christiansen and the motion carried unanimously.

- L. Lake to Lake Bike Ride

Brad Bennett said the Lake to Lake bike ride is another parks event. The non-competitive recreational ride through the town has been done for a number of years. The organizer requested moving the event forward by a week to June 10. The event runs from 9:00 a.m. to 2:00 p.m., with setup starting at 6:00 a.m. and everyone out of the park by 3:30 p.m. There are typically about 300 participants and another 100 spectators. An admission fee is charged for the event, and

the event includes vendors, generators, amplified sound, portable toilets, tents and shelters. Pre-packaged foods also appear to be included. Neither parking nor signs and banners were checked on the application. There are multiple routes. The short route for kids is contained within Robinswood Park. Both of the other routes are outside of the park, with the 24-mile loop route sharing the full eight-mile loop route but continuing all around Bellevue. All riders follow the rules of the road.

Landon Barnwell said usually some bike officers ride along. There have never been any issues with traffic control.

Erin Hislop recalled having a threshold of 500 participants before requiring a Special Event Permit. Brad Bennett said the number of participants is one of the criteria to determine if an event should go to Special Events Committee. Public safety and impact to other public services, like transportation, is also considered in making that determination. If the event were to be contained fully within Robinswood Park, it likely would not require a Special Event Permit.

A motion to approve the date, time and location for the Lake to Lake Bike Ride event was made by Neal Christiansen. The motion was seconded by Laurie Scott and the motion carried unanimously.

#### M. Shaam-e Bazaar (IACS's Night Bazaar)

Brad Bennett noted that the event was first held in 2022. The intent is to have a lively coming together of community members and vendors from Bellevue and the Eastside on June 24 at Crossroads Park. Setup would begin at 1:00 p.m. and the event would start at 5:00 p.m. Take down would be completed by 10:00 p.m. The anticipation is that there will be 2500 spectators, 250 participants and 100 volunteers. There is no partnership for the event, which has indicated including amplified sound, food service, recycling, live music, parking, signs and banners, traffic control, vendors, portable toilets, security, and tents and shelters. The site map indicates a stage or performance area with audio/video. The application also talks about procuring nearby church locations for overflow parking. Generator and lights was not checked on the application.

Mark Anderson noted the event site map indicates first aid on standby. The numbers listed do not require having an aid car crew provided so it should be clarified whether or not the event organizer plans to provide it on their own, or wants the city to provide an aid car, which will trigger a cost. Brad Bennett marked the issue for follow-up.

Andy Heider allowed that the event was new in 2022 and that it went well. The event is likely to continue to evolve and get more organized. The 2022 iteration of the event required a lot of handholding by parks staff, but parks does not have any major concerns.

Neal Christiansen pointed out that the timeline included in the application indicates the event ends at 11:00 p.m., with amplified sound ending at 10:00 p.m. Brad Bennett agreed that issue would need to be clarified with the organizer, and added that the setup and take down times listed are extremely aggressive given the number of anticipated spectators.

Imane Elmsebahi noted that the 2022 event ended at 6:00 p.m.

Neal Christiansen asked if any complaints were made by Crossroads Mall about parking during the 2022 event. Imane Elmsebahi said nothing was heard from the mall and the post-event evaluation indicated the event went smoothly.



Brad Bennett said there were some issues highlighted in the 2022 post-event evaluation that Chair Freeburg should follow up on with the organizer.

Laurie Scott asked if any other events in Crossroads Park are allowed to go as late, and if so if there are issues with the neighbors. Brad Bennett said Crossroads Outdoor Movies in the Park, which runs late and which has been going on since around 2010, has never generated any complaints from neighbors.

A motion to approve the date, time and location for the Shaam-e Bazaar event, pending any conditions by the routing subcommittee, was made by Neal Christiansen. The motion was seconded by Laurie Scott and the motion carried unanimously.

#### N. Snowflake Lane

Brad Bennett said the event runs nightly from November 24 to December 24 and expects some 10,000 people every evening on Bellevue Way between NE 24<sup>th</sup> and NE 8<sup>th</sup> Street. The event has no partnership with the city and includes special effects, amplified sound, floats, security and traffic control. The site plan included in the application is very detailed. There are no known changes to the event.

Landon Barnwell said police encountered no issues related to public safety as part of the 2022 event. The biggest issue to be dealt with is the vendors that are not affiliated with the event. They are not permitted and on any given night there were from six to seven vendors with wagons selling items. Mark Anderson added that there were also concerns with the vendors crowding and blocking sidewalks with their carts.

Brad Bennett said the vendors are an issue every year. There has been discussion and an emphasis placed on pushing spectators south from NE 8th Street and Bellevue Way to be more between NE 4th Street and NE 6th Street, disbursing the crowd out a little more evenly.

Neal Christiansen reported having attended the event and observing the crowds fairly well evenly spread out between NE 4th Street and NE 8th Street. The crowds do still tend to gravitate towards the north end of the road.

A motion to approve the date, time and location for Snowflake Lane was made by Laurie Scott. The motion was seconded by Neal Christiansen and the motion carried unanimously.

Brad Bennett allowed that additional applications of intent may be submitted going forward. One event application not yet seen is for the Ukrainian Festival in Downtown Park.

#### ❖ Post-Event Evaluation: Bellevue Downtown Ice Rink

Mike Ogliore reported that it was a great season. The ice storm on December 23 triggered the need to bump the opening time back about six hours. Other than that the weather was cooperative. The parks crew members are all to be commended. The perimeter lights along the path have been removed, and the work of breaking up the ice is under way and should be completed by the middle of next week. There were almost 50,000 skaters, and the event did a good job of limiting sound. The top issue, as was the case with Snowflake Lane, was guerrillas choosing to latch on to the event. One musician in particular came out with a keyboard and two big speakers for amplified sound and played late into the evening hours. The calls received about

sound were related to that person. Going forward, enforcement is something that should be discussed.

Mike Ogliore said for 2023 there will be the same opening date of the Friday before Thanksgiving, and the event will extend through Monday of the MLK weekend in 2024.

Neal Christiansen asked if there were any complaints about the Zamboni. Mike Ogliore allowed that there is one squeaky wheel who complains about everything, but overall all sounds were well within the limits.

Neal Christiansen asked if the police can be directed to ask unauthorized street musicians to leave. Mike Ogliore reported talking with the musician a number of times, as did the rink manager. The excuse made by the person makes money playing on the street, and the person chose not to leave. Getting the police involved is likely the only response.

Brad Bennett clarified that people have the right to be in the park up until 11:00 p.m. and they can have amplified sound provided it does not carry more than 30 feet. The person in question has two speakers that are blasting well beyond that limit. The condominium resident who calls to complain is justified in doing so. The difficult thing for the resident to distinguish is what is permitted and what is not in terms of noise generated in the park.

Neal Christiansen said the ice rink is a wonderful event that is welcome year after year.

#### ❖ Comments / Follow-up

Brad Bennett reported that there have been discussions about going back to meeting in person, possibly with a hybrid option.

Casiano Atienza informed the Committee members that transportation is looking at requiring events that impact rights-of-way to have a right-of-way permit as a way of recovering staff and department costs. The fee for such permits is about \$309 and will be determined on a case-by-case basis.

Christopher Rivera allowed that in the past not all events were required to obtain a right-of-way permit. For 2023, the focus will change to cover department review costs.

Councilmember Lee thanked the Committee members for their thoughtful deliberations.

## **7. NEXT MEETING**

❖ February 9, 2023

## **8. ADJOURNMENT**

Brad Bennett adjourned the meeting at 10:13 a.m.