

CITY OF BELLEVUE  
SPECIAL EVENTS COMMITTEE  
MEETING MINUTES

November 9, 2023  
8:30 a.m.

Bellevue City Hall  
Virtual Meeting

**MEMBERS PRESENT:** Susan Freeburg – Parks  
Andy Heider – Parks  
Maggie Whitmore – Fire  
Christopher Rivera – Transportation  
Casiano Atienza – Transportation  
Claude Iosso – City Manager’s Office  
Neal Christiansen – Community Representative East  
Mike Ogliore – Business Representative Downtown  
Laurie Scott – Downtown Resident Representative  
Camilo Panuela  
Hazel Phillips  
Eric Stewart

**OTHERS PRESENT:** Madeline Groth, Parks; Heija Nunn, event coordinator

**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 Andy Heider and the motion carried unanimously.

**4. APPROVAL OF MEETING MINUTES**

A motion to approve the October 12, 2023, meeting minutes as submitted was made by Neal Christiansen. The motion was seconded by Laurie Scott and the motion carried unanimously.

**5. COMMITTEE REPORTS**

❖ Routing and Location Subcommittee Report

Casiano Atienza reported that the Snowflake Lane production meeting was hosted by police. The focus was on logistics for the event. The subcommittee met in October to discuss Garden d’Lights, and has been working more recently on the AHG + Amazon Night Market event.

**6. OLD BUSINESS – None**

## 6. NEW BUSINESS

### ❖ Event Location Change: AHG Cares + Amazon Night Market

Chair Freeburg reminded the Committee that the AHG Cares + Amazon Night Market event, was previously approved to happen on Main Street. The organizer obtained approval from 83 percent of the local merchants, but there were some who were not happy. Accordingly, the intent is to return to the location previously utilized, but with an added component that is partially in the right-of-way.

Heija Nunn noted having sent out an email to everyone on the Committee in regard to the proposed location for the event. The intent is to return to the 2022 location in what is known as Stu's Alley on NE 1<sup>st</sup> Place between 102<sup>nd</sup> Avenue NE and 103<sup>rd</sup> Avenue NE. The requested change is to close the street at the driveway into the Venn parking garage, maintaining feasible access to the garage entrance.

Maggie Whitmore noted being a resident at the Venn and said there are two access points to the garage, both public and private.

Heija Nunn commented that the parking spots on the south end of 103th Avenue NE are on somewhat of a slant. If public safety thinks it would be just as easy or preferable to close the whole street, that could be done. The space is not needed in order to locate vendors, but it could facilitate pedestrian access. The angle parking creates some diagonal-shaped islands that jut out into the parking area on the west side of the street, and there is a shallow parking indent on the east side of the street. The total width necessary for emergency access could be maintained, but there would not be a lot of vendors in that area because of the way the sidewalk is arranged. It does not appear that there would be any interplay between parked food trucks and the street trees.

Christopher Rivera asked about the trees in question. Heija Nunn said they are columnar and have no overhang into the paved area. Christopher Rivera said there have been issues in the past in regard to parking food trucks along curbs adjacent to city trees, which could result in damage to the trees. There is no issue regarding the right-of-way.

Andy Heider said Marin Hearn in parks might want to weigh in on the issue.

Christopher Rivera noted that there are pockets of space along the street where there is sufficient room to accommodate the trees. Heija Nunn allowed that because of the sidewalk island jut-out, there may only be room for one or two trucks in that area. Christopher Rivera allowed that one or two trucks might fit in the space where the diagonal parking is, and another might fit in the void area to the north on the west side of 103<sup>rd</sup> Avenue NE. In any event, emergency access will need to be maintained.

Maggie Whitmore asked how many food trucks are being planned for. Heija Nunn said Jerry Brooks, the logistics expert with Northwest Marketplaces, will be looking at the site and suggesting a couple of potential layouts for fire to consider and respond to. There will not be more than three food trucks.

Casiano Atienza suggested the possibility of siting a police car at the corner of NE 1<sup>st</sup> Place and 103<sup>rd</sup> Avenue NE, something that could easily be moved if necessary. Heija Nunn said that also would be nice for pedestrians wanting to see the ADA ramp kept open.

Casiano Atienza highlighted the need to have a traffic control plan submitted sooner rather than later. Heija Nunn said a plan has already been drawn up and will be submitted as soon as there is a final plan for locating the food trucks.

Chair Freeburg said police will want to take a close look at the plan and approve it. Casiano Atienza added that a routing and location subcommittee meeting would be called to review the plan as well.

Christopher Rivera asked if alcohol would be served from the same location as it was in 2022. Heija Nunn said it has been learned that because the site is entirely on private property, and because the caterer is specifically licensed, a permit from the Liquor Control Board is not needed.

A motion to approve the new location for the AHG Cares + Night Market on December 31, pending a review by police, was made by Mike Ogliore. The motion was seconded by Laurie Scott and the motion carried unanimously.

❖ Post-Event Evaluations: Kelsey Creek Farm Fair

Chair Freeburg noted the view of the organizer was that all went well. There were a few issues with a new computer system and wi-fi connectivity for payments. Next year the intent is to bring back live entertainment and to work on timing with vendors.

Andy Heider said parks had no concerns with the event. Chair Freeburg said nothing was heard from either fire or police about the event.

**7. NEXT MEETING**

❖ December 14, 2023

**8. ADJOURNMENT**

Chair Freeburg adjourned the meeting at 9:00 a.m.