

CITY OF BELLEVUE  
SPECIAL EVENTS COMMITTEE  
MEETING MINUTES

January 9, 2025  
8:30 a.m.

Bellevue City Hall  
Virtual Meeting

**MEMBERS PRESENT:**

Susan Freeburg – Parks  
Rick Bailey – Parks  
Kyle Nelson – Fire  
Andrew Oltman - Fire  
Robert Spingler – Police  
Casiano Atienza – Transportation  
Christopher Rivera – Transportation  
Lisa Siegman – Development Services  
Eric Stewart – King County Metro  
Neal Christiansen – Community Representative - East  
Bellevue  
Laurie Scott – Community Representative - Downtown  
Mike Ogliore – Business Representative - Downtown

**OTHERS PRESENT:** Emily Martella, Parks; Andy Heider, Parks; Maggie Whittemore, Fire; Claude Iosso, City Manager's Office; Lizzette Flores, Community Development; Hazel Phillips, Emergency Management; Bethany Kogut, Conservation and Outreach Program; Michael Andersson

**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 Mike Ogliore and the motion carried unanimously.

**4. APPROVAL OF MEETING MINUTES**

A motion to approve the December 12, 2024, meeting minutes as submitted was made by Laurie Scott. The motion was seconded by Mike Ogliore and the motion carried unanimously.

**5. COMMITTEE REPORTS**

❖ Routing and Location Subcommittee Report

Casiano Atienza noted having nothing significant to report since the last meeting. The subcommittee did work on the New Year's Eve Night Market event for 2025 for which there are still details to be worked out.

**6. OLD BUSINESS - None**

**6. NEW BUSINESS**

❖ 2025 Applications of Intent

A. Bellevue Family 4<sup>th</sup>

Chair Freeburg said the annual event occurs on July 4 in Downtown Park. No significant changes are anticipated.

A motion to approve the event was made by Rick Bailey. The motion was seconded by Robert Spingler and the motion carried unanimously.

B. Paws & Pride Dog Walk

Chair Freeburg said the first iteration of the event in Downtown Park was a big success. The date requested for 2025 was May 31 from 8:30 a.m. to 1:00 p.m. in Downtown Park.

Mike Ogliore said no significant changes are planned.

A motion to approve the event was made by Laurie Scott. The motion was seconded by Casiano Atienza and the motion carried unanimously.

C. Juneteenth Community Celebration

Chair Freeburg said the request is to hold the event in Crossroads Park on June 14 from 11:00 a.m. to 5:30 a.m., with breakdown running to 7:00 p.m. The event was previously held at the Eton School with 300 to 400 attendees. There will be food and beverages, live music, vendors, amplified sound, lighting and recycling. There will also be a stage and sponsors.

Rick Bailey voiced no objections on behalf of Parks.

Robert Spingler saw no issues from the Police perspective.

Chair Freeburg said the threshold for requiring a Special Event Permit is 500 attendees or if it is determined there will be an impact on the public safety or the right-of-way.

Kyle Nelson suggested the details could be addressed through Fire's permitting process without requiring a Special Event Permit. Maggie Whittemore concurred.

Casiano Atienza voiced no objections to not requiring a Special Event Permit.

Emily Martella reminded the Committee that the event was approved for a permit in 2024 based

on a larger expected attendance. The event was rained out and was moved to Eaton School on the day of.

Neal Christiansen suggested that if the event occurs outdoors as planned, more people may attend than chose to come to the event held at Eton School. Chair Freeburg said while that is possible, the Committee has to make decisions based on the information in the application.

The consensus was not to require a Special Event Permit for the event.

#### D. Chamber Music in the Park

Chair Freeburg said the event has been held in the past in Downtown Park. The requested date is July 12. The Seattle Chamber sets up their musicians on the plaza and provides music for the community. Setup starts at 9:00 a.m. and the event runs in Downtown Park from 6:30 p.m. to 9:15 p.m. Cleanup is completed by 10:00 p.m. There have been no complaints or issues with the event in the past. The expected attendance is 500.

A motion to approve the event was made by Neal Christiansen. The motion was seconded by Laurie Scott and the motion carried unanimously.

#### E. Bellevue Children's Business Fair

Chair Freeburg said the event involves youths bringing in their products to sell. There is typically no cooking but there is amplified sound in the form of piped music. There is no stage, no microphones and no live music. In 2024 there were 120 vendors and about 80 tents. The anticipated attendance is 700 and the requested date is July 19 and the venue is Downtown Park from 8:00 a.m. to 2:00 p.m. There have been no community complaints or staff issues from the past two iterations of the event.

A motion to approve the event was made by Rick Bailey. The motion was seconded by Casiano Atienza and the motion carried unanimously.

#### F. Holi: The Color Fest

Chair Freeburg said three color events are on the calendar with 2025, one of which is the Beats of Washington Holi, formerly known as Beats of Redmond, color fest which was held in Crossroads Park in 2024. Again at Crossroads Park, the event starts at 11:00 a.m. and goes until 5:00 p.m., with an expected attendance of 2000 to 3000. There will be vendors and of course color.

Rick Bailey said the event is good to go from the perspective of Parks.

A motion to approve the event was made by Kyle Nelson. The motion was seconded by Rick Bailey and the motion carried unanimously.

#### G. CRY Holi

Chair Freeburg said the returning event in Downtown Park did cause some problems with pink grass in 2024, but beyond that there have been few concerns. The requested date is March 15 in Downtown Park from 12:00 p.m. to 4:00 p.m.

Neal Christiansen asked what the organizer has done in the past in the event of rain. Andy Heider said when there is rain the event still goes on but the center circle turf gets largely destroyed. There are options for moving the event to dryer areas within the center circle, but it is still hard on the park because of how muddy it gets.

A motion to approve the event was made by Laurie Scott. The motion was seconded by Kyle Nelson and the motion carried unanimously.

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

Chair Freeburg said the August event in Downtown Park is a celebration for the organization's volunteers. Setup occurs the night before but the day of the event starts early with a musical celebration. There have been few complaints about the event over the years. The requested date is August 24.

A motion to approve the event was made by Rick Bailey. The motion was seconded by Laurie Scott and the motion carried unanimously.

#### I. Holi Festival of Color

Chair Freeburg said the event is sponsored by the Bellevue Hindu Temple and Cultural Center. The request is to hold the event on March 16 in Crossroads Park. The projected attendance for the 11:00 a.m. to 4:00 p.m. event is 500. The event includes vendors, amplified sound and food.

Rick Bailey said Parks had no objections to holding the event at Crossroads Park, which has a sand-based turf that tends to hold up better during adverse weather.

A motion to approve the event was made by Neal Christiansen. The motion was seconded by Kyle Nelson and the motion carried unanimously.

#### J. Pacific Northwest Youth Entrepreneur Expo

Chair Freeburg said the first iteration of the event was held in 2024 in Downtown Park. For 2025 there will be more of a focus on art. There was a bit of a maintenance communication problem with the event last year, but it was not a major concern. A few tweaks will address the issue.

A motion to approve the event was made by Rick Bailey. The motion was seconded by Kyle Nelson and the motion carried unanimously.

#### K. BSF Block Party

Chair Freeburg said the request is for September 27 in Downtown Park. The event will be the third iteration. The first year the event was small and no Special Event Permit was required, but last year it grew and the Committee did require a permit. The fundraising event includes vendors and entertainment. Last year's event did trigger a complaint about the sound level of the music which was addressed right away by organizers. The projected attendance is 500, with the peak attendance anticipated to be 200.

A motion to approve the event was made by Kyle Nelson. The motion was seconded by Rick Bailey and the motion carried unanimously.

#### L. Arts in the Garden

Chair Freeburg said the event is held at the Bellevue Botanical Garden and sees several thousand attendees over its course. The event is planned for August 22 through August 24. The success of the event led to hiring a company to handle the parking. The event has not triggered many concerns. There will be food trucks, music and other festivities.

A motion to approve the event was made by Neal Christiansen. The motion was seconded by Mike Ogliore and the motion carried unanimously.

#### M. NW Ukrainian International Festival

Chair Freeburg said the returning event had asked for September 8 in Downtown Park. The anticipated attendance is 20,000 to 25,000. Setup is slated for the day before and the event runs from 10:00 a.m. to 9:00 p.m. Cleanup occurs after the event and sometimes is completed the next day. The event has triggered some difficulties and concerns in the past, particularly where the guidelines were not followed.

Kyle Nelson asked if the Committee to agree to hold the date for the event but to make approval contingent on setting up specific expectations. Chair Freeburg said the Committee can elect to tentatively approve the event, or to table approval to allow time for addressing the concerns.

Neal Christiansen asked if the organizer needs to meet with the Committee, or if the issues can be addressed in private meetings. Kyle Nelson voiced being open to either approach but suggested it might be better to handle it at the Routing and Location Subcommittee level. Casiano Atienza concurred.

Kyle Nelson suggested tabling the event to allow for the Subcommittee to meet with the event organizer to hash out the concerns.

Chair Freeburg noted that Parks had also previously had some issues with the cooking of food at the event. Rick Bailey said the vendor was not using the right charcoal cooking apparatus.

The consensus was to table the event and to schedule a Subcommittee meeting before the Committee's February meeting.

#### N. Lake to Lake Bike Ride

Chair Freeburg said the returning event has been held for several years at Robinswood Park, but given that the fields there are likely to be under construction and not available, the event organizer has asked for the large grassy area adjacent to the fields and behind Robinswood House. The bike ride route would remain largely the same and would follow the rules of the road. If construction on the fields is canceled or delayed, the event may move back to its original footprint. The event is city produced by the Youth Sports division.

Neal Christiansen asked if police officers are stationed at any particular locations along the route. Chair Freeburg said there is involvement in the event by both Police and Fire. There are no actual road closures for the event.

A motion to approve the event was made by Neal Christiansen. The motion was seconded by Rick Bailey and the motion carried unanimously.

#### O. IACS Night Market

Chair Freeburg said the event has been held three times previously at Crossroads Park. The event runs from 4:00 p.m. to 9:00 p.m. and is planned for June 21. The event includes vendors, music, cultural activities and performances. The projected number of attendees is 5000, which is in line with past iterations of the event.

A motion to approve the event was made by Robert Spingler. The motion was seconded by Neal Christiansen and the motion carried unanimously.

#### P. 2025 New Year's Eve Night Market

Chair Freeburg said the New Year's event has previously been required to have a Special Event Permit. The event has included closing Main Street and part of another road. Because the 2024 iteration of the event occurred so recently, there has been no debrief on it.

Neal Christiansen asked if the event includes erecting barriers to prevent drivers from entering the event space. Chair Freeburg said Police and Transportation work with the organizer on closing the roads.

Robert Spingler said hard barriers are sited at every location where the road is closed. The barriers prevent cars from driving through. In other locations patrol cars are used to act as gates, allowing for entry by emergency vehicles if needed. That is going to be the standard moving forward for outdoor events that involve the streets.

Casiano Atienza said a site plan and a traffic control plan are needed for approval. Emergency access will be facilitated.

Chair Freeburg noted having not heard about any changes to the site plan. There have been issues in the past with making last-minute unauthorized changes to the site plan, but now that the event is using Main Street, the layout will hopefully be unchanged.

Laurie Scott suggested tabling the event until the post-event evaluation is submitted and discussed. There was consensus to take that approach.

❖ Post-Event Evaluations – None

❖ Comments/Follow-up

Eric Stewart remarked on not being able to open the agenda and meeting materials that were emailed out. Neal Christiansen noted having had the same issue. Chair Freeburg agreed to forward the materials again.

### 7. NEXT MEETING

❖ February 13, 2025

### 8. ADJOURNMENT

Chair Freeburg adjourned the meeting at 9:30 a.m.