

CITY OF BELLEVUE
SPECIAL EVENTS COMMITTEE
MEETING MINUTES

December 14, 2017
9:00 a.m.

Robinswood House
2430 148th Avenue SE

MEMBERS PRESENT:

Jon Wilson – Parks
Andy Heider – Parks
Dave Sanabria – Police
Mazen Wallaia – Transportation
Glenn Bartolome – Metro Transit
Jeanne Grote – Community Representative South
Joann Warren – Community Representative Downtown
Adrienne Chambers – Bellevue College

MEMBERS ABSENT:

Reilly Pittman – Development Services
Neal Christiansen – Community Representative East
Mike Ogliore – Business Representative Downtown
Meredith Langridge – Special Event Promoter, Position 1
Chris Dunham – Business Representative Downtown
Roz Liming – Business Representative, Crossroads
Derek Landis – Fire
Sean Nichols – Fire
Claude Iosso – City Manager’s Office
My Tran – Bellevue College

OTHERS PRESENT:

Cynthia Van, Parks

RECORDING SECRETARY:

Gerry Lindsay

1. CALL TO ORDER

The meeting was called to order at 9:01 a.m. by Chair Wilson who presided.

2. COMMUNICATIONS: Written and Oral

Chair Wilson reported that he had received a letter of interest regarding Downtown Park for an Armenian festival in August or September. He said the event organizer has been made aware of the application process.

Chair Wilson also said he had been in contact with the Bellevue College car show event organizer and that he directed him to apply for a special event permit for 2018 given the off-campus impacts. Given that the event takes place on private property, there will need to be conversations with legal regarding what the city can and cannot require.

3. APPROVAL OF AGENDA

A motion to approve the agenda was made by Ms. Warren. The motion was seconded by Ms. Grote and the motion carried unanimously.

4. APPROVAL OF MEETING MINUTES

A motion to approve the November 9, 2017, meeting minutes as submitted was made by Sgt. Sanabria. The motion was seconded by Ms. Warren and it carried unanimously.

5. OLD BUSINESS

❖ Routing and Location Subcommittee Report

Sgt. Sanabria reported that the subcommittee recently met with the organizer for the Rotary run event.

6. NEW BUSINESS

❖ Updates on Holiday Events

A. Snowflake Lane

Sgt. Sanabria reported that all was going well with the event so far. He said the crowds have been picking up. Persons arriving after 6:45 p.m. are having a difficult time finding parking. There are concerns related to keeping Bellevue Way as a live travel lane prior to closing the street given that people are continuing to encroach on the right-of-way seeking a good spot to watch the festivities. The event had a massive attendance the day after Thanksgiving, making the sidewalks impassible. It has worked out well to have all of the security in place, and it has been well received by the community. He added that there are fewer people choosing to view the event from the pedestrian bridge, leaving some room to maneuver.

B. Bellevue Magic Season

Chair Wilson said he had heard no complaints about the event, and noted that everyone he has been in contact with likes the new skating arena footprint.

C. Garden d'Lights

Chair Wilson reported that all was going smoothly at the Botanical Garden event. The event continues to be well attended but there have been no issues reported. All of that is a testament to having police, transportation and fire all working so well together.

❖ Applications of Intent:

- A. Festival of Colors
- B. Cry Holi

Chair Wilson said staff reached out to the organizations to encourage them to get their applications submitted early to allow time for planning and getting the permits approved. In 2017 both events wanted the same day and the same park. For 2018 both events want March 3, but Cry Holi is asking for Downtown Park, while the Festival of Colors wants Crossroads Park. Both

events are planning to go rain or shine.

Chair Wilson said the materials submitted include timelines and site plans. Cry Holi wants the center lawn area of Downtown Park, though Parks may have concerns about having the dyes used so close to the pond.

Mr. Heider said Parks has been clear about keeping the event off of the plaza.

Sgt. Sanabria asked if the amount of parking at Downtown Park will be adequate for the projected number of attendees. Chair Wilson allowed that a parking plan that includes more parking will be required. In the past the organizer has encouraged carpooling and transit. Parking at Bellevue Square has been discouraged.

Sgt. Sanabria asked about the food vendor. Chair Wilson said in the past only packaged food has been offered and no cooking has been done. He pointed out that events can be approved with conditions to be set later.

Chair Wilson said the question was whether or not the two very similar events should be approved for the same day.

It was suggested that given the distance between the two parks traffic is not likely to be an issue. Chair Wilson agreed but pointed out that each event requires an office or two or a bike patrol. Sgt. Sanabria said his department would not be able to staff both events with on-duty officers, leaving one event to hire officers and pay them overtime.

Mr. Wallaia commented that parking will be an issue. Chair Wilson agreed a parking plan for each event will be needed.

Mr. Heider clarified that during the events, the parks will remain open to the public. The public should be given priority for parking in the associated park lots. Chair Wilson said for larger events lots have been closed to event parking, leaving them available for the general public to use.

Sgt. Sanabria stated that both events can be managed from a traffic perspective. He stressed the need to have a uniformed presence at cultural events. Chair Wilson said the Hindu Festival of Color is a lot smaller with an attendance of less than a thousand, generally around 300 to 400. Cry Holi is looked at as more of a secular event open to everyone and depending on the weather it has in the past drawn up to 3000 participants. Festival of Color will need a parking plan to avoid impacting Crossroads Mall, even though the lower attendance means it is less of a problem. He pointed out that an event at Crossroads Mall is planned for the same weekend; that event is not required to be reviewed by the Special Events Committee.

A motion to approve the date and location for both events, with conditions to be determined and set later, was made by Sgt. Sanabria. The motion was seconded by Ms. Grote.

Chair Wilson said he would work with parks to set conditions for the two parks, as well as with transportation and police to establish the parking plans and traffic control plans.

The motion carried unanimously.

❖ Comments/Follow-up

Chair Wilson pointed out that applications for other events have been coming in and they will be discussed at the January meeting.

Ms. Chambers, who was present in place of My Tran, said she would pass on to him the information that the car show event will need to apply for a special events permit. Chair Wilson said he had sent an email earlier in the day to Mr. Tran with that information. He stressed that because the event takes place on the Bellevue College campus, the college will be responsible for setting conditions and approving the event, but the college will also be directed to apply for a special event permit. The Committee will work with the college and the event organizer to set conditions to address impacts off of the campus.

Mr. Bartolome asked if any major street closures are planned for 2018. Mr. Wallaia said the only shutdowns planned are associated with the Sound Transit project. There is still work to be done relative to the arts festival.

Mr. Bartolome stressed the need to have event organizers work with Uber and Lyft to get them to make their stops in designated locations. Chair Wilson said organizers have in the past been offer incentives to encourage that. Those who call for a ride should be told where the pick-up location is to avoid stops in the middle of the road.

7. NEXT MEETING

❖ January 11, 2018

8. ADJOURNMENT

Chair Wilson adjourned the meeting at 9:39 a.m.