

CITY OF BELLEVUE
SPECIAL EVENTS COMMITTEE
MEETING MINUTES

January 14, 2016
8:30 a.m.

Bellevue City Hall
Conference Room 1E-119

MEMBERS PRESENT: Jon Wilson – Parks
Pat Harris – Parks
Lt. Dave Sanabria – Police
Titus Butcher – Transportation
Glenn Bartolome – Metro Transit
Neal Christiansen – Community Representative East
Jeanne Grote – Community Representative South
Joann Warren – Community Representative Downtown
Roz Liming – Business Representative, Crossroads
Chris Dunham – Business Representative Downtown
Mike Ogliore – Business Representative Downtown
Meredith Langridge – Special Event Promoter, Position 1

MEMBERS ABSENT: Dennis Warner – Fire
Reilly Pittman – Development Services
Katherine Ombrellaro– Special Event Promoter, Private

OTHERS PRESENT:

RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER

The meeting was called to order at 8:33 a.m. by Chair Wilson who presided.

2. COMMUNICATIONS: Written and Oral

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MEETING MINUTES

Motion to approve the December 10, 2015, meeting minutes as submitted was made by Lt. Sanabria. The motion was seconded by Ms. Grote and it carried unanimously.

5. OLD BUSINESS

❖ Routing and Location Subcommittee Report

Mr. Butcher said the subcommittee met with the Chamber of Commerce to look at possible new routes for their runs. He said Utilities has been asked to weigh in on whether or not construction along 114th Avenue NE will trigger impacts.

With regard to the Santa parade and Snowflake Lane events, Lt. Sanabria said both were very successful. There were no major incidents. Security was increased with SWAT members posted at various locations, and that meant increased costs for the department beyond what was reimbursed. There were no issues regarding traffic control. It appeared the numbers were down, likely due to weather. One show was particularly well attended one night and there were so many people that the sky bridge had to be closed and extra officers were brought in to assist.

Lt. Sanabria said it was his understanding that the 2016 iteration of the event will not be changed in any significant way. The new Lincoln Tower will be completed in 2016, and once the expansion on the other side of Bellevue Way is completed it is rumored the event will be expanded to include more performers and it could possibly stretch as far south as NE 4th Street.

Mr. Christiansen asked about the changes to the parking plan for Garden d'Lights. Lt. Sanabria said the decision to shut down the school district parking lot was made by the event organizer. There was an incident the year before that triggered the closure. The event went very well and was shut down only one night due to inclement weather. Attendance remained high.

Chair Wilson noted that in the special events manual there is a provision that allows any solely city sponsored event with 2000 participants or less to avoid having to go through the special event procedure. All that is required is for notice to be provided to the Special Events Committee. He said he had been informed that the Seahawks would be holding a rally at Downtown Park on January 15 at 2:00 p.m., and that the expectation was that 500 people would attend. The event will wrap up by 2:30 p.m.

Mr. Butcher asked how the city partnership came about. Chair Wilson said the Seahawks came to the city with the opportunity and the city manager's office decided to sponsor the event. The city will be picking up the costs. The Sea Gals, Blue Thunder, some player alumni and the mascot will be there, but no current players.

Chair Wilson informed the Committee that the appeal hearing relative to the Downtown Park expansion was set to begin at 9:00 a.m. in Council Chambers. He said the anticipation was that it would last for several days. The appeal is in regard to the SEPA permit and specifically the amount of parking needed.

6. **NEW BUSINESS**

❖ 2016 Applications of Intent: Returning Events

Chair Wilson reported that Movies in the Park on Tuesday nights will not be happening. The organizer decided not to go back to the Hidden Valley location, and their sponsor intends to be fully involved again once the event is moved back to Downtown Park. The Thursday edition of Movies in the Park in August at Crossroads will continue.

The Saturday Farmers Market at the Compass Plaza, 106th NE and NE 6th, will also not be going forward. The event had a change in leadership and will be concentrating on the Thursday evening market at the Presbyterian Church on Bellevue Way. The Farmers Market conducted in

Crossroads is a private event that does not go through the Special Events Committee. Ms. Liming confirmed that that event will be going ahead as planned.

Chair Wilson said the CRY Holi event, previously held in Downtown Park, was held in Crossroads in 2015. Downtown Park remains the preference of the event organizer but the circumstances there make Crossroads the better option. The event is on the calendar for Saturday, March 19 from noon to 4:00 p.m.

Lt. Sanabria suggested the number of participants indicated in the application is probably lower than what can be expected, possibly by half. He noted that no map was attached to the application, nor was there any indication of how parking will be handled. Parking for the 2015 event was a major issue. Chair Wilson said he would ask for additional information. He said he also would check on the possibility of holding the event at Downtown Park given that construction may not be under way in March.

Ms. Liming commented that parking is an issue for Crossroads Mall. Saturday is the best shopping day and during the event in 2015 customers could not find a place to park. Chair Wilson said for any events set for Crossroads Park, a parking plan will be required and the event organizer will also be required to help post No Event Parking signs. They will also need to provide volunteers to let people know the Crossroads Mall parking lot is for shoppers only, not event attendees.

Mr. Butcher said he would be talking with the event coordinator and added that it would be good to know beforehand whether or not Downtown Park could be used for the event.

Mr. Harris noted that if the event is to be held in Downtown Park, there will still need to be a solid parking plan submitted and approved. Chair Wilson said more concrete parking plans will be required of all events going forward, even for returning events. It will not be good enough for organizers to simply stress carpooling, transit, biking and walking because people will still show up in cars. There will also need to be follow-up to make sure the organizers carry through on their promises relative to signage, volunteers and the like.

There was agreement not to tentatively approve the event until there is more information in hand.

The Committee was informed that the All for Autism 5K/10K run/walk sponsored by Rotary starts and finishes at Downtown Park on a route in south Bellevue.

Lt. Sanabria said no changes to the route are planned. Mr. Butcher added that the construction on 112th Avenue SE should be done by then; if it is not, there may be complications.

Lt. Sanabria said one major difference between the CRY Holi event and the Rotary event is the latter is a long-term event that has been held annually for a number of years without any substantive changes. The CRY Holi event needs to submit information beyond just saying they were here last year and want to do it again, including a map.

Chair Wilson noted that the Kelsey Creek sheep shearing event had provided a map. He said the application also states that parking will occur at Bannerwood and Wilburton, with shuttles serving both locations. The event sometimes also uses the International School site for parking, and always puts up signs in the neighborhood.

The Spirit of Bellevue community run event coordinator will also be asked for a parking plan and proof of permission to use sites earmarked for parking. The route through Mercer Slough did

not raise any concerns with natural resources staff. Chair Wilson said he did not know when construction at the South Bellevue park and ride is set to begin but that work will need to be kept in mind in regard to the event.

Mr. Butcher said he would ask about the start date for the construction project. He said he had heard the work may not begin until late in 2016, but added he did not know if any pre-construction work will be under way at the time of the event.

Chair Wilson said the Seven Hills of Kirkland event has ongoing for several years, but they organizers only came to Bellevue last year. A part of the route passes through Bellevue in the south Kirkland/north Bellevue area of Northrup Way. The event organizer has submitted an application for the 2016 event.

Lt. Sanabria said the rules-of-the-road event is similar to Cycle the Wave and does not create any pressing issues for the city. Chair Wilson added that in 2015 the Committee approved the event but chose not to require a special event permit.

Mr. Butcher said he met with the event organizer to get a better sense of the event and to make sure he follows the correct steps every year to Bellevue in the loop. He said he would reach out to him again to see if he has any specific concerns or requests for the city to address. He said he could see no reason to require a special event permit.

Chair Wilson noted that the Lake-to-Lake bike ride route is within the city, beginning at Lake Hills Park. The family oriented event follows two different routes that follow trails. There is no specific start or stop time. The Committee has not in the past required a special events permit for the city sponsored event.

Chair Wilson said he was surprised the Strawberry Festival organizer had not submitted all the necessary paperwork and maps along with their application. The event is held at Crossroads Park and runs shuttles from the designated parking areas. Vendors are given permission to use part of the Crossroads Mall parking lot, while event attendees are directed to park elsewhere and use the shuttle. The Committee will need to see proof that parking will be provided and the locations.

Lt. Sanabria said a requirement to send out letters regarding parking and the installation of No Parking signs should be made part of the permit conditions. He said it is far easier to enforce parking when it is known where parking is allowed and not allowed.

Chair Wilson said the Fourth of July Family Celebration has been refined over the years. A very large committee of staff and sponsors works out the details annually. The current plan is to hold off on starting the Downtown Park construction project until after the event and the hope is that it will be completed before July 4, 2017. Documentation from Kemper Development Company about parking at their properties will be asked for.

The Four on the Fourth dog jog event starts at Ashwood Park by the library and heads north up through Hidden Valley Park. Chair Wilson said he would work to make sure no ball games are scheduled in the park on that day.

The Live at Lunch series event involves different plazas in the downtown on Tuesdays, Wednesdays and Thursdays.

Mr. Ogliore noted that the event would remain largely unchanged from previous years, except that Bellefield has been added as a new venue.

Chair Wilson said the three arts events, Bellevue Arts Museum, Festival of the Arts, and 6th Street, all submitted applications complete with maps.

Lt. Sanabria said it will be necessary to work with the Bellevue Arts Museum event regarding the 100th Avenue NE load-in/load-out issue. It will probably be necessary to send notifications out to the community as part of the conditions.

Chair Wilson said the Crossroads Movies in the Park event has a partnership agreement with Crossroads Mall. He added that the Committee will want to see a copy of the agreement. The event draws about a thousand attendees.

Mr. Christiansen asked if the 2015 event triggered any complaints about sound. Chair Wilson said there were no complaints filed. Multiple speakers are lined up along the side and face inward, an approach which seems to be working.

Ms. Liming said the event has been good for Crossroads Mall.

Chair Wilson noted that Taste of Bellevue in Old Bellevue did not include a map as part of its application. He informed the Committee that while the Detlef Schrempf Foundation will again be part of the event, it will not be coordinating it. The sponsor organization will in fact be the Bellevue Boys & Girls Club. It is in fact unclear exactly who is running the event, so it might be a good idea to have a representative attend the next Committee meeting. Chair Wilson allowed that they do have a very good parking plan in place.

Chair Wilson said more information is needed from the Flavors of India event organizer. The 2015 iteration of the event had a very large impact on Crossroads Mall and generated complaints about sound.

Lt. Sanabria said there were no concerns about transportation aside from parking at the mall. He said he received an email from the organizer about wanting to do a traditional marriage parade down either 164th Avenue SE or NE 8th Street complete with an elephant. He agreed that more information is needed before the Committee approves the event.

No changes are anticipated with regard to the Susan G. Komen 3-Day Walk. The event comes through Bellevue on a Friday. No map was included as part of the application but the same stops are planned at Enatai Beach Park, Surrey Downs Park, and Wilburton Park before heading out to Marymoor Park. The number of participants have been dwindling.

Chair Wilson said the Round the Rock standup paddleboard race is set to be based at Newcastle Beach Park. The event organizer has asked for a Saturday date that is a week later than in 2015. If approved, the event will be sandwiched between the 3-Day walk on Friday and Cycle the Wave on Sunday. Where there are conflicting events on a weekend, the Committee needs to look at whether or not the events will pull participants away from each other; the resources available, including police coverage; and the impact on traffic if any.

Lt. Sanabria said the Committee should be supplied with an emergency plan for the event, specifically how to respond to any safety issue that occurs on the water. Chair Wilson agreed. He added that even considering the circumstances in 2015, the event was very well run. There were concerns voiced by the public about people parking in the No Parking area on the road that leads down to the park. Signs will need to be posted ahead of the event so the neighbors will know the rules will be enforced.

Chair Wilson commented that Cycle the Wave starts and finishes at Bellevue College. He noted that the organizer had to be given a reminder to get their application in on time, which might explain why it was submitted without attachments. The event participants all follow the rules of the road.

Lt. Sanabria said there were some concerns about road crossings previously, but they were worked out satisfactorily.

Chair Wilson added that the event seems to have plateaued in the number of participants at around a thousand.

The Kelsey Creek Farm Fair event is a longstanding event that is very well coordinated. They utilize off-site parking with shuttles. No changes are planned for the event.

Chair Wilson said parking issues relative to Garden d'Lights will need to be addressed.

Lt. Sanabria said by not allowing parking on the Bellevue School District site, the need for a lighted crossing of Main Street is obviated. There remains a need to manage traffic in and out which is handled by a uniformed officer.

Chair Wilson noted that Snowflake Lane and Celebration Lane are ongoing fluid events that are very well organized.

Chair Wilson said the same is true of Magic Season. Mr. Ogliore said the event was successful even though attendance fell off in December during the heavy rains before picking up again. Logistically all went very smoothly. The rules regarding parking at Downtown Park are enforced. Of course if the park is under construction in 2016 and 2017, there will need to be a significant parking plan change.

Chair Wilson said some complaints were received regarding sound. Voice announcements after 10:00 p.m. to halted on the nights the event was open until 11:00 p.m. There was also a complaint filed about the noise made by the machine used to resurface the ice, which is run after 11:00 p.m. Neighborhood Services is working with various groups in the downtown to determine if the issue involves many people or just a single person who claims to be speaking on behalf of many people. The police department received no complaints at all, though to complainant indicated that calls to the police generate the comment that because the event has a sound exemption nothing can be done. Of course that is not true because even with the exemption there are restrictions that are to be followed.

Ms. Warren said she lives in the condominium in the downtown and suggested that those who live in an active downtown should be prepared to accept certain noises.

Chair Wilson said he may initiate a public meeting to talk over the concerns. He allowed that going forward conditions for sound for all events will be very carefully established and reviewed with the event coordinators. The conditions will include times and may include specific decibel levels. City staff with a decibel reader in hand will visit all events that take place in a city park, and they will also respond to complaints about noise as they are received. The associated costs may need to be picked up by the event.

Chair Wilson informed the Committee that the Jubilee Reach volunteers celebration event has chosen not to locate in Bellevue in 2016.

A motion was made by Mr. Butcher to tentatively approve the following events pending receipt of parking plans, maps and other materials: Magic Season, Snowflake Lane, Celebration Lane, Garden d'Lights, Kelsey Creek Farm Fair, Cycle the Wave, Round the Rock, Susan G. Komen 3-Day Walk, Crossroads Movies in the Park, Bellevue Arts Museum Arts Fair, Bellevue Festival of the Arts, 6th Street Fair Taste of the Arts, Live at Lunch, Four on the Fourth Dog Jog, Fourth of July Family Celebration, Strawberry Festival, Spirit of Bellevue Community Run, Kelsey Creek Sheep Shearing, All In for Autism 10K/5K; the motion was seconded by Mr. Christiansen and the motion carried unanimously.

A motion was made by Mr. Butcher to table the following events pending follow-up and the receipt of more information: Flavors of India, Taste of Main, CRY Holi; the motion was seconded by Ms. Grote and the motion carried unanimously.

A motion was made by Mr. Butcher not to require a special events permit for the following events: Seven Hills of Kirkland, Lake-to-Lake Bike Ride; the motion was seconded by Ms. Warren and the motion carried unanimously.

- ❖ 2016 Parking Plans
- ❖ Magic Season Amplified Sound

Chair Wilson noted that discussion of these two issues had been folded into the discussion regarding the applications of intent.

- ❖ Comments/Follow-up - None

7. NEXT MEETING

- ❖ February 11, 2016

8. ADJOURNMENT

Chair Wilson adjourned the meeting at 10:08 a.m.