

CITY OF BELLEVUE
SPECIAL EVENTS COMMITTEE
MEETING MINUTES

February 21, 2019
8:30 a.m.

Bellevue City Hall
Conference Room 1E-112

MEMBERS PRESENT: Jon Wilson – Parks
Andy Heider – Parks
Dean Harm – Fire
Meredith Langridge – Special Event Promoter, Position 1
Laurie Scott – Downtown Resident Representative

OTHERS PRESENT: Imane Elmesbahi, Parks

RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER

The meeting was called to order at 8:38 a.m. by Chair Wilson who presided.

2. COMMUNICATIONS: Written and Oral – None

3. APPROVAL OF AGENDA

A motion to approve the agenda was made by Ms. Scott. The motion was seconded by Mr. Harm and the motion carried unanimously.

4. APPROVAL OF MEETING MINUTES

A motion to approve the January 10, 2019, meeting minutes as submitted was made by Ms. Langridge. The motion was seconded by Ms. Scott and the motion carried unanimously.

5. COMMITTEE REPORTS

❖ Routing and Location Subcommittee Report

Chair Wilson said the committee met earlier in the month with the two upcoming color events to talk about parking and police presence. Fire has not identified any particular needs to worry about. There are three color events, the biggest one at Marymoor Park in Redmond and the others at Crossroads Park and Downtown Park. One of the Bellevue events asked to be moved up a week but that would have conflicted with the grand opening of the new Meydenbauer Bay Park, so all of the events continue to be slated for March 23.

Mr. Heider asked if the issue of food trucks in Downtown Park was discussed. Chair Wilson said the issue was discussed relative to locating them but it was later noted that the event would not be utilizing food trucks this year.

6. OLD BUSINESS

❖ Stance Wars

Chair Wilson asked if the invoice had been paid and Mr. Harm said he did not know but would check to see.

6. NEW BUSINESS

❖ Municipal Special Events Summit

Chair Wilson reported on his attendance at the Municipal Special Events Summit in Raleigh, North Carolina during the last week of January. He said the summit is attended by the employees of municipalities and government agencies that do the permitting for events. He said an influx of cities that do their own events is being seen and the event is growing and will be in Reno, Nevada, next year. Representatives from transportation and public safety departments were in attendance. He said he would seek to implement the best practices that were discussed. An attempt will be made to establish a small committee consisting of permitting staff from the Eastside cities and Seattle that will meet a couple of times annually to talk about best practices.

❖ Formation of Subcommittees and Teams: Communications/Outreach, First Amendment, Fees

Chair Wilson announced that he would be forming a communications/outreach team to work with impacted neighborhoods. Criteria will be set up addressing things like mailing notices to addresses along event routes. The subcommittee will also be tasked with reaching out to neighborhood and condominium associations. Claude Iosso with the City Manager's Office communications management team will serve on the subcommittee, as will someone from neighborhood services.

Chair Wilson said also under consideration is the scheduling of two annual meetings, one in the Crossroads area and one in the downtown area, to which event coordinators would be invited to serve as panelists. At the meetings, the coordinators could talk about their events and to hear from residents and businesses on any issues or concerns.

The idea of having a first amendment subcommittee arose after the big protest rally in October 2017. As the next election cycle ramps up, there could be an uptick in protest rallies.

Chair Wilson said having a subcommittee focused on fees is also a good idea.

Chair Wilson reported that he would be meeting later in the day with the city staffers who conduct surveys and city metrics to talk about how to do a citywide survey to determine how many people attend events, which events they attend, what their concerns are, if they feel safe at events, the types of events they would like to see.

❖ Application of Intent: Arbor Day-Earth Day Volunteer Event & Family Festival

Chair Wilson said the event is held annually and in the past the Committee has chosen not to require a special event permit. The event sees around 400 participants at the Lewis Creek site. He said he knew of no concerns on the part of fire, police or transportation for the city event.

A motion to not require a special event permit for the Arbor Day-Earth Day Volunteer Event & Family Festival was made by Ms. Scott. The motion was seconded by Mr. Harm and the motion

carried unanimously.

❖ Application of Intent: Bellevue Family 4th

Chair Wilson noted that the application had finally been submitted. The annual event is well known and is coordinated by a large contingent of police, fire, transportation and parks staff to address all concerns.

A motion to approve the Bellevue Family 4th event was made by Ms. Langridge. The motion was seconded by Mr. Harm and the motion carried unanimously.

❖ Application of Intent: Arts in the Garden

Chair Wilson said the city event is held annually at the Bellevue Botanical Garden. Attendance over the multiple days is close to 4000, with perhaps as many as 1000 people at one time.

A motion to approve the Arts in the Garden special event permit was made by Ms. Scott. The motion was seconded by Mr. Harm and the motion carried unanimously.

❖ Application of Intent: Garden d'Lights

A motion to approve the special event permit for Garden d'Lights was made by Ms. Scott. The motion was seconded by Mr. Harm and the motion carried unanimously.

❖ Application of Intent: Lake Hills 5k/50k

Chair Wilson said the event was held in 2018 but it was very small with fewer than 250 participants. The event involves teams that do a 5k run ten times much like a relay. A special event permit was not required in 2018 given the size of the event and the fact that there was little impact crossing Lake Hills Boulevard. An officer was stationed at that location and the event paid the cost. There were some concerns voiced by police, however, with the fact that after four hours some people were still running in the event.

There was agreement to table the event to allow for collecting additional information.

❖ Post-Event Evaluations: Bellevue Magic Season, Garden d'Lights, Snowflake Lane

Chair Wilson asked the Committee members to read over the evaluations and to bring to the next meeting any thoughts or concerns.

❖ Comments/Follow-up

Chair Wilson said the first events of 2019 would be the color festivals on March 23. On March 16 there will be a grand opening event for Meydenbauer Bay Park at which there will be food and goodies. A shuttle will be run to and from the event. Parking will be available at Downtown Park, by the marina and in the old parking lot for the old Meydenbauer Bay Park.

7. NEXT MEETING

❖ March 14, 2019

8. ADJOURNMENT

Chair Wilson adjourned the meeting at 9:09 a.m.