

CITY OF BELLEVUE
SPECIAL EVENTS COMMITTEE
MEETING MINUTES

December 12, 2019
8:30 a.m.

Bellevue City Hall
Conference Room 1E-112

MEMBERS PRESENT: Pat Harris – Parks
Dean Harm – Fire
Dane Waisanen – Fire
Ben Wright – Transportation
Reilly Pittman – Parks
Neal Christiansen – Community Representative East
Mike Ogliore – Business Representative Downtown
Laurie Scott – Downtown Resident Representative

OTHERS PRESENT: Brad Bennett – Parks
Imane Elmesbahi, Parks

RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER

The meeting was called to order at 8:35 a.m. by Ben Wright who presided.

2. COMMUNICATIONS: Written and Oral – None

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MEETING MINUTES

Mr. Wright called attention to the section in which the Ukrainian Festival was discussed and noted that the suggestion had been made that Crossroads Mall should be included on the event website as a place not to park during the event.

A motion to approve the November 14, 2019, meeting minutes as amended was made by Mr. Ogliore. The motion was seconded by Mr. Waisenan and the motion carried unanimously.

5. COMMITTEE REPORTS

❖ Routing and Location Subcommittee Report – None

6. OLD BUSINESS

❖ Tabled Events

a. WWII & Holocaust Remembrance Day 2020

Mr. Wright noted that no new information had been received.

b. Kids Festival 2020

Mr. Wright noted that no new information had been received.

Mr. Bennett pointed out that events must submit all required information a minimum of 90 days prior to the event date. If information is not received within that window of time, the events are removed from the agenda.

6. **NEW BUSINESS**

❖ Applications of Intent

a. 5-50K Run at Lake Hills Greenbelt 2020

Mr. Wright noted the event was new in 2018 and reminded the Committee members that complaints had been received relative to the stopping of traffic at a crosswalk on Lake Hills Boulevard. He also noted that for the 2019 event there was a requirement to have an officer sited at that crosswalk for at least some portion of the event. Additionally, signs were put up on Lake Hills Boulevard in advance of the crosswalk warning drivers of possibly stops, and no complaints were registered.

Given the absence of a representative from police, the Committee chose to table the application until the January meeting.

b. Bellevue Arts Museum Arts Fair 2020

Mr. Wright said he did not believe the event would be impacted by any of the construction issues that will affect the NE 6th Street fair.

Mr. Ogliore said that was his understanding as well. He added that the Arts Fair shares some traffic control and other costs with the Bellevue Arts Museum Arts Fair event.

Mr. Bennett noted from the application that the event is in partnership with the city. Mr. Waisanen said he was not aware of there ever having been a partnership with the city. Mr. Harm said fire staffs a command post and has a dedicated aid unit for the event. Police also assign a number of officers to the event. He said other than that he did not know anything about a partnership with the city.

Mr. Wright pointed out that transportation is heavily involved with the event. Right-of-way inspectors help with load-in and load-out, and the street crews provide some water barriers for the event. Mr. Ogliore commented that the city supports both events in tremendous ways. The police presence is provided without cost.

Mr. Bennett pointed out that the application does not but should list the department contacts. Mr. Harm proposed inserting the Committee member names.

A motion to approve the date, time and place for the event was made by Mr. Waisanen. The motion was seconded by Mr. Harm and the motion carried unanimously.

c. Flavors of India 2020

Mr. Wright noted while the event traditionally had been a one-day event, it became a two-day event in 2019. He said the two-day format is part of the application for 2020.

Mr. Christiansen asked if the estimated spectator number of 7000 is accurate. Mr. Wright said the number is close to what the police reported for attendance for the 2019 event. Mr. Harm, however, pointed out it was not clear if that number was per day or for both days.

Mr. Waisanen suggested anticipated 7000 per day and allowing the event organizer to appeal that if they choose to do so. Mr. Harm concurred with taking that approach, adding that at that level fire would require an aid unit be assigned to the event.

Mr. Harris said parks would like to see a monitor assigned to the event.

Mr. Christiansen said the event is one that could grow very large quite easily. Mr. Waisanen agreed and said he would rather be prepared by anticipating a larger crowd.

Mr. Harris pointed out that attendance at the event is almost entirely weather dependent. He added that he would like the Committee to request an updated site plan layout for the event to avoid the challenges experienced in the past relative to late revisions to the layout.

Mr. Wright stated that the parade is a major component of the event. He said transportation will be meeting with the organizer close to the event to talk about traffic control and other logistics. The police will weigh in at that point as well. The parade route starts at the church on NE 4th Street, proceeds west to 156th Avenue NE and then to NE 8th Street before taking turning toward Crossroads Park. The parade last for an hour or an hour and a half.

A motion to approve the date, time and place for the event was made by Mr. Waisanen. The motion was seconded by Mr. Harm and the motion carried unanimously.

d. Lake to Lake Bike Ride 2020

Mr. Wright pointed out that the Committee had not required a special event permit for the 2019 version of the event given the number of participants and the fact that the riders follow the rules of the road. He stressed that the event is still required to make application.

A motion to approve the date, time and place for the event and not to require a special event permit was made by Mr. Waisanen. The motion was seconded by Mr. Ogliore and the motion carried unanimously.

e. Jubilee Reach 2020

Mr. Wright commented that the event in Downtown Park is a celebration of Jubilee Reach volunteers. Kemper Development Company allows the participants to park at Bellevue Square. He noted that previously there had been a comment made about making sure amplified sound is not started early.

Mr. Bennett suggested the file should include an actual letter from Kemper Development Company indicating that parking is allowed at the mall.

Mr. Christiansen asked if the event is partnered with the city. Mr. Bennett noted from the application that it partners with the Department of Community Development, adding that where there is a partnership with the city fees can be waived, with the exception of the application fee.

Mr. Wright said he did not know if the estimated attendance of 2500 matches the actual number of attendees at the 2019 event.

Mr. Harris said the event sets up very quickly and is generally done and cleaned up within 24 hours.

A motion to approve the time, date and place for the event was made by Mr. Christiansen. The motion was seconded by Mr. Harm and the motion carried unanimously.

f. Cry Holi 2020

Mr. Wright observed that the event is also known as the festival of colors and occurs in Downtown Park.

Mr. Christiansen pointed out that because the event occurs so early in the year, good weather cannot be assumed.

Mr. Bennett stated that the event charges an admission fee to the participants and has always done that. Mr. Waisanen said he thought the event was free.

Mr. Christiansen asked if fencing is erected and Mr. Wright said the site map in the application makes it appear that fencing is used. Mr. Bennett allowed that there is no box on the application to check regarding fencing.

Mr. Wright said it could be that the event sells the colored powders that are used but does not charge for admission. He said the Committee could seek clarification of that point with the event organizer.

Mr. Christiansen pointed out inconsistencies in the application, noting that in one place it indicates amplified sound starts at 11:30 a.m., while the map indicates it starts at 9:00 a.m. Mr. Wright said the event does not start until noon and it is likely that setup of the sound system begins at 9:00 a.m.

Mr. Harris stated that parks has asked the event organizer to hold the event later in the year. However, the earlier date is chosen for religious calendar reasons. He said if it rains and there are thousands of people in the park, extensive damage to the turf can result at that time of year. The Committee should talk about seeking a damage deposit as part of the conditions for the event.

Mr. Christiansen asked if the projected attendance of 800 is accurate. Mr. Harris said if the weather is good the number of participants is much higher than that. Inclement weather certainly results in fewer people attending.

Mr. Wright asked if parks typically requires damage deposits for events. Mr. Harris said it does, particularly for new events with no track record. Mr. Harm asked if parks could charge a damage deposit for large events like the Ukrainian Festival and Mr. Harris said parks would seriously consider seeking a damage deposit for that event.

Mr. Bennett said parks will develop some very clear conditions for the event within the next month or so.

A motion to approve the date, time and location for the event was made by Mr. Harm. The motion was seconded by Mr. Waisanen and the motion carried unanimously.

g. Snowflake Lane 2020

Mr. Wright noted that there are no planned changes to the event.

A motion to approve the date, time and location for the event was made by Mr. Harm. The motion was seconded by Ms. Scott and the motion carried unanimously.

❖ Comments/Follow-Up

With regard to seeking a new chair for the Special Events Committee, Mr. Bennett reported that a second round of interviews were held and the list was pared down to a single candidate who will be invited back to meet with parks staff soon. The purpose of that meeting will be to affirm a good match between the department and the candidate. The candidate is local which will make it possible to get the person onboard sooner rather than later. The hope is that they will be seated prior to the Committee's January meeting.

7. NEXT MEETING

❖ January 9, 2020

8. ADJOURNMENT

Mr. Wright adjourned the meeting at 9:19 a.m.