

CITY OF BELLEVUE
SPECIAL EVENTS COMMITTEE
MEETING MINUTES

July 9, 2020
8:30 a.m.

Bellevue City Hall
Conference Room 1E-112

MEMBERS PRESENT: Susan Freeburg – Parks
Andy Heider – Parks
Dane Waisanen – Fire
Mark Anderson – Fire
Mike Shovlin – Police
Joseph Nault – Police
Ben Wright – Transportation
Rick Logwood – Transportation
Zhu Weijun – Transportation
Glenn Bartolome – Metro Transit
Mike Ogliore – Business Representative Downtown
Laurie Scott – Downtown Resident Representative

OTHERS PRESENT: Brad Bennett, Imane Elmesbahi, Parks; Councilmember Barksdale

RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER

The meeting was called to order at 8:31 a.m. by Chair Freeburg who presided.

2. COMMUNICATIONS: Written and Oral

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MEETING MINUTES

A motion to approve the June 6, 2020, meeting minutes as submitted was made by Sgt. Shovlin. The motion was seconded by Mr. Ogliore and the motion carried unanimously.

5. COMMITTEE REPORTS

❖ Routing and Location Subcommittee Report – None

6. OLD BUSINESS – None

7. NEW BUSINESS

- ❖ Applications of Intent – None
- ❖ Status of Upcoming Events

Chair Freeburg reported that Flavors of India officially canceled its September event.

Mr. Bennett asked for a brief update regarding the Live at Lunch event. Mr. Ogliore said as things stand the event will be moving forward with a virtual experience only. There will be no live shows. All of the artists and venues have been notified. Two bars/restaurants were on board to host shows, but with the recent update to the Safe Start plan, live entertainment at bars and restaurants are not allowed during Phases II and III. A couple of outdoor venues were in the mix that would be allowed to host events during Phase III, but it is unknown when that phase will begin. The virtual livestreamed shows will begin on July 15 and the event will be renamed something like The Heart of Bellevue Summer Series.

Mr. Ogliore reiterated that during Phase II all events will occur virtually. If Phase III is ushered in, allowing groups of up to 50, outdoor live shows could be allowed. He said he would like to have a sound permit approved to allow for live music or performances should by some miracle the city goes into Phase III.

Chair Freeburg stated that the Committee had previously voted to move forward with the sound permit for Live at Lunch.

- ❖ Discussion of 6th Street Fair

Mr. Ogliore allowed that the event had not officially canceled, but he noted it would only be allowed in Phase IV. He said there are currently no plans beyond what has been discussed with Fire and Transportation. Kemper Development Company is still looking at supporting the event in terms of parking but has not given a solid yes or no yet for the September 5-7 dates. A layout has been determined with ten feet in between the booths, and Public Health is ready to have a conversation once things get closer to Phase IV.

Mr. Bennett asked what the event will look like, assuming it does move forward. He said he had not gotten to the point of hearing from Public Health what their restrictions would be in terms of checkpoints or letting in a certain number of people at a time into the space. The number of booths has been pared down to about 70 total, far fewer than the typical 120, to accommodate having ten feet of space between booths. There will be no food or live music allowed.

Chair Freeburg commented that the Committee had previously discussed whether or not a permit would be needed for the event, and the decision reached was that a permit should be required because of the need for a sound permit. Mr. Bennett questioned the need for a sound permit if there will be no live music or any performances. Mr. Ogliore reiterated there would be no live performances at the 6th Street Fair.

A motion to approve the date, time and location of the 6th Street Fair was made by Mr. Waisanen. The motion was seconded by Sgt. Shovlin and the motion carried unanimously.

Mr. Bennett pointed out that because the Committee will not be meeting in August, the 6th Street

Fair details will need to be addressed by the Routing and Location Subcommittee under the lead of Mr. Wright.

❖ Special Events Committee Code

Chair Freeburg pointed out that the Special Events Committee code is to be updated every two years but allowed that she was not sure exactly when it was last updated. She stressed that there are some things in the code that need to be updated. She encouraged the Committee members to review both the current code and the manual and come prepared to have an in-depth discussion at the Committee's September meeting.

Councilmember Barksdale asked if when post-event reviews are conducted the Committee takes the opportunity to identify possible changes to the code. He also pointed out that the economic development team had some feedback to share from the business surveys they conducted. Chair Freeburg said she has been in touch with the economic development team and with staff in Neighborhood Services. Feedback has also been received from some other departments.

Mr. Bennett said it is evident that there is just one document used by the Special Events Committee as an administrative manual, guiding processes and organization. The same is used by event organizers, which can create some confusion. He said he would be recommending that the Committee consider creating two documents, one to serve as an administrative manual for the Committee, and a separate event guide for organizers that clearly outlines the information and processes they need to understand.

Councilmember Barksdale suggested sending to the Committee members information and suggestions for changing the code well in advance of the September meeting.

❖ Post-Event Evaluations – None

❖ Comments/Follow-Up – None

8. NEXT MEETING

❖ September 10, 2020

9. ADJOURNMENT

A motion to adjourn was made by Mr. Wright. The motion was seconded by Mr. Heider and the motion carried unanimously.

Chair Freeburg adjourned the meeting at 8:52 a.m.