

CITY OF BELLEVUE  
SPECIAL EVENTS COMMITTEE  
MEETING MINUTES

March 8, 2018  
8:30 a.m.

Bellevue City Hall  
Conference Room 1E-112

**MEMBERS PRESENT:**

Jon Wilson – Parks  
Andy Heider – Parks  
Derek Landis - Fire  
Dean Harm – Fire  
Michael Shovlin – Police  
Mazen Wallaia – Transportation  
Neal Christiansen – Community Representative East  
Joann deYoung – Community Representative Downtown  
Jane Kantar – Business Representative Downtown  
Mike Ogliore – Business Representative Downtown

**MEMBERS ABSENT:**

Reilly Pittman – Development Services  
Glenn Bartolome – Metro Transit  
Meredith Langridge – Special Event Promoter, Position 1  
Jeanne Grote – Community Representative South  
Chris Dunham – Business Representative Downtown  
Roz Liming – Business Representative, Crossroads  
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 8:37 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. de Young. The motion was seconded by Mr. Ogliore and the motion carried unanimously.

**4. APPROVAL OF MEETING MINUTES**

A motion to approve the February 8, 2018, meeting minutes as submitted was made by Sgt. Shovlin. The motion was seconded by Mr. Harm and it carried unanimously.

## 5. OLD BUSINESS

### ❖ Tabled Events: Flavors of India, Northwest Ukrainian International Festival

Chair Wilson noted that Flavors of India had in fact been approved for Crossroads Park for Saturday September 1 date. He said a meeting with the event organizer was needed to flesh out details for the one-day event.

Chair Wilson said the main concern regarding the Ukrainian Festival was having events on back-to-back weekends. He said he was contacted by the event organizer who indicated the event would be reduced to a single day, Saturday August 25. That will give the park an extra day to recuperate before the Flavors of India event. The Ukrainian Festival traditionally has seen a large number of attendees.

Mr. Ogliore asked if a transportation and shuttle plan had been submitted. Chair Wilson allowed that it had not been submitted yet. He noted that the plan previously implemented should be improved, particularly in regard to signage at Crossroads Mall. He allowed that even after the Committee outlines what needs to be done and the organizer follows through on every detail, people will still do what they want to do and it is up to private businesses to enforce their own rules.

Mr. Heider observed that the organizer wants to begin setup for the event at 9:00 a.m. August 24. He said given that, it still seemed like a two-day event. Chair Wilson said that traditionally has been the approach used. Mr. Heider said there was no negative impact on the park following the 2017 event, other than garbage, which requires a lot of extra work on the part of parks staff. Chair Wilson agreed to work with the organizer to have additional garbage receptacles on site.

Mr. Christiansen asked how many big events occur annually in Crossroads Park. Chair Wilson said there are four. While that is not a large number, there used to be only one, and the neighborhood certainly feels the impact. Mr. Christiansen suggested that while the neighborhoods must shoulder having four events every year in the park, the disruption is more than offset by the privilege of living near such a beautiful park.

Sgt. Shovlin said he was told by Sgt. Sanabria that police encountered no issues with the event in 2017, other than making sure they turn the music off at the designated 8:00 p.m. time. He said Sgt. Sanabria added that more officers may be needed on site to provide security.

Chair Wilson said that in 2017, the event was able to use the turnaround near the theater as a drop-off point for the shuttle. He said he has communicated with theater staff about the need to avoid scheduling a conflicting event on that day.

Answering a question asked by Mr. Harm, Chair Wilson said the anticipation is that the event will draw 15,000 attendees throughout the day, with the peak occurring close to noon and continuing into the early afternoon.

A motion to approve the Ukrainian Festival for August 25 at Crossroads Park was made by Mr. Christiansen. The motion was seconded by Mr. Wallaia and the motion carried unanimously.

### ❖ Routing and Locations Subcommittee

Chair Wilson noted that the subcommittee met recently with the All In for Autism Rotary run

event coordinator.

Mr. Wallia said both the 5K and the 10K routes were approved for the 2018 event, but he noted that in 2019 there will be some issues involving 112th Avenue.

Chair Wilson said setup will occur in the southwest parking lot, which is close to the start/finish line and the restrooms. The organizer has been given permission to park at Bellevue Square up until 11:00 a.m.

## 6. NEW BUSINESS

- ❖ Post-Event Evaluations – None
- ❖ Application of Intent – StanceWars Seattle

Chair Wilson said the application of intent was received for the event after the organizer met with the Committee in February.

A motion to approve StanceWars Seattle at Bellevue College on July 14 and 15 was made by Ms. de Young. The motion was seconded by Mr. Christiansen.

Mr. Christiansen asked if a resolution had been reached on how to manage the traffic. Sgt. Shovlin said the problems in the past have been on the street as attendees were leaving the event. The intent is to have officers on the street just off of the campus.

Chair Wilson said in the past the issues regarding racing on the street have been the result of people on the sidewalks egging on the drivers as they leave the event. Having a police presence on the street should reduce that activity. Fire will want to make sure the setup is in line with all applicable codes.

Mr. Harm noted the application estimates there will be a thousand-plus spectators and said that is a clear underestimation. The actual number typically exceeds 6000 and may be as high as 10,000. A prevention officer will need to be posted on site during the event along with other resources.

Chair Wilson said the event will be manageable provided all of the bases are covered.

Mr. Christiansen asked if the city can require a special event permit even though the event is on private property. Chair Wilson said a permit can be required when there are off-site impacts to public property or the community. He said it was unclear whether or not the city could prevent the event from going on even without a permit. Legal has been clear that the city can set conditions but can probably not stop an event from occurring on private property provided all applicable codes are met.

Sgt. Shovlin said police will want to see about six officers and a supervisor, which likely will include a couple of bicycle officers on the campus. Sgt. Shovlin explained that officers can be hired through PSCS. Should the need arise to arrest someone, the minute the arrest is made, the officer becomes an on-duty police officer. That works out okay if the officer is a Bellevue police officer, but if the officer is a retired Bellevue police or Washington State Patrol officer, they lack authority. It is better overall to hire Bellevue officers. Chair Wilson said the event has not generated issues on the campus itself; the issues have all been with attendees as they leave the

campus on Bellevue streets.

Mr. Christiansen asked if conditions, such as the number of required officers, can be set even if a special event permit is not required. Chair Wilson said the city will need to post officers at the site whether there is a permit or not, but that will put the onus of paying for their time on the city rather than on the event. He allowed that there will still be some questions in need of answers, including from legal, and said he would continue to seek those answers. He said the question before the Committee was whether or not to require a permit, and he suggested that there was still time to put off making that decision to accommodate getting questions answered.

Ms. de Young suggested the fact that the event will have impacts and will drain city resources was sufficient to require a special event permit. Mr. Harm agreed and suggested any drain on city resources would be unfair to the citizens of Bellevue. Chair Wilson said where the city must cover the costs, the taxpayers ultimately foot the bill. Sgt. Shovlin added that his department is not large enough to assign on-duty officers to cover the event.

Mr. Christiansen said he was confused by the fact that the application indicates a two-day event. Chair Wilson said the event will only be on Saturday, July 14. He said he assumed the extra day was for tear down, but agreed to verify that. He said he would also seek verification of the event start and end time.

There was agreement to move ahead seeking clarifying answers and to hold off making a decision about whether or not the event should be required to have a special event permit until the Committee meeting in April.

#### ❖ Comments/Follow-up

Chair Wilson reported that he met recently with the Office of Emergency Management, the office that also runs the Emergency Operations Center. He said he talked to them about the planning they do to address emergencies, which in many ways mirror the work done by the Committee relative to road closures and the like. He said they also discussed emergency action plans that have been drawn up to facilitate responding to any issue be it small or large. The office always has someone on standby, and the Emergency Operations Center is activated for all major events, including Snowflake Lane, Fourth of July and the Arts Fair, but not for events like the Strawberry Festival. He said he would be working with the Office of Emergency Management on emergency action plans to address worst case scenarios, and would keep the Committee updated.

Chair Wilson noted that Cry Holi and the Festival of Color were both held on March 3. There were about 800 attendees at Crossroads Park and around 1800 at Downtown Park. The weather cooperated, which facilitated the good turnout. There were no issues at Crossroads Park other than litter and garbage, except for one complaint about sound, and there were no issues reported about parking at Crossroads Mall. There was at least one sound complaint called in regarding the event in Downtown Park. There was a sound level monitor posted to Downtown Park. There were parking issues with the Downtown Park event involving parking in emergency access lanes.

Sgt. Shovlin said the fire lane issue is complicated by the fact that there is no building attached to it. There have been discussions about posting No Parking signs there. Chair Wilson said one option might be to require the event to have a parking attendant at that location.

Sgt. Shovlin commented that if the parking lot is going to be used as a parking lot, food trucks should not be allowed in the center area. The people trying to get in line end up all over the parking lot. Chair Wilson said the preference is to avoid blocking off any of the parking in the southwest lot near the playground given its popularity. Unfortunately, that is the best place to put food trucks. Rotary asked to have the food trucks very close to where they do their event, but there is really no where to do that given the health code rules and regulations about restrooms.

With regard to the food truck event, Chair Wilson said a request has been made to do a Friday night event at the library. There will be an event involving a band that will play in several different cities, all on Friday nights. The library has asked the city to co-sponsor the August 10 event. An application for the event should be in hand by the Committee's April meeting.

**7. NEXT MEETING**

❖ April 12, 2018

**8. ADJOURNMENT**

Chair Wilson adjourned the meeting at 9:29 a.m.