

CITY OF BELLEVUE
SPECIAL EVENTS COMMITTEE
MEETING MINUTES

March 10, 2016
8:30 a.m.

Bellevue City Hall
Conference Room 1E-121

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
Mike Ogliore – Business Representative Downtown

MEMBERS ABSENT: Dennis Warner – Fire
Reilly Pittman – Development Services
Chris Dunham – Business Representative Downtown
Meredith Langridge – Special Event Promoter, Position 1
Roz Liming – Business Representative, Crossroads
Katherine Ombrellaro – Special Event Promoter, Private

OTHERS PRESENT: Sharon Franzen, Parks
Councilmember Vandana Slatter
Carlos Womack, Metro Transit
Valeriy Goloborodko, Consulate of Ukraine
Lucy Dmitriv, Consulate of Ukraine
Oleh Mayovskyy, Consulate of Ukraine

RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER

The meeting was called to order at 8:34 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

A motion to approve the February 11, 2016, 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 reported that the committee met with the Cry Holi event organizers and got the parking plan determined. They have information about where they will be posting No Parking signs, and the Crossroads Mall is on board with their plans. They will also monitor the fire station driveway during the event.

Mr. Butcher said things have been worked out with the SR-520 event organizers that will allow them to use the parking lot at City Hall. The pickup location will be where the bus terminal is so there should not be any impacts to businesses.

Councilmember Vandana Slatter introduced herself to the Committee and noted that she has been appointed to serve as the Council liaison. The Committee members and staff introduced themselves.

❖ Committee Liaisons Assigned to Events

Chair Wilson reported that he had only received two responses from Committee members relative to being assigned to serve as liaison to certain events: Ms. Warren asked to serve as liaison to any of the arts events and Chair Wilson assigned her to Festival of the Arts; and Ms. Grote asked to serve as liaison to the holiday events and Chair Wilson assigned to Snowflake Lane.

Chair Wilson noted that Mr. Christiansen previously had been assigned to work with the Strawberry Festival, and Mr. Christiansen agreed to continue in that role.

Chair Wilson said the liaisons will work with the event organizers and city staff as the go-between and will help out where possible. The liaisons will also provide reports to the Committee.

Chair Wilson reminded the Committee that the Cry Holi event was set for March 19 in Crossroads Park. He noted that in accord with the new sound procedure, staff will be assigned to attend and take sound level readings and to assist in the placement of the loudspeakers. Should any calls that come in from the public, it will be possible to contact the staff directly and effect changes as quickly as possible.

Lt. Sanabria asked where the staff will be taking sound readings. Chair Wilson said they will be taken at the source and at the boundaries of the park. All sounds must fall below a certain decibel level. Having someone on site to take measurements will help to assure that outcome. However, if the sound levels exceed the allowed limits, the city has the authority to shut it down.

6. NEW BUSINESS

❖ Timeline – All In for Autism

Chair Wilson referenced the timeline that was included in the Committee packet.

❖ New Meeting Room Location

Chair Wilson informed the Committee that beginning in April the meetings would once again be in Room 1E-112, except for the meeting in September.

❖ Ukrainian Festival: 2016 Date Change Request

Valeriy Goloborodko, honorary consulate of Ukraine, said he is excited about holding the Ukrainian festival in Bellevue. He said there are between 60,000 and 70,000 Ukrainians living in Washington state, and some 25,000 in Oregon. The goal is to create a festival for all Ukrainians living in the Northwest.

Mr. Goloborodko noted that he previously had submitted an application requesting August 20 for the festival date because August 24 is Ukrainian independence day. However, a sports festival that will involve the Ukrainian community is also scheduled for that day in Federal Way. He asked to change the Ukrainian festival date to August 27 at Crossroads Park at 10:00 a.m. Some six to eight hours will be needed for setup, and the setup team would like to start its work on Friday, August 26. On the morning of the festival the setup team will complete its work. The vendors will be in place four hours prior to the start time and begin their food preparation an hour before the event begins. There will also be eight booths set up around the walking area. Trash and recycle bins will be dispersed throughout the festival area. Portable toilets will also be brought in and put in three locations. Security will be very important so fire and police will be asked to have vehicles there, which will also be exciting for the children to see. Security personnel will be provided, and a fenced kids area will be set up near the existing playground. The main stage will be set up in the center of the park. All vendors will be required to operate in accord with all health department requirements.

Continuing, Mr. Goloborodko said the festival will start with prayer followed by anthems and a history narration. There will be Ukrainian music with at least ten choirs, and there will be dancers. Performances will take place on both the main stage and the secondary stage; professionals only will be on the main stage, while anyone wanting to perform will be allowed to use the second stage once they are approved by an advisory board. There will also be games and competitions during the event, and many will be there dressed in traditional Ukrainian attire.

Mr. Goloborodko said Lucy Dmitriv will handle all administrative duties, including permitting and registrations. She will also be coordinating the volunteers. Performers and dignitaries from the Ukraine will be invited to attend. The estimation is that between 3000 and 10,000 people will attend the event depending on how it is advertised.

By sharing the Ukrainian culture, the people of Bellevue will be better able to understand their Ukrainian neighbors and relations overall will be good.

The event will end by 9:30 p.m. and tear down will begin, which will take a few hours. The hope is for the festival to become an annual event.

Mr. Christiansen informed Mr. Goloborodko that the Eastside Heritage Center holds the annual Strawberry Festival in June in Crossroads Park. He suggested talking to the organizers of that event to talk about the challenges they face, what works and what does not work. That event has hosted up to 20,000 people on a given day. Mr. Goloborodko said some from his group attended the 2015 Strawberry Festival to see how things are done.

Mr. Ogliore asked about a parking plan. Mr. Goloborodko said there is very limited parking at Crossroads Park. Bellevue Youth Theatre has agreed to the use of their facility during the event and they have about a hundred parking spots. There are also 120 parking places behind the park.

A shuttle will be operated from satellite parking areas at area schools. He said he intends to talk to Crossroads Mall about coming on as a sponsor, and as a sponsor they may offer some parking. Chair Wilson pointed out that the Bellevue School District is hesitant to schedule out their parking facilities that far in advance, which could make securing their parking lots difficult. He said he is working to track down other parking options.

Lt. Sanabria agreed with the need to reach out to the Strawberry Festival organizers. They already have in place a logistical blueprint for how to make a large event at Crossroads Park happen. Use of the inside parking areas for participants is probably not going to be tenable because of the congestion on NE 8th Street; that lot should be used for vendors and event staff only. He said it would be very useful to take the time to observe the setup process for the Strawberry Festival as well.

Mr. Christiansen pointed out that during the Strawberry Festival the north parking lot is closed to attendees and used only to accommodate performers. Mr. Goloborodko said that was his plan as well.

Mr. Bartolome commented that an overall transportation plan is needed, not just a parking plan. If there are going to be 10,000 people attending, the advertising should include options for getting to and from the event via transit. With more attendees taking transit, there will be fewer parking spaces needed, and the cost to operate shuttles will be minimized.

Chair Wilson said the shelters at the park have been booked for the summer, and two of the three shelters have been reserved for August 27. He said he had set aside August 20 to accommodate the festival, and if the date is moved it will be necessary to address that issue before acting to approve either the date or the location. Mr. Goloborodko was asked to bear in mind that it may be necessary to find another date or consider a Sunday rather than a Saturday.

The consulate representatives left the meeting.

Mr. Butcher stressed the importance of showing a willingness to the event organizers to accommodate the event, if that is the way the Committee wants to go. The event is one other cities would compete to have, especially if it is to become an annual event. He said he would support approving the event even without having the details ironed out. Chair Wilson noted the Committee showed support for the event at its meeting in February, but tabled approving it to allow for talking directly with the organizers.

Lt. Sanabria said the Committee acted in good faith in setting aside the August 20 date that was originally requested. He agreed the event will be good for Bellevue, but those who have reserved the shelters on August 27 should not be forced to change their plans. If not other date or site can be identified, the organizers should be encouraged to accept the August 20 date. Chair Wilson said he would talk with those who have reserved the shelters to see if they can be accommodated in some other way.

Lt. Sanabria voiced concerns about having two major events on back-to-back weekends.

Councilmember Slatter pointed out that Mayor Stokes and Councilmember Lee have both met with the Ukrainian consulate and have made a good connection. It has been conveyed that the city values the event at the highest level. She said her observation of the Committee's discussion with Mr. Goloborodko that while there are issues to be addressed, the city is supportive of the event. She offered to reach out to the organizers to make that point very clear if necessary.

Chair Wilson said the city's cultural diversity liaison has met with Mr. Goloborodko. The event likely will serve as a testing ground for how the office of cultural diversity will work with groups wanting to bring cultural festivals to Bellevue. He informed the Committee that the group actually wanted to hold the event in Downtown Park, but the answer had to be no because of the construction projects under way there. Crossroads Park was suggested because Jubilee Reach decided not to hold its event there on August 20.

Mr. Harris commented that major back-to-back events in any park is difficult to accommodate. There is a time and investment consideration for parks staff, and the park itself needs time to recover. It is doable, though there is always a residual effect that can last well over a month.

Ms. Warren suggested that if August 13 is available, it could be the best option, even if the organizers would prefer to have a date closer to the date on which Ukrainian independence is celebrated. That would get the event to Bellevue and then scheduling a date for future years could be carefully considered. Chair Wilson said he would review all options, both for date and place.

Mr. Christiansen said Mr. Goloborodko did not actually respond to the notion of holding the event on a Sunday. Chair Wilson said setup would still need to occur on Saturday, but that could possibly be done without impacting regular park users.

Mr. Butcher suggested that if the city cannot find a way to accommodate the event in 2016, the organizers will look to take it to another city and it will not come back to Bellevue. Chair Wilson said that is not necessarily case given how strongly the organizers want the event to take place in Bellevue.

Mr. Butcher proposed approving the event for Crossroads Park on August 20, and then working to accommodate them if possible. Mr. Ogliore agreed and added that the organizers should be given a commitment for 2017.

A motion to approve the application of intent for the Ukrainian festival for August 20, pending changes to the date and location. The motion was seconded by Lt. Sanabria and the motion carried unanimously.

❖ Comments/Follow-up

Chair Wilson reported that he and Mr. Butcher have been working to develop an official parking plan form for event coordinators to fill out. He said he will have the document ready for inclusion in the application packet as soon as possible.

Chair Wilson informed the Committee that he had been approached regarding two new events that likely will have little impact and may not even need a special event permit. Both are being planned for 2017. One of the events involves the World Squash tournament that will take place in May, and the organizer has already contacted the Bellevue Boys & Girls Club about setting up in the field house at Hidden Valley. Because that is on public property, it will be necessary to review issues such as parking. The other event is a tandem bike ride along the Mountains to Sound Greenway in August. Because the trail is not fully built out between Enatai and Lake Sammamish, the riders will need to use certain streets. If they will be following the rules of the road, there may be no need to require a special events permit.

7. NEXT MEETING

❖ April 14, 2016

8. ADJOURNMENT

Chair Wilson adjourned the meeting at 9:55 a.m.