



**MEMORANDUM - Concurrence Coversheet**

Date: September 8, 2021  
 To: Candida Lorenzana, Transit and Mobility Division Director  
 Adiam Emery, Transportation Operations Division Director  
 From: Ruth Harper, Senior Transportation Planner  
 Subject: For Your Signatures

**Short Summary/Reason for Request:**

Please sign the attached **updated** Memorandum of Agreement (MOA) for Event Curbside Management between SDOT and Seattle Center (SC).

This updated MOA comes about as a result of the new Climate Pledge Arena, but it also serves to formalize current curbside reservation practices between the two departments. This version removes the prior Reservation Type restrictions and allows Seattle Center to temporarily use on-street curbspace per the updated blockface list included here. Seattle Center will strive to minimize impacts (extent and duration) wherever possible, in adhering to a policy of careful and judicious use of public right of way. It also memorializes current curbspace reservation policies practices. The Parking Enforcement Division has also reviewed this agreement and concurred.

Date	Name/Extension	Signature
Requestor		
9/8/2021	Ruth Harper, 206.584.3443	<u><i>Ruth Harper</i></u> Ruth Harper (Sep 8, 2021 18:11 PDT)
Manager Approval		
09/13/2021	Mike Estey, 206.604.1826	<u><i>Mike Estey</i></u> Mike Estey (Sep 13, 2021 09:48 PDT)
Manager Approval		
09/13/2021	Matt Beaulieu, 206.379.4177	<u><i>Matt Beaulieu</i></u> Matt Beaulieu (Sep 13, 2021 09:51 PDT)

## Seattle Department of Transportation / Seattle Center

### MEMORANDUM OF AGREEMENT for Event Curbside Management

Seattle Center is an important gathering place - since its inception it has existed to provide cultural, community, sports and arts events for the entire region. Many of these events require use of public right-of-way for loading and staging. When the Seattle Department of Transportation (SDOT) installed on-street paid parking in Uptown in 2006, it was agreed that the fees for temporary use of the curbspace for Seattle Center events should be waived, in accord with decades-long precedent, and in acknowledgment of Seattle Center's unique contributions to the city. This version of the Memorandum of Agreement removes the prior Reservation Type restrictions and allows Seattle Center to temporarily use on-street curbspace per the list included here. Seattle Center will strive to minimize impacts (extent and duration) wherever possible, in adhering to a policy of careful and judicious use of public right of way.

#### Agreement

- This Memorandum of Agreement between the Seattle Department of Transportation (SDOT) and Seattle Center describes procedures for Seattle Center to reserve right-of-way curbspace for loading, unloading and staging of events at Seattle Center. The agreement covers the following uses, to be detailed within the reservation applications submitted to SDOT by Seattle Center staff or their designees and as marked on temporary no-park signage corresponding to specific curb use:
  - Short-term loading zones as needed
  - Staging of vehicles and equipment
  - Trailer parking
  - No parking (*e.g., walk/run route necessitating no vehicles along the event course*)

More than one reservation type may be used along a single curb face as needed, provided use-specific signage is located to clearly delineate each type of use.

## **Procedure for Reservations**

1. Seattle Center staff or their designee will complete an online application through the Seattle Services Portal (see Appendix Link 1) for Temporary No Parking (TNP) for paid areas. Choose “barricade”, and SDOT will waive fees and approve. No online verification (now called “public notification”) is required for TNP (paid area). The application identifies dates, times, and specific space numbers to be removed from paid parking operation for the duration of the curb use period.
  - a. Space numbers can be referenced from the web map (see Appendix Link 2).
  - b. Application must be received by SDOT Permits desk no later than 24 hours prior to the start of Seattle Center curb use.
2. Seattle Center Technical Facilities Management (TFM) crews shall place temporary no-park signage (gorilla posts or A-frames) at minimum 24 hours prior (and preferably 72 hours prior for A-frame signs in non-paid areas) to the start of the curb use period.
  - a. For gorilla posts, at the time of no-park signage placement, Seattle Center TFM will document on tags the date and time no-park signage was placed which they will affix to at least one gorilla post on that block.
    - i. In addition to date and time, Seattle Center TFM will document on the tag any vehicle license plate numbers currently parked in these curb spaces.
  - b. Temporary no-park signage may be customized by Seattle Center staff or their designee and must include the date(s) and time(s) of curb use.
  - c. Public notification is required for A-frame No Park signage in non-paid areas and is generated through the Temporary No Parking Non-Paid (TNP-N) application process which Seattle Center must complete through the Seattle Services Portal (see Appendix Link 1).
  - d. No online verification (“public notification”) is required for gorilla post no-park signage.
3. For curb used to stage commercial trailers, commercial vehicles and trucks, Seattle Center shall obtain a Restricted Area Parking Permit, to be placed in/on each truck at all times the vehicle is located along the curb.

## **Procedure for Reservations for Special Events**

1. For events operating under a Special Events Permit (e.g., festivals, walks/runs utilizing public right-of-way as part of their route), curb use is included within the

Special Event Permit. Curb space needs to be reserved, either by Special Events personnel or by Seattle Center personnel, via the TNP process outlined above.

2. Where applicable, Seattle Center TFM crews shall place temporary no-park signage (gorilla posts or A-frames) at minimum 24-hours prior (and preferably 72 hours prior for A-frame signs in non-paid areas) to the start of the curb use period. Seattle Center shall follow the procedures identified above (“Procedure for Reservations” Section 2) for temporary sign placement.

### **School Bus Parking**

Select curb spaces have been designated for use by school buses Monday-Friday, 9:00 am – 3:00 pm in order to accommodate activities programmed for school-aged children at Seattle Center and Seattle Center resident organizations. School bus parking zones are not actively managed by Seattle Center or Seattle Center resident organizations.

School bus parking zones are signed as such and located on the following blocks:

- 1<sup>st</sup> Ave N, east side, between Thomas St and Harrison St
- 4<sup>th</sup> Ave N, west side between Republican St and Mercer St
- 5<sup>th</sup> Ave N, east side, north of Harrison St

### **Climate Pledge Arena**

Curb space may be utilized by Climate Pledge Arena for event use only, on the specific blocks identified below. Use will be coordinated with Seattle Center event representatives, and Seattle Center staff will make the requests. Climate Pledge Arena and/or Seattle Center shall follow the procedures identified above for application and temporary sign placement (“Procedure for Reservations” Section 2).

This MOA also recognizes that there might be brief challenges between the Arena ingress and egress procedures for large events and Seattle Center’s use of curbspace for their large events and festivals. As stated in the Transportation Management Plan (TMP) for the Climate Pledge Arena (which is signed by SDOT, Seattle Center, SDCI and the Climate Pledge Arena General Manager), Seattle Center has oversight for the Seattle Center campus which includes Climate Pledge Arena and numerous other venues and resident organizations.

Seattle Center operates the campus as a whole including agreements regarding the use of parking garages and curb space. Seattle Center will actively partner with the Climate Pledge Arena regarding the use of curbspace.

### **Curb Space Included in this Memorandum Agreement for Temporary Use**

- Thomas St, both sides between 1<sup>st</sup> Ave N & 2<sup>nd</sup> Ave N \*
- Warren Ave N, both sides between Thomas St & John St\*
  - The west side of this block will not be available for Seattle Center use between 5 PM and midnight during Climate Pledge Arena events with over 10,000 anticipated attendees
- 2<sup>nd</sup> Ave N, both sides between Thomas St & John St \*
- Republican St, both sides between 1<sup>st</sup> Ave N & Warren Ave N
- Warren Ave N, both sides between Mercer St & Republican St
- 2<sup>nd</sup> Ave N, west side between Mercer St & Roy St
- 2<sup>nd</sup> Ave N, east side between Mercer St & Roy St, northern half only
- 4<sup>th</sup> Ave N, both sides between Mercer St & Republican St \*
- Republican St, both sides between 4<sup>th</sup> Ave N & 5<sup>th</sup> Ave N \*
- Mercer St, north side between 3<sup>rd</sup> Ave N & pedestrian bridge
- Taylor Ave N, east side between Harrison St & Thomas St (parallel parking configuration only)

*\*Eligible for use by Climate Pledge Arena*

### **Signage**

Seattle Center shall purchase and maintain a sufficient number of gorilla posts and A-frame signs to effectively reserve curbspace in the locations described, along with signs as appropriate for each type of reserved curbspace. The main signage text and colors will be mutually agreed upon by SDOT and Seattle Center. Seattle Center or their designee may add auxiliary signage on the main sign, as described above, at their discretion.

Seattle Center or their designee must locate signs along the curbspace to accurately delineate the reserved space. Signs with appropriate directional arrows must be placed at each end and at least every other parking space along the length of curbspace being reserved.

### **Fees**

Due to the nature of Seattle Center as a unique event destination, their need to use adjacent streets in support of their event management, and the past practice of not being charged for those activities, the SDOT Director of Transportation Operations and Director of Transit and Mobility waive reservation that would otherwise accrue for use

of paid curb space.

For street use outside of the parameters of this agreement, the event or activity producer requesting a permit is responsible for any SDOT Street Use permit fees or Special Event permit fees, and any related charges that may result from their transactions with SDOT Street Use or Seattle Parks and Recreation.

**Enforcement**

SDOT and Seattle Center will rely on Seattle Parking Enforcement to enforce temporary short-term loading zones. SDOT Commercial Vehicle Enforcement will enforce all truck permits for longer reservations except when a Special Events Permit is in effect. SDOT Street Use will enforce street use permits.

**Term of Agreement**

This Agreement will become valid when signed by representatives of Seattle Center and SDOT, and will remain in effect indefinitely, unless amended or replaced by mutual agreement of the departments’ representatives.

SEATTLE DEPARTMENT  
OF TRANSPORTATION

*Adiam Emery*  
Adiam Emery (Sep 13, 2021 16:47 PDT)

Adiam Emery, Director of  
Transportation Operations

09/13/2021

Date

*Candida Lorenzana*  
Candida Lorenzana (Sep 14, 2021 09:57 PDT)

Candida Lorenzana, Director of  
Transit and Mobility

09/14/2021

Date

SEATTLE CENTER

*Robert Nellams*  
Robert Nellams (Sep 15, 2021 14:45 PDT)

Robert Nellams  
Director

09/15/2021

Date



# Seattle Center Campus Map

\* When you park at these Garages, your fees support Seattle Center free programs and campus grounds.

Last Revised: 01/21/2021

For additional information, please contact  
Seattle Center Customer Service:  
(206) 684-7200