

**City of Poulsbo
Community Services Committee
Meeting Minutes**

Location	Poulsbo City Hall, 3rd floor conference room	Date	January 8, 2020
Committee Chair	Connie Lord	Time Started	4:00 pm
Council Present	Connie Lord, Gary McVey	Time ended	5:00 pm
Staff Present	Mary McCluskey, Parks and Recreation; Mayor Erickson; Rhiannon Fernandez, Kati Diehl, Clerks Dept		
Key Points Discussed			
No.	Topic	Highlights	
1.	Administrative:		
A.	Questions & Concerns of the Committee	Gary asked if there would be additional discussion on the July 3 Fireworks event, and will it be at this committee or at full council. Connie felt that it should be at full council. Rhiannon will check with Becky on when to add it to the agenda.	
B.	Agenda and Extended Agenda Review	No changes.	
C.	Minutes of 12/11/2019	M/S/A GM/CL	
2.	Agenda Items:		
A.	Special Event Permit Review; Poulsbo Beer Run	No major changes to for the event. The policy will be working with the organization for a safe crossing on Viking Avenue. CSC recommends permit approval.	
B.	Special Event Ordinance Update	<p>Rhiannon had some specific questions for the CSC on the method of processing applications. After much discussion it was determined that the CSC will receive and review all special event permit applications, and report out to full Council. All applications will be approved administratively, and the Council will be the appeal body.</p> <p>Rhiannon also asked for a discussion on the reasons that a "waiver" of the application deadline would be allowed. Applications must be in 90 days in advance of the event, but how will exceptions be made? One example that Gary gave for a last minute event would be a last-minute fundraiser for the recipient. The Mayor related that any exceptions must "benefit the citizens of Poulsbo; and be open to the public"; but</p>	

		<p>not for an individual. Late applications will carry an additional fee. This ordinance gives staff the tools to manage the events and the process.</p> <p>Mary wondered if a public meeting or roundtable to discuss the ordinance changes would be useful. It was agreed that it could be done at the February CSC meeting, once the ordinance is adopted. Event organizers would be invited.</p> <p>There was a question as to whether a public hearing is necessary since the fees will change. Rhiannon will check with Jim Haney (who later emailed that he didn't think one was necessary). The City Council will discuss the ordinance and whether to start passing city costs onto the event organizers.</p> <p>Connie reiterated that she wants the full Council to discuss the 3rd of July event. There are concerns that the event has gotten too big for Poulsbo. All agreed that this would be a policy discussion. Gary recommended reaching out to Viking Fest Corporation to see how much time they need to plan the event. Becky stated her concerns which included crowd management and the physical layout of the city. Poulsbo may have outgrown the event. The cancellation could possibly be for one year or longer. There are other celebrations through Kitsap on July 4.</p>
3.	Department Head Reports	
A.	Park Project Updates	Mary reported that the two park projects this year will be Rotary Morrow Community Park and Poulsbo's Fish Park.
4.	Mayor/Council Member Reports	Becky reported that Betsy Peabody with the Puget Sound Restoration Fund has requested to lease beds to replant Olympia Oysters near American Legion Park. Becky is continuing to work with WSDOT to secure the remediation area, and is looking to secure funds for the dragon for College Marketplace.

Minutes respectfully submitted by Mary McCluskey